



Field Operation Plan (FOP)



7th Population and Housing Census “First Ever Digital Census”

**Pakistan Bureau of Statistics
Ministry of Planning, Development and Special
Initiatives, Islamabad**

www.pbs.gov.pk

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Preface

Pakistan Bureau of Statistics is conducting the first-ever digital census in the history of Pakistan. The Population and Housing Census is an activity of paramount importance, and this 7th Population and Housing Census is a monumental achievement by the Bureau as a crucial milestone in the digital journey of Pakistan. The 7th population and housing, first-ever digital, census starts self-enumeration from February 20 and field operations from March 1, 2023, with results delivered by April 30, 2023.



The digitization of the census process will modernize data collection techniques and enhance reliability, transparency, and efficiency, in turn contributing to greater efficacy of policy, planning and allocations. It not only moves the nation forward on the path of progression but also reforms and transforms the Pakistan Bureau of Statistic's data collection and analysis methodologies and approaches. The institution has taken a systems approach and injected it with the much-needed technologies to bring it up to par with international standards.

The technology architecture of the first-ever digital census was developed after extensive research and learning from other countries that have digitized their census and what has worked in the past, grounding the nomenclature within the ground realities of the country and available resources.

It is with humility and national pride that Pakistan Bureau of Statistics enters this new digital era, keenly aware that the possibilities that technological innovations have no boundaries and provide the potential that still needs to be fully realized.

I would like to express my sincere appreciation to my whole team and especially Mr. Muhammad Sarwar Gondal Member (SS/RM) who lead this activity and have generously given their time, expertise and support towards Digital census. Without your help, this would not have been possible

(Dr.Naeem uz Zafr)
Chief Statistician

Acknowledgement

Population & Housing Census is a gargantuan national activity of vital importance to inform planning and resource management through reliable and timely data. It is the backbone of progress of the nation and the prosperity of citizens. Pakistan in the census is civic duty and ensuring that every person is enumerated is the responsibility of the Government. Cognizant of these values, the continuing challenges and demands of changing times, taking a bold yet essential step, the Pakistan Bureau of Statistics digitized the census process in Pakistan.



The 7th Population and Housing Census is Pakistan's first-ever "Digital Census", under the vision of "Digital Pakistan." The international standard census will not only provide timely data for policy planning but also enable real-time monitoring for the provision of quality data. The tablet-based standardized census will be a road map for future censuses and have full ownership of stakeholders. The digital census is not just about collecting data, it's about leveraging technology to make the census process more inclusive, accessible, and user-friendly. It allows people to respond to the census from the comfort of their own homes, using their own devices, and in their preferred language (Urdu or English) by Self-Enumeration. It also enables the use of advanced analytics to gain insights and identify trends that can inform policy decisions and help allocate resources where they are most needed.

The first ever digital census is a well-planned activity. Special care has been taken to ensure that all aspects and details have been taken into account. The team of expert statisticians, economists, demographers, social sciences stakeholders and high-tech IT professionals came together to develop and formulate SOPs, operation plans, procedures and standardized guidelines. The following FOP contains a detailed chapter in which all required SOPs are enlisted that would be an ample guideline for our DCs, ACs and CDOs, and for all integral stakeholders of this activity. It is in hand record to provide prompt solutions of issues related to field.

I would like to thank Mr. Ayazuddin (Member Census & Survey) and Ms. Rabia Awan Deputy Director General (Census Project Management Unit), PBS and their team of professionals who have worked tirelessly to design, develop, and test the digital census platform. Their hard work, expertise, and commitment have been critical to the success of this initiative. The completion of this national activity in a limited time would have not been possible without the guidance of esteemed members and the enormous hard work and devotion of all PBS teams.

(Mr. Muhammad Sarwar Gondal)
Member (SS/RM)

Chapter 1

1.1 Pakistan Bureau of Statistics Pakistan

Pakistan Bureau of Statistics (PBS) is mandated to conduct Population & Housing Census and other data collection activities in the country according to the **General Statistics (Reorganization) Act, 2011**. It is the prime official agency of Pakistan, responsible for collection, compilation & dissemination of reliable and timely statistical information to the policy makers, planners and researchers. It publishes a variety of reports, based on primary & secondary data, on Socio-Economic aspects. After independence of Pakistan, Central Statistical Office (CSO) was setup by the Government of Pakistan in 1950 as an attached department of Economic Affairs Division. Since then statistical system was reviewed from time to time by both local & foreign consultants.

PBS has undergone Digital transformation & shifted from Manual to electronic data collection through tablets for its regular surveys with online monitoring linked with Geographic information system (GIS). PBS is adopting standard statistical methodologies & new technologies for meeting the future demand of potential data users.

1.2 Functions of Pakistan Bureau of Statistics, with reference to Population & Housing Census.

- i. All matters pertaining to policy, planning, coordination, publicity and administration of the Population & Housing Census operations throughout the country.
- ii. Preparation of questionnaires, manuals of instructions and training guidelines.
- iii. Preparation of calendar of activities, issuance of necessary instructions and guidance to the Provincial/Regional/Field Offices, enabling them to adhere to it.
- iv. Establishment and organization of the Provincial/Regional/Field Offices in terms of Financial, Administrative, Machinery, equipment and field use material to each province and streamlining their functioning in a systematic and efficient manner.
- v. Recruitment/deployment of census staff and their training for smooth conduct of census operation.
- vi. Budgetary preparations/arrangements for headquarters as well as its Provincial/Regional/Field Offices.
- vii. Preparation of plans for logistic arrangements, including equipment and transport etc., required for the purpose.
- viii. Provide guidance to the Provincial/Regional/Field Offices and Census District Officers in completion of field activities.

- ix. To extend all help to Provincial/Regional/Field Offices which they may seek in completion of preparatory work and in any technical matters for successful conduct of Census in their areas of jurisdiction.
- x. Provide guidance to the Provincial and District Administration for conduct of smooth, fair and transparent Digital Census in the country.

1.3 Background

The Population and Housing Census, traditionally is a decennial activity within the geographical area of countries all over the world. It provides benchmark data on population size, its geographical distribution and its demographic characteristics along with their living standard for socio-economic development planning and its evaluation. It also meets the legal and constitutional requirements; Article 51(5) of the Constitution says that “the seats in the National Assembly shall be allocated to each province, and the Federal Capital on the basis of population in accordance with the last preceding census officially published”. Article 160(2) deals with distribution of resources between Federation and the Provinces through National Finance Commission whose basic parameter is population size of the respective Province/Area.



The Population and Housing Census is a head count of people (and count of structures) within geographical boundaries of a designated area with reference to a particular period and time, whether the people are nationals or foreigners, legal or illegal. These numbers are needed for

- ✓ resources' allocation,
- ✓ sampling-frames,
- ✓ delimitations of election consistencies,
- ✓ allocation of number of seats in National Assembly
- ✓ Policy& planning of future.

The link between the census and resources allocation and allocation of number of seats in Assembly made the census results very sensitive and of high importance. Due to this sensitivity, every sector of the society critically reviews and closely watches the trends of population growth, so that their interest/benefits can be properly recognized.

1.4 Legal Basis and Legislation for Census

The **General Statistics (Reorganization) Act-2011** provides necessary legal backing. The Act-2011 is extended to **AJ&K** and **GB** through issuance of separate notification by the concerned authorities for the respective areas.

This General Statistics (Reorganization) Act-2011 provides legal support to the census operations by authorizing the Federal Government to decide the census dates, formulate census questionnaires and engage any person as Census Officer for census taking, collect information from household members about personal characteristics and housing particulars and disseminate census data. The General Statistics (Reorganization) Act-2011 deems suitable and provide protection to individuals not to compromise on their confidentiality. The Act also provides immunity to the Census Officers in so far as the secret nature of its record is concerned. It also provides backing for the imposition of penalties in respect of any person including Census Officer who refuses or neglects to use reasonable diligence in performing any duty imposed upon him/her or put intentionally any offensive or improper question or knowingly makes any false return or discloses any information, intentionally gives a false answer or refuses to answer to questions asked from him/her by an Enumerator. **Detail of general statistics Act-2011 is Placed at Annexure –A**

1.5 Censuses History in Pakistan

History of the census dates back to 1881 when the first organized census was held under the British rule now also comprising Pakistan. Since then regular censuses have been held after every 10 years with few exceptions. After the independence of Pakistan, the first census was conducted in 1951, the second in 1961, the third in 1972 and the 4th in 1981. The 5th census due in 1991 could not be undertaken in time mainly due to lack of consensus among the provinces on census dates, census procedure and was finally conducted in March, 1998. All the five successful censuses were held/conducted by the Population Census Organization. However, the 6th Population and Housing Census was scheduled to be held in 2008 but postponed due to law and order situation in the country and later on 6th Population and Housing Census were conducted successfully during March-May, 2017 under the supervision of Pakistan Bureau of Statistics.

The 7th Population and Housing Census will be the Digital Census which will be the first one in history of Pakistan under the vision of Digital Transformation of Pakistan. It will not only able to provide timely data for policy planning but also enable real-time monitoring for provision of quality data. The tablet based census will be a road map for upcoming future censuses and will be acceptable for all stakeholders. However, the digitized tablet based census will be a challenge job but PBS will try to achieve the target to conduct census as per work plan issued by the Government of Pakistan.

1.6 Introduction of Digital Census

The Council of Common Interest (CCI) in its 45th Meeting held on 12th April, 2021 at Islamabad under the chairmanship of the Prime Minister of Pakistan has decided that “The process of next Census should start as early as possible according to international best practices by using latest technology”. To bring transparency, credibility & wider acceptability of Census Processes & the Results, A Census Advisory Committee (CAC) of renowned demographers & experts was constituted under the Chairmanship of Deputy Chairman Planning Commission (DCPC) with comprehensive TORs. Main recommendations of the Census Advisory Committee (CAC) are as follows: -

- i. Compliance with United Nations Principles for Census: Agreement and engagement of public, individual enumeration, simultaneity, universality
- ii. Updation of Area Frame and Maps: Digitized frame linked with GIS
- iii. Involvement of Stakeholders: Provinces, parliamentarians, general public amongst others
- iv. Questionnaire: Single Census questionnaire be administered strictly in relevance to the Objectives of Census
- v. Pilot Census: To test the tools and methodology
- vi. Field operation methodology: Led by Provincial Govt. with Provincial deptt. staff as enumerators (with adequate female staff)
- vii. Communication, Advocacy and Publicity: Media Campaign, start to end in print, electronic and social media with localized approach
- viii. Mode of Data Collection: Multi-mode data collection with emphasis on digital census
- ix. Secured Self-Enumeration Portal
- x. Tablet Based Data Collection
- xi. Paper Based Data Collection
- xii. Post Enumeration Survey: To increase credibility of the results and build confidence of stakeholders through CATI approach
- xiii. Training: Extensive training using technological interventions (audio & short videos) to ensure uniformity
- xiv. Census Support Centers at tehsil level for **Monitoring and supervision of field work and IT support services**
- xv. Equipped with well-trained support staff
- xvi. Dashboards for real time supervisions
- xvii. National Census Coordination Center (N3C) headed by **DCPC** with representation of **Provincial Governments & Law Enforcement Agencies**, etc. for operational matters and effective coordination and monitoring

- i. Evidence-based Decision making
- ii. Real time Progress Review Dashboards
- xviii. **De-jure method** of enumeration be adopted for 7th Population & Housing Census; and
- xix. Armed forces shall be engaged to accompany the enumerators for the security purpose only

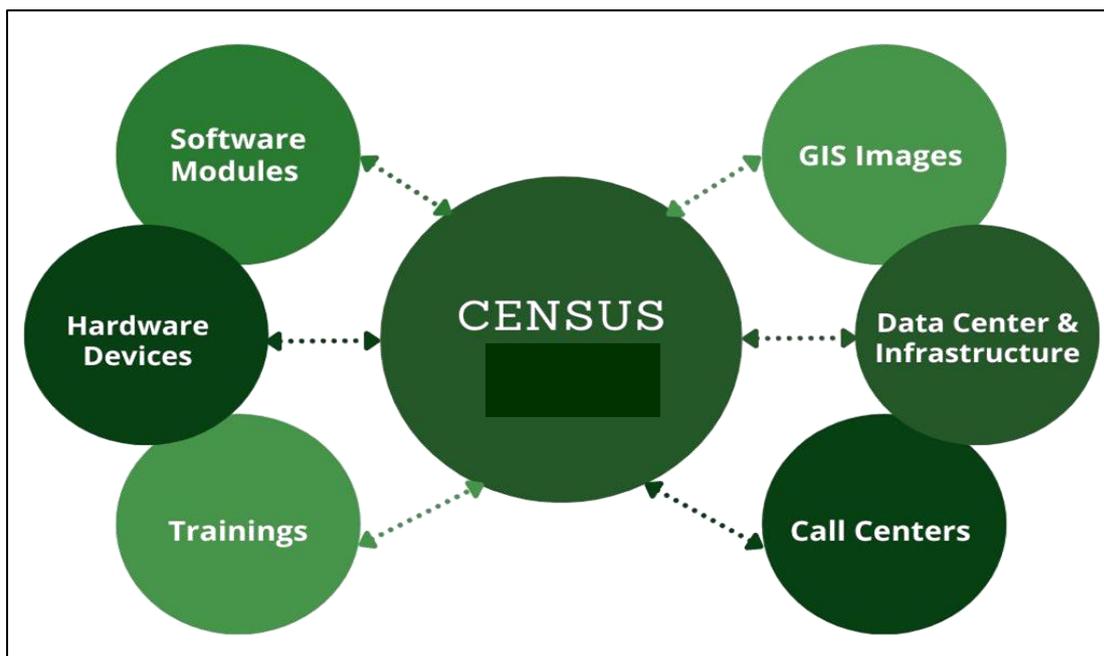
The Federal Cabinet in its meeting held on 5th October, 2021 approved the recommendations of the Census Advisory Committee for forwarding to Council of Common Interest (CCI). The CCI in its 49th meeting held on 13th January, 2022 approved the recommendations of Census Advisory Committee for conduct of 7th Population and Housing Census, along with Census work plan with timelines, Census Questionnaire, Census Monitoring Committee and its TORs.

1.7 Requirements of Digital Census

Technological advancements and subsequent access to modern technology have greatly simplified the process of conducting a population census. Modern technology permits end-to-end embedding of processes in the census value chain. This possibility includes everything from planning to monitoring and implementing to evaluating results. The use of technology can benefit many aspects of census activities. This means that understanding the value of technology use and selecting the appropriate one is critical for the processes.

To ensure the census's success, all requirements for implementing electronic data collection technology must be identified and plans developed early in the census's life cycle. Figure 1.6 shows a schematic representation of these hardware and IT-related requirements.

A Schematic Representation of Hardware and IT Related Requirements



The 7th Population and Housing Census is Pakistan's first digital census, and its requirements are unique and challenging compared to paper-based methods. The requirements are: step-by-step planning and preparation of the entire process, preparation of digital maps with high-resolution imagery, acquisition of tablets, and development of census software (for structure listing, census enumeration, real-time monitoring, and field coordination, among other things), acquisition of data infrastructure and storage, and data processing, analysis, and dissemination. Multi-mode Data Collection Models (**Self-Enumeration, Tablet Based etc.**) are being used for 7th Population & Housing Census to make the census process more transparent and widely accepted by the masses in order to build confidence building measures on this national level assignment.

Technical Committee on Questionnaire Finalization

The Census Advisory Committee appointed a technical committee to finalize the questionnaire (Copy of Notification is Annexed). The Census Advisory Committee made the following decisions regarding questionnaire design for the 7th Population and Housing Census:-

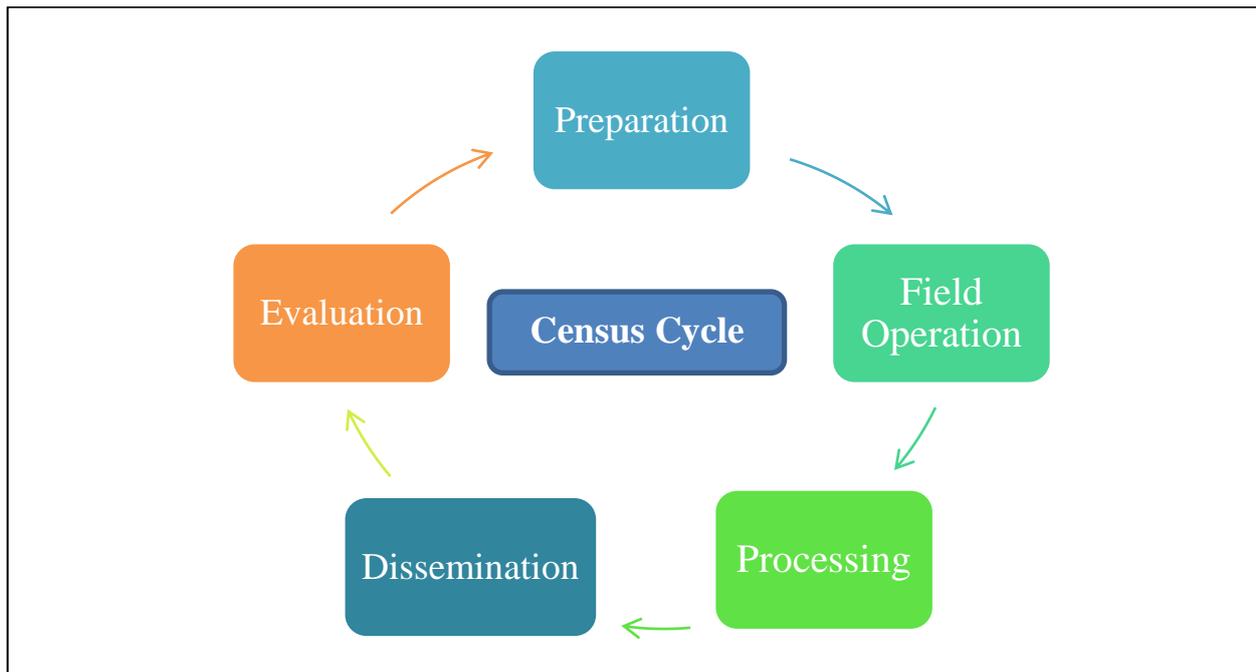
- a. The Census questionnaire should be as relevant to the census objectives as possible and as brief as possible in order to improve data quality.
- b. Two questionnaires may be designed:
 - i. 1st House listing form comprising of 4 to 6 questions (Form-1)
 - ii. 2nd Main Census form comprising of 10 to 12 questions (Form-2)
- Demographic characteristics i.e. age, gender, religion, ethnicity, nationality, disability, migration, literacy and education attainments etc.
- Housing characteristics i.e. number of rooms, electricity, drinking water, gas, toilet, construction material, gender of household owner etc.
- c. It is further recommended that *a Dedicated Technical Committee* may be constituted by involving all relevant stakeholders to finalize the details of the questionnaire.

The scope of the questionnaire has also been improved and designed in relevance to the Objectives of Digital Census and kept short as possible to increase the quality of data. Questions like **Economic Activity, Education Attainments, Migration, Functional Limitation, and Number of Persons living abroad** have been added in the census questionnaire. De-Jure methodology will be adopted for 7th Population and Housing Census for comparability with previous census.

1.8 Digital Census planning

Digital Census planning is the core process in linking the different stages of the census cycle. Once the goals and objectives of the census have been clearly defined, careful planning is vital to ensure a satisfactory result. The aim of the planning process is to ensure not only that each stage is properly resourced and organized but also that the output of each stage is of sufficient quality for all

subsequent and dependent phases. Because of the long duration of the census operation, planning should not remain static but be flexible to take into account changes that occur. Planning must take into consideration several factors including: the preparation of detailed and realistic timeframes; coordination with stakeholders; costing and budgeting; procurement and contracting out; IT systems development and/or acquisitions; designing instruments; methods of enumeration; quality assurance procedures; publicity and communication; etc. The figure below is one approach to showing the links between different major stages of the census cycle.



1.9 Digital Census Methodologies

The broader recommendations of the Census Advisory Committee constituted for ‘recommendations for adoption of best practices’ under the chairmanship of Deputy Chairman Planning Commission which includes the recommendations for conducting Digital Census using multimode data collection methods have been approved.

The PBS is going to conduct first ever digital Census (7th Population Census – Digital Census) with the challenging timelines for successful conduct within the decided time frame. It is essential to examine the existing infrastructure used by PBS for conducting their surveys electronically through tablets, and accordingly design and propose the infrastructure along with parallel mechanism for risk mitigation to avoid unexpected problems in conduct of this gigantic activity.

The major benefits of the introduction of technology in the census operations are: -

i. Efficiency and reduction of cost

With the use of digital and state of the art technology, it is feasible to enhance the overall efficiency of the system and ultimately in reduction of the cost.

ii. Data quality and consistency

Built - in checks in the system will improve the quality and consistency of the data.

iii. Timeliness

Integration of digital technology into all areas of census activity will make tasks to be delivered in time.

iv. Public and user expectations

As Census data preliminary depends upon the support of general public, therefore adoption of technology to make them involved in process have great impact and also increase transparency of the whole process.

v. Event Management

Population & Housing census is a nationwide gigantic activity of paramount importance, therefore it needs proper mechanism and processes for its successful handling and wider acceptability. Use of technology can help to make process more transparent and will results in credible results with broader acceptability.

vi. Data retention & utility

The data collected through census operation is of extreme importance for policy and planning therefore, use of technology can help to not only safely manage, secure and retain the census data but also enables to use it to integrate with other statistical data trend analysis and other analytical needs for efficient policy & planning.

1.10. Role of Consulting Agencies

In this large-scale census operation, allied agencies play a crucial role. The following is a brief description of the roles that the consulting firms NADRA, NTC, and SUPARCO play in providing hardware and software for the Digital Census.

Table: Role of Consulting Agencies for Digital Census

Tasks	Description	Consultancy Agency
Tablet device and allied accessories	Provision of 126000 tablet devices and allied accessories Provision of 126000 secure data SIMs Hardening and preparation of tablet devices Dispatching and retrieval of tablet device	NADRA
Datacenter Infrastructure	Compute storage and network resources as per NADRA requirements Two site, one primary site at NTC Islamabad and one disaster recovery site at NTC Lahore Intranet and internet connectivity of sites Software licenses required for datacenter	NTC
Census Support Centers	Office, furniture & fixture and internet Coordination with HQ of PBS IT support to field staff Provision of internet devices	PBS PBS NADRA NTC
Call center	Establishment of call center at PBS HQ Operationalization of call center for 6 months Technology transfer to PBS	NTC
Census Software	Provision of complete turnkey solution Hosting of census software solutions at infrastructure provided by NTC Syncing of data and data security	NADRA
GIS imagery	Provision of 0.3-meter resolution for 18 big cities and 0.98-meter resolution for remaining areas	SUPARCO

1.10.1 NADRA

The first ever Digital Census activity will be performed using android-based smart devices equipped with House Listing and Enumeration Application synchronized with Global Positioning System (GPS) and Geographic Information System (GIS). NADRA is responsible for developing the census software applications like house listing & census enumeration and provision of Tablet device and allied accessories like SIM etc. besides that NADRA do have the mandate of, IT support to field staff, hosting of census software solutions at infrastructure provided by NTC and Syncing of data and data security.

After acquiring the tablets from NADRA, the Tablet hardening had been accomplished by NADRA in PBS Premises along with involvement of PBS. Tablet Hardening is the process of applying

all necessary security measurement to each tablet. The tablet hardening process is used to ensure the edge-to-edge security of each tablet acquired by NADRA.

PBS (Requirement implementation Testing) and NADRA (all functional & non-functional testing) are the main stakeholders for performing testing of Census Software. The testing includes testing of Software Requirements, Software Design, Phase Testing and Acceptance Testing Penetration testing, Load balancing, Data security, DR Switching etc.

1.10.2 SUPARCO

In consideration of the sensitivity and volume of the census project, PBS decided to acquire the latest satellite imagery accurate to a level that does not affect the accuracy of geo-tagging of structures which indeed is going to be a valuable national asset and has future implications in GIS based solutions for effective and timely decision making. In addition to that, latest imagery is considered mandatory for precise GIS based monitoring and is also useful to provide easy ground reference to field staff.

Keeping in view the requirements identified above and considering SUPARCO being the National Space agency of Pakistan specialized in GIS and Space Science research, PBS conducted several meetings with SUPARCO to discuss and deliberate the imagery and GIS requirements. After a quest of discussions between technical experts of both sides and a subsequent visit of delegation led by Chief Statistician PBS finally decided to acquire following services from SUPARCO.

- High resolution digital satellite imagery of 0.3-meter resolution for 18 districts and 0.98-meter resolution for remaining areas for reconciliation and ground reference, not more than 6 months old.
- Orthogonal rectification of digital maps to be carried out in PBS premises
- Support in terms of infrastructure and human development for hosting of Digital Enumeration Area Maps on PBS Server.
- Support/Coordination in development and integration of enumeration application and other dashboards development.

After completion of the codal formalities, contract signing was ceremony was held between both parties on 1st June, 2022 at PBS HQ. The contract comprised of two modules i.e. Module 1: Provision of VHR Satellite Imagery and Module 2: Technical Services which include establishment of image service architecture in PBS premises and capacity building of PBS personnel.

Subsequently, the imagery acquisition and delivery process is initiated by SUPARCO and PBS has been delivered with the first batch of imagery with 0.98m resolution for 40 districts and the acquisition of remaining imagery is in progress at SUPARCO.

1.10.3 NTC

1.10.3.1 Acquisition of Data Infrastructure and Storage

Computing, network and storage infrastructure is one of the main concerns including security of data and application planned to be ensured by involving National Telecommunication Corporation (NTC) which is mandated for this purpose and have specialized capabilities in storage and network security. This will help to ensure the successful and timely conduct of census as the NTC have already well-established tier-III Datacenter Infrastructure available for this purpose. Datacenter of “NTC” has been used to provide 24/7 support with multiple active sites including disaster recovery site.

NTC has established two (2) physical sites; one physical production site at Islamabad Datacenter of NTC and one physical Disaster Recovery site at Lahore Datacenter of NTC. Both sites will be established with same Infrastructure Resources and Licenses, except the Primary site has additional requirement of 50TB for Backups. All Infrastructure Services including Compute, Storage, and Load balancer, Firewall, Network Equipment and Licenses on both sites are on rental basis. Point-to-Point connectivity will be used between Primary and DR Site for Real-time replication.

1.10.3.2 Provision of Call Center Services

NTC has established a call center at PBS HQ and transferred the technology after completion of census operation. This call center at PBS is serving many folds as an information hub for a seamless interface between Public and Census Activity, during and after the census exercise. It will be used not only for general complaint resolution, but also for enquiries generated by the public/Enumerators for PBS about the census process, on-field activities and other census frequently asked questions which are expected to be responded by trained personnel. It will also work for CATI approach wherever during or after the census field operation.

1.11 Development of Census Software

Government of Pakistan is fully committed to Conduct 7th Population & Housing Census by adoption of **modern technologies** as per decision of the Council of Common Interest (CCI). For successful conduct of Digital Census in Pakistan, by using modern technologies there is need to develop software modules for each step of digital census. Every Software Modules contain instructions, processing logic for which PBS after detailed meetings and consultation with NADRA finalized the following sixteen census software modules.

List of Software Modules in ERP solution

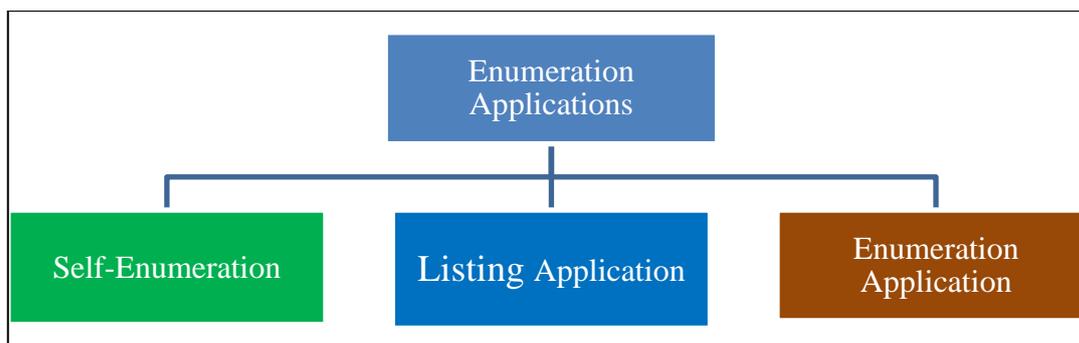
S. No	Modules Name
1	HR and Task Assignment
2	Inventory Management System
3	Area Frame Updation Application
4	CATI Interface
5	Complaint Management System
6	Listing Application
7	Enumeration Application
8	Centralized Communication Application
9	Self-Enumeration Application
10	Trend Analysis/Supervisor Dashboard
11	Data Dissemination Dashboard
12	Data Cleaning Module
13	Tabulation/Reporting Module
14	Training Management System
15	GIS Based Monitoring Dashboard
16	GIS Based Decision Support System

The first ever Digital Census activity will be performed using android-based smart devices equipped with House Listing and Enumeration Application synchronized with Global Positioning System (GPS) and Geographic Information System (GIS). From then on, development of Census Software activity is critical and essential for the whole Digital Census process as the succession of Digital Census solely depends on the effective completion of Census Software.

These modules will be used for collecting, compiling, analyzing, evaluating, publishing and disseminating statistical data regarding the population and housing and their geographical location. NADRA will also ensure the data security of the developed software and will also provide 24 hours technical help during census exercise.

1.12 Data collection through hybrid technique

Multi-mode Data Collection Models are being used for 7th Population & Housing Census to make the census process more transparent and widely accepted by the masses in order to build confidence building measures on this national level assignment.



The following below are the key features of above mentioned data collection modules:

- Permission identification and implementation.
- Wide Tablet version support (APK designed to be installed on Census Secure Tablet Support)
- Log in/log off facility
- Import assigned Area blocks
- UTN verification for self-enumeration and integration in Enumeration application (added here)
- GIS based Geo tagging.
- Auto GPS Location capturing (added here)
- Census Questionnaires Fields entry and submission
- Offline mode support (for household Data and GIS points – Tracking and tagging)
- Backup and restore
- Data synchronization support.
- Automatic backup synchronization
- Automatic Logs upload to server
- Instance Messaging System (Alerts and Notification)
- Self-Enumeration verification
- Offline GIS map support
- Data Validation Support
- Auto update App

The census data is collected through below mentioned multi-mode data collection models:

Self-Enumeration (Phase-I)

Two main steps of Self-Enumeration are: Launching of fully secured Web-based Self-Enumeration portal ten days prior to Field Enumeration. In order to make the system transparent, Self-Enumeration will be carried out in two steps:

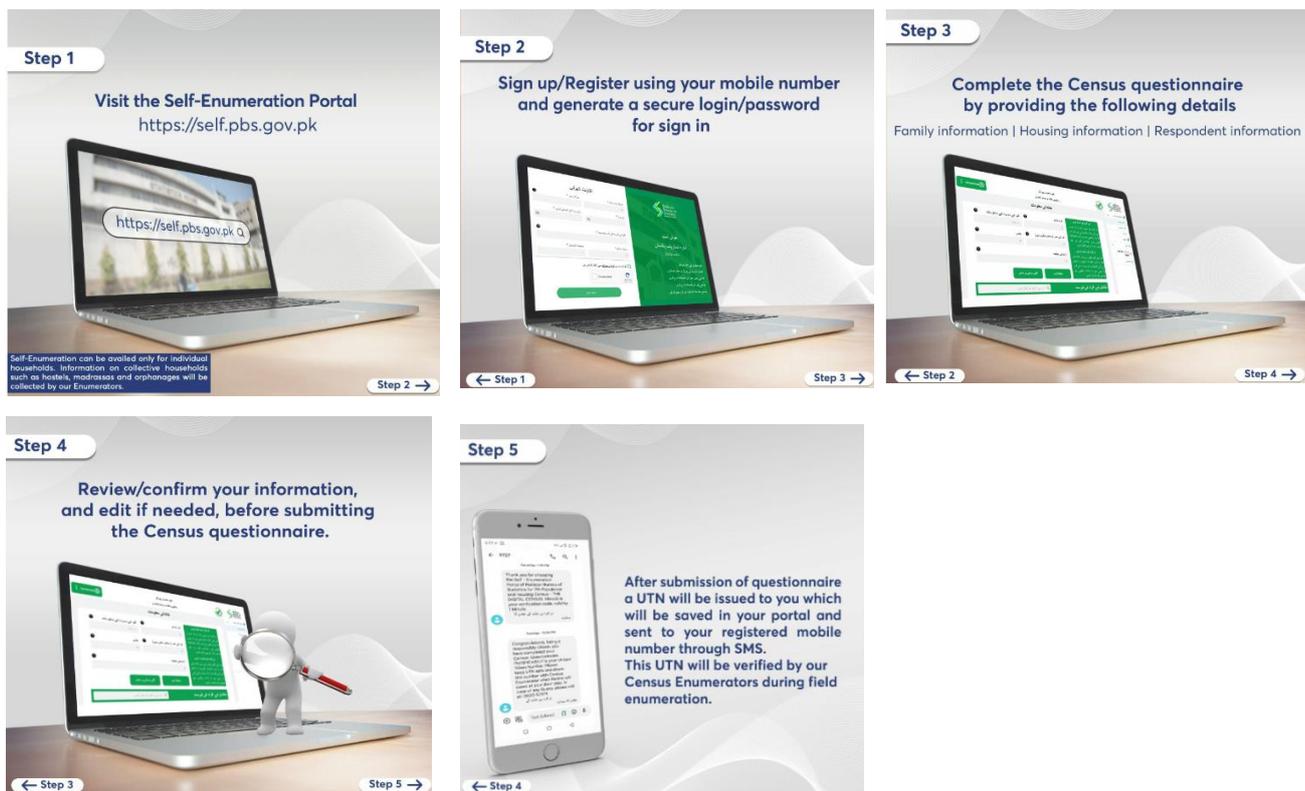
FIRST STEP

Access the portal through secure login/password (authenticated through their cell number by OTP). Unique Token Number (UTN) will be issued via message through portal after completion of Self-Enumeration.

SECOND STEP

Field enumerator will physically visit the household and verify the UTN, after Physical Verification and Geo-Tagging of Household Self-Enumeration process will be completed.

Process of Self-Enumeration



Tablet Based (Phase –II)

In this mode of data collection, the data will be collected electronically through tablets (both in Online/Offline Mode) by field enumerators. Pre-installed Digital Census Block Map in Tablet Device will be enabled for complete coverage and avoiding overlapping.

i. **Android House Listing App: -**

This is an android based application. This application is a GIS application and Enumerator can geo tag houses and buildings. Alerts can be generated on in/out from relevant blocks. The use of artificial intelligence may be used to ensure that all structures have been geo tagged.

ii. **Android Enumerator Data Collection App: -**

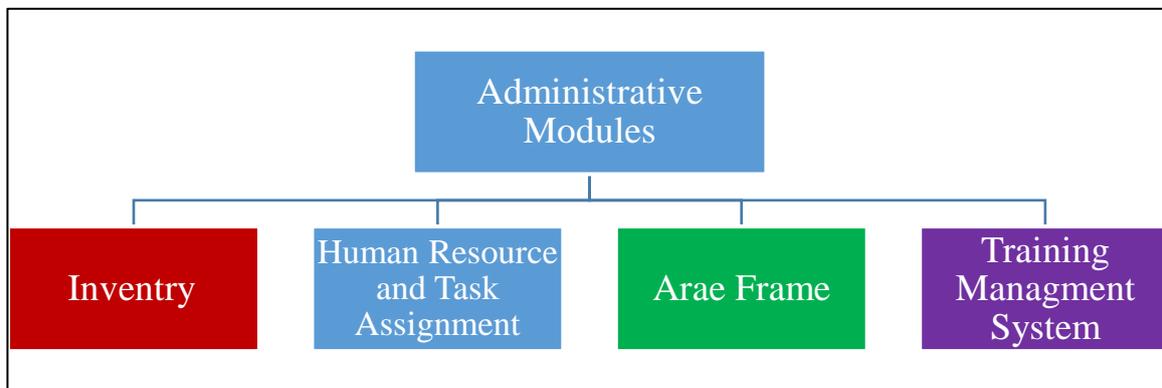
This is an android based application. Enumerator can collect household information or validate information entered during self-enumeration process. The application can work on

offline mode. Alerts can be generated on in/out from relevant blocks. Instant Messaging features will be provided in this application.

Paper Based Enumeration (PAPI)

In Pakistan Paper and Pencil Personal Interviewing (PAPI) is mostly feasible in remote sensitive areas, where use of tablets in field area is highly risky for enumeration and where broadband/internet/Mobile coverage is not available or not up to the mark. (Approximately coverage: 1% - 2%). PAPI Questionnaire will be provided in the field on requirement from field. However, the decision on manual data collection of specific block/area will be decided by PBS HQ. Block summary will be reported by REN Form as annexed-AB5

1.13 Administrative Modules used for field operations:



i. Inventory Management System:

Inventory Management module is essential module for 7th Population and Housing Census. It tracks all the movements and assignments of tablets which are being used in digital Census from vendor to enumerators.

Inventory Management module comprises of functionalities like enrollment of hardware devices (especially tablets) using barcode scanner, boxing and dispatching of tablets and hardware devices, receiving and verification of tablets, transfers from one station to another, issuance and return of hardware devices, role-based user management and it should also generate statistical reports on different levels for ease of analysis.

Note:

If any enumerator after start of field operation due to any uncertain reason may not be able to continue his/her work. Tablet will only be handed over to other enumerator through inventory application; user may not be allowed to change in this case.

ii. HR and Task Assignment Application:

HR & task assignment application is the most important module for digital census since it is the base of project to manage the human resources. This application is used for record keeping and management of census staff as well as task assignment. The application enables provision of role based login access. Different roles (enumerators, circle supervisors, charge superintendents, census district officer etc.) are managed through this application. Enrollment of census field staff can be done through this application where each census district officer can enroll his/her district staff. Updation and deletion facility is also provided in this application. Record verification functionality is the main feature of this application. Census district officer is responsible for enrollment and assignment of tasks to each respective user. Staff replacement can be managed through this application. Statistics visualization through dashboard is also the core feature of this application. Management can monitor the census staff information from province to census district level using this module.

iii. Web Based Area Frame Updation Application:

It is a baseline system consisting of complete geographical entities on which any Census/Survey is physically conducted. Its smallest unit is Block which is identified by unique and special block code. Numerous tasks are performed manually to manage area frame. It is currently handled through SQL database and Excel sheets.

Web based application will automate the processing. Two tiers operationalization is available in this application, where PBS staff deputed at different census districts may incorporate geographical changes which may be added in main stream after vetting of second tier i.e. GIS officers at PBS headquarters. This application facilitates to add, split and migrate any geographical area in area frame (from province to mouza/village and blocks). Urbanization of rural blocks and management of unsettled area can also be performed through this application. Any changes in area frame can be done according to Notifications issued by the local administration. This application will maintain Notifications document archival. Uploading of block boundaries respective to each block of area frame will be its vital feature. System contains MIS system to provide visualization of changes in area frame. Moreover, GIS based Dashboard and summary reports will be attached with it. Facility of editing the area polygons is also key feature of this application. This application will facilitate GIS section and higher officials during as well as after census to manage the area frame with ease.

iv. Training Management System:

Training Management Module is a pre-requisite for digital census since it's the first digital Census and this module will manage the trainers and trainings by maintaining trainer's personal

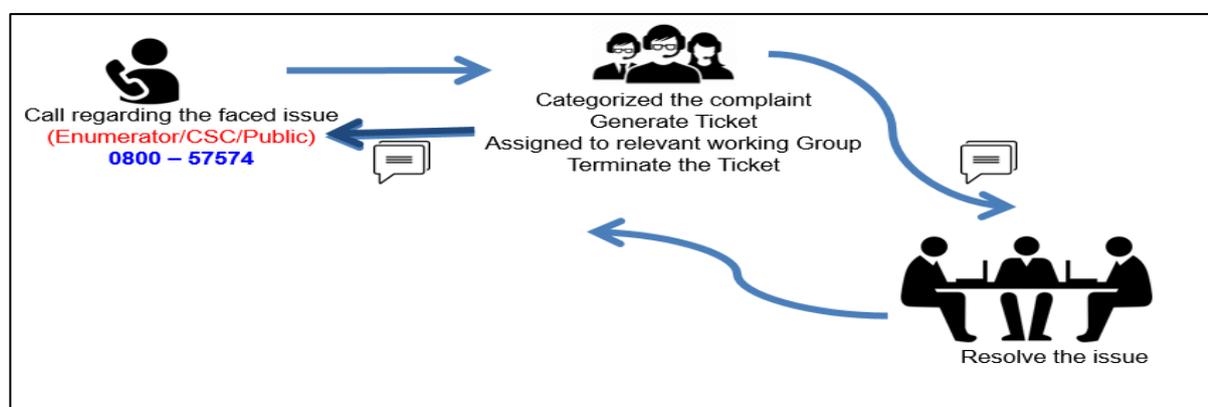
and professional information, training venue details, training schedule, training assessment and feedback, trainer’s deputation management and attendee’s information.

1.14 Communication and Complaint Modules

i. Complaint Management System: -

This module allows the general public as well as field staff to log a complaint/query regarding any issue they face during the census activity. These complaints/queries are forwarded to concerned officials as per their hierarchy. Officials will be able to answer their complaints or forward these complaints to the concerned officials via this module. It will also keep track of complaint records, official's replies etc.

Work Flow of CMS



ii. Communication System: -

An effective communication application is part of the communication system, which is needed for the census field operation to communicate with people at various job levels. Communication application is an application required for communication of Enumerators, Supervisors, PBS representatives and NADRA representatives at CDO level with an overlook/Group administration role of Divisional in-charge, Trainer/Master trainer and PBS H/Q (FS/CPMU/DP).

1.15 Monitoring Dash Board: -

The main features of each module are different from other modules. One by one features of the modules are as follows.

i. Trend Analysis: -

This module will allow real-time statistics based on synced data. Information can be viewed on area level. The application will facilitate role based access. This will show different indicators spread for high level officials of PBS.

ii. GIS Field Monitoring: -

This will be GIS web based application. Authorities can visualize census progress. The application will contain role based access.

iii. Mobile Device Management: -The module will be used for controlling tablets.

1.16 Daily Progress During Field Enumeration:

Although the daily attendance and progress of enumerators will be monitored by dashboard. However, PBS has prepared a separate online application through which enumerator can upload his/her progress and supervisor can monitor daily progress of the assigned enumerator. The following performs are used to develop an application.

Daily Enumerator / Block Progress

Filled by Supervisor/ CDC

This progress must be submitted both from offline and online Zones of enumeration

CDO _____ Date _____
 Enumerators Name _____ Block Code _____

To Monitor Start of Filed Activity (Daily Submitted)

1- Start Time _____ (Drop down) **2-Security Available** (Yes/ No)

3. If Started After 9:30 then mentioned the reason _____

- a. It's not late (Society Behavior) b. Due to security c. Non availability of Transport/convince
- c. Due to Inauguration d. Other (Specify)

4. Inauguration by / Visited By _____

- a. Senior Federal/ Provincial Officer b. Commissioner c. DC d. AC
- f. Other officer of District g. PBS Officer's h. Others (specify)

Daily submitted by Supervisor (Before 10 am) If not in network Zone will share to CDC for Submission, If he/she is not in Network Zone then this will be submitted by Divisional Incharge.

To Monitor Daily Progress (Daily Submitted)

5. End Time _____(Drop Down)

6. Write in numbers daily progress from Front Screen of Tablet.

Listing				Enumeration	
No of Structures Enumerated Today	Total Structures Enumerated	Units Enumerated Today	Total unit Enumerated	Household enumerated Today	Total Household Enumerated

7. Issues Faced Today

S.NO	Issue Faced Today	S.NO	Issue Faced Today
1	Hardware/Tablet/Battery/Charger	7	Topography /Hard Area/ travelling
2	Map /Imagery /Block Boundary	8	Rain/ Strom / Flood /Weather
3	GPS	9	Spread/ Big Block/ Household Size
4	Electricity/Power/Charging	10	Software Related Issues
5	Security Staff /Non availability	11	Network/ SIM/ internet
6	Enumerators weak in Tablet /Poor Performance	12	Others (Specify)

Daily submitted by Supervisor (Before 6:30pm) If not in network Zone will share to CDC for Submission, if he/she is not in Network Zone then this will be submitted by Divisional Incharge. Reports will be generated in the following formats.

Report-1

Province	No of Block			
	Listing Started	Listing Not Started	Progress Not Received	Security Available
Punjab				
Sindh				
Khyber Pakhtunkhwa				
Balochistan				
AJK				
GB				

Note: Also required at District and CDO level for Further Deliberations.

Report-2

Province	Inaugurated By			
	Provincial Officer	Commissioners / DCO	AC / Other District Officers	PBS Officers
Punjab				
Sindh				
Khyber Pakhtunkhwa				
Balochistan				
AJK				
GB				

Note: Also required at District and CDO level for Further Deliberations.

Report-3

Province	Listing				Enumeration	
	No Of Structures Todays	Total Number of Structures	No of Units Today	Total no of Units	Number of Household Today	Total Number of Households
Punjab						
Sindh						
Khyber Pakhtunkhwa						
Balochistan						
AJK						
GB						

Note: Also required at District and CDO level for Further Deliberations.

Report-4

Province	Major Problem Reported On daily basis					
	Hard ware Related issue	Software Related Issues	Security Related Issues	Map /Imagery Related issue	Weather / Rain etc	Connectivity / Sims Etc
Punjab						
Sindh						
Khyber Pakhtunkhwa						
Balochistan						
AJK						
GB						

Note: Also required at District and CDO level for Further Deliberations.

Note: -These Reports are required to be submitted on daily basis and Report will be generated through Dashboard, for onward submission for Presentation/Discussion/ Observation for Daily Meetings.

1.17 Census Software Requirement Analysis

The very first and important step of the software development process is getting the right requirements and analyzing it thoroughly. PBS is responsible for analyzing the Census Software requirements for developing a full-fledged package after detailed information sharing and extensive consultations between PBS and NADRA.

1.18 Census Software Testing

The testing of Census Software has to be done after completion of the whole development process. The testing includes testing of Software Requirements, Software Design, Phase Testing and Acceptance Testing. PBS and NADRA are the main stakeholders for performing this activity. PBS team has tested the functional testing of the software and testing of requirements implementation in the software however all non-functional testing e.g. penetration, Load balancing, DR Switching, Data Security, 24/7 high availability etc. were tested by NADRA Team.

1.19 Information Security Audit and Software QA

PBS is conducting the full information security and infrastructure audit by NTISB, so that all the risk may be identified and addressed before going to the full rollout to avoid any untoward situation in the field operation. Keeping in view the sensitivity of the exercise and the nature of data we are collecting.

