

National Population Census 2001

Questionnaire Manual

His Majesty's Government
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Acknowledgements

In National Population Census 2001, for collecting the household and individual information of all person living in the kingdom two separate schedules are developed. In schedule 1, the information of all household and individual will be collected and in schedule 2, the information of household and individual selected on the basis of statistical sampling method will be collected. For those enumerators who will be involved in data collection of these two schedules, this "questionnaire manual" is developed by mentioning the method (rule of enumeration and direction including examples) to be followed during the enumeration work. A detail study of this booklet is a must to all enumerators before commencing the enumeration task.

With the purpose of giving clear and simple vision to enumerators, respondents and users, some pictures (visuals) are also used as examples in this manual.

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Lastly, I hope this manual will be very useful for all, respondents and also data users who get involved in the population census.

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Instruction of Schedule - 1

Schedule- 1

(Manual for data collection)

Three types of data should be collected in schedule-1

1. Introductory description
2. Household description
3. Personal description

In this schedule the first part is commenced by introduction description. The questions for household description are set on the left side and questions for personal description are set on right hand side. While collecting the descriptive information, firstly introductory questions should be asked which should be followed by questions of household description and then personal description questions respectively.

The place of introductory description will be the regional introduction of the household/ place. In the household description information like the house used by household as a group, land in use, land under women's ownership, cattle, if household runs any small scale business other than agriculture, if any member of the household is gone abroad, all information should be collected of members who are the country outside. All the social and demographic information about the household member should be collected in the individual information.

Identification Information

Following facts should be written in the identification information -

District - The name of the district of the place should be written clearly and in full form where the census is being carried out. For eg: *Kavrepalanchowk*

VDC/Municipality - This refers in which VDC or Metropolitan does the place of census lies. The name of VDC/ Metropolitan should be written clearly like – Kathmandu metropolitan, Pokhara sub metropolitan, Itahari Municipality, Rupnagar VDC etc.

Ward No - The ward number of the VDC/municipality should be written. In every VDC there are 1 to 9 wards and the no. of wards in the municipality could range from 1 to 35 wards.

Village/Settlements - There are people living in houses/group of houses at different places. Those places are known by different names. The commonly known name of the village where the house of the household living is located whose information is being taken in regard should be written. eg: Bastipur, Ghoganpur etc.

House Serial Number - Every enumerator should write the serial number of the house which might have set before by the supervisors during the time of listing of the houses. In case the house nos. is scratched/ erased or faded then enumerator should confirm the number from the household listing form that is filled previously. For e.g.: If the supervisor had written Ja 3/6

for household serial number then house serial number be written as 3. If the number of any house where the household is living is missing then in that case the serial no. should be given by the enumerator. While giving the serial no., it should be from above the no. till which the supervisor had written before for e.g. if the last serial no. in the form is 156 then the enumerator should number the missing house as 157, 158 and 159 respectively. The new serial no. of the houses should be added in the house/household form as well. The same serial no. of families should be written in schedule 1 and schedule 2 as well.

Note - In every enumeration area, the house no. is given determining the no. of the houses and household members. If the enumeration area is smaller than a ward then all house serial no. should be listed in the cover page of questionnaire manual of total wards.

Household Serial No - Every enumerator while listing the household serial no. should write the same serial no. like stated above as enlisted by the supervisors in house/household listing. A new serial no. is to be given to the household if the household serial no. is missed to write as like it is given in case of missing house no. The left out serial no. is continued right after the last household serial no.

Generally a household means a group of people living together based on the same one source of income and take their meal in the same kitchen. In a household there might be only one person/ many person, relatives or not relatives as well. The main basis for identifying household members of a household is decided by income expenses and kitchen concept.

For census purpose, the household can be regarded and should be noted as a separate one if person or group of persons are living separately and dining in a separate kitchen without any legal procedures. Usually the counting should be done from the place where household resides. If a person or group of persons are living and dining in a separate kitchen due to any kind of reason apart from main household then the counting is done from the separate household where they are living not from the main one.

In some households, head of the household or children or other members of the household might be residing in other places or away from home or due to trainings or education, in such cases the current place of residence is the place where counting is done. There could be some misconception that the counting should be done from the original place, in such cases the respondent from the original household should be clarified about the chances of double counting. So the counting from the household is avoided of such people who generally resides in some other places but is related to the household.

Whereas people usually residing in the same household but is not present at the time of counting and had gone to other places to household related work or medical treatment/ business for some days, the counting should be done from the main household. One's residing away is written separately only for census provision, this however does not affect in legal procedure. If any of the household member(s) is working and studying abroad then in that

case the information of the very person(s) is taken and the description is given in question no. 12 of the household information of schedule 1.

Person refers to - Man/ woman, child, Elderly people of all ages.

Total number of members in the household - While counting the number of total household members residing, children (including infant), old, handicapped man/ woman should be differentiated and written separately. The obtained total no. of members should match the exact numbers with that of male/female written in personal description of schedule.

Male- Total number of males in the household (including infant boy child newly born if any)

Female- Total number of females in the household (including infant girl child newly born if any)

Household Information

Q.1 : What type of the house is being used by this household?

1. Permanent 2. Semi Permanent 3. Temporary 4. Others

House - House is generally a place which is being used by people to live in, having four walls on the all four sides, a roof and one or more room or storey.

Type of house - It signifies the materials used in the building of house, its wall, roof etc.

Houses are of different shapes, sizes, types and kinds. All houses might not have four walls. Some houses are made on the support of other houses' walls or on cliffs.

In some cases a house might be divided into two houses by raising a partition wall in between. For entry and exit there is a separate door in the house. For counting purpose all types as – Hut, house, building, bungalow, flat means a house. The ownership of the house can be own or of others. If a household has been using more than one house for residence then in that case the main house of residence should be taken as the source for description. If some household is staying in a rent and had rented/leased their own house to others or is left empty then in that case the description of rented/house at the time of enumeration should be noted.

Classifying the type of house is on the basis of wall/roof construction. For e.g.

Wall/ Roof	Concrete Roof	Temporary Roof
Concrete Wall	Concrete House	Semi Concrete House
Temporary Wall	Semi Concrete House	Temporary House

On the basis of permanent and semi permanent materials is described as -

Permanent wall - Stones, Bricks, Cement, Blocks etc. are mixed up with mud/ cement then the wall is concrete.

Permanent roof - Steel roof, tiles, slate, concrete roof are considered as concrete roof.

Temporary wall - Walls made up of mud coat over plank or mud brick, hay or bamboo is considered as the temporary wall.

Temporary roof - Roofs made up of tin, plastics, hay mud or with the plank of container is considered as temporary roof.

For the enumeration purpose, as stated above on the basis of structures, houses are divided in 4 classes:

- 1. Permanent House** - The house is considered as a concrete one if the outer wall and roof both are made up of concrete materials.

2. **Semi Permanent House** - If one among wall or roof is made up of concrete material then that house is regarded as a semi concrete house. House having concrete walls but temporary roof then the house is semi concrete. Likely, if the outer walls are temporary but roof is concrete then that house is semi concrete.
3. **Temporary House** - If the walls and roof of the house is made up of temporary materials then that sort of house is regarded as temporary house.
4. **Others** - Place of living that is built up of hay, plastics, bamboo, tent etc. are stated as others. Simply made huts or same kind of living place is regarded as others.

To disclose the type of house, concrete, semi concrete, temporary and others should be marked as 1, 2, 3, 4 respectively.

Note - The classification of concrete and temporary should be done on the basis of major construction material used if more than one material is used in wall or roof. As defined above the house should be classified as concrete and temporary in accordance to the majority of materials used in its construction.

Q.2. What kind of house ownership does the household hold?

1. Own 2. Rented 3. Others

Here house ownership refers in terms of legal ownership, or the ownership is his/ her in whose name the house is registered. In rural areas usually houses are not registered legally so house ownership can be understood in regard with the land ownership. The house ownership is divided as three types:

1. **Own** - At the time of the enumeration if the residence of the household, house, part of the house or flat is in the legal ownership of any household member then its considered as own. If the place of residence of the household member is the ancestral home but legally the registration is not yet transferred so in that case also the house ownership is own.
2. **Rent** - The house of residence, part of the house or the flat is not in the ownership of the any member of the household and if the rent is paid (cash/kind) for living then it should be understood as rent. If rent is paid for living in a house then code no. 2 should be marked.
3. **Others** - If the place of residence is at the place of relative's house, the place provided by the proprietor, organization or house owner of work and the house rent should not be paid in cash/kinds then that should be depicted as others. If the house of residence is not own and the permission of authorized person is also not taken for residing then in that case it is disclosed as others. In other words, the house is not belonging to the

household and the rent should not be paid as well then code 3 should be marked and what kind of residence is it should be revealed.

Q.3. Does this household has land for agriculture purpose?

1. Yes 2. No

Land for agriculture purpose means- the land being used for cultivation/agriculture work. During the time of enumeration if the household holds any land for agriculture purpose then code no.1 should be marked but if not code no. 2 should be marked.

Agriculture work depicts the following:

Agriculture crop production	Production of crops (wheat, Maize, Corn etc), vegetables, fruits, cash crops and other crops.
Raising Livestock	Domestication of Cow, Buffalo, Sheep, Goat, Pig, Rabbit etc.
Raising Poultry	Birds for meat, eggs and other economic benefits
Other Agricultural work	Grass tree and tree plant, Apiculture, Fish farming

Q.3. and Q.4. are inter related. What does land for agriculture purpose mean; it is more defined in Q.4.

Q.4 : How much area is used for agriculture purpose?

Bigha___ Kattha___ Dhur___ / Ropani___ Aana___ Paisa___

If the land is in use then while writing how much area, the following points should be taken in care:

1. If own land is being used- then it should be included in holding
2. If others' land is being used- then it should be included in holding

3. But if own land is given to others for earning purpose then the land should not be included in used land

In other words, whether the ownership of the used land is of household of others but the units of total area should be enquired and written. The land area in the ownership of the household and the land owned to others being used under any condition (BHOG BANDHAK, KOOT WA Nagad Tirney gari, Adhiya wa sart wa sittaima), such land area should be added to the agriculture land holding.

4. The agricultural land holding of the household could be in the same ward where the household can be in the same ward where the household is living or they can be in the different wards, in one place or in the different place and can be composed of more than single units. If the units are different but the equipments for production within the districts, the total area have been carried out till the day of count should all be written.

Kitta refers to- Not the land papers but the piece of farm land/ field at the same place, which is separated from the others' used area by natural wall or any boundary.

Note: While writing the total holding land area, only the total area of the district should be written where the household is residing currently. Despite the district where the household is residing the land holding in any other district should not be included and written for counting provision.

Unit of the area- In Nepal there is no similarity in measuring unit of the area. Ropani and Bigha are the main unit of area. But there are different local units according to the place. For e.g.- BIJANKO MANA /PATHI WA HAL, PATO AADI AKAIKO CHALAN PANI RAHEKO CHA.

Ropani - This unit is used especially in Kathmandu Valley, Mountains and Hilly districts.

1 Ropani = 5,476 sq. ft.

Bigha – This unit is especially used in Tarai and inner Tarai districts.

1 Bigha = 72,900 sq. ft. Other measurements are as follows

1 Ropani = 74 X 74 sq. ft. = 4 Matomuri = 16 Aana = 64 paisa

1 Bigha = 270 X 270 sq. ft = 20 Kattha = 400 dhur

To write the unit of area of land both the units of Ropani and Bigha are given. If the units are in other than Ropani and Bigha then such units should be changed to Ropani, or Bigha and written. Total agriculture holding of a household can be aggregately disclosed in Ropani, Bigha or Both. If the farmer gives the information of land area in other units like – seed unit, plough unit etc. then it should be converted into units of practice for that area and should be written. The enumerator should help out to calculate the total land area on the basis of area as

per the units, consumption of seeds in case the farmer is unable to answer the total land holding.

E.g.1. 17 Ropani, 1 Ana, 2 Paisa and 5 Bigha, 11 Kattha, 15 Dhur area should be written as follows:

Units	Ropani	Ana	Paisa
Area	17	1	2

Bigha	Kattha	Dhur
5	11	15

E.g.2. According to the land law, land used for agriculture by a household (till the day of count) is divided in 5 portion (5 units). Three units lie in 1 ward and the other two in another. Among 5 units, 1 unit of land is given to others to earn but 2 units of land of others is being earned by this household. The total land area of usage of the household is as following if the unit of the area measurement of that area is Ropani:

Parcel S.N.	Area of the Land			Remarks
	Ropani	Ana	Paisa	
1	0	6	2	Own land being earned
2	2	9	3	Own land being earned by others
3	7	0	2	Own land being earned
4	1	9	0	Others' land being earned in condition to pay Kut
5	5	10	0	Others' land being earned in condition to pay Kut
Total	17	3	3	Total area of 5 units
Land used by others	2	9	3	To be subtracted from Total area (Land given to others for earning)
Land used by the household	14	10	0	Total area being used by the household

Q.5: Does your household have raised agriculture livestock/poultry?

1. Yes

2. No

Q.6: How many livestock/poultry?

1. Total Livestock.....

2. Total Poultry.....

Above Q.5 and Q.6 are related -

In Q.5 it is asked that whether the household is involved in domestication/ farming of cattle or poultry and likely in Q.6 it is asked how much total number of cattle or birds being domesticated is enquired and should be reported separately.

Livestock or poultry birds for farming purpose refers to- both livestock/birds that the household is rearing either for agriculture purpose or for commercial purpose. For agriculture purpose both livestock/poultry are domesticated. Cow, Ox, Yak, Buffalo, Goat, Sheep, Pig, Rabbit etc. are the major types of cattle. Likely, Hen, Duck, Pigeon, Batai, Titra, Chyakhura are the some major birds.

Such cattle/birds which belong to the household, reared in own farm and those belonging to others, reared in household's own farm are also included. Cattle/ birds like Dog, Cat, Rabbit, Duck etc. which are domesticated for self interest other than farming or for transportation purpose like Ox, Buffalo, Horse, Ass, and Sheep are not included here.

Note: Total number of all types of cattle/birds either within the premises of house or taken out in the field on the day of enumeration should be added and written separately.

Q.7. Does the women of this household owns following property?

- 1. House 1 Yes 2 No
 - 2. Land 1 Yes (Specify) 2 No
- Area

Unit	Bigha	Kattha	Dhur	Ropani	Ana	Paisa
Area						

In Q.7. if any women(one or more) in the household owns house or land in her name or both then in such case for counting purpose all details stated below should be enquired:

However, if women of the Household means - the head of the household or head's mother, wife, daughter, sister, sister in law, aunt, grand daughter, mother in law or women who is not related to the head of the household. If one or more women own the property then it should be stated "Yes" while specifying for house. For land the total land area should be specified then units are different then should be stated separately.

Property ownership of women means - property inherited through parents, PEWA (own), dowry, Pension, income earned by self, through loan and property through any other source.

PEWA/ Dowry means - Tangible or intangible asset/property that is given to woman by her husband or relatives from husband side and also the increased property there after is PEWA. The property tangible/ intangible that is given to woman by her maternal home or increased property there after is Dowry.

1. **House** means - House that is built with any construction material for the purpose of residence or for any purpose in any district or place of Nepal.
2. **Land** means - The area or agricultural land that is registered in the name of the woman of the household in any district or place of Nepal. As stated in Q.1. if any kind of house is owned by the woman of the household then it should be stated yes.

If any woman in the household owns a house then it should be marked on 1 of "Yes" if not 2 of "No".

If any woman of the household owns any land (for agricultural purpose or for housing purpose) then Yes of 1 should be marked and if not No of 2 should be marked. There can be one or more women in the household. If one or more women in the household owns land area then in that case, the name of the woman who owns the land, total land area should be asked individually and the total of all should be written in Bigha and Ropani. While writing the total land area, whether it is in self ownership of woman or rented out to others for earning in any district of Nepal should be specified. If the units of land area are given in seed units like Bijan, Mana/ Pathi other than the actual land area of Bigha and Ropani, the units should be again converted and written in Bigha and Ropani. The conversion table for converting from one unit to other unit is given in index-4.

Q.8 : Does female members of household personally own any livestock/cattle?

1. Yes (Specify) → 1. Big Heads..... 2. Small Heads.....
2. No

Domestic livestock/cattle means - Cow/ Ox, Calf, Buffalo, Lamb, Horse, Ass, Sheep, Goat, Pig, Rabbit etc. which is domesticated for farming and used for transportation purpose.

Such domestic cattle that woman has owned through her parental right, Pewa, dowry, earned by self, obtained from the loan or through other means refers to women's own cattle.

If the cattle are being owned by one woman or more in the household or cattle given to others in any condition then "Yes" of 1 should be marked and all women's cattle in total including big heads and small heads should be specified separately. If no woman in the household has domestic livestock/cattle then 2 of "No" should be marked.

