

**关于第三次全国
人口普查表的填写说明**

**INSTRUCTIONS FOR FILLING OUT
THE QUESTIONNAIRE OF THE THIRD
NATIONAL POPULATION CENSUS**

关于第三次全国 人口普查表的填写说明

(一) 本县、市应普查的人口

《第三次全国人口普查办法》第三条规定：“人口普查的对象是具有中华人民共和国国籍，并在中华人民共和国境内居住的人。”办法第五条规定：“人口普查，采用按常住人口登记的原则。每个人都须在常住地进行登记。一个人只能在一个地方进行登记。”第五条还规定：应在本县、市普查的人口是：

(1) 常住本县、市，并已在本县、市登记了常住户口的人（包括外出不满一年的人）；

(2) 已在本县、市常住一年以上，常住户口在外地的人；

(3) 在本县、市居住不满一年，但已离开常住户口登记地一年以上的人；

(4) 普查时住在本县、市，由于各种原因，户口待定（没有登记常住户口）的人；

(5) 原住本县、市，普查时在国外工作或学习，暂无常住户口的人。

上述“一年”的概念，是指连续一年。农村社队有些人经常到外县、市从事商贩、建筑等活动，常来常往的，应在常住户口登记地普查，不应视为外出一年以上。

从事流动性作业的勘探、测绘、施工、交通运输、水上等的人口，以及从事流动性服务的手工业、副业的人口，为便于登记，防止重漏，都在常住户口登记地进行普查。

原住本县、市，普查时在国外工作或学习，暂无常住户口的人，按办法第十三条的下列规定办理：

一、驻外使、领馆人员，各驻外单位人员以及派往国外的职工、专家、进修人员、实习生等人员，是国家干部和职工的，由这些人员的原编制所在单位（注：即发工资单位）负责申报登记；是人民公社社员的，由这些人员的家庭申报登记。

二、在国外学习的公费或自费留学生、研究生，一律由这些人员的家庭申报登记。

为了避免漏登正在向外县、外市迁移途中的人口，办法第七条规定：一九八二年六月十六日至三十日迁出本县、本市的人，一律由迁出地的公社或街道人口普查办公室指定专人在迁出时进行普查登记。如果在这段时间内发生出生、死亡情况，应由迁入地及时通知迁出地。六月十五日以前迁出本县、本市的，应在迁入地登记；如果在普查登记时尚未到达迁入地，应于到达后立即补登。补登的时间，最迟不得超过七月十五日。为了防止漏登在这段时间迁移的人口，应注意事先向他们进行宣传解释。

跨县、市的农场、林场和其它企业、事业单位中，实际常住地与常住户口登记地不一致的人口，一律在本人实际常住的县、市进行普查。例如甲市某企业的分支机构驻在乙县，户口挂在甲市的，普查时应在乙县填报为办法第五条第（2）或第（3）款规定的人口。

属于甲省、甲县的行政单位，设在与甲省、甲县不相接壤的乙省、乙县的境内，如重庆市双桥区设在与重庆市不接壤的大足县境内，属于这种“飞地”，应按照现行的行政区划普查，即由重庆市对双桥区普查。

甲省、甲县的企业、事业单位，设在乙省、乙县，地域上不接壤的行政区域内，即所谓“飞单位”。属于这种情况的，应按照常住人口的原则，在常住地所在县普查。情况特殊、常住地普查有困难的，由常住地和对方协商，取得对方同意后，也可由对方普查。

对于行政区域有争议的地区，应按现行行政区划进行普查登记。

（二）普查表的填写方法

一、普查员在开始登记前，应根据办法有关条文的规定和自己负责普查区的范围，并参照事先编制的《户主姓名底册》，查清申报人所申报的户是否属于自己负责普查的户。登记时如属于《底册》上已列名的户，应在该户户主姓名处划一记号，表示已进行登记。如《底册》有遗漏，应加补充。如不属于自己负责普查的户，应告诉申报人到什么地方去登记。

二、按照普查办法的规定，填写普查表时，一定要由普查员按户按人逐项询问。《户口登记簿》和普查以前编制的《户主姓名底册》，只供普查时参考，不得照抄。为此，在普查表上已注明：

“申报人须按本表要求逐项如实回答，普查员须按申报人的回答逐项填写。”申报人的答案与《户口登记簿》和《底册》不符的，普查员要采用适当的方法，加以核对，然后填写。当时核对不清的，可记在普查表备注栏内，事后设法核对清楚，再行填写，并在备注栏内注明。

三、普查表填写的顺序。先填写人的项目，再填写户的项目。按人登记时，应先填户主，后填配偶、子女和其他亲属。

四、普查表采用两种填写方法。（1）在标准答案中据情圈填；（2）用文字或数字填写。

印有标准答案的有：与户主的关系、性别、常住人口的户口登记状况、文化程度、不在业人口状况、婚姻状况、81年生育状况、

户别，共八项。本人或本户情况符合哪个答案，就在普查表该答案的序码上划一个圆圈。如“婚姻状况”的项目，有配偶的在该序码“2”处划一个圈“②”。应填的各个项目，都不能漏划，也不能划两个圈。

未印标准答案的有：姓名、年龄、民族、行业、职业、生育子女总数和存活子女总数以及本户住址、本户人数、本户81年出生人数、本户81年死亡人数、有常住户口已外出一年以上的人数，共十一项，用文字或数字据情填写。

姓名和民族两项填写的文字竖写，其余项目填写的文字或数字横写。

按人登记的十三个项目中，“每个人都填报”的有六项，“六岁及六岁以上的人填报”的一项，“十五岁及十五岁以上的人填报”的四项，“十五岁至六十四岁的妇女填报”和“十五岁至四十九岁的育龄妇女填报”的各一项。上述所有年龄的下限和上限，均按人口普查标准时间的周岁年龄计算。不属于那个项目规定年龄界限以内的人，不要填写。

每个项目下边的小方格，普查员登记时不填写。在登记和复查完毕后，由编码员在编码时填写号码，供电子计算机录入时使用。

每张普查表可填五人。超过五人的户，可按人数需要，增添普查表，并将各页左上角粘在一起。自第二页起（即超过五人的户增添的普查表），还要在右下角本户页数前注明户主姓名，以防散乱，发生错误。