Information Security (IS) audit and Software Quality Assurance (SQA) enabled the developer to monitor all of the processes involved in the software development life cycle in real-time. SQA helps to set quality standards to aid in preventing errors, and make improvements to the process where and when necessary. The accuracy and security related parameters must be defined and tested for different software solutions prior to the rollout of full scale field operation of Digital Census.

The IS Audit and Software QA had opened an opportunity to mitigate potential risks and errors that could affect the software development lifecycle. It works as a due diligence practice to improve the quality of all 16 modules developed by NADRA (as mentioned in previous section). NADRA had done the IS Audit and Software QA effectively that had the purpose to observe the whole process of ERP solution.

1.20 Establishment of Assembly line/Tablet hardening

The Assembly line has been established at Islamabad HQ of PBS for ensuring the smooth working of the procured tablets. The main purpose of the assembly line is to install the all necessary software in a tablet, SIM installation, testing of tablet functionality and tablet hardening.

After acquiring the tablets, the Tablet hardening had been accomplished by NADRA with full involvement of PBS. Tablet Hardening is the process of applying all necessary security measurement to each tablet. The tablet hardening process is used to ensure the edge-to-edge security of each tablet acquired by NADRA. The tablets have been handed over to relevant CSC after performing tablet hardening activities

1.21 Tablet Dispatching

Tablets to be dispatched to Field Staff for timely, smoothly and accurately performing of all required digital census activities. The tablets had been dispatched after installation of SIM card and all necessary software. Once the tablets had been dispatched, the relevant enumerator will login and the high resolution imagery will be loaded on his tablet according to the assigned block(s).

1.22 Quality Assurance Throughout the whole process of census

The quality control is performed throughout the Digital Census Preparation steps to ensure the accurate and smooth functionality. QA is the procedure that is adopted to check errors/omissions, which may creep in, in census data during the aforesaid activities.

Quality is assured during the:

- Block Digitization
- Formation of Census Questionnaires
- Infrastructure Acquiring Process
- Hardware/Tablet Procurement Process
- Development of Census Software
- Publicity Campaign
- Imagery Deployment Process
- Establishment of Census Support Center
- Tablets Dispatching

1.23 Quality Assurance (QA) through CATI

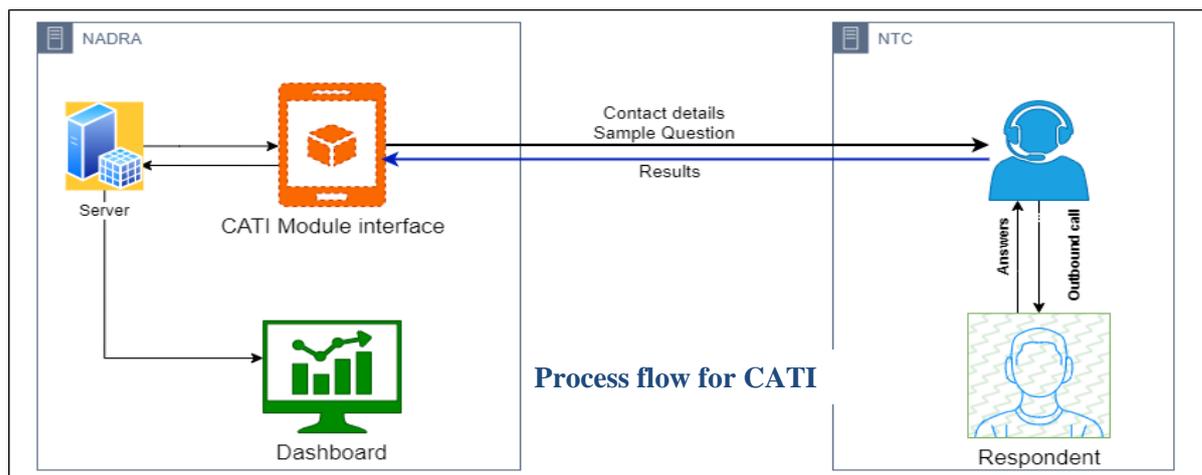
CATI (Computer-Assisted Telephone Interview) is used to ensure and verify the collected data is accurate or not. CATI is used for cross checking the data collected through enumeration. A dedicated quality assurance team (CATI) during the census activities will be responsible for;

- i. Monitoring the performance of agents.
- ii. Evaluation and calls listening of agents.
- iii. Executing Continuous Improvement Plan (CIP) to exceed the target of Service Level Agreement (SLA) & Key Performance Indicators (KPIs) mutually set.

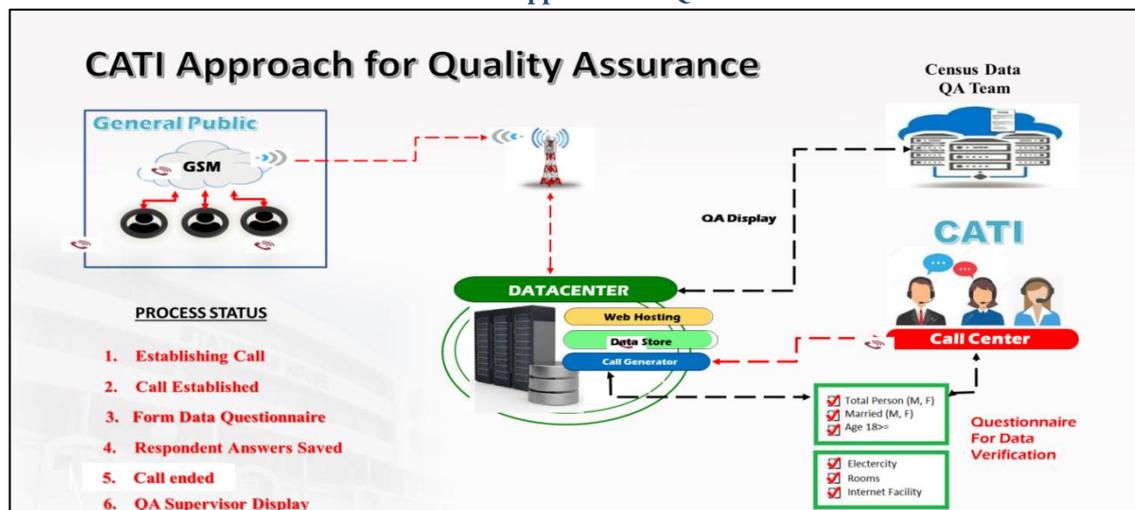
- iv. Performing root cause analysis for repeated failure in service delivery and sharing the same with company.

Some sample questions have been shortlisted for Data Verification through CATI Approach from Main Census Form. These questions are:

- Total persons
- Total married persons
- Total adult persons (having age greater than 18 years)
- Total Rooms



CATI Approach for QA



The major objective of the Post Enumeration Survey (PES) is essential to determine the coverage and quality of census data. PBS has planned the quality assurance through CATI and coverage will be monitored through real time monitoring through geo-tagging. The purpose of PES is fulfilled by CATI

1.24 Data Cleaning Process

Data cleaning prepares census data so it is suitable for later statistical processes. The Data cleaning process targets specific errors in the data. Data Cleaning Module in Census Software is used for cleansing the noise and inconsistency of data.

1.25 Reports Generation through Reporting Modules

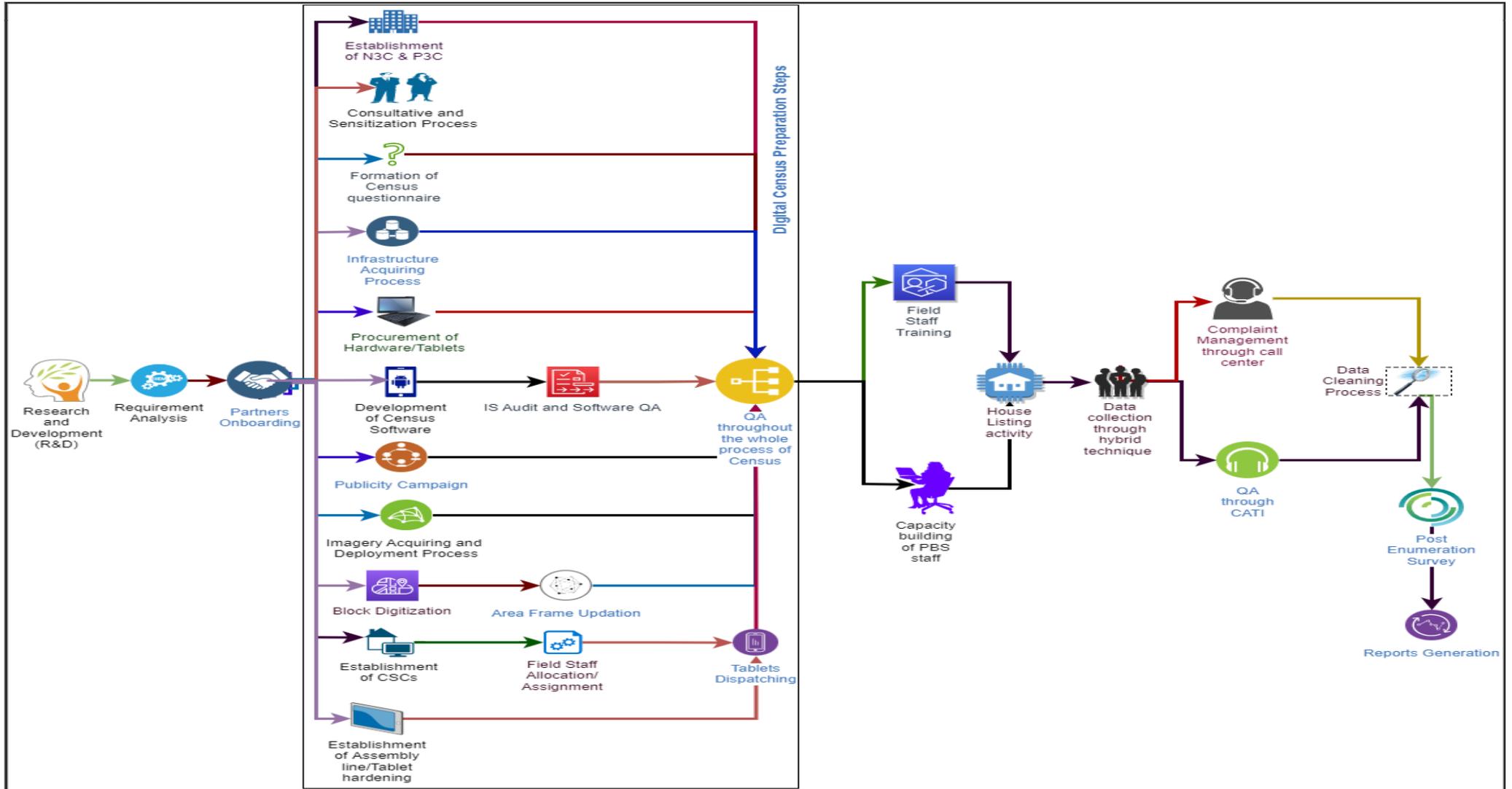
Reports Generation Module is used for generating different types of reports based on census results using Web Analytics platform for executive, management and operational users.

This module will be able to show the reports as recommended by CCI in PDF, Excel, CSV formats. User may be given a facility to customize the reports dynamically as per his needs. Different types of reports can be generated in any type of form.

The key features of report generation module are:

- ✓ Role based log in
- ✓ Report designing and database binding interaction.
- ✓ Report sharing, editing, and formatting
- ✓ Report downloading in various format support

1.26 Process Flow of Digital Census



Chapter 2

2.1 Census Coverage

The Census Coverage involves coverage of geographical area and topics of information relating to Population and Housing Characteristics:

2.1.1 Coverage of Area

The whole territory of Pakistan will be covered for both Population and Housing Sectors. The Census will also be undertaken in Azad Jammu & Kashmir and Gilgit Baltistan on behalf of Ministry of Kashmir Affairs and Gilgit Baltistan as per practice adopted in previous censuses. For this purpose, all the area of Pakistan will be digitized through GIS System.

2.1.2 Coverage of Population

All persons living in Pakistan on census date will be enumerated. Foreign nationals living in Pakistan during census date will also be enumerated except diplomatic personnel and their families living in the country. Pakistanis living abroad will not be covered; however, question at household level has been included in the Census questionnaire to know the number of Pakistanis living abroad. For 100% coverage of Population the data will be collected through tablet base first time in the history of Pakistan during Digital Census.

2.1.3 Coverage of Topics

Choice of topics to be covered in a census depends on national needs which are tremendously increasing, while census has its own limitation. Thus a balance has to be maintained in realizing the fact that up to what extent census can produce results with desired accuracy against the demands of most of data users. Historical continuity, consistency, comparability of census information at national and international level and quality of previously collected data is also of vital importance. Keeping in view of these factors, questionnaires have been designed and finalized in the light of discussions held with the stakeholders and on the basis of recommendations of the Census advisory/Technical committee demographers which has also been approval by CCI.

In this digital Census only two forms i.e. **House listing form-1** with **11 question** and **Form-2** with **19 question** will be used for collection of data regarding 7th population & Housing Census on the topics, **Age, Gender, Religion, Nationality, Literacy/education Attainment, Economic Activity, Functional Limitation and Migration** to be asked from all the people living in Pakistan (**Questionnaire Annexed**) moreover information on **14 Housing Characteristics** will be asked from every household.

2.1.4 Reference Period

Reference date for the Census will be communicated separately. All persons living in the country as on dawn of that date (First day of Population Census) whether died or emigrated after that date will be enumerated during the enumeration period. However, children born or immigrants to the enumeration area after the dawn of that date will not be counted there. People will be enumerated by visiting their houses (**abode**) and other places of residence.

In addition to this such members of a household who are temporarily away but not for more than six months on a visit or for business etc. will also be enumerated at their usual place of residence. However, any previous household members who are living somewhere else would be counted at the place where they are presently living. **The important point to remember is to count everyone but only once.**

The enumeration of buildings, houses and households with the name of the head of household or any responsible person of that household with his **Mobile/Landline Phone Number** will be recorded on the House Listing Form (Form-I) with reference to the existing position on the day of house listing operation. For the first time **economic institution/establishments** will also be entered in house listing (form-1) with their **head/manager of institution/establishment** with cell number/land line number. All the buildings will be **geo tag** during House Listing Operation.

2.1.5 Enumeration of Aliens and Refugees

The Pakistani, Afghani, Bengali and Chinese living in Pakistan will be counted and their nationality code will be assigned in **Colum 8 of census form-2**. All others/aliens will also be counted as non-Pakistanis with code “other” in the column No. 8 of the Census Form-2.

Chapter 3

3.1 Main Objectives of Geography/GIS Section

The main objectives of Geography/GIS Section of Support Services Wing include **Updating of Area List, Preparation of Field Use Maps, Delimitation of Census Areas, Geo-coding and GIS Based Activities** for Population and Housing Censuses and various field surveys in the country for complete coverage of area and population. Government of Pakistan intends to conduct the first ever 7th Population and Housing Census “**Digital Census**” by adopting best modern technologies as per recommendations of the Committee constituted and headed by Deputy Chairman Planning Commission (DCPC).

3.2 Administrative Set Up of Pakistan

Pakistan Bureau of Statistics (PBS) demarcated the whole country into small compact area called Census Blocks comprising of **200-250** houses on an average, with total number of **185509** blocks and each block with well-defined boundaries and maps. It is worth mentioning here that the whole delimitation process was carried out with the close coordination of **Provincial Governments, Local Government Departments, Revenue Departments and District Administration**.

For effective administrative support for conduct of 7th population and Housing Census activities, Census Districts have been established nationwide, including Gilgit-Baltistan and Azad Jammu & Kashmir. In Punjab, Sindh and Khyber Pakhtunkhwa tehsils/talukas/sub-divisions have been designated as Census Districts, whereas in the rest of the country, Islamabad including Gilgit-Baltistan and Azad Jammu & Kashmir administrative districts have been declared as Census Districts. Moreover, all Cantonments have also been declared as Census Districts. The Census Districts have been subdivided further into **Census Charges, Census Circles, and Census Blocks** according to Table 1:

Table 1: Setup of Census Districts, Charges, Circles and Blocks for 7th Population and Housing Census (The Digital Census)

Setup	Comprising of
Census District	Administrative District/Tehsil/Sub-division/Cantonment
Census Charge	Qanungo Halqa/Part of towns/Cantonments 5 To 7 Circles in a Charge
Census Circle	Patwar Circle/Part of towns/Cantonments 5 To 7 blocks in a Circle
Census Block	200 To 250 houses in a block

3.3 Updating of Area Frame (Area List)

The area frame means the list of administrative units of various orders, for which the census results are tabulated and published in the census reports. The units of higher orders are Divisions, Districts, Sub-Divisions, Tehsils/Talukas/Sub-Tehsils and Cantonments. The lower order units, in rural part, are Qanungo/Supervisory Tapedar Circles (QCs/STCs)/Tribes, Patwar/Tapedar Circles/Union Councils (PCs/TCs/UCs)/Sections and Mauzas/Dehs/Villages. In urban areas, the units below the Tehsils/Talukas are Metropolitan/Municipal Corporations, Municipal Committees and Town Committees.

Changes occur in the boundaries of administrative units during the intercensal period due to creation of new units or reconstitution of older ones. Since the census results are published for each of the above mentioned units, therefore, prior to the delimitation of census areas, the list of administrative units of previous census needs to be updated changes occurred through Boards of Revenue & Local Government Departments. As a prerequisite to this exercise, boundaries of all administrative units are frozen from 01-04-2022 so that the list once prepared/updated is not changed till the census operation is over. Details of Administrative units are shown in the table given below:-

Table 2: Number of Administrative Units

Province/ Admn. Area	Division	District	Tehsil/Sub- Tehsil/Taluka/ Sub-Division	QH/ STC/ Tribe	PC/TC/ UC/ Section	Mauza/ Deh/ Village	Total Urban Areas
Khyber Pakhtunkhwa	7	35	148	219	1840	9817	67
Punjab	10	36	146	807	7436	24700	285
Sindh	6	30	140	273	1458	5705	202 *
Balochistan	8	34	158	196	485	6357	66
Islamabad	-	1	1	3	35	129	1
Azad Kashmir	3	10	32	70	378	1619	31
Gilgit Baltistan	3	10	26	33	132	601	5
Grand Total:-	37	156	651	1601	11764	48928	657

* Karachi Metropolitan Corporation comprises of 7 District Municipal Corporations i.e. Karachi East, Karachi West, Karachi South, Karachi Central, Malir, Korangi & Keamari.

3.3.1 Updation of Rural Blocks:

Digitization of rural blocks has been done at all GIS Labs of Pakistan Bureau of Statistics. The Updation and digitization work of bifurcation of big rural blocks having more than 400 households reported in census – 2017, PSLM & Labour Force surveys has also been completed.

3.3.2 Updation of Urban Blocks:

Census blocks of all urban areas have been digitized and digital maps were used in the last census. The Updation and digitization work of bifurcation of big urban blocks having more than 400 households reported in census – 2017 and high rise buildings constructed after 2017 has also been completed.

An exercise has also been completed in all GIS Labs of PBS in which big blocks have been identified through Satellite images and bifurcated blocks were assigned geo-codes in Area Frame.

Table 3:-Final position of Urban and Rural Blocks is given below: -

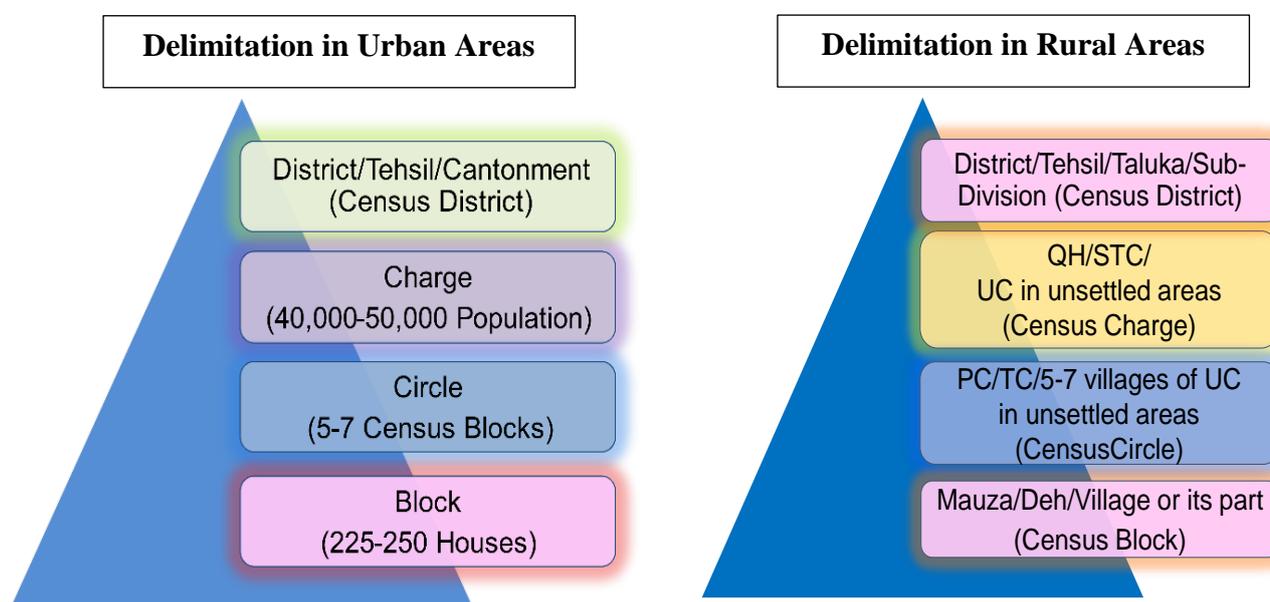
Activities	Total Blocks (Census 2017)	New	Grand Total
Rural Blocks:	113388	5330	118718
Updation of Rural Area Frame		4671	
Bifurcation of Big Rural Blocks		3433	
High Rise Buildings		22	
Bifurcation through Satellite images		1260	
Urban Blocks:	55556	11235	66791
Bifurcation of Big Urban Blocks		4872	
Shifting of blocks from Rural		4056	
High Rise Buildings		386	
Bifurcation through Satellite images		1921	
Grand Total:	168944	16568	185509

3.4 Delimitation of Census Areas

To avoid duplication or omission of area and population the whole country has been delimited into a four tier system, which are census districts, census charges, census circles and census blocks. The delimitation work was supervised by the Deputy Commissioners in Balochistan province, Islamabad, Azad Jammu & Kashmir and Gilgit-Baltistan, while the work of delimitation had been supervised by the Assistant Commissioners in the provinces of Khyber Pakhtunkhwa, Punjab and Sindh and Cantonment Executive Officers in Cantonment areas, who are appointed as the Census District Officers.

Five control Forms have been designed for the purpose of delimitation i.e. Form G-5 for listing of charges and Form G-6 & G-7 for listing of urban census circles and census blocks respectively in case of urban areas, Form G-8 & G-9 have been designed for listing of census circles and census blocks respectively in the rural areas. Specimens of these forms are given at the end of this chapter. The detailed forms (G-5, G-6, G-7, G-8 & G-9) related to updation are annexed as **Annexure B, C, D, E & F**.

For 7th Population & Housing Census, each Tehsil/Taluka has been taken as Census District and Assistant Commissioner of the respective Tehsil/Taluka have been appointed as Census District Officer (CDO) in the Provinces of **Punjab, Sindh and Khyber Pakhtunkhwa, while in Balochistan Province, Gilgit-Baltistan, Azad Jammu & Kashmir, Islamabad Capital Territory** and merged Tribal Districts (Erstwhile FATA), each Administrative District has been declared as Census District and the Deputy Commissioners of these Districts have been appointed as Census District Officers in their respective areas of jurisdiction. Similarly, all Cantonments irrespective of their size have been declared as separate Census Districts and Cantonment Executive Officers of the respective Cantonment Boards have been notified as Census District Officers. The objective of this arrangement is to ensure complete coverage of the area as well as better and affective supervision during census operation.



DELIMITATION PLAN OF CENSUS AREAS FOR THE DIGITAL CENSUS

TYPE OF CENSUS AREA	PUNJAB PROVINCE	SINDH PROVINCE	KHYBER PAKHTUNKHWA PROVINCE	BALUCHISTAN PROVINCE, ISLAMABAD, AZAD JAMMU & KASHMIR AND GILGIT-BALTISTAN
Census District	a) Rural Each Tehsil excluding Cantonments b) Urban Each Cantonment	a) Rural Each Taluka/Sub-Division excluding Cantonments b) Urban Each Cantonment	a) Rural i) Each Tehsil in settled areas & Sub-Division in un-settled areas excluding Cantonments ii) Each district (Erstwhile FATA) b) Urban Each Cantonment	a) Rural Each Admn. district excluding Cantonments b) Urban Each Cantonment
Census Charge	a) Rural Each Qanungo Circle b) Urban i) Each or part of Municipal Corporation containing 5 to 7 circles ii) Each or part of Municipal Committee containing 5 to 7 circles iii) Each or part of Town Committee containing 5 to 7 circles iv) Each or part of Cantonment containing 5 to 7 circles	a) Rural Each Supervisory Tapedar Circle b) Urban i) Each or part of Municipal Corporation containing 5 to 7 circles ii) Each or part of Municipal Committee containing 5 to 7 circles iii) Each or part of Town Committee containing 5 to 7 circles iv) Each or part of Cantonment containing 5 to 7 circles	a) Rural i) Each Qanungo Circle in settled area ii) Each Union Council in un-settled area iii) Each Tehsil (Erstwhile FATA) b) Urban i) Each or part of Municipal Corporation containing 5 to 7 circles ii) Each or part of Municipal Committee containing 5 to 7 circles iii) Each or part of Town Committee containing 5 to 7 circles iv) Each or part of Cantonment containing 5 to 7 circles	a) Rural i) Each Qanungo Circle in settled area ii) Each Union Council in un-settled area of Balochistan b) Urban i) Each or part of Municipal Corporation containing 5 to 7 circles ii) Each or part of Municipal Committee containing 5 to 7 circles iii) Each or part of Town Committee containing 5 to 7 circles iv) Each or part of Cantonment containing 5 to 7 circles
Census Circle	a) Rural Each Patwar Circle b) Urban Part of every Urban Charge containing 5 to 10 Blocks	a) Rural Each Tapedar Circle b) Urban Part of every Urban Charge containing 5 to 10 Blocks	a) Rural i) Each Patwar Circle in settled area ii) Group of 5 to 7 Villages of Union Council in un-settled area/Erstwhile b) Urban Part of every Urban Charge containing 5 to 10 Blocks	a) Rural i) Each Patwar Circle in settled area ii) Group of 5 to 7 Villages of Union Council in un-settled area of Balochistan b) Urban Part of every Urban Charge containing 5 to 10 Blocks
Census Block	a) Rural Each Mauza or its part consisting of about 175-200 houses b) Urban Part of every Urban Circle consisting of about 200-250 houses	a) Rural Each Deh or its part consisting of about 175-200 houses b) Urban Part of every Urban Circle consisting of about 200-250 houses	a) Rural i) Each Mauza or its part consisting of about 175-200 houses ii) Each Village or its part consisting of about 150 houses in unsettled b) Urban Part of every Urban Circle consisting of about 200-250 houses	a) Rural i) Each Mauza or its part consisting of about 175-200 houses ii) Each Village or its part consisting of about 150 houses in unsettled areas b) Urban Part of every Urban Circle consisting of about 200-250 houses

Table 4: - Number of Census District

NAME OF ADMN. AREA	Number of Census Districts		
	Rural	Urban	Total
Khyber Pakhtunkhwa	112	11	123
Punjab	139	28	167
Sindh	110	36	146
Balochistan	34	4	38
Islamabad (ICT)	1	-	1
Azad Kashmir	10	-	10
Gilgit-Baltistan	10	-	10
Pakistan:	416	79	495

Table 5: - Number of Census Areas

Name of Province/ Admn. Area	Number of Charges			Number of Circles			Number of Blocks		
	Rural	Urban	Total	Rural	Urban	Total	Rural	Urban	Total
Khyber Pakhtunkhwa	331	79	410	2312	470	2782	24983	3885	28868
Punjab	807	798	1605	7436	4267	11703	59285	34461	93746
Sindh	273	657	930	1458	3682	5140	19691	24147	43838
Balochistan	226	79	305	567	288	855	9261	2596	11857
Islamabad (ICT)	3	12	15	35	75	110	904	833	1737
Azad Kashmir	70	32	102	378	90	468	3429	695	4124
Gilgit-Baltistan	33	5	38	132	21	153	1165	174	1339
Pakistan:	1743	1662	3405	12318	8893	21211	118718	66791	185509

3.5 Geo-Coding of Census Areas

A unique nine-digit geo-code has been assigned to each Census Block. Of these, the first three digits starting from 001 have been assigned to the Census District. A Census District has been divided into Charges and two digit codes from 01 have been assigned to each Charge (00101). The Census Charges have further been divided into Census Circles and Circles are assigned two digit codes (0010101). The last two digits have been given to the Census Blocks in each Circle completing code (nine digits code 001010101) for a Census Block.

Digital Census will enable PBS to Geo-Tag all structures of country in each and every census block level like households, hospitals, Small Medium & Large Establishments, Religious Places, Educational Institutions and Economic activities based houses (cottage industries) etc. This will help in future to conduct specific design surveys and their sample frames and reaping of other allied benefits of geo-tagging like monitoring, area coverage etc.

Census District			Census Charge		Census Circle		Census Block	
0	0	1	0	1	0	1	0	1

3.6 The Role of GIS in Census

Digital mapping is widely recognized as one of the most crucial census activities, playing an important role in providing the geographic basis used during the actual process of enumeration. Owing to recent technological developments in GIS and other geospatial technologies, the scope of census mapping has been extended to census data analysis and dissemination, with greater

efficiency in data collection and enumeration. However, there are some challenges in opting for a full digital census-mapping approach; the use of these technologies has crucial impacts during mapping activities, data collection, processing, analysis, dissemination, evaluation, and archiving, and should therefore be taken into account at an early stage of census planning. Embarking on a GIS-based census should be planned and implemented in a consistent and timely manner.

GIS should be considered an integral part of the census process and carried out continually as a long-term strategy rather than a set of short-term stand-alone mapping and dissemination operations (figure).



3.7 GIS Based Activities at PBS

Eight state of the art GIS Labs have been established with the collaboration of UNFPA/UN Habitat in 2011 equipped with modern technologies (Workstations, Plotters, Printers, Scanners, Cameras, GPS Devices, etc.). Objectives are given below:

- ❑ Transformation of manual urban/rural maps into computer based/digital Enumeration Blocks using GIS techniques like ESRI software ArcGIS V10.2/V10.8 for digitization work and satellite imagery for accuracy and better visualization of enumeration area.
- ❑ Scanning of Mussavis/revenue record for accurate Mauza boundaries.
- ❑ Preparation of various layers using ArcGIS techniques for administrative and census boundaries (National, Provincial, Divisional, District, Tehsil, QH/STC, PC/TC, Mauza, Urban Area and Blocks). Various layers like police jurisdiction, Union Council, National/Provincial Constituencies, Wards/Neighborhood Councils are also digitized for various public departments after necessary approval of the competent authority.

- Accurate maps to facilitate Enumerators in identification of their assigned areas for various surveys and censuses.

A GIS-based census program aims to achieve the following objectives:

- Support the census planning process.
- Support fieldwork, field operations, and operations management.
- Improve the efficiency and accuracy of the data collected.
- Contribute to analysis.
- Contribute to the dissemination of the census data.
- Integrate statistical and geospatial information for data analysis and evidence-based decision-making and for future censuses and surveys.

3.8 Geography/GIS and Mapping

PBS is taking onboard all the relevant departments i.e. NADRA, M/O IT, PTCL, SUPARCO etc. for completion of separate tasks. In order to develop/update the area framework of PBS, comprehensive technical support of SUPARCO is prerequisite to execute the first ever digital census covering almost 186,000 enumeration blocks with 95,000 field enumerators (approx.). PBS has obtained provided very high resolution (VHR) satellite imagery of entire Pakistan from SUPARCO. SUPARCO provided the latest imagery with different zoom scale for different areas between 0.3 to 0.9 - meter resolution. In this regard SUPARCO being National agency/department with expertise in GIS imparted training in Remote Sensing Techniques for the capacity building of PBS GIS staff.

3.9 Preparation of field use maps

3.9.1 Rural Field use maps:

Maps are essential tool to ensure complete coverage and proper delimitation of Supervisory and Enumeration Areas. PBS relies on maps already developed by Revenue and Local Government Departments. These maps were procured in 1989 and being updated time to time by PBS staff with the help of Revenue/Local Government staff.

Census blocks are delimited on the basis of number of houses keeping in view the workload that an enumerator could complete within the target period. Moreover, boundary of each block is kept on well identified geographic features like road, street, stream, river, canal, railway line, mala, path and pagdandi, etc. so that enumerator could easily understand its boundaries.

The maps of all Mauzas/Dehs/Villages based on the index maps available in the record of the Revenue Departments were used which were updated from time to time. Although these maps were in the form of sketches drawn on a standard pattern with uniform symbols for boundaries and landmarks, each settlement within the limits of the Mauza/Deh/Village was shown by its name and number of houses it contained.

3.9.2 Urban Field use maps:

Before Census – 2017, Pakistan Bureau of Statistics completed digitization work of all urban areas. As a result, for Census – 2017, Block Enumerators were provided digital Block maps, Charge Superintendents and Circle Supervisors were provided independent Charge/Circle maps of their respective areas. All master maps of urban areas were also provided to Census District Officers for better understanding of areas.

The updated digital block/circle maps will be provided to Enumerators and Supervisors during census operation in the coming Census.

3.10 Frequently faced Issues and Solutions during Census Operation in Area Frame & mapping

Solution of some issues which may encounter during Census Operation is given below:-

S. No.	Issues Faced	Solution
1.	Urbanized or de-urbanized areas (block or blocks) are found on ground against existing Area Frame and Digital Mapping of PBS during full roll out census.	The Enumerator/Supervisor will report to concerned Census District Officer. The case will be forwarded to PBS HQs. along with proof duly verified by concerned CDO. After Census, the block code will be changed. Area Frame & Mapping will be revised after approval of the Member (SS) and will be reflected correctly in the final census results.
2.	Administrative/Census Boundary conflict between urban and rural areas.	The Enumerator/Supervisor will report to concerned Census District Officer. The case will be forwarded to PBS HQs. along with proof duly verified by concerned CDO. After Census, the block code will be changed. Area Frame & Mapping will be revised after approval of the Member (SS) and will be reflected correctly in the final census results.
3.	A block seems big during listing operation:	Supervisor will report to CDO and CDO will appoint extra Enumerator(s), divide the work among enumerators keeping in view

S. No.	Issues Faced	Solution
		<p>identifiable physical ground features and mark the new block(s) as A, B, C, etc. The bifurcated block will be assigned geo-code after receiving from field before announcement of final results at PBS HQs. with the approval of Member (SS).</p>
4.	<p>In case of identification of big block and number of blocks exceed from 99 in a rural Circle.</p>	<p>Supervisor will report to CDO and CDO will appoint extra Enumerator(s), divide the work among enumerators keeping in view identifiable physical ground features and mark the new block(s) as A,B,C, etc. New circle will be created at PBS HQs. keeping in view physical position of blocks within Mauzas on map and the bifurcated block will be assigned geo-code and all related blocks will be recoded in both circles with the approval of Member (SS) before announcement of final results.</p>
5.	<p>Difference in administrative hierarchy.</p>	<p>The Enumerator/Supervisor will report to concerned Census District Officer. The case will be forwarded to PBS HQs. along with proof (notification/complete hierarchy) duly verified by concerned CDO. After Census, the block code will be changed as the case may be in the area frame, map and publication after approval of the Member (SS) and will be reflected correctly in the final census results.</p>
6.	<p>Notification(s) received from Local Government Departments, Boards of Revenue, Election Commission of Pakistan, etc. issued before freezing of</p>	<p>GIS/Geography Section, Support Services Wing at PBS HQs. will incorporate the required changes as per notification with the approval of Member (SS) and will be</p>

S. No.	Issues Faced	Solution
	boundaries but not entertained in Area Frame and mapping.	reflected correctly in the final census results.
7.	Un-digitized block boundaries.	<p>i) Enumerators will identify their blocks with the help of manual sketch maps and Revenue staff.</p> <p>ii) One blank un-digitized area will be displayed on tablets. They will work in identified block boundaries on sketch map.</p> <p>iii) On retrieval of census data, the block boundaries will be drawn with the help of geo-tagged structures.</p> <p>iv) Existing block boundaries will be adjusted accordingly.</p>
8.	Un-digitized blocks covered in digitized block boundaries. (Form is annexed as Ab6)	SOPs of this issue are mentioned in Chapter -11

Chapter 4

4.1 Functions of Pakistan Bureau of Statistics

Pakistan Bureau of Statistics is an attached department of Ministry of Planning, Development and Special Initiative Division with its headquarter at Federal Capital Islamabad and Provincial offices located at **Lahore, Karachi, Peshawar** and **Quetta**. Pakistan Bureau of Statistics has **34 Regional/Field Offices** in all over the country including **AJ&K and Gilgit Baltistan**.

4.2 Functions of Provincial/Regional/Field Offices of PBS

- i. To implement, through the Provincial/local Governments, the directives/ instructions issued by Pakistan Bureau of Statistics (HQ), Islamabad regarding census field activities.
- ii. Organize, supervise and coordinate field operations in the Province/Region.
- iii. Activate, mobilize and establish liaison with the concerned Provincial/Local Government functionaries for census operations.
- iv. Act as the Secretariat of the Provincial/Divisional/District and Tehsil /CDOs level Census Coordination/Implementation Committee for effective liaison with District Administration and PBS (HQ), Islamabad.
- v. Collect, scrutinize, verify and finalize the area lists, settlement lists and maps of urban and rural areas. The lists of settlements and maps will be verified through field inspection if required.
- vi. Delimit census area with the consultation of Delimitation Officer.
- vii. Provide necessary guidance to the Census District Officers and Districts Census Coordinator (District Administration).
- viii. Prepare phased training programme for each level of field staff. Organize training of field staff at appropriate level.
- ix. Distribution of enumeration material amongst the field staff.
- x. Make arrangements for all types of logistic requirements of the Census District Officers and their field staff.
- xi. Arrange publicity at the provincial/district level for eliciting public cooperation in the conduct of census under the guidance of Chief Census Commissioner's office.
- xii. Report progress in connection with preparation and conduct of census.
- xiii. Exercise quality control measures through overall supervision/field checking by creating special census monitoring teams, establishing control rooms in the Provincial/Regional/Field Offices, in every Admin district and Census district to develop quick and effective field coordination at all levels.
- xiv. Collect used Tablet and maintain proper record. Make arrangements for onwards transmission of the same to quarters concerned.

- xv. Collect necessary material for preparation of District/Provincial/National census reports.
- xvi. Extend all help to their respective Regional/Field Offices in the completion of preparatory work for successful conduct of census.
- xvii. Effective Liaison with Provincial Government/District Administrations.
- xviii. Any other work assigned from time to time.

4.3 Role of Provincial Governments

The role of Provincial Governments in census conducting process is extremely important as the census is conducted and supervised through the respective provincial government's machinery. The field staff are mainly drawn from the Provincial Government Departments who are their employees such as Teachers, Revenue Staff and other employees of Local Government Departments. These Provincial Government employees shall be deployed as Supervisors and Enumerators in the areas to which they belong/posted and where they are well accepted by the community and have no communication problem. The respondents will also feel free in giving information pertaining to their families to these local enumerators.

The Provincial Chief Secretaries being the administrative heads of the provinces play vital role in implementing the census plan prepared by the Federal Government. All instructions down below to the level of Divisional Commissioners, Deputy Commissioners (DCs), Assistant Commissioners (ACs)/Census District Officers (CDOs) and to other Government Departments are issued from the Office of the Chief Secretaries.

Provincial Coordination Committee headed by the respective Chief Secretary has been formed with the Secretaries of the relevant Departments as members and the Provincial Census Commissioner as its Member/Secretary. The Director, Military Land and Cantonments Department of the respective Province is also a member of this Committee. The Committee may co-opt any female member from Govt. or Private Organizations if so required to have due representation of Women in the planning process. The Committee will meet from time to time to steer census activities till completion of the census operation.

Secretary, Local Government of the respective Province/Area has been appointed as Provincial Census Coordinator/Focal Person to monitor implementation of instructions issued by the Federal Government, Pakistan Bureau of Statistics and Provincial Chief Secretaries regarding census from time to time.

Divisional level Coordination Committee headed by Divisional Commissioner, consisting of Deputy Inspector General of Police all, Deputy Commissioner, Director, Local Government, Director, Education (Schools) male and female and one representative of Pakistan Bureau of Statistics as members have been formed in all the Provinces including Azad Jammu & Kashmir

and Gilgit Baltistan and Islamabad Capital Territory. The Committee may also co-opt any female member.

At Admin. District level in Punjab, Sindh and Khyber Pakhtunkhwa, Coordination Committees headed by the respective Deputy Commissioners with all the Census District Officers (CDOs), District Police Officer (DPO), Cantonment Executive Officers, District Education Officers (DEOs) (Male & Female), Elected Representative of Local Bodies and Assistant Census Commissioner/Statistical Officer (ACC/SO/SA) from Pakistan Bureau of Statistics (PBS) as member/secretary have been formed. The Committee may also co-opt any female member as well as one elected representative of Local bodies may also member of this committee.

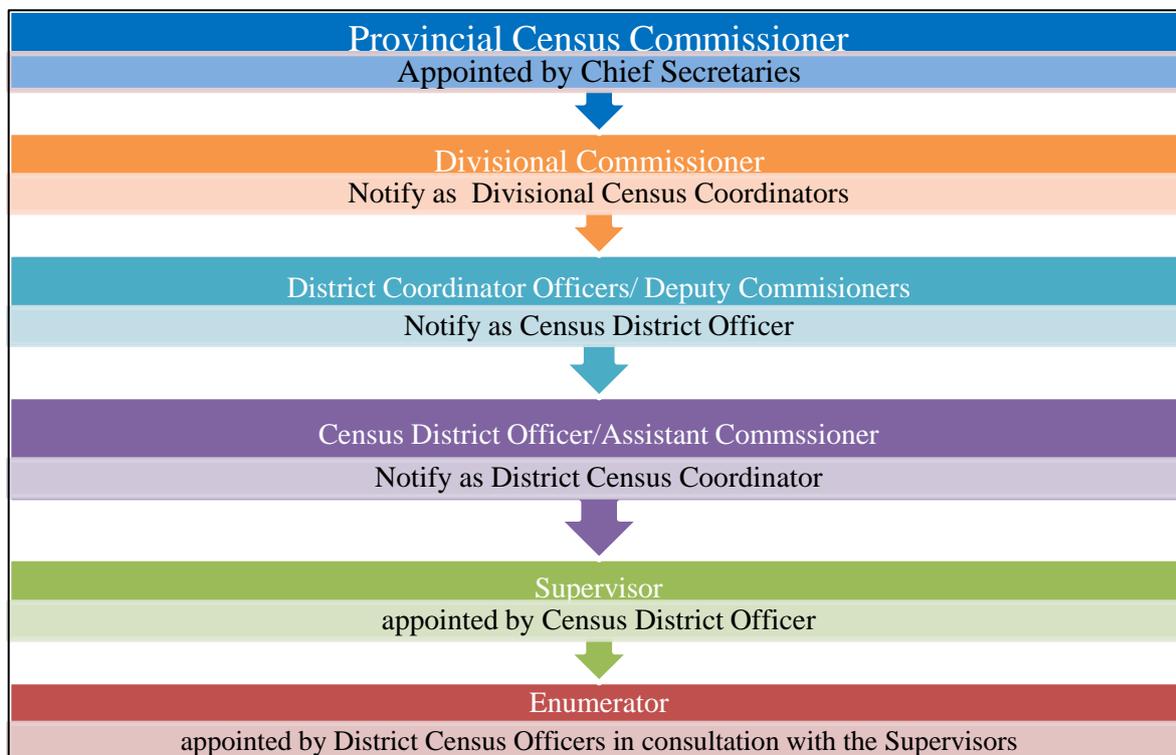
At Admin./Census District Level in Balochistan Province, Azad Jammu & Kashmir, Gilgit Baltistan and Tribal Districts of Khyber Pakhtunkhwa Province, Coordination and Vigilance Teams headed by Deputy Commissioners/CDOs consisting of District Police Officers, District Education Officers, (Male & Female), Cantonment Executive Officer, all Assistant Commissioner, one Elected Representative of Local Bodies and CSO/ACC/SO/SA/representative of Pakistan Bureau of Pakistan as member/Secretary have been formed. The Committees may also co-opt any female member.

At Census District level in Punjab, Sindh and Khyber Pakhtunkhwa Vigilance/ Committees headed by the Assistant Commissioner/Census District Officer (CDO) consisting of Tehsil Police Officer, Deputy/Assistant District Education Officer (Male & Female) and Statistical Assistant of Pakistan Bureau of Statistics as Members have also been formed. The Committee may also co-opt any female member.

Divisional & Admin District Level Coordination Committees/ Vigilance Team Will Monitor/Supervise the Census activities in Cantonment Areas. A separate Coordination Team/Vigilance Team is not recommended for Cantonments.

Chief Secretary, Azad Jammu & Kashmir, Chief Secretary, Gilgit-Baltistan are responsible for similar functions relating to census taking in Azad Jammu & Kashmir, Gilgit-Baltistan Areas respectively. The above Committees have also been formed in these areas at appropriate level accordingly.

The Hierarchy of Field Staff for Coordination, Operations & Monitoring are:



4.4 Appointment of Census Staff

Raising of own field force for the conduct of census throughout the country remained a problem for the Federal Government, therefore, it is under this compelling exigency that the Federal Government has to engage the staff of the Provincial/Local Governments for the peak period of census operations under the legal provision available in the General Statistics (Reorganization) Act 2011 which states as “any person appointed under section-32 is named as Census Officer”. These include Divisional Census Coordinators, District Census Coordinators (DCCs) and Census District Officers (CDOs). They are authorized under section-32, to call upon (by order in writing) member of the local functionaries to work as Enumerators, Supervisors or perform other duties of a Census Officer in their areas of jurisdiction. Among others, these include Census Enumerators, Supervisors. Different procedures & categories of personals have been prescribed for the appointment of these officers/ officials in the following paragraphs.

The actual requirement of all categories of field staff will be work out by the concerned Section of PBS (HQ), Islamabad and will be communicated to CDO through Provincial/Regional/Field Offices of PBS deployed staff as per approved activity calendar. The appointment of Provincial Census Coordinators, Divisional Census Coordinators, District Census

Coordinators and Census District Officers will be made and notified with the concurrence of the Provincial Governments while appointment of Supervisors and Enumerators will be made through Warrant of appointment under the authority of Census District Officers.