Note: 1. As stated in above Q.7. and Q.8. if any woman or women owns house, land and cattle inherited through parental right, Pewa, dowry or self

earned(including Pension) or obtained by taking loan till the day of count then it should be specified "Yes". Any woman of the household doesn't own such property till the day of count; it should be specified "No".

2. *While counting the total nos. of domestic cattle, as per the above definition in Q.5. (for farming and transportation purpose) both big domestic cattle(cow, Ox, buffalo etc.) and small domestic cattle(Sheep, Goat, Pig, Rabbit etc.) should be specified separately. While writing all types of livestock/cattle owned by women in the household on the day of the count either in the shade in the house or outside in the field for grazing showed be added up and the big and small heads, should be specified separately.*

Q.9 : Is your household engaged in small scale economic activities other than agriculture?

1. Yes
2. No

Q.10 : If Yes which is the main business running?

1. Small/cottage industry
2. Business/trade
3. Transport
4. Service
5. Others.....

Here, (besides agriculture) small /cottage industry means-

1. Operated by household head or any other member (Capital- cash, kind, labor invested in operation but not operated through others by paying wage or salary in regular basis)
 2. Conducive to Household economic benefit
 3. Not introduced as a separate business(unregistered in Government and Non Government or local organization or not having any signboard)
 4. If its Service business then selling service to the separate unit
- For these kind of services to be included in the counting, generally the business should have run till a week before the count.

In other words - Besides agriculture, such business/services that fulfill the condition 1 to 4 and operated at home or outside in order to help the income of the household, unorganized nature of work signifies small scale business. Product produced in such business can be both for the usage of the household or for selling. But, if the production of the business is service then its aim should be sales in the market, if the produced service is only for the household then that shouldn't be included in the count.

Note: 1. Agricultural work (Farming, vegetable crop, livestock, wood land forest, fishery, poultry, apiculture, sericulture etc.) should not be included in small scale business for counting purpose.

But business based on agriculture (production of food items– Yoghurt, milk cream/cake, milk nuts (Durkha/churpi) etc. being sold, selling of bamboo chair, table etc.) should also be included.

- 2. If any household runs the business on the given condition as 1 to 4 stated above then Yes of 1 should be marked and if not No of 2 should be marked. If the household runs the business then what kind of business is being run should be specified by selecting the appropriate code number. If the household runs more than one business then the main (any one) business should only be marked or specified, all business need not be specified.*
- 3. Business introduced separately (registered in any Government, Non Government, local organization or having signboard) like- Rice, Pulse, Matchstick, cigarette, movie theatre, textile factories or other registered business should not be included.*

The following examples are given below to separate the business:

1. Small industry (manufacturing) - Small industry refers to the business industry that is involved in production of food items and non food items fulfilling the above stated condition in code nos. 1 to 4.

For e.g.- Business involved in production of food items like Bread, gram, sweets, milk cake, Samosa, Pakauda (vegetable chops), Jam- Jelly, Yoghurt, Chrpri etc, thread making business; manufacturing bamboo items like chair, Stool, Doko, Basket, Manufacturing business of Nanglo, Namlo, Damlo, making jute thread, Wooden vessel, Mana/ pathi; making of hay carpet, mat, pottery, iron or metal utensils, items made from leather, cloth, making toys; bangles, beads or other make-up accessories and other similar production business in manufacturing business industry. Such business activities running to support the income of the household should be included. But if the above stated condition does not apply then its not necessary to include.

If the household operates "small scale industry" then code1 should be marked, but if the operated small scale business is registered somewhere else then code 2 should be marked.

2. Business - Based on all types of give and take or with the motive of buying and selling, business operated with or without running a shop fulfilling all the stated condition from 1 to 4, investing capital (cash o kind) is regarded as a small scale business. Code 2 should be marked if the household runs such type of business.

But the registered business somewhere else need not be included.

For e.g. - Woman or Man of the household or both running a shop, in own house of residence or somewhere else small retail shop/Nanglo, selling items in box/ cartoon, shop at foot path, Paan, beedi (cigarette), supari shop, gram, sweets shop or similar food items or non food items related business is small scale business.

3. Transportation - If the head of the household or any other members involved in transporting people, things, and fulfilling all the condition stated above in code 1 to 4, such business should be stated as transportation. To state this kind of business of the household if any, code 3 should be marked.

For e.g. Cart, Bullock cart, Horse, Ass, Sheep, Chyangra, Rickshaw etc any kind of means of transport being run signifies Transportation business. But if such transport business does not fulfill the condition of 1 to 4 as stated above in such case it is not necessary to include in the count.

4. Service - Such type of service, help, facilities or entertainment that involves physical/ mental labor provided to and needed by another person or organization and in turn certain necessary wage/incentive is paid off by another person/organization fulfilling the above 1 to 4 condition should be stated as Service business. If such business is run by any member of the

household then code 4 should be marked. Household head or any other member being involved in the business of making or selling of food items, beverages (including alcoholic drinks) should be understood as business of Restaurant/Tea shop. Restaurant/Tea shop running in accordance to the condition then to signify service business code 4 should be marked.

E.g. – The following business are also Service business:

- a. Screening of videos, showing dance or circus, or entertainment or similar business of entertaining service
- b. Hair cutting, washing of clothes or dr cleaning, sewing and tailoring shop, , Sudeni ko kaam priest, prophecy, , counseling services, Dhami- Jhakri, simple maintenance or polishing, tourist guide etc
- c. Services like health treatment, health clinic, Legal counseling or suggestion etc.
- d. Carpenter, sharpenig iron utesils, equipments, spade, Hasiya etc., labor are service business

5. Others - If other small scale businesses are being operated other than agricultural business and above stated business then code no 5 should be marked.

For e.g.- Construction business, Mining business etc.

Q.11 : Are any absent members in the household, abroad?

1. Yes 2. No 3. Don't Know →

Q.12 : Give the description of the absent member/s abroad.

Sex	Age when left	Duration	Reason	Destination
(Male/ Female)		(in yrs)	for absent	Country
.....

Absent from the household or gone abroad means- If any member of the household, whose enumeration is being done has gone out since last 6 months or more or has gone few days before but for the duration on 6 months or more signifies absent and has gone abroad. Those member/s who had gone out for less than duration of six months for religious visit, health treatment, tourism/visit, business purpose need not to be included in "Gone Abroad". They should be regarded as in the household and counted.

The information regarding whether the member of the household had gone abroad or not should be taken. If anyone had gone abroad need to be stated in 1 of "yes", and detail description should be written as stated in Q.12. If nobody has gone abroad then 2 of "No" should be marked. If the member of the household is absent but proper information is not known regarding where he/she has gone then in that case 3 of Don't Know should be marked. Q.12 need not to be asked if it's marked in code 2 or 3 in Q.11.

If the member of the household who has gone abroad has daughter/son born abroad, in such case the counting of son/ daughter need not to be included.

How many members are abroad should be asked (papers can be added if the lines are not sufficient) and every individual's information should be taken separately as follows:

Sex: Male or Female - The person gone abroad is whether male or female should be asked and in case the person is male code 1 should be marked and if the person is female then code 2 should be marked.

Age - The age of the person (in years) need to be written at the time when s/he has left.

Duration of being abroad (in years) - The member of the household duration of stay, completed years should be written. If the duration is less than 1 year "00" should be written. If from the day when s/he left had come n between for few days still the duration completed from the beginning till now should be written in years. But if the member is frequently going abroad for short time then in that case the member need not to be counted on gone abroad but should be counted as present.

Reason for absent - There could be various reasons for the absent member to go abroad. Some might have gone for educational purpose and some might have gone because of economic reasons. In economic reasons also some might have gone because of job and some for business or other reasons. The main reason while going in the beginning should be specified. The following 7 reasons are stated to specify the reasons for going abroad.

1. *Agriculture* 2. *Business* 3. *Private (Household) Service*
4. *Institutional/Organizational Service* 5. *Study/Education* 6. *Marriage* 7. *Others*

1. Agriculture - If the absent member has gone abroad for own agricultural work (farming, livestock..) then code 1 should be marked. But s/he has gone for others' agricultural work taking certain wage/salary then in that case the specification should be given as private or organizational service based on type of service.

2. Business - The process of buying or selling of goods investing own cash or kind (capital) in own responsibility is meant as business. the absent member of the household has gone abroad for business purpose then code 2 should be marked but the person is taking salary/wage in course of business via others(private or business) then to specify private or institutional/organizational among 3 or 4 should be stated.

3. Private Service - The absent member of the household gone abroad whether working in other's house, shop or other private organization paid with any kind of wage or salary(cash or kind) should be specified as private service and be written as 3.

4. Institutional/Organizational Service - Any member of the household abroad, working in any government/ non government organization or industry, association etc with or without taking appointment should be marked 4 to specify organizational or institutional service.

5. Study/Education - Any member of the household is abroad for study/education/training purpose then to specify education/ training 5 should be written. Education/ Training should be understood as to increase educational skill, ability, knowledge.

6. Marriage - Any member of the household (daughter, sister, grand daughter etc.) married to a foreign citizen and currently staying abroad refers to gone abroad. If the daughter, sister, grand daughter is married to a foreign citizen and currently staying abroad then code 1 of Q.11 should be marked and to signify the reason for staying abroad code no 6 of Q.12 should be marked. Staying in Nepal but married to the foreigner need not to be written.

7. Others - If there are other reasons than above stated reasons no.1 to 6 for staying abroad then to specify other reasons code 7 should be marked.

Country Gone - Each member who has gone abroad for more six months or more should be specified with the name of the country individually as his destination.

In case it is known that the member of the household has gone abroad but the name of the country where s/he has gone is not known then in such case "don't know" should be written.

E.g: Ram Bahadur, whose 20 yr old daughter Sita Kumari, had gone to Delhi of India, 2 yrs before to study M.B.B.S. His 30 yr old son had gone to work in some restaurant of United States of America 5 yrs back then in such case the description of the members going abroad should be written as following:

	Sex	Age when left	Duration of stay (yrs.)	Reason for absent	Country gone (Destination)
1.	2	18	2	5	India
2.	1	25	5	3	United States of America

Individual Information

After collecting identification information and household information of Schedule-1, on the right hand side of the page there are questions for collecting information on individual information. For personal description of each member of the household there are separate rows. To get the description, there is series and rules as follows according to which the questions should be asked and write the description. Each column where there are individual information questions are called as MAHAL or Column.

Column 1: S.N (Serial number)

The sequential serial number of the members of the household is written in Column 1. If the household holds upto 7 members, only one page should be used but if the members are more than 7 then similar next page should be used to write which should be continued as 8, 9, 10,... instead of 1, 2, 3,... When members of the household are more than 14 then the serial number should be continued as 15, 16, 17,... instead of 1, 2, 3,... If the members of the household are less than 7 then the counting of another household should be started from next page with S.N.1. Counting of 2 families should not be done in same one page.

Column 2: The name, surname of the members of the household

In this Column the name and the surname of all the members being counted should be written. While writing the name of the person, the common name or the name that is being daily used should be written so that all other people in the village/place could easily recognize the person. If the common calling name of the person is different from the real/main name of the person then in that case after writing main name in Brackets the common name can also be written. While writing name only nick names like Jetho, Sahili, Kancho, Thuley, Bauka, Langdi, Karia should not be written which might create difficulty after counting if the person need to be recognized. So full name and surname should be written. Head of the household's name should be written in the beginning with S.N.1. and then other members (Head of household's wife, husband, daughter, son, daughter in law, grand son, grand daughter etc.) name, surname, should be serially written according to the age.

Head of the Household means - The main person involved in the managing of daily work task, expenses and practices of the household refers to head of the household. The head of the household can be a male or female (generally present in the household). But the under aged children (under 10 yrs of age) cannot be the head of the household. In most of the societies, it is found that the eldest member of the household or the most respected member in the household is presented as head of the household. May be due to this kind of culture most of the families give the description of the elder person of the household as the head of the household. Taking this trend in care, as per the definition, person involved in the managing of daily work task, expenses and practices of the household should be traced out and be written as head of the household.

Such person in the household who is not present in the household for long time or person who is staying away (inside or outside country) who is unable to manage the daily work, expenses, practices in the household should not be written as head of the household. It would not be appropriate to write head of the household, for the person who is eldest in the household but is incapable to work, ill or sick.

Note:

- 1. Household can be of one person or more than one person. In a household there can be old, adult, teenage, newly born infant and even handicapped. In some families there can be servant, maid, cook and relatives, not related person as well. While counting, nobody should be either missed or repeated. Information about related or non related person, whoever in the household should counted.*
- 2. In the household with numerous members (big or joint household), it would be appropriate if the counting is done serially from the main head, from the hierarchy of elder member (like head of the household, wife/husband of the head of the household, eldest son/daughter in law, daughter/son of the eldest son....cont.). The main aim of the counting is to avoid repeat ion and check that nobody is missed either, incorporating this aim the name and surname of the person should be written serially.*
- 3. While doing the count of the household (taking description) possibly, the enquiry should be done with head of the household and written. If its not possible to enquire head of the household then in that case the description should only be taken from other main person after household head(mother, sister in law, sister...etc.). Except from the person of the very household with well information about the household, the information should not be taken from other person. Description taken from other person who doesn't know the household well can be incorrect.*

Example-

1. There are 7 members in the household of Dhan Bahadur Gurung - Dhan Bahadur Gurung, wife Nanda Kumari (Sahili), Father, Aunt, one son and two daughters. Dhan Bahadur is working in Indian Army since 9 years, his father's age is 67 yrs and cannot work properly. The responsibility of managing expenses and household work is done by Nanda Kumari. Aunt helps in agricultural work and household task. Both son and daughter go to school. Due to the responsibility managing of household work and expenses the head of the household here is Nanda Kumari (Sahili).
2. Son of Nain Kala Darji, Bal Bahadur Darji is working in Electronics manufacturing factory in Delhi since last 5 yrs and he comes home only during festivals. Including his mother, his wife Tara, one son and two daughters are also there in the house. In absence of the son, if management of household works and expenses is done by Nain Kala then while writing the name of head of the household- Nain Kala Darji- should be written.

Column 3: What is sex?

1. Male

2. Female

The sex of the person being counted should be separated as male or female. During the census, while counting if the person is in front of you then whether the person is male or female can be separated and written. Whether male or female, some can be easily separated even through the names. But there are many names that is both used by males and females. For, small children, infant, babies to find out whether male or female should be asked with the head of the household. To separate the person being counted whether male or female, code 1 should be marked to specify male and 2 should be marked to specify female. If the sex is inseparable then which ever sex is stated by the respondent should be marked.

Example -

S. No.	Name, surname of the person of the household	What is ethnicity?Male/ Female which sex
1	Shanti Adhikari	Brahmin	1. Male 2. Female
2	Ram Prasad Adhikari	Brahmin	1. Male 2. Female

Column 4: What is age?

Age of the person - denotes how much time passed since birth. There is a trend of denoting time in years, month and day. In the questionnaire while counting, the age completed by the person should be written, not the running age. Babies less than 1 yr of age or the age of an infant baby born few days back should be written as "00".

Many parents have no idea about the age of their own children. While asked "What is the age?" then generally the answer is "don't know". Mostly when answering about the age, the answer is given in digits ending with "0" or "5". This type of reported age can be different than real age by 5 to 10 years. If the answer given is incorrect then the outcome of the census can also be incorrect. Like collecting the other true description during enumeration, every person's age should also be correctly written.

If the age cannot be answered clearly then the approximate calculation can be done by finding out the age gap with other members, by how many years s/he is older or younger than other. Relating on some major incidents or happenings in the past also the age can be calculated. Like- When you were born, how long it had been when the earthquake of 1990 took place? How old you were during the revolution of 2007? What was your age when the general elections of 2015 took place? Or after how long of the general election were you born? etc. can be helpful to know the real age of the person.

Column 5: What is caste/ethnicity ?

In Nepal there are people of various castes. In general, Caste means- Different group and community according to Hindu caste system. Among which there are those wearing Janai (sacred thread), not wearing Janai and Dalits and they all have different surnames and Gotra.

Ethnic group means - Native group having own separate mother tongue and culture.

For example - Brahmin, Chhetri, Kaami, Rajput, Kayastha, Marwadi etc are castes whereas Bhote, Limbu, Tamang are the ethnic group.

Many of them denote their surname or sub-caste instead of their caste or ethnic group. In such case in which caste or ethnic group does that surname or sub caste falls should be clearly written. A household can comprise of members with different caste, ethnic group due to which after writing the caste or ethnic group of the head of the household, each individual should be asked about their caste or ethnic group which they belong to and should be written. The other members' caste should not be written same as the head of the household after asking the caste/ surname of the head of the household.

In inter caste marriage, son or daughter born in inter caste marriage can be of different caste/ surname than that of mother or father. So in course of enumeration, caste/ethnic group or surname of every member of the household (female, male, children, and old) should be confirmed and written.