每户的普查表，都应填写本户共几页、每页的页次以及本册的页次。户的项目，只在第一页上填写，第二页后不填。集体户在998人以内的，可连续填写二百张普查表作为一户；超过998人的，为便于编码，应分成若干小集体户进行登记。

无论圈填或用文字、数字填写，都必须使用钢笔，字迹一定要端正清楚，不得潦草模糊。不得用同音异体字。简化字，必须按照

国家公布的《简化字总表》书写。阿拉伯数字，必须按“1234567890”的正体书写，不得用自由体书写。

五、普查表填写差错的更正方法。对每一个项目，应先询问清楚，再行填写，防止写错。如果文字或数字书写错误，横行书写的，应用双横线划去，在划线的上方另填；竖行书写的，应用双竖线划去，在划线的右侧另填。例如：本户人数有4人，将4错写为5，应改正如下⁴₅；又如李四错写成张三，应改正如下：~~张~~李~~三~~四。圈填错误的，应将错圈号码连同该项的文字答案用双横线划去，另外据情圈填。例如：性别项中，将女错圈为男，应改正如下：~~①~~男~~②~~女。

六、附表《生产队、居民小组一九八一年全年死亡人口登记表》，以生产队、居民小组为单位向干部询问登记，并应与各户申报的死亡人口数相核对，如有不符，先从有关方面进行调查，必要时也可以向本户询问。

七、普查员每填完一户，要向申报人宣读，进行核对。核对无误后，本户申报人和普查员在表的左下方签名或盖章。

八、有的群众为了保守个人和家庭情况的秘密，要求个别地进行普查登记时，应妥善安排，另行个别登记。有的人对普查的某些项目的情况不愿让其他人知道，如：未履行结婚登记手续而同居的；未结婚先生育的；从小领养的孩子等，普查人员应负责为申报人保密。

（三）普查表各个项目的填写说明

按人登记项目的填写：

一、姓名——填本人的正式姓名，不要填别名、绰号。无正式名字的，可填奶名或某某氏。未取名的婴儿，姓名栏内可填“未取名”。普查时，不更改姓名。凡要求更改姓名的，应在普查前向户口登记机关申请办理。如申报人提出户口簿上的姓名填写错误，要求更正的，可按正确姓名填写，并在备注栏注明。

二、与户主的关系——户内第1人圈填户主。其余人口，按他（她）与户主的关系圈填。申报人不是户主的，不要误圈为与申报人的关系。例如申报人是户主的儿子，在填报户主的“配偶”时，注意不要按申报人的称呼，误圈为“父母”。

标准答案中所列的“子女”，包括媳婿。“孙子女”，包括孙媳婿和外孙子女、外孙媳婿；重孙子女和重孙媳婿也圈填此项。

“父母”，包括公婆和岳父母。“祖父母”，包括外祖父母；曾祖父母也圈填此项。兄弟姐妹、姑母、表弟等其他亲属，圈填序号“7”。保姆、同事、同学等非亲属，圈填序号“8”。集体户一律圈填非亲属关系。

户主外出一年以上的，由本户确定另一人为户主，并列为第1人填写。其余人口，按他（她）与新定户主的关系据情圈填。

附带说明，“与户主的关系”标准答案的序号，是按照大多数户的家庭成员构成情况（一般由户主、户主的配偶和子女组成，三代同堂、四代同堂的很少），考虑到圈填的方便排列的，而不是按成员辈分的长幼排列的。对此，如有误解为对长辈不尊敬的，应予解释。

三、性别——按男或女圈填。男圈填1，女圈填2。

四、年龄——出生年月日，按公历填写。只知农历的，就按农历填写，可以不作换算。

周岁，从出生年月日算起，到普查标准时间为止，满几周岁就填几周岁，多出的月数不算。例如：两周岁十一个月二十九天（二月份为二十七天）的幼儿，在表中本栏所印的“周岁”前面填“2”字；八个月的婴儿，在“周岁”前面填“0”字。只知虚岁、属相或干支的，按《周岁年龄对照表》换算成周岁。

出生年月日和周岁年龄，用阿拉伯数字填写。

五、民族——按《各民族名称一览表》据情填写。本人是什么民族，就填什么民族。如回族，在表中本栏所印的族字上面填回字。表上所列的民族名称，当地有不同称谓的，按表列名称填写。表中

没有列入的民族名称，当地本民族叫什么名称就填什么名称。填写民族时，不要写简称。例如鄂温克族，不要写成“鄂族”，因为还有鄂伦春族。父母不是同一民族，所生子女填什么民族，不满十八周岁的，由父母商定，选填父亲或母亲一方的民族；已满十八周岁的，填写父亲还是母亲的民族，由本人决定。要求恢复、改正民族成份的，应在一九八二年六月三十日前，按照国家民族事务委员会、国务院人口普查领导小组和公安部一九八一年十一月二十八日《关于恢复或改正民族成份的处理原则的通知》的规定，到户口登记机关办好手续。外国人加入中国籍，本人的民族和我国某一民族相同的，就填某一民族，如朝鲜人加入中国国籍的，填朝鲜族；没有相同民族的，按外国人加入中国籍填写，简填“入籍”二字。

六、常住人口的户口登记状况——据情圈填。五个标准答案包括的范围，应以本说明第一部分的解释为准。

七、文化程度——六周岁及六周岁以上人口，按普查时本人最高学历或现有的文化水平所相当的学历圈填。未满六周岁的人口，不圈填。大学文化程度，分为“大学毕业”和“大学肄业或在校”两项。大学肄业是指在大学学习过而未毕业的人。研究生圈填“大学毕业”。高中以下文化程度，不分毕业、肄业和在校。例如：高中毕业生以及在高中学习过或正在高中学习的人，都圈填“高中”。

大学，包括学院、高等专科学校。通过自学和进修大学课程，经考试合格取得证书的，也圈填“大学毕业”。广播电视大学、厂办大学、高等院校举办的函授大学、夜大学和其他形式的大学，凡按照大专院校的教学计划和教学大纲（全科）进行教育的，视为大学；按照中等专业学校或技工学校的教学计划和教学大纲进行教育的，分别视为中等专业学校或技工学校。在广播电视大学、函授大学等只学单科的，不作为大学圈填。中等专业学校圈填高中。技工学校相当初中的圈填初中，相当高中的圈填高中。高中毕业后又考入中专学习或已在中专毕业的，仍圈填高中。读过私塾的，可按本人自报的相当文化水平圈填。