Proper care is to be taken in the selection of the field staff as it would not be desirable to appoint persons who do not have requisite sense of responsibility, especially the persons selected as Enumerators and Supervisors should enjoy good reputation in the areas of the deployment. The Supervisors and the Enumerators should have following qualities: -

- i. He/she is from the local area.
- ii. He/she is acceptable to the local community.
- iii. He/she has good reputation being a dedicated worker.
- iv. He/she is sufficiently educated especially IT skill person and intelligent enough to understand instructions given to him/her without any difficulty and able to operate Tablet/Android application.

4.5 Appointment of Provincial Census Commissioner and Focal Person.

The role of Provincial Census Commissioners (PCC's) is extremely important in census taking process. From the appointment of upper to bottom level coordination and Field operation staff to the retrieval of material back to HQ Islamabad. The PCC's have chain of responsibilities. The appointment of PCC is mandatory to liaison with Federal and Provincial Governments on account of Census related matters.

To meet the legal requirement of General Statistics (Reorganization), Act, 2011 “section 32-1 (b), appoint the Provincial Census Commissioner to supervise the taking of Census within a province”

The PCC's play a vital role in the implementation of the Census Plan. After appointment the PCC will have to supervise the following Census activities for the upcoming Census in their respective province / region in addition to other responsibilities / role of PCC.

- i. To implement, through the Provincial /local Governments, the directives/ instructions issued by Pakistan Bureau of Statistics (HQ), Islamabad regarding census field operations.
- ii. Organize, supervise and coordinate field operations in the Province/Region.
- iii. Activate, mobilize and establish liaison with the concerned Provincial / Local Government functionaries for census operations.
- iv. Act as the Secretariat of the Provincial Census Coordination/ Implementation Committee.
- v. Collect paper based filled-in questionnaires and maintain proper record. Make arrangements for onwards transmission of the same to Headquarters concerned.
- vi. Collect necessary material for preparation of District / Provincial / National census reports.

- vii. Extend all help to their respective Regional/Field Census Offices in the completion of preparatory work for successful conduct of census.
- viii. Appointment of Divisional Census Coordinator, District Census Coordinator and Census District Officer to supervise their area of jurisdiction
- ix. Appointment of Census Field Staff i.e Circle Supervisors and Enumerators from the Education, Local Government and Revenue department
- x. Training of Field Staff will be conducted at provincial headquarter and district / tehsil level
- xi. Freezing of boundaries of administrative units
- xii. Imposing of ban on posting / transfer of census field staff prior to the census operation
- xiii. Conducting of main Population and Housing Census
- xiv. Conducting of Pilot Census
- xv. Coordination Census Committee at Provincial, Divisional, District and Vigilance Teams at Census District Level to supervise the census activities at their respective jurisdiction
- xvi. Establishment of Control Rooms at Provincial, Divisional, District and Tehsil level.
- xvii. Conducting of Post Enumeration Survey
- xviii. Any other work assigned from time to time.

4.6 Appointment of Divisional Census Coordinators

All Divisional Commissioners in the Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan Provinces, AJ&K and GB will be appointed as Divisional Census Coordinators through Gazette Notification. They are required to perform effective supervisory role during the preparatory stage and more intensively during the enumeration stage. They will be assisted by the Director, Local Government being a focal person for census activities and an Assistant Census Commissioner/Statistical Officer/ CSO, PBS in performing their role relating to census work.

4.6.1 Role & Responsibilities of the Divisional Commissioner

The specific role & responsibilities of the Divisional Commissioner is listed below:

- i. To keep himself fully informed about the progress of census work. He/she will set up control room for keeping him/herself in touch with the Deputy Commissioners (DCs) for pursuing the progress. For this purpose, he will also ask the Deputy Commissioners to submit daily progress report to him and to undertake visits to the Admin. Districts under his/her control for checking of progress of census work.
- ii. To take measures for ensuring correct enumeration under his/her area of jurisdiction.
- iii. To examine the work of about 05(Five) households in each district of his/her Division during the enumeration period in order to ensure correct enumeration.

- iv. To monitor and review progress of census works with the Deputy Commissioners and Provincial Census Commissioner from time to time for keeping him/herself abreast of the progress/prospects/problems within his/her Division.
- v. Make arrangements for launching of Census Publicity at Divisional level.
- vi. Will hold at least 2 to 3 meetings of Divisional Coordination Committee during the enumeration period. He/she will ensure that member of Coordination Committee must visit different blocks for inspection and submit their reports on specially designed FQC Performa through head of the Committee to Provincial Census Commissioner for taking remedial measures in time.

4.7 Appointment of District Census Coordinators

All the Administrative heads i.e. Deputy Commissioners of the Admin Districts in the provinces of Punjab, Sindh and Khyber Pakhtunkhwa have been appointed as District Census Coordinators with the concurrence of the Provincial Governments and through a gazette notification issued by the Federal Government, Chief Commissioner, Islamabad will also be notified as District Census Coordinator for Islamabad Capital Territory. They will be assisted by the Officers of Local Government and an Assistant Census Commissioner/Statistical Officers of Pakistan Bureau of Statistics in performing of role relating to census work.

4.7.1 Role & Responsibilities of the District Census Coordinator

The specific role & responsibilities of the District Census Coordinator is listed below:

- i. Keep him/herself fully informed about the progress of census work. He/she will set up control room for keeping himself/herself in touch with the CDOs for pursuing progress. For this purpose, he/she will also ask the Census District Officers to submit daily progress reports to him/her and also to undertake visit to the Tehsils/Talukas for checking progress of census work.
- ii. Check the work of at least 05(Five) households in each Tehsils/Talukas of his/her district during the enumeration period in order to ensure correct enumeration.
- iii. Take measures for ensuring smooth and correct enumeration in his/her District.
- iv. Monitor and discuss progress with CDOs from time to time and also with the respective Provincial Census Commissioner for keeping himself/herself abreast of the progress/prospects/problems within his/her District.
- v. Make arrangements for launching of census publicity at Administrative District level.
- vi. Setting up and operate Transport Pool.
- vii. The Deputy Commissioners will hold at least 3 to 4 meetings of District Coordination Committee during the enumeration period. He/she will ensure that each member of the Admn. District Coordination Committee and Vigilance Team must visit 15 households for

inspection of the census work and submit inspection report on specially designed Performance (FQC) to the Provincial Census Commissioner, PBS through concerned Divisional Commissioner for taking remedial measures in time.

4.8 Appointment of Census District Officers

Keeping in view the experience of 2017 previous Census, it has been decided to treat each Tehsil/Taluka /Sub-Division as a separate Census District in the Provinces of Punjab, Sindh and Khyber Pakhtunkhwa except Ex-FATA and Assistant Commissioners, have been appointed as Census District Officer in their respective Tehsil/Taluka. However, these arrangements are different in case of Balochistan Province, AJK, GB & Islamabad, where each Admn District will be taken as Census District for forthcoming Census. Deputy Commissioner in the respective district will act as Census District Officer in their respective area of jurisdiction. All Cantonment have also declared as Census District and all Cantonment Executive Officers have also been appointed as Census District Officers in the respective Cantonments.

4.8.1 Role & Responsibilities of the Census District Officers

The duties of Census District Officers will be as under:

- i. Maintain close liaison with the respective Deputy Commissioners, Divisional Commissioners and Provincial Census Commissioner, Provincial/Regional Census Offices of PBS respectively.
- ii. Work as Delimitation Officer in their respective Census District.
- iii. Make arrangements for training of field staff for Population & Housing Census and arrange all facilities like Multimedia, computer/laptop etc
- iv. Raise/appoint field staff for census operation.
- v. Work as Focal Person during Training of Field Staff and Census Field Operation.
- vi. Arrange publicity at Census District level.
- vii. Ensure timely receipt and distribution of training/census material.
- viii. Mobilize all resources in the Census District for successful and smooth conduct of enumeration work.
- ix. Establish Census Support Centre, Control Room and send reports to the National Census Coordination Centre (N3C) the Deputy Commissioner/District Census Coordinator (DCC) and Provincial Census Commissioner, Provincial/Regional Census Office of PBS to take measures for speedy solution of problems arising in the field and provide full guidance and protection to census staff while discharging census duties.
- x. Work as Incharge Census Support Centre in Census District and Organize meetings of the Coordination Committee and Vigilance Team at Census District level.

- xi. Ensure safety and security of tablets and the field staff.
- xii. Distribution of census documents and tablets to the Supervisor on Control Forms.
- xiii. Check field work of at least 15 households during the census operation and complete the census questionnaire
- xiv. Supervise field work with the help of Coordination and Vigilance Team.
- xv. Inaugurate Training of Field staff and Field Operation of Census in his Census District.
- xvi. Ensure safe dispatch of Tablets to the NADRA
- xvii. Not to disclose information relating to any person or any housing unit to any person, Government functionaries, court etc., except by authorized Officers, as required under the General Statistics (Reorganization) Act 2011.
- xviii. Keep track of all the complaints received in his/her area and will coordinate in resolution of complaints with Headquarter and Enumerators/General Public/Govt Admin.

4.9 Appointment of Supervisors

The appointment of Supervisors will be appointed by the Census District Officers in consultation with PBS offices by issuing "Warrant of Appointment/I.D Card". They will be drawn from Assistant Education Officers, Naib Tehsildars/Assistant Mukhtiarkars Qanungos/Girdawars/Supervisory Tapedars/Patwaris, Headmaster of Primary/Middle School, Senior Teachers, Secretaries of Local Councils and officials of Tehsil/Town/Municipal Administration etc. preferably from the Local Area. List of Supervisors showing their names, designations, addresses, etc., will be prepared by the CDOs on Control Form ACI. A copy thereof will be sent to the Provincial/Regional Offices of PBS.

4.9.1 Role & Responsibilities of Supervisor are:

- i. Ensure that enumeration material i.e. **Tablets along with customized application**, Jacket, Cap, Markers etc., have been supplied to the Enumerators and also to ensure that he/she has sufficient stock with him for later use if any.
- ii. Assist the Census District Officer (CDO) in delimitation of census areas, raising of field staff and their training at appropriate venue.
- iii. After physical examination of block with enumerator if it seems to be big enough and having a highest number of structures and if he assesses that enumerator may not complete the task within in specified time frame then details are mentioned in SOPs of big blocks.
- iv. Supervise enumeration work by physically visiting the enumeration areas(5 households data collection) and to check and review the overall working of Enumerators.
- v. Submit daily progress report in respect of his/her area to the CDO.
- vi. Show boundaries of census block to each Enumerator by physically visiting each block along with Enumerator.

- vii. Handle day to day field problems of the Enumerators and to take necessary measures in case of their unsatisfactory work.
- viii. Collect Used Tablet from the Enumerators and hand over the same to the NADRA.
- ix. Take measures for successful completion of census enumeration in the area under his/her jurisdiction.
- x. Submit progress report to CDO immediately after completion of the operation or through Tablet customized application.
- xi. Ensure safety and security of tablet and field staff.
- xii. Progress Tracking through Supervisor Dashboard and Manual Coordination.
- xiii. Tracking Enumerators and their Progress via Supervisor Dashboard.
- xiv. Quality Checking of Sync Data on Daily Basis, Identify data discrepancies.
- xv. Issues Reporting and Visualization via Supervisor Dashboard.
- xvi. Complaint Handling/Coordination with Enumerators.
- xvii. Supervisor will submit online quick count form after visiting the requested big block by concerned enumerator. Moreover, approved big block by HQ may manually be distributed among main enumerator and reserve enumerator to avoid any duplication and inconvenience in this regard.
- xviii. Big Block identification exercise
- xix. Big Block Distribution/Reserve Enumerators coordination with CDO and Headquarter
- xx. Data Collection for Quality via Enumeration Application
- xxi. Managing Field Issues of its blocks and Enumerators
- xxii. Complaints Handling related to its Enumerators
- xxiii. Communication Application Feedback, Query handling
- xxiv. Not to disclose information of any person or any housing unit to any person, government functionary, court, etc., except by authorized officers, as required under the General Statistics (Reorganization) Act. 2011.

4.10 Appointment of Enumerator

The appointment of Enumerators will be made by the Census District Officers in consultation with the PBS Representatives and Supervisors by issuing "Warrant of Appointment/I.D. Card". List of enumerators showing their names, designations with grades, addresses etc., will be prepared by the Census District Officers on Control Form AEN, copies of which will be sent to the Provincial/Regional Offices of PBS and all other concerned offices i.e. Supervisor. In rural areas preferably, primary, middle and high school Teachers, Local Government employees and Agricultural Field Assistants will be appointed as Enumerators. In urban areas school Teachers, Secretaries Local Councils and Senior Clerks from Local

Government functionaries or autonomous organizations preferably from the local areas wherever possible will be taken as Enumerators. Efforts will be made to appoint maximum number of female enumerators especially in Urban Area to collect credible data from female respondents.

4.10.1 Role & Responsibilities of Enumerator :

- i. To Read carefully the Manual of Instructions and fully understand the enumeration procedures. In case he/she is unable to understand any point, he/she should immediately refer the same to his/her Circle Supervisor.
- ii. Ensure that **census material** supplied to him/her is complete and sufficient to meet his/her requirements. In case of any deficiency, he/she will place his demand for additional requirements to his/her supervisor.
- iii. Verify block boundaries by physically walking around his/her assigned block along with Supervisor.
- iv. After physical examination of block if it seems to be big enough and having a highest number of structures so his/her work cannot be finished with in specified time frame then see the SOPs of big blocks.
- v. If enumerator finds that the block is bigger in size during the listing he must bring the matter into the notice of supervisor.
- vi. Enumerate the block assigned to him/her fully and accurately.
- vii. Report to his/her Supervisor/ Census Support Centre about any day-to-day problem or difficulty faced for its solution.
- viii. Ensure safety and security of Tablet and census documents.
- ix. Remain present in his/her area of enumeration for the time he/she is deputed for. In case of any emergency, he/she will leave the station only with the prior approval of his/her Supervisor in writing. The Supervisor will make necessary alternate arrangement by appointing a trained Enumerator in his/her place.
- x. Handover used tablet to his/her Supervisor
- xi. He/She should meet daily with his/her Supervisor and keep him/her informed about his/her movement in the enumeration area and give progress of daily work.
- xii. Not to disclose information of any person or any housing unit to any person, government functionary, court, etc., except by authorized officers, as required under the General Statistics (Reorganization) Act. 2011.

4.11 Reserve Staff

In order to meet the needs of field staff in emergent situation, ten percent of the field staff will be taken as reserve staff to step in. Their services will be needed to meet the shortage of field staff. In some cases, a census block may be of a larger size requiring additional enumerators to

complete census work in the block in a stipulated time period. In such cases, additional Enumerators will be deployed in such blocks from the reserve staff. The reserve staff should be trained along with the regular staff on next pages.

4.12 Warrant of Appointment/Census I.D Card

The appointments of Supervisors and Enumerators will be made through issuance of warrant of appointment and Census I.D Cards under the signatures of concerned CDOs. These Census I.D Cards/warrants of appointment must be worn around the neck and shown on demand by any member of the public being enumerated or by inspecting officials. Specimen of warrants of appointment/Census I.D Cards are given in **Annexure, G, H and I.**

Chapter 5

5.1 Introduction of Pilot Census

Pilot Census is a comprehensive test of all the census procedures. The essential characteristics of a pilot census are coverage of areas and population at the preparatory stages for testing of validity and suitability of the entire census plan and its organization. The main goal of Pilot census is to test in real terms the cartography, methodology, organizational structure, data collection method, questionnaires, logistical planning, interaction and coordination among all the resources planned to be engaged in the census.

For effective results, the conditions in the pilot census must be as close as possible to those that are planned for complete census enumeration. On the other hand, sufficient time is required to reflect upon the implementation challenges identified during the pilot census, their analysis, recommendations for improvements, and accordingly to reform the census processes for an effective and efficient census operation. The tradeoff is obvious, however, the peculiar domestic needs/requirements are also important to be given due consideration and not overlooked while taking important decisions on the matter. Therefore, this Pilot Census review would be of high importance regarding further decision making on implementation of timelines earlier envisioned and deliberated for the main census field operation.

5.2 Aim and Objectives of Pilot Census:

A pilot census ensures that technology can be tested as part of a complete, end-to-end business process and highlights major implementation challenges with functionality or capability. However, the pilot census alone is insufficient to fully test technology due to its reduced size, reduced public profile and non-existence of some risks that are present in a fully-fledged census operation. The pilot test should be accompanied by activities to test whether technology solutions are scalable, secure, accessible and robust enough for the real census. Stress tests should be conducted during the testing phase to ensure technology use can handle the maximum load of each module or business case and sustain data integrity.

There are a number of risks or drawbacks associated with the introduction of technology that should be considered and managed, otherwise these could lead to increases in expenditure, delays to the census timetable or impacts on the quality of the census. These include:

- Incompatibility or other integration issues between different hardware and software applications;
- Solution outage or failure (which could be for many reasons—lack of connectivity, hardware failure, battery life, GPS black spots, software bugs, device theft);

- Lack of skills or knowledge by system users, particularly temporary census staff; Insufficient or inadequate communication between technology staff and business staff, particularly leading to misunderstanding of requirements;
- Hacking, online attack or other information technology security event;
- Maintaining, upgrading or decommissioning old or legacy systems;
- Lack of documentation or reliance on a small number of key people;
- Huge amount of digital data available, creating a potential distraction for staff.”¹

Pilot census is a critical part of the census planning process and comprehensive test of census procedures. In the light of international experiences, recommendations from various national/international bodies associated with statistical data collection, analysis and dissemination, domestic peculiar conditions related to the process, and recommendations of Census Advisory Committee the overall aim of the Pilot Census of 7th Population and Housing Census-2022 was set as follows:

To test effectiveness, applicability and timeliness of the new methodological and organizational procedures such as census training to master trainers and enumerators, census field operation, coordination mechanism between PBS head/regional offices to the provincial/ regional local administration and field staff (PBS field representatives, supervisors/ enumerators), and census manuals and CAPI procedures (hardware especially tablets and software solutions). Also to check efficiency of all the post-enumeration activities, such as the collection and checking of enumeration materials, the Information and Communication Technology (ICT) infrastructure and the entire data processing system.”

The overall aim of Pilot Census of 7th Population and Housing Census-2022 has been further subdivided into twelve specific objectives. The Pilot Census was aimed at testing the following:

- i. Effectiveness and comprehensibility of training materials and procedures to impart trainings to the master trainers and enumerators.
- ii. Capabilities of enumerators to comprehend the census concepts within a short span of time and implement in the field with maximum efficiency and accuracy.
- iii. Applicability and suitability of census questionnaire, clarity of its wording, sequence of questions, and response biases.
- iv. The enumeration workload and time required to carry out the enumeration.
- v. Suitability of coordination mechanism for logistic support in the field and necessary communication to and from PBS representatives in the field and other field staff such as enumerators/ supervisors etc. to devise effective strategy to deal with day to day issues.
- vi. Census software and GIS for their reliability, accuracy, efficiency and security. Census tablets and other hardware for their suitability in the field, especially durability of tablet

- battery and charge banks to keep tablets alive during the whole enumeration time of a day.
- vii. Digital block maps with high-resolution imagery and capability to properly identify to the enumerators their assigned blocks and to help recognize block overlapping/ non-coverage etc.
 - viii. Compatibility between the hardware and different census software and to sort out issues prior to start of full scale census enumeration.
 - ix. Network availability and proper and easy log-in capability of the devices.
 - x. Proper, effective and secure data synchronization and transmission to the central database.
 - xi. Real-time monitoring in the field and at PBS headquarter to deal with block identification/ overlapping, non-coverage and other issues requiring regular and immediate action from the concerned in the field and at PBS headquarter.

5.3 Committee to Finalize Modalities of Pilot Census:

In order to finalize modalities of Pilot Census especially regarding to sampling and field operation for 7th Population and Housing Census-2022, a committee was constituted on 29th March, 2022 with the following ToRs:

- i. To decide on the sample size keeping in view the objectives of Pilot Census.
- ii. To decide on level of sample either Census District or Admin District.
- iii. To finalize the operation modalities of Pilot Census.

Several meetings of the committee were held to decide on the important issues regarding Pilot Census such as time period, sampling methodology, areas identification for electronic vs manual data collection and enumeration procedure. The committee also studied pilot censuses conducted by various countries for successful planning of the pilot census.

5.4 Methodology of Pilot Census

As per recommendation of Census Advisory Committee (CAC) to conduct the Pilot Census to test the whole procedure. PBS initiated and completed preparation of Pilot Census including deployment of staff, establishment of support centers, preparation of training manuals/materials etc. Pilot Census of Population and Housing Census has been conducted from **20th July, 2022 to 3rd August, 2022** in **33 selected Admin Districts** all over Pakistan, including Azad Jammu & Kashmir and Gilgit Baltistan. **Three days training to the Master Trainers** was arranged at PBS headquarter during **5th-7th July, 2022**, whereas training to the enumerators by the Master Trainers in the field at the **selected 27 stations** was imparted during **13th - 17th July, 2022**. The enumeration and supervisory staff was provided by the district administration of each province/ district. The enumerators were deputed from various provincial departments and enumeration was completed

under the supervision of tehsil and district administration of concerned jurisdiction. The enumeration was conducted for Pilot Census using tablet devices, being digital census, therefore, two software modules were prepared and used for this exercise.

Sampling Methodology

PBS technical committee deliberated on the methodology based on the comparative studies of different countries and keeping in view the ground realities of Pakistan. Initially it was planned to select 2 blocks from each census district (tehsil/district) i.e. 1000 blocks selection from 489 Census districts or to take 2 blocks from each admin districts (156 districts) i.e. 312 blocks.

Option 1	Option 2
<ul style="list-style-type: none"> • Two blocks from each Admin. district (156) • One urban & one rural • Total blocks = 312 	<ul style="list-style-type: none"> • Two blocks from each Census district (489) • Total blocks = 1000

The proposed sample size was presented to technical committee and detail deliberations were made. However, keeping in view the objective of pilot census which includes the complete test/run of all technologies adopted, it was decided with consensus that the sample from clusters of districts may be selected with parameters like density, accessibility, topography of area instead of selecting sample from all districts. For this purpose, detailed study was done on the block wise information collected by field services and support services about different characteristics. After detailed discussions, it was decided keeping in view the requirement regarding human and financial resources that the sample of not more than 500 blocks may be selected based on area characteristics. It was decided by technical committee as the objective of the pilot was to check the whole process of digital census so there may not need of representativeness of results, therefore efforts may be made to best possible sample with same specific characteristics.

Keeping in view the recommendations, the detailed study was carried out for sample areas having different characteristics i.e. topography (plain, river side residential blocks) accessibility of areas population and area density. Further attributes like electricity line and internet connectivity was also made part of analysis to select best possible sample for true checking of the systems.

Sample Selection for Pilot Census

The technical committee studied the block wise information collected by field services section and support services section regarding certain parameters in the area frame updated through census 2017. Information regarding following characteristics were found in the frame for each block.

- Block area and type

- Issues approaching block (Accessibility)
- Estimated distance from district headquarters
- Conveyance type from district headquarters to the block
- Access/Approach within the block

For selection of sample for pilot census, it was decided that sample may be selected from the clusters and these clusters will be formed by considering the different characteristics like density, type etc.

Table 0.1: Province-/ District-wise Blocks Selection for Pilot Census

Province/ Region	Selected Districts	No. of Blocks	Visual Presentation of No. of Blocks Selected from a District
Islamabad	Islamabad	20	
Punjab	Bahawalnagar	16	
	Rahim Yar Khan	36	
	Jhang	16	
	Multan	20	
	Jhelum	12	
	Rawalpindi	26	
	Khushab	12	
Khyber Pakhtunkhwa	Dera Ismail Khan	24	
	Abbottabad	4	
	Mansehra	4	
	Lower Kohistan	8	
	Upper Kohistan	12	
	Kohistan	8	
	Kohat	4	
	Nowshera	4	
Sindh	Dadu	12	
	Jamshoro	18	
	Karachi Central	16	
	Karachi East	21	
	Tharparkar	14	
	Sanghar	16	
	Sukkur	4	
Balochistan	Kalat	10	
	Mastung	8	
	Khuzdar	14	
	Washuk	4	
	Gwadar	12	
Azad Jammu and Kashmir	Jhelum Valley	8	
	Mirpur	16	
Gilgit-Baltistan	Baltistan	4	
	Gilgit	8	
	Nagar	6	
Total		417	

5.5 Field Operation

Pilot Census was conducted from 20th July, 2022 to 3rd August, 2022 in 33 selected Admn. Districts including Azad Jammu & Kashmir and Gilgit Baltistan. Initially, 429 blocks were

selected for enumeration, however, later on due to security/ other issues 12 blocks from Census Districts Haveli and South Waziristan were dropped. Out of the remaining 417 blocks, 368 blocks have been fully enumerated.

Enumeration

In the field, enumerators were responsible to complete one block within the time span of fifteen days. The given days were further divided as follows: first three days for listing of structures, next ten days for enumerations, one day to enumerate leftover structures / households and one day for homeless population.

Progress of Field Work:

For Pilot Census, 417 blocks were selected for enumeration. Three blocks each from districts Washuk, Cholistan and Islamabad were dropped due to flood/rain, non-availability of a 4×4 vehicle and non-availability/ replacement of enumerator, respectively, at the initial stage of the Pilot Census field operation. Out of the remaining 414 blocks, 368 blocks (88.9%) have been fully enumerated, whereas work in 46 blocks (11.1%) could not be completed due to various reasons, such as rain, big blocks, delay in provision of tablets, battery drainage issue, map related issues etc. In the remaining 46 blocks, only 60% of enumeration work was completed.

5.6 Issues in Pilot Census Enumeration

Enumeration issues:

Enumerators were not clear, for example in:

- Under construction structure if some family is living.
- Structure number on Khanqah.
- PSIC codes of masjid, petrol pump, bara, filtration plant.
- Code of daily wages labor.
- Unable to distinguish services, manufacturing and retail trade activities.
- Manpower engaged for economic activity.
- Listing of leftover households for enumeration.
- Listed household temporary absent.

Procedural issues:

- Some enumerators put household numbers on gates instead of structure number.
- Some enumerators were not doing listing as per prescribed procedure.
- Enumerators working in scattered areas repeatedly asked for permission for enumeration along with listing.

Big blocks found during pilot, question regarding cut off point that when and where big block should be declared was asked repeatedly due to non-provision of assigning one block to another enumerator in the application and remained unaddressed.

Hardware and Software/IT Related Issues:

Hardware and software are critical components of the success of a digital census system. It is dependent not only on their compatibility, but also on the suitability of the hardware in the field and the overall reliability, accuracy, efficiency, and security of the software bundle used during the census operation. The following sub-sections discuss the hardware and IT related issues faced during pilot census.

Hardware Related Issues:

NADRA was required to provide new tablet devices per PBS specifications for pilot census. Due to time and other constraints, they rented out pre-owned tablet devices with low specifications through BISP.

Chapter 6

6.1 Introduction

The training to the census staff is a vital component in the successful conduct of Population and Housing Census (The Digital Census) in a country like Pakistan where literacy level is not very high which complicates the process of understanding the census questionnaires and data collection on tablets. The Pakistan Bureau of Statistics has given special attention to the training



of Field Staff to achieve the objectives of collecting accurate census Tablet based census data in the 7th Population and Housing Census (The Digital Census). Key training objectives are: -

- i. All census field staff must have basic information and clear understanding about use of methodology in census operation and concepts/understandings about terminologies used during training through their extensive involvement in the training session.
- ii. Field staff involved in the process of census has detailed knowledge and accurate understanding of Population and Housing Census (Digital Census) process, procedures and filling up of census forms through Tablet.
- iii. At each level/tier the census field staff has true understanding about his/her specific role as well as mutual responsibility.
- iv. Field staff especially the Enumerators must fully comprehend how to collect the true and accurate Population and Housing Census Tablet based information from the respondent as per training manuals.

6.2 Hiring of training firm

For successful conduct of a population and housing census, an effective training strategy occupies central position in all its vital components. Therefore, Census Advisory Committee reviewed the training procedure for the 6th Population & Housing Census-2017 and also did comparative studies of Regional/ developed countries and found that all countries have planned the training activity using modern technologies, with sufficient time and monitoring of the training process. In the light of different countries' experiences, the committee recommended that trainings must be designed by engaging training specialist/consulting firms and adopting modern technologies.

Therefore, PBS engaged a training specialist/ consulting firm for designing of training material, training to the master trainers and enumerators by employing modern technologies, and to prepare

interactive material for the training purposes dubbed wherever possible in regional languages for better clarity of concepts.

6.3 Training Material

The training material is significant in order to provide common understanding and serves as a guideline for the census enumerators, supervisors and the coordinators.

6.3.1 Manual of Instructions

The firm hired by PBS for training of master trainers and preparation of training material is also responsible in collaboration with PBS to prepare Manual of Instructions (Conceptual, Ethical and IT Software Manual and Field Operation Plan). Training Material was also used for training of Pilot census, master trainers, TOT and has also been used for enumerators also for standardization of concepts.

The Manual of Instructions has been prepared in Urdu, English, Sindhi and in all regional languages and have been printed for training purposes. The audio/video clips of each question related to questionnaire have been prepared in all regional languages.

The following types of manual of instructions have been prepared for the **Digital Census**:

- i. Conceptual Manual
- ii. Field Operational Manual
- iii. Ethical Manual
- iv. Digital Application Manual

The manual of instruction has contained detailed instructions about concepts/definitions of each topic of census questionnaires and their response categories e.g. persons where to be enumerated, special instructions for capturing mobile population, coverage of households located in non-residential buildings, residential units not covered under the definition of building, probing techniques, handling of refusal cases and re-visiting to locked housing units etc.

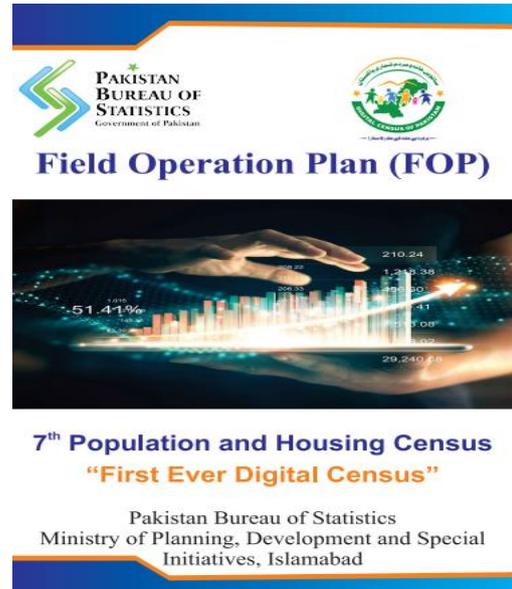
6.3.2 Use of Audio Visual Tutorials

The use of audio visual tutorials during training sessions, besides written or verbal instructions, is becoming more and more imperative and helpful because it provides an easy and understandable way of explanation of difficult terms. It is a welcome change in communication techniques and keeps uniformity in the instructions; therefore, use of the audio video tutorials in training programme will be made through use of Multimedia, USB or computers. The Trainers have been trained for playing through electronic media, Tablet. USB and computers/Laptops.

Audio video tutorial has also been prepared, covering the whole process of census including filling up of forms on Tablet besides interviewing techniques for the guidance of Trainees. These tutorials had shown and will be will also be shown in upcoming training sessions.



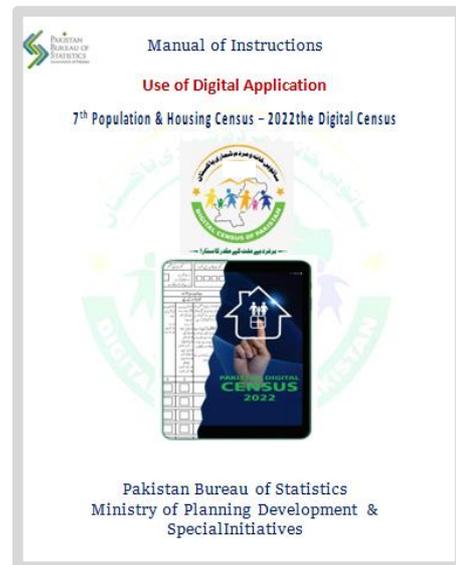
Conceptual Manual



Field Operational Manual



Ethical Manual



Use of Digital Application Manual

6.3.3 Other Training Material

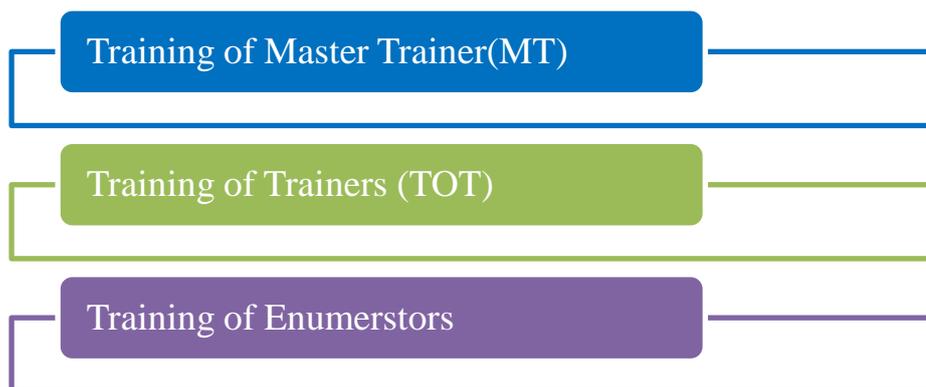
Other training material includes: -

1. Presentation by using Multimedia, USB, Computers/Laptop, Tablets
2. Loose Sheets, Form-1 & 2.
3. Tablets
4. Black/White Board.
5. Ball Point.
6. Board Marker.
7. Duster.
8. Attendance Sheet
9. Draft Pad
10. PSIC Code
11. Affidavit

Supply of material to the trainer during census training is annexed as **annexure J**.

6.4 Training Mechanism

The core components of any census are well-designed questionnaire and extensive training. In the same way, the success of 7th population and housing census based on the comprehensive training of field staff on filling out of questionnaires and use of other helpful modules before the start of field activities. Training sessions for the 7th Population and Housing Census “The First Ever Digital Census” have been planned in three tiers to train following three hierarchal levels of trainees.



6.4. Master Trainers

First time in the history of Pakistan a consultancy firm was hired for training of Master trainers. Training firm with PBS Subject Matter and IT super Trainers imparted the Training to Master Trainers by using latest tools and techniques. First time audio video tutorials have been prepared for uniformity of concepts and the same tutorials have been used for training of Master Trainer, Trainers and Field Staff to communicate the same message at each tier.

These Master Trainers have further trained the Trainers of the Trainers (TOTs). Master Trainers have been taken from the senior officers of Pakistan Bureau of Statistics (HQs) Islamabad, Provincial and Regional Offices of Pakistan Bureau of Statistics who had sufficient and vast experience of previous census/surveys, have good communication skills and have previous training experience. Very first time evaluation of the trainers and participants has been carried out at each tier. In-depth and detailed training for better understanding of all the procedures to be used during data collection stage of Digital Population and Housing Census.

An elaborative training schedule has been prepared and Master Trainers were equipped with comprehensive understanding of concepts, definitions, interviewing techniques and proper filling of census Tablet based questionnaires.

Around **328 Master Trainer (Subject + IT)** has been trained **at Islamabad** for further impart training to about **4000 Trainers (Subject + IT)** at **Division Level** on the designated places selected by the Provincial/Regional Offices of PBS. Each batch was trained in 5 days. The overall

training of Master trainer has been completed in **13 days** as per plan and was started in first week of December 2022.

6.4.2 Trainer of Trainers (TOTs)

The Second round was training of trainers. The TOTs (Training of Trainers) were selected from NADRA and PBS. The training was held from **19th to 23rd, December 2022** at divisional Level. There were **77** venues for the Training of TOTs depending on the strength and location of the TOTs. The detailed schedule of Training venues and number of TOTs is given below.

6.4.3 Training of Enumerators

The final round of training was training of Enumerators across Pakistan in which 1, 21,000 trainers were trained by TOE's in 495 Tehsils. The TOEs (Training of Enumerators) were selected from various other civil government departments other than PBS. The training was held from **7th to 21st, January 2023** at Tehsil Level. There were **992** venues for the Training of TOEs. The training was conducted in 3 batches. The Training of the 1st Batch was held from **7th to 11th, January 2023**, 2nd batch of TOEs was trained from **12th to 16th, January 2023** and 3rd batch was trained from **17th to 21st, January 2023**. The training duration of each batch was 5 days. Training program for census operation form is annexed as **annexure K**.

Type of Training	Stage-I Training of Master Trainer (TMT)	Stage-2 Training of Trainers (TOT)	Stage-3 Training of Enumerators (TOE)
Venue	Islamabad	Division	District/Thesil/Taluka/Town
Date	5 th to 15 th December, 2022	19 th to 23 rd December, 2022	7 th to 21 st January, 2023
Resource Person	Consultancy Firm	Master Trainers	i) Master Trainers/Trainers ii) PBS Officers
Participants	Master Trainer	i. PBS Officers Selected Officers of other Deptt.	i) Supervisors, Enumerators including reserve staff
Training Days	5 Days	5 Days	5 Days
No of Participants	328	4000 (approx.)	1,21,000

6.5 Evaluation of Training

For evaluation of each and every aspect of training, different control forms were designed. The evaluation of training for 7th Population and Housing Census is, therefore, performed using the feedback received through control forms, the evaluation of the trainings of each tier was done using evaluation forms. The forms were distributed to all training venues to be filled in by the

trainees/enumerators. These performance evaluation forms were analyzed after retrieval at PBS headquarter. Same process will be followed for training of enumerators. These control forms are placed at **annexure R, S, T, U, V, W, X, Y, Z. AB1 and AB2.**

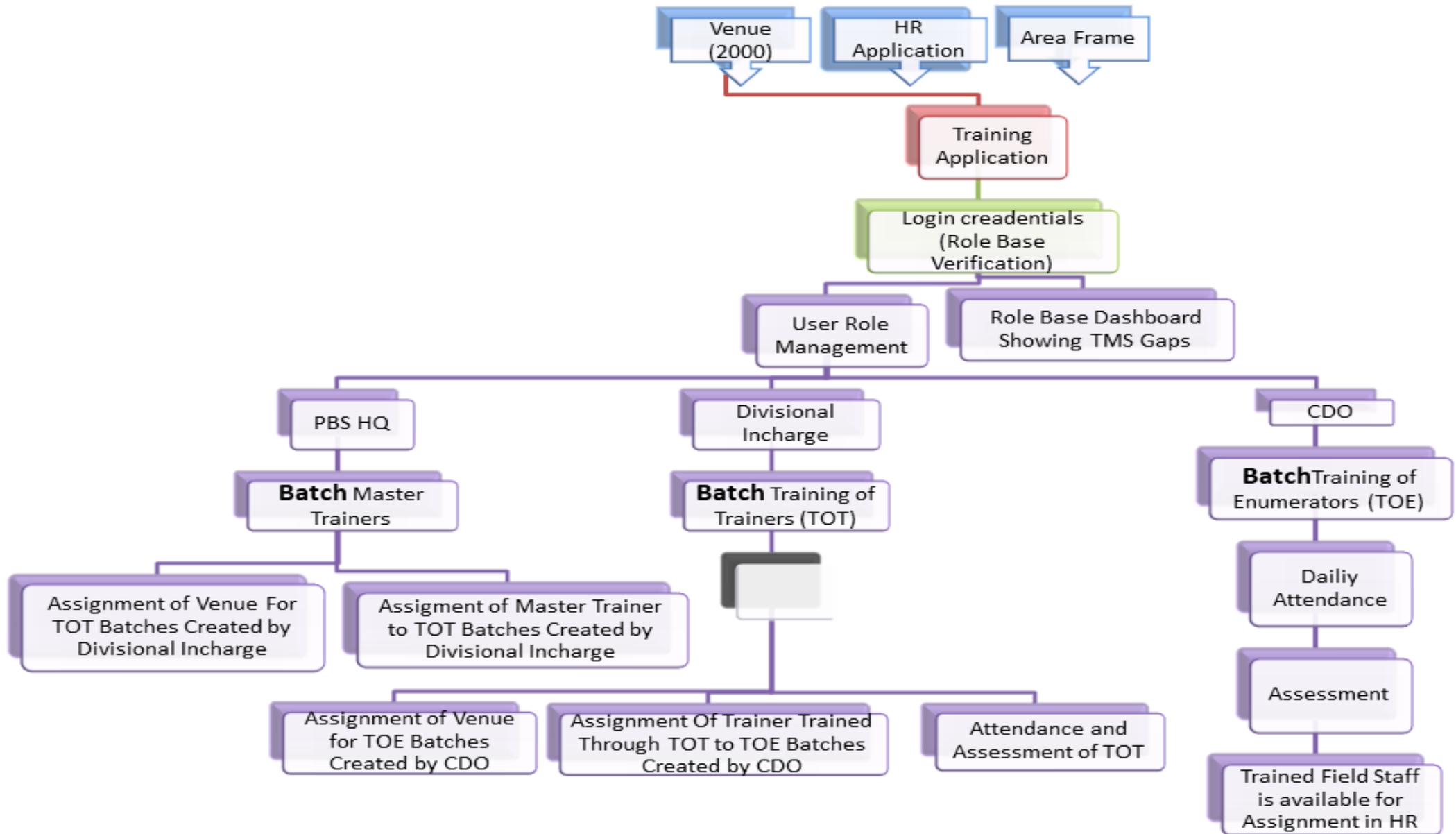
The evaluation of the participants of the training will be made on the basis of parameters/indicators mentioned in the SOPs of evaluation. The participants will be shortlisted on the basis on evaluation criteria. The participants who did not discharge their responsibilities with due diligence and devotion and unable to qualify in the evaluation, their names were forwarded to their parent departments for necessary action.

6.6 Arrangements for Conducting Training Sessions

The training of Enumerators and Supervisors has been organized by the Census District Officers according to the schedule that was communicated to them by the Provincial and Regional Offices of PBS. They have made training arrangements on the following lines:

- i. Arrangement for selection of a suitable venue for training sessions preferably in the Municipal/Town Hall, Cantonment Board Hall and Educational Institutions equipped with at least a black or white board, proper seating arrangement, multimedia, and electricity and ventilation system. These venues should be preferably centrally located in terms of availability of transport.
- ii. Paying of personal attention to each batch/session by the Census District Officer and Deputy Commissioner, Member of Census Coordination Committee and Vigilance Team.
- iii. Inaugural address by the Deputy Commissioner or Census District Officer in each session for increasing interest among the Trainers as well as the Trainees.
- iv. Inspiring and motivation of Trainers and Trainees to conduct accurate & transparent digital census through frequent personal visits by the Census District Officers to the class room during training session. Before completion of training of each batch, a quiz type test will be conducted and trainees not conforming to the standard be called again in the next batch. Similarly, if the field staff fails to report for training due to any reason, should be called in the next batch.
- v. The Deputy Commissioners and Census District Officers must personally visit the training sessions during working hours to encourage and motivate both the Trainers and Trainees for holding credible census.

Training Application



Chapter 7

7. Supervision and Quality Control

7.1 Supervision

Besides the regular supervisory arrangements through Supervisors, other measures will also be taken to ensure conduct of credible and transparent census in the country. These measures include formation of Provincial, Divisional, Administrative District and Census District Level Coordination Committees and Vigilance Teams. The detail of Committees and TORs are as under:-

7.2 Census Monitoring Committee

In pursuance of the decision in the 49th Council of Common Interest (CCI) meeting, held on 13 January 2022, Census Monitoring Committee (CMC) was constituted. CMC is mandated to oversee/monitor Census activities and to ensure an expeditious, transparent, and credible Census operations. The composition and TORs of CMC are as under:

S. No	Departments	Designation
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Composition of Census Monitoring Committee

1	Deputy Chairman Planning Commission	Chairman
2	Secretary, M/o Planning Development and Special Initiatives	Member
3	Secretary, IPCC	Member
4	Secretary, Finance Division	Member
5	Chief Secretaries, (Punjab, KP, Sindh, Balochistan, AJ&K, GB)	Member
6	Chief Statistician, PBS	Member
7	Director General (Military Operations Directorate)	Member
8	Chairman, NADRA	Member
9	Sr. Member Board of Revenue (Punjab, KP, Sindh, Balochistan, AJ&K, GB)	Member
10	Provincial Census Commissioners (Punjab, KP, Sindh, Balochistan)	Member
11	Census Commissioners, AJ&K, GB	Member
12	Secretary, Local Government Department (Punjab, KP, Sindh, Balochistan, AJ&K, GB)	Member
13	Secretary, Education Government of (Punjab, KP, Sindh, Balochistan, AJ&K, GB)	Member
14	Member, Census & Surveys, PBS, Islamabad	Member
15	Member (Support Services), PBS, Islamabad	Member
16	Managing Director, NTC	Member
17	Principal Information Officer/DG, Press Information Department	Member
18	Chief Commissioner, Islamabad Capital Territory Administration	Member
19	Co-opted member/members with the permission of the Chair	Member

Terms of Reference (TORs)

- i. Oversee/Monitor Census activities to ensure an expeditious transparent and credible census operation.
- ii. Supervision of activities to ensure timely support to PBS regarding-
 - Availability /Appointment of Census field staff for enumeration/field duties from the Education, Revenue, Local Government and population Welfare Department by Provincial/Regional Governments.
 - Nomination/Appointment of Census District Officers/Other logistic support by provincial/regional governments.
 - Policy guidance for appropriate mechanism for enumeration/monitoring in security related areas etc.
- iii. Monitoring of work of Coordination Committees/Vigilance Teams at various levels.
- iv. Periodic review of progress of Census operations & monitoring of Control rooms activities.
- v. Supervision and evaluation of Pilot Census and recommendations for roll out of Census.
- vi. Any other action required from time to time.

COMPOSITION OF PROVINCIAL CENSUS COORDINATION COMMITTEE: -

S. No	Departments	Designation
1	Chief Secretary,	Chairman
2	Brigadier, Pakistan Army	Member
3	Additional Chief Secretary. Planning & Development Deptt.	Member
4	Senior Member, Board of Revenue	Member
5	Secretary, Home Department	Member
6	Secretary, S & GAD	Member
7	Secretary, Local Government & Rural Development Deptt.	Member
8	Secretary, Education	Member
9	Provincial Police Officer	Member
10	Director General, Military Land and Cantonments	Member
11	All Divisional Commissioners	Member
12	DC of Gilgit District	Member
13	Any co-opted Female from Govt. or Private Organization or NGO	Member
14	Provincial Census Commissioner	Member/Secretary

The TORs of the Provincial Census Coordination Committees are as under: -

- i. To ensure smooth conduct of census operation.
- ii. To nominate Focal Person for effective coordination among Federal Government and Provincial Government Departments.
- iii. To supervise Population and Housing operation in the province.
- iv. To mobilize all resources in the province to ensure credible and transparent census with in province.
- v. To conduct frequent meetings of the Committee to apprise the all stakeholders about progress of Census work.
- vi. To impress upon Members of the Committee to supervise the census work in the field.
- vii. To issue instructions to Divisional Commissioners, Deputy Commissioners, Census District Officers and other Government Departments to act upon the instructions promptly for smooth census activities.
- viii. To make recommendations for improving the quality of Census Data.
- ix. To ensure complete coverage of Population in their area of jurisdiction.