If the respondent feels any difficulty in separating caste/ethnic group and surname then some examples are given in annex-1.

Column 6: What is the relation to the head of the household?

- 1. Head of the household 2. Husband/wife 3.Son/daughter
- 4. Daughter in law 5.Father/Mother 6.Others (Specify)

Relation to head of the household means- the relation or kin of person being counted with the head of that household. According to kin, relation of the household, mostly in the structure of the household there is husband/ wife, son/ daughter, daughter in law, father/mother etc. In many families other relations also exist besides the relation that is stated in the questionnaire like- brothers, sisters, aunt, father in law, mother in law, grand father, grand mother, daughter-in law, grand daughter, grand son, nephew, niece etc. Likely, in many families there are unrelated members. Due to the information of kin and relation among the household members it would be helpful in the enumeration and also the statistical data of the composition of the household can also be provided.

The relation/kin of the head of the household with the person being counted should be specified. While stating the relation code 1 should be marked to specify the head of the household, if wife or husband of the household then 2 should be marked. Similarly by enquiring each member and the appropriate relation should be marked as mentioned. Besides the relation/kin stated in the form of the questionnaire, other kin should be specified by marking on code 6 and should be stated with the appropriate relation like- brother-sister, brother in law- sister in law, grand son—daughter, mother-father in laws, grand father-mother, daughter-in law, uncle-aunt etc. If the person is not related to the head of the household then it should be specified as "not related". But person kept as servant, paid on wage, salary and people not in relation should be written as "house maid" or "domestic worker".

For e.g.: Tirtha Ram Kewat is the main person of the household involved in managing daily household work, expenses and practices. His wife Pirtia Kewat, son Lakhan Lal Kewat and daughter Lila Kewat are there in the household. Sita Chaudhary, who is working in the household, is also staying with them. Niece of Tirtha Ram, Dulari also eats and stays with the household which should be stated in the form as follows:

S. No.	Name, surname of the person in the household	What is relation with head of the household?
01	Tirtha Ram Kewat	<ol style="list-style-type: none"> 1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others
02	Pirtiwa Kewat	<ol style="list-style-type: none"> 1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others
03	Lakhan Lal Kewat	<ol style="list-style-type: none"> 1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others
04	Lila Kewat	<ol style="list-style-type: none"> 1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others
05	Dulari	<ol style="list-style-type: none"> 1. Head 2. Husband/Wife 3. Son/ Daughter

		4. Daughter in law 5. Father/ Mother 6. Others: Maternal daughter
06	Sita Chaudhary	1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others: House maid

Column 7: Which Religion do follow?

1. Hinduism 2. Buddhism 3. Islam 4. Kirat 5. Jainism 6. Christianity 7. Others ...

Religion is tradition and trust that a person is has been following. To differentiate the religion that a person has been following, help of priest performing the death rites and festivals/ occasions that are celebrated should be taken. While performing rites- If Brahmin Priest is used then the religion is Hinduism, Lama for Buddhism, Mullah for Islam, Nokcha or Fedangma for Kirat, Father for Christianity. If the traditional indigenous priest is used then the religion can be Aadim.

Likely, paying respect to Gods Shiva, Bishnu then the religion is Hinduism. Worshipping Buddha is Buddhism. Paying respect to Mohammad is Islam. Following Jesus Christ is Christianity. Despite this kind of tradition, many God/ Goddesses like- Mahadev, Bhimsen, Buddha etc are followed and paid respect by different communities so, it won't be appropriate to distinguish religion based on worshipped God/ Goddesses.

To depict the Religion of the person being counted should be enquired then 1 should be marked to specify Hinduism, 2 for Buddhism, 3 for Islam, 4 for Kirat and so on the religion being followed should be marked. Other than stated religion is followed by any member then code no. 7 should be marked and specified with the name of religion being followed.

Column 8: Which Language does speak?

1. Mother Tongue 2. Second Language

1. Mother Tongue - The first language being taught by the parents and spoken ever since childhood in the household is known as Mother Tongue. In other words, first language any person speaks from beginning when taught how to speak by the parents and spoken in the household is Mother Tongue. While writing the mother tongue of newly born infant, the language spoken in the household should be written. Different languages are spoken in various places of Nepal. The first language that anyone speaks in the household ever since childhood should be written as Mother Tongue. If the person is dumb by birth or is unable to speak then while denting mother tongue "Sign Language" should be stated. There can be

members speaking different Mother Tongue in one household. So, Mother tongue of head of the household and other members of the household could be different.

Mother Tongue can be different according to the caste/ethnic group. Person from same caste/ethnic group can have different Mother Tongue due to difference in social, cultural, geographical situation. Like- A person of Magar caste might not know Magar language. Children born from the parents with different caste/ethnic group might have different Mother Tongue than that of their parents.

In course of enumeration, the meaning of Mother Tongue should be made clear to the respondent and the mother tongue of every individual in the household should be asked and written. The examples of the mother tongue are as follows- Nepali, Maithili, Bhojpuri, Magar, Thakali, Tamang, Limbu, Awadhi etc.

2. Second Language - Person in course of the count, might speak only one language and some might speak more than one language. As stated above, the first language being taught by the parents and spoken ever since childhood in the household is said to be Mother Tongue. If some people know any other language besides Mother tongue and frequently the language is used while speaking with Neighbors or others then that language should be denoted as the Second Language.

In other words mother tongue is the first language and language learnt after mother tongue and frequently spoken with neighbors and others is the second language. The name of the language frequently spoken with neighbors and others should be written in Second language. If many languages are spoken then among them most frequently spoken language should be written in "second language".

If no other second language is known besides Mother tongue then to signify that no second language is known a horizontal dash (-) should be given, the space shouldn't be left empty.

Example-1

S. No.	Name, surname of the person in the household	What isrelation with the head of household?	Which language does speak?
01	Ratna Bahadur Kaami	1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others	1. Mother Tongue <u>Nepali</u> 2. Second Language <u>Maithili</u>
02	Devi Maya Kaami	1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others	1. Mother Tongue <u>Nepali</u> 2. Second Language <u>Bhojpuri</u>
03	Sulokchana Kaami	1. Head 2. Husband/Wife 3. Son/ Daughter	1. Mother Tongue <u>Nepali</u>

		4. Daughter in law 5. Father/ Mother 6. Others	2. Second Language <u>Maithili</u>
04	Ramala Kaami	1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others	1. Mother Tongue <u>Nepali</u> 2. Second Language -----

Example- 2

S. No.	Name, surname of the person in the household	What isrelation with the head of household?	Which language does speak?
01	Chol Kumari Magar (Thuli)	1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others	1. Mother Tongue <u>Magar</u> 2. Second Language <u>Rai/Kirati</u>
02	Bodh Bahadur Magar	1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others	1. Mother Tongue <u>Magar</u> 2. Second Language <u>Bhojpuri</u>
03	Kaushalya Kumari Magar	1. Head 2. Husband/Wife 3. Son/ Daughter 4. Daughter in law 5. Father/ Mother 6. Others	1. Mother Tongue <u>Magar</u> 2. Second Language <u>Maithili</u>

Column 9: Which citizenship do have?

1. Nepali 2. Indian 3. Chinese 4. Others

Citizen means such person who can have and utilize civic rights, or the person who can utilize the national's civic rights is denoted as citizen. According to constitution, law if the person can have civil rights, then the person is said to be the citizen of that country.

Every person is a citizen of some country, but everyone might not have taken the certificate of the citizenship. In Nepal, despite young people haven't taken the certificate of citizenship but they have their civil rights. Many adults haven't taken the citizenship but they get to use their civil rights.

According to citizenship, in Nepal people can be divided into two groups

- a) Nepali citizens b) Foreign citizens (other country)

There is a provision for one person to be a citizen of only one country at a time. Foreign nationals have been living in Nepal for different objective and work motive. Foreign Nationals included by the definition of the count should also be counted. To separate the identity of the country of each person, citizenship should be revealed. To reveal citizenship, enquiry should be done regarding the country. While denoting the citizenship of very individual, it should be confirmed and marked. If there is dilemma with the person stating the citizenship of Nepal, in such case it can be confirmed again by asking the question regarding the year of issue of the citizenship. To specify citizenship, if Nepali 1 should be marked, if Indian 2 should be marked, if Chinese 3 should be marked. Besides these if the individual belongs to some other country then 4 should be marked and specified with the name of the country, like - Bangladeshi, Bhutanese, Afghan, Pakistani, German, American etc.

Column 10: What is type of disability?

1. Physically disable
2. Blind
3. Deaf
4. Mentally retarded
5. Multiple-disability
6. Not disable

If the person is disabled/handicapped, what kind of handicapped should be specified. In some person there can be some kind of disability/handicapped problem, there can be different kind of handicapped, or not being handicapped or can be healthy. Different kinds of disability/handicap are divided and explained.

- 1. Physically Disable/Handicapped** - Disorder of the body parts like hand/leg being loose or in short, paralyzed or bending of whole body or dysfunctions of any other part signifies physically disable or handicapped. Code 1 should be marked in case of physically disable or handicapped.
- 2. Blind** - Generally the ones with the problem, unable to see the surrounding things clearly, seeing things blur or unable to see completely signifies Blind.
- 3. Deaf/Dumb** - The ones who cannot listen to the simple conversation done by two people nearby or who cannot hear completely should be understood as deaf. If the person is deaf then code 3 should be marked.

One who cannot talk or who stammers unclearly is called as dumb. Mostly dumb person is deaf too. But all deaf are not dumb. If the person cannot speak or whose speech cannot be understood and if cannot hear as well should be marked in code 3.

- 4. Mentally retarded** - If the person needs help in doing with day to day activities like eating habit, dressing, toileting and taking care of oneself or memory loss (absent minded) or not able to do and learn things as per age is understood as mentally retarded condition. If any person is having mentally retarded abnormal condition then it should be marked in code 4. If any person is gone insane then to signify handicapped condition, it should be marked in 4 as well.
- 5. Multiple disability** - If two or more disability condition is in one person then code 5 should be marked.
- 6. Not disable** - If any person is not having any kind of disability condition then to signify that code 6 should be marked.

Instruction of Schedule 2

Schedule 2

Information Collection Instruction Manual

It is already mentioned that the population census 2001 has administered two types of schedule. Schedule one collects household information as well as individual information and the information collection method, rules and definitions are presented already.

In this schedule (schedule 2), the information that has to be collected from the household and individual, will be collected from all household in some district and municipalities. But in most of the districts and municipalities the information should be collected only from the sampled household that has to sample from the household listing form listed by the supervisors. The districts and municipalities, where the information should be collected from the sampled household in schedule 2 will assigned from the centre. In this schedule, the detailed information of household and household population on social status (place of birth, migration, literacy, Nuptiality, fertility etc) should be collected.

Note: In which districts and municipalities this schedule should be administered in all household and in which districts and municipalities schedule should be administered only in sampled household and how to find out the sampled household, the concerned supervisor will provide the direction about this before starting the enumeration (field work), the enumeration work should be done accordingly.

For the information collection purpose, the questionnaire includes introductory information on the top of the schedule, household information in the second part and individual information in the third part.

Introductory Information

Introductory Information of selected Household:-

District, Village Development Committee/Municipalities, ward no, village/settlement/role, house no of schedule one, household member of schedule one, and name of the household head has to be copied from schedule one. The rule definition and the information collection procedure of these information is already described in schedule one.

District:- In which district the household is living and is going to be enumerated then the name of that district should be recorded clearly where the space for districtis provided. E.g. - Kavrepalanchowk.

VDC/Municipality:- In which VDC/Municipality the household which is going to be enumerated is living arrangement, the name of that VDC/Municipality should be recorded clearly where the space is provided.

Ward Number:- In which Ward Number the household which is going to be enumerated, the number of that Ward should be recorded clearly in the space provided.

Village/settlement/Tole:- The Village/settlement/Tole in which the household is going to be enumerated that should be recorded clearly in the space provided.

House Number of Schedule One:- The serial number of the house in schedule one, that once selected for the interview, has to be copied here.

Household Number of Schedule One:- The serial number of the household in schedule one that once selected for the interview, should be copied here.

Name of the Household Head:- Which member of the household could be the household head and what should be understood for defining household head is already mentioned in the instruction manual of schedule 1. The name of the household head of selected household for the interview should be copied here from schedule 1.

Total Household Member..... Male.....Female..... How many members are there in the household, male & female must be written separately.

Household Information

Q. 1: What is the main source of dinking water in the household?

1. Tap/Pipe 2. Well 3. Tubewell 4. Spot water 5. River/Stream 6. Others

Main source of drinking water in the household is defined as the source of cooking and the drinking water in the household. Drinking and cooking water collection center must be understood as the major source of drinking water. The source of drinking water might be different for different places and purpose and also could be different in different seasons. Source should be recorded as the usual source for the purpose of drinking.

Some major sources of drinking water are Tap/Pipe, Well, Tubewell, etc. The source of drinking water and the water used for livestock and poultry may be same or different. The source of water used for livestock and poultry should not be mentioned.

What might be the main source of drinking water and how this source could be understood is defined as follows.

1. **Tap (Piped):** The source of water used for drinking is from high density metal or plastic pipe, managed by individual or public or both, then code 1 should be encircled to denote the tap (Pipe) water.
2. **Well:** If the source of water used for drinking is from covered or uncovered well, then code 2 should be circled to denote well.
3. **Tubewell:** If the source of water used for drinking is from ground water like tubewell, rower pump, jet pump; then code 3 should be encircled to denote tubewell.
4. **Spout water:** If the source of water used for drinking is from spout water, then code 4 should be encircled to denote spout water.
5. **River/Stream:** If the source of water used for drinking is from river, stream, canal, then code 5 should be circled to denote River/Stream.
6. **Others:** If the source of water used for drinking is from other source than mentioned above, then encircle code 6 and specify the source of drinking water.

Q. 2: What is the main source of cooking fuel in the household?

1. Wood 2. Kerosene 3. LP Gas 4. Bio Gas 5. Cow Dung 6. Others

Things or materials used for light, heat or energy are called fuel. In this references wood, Kerosene, diesel, petrol, coal etc are the example of fuel. Fuel used for cooking refers to the fuel used predominantly for the preparation of principle foods.

Source of cooking fuel may vary due to the availability of fuel, affording capacity of using and places among the household. Here fuel used predominantly for preparation of principle foods should be mentioned.

The difference sources of cooking fuel and how this source is understood is defined as follows.

1. **Wood:** If the main source of cooking fuel is any type of firewood then encircle the code 1 to denote the firewood.
2. **Kerosene:** If the main source of cooking fuel is kerosene then encircle code 2 to denote the kerosene.
3. **LP Gas:** If the household is using LP gas as the main source of cooking fuel then encircle code 3 to denote the LP Gas.
4. **Bio Gas:** If the household is producing bio gas by using cow dung and other as the main source of cooking fuel then encircle code 4 to denote the Bio Gas.

5. **Cow Dung:** If the household is using the dry cow dung then encircle code 5 to denote the cow dung.
6. **Others:** If the household is using other sources than mentioned above as the main source of cooking fuel like crop residuals (for example cereal straw from maize, wheat, paddy rice, rice hulls, coconut husks, ground nut shells) then encircle code 6 and specify.

Q. 3: What fuel do you usually use for lighting in the household?

Usually used source of lighting in the housing unit should be asked and encircled code 1 if the answer category is electricity. If source is from kerosene then encircled code 2. If the source is biogas then encircled code 3. If housing unit is using other than the source mentioned above then encircled code 4 and specify.

Q. 4: What is the type of toilet used by the household?

1. Flush/Modern
2. Ordinary
3. No toilet

A toilet is defined as an installation for the disposal of human excreta of the household. Toilet may be named differently in different places like Latrine, Toilet, Rest room etc. The toilet used by household should be inside the house or in the housing compound or near the home in his/her land. The public toilet should not be included here.

Toilet can be categorized in different categories by its types, however toilet are grouped in the two categories for the purpose of census taking.

1. Modern or Flush Toilet.
- 2 Ordinary Toilet

1. Modern/Flush Toilet: A flush/modern toilet is defined as toilet installation having automatic system or manual system or water poured by hand for flushing to discharge their wastes by water and linkage with sewerage or safety tank.

2. Ordinary Toilet: This type of toilet is defined as the toilet not having the discharge facilities like pit latrine, holes etc.

If the household is using modern/flush toilet then encircle code 1 or if it is ordinary then encircle code 2.

3. No Toilet: If the household have no toilet or household members have any specific or non specific or free places for the disposal of the human excreta, then encircle code 3 to denote the household have no toilet facilities.