六周岁和六周岁以上，不识字或识字不足一千五百个，不能阅读通俗书报，不能写便条的，圈填“不识字或识字很少”。识字一千五百个以上，能阅读通俗书报，能写便条，达到扫盲标准的，圈填小学。

按照国家规定，十二周岁和十二周岁以上的人口，圈填“不识字或识字很少”的，作为文盲、半文盲统计。六至十一周岁人口中，虽然有些人口圈填“不识字或识字很少”，但在数字汇总时，不作为“不识字或识字很少”（文盲、半文盲）统计。

八、行业——凡十五周岁和十五周岁以上的在业人口，都要填报本人所从事工作的行业。

在业人口，是指从事社会劳动并取得劳动报酬或经营收入的人口。我国的就业方针是：“在国家统筹规划和指导下，实行劳动部门介绍就业、自愿组织起来就业和自谋职业相结合”。因此，通过这三种方式就业的，不论在全民所有制、集体所有制单位工作或从事个体劳动，不论有固定性职业或临时性职业，都是在业人口。具体指：

（一）在人口普查标准时间有固定性职业的人口。包括在工作岗位工作或劳动的，也包括由于病伤、休假、临时休养、临时脱产学习、劳动教养，或由于天气恶劣、技术故障、季节性停产、企业调整等原因而暂时未能工作或劳动的人口，但不包括脱产进入大专院校、广播电视大学（全科）学习的人口。退休职工在普查标准时间前一个月仍参加社会劳动并领取工资补差的，应视为在业人口。离休干部应圈填不在业人口项内的：“⑥退休退职。”

（二）没有固定性职业，在一九八二年六月三十日有临时性工作并在六月份内，从事社会劳动累计在十六天或十六天以上的人口，属于在业人口。这些人登记职业时，可冠以“临时”二字，如：临时瓦工等。

行业——填在业人口所在工作单位（包括个体）的具体名称。全民所有制单位和集体所有制单位按独立核算单位填写。但全民所

有制企业中的联合性企业或大型厂矿（如公司、总厂等），要将二级单位的名称（如厂、分厂等）填写清楚。例如：××钢铁公司××炼铁厂，××农工商联合企业××禽蛋门市部。农村人民公社生产队可填：××农业生产队、××林业生产队、××畜牧业生产队。个体劳动者从事的劳动，有招牌的，可按招牌名称填报，如“王记茶馆”。没有招牌的，应按所从事的业务填报，如“个体茶摊”、“个体卖蔬菜”等。

基层单位和个体从业人员，从事一业为主并兼营他业的，按其所从事的花费劳动时间最多的行业填报。

九、职业——凡十五周岁和十五周岁以上的在业人口，都要填报本人的职业。

职业——填本人所做的具体工作。例如：工人，可填“细纱挡车工”、“钳工”、“排字工”、“汽车司机”等。农民，可填“粮农”、“棉农”、“养猪”、“养鸡”等。商业、服务人员，可填“售货员”、“厨师”、“售票员”等。机关工作人员，可填“××科科长”、“打字员”等。不要笼统地填“工人”、“农民”或“干部”。

凡从事一种以上职业的在业人口，应填报其工作时间最长的那项工作。具体工作应按当前从事的工作填报。例如，生产工人长期脱产搞管理工作，应登记为“车间统计员”、“××科办事员”等。因病、伤、休假、脱产学习、企业调整、劳动教养等而暂时未能工作的，应按原来从事的工种填报。学徒工应按学习和从事的工种填报；尚未确定工种的，可填“工种未定”。

十、不在业人口状况——十五周岁和十五周岁以上的不在业人口，据情圈填。

在校学习的学生，圈填“在校学生”。

主要从事家务劳动的，圈填“家务劳动”。从事家庭副业，并以家庭副业收入为主要生活来源的人，应按在业人口填写行业和职业，不应圈填“家务劳动”。

参加补习班或自修待升学的青年，自报“待升学”的，圈填“待升学”。

由国家统一分配工作的大专、技校毕业生以及市镇复员退伍军人，正在等待分配的，圈填“待国家统一分配”。

在劳动年龄内、有劳动能力、要求就业而尚未就业（在业的标准，见本说明第三部分第八项）的市镇人口，圈填“市镇待业”。

“待升学”与“市镇待业”的区别在于，前者并未提出就业的要求；而后者则提出了就业的要求。实际情况的划分，可按申报人的申报填写。

已经退休、离休、退职的干部、职工和靠领退休金生活的农民，圈填“退休退职”，不要填退休退职前的行业和职业。退休、离休、退职后参加家务劳动的，仍圈填“退休退职”，不圈填“家务劳动”。在普查时参加社会劳动、领取工资补差的退休退职职工，按在业人口填写行业和职业，不圈填“退休退职”。

不属于上述情况，例如，因残疾丧失劳动能力的，圈填“其他”。被逮捕人员、服刑人员也圈填“其他”。

十一、婚姻状况——十五周岁和十五周岁以上的人，据情圈填。普查时未结婚的，圈填“未婚”。普查时有配偶的，包括丧偶或离婚后再婚的人，圈填“有配偶”。夫妻一方丧亡，普查时未再结婚的，圈填“丧偶”。已经离婚，普查时未再婚的，圈填“离婚”。

婚姻状况的圈填，应当反映实际情况，而不是合法的才填报，不合法的不填报。

十二、生育子女总数和存活子女总数——十五周岁到六十四周岁的妇女填报。这个项目，包括两个问题：一是这位妇女共生过几个子女，即活产婴儿的总数（包括活产后不久即死亡的婴儿）；二是这位妇女生过的子女中，到普查标准时间存活的有几个，包括居住在一起的，也包括不住在一起的，但不包括到普查标准时间已