- x. To ensure timely completion of the Census Operation in the Province.
- xi. To monitor and control under or over enumeration.

COMPOSITION OF DIVISIONAL CENSUS COORDINATION COMMITTEE

The TORs of the Divisional Census Coordination Committees are as under: -

- i. To review the progress of census activities and initiate appropriate action in their respective Division.
- ii. To maintain liaison in census activities with the Provincial Government and District Administration.
- iii. To make recommendation for improving the quality of census data.
- iv. To ensure complete coverage of population in their area of jurisdiction.
- v. To supervise training of Trainers and Training of Field Staff, distribution and retrieval of Census Documents.
- vi. To monitor and control under or over enumeration.
- vii. Participative supervision will be carried out by filling up at least 15 forms of Household on special proforma from randomly selected households during Population and Housing Census Operation in their areas of jurisdiction by each member of the team and report to this effect be submitted to the Chairman of the respective Committee for taking remedial

S. No	Departments	Designation
1	Divisional Commissioner of the respective Division	Chairman
2	Lieutenant Colonel/Colonel, Pakistan Army	Member
3	Divisional Police Officer	Member
4	All Deputy Commissioners	Member
5	Director, Local Government	Member
6	Director Education (Schools)	Member
7	Representative from PBS, Assistant Census Commissioner/ Statistical Officer	Member/ Secretary
8	Any co-opted Female from Govt. or Private Organization or NGO if available	Member

steps if required.

- viii. To ensure timely completion of the census operation in their respective Division.
- ix. To ensure coverage of homeless and mobile population on the last day of enumeration and preparation of a summary result on special proforma by Enumerators, if needed.
- x. To conduct regular meetings of the Divisional Census Coordination Committees.

COMPOSITION OF ADMINISTRATIVE DISTRICT COORDINATION COMMITTEE (Punjab, Sindh & KP)

S. No	Departments	Designation
1	Deputy Commissioner/District Census Coordinator	Chairman
2	Major, Pakistan Army	Member
3	District Police Officer	Member
4	All Census District Officers including Cantt. Executive Officers	Member
5	District Education Officer (Male/Female)	Member
6	Elected Representative of Local Bodies	Member
7	Representative from PBS Assistant Census Commissioner/Statistical Officer/Statistical Assistant	Member/Secretary
8	Any co-opted Female from Govt. or Private Organization or NGO if available	Member

The TORs of the Administrative District Census Coordination Committees are as under:-

- i. To review the progress of census activities and initiate appropriate action in the respective areas of jurisdiction / district.
- ii. To maintain liaison in census activities with the Divisional Administration.
- iii. To make recommendation for improving the quality of census data.
- iv. To ensure complete coverage of population in their area of jurisdiction.
- v. To supervise training of field staff, distribution and retrieval of census documents.
- vi. To monitor and control /check under or over enumeration.
- vii. Participative supervision will be carried out by filling up at least 15 forms of Household on special proforma from randomly selected households during Population and Housing Census Operation in their areas of jurisdiction by each member of the team and report to this effect be submitted to the Chairman of the respective Committee for deciding about remedial steps if required.
- viii. To ensure timely completion of the census operation in their census areas.
- ix. To ensure coverage of homeless and mobile population on the last day of enumeration and preparation of a summary result on special proforma by Enumerators, if needed.
- x. To conduct regular meetings of the Administrative District Census Coordination Committee.

CENSUS DISTRICT/TEHSIL LEVEL COORDINATION AND VIGILANCE TEAM:-

The TORS of the Census District / Tehsil level Coordination and Vigilance Team are as under:

- i. To review the progress of census activities and initiate appropriate action in the respective areas of jurisdiction / Tehsil.
- ii. To maintain liaison in census activities with the District Administration.
- iii. To make recommendation for improving the quality of census data.
- iv. To ensure complete coverage of population in their area of jurisdiction.
- v. To supervise training of field staff, distribution and retrieval of census documents.
- vi. To monitor and control /check under or over enumeration.
- vii. Participative supervision will be carried out by filling up at least 15 forms of Household on special proforma from randomly selected households during Population and Housing Census

S.No	Departments	Designation
1	Census District Officer/AC	Chairman
2	Captain/Lieutenant, Pakistan Army	Member
3	Tehsil Police Officer	Member
4	Deputy District Education Officer (Male/Female)	Member
5	Representative/SA of PBS	Member/Secretary
6	Any co-opted Female from Govt. or Private Organization or NGO if available	Member

Operation in their areas of jurisdiction by each member of the team and report to this effect be submitted to the Chairman of the respective Committee for deciding about remedial steps if required.

- viii. To ensure timely completion of the census operation in their census areas.
- ix. To ensure coverage of homeless and mobile population on the last day of enumeration and preparation of a summary result on special proforma by Enumerators, if needed.
- x. To conduct regular meetings of the Tehsil Level Coordination and Vigilance Team.

S.No	Departments	Designation
1	Deputy Commissioner/Census District Officer	Chairman
2	Major, Pakistan Army	Member
3	District Police Officer	Member

4	Assistant Commissioners of all Tehsils within district	Member
5	Cantonment Executive Officer/CDO	Member
6	District Education Officer (Male/Female)	Member
7	Elected Representative of Local Bodies	Member
8	Representative of PBS, Statistical Assistant	Member/Secretary
9	Any co-opted Female from Govt. or Private Organization or NGO if available	Member

ADMIN/CENSUS DISTRICT LEVEL COORDINATION AND VIGILANCE TEAM

Note: Admn. District Coordination Committee will also supervise and monitor the Census work in Cantonment Areas.

The TORs of the Administrative / Census District Level Coordination and Vigilance Team are as under: -

- i. To review the progress of census activities and initiate appropriate action in the respective areas of jurisdiction / district.
- ii. To maintain liaison with the Divisional Administration.
- iii. To make recommendation for improving the quality of census data.
- iv. To ensure complete coverage of population in their area of jurisdiction.
- v. To supervise training of field staff, distribution and retrieval of census documents.
- vi. To monitor and control /check under or over enumeration.
- vii. Participative supervision will be carried out by filling up at least 15 forms of Household on special proforma from randomly selected households during Population and Housing Census Operation in their areas of jurisdiction by each member of the team and report to this effect be submitted to the Chairman of the respective Committee for deciding about remedial steps if required.
- viii. To ensure timely completion of the census operation in their census areas.
- ix. To ensure coverage of homeless and mobile population on the last day of enumeration and preparation of a summary result on special proforma by Enumerators, if needed.
- x. To conduct regular meetings of the Administrative District Census Coordination Committee.

COMPOSITION OF ICT LEVEL CENSUS COORDINATION COMMITTEE

S.No	Departments	Designation
1	Chief Commissioner of the respective Division	Chairman
2	Lieutenant Colonel/Colonel, Pakistan Army	Member
3	Inspector General Police Officer	Member
4	All Deputy Commissioners	Member

5	Director, Local Government	Member
6	Director Education (Schools)	Member
7	Representative from PBS, Chief Statistical Officer/ Statistical Officer	Member/Secretary
8	Any co-opted Female from Govt. or Private Organization or NGO if available	Member

The TORs of the ICT level Census Coordination Committees are as under:

- i. To review the progress of census activities and initiate appropriate action in their respective area of jurisdiction.
- ii. To maintain liaison in census activities with the District Administration.
- iii. To make recommendation for improving the quality of census data.
- iv. To ensure complete coverage of population in their area of jurisdiction.
- v. To supervise training of Trainers and Training of Field Staff, distribution and retrieval of Census Documents.
- vi. To monitor and control under or over enumeration.
- vii. Participative supervision will be carried out by filling up at least 15 forms of Household on special proforma from randomly selected households during Population and Housing Census Operation in their areas of jurisdiction by each member of the team and report to this effect be submitted to the Chairman of the respective Committee for taking remedial steps if required.
- viii. To ensure timely completion of the census operation in their respective Division.
- ix. To ensure coverage of homeless and mobile population on the last day of enumeration and preparation of a summary result on special proforma by Enumerators, if needed.
- x. To conduct regular meetings of the District Census Coordination Committees.

7.3. Establishment of National Census Coordination Center (N3C)

One of the recommendations of Census Advisory Committee was establishment of National Census Coordination Center (N3C) as a secretariat of Census Monitoring Committee (CMC) constituted by CCI with representation of all Chief Secretaries, relevant Provincial Secretaries (Education, Health, Local Government etc.), Senior Members of Board of Revenue, Secretary IPC, DG Military Operation, etc. for prompt decision making and coordinated efforts for successful conduct of Digital Census. The N3C was commissioned on 18th February, 2022 and after final testing was inaugurated by the then Minister for PDSI, Mr. Asad Umar on 22nd February, 2022.

Main features of N3C were envisioned as under:

- N3C is centralized decision-making center equipped with state of the art technologies of audio video conferencing, video wall for real time progress and monitoring of field activities for coordination and monitoring activities of Digital Census.
- N3C connected with all Provincial headquarters along with Census District/Tehsil level Census Support Centers (CSCs) for progress reviews and discussion regarding ongoing activities.
- Multiple dashboards for showing progress and trends as well as geographical reach of field activities will be available online 24/7.
- Facilitated by IT experts and demographers for studying trend analysis and data insights for informed decision making.

7.4. Establishment of Census Support Centers/Control Room

Since the Population and Housing Census is going to be conducted digitally first time in the country, therefore, in order to keep the process smooth and ensure availability of system alive 24/7, dedicated Census Support Centers (CSCs) have been established at the Tehsil/Census District level. These centers will act as backbone for census field operation having main responsibilities of handing/taking of handheld devices, installation & configuration of apps etc. Moreover, they will perform every support function in the field. The CSCs provide close coordination between census district and PBS HQ. For the very reason and for effective coordination, monitoring and IT Support, establishment of CSCs at Census District level was recommended by the Census Advisory Committee.

Pakistan Bureau of Statistics (PBS) had requested to all the Census District Officers (CDOs) for establishment of Census Support Center at an appropriate place with the availability of all the necessary facilities such as electricity, internet, drinking water etc. for the conduct of 7th Population and Housing Census. Presently, establishment of Census Support Center at Census District level has been fully accomplished and Census District Officer (CDO) has been appointed as the incharge of Census Support Center in each Census District. PBS has deputed staff at 495 CSCs and provided IT equipment, furniture & fixture, and technical staff for smooth conduct of 7th population and Housing Census. In addition, technical staff from NADRA will also be available at CSCs for technical support to enumerators before and during the field operation.

7.5 Establishment of Census Support Centers/Control Room

As per recommendation of Census Advisory Committee (CAC) for real time monitoring of Digital Census “First Ever Digital Census” of country National Census Coordination Centre (N3C) has been established at Islamabad. Similarly, on pattern of N3C, Provincial Census Coordination Centre (P3C) established at Lahore & Karachi.

The Provincial Census Coordination Centre (P3C) is a government agency responsible for coordinating census activities within a particular province or territory. The P3C is established to ensure that the census is conducted efficiently and accurately, and that all residents are counted.

The P3C works closely with local authorities, community groups, and other stakeholders to ensure that everyone is aware of the census and understands its importance. They also provide support and guidance to census enumerators, who are responsible for collecting information from households and individuals. The P3C plays a critical role in ensuring that census data is accurate and reliable. This information is used to make important decisions about government programs and services, as well as to plan for future needs.

7.6 Formation of Working Groups for the monitoring of census activities at PBS HQ

For effective coordination and smooth conduct of 7th population and Housing census sixteen working groups have been constituted at PBS HQ. The purpose of working groups is to monitor census activities and prompt response for the field related issues as well. A list of the heads of the Working Groups relevant to the Census field operation containing requisite information such as Cell/Office phone number and email address is mentioned. If any problem is encountered in the field, the relevant Working Group's head may be contacted for advice/solution. Furthermore, the Call Center for the Census has also become operational and its universal number for complaint registration is 0800 57574. The complaints may also be lodged through this number for early redressal. (It is to be noted that the field staff may also receive calls from the Call Centers on the following number for quality assurance and other purposes: 051-9225203). If any problem/issues are being faced in the field operation, then the matter will be reported through CMS (Complaint Management System) to the team lead of the concerned working group. The details of the TORs of the working groups are annexed as **annexure AB4**.

Chapter 8

8. Distribution and Retrieval of Census Material

8.1 Background

Prompt transmission of census material to and from various tiers of the field and maintenance of its complete record is of great importance for successful conduct of census enumeration. Much time, money and efforts can be saved through streamlining the program of sending or receiving materials according to the actual requirements for such a nationwide operation. Therefore, the Pakistan Bureau of Statistics, Islamabad and its Provincial/Regional Census Offices will ensure timely distribution of enumeration and support material to the field staff and retrieval of the used tablet and others from them.

8.2 Distribution Channel

The Pakistan Bureau of Statistics(HQ) Islamabad will dispatch census material/documents for the House Listing and Census Operation directly to the **Census District Officers** and subsequent forwarding of same Supervisors and Enumerators through the Statistical Assistants posted with Census District Officers in the form of kit during training of the field staff. The kit of census material will be prepared at **CDO offices** by the representative of PBS. Supply of field use documents for census operation is annexed as **annexure N**.

8.3 Material to be distributed

Field use material can broadly be divided into two categories i.e. Tablet for enumeration Forms and enumeration support material i.e. House listing Form-1 and Census Form-2 will be available on customized Tab application. The enumeration support material will include house numbering material (Green Marker), manuals of instructions, ball-point (blue), list of settlements in the block and block maps etc. The detailed requirement of the census support material at Census District Office level will be worked out by the respective PBS, Provincial/Regional /Field Offices. The census enumeration material will be supplied by the Pakistan Bureau of Statistics, Headquarters Islamabad, directly fast and economical means of transportation such as truck, train and air, as deemed fit at the time of dispatch their material.

8.4 Material to Be Supplied for Field Enumeration

Following material will be supplied for House Listing Operation and Census Operation; -

a) Census Support Material

1. Warrant of Appointment/Census Identity Card.
2. Area map and block description.
3. Geo-code of the block in Tablet.
4. Marking Material (Green Marker).

5. Jacket
6. Cap
7. Control Forms for supply/retrieval of material

The Additional material for CDO will comprise of the following; -

1. Maps of Census Districts/Charges/Circles.
2. Green Marker.

8.5 Calendar of Distribution

The PBS (HQ), Provincial/Regional/Field Offices had worked out the requirements of the material and sent the same to each CDO's office according to the schedule. The Statistical Assistant concerned had distributed the material to the Enumerators during training and for full roll out of field staff. Tablet for data collection of Digital Census will provide to all supervisors and enumerators through NADRA.

8.6 Retrieval of Census Material

Census Operation

All Enumerators are required to returned used tablet on the next day after completion census enumeration date. The Supervisor in the presence of concerned enumerator will check the Tablet and returned to NADRA and receipt will be issued by representative of NADRA. Completion certificate by supervisor and supply of field use documents for census operation are annexed as **annexure O & annexure P** respectively.

Chapter 9

9. Census Enumeration

9.1 Census Date

Population and Housing Census (Digital Census) will be held all over the country according to the following schedule: -

First phase self-enumeration-----20thFebruary to 3thMarch, 2023

Second phase Door to Door Enumeration

Fist Block

House Listing operation _____ 1st to 4th March, 2023

Population and Housing Census _____ 5th to 15th March, 2023

Homeless Population _____ 16th March, 2023

Second Block

House Listing operation _____ 17th to 20th March, 2023

Population and Housing Census _____ 21th to 31st March, 2023

Left Over/Homeless Population _____ 1st April, 2023

9.2 Report of Starting of Enumeration

Immediately before the start of enumeration, Supervisors are required to send a report to their respective CDO on Control Form, entitled “Start of Census Operation (SCO)” for 7th Population and Housing Census (Digital Census). The same SCO form will available in Tablet and Supervisor/Enumerator may submitted to central Data base before start of Census. In their reports they will ensure that all Census Field Staff is in position and that no problem is anticipated to start the enumeration work on due date. In case of any problem, they will get in touch personally with CDO for removing it. If due to any reason the problem was beyond the control of the Supervisor and census work could not be started on due date in any census/block area, the matter will be brought into the notice of the Provincial Census Commissioner through DC by the CDO through quickest means of communication. Telephone numbers to Provincial/Regional/ Field Offices of PBS as well as N3C via census Support Centre. Report on starting of census operation for is annexed as **annexure L**

9.3 Enumeration Procedure

1. Self-Enumeration

Self-Enumeration (Phase-I): - Launching of fully secured Web-based Self-Enumeration portal ten days prior to Field Enumeration.

FIRST STEP

- i. Access of portal through secure login/password (authenticated through their cell number),
- ii. Unique Token/QR Code will be issued through portal after completion of self-enumeration.

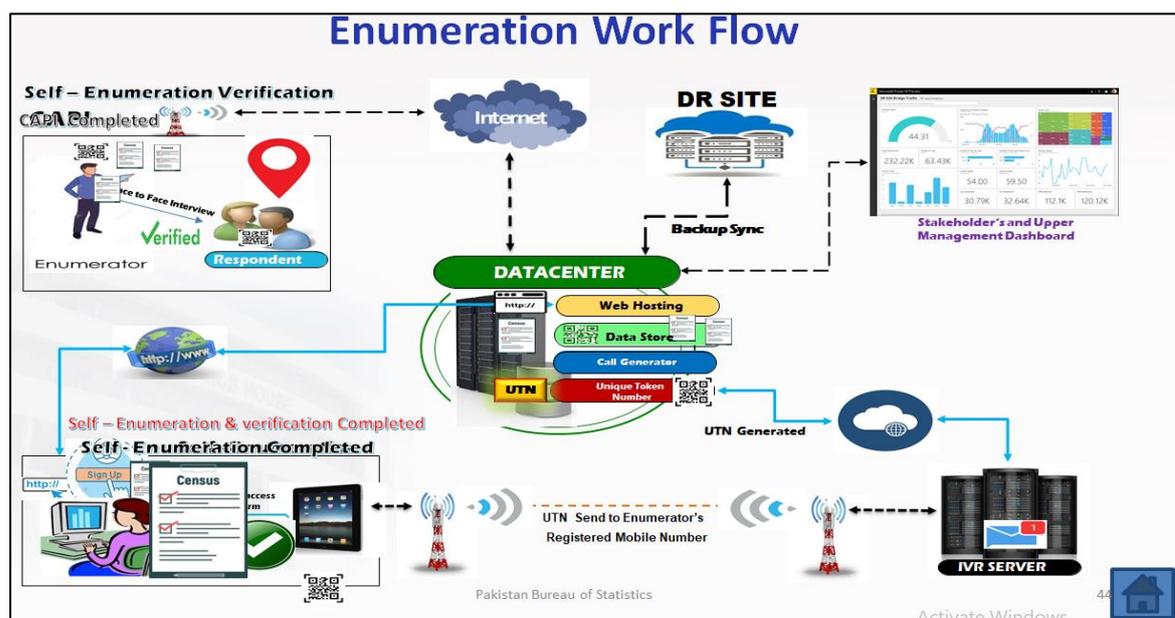
SECOND STEP

- i. Field enumerator will physically visit the household and verify the UTN Code,
- ii. After Physical Verification and Geo-Tagging of Household self-enumeration process will be completed.

Self-Enumeration: Why?

Self-Enumeration Portal is Important for following Reasons

- **Do it Yourself** (Trust, Privacy, Time of Comfort, Data Quality)
- **Time Issues** (Time of Comfort v/s Enumerator Visit Time)
- **Job People Non-Availability** (Usual Timing 8 AM – 4 PM)
- **Non-Availability** of Head, Male Members or Suitable Respondent of the Household
- **Reluctance & Knowledge Issues** with Respondent Female, Servants or Neighbors
- **Temporarily Locked Households** (Gone to Job, Shopping, Relatives or Tour etc.)
- **Multiple Visit by Enumerator** to get Data if Household Earlier Reported as Locked
- People **Reluctant** to Welcome Strangers & **Provide Data on Door or Inside**
- **Trust Deficit** b/w Enumerator and Respondent (Human v/s System Privacy Trust).



2. Door to Door Enumeration

The House Listing Operation and enumeration for Population and Housing Census will be carried out through a series of interviews between the Enumerator and the respondent. In the first phase, the Enumerators will walk around their blocks to keep himself/herself abreast with block boundaries and will put serial number on each building at its main entrance or near to the entrance at a conspicuous place. After numbering the buildings, they will make list of all Houses/Housing Units, collective living quarters and non-residential units on Form-1 on customized Tab application. Detailed instructions regarding House Listing Operation are given in the manual of instructions. The House Listing Operation will be completed in first four days of each block.

In the Second Phase, the Enumerators will make door to door visit for asking questions relating to Digital Population and Housing Census. Only one tablet base Form-2 customized Tab Application containing 19 questions will be used in the digital Census for collection of information on important **social, economic, literacy, disability, migration and demographic characteristics**.

3. Kick start policy for full roll out of 7th population and Housing Census

Pakistan Bureau of Statistics has made Kick start policy for full roll out of 7th population and Housing Census “First Ever Digital census” Enumeration Process. The basic aim and objective is to tie up top to bottom tears for well-organized efforts to achieve high success rate in data collection and successful enumeration goals. In this regard PBS has been working diligently to implement directions of CCI in letter and spirit. To get stakeholders onboard, PBS conducted four rounds of engagement with provincial administrations, civil society, and academia to inform them about the core objective of the census, the digital system, and about the transparency of data collection and their access to GIS-enabled monitoring of census progress.

All the Provincial In-charges, CSOs, and SOs, of the Regional/Field offices, will identify and send names of at least one celebrity/dignitary/political personality, renowned religious scholar, or renowned sports personality at the district level the same campaign can be extended up to tehsil and mauza level if possible. The listing operation for the Census will start by fixing the structure number at the residence of these identified celebrities/ dignitaries by recording video messages and photos. Efforts should be made to seek video messages of celebrities/ dignitaries at the District level for Self-enumeration also. Videos and messages will have specified contents/wording e.g., “**My House is listed**”, “**I am enumerated**”, “Enumeration through Self-Portal” etc. These messages will continue throughout the Census however, priority is fixed for the self-enumeration period and the first day of listing.

Moreover, to gain maximum reach of census messages, it is planned to involve influential, notables, General Public, PBS Staff, dignitaries and provincial functionaries in social media campaigns. For this purpose, we can request them to share their short videos of submitting their

information on self-enumeration. **Detailed policy regarding field Enumeration Process for the 7th Population and Housing Census is discussed in chapter 11**

9.4 Completion of Enumeration Process

After the completion of Enumeration Process and in order to ensure that all structures, Household and Population have been completely enumerated. On the direction of Chief Census Commissioner, the enumerator will inform and provide completion report to the supervisor and the supervisor will report about the completion to the respective Census District Officer, about the coverage in the respective area which is under their jurisdiction. After that a completion Certificate will be issued by the respective Census District Officer on the basis of completion report. The completion report certificate will be provided to the enumerators, supervisor and Census District Officer at each level separately. The Performa is annexed for Enumerators, Supervisors and Census District Officers/Coordinators as **annexure M, N, O and P**.

Chapter 10

10.1 Maintenance of Accounts of Census Funds Placed at the Disposal of District Administration

The Government of Pakistan has decided to hold 7th Population and Housing Census (1st Digital Census) in the country in one go i.e. House Listing followed by Population and Housing Census in near future. It will be conducted in collaboration with and active involvement of Provincial Governments, Government of Azad Jammu & Kashmir and Gilgit-Baltistan.

10.2 Review of Budgetary Matters

The 6th Population and Housing Census was conducted during March-May, 2017 and a huge amount was placed at the disposal of all the Deputy Commissioners/Political Agents of District/Agency in three head of account i.e. Stationery Charges, Payment to others for Services rendered i.e. Training/Remuneration charges of Field staff, Trainers & Supervisory staff as well as funds for Hiring of vehicles for monitoring/supervision of Training and main census operation. The funds for Hiring of Vehicles were also provided to District Administration for Mobilization of Field Staff/Military Personnel. These funds were further distributed among the Census District Offices keeping in view their requirements based on volume of census work in each Census District.

After completion of the 2017 Census Operation and safe retrieval of filled-in census documents it was requested that the adjustment Bills vouches/receipts along with unspent amount may be provided to PBS. Accordingly, most of the districts provided incomplete information/adjustment bills with many financial ambiguities and could not maintain record from audit point of view. This office issued many requests to concerned District Administration but these documents are still pending with some districts.

PBS further requested that Audit of these funds may be carried out by the Local Audit Department and copy of the audit certificate be submitted to Pakistan Bureau of Statistics. Audit Department of the respective Province observed that accounts of census funds were not properly maintained by most of the DCs/CDO's and codal formalities were also not observed while making expenditure from census funds, each audit report of the districts contained a number of audit paras which could not be settled so far after lapse of 5 to 6 years. Some offices provide Certificates to their audit paras were settled but Audit Certificate is still pending from those districts. Most of DCs informed to this office that their annually audit of fund was conducted and there was no audit paras but audit department could not provide Audit Certificate. Provision of Audit Certificate is still pending with most of the districts.

10.3 Guidelines for Budget for 7th Population and Housing Census

With the approval of competent authority, the amount on account of stationery charges, payment of remuneration charges to the field staff and transportation charges etc. will be placed at the disposal of District Administration including Azad Jammu & Kashmir, Gilgit-Baltistan, Islamabad Capital Territory & Ex- Federally Administrative Tribal Area. The Incharges of the District Administration/DCs will further distribute the amount to the concerned according to the criteria laid down by the Pakistan Bureau of Statistics, Islamabad.

On the receipt of census funds, each Deputy Commissioners will be required to maintain the accounts pertaining to census funds i.e. receipts and expenditures incurred and must observe codal formalities while making payments out of census funds. After completion of census operation and utilization of funds, Federal Audit Department may be requested to constitute a Team of Audit Department and PBS for conduct of Audit and collection of vouchers/ receipts of the provided funds. The Deputy Commissioners will be required to obtain and submit the audit certificate issued by the respective Federal Audit Department regarding census funds utilized by the Deputy Commissioners to the DDO, PBS HQs Islamabad.

In order to avoid any financial ambiguity and audit paras, following points may kindly be kept in mind by PBS staff while utilizing census funds by District Administration for 7th Population and Housing Census:-

- i. Maintain a separate Account Register of Census Expenditures.
- ii. Maintain a separate Cash Book for census funds.
- iii. Deputy Commissioners will hire vehicles, as per policy given by the PBS (HQs) Islamabad through open tenders/quotation as per rules, in order to avoid audit objections.
- iv. After inviting tender, contract agreement be made with successful bidder, work/supply order issued and proper business address and CNIC numbers be obtained,
- v. Income tax/Provincial Tax etc. may be deducted as per rules while processing payment to vendor and acknowledgment receipts may be obtained for record.
- vi. All payments may be made to the Contractors mentioned in the contract agreement.
- vii. After inviting tender and making agreement with a Contractor, earnest money/security deposit be kept with CDO and in case of non-obeying the Terms & Conditions his earnest money may be forfeited.
- viii. CDO offices will maintain moment register for all hired vehicles for census operation.
- ix. All the Vouchers have to be signed by the representative of PBS and countersigned by the respective Census Districts Officer (CDO).

- x. Maintain record of registration number and make of vehicles with photocopies of CNIC of all concerned drivers and driving licenses.
- xi. Vehicles will be hired along with Drivers on daily charges and department will not be responsible for any accident, report and other damages of the vehicles.
- xii. Disbursement register for hired vehicles and payments made thereof may be maintain for audit purpose.
- xiii. After finalization of list of field staff by the CDOs and submission to PBS, no other official except those mentioned in the list will be entitled for Training & Remuneration Charges.
- xiv. After payment of Training & Remuneration Charges, CDO will provide a Certificate to this effect that 100% amount has been disbursed to the field staff who were actually engaged in census work.
- xv. A copy of all vouchers/receipts and acquaintance rolls with the Signatures of Individuals will be prepared and forwarded to PBS(HQ), Islamabad for adjustment of funds along with expenditure statement of the District.
- xvi. Only two staff members of offices of Commissioners, DCs and CDOs who perform duty on Control Room/CSC will be paid Remuneration Charges after completion of Census activities.
- xvii. Cheque of unspent amount may be sent to DDO, PBS (HQ), Islamabad for further action and record.
- xviii. Maintain attendance list of field staff signed by the trainer during training of field staff.
- xix. DCs will also provide the funds on account of Training/Remuneration charges, hiring of vehicles/POL and purchase of stationary/ other store items to the Cantonment Executive Officers declared as CDO for Cantonments.
- xx. All payments may be made through Deputy Commissioners of the Concerned District.

Chapter 11

11.1 Publicity and Confidence Building through Regional/Field offices and Field Force:

Census is a huge activity in which whole nation is involved and it is important to aware the masses at grass root level. Therefore, the contribution of each and every Census office at district level, throughout the country is important. In this regard, special attention should be paid to areas where access to all type of media is minimal. To keep this program uniform throughout the country, the responsibilities of census offices and field force are mentioned below:

11.1.1 WHY FIELD FORCE IS IMPORTANT: The duty of enumerator is tough but important as they not only have to collect correct information but will also create awareness about purpose of census, built a positive image of PBS and clear the misconceptions about use of census data. The enumerators are our Field Force that will travel and reach each and every Household located in different geographical entities like plain areas, hilly areas, dense cities, far flung villages and towns and areas with high security risk. In short the enumerators will be representatives of PBS who will play leading role in success of Census. Our enumerators will be in true sense our voice.

11.1.2 PAST PRACTICES: In past our Field force has played a vital role in publicity of Census by performing different activities like wearing Census Vests and caps, holding Census bags, organizing public meetings in towns and Villages, arranging Census Walk, using Hujra and Baithak, distributing brochures etc. They used all the ways to appealing to people civic sense and patriotism to make the campaign successful. They presented census as a national activity that will unite the whole nation through equal distribution of resources. And played a vital role in handling the rumors about census activity.

11.1.3 ACTIVITIES TO BE PERFORMED: To keep this tradition alive, following is expected from regional / field census offices and our field force. In this regard, following activities should be performed at collective and individual level by Field staff:

- Nomination of officer / official responsible for Publicity at District level, share their names with Head office and add them in What's app group 'Census Media'.
- Start of publicity campaign well before start of enumeration.
- **SOCIAL MEDIA:** Identification and building of communication with influential, notables, academia, famous personalities from all walks of life and celebrities etc. from all districts and request them to share their pictures and videos of self-enumerating or marking their homes or giving data to enumerators with below mentioned Hashtags. It should also be requested to endorse all census related important

information from Social Media handles of PBS by retweeting and sharing. The hashtags that may be used are #Getcounted #PakPBS #DigitalCensusPK #Census2023 #iamcounted #selfenumerated.

- Recording messages of famous personalities and share with Head Office to be uploaded on Social Media Handles.
- All officers / official / enumerators to follow dedicated social media official pages of PBS. Sharing of authenticated census news through personal social media accounts of field staff must be practiced.
- Authentication and verification of news about census before spreading it on social media.
- The official Website of PBS can be accessed at www.pbs.gov.pk and the links of PBS official Social Media Handles are as follows:

Sr.No	Handle Name	Handle URL
1	Facebook	https://www.facebook.com/PBSofficialpak
2	Twitter	https://twitter.com/PBSofficialpak
3	Instagram	https://www.instagram.com/PBSofficialpak/
4	LinkedIn	https://www.linkedin.com/company/PBSofficialpak/
5	Snapchat	https://www.snapchat.com/add/pbsofficialpak
6	YouTube	https://www.youtube.com/PakistanBureauofStatistics

- **LOCAL MEDIA:** Census related important and authentic NEWS must be shared in Local Newspapers. Local Cable Operators' Channels will be used for Census Publicity. The evidence of both activities must be shared in Census Media What's App group and a report should also be shared afterwards. Monitoring the census publicity in local TV channels, Radio and newspapers and inform Head office about any negligence.
- **FALSE NEWS / RUMORS:** Any false or fake News or Misconception that arises about Census must be handled and addressed properly. So such news must be shared in Census Media What's App group and through Email: fakenewsalert.pbs@gmail.com on immediate basis.
- **BRANDING OF CENSUS OFFICES / VEHICLES:** Use of banners and sign boards inside and outside office. Publicity through cars /vehicles used by census offices i.e., posters and census jingles and songs should be played. Complaint rooms in all census offices, their publicity and availability of staff in those offices

- **PUBLICITY THROUGH ENUMERATORS:** Wearing of proper Census uniform by Enumerators. Role and importance of individuals in census process should be communicated properly by enumerators. Study of respondent attitude before enumeration. Misconception about use of Census data should be cleared. Clear all false and fake news about census activity. Clearly communicating the inclusion criteria in census form. i.e., dejouré method should be cleared in minds of enumerators.
- **COMMUNITY AWARENESS:** Maximum use of loud speakers and IEC material such as Posters/Flyers/Billboards/Banners/ brochers/caps, bags jackets with census logo for Publicity. Organizing walks and seminars. Involvement of local school children. Proper liaison with stakeholders at district and tehsil level. Involvement of local influential like street bureaucracy, Imam masjid, bishops, peer & scholars etc. especially in rural areas where use of social media is minimal. Using of Hujra Baithak and Minber Masjid for effective communication of census message in Rural areas will also be developed. Announcements in Mosques about presence of enumerator in an area during both Phases.
- **MONITORING AND REPORTING:** Proper monitoring of Community awareness program and evaluation report on its effectiveness will be required from all offices. Pictures of all community awareness activities and branding should be recorded and shared in Census Media Group. Submission of a report on Publicity Campaigns from all Districts after completion of Census at Email: socialmedia.archives1234@gmail.com by mentioning name of District in Subject. Following of abovementioned activities will be a huge contribution towards the success of this important National cause. Any other creative activity / initiative suggested by any census office will be considered.

11.2 Policy for Inauguration of Field Activities of 7th Population and Housing Census

Introduction:

Grey clouds have Silver Lining and so has the history of the census in Pakistan, which is hitherto characterized by “Delay and Dissent”. However; the 7th Census, which is the 1st ever Digital Census, carries the promise of increasing trust and confidence between provinces thus strengthening the Federation of Pakistan and these hopes are not baseless. These hopes are based on untiring efforts the Pakistan Bureau of Statistics (PBS) has been putting in to comply with the directions given by the

Council of Common (CCI) Interest in their 45th meeting in which they accorded the approval of 6th Census results and directed that,

“The process of the next census should start as early as possible according to best international practices by using the latest technology”.

Following CCI directives, Planning Commission constituted the “Census Advisory Committee” (CAC) under the Deputy Chairman of, the Planning Commission. The CAC is comprised of renowned demographers and experts. The committee worked extensively and presented various recommendations to CCI. These recommendations were approved by CCI in its 49th meeting on 13th January 2022, major recommendations were,

- Census must be conducted digitally with real-time monitoring & geotagging of all structures
- Stakeholders must be involved from start to end
- Effective publicity campaign with effective use of social media for clarity regarding the primary objective of the census which may begin early and extend right up to the release of the first initial results.

PBS has been working diligently to implement directions of CCI in letter and spirit. To get stakeholders onboard, PBS conducted four rounds of engagement with provincial administrations, civil society, and academia to inform them about the core objective of the census, the digital system, and about the transparency of data collection and their access to GIS-enabled monitoring of census progress.

We worked hard over the last one and a half years and established a secure digital system for the conduct of the census. This system will geo-tag every structure in Pakistan and enumerate the population, along with gathering their access to basic socioeconomic needs, in one month. The system comprises of 126,000 trained enumerators with secured tablets, and real-time GIS-based progress monitoring system at all provincial, area, and federal levels.

In the whole endeavour, right from concept to training of 126,000 enumerators (currently going on in 992 locations across the country), provincial and area governments have been involved at each stage. It is fairly hoped that transparent counting and stakeholders’ access to monitoring will make the census results credible thus making the Federation strong. It is these sincere efforts which give PBS confidence and emboldens it to request that the initiation of fieldwork should be used to foster the Federation and National Integrity.

Inauguration at The Federal Level:

Field activities of the 7th Population and Housing Census-Digital Census will be started by marking the structures with a specific assigned Number. It is proposed that the first structure will be marked by the president of Pakistan on first day of listing at 8:00 am, Media will cover the whole activity followed by a few motivational words by The President and The Prime Minister.

- The summary will be moved to The Minister PD&SI along with DFA
- A letter addressed to The President and The Prime Minister will be sent by Minister PD&SI
- Block will be identified
- The administration will be requested for the provision of NOC and security
- Chief Statistician will visit The President and The Prime Minister's House two days before the start of listing and brief him regarding the census activities
- Minister PD&SI and Chief Statistician on the 1st Day of Listing will reach the president/ Prime Minister's house and will request him for marking the house.
- Followed by a Motivational speech by President/Prime Minister for PBS, Field staff and General Public
- Print, Electronic and Social Media will also be requested to cover the event and will broadcast the event live on television channels

Marking of Structure at The Provincial Level:

Field activities of the 7th Population and Housing Census-Digital Census will be started on first day of listing. It is proposed that the first structure in the provinces will be marked by Chief Minister (CM) and Chief Secretaries at 8:15 am

The summary will be moved to Minister PD&SI along with DFA

- Letter addressed to CM/ Chief Secretary will be sent by Minister PD&SI
- Block will be identified
- The administration will be requested for the provision of NOC and security
- Director PBS will visit the Minister House/ Chief Secretary two days before the start of listing and brief him regarding the census activities
- Director PBS on 1st day of Listing will reach the Minister's house/Secretary's Office and will request him for marking the house.
- Followed by a Motivational speech by CM/ Secretary for PBS, Field staff and General Public
- Print, Electronic and Social Media will also be requested to cover the event and will broadcast the event live on television channels

Marking of Structures by Renowned Persons Including Islamic Scholars:

Provincial/Regional/Divisional Coordinators will be identified the renowned persons and Islamic scholars and sent them a request for marking their houses, print, electronic media and social media will cover the event. Further Provincial In charges may sensitize the Deputy Commissioners and Assistant Commissioners and ask them to further direct Muazan (مؤذن) and notable persons of the UC/Area about the importance of the census to convince the people in their areas to take part in Census activities (Self Enumeration) and for provision of accurate information during field enumeration.

The following actions/decisions are proposed in this regard.

- All the Provincial In-charges, CSOs, and SOs, of the Regional/Field offices, will identify and send names of at least one celebrity/dignitary/political personality, renowned religious scholar, or renowned sports personality at the district level the same campaign can be extended up to tehsil and mauza level if possible.
- The listing operation for the Census will start by fixing the structure number at the residence of these identified celebrities/ dignitaries by recording video messages and photos.
- Efforts should be made to seek video messages of celebrities/ dignitaries at the District level for Self-enumeration also. Videos and messages will have specified contents/wording e.g., **“My House is listed”**, **“I am enumerated”**, **“Enumeration through Self-Portal”** etc. These messages will continue throughout the Census however, priority is fixed for the self-enumeration period and the first day of listing.

Roles and Responsibilities:

Activity	Focal Person/Responsibility
Coordination	DG Admin
Marking on President House	Chief Statistician PBS DG Admn, PBS
Minister PD&SI House	Member (SS/RM) Dr. Wassem Abbass, Lahore
Chief Minister all Provinces including AJK & GB	All Provincial In charges
Chief Secretary including AJK and GB	All Provincial In charges
Jayed Ulama (علماء جئيد) Federal	Director(Admin. Provincial/Regional/divisional Coordinators
Jayed Ulama (علماء جئيد) in all provinces including AJK & GB	All Provincial In charges, Regional/divisional Coordinators
Media Coverage	Qazi Saeed, DD Admn. Ms. Ayesha Sajid, Instructor Training Wing
Identification of Blocks	Mr. Yasir Ishfaq, Director DP HR and Task Management
Coordination with Provincial/ Divisional In charges for Identification of Media Persons and Islamic Scholars & Social Media	Qazi Saeed ul Hassan, DD Admn Ms. Ayesha Sajid, Instructor Training Wing along with the Provincial/ Divisional In charges

S.NO	Description
SOPs for Pilot Census for 7th Population and Housing Census	
1	SOPs for PBS representatives
2	SOPs for appointment of additional staff
3	SOPs for Monitoring of Pilot Field Operation for conduct of 7th Population and Housing Census
4	SOP for new version installation on operator's android device pushed from MDM
SOPs for Training of 7th Population and Housing Census	
1	SOPs for Master Trainer
2	SOPs /Mechanism for Monitoring & Evaluation of Census Trainings
3	SOPS for Divisional Incharges Regarding Training Management 7th Population and Housing Census
4	SOPs for TOTs
5	SOPs For Trainers
6	SOPs for Tablet and Data Handling for Digital Census during the Training
7	Sop for Handling of Tablets, Training Issues and Other Related Matter
8	SOPs for Tablet Distribution During and After Training
SOPs for Field Operation	
1	SOPs compliance by CDO/PBS Officers & Officials at CSCs
2	SOPs Regarding Deployment of Supervisors.
3	SOPs for Allocation of Blocks to Enumerators and Supervisor for Field Operations of Housing and Population Census
4	SOPs for Printing of Urban / Rural Layouts for Digital Census
5	SOPs for Identification of Big Blocks
6	SOPs for Enumeration of Un-Digitized Blocks Covered in Already Digitized Block Boundaries
7	Tablet preparation SOPs for Connectivity for Areas having Weak or No Network Coverage
8	SOPs for Tablet Issuance/ Retrieval at Census Support Center
9	SOPs for Field Operation in No Network/Remote Areas

10	SOPs for SIM replacement
11	SOP for geo-tagging in case of non-availability of Imagery and Maps
12	SOPs for Pen and Paper Personal Interviews (PAPI) For Digital Census
13	SOPs for updation of Sotwares
SOPs for Administrative Setup	
1	SOPs for Administrative Modules Operationalization

Chapter 12

Digital Census is comprised of certain protocols and operating procedures developed by PBS and NADRA. Keeping in view law and regulations the devised SOPs are formulated with the instruction to follow them at each step.

12.1 SOPs for Pilot for 7th Population and Housing Census

12.1.1 SOPs for PBS representatives

Following are the instructions for PBS appointed representatives:

SOPs برا ئے تمائندہ ادارہ شماریات ضلعی مردم شماری

پاکستان میں ساتویں خانہ و مردم شماری، گزشتہ چھ خانہ و مردم شماریوں سے مختلف ہے۔ کیونکہ اس مردم شماری کو موثر اور قابل قبول بنانے کے لئے، دنیا کے مختلف ممالک میں اپنائے گئے بہترین طریقوں کا جائزہ لیا گیا ہے اور اس کی روشنی میں ڈیجیٹل طریقہ استعمال کرنے کا فیصلہ کیا گیا ہے۔

یائٹ خانہ و مردم شماری کے کام کا عمل 20 جولائی 2022 سے شروع ہونے جارہا ہے

اس مرحلے کے دوران تمائندہ ادارہ شماریات درج ذیل تمایاں کام سر انجام دے گا۔

- 1- شمار کنندگان کی سہولت کے لئے اپنے علاقوں میں مردم شماری کے کنٹرول روم بنا نا۔
- 2- شمار کنندگان اور فیلڈ سٹاف کو بروقت فیلڈ کا سامان فراہم کر نا۔
- 3- روزانہ کی بنیاد پر فیلڈ کے کام کی رپورٹ PBS بیڈکوارٹر میں جمع کروانا۔
- 4- فیلڈ کے کام کے دوران تمام مسائل کا بروقت حل کروانا۔
- 5- کسی شمار کنندہ کے (assigned) بلاک (حلقہ کار) کی حدود کی جانچ پڑتال کے دوران معلوم ہو کہ یہ بلاک کی حدود غلط ہے تو متعلقہ بلاک کی حدود (boundary) کی درستگی شمار کنندہ کے سیروائزر کی مدد سے کرنا۔
- 6- اگر کوئی بلاک کسی وجہ سے غیر معمولی طور پر بڑا ہو تو اس بلاک میں شمار کنندہ کے ساتھ ضلعی مردم شماری افسر کی اجازت سے اضافی شمار کنندہ تعینات کرنا۔
- 7- فیلڈ کے کام کو۔ ضلعی مردم شماری افسر کے تعاون سے بروقت مکمل کروانا۔
- 8- ضلعی مردم شماری افسر کو فیلڈ کے کام کے بارے میں آگاہ رکھنا۔
- 9- شمار کنندہ سے Tablets کی وصولی کا بندوبست کرنا۔
- 10- متعلقہ Tablets کو بروقت PBS بیڈکوارٹر میں جمع کروانا۔

12.1.2 SOPs for appointment of additional staff

Following is the detail of instructions for acquiring of additional

اضافی اسٹاف کی تعیناتی کے لیے ہدایات

انتخابی ناگزیر حالات میں اگر کسی مردم شماری ضلع میں کوئی شمار کنندہ اپنے فرائض سر انجام دینے سے قاصر ہو تو اس صورت حال سے نمٹنے کے لیے مندرجہ ذیل اقدامات کیے جائیں گے :-

- 1 ضلعی مردم شماری کے دفتر میں موجود PBS کا نمائندہ فوری طور پر ہیڈ کوارٹر کو اطلاع کرے گا اور اضافی تربیت یافتہ شمار کنندہ کو نامزد کرے گا تا کہ ڈی پی سنٹر سے متعلقہ شمار کنندہ کو لاگ ان کروایا جاسکے۔
- 2 اضافی تربیت یافتہ شمار کنندہ موجود نہ ہونے کی صورت میں غیر تربیت یافتہ دستیاب مقامی شمار کنندہ کی تربیت کے لیے PBS کا متعلقہ تربیت یافتہ عملہ (آفیسر اور آفیشل) تربیت کا اہتمام کریں گے۔ اس سلسلے میں مندرجہ ذیل طریقوں سے مدد لی جا سکتی ہے :-
 - i ڈیجیٹل مردم شماری کا تربیت نامہ مہیا کیا جائے گا اور اس کی مکمل تربیت کا اہتمام کیا جائے گا۔
 - ii ویڈیو کلیپس کی مدد سے شمار کنندہ کی تربیت کی جائے گی۔
 - iii شمار کنندہ جسے پہلے بلاک الاٹ کیا گیا تھا اس سے مردم شماری سے متعلقہ سامان لے کر نئے شمار کنندہ کے حوالے کیا جائے گا۔

12.1.3 SOPs for Monitoring of Pilot Field Operation for conduct of 7th Population and Housing Census “The Digital Census”

Following are the SOPs for Monitoring of Pilot Field Operation for conduct of 7th Population and Housing Census-2022 “The Digital Census “

1. Field Monitoring Days must be 2 or 3 days for one field monitoring officer in one Census District or Admin District.
2. Selected Monitoring Officer must visit 2 blocks in a day in a selected tehsil and cover 3 household per block where enumeration is in progress.(Enter data of one household manually with enumerator and enter data of remaining two household where enumerator already done enumeration). Manual data collection will be used for data verification.