Q. 5 : What type of Facilities this household possesses?

- | | | | |
|--------------|-----------------------------|-----------------|----------|
| 1. Radio | 2. Television | 3. Cycle | 4. Motor |
| 5. Motorbike | 6. Other Vehicle | 7. Refrigerator | |
| 8. Telephone | 9. Nothing mentioned above. | | |

Modern facilities used by households refer to the durable household appliances. Durable appliances means things that are durable for more than one year. These appliances include some communication facilities and some are transportation facilities. In transportation facilities, modern facilities as well as traditional facilities are tried to capture. The traditional transportation facilities include: horse, cart (drag by ox and buffalo) etc. The type of household facilities mentioned in the questionnaire are if available in the household should be asked and collected.

In household facilities, Radio, Television, Motor, Motorbike, Refrigerator, Telephone etc, are currently used should be asked and encircled code in the available household facilities. While collecting information if cycle is available in the household then encircle code 3. If any type of radio is available in the household, then code 1 should be encircled to denote the availability of radio facilities in the household. Similarly if both cycle and radio facilities are available in the household then encircle both code 1 and 3.

Simple description of household facilities are as follows:

1. Radio: All types of radio and transistor that can be operated by electricity and battery fall in this category. If household is using radio then encircle code 1 to denote the radio.

2. Television: If household is using black and white or color television that can be used by battery or electricity then encircle code 2 to denote the television.

3. Cycle: If any type of cycle that may have gear or not is used by the household then encircle code 3 to denote the cycle.

4. Motor: If any type of automobile – motorcar, bus, truck, minibuss, tempo, tractor etc is available in the household for the transportation facilities of the household members then encircle code 4 to denote the availability of the motor facilities in the household. Facility includes that thing or goods that are in the using condition on the day of enumeration. Facilities were before but currently they are not in the condition of use that should not be included in the availability of household facilities or this is the unavailability of the facilities.

5. Motorcycle: If the household has any type or brand of motorcycle for the purpose of transportation of the household members then encircle code 5 to denote the availability of the motorcycle facilities in the household.

6. Other vehicle: If household has been using other vehicle for the use of transportation facilities like horse, cart, horse cart etc then encircle code 6 to denote the availability other vehicles in the household.

7. Refrigerator: Refrigerator is used to protect the food stuffs, medicine etc for not to rot or expire. If household posses this type of goods or refrigerator facilities then encircle code 7 to denote the availability of the refrigerator facilities in the household.

8. Telephone: If household has own telephone facilities it may be local, STD, ISD; in the household then encircle code 8 to denote the telephone facilities in the household.

9. Nothing mentioned above: If household don't have any household facilities mentioned above like Radio, Television, Cycle, Motor, Motorbike, Other Vehicle, Refrigerator and Telephone then encircle code 8 to denote the household does not posses the above mentioned household facilities.

Note: If a household posses more than one household facility then encircled all codes of that facilities available in the household. It does not matter on the ownership of the household facilities, currently if the household is using other facilities as if own then mention as having the facilities in the household.

Q. 6 : During the last 12 months was there any death occurred in this Household?

1. Yes 2. No

Q.7 : If yes, give the description of the deceased persons?

In the past 12 months prior to the census day (enumeration takes place on June 2001, so last 12 months refers from the June 2000 to June 2001) any death occurred in the household or not should be mentioned here. The death of a household member may occur in the housing unit or other places (hospital or other places). Death may be natural, accidental, due to diseases or due to natural disaster. The death of female member may occur due to pregnancy, child birth and also after some period of child birth (post partum period). The death of any household members may occur in this reference period. In the reference period of 12 months, the death of any household member occurred or not in the household should be asked and encircle code 1 of Question 6 if death occurred or encircle code 2 for denoting the no occurrence of death in the household during the last 12 months.

If encircled code 1 "yes" then all deaths occurred in the reference period should be reported separately as accurately and as correctly including following information for all household death.

Sex of deceased person (male or female): Deceased person is male or female should be asked and mentioned 1 for male and 2 for female.

Age of deceased person: The completed age of the deceased person at the time of death should be asked and mentioned. For example: If the person's death occurred at the age of 41 years and 7 months then mention 41. If the death of a child occurred before completing one year then mention 0.

Date of deceased person: To denote the date of death, year and months should be mentioned. Enumeration takes place in June 2001 (Jestha, Asar) so last year of reference period include the months of both years 2000 and 2001 (2057 and 2058, e.g If the enumeration day is 29 Jestha of 2058 (June 2001) past 12 months refers from 30 Jestha of 2057 (June 2000) to 29 Jestha of 2058 (June 2001). So when the death of the household member occurred that should be mentioned in year and month as well. If death occurred in June 2000 (Asar, 2057) then 2000 (2057) should be mentioned in year and June (Asar) in month.

Causes of Death: Death can occur due to different reasons. What is the cause of death of deceased person should be asked and mentioned. Natural disaster or diseases or accident might be the cause of death. So ask the cause of death for all deceases person and mention the cause of death for all deceased person.

Example: The cause of death for child might be diarrhea; the cause of death for the women in the reproductive age might be maternal death. Likewise cause of death might be accident, heart diseases, encephalitis, Jaundice, Typhoid, AIDS, T.B., tetanus etc. If a person was suffering from more than one disease then mention the major diseases; e.g. person suffering from TB had also fever then mention TB as the cause of death because TB may be the cause of fever. If a woman was suffering from fever at the time of the delivery, the cause of fever might be any other reason.

Note: 1 Infants or child who died immediately after birth are found usually under reported. Please do not forget to report the birth and death related incident. During the information collection period, any death occurred or not in the household in the reference period should be confirmed by asking with the female members of the household. More than one death might be occurring in the household, then list all household death serially as 1, 2, 3...etc.

2. *Death reporting by household might have possibilities of missing and duplicating. Incident reporting time of 12 months or one years of reference period is long and other social incidences occurred in this time may affect on the reporting of the death statistics, e.g. if any common member (father, mother) of the household is dead in the reference period and after the death if sons are separated then counting of death might be duplication or missing in both places. If the concerned household is living in the same enumeration area (Village development Committee, ward etc) then be confirmed with respondent and control from duplication and missing.*

(After completing the interview of the household questionnaire, see carefully if there is question remaining to ask or left to write any information and if left to ask or write complete it and fill the individual questionnaire.)

Schedule -2

Individual Information

The information on Serial number of column 1, full name of the column 2, sex (male, female) and age of column 3 of this schedule should be copied exactly same from the selected household of schedule 1 as follows.

Column 1: SN (serial Number):

This serial number is the individual serial number of the selected household. The full name of the household member should be written in the column 2 by matching the serial number with schedule 1.

Column 2: Full name of the household members:

The full name of the selected household member should be copied from the schedule 1 by matching the serial number of column 1. After writing the full name of the household member, sex of the individual should be denoted from the column 4 of schedule 1. To denote the male or female, under the name of the member encircle code 1 to denote male and 2 for female.

Column 3: Age

Age of the household members reported in the column 2 should be copied serially from the age column 5 of the schedule 1 in the row of related person.

Column 4: Where isplace of birth?

1. Same district
2. Other dist.....(1) VDC (2) Municipality
3. Other country.....

Place of birth means the place of birth of a person, indicates district if it is in Nepal and country if it is in other country. Birth may take place in house, hospital, nursing home or other facilitated places like mentioned above. For the purpose of enumeration place of birth refers the usual place of residence of mother during the birth of a person, if it is in the native country then district or if it is in the other country then the name of the country should be understand. Even though, the place of birth is in hospital, nursing home or other facilitated places like mentioned above, which is used for the facilities, the place of birth should be the usual place of residence of mother in that time.

In counting process, the birth place of all person of all age (infant, child, young, old) should be mentioned. If the place of a person is in Nepal, then mention the name of the current

district of that place e.g. if the place of birth is in the currently living district (at the time of enumeration) then encircle code 1 to denote the same district. If place of birth is in the other district then encircle code 2 and specify the current name of the district of that place, e.g. Dolakha, Kailali, Bajhang etc. For denoting the place of birth as rural (VDC) or urban (Municipality) at the time of birth, encircle code 1 if it was VDC or 2 if it was municipality. If the place of birth is other country then encircle code 3 and specify the name of the country where the birth took place e.g. India, Bangladesh, Pakistan, Afghanistan, Germany etc.

Note: 1 The question on place of birth should be canvassed for all aged persons (infant, children, young and old) and the place of district or country should be specified.

2. The person whose place of birth is in the currently living district or having encircle code 1 of this column, no need to ask column 5 of this schedule.

Column 5: What is duration of stay here?

(Only for that person whose place of birth is other district or other country, means birth place is not in the currently living place)

Duration of stay in this district refers to the interval of time up to census in the place of enumeration and also the interval of time of living in the other places of the same district regularly from the initial. The duration of residence should be mentioned in the completed years, if one year is not completed then write '00'. If the complete duration stay is 3 years and 7 months then write 3 years only. Residence refers to the usual place of residence.

Example: Four years ago, Dhanalaxmi Maharjan was living in Kathmandu district, currently she is living in Bhaktapur. Indra Maharjan aged 9, the son of Dhanalaxmi Maharjan is also living with his mother. The birth of Indra Maharjan was taken place in Patan hospital when they were living in Kathmandu. The parent's home of Dahanalaxmi Maharjan is Patan and her birth was also taken place in Patan. Now for the purpose of expressing the place of birth and duration of stay for both person, the place of birth for Dhanalaxmi is Lalitpur and duration of stay in this district should be mentioned 4 years. For Indra Maharjan, the birth place is Kathmandu and duration of stay in this district 4 years should be mentioned.

Column 6: What isreason for staying in this district?

- | | | | |
|-------------------|----------------|------------|----------|
| 1. Business/Trade | 2. Agriculture | 3. Service | 4. Study |
| 5. Marriage | 6. Others..... | | |

What is the reason for moving in this district by changing the original birth place should be mentioned. Reasons of coming for staying in this district might be different. Some of the reasons are mentioned above. The reasons for staying in this district might be business/trade or agriculture, or study or service etc. On specifying the reason the code of the suitable reasons should be encircled e.g. if reasons for staying is marriage then code 5 should be encircled. But if, the person is migrated after some years of marriage then the reasons for moving may be different. If the reason of moving is other than reasons mentioned above, then encircle code 6 and specified e.g. labor, refugee etc.

Column 7: Where wereliving 5 years ago?

(Only for aged 5 years and above)

- 1. Same District
- 2. Other District
 - (1) VDC
 - (2) Municipality
- 3. Other country.....

Where were ... living 5 years before means – where were living exactly 5 years before the date of enumeration is asked. In another word, on counting on the date of 19 June 2001 (4 Asar, 2058), where were living on the date of 20 June 1996 (5 Asar, 2053) is asked to mention. On specifying the place of residence five years ago, as mentioned before on place of birth (column 4), the name of the district or the name of the country living at that time should be mentioned. Place of residence refers to the usual place of residence.

If the place of residence at five years ago is in the same district of enumeration (or place of residence is five years or more in column five) then encircle code 1 of same district. If place of residence is in other district (or place of residence is less than five years in column 5) then encircle code 2 and specify the name of the district of residence; and also encircle code 1 if that place is VDC at that time or encircle code 2 if that place is Municipality (urban). If the place of residence at five years ago is other country then encircle code 3 and specify the name of the country of residence. In the case of other country no need to mention rural or urban (municipality)

Note: If the place of residence is other place (other district or other country) the duration of residence (in years) in this district is asked in column 5. If the duration of residence is five years or more than five years then it help to ask the question of this column and also to encircle code 1. If the duration of residence is less than five years, it guide to ask the place of residence five years ago; and also for specifying the name of the district, mentioning VDC or municipality in code 2 or specifying the name of the country in code 3.

Column 8: Canread and write?

(Only for person aged 6 years and above)

- 1. Read only
- 2. Read and write
- 3. Illiterate

If person can read, write and could able to do simple mathematics in any language then it is said to be read and write or literate. The read only is not said to be literate. The person who is able to solve the simple mathematics (addition, subtraction) in daily work is said to be able to do the simple mathematics. Thus to be the literate, person should be able to read, write and to do the simple mathematics in any language. If the person can read only and also can write the name as imitation (art) then the person should not count as the literate person.

If any person can read only in any language then it is said to be read only. For the person who can read only but can not write it is said to be read only. Some person might be able to read only but might not be able to write. If any person can read only then code 1 should be encircled. If any person can read and write then code 2 should be encircled. If can not read and write then code 3 should be encircled. If the person has taken formal education or admitted in school and studied some years then he /she can read and write. Each respondent should be asked and confirmed that he/she can read, write or not and encircle the suitable code.

Example: Jit Bahadur Tamang residing in Nuwakot has three family members. Jit Bahadur and his wife Suntali Tamang came in bus park of Trisuli and are selling fruits. Household income and expenditure is managed by Suntali Tamang. Household head is Suntali Tamang. Jit Bahadur can read only, he can not write. But Suntali Tamang can read and write. Both husband and wife are familiar (Know) with currency and can do simple mathematics of fruit selling orally. Their daughter Narmaya Tamang aged 10 is reading in class four. In this condition of enumeration, form should be completed as follows.

SN	Full name Can read and write?
1	2	8
01	Suntali Tamang	1. Read only 2. Read and write 3. Illiterate
02	Jit Bahadur Tamang	1. Read only 2. Read and write 3. Illiterate
03	Narmaya Tamang	1. Read only 2. Read and write 3. Illiterate

Note: If the person can read only and is illiterate or answer category is 1 and 3 of this column then column 9 should not be asked.

Column 9: Whatis level of education passed?

1. Level passed..... 2. Field of study for SLC above.....

This question has two parts; level passed and field of study for SLC & above. The meaning of level of education passed (for read and write) refers the level passed of formal education or which of the level of study is completed by the respondent. For collecting the information on educational qualification, level passed should be written. If the level passed is SLC and above then the major field of study should also be mentioned.

1. Level passed: On mentioning the level passed, educational qualification of highest level passed by the respondent should be mentioned. If the respondent has passed the examination of different subject of the same level then any one among the level passed should be mentioned as reporting interests of the respondents, however, the on going level should not be mentioned. In case of formal education, if the person studied in all types of educational institution like school, campus (college) or university and passed some level then he/she should have the certificate of educational level passed. If the level passed is in school level then level passed should be ranges from 1 to 10 or SLC. For campus or university level, level passed might be certificate level (intermediate), diploma, degree, PhD etc. The respondents should be asked for their highest level passed and should be written after confirm in it.

Example: If Pramila Kumari Chaudhary is studying on class nine, then level passed for her should be mentioned class 8. If any person appeared in SLC but the result is not published

then the level passed should be written as class 10. For those people who failed the examination of SLC the level passed should also be written as class 10. For those who have old Nepali educational qualification, they should be asked for their level passed and it should be mentioned same as their answer e.g. Nepali 7, Nepali 11, etc. For the person studied Sanskrit, which is the level passed, prathama (level first), madhyama (intermediate), Sastri (equivalent to diploma) acharya (equivalent to master degree), should be asked and written carefully. For those respondents who have taken training only, then mention the level passed if only their level is clear.

Note: If the person can read and write but formal level is not passed then simple should be written for mentioning the level passed.

2. Major Field for SLC above: If the level passed of the respondent is SLC above, IA, BA, MA etc then the major field should be mentioned after specifying the level passed. For those respondent whose level passed is certificate and above, which is the major field of study among humanities, commerce, science, education, engineering medical science etc, should be mentioned clearly.

Example: Shyam Krishna Dhobi is studying diploma level (humanities). He has passed certificate level in science (I.Sc.). In this case of counting, level passed should be written certificate and for mentioning the field "science" chemistry should be written. Similarly, Ratnamaya Nakarmi is studying diploma in civil engineering then her level passed should be certificate and the major field civil engineering.

Example:

Level passed	Major field (any one among following)
Certificate and Diploma	Humanities, Commerce, Science, Sanskrit, Medical science, engineering, education, forestry , agriculture, animal science
Degree	Statistics, economics, political science, home science, geography, history, Nepali, English, Hindi, Sociology, Psychology, Culture, Sanskrit, Physics, Chemistry, Biology, Botany, Education, Management, Engineering, Medical science, Forestry, Agriculture, animal science etc.
PhD	Any field

Column 10: Iscurrently attending school?

(For those aged 6 and above and less than 25 years and who have not passed class 10)

1. Yes

2. No

This question should be asked for all persons those who can not read, write (Illiterate) or can read and write (Literate) who have not passed class 10 and aged less than 25 years.

Currently attending school is defined as the school going people for the purpose of gaining knowledge (education) in the time of enumeration period (reference period). In this case person should have enrolled in school or campus and currently attending school or campus for study.

In following cases, person should consider attending school for gaining knowledge or education:-

- All School going children registering their name in any type of school
- Children those are in holidays as per the rule of school
- Children admitted in school but currently not attending due to the illness or taking casual leaves.

If Children fulfill the above criteria and are attending school for gaining knowledge (education) then code 1 should be encircled to denote yes. If currently not attending school code 2 should be encircled. Even admitted in school if currently are not attending school due to any reasons or children drop out the school then code 2 should be encircled to denote the currently not attending school.