死亡的子女。生过（活产）子女数和其中现在存活子女数，都是指亲生子女，不包括丈夫前妻留下的子女和过继的子女，原则上也不包括领养的子女。有的妇女，对领养关系一直保密的，可作为本人生育的子女和现在存活的子女填报。把填报这个项目的年龄，定为六十四岁，是为了解我国解放前妇女的生育情况，以便对比。六十五岁以上的老年妇女不填报。

十三、81年生育状况——十五周岁到四十九周岁育龄妇女（按标准时间的年龄计算）圈填。生育胎次，是指在一九八一年内这位妇女（包括未婚先育的妇女）生育的活产婴儿（包括活产后不久即死亡的婴儿），是她生育的第几胎。一胎生两个以上婴儿的，按生一胎计算。育龄妇女一九八一年未生育的，包括未婚的妇女，均圈填“0”。

活产婴儿是指：胎儿脱离母体时（不管怀孕月数），有过呼吸或其他生命现象的，如心跳、脐带搏动或随意肌收缩。

按户登记项目的填写：

普查表上面的“本户住址”，填写本户居住地所属的县、公社、生产大队、生产队，或者市、街道、居委会、居民小组；并在括弧内填写街巷和门牌号码；农村没有编门牌号码的可以不填。为节省普查员填写时间，市、县的名称尽可能统一！加盖地名戳记。“集体户名称”，填集体单位名称。

（一）户别——据情圈填家庭户或集体户。同一家庭户的人口，居住、生活在一起的，不论是否在机关、企业、事业单位工作，不论是农业人口或非农业人口，不论是由国家供应商品粮的人口或不供应商品粮的人口，普查时均应登记为一户，不得分为两户。至于户口簿如何登记，另由公安机关确定。集体户在圈填②集体户的同时，要将该集体户的名称，写在表上方右侧的“集体户名称”栏内。

（二）本户住址编号——由编码员按规定编填，普查员不填。

(三) 本户人数——指普查表内按照普查办法第五条登记的人口总数，不包括“有常住户口已外出一年以上的人数”。

(四) 本户81年出生人数——填写本户一九八一年一月一日零时至十二月三十一日二十四时出生的活产婴儿的人数和性别。请注意不要漏登在此期间生下后随即死亡的活产婴儿，特别要注意不要把在医院生下后随即死亡的活产婴儿遗漏。计算出生人数时，请严格区分一九八〇年底和一九八一年初、一九八一年底和一九八二年初的时间界线，不要混淆。一九八一年底没有出生人口的户，应在出生人数合计栏填“0”字，不要漏填。这项数字还要和按人登记的“81年生育状况”项目进行核对，防止重漏。

(五) 本户81年死亡人数——在普查表填写本户一九八一年一月一月零时至十二月三十一日二十四小时死亡的人数和性别。一九八一年没有死亡人口的户，应在死亡人数合计栏填“0”字，不要漏填。

一九八一年有出生人口和死亡人口的户，已迁移他处的，应随户在新迁入地登记出生人口和死亡人口。

为了计算我国人口的平均期望寿命和婴儿死亡率以及进行人口预测，还要在人口普查表附表《一九八一年全年死亡人口登记表》上，按生产队或居民小组，登记一九八一年一月一日零时至十二月三十一日二十四时死亡人口的姓名、性别、死亡时的年龄和出生日期、死亡日期以及死者所属户的户主姓名。未取名死亡的婴儿，姓名可填“未取名”。这个附表，由普查员向生产队和居民小组干部询问登记，集体户也要填报，防止遗漏。

一九八一年死亡的孤寡户和其他全户人口死亡的户，由生产队或居民小组负责登记，不要遗漏。这类无存活人口的户，汇总普查数字时，不作为一户计算。按生产队或居民小组装订普查表时放在末尾，以便同一般户相区别。请注意不要将登记的死亡人口数字遗漏。

（六）有常住户口、已外出一年以上的人数——指常住户口在本县、市，外出一年以上的人口。除登记他们（她们）的人数外，应在普查表右侧“附：有常住户口已外出一年以上人口的登记”栏内，按人填写姓名和性别两项。超过四人的，从五人起，另填《有常住户口已外出一年以上人口的登记续表》，并将本表与续表粘在一起。本户没有“有常住户口、已外出一年以上的人口”的，应在此项合计栏填“0”字，不要漏填。

全户人口外出一年以上的户（即“空挂户口”），汇总时不作为一户计算，按生产队或居民小组装订普查表时放在末尾，请注意不要将登记的“有常住户口已外出一年以上的人数”遗漏。

附：（一）各民族名称一览表

（二）有常住户口已外出一年以上人口的登记续表

（三）周岁年龄对照表

国务院人口普查领导小组

INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE OF THE THIRD NATIONAL POPULATION CENSUS

(I) PEOPLE TO BE ENUMERATED IN LOCAL CITY/COUNTY

Article Three of the "Statute of the Third Population Census of the People's Republic of China" stipulates that "Everyone who holds the citizenship of the People's Republic of China and resides in the country must be enumerated". Article Five of the Statute stipulates that "The principle of permanent resident enumeration should be followed, and everybody should be enumerated at the place of his/her permanent residence. One person can only be enumerated in one place". This article further states that "These people should be enumerated in the local city/county:

1. Reside in the local city/county and hold the household registration there (including those who have been away for less than one year);
2. Have resided in the local city/county for more than one year but hold the household registration elsewhere;
3. Have resided in the local city/county for less than one year but have been away from their places of household registration for more than one year;
4. Happen to be in the local city/county at the reference time, but with the household registration yet to be settled;
5. Originally lived in the local city/county but do not hold the permanent household registration at the reference time for working or studying in a foreign country".

"One year" mentioned above means one continuous year. Some people in rural communes and production brigades often go to other city/county as peddlers, for construction jobs and other activities, and those who come back frequently should not be considered as being away for more than one year, but should be enumerated in the places of their household registration.

Those who are involved in the activities of geographical mobility, like prospecting, survey and drawing, construction, communications and transport as well as people living on boats and those engaged in mobile service

of handicraft and sideline production, are all to be enumerated at the places of their household registrations in order to facilitate enumeration and avert repetition or omission.