3. Monitoring Officer will submit report in soft and hard form on the very next day of his/her arrival at Head Quarter, CPMU Section
4. Monitoring Officer must observe and report the sequence of “**manual number on Structures**” from two different block points/locations.
5. A comprehensive Report on prescribed format along with filled in questionnaires is required by the monitoring officer.
6. Monitoring Officer reports the timing required for a question for manual data collection on the basis of his/her data collection experience.
7. Concerned Regional/ Field Office and Deputed Field Staff is responsible to facilitate the monitoring officer to locate the desired blocks and other necessary arrangement in this regard.
8. Monitoring Officer must enter structure number on their manual form

12.1.4 SOP for new version installation on operator’s android device pushed from MDM

It is always better to update to latest versions of the application for stability, bug fixes and feature enhancements.

Telco coverage data services area

1. Generally, MDM itself pushes any new version of installed android application to all of its respective devices without any user intervention.
2. If for any reason, new version is not available on the device, the operator is advised to touch DOWNWORD ARROW placed as a soft key vertically right side on the device screen.
3. Once the operator will touch is, the device tends to communicate with the MDM Server to look for any new version of pre-installed application or any new application available. In either case of new version or new application availability on the MDM, a downloading operation will be started automatically.
4. Either MDM itself pushes or user pulls the latest MDM configuration, the installer will start and ask user for his/her consent to process ahead for the installation. USER MUST answer YES, otherwise it keep on asking to meet MDM configuration compliance again and again.

Telco coverage for data services NOT available area

1. MDM cannot push itself not the user can on-demand pull any newly available version or any new application from MDM (although it is available on MDM), as data services network is necessary for the MDM related operations for the MDM managed devices.
2. Try to reach any nearby area and choose any odd times (like early morning right after fajal prayer or late night) to update the application versions, which may help in updating the new versions or installing new applications.
3. Otherwise, it is far better to put the device on AEROPLANE MODE, if possible, so that battery of the device can be conserved for further field operations.
4. Furthermore, Digital Census will support previous versions of APK, if not updated for any reason. But in this case the operator must be aware of the bugs (he/she may hit in using it)
5. This way the installation of the new version or new application can easily be performed.



12.2 SOPs for Trainings for 7th Population and Housing Census

12.2.1 SOPs for Master Trainer

Before Start of Training (Each Activity will be updated in WhatsApp group)

1. Ensure Presence in Assigned Training Venue District.
2. Visit Training Venue with/without Divisional In-charge one day Before Start of training.
3. Ensure/Confirm Laptop, Multimedia and other necessities in Training venue.
4. Ensure your presentation is working properly on your laptop.
5. Must check the detail presentation and prepare/ memorize important points.

Day	Day Wise SOPs
Day 1	<ol style="list-style-type: none"> 1. Must reach at training venue @ 7:30 am. 2. Ensure arrangements of attendance and distribution of training material. 3. Check your presentation and test voice, videos and other links. 4. Start Session with Recitation. 5. Start with Introductory Presentation of Digital Census, explain participants that this is National duty. Everyone must work with devotion and dedication. 6. Strictly follow the pattern of presentation, explain definitions and concepts as explained in Master Training Program. 7. Home Assignment to 6 persons daily, to present tomorrow on what you have taught them today. 8. Must ensure that session continue upto mentioned End time. 9. Inform everyone that activities of these training programs are monitored through different digital and manual, platforms. Evaluators are sitting in the venue and observing your punctuality, communication skills, participation in training which will be used for assignment as trainers of the enumerators.

Day	Day Wise SOPs
Day 2	<ol style="list-style-type: none"> 1. Must reach at training venue @ 7:45 am. 2. Ensure arrangements of attendance. 3. Check your presentation and test voice, videos and other links. 4. Start Session with Recitation. 5. 30 Minutes yesterday's recap Session, 3 Minutes to 6 trainees who were assigned to present on next day, 12 minutes for question answer to engaged all others in the activity. 6. Start presentation/lecture where you have ended the topic. 7. Strictly follow the pattern of presentation, explain definitions and concepts as explained in Master Training Program. 8. Home Assignment to 6 persons daily, to present tomorrow on what you have taught them today. 9. Must ensure that session continue upto mentioned End time.
Day 3	<ol style="list-style-type: none"> 1. Ensure arrangements of attendance. 2. Check your presentation and test voice, videos and other links. 3. Start Session with Recitation. 4. 30 Minutes yesterday's recap Session, 3 Minutes to 6 trainees who were assigned to present on next day, 12 minutes for question answer to engaged all others in the activity. 5. Start presentation/lecture where you have ended the topic. 6. Strictly follow the pattern of presentation, explain definitions and concepts as explained in Master Training Program. 7. Support IT Persons in subject related definition/ concepts. 8. Home Assignment to 6 persons daily, to present tomorrow on what you have taught them today. 9. Must ensure that session continue upto mentioned End time.

Day	Day Wise SOPs
Day 4	<ol style="list-style-type: none"> 1. Must reach at training venue @ 7:45 am. 2. Ensure arrangements of attendance. 3. Check your presentation and test voice, videos and other links. 4. Start Session with Recitation. 5. 30 Minutes yesterday's recap Session, 3 Minutes to 6 trainees who were assigned to present on next day, 12 minutes for question answer to engaged all others in the activity. 6. Support IT Persons in subject related definition/ concepts. 7. Home Assignment to 6 persons daily, to present tomorrow on what you have taught them today. 8. Must ensure that session continue upto mentioned End time.
Day 5	<ol style="list-style-type: none"> 1. Must reach at training venue @ 7:45 am. 2. Ensure arrangements of attendance. 3. Check your presentation and test voice, videos and other links. 4. Start Session with Recitation. 5. 30 Minutes yesterday's recap Session, 3 Minutes to 6 trainees who were assigned to present on next day, 12 minutes for question answer to engaged all others in the activity. 6. Support IT Persons in subject related definition/ concepts. 7. MOCK Exercise along with IT trainer. 8. Must ensure that session continue upto mentioned End time

12.2.2 SOPs /Mechanism for Monitoring & Evaluation of Census Trainings

The 7th Population and Housing Census, the 1st ever Digital Census, has paramount importance in effective policy and planning for prosperity and development of the country. Your cooperation is inevitable for successful conduct of the census. It is your moral and legal responsibility to carry out various activities of the census with due diligence in accordance with the guidelines provided in the manual and during the training. The participants are advised to take interest to learn various concepts, definitions and operations as well flow of various entries into the Tablet. The evaluation of the participants of the training has been made on the basis of following parameters/indicators. The participants shortlisted on the basis on evaluation criteria. The participants who will not discharge their responsibilities with due diligence and devotion and unable to qualify in the evaluation, their name will be forwarded to their parent departments for necessary action. The parameters/indicators for monitoring and evaluation of the participants are given below:

S.NO	Parameters/Indicators	Description
1	Pre and Post Test:	<p>1.Pre-Test will be conducted on 1st day to assess the understanding of the participants.</p> <p>2.Post Test will be conducted on last day of the training to assess understanding of the participants regarding various concepts, definitions and operation and flow of Tablets software imparted during the training session.</p>
2	Punctuality:	<p>1. Evaluate the punctuality of Trainee on the basis arrival in Training Hall at morning, after tea and after lunch.</p> <p>2. The participants are maintaining the discipline and proper decorum during class hours.</p>
3	Keen to Learn:	<p>1. Observe that participants are attentive and taking interest in class most of the time,</p> <p>2. Participants are advised not to waste their time on mobile to respond call and chatting during class. The participants are advised to respond calls during break time only.</p> <p>3. No frequent in/out visits for smoking, attending calls and other purpose etc.</p> <p>4. The participants are not talking and discussing with each other during class time.</p>

S.NO	Parameters/Indicators	Description
4	Participation in Training Sessions	<ol style="list-style-type: none"> 1. The participants are taking interest in the lectures and asking relevant question during question time. The purpose of the question must be to clear his/her concepts. 2. The irrelevant question as well discussion to de-track from the main topic may be avoided and it may inversely impact your participation. 3. The participants are responding the question asked by the trainers. Trainer may ask any participant to define the concept/definition/ topic discussed during training. 4. Short presentation of 4 to 6 minutes on the various concepts covered in previous lectures
5	Listing and Enumeration	<ol style="list-style-type: none"> 1. Monitor volume of practice of participants for entering listing and enumeration records on daily basis from the day of issuance of Tablets 2. The participants are interested in learning different type scenarios and different features for listing and enumeration entries 3. The relevant questions and discussions by the participants to improve his/her knowledge regarding tablet, applications and flow of entries in the Tablets.
6	Behavior:	The trainee will be observed and evaluated on the basis on their behavior with fellows, trainers and High ups.
7	Communication skills	The communication skills of trainees will be observed during Q/A sessions, during Tea/ lunch break and discussions.
8	Leave	No leave and short leave is allowed during the census training
9	Remarks	The evaluator will record important observation about the participants.
10	Evaluation of Trainer	The participants of the training will fill the assessment/feedback pro-forma provided to them for evaluation of various aspects of training and trainers.
11	Mode of Monitoring and Evaluation	1. Training Monitoring & Evaluation will be conducted physically and online from PBS HQ Islamabad for the trainers and trainees.

S.NO	Parameters/Indicators	Description
		<p>2. The online Monitoring include Zoom link review of various training activities in the training Halls and its recording, feedback of the participants through random call as well as through various pro-forma, online attendance, online pre and post-test.</p> <p>3. The practice and entries on the tablets will be monitor online through database.</p>

12.2.3 SOPs for Divisional Incharges Regarding Training Management 7th Population and Housing Census

1. Divisional incharges will ensure the distribution of training material and will submit report.
2. Divisional incharges will be responsible for all the management of training at training venue
3. Day wise Training Attendance shall be maintained by Divisional/training coordinator.
4. Divisional coordinator will ensure distribution and collection of provided Feedback forms from participants and preparation of evaluation report of trainer, and will submit the report on very next day after completion of training of the batch
5. Divisional coordinator will evaluate all the participants at venue on the provided format and will submit the report on very next day after completion of training of the batch
6. Pre and Post-test shall be taken on Training Management System and divisional incharges/training coordinator will ensure that every participant submit their test (pre and post).
7. Ensure the availability of Internet, Printer, Laptop and all the required facilities at venue.
8. Make the WhatsApp group for each batch for communication.
9. Divisional Incharges is responsible to submit daily progress report and attendance to headquarter.

12.2.4 SOPs for Training of Trainers (TOTs)

To have the smooth flow of the TOTS activities following SOPs are evolved:

1. Punctuality / regularity / discipline will be observed with true letter and spirit
2. Sequence of the event of TOT will be observed as per given schedule.
3. Extensive training sessions will be conducted to make the Trainers capable.
4. Conduct of pre - test and post - test to evaluate the previous and current knowledge of the participants.

5. To get the Subject / IT experts Training Evaluation Forms, filled by the trainees on daily basis by the Divisional Coordinator at each venue.
6. Conduct of field mock exercise on 23rd December, 2022 during first half.
7. To get the Listing / Enumeration Application Feedback Forms filled by the trainees after conduct of Mock exercise by the Divisional Coordinator at each venue.
8. All training venues will be monitored virtually by PBS Headquarters.

12.2.5 Sops for Trainers

1. Training duration will be 5 Days and training will be held from 9:00 Am till 2:30 Pm
2. Day wise material of training is provided in USB
3. Subject Trainer related material is available in **PS** and **P- IT** related material is provided in IT folder
4. Schedule is also provided in folder please take print for convenience.
5. Subject and IT trainer will
 - Ensure that material mentioned above is available in USB
 - Read the related manuals thoroughly
 - Run the presentation and check links are working
 - View the videos before imparting training
 - Remain intact with master trainer through WhatsApp Group in case of any query
 - Fill the required Performa's
 - Inform HQ in case of unusual condition immediately for resolving the matter

TRAINING MATERIAL IN USB

Manuals	Subject Manuals	<ul style="list-style-type: none"> ➤ Conceptual Manual ➤ Summary Conceptual ➤ Ethical Manual
	IT Manuals	<ul style="list-style-type: none"> ➤ User Manual Training Management ➤ IT User Guide-IT Manual ➤ User Manual Area Frame ➤ User Manual- HR and Task Management

Other Material		<ul style="list-style-type: none"> ➤ Questionnaire ➤ Song ➤ Jingle ➤ Message ➤ Training Schedule ➤ SOPs for Trainer
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12.2.6 SOPs for Tablet and Data Handling for Digital Census

Revised SOPs for Tablets and Data Handling for Digital Census as well as SOPs for administrative modules support team along with detail of teams is followed as:

<u>S.No.</u>	<u>Activity</u>	<u>Responsible</u>	<u>Co-coordinator</u>	<u>Due Date</u>	<u>Remarks</u>
1.	Ensure each CSC has both PBS and NADRA representatives	FS Section		23-12-2022	Verification will be carried out using call center services.
2.	Ensure Intranet connectivity via VPN	NADRA	DP Center,FS Section	26-12-2022	NADRA Support will configure softVPN and share report with PBS
3.	Login of PBS SAs at CSCs	NADRA	DP Center	26-12-2022	Dependency: List of SAs from FS Section
4.	Training of administrative modules	DP Center	FS Section	27-12-2022	Training will be imparted using zoom
5.	Data migration for HR, Area Frame, boundaries and Training Venues data	NADRA, DP Center	DP Center	28-12-2022	Clean data of HR along with complete Area Frame Dependency: Area Frame and boundaries from GIS by 23-12-2022
6.	Verification, Data Updation and training batch creation	PBS SA at CSC	FS Section	02-01-2023	Administrative group deputed for Sindh, Punjab, Balochistan and rest of country will provide support to resolve the issue through complaint management system
7.	Receiving of Tablets through inventory management system using barcode reader	PBS SA at CSC ,NADRA		03-01-2023	Dependency: timely dispatch of tablet devices

<u>S.No.</u>	<u>Activity</u>	<u>Responsible</u>	<u>Co-coordinator</u>	<u>Due Date</u>	<u>Remarks</u>
8.	<p style="text-align: center;"><u>Batch-I (TOE 7th January 2022-11th January 2022)</u></p> <ul style="list-style-type: none"> i. Issuance of tablets to enumerators and supervisors ii. Login and block boundary confirmation iii. Resolution of issues identified 	PBS SA at CSC , NADRA	FS Section, DP Center	05-01-2023 to 06-01-2023	<ul style="list-style-type: none"> i. NADRA representatives will support and ensure network connectivity of tablet issued ii. Offloading of block boundary and imagery for each enumerator iii. Tablet related issues will be identified well in time
9.	Block to be used for mock	NADRA			OSM imagery will be used for mock exercise because every enumerator will have his/her own block alongwith imagery. Therefore, venue's block availability will not possible for all enumerators at the time of mock During mock NADRA will ensure that enumerator may tag households outside his allocated block
10.	Mock data cleaning from tablets and system	NADRA		11-01-2023	Clean environment for enumeration activity at evening
11.	<p style="text-align: center;"><u>Batch-II (TOE 12th January 2022-16th January 2022)</u></p> <ul style="list-style-type: none"> i. Issuance of tablets to enumerators and supervisors ii. Login and block boundary confirmation iii. Resolution of issues identified 	PBS SA at CSC, NADRA	FS Section, DP Center	10-01-2023 to 11-01-2023	<ul style="list-style-type: none"> i. NADRA representatives will support and ensure network connectivity of tablet issued ii. Offloading of block boundary and imagery for each enumerator iii. Tablet related issues will be identified well in time
12.	Block to be used for mock	NADRA		18-01-2023	OSM imagery will be used for mock exercise because every

<u>S.No.</u>	<u>Activity</u>	<u>Responsible</u>	<u>Co-coordinator</u>	<u>Due Date</u>	<u>Remarks</u>
					enumerator will have his/her own block alongwith imagery. Therefore, venue's block availability will not possible for all enumerators at the time of mock During mock NADRA will ensure that enumerator may tag households outside his allocated block
13.	Mock data cleaning from tablets and system	NADRA		18-01-2023	Clean environment for enumeration activity at evening
14.	<p style="text-align: center;"><u>Batch-III (TOE 17th January 2022-21st January 2022)</u></p> <ul style="list-style-type: none"> i. Issuance of tablets to enumerators and supervisors ii. Login and block boundary confirmation iii. Resolution of issues identified 	PBS SA at CSC , NADRA	FS Section, DP Center	15-01-2023 to 16-01-2023	<ul style="list-style-type: none"> i. NADRA representatives will support and ensure network connectivity of tablet issued ii. Offloading of block boundary and imagery for each enumerator iii. Tablet related issues will be identified well in time
15.	Block to be used for mock	NADRA		25-01-2023	OSM imagery will be used for mock exercise because every enumerator will have his/her own block alongwith imagery. Therefore, venue's block availability will not possible for all enumerators at the time of mock. During mock NADRA will ensure that enumerator may tag households outside his allocated block
16.	Mock data cleaning from tablets and system	NADRA		25-01-2023	Clean environment for enumeration activity at evening

12.2.7 Sop for Handling of Tablets, Training Issues and Other Related Matter

Finalization of Enumerators & Supervisors List of TOEs.

1. The final list of enumerators & supervisors duly verified by CDO be sent to PBS, HQ for record.
2. The cases of replacements of field staff only be considered after seeking formal approval from CDO.
3. For absent/problematic field staff, they will be trained in the next batch.
4. Overall reporting of daily progress of training is responsibility of the Provincial and Divisional Incharges.
5. Overall conduct of TOEs training, venues and related matters is the responsibility of the Provincial/ Divisional Incharge.

Security of Tablet Devices.

1. Tablet distribution at each CSC must be finalized with the approval of CDO.
2. Lists of tablets already distributed be certified through CDO.

Redefining The Role of Enumerators & Supervisors.

1. CDOs have appointed field staff (enumerators & supervisors).
2. The roles/ responsibilities of field staff have been assigned in HR& Task module (senior, junior issue).
3. The data have been migrated on NADRA server.
4. However, CDO being the Incharge / Representative can change the duties as per ground realities.

Proposal for Tablet Training in Case of Late Arrival / Other Issues.

1. In case of Tablet distributed among trainees of 1st batch on 4th day, the training time may be extended for 3 hours for the remaining days.
2. If Tablets handed over to trainees of 1st batch on 5th day of training, the training time be extended for 3 hours on 5th day and one additional day (6th day) may be managed for hands on Tablets subject to availability of space at venue.
3. Additional shifts of training with minimal/tailored contents designed by Headquarters would be conveyed, if required.

12.2.8 SOPs for Tablet Distribution During and After Training

1. Tablet for training will be issued to all trainees (Enumerators/Supervisors/Reserve Staff).
2. Each trainee will receive (Tablet Box, Tablet Bag, Tablet, Charger, Sim) and bound to return the same.
3. Each Trainee will login his/her application using his/her own login Credentials.
4. Before starting working must ensure that updated version is available in your tablet.
5. After completion of training reserve staff will returned their tablet to concerned Census Support Center.
6. Supervises and enumerators will perform a short activity after one day of completion of their training. During this activity supervisor and will observe their block boundaries and contact with concerned CSC for rectification if any. Moreover, Supervisor will fill Performa for big blocks, GIS Islamabad H/Q if endorsed supervisors' proposal the work will be distributed among additional staff.
7. All Supervisors and Enumerators may practice data entry on their tablets for better understanding of concepts and can asked for queries to his/her trainer or PBS helpline.
8. From 28th January to 30th January (if dates changed then will be communicated) each enumerator and supervisor will visit to their concerned CSC for receiving additional material and for deletion of practiced data in front of PBS representatives, NADRA Representatives and their concerned supervisors. (NADRA person will be responsible for deletion of the data)
9. Tablets will be returned by enumerator/supervisor who may not have 2nd block in 2nd phase. Tablet will be returned back with complete accessories and after getting the complete sync report by concerned CSC. No tablet will be received with pending Sync status.
10. After 2nd Phase all enumerators / supervisor will return back their tablet at concerned CSC. Tablet will be returned back with complete accessories and after getting the complete sync report by concerned CSC. No tablet will be received with pending Sync status.

Enumerator Confirmation Certificate

Enumerator Name: _____

Dated: _____

Sr.	Task	Yes / No
1.	Is Tablet, Ok & working? (No physical damage)	
2.	All Accessories (bag, charger and cable) are available and in working condition?	
3.	Is SIM in working condition with strong network coverage?	
4.	Is Date and Time Settings, correct?	
5.	Is Listing Application Installed with version 5.0	
6.	Can you login to Listing Application. (If already login then logout and re-login)	
7.	Import Assignment using “Re-Import Button”.	
8.	Verify Profile from Menu if any issue kindly asks CDO Rep to update it in HR	
9.	Verify Block Assignment is correct.	
10.	Is Enumeration Application Installed with Version 5.0	
11.	Can you Login to Enumeration Application. (If already login then logout and re-login)	
12.	Import Assignment using “Re-Import Button”.	
13.	Verify Profile from Menu that same user is logged in both apps	
14.	Is Map Application Installed with Version 5.0	
15.	Permission are Granted to Map Application?	
16.	Can you login to Map Application. (If already login then logout and re-login)	
17.	Download Map (wait for downloading to complete)	
18.	Can you see the SUPARCO and OSM maps in enumeration and listing applications	
19.	Is Document or PDF View Application Available	
20.	Are Helping Documents (Subject, IT, Questionnaire Forms) available?	
21.	Is Census Chat Application available?	
22.	Can you Login to Chat Application (If already login then logout and re-login)	
23.	Confirm that you are added into Chat groups?	
24.	Is “Troubleshoot Application” Available in the Tablet?	

12.3 Sops for Field Operation

12.3.1 Sops compliance by CDO/PBS Officers & Officials at CSCs

Following are the responsibilities of NADRA technical staff and PBS technical support staff at CSC.

Responsibilities of NADRA technical Support Staff at CSC	Responsibilities of PBS Technical Support Staff at CSC
<ul style="list-style-type: none"> ● The respective NADRA technical support engineers shall remain available at Census Support Centers and will be responsible to solve any kind of technical issue being reported i.e Software/ Hardware bug fixing or tablet replacement. ● The respective NADRA technical support engineer shall train and build the capacity of CLIENT technical supervisors placed at each tehsil level. ● NADRA Technical Support engineer shall be responsible to extend first line support to CLIENT technical supervisors in terms of hardware, software and Census application. ● Technical support Engineer shall be available at census support 24/7 for any kind of technical and IT based support. ● NADRA technical support engineer shall be responsible for the installation of application/software and troubleshooting of tablets issued to the field enumerators. ● If PBS staff deputed at CSC is unable to address the issue reported, then he/she will approach NADRA support engineer placed at Census Support Center, NADRA Technical support engineer will help CLIENT technical supervisors for resolutions of issues. 	<ul style="list-style-type: none"> ● PBS officer/official deputed at CSC shall be responsible for the security and management of extra PDA (tablets) and equipment laying at each tehsil level. ● Distribution of tablets to field staff through inventory management module. ● Updation of all record on Inventory management module. ● Updation of HR by using Administrative Modules. ● PBS officer/Official shall be available at census support 24/7 for any kind of support. ● Resolve the issue timely, reported by Field staff.

Responsibilities of NADRA technical Support Staff at CSC	Responsibilities of PBS Technical Support Staff at CSC
<ul style="list-style-type: none"> ● NADRA technical resource will make sure to resolve any kind of issue i.e. Software/ Hardwar bug fixing, tablet replacement etc. within maximum of 3 hours and will bring the report in the notice of CLIENT & NADRA’s high ups in case the issue remain un-resolved. ● NADRA technical person will ensure Tablets updation and clearance of previous data/ practice data ● Resolve the issue in case of power/battery issues, login and tablet faults during filed operations. ● In case of any problem in accessing or using Administrative Modules, NADRA representative at Census Support Center will contact with the respective support team via the ticketing system of the complaint management system (CMS). ● Dispatching and Retrieval of tablets at Census District level <p>Current Activities to be performed by NADRA officials</p> <ul style="list-style-type: none"> ● Latest APKs (Listing & Enumeration) version update on tablet devices ● Installation of trouble shooting application on all tablets ● Dispatch of faulty tablet devices to HQ for repair or warranty claim. ● Installation of Wi-Fi access points at NRCs where network connectivity is poor. ● Charging of all 126,000/- tablets devices to 100% before issuance to the enumerators. ● Re-Shuffling of access or deficient tablets devices/ SIMs within the region/cross the region, as per the new dispatch list received from PBS. 	

Responsibilities of NADRA technical Support Staff at CSC	Responsibilities of PBS Technical Support Staff at CSC

11.3.2 SOPs Regarding Deployment of Supervisors.

SOPs issued earlier may be reviewed again in this regard. Further clarification is given as under.

1. The In-charge may recommend Supervisor from already enrolled staff to whom they consider appropriate for this role.
2. It may be ensured that the blocks assigned to a Supervisor lie within the boundary of a particular Charge.
3. Multiple Supervisors may be deployed in a charge provided there are more than 16 blocks in that Charge.
4. Less than 14 blocks may be assigned to a Supervisor if there are less than 14 blocks in that Charge.
5. Blocks belonging to different Charges will not be assigned to same Supervisor.

12.3.3 Sops for Allocation of Blocks to Enumerators and Supervisor for Field Operations of Housing and Population Census

Reference meeting of minutes Dated 04-11-2022, in which it was decided to resource optimization one supervisor at Charge level, with maximum 14 blocks under a supervisor and two blocks for each enumerator will be used during census field operation, keeping in view following SOPs were formed for smooth transition to one Superintendent supervisor instead of existing two supervisors (i.e Circle Supervisor and Charge superintendent).

1. Each enumerator will be assigned maximum 2 blocks
2. There will be only one supervisor on adjacent 14 blocks (on average).
3. If in a Charge, there are 16 and below block than only one Charge Supervisor will be engaged.
4. In a charge if there are more than 16 blocks then additional supervisors may be engaged. During this distribution of blocks it must be ensured that each supervisor must have minimum 8 blocks and maximum 16 Blocks. Further during distribution of block a supervisor can have one circle or more than one circle Moreover in this case one circle can be distributed amongst more than one supervisor. For example, there are 30 blocks in a charge, in this case both supervisors can have 15 each or 14 and 16 each block distribution keeping in view circle and distance between the blocks
5. It may also be ensured that adjacent blocks for enumerators and supervisors will be allocated.

6. These allocations must be within the Charge.
7. Total number of Enumerators and Supervisors in Charges within each Census Districts is enclosed herewith please.

staff for the census oper

12.3.4 SOPs for Printing of Urban / Rural Layouts for Digital Census

It has been decided in the meeting held under the chairmanship of Member(SS/RM) on 23-12-2022 that urban/rural maps will be provided to field Enumerators and Supervisor. Decisions are given below.

1. Urban Area maps:

- a. Digital Urban Block maps with satellite image background and PoIs will be provided to Enumerators.
- b. Digital Urban Circle maps showing block boundaries with satellite image background and POIs will be provided to Supervisors.

2. Rural Area maps:

- a. Digital Rural Mauza maps showing block boundaries with satellite image background and POIs will be provided to Enumerators.
- b. Digital Rural Circle maps showing Mauza / block boundaries with satellite image background and POs will be provided to Supervisors.

3. Approximately 1500 layouts per official per day will be prepared at each GIS lab.
4. Printing work will be done at GIS Labs Islamabad, Lahore, Multan, Peshawar & Karachi to complete the task in stipulated time.
5. 3 officials per printer will be engaged to give printing command, checking & organizing Census District wise management.
6. Each printer will print approximately 4000 A4 size and 2000 A3 size maps per day
7. The exercise will be completed till 05-01-2023

12.3.5 Sops for Identification of Big Blocks

SOPs in both languages English and Urdu **regarding the identification/implementation strategy of big block distribution during the census full rollout for Field Staff.** A tutorial will be shared through PBS website to sensitize the 38 Divisional IT coordinators to brief about the said SOPs. The Divisional IT Coordinators will brief the SOPs with concerned Census Staff.

STAGE 1: Distribution by Parts**During Listing**

Phase-I and Phase II	28-February-2023 to 03-March-2023
Phase-II	17-March-2023 to 19-March-2023

Online URL bigb.pbos.gov.pk

Third day of listing (in each phase) will be the last day for Supervisor for reporting about requirement for reserve enumerator(s).

1. If any supervisor was reported by his/her enumerator that enumeration/listing works of his/her block is big enough that he/she may not be able to complete this work in stipulated time frame.
2. Supervisor visit the block and report quick count (Estimated) of number of Structures, Housing units, economic Units and Institutional households through online application shared through CDO.
3. Supervisor will Access the Portal with Same Username has used in ERP and Password will be shared through CDOs/CDC.
4. PBS H/Q if approved the proposal of Supervisor, will insert flag in Area frame application.
5. Now CDO will access the HR system, will see additional button with block assignment to distribute block. He will assign reserve Enumerator depending upon number of additional / reserve enumerator required to complete the block.
6. FS Section will coordinate with relevant CDO to ensure implementation / distribution of identified blocks.
7. Physical distribution of work between main enumerator and Reserve staff will be the responsibility of supervisor.
8. If Block Distribution based on criteria (either formula or by GIS Section) is rejected, CDO will contact FS Section with proper justification, if he wants the block distribution for which data was submitted.

STAGE 2: Distribution by Range

1. These cases may arise where supervisor and enumerator fails to opt First stage distribution of work in parts.

2. Based on Pending Listing & subsequently Enumeration, the work (Households) should be distributed as such that each enumerator (first and reserve) is able to complete the work according to daily average progress around (30 HH Enumeration / Day) (150 Unit Listing / Day).
3. CDO will contact FS Section to ensure that flag for “**distribution by Range**”, be assigned, after this flag CDO will see additional button with the block and can chose Distribution as by dividing the number of household among the main and reserve enumerator.
4. For this kind of situation there are three possibilities, first two are related to this kind of distribution.
5. Listing is completed at 3rd or 4th day and enumeration is more than 400 to 450 households and enumerator is unable to complete this task in allocated time span. Then households will be divided among the current and reserve staff. Any change after distribution in the listing will be manage and enumerated by main enumerator for whole block. Initial Enumerator will get first sequence of household in Enumeration.
 - a. Listing is in progress on 3rd day of listing and more than 400 household were completed. Then first of all this must be decided that either remaining listing and enumeration will be completed by main and one reserve enumerator in allocated time span, if yes then both main enumerator and reserve staff may come in network zone for synchronization and distribution of household activity, supervisor and CDC must ensure that both enumerator must start their field work on 6th day of enumeration and complete block assignment in assigned stipulated time span.
Then in this case Enumerator-A will get later sequence of household for Enumeration and other Enumerator will get initial sequence of household.
 - b. Listing is in progress on 3rd day of listing and around 360 households were listed and enumerator was of the view that he may not be able to complete the block then supervisor through CDO can request for reserve staff(s), in this case FS section will be contacted for **distribution by part flag** for assignment to reserve enumerator(s) by following the Step-1 criteria with verbal communication with FS section.

12.3.6 Sops for Enumeration of Un-Digitized Blocks Covered in Already Digitized Block Boundaries

PART-I

1. The work in all un-digitized blocks (covered in already digitized block boundaries) will be done in first phase of Census.

2. The CDO will ensure identification and enumeration in case of such blocks under control of Armed/Security Forces.
3. Manual sketch map of the un-digitized Blocks/Mauza and digital Circle map will be provided by GIS Lab, Islamabad.
4. GPS device and blank GPS Coordinates Form will be given to the concerned Enumerator by Regional/Field office of PBS.
5. The Enumerator will be given basic training to use GPS device at relevant Census Support Centre.
6. On start of Listing Operation, the Enumerator will identify the area with the help of Revenue staff.
7. He will take boundary coordinate points with the help of GPS device and will complete GPS coordinates form.
8. He will also mark boundary of identified block on digital circle map.
9. The map will be signed by relevant Patwari (Revenue staff), Divisional Coordinator of PBS and CDO.
10. The map along with filled in GPS coordinates form will be returned back to GIS Lab, Islamabad.
11. Enumerator of block (in which undigitized block is covered) will complete all the listing and enumeration work of his block.

PART-II

1. On retrieval of map and GPS coordinate form, the block boundaries will be drawn with the help of GPS coordinates and map.
2. Existing block boundaries will be adjusted accordingly.
3. If the un-digitized block is “Becharagh” i.e. uninhabited, there will be no change in data.
4. If the block would have census data, data will be adjusted using geo-tagged structures of affected blocks accordingly

12.3.7 Tablet preparation SOPs for Connectivity for Areas having Weak or No Network Coverage

PBS is conducting 7th Population & Housing census – the Digital Census and tablet devices having intranet enabled sims will be used for data collection, therefore, need of network availability to perform census activity is essential. Furthermore, for preparation of tablet devices before issuance to enumerators would require internet facility in order to obtain latest applications along with GIS imagery from the server. Data acquired during geo tagging of multiple structures and enumeration process would require availability of network for syncing.

NADRA has initially identified 84 sites, all over Pakistan, having weak or no coverage where nearest NADRA NSRC setup will be used to cater connectivity requirement.

Following are the SOPs to be followed for identified 84 sites and any other site(s) identified at later stages:

1. The deputed SA will co-ordinate with district administration for necessary permission for transportation of tablet devices to nearest NADRA NSRC. The process may be initiated as per devices preparation timelines.
2. District administration will give permission and provide HR resource for transportation of tablets.
3. NADRA resource deployed at relevant CSC will make logistic arrangements.
4. The tablet devices will be transported under the supervision of CDO to ensure security.
5. NADRA resource will verify physical health of all tablet devices and accessories at NSRC.
6. NADRA resource will be responsible for charging of tablet devices and necessary steps for preparation / syncing of tablet devices at NSRC.
7. PBS SA will transport issued laptop and MiFi device in order to ensure record keeping of tablet issuance through inventory management system.
8. Once tablet device are prepared in term of application installation and imagery offloading, SA will print and tag a serial number against each device and same serial number will be marked on the tablet assignment report printed from inventory management system after tablet issuance.
9. After preparation, the tablets will be transported back to CSC under the supervision of CDO.
10. Pre-logged in tablet devices will be manually handed over to field staff, based on tags, as per devised timelines and Tablet Issuance SOPs.

12.3.8 SOPs for Tablet Issuance/ Retrieval at Census Support Center

1. Handing Taking of Tablets at Census support center between PBS representative and Courier service representative will be carried out through Inventory Management Module by verifying each Tablet with the help of Barcode reader.
2. In case of power failure Handing Taking process will be carried out manually i.e PBS representative at Census Support Center will check IMEI1 of each tablet.
3. Courier service representative will bring the challan of bearing list of delivered Tablets (Hard copy). PBS representative of Census Support Center will endorse the challan and will keep a copy of challan with himself for record.
4. NADRA representative at Census Support Center will ensure for each tablet that Network SIM is working properly in each tablet. In case of failure he will replace the SIM in respective tablet and record will be updated by him in the inventory management module.
5. PBS representative at Census Support Center will take a print of respective Census District Staff (Sorted in alphabetic) from HR & Task Management Module.
6. PBS representative at Census support center will issue the Tablet to Field staff and Trainees of TOT through Inventory Management Module by scanning their CNIC. (Data of field staff and Trainees of TOT is available in the system).
7. PBS representative at Census Support Center will take signature on the list against the record of respective person at the Time of Tablet issuance.
8. In case a person to whom the Tablet will be issued is missing in Inventory Management Module, such person will be initially enrolled in system through HR & Task Management Module and his task assignment will be made, and then tablet will be issued through inventory management module.
9. While Issuing Tablet PBS representative at Census Support Center will ensure that he has issued tablet to right person by cross checking the record through CNIC. In case of tablet lost, PBS representative at Census Support Center will be responsible.
10. In case of Power failure, manual entry of individual will be made by recording his Name and CNIC and issued Tablet's IMEI1 No. will be recorded on staff list against the person to whom Tablet was issued after his signature. Later on PBS representative at Census Support Center will digitize the manual record in Inventory Management System by punching IMEI1 of tablet device and CNIC in its respective field and then pressing **ENTER**. (Entry of Newly enrolled staff and Assignment of respective blocks will also be carried out through HR & Task Assignment if required).

11. PBS representative at Census Support Center will ask the person to whom he has issued tablet to ensure that tablet along with other accessories i.e box, bag, charger and power cable is available with the tablet and tablet is not damaged.
12. At the time of tablet retrieval, PBS representative at Census Support Center will ensure that tablet is not damaged and all accessories i.e. box, bag, network SIM, charger and power cable are available with tablet.
13. Record Keeping of retrieved tablets will be carried out through inventory management module. In case of power failure, initially manual record keeping will be made and later on computerized record will be updated by PBS representative at Census Support Center.
14. PBS representative at Census Support Center will signature against each record of issued tablets on the same list on which tablets were issued.
15. **It is responsibility of Divisional Incharge of respective Census Support Center to ensure that all the tablets have been retrieved successfully in the same state, as these were issued.**
16. **In case of any problem, matter will be handled with close coordination among PBS representative at Census Support Center, respective regional Incharge, Divisional Incharge and Provincial Incharge.**
17. After completion of Census field work, Individual Tablet Boxes will be packed into large boxes by PBS and NADRA representatives at Census Support Centers and taken over by NADRA representatives for onward delivery at PBS HQ.

12.3.9 SOPs for Field Operation in No Network/Remote Areas

PBS is conducting 7th Population & Housing census (Digital) and tablets bearing sims will verify authenticated users through assigned user name and password to login before start of the enumeration process. Therefore, need of network availability to perform census activity is essential. Furthermore, the assigned enumeration block to the enumerator would require internet facility in order to acquire the image from server. Furthermore, data acquired during geo tagging of multiple structures and enumeration process would be synched during availability of cellular network.

During meeting with NADRA, it is pointed out by NTC that there are 75 locations in Pakistan where there is low coverage of cellular network or cellular network is not available. Filed services section probed the matter and feedback received from Regional/Field offices revealed that there are only three districts namely Panjgur of Balochistan province and North Waziristan and South Waziristan of Khyber

Pakhtunkhwa province wherein, there is no network connectivity. The detail of these districts along with tehsils and number of tablets required is given as under:

Admin Districts	No of tablets Required
North Waziristan	543
South Waziristan	447
Panjgur	157
Total	1147

Following are the SOPs to cope with the situation in these areas

Steps to be taken at	SOPs
Head Quarter	<ul style="list-style-type: none"> • Tablets will be sent pre-logged-in and pre-loaded. • Tablets will be tagged with details i.e. Enumerator's username, Census District Name, block codes, etc. • Boxes containing tablets will also have tagging of all tablets enclosed for ease in finding. • Ensure Installation of latest Listing, Enumeration, Maps and GPS applications on all tablets • Login Listing, Enumeration, Maps and GPS applications, etc. • Download relevant block map. • Dispatch inventory i.e. Tablet boxes, solar chargers etc. at relevant tehsil. • Ensure deployment of Security (Police/Army) officials with enumerators.
Census Support Center	<ul style="list-style-type: none"> • Received Tablets may be issued directly to the enumerators based on tagging. • DSL Connection if needed may be installed and configured to allow intranet connectivity of Tablets at all three CSCs. <u>NADRA may be approached for configuration of DSL Connection to allow intranet connectivity.</u> • If above mentioned intranet connectivity is not possible then facilities of adjacent nearest support center may be used where PBS and NADRA support persons may establish their own setup. NADRA will help transportation of enumerators for Updation and syncing activities. • In order to ensure readiness of tablets for listing and enumeration following steps may be taken at each CSC: <ul style="list-style-type: none"> ○ Prior to start of Census activity, three days will be reserved for data cleaning. ○ All enumerators will bring tablets at respective CSC in batches. ○ Tablets will be updated and cleared of previous data by NADRA support person using available intranet option.

- NADRA MDM team will ensure that all tablet devices have been cleaned and ready for the census activity.

12.3.10 SOPs for SIM replacement

1. PBS Statistical Assistant, deputed at CSC will be responsible for preparation of list at CSC level as per provided excel template. All such SIM replacement requests must be routed through that specific person.

Province	Division	C.D Code	Total No. of Tablets Received	No. of Received SIMs			Required SIMs (for better network)		
				Jazz	Ufone	Telenor	Jazz	Ufone	Telenor

2. Same set of requirements will be filled to form a SIM replacement register at each CSC level for rapid process execution.
3. All CSC Statistical Assistants will share the final excel sheet with respective IT Support WhatsApp Groups same day.
4. Each IT Support WhatsApp Group manager will compile the list for respective CSCs and submit to Tablet Management Working Group same day.
5. Tablet Management Working Group will compile information received from all CSCs and forward to NADRA to ensure required SIMs availability, either by replacement or provision of new SIMs. NADRA will ensure process completion within two days.
6. Excel populated sheets for such replacements must be stored for future references.
7. Any physical replacement of SIM may be carried out by NADRA technical resource preferably by powering off the device before starting the activity.

12.3.11 SOP for geo-tagging in case of non-availability of Imagery and Maps

Pakistan Bureau of Statistics has procured high resolution imagery from SUPARCO with purpose to facilitate enumerators during field operation as well as to enhance the accuracy of geo-tagging of structures amid the 7th Population and Housing Census. However, due to some technical complexities a fall-back plan was deemed necessary. Therefore, the following procedure is devised which is to be followed in case if the SUPARCO imagery is not visible on tablets.

- i. In order to facilitate the enumerator, two types of maps are provided in enumeration application. Enumerator can switch between them by clicking “osm-maps” or “SUPARCO-maps”.
- ii. For improved geo-tagging, the enumerator should wait for the GPS to acquire location and if the GPS location is fetched then it is recommended that the enumerator use the same location and do not change it.
- iii. If GPS location cannot be found the enumerator will mark the location by carefully looking at SUPARCO Imagery.
- iv. In case SUPARCO imagery is not visible in Application, Open Street Map (OSM) is provided as an alternative (osm-maps).
- v. In case SUPARCO Imagery is not available and OSM map is also blank/not available or is not helpful in identifying the location, then try to capture GPS location by moving around in the near area e.g. move to closest open air point then location will be captured.
- vi. If all the above options are not successful, then the following approach is to be used.

Note: This option should only be used if enumerators has sufficiently tried to capture GPS location by moving around in nearest open space.

The enumerator will use provided manual map of block and block boundary displayed in application for estimating his/her location and mark the location according to his/her understanding.

12.3.12 SOPs for Pen and Paper Personal Interviews (PAPI) For Digital Census

The provision of PAPI approach is also kept in upcoming Digital Census for the areas with security/law & order situation and having network connectivity issues. In this regard, a sufficient number of Census Forms have been printed. PAPI is a strategy will be used in case of abandon of normal Census activity usually to be carried out through tablet devices due to unforeseen reasons i.e; security, threat, connectivity issues etc.

Following are the SOPs for the manual data collection.

1. PBS deputed SA at CSC in consultation with CDO will initiate a request as per prescribed proforma for paper based Census questionnaires along with justification/ cogent reasons.
2. SA will share the scanned image of proforma duly filled in and signed by CDO through WhatsApp with respective FS directorate on same day.
3. FS section will coordinate with CPMU for arrangement of paper based census questionnaires as per requirement to the respective CSC.
4. Committee will vet and take approval of request for PAPI from Chief Census Commissioner / Chief Statistician and sensitize Logistic Support Working Group by for questionnaire delivery (Annex-I).
5. Since, Logistic Working Group has to arrange (1% block of CD x 200) number of questionnaires for all Census Districts. However, keeping in view the questionnaire demand from different Census Districts appropriate number of census questionnaires will be dispatched.
6. Questionnaires will be placed in accordance to the vulnerability of the areas, at CSC/CDO office for high vulnerable areas, Regional/ Field Office for less vulnerable areas and at PBS Provincial Headquarters for other areas & will be used only in case of emergency.
7. Logistic Support Working Group will ensure dispatching of questionnaire at appropriate shortage location.
8. SA at Census Support Centre will hand over questionnaires to respective area supervisor.
9. Supervisor will distribute questionnaire to enumerators on the same day.
10. Upon completion of activity of phase, enumerator will hand over filled-in questionnaires to respective supervisor by 15-03-2023 for Phase-I and 02-04-2023 for phase-II.
11. Supervisor will hand over the filled-in questionnaires to CDO at respective CSC on same day.
12. The CDO will send all the filled in questionnaires to CPMU, PBS Headquarters through courier or in person.

13. CPMU will ensure correctness of filled in questionnaires imparting editing and coding if required and forward to Data Entry Section, DP Centre.
14. Data Entry Section will ensure the data entry of questionnaires within 15 days.

12.3.13 SOPs for Updation of Software.

The following Sop have been prepared for updation of software. Detail SOPs are given as under:

1. All the enumerators/ supervisors will update new version of software in the available network area.
2. The field staff will move to nearest Census Support Center for updation of new version of software wherein, if there is no strong network available.
3. The field staff will move to nearest NADRA Support Center if there is no area network or strong network.
4. If there is issue in downloading of software which will be reported, instantly at 0800-57574.
5. All the Field Staff is directed to make sure that the tablet devices must be “ON” at night on 27th February, 2023.