Column 11: What is ... marital status ?

(Only for person's aged 10 years and above)

1. Never married
2. Once married / Single Spouse
3. Married/ Multiple Spouse
4. Re-married
5. Widow/Widower
6. Divorced
7. Separated

Any women or men in marital relation in any time of his/her life cycle by marriage law or by social or ritual norms of the country or by understanding is called marriage. If the married couple are living together with marital relation (same place or in different place with understanding) in the time of enumeration, then it is said to be marriage. The answer category 1 mentioned above is the never married in the life time. But categories 2 to 7 is the status of once married and also are the different marital status of the marriage.

Marital status refers the marital status category 1 to 7 mentioned above of the person's aged 10 years and above at the time of enumeration.

Marital status is categorized from category 1 to 7 on the basis of marital status in the current society and legal provision for the purpose of enumeration. These marital statuses are defined as follows.

Never Married: A person who is not married in any way (legally, religiously or socially), or who has not lived as husband or wife even once at the time of the census is known as a person who has never married. If man and woman have this marital status at the time of enumeration then encircle code 1.

Married: If a person who has not lived as husband and wife even once in their life time by consensus or by their social, religious, customs norms is known as a person who has never married. If any person (male or female) has this marital status then encircle code 1 to denote never married.

Living with One Spouse: Those persons that are living with only single spouse at the time of census enumeration are kept in this category. Even though wife and husband are living separately with consensus and have only single spouse, they are categorized as "living with one spouse". Even if a person is used to have more than single spouses in the past, but she/he is currently living with only single spouse due to divorce or separation or death of other spouses, then the person is included in this category of marital status. However, a person married again after divorce or separation or death of previous spouse/s is not included in this category though s/he is currently living with single spouse at the time of enumeration. Such person is to be included in remarriage category. For example, a widowed person marries with a never married person and is living with single spouse at the time of enumeration; they will not be kept in the same category. The married widowed person is categorized as "remarriage" and the other in "living with one spouse" categories.

Note: For those persons having one spouse in the time of enumeration, it should be asked and confirmed that this was the first marriage or it was the remarriage after the death of spouse, divorce etc.. If it was the first marriage then encircle code 2 and if it is the remarriage then encircle code 4.

Living with more than one spouse (multiple marriages): Any person living with more than one spouse at the time of census enumeration is categorized in this group of marital status. Those spouses may live in different places with consensus and all spouses are not bound to live in the same place and eating in the same kitchen. In this way, this category includes all polyandry (a woman has currently more than one husband) and polygamy (a husband has currently several wives) cases at the time of census enumeration, then encircle code 3 to denote the multiple marriage of the enumerated male and female.

Note: A. Even if a person is used to have more than single spouse in the past, but she/he is currently living with only single spouse due to divorce or separation or death of other spouse then code 2 should be encircled to denote living with one spouse. But after the divorce or separation or death of spouse she/he married again with other spouse then encircle code 4 to denote the remarriage, code 3 should not be encircled. If any person living with the spouse of earlier marriage and also married again with another spouse then this is the status of the multiple marriage, to denote it encircle code 3.

B. If any male have more than one wife at the time of census then the marital status of male should be multiple marriage. But the martial status of his wife should be once married if they have no other husband at the time of enumeration. The marital status of each male and female should be asked clearly and encircled appropriate status of the marriage.

Remarried: It refers to currently married person who is married more than once and currently living with only single spouse. If divorced or separated or widowed person marries again with other person of any martial status, then the person is included in this "remarried" category. Persons having the marital status of remarriage at the time of enumeration then encircle code 4.

Widow/widower: If the wife is dead at the time of the census, the person is known as a widower. If the wife loses her husband on account of his death she is known as a widow. In the case of such persons, if they have not remarried at the time of census they are known as widower or widow. To specify the marital status of such male or female encircle code 5. But if they are remarried they are considered to be married again.

Divorce: The married person who has broken the marital status legally or by any means is known as divorced. If the husband and wife continue to live separately for ever they are considered to be divorced. If the wife has chosen another husband but if the husband has not yet remarried at the time of the census, the husband is considered divorced. To specify the marital status of such male or female encircle code 6. But once the husband and wife have divorced and lived separately and after sometime both remarry other people, they are considered to be married.

Separated: A person who has not broken the marital union legally or by any means but living separately from his/her husband or wife without any relationship to each other is considered separated. To specify the marital status of such male or female at the time of census encircle code 7 to denote the separated.

Example: Madan Bahadur Barma has the eleven members' household. Household members are; Madan Bahadur Barma Chhetri, his two wives- Tara Barma Chhetri and Sumitra Barma Chhetri; two daughter- Ganga Raut Chhetri and Suprava Barma Chhetri, two sons - Janak Bahadur Barma Chhetri and Chhatra Bahadur Barma Chhetri, Two daughters in law - Chandra Prava Barma Chhetri and Sulochana Barma Chhetri, one grand son – Dirgha Raut Chhetri and one grand daughter- Chandrika Barma Chhetri. The first wife of Janak Bahadur Barma Chhetri died last year due to the complication of delivery and he married later with Chandra Prava barma Chhetri. Sulochana has left her first husband and married with chhatra Bahadur Barma Chhetri. The husband of Ganga raut chhetri has died 3 years before and she did not marry again. Suprava, Dirgha and Chandrika are unmarried. All the household members are aged 10 years and above. The marital status of such household having this condition should be mentioned as follows.

1. Man Bahadur Barma Chhetri	3	Multiple marriage
2. Tara Barma Chhetri	2	Living with one spouse
3. Sumitra Barma Chhetri.....	2	Living with one spouse
4. Janak Bahadur Barma Chhetri.....	4	Re married
5. Chandra Prava Barma Chhetri	2	Living with one spouse
6. Chhatra Bahadur Barma Chhetri	2	Living with one spouse
7. Sulochana Barma Chhetri.....	4	Re married
8. Ganga Raut Chhetri	5	Widower
9. Suprava Barma Chhetri	1	Never married
10. Dirgha Raut Chhetri	1	Never married
11. Chandrika Barma Chhetri.....	1	Never married

Column 12: What wasage at first marriage?

(For all ever married 10 years and above people)

The marital status of currently married (once married, multiple marriage and remarried), widowed, divorced, separated is known as married. All these status of marriage are ever married. If the enumerated person is ever married then ask what the age at first marriage was. For specifying the age at first marriage of men and women the completed age at the time of first marriage should be mentioned. If any person married more than one times then mention the age of first marriage, the age of second, third ... marriage should not be mentioned.

If any people can not mention the age at first marriage, then by asking the current age and the duration of first marriage and by subtracting the age at first marriage can be mentioned. Similarly, what was the age at first child bearing, age difference of husband and wife, these

will help to find out the age at first marriage. So confirm the age at first marriage and then write it accordingly.

Column 13: How many children were ever born alive.....?

(Only for ever married women of age 15 - 49 years)

- | | | |
|----------------------|-----------|---------------|
| 1. Living together | son | Daughter..... |
| 2. Living separately | son | Daughter |
| 3. Dead | son.... | daughter.... |
| 4. Total | son | Daughter.... |

Born live means – children should have the sign of live birth by crying or some movement after the child birth is known as live birth. If children don't have any sign of live birth like crying or movement, sound, then this birth could not be live birth. Still birth (abortion or end pregnancy) should not be counted, however all the live birth should be enumerated.

For all ever married (marital status of 2 to 7 in column 11) and aged 15-49 years should be asked that how many children (son-daughter) were ever born alive to and mentioned in the form. The fertility related questionnaire should be administered with concerned women only , the answer category mentioning by asking with male might be wrong.

For minimizing the problem of undercounting of the all live birth children what is the current status of children living together in the household, living separately, dead should be asked and mentioned separately and the total should also be written. For the purpose of enumeration, only the number of children delivered by concerned women should be mentioned, children delivered by other women like adopted son, daughters should not be included on her number of child born.

- 1. Son and daughter living together:** The number of son and daughter living in the same household (with mother) should be mentioned here. Usually unmarried and married sons and unmarried daughters live with her mother.
- 2. Son and daughter living separately:** The number of son and daughter living separately, they are not living in the same household or with her mother (migrants due to marriage or living outside for study) should be mentioned in this column. If any son or daughters are living separately inside the country or outside the country they should be enumerated as not living together with her mother.
- 3. Dead son and daughter:** The number of son and daughter dead immediately after live birth or dead after some times, the number of son and daughter should be mentioned separately. But the still birth should not be included.

4. Total son and daughter: As mentioned above, among the total number of children born alive, the separate total of son and daughter living together, living separately and dead should be mentioned separately. If separate total and grand total is not consistent (different) then ask the reason of difference and it should be made corrected accordingly.

Note: While administering this question, the son and daughter dead after live birth should be asked in depth. However, it is very much sensitive to ask the question on dead son and daughter, some may refuse to give the information on dead son and daughter. Some may have the concept that this information need not be reported. But for the purpose of fertility and mortality related study this information are important. Specially the children dead immediately or after some time of live birth are considered to be under reported. For collecting the information on fertility special time should be expended and the status of son and daughter should be mentioned separately.

Column 14: Have..... had any live births during the last 12 months?

(For all ever married women aged 15-49 years)

1. Yes 2. No

For the purpose of counting fertility, during the last 12 months refers the reference period of last 12 months from the day of counting (enumeration). Usually the enumeration day will be 22 June of 2001 (Jestha-Asar, 2058), the last 12 months includes from 23 June 2000 (Jestha-Asar, 2057) to June 2001 (Jestha-Asar, 2058). If women have had any live birth during the last 12 months, it should be counted. For understanding the live birth, the meaning is mentioned already in column 13. In that reference period if any live birth is born and dead immediately or after sometime it is the live birth, it should be included in the counting. But still birth should not be included.

If the enumerated women have had live birth in this reference period then encircle code 1 and if not encircle code 2.

After encircled code 1 to denote yes,

Sex of live birth (male or female)year of live birthmonth.....should be mentioned.

If live birth is more than one in the reference period all the children should be counted and sex (male or female) should be denoted by code and year and month of all children born should be mentioned separately. In the reference period of one year, if any women have had twin or triple live birth then the year and month of all children should be noted respectively by denoting the sex of children. If the space is not sufficient next page should be added to denote the live birth.

Example:

If counting is taking place in 18 June , 2001 (2 Asar 2058) then last 12 month refers the duration of 19 June 2000 to 18 June 2001 (3 Asar 2057 to 2 Asar 2058) . If a daughter is born in July 25 of 2000 (Sharwan 10, 2057) then specify 2 in the sex row of first column and mention 2000 (2057) in year and 07 (04) in months. If live birth is son then write 1 to denote male.

Column 15: What work usually doing during the last 12 months?

(For all persons of age 10 years and above)

1. Agriculture/ own cultivation
2. Salary/ wage
3. Own non-agricultural enterprises
4. Extended economic activity
5. Job seeker
6. Household work
7. Student
8. Not work

The question regarding the work done during the last 12 months period has two sections: economic work done by the individual and the non-economic activity of the individual.

The question “What work usually doing during the last 12 months?” means it is the question regarding the work done in most of the time by the individual in the preceding 12 months or 1 year of the enumeration day.

By work, it stands for the activities that may or may not generate income. There may be economic or non economic activities. The enumerated individual may do the activities from serial 1 to 7 as mentioned above or may not do any work as serial no 8 in the last 12 months preceding the census enumeration day. But in this question, the intention is to explore the mostly done activity by the individual in terms of time spent. The enumerator should encircle or indicate the proper code of the activity that was done in most of the time during the last 12 months period.

Example: If the enumerated individual has contributed 3 months of time period in own agriculture activity, 2 months in salary/wage, 4 months in own business, 2 months in household work, and during remaining 1 month, s/he did not do any kind of work, then the enumerator should encircle in the code 3 (Own non-agricultural enterprises) on which the time duration devoted is more than other activities.

The activities mentioned in the above from serial number or codes 1 to 8 are divided into 4 sections.

- 1. Economic works:** This category includes own agriculture or farming activities; activities on salary/wage; own non-agricultural business/enterprises. In other words, the above mentioned activities from serial 1 to 3 are economic works.
- 2. Extended economic work:** This includes the work done by the household member/s in the course of production of the goods or services for the household consumption like firewood collection, fetching drinking water, production at home or elsewhere, or processing of foodstuff. Such activities should be included in the above code 4 as an extended economic works.
- 3. Seeking Economic Work:** This includes the economic work seeking by the person as mentioned in above code 5.
- 4. Non-Economic Works:** This category includes the household work, studies, and no economical activities done. In other words, the activities mentioned in code 6, 7 and 8 are included in this category.

For the purpose of census enumeration, the above mentioned activities are further elaborated as following.

1. Own Agriculture/farming: The category own agriculture/farming includes all activities related with agriculture. The activities included in the agricultural work are elaborated as following. (Also in the household information of schedule 1, the details about the agricultural works and farming are mentioned in the questions 3 to 6)

Agricultural Activities:

1. All the activities like digging, plowing, planting, sowing, weeding, caring, cutting or chopping, harvesting, drying, sifting or removing impurities, packing, collecting seeds etc. in the course of production of crops(rice, wheat, maize, millet, barley etc), cash crops, vegetables, fruits (orange, banana, mango, jackfruit, apple, peer, guava etc. are known as the agricultural works or farming activities.
2. Similarly, all the activities like raising livestock- cow, buffalo, sheep, goat, pig, rabbit etc. and raising poultry like chicken, duck and other birds with the purpose of meat or egg production are also included in the agricultural work or farming activities.
3. The activities like making of the fish-pond, breeding of fish and collection, collection of fish feeds, and their protection works are agricultural works.

4. The activities like planting of trees in the wood land & forest, weeding, planting the grass, weeding the grass, and related protection activities are also agricultural work. Similarly, bee-hiving, farming of silkworm are also included in the agricultural work.

But agriculture works do not include the activities carried out in manufacturing industries like food stuff production industries, grinding industry, bamboo related materials or goods production industries, and saw-mill etc.

Own agriculture or farming means the agricultural works or farming activities that has been operated by the enumerated individual investing own capital in cash or kinds or both, and labor and bearing the profit or loss from its' production.

If the enumerated person has involved most of her/his time during reference period of last 12 months in own agricultural work or farming, then enumerator should mark or encircle on the code 1 to indicate Own agriculture or farming. If enumerated person has also invested her/his most of time in the agricultural activity operated by anyone of the household members, then enumerator should encircle the code to indicate own agriculture work or farming for each person who are involved in agricultural activities.

But if the enumerated person is involved in most of her/his time in agricultural activities operated by others in charge of salary or wage or any kind of labor participation, then enumerator should encircle the code 2 to indicate the activity as salary or wage.

2. Salary/Wage Activity: The category includes the person who works for Salary/wage in most of time during the 12 months of reference period. The enumerator should encircle the code 2 to indicate salary/wage activity.

If the enumerated person has involved most of the time in any kind of activities in the sectors like government or non-government institutions or manufacturing establishments or private home or business during the last 12 months of reference period, then the enumerator should encircle the code 2 to indicate salary/wage.

Working for Others in Salary/Wages

The domestic workers like *gothala* (shepherd or cowboy or herdsman), *hali* (ploughman), cook, or *kamaiya* (bondman) are kept for doing any activity in account of salary/ wage, then for this case also, enumerator should encircle the code 2.

Example –Bad Bahadur Magar’s family consists of four members (Bed Bahadur, his wife, his daughter and domestic worker Mr. Bhadra Bahadur Pulami). In the last 12 months period, Bed Bahadur had worked in a biscuit factory and his wife Dil Maya had worked in government office. As Bad Bahadur and his wife had worked in industry and government office, they had received salary or wage for working. Hence, enumerator should record these activities by encircling the code 2. But Ratna Maya, daughter of Bed Bahadur did own farming activities during the last 12 months of period. Hence, enumerator should encircle the code 1 to record Ratna Maya’s work. As such the different activities done by Bhadra Bahadur Pulami in charge of salary should be recorded in “salary/wage” activity.

3. Own non-agriculture enterprises or business: Non-agriculture enterprises include all kinds of business or enterprises operated by the household except own agriculture or farming activity.

Own non-agriculture enterprise is defined as any kind of business activities operated by household or member(s) investing capital (in terms of cash or kinds or labor) and bearing profit or loss of the business.

If the enumerated person has contributed most of her/his time in own any kind of non-agriculture enterprise or business in the reference period, then enumerator should encircle the code 3 to indicate her/his activity.

Also if any of the household members has operated any kind of non-agriculture enterprise and the enumerated person has devoted her/his most of time in that enterprise during the reference period, then her/his activity should be encircled in code 3.

But if enumerated person has worked in non-agriculture enterprise or business receiving any kind of remuneration like salary, wage, or labor, then the activity of the person should be encircled in code 2. The activity of such person should not be encircled in code 3.