Those who originally lived in local city/county but do not hold the permanent household registration at the reference time for working or studying in a foreign country are to be treated in accordance with the following stipulations given in Article Thirteen of the Statute:

(1) Personnel of embassies, consulates and other missions stationed in foreign countries, as well as staff, experts, graduate students and trainees abroad are enumerated by the units they originally belonged to (note: the units from which they draw their pay) if they are state employees; or declared by their families in-country and enumerated by the local census organs if they are commune members;

(2) Students and postgraduates studying abroad, no matter at their own expense or at government expense, should be declared and get enumerated by their families.

To prevent any omission of those people on the move to another city/county, Article Seven of the Statute stipulates that all those who move out of the local city/county during the period between June 16 and June 30, 1982 are to be enumerated at the place of departure when they begin moving, by a staff member appointed by the population census office of the commune/street committee. Any birth or death occurring among those people during this period should be reported promptly to the related organ at the place of departure by the organ at the place of destination. People who move out of the local city/county before June 15 are to be enumerated at their immigration places; in case they fail to reach the destination at the time of field enumeration, supplementary report should be made immediately after their arrival. The supplementary enumeration should be done no later than July 15. In order to avoid any omission of the people who migrate during this period, care must be taken to give publicity and explanation to them in advance.

Those working on a farm, or in a forestry centre, or any similar enterprise which extends beyond one city/county are to be enumerated at their usual residence if their household registration is in another city/county. For example, an enterprise is in City A and its division is located in County B, people working in this division with their permanent household registrations in City A should be enumerated in County B as people defined in (2) or (3) of Article Five of the Statute.

If an administrative division of Province A or County A is located in Province B or County B with no common border with Province/County A, as is the case with Chongqing city's Shuangqiao district which is located in Dazu county having no common border with Chongqing city, the census in such "enclaves" should be taken in accordance with the existing administrative divisions, that is, the census in Shuangqiao district should be taken under the direction of the census organ of Chongqing city.

An enterprise or institution of Province A or County A which is located in Province B or County B is called a "flying unit". Following the principle of permanent residence enumeration, people working in such units are to be enumerated in the county where they usually live. In special cases which make the enumeration at the permanent residence difficult, they may be enumerated in the other county when an agreement has been reached between the census organs of the two counties.

In areas having a dispute over administrative divisions, census enumeration should be carried out in accordance with the existing administrative divisions.

(II) METHODS OF COMPLETING THE QUESTIONNAIRE

A. In accordance with the relevant stipulations set forth in the Statute and within the enumeration area he/she is assigned to, the enumerator, when he/she sets out to enumerate, should first check against the "List of Heads of Households" that has been prepared beforehand to make sure that the household stated by the respondent belongs to his/her enumeration area. If the household is already on the list, the name of the head of household should be marked to indicate the completeness of enumeration of the household. In case there is any omission in the list, a supplement has to be made. The enumerator should tell those respondents where they should go if they get to the wrong place for enumeration.

B. In accordance with the stipulations of the Statute, the enumerator, in filling out the questionnaire, should find out by inquiring the details of every person and every household in the order of the topics in the questionnaire. Information in "Residence Registration Booklet" and "List of Heads of Households" compiled before the enumeration can only be used for reference, transcriptions are not allowed. Therefore, a note is printed on the questionnaire: Respondents must provide information honestly, enumerators must record the answers accurately" When the information given by the respondent varies with the "Residence Registration Booklet" or "List

of the Heads of Households”, the enumerator should check the fact by an appropriate method before filling out the column. In case an immediate result of the checking is not possible, a note may be put into the remarks column. However, verification should be made afterwards and the questionnaire be completed with another note in remarks column.

C. The order to be followed in filling out the questionnaire. Topics concerning individuals should be completed before those concerning the household. Individual records should follow the order of the head of household, his/her spouse, their children and relatives.

D. There are two ways to record information in the questionnaire. (1) Circle a response code corresponding to the answer; (2) Enter words or numerals.

There are totally 8 topics that have possible answer categories. These are: relationship to the head of household, sex, household registration status of permanent residence, educational level, status of non-working population, marital status, birth order in 1981, and type of the household. When the information on an individual or the household conforms to a category, the code of that category should be circled. Take topic of “marital status”. A category of “married” with a code “2” is to be circled like ② for a person who has spouse. For every topic which requires an answer, neither neglectation nor double circles is permitted.

There are 11 topics with no possible answer categories. They are: name, age, nationality, industry, occupation, number of children ever born and now living, household address, total number of persons in the household, number of births and number of deaths in the household in 1981, and number of people in the household who hold permanent household registration but have been away for more than one year. Information with regard to these topics is to be recorded in words or numerals.

Words should be written vertically in columns of “name” and “nationality”, but words or numerals for other columns should be written horizontally.

Of the 13 individual topics, six are intended for everybody; one for persons at age 6 and above; four for persons at age 15 and above; and the last two, one for women at age 15 to 64, the other for women of childbearing age between 15 and 49. The upper and lower limits of age mentioned above should, without exception, be the complete years of age at the reference time. A topic may be ignored by those whose age falls outside the limits.

Enumerators should not put anything in the small boxes at the bottom of each row during enumeration. Coders, however, are to fill codes into them for computer data entry when enumeration and verification are completed.

Each page of the questionnaire admits personal information for five individuals. Extra pages may be used for a household with more than five members, in which case all pages of the form should be glued together at the upper left-hand corner. Starting with Page 2 of the completed questionnaire, i.e., the extra page for the household with more than five members, the name of the head of household ought to be put at the lower right-hand corner preceding the number of pages for the household, in order to prevent confusion in case of detached pages.

In completing the questionnaire, number of total pages for each household and serial number on each page of the household as well as in the volume must be noted down. Information on household topics is only to be recorded on the front page when several pages are used for one household.

A collective household with less than 998 persons may enter them as one household into the questionnaire, which may have two hundred successive pages. In order to facilitate coding, a household with more than 998 persons has to be divided into several smaller ones for enumeration.

Fountain pen should be used to fill in the questionnaire both by circling and writing. Handwriting must be legible and clear, and no hasty or careless writing is allowed. A homonymous Chinese character cannot be used. The "Scheme for Simplifying Chinese Characters" published by the state must be followed in simplified Chinese characters. Arabic numerals have to be written down in the standardized form as "1 2 3 4 5 6 7 8 9 0" instead of in a free hand.