12.3 SOPs for Administrative Modules Operationalization

1. Administrative Modules will be accessible anywhere through soft VPN.
2. PBS Representative at Census Support Center will login Administrative Module through his/her credentials provided to him. Data of field staff and assignments is already available in system. However, update, add and delete records if required.
3. In case of any problem in accessing or using Administrative Modules, NADRA representative at Census Support Center will contact with respective support team via ticketing system of complaint management system (CMS).
4. Administrative team members will ensure complete operational guidance to the PBS representative deputed at census support centers. However, it will be ensured that data updation may be carried out by PBS representative deputed at Census Support Center.
5. If there is an error/bug in application/ module, only administrative team member will intimate to respective Focal Person at PBS HQ Islamabad.
6. Focal Person will coordinate with NADRA Software Development Team for fixing the err

Annexure No.	Description
Annexure –A	Detail of General Statistics Act-2011
Annexure –B	List of Charges
Annexure –C	List of Urban Circles
Annexure –D	List of Urban Blocks
Annexure –E	List of Rural Circles
Annexure –F	List of Rural Blocks
Annexure –G	Census ID Card For Trainer
Annexure –H	Census ID Card For Supervisor
Annexure –I	Census ID Card For Enumerator
Annexure –J	Supply of Material to The Trainer During Census Training
Annexure –K	Training Program for Census Operation
Annexure –L	Report of Starting of Census Operation
Annexure –M	Completion Certificate by Supervisor
Annexure –N	Completion Certificate by Enumerator
Annexure –O	Supply of Field Use Documents for Training And Census Operation
Annexure –P	Supply of Field Use Documents for Census Operation (To Be Used by CDO)
Annexure –Q	House Listing & Enumeration Forms
Annexure –R	Control Sheet for Training Evaluation Performs
Annexure –S	Training Evaluation Form (TE-1)
Annexure –T	IT Trainer Evaluation From (TE-2)
Annexure –U	Proforma For Master Trainers (TE-3)
Annexure –V	Training Evaluation Performa (Filled By Evaluation & Monitoring Officers)
Annexure –W	Proforma for Divisional Coordinators(TE-5) For TOT
Annexure –X	Proforma For Call Center (TE-6) For TOT
Annexure –Y	Proforma For Virtual Monitoring (TE-7) For TOT
Annexure –Z	Proforma For Physical Monitoring (TE-8) For TOT
Annexure –Ab1	Feed Back Form For House Listing Application
Annexure –Ab2	Feed Back Form For Enumeration Application
Annexure –Ab3	Quality Assurance Through CATI
Annexure –Ab4	TORs of The Working Groups
Annexure –Ab5	REN Form
Annexure –Ab6	GPS Coordinates Form
Annexure –Ab7	Supply for Enumerator Form (SEN)

Glossary of Annexures

REGISTERED No. $\frac{M-302}{L-7646}$



The Gazette of Pakistan

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, TUESDAY, MAY 31, 2011

PART I

Acts, Ordinances, President's Orders and Regulations

SENATE SECRETARIAT

Islamabad, the 31st May, 2011

No. F. 9(7)/2011-Legis.—The following Act of Majlis-e-Shoora (Parliament) received the assent of the President on 28th May, 2011, is hereby published for general information:—

ACT NO. XIV OF 2011

An Act to provide for reorganization of statistical system in Pakistan

WHEREAS it is expedient to provide for reorganization of statistical system in Pakistan through the merger of certain organizations and to provide for establishment of the Pakistan Bureau of Statistics for producing reliable, authentic, timely and transparent data compatible with the needs of the economy and socio-economic development requirements of the nation and for matters connected therewith and incidental thereto;

It is hereby enacted as follows:—

1. **Short title, extent and commencement.**—(1) This Act may be called the General Statistics (Reorganization) Act, 2011.

(2) It extends to the whole of Pakistan.

(3) It shall come into force at once.

(213)

[466(2011)/Ex. Gaz.]

Price : Rs. 20.50

Part I. - PRELIMINARY

2. Definitions.- In this Act, unless there is anything repugnant in the subject or context,-

- (a) "appropriate Government" means,-
 - (i) in relation to the Federal Statistical Authority or any matter relating to the collection and compilation of statistics for whole of Pakistan, the Federal Government; and
 - (ii) in relation to a Provincial Statistical Authority or any matter relating to the collection and compilation of statistics for a Province or a part thereof, the Provincial Government;
- (b) "Bureau" means the Pakistan Bureau of Statistics established under section 3;
- (c) "census" means population and housing census under section 31, agriculture census under section 37 and other censuses under section 39;
- (d) "census officer" means any person appointed under section 32;
- (e) "Chairman" means the Chairman of the Governing Council appointed under section 6;
- (f) "Chief Statistician" means the Chief Statistician of the Bureau appointed under section 14;
- (g) "company" means any legal entity registered as such under the Companies Ordinance 1984 (XLVII of 1984), including association of persons, registered partnership, corporation, statutory body, trust, society or any other legal entity;
- (h) "competent authority" means an authority or officer appointed as such by an appropriate Government under section 21;
- (i) "functional member" means a professional appointed under section 18;
- (j) "Governing Council" means the Council constituted under section 6;
- (k) "house" includes a building, tent, vessel or abode used as human dwelling;
- (l) "institute" means the Statistics Training and Research Institute;
- (m) "local council" means a local council constituted under any law relating to local government and includes a Cantonment Board constituted under the Cantonments Act, 1924 (II of 1924);
- (n) "Member" means a member of the Governing Council;
- (o) "prescribed" means prescribed by rules and regulations made under this Act;
- (p) "Provincial Census Commissioner" means a person or authority appointed by the Federal Government to conduct and supervise the census in a Province;
- (q) "regulations" means the regulations made under this Act;
- (r) "rules" means the rules made under this Act;
- (s) "statistical agent" means any agency, authority or officer appointed for, or engaged in, the collection of statistics under section 22;
- (t) "Statistical Authority" means the Federal Statistical Authority or a Provincial Statistical Authority appointed under section 19;
- (u) "Statistics Fund" means the fund established under section 40; and

- (v) "Users Council" means the National Users Council and Provincial Users Councils constituted under section 12.

PART II.- THE PAKISTAN BUREAU OF STATISTICS

3. **Establishment of the Pakistan Bureau of Statistics :-** (1) There shall be established a bureau to be called the Pakistan Bureau of Statistics to carry out the purpose of this Act.

(2) On the establishment of the Bureau, all assets, rights, powers, authorities and privileges and all movable and immovable property, cash and bank balances, investments and all other interests and rights in or arising out of, such property and all debts liabilities and obligations of the Federal Bureau of Statistics, the Agricultural Census Organization and Population Census Organization shall vest in the Bureau.

(3) The head office of the Bureau shall be at Islamabad and the Bureau may establish regional and field offices at such other places and in such numbers as the Governing Council may, from time to time, deem fit.

(4) The Federal Government shall provide grant in aid (annual or supplementary) for pay, allowances, pension and other employees related expenses, etc., as admissible to the civil servants, from time to time, for the staff of Bureau including that of Federal Bureau of Statistics, Population Census Organization, Agricultural Census Organization and Technical Wing of Statistics Division and operation of the Bureau including funds needed for conduct of different departmental censuses, surveys, studies, development projects, training of staff, purchase of durable goods, construction of office buildings and operating expenses etc.

(5) The design of all censuses, surveys or statistical studies proposed to be undertaken by the Federal Government or any organization of Federal Government shall be finalized in consultation with the Bureau.

4. **Powers and functions of the Bureau.-** (1) The Bureau shall have all such powers as may be necessary to perform its duties and functions under this Act. These powers will be exercised by the Chief Statistician on behalf of the Bureau.

(2) Without prejudice to the generality of the foregoing provision, the Bureau shall exercise and perform the following powers and functions, namely:

(a) to collect, compile, analyze, abstract, publish, market and disseminate statistical information relating to the commerce and trade, industrial, financial, social, economic, demographic, agriculture and any other area to be specified by the Federal Government and conditions of the people of Pakistan and to foster the evolution of product lines in response to pressing needs of society;

(b) to plan, execute and publish the census of population and housing of Pakistan, the census of agriculture of Pakistan or other censuses at national level as required from time to time;

(c) to facilitate policymaking by undertaking overall planning, coordination and annual programming of surveys and censuses in Pakistan;

- (d) to develop programmes for national censuses and surveys in line with policy priorities and plan, coordinate, execute and publish them accordingly;
- (e) to advise the Federal Government on the budget and development plans of the Bureau, based on annual work plans;
- (f) to formulate, prescribe and implement principles for conducting official statistics in Pakistan including standardization and harmonization of concepts, definitions and classifications pertaining to official statistics;
- (g) to draw up schemes to reduce duplication in the formulation and execution of statistical programmes and to resolve differences in that respect;
- (h) to regulate statistical activities of national interest and as appropriate to provide overall coordination, professional monitoring, evaluation and review of statistics work in Pakistan;
- (i) to act as a resource base for providing expertise, statistical data including but not limited to, economic, commercial, business and industrial areas and to provide, arrange and facilitate support services in this regard, both nationally and internationally;
- (j) to engage in human resource development of its officers and staff, including revision in pay structure, allowances and facilities and formulate career structures as shall be prescribed by regulations;
- (k) to promote education and research in the field of statistics;
- (l) to coordinate, monitor, implement or engage, in conjunction with other authorities, international organizations, in any study or cooperation project or foreign aided technical assistance projects in the statistical field;
- (m) to strive and endeavour to ensure that collection of statistical data to be in accordance with practices and standards of the United Nations and other international bodies for the purpose of fulfilling the international obligations of Pakistan in the field of statistics;
- (n) to propose and recommend to the appropriate Government new laws or amendments in existing laws for the purposes of achieving the objectives of this Act;
- (o) to do all other acts, deeds and things incidental to or ancillary for the purposes of achieving the objectives of this Act and undertake any other work in relation to collection or compilation of data in accordance with directions of the Federal Government; and
- (p) to supervise the functioning of the Institute.

PART III.- GOVERNING COUNCIL AND USERS COUNCIL

5. Over all superintendence etc., of the Bureau to vest in the Governing Council.- The powers and functions of the Bureau and the general and over all direction, management, control and superintendence of the affairs of the Bureau shall vest in the Governing Council and all actions, decisions, guidelines, directions, orders and policies made or issued by the Governing Council in the exercise of the said powers and functions shall be sent to the Bureau for compliance and implementation.

6. Composition of the Governing Council.- (1) The Federal Government shall constitute the Governing Council consisting of at least seven Members.

(2) The Federal Government may also increase or decrease the number of Members of the Governing Council and prescribe the qualifications and mode of appointment of such members in such manner as Government may prescribe.

(3) Of the Members,-

(a) the following ex officio members,-

(i) Minister for Finance, Revenue, Economic Affairs and Statistics or in his absence the Advisor to the Prime Minister on Finance, Revenue, Economic Affairs and Statistics who shall be the ex officio Chairman of the Governing Council;

(ii) Secretary, Statistics Division;

(iii) Chief Statistician of the Bureau; and

(b) four members to be appointed by the Federal Government from private sector who shall be eminent professionals of known integrity and competence.

(4) The Chief Statistician of the Bureau shall act as Secretary of the Governing Council.

7. Tenure of office.- A Member, other than an ex officio Member, shall hold office during the pleasure of the Federal Government for a term of three years and if not earlier resigned or removed, shall be eligible for reappointment for one additional term not exceeding three years.

8. Powers and functions of the Governing Council.- Without prejudice to the provisions of section 5, the Governing Council shall,

(a) be responsible for setting of objectives and policy guidelines of the Bureau in accordance with the powers and functions provided in section 4;

(b) provide guidance and oversee the management and administrative affairs of the Bureau;

(c) review and approve policies and annual work plans relating to the aims and objectives of the Bureau and prioritize programmes;

(d) formulate procedures for allocation and utilization of funds generated or acquired through services, donations or grants, etc;

(e) approve the annual financial budget of the Bureau and recommend to the Federal Government;

(f) approve and make regulations on behalf of the Bureau subject to the provisions of section 62;

(g) review the performance of committees constituted under section 11;and

(h) do or perform such other acts, deeds and things as may be necessary and incidental thereto.

9. Meetings of the Governing Council.- (1) The Governing Council shall meet as often as may be necessary for the performance of its functions and shall meet atleast quarterly.

(2) The meetings of the Governing Council may be convened by the Chairman or on request of any two members.

(3) The meetings shall be presided over by the Chairman or, in his absence, by any other Member as the Governing Council may determine.

(4) Three Members shall constitute a quorum for a meeting of the Governing Council.

(5) The decision of the Governing Council shall be taken by the majority of its members present and in case of equality of votes, the person presiding the meeting shall have a casting vote.

(6) Subject to the provisions of this Act, the procedure and conduct of business of the Governing Council shall be regulated by the regulations made by the Governing Council with the approval of the Federal Government.

(7) A member of the Council may resign from his office by writing under his hand addressed to the Federal Government or may be removed by the Federal Government from his office if, on an inquiry by the Federal Government, he is found unable to perform the functions of his office because of mental or physical disability or misconduct.

(8) The Governing Council shall prepare and publish an annual report covering its activities carried out during the financial year for submission to the Federal Government which shall lay the same before the Parliament.

10. Supplementary provisions.- All guidelines, decisions and directives of the Governing Council or the Bureau shall be in writing expressed by resolutions, orders or in such other form as may be appropriate in the circumstances and shall be authenticated in the manner prescribed by the regulations.

11. Committees.- (1) **The Governing Council may constitute the Management Committee comprising of the Chief Statistician, Functional Members of the Bureau and any such member(s) the Council may consider appropriate, to carry out the day to day business of the Bureau and to ensure the performance against work plan and goals of the Bureau.**

(2) The Governing Council may, for the purpose of obtaining advice and carry out any function or assignment under this Act, constitute committees consisting of suitable person or persons as members, as it may deem fit.

12. Users Councils.- (1) For the whole of Pakistan, the Governing Council and for a Province the Provincial Statistical Authority may, by notification in the official Gazette, constitute a Users Council to be called the National Users Council and a Provincial Users Council respectively consisting of such members with representation from private sector, including a Chairperson, as it may appoint.

(2) The Chairperson and members of the Users Council shall hold office during the pleasure of, and on such terms and conditions, as may be determined by the relevant appointing authority specified in sub-section (1).

(3) The Users Council shall regulate its own procedures.

13. Functions of the Users Council.- The following shall be the functions of the Users Council, namely:-

(a) to coordinate the policy forum and the functions of the Statistical Authorities and competent authorities and to advise them as to the ways and means of achieving efficient, adequate and prompt results;

(b) to advise on priorities for filling gaps in statistical data and, for that purpose, to recommend allocation of functions to the Statistical Authorities;

(c) to advise on drawing up schemes for avoiding duplication in the formulation and execution of statistical programmes and to resolve differences in that respect;

(d) to provide advice and guidance to Statistical Authorities; and

(e) to perform such other functions as the relevant appointing authority may, from time to time, direct.

PART IV.- ADMINISTRATION

14. The Chief Statistician.- (1) There shall be a Chief Statistician of the Bureau who shall be appointed by the Federal Government on such terms and conditions as may be determined by the Federal Government and to be notified in the official Gazette. The Chief Statistician shall be an ex-officio Secretary to the Federal Government.

(2) The Chief Statistician, before entering upon office, shall make, before the President of Pakistan an oath of office and non-disclosure.

(3) The Chief Statistician, unless he resigns or is removed from office earlier, shall hold office for a period of five years and shall be eligible for reappointment for such term or terms as the Federal Government may determine, provided that the Chief Statistician shall cease to hold office on attaining the age of sixty-five years or expiry of the tenure whichever is earlier.

15. Qualifications of the Chief Statistician.- The Chief Statistician shall be a professional with demonstrated technical knowledge of statistics and management skills. He shall have advanced university degree in a relevant subject such as statistics and economics from university recognized by the Higher Education Commission of Pakistan or preferably from leading International University having minimum twenty years experience with atleast five years in senior management position within an organization of significant size and importance.

16. Powers and functions of the Chief Statistician.- (1) The Chief Statistician shall be the chief executive officer of the Bureau and shall perform the following functions, namely:-

- (a) to advise the appropriate Government and other authorities or persons on statistical programmes at national level;
- (b) to supervise the administration of this Act under the guidance of the Governing Council and control operations and staff of the Bureau;
- (c) to decide in the manner in which data for statistical purposes are collected, transmitted, processed and compiled and published ;
- (d) to supervise the taking of census throughout Pakistan through Provincial Census Commissioners and assign such tasks to them as may be deemed necessary to conduct and supervise the census;
- (e) to appraise the quality of all statistics at national level;
- (f) to ensure coordination with all the other statistical agencies, authorities and bodies;
- (g) to ensure a high level of professionalism of the staff of the Bureau through ensuring a continuous and high quality training programme;
- (h) to promote, develop and maintain a strong analytical and research capacity within the Bureau;
- (i) to review periodically the statistical progress on the basis of reports obtained from the relevant officers of the Bureau and the Statistical Agents and duly inform the Governing Council;
- (j) to advise the appropriate Government and other authorities or persons on the use and relevance of available statistics in relation to specific policy issues;
- (k) to appraise and allocate technical resources for statistical projects;
- (l) to ask for any information or call for the statistical record from any Federal Ministry or Provincial Department, statutory body, corporation or association pertaining to statistical data subject to the constitutional and legal requirements, for review, if necessary;

- (m) to delegate all or such powers, duties or functions to member of the staff or officer of the Bureau including Census Officer for the efficient performance of functions under this Act;
- (n) to provide for the welfare or incentives of employees of the Bureau and compensation packages for employees;
- (o) to prepare annual work plans and five year work plans, progress reports and budgets for the Bureau;
- (p) to enter into all such negotiations, agreements and contracts and rescind or vary all such agreements or contracts, and to execute all such documents and do all acts, deeds and things, in the name and on behalf of the Bureau as may be considered necessary, expedient or proper or in relation to any of the matters aforesaid or otherwise with the approval of the Federal Government;
- (q) to develop national statistical standards and promote standardization of concepts and definitions conforming to international standards and to ensure observance by Government departments, both Federal and Provincial, research and statutory bodies; and
- (r) to employ experts and consultants for the Bureau and lay down such terms and conditions of their employment in the regulations and to undertake human resource development and restructure and modernize personnel policy and review their performance from time to time, and in such manner as may be prescribed in the regulations.

(2) The Chief Statistician shall comply with such other directions as the Governing Council may give from time to time.

17. **Removal.**- The Chief Statistician may resign from his office by writing in his hand addressed to the Federal Government or may be removed by the Federal Government from his office if on any inquiry by the Governing Council, he is found unable to perform the functions of his office because of mental or physical disability or misconduct including corruption or dishonesty or found that such person fails to disclose his interest under section 24.

18. **Functional member.**- (1) The Federal Government, based on a short list recommended by the Chief Statistician, may appoint five functional members to assist the Chief Statistician for the efficient performance of functions of the Bureau, on such terms and conditions as may be prescribed by the Federal Government.

(2) A functional member shall be a professional with demonstrated technical knowledge of relevant field. He shall have advanced university degree in a relevant subject from university recognized by the Higher Education Commission of Pakistan or preferably from leading International University having minimum fifteen years experience with atleast five years in senior management position within an organization of significant size and importance.

(3) A functional member shall, other than an ex officio member, unless he resigns or is removed from office earlier, hold office for a period of four years and shall be eligible for reappointment for such term or terms as the Federal Government may determine, provided that the Member shall cease to hold office on attaining the age of sixty five years or the expiry of the term whichever is earlier.

(4) A member shall exercise such powers and perform such functions as may be assigned to him as shall be prescribed by rules.

(5) A Member may resign from his office by writing under his hand addressed to the Federal Government or may be removed from his office by the Federal Government if on an inquiry by the Governing Council, he is found unable to perform the functions of his office because of mental or physical disability or misconduct including corruption or dishonesty or found that such person fails to disclose his interest under section 56.

19. **Statistical authorities.**- The Federal Government shall, by notification in the official Gazette, appoint the Chief Statistician as the Federal Statistical Authority to oversee, coordinate, monitor and assess independently all official statistics and the statistical system in the country and the Provincial Governments shall appoint, by notification in the official Gazette, a Provincial Statistical Authority, for carrying out the purposes of this Act and to supervise statistical activities.

20. **Functions of Provincial Statistical Authority.** - A Provincial Statistical Authority shall, in accordance with such directions as the appropriate Government may, from time to time issue, perform the following functions, namely: -

- (a) to collect, compile, analyses, publish and disseminate statistical data relating to the provincial subjects in the Province;
- (b) drawing up specific statistical programmes to carry out the instructions of the Users Council;
- (c) appraising the quality of the statistics in the Province;
- (d) laying down and approving the questionnaires and procedures for statistical enquiries conducted by the Province in accordance with the provisions of this Act and ensuring against any duplication and substandard data collection;
- (e) adopting the standards provided by the Bureau and ensuring harmonization at Federal and Provincial level;
- (f) giving advice and guidance to and coordinating the functions of the relevant officers of the Bureau and the Statistical Agents appointed in the Province;
- (g) making recommendations to the appropriate Government and Users Council relating to the standards of training of statisticians and statistical agents;
- (h) laying down procedure for a continuing programme of in-service institutional and foreign training;
- (i) periodically reviewing statistical progress;
- (j) giving advice to the appropriate Government and other authorities or persons on the use and relevance of available statistics in relation to specific problems of economic policy;
- (k) identifying gaps in the provincial statistical series and developing prioritized proposals for filling these gaps;
- (l) appraising and allocating technical resources required for statistical projects carried out by the Province; and
- (m) to perform such other functions as the appropriate Government may, from time to time, direct.

21. **Competent authority.**- (1) The Statistical Authority may, for the purpose of collection and compilation of statistics on any matter, appoint any authority, body corporate or officer or entity to be a competent authority for the purpose of this Act.

(2) In the exercise of its powers and performance of its functions under this Act, a Competent Authority shall be subject to the superintendence, direction and control of the Statistical Authority.

22. **Statistical agents.**- (1) The Statistical Authority for the purpose of collection of statistics or information under this Act, appoint or engage such officers or persons or body corporate or entity to be statistical agent as it may think fit.

(2) A statistical agent shall perform such other functions as may be assigned to him by the Statistical Authority in accordance with the provisions of this Act.

PART V. - STATISTICS

23. **Formulation of questionnaire.**- (1) For the purpose of collecting statistics on any matter, the Statistical Authority shall declare in the official Gazette that information shall be collected on a particular matter and formulate such questionnaire as it may think fit.

(2) A competent authority or a statistical agent may require any person within its jurisdiction to give answers to such questionnaire and to such other questions relevant thereto as may be necessary to elicit full answers to the questionnaire.

(3) Any person who is required to give answers to a questionnaire and other relevant question under sub-section (1) shall give answers to the best of his knowledge and belief.

(4) Nothing in this section shall authorize the Statistical Authority, the competent authority or the statistical agent,-

- (a) to require a woman to state the name of her husband or deceased husband or any other person whose name is by custom forbidden to mention; or
- (b) to insist on information of a purely private nature.

24. **Power to call for returns and information.**- (1) A competent authority may, for the purpose of collecting statistics under this Act, serve or cause to be served on any person, by post or otherwise, a notice requiring him to furnish to such authority or person in such manner, at such time or intervals including replies to inquiries and supplementary information, and in such form and with such particulars, such information or returns as may be prescribed, and a person served with such notice shall accordingly furnish information or returns required thereby.

(2) A census officer may, during the time of the taking of the census, within the local limits of his jurisdiction leave a prescribed schedule at any dwelling house including any commercial, industrial or other premises with the manager or officer of any commercial or industrial establishment or trading concern, or occupier of such house, for the purpose of its being filled up with respect to such particulars regarding the inmates of such house or part or the persons employed, as may be specified in the schedule and the occupier, manager or officer concerned shall fill it up or cause it to be filled up as required to the best of his knowledge or belief, sign his name thereto and deliver it to the census officer or to such person as the census officer may direct.

25. **Right to access record or document.**- (1) An authorized person shall, for the purpose of collection of statistics under this Act, have access to any relevant record or document in the possession of any person required to furnish information or return under section 24 and may, at any reasonable time after due notice, enter any premises, house, vessel, lands or other place wherein he believes such record or document to be kept and inspect or take copies of relevant records or documents and ask any question necessary for obtaining any information required to be furnished by such person.

(2) Every person in possession of or having custody or charge of relevant record or document, that are maintained in any Government department, business or in any office, public or private, from which information is sought, shall-

- (a) grant access for the purposes of collection of statistics or census under this Act;
- (b) supply information to the statistical agent relating to any matter under this Act; and
- (c) allow the statistical agent to paint on, affix to or dig in the premises, house, vessel or lands such letters, marks or objects as may be necessary for the said purpose.

26. Dissemination of statistical data.- (1) Any statistical data collected by the Statistical Authority shall be in accordance with the provisions of this Act and, after ascertaining its quality for accuracy and ensuring confidentiality as set out in section 28, shall be released for general dissemination.

(2) The bureau shall ensure timely publication of data collected, to take reasonable steps to ensure public access to official statistics, to public information on what statistics are available and how that can be obtained by the users.

(3) No user may have access to the data or statistics collected by the bureau before release of its report with exception for special research, approval of which may be made at the level of Federal Statistical Authority.

27. Act not to authorize collection of certain information or statistics.- Nothing in this Act shall authorize the collection of statistics or of any information relating to any work of defence, arsenal, naval, military or air force establishment or any other defence factory, installation or establishment.

28. Secrecy of answers, information and returns.- (1) All answers to the questions received and all information and returns furnished under this Act shall be confidential and shall not be,-

- (a) used for any purpose other than compilation of statistics under this Act;
- (b) published in a form which may disclose the state of affairs of any particular individual, firm or institution;
- (c) divulged or furnishing the information or return, to any person not connected officially with the enquiry in relation to which the said answers, information or returns have been called for;
- (d) accessible to the inspection of any person; or
- (e) disclosed to any person, or used, notwithstanding anything contained in the Qanun-e-Shahadat, 1984 (P.O.10 of 1984), be admissible in evidence in any proceedings to which the person giving the answer of furnishing the information or return is a party, except for the purpose of prosecution for contravention of the provisions of this Act.

(2) Notwithstanding the provisions of sub-section (1), unit records may be released provided no individual or company can be identified and shall be used for genuine research purposes and such research findings thereafter shall acknowledge and made available to the Statistical Authority.

29. Permitted disclosure.- The disclosure of information is authorized to be used if such information has been made public through any authorized means or prior written consent of the person answering the questions has been duly obtained.

30. **Joint collections.**- (1) The Statistical Authority may undertake a joint collection of statistical information and shall enter in a contract with another Government department or authority or statutory body where the relevant authority is duly authorized to collect such information, and the information collected shall be shared between the agreeing parties.

(2) Any employee of any Government department or authority or statutory body engaged in a joint collection shall be bound by the provisions of secrecy and confidentiality under section 28.

PART VI. - POPULATION, AGRICULTURE AND OTHER CENSUSES

31. **Population census.**- The Federal Government may, from time to time, by notification in the official Gazette, declare that a census of population and housing conditions of Pakistan shall be taken by the Bureau during such period as may be specified therein.

32. **Census officers.**- (1) The Federal Government may -

- (a) designate the Chief Statistician as the Chief Census Commissioner to supervise the taking of census throughout Pakistan;
- (b) appoint the Provincial Census Commissioner to supervise the taking of census within a Province; and
- (c) appoint the census officers to take, aid in or supervise the taking of census within any specified area.

(2) The Chief Census Commissioner may, by order, delegate the powers conferred upon him under clause (a) of sub-section (1) to such officer or authority as may be specified in the order.

(3) A declaration in writing signed by any authority authorized in this behalf by the Chief Census Commissioner that any person has been duly appointed a census officer shall be conclusive proof of such appointment.

33. **Discharge of duties of census officers in certain cases.**- (1) If a District Magistrate or District Coordination Officer, as the case may be, or any authority authorized in this behalf by the appropriate Government, by an order in writing so directs,-

- (a) every officer in command of any body of persons belonging to naval, military or air force of Pakistan or of any vessel of war;
- (b) every person, other than a pilot or harbour-master, having charge or control of a vessel;
- (c) every person in charge of a lunatic asylum, hospital, work-house, prison, reformatory or lock-up or of any public, charitable, religious or educational institutions;
- (d) every keeper, owner, secretary or manager of any sarai, hotel, boarding-house, lodging-house, immigration depot, or club;
- (e) every manager or officer of a railway, or any commercial or industrial establishment or trading concern; and
- (f) every occupant of immovable property wherein persons are living at the time of taking census, shall, in relation to the persons who, at the time of the taking of the census, are under his command or charge, or are inmates of his sarai, hotel, house, depot or club, or are employed under him, or are present on or in such immovable property, perform such duties of a census officer as may be required by such order.

(2) The provisions of this Act relating to a census officer shall, mutatis mutandis, apply to a person performing the duties of a census officer in pursuance of an order under sub-section (1).

34. Power to call upon certain persons to give assistance.- A census officer appointed under sub-section (1) of section 32 may, by order in writing, call upon,-

- (a) owners and occupiers of land, farmers, tenure holders and assignees of land revenue, or their agents;
- (b) members of local councils, and other local authorities and officers; and
- (c) school teachers, government servants and literate persons of good repute for the time being residing in the area concerned,
- (d) to work as enumerators, or give such assistance as may be specified in the order towards the taking of census of persons who and of houses which are , at the time of taking census, on the lands of such owners, occupiers of land, farmers, tenure holders and assignees, or within the areas which such members represent or for which local authorities are established, or, as the case may be, in which such teachers, government servants and literate persons are themselves residing, and the persons to whom an order under this section is directed shall be bound to comply the same and shall be deemed to be bound by the provisions of secrecy and confidentiality under section 28.

35. **Grant of statistical abstracts.**- The Chief Census Commissioner, the Provincial Census Commissioner or an authority authorized in this behalf by the Federal Government may, at the request of any local council or local authority or person, cause abstracts to be prepared and supplied containing such statistical information as can be derived from the census returns being information which is not contained in any published reports and which, in the opinion of the Chief Census Commissioner, the Provincial Census Commissioner or an authority authorized, such local council or local authority or person may reasonably require.

36. **Local councils and other local authorities to take census.**- Notwithstanding anything contained in any other law for the time being in force, a local council or other local authority shall, in consultation with the Provincial Census Commissioner or other officer authorized in this behalf by the Federal Government, cause, during the period, the census of the area within the jurisdiction of a local council or other local authority to be taken wholly or in part in the manner authorized or required by or under this Act.

37. **Agriculture census.**- The Federal Government may, from time to time, by notification in the official Gazette declare that information shall be collected on or with respect to the following matters, namely:-

- (a) land ownership and land tenure;
- (b) land unit and sub-division of land
- (c) land utilization;
- (d) crop acreage and production;
- (e) livestock , poultry and fishery products;
- (f) employment in agriculture;
- (g) agriculture population;
- (h) agriculture power and machinery;
- (i) irrigation and drainage;
- (j) fertilizers and soil dressing;
- (k) wood and forests;

- (l) agriculture credit;
- (m) agriculture and sericulture;
- (n) fruit and vegetable products; and
- (o) such other matters as the Federal Government may, by notification in the official Gazette, specify.

38. **Crop-cutting experiment.**- (1) For the purpose of collecting information referred to in section 37, crop-cutting experiments may be conducted and for such experiments any land in any area may be selected.

(2) The owner of the crop shall be entitled to such compensation for any loss or damage caused to him by the conduct of crop-cutting experiment as is not less than such loss or damage and the assessment of the loss or damage shall be carried out in such manner as the Governing Council may prescribe under regulations.

39. **Other censuses.**- The Federal Government may, by notification in the official Gazette, direct the Bureau to collect, compile, analyse information and publish censuses in respect of census of manufacturing industries or economic census or other censuses it may consider necessary from time to time and thereupon the provisions of this Act shall, mutatis mutandis, apply in relation to such censuses.

PART VII. - FINANCE, AUDIT AND ACCOUNTS

40. **Establishment of Statistics Fund.**- (1) There is hereby established, for the purposes of this Act, a Fund to be called Statistics Fund which shall be administered and controlled by the Bureau to meet costs and charges incurred in connection with its functions under this Act.

(2) The Statistics Fund shall consist of

- (a) such sums as the Federal Government or a Provincial Government may, from time to time, grant for the purposes of meeting any of its obligations or discharging any of its duties;
- (b) loans, aid, grants and donations from the national or international agencies;
- (c) income from investments as provided under section 42;
- (d) receipts from sale of publications, databases, statistical series, other products and services provided by Bureau; and
- (e) all other sums or property which may in any manner become payable to or vested in the Bureau in respect of any matter incidental to the exercise of its functions and powers.

(3) The Statistics Fund shall be managed and operated by the Chief Statistician.

41. **Expenditure.**- (1) The Statistics Fund shall be expended for the purpose of-

- (a) paying any expenditure lawfully incurred by the Bureau;
- (b) paying any other expenses, costs or expenditure properly incurred or accepted by the Bureau in the performance of its functions or the exercise of its powers under this Act; and
- (c) repaying any moneys borrowed under this Act and the profit, return, mark-up or interest due thereon howsoever called.

(2) The Bureau shall, in respect of each financial year submit for approval to the Federal Government, on such date as may be prescribed, a statement of the estimated receipts and expenditure, including requirements of foreign exchange for the next financial year.

42. **Investments.**- The Bureau may insofar as moneys available in the Statistics Fund, are not required to be expended under this Act, make such investments as it may determine from time to time, in accordance with policies formulated by the Federal Government.

43. **Bank accounts.**- The Bureau may, with the approval of the Governing Council, open and maintain accounts in rupees or in any foreign currency at such scheduled bank as it may from time to time determine in accordance with instructions of the Finance Division.

44. **Audit and accounts.**- (1) The accounts of the Bureau shall be maintained in such manner as Finance Division, in consultation with the Controller General of Accounts, determine.

(2) The Auditor-General of Pakistan shall conduct audit of the accounts of the Bureau.

(3) A copy of the audit report shall be sent to the Federal Government, along with the comments of the Bureau.

45. **Annual report.**- (1) The Bureau shall prepare and publish an annual report covering its performance during the financial year for submission to the Federal Government which shall lay the same before the Parliament.

(2) The annual report shall include,-

- (a) activities of the Bureau during the financial year;
- (b) an outline of programmes for the year ahead;
- (c) a short financial statement of the preceding year;
- (d) an audited balance sheet;
- (e) an audited statement of income and expenditure; and
- (f) any other matter which the Federal Government may direct or the Bureau may consider appropriate.

PART VIII. - OFFENCES AND PENALTIES

46. **Penalties.**- If any person -

(a) Required to furnish any information or return to an authorized officer of the Bureau,-

(i) Willfully refuses or without lawful excuse neglects to furnish such information or return as may be required under this Act;

(ii) willfully furnishes or causes to be furnished any information or return which he knows to be false or misleading;

(iii) refuses to answer or willfully gives false answer to any question necessary for obtaining any information required to be furnished under this Act;

(b) obstructs on access to relevant records or documents or entry to any premises authorized under section 25;

(c) who removes, obliterates, alters or damages without proper authority or before the completion of agriculture censuses or population census any letters, mark or objects which have been painted, affixed or dug for the purposes of the agriculture census, population census or any other census;

(d) who otherwise in any way willfully obstructs or seeks to obstruct any person employed in the execution of any duty under this Act, shall for such offence be punishable with fine which may extend to fifty thousand rupees and in the case of continuing offence to a further fine which may extend to two hundred rupees for each day during which the offence continues or with imprisonment for a term not exceeding six months or with both.

47. Offences by companies.- (1) If the person guilty of an offence under section 46 is a company, every person who at the time the offence was committed was in charge of and was responsible for the conduct of the business of the company, shall be deemed to be guilty of the offence and shall be punishable with fine which may extend up to five hundred thousand rupees and in the case of continuing offence to a further fine which may extend to twenty five thousand rupees for each day during which the offence continues:

Provided that nothing contained in this section shall render any such person liable to any punishment provided in this Act if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) A certificate under the hand of the Federal Statistical Authority or the Provincial Statistical Authority stating that such return has not been furnished or the contents are incorrect, shall be prima facie evidence of the facts stated in the certificate.

48. Desertion, impersonation or improper disclosure.- Every person who,-

(a) deserts from his duty;

(b) impersonates a statistical officer and seeks to obtain information that the person is not duly authorized to obtain; or

(c) discloses or knowingly cause to be disclosed or divulges directly or indirectly, any information obtained under this Act to any person not entitled under this Act to receive the same, shall be punishable for such offence with imprisonment for a term which may extend to six months or with fine which may extend to twenty-five thousand rupees.

49. Refusal to perform duties as census officer.- Whoever refuses or neglects to discharge the duties which he is directed under sub-section (1) of section 33 to discharge shall be deemed to have committed an offence under section 187 of the Pakistan Penal Code, 1860 (Act XLV of 1860).

50. Falsification of return.- Where an authorized officer duly appointed to collect statistical data under the provisions of this Act refuses to perform his duties or willfully and dishonestly falsifies or alters information in a return without the presence of the respondent, or intentionally contravenes the rules made under section 59 shall be liable to disciplinary action under the relevant rules of service or employment or contract and decision of the Bureau shall be final.

Explanation.- For the purpose of this section the expression "respondent" means any person, institution, company or establishment required to submit return or furnish information as required under this Act.

51. Mode of recovery.- Any sum payable to the Bureau under this Act shall be recoverable as an arrear of land revenue.

52. Cognizance of Offences.- (1) No court shall take cognizance of any offence under this Act except upon a complaint in writing by an officer authorized by the Governing Council, the Federal Statistical Authority or the Provincial Statistical Authority as the case may be.

(2) No Court inferior to that of Magistrate of first class shall try an offence under this Act.

(3) The offences under this Act, shall be tried summarily in accordance with the provisions of Chapter XXII of the Code of Criminal Procedure, 1898 (Act V of 1898).

(4) Notwithstanding anything contained in section 32 of the Code of Criminal Procedure, 1898 (Act V of 1898), it shall be lawful for any Magistrate of the first class to pass any sentence authorized by this Act.

53. Appeal against the orders of Federal Statistical Authority and the Provincial Statistical Authorities.- (1) Appeal against the orders of Federal Statistical Authority shall lie to the Secretary, Statistics Division while appeal against the orders of Provincial Statistical Authorities shall lie to the Chairman, Planning & Development Board or such authority as the Provincial Government may by notification in official Gazette, specify.

(2) An appeal under sub-section (1) shall be proposed within thirty days of order by the Federal Statistical Authority or the Provincial Statistical Authority as the case may be.

54. Officers and employees to be public servants.- The Chief Statistician, Functional Members, all employees of the Bureau and other persons authorized to perform or exercise any function or power under this Act or rendering services to the Bureau as consultant or adviser, shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code, 1860 (Act XLV of 1860).

55. Certain employees to be civil servants.- Subject to sub-section (5) of section 60, the civil servants working in the Bureau at the time of commencement of this Act or transferred from Federal Bureau of Statistics, Agricultural Census Organization, Population Census Organization and the Technical Wing of Statistics Division subject to sub-sections (1) and (4) of section 60, shall be governed by the Civil Servants Act, 1973 (LXXI of 1973) and rules made thereunder and shall continue in service on the same terms and conditions as determined under the Civil Servants Act, 1973 (LXXI of 1973) including remuneration, tenure of service, rights and privileges as to pension and gratuity and other matters which were applicable to them immediately prior to the commencement of this Act.

56. Disclosure of interest.- Where a Member or staff or other employee of the Bureau, including an advisor or consultant or any officer exercising powers under this Act, has a direct or indirect interest in any matter relating to the business of the Bureau, such person shall forthwith disclose that interest to the Bureau and the Bureau shall have the right to take such action as it considers appropriate.

57. Delegation of powers, duties and functions. The Governing Council may, subject to such conditions and limitations as it may deem fit to impose, delegate all or such powers, duties or functions to the Chairman, the Chief Statistician, a Member, a committee or an officer, as it may deem fit for the efficient performance of functions of the Bureau.

58. **Indemnity.**- No suit, prosecution or other legal proceeding shall lie against the Bureau or any person acting under the Bureau for anything which is in good faith done or intended to be done in pursuance of this Act or any rules or regulations made there under.

PART IX. - GENERAL AND MISCELLANEOUS

59. **Power of Bureau to issue directions.**- Notwithstanding anything contained in any other law for the time being in force, which provides for the collection of statistics, the Bureau may issue to any other authority functioning under any such law such directions as it may consider necessary for the purpose of this Act.

60. **Merger of existing organizations.**- (1) The Federal Bureau of Statistics, the Agricultural Census Organization, the Population Census Organization and the Technical Wing of Statistics Division shall stand merged in the Bureau on the commencement of this Act.

(2) All instruments of whatever kind subsisting, owed or incurred by the Federal Bureau of Statistics, the Agricultural Census Organization, the Population Census Organization and the Technical Wing of Statistics Division or to which these organizations may have been a party or which relate or connected with these organizations shall remain in force and effect against the Bureau as they were before the commencement of this Act against the Federal Bureau of Statistics, the Agricultural Census Organization, the Population Census Organization and the Technical Wing of Statistics Division.

(3) All legal proceedings of whatever nature by or against or relating to the Federal Bureau of Statistics, the Agricultural Census Organization and the Population Census Organization which shall be pending on the commencement of this Act, in any court, tribunal or other authority shall be continued, prosecuted and in force in the same manner and to the same extent as they would have been continued, prosecuted, or enforced, by and against the above organizations as if this Act would not have been promulgated, by or against the Bureau and the same shall not abate, be discontinued or in any way prejudiced or affected by the provisions of this Act.

(4) Subject to section 55 and notwithstanding anything contained in any other law, rules, regulations, contract, agreement or in the terms and conditions of their services, on the establishment of the Bureau, all persons appointed or re-employed in the Federal Bureau of Statistics, Population Census Organization, Agricultural Census Organization and the Technical Wing of Statistics Division subject to sub-section (1), immediately before the establishment of the Bureau and other officers and employees whether recruited initially or absorbed, or inducted, subsequently, including the persons on deputation of any other organization, department, agency or formation in Pakistan or abroad but not being person on deputation or secondment to Federal Bureau of Statistics, Population Census Organization, Agricultural Census Organization and the Technical Wing of Statistics Division from any other organization, department, agency or formation shall stand transferred to and become employees of the Bureau and shall be governed by the Civil Servants Act, 1973 (LXXI of 1973), for their terms and conditions including remuneration, tenure of service, rights and privileges as to pension and gratuity and other matters which were applicable to them immediately prior to the establishment of the Bureau.

(5) Every person referred to in sub-section (4) shall have the right to opt to work in the Bureau as civil servant or under the new rules or regulations of the Bureau to be finalized soon after the establishment of the Bureau. The option to be made in writing once exercised shall be final.

61. **Powers to make rules.**- (1) The appropriate Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Act.

(2) Without prejudice to the foregoing powers, the Federal Government may make rules on code of conduct for Chief Statistician and authorized officers, appointed by the Bureau under the provisions of this Act.

62. **Powers to make regulations.**- The Bureau may, with the prior approval of the Federal Government, by notification in the official Gazette, make regulations not inconsistent with this Act or the rules made there under to carry out the purposes of this Act.

63. **Repeal.**- The General Statistics Act, 1975 (LXIX of 1975), the Agricultural Census Act, 1958 (XLI of 1958) and the Census Ordinance, 1959 (X of 1959) are hereby repealed.

STATEMENT OF OBJECTS AND REASONS

The restructuring and reorganization of the Federal Statistical System of Pakistan to make it more responsive to the national requirements, with increased autonomy & credibility and ensure a proper statistical capacity building, career planning of professional staff, up-gradation of their skill and, above all, economy in resources through better coordination and integration of different data collecting agencies has been under consideration of the Government. In this context, the Cabinet in its meeting held on 12th July, 2006 approved the summary interalia involving the drafting of a unified law and merger of the present three data collecting organizations/ attached departments and Technical Wing of Statistics Division into an autonomous Pakistan Bureau of Statistics (PBS). In pursuance of the Cabinet decision, the present Bill is submitted for consideration/ approval.

Minister-In-Charge
(SHAUKAT FAYAZ AHMAD TARIN)
Minister for Finance, Revenue,
Economic Affairs and Statistics

**7th POPULATION AND HOUSING CENSUS (DIGITAL CENSUS)
SUPPLY OF MATERIAL TO THE TRAINER DURING CENSUS TRAINING
(To be used by CDO)**

Reference No.

Dated.....20

The following material/documents have been handed over personally/dispached by messengers.

Sl.	Description of Material/Document Remarks	Quantity
1)	Ball point	01
2)	Manual(Conceptual)	01
3)	Manual (Ethical)	01
4)	Manual (IT)	01
5)	Draft Pad	01
6)	Lose Sheet Form-1	02
7)	Lose sheet Form-2	02
8)	Attended Sheet	02
9)	Board Marker	02
10)	Brochure	01
11)	Duster	01
12)	Training Schedule	01
13)	Affidavit (Half Nama)	01

From:

Name

Designation

Signature.....

Name of Census District

To

1. Name
2. Designation
3. Signature.....
4. Name Of Trainer

Note : Print two copies of this form and Signature of recipient will be taken and one copy may be sent to PBS Office for record.

**7TH POPULATION AND HOUSING CENSUS (DIGITAL CENSUS)
TRAINING PROGRAMME FOR CENSUS OPERATION
(To be prepared by CDOs)**

Admin District Census District..... Group
No.....

Name of Trainer..... Venue of Training Date of
Training.....

Sr. No.	Name of Trainees	Census Area Code	Working as Supervisor or Enumerator	Department	Mobile No	E-mail Address
1						
2						
3						
4						
5						
6						
7						
8						
9						

Signature

Date

Name of CDO

.....

Official Stamp

Copy to :

- i) Pakistan Bureau of Statistics (HQ), Islamabad
- ii) Provincial/Regional Office of PBS.....
- i) Concern Trainer.....

Form SCO

**7th POPULATION AND HOUSING CENSUS (DIGITAL CENSUS)
REPORT ON STARTING OF CENSUS OPERATION
(To be sent by Circle Supervisor)**

Certified that all Enumerators including reserve Enumerators are in working position and all documents / material required for census operation are available. No problem is anticipated to start 7th Population and Housing Digital Census Operation on time. In case of any problem supervisor should get in touch personally with CDO.

Date

Signature

Name

Official designation of Supervisor

.....

.....

To,

- i) Deputy Commissioner
- ii) Census District Officer
- iii) Office Copy

**7th POPULATION AND HOUSING CENSUS (DIGITAL CENSUS)
Completion Certificate by Supervisor
(To be filled by Supervisor)**

Name of Admin District _____

Name of Census District _____

Certified that the field operation of 7th Population and Housing Census has been completed in the following Census Blocks under my jurisdiction/Supervision and no House, settlement and area could not left over in these blocks.

Sr. No.	Census Block Code	Sr. No.	Census Block Code
1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

Signature

Name of Supervisor

Official Designation and

Address.....

To,

- The Concerned CDO, Census District.....
- Office Copy.

**7th POPULATION AND HOUSING CENSUS (DIGITAL CENSUS)
Completion Certificate by Enumerator
(To be filled by Enumerator)**

Name of Admin District _____

Name of Census District _____

Certified that the field operation of 7th Population and Housing Census has been completed in the following Census Blocks under my jurisdiction and no House, settlement and area could not left over in these blocks.

Sr. No.	Census Block Code	Sr. No.	Census Block Code
1		9	
2		10	
3		11	
4		12	
5		13	
6		14	
7		15	
8		16	

Signature

Name of Enumerator

Official Designation and

Address.....

To,

- The Concerned Supervisor, Census District.....
- Office Copy.

Annex-O

**7th POPULATION AND HOUSING CENSUS (DIGITAL CENSUS)
SUPPLY OF FIELD USE DOCUMENTS FOR TRAINING AND CENSUS
OPERATION**

(To be used by PBS Office)

Reference No.

Dated.....20

The following material/documents have been handed over personally/dispatched by messengers/sent by Rail/Road Transport, Receipt No..... dated is enclosed.

Sl.	Description of Material/Document	Quantity	Remarks
1)	Ball point		
2)	Jacket		
3)	Cap		
4)	Manual (Conceptual)		
5)	Manual (Ethical)		
6)	Manual (IT)(IN Soft Form)		
7)	Warrant of appointment/ Census Identity Card		
8)	Green Marker		
9)	Draft Pad		
10)	Lose Sheet Form-I		
11)	Lose sheet Form-2		
12)	Attended Sheet		
13)	Pouch for card		
14)	Board Marker		
15)	Broacher		
16)	Tablet		
17)	Control forms (SCO, TPG, TRK, SCS, & FQC)		

From :

Name
Designation
Signature

To

1. Name
2. Designation
3. Signature.....

Name of Census District

Note: Print two copies of this form and Signature of recipient will be taken and one copy may be sent to PBS Office for record.