Figure 1 Own Non-agriculture Enterprise

Own Garment Factory

Note:

The activities (except agriculture) like all kinds of manufacturing establishments or industries, foodstuff or non-food stuff production industries, business, transportation, services, hotels, restaurants, lodges etc. are included in non-agriculture enterprises. Some of the examples related to non-agriculture enterprises are illustrated as following:

1. The industry whether small or big, operated with the purpose (lentil nuggets) of supporting income generation of household, like making jam, jelly, pickle, *titauro* (rolled and dried fruit juices, tamarind), *masyaura* (dried preparation of the pulse for curry), *bhujiya* (snacks), bread, making sweets, *samosha pakauda* (a particular kind of fried dish made of combination of flour, boiled potato, onion etc. with spices), making curd, *durkha* or *chhurpi* (a variety of dried milk) etc. or similar types of food or non-food stuff production related small or big scale industries or businesses are non-agriculture enterprises.
2. Whether big or small-scale industries or businesses like making or selling cosmetic goods, for example bracelets, bangles, *pote* (a kind of glass head necklace that is worn by married woman), red thread, *tika*, jewels, ornaments and similar kind of cosmetics making big or small scale industries or businesses are non-agriculture enterprises.
3. Whether big or small-scale industries related with the production of goods like agricultural tools e.g. *kuto*, *kodalo* (spade with short handle and long handle), or *hansiya* (a Nepalese curved fodder cutting knife) or plough tool, *phali*, clay pots, metal pots and utensils, or producing or selling similar types of goods are also non-agriculture enterprises.
4. Producing goods like *batti kaatne* (handmade thread lamp of cotton that is used for worshipping activities to set alight in Hindu religion); making *duna-tapari* (leaf bowls and leaf-plates and making similar kind of stuff with purpose of selling in market are also non-agriculture enterprises.

5. The activities like making goods from bamboo, jute, *babiyo* (a kind of grass for making paper or used for thatching), e.g. *doko* (big eyed bamboo basket for carrying grass, fodders, fuel wood etc.), *dalo* (bamboo basket used to keep food grains), *nanglo* (bamboo winnowing tray), rope and similar kinds of works are non-agriculture enterprises. Similarly crafting on stone, wood and cloth, for example, making idols, painting and handicrafts related small or large scale establishments or businesses are also non-agriculture enterprises.
6. Small or large scale businesses, for example, street mobile shops with the purpose of selling cigarettes, *supari* (nuts), *bidi* (a kind of local handmade cigarette), paper, *lwang* (a kind of cardamom, clove) chocolate etc., shops with the purpose of selling things like *paan* (leaf of betel nuts that is eaten with areca nut and lime), fruits, vegetables, meat, wine and spirit, selling vegetables and all kinds of retailer and wholesale businesses or shops are non-agriculture businesses.
7. The activities like knitting, weaving, sewing and other services like weaving and selling sweater, cap, socks, gloves etc., weaving in contract for others, sewing clothes, hair cutting, operating restaurant and tea/coffee shops, cobbler work like mending shoes and slippers, and such kinds of all small or large scale or service activities are non-agriculture enterprise related works.
8. The activities like operating *Rickshaw* (a three wheeler bicycle to carry passenger(s)), *thela* (three or four wheeler to carry materials and supplies), cart, *ekka-tanga* (a horse coach or cart), porter job and similar kinds of jobs operated by household member(s) are non-agriculture works.
9. The activities of mason, carpenters' wood crafting work, and such types of small or large scale services are non-agricultural work.

Examples:

1. Bihari Lal and Tirtha Kumari have operated a construction company bearing profit or loss from it. Ram Kumar Giri has been employed in the company with fixed salary. In such condition, the activities of Bihari Lal and Tirtha Kumari should be encircled in code 3 to indicate their job as own non-agriculture enterprise while the activity of Ram Kumar Giri should be encircled in code 2 to indicate his job as salary/wage.
2. Hari Lal Lohar has own AARAN which is iron furnace to make iron tools and utensils. Hari Lal Lohar and his wife Mrs. Devaki Lohar both work in their furnace. Their son Dhanik Lal Lohar works in farm. In such condition, the activities of Hira Lal Lohar and Devaki Lohar should be encircled in code 3 to indicate own non-agriculture enterprise while the activity of Dhanik Lal should be encircled in code 2 to indicate his activity as own agriculture work.

4. Extended Economic Work: Extended economic work is defined as the activities like collecting firewood, fetching drinking water in the household for own consumption. Processing food and grinding grains in *dhiki*, *janto* (traditional grinding tools) or in mill or, *kelaune* (picking grains) work; making pickle, *titaura* (rolled and dried fruit juices, tamarind), *masyaura* (dried preparation of the pulse for curry), or similar kinds of making food stuff for the consumption of household. If any member(s) of household has contributed most of her/his time in such activities, then the activity of the person should be encircled in code 4.

*Note: In previous censuses, the activities like production of goods or services by household member(s) for household consumption or production works for such goods were not counted as economic work. According to revised System of National Accounts (SNA), 1993, the production of goods by household member(s) for household consumption are enumerated as economic goods. Person(s) involved in producing such goods are also counted as doing economic work. Thus, activities that relate to producing such goods are included in **extended economic activity** for the purpose of population census.*

5. Seeking Economic Work: Seeking job is defined as the activity of looking for or searching the job or work related to income generating. In such condition, the person seeking job should actively involved in exploring job or work and should be available for work.

If enumerated person has contributed most of her/his time in exploring work or job during the reference period (last 12 months period), then her/his activity should be encircled in code 5.

The persons who have explored job during reference period may be categorized in the following groups:

- i. person never worked or if worked then it may not be within the reference period and the person might have seeking job during reference period
- ii. persons entering into working age group may seek job

Although the person is able to do income generating job, then s/he may not find work while seeking job during the reference period. The persons who have not actively looked for job or work and are not available for work, then such persons' should not be mentioned as seeking job.

6. Household Work: Household chores or work means the activities carried out by a person like cooking, feeding for household members; taking care of children, aged persons, and ill member(s) of household; teaching their own children; cleaning the house and its courtyard, and washing related works. Household member who often undertakes such activities for other household member(s) without any remunerations or wages, then such activities is called as "household chores". Such activities carried out by the person for own self and family member(s) without any salary or wage is counted as not income generating work with economic perspective.

If any of the enumerated male or female persons has contributed most of time during reference period in the activities like cooking, feeding for household members; taking care of children, aged persons, and ill member(s) of household; teaching own children; cleaning the house and its courtyard, and washing related works, then her/his activity should be encircled in code 6 to indicate household chores. Similarly, if the person was not able to do any income generating work or has worked for short duration due to the reasons of pregnancy or *Sutkeri* (woman who has just given birth to a baby) or taking care of children, then the activity of such person should be encircled in code 6.

But if any person undertakes these activities like cooking, feeding for household members; taking care of children, aged persons, and ill member(s) of household; teaching their own children; cleaning the house and its courtyard, and washing related works for any remuneration like salary, or wage (cash or kinds), then such activities are income generating works. As mentioned above if an enumerated male or female person has carried out such activities receiving remuneration during the reference period, then her/his activity should be encircled in code 2 to indicate salary/wage but should not be encircled in code 6.

Some examples to distinguish Household chores and Economic work-

1. Household works can be done by both male and female. Most of income generating activities is reported in household chores due to inability to distinguish between income generating and no income generating activities with economic perspective. If any person, most of the time, undertakes activities like own agriculture, farming vegetables in kitchen garden, grazing domestic animals, collecting fodders; selling green vegetables and spinach to market places; or processing food from traditional grinders for household consumption, then such activities are income generating or economic activities. These works are economic works and not household chores.

2. If a person (male or female) has undertaken activities like weaving *raadi-pakhi* (blanket of wool), weaving carpet, knitting sweater for oneself or for others in contract or selling such materials in the market places, then such activities are income generating activities. These works are also not household chores but are economic work.
3. If the question “What work did you usually do during the last 12 months?” is asked to female of working age group, and if the response would be “household duties or household chores”, then enumerator should compulsorily ask supplementary question “what works were undertaken while doing household chores?” for the enumerated person. Some of the probable answers may be as following for supplementary question.
 - a. Doing farming work, grazing and caring of domestic animals like cows, buffaloes, sheep, goat etc., collecting fodder for domestic animals, preparing and feeding domestic animals, milking cow etc.
 - b. Weaving clothes like *sari dhoti* (a woman dress), *khasto* (shawl) , cap, *cholo* (woman dress or typical Nepalese bodice) etc., knitting clothes and others, making (big eyed bamboo basket for carrying grass, fodders, fuel wood etc.), *dalo* (bamboo basket used to keep food grains), *nanglo* (bamboo winnowing tray), *damlo* (big and thick rope to den cow-buffalo), making ropes, bread, jam-jelly etc. may be reported as household chores. These activities are economic or income generating work but not household chores.
 - c. The activities like *batti kaatne* (handmade lamp thread of cotton that is used worshipping activities to set alight in Hindu religion); making *duna-tapari* , that is knitting leaf plates (leaf bowls and plates from Sal trees), washing clothes, smearing or clay plastering, caring of pregnant or *sutkeri* (lactating mothers) or ill person etc are done for others receiving certain remuneration in terms of cash or kinds or if such work was done for others instead of free house rent, then such activities should be considered as equivalent to economic or income generating activities.
 - d. If a person has undertaken household works for others, or grinding grains or cleaning house and courtyards and receiving remuneration or wage, then such activities are also counted as economic or income generating activities.

The enumerated person (male or female) might have undertaken activities most of time during reference period that seem to be household chores. If such different activities have been carried out by the enumerated person, then the activity should be encircled in codes 1, 2, 3, or 4 appropriately as per responses. In the reference period, if the person (male or female) has devoted most of the time in income generating or economic works, then their activities should not be reported as household chores.

Note:

In code 2 of column 20 of census schedule 2, a household chore is mentioned as to indicate the reason for not doing economic work most of the time. In the column, enumerator should mention the reasons for not doing economic work or doing economic work for fewer periods. If the enumerated person has carried out most of the time such activities like cooking for own household members, taking care of aged member(s) or ill member(s), teaching own children or assisting own children in study, cleaning own court yards, washing clothes etc., then the activity of the person should be encircled in code 2 of column 20 as household chores to indicate reasons for not doing economic or income generating activities during the reference period of time.

But if enumerated person could not get able to do economic or income generating work or worked for only fewer periods due to pregnancy or sutkeri (woman who has just given birth to a baby), then reason should be encircle in code 7 of column 20 and mention the appropriate reason of not doing economic work in census reference period.

7. Study (student): Study (student) means the student (boy or girl) who has enrolled or not in school, college, university or other any academic institutes for achieving education or any kind of training during the reference period.

If enumerated person has devoted most of her/his time in studying or training, then her/his activity should be encircled in code 7 of column 15. In other words, if enumerated persons have contributed most of time in study or training by enrolling on not enrolling in academic institutes like school, college, or academic institutions, then their activity should be encircled in code 7 to indicate the work mostly they have dedicated.

Although the person has enrolled in academic institutes for study or trainings and has not contributed most of time in study or training but most of time if the person has involved in other activities, whether it be economic or not economic, then the activity of person should be encircled in appropriate code as per the kind of his activity. In such condition, the activity of the person should not be encircled in code 7.

8. Any work not done: If a person has not undertaken any economic or income related activities (activities mentioned in codes 1, 2, 3, 4), or even not seeking any job or not doing non-economic work (activities mentioned in code 6 and 7), then the person's activity status is "any work not done".

In the above questions, if a person has carried out one of work from code 1 to 7, then s/he should be asked as what work s/he did most of the time during reference period. If activity of a person is encircled in code 8, then it is understood that the persons has not undertaken any works referring to code 1 to 7 during reference period of time. Or if any person has not undertaken works from code 1 to 7 then the activity status of the person should be encircled in code 8 to indicate any work not done.

Persons might not have worked due to different reasons like being aged, or ill or sick; being physically or mentally handicapped, being pregnant etc.

Example-

1. Divya Kumari Moktan has five family members with her husband Thirman Moktan, two daughters namely Sarita Kumari Moktan and Kesari Kumari Moktan, and one son Rabi Man Moktan.

In the last 12 months of period, Mrs. Divya Kumari Moktan served in a non-governmental organization getting salary/wage for about 8 months including doing jobs like cooking, washing clothes, cleaning house yards etc. She did poultry farming for about 3 months and she could not do any activity due to being sick for one month.

Thir Man Moktan did retail shopping work for 5 months, undertook teaching job for 4 months in local school, and assisted her wife in poultry farming for 3 months.

Elder daughter was full time teacher in local school during past 12 months' period. Younger daughter is studying in class 7.

Son Rabi Man undertook own farming activities for 3 months, assisted in poultry farming for 2 months and took training of rural employment program and looked for job for 5 months but could not get any job.

While reporting the mostly carried out activities of household members during the last 12 months period, activity of Divya Kumari should be encircled in code 2, activity of Thir Man in code 3, activity of Sarita Moktan in code 2, activity of Kesari Moktan in code 7 and activity of Rabi Man Moktan in code 5 of column 15.

As after encircling the appropriate code of activity in column 15, enumerator should mention the time duration for each of the activity as coded in column 16.

Column 16: How many months did you work during the last 12 months?

(Specify approximately the number of months spent in each category)

1. Economic work done..... months
2. Extended economic work months
3. Seeking work..... months
4. No work done months

This question has two parts; in the last 12 months (reference period),

- i. What works did you do?
- ii. How many months did you work?

The first section “what works did you do” is related with activities in column 15. In column 15, only one activity (which was usually undertaken in the last 12 months) should be encircled in any one of the codes from 1 to 8. But a person can do different categories of activities during reference period. Although the person might have worked most of the time any one activity of column 15 in last 12 months, then s/he also might have worked other categories of work for fewer periods related with column 15.

Thus kinds of works done includes both categories of work that were usually undertaken for most of the time and works done for fewer time periods in the last 12 months.

The time duration involved for work means the time duration contributed in each category of work during the last 12 months however the works might be mostly done and works done for fewer time periods.

As mentioned above, works done in the last 12 months period are categorized into four groups with economic perspective for the census purpose.

- a. The total time duration (including duration of mostly done and work done for fewer periods) in months while undertaking economic work (any activities of codes 1, 2, and 3 of column 15) should be recorded in code 1 of column 16.
- b. The total time duration in months while undertaking extended economic work (activities of codes 4 of column 15) should be recorded in code 2 of column 16.
- c. The total time duration spent in seeking work or job in the last 12 months (seeking job for activities of codes 1, 2, and 3 of column 15) should be recorded in code 3 of column 16.
- d. Economic work not done: The total time duration spent in the activities of codes 6 and 7 of column 15 and time spent for not doing any work (code 8 of column 15) should be recorded in code 4 of column 16.

First of all the works undertaken by enumerated person during the last 12 months should be explored. Then the total time duration spent in each of the four categories namely economic work done, extended economic work done, seeking job and work not done should be recorded separately as mentioned earlier.

The total of number of months recorded in each category 1, 2, 3, and 4 should be 12 months. If the total months exceed 12 months or is less than 12 months, then it should be corrected spontaneously asking with the respondent. *Note:*

1.

- a. *If enumerated person has undertaken either of activities of code 1 or 2 or 3 or all these activities of column 15 for fulltime during reference period, then the total number of months should be 12 in category 1 of column 16. In other words, if any one of the codes 1, 2, or 3 of column 15 is encircled, then category 1 of column 16 should not be blank or 0. If enumerated person did not undertake any one of these activities (codes 1 or 2 or 3 of column 15), then only 0 should be written in category 1 of column 16.*
- b. *If the code 4 of column 15 is encircled, then category 2 of column 16 should not be blank or 0. But if the enumerated person did not carry out any extended economic work during reference period, then the category 2 of column 16 should be 0.*
- c. *If the code 5 of column 15 is encircled, then category 3 of column 16 should not be blank or 0. But if enumerated person did not undertake seeking job or work during reference period, then the category 3 of column 16 should be 0.*
- d. *If any one of the codes 6, 7 or 8 of column 15 is encircled, then category 4 of column 16 should not be blank or 0. In category 4 of column 16, enumerator should write total months by summing the number of months involved in code 6 and 7 activities and the number of months being idle or not doing any economic work (code 8) of column 15.*
- e. *In last 12 months, although enumerated person might be involved most of time in activities as mentioned in codes 6, 7, and 8 of column 15, the person also might undertake other economic works as mentioned in codes 1, 2, 3 of column 15 for fewer periods. If the enumerated person has performed economic works during reference period, the total number of months involved in economic works should be written in category 1 of column 16. Also, if the enumerated person has performed extended economic work (code 4 of column 15) for fewer periods, the total number of months involved should be written in category 2 of column 16.*
- f. *In addition to the total months as mentioned in above section a , b, c, the number of months for activities like economic work, extended economic work, seeking job, work not done at all of categories 1,2,3,4 of column 16 respectively ranges between 0 and*

12 months. The sum of months of all categories 1, 2, 3, and 4 of column 16 should be 12 months; otherwise the number will be incorrect.