E. Method of correcting mistakes in the questionnaire. To reduce misrecording, the enumerators should get the accurate information on each topic before putting it down. When an error occurs, double horizontal lines are used to cross out an incorrect entry of words or numerals written in a horizontal way and the correct one is put above. Or the incorrect words written vertically should be crossed out with double vertical lines and the correct one put on the right. For example, when "5" is misused for a family of 4 members in the blank of "Total number of persons in the household", ⁴五 is the way to correct it. Again, if Zhang San (张三) is recorded by mistake for a person named Li Si (李四), it ought to be corrected as

张	李
#	#
四	四

. With respect to a mistake in circling, double lines have to be drawn through the

wrong circle and the answer category that follows, then a right code corresponding to the fact is circled. Example: when code "1" under the heading of sex is circled as a result of carelessness, the correction should be done as ~~① male~~ ② female .

F. A production team/residents' group is taken as a basic unit in filling out the attached form, the "Registration Form of the Deaths in 1981 by a Production Team or a Residents' Group", with the information to be obtained from the grassroot cadres by inquiry. The number of deaths in this form should be checked against the sum total declared by the households. If the two figures do not match, investigations should be made first among quarters concerned, or the households concerned may be interviewed when necessary.

G. When an enumerator has completed a questionnaire for a household, he/she should read it out to the respondent for checking. Both the respondent and the enumerator should sign their names or affix their seals at the lower left-hand corner when everything is found in good order.

H. An appropriate arrangement for private enumeration should be made for those who so request in consideration of keeping their personal information or information of their families confidential. Census workers are also obliged to keep the secret on certain topics when the respondents do not want others to know. For instance, cohabitation without any legal marriage registration, or a pre-marital childbearing, or adopted children in the household.

(III) GUIDE TO THE FILLING-OUT OF EACH TOPIC ON THE QUESTIONNAIRE

Individual topics:

1. **Name.** Formal name should be given. An alias or nickname should not be used. In case there is no formal name, record the infant name or X nee X (for woman). With a child who has not been given a name, just write down "not given a name". The enumeration should not be taken as a chance to alter names. This could be done, if somebody wants to, at a household registration agency before the census and an application is necessary. If the respondent finds a mistake with name in the household booklet and requests a correction, the enumerator should record the correct name, and make a statement in the remarks column.

2. Relationship to the head of household: Draw a circle on the code before "head of household" for the first person recorded in the family. Other members are identified according to their respective relationship to the head of household. When the respondent is not the head of household, remember not to make such a mistake as recording the relationship from the standpoint of the respondent. That is, if the respondent is the son of the head of household, be sure not to circle on "parent" to identify the relationship of the spouse of the head of household from the standpoint of the respondent instead of from the head of household.

In the answer categories under this topic, "child" includes son-in-law/daughter-in-law. "Grandchild" includes grandson-in-law/granddaughter-in-law, great-grandson/great-granddaughter and great-grandson-in-law/great-granddaughter-in-law. "Parent" includes father-in-law/mother-in-law. "Grandparent" includes grandparent and great-grandparent-in-law. Circle "7" for brother, sister, aunt, cousin and other relatives. Circle "8" for housekeeper, colleague, schoolmate and other non-relatives. The relationship to each other in a collective household is to be circled as non-relatives.

When the head of household has been away for more than one year, another person should be appointed by this family to replace him/her, and recorded at the number one person's place. The relationship of other members to the new head of household should be identified accordingly. For the convenience of circling, the order of categories and their codes under this topic are not arranged by the seniority in family, but in the light of the structure of most families (generally, it is formed by the head of household, his/her spouse and their children, there are not many cases in which three/four generations live together). Explanation should be given if somebody misunderstands it as disrespect to elders.

3. Sex. Circle "male" or "female" according to the fact. "1" for male, "2" for female.

4. Age. With regard to the date, month and year of birth, the Gregorian calendar is recommended. If it is recorded in Lunar calendar, fill in the questionnaire as it is, and conversion is not needed.

Complete years of age is counted from the date of birth to the reference time. Just write down the number of years as counted, leave out the months. For example, for a child who is two years, eleven months and twenty-nine days old, "2" should be placed preceding the printed characters of "years of age"; for an eight-month-old baby, "0" is put before the printed characters of "years of age". Those who only know their nominal age

or animal signs or the sexagenary cycle may work out their complete years of age in reference to "Age Conversion Table". The date of birth and the complete years of age should be written in Arabic numerals.

5. Nationality. Consult the "List of Nationalities" and record the answer. Take the name of nationality the person belongs to. If one belongs to Hui nationality, put a "Hui" before the printed character of "nationality". Follow the name given in the list even if there is a different name locally. Those nationalities not included in the list, just record the name popular among themselves. Abbreviation should not be adopted here. For instance, 鄂温克 (Ewenki) nationality should not be shortened into 鄂 nationality, because there exists another nationality called 鄂伦春 (Orenqen). If the parents are not of the same nationality, it is up to them to decide the nationality of their child under age 18. Persons above 18 are to choose their father's or their mother's nationality by themselves. According to the stipulations in the "Circular Concerning the Principle for Handling the Cases of Resuming and Changing Nationality" issued by the State Commission on Nationalities Affairs, the Population Census Leading Group Under the State Council and the Ministry of Public Security on November 28, 1981, those who want to resume or change their nationalities should go through the formalities at the household registration organs before June 30, 1982. A foreigner who has acquired Chinese citizenship, if his/her original nationality is the same as one of ours, should fill out this column with this one. For example, a Korean having acquired Chinese citizenship should put down Korean nationality in the questionnaire. Otherwise, just fill it with "acquired citizenship", a short form for a foreigner having acquired Chinese citizenship.

6. Household registration status of the permanent residence. Circle the answer according to the fact. Part I of the Instructions gives the explanation to what each of the five answer categories under this topic refers to.