7th POPULATION AND HOUSING CENSUS (DIGITAL CENSUS)
SUPPLY OF FIELD USE DOCUMENTS FOR CENSUS OPERATION
(To be used by CDO)

Reference No.....

Dated.....20

The following material/documents have been handed over personally/dispached by messenger.

Sr. No. .	Description of Material/Document	Quantity
	Remarks	
1)	Ball point	
2)	Jacket	
3)	Cap	
4)	Manual(Conceptual)	
5)	Tablets	
6)	Manual (Ethical)	
7)	Manual (IT)	
8)	Warrant of Appointment/ Census Identity Card	
9)	Green Marker	
10)	Draft Pad	
11)	Lose Sheet Form-I	
12)	Lose sheet Form-2	
13)	Strip Clip with pouch	
14)	Control Forms (SCO)	
15)	Broachers	
16)	Training Schedule	

From:
Name Designation
Signature.....
Name of Census District

To

1. Name
 2. Designation
 3. Signature.....
 4. Name of Supervisor or Enumerator
-
5. Note : Print two copies of this form and Signature of recipient will be taken and one copy may be sent to PBS Office for record



**TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF 7TH POPULATION
AND HOUSING CENSUS TO BE HELD AT DIVISIONAL HQs,**

W.e.f.19th December -23rd

December2023

CONTROL SHEET FOR TRAINING EVALUATION PERFORMAS

FORM No	FORMNAME	TO BE FILLED BY	FREQUENCY
TE-1	TrainingEvaluationForm	ALLTRAINEES	5THDAY
TE-2	ITTRAINEREVALUATIONFROM	ALLTRAINEES	5THDAY
TE-3	PROFORMAFORMMASTERTRAINERS	MASTERTRAINER	DAILY
TE-4	TRAINEESEVALUATION CONSOLIDATEDPERFORMA	EVALUATOR	DAILY
TE-5	PROFORMAFORDIVISIONAL COORDINATORS	DIVISIONAL COORDINATOR	DAILY
TE-6	PROFORMAFORCALLCENTER	CALLREP	DAILY(Multiple)
TE-7	PROFORMAFORVIRTUAL MONITORING	PBSOFFICERS THROUGHVIDEOCALL	DAILY(Multiple)
TE-8	PROFORMAFORPHYSICAL MONITORING	ANYDEPLOYED OBSERVER	DAILY
TE-9	TRAINERS' CONSOLIDATED EVALUATION	DOCUMENTATION	AFTERTRAINING
MK-1	TRAINEESCOMMENTSATERLISTING INMOCK	ALLTRAINEES	5THDAY
MK-2	TRAINEESCOMMENTSATER ENUMERATIONINMOCK	ALLTRAINEES	5THDAY
MK-3	MOCKCONSOLIDATEDPERFORMA	DOCUMENTATION	AFTERTRAINING

**TRAINING OF TRAINERS (TOT) FOR THE
CONDUCT OF 7TH POPULATION AND HOUSING CENSUS
TO BE HELD AT DIVISIONAL HQS**

Division: Venue Batch

Name of Subject Trainer: Date:

Training Evaluation Form(TE-1)(To be filled on last day)						
Please indicate your level of agreement with the statements listed below: (tick relevant box)						
Sr .N o	Questions	Strongly Agree(10)	Agree (8)	Neutral (6)	Disagree(4)	Strongly Disagree(2)
1.	Trainer was knowledgeable about training topics.	<input type="checkbox"/>				
2.	Trainer was well prepared and delivered lectures very well	<input type="checkbox"/>				
3.	Interaction of Trainer was encouraging	<input type="checkbox"/>				
4.	I am satisfied with Training	<input type="checkbox"/>				
5.	Contents of training were organized and easy to follow	<input type="checkbox"/>				
6.	The Training Material distributed was helpful	<input type="checkbox"/>				
7.	Time allotted for the training was sufficient	<input type="checkbox"/>				
8.	Training facilities were adequate and comfortable	<input type="checkbox"/>				
9.	Tea and refreshment was good	<input type="checkbox"/>				
10.	This training will be useful for me for Training of Enumerator(ToE)	<input type="checkbox"/>				
11.	Need more Training before imparting TOE level training	<input type="checkbox"/>				
12.	I am confident that I can impart (ToE)easily	<input type="checkbox"/>				

13. What was your favorite aspect of this training?

14. What aspects of the training could be improved?

Name of Trainee: Designation: Ph:

TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF 7TH POPULATION AND HOUSING CENSUS

TO BE HELD AT DIVISIONAL HQS

Division:..... Venue..... Batch.....

Name of IT Trainer:..... Date:.....

IT TRAINEREVALUATION FROM(TE-2)(To be filled on last day)					
Please indicate your level of agreement with the statements listed below:(tick relevant box					
	Strongly Agree (10)	Agree(8)	Neutral(6)	Disagree(4)	Strongly Disagree(2)
The training met my expectations	<input type="checkbox"/>				
I will be able to deliver it further or Apply in the Field	<input type="checkbox"/>				
The content was easy and properly Managed to follow	<input type="checkbox"/>				
The trainer was Knowledgeable	<input type="checkbox"/>				
Trainee participation was encouraged	<input type="checkbox"/>				
Application interaction was properly Demonstrated	<input type="checkbox"/>				
Application design was easy to Understand	<input type="checkbox"/>				
Adequate time was provided to Discussion and question session	<input type="checkbox"/>				
Overall rating of the training	<input type="checkbox"/>				
Demo/Presentation of Software	<input type="checkbox"/>				

What aspect of the training can be improved?

AnyotherFeedback/SuggestionaboutDemo/SoftwarePresentationTraining:

Name of Trainee:.....

Signature:

Designation:.....

.....

.....

Department:

**TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF 7TH POPULATION AND HOUSING
CENSUS
TO BE HELD AT DIVISIONAL HQS**

Division: Venue Batch

Name of Master Trainer Trainer: Date:

PROFORMA FOR MASTER TRAINERS(TE-3)(To be filled daily)		
[Subject + IT Trainers]		
S.No	ITEM	YES/NO/NA
i.	Is Subject Presentation Folder (Listing, Enumeration, Housing, Videos) ready?	
ii.	Is Ethical Presentation Folder ready?	
iii.	Is GIS Presentation Folder ready?	
iv.	Is IT Presentation Folder?	
INTRODUCTORY PRESENTATION(DAY-1Only)		
	TOPIC COVERED	YES/NO
i.	Census importance	
ii.	Mechanism of Trainee's evaluation & Monitoring	
iii.	Reward on Excellent work	
iv.	Group Formation for Assignments	
CONTENT COVERED AS PER SCHEDULE (DAY-1-5)		
	TOPICS COVERED	YES/NO/NA
i.	Refresher of last day	
ii.	The sections covered as per schedule provided for Subject	
iii.	The sections covered as per schedule provided for IT	
GROUP ASSIGNMENTS (10-15Minutes Presentation)		
	Topics Assigned	YES/NO
i.		
ii.		
iii.		
iv.	10-15minutespresentationbytraineesheld	
PARTICIPANTS QUERIES		
	QUERIES	NUMBER
i.	On Cards	
ii.	Verbal	
iii.	Referred to PBSHQ	

Department:

Name of Master Trainer:

Designation:

Ph..... Signature

Training of Trainers for the conduct of 7 th Population & Housing Census																																			
Batch (From 19 to 24 December, 2022)				Evaluate the punctuality of Trainee on the basis arrival in Training Hall at morning, after tea and after lunch. Give marks out of 10 total marks per day.					Observe that either trainee is not attentive in class most of the time, or wasting time on mobile, cigarette and talking. He/she is leaving the lecture time to time. Give marks out of 10 marks per day.					Observe participation of trainee on the basis of his questions to trainers, reply to questions asked by trainers, involvement in discussion and Q/A sessions. Give marks out of 10 marks per day.					Monitor volume of Practice of participants on daily basis, observe interest in different type scenarios, different features of tablets and discussions to improve his/her knowledge regarding tablet and applications. (10marks/daily)					Observe behaviour with fellows, trainers and High ups.		Observe Communication skills of trainees, during Q/A sessions, During Tea, Lunch and discussions.		Check test (if manual) and enter marks obtained		Check test (if manual) and enter marks obtained		General Remarks		Total Marks	
Hall:																																			
Evaluation Performa (Filled By Evaluation and Monitoring Officer's)																																			
Venue:				Punctuality					Keen to Learn					Participation in Sessions					Listing			Enumeration		Behaviour (10 Marks)		Communication Skills (10 Marks)		Pre Test Result		Post Test Result					
Sr.#	Name	Gender	Designation	Scale	Day1	Day2	Day3	Day4	Day5	Day1	Day2	Day3	Day4	Day5	Day1	Day2	Day3	Day4	Day5	Day3	Day4	Day5	Day4	Day5											
Pakistan Bureau of Statistics Deptts.																																			
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19																																			

**TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF 7TH POPULATION AND
HOUSING CENSUS
TO BE HELD AT DIVISIONAL HQS**

PROFORMA FOR DIVISIONAL COORDINATORS(TE-5)(To be filled daily)				
S.No	MATERIAL DISTRIBUTION	YES/NO	REMARKS	
i.	Training Material Distributed(Day-1only)			
ii.	Training Start Time			
iii.	Training end Time			
DAILYATTENDENCE				
S.No	Trainees	Present	Absent	Total
i.	Subject Trainees			
ii.	IT Trainees			
WORKINGFACILITIES				
S.No	FACILITES	YES/NO	REMARKS	
i.	Laptop Working			
ii.	Multimedia Working			
iii.	Sound System Working			
iv.	Internet Working			
v.	Generator			
vi.	Laptop & Printer Available			
vii.	Sufficient papers available			
TRAINEESEVALUATION				
S.No	Type	YES/NO	REMARKS	
i.	Pre-Test(onday-1only)			
ii.	Daily entries on consolidated performa (TE-4)			
iii.	Post Test (onday-5only)			
TRAINEESFEEDBACK				
S.No	Feedback Type	YES/NO	REMARKS	
i.	Subject Trainers Evaluation			
ii.	IT Trainer's Evaluation			
iii.	Listing application Feedback			
iv.	Enumeration application Feedback			
v.	Subject Trainer's Report completed by coordinator			
vi.	IT Trainer's Report completed by coordinator			

Division:..... Venue..... Batch.....

Training Inaugurated By:..... Date:.....

Name of Divisional Coordinator..... Signature:.....

	Government of Pakistan Ministry of PD&SI Pakistan Bureau of Statistics 7th Population and Housing Census "The Digital Census"	
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**TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF 7TH POPULATION AND HOUSING CENSUS
TO BE HELD AT DIVISIONAL HQS**

Division:----- Venue-----Batch-----

Name of Trainee:-----Ph:----- Date:-----

PROFORMA FOR CALL CENTER (TE-6)		
i.	کیا آپ کو ٹریننگ کا سامان مل گیا ہے؟	ہاں/نہیں
ii.	یہاں ٹریننگ کا انتظام و انصرام کیسا ہے؟	بہت اچھا/مناسب/غیر مناسب
iii.	کیا تربیت حاصل کرنے والے افراد اور ٹرینر کے مابین مردم شماری کے متعلق گفتگو ہوتی ہے؟	نہیں/کبھی کبھار/اکثر
vi.	کیا آپ اپنے ٹرینر سے متمئن ہیں؟	ہاں/نہیں
v.	کیا آپ تربیت کے لئے مہیا کیے گئے سامان سے متمئن ہیں؟	ہاں/نہیں
vi.	تربیت کے دوران ہونے والے سوال و جواب کے متعلق آپ کی کیا رائے ہے؟	اطمنان بخش/مناسب/غیر مناسب
vii.	کیا آپ نے جو سیکھا ہے وہ شمار کنندگان کو سمجھا سکتے ہیں؟	ہاں/نہیں
viii.	Please rate (tick) your overall experience a. Excellent b. Good c. Neutral d. Bad c. Unacceptable	

تربیت میں مزید بہتری کے لئے کوئی تجویز

Name of Caller:-----

Signature:-----

Designation:-----

Department:-----

Ph:-----

	Government of Pakistan Ministry of PD&SI Pakistan Bureau of Statistics 7th Population and Housing Census "The Digital Census"	
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**TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF 7TH POPULATION AND HOUSING CENSUS
TO BE HELD AT DIVISIONAL HQS**

Division:----- Venue-----Batch-----

Name of Trainee:-----Ph:----- Date: -----

PROFORMA FOR VIRTUAL MONITORING (TE-7)		
QUESTIONS		
i.	Training Material available and distributed to all participants	YES/NO
ii.	Do all the trainees present	
iii.	Do all the facilities (Multimedia and sound system) working	
iii.	Do participants seem attentive	
iv.	Is Training seem interactive	
v	Is Master Trainer audible	
vi	Any officer/official available for Trainee's Evaluation	
vii	Which topic explained recently	
viii.	Training going on as per schedule	

Any Suggestion for improvement.

Remarks of observer if any.

Name of Caller:-----

Signature:-----

Annex-Z



**Government of Pakistan
Ministry of PD&SI
Pakistan Bureau of Statistics
7th Population and Housing Census
"The Digital Census"**



**TRAINING OF TRAINERS (TOT) FOR THE CONDUCT OF 7TH POPULATION AND HOUSING CENSUS
TO BE HELD AT DIVISIONAL HQS w.e.f 19th December 2022- 23rd December 2022**

Division:----- Venue-----Batch-----

Date: -----

PROFORMA FOR PHYSICAL MONITORING (TE-8)		
QUESTIONS		
i.	Training Material available and distributed to all participants	YES/NO
ii.	Do all the trainees present	
iii.	Do all the facilities (Multimedia and sound system etc) working	
iv.	Are there proper seating arrangements in the Training Venue?	
v.	Do Trainees satisfied from Training in general?	
vi.	Printer available for emergency printing	
vii.	Is Training seem interactive	
viii.	Is Master Trainer Present	
ix.	Is Master Trainer explaining the concepts in clear way	
x.	Any officer/official available for Trainee's Evaluation	
xi.	Training going on as per schedule	
xii.	Training is well managed overall	

Any Suggestion for improvement.

Remarks of observer/monitor if any.

Name of Monitor:-----

Signature:-----

Designation:-----

Department:-----

Ph:-----

Annex-AB1



**FEED BACK FORM
 HOUSE LISTING APPLICATION**

Tehsil _____ District: _____ Training Station: _____

1. Performance Evaluation of Main Modules / Feature

Sr	Module / Feature	Satisfied	Rare Issues	Frequent Issues	Problematic	Remarks
1	Login	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Import Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Map / Boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Location / GPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Listing Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Edit / Logical Validation Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Sync / Upload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Problems or Issues Faced

Sr	Problem Description	Contacted Person	Response Time	Solution	Remarks
1					
2					
3					
4					
5					

* Attach additional sheet for more

Signature _____

Name: _____

Mobile _____

Block Code _____

DP Center, Support Service Wing, PBS, Islamabad

Annex-AB2



Government of Pakistan
Ministry of Planning Development and Special Initiative
Pakistan Bureau of Statistics
Statistics House, 21- Mauve Area, G-9/1, Islamabad



**FEED BACK FORM
ENUMERATION APPLICATION**

Tehsil _____ District: _____ Training Station: _____

1. Performance Evaluation of Main Modules / Feature

Sr	Module / Feature	Satisfied	Rare Issues	Frequent Issues	Problematic	Remarks
1	Login	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Import Block Listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Map / Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Population Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Housing Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Start & Finish Household	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Edit / Logical Validation Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Sync / Upload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Problems or Issues Faced

Sr	Problem Description	Contact Person	Response Time	Solution	Remarks
1					
2					
3					
4					
5					

* Attach additional sheet for more

Signature _____

Name: _____

Mobile _____

Block Code _____

DP Center, Support Service Wing, PBS, Islamabad

Annex-AB3

Quality Assurance through CATI

A Digital system for monitoring and evaluation through android based Monitoring Application for supervisors and CATI Software

Government of Pakistan
Pakistan Bureau of Statistics
Islamabad

Revised Questionnaire for CATI

1. How many Male _____, female _____ in the household living and eating together.
2. Number of persons in the household age grater or equal to 15 years_____.
3. Name (Only one name) can read and write with understanding and can solve simple calculations _____.
4. Source of lighting _____.
5. Rooms in the house _____.

1. گھر میں کتنے مرد _____، خواتین (لڑکیاں)

_____ ایک ساتھ رہتے اور کھاتے ہیں۔

2. گھر میں ایسے افراد کی تعداد جن کی عمر 15 سال یا زیادہ ہے _____۔

3. (صرف ایک نام) سمجھ کے ساتھ پڑھ اور لکھ سکتا ہے اور آسان حسابات کو حل کر سکتا ہے

_____۔

4. گھر میں روشنی کا ذریعہ _____۔

5. گھر میں کمروں کی تعداد _____۔

General Instructions

- Monitoring and evaluation of Normal Household is required only.
- Monitoring officer must ensure that same respondent may be interviewed for verification. Otherwise monitoring officer request for replacement of Household.
- Overall six (5) questions will be ask/verified.
- Respondent Name, Respondent Phone number, list of family is required to be visible for Call Center Agent.



No. PBS. Census. CPMU (01)/2021-22

dated 17th November, 2022

OFFICE ORDER

Chief Statistician, Pakistan Bureau of Statistics has been pleased to constitute the following Working Groups with TORs for smooth conduct of 7th Population and Housing Census, the first ever "Digital Census" before and during field operations.

Sl.	Working Group	Names	TORs
1	Operational Software Working Group (SSWP)	DP-Team Ms. Sobia Munawar (Team Lead) Mr. Asif Usman Khattak, CSA Ms. Nadia Mehnaz, System Analyst Mr. Ghufan Ullah, SA Mr. Ghulam Kibria, DPO Mr. Arsalan Bashir, DPO Mr. Muhammad Zubair, DPO Ms. Aleena Qadir, DPA Mr. Irfan Bajwa, DPA Ms. Mehreen Syed, DPA Mr. Umair Saeed, SA Mr. Ali Raza, SA	<ul style="list-style-type: none">• House Listing, Enumeration, Self-Enumeration• CMS Communication• Supervisor Dashboard Application• Must ensure removal and record keeping of all anomalies/ exceptions arises during pilot.• Devise mechanism and ensure deletion/ removal of all tested data during training phase, also devise a strategy that all enumerators have same block/ block boundary/ imaginary without any doubt.• To maintain close liaison with NADRA technical support team for devising strategy for provision of support during field operations• To provide support during field operations regarding application within stipulated time with NADRA technical support team reported through complaint management system• Removing any anomalies from program reported from field with the help of NADRA team• Passing appropriate instructions during field regarding applications use /update• Ensuring timely resolution of complaints regarding software and monitoring of dashboard• Preparation of daily reports regarding the major problem faced during field operations for high ups

SI.	Working Group	Names	TORs
			<ul style="list-style-type: none"> Conduct of meetings of high ups (level 2) committee to devise strategy for the issues which cannot be resolved at their end and to report them about decisions taken
2	Application support team for Administrative Modules	<p>DP team Mr. Muhammad Yasir Ishfaq, Director (Team Lead) Mr. Tahir Mahmood Chief System Analyst Mr. Ziaullah, System Analyst Ms. Sumaira Yasmeen, System Analyst Mr. Saddam Hussain Data Processing Assistant Mr. Muhammad Tasleem Data Entry Operator</p> <p>FS Team Ms. Kanwal Murtaza, CSO (FS) Mr. Muhammad Mazahir, SO (FS) / Mr. Muneer Warriach, SO (FS)</p> <p>GIS Team Qazi Ismatullah, JCC(GIS) Mr. Muhammad Nadeem Baig, Geographical Assistant Staff from GIS</p> <p>CPMU Dr. Naveed Iqbal, JACC Mr. Saqib Sultan Khawar, SO Ms. Hina Kanwal, SO Ms. Sana Habib SO, Mr. Saeed Ahmed, ACC Mr. Ali Raza, System Analyst, Mr. Zameer Ahmed, System Analyst</p>	<ul style="list-style-type: none"> To ensure implementation of functionality required by subject matter team for Administrative Modules i.e. HR & Task Assignment Module, Inventory Management Module, Area Frame Updation Module, Training Management, GIS Field Monitoring, CATI To monitor administrative module micro data and sensitize NADRA Software development Team for anomaly removal (if any) To work as liaison between PBS subject matter and NADRA software development team. To ensure application bug fixing of administrative module through NADARA Software Developer. Filed support provision in handling of administrative module. In Administrative module Preparation of daily reports regarding the major problem faced during field operations for higherups Ensuring timely resolution of complaints regarding Administrative Modules Preparation of Control form regarding Administrative Module
3	Area Frame Working Group (AFWG)	<p>Mr. Yasir Ishfaq, Director (DP) Mr. Muhammad Ehtesham, Director (DP) Ms. Rumana Sadaf, CSO (SD) Mr. Sayyad Anwar, CSO (FS) Mr. Asif Khawaja, DPO Mr. Sabahat Nadeem, DPO Mr. Usman Ali, DPA Ms. Maryam Shahzadi, DPA Mr. Waqar Ahmed Khan, DPA Mr. Yasir Habib, SA (SD) Representative of SUPARCO Team</p> <p>ISLAMABAD HQ Qazi Ismatullah, JCC(G) Muhammad Nadeem Baig, GA Syed Akbar Ali, GA</p>	<ul style="list-style-type: none"> Ensuring deployment of high-resolution imagery with relevant polygons on the map server and subsequently to tablets through integration of HR & task management and Inventory management Provision of support to field staff regarding digital maps Provision of SOPs for enumeration in big blocks and its implementation Reporting of big block Segmentation of big block Vetting of updation of boundaries and blocks reported by field staff during field operations

2



Sl.	Working Group	Names	TORs
		<p>Rafaqat Mehmood, GA Izhar-ul-Haq, SA Iffat Habib, GA Mughash Bin Khalid, JDM</p> <p>OTHER GIS LABS</p> <p>Akhtar Ali Khan, JCC(G), PBS, Peshawar Mussarat Yaqoob Khan, DCC(G), PBS, Lahore Manzoor Akhtar, Geographer, PBS, Multan Azhar-ud-Din Jokhio, System Analyst, PBS, Karachi Momina Babar, System Analyst, PBS, Quetta</p>	<ul style="list-style-type: none"> • Updation of blocks (reported during field enumeration) through area frame updation module • Updation of hierarchy in Area frame during field operations (reported from field staff) • Monitoring of field work through GIS based dashboard • Preparation of reports of the areas with problems for higherups for appropriate decisions for resolution
4	Tablets Management Working Group (TMWG)	<p>Mr. Muhammad Ehtesham, Director (DP) Mr. Umer Bilal, NADRA Ms. Asma Hamza, System Analyst Mr. Irfan Haider, System Analyst Ms. Samra Iqbal, System Analyst Mr. Anwar Zain, Data Processing Assistant</p> <p>Mr. Ziaullah, System Analyst Raja Aurangzeb Khan, SA</p>	<ul style="list-style-type: none"> • Devising appropriate mechanism for resolution of problems reported from field through complaint management system and call centers • Assurance of provision of tablets (7% spare tablets at big cities and 3 % at small cities) at all census support centers. (Bay-charag blocks may also be considered for extra tablet distribution plan) • Assurance of hardening of tablets and installation of relevant applications • Ensure provision of fully prepared tablets with appropriate SIM according to network connectivity in the area • Monitoring the tablet distribution, movement, and retrieval in the field
5	Field Support Working Group (FSWG) Suggested group with no Network coverage and monitoring of operations already addressed in this group (TORs updated)	<p>Mr. Rafiq Hussain Talpur, Director (FS) Mr. Tahir Mehmood, Chief System Analyst Qazi Ismatullah, JCC(G) Mr. Saeed Ahmed, ACC Mr. Muhammad Muzahir, SO (FS) Akhtar Ali Khan, JCC(G), PBS, Peshawar Mussarat Yaqoob Khan, DCC(G), PBS, Lahore Manzoor Akhtar, Geographer, PBS, Multan Azhar-ud-Din Jokhio, System Analyst, PBS, Karachi Momina Babar, System Analyst, PBS, Quetta Officers from FS Section, NADRA</p>	<ul style="list-style-type: none"> • Ensure provision of reserve /extra staff at each census support center for coverage in case of any problem and big blocks • Deployment of enumerators for big blocks • Ensure complete kit / material • Coordination with PBS staff for smooth conduct of field work and monitoring of field work through monitoring dashboards • Resolution of matters regarding problems raised during field operations and timely provision of services • Preparation of all evaluation forms • Coordination with evaluator • Coordination for Logistic support

Sl.	Working Group	Names	TORs
			<ul style="list-style-type: none"> • Daily progress report on evaluation and training • Progress monitoring after completion of one enumeration block in census district where in network is available. • Provision of special transport • Security of tablets and events recoding • Monitoring of coverage (High rise building, Far flung areas, Becharag mouzas, Leftover households • Any matter related to smooth conduct of field operations • Login of tablets in the adjacent Census District wherein network is available. • Sync of data in the network area after completion of one EB on the 15th day. • Issuance of additional tablet to enumerator in backup. • Ensure security of enumerator by deploying police or army personnel in the distant area throughout the census. • Provision of additional funds to enumerator for travelling & remuneration (10% higher allowance).
6	Data Center Working Group [Data Centre & DR site team (Data Infrastructure & Storage)] (DCWG)	<p>Mr. Muhammad Ehtesham, Director (DP) Mr. Umer Bilal, NADRA Ms. Asma Hamza, System Analyst Mr. Irfan Haider, System Analyst Ms. Samra Iqbal, System Analyst Mr. Anwar Zaib, Data Processing Assistant Representative from NTC</p> <p>Mr. Ali Raza, System Analyst Mr. Zameer Ahmed, System Analyst Mr. Syed Farhan Ali, DPO Mr. Anwar Zaib DPA Mr. Muhammad Umair SA (support)</p>	<ul style="list-style-type: none"> • Equipping servers and local domain for applications • Preparing servers, local domain for spatial number, data warehouse and publishing • Download and make settings for the MDM (Mobile Device Management) • Preparing databases for applications, spatial number and data warehouse • Periodic backup of servers, network devices, security devices, databases, and secure backups • Equipping the servers and local domain for census disaster recovery DR Site • Ensure there is a secure network connection between the main data center and the DR site • Inform the NTC for preparing the DR site and the work group responsible for managing the main data center and DR site of problems, if any, and



Sl.	Working Group	Names	TORs
			follow up on solving those problems and repeat the test again after solving the problem
7	Quality Assurance / trend analysis teams	Ms. Rabia Awan, DDG Mr. Yasir Ishfaq, Director (DP) Dr. Waqas Ahmed, CSO(CPMU) Mr. Saeed Ahmed, ACC. Mr. Saqib Sultan Khawar, SO Ms. Hina Kanwal, SO (CPMU) Ms. Sana Habib, SO Mr. Najeeb Ullah, SO. Mr. Faridooon Khan, SO Ms. Madiha Amjed, (SO) Mr. Zubair Ahmed, DPO Mr. Umair Saeed, System Analyst Mr. Ali Raza, System Analyst Mr. Zameer Ahmed, System Analyst Ms. Tayaba Rehman, SA Mr. Irfan Bajwa, DPA	<ul style="list-style-type: none"> Daily monitoring of reports through dashboards generated through CATI random calls and indication of appropriate follow-up mechanism Monitoring of trends based on selected variables and conduct in depth analysis with and generation of customized reports for appropriate decision from higher ups whether follow-up is needed or not Monitoring of work based on GIS and report problems to the higher committee for timely decisions Follow up the cases for quality assurance of data and propose alternate criteria for quality assurance Assurance of implementation of data consistency and validation rules
8	Data Quality Assurance & Preparation of Tabulation	Mr. Muhammad Yasir Ishfaq, Director (DP) Mr. Mudasir Akhtar, CSA Dr. Waqas Ahmed, CSO(CPMU) Mr. Saeed Ahmed, ACC Mr. Saqib Sultan Khawar, SO Ms. Hina Kanwal, SO (CPMU) Ms. Sana Habib, SO Mr. Najeeb Ullah, SO. Ms. Madiha Amjed, SO Mr. Faridooon Khan, SO Mr. Zubair Ahmed, DPO Mr. Waqar Ahmed Khan, DPA Ms. Mariam Shazadi, DPA Mr. Usman Ali, DPA Mr. Irfan Bajwa, DPA Mr. Muhammad Azhar, DEO Mr. Umair Saeed, System Analyst Mr. Ali Raza, System Analyst Mr. Zameer Ahmed, System Analyst Ms. Tayaba Rehman, SA	<ul style="list-style-type: none"> Analysis and Preparation of Tables for Election Commission Highlighting of Data anomaly if any Finalization of data cleaning rules with close coordination with subject matter To ensure Incorporation of approved rules in data clearing module by NADRA Software Development Team To ensure development of reports as per approved Tabulation plan To act liaison between PBS Subject matter and NADRA software Team regarding clarification/rectification in any report To apprise the higherups about the statistics generated as per approved tabulation plan
9	Media Working Group (MWG)	Ms. Ayesha Sajid (Instructor) Ms. Hina Kanwal, SO (CPMU) Tayyeba Rehman (System Analyst) Mr. Umair Saeed, System Analyst Ms. Sumaira Yasmeen, System Analyst Iram Sultana, (SA) Nubeed Sohail, (SA)	Pre-Census: <ul style="list-style-type: none"> Preparation of communication strategy Provision of material to print/ electronic/social media for awareness, information, advertisement and publicity

Sl.	Working Group	Names	TORs
		<p>Mr. Asif Usman Khattak, CSA Ms. Sumaira Yasmin, System Analyst Mr. Ziaullah, System Analyst Mr. Zubair Ahmad, DPO Mr. Irfan Bajwa, DPA</p> <p>Sub group</p> <p>Dr. Naveed Iqbal, JACC Mr. Rafiq Hussain Talpur, Director Mr. Zubair Ahmed, DPO Mr. Faridun Khan, SO Miss. Ehsana Anum Syed, SO Mr. Faiz / Shahbaz Ashraf, SO</p>	<ul style="list-style-type: none"> To coordinate with the relevant PBS officers/officials for smooth conduct of training Provision of testing material for pre and post training tests Coordination with district administration, NADRA and stakeholders. Preparation of evaluation Performa Control forms Additional staff training on need basis Attendance <p>Sub group mandate before training</p> <ul style="list-style-type: none"> Preparation of Tender documents (RFP, Advertisement etc.) for hiring of firm providing Facilities like Laptop/computer, multimedia, Speakers Complete all formalities, i.e. pre-bid meetings, address queries, opening of proposals, supply order etc. Ensure supply of these equipment to destination Ensure proper installation these facilities at venues Ensure installation of generators which may be locally arranged Ensure retrieval back of this equipment to the vendor at the end of training Ensure working of equipment Ensure other allied arrangements
11	Internal Coordination Working Group (ICWG)	<p>Mr. Imran Saleem, Director (CPL) Mr. Arshad Mahmood, CSO (CPC) Ms. Zartashia Hussain, CSO (CPL) Mr. Liaquat Ali, CSO (NA) Ms. Sana Habib, SO Mr. Muhammad Saleem, ACC Ms. Ehsana Anum Syed, SO Ms. Sadaf Touqeer, SA Mr. Muhammad Awais, SA</p>	<ul style="list-style-type: none"> Preparation of minutes Preparation for agenda item Arrangement of meetings Meetings with service provider Prepare controlled documents for effective monitoring
12	Security and Coordination Group (SCG)	<p>Mr. Muhammad Bashir Janjua, (JCC) Mr. Muhammad Sarfraz, CSO Mr. Muhammad Saleem, ACC Ms. Kinza Maroof, SO / Ms. Ayesha Tariq, ACC Staff from sections</p>	<ul style="list-style-type: none"> Coordination with all security agencies Deployment of security persons In case of rapid response Apprise the senior management last day security related issues. Prepare controlled documents for effective monitoring

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Sl.	Working Group	Names	TORs
		<p>Bushra Warsi, (SA) Sana Naz, (SA) Bilqees Nazir, (SA) Sadia Maryam, (SA)</p> <p>Proposed</p> <p>Hina Javed (SA) Tasmia Mohsin (SA) Hafsa Batool (SA)</p>	<p>Preparation of phase wise plan for education, motivation, action and dissemination phase</p> <ul style="list-style-type: none"> Collecting content and videos from Print and Electronic media companies and present to higher ups for approval Finalization of media execution plan Census spokesperson Finalization of Census spokesperson

Sl.	Working Group	Names	TORs
			<ul style="list-style-type: none"> • Ensure seamless security of enumerators, PBS staff and assets during field operation & at the Census District. • Consultation of PBS HQ with law enforcing agencies about their level of security plan upto the Census district. • Consultation of PBS staff deployed at Census District with law enforcing agencies about their level of security plan at the respective Census district. • Updation / sharing of security related advisories received from central command at respective Census District and general instructions. • Development Coordination mechanism with PBS HQ and security agencies. • Ensure Reporting Mechanism for Rapid Response along with its timelines for response in emergency. • Ensure financial arrangements in lieu of provision transport facility in distant areas to enumerators and security personnel.
13	Call Center Working Group (CCWG)	Mr. Muhammad Ehtesham, Director (DP) Dr. Waqas Ahmed, CSO(CPMU) Mr. Ali Raza, System Analyst Mr. Zameer Ahmed, System Analyst Representative from NADRA and NTC Mr. Kamran Anees CSA Mr. Ali Raza, System Analyst Mr. Ghulam Kibria, DPO	<ul style="list-style-type: none"> • Coordination with NTC and NADRA for smooth implementation of call center • Apprise senior management on daily report • Ensure seamless role base dashboard to senior management • Prepare controlled documents for effective monitoring
14	Admin and Logistic Group (ALG)	Dr. Amjad Javaid Sandhu, DG (Admn) Mr. M. Bashir Janjua, JCC (Admn) Dr. Naveed Iqbal, JACC Mr. Rafiq Hussain Talpur, Director (FS) Mr. Tahir Khattak, Director (Budget) Mr. Muhammad Zareef, Librarian Mr. Fakhar Abbas Hashmi, AD (Admn) Mr. Muhammad Saleem, ACC Ms. Hina Karwal, SO Mr. Tajamul Hussain, Supervisor Relevant staff	<ul style="list-style-type: none"> • Transportation • Urgent purchases • Urgent printing • Facilitation to the all working groups • Field Material dispatch • Printing of manuals, questionnaires and training material

Sl.	Working Group	Names	TORs
15	Advocacy group	<p>Mr. M. Bashir Janjua, JCC (Admn) Dr. Naveed Iqbal, JACC Qazi Ismatullah, JCC (G) Mr. Rafique Hussain Talpur, Director (FS) Mr. Imran Saleem, Director (CPL) Ms. Sobia Munawar, Director (DP) Mr. Yasir Ishfaq, Director (DP) Mr. Muhammad Ehtesham, Director (DP)</p> <p>Mr. Munir Waraich, SO</p>	<ul style="list-style-type: none"> To tackle the non-response Dispute resolution with all vigilance committees Coordination with all vigilance committees Prepare controlled documents for effective monitoring Apprise the senior management Convince respondents in case of refusal from enumeration through enumerator, Advocacy Group & local influential people of the area. Dispute resolution through advocacy if chances of adverse situation arises during census. Identification of areas/ places, people, sects or group of people who intends to sabotage the census process in the light of Census 2017 experience. Preparation of supportive material, expected questions answers related to census in advance. Participation of local communities, faith-based groups, Pesh Imam of masjid through PBS staff to talk about positive aspects of Census with the local communities before conduct of census.
16	Lesson learnt	<p>Mr. Muhammad Sarfaraz, CSO Ms. Zartashia Hussain, CSO Dr. Waqas Ahmed, CSO(CPMU)</p>	<ul style="list-style-type: none"> Record all events Collection of material for Preparation of report Administrative report


(Muhammad Sarwar Gondal)
 Member (SS/RM)



Government of Pakistan
Ministry of Planning Development & Special Initiatives
Pakistan Bureau of Statistics
Islamabad



Details of Focal Person of all Working Groups for Conduct of 7th Population and Housing Census

Sl.	Working Group	Focal Person	Details
1	Operational Software Working Group (SSWP)	Ms. Sobia Munawar Director (DP)	Office No. 051-9106525 Mobile No. 0335-6500078 Email: sobia.munawar.rana@gmail.com
2	Application support team for Administrative Modules	Mr. Muhammad Yasir Ishfaq, Director (DP)	Office No. 051-9106573 Mobile No. 0301-5555942 Email: yasirpbs@gmail.com
3	Area Frame Working Group (AFWG)	Mr. Yasir Ishfaq, Director (DP)	Office No. 051-9106573 Mobile No. 0301-5555942 Email: yasirpbs@gmail.com
4	Tablets Management Working Group (TMWG)	Mr. Muhammad Ehtesham, Director (DP)	Office No. 051-9106574 Mobile No. 0331-5156717 Email: mehtesham@live.com
5	Field Support Working Group (FSWG)	Mr. Rafiq Hussain Talpur, Director (FS)	Office No. 051-9106538 Mobile No. 0300-5100256 Email: directorpbs.ss@gmail.com
6	Data Center Working Group	Mr. Muhammad Ehtesham, Director (DP)	Office No. 051-9106574 Mobile No. 0331-5156717 Email: mehtesham@live.com
7	Quality Assurance / trend analysis teams	Ms. Rabia Awan, DDG (CPMU/CPC)	Office No. 051-9106581 Mobile No. 0345-5266697 Email: rabia.awan@pbs.gov.pk
8	Data Quality Assurance & Preparation of Tabulation	Mr. Muhammad Yasir Ishfaq, Director (DP)	Office No. 051-9106573 Mobile No. 0301-5555942 Email: yasirpbs@gmail.com
9	Media Working Group (MWG)	Ms. Ayesha Sajid (Instructor)	Office No. 051-9106650 Mobile No. 0321-5622046 Email: directorpbs.ss@gmail.com
10	Training Management Working Group (TMWG)	Dr. Naveed Iqbal, JACC, (CPMU)	Office No. 051-9106586 Mobile No. 0300-8701902 Email: naveedeqbal@gmail.com
11	Internal Coordination Working Group (ICWG)	Mr. Imran Saleem, Director (CP&L)	Office No. 051-9106551 Mobile No. 0322-4509845 Email: imran.saleem@pbs.gov.pk
12	Security and Coordination Group (SCG)	Mr. Muhammad Bashir Janjua, (JCC), Admin	Office No. 051-9106565 Mobile No. 0321-5084936 Email: bashirjanjuapbs@gmail.com
13	Call Center Working Group (CCWG)	Mr. Muhammad Ehtesham, Director (DP)	Office No. 051-9106574 Mobile No. 0331-5156717 Email: mehtesham@live.com
14	Admin and Logistic Group (ALG)	Dr. Amjad Javaid Sandhu, DG (Admn)	Office No. 051-9106574 Mobile No. 0333-41113017 Email: amjadsandu@hotmail.com
15	Advocacy group	Mr. M. Bashir Janjua, JCC (Admn)	Office No. 051-9106565 Mobile No. 0321-5084936 Email: bashirjanjuapbs@gmail.com
16	Lesson learnt	Mr. Muhammad Sarfaraz, CSO (DDSS)	Office No. 051-9106651 Mobile No. 0300-7723056 Email: ddss@pbs.gov.pk

فارم 2-REN



ادارہ شماریات پاکستان، حکومت پاکستان
ساتویں خانہ و مردم شماری

بلاک کوڈ			
بلاک	سرکل	چارچ	ضلع مردم شماری
□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □

حلقہ بندی	نام	حلقہ بندی	نام
ضلع مردم شماری		چارچ مردم شماری	
سرکل مردم شماری		بلاک کا نام	
خلاصہ			

□ □ □ □	کل افراد (ہندسوں میں)	□ □ □ □	مرد بشمول بچے (ہندسوں میں)
□ □ □ □	کل گھرانے (ہندسوں میں)	□ □ □ □	عورتیں بشمول بچیاں (ہندسوں میں)
□ □ □ □	کل عمارتیں	□ □ □ □	خواجہ سرا / اجنٹ (ہندسوں میں)

دستاویزات		
فارم نمبر 2- پر شدہ فارموں کی تعداد (ہندسوں میں)	فارم نمبر 2- پر شدہ رجسٹروں کی تعداد	رجسٹر فارم 1- (رجسٹر فہرست خانہ جات)
□ □ □ □	□ □ □ □	□ □ □ □

تصدیق کی جاتی ہے کہ مندرجہ بالا بلاک سے متعلق تمام دستاویزات جن کی تفصیل اوپر درج ہے "شمار کنندہ" مسی / مسماۃ..... سے ہر طرح سے مکمل اور ترتیب سے وصول پائیں۔
دستخط بیخ تاریخ..... دستخط بیخ تاریخ.....
پرو وائزر کا نام..... شمار کنندہ کا نام.....
پرو وائزر کا سرکاری عہدہ..... شمار کنندہ کا سرکاری عہدہ.....