2.

- a. During the reference period, if any person has worked for one hour in a day, then it is assumed to be equivalent to doing economic work of a full day. If a person has undertaken economic work for less than an hour then it is assumed to be work not done at all for that day.
- b. But answer should be written in months for total time period in such a way that 30 days (including working days and not working days) is equivalent to 1 month. While deriving the months, the total number of days is divided by 30 days. If the remainder is more than or equal to 15 days, then it is assumed as one month and if the remainder is less than 15 days, it is assumed to be 0 months.
- c. If the person has undertaken different activities within a month, then the activity on which most of the time was contributed should be taken into account for enumeration purpose. If the amount of time is equal in different activities, then activity by which the income or profit is more, should be taken into account. In the case if the activity on which amount of time and income are equal, then enumerator should take that activity for which the respondent gives the priority.

The following should be taken in considerations while asking questions of column 17, 18, 19 and 20.

- a. If number of months by summing category 1, 2, and 3 of column 16 ≥ 6 (six months or more), then the questions on columns 17, 18 and 19 should be asked and the question 20 should not be asked.
- b. If number of months by summing category 1, 2, and 3 of column 16 < 6 (less than six months) and more than 0 month, then the questions on columns 17, 18, 19 and 20 should be asked.
- c. If number of months of category 1 of column 16 = 0 and number of months of category 4 of column 16 = 12, then the questions on columns 17, 18, 19 should not be asked but the questions on column 20 should be asked.

Column 17: What work Usually do?

(For all, the time period of $1+2+3 > 0$ Month in column 16)

The economically active population may have remained active at some time during the last 12 month, that person may be engaged more or less time in the economic work. It should be find

out what was his/her usual activity in the reference period. If the person had some post or status of work, it should be mentioned.

The meaning of work for the column 17,18 and 19 is the income related economic work which is mentioned in the categories 1,2,3 and 4 of column 15.

In the reference period, a person can have done any one or more than one above mentioned economic activities which generate income. Person may have done some of the work for longer duration and some for work lesser duration. While writing the description of work in the column 17, 18 and 19 the description of work which the person had done for the majority of time should be written in the respective columns. If the economically income generating activities (work) had been done for 3 months, 2 months or only for 1 month, it may be usual major economic activities done mostly during the reference period.

The usual major activity of the enumerated person in the reference period should be written in this column; in short and clear word.

The income generated work done by the person in the reference year usually or for some time is the specific work done by the person is the occupation. According to the nature of the work done by the people, their occupation may also be different. The classification of the occupation can be done by the nature of the status of the work done. So, to classify the work into occupation, it should be written the specific work done by the people and if it is possible to write the post or position or level of the status of the work done, it should be also mentioned. According to the work and level as mentioned above, it is possible to separate the occupation of the manpower of Nepal at that time and the occupation classification of the manpower could be done.

Some of the examples are given below, to find out the occupation of the people in the reference period according to the nature of the usual economic work.

There are different types of work in agricultural activities. For example; digging, ploughing, collection of seeds, growing seed, planting, irrigation etc.

The following different work may be done in all the agricultural activities. Examples;

- i. In Cereal crop/Cash crop – Paddy, wheat, maize, millet, barley etc. are produced. In pulses group lentil, chicken pea, pigeon pea, black gram, grass pea, horse gram, soybean and others are produced. In cash crop jute, sugarcane, tobacco, oilseed, mustard etc. are grown. What was the actual work done in the cereal crop or cash crop should be written.
- ii. In vegetable crops – Potato, cauliflower, cabbage, radish, brinjal, lady finger, pumpkin etc are produced. What was the actual work done in producing vegetables should be written here.

- iii. In fruits – Mango, banana, orange, apple, guava, pear, durian, pomegranates, lemon, lime, pineapple, etc. are produced.

In the agricultural activities, what usual activity person had done should be written. For example, “ all the work related to cereal crop”, “ vegetable crop related activities like planting, “ Fruit crop”, Tea , Coffee crop” “Nursery” “Flower production” etc.

- iv. Some person had done the livestock work for producing milk, meat, hair, skin and others. If their usual work was livestock related activities like grass cutting, grazing and other sanitation work of livestock like cows, buffalo, sheep/goat, pig etc. it should be written as ‘livestock/cow boy” or “all activities of livestock”
- v. If the person was engaged in fishery, it should be written as “fishery” or “activities related to fish catching”
- vi. If the person was engaged in professional poultry work of cock/hen, ducks, battai should be written as “poultry”
- vii. Similarly if the person was engaged in silkworm farm for cocon production, Bee keeping in Bee hives and honey production it should be written as silkworm farming, Bee keeping.
- viii. If a person was engaged in planting the trees in jungle (afforestation), collection of fire wood, collection of medicinal plants (herbs) it should be written as according to her/his usual activity.

In the reference period, the person may engage more than one agricultural related activity as mentioned above. If the person had done the different activities, the description of usual activity (which works done for longer period) should be written.

Examples

1. To mention the above work, where did the person do the work, what was the employment status like employer, employees, own account worker, it should be also mentioned.
2. If the enumerated person is a doctor, she/he may be engaged most of the time in the last 12 month in health checkup and medical treatment. If the doctor was engaged in health check up and medical treatment then it should be written as “health check up and medical treatment, Doctor” in this column. If the working person be Nurse, it should be written as “health check up and medical treatment, Nurse”. If the doctor be dentist, then it should be written as “treatment of teeth, dentist”. If they are assistant in health services, it should be written as “dental assistant”, Midwife, Health assistant, “livestock health assistant”

3. The special work of tailor may be to design and cut the piece of cloth, stitching cloth. The work of trader may be “to manage or to buy and sell the goods, to transport the sold goods. So, during that time, what work was done, should be written as “tailor”, “trader” etc.
4. For the workers who work in the government office, semi government office, corporation, private company: their nature of work can be identified by the name of post; for example, typist is doing typing work, sales girl is selling the goods, administrative officer is related with administrative work, etc. In this way, the person who had done the job related work in the reference period can be identified. But, some others are not doing the work as their post. So, for the paid worker, it should be identified what job they had done in the reference period and should be written the actual work they had done. For example, “Account officer, Account administration”, “Accountant, Book keeping”; Data collection, Enumerator; “Administration policy implementation, joint secretary,” “administrative record keeping, office assistant”, record file management” should be written.
5. For the teachers- If they were engaged in teaching at the reference period, “Teacher, Primary school”, “teacher, secondary school”, “teacher, campus or university”, should be written.

If they teach for physical or mentally disabled people than it should be written as “teacher of physical mental disabled people”.
6. The nature of the work of the people may be different in the same organization or office. For example, the employees of Food Corporation have different type of job. Some of the employees are engaged in “personnel administration” some are engaged in “selling of food products”, some of them are “security guard”. For Truck, car or jeep driver, it should be written as “truck, car or jeep driver”. If the enumerated person was the employee of the Food Corporation in fifth level and in the last twelve month, usually engaged in the selling of food products then it should be written as “selling of food related materials; fifth level”.
7. If the person was engaged in manufacturing profession, then what job he had done, should be written clearly. For example, if the person was market manager of the readymade garment then it should be written as “market manager”, “assistant market manager”. If the person is engaged in cloth stitching; “cloth stitching” should be written. If in cigarette factory, the person was engaged in tobacco winnowing, should be written as “tobacco winnowing”. The technician who mixed up the color in chocolate factory should be written as “color mixer” In the press, if the person was repairing the machine, it should be written as “repairing machine”. For operating the machine should be written as “machine operator”. In the house, if a person was doing

wool related activities, should be written as “making wool, weaving blanket”. In the manufacturing industry, if the person was doing data related activities then it should be written as data collection or processing or analysis according to the nature of the work and also should be mentioned the post.

8. Occupation is distinguished by the nature of the work. So, it should be mentioned the usual work done by the male or female in the reference year. It should also include the post or level of the job. It should not be written “job” only. “Job” can not describe what work was done.

Column 18: Where diddo the work? (Industry)

Where did do the work means, in which economic unit or organization the enumerated people do the actual work which is mentioned in column 17. To find the industry, it should be written the name of work place sector (Industry sector) in this column. The place of work intends to determine the industry. Industry for the census purpose refers to the principal type of economic activity of the establishment (goods and services produced by the establishment) in which an individual worked during the reference period. The industry mentioned here is used to find out the manpower of the country who were engaged in different industry sector.

Where does not mean the place like Hetauda, Pokhara, Dhulikhel. It means the different sector of economic activities which produces the goods and services. The sector of economic activity is divided into 17 industries group. For example- Agriculture, Mining, Electricity, Gas and Water, Construction, Trade, Personal and Social service, Transport etc. To write the answer of where diddo the work, it should be mentioned the place of work done by the enumerated people – the name of organization/corporation, Establishment and the production of goods and services. For example – ‘Central Bureau of Statistics’, Data collection, Tabulation etc.

Nobody be double counted or missed female/male, boy/girl and the aged.

Examples

1. Who are doing agriculture, the place of work done (Industry) and production can be written as - “own land, cereal crop, vegetable crop”. Who were doing the cultivation in other’s land “other’s land, cereal crop”, vegetable crop, cash crop should be written. If they were doing livestock, poultry then “livestock, own farm”, other’s farm etc.

2. The job of the doctor of general medicine is health check up and treatment. If the treatment and health check up was done in health organization then his/her industry is health and social work or personal and community service. So, to write industry – hospital or health organization, health service should be written. Here, hospital or health organization is personal and community service – Industry and the production of goods and service is health service.

But, if the doctor was doing health check up and treatment of the workers in the establishment of cloth then industry should be manufacturing industry. Where was the job done? Should be written as- establishment of cloth, cloth production.

3. Only by the name of the organization, we cannot understand the nature of the work of that organization. For example, “Sangrila and company” It is not clear by the name of this organization what work was done by this organization. So, if this organization was doing the transportation work, then to write the answer of this question, in the first should be write the name of the company and then it should be mentioned, transport service. For the employees of Nepal Telecom, it should be written as “Nepal Telecom, communication service”

If the enumerated people was doing retail service then for the answer of the question, where did do the job should be written “own shop” retail service. But if this job was done in the sales office of Trade Corporation, should be written “National trade corporation- trade”. If the enumerated person was employed on daily wage on the personal house then for the industry, should be written as “personal house” and mentioned the work done by her/him. For example, making quilt, mattress etc.. If the enumerated person was ploughing the field of other, then for the answer of the question what did you do in the reference period, it should be written clearly as “personal field ploughing, cereal crop or vegetable crop production” or similar other production what ever they produce.

Column 19: What was employment status?

1. Employer
2. Employee
3. Own account worker
4. Unpaid family worker

Employment status means as described in column 17, the status of the usual activity in the last 12 month. For enumeration purpose, the employment status is divided into 4 categories as mentioned above. The description of these 4 categories is given below.

1. Employer - An employer is a person who operates her/his own economic enterprises or engages independently in a profession or a trade and hires one or more employees.

In other word, if the person is operating her/his own profession or business by hiring employees regularly in the reference period then the employment status of that person is employer.

To mention the employment status of employer encircle the “employer” option given in the category 1. If the employer had done other activities than management at that time also the status is “employer”.

But, while operating own activity at the peak time of the season for example, planting, harvesting in agriculture related activities, at a person may hire some people for 2, 4 days only, at that time the status of person is not “employer”

Examples

1. If the farmer was hiring people to operate her/his agricultural activity like crop farming or livestock or fishery or others related to these activities by paying in cash or kind and her/himself also engaged in that activity as a main person then the status of that person is “employer”

But, if the hiring person was engaged in housework, then the status of the people who got cash or kind by doing housework is employee but the status of the person who hires these people is not employer. To become the employer, the employees who are hiring (in cash or kind) should work in the productive unit, profession, industry. The house worker should not be included in the employees of productive unit, industry.

2. Industrialist, businessman, trader and others who conduct their business by hiring people (in cash or kind) in the reference year regularly then the status is “employer”.

Many employers are working under ministers, secretaries, directors, general managers and other higher officials but the status of ministers, secretaries, directors, general managers and other higher officials are not employer, they are also employees. So, to mention the status of these people, should be encircled the category 2, “employees”.

2. Employees - An employee is a person who works for public or private employer and receives remuneration in terms of wage, salary, commission, piece rates or pay in kind.

The status of the person becomes employees if she/he works in government office, non government office or corporation or private enterprises or office, private home at any profession in industry sector getting salary, wage.

In the reference period, if the enumerated person was usually engaged in doing work for others by getting salary, wage then her/his employment status becomes employees.

Employees are getting salary, wage but they are not directly related to the profit and loss of the industry.

Note

1. *Minister, secretary and other official of Ministry, Departments, offices, and other organizations who were engaged in the last 12 months and getting salaries then their status becomes employees and should be encircled in the category 2.*
2. *The enumerated people who were usually working in industry, establishment, hotels or other organizations or in personal household in the last 12 months by getting salary, wage or any other type of remuneration then their status should be written as employees. To mention their employment status should be encircled the category 2.*

3. Own Account Worker - An own account worker is a person who operates her/his economic enterprises or engages independently in a profession or trade and hires no employees in the last 12 month. To mention the status of own account worker should be encircled in category 3.

People, who are engaged in household work like servant, cook, and getting salary, wage regularly but they are not engaged regularly in economic enterprises, these people are only for the housework purpose and not for industry. So, their employment status is own account worker.

The economic enterprises (Industry) which is conducted by any member of the household and other members also work there without taking the salary, wage then the status of other members is also like the main person who conducts the industry “own account worker”. To denote this employment status encircle the category 3.

But the profession which is adopted by any member of the household and other members only helps her/him partially (Morning, evening or other time) then the status of that persons will be the “unpaid family worker”. To denote the unpaid family worker it should be encircled on category 4 not in category 3.

4. Unpaid family worker - An unpaid family worker is a person who works without pay in economic enterprises operated by a person living in the same household.

The industry mentioned in column 18 (Agriculture or others) which is conducted by any household member and other members (husband, wife, son, daughter, brother, sister, brother in law, etc) can support the activity without taking salary, wage. Except the people who are included in the occupation of column 17, the main person, who conducts the industry and the full time engaged members, other members who help partially for that industry should be included in the category 4. To denote their employment status should be encircled the category 4 “unpaid family worker”

Note - The members of the household who are engaged in the industry conducted by household like agriculture and others in the reference period should be mentioned the employment status for all male and female members.

- i. If the economic enterprise is conducted by hiring at least one paid employee then the main person who conducts the enterprises has the employment status “employer”. If other members of the household engage full time in the economic enterprise conducted by household, then the employment status of other members will be “own account worker”.*
- ii. If the economic enterprise is conducted by the household members, without hiring the people, then the main person of that enterprise will have the employment status of “own account worker”.*

Also all the household members who help partially in the enterprise will have the employment status “unpaid family worker”. To denote this encircle the code category 4.

The employment status of male or female who works for others by taking salary, wages or any other facilities and conditions in the reference time will be the “employee”. To denote this, the code should be encircled in the category 2.

Unpaid family worker means – in trade help the main person by as a substitute for some time, doing other works of the shop etc.

In the agriculture related activities (planting, harvesting etc.) the other members of the household for example: - husband, wife, son, daughter, sister, brother, brother in law may work for full time or part time with out taking wage. If any member had done in the last 12 month, full time work for these activities, that person has the employment status “own account worker” and encircle in the category 3. But, if any member had done partial work then she/he has the employment status of “unpaid family worker”. To denote this encircle the code category 4.

Column 20: What was the reason for usually not working during the last 12 month?

(For 1+2+3 < 6 months in column 16 or 4= 12 months for all)

1. Student(study)
2. Housework
3. Aged
4. Pension
5. Physically and Mental Handicapped
6. Sickness or chronic illness
7. Others.....

It should be mentioned the reason why the person could not do the work in the last 12 month or if she/he had done work for some time, why she/he was not engaged usually in the reference time. The main reasons of usually not working means in the last 12 month, she/he had not done any income generating activities or had done income generating activities for less than 6 month.

To ask this question to respondent why the income generating work (mentioned work of 1,2,3 and 4 of column 15) had not been done in the reference year or if income generating work had done for some time, why this work was not done for more than 6 month should be asked . The possible reasons for not doing income generating work in the reference year or possible reasons for doing income generating work for short time are given above (category 1 to 6 in this column). If there are other reasons for not doing or partially doing income generating work, then it should be encircled in category 7 and should be mentioned the reason.

1. Student(study) - For the enumeration purpose, student can be defined as being enrollment or not in school, campus or any other educational institution and regularly studying or taking training. If the usual activity of the last 12 month was study, then it should be encircled 1 in the given category.