7. Educational level. People at age 6 and above should provide the information on the topic according to their last record of formal schooling at the reference time or schooling equivalent to their present educational level. University level is divided into two categories: graduate and undergraduate. Undergraduate refers to one who once studied at university but did not finish and one who is at university. Postgraduates should draw a circle on "Graduate". Make no distinction between "graduate", "undergraduate" when the educational level involved is senior middle school and

below. For instance, people who have graduated from, or studied, or are studying at the senior middle school, all circle on "Senior middle school".

"University" includes colleges and junior colleges. People who have passed examination and obtained a certificate through self-study and taken advanced courses of a university curriculum can also be considered as "Graduate". Radio and television university, factory-run university, correspondence and night courses and courses of other forms run by university can be regarded as universities only if they follow the teaching plan or programme (full course) of the college; those which follow the teaching plan or programme of the secondary vocational or technical school are regarded as secondary vocational schools or secondary technical schools. Those who take a single radio, T.V. or correspondence course should not be marked down as having a university education. Those who are studying or have graduated from secondary technical school should be classified in senior middle school. Those of vocational school at junior middle school level should be classified in junior middle school and vocational school of senior middle school level should be classified in senior middle school. Those who are studying in or have graduated from secondary technical school after having graduated from senior middle school still mark themselves down as senior middle school. The enumerator may choose a certain educational level for those who studied under private tutors according to his or her own declaration.

People at the age of 6 and above who are illiterate or know less than 1,500 words with which they cannot read simple language book and newspapers or write a simple message, should circle on "illiterate or semi-literate". People who know more than 1,500 words and can read simple language books and newspapers and write simple message, are considered as having reached non-illiterate level. They may be put down as having primary school level.

According to the state stipulations, people at the age of 12 years and above who declare themselves to be "illiterate or know only a few words" should be counted as illiterate or semi-literate. Some people between age of 6 and 11, who mark themselves down as "illiterate or semi-literate", would not be counted as such in tabulation.

8. Industry. People who are fully 15 years old or above with an occupation should declare the industry he/she is engaged in.

Working population refer to those who derive an income from a certain kind of social labour or business. China's employment policy is one of

“combining employment through the introduction of labour department, employment through voluntary organization and self-employment under the state’s overall planning and guidance”. Anybody who gets a job through any of the three means, whether he/she is employed in a unit of the state or collective ownership or self-employed and whether the job is a regular or a temporary one, should be considered as employed persons. They include:

(1) Those people who hold a regular job at the census reference time. They may be working at their posts, being away from work due to illness or injury, away on holiday, temporarily recuperating, doing temporary study, undergoing labour-reform, or being temporarily prevented from working as a result of bad weather, technical trouble, seasonal work stoppage or enterprise readjustment. However, they do not include such person who left work to study full time at institutions of higher learning, radio and television universities. Retired workers and staff who still participate in social labour one month before the reference time and earn an extra income which together with his/her pension makes up to 100% of the original pay should be regarded as working people. Retired cadres should circle on number 6 “retired or resigned” under the topic of non-working people.

(2) Those who do not have a regular job. Anyone with a temporary job on June 30th, 1982, and have participated in social labour for an accumulative period of 16 days in June should be regarded as employed population. Their occupations may be qualified with the word “temporary” when filling in the form. For example, temporary bricklayers, etc.

Under the topic of industry, employees should fill in the full name of his/her establishment (including private ones). The name of the establishment should be an independent accounting unit whether of state ownership or collective ownership. When referring to a state-owned complex or large-scale factory/mine (e.g. a company, an associated plant etc.), the name of the secondary unit (e.g. a factory, an affiliated factory etc.) should be made clear. For instance, X X Iron Works of X X Iron and Steel Company, X X Poultry/Eggs Department of X X Agriculture-Industry-Commerce Joint Enterprise. For commune members, the industry should be recorded as: X X Agricultural Production Team, X X Forestry Production Team and X X Animal Husbandry Production Team. Self-employed labourer should put down the same name marked on their signboard, e.g. “Wang’s Teahouse”. If there is not a signboard, the form should be filled in with the business they are engaging in, e.g. “private teastand”, “private vegetable

vendor", etc. In the case of an individual or an enterprise doing two or more kinds of work concurrently, the work on which most of the time is spent is accepted as the industry.

9. Occupation. Working people at the age of 15 and above should report their occupation.

Under this topic, specific types of work these people are doing should be written down. For example, workers should register as "spinner", "fitter", "typesetter", "driver", etc. Peasants should register as "grain grower", "cotton grower", "pig breeder", "poultry raiser", etc. Commercial and service trades personnel may be identified as "shop assistant", "chef", "conductor", etc. Government staff may be classified as "X X section chief", "typist", etc. The answer should not be in such general terms as "workers", "peasants", or "cadres".

When a person is holding two or more jobs, the one he/she spends most of his/her time on counts. If their responsibilities are inconsistent with their titles, describe their present jobs. For example, a worker who is released from production to do administrative work, fill in this column with "workshop statistician", "clerk of X X section" etc. Those who are not at their post presently on account of illness, injury, holiday-leave, being released from work to study, enterprise readjustment, labour-reform, etc., should register under the original work. Apprentices should register under the trade they are learning to do. If his/her trade is still undecided, the person can put down "type of work undecided".

10. Status of non-working people. Non-working people at the age of 15 and above, should circle one answer category accordingly.

For student now studying at school, draw a circle on "student at school".

Those who are doing mostly housework belong to "doing housework". Those people who engage in sideline production at home as their major means of upkeep should fill in under the employed population and should write down their industry and occupation and should not mark down as "doing housework".

Young people attending continuation courses or studying on their own in preparation for entering a school of a higher grade may circle on "awaiting school enrollment" if they so wish.

Graduates from institutions of higher learning, technical and vocational middle school as well as demobilized soldiers in city/town who are

waiting for state assignment, should be identified as "awaiting state employment".

Jobless people living in urban areas who are of working age and are capable of and willing to work, (the definition of working population is given in item 8 of Chapter III in the Instructions), draw a circle on "awaiting job assignment in city/town".

The difference between "awaiting school enrollment" and "awaiting job assignment in city/town" lies in the fact that the former do not want a job while the latter has applied for a job. To differentiate between the two, the answer categories under the topic should be circled according to the respondent's statement.