رہید

مندرجہ بالا بلاک سے متعلق تمام دستاویزات بعد 2-REN دو کاپیاں جن کی تفصیل حسب ذیل ہے مسی / مسماۃ..... نے بتاریخ..... واپس کیں بلحاظ تعداد اور ان میں موجود صفحات چیک کیے گئے اور انہیں ہر لحاظ سے مکمل اور ترتیب سے پایا۔

دستخط بیخ تاریخ.....		رجسٹر فارم 2-		رجسٹر فارم 1- (رجسٹر فہرست خانہ جات)	
پرو وائزر کا نام.....		نمبر استعمال شدہ		استعمال شدہ	
عہدہ.....		فارم	رجسٹر	فارم	رجسٹر
		□ □ □ □	□ □ □ □	□ □ □ □	□ □ □ □

Social Media Handles to keep up to date with all Our Activities

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LIST OF CENSUS DISTRICTS WITH CODES

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
KHYBER PAKHTUNKHWA PROVINCE			
MALAKAND DIVISION			
LOWER CHITRAL DISTRICT	001	ENTIRE CHITRAL SUB-DIVISION	ASSISTANT COMMISSIONER
UPPER CHITRAL DISTRICT	002	ENTIRE MASTUJ SUB-DIVISION	ASSISTANT COMMISSIONER
UPPER DIR DISTRICT	003	ENTIRE DIR SUB-DIVISION	ASSISTANT COMMISSIONER
	066	ENTIRE SHARINGAL SUB-DIVISION	ASSISTANT COMMISSIONER
	004	ENTIRE WARI SUB-DIVISION	ASSISTANT COMMISSIONER
	532	LARJUM SUB-DIVISION	ASSISTANT COMMISSIONER
LOWER DIR DISTRICT	005	ENTIRE TEMERGARA SUB-DIVISION	ASSISTANT COMMISSIONER
	067	ENTIRE ADANZAI SUB-DIVISION	ASSISTANT COMMISSIONER
	068	ENTIRE LAL QILA SUB-DIVISION	ASSISTANT COMMISSIONER
	006	ENTIRE SAMARBAGH SUB-DIVISION	ASSISTANT COMMISSIONER
	533	DROSH SUB-DIVISION	ASSISTANT COMMISSIONER
SWAT DISTRICT	007	ENTIRE BABUZI (SWAT) TEHSIL	ASSISTANT COMMISSIONER
	069	ENTIRE BARI KOT TEHSIL	ASSISTANT COMMISSIONER
	070	ENTIRE KABAL TEHSIL	ASSISTANT COMMISSIONER
	008	ENTIRE MATTA TEHSIL	ASSISTANT COMMISSIONER
	064	ENTIRE KHAWAZA KHELA TEHSIL	ASSISTANT COMMISSIONER
	071	ENTIRE CHARBAGH TEHSIL	ASSISTANT COMMISSIONER
	072	ENTIRE BEHRAIN TEHSIL	ASSISTANT COMMISSIONER
SHANGLA DISTRICT	009	ENTIRE ALPURI TEHSIL	ASSISTANT COMMISSIONER
	088	ENTIRE BISHAM TEHSIL	ASSISTANT COMMISSIONER
	100	ENTIRE CHAKISAR TEHSIL	ASSISTANT COMMISSIONER
	544	ENTIRE MARTUNG TEHSIL	ASSISTANT COMMISSIONER
	010	ENTIRE PURAN TEHSIL	ASSISTANT COMMISSIONER
BUNER DISTRICT	011	ENTIRE DAGGAR/BUNER TEHSIL	ASSISTANT COMMISSIONER
	530	ENTIRE GADEZAI TEHSIL	ASSISTANT COMMISSIONER
	073	ENTIRE GAGRA TEHSIL	ASSISTANT COMMISSIONER
	531	ENTIRE CHAGHARZAI TEHSIL	ASSISTANT COMMISSIONER
	074	ENTIRE KHADO KHEL TEHSIL	ASSISTANT COMMISSIONER
	079	ENTIRE MANDNR TEHSIL	ASSISTANT COMMISSIONER
BAJAUR DISTRICT	081	ENTIRE BAJAUR DISTRICT	DEPUTY COMMISSIONER
MALAKAND DISTRICT	012	ENTIRE SWAT RANIZAI SUB-DIVISION	ASSISTANT COMMISSIONER
	013	ENTIRE SAM RANIZAI SUB-DIVISION	ASSISTANT COMMISSIONER
HAZARA DIVISION			
UPPER KOHISTAN DISTRICT			

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	014	ENTIRE DASSU TEHSIL	ASSISTANT COMMISSIONER
	063	ENTIRE KANDIA TEHSIL	ASSISTANT COMMISSIONER
	536	ENTIRE SEO TEHSIL	ASSISTANT COMMISSIONER
LOWER KOHISTAN DISTRICT			
	015	ENTIRE PATTAN TEHSIL	ASSISTANT COMMISSIONER
	534	ENTIRE BANKAND/RONULAI TEHSIL	ASSISTANT COMMISSIONER
	535	ENTIRE HARBAN BASHA TEHSIL	ASSISTANT COMMISSIONER
KOLAI PALAS KOHISTAN DISTRICT			
	016	ENTIRE PALAS TEHSIL	ASSISTANT COMMISSIONER
	537	ENTIRE BATTIARA KOLAI TEHSIL	ASSISTANT COMMISSIONER
MANSEHRA DISTRICT			
	017	ENTIRE MANSEHRA TEHSIL	ASSISTANT COMMISSIONER
	096	ENTIRE BAFFA PAKHAL TEHSIL	ASSISTANT COMMISSIONER
	018	ENTIRE BALAKOT TEHSIL	ASSISTANT COMMISSIONER
	095	ENTIRE DARBAND TEHSIL	ASSISTANT COMMISSIONER
	019	ENTIRE Oghi TEHSIL	ASSISTANT COMMISSIONER
TORGHAR DISTRICT			
	078	ENTIRE JUDBA TEHSIL	ASSISTANT COMMISSIONER
	538	ENTIRE DAUR MAIRA TEHSIL	ASSISTANT COMMISSIONER
	522	ENTIRE KHANDER TEHSIL	ASSISTANT COMMISSIONER
BATAGRAM DISTRICT			
	020	ENTIRE BATAGRAM TEHSIL	ASSISTANT COMMISSIONER
	021	ENTIRE ALLAI TEHSIL	ASSISTANT COMMISSIONER
ABBOTTABAD DISTRICT			
	022	ABBOTTABAD TEHSIL EXCL. ABBOTTABAD & MURREE GALLIES CANTONMENTS	ASSISTANT COMMISSIONER
	098	ENTIRE LOWER TANAWAL TEHSIL	ASSISTANT COMMISSIONER
	075	HAVELIAN TEHSIL EXCL. HAVELIAN CANTONMENT	ASSISTANT COMMISSIONER
	097	ENTIRE LORA TEHSIL	ASSISTANT COMMISSIONER
	023	ABBOTTABAD CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	024	HAVELIAN CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	025	MURREE GALLIES CANTONMENT	CANTONMENT EXECUTIVE OFFICER
HARIPUR DISTRICT			
	026	ENTIRE HARIPUR TEHSIL	ASSISTANT COMMISSIONER
	099	ENTIRE KHANPUR TEHSIL	ASSISTANT COMMISSIONER
	027	ENTIRE GHAZI TEHSIL	ASSISTANT COMMISSIONER
MARDAN DIVISION			
MARDAN DISTRICT			
	028	MARDAN TEHSIL EXCL. MARDAN CANTONMENT	ASSISTANT COMMISSIONER
	525	ENTIRE RUSTAM TEHSIL	ASSISTANT COMMISSIONER
	529	ENTIRE GHARI KAPOORA TEHSIL	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	076	ENTIRE KATLANG TEHSIL	ASSISTANT COMMISSIONER
	029	MARDAN CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	030	ENTIRE TAKHT BHAI TEHSIL	ASSISTANT COMMISSIONER
SWABI DISTRICT			
	031	ENTIRE SWABI TEHSIL	ASSISTANT COMMISSIONER
	032	ENTIRE TOPI TEHSIL	ASSISTANT COMMISSIONER
	033	ENTIRE LAHOR TEHSIL	ASSISTANT COMMISSIONER
	065	ENTIRE RAZZAR TEHSIL	ASSISTANT COMMISSIONER
PESHAWAR DIVISION			
CHARSADDA DISTRICT			
	034	ENTIRE CHARSADDA TEHSIL	ASSISTANT COMMISSIONER
	035	ENTIRE TANGI TEHSIL	ASSISTANT COMMISSIONER
	036	ENTIRE SHABQADAR TEHSIL	ASSISTANT COMMISSIONER
PESHAWAR DISTRICT			
	037	PESHAWAR TEHSIL EXCL. PESHAWAR CANTONMENT	ASSISTANT COMMISSIONER
	089	ENTIRE HASSAN KHEL SUB-DIVISION	ASSISTANT COMMISSIONER
	526	ENTIRE BADHBER TEHSIL	ASSISTANT COMMISSIONER
	539	ENTIRE CHAM KANI TEHSIL	ASSISTANT COMMISSIONER
	540	ENTIRE PISHTA KHARA TEHSIL	ASSISTANT COMMISSIONER
	541	ENTIRE SHAH ALAM TEHSIL	ASSISTANT COMMISSIONER
	542	ENTIRE MATHRA TEHSIL	ASSISTANT COMMISSIONER
	038	PESHAWAR CANTONMENT	CANTONMENT EXECUTIVE OFFICER
NOWSHERA DISTRICT			
	039	NOWSHERA TEHSIL EXCL. NOWSHERA, RISALPUR & CHERAT CANTONMENTS	ASSISTANT COMMISSIONER
	080	ENTIRE JEHANGIRA TEHSIL	ASSISTANT COMMISSIONER
	077	ENTIRE PABBI TEHSIL	ASSISTANT COMMISSIONER
	040	NOWSHERA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	041	RISALPUR CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	042	CHERAT CANTONMENT	CANTONMENT EXECUTIVE OFFICER
MOHMAND DISTRICT			
	082	ENTIRE MOHMAND DISTRICT	DEPUTY COMMISSIONER
KHYBER DISTRICT			
	083	ENTIRE KHYBER DISTRICT	DEPUTY COMMISSIONER
KOHAT DIVISION			
KOHAT DISTRICT			
	043	KOHAT TEHSIL EXCL. KOHAT CANTONMENT	ASSISTANT COMMISSIONER
	524	ENTIRE GUMBAT TEHSIL	ASSISTANT COMMISSIONER
	090	ENTIRE DARRA ADAM KHEL SUB-DIVISION	ASSISTANT COMMISSIONER
	044	KOHAT CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	045	ENTIRE LACHI TEHSIL	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
HANGU DISTRICT	046	ENTIRE HANGU TEHSIL	ASSISTANT COMMISSIONER
	047	ENTIRE TALL TEHSIL	ASSISTANT COMMISSIONER
KARAK DISTRICT	048	ENTIRE KARAK TEHSIL	ASSISTANT COMMISSIONER
	049	ENTIRE BANDA DAUD SHAH TEHSIL	ASSISTANT COMMISSIONER
	050	ENTIRE TAKHT-E-NASRATI TEHSIL	ASSISTANT COMMISSIONER
KURRUM DISTRICT	084	ENTIRE KURRUM DISTRICT	DEPUTY COMMISSIONER
ORAKZAI DISTRICT	085	ENTIRE ORAKZAI DISTRICT	DEPUTY COMMISSIONER
BANNU DIVISION			
BANNU DISTRICT	051	BANNU TEHSIL EXCL. BANNU CANTONMENT	ASSISTANT COMMISSIONER
	523	ENTIRE KAKKI TEHSIL TEHSIL	ASSISTANT COMMISSIONER
	091	ENTIRE WAZIR SUB-DIVISION	ASSISTANT COMMISSIONER
	528	ENTIRE MERYAN TEHSIL TEHSIL	ASSISTANT COMMISSIONER
	543	ENTIRE BAKKA KHEL TEHSIL TEHSIL	ASSISTANT COMMISSIONER
	052	BANNU CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	053	ENTIRE DOMEL TEHSIL	ASSISTANT COMMISSIONER
LAKKI MARWAT DISTRICT	054	ENTIRE LAKKI MARWAT TEHSIL	ASSISTANT COMMISSIONER
	092	ENTIRE BETTANI SUB-DIVISION	ASSISTANT COMMISSIONER
	527	ENTIRE GHAZNI KHEL TEHSIL	ASSISTANT COMMISSIONER
	055	ENTIRE NAURANG TEHSIL	ASSISTANT COMMISSIONER
NORTH WAZIRISTAN DISTRICT	086	ENTIRE NORTH WAZIRISTAN DISTRICT	DEPUTY COMMISSIONER
D.I.KHAN DIVISION			
DERA ISMAIL KHAN DISTRICT	056	DERA ISMAIL KHAN TEHSIL EXCL. DERA ISMAIL KHAN CANTONMENT	ASSISTANT COMMISSIONER
	093	ENTIRE DRAZANDA SUB-DIVISION	ASSISTANT COMMISSIONER
	057	DERA ISMAIL KHAN CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	058	ENTIRE DARABAN TEHSIL	ASSISTANT COMMISSIONER
	059	ENTIRE PAHARPUR TEHSIL	ASSISTANT COMMISSIONER
	060	ENTIRE KULACHI TEHSIL	ASSISTANT COMMISSIONER
	061	ENTIRE PAROA TEHSIL	ASSISTANT COMMISSIONER
TANK DISTRICT	062	ENTIRE TANK TEHSIL	ASSISTANT COMMISSIONER
	094	ENTIRE JANDOLA SUB-DIVISION	ASSISTANT COMMISSIONER
SOUTH WAZIRISTAN DISTRICT	087	ENTIRE SOUTH WAZIRISTAN DISTRICT	DEPUTY COMMISSIONER

PUNJAB PROVINCE

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
RAWALPINDI DIVISION			
ATTOCK DISTRICT			
	101	ATTOCK TEHSIL EXCL. ATTOCK, SANJWAL & KAMRA CANTTS.	ASSISTANT COMMISSIONER
	102	ATTOCK CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	103	SANJWAL CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	104	KAMRA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	105	ENTIRE HASSANABDAL TEHSIL	ASSISTANT COMMISSIONER
	106	ENTIRE FATEH JANG TEHSIL	ASSISTANT COMMISSIONER
	107	ENTIRE PINDI GHEB TEHSIL	ASSISTANT COMMISSIONER
	108	ENTIRE JAND TEHSIL	ASSISTANT COMMISSIONER
	109	ENTIRE HAZRO TEHSIL	ASSISTANT COMMISSIONER
RAWALPINDI DISTRICT			
	110	RAWALPINDI TEHSIL EXCLUDING RAWALPINDI & CHAKLALA CANTONMENTS	ASSISTANT COMMISSIONER
	111	RAWALPINDI CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	112	CHAKLALA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	113	TAXILA TEHSIL EXCLUDING TAXILA & WAH CANTONMENTS	ASSISTANT COMMISSIONER
	114	TAXILA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	115	WAH CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	116	ENTIRE KAHUTA TEHSIL	ASSISTANT COMMISSIONER
	117	ENTIRE KALLAR SAYYEDAN TEHSIL	ASSISTANT COMMISSIONER
	118	MURREE TEHSIL EXCLUDING MURREE CANTONMENT	ASSISTANT COMMISSIONER
	119	MURREE CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	120	ENTIRE KOTLI SATTIAN TEHSIL	ASSISTANT COMMISSIONER
	121	ENTIRE GUJAR KHAN TEHSIL	ASSISTANT COMMISSIONER
JHELUM DISTRICT			
	122	JHELUM TEHSIL EXCL. JHELUM & MANGLA CANTONMENTS	ASSISTANT COMMISSIONER
	123	JHELUM CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	124	MANGLA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	125	ENTIRE SOHAWA TEHSIL	ASSISTANT COMMISSIONER
	126	ENTIRE PIND DADAN KHAN TEHSIL	ASSISTANT COMMISSIONER
	127	ENTIRE DINA TEHSIL	ASSISTANT COMMISSIONER
CHAKWAL DISTRICT			
	128	ENTIRE CHAKWAL TEHSIL	ASSISTANT COMMISSIONER
	129	ENTIRE TALAGANG TEHSIL	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	262	ENTIRE LAWA TEHSIL	ASSISTANT COMMISSIONER
	130	ENTIRE CHOA SAIDAN SHAH TEHSIL	ASSISTANT COMMISSIONER
	131	ENTIRE KALLAR KAHAR TEHSIL	ASSISTANT COMMISSIONER
SARGODHA DIVISION			
SARGODHA DISTRICT			
	132	SARGODHA TEHSIL EXCL. SARGODHA CANTONMENT	ASSISTANT COMMISSIONER
	133	SARGODHA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	134	ENTIRE SILLANWALI TEHSIL	ASSISTANT COMMISSIONER
	135	ENTIRE BHALWAL TEHSIL	ASSISTANT COMMISSIONER
	263	ENTIRE BHERA TEHSIL	ASSISTANT COMMISSIONER
	136	ENTIRE SHAHPUR TEHSIL	ASSISTANT COMMISSIONER
	137	ENTIRE SAHIWAL TEHSIL	ASSISTANT COMMISSIONER
	138	ENTIRE KOT MOMIN TEHSIL	ASSISTANT COMMISSIONER
BAKKAR DISTRICT			
	139	ENTIRE BHAKKAR TEHSIL	ASSISTANT COMMISSIONER
	140	ENTIRE MANKERA TEHSIL	ASSISTANT COMMISSIONER
	141	ENTIRE KALUR KOT TEHSIL	ASSISTANT COMMISSIONER
	142	ENTIRE DARYA KHAN TEHSIL	ASSISTANT COMMISSIONER
KHUSHAB DISTRICT			
	143	ENTIRE KHUSHAB TEHSIL	ASSISTANT COMMISSIONER
	266	ENTIRE NOWSHERA TEHSIL	ASSISTANT COMMISSIONER
	144	ENTIRE NURPUR TEHSIL	ASSISTANT COMMISSIONER
	145	ENTIRE QUAIDABAD TEHSIL	ASSISTANT COMMISSIONER
MIANWALI DISTRICT			
	146	ENTIRE MIANWALI TEHSIL	ASSISTANT COMMISSIONER
	147	ENTIRE ISA KHEL TEHSIL	ASSISTANT COMMISSIONER
	148	ENTIRE PIPLAN TEHSIL	ASSISTANT COMMISSIONER
FAISALABAD DIVISION			
FAISLABAD DISTRICT			
	149	ENTIRE FAISALABAD CITY TEHSIL	ASSISTANT COMMISSIONER
	150	ENTIRE FAISALABAD SADDAR TEHSIL	ASSISTANT COMMISSIONER
	151	ENTIRE TANDLIANWALA TEHSIL	ASSISTANT COMMISSIONER
	152	ENTIRE CHAK JHUMRA TEHSIL	ASSISTANT COMMISSIONER
	153	ENTIRE JARANWALA TEHSIL	ASSISTANT COMMISSIONER
	154	ENTIRE SAMMUNDRI TEHSIL	ASSISTANT COMMISSIONER
JHANG DISTRICT			
	156	ENTIRE JHANG TEHSIL	ASSISTANT COMMISSIONER
	258	ENTIRE 18-HAZARI TEHSIL	ASSISTANT COMMISSIONER
	157	SHORKOT TEHSIL EXCL. SHORKOT CANTONMENT	ASSISTANT COMMISSIONER
	158	SHORKOT CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	159	ENTIRE AHMEDPUR SIAL TEHSIL	ASSISTANT COMMISSIONER
CHINIOT DISTRICT			
	155	ENTIRE CHINIOT TEHSIL	ASSISTANT COMMISSIONER
	255	ENTIRE LALIAN TEHSIL	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
TOBA TEK SINGH DISTRICT	256	ENTIRE BHAWANA TEHSIL	ASSISTANT COMMISSIONER
	160	ENTIRE TOBA TEK SINGH TEHSIL	ASSISTANT COMMISSIONER
	161	ENTIRE KAMALIA TEHSIL	ASSISTANT COMMISSIONER
	265	ENTIRE PIRMAHAL TEHSIL	ASSISTANT COMMISSIONER
	162	ENTIRE GOJRA TEHSIL	ASSISTANT COMMISSIONER
GUJRANWALA DIVISION			
GUJRANWALA DISTRICT			
HAFIZABAD DISTRICT	163	ENTIRE GUJRANWALA CITY TEHSIL	ASSISTANT COMMISSIONER
	164	GUJRANWALA SADDAR TEHSIL EXCL. GUJRANWALA CANTONMENT	ASSISTANT COMMISSIONER
	165	GUJRANWALA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	166	ENTIRE WAZIRABAD TEHSIL	ASSISTANT COMMISSIONER
	167	ENTIRE KAMOKE TEHSIL	ASSISTANT COMMISSIONER
	168	ENTIRE NOWSHERA VIRKAN TEHSIL	ASSISTANT COMMISSIONER
	GUJRAT DISTRICT	169	ENTIRE HAFIZABAD TEHSIL
170		ENTIRE PINDI BHATTIAN TEHSIL	ASSISTANT COMMISSIONER
MANDI BAHAUDDIN DISTRICT	171	ENTIRE GUJRAT TEHSIL	ASSISTANT COMMISSIONER
	172	KHARIAN TEHSIL EXCL. KHARIAN CANTONMENT	ASSISTANT COMMISSIONER
	173	KHARIAN CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	174	ENTIRE SARAI ALAMGIR TEHSIL	ASSISTANT COMMISSIONER
SIALKOT DISTRICT	175	ENTIRE MANDI BAHAUDDIN TEHSIL	ASSISTANT COMMISSIONER
	176	ENTIRE MALIKWAL TEHSIL	ASSISTANT COMMISSIONER
	177	ENTIRE PHALIA TEHSIL	ASSISTANT COMMISSIONER
NAROWAL DISTRICT	178	SIALKOT TEHSIL EXCL. SIALKOT CANTONMENT	ASSISTANT COMMISSIONER
	179	SIALKOT CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	180	ENTIRE DASKA TEHSIL	ASSISTANT COMMISSIONER
	181	ENTIRE PASRUR TEHSIL	ASSISTANT COMMISSIONER
	182	ENTIRE SAMBRIAL TEHSIL	ASSISTANT COMMISSIONER
	LAHORE DIVISION	183	ENTIRE NAROWAL TEHSIL
184		ENTIRE SHAKARGARH TEHSIL	ASSISTANT COMMISSIONER
257		ENTIRE ZAFARWAL TEHSIL	ASSISTANT COMMISSIONER
LAHORE DISTRICT			
LAHORE DISTRICT	185	ENTIRE LAHORE CITY TEHSIL	ASSISTANT COMMISSIONER
	186	LAHORE CANTT. TEHSIL EXCL. LAHORE & WALTON CANTONMENTS	ASSISTANT COMMISSIONER
	259	ENTIRE MODEL TOWN TEHSIL	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	260	ENTIRE SHALIMAR TEHSIL	ASSISTANT COMMISSIONER
	261	ENTIRE RAIWIND TEHSIL	ASSISTANT COMMISSIONER
	187	LAHORE CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	188	WALTON CANTONMENT	CANTONMENT EXECUTIVE OFFICER
KASUR DISTRICT			
	189	ENTIRE KASUR TEHSIL	ASSISTANT COMMISSIONER
	190	ENTIRE CHUNIAN TEHSIL	ASSISTANT COMMISSIONER
	191	ENTIRE PATTOKI TEHSIL	ASSISTANT COMMISSIONER
	192	ENTIRE KOT RADHA KISHAN TEHSIL	ASSISTANT COMMISSIONER
SHEKHUPURA DISTRICT			
	197	ENTIRE SHEKHUPURA TEHSIL	ASSISTANT COMMISSIONER
	198	ENTIRE FEROZEWALA TEHSIL	ASSISTANT COMMISSIONER
	199	ENTIRE MURIDKAY TEHSIL	ASSISTANT COMMISSIONER
	204	ENTIRE SAFDARABAD TEHSIL	ASSISTANT COMMISSIONER
	200	ENTIRE SHARAQPUR TEHSIL	ASSISTANT COMMISSIONER
NANKANA SAHIB DISTRICT			
	201	ENTIRE NANKANA SAHIB TEHSIL	ASSISTANT COMMISSIONER
	202	ENTIRE SANGLA HILL TEHSIL	ASSISTANT COMMISSIONER
	203	ENTIRE SHAHKOT TEHSIL	ASSISTANT COMMISSIONER
SAHIWAL DIVISION			
OKARA DISTRICT			
	193	OKARA TEHSIL EXCL. OKARA CANTONMENT	ASSISTANT COMMISSIONER
	194	OKARA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	195	ENTIRE DEPALPUR TEHSIL	ASSISTANT COMMISSIONER
	196	ENTIRE RENALA KHURD TEHSIL	ASSISTANT COMMISSIONER
SAHIWAL DISTRICT			
	208	ENTIRE SAHIWAL TEHSIL	ASSISTANT COMMISSIONER
	209	ENTIRE CHICHAWATNI TEHSIL	ASSISTANT COMMISSIONER
PAKPATTAN DISTRICT			
	210	ENTIRE PAKPATTAN TEHSIL	ASSISTANT COMMISSIONER
	211	ENTIRE ARIFWALA TEHSIL	ASSISTANT COMMISSIONER
MULTAN DIVISION			
VEHARI DISTRICT			
	205	ENTIRE VEHARI TEHSIL	ASSISTANT COMMISSIONER
	206	ENTIRE BUREWALA TEHSIL	ASSISTANT COMMISSIONER
	207	ENTIRE MAILSI TEHSIL	ASSISTANT COMMISSIONER
MULTAN DISTRICT			
	212	ENTIRE MULTAN CITY TEHSIL	ASSISTANT COMMISSIONER
	213	MULTAN SADDAR TEHSIL EXCL. MULTAN CANTONMENT	ASSISTANT COMMISSIONER
	214	MULTAN CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	215	ENTIRE SHUJABAD TEHSIL	ASSISTANT COMMISSIONER
	216	ENTIRE JALALPUR PIRWALA TEHSIL	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
LODHRAN DISTRICT			
	217	ENTIRE LODHRAN TEHSIL	ASSISTANT COMMISSIONER
	218	ENTIRE KAHROR PACCA TEHSIL	ASSISTANT COMMISSIONER
	219	ENTIRE DUNYAPUR TEHSIL	ASSISTANT COMMISSIONER
KHANEWAL DISTRICT			
	220	ENTIRE KHANEWAL TEHSIL	ASSISTANT COMMISSIONER
	221	ENTIRE JEHANIAN TEHSIL	ASSISTANT COMMISSIONER
	222	ENTIRE MIAN CHANNU TEHSIL	ASSISTANT COMMISSIONER
	223	ENTIRE KABIRWALA TEHSIL	ASSISTANT COMMISSIONER
D.G.KHAN DIVISION			
DERA GHAZI KHAN DISTRICT			
	224	ENTIRE DERA GHAZI KHAN TEHSIL	ASSISTANT COMMISSIONER
	264	ENTIRE KOT CHATTA TEHSIL	ASSISTANT COMMISSIONER
	225	ENTIRE TAUNSA TEHSIL	ASSISTANT COMMISSIONER
	226	ENTIRE KOH-E-SULIMAN TEHSIL	ASSISTANT COMMISSIONER
RAJANPUR DISTRICT			
	227	ENTIRE RAJANPUR TEHSIL	ASSISTANT COMMISSIONER
	228	ENTIRE ROJHAN TEHSIL	ASSISTANT COMMISSIONER
	229	ENTIRE JAMPUR TEHSIL	ASSISTANT COMMISSIONER
	230	DE-EXCLUDED AREA OF RAJANPUR	ASSISTANT COMMISSIONER
LAYYAH DISTRICT			
	231	ENTIRE LAYYAH TEHSIL	ASSISTANT COMMISSIONER
	232	ENTIRE CHAUBARA TEHSIL	ASSISTANT COMMISSIONER
	233	ENTIRE KAROR LAL ESAN TEHSIL	ASSISTANT COMMISSIONER
MUZAFFARGARH DISTRICT			
	234	ENTIRE MUZAFFARGARH TEHSIL	ASSISTANT COMMISSIONER
	235	ENTIRE ALIPUR TEHSIL	ASSISTANT COMMISSIONER
	236	ENTIRE JATOI TEHSIL	ASSISTANT COMMISSIONER
	267	ENTIRE CHOWK SARWAR SHAHEED TEHSIL	ASSISTANT COMMISSIONER
	237	ENTIRE KOT ADDU TEHSIL	ASSISTANT COMMISSIONER
BAHAWALPUR DIVISION			
BAHAWALPUR DISTRICT			
	238	ENTIRE HASILPUR TEHSIL	ASSISTANT COMMISSIONER
	239	ENTIRE BAHAWALPUR CITY TEHSIL	ASSISTANT COMMISSIONER
	240	BAHAWALPUR SADDAR TEHSIL EXCL. BAHAWALPUR CANTONMENT	ASSISTANT COMMISSIONER
	241	BAHAWALPUR CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	242	ENTIRE YAZMAN TEHSIL	ASSISTANT COMMISSIONER
	243	ENTIRE AHMADPUR EAST TEHSIL	ASSISTANT COMMISSIONER
	244	ENTIRE KHAIRPUR TAMEWALI TEHSIL	ASSISTANT COMMISSIONER
BAHAWALNAGAR DISTRICT			
	245	ENTIRE MINCHINABAD TEHSIL	ASSISTANT COMMISSIONER
	246	ENTIRE BAHAWALNAGAR TEHSIL	ASSISTANT COMMISSIONER
	247	ENTIRE FORT ABBAS TEHSIL	ASSISTANT COMMISSIONER
	248	ENTIRE HAROONABAD TEHSIL	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
RAHIM YAR KHAN DISTRICT	249	ENTIRE CHISHTIAN TEHSIL	ASSISTANT COMMISSIONER
	250	ENTIRE LIAQUATPUR TEHSIL	ASSISTANT COMMISSIONER
	251	ENTIRE KHANPUR TEHSIL	ASSISTANT COMMISSIONER
	252	ENTIRE RAHIM YAR KHAN TEHSIL	ASSISTANT COMMISSIONER
	253	ENTIRE SADIQABAD TEHSIL	ASSISTANT COMMISSIONER
CHOLISTAN AREA	254	ENTIRE CHOLISTAN AREA	DIRECTOR GENERAL
SINDH PROVINCE			
LARKANA DIVISION			
JACOBABAD DISTRICT			
	301	ENTIRE JACOBABAD TALUKA	ASSISTANT COMMISSIONER
	302	ENTIRE THUL TALUKA	ASSISTANT COMMISSIONER
	303	ENTIRE GARHI KHAIRO TALUKA	ASSISTANT COMMISSIONER
KASHMOR DISTRICT			
	304	ENTIRE KANDHKOT TALUKA	ASSISTANT COMMISSIONER
	305	ENTIRE KASHMOR TALUKA	ASSISTANT COMMISSIONER
	306	ENTIRE TANGWANI TALUKA	ASSISTANT COMMISSIONER
SHIKARPUR DISTRICT			
	307	ENTIRE SHIKARPUR TALUKA	ASSISTANT COMMISSIONER
	308	ENTIRE KHANPUR TALUKA	ASSISTANT COMMISSIONER
	309	ENTIRE GARHI YASIN TALUKA	ASSISTANT COMMISSIONER
	310	ENTIRE LAKHI TALUKA	ASSISTANT COMMISSIONER
LARKANA DISTRICT			
	311	ENTIRE LARKANA TALUKA	ASSISTANT COMMISSIONER
	312	ENTIRE DOKRI TALUKA	ASSISTANT COMMISSIONER
	313	ENTIRE RATO DERO TALUKA	ASSISTANT COMMISSIONER
	314	ENTIRE BAKRANI TALUKA	ASSISTANT COMMISSIONER
SHAHDADKOT DISTRICT			
	315	ENTIRE SHAHDADKOT TALUKA	ASSISTANT COMMISSIONER
	316	ENTIRE MIRO KHAN TALUKA	ASSISTANT COMMISSIONER
	317	ENTIRE KAMBAR ALI KHAN TALUKA	ASSISTANT COMMISSIONER
	318	ENTIRE WARAH TALUKA	ASSISTANT COMMISSIONER
	319	ENTIRE SUJAWAL JUNEJO TALUKA	ASSISTANT COMMISSIONER
	320	ENTIRE KUBO SAEED KHAN TALUKA	ASSISTANT COMMISSIONER
	321	ENTIRE NASIRABAD TALUKA	ASSISTANT COMMISSIONER
SUKKUR DIVISION			
SUKKUR DISTRICT			
	322	ENTIRE SUKKUR CITY TALUKA	ASSISTANT COMMISSIONER
	323	ENTIRE ROHRI TALUKA	ASSISTANT COMMISSIONER
	324	PANO AQIL TALUKA EXCL. PANO AQIL CANTONMENT	ASSISTANT COMMISSIONER
	325	PANO AQIL CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	326	ENTIRE SALEHPAT TALUKA	ASSISTANT COMMISSIONER
	327	ENTIRE NEW SUKKUR TALUKA	ASSISTANT COMMISSIONER
GHOTKI DISTRICT			
	328	ENTIRE GHOTKI TALUKA	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	329	ENTIRE KHANGARH TALUKA	ASSISTANT COMMISSIONER
	330	ENTIRE MIRPUR MATHELO TALUKA	ASSISTANT COMMISSIONER
	331	ENTIRE UBAURO TALUKA	ASSISTANT COMMISSIONER
	332	ENTIRE DAHARKI TALUKA	ASSISTANT COMMISSIONER
KHAIRPUR DISTRICT			
	333	ENTIRE KHAIRPUR TALUKA	ASSISTANT COMMISSIONER
	334	ENTIRE KINGRI TALUKA	ASSISTANT COMMISSIONER
	335	ENTIRE SOBHODERO TALUKA	ASSISTANT COMMISSIONER
	336	ENTIRE GAMBAT TALUKA	ASSISTANT COMMISSIONER
	337	ENTIRE KOT DIJI TALUKA	ASSISTANT COMMISSIONER
	338	ENTIRE MIRWAH TALUKA	ASSISTANT COMMISSIONER
	339	ENTIRE FAIZ GANJ TALUKA	ASSISTANT COMMISSIONER
	340	ENTIRE NARA TALUKA	ASSISTANT COMMISSIONER
SHAHEED BENAZIRABAD DIVISION NAUSHAHRO FEROZE DISTRICT			
	341	ENTIRE NAUSHAHRO FEROZE TALUKA	ASSISTANT COMMISSIONER
	342	ENTIRE KANDIARO TALUKA	ASSISTANT COMMISSIONER
	343	ENTIRE BHIRIA TALUKA	ASSISTANT COMMISSIONER
	344	ENTIRE MORO TALUKA	ASSISTANT COMMISSIONER
	345	ENTIRE MEHRABPUR TALUKA	ASSISTANT COMMISSIONER
SANGHAR DISTRICT			
	386	ENTIRE SANGHAR TALUKA	ASSISTANT COMMISSIONER
	387	ENTIRE SINJHORO TALUKA	ASSISTANT COMMISSIONER
	388	ENTIRE KHIPRO TALUKA	ASSISTANT COMMISSIONER
	389	ENTIRE SHAHDADPUR TALUKA	ASSISTANT COMMISSIONER
	390	ENTIRE JAM NAWAZ ALI TALUKA	ASSISTANT COMMISSIONER
	391	ENTIRE TANDO ADAM TALUKA	ASSISTANT COMMISSIONER
SHAHEED BENAZIRABAD DISTRICT			
	346	ENTIRE SAKRAND TALUKA	ASSISTANT COMMISSIONER
	347	ENTIRE NAWAB SHAH TALUKA	ASSISTANT COMMISSIONER
	348	ENTIRE DAULATPUR TALUKA	ASSISTANT COMMISSIONER
	349	ENTIRE DAUR TALUKA	ASSISTANT COMMISSIONER
HYDERABAD DIVISION DADU DISTRICT			
	350	ENTIRE MEHAR TALUKA	ASSISTANT COMMISSIONER
	351	ENTIRE KHAIRPUR NATHAN SHAH TALUKA	ASSISTANT COMMISSIONER
	352	ENTIRE DADU TALUKA	ASSISTANT COMMISSIONER
	353	ENTIRE JOHI TALUKA	ASSISTANT COMMISSIONER
JAMSHORO DISTRICT			
	354	ENTIRE SEHWAN TALUKA	ASSISTANT COMMISSIONER
	355	ENTIRE KOTRI TALUKA	ASSISTANT COMMISSIONER
	356	ENTIRE THANO BULA KHAN TALUKA	ASSISTANT COMMISSIONER
	357	ENTIRE MANJHAND TALUKA	ASSISTANT COMMISSIONER
HYDERABAD DISTRICT			

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	358	HYDERABAD CITY TALUKA EXCL. PART OF HYDERABAD CANTONMENT	ASSISTANT COMMISSIONER
	359	LATIFABAD TALUKA EXCL. PART OF HYDERABAD CANTONMENT	ASSISTANT COMMISSIONER
	360	QASIMABAD TALUKA EXCL. PART OF HYDERABAD CANTONMENT	ASSISTANT COMMISSIONER
	361	HYDERABAD CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	362	ENTIRE HYDERABAD TALUKA	ASSISTANT COMMISSIONER
TANDO ALLAHYAR DISTRICT			
	363	ENTIRE TANDO ALLAHYAR TALUKA	ASSISTANT COMMISSIONER
	364	ENTIRE CHAMBER TALUKA	ASSISTANT COMMISSIONER
	365	ENTIRE JHANDO MARI TALUKA	ASSISTANT COMMISSIONER
TANDO MUHAMMAD KHAN DISTRICT			
	366	ENTIRE TANDO MUHAMMAD KHAN TALUKA	ASSISTANT COMMISSIONER
	367	ENTIRE BULRI SHAH KARIM TALUKA	ASSISTANT COMMISSIONER
	368	ENTIRE TANDO GHULAM HYDER TALUKA	ASSISTANT COMMISSIONER
MATIARI DISTRICT			
	369	ENTIRE HALA TALUKA	ASSISTANT COMMISSIONER
	370	ENTIRE MATIARI TALUKA	ASSISTANT COMMISSIONER
	371	ENTIRE SAEEDABAD TALUKA	ASSISTANT COMMISSIONER
BADIN DISTRICT			
	372	ENTIRE GOLARCHI TALUKA	ASSISTANT COMMISSIONER
	373	ENTIRE BADIN TALUKA	ASSISTANT COMMISSIONER
	374	ENTIRE TALHAR TALUKA	ASSISTANT COMMISSIONER
	375	ENTIRE MATLI TALUKA	ASSISTANT COMMISSIONER
	376	ENTIRE TANDO BAGHO TALUKA	ASSISTANT COMMISSIONER
THATTA DISTRICT			
	377	ENTIRE THATTA TALUKA	ASSISTANT COMMISSIONER
	378	ENTIRE MIRPUR SAKRO TALUKA	ASSISTANT COMMISSIONER
	379	ENTIRE KETI BUNDER TALUKA	ASSISTANT COMMISSIONER
	380	ENTIRE GHORABARI TALUKA	ASSISTANT COMMISSIONER
SUJAWAL DISTRICT			
	381	ENTIRE SUJAWAL TALUKA	ASSISTANT COMMISSIONER
	382	ENTIRE MIRPUR BATHORO TALUKA	ASSISTANT COMMISSIONER
	383	ENTIRE JATI TALUKA	ASSISTANT COMMISSIONER
	384	ENTIRE SHAH BUNDER TALUKA	ASSISTANT COMMISSIONER
	385	ENTIRE KHARO CHAN TALUKA	ASSISTANT COMMISSIONER
MIRPUR KHAS DIVISION			
MIRPUR KHAS DISTRICT			
	392	ENTIRE MIRPUR KHAS TALUKA	ASSISTANT COMMISSIONER
	432	ENTIRE SHUJABAD	ASSISTANT COMMISSIONER
	393	ENTIRE DIGRI TALUKA	ASSISTANT COMMISSIONER
	394	ENTIRE KOT GHULAM MOHAMMAD TALUKA	ASSISTANT COMMISSIONER
	395	ENTIRE JHUDDO TALUKA	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	396	ENTIRE SINDHRI TALUKA	ASSISTANT COMMISSIONER
	397	ENTIRE HUSSAIN BUX MARRI TALUKA	ASSISTANT COMMISSIONER
UMER KOT DISTRICT			
	398	ENTIRE UMER KOT TALUKA	ASSISTANT COMMISSIONER
	399	ENTIRE SAMARO TALUKA	ASSISTANT COMMISSIONER
	400	ENTIRE KUNRI TALUKA	ASSISTANT COMMISSIONER
	401	ENTIRE PITHORO TALUKA	ASSISTANT COMMISSIONER
THARPARKAR DISTRICT			
	402	ENTIRE CHACHRO TALUKA	ASSISTANT COMMISSIONER
	430	ENTIRE ISLAMKOT TALUKA	ASSISTANT COMMISSIONER
	431	ENTIRE DHALI TALUKA	ASSISTANT COMMISSIONER
	403	ENTIRE NAGAR PARKAR TALUKA	ASSISTANT COMMISSIONER
	404	ENTIRE DIPLO TALUKA	ASSISTANT COMMISSIONER
	446	ENTIRE KALOI TALUKA	ASSISTANT COMMISSIONER
	405	ENTIRE MITHI TALUKA	ASSISTANT COMMISSIONER
KARACHI DIVISION			
KEAMARI DISTRICT			
	407	SITE SUB-DIVISION	ASSISTANT COMMISSIONER
	408	BALDIA SUB-DIVISION	ASSISTANT COMMISSIONER
	406	MAURIPUR SUB-DIVISION	ASSISTANT COMMISSIONER
	433	KEAMARI SUB-DIVISION	ASSISTANT COMMISSIONER
KARACHI WEST DISTRICT			
	437	MANGHOPIR SUB-DIVISION	ASSISTANT COMMISSIONER
	409	ORANGI SUB-DIVISION	ASSISTANT COMMISSIONER
	438	MOMENABAD SUB-DIVISION	ASSISTANT COMMISSIONER
	425	MANORA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
KARACHI SOUTH DISTRICT			
	410	LYARI SUB-DIVISION	ASSISTANT COMMISSIONER
	435	GARDAN SUB-DIVISION	ASSISTANT COMMISSIONER
	434	ARAMBAGH SUB-DIVISION	ASSISTANT COMMISSIONER
	411	SADDAR SUB-DIVISION	ASSISTANT COMMISSIONER
	436	CIVIL LINE SUB-DIVISION	ASSISTANT COMMISSIONER
	426	KARACHI CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	427	CLIFTON CANTONMENT	CANTONMENT EXECUTIVE OFFICER
KARACHI EAST DISTRICT			
	412	JAMSHED QUARTER SUB-DIVISION	ASSISTANT COMMISSIONER
	413	GULSHAN-E-IQBAL SUB-DIVISION	ASSISTANT COMMISSIONER
	440	FEROZEABAD SUB-DIVISION	ASSISTANT COMMISSIONER
	441	GULZAR-E-HIJRI(SCHEME 33) SUB-DIVISION	ASSISTANT COMMISSIONER
	424	FAISAL CANTONMENT	CANTONMENT EXECUTIVE OFFICER
KORANGI DISTRICT			
	414	SHAH FAISAL SUB-DIVISION	ASSISTANT COMMISSIONER
	421	MODEL COLONY SUB-DIVISION	ASSISTANT COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
	416	KORANGI SUB-DIVISION	ASSISTANT COMMISSIONER
	415	LANDHI SUB-DIVISION	ASSISTANT COMMISSIONER
KARACHI CENTRAL DISTRICT			
	417	NORTH NAZIMABAD SUB-DIVISION	ASSISTANT COMMISSIONER
	418	NEW KARACHI SUB-DIVISION	ASSISTANT COMMISSIONER
	419	GULBERG SUB-DIVISION	ASSISTANT COMMISSIONER
	420	LIAQUATABAD SUB-DIVISION	ASSISTANT COMMISSIONER
	439	NAZIM ABAD SUB-DIVISION	ASSISTANT COMMISSIONER
MALIR DISTRICT			
	422	BIN QASIM SUB-DIVISION	ASSISTANT COMMISSIONER
	445	IBRAHIM HYDERI SUB-DIVISION	ASSISTANT COMMISSIONER
	442	SHAH MUREED SUB-DIVISION	ASSISTANT COMMISSIONER
	423	GADAP SUB-DIVISION	ASSISTANT COMMISSIONER
	443	MURAD MAMON SUB-DIVISION	ASSISTANT COMMISSIONER
	444	AIR PORT SUB-DIVISION	ASSISTANT COMMISSIONER
	429	KORANGI CREEK CANTONMENT	CANTONMENT EXECUTIVE OFFICER
	428	MALIR CANTONMENT	CANTONMENT EXECUTIVE OFFICER
BALOCHISTAN PROVINCE			
QUETTA DIVISION			
QUETTA DISTRICT	451	QUETTA DISTRICT EXCL. QUETTA CANTONMENT	DEPUTY COMMISSIONER
	452	QUETTA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
PISHIN DISTRICT	453	ENTIRE PISHIN DISTRICT	DEPUTY COMMISSIONER
CHAMAN DISTRICT	489	ENTIRE CHAMAN DISTRICT	DEPUTY COMMISSIONER
KILLA ABDULLAH DISTRICT	454	ENTIRE KILLA ABDULLAH DISTRICT	DEPUTY COMMISSIONER
RAKSHAN DIVISION			
CHAGAI DISTRICT	455	ENTIRE CHAGAI DISTRICT	DEPUTY COMMISSIONER
NUSHKI DISTRICT	456	ENTIRE NUSHKI DISTRICT	DEPUTY COMMISSIONER
KHARAN DISTRICT	478	ENTIRE KHARAN DISTRICT	DEPUTY COMMISSIONER
WASHUK DISRICT	479	ENTIRE WASHUK DISRICT	DEPUTY COMMISSIONER
LORALAI DIVISION			
LORALAI DISTRICT	457	LORALAI DISTRICT EXCL. LORALAI CANTONMENT	DEPUTY COMMISSIONER
	458	LORALAI CANTONMENT	CANTONMENT EXECUTIVE OFFICER
DUKI DISTRICT	487	ENTIRE DUKI DISTRICT	DEPUTY COMMISSIONER
BARKHAN DISTRICT	459	ENTIRE BARKHAN DISTRICT	DEPUTY COMMISSIONER
MUSA KHEL DISTRICT	460	ENTIRE MUSA KHEL DISTRICT	DEPUTY COMMISSIONER
ZHOB DIVISION			
KILLA SAIFULAH DISTRICT	461	ENTIRE KILLA SAIFULAH DISTRICT	DEPUTY COMMISSIONER
ZHOB DISTRICT EXCL. ZHOB CANTT	462	ZHOB DISTRICT EXCL. ZHOB CANTT	DEPUTY COMMISSIONER
	463	ZHOB CANTONMENT	CANTONMENT EXECUTIVE OFFICER
SHERANI DISTRICT	464	ENTIRE SHERANI DISTRICT	DEPUTY COMMISSIONER
SIBI DIVISION			

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
SIBI DISTRICT	465	ENTIRE SIBI DISTRICT	DEPUTY COMMISSIONER
HARNAI DISTRICT	466	ENTIRE HARNAI DISTRICT	DEPUTY COMMISSIONER
ZIARAT DISTRICT	468	ENTIRE ZIARAT DISTRICT	DEPUTY COMMISSIONER
KOHLU DISTRICT	469	ENTIRE KOHLU DISTRICT	DEPUTY COMMISSIONER
DERA BUGTI DISTRICT	470	ENTIRE DERA BUGTI DISTRICT	DEPUTY COMMISSIONER
NASIRABAD DIVISION			
JAFFARABAD DISTRICT	471	ENTIRE JAFFARABAD DISTRICT	DEPUTY COMMISSIONER
SOHBATPUR DISTRICT	485	ENTIRE SOHBATPUR DISTRICT	DEPUTY COMMISSIONER
NASIRABAD DISTRICT	472	ENTIRE NASIRABAD DISTRICT	DEPUTY COMMISSIONER
JHAL MAGSI DISTRICT	473	ENTIRE JHAL MAGSI DISTRICT	DEPUTY COMMISSIONER
KACHI DISTRICT	467	ENTIRE KACHHI DISTRICT	DEPUTY COMMISSIONER
KALAT DIVISION			
KALAT DISTRICT	474	ENTIRE KALAT DISTRICT	DEPUTY COMMISSIONER
SURAB DISTRICT	488	ENTIRE SURAB DISTRICT	DEPUTY COMMISSIONER
MASTUNG DISTRICT	475	ENTIRE MASTUNG DISTRICT	DEPUTY COMMISSIONER
KHUZDAR DISTRICT	476	ENTIRE KHUZDAR DISTRICT	DEPUTY COMMISSIONER
AWARAN DISTRICT	477	ENTIRE AWARAN DISTRICT	DEPUTY COMMISSIONER
LASBELA DISTRICT	480	ENTIRE LASBELA DISTRICT	DEPUTY COMMISSIONER
MEKRAN DIVISION			
KECH DISTRICT	481	ENTIRE KECH DISTRICT	DEPUTY COMMISSIONER
GWADAR DISTRICT	482	GWADAR DISTRICT EXCL. ORMARA CANTONMENT	DEPUTY COMMISSIONER
	483	ORMARA CANTONMENT	CANTONMENT EXECUTIVE OFFICER
PANJGUR DISTRICT	484	ENTIRE PANJGUR DISTRICT	DEPUTY COMMISSIONER
GILGIT-BALTISTAN			
GILGIT DIVISION			
GILGIT DISTRICT	511	ENTIRE GILGIT DISTRICT	DEPUTY COMMISSIONER
GHIZER DISTRICT	512	ENTIRE GHIZER DISTRICT	DEPUTY COMMISSIONER
HUNAZ DISTRICT	518	ENTIRE HUNAZ DISTRICT	DEPUTY COMMISSIONER
NAGGAR DISTRICT	519	ENTIRE NAGGAR DISTRICT	DEPUTY COMMISSIONER
BALTISTAN DIVISION			
GHANCHE DISTRICT	513	ENTIRE GHANCHE DISTRICT	DEPUTY COMMISSIONER
BALTISTAN DISTRICT	514	ENTIRE BALTISTAN DISTRICT	DEPUTY COMMISSIONER
SHIGAR DISTRICT	520	ENTIRE SHIGAR DISTRICT	DEPUTY COMMISSIONER
KHARMANG DISTRICT	521	ENTIRE KHARMANG DISTRICT	DEPUTY COMMISSIONER
ASTORE DIVISION			
DIAMIR DISTRICT	515	ENTIRE DIAMIR DISTRICT	DEPUTY COMMISSIONER
ASTORE DISTRICT	516	ENTIRE ASTORE DISTRICT	DEPUTY COMMISSIONER
AZAD JAMMU & KASHMIR			
MUZAFFARABAD DIVISION			
MUZAFFARABAD DISTRICT	502	ENTIRE MUZAFFARABAD DISTRICT	DEPUTY COMMISSIONER
NEELUM DISTRICT	503	ENTIRE NEELUM DISTRICT	DEPUTY COMMISSIONER
JHELUM VALLEY DISTRICT	517	ENTIRE JHELUM VALLEY DISTRICT	DEPUTY COMMISSIONER
RAWALAKOT DIVISION			
BAGH DISTRICT	504	ENTIRE BAGH DISTRICT	DEPUTY COMMISSIONER
SUDHNOTI DISTRICT	505	ENTIRE SUDHNOTI DISTRICT	DEPUTY COMMISSIONER

NAME OF DIVISION/DISTRICT	CENSUS DISTRICT CODE	NAME OF CENSUS DISTRICT	CENSUS DISTRICT OFFICER
POONCH DISTRICT	506	ENTIRE POONCH DISTRICT	DEPUTY COMMISSIONER
MIRPUR DIVISION			
BHIMBER DISTRICT	507	ENTIRE BHIMBER DISTRICT	DEPUTY COMMISSIONER
MIRPUR DISTRICT	508	ENTIRE MIRPUR DISTRICT	DEPUTY COMMISSIONER
KOTLI DISTRICT	509	ENTIRE KOTLI DISTRICT	DEPUTY COMMISSIONER
HAVELI DISTRICT	510	ENTIRE HAVELI DISTRICT	DEPUTY COMMISSIONER
ISLAMABAD CAPITAL TERRITORY			
ISLAMABAD DISTRICT	501	ENTIRE ISLAMABAD DISTRICT	DEPUTY COMMISSIONER