Retired cadres, workers and staff and those who have quit the work as well as peasants living on pension should be recorded as "retired or resigned", their industry or occupation before retirement should not be taken. Neither should they circle on "doing housework" even though they do look after the house. Retired workers and staff who participate in a kind of social labour at the census time and earn a supplementary income making up his/her pension to become 100% of the original pay should fill in their industry and occupation rather than circling on "retired or resigned".

Those who do not belong to any of the above-mentioned categories, for instance, someone incapable of work due to deformity, should circle on "other"; people being arrested and serving a sentence are dealt with in the same way as well.

11. Marital status. People at the age of 15 and above should register their marital status. Those who are not married at the census time should be recorded as "never married"; whoever have a spouse at the census time including those who remarried after being bereaved or divorced should be classified as "married". Those who remain single since bereavement or divorce at the census time, should be identified as "widowed" or "divorced" accordingly.

The real marital status should be reflected in the form, notwithstanding the illegal status of the marriage.

12. The total number of children born and the number remaining alive. All females of child-bearing age between 15 to 64 should be inquired of. The topic includes two questions: Firstly how many children ever born alive to the woman, namely the total number of live-born children (including children who died shortly after birth); and secondly the number of chil-

dren living at the reference time, irrespective of whether they are living together with their mother or not, but the children who are dead at the reference time should be excluded. The total number of children born and the number remaining alive refer only to the children the woman bore herself, not including those left behind by a previous wife or adopted from a relative. Generally speaking, adopted children are not included either. However, with some women who have kept adoption a secret can register her adopted child as her own-born and presently alive child. The upper age limit for this topic is fixed at 64 to acquire fertility information of preliberation days for comparison's sake. The women above 65 years old need not to be inquired.

13. Bore the following in 1981. Women of child-bearing age between 15 and 49 (their completed years of age at reference time) should give an answer to this topic. It means this woman should declare the order of live birth (including the birth of a baby that died shortly afterwards) given by her (in or out of wedlock) in 1981. Twins, triplets or even more babies born at a single birth should be counted as one birth order. All child-bearing age women, married or unmarried, who did not give birth in 1981 should mark down "0" in the form.

Live-borns are babies who breathed or had other phenomenon of life such as heart-beats, umbilical cord throbbing or voluntary muscle systole after leaving its mother's womb (disregarding the number of months of pregnancy).

Topics for each household:

Under the "address of the household" in the questionnaire, one should record the county, commune, production brigade, production team, or city, street, neighbourhood committee, residents' group to which the household belongs; the name of the street/lane and the house number should be written down in parentheses; in rural areas where there is no house number, the number can be left out. To save time, the name of a city/county may be stamped on questionnaires for the same area, if possible. "Collective household" should take on the name of the unit to which this collective household belongs.

(1) Type of household. Choose either domestic household or collective household accordingly. People living together in one family should be registered as one household and should not be looked upon as two, disregarding the fact that certain members might be working in a government

organization, an enterprise or an institution, or other members might be counted as rural population, or some members have commodity grain while other members have not. It is up to the public security organ to decide on the filling of household registration booklet. For a collective household, a circle should be drawn on "2", the name of the collective household should also be written on the upper right-hand corner of the questionnaire following the "name of collective household".

(2) Address code of the household. This will be filled out by the coder as regulated, not by the enumerator.

(3) Number of people in the household. Refers to the number of people that should be enumerated as stipulated in Article Five of the "Statute of the Population Census". People having the permanent household registration but "have been away from their place of household registration for more than one year" should be excluded.

(4) Number of births in the household in 1981. The number and sex of the babies born alive between 0 hour of January 1st, 1981 and 24 hours of December 31st, 1981 should be registered. Attention must be paid not to omit those live-born babies who died immediately after birth during this period. Particularly those born and died immediately in hospitals. For the enumeration of newly born population, attention must be paid to clearly demarcating the end of 1980 with the beginning of 1981 and the end of 1981 with the beginning of 1982. Try to avoid any confusions. Household without new born babies in 1981 should have "0" marked in the column of "Number of births in the household in 1981". There should be no omission. The figure should also be checked with the enumeration under "Bore the following in 1981" to avoid duplications and omissions.

(5) Number of deaths in the household in 1981. Number of deaths occurring in the household between 0 hour of January 1st, 1981 to 24 hours of December 31st, 1981 and sex of the deceased should be written down in the questionnaire. If there is no death in the household mark an "0" in the column of "Number of deaths in the household". There should be no omission.

With cases of birth or death that occurred in 1981 in this locality, but the family has moved to another place, then the births and deaths should be enumerated at the new residence.

For the purpose of calculating the life expectancy of China's population, infant mortality rate and conduct population forecast, information on

death occurring between 0 hour of January 1st, 1981 to 24 hours of December 31st, 1981, should be recorded in the "Registration Form for Deaths in the Year of 1981" attached to the questionnaire, with production team or residents' group as a unit. The name, sex, age at death, date of birth, date of death and name of the head of the household should all be entered. Infant that died without a name should be put down as "not been given a name". When filling the attached form, the enumerators should make investigations among heads of production team or residents' group. Attention should be paid not to omit collective households here.

In cases of death in single person household and of whole family that occurred in 1981, the production team or the residents' group should be held responsible for registering. Such died-out household should not be calculated in the tabulation of the total number of households. These forms should be placed at the end of the volume bound with production team or residents' group as a unit. Mind any omission of the recorded death figure in tabulation.

(6) Number of people with the permanent household registration but away for more than one year. This refers to those who have permanent household registrations in the local county/city but have been away for more than one year. In addition to the number, their name and sex should also be entered in the column "annex: registration of persons with permanent household registration but absent over one year" on the right-hand side of the questionnaire. If there are more than four persons of this kind, fill in the "Continuation Form for Population with Permanent Household Registration but Away for More Than One Year", and glue it onto the questionnaire. If there are no such case in the household an "0" should be put down after the printed character of "total" under this topic.

A household with all its members away for more than one year (i.e. "empty household") cannot be counted as one household in tabulation. When bound into volume with production team or residents' group as a unit, these questionnaires should be bound at the last pages. Take care not to omit the recorded number of people with permanent household registration but away for more than one year.

The Population Census Leading
Group under the State Council