But if the usual activity of the person may be income generating activities (1,2 or 3 category of column 16) and doing study in the morning /evening in school/campus or participating in the private exam in the partial time , then it should be enumerated in the income generating activities(1,2 or 3 categories of column 15).

2. Housework - The activities which are done in the house or home compound like cooking, cleaning, washing cloth of household members and teaching own children are the “housework”. These works are done only for the household members and these works are enumerated as not income generating work. In other words, for the use of household works which are done by the household members like these works are not treated as economically income generating work. If the household members (male or female) were usually doing these work in the reference period then for the population census purpose, these work are treated as housework or non economic work.

If in the reference period, someone had done mostly housework as mentioned above, so to denote the person is not doing economically income generating work it should be encircled in the category 2.

Note :

- i. *In our country, we have the tradition that the income generating activities which are done by women are also counted as housework. Not to misinterpret the meaning of this question wrong, probing should be done if the respondent has answered as housework in the question of what work you had done in the last 12 month. In the*

description of column 15 it is tried to make clear what are economically income generating work, not income generating work and house work. It should be understood clearly the description of work given in column 15.

But, if some one had done the above mentioned housework for others by taking salary or wages then these activities should be the economically income generating work. It should not be included in the housework if the person was doing housework for others by taking salary, wages (in cash or kind or in other form). Male or female any person may can do the housework.

- ii. The economically income generating work except than housework which was usually done by male or female in the reference period should be encircled in the related work as mentioned in the category 1, 2, 3 or 4 of column 15. It should not be encircled in the housework or not doing any work category.*
- iii. For own use or for the selling purpose, some male or female may be engaged in weaving blanket, carpet, sweater, similarly some may be engaged in the production of dairy products like Cheese/Churpi and they may sell in the market, some may be engaged in the production of cotton lamps for others, all these activities are income generating activities . These are not housework. In the last 1 year, if they had done these activities and got the cash or kind or other remuneration then it should be encircled in the related category of column 15. Should not be encircled in the housework category. In column 15, there is also the category of housework. In this column, it should be mentioned the usual activity. To mention the work of reference period – cooking for household member, care taking of aged and children, teaching own child, cleaning house, washing cloth of the household members, if these activities were done then it should be encircled in the category 6.*

3. Aged - Aged can be defined as, if the person(s) can not do work due to the old age. Simply, the person having age more than 60 and can not do work is known as aged. If the person having the age less than 60 but can not do income generating work or doing income generating work for less time, that may have the other reasons, not aged. It should be asked clearly to the respondent about the reasons for not working. If the person had not done any economically income generating activities in the reference period due to this reason, it should be encircled in the category 3.

4. Pension - If the enumerated person was not doing any economically income generating work or partially doing the work due to receiving of the pension of the previous work done in the office or corporation or maintaining her/his life expenses due to the hereditary property or by the income of the previously kept property in the reference period it should be encircled in the category 4.

5. Physical and Mental Handicapped - If the enumerated person was not doing any economically income generating work in the last 12 months or had done the economically income generating work for less than 6 month due to physical or mental problem then it should be encircled on category 5 . In other words, due to the blindness, deafness, mentally retarded or by physical disableness, if the person had not done the economically income generating work in the last 1 year or if the work had done for less than 6 months it should be encircled in the code category 5.

6. Sickness or chronic illness - If the enumerated person became disable due to disease or due to sickness or chronic illness and could not do any economically income generating work in the last 12 month or if some work had done only for less than 6 months then it should be encircled in the code category 6.

7. Others - If the enumerated person was not doing any economically income generating work in the last 12 months due to some other reasons except as mentioned above. Then, it should be encircled in the category 7 and should be mentioned the reason. Some of the reasons may be beggar, Yogi etc.

Note : In the last, some of the other reasons could be- cannot do work due to care taking of aged and children, due to the pregnancy. If the person had not done the economically income generating work in the last 1 year due to these reasons , then it should be encircled in category 7 and should be mentioned the reason clearly.

Column 21: Which of the following living arrangement doesadopt?

(Only for children below 16 years)

1. Mother/Father
2. Mother
3. Father
4. Father and Step Mother
5. Mother and Step Father
6. Other Relatives
7. House Servant
8. Others.....

The living arrangement of the children below 16 years of age of the enumerated household should be asked about their guardianship according to the categories as mentioned above. The description is given below.

1. Mother - Father (Both) - If the enumerated boy or girl below 16 years of age is living with her/his biological parents then it should be encircled in the category 1. If the step

mother is also present in the same household and the child is living with their biological parents and step mother, it should be also mentioned in this code category 1.

2. Mother (only) - If the enumerated boy or girl below 16 years of age is living with her/his biological mother only, then it should be encircled in the category 2.

3. Father (only) - If the enumerated boy or girl below 16 years of age is living with her/his biological father only then it should be encircled in the category 3.

4. Father and Step Mother - If the enumerated boy or girl below 16 years of age is living with her/his biological father and step mother then it should be encircled in the category 4. If the step father is also present in that household besides biological father and step mother then also it should be encircled in the same category 4.

5. Mother and Step Father - If the enumerated boy or girl below 16 years of age is living with her/his biological mother and step father then it should be encircled in the category 5. If the step mother is also present in that household besides biological father and step mother then also it should be encircled in the code category 5.

6. Other Relatives - If the enumerated boy or girl below 16 years of age is living with other relatives not mentioned in 1 to 5 categories, for example brother, sister, uncle/aunty, grand father/grand mother, etc. or other relatives then it should be encircled in category 6.

7. House Servant - If the enumerated boy or girl below 16 years of age is living as a house servant then it should be encircled in category 7. House servant means the person who is kept for doing housework by taking salary, wage (in cash or kind)

8. Others - If the enumerated boy or girl below 16 years of age is living with the person who is not included in the category 1 to 7 , then it should be encircled in this category 8 and should be mentioned about him/her mode of living arrangement. For example, not relative, others.

Note :_Thanks should be given to the respondent after finishing the enumeration work of this household.

District:- In which district, the information are collected in this book, the complete name of the district should be written.

VDC/Municipality:- Write the complete name of the VDC or metropolitan city or sub metropolitan city or municipality where the information are collected in this book. If it is VDC then cross already written municipality and if it is municipality then already written VDC should be crossed. e.g. If enumeration is taken place in Goldhunga VDC of Kathmandu district then VDC/Municipality:- Goldhunga, should be written.

If enumeration is taken place in Kathmandu metropolitan city then VDC/Municipality:- Kathmandu should be written.

Ward No. :- Write the number of that ward where the information are collected in this book. In one book only the information of single ward should be collected. Even though there are some remaining pages of the same book after completion of the enumeration in any single ward, then leave blank these pages. Do not count more than one ward in one single book.

Sub Ward:- Some wards of the municipality or VDC where the population size is large are divided sub wards. Each enumerator is made responsible for counting any ward or sub ward or both. If enumerated area is the sub ward, then the sub ward number should be written which of the sub ward is enumerated in this book. If ward is not divided then do not write any number, only straight line should be drawn. For example, if a ward is divided into two sub wards then write $\frac{1}{2}$ for first sub ward and $\frac{2}{2}$ should be written for second sub ward.

Book No of Book For counting in any ward, only one single book might not be sufficient to collect the information of all household of that ward or sub ward. If so, two or more than two books can be used. After completing the enumeration of all households within a ward or sub ward, how many books were used in that ward or sub ward, the total number of books used should be written in the second blank space and among them which is each book (first, second, third, fourth etc.) should be written in the first blank space (book no...). If four books are used in any single ward, then in the blank space of book 4 (in all four books) should be written and in the blank space of book no. , write 1 if it is first book, write 2 if it is second book, write 3 if it is third book, write 4 if it is fourth book accordingly.

e.g. books no 1 of book 4

books no 2 of book 4

books no 3 of book 4

books no 4 of book 4

After completing the information collection job in books, 1,2,3,4 should be written respectively in the blank space of book number and if total book used are 4 then write 4 in the second blank space of all 4 books.

Similarly, if 3 books are used,

book no 1 of book 3

book no 2 of book 3

book no 3 of book 3

If only one book is used in any single ward or sub ward
book no 1 of book ...1.....should be written.

House Serial Number:- For writing the house serial number in each book, the house serial number used by enumerated household should be mentioned. This house serial number is the house serial number mentioned in the first page of the book and last page of each book. The house serial number mentioned in the first page should be mentioned in the first box and the house serial number mentioned in the last page should be mentioned in the second (last) box. This help to find out that how many houses are counted in this book. e.g. if in any book, the information is collected for the house serial number from 1 to 25 then,

House Serial Number from to should be mentioned.

Similarly in the next book, the information is collected for the house serial number from 26 to 60 then,

House Serial Number from to should be mentioned.

Household serial Number:- Likewise as in the house serial number, in the first box the household serial of first page and in the second box the household serial number of the last page should be mentioned. More than one household might be living in one house and hence the house serial number and household serial number might be different. e.g. if households serial number from 1 to 40 is counted in any book, then

Household Serial Number from to should be mentioned.

Similarly in the next book the information of household from 41 to 90 is collected then,

Household Serial Number from to should be mentioned.

Total Population, Male and Female:- The enumerated total population, numbers of male and female should be written in the given boxes of each book. On writing the description of population in the cover page, male and female should be counted separately for each enumerated household and should be written after confirming it.

Enumerators name, signature and date: - The name of enumerators who collect the information in this book, the name of his/her should be written correctly, signed clearly and date also should be mentioned.

Supervisors name, signature and date: - The person who supervised the enumeration work of this book should go through the information of all pages and be confirm about any mistakes, missing and make possible correction if needed. After monitoring the information the supervisor should write his/her name, signed and the date also should be mentioned.

Only for data processing (office use):- These information's are only for the data processing use (official use) and should not be filled in the field. The space available for to fill up this information should be blank, do not write any thing.

Instructions for Filling up the Book Cover Page for Schedule 2

National Population Census 2001 used schedule 2 for most of selected household where the sampling was introduced and in rest of all households where sampling was not introduced and hence 20 pages books and 40 pages books are binded. Like wise the schedule 1, same information are in the cover page of the schedule 2. The cover page of schedule 2 has following information.

His Majesty's Government
National Planning Commission Secretariat
Central Bureau of Statistics
National Population Census 2001

Schedule 2

District:- VDC/Municipality:- Ward No.....
Sub Ward:-..... Book No.of Book

Selected House Serial no.

Selected HH Serial no.

Total Population Male Female

Enumerators Name..... Signature..... Date:-

Supervisors Name..... Signature..... Date:-

Only for Data Processing (Official use)	
Edited by:-	Edited Date:-
Edit Checked by:-	Edit Checked Date:-
Coded by:-	Coded Date:-
Coding Checked by:-	Coding checked Date:-
Data Entry by:-	Data Entry Date:-.....
Data Entry checked by:-	Data Entry checked Date:-.....

There is house serial numberfrom.....to.....and household serial numberfrom.....to.....in schedule 1, however selected house serial number and selected household serial number is in schedule 2.

Selected House Serial Number: - In the given boxes of selected house serial number, the serial number of those house whose information is filled up in this book should be mentioned e.g. if in the given book the information of house number 4, 12, 20, 28, 36, 44, 52, 60 are filled up then in the box of house serial number, the house serial number should be written serially and comma should be given in between.

Selected House serial number

Selected Household Serial Number: - In the given boxes of selected household serial number, the serial number of those household whose information is filled up in this book should be mentioned. If in the given book the information of household number 4, 5, 6, 20, 21, 38, 39, 50, 51 are filled up then in the box of household serial number, the household serial number should be written serially and comma should be given in between. The information of household within the selected house should collect and hence the household serial number of all household of those houses should be mentioned serially.

Selected Household serial number

Similarly in those district and municipality where sampling scheme is not introduced, the house serial number and household serial number should be written in the given box fromto as in schedule 1. e.g. if in any book, the information of house serial number from 1 to 25 is filled up, then the

selected house serial number

and in the same book if household serial number from 1 to 25 is filled up then

selected household serial number
mentioned

should be

All the rest information's of cover page in schedule 2 are similar with the information of schedule 1 and should be filled up as the given instruction of schedule 1.

In those districts where the entire household should be counted in schedule 2, for filling up the box of selected house, household serial number, the rule of filling the cover page of schedule 1 should be followed.

Annex-1

Some example of the Caste/Ethnicity and family name in Terai, hill and mountain is given below.

Caste/Ethnicity	Family Name
Terai Region	
A. Yadav	1. Ahir 2. Barbariya 3. Basiyant 4. Ghurel 5. Bhagat 6. Chaudahry 7. Das 8. Gop 9. Gopal 10. Gurmet 11. Yadav 12. Raut 13. Singh 14 Goit 15. Raya 16. Mandar 17. Marbeta
B. Kumhar	1. Pandit
C. Kayastha	1. Karna 2. Sinha 3. Sahaya 4. Shribastav 5. Kathari 6. Mansi 7. Bachhan 8. Mallik 9. Barma 10. Kantha 11. Das 12. Lal 13. Suman 14 Lav
D. Rajbhar	1. Choudhary 2. Barma 3. Singh 4. Mandal 5. Shinha 6. Raya
E. Baniya	1. Shah 2. Gupta 3. Das
F. Dhobi	1. Dhobi 2. Baidha 3. Raj 4. Rajdhobi
G. Sundi	1. Mahato 2. Chaurasiya 3. Panjiyar 4. Mandal 5. Gami 6. Mahaseth 7. Hatti 8. Gai 9. Nayak 10. Purbe 11. Kapad 12. Gupta
H. Kalwar	1. Jaiswal 2. Jayasar 3. Kalwar 4. Choudhary 5. Prasad 6. Shah 7. Gupta
I. Kanu	1. Shah 2. Gupta 3. Kanu
J. Kurmi	1. Kapad 2. Shah 3. Kapadi 4. Kurmi 5. Singh 6. Jesbar 7. Patel 8. Raut 9. Mandal 10. Mahato
K. Bhumihar	1. Pandey 2. Shinha 3. Ojha 4. Pathak 5. Tiwari 6. Raya 7. Singh 8. Thakur 9. Sharma
L. Brahaman (Terai)	1. Barma 2. Sharma 3. Bhattacharya 4. Tribedi 5. Bangopadhya 6. Chattopadhya 7. Chaturbedi 8. Tripathi 9. Chaoudhary 10. Dube 11. Pathak 12. Jha 13. Mishra 14 Upadhya 15. Ojha
M. Rajput	1. Pandey 2. Thakur 3. Rana 4. Rathor 5. Singh 6. Rao
N. Tharu	1. Kathriya 2. Kha 3. Biswas 4. Raji 5. Khawas 6. Chaudhary 7. Parihar 8. Sauliraya 9. Jogi 10. Danuwar 11. Rajdhariyar 12. Maheuta 13. Kanfata 14 Manjhi 15. Mahanta 16. Bandha 17. Rotar 18. Khas 19. Bhagat 20. Maidniya 21. Panjiyar
O. Teli	1. Shah 2. Gupta
P. Kuswaha	1. Kuswaha 2. Koiri 3. Mahato 4. Mehata 5. Singh 6. Sinha 7. Mourya 8. Murao 9. Barma

A. Brahmin (Hill)	1. Aryal 2. Acharya 3. Adhikari 4. Baral 5. Banskota 6. Bista 7. Bhattari 8. Bhandari 9. Pokhrel 10. Wagle 11. Dhakal 12. Dhungel 13. Dhital 14. Debkota 15. Gaywali 16. Ghimire 17. Joshi 18. Kharel 19. Khanal 20. Koirala 21. Upadhhaya 22. Regmi 23. Pandit
B. Chhetri	1. Baniya 2. Budhathoki 3. Barma 4. B.C. 5. Bohara 6. Dangi 7. Gharti Chhetri 8. Hamal 9. Kharti Chhetri 10. Khadka 11. Khadayat 12. Khas 13. Karki 14. Khawas 15. Kunwar 16. Mahat 17. Raymajhi 18. Rathor 19. Ranabhat 20. Sijapati 21. Thapa
C. Thakuri	1. Chand 2. Malla 3. Palpali 4. Shah 5. Sen 6. Singh 7. Shahi 8. Thakuri
D. Sanaysi	1. Giri 2. Puri 3. Bharati 4. Sanaysi 5. Ban 6. Mahanta
E. Newar	1. Amatya/Mahaju 2. Balla 3. Buddhacharya, Bajaracharya 4. Chitrakar 5. Dangol, Maharjan 6. Dhakhwa 7. Hada 8. Joshi 9. Karmacharya 10. Kayastha 11. Malla 12. Maskey 13. Manandhar 14. Mulmi 15. Pradhan 16. Rajbhandari 17. Sainju 18. Shakya 19. Shrestha 20. Tuladhar 21. Dewabhandari 22. Suwal 23. Prajapati 24. Singh 25. Tamarakar 26. Awale 27. Bhuju
F. Limbu	1. Aangchuwa 2. Aangdambe 3. Iingnam 4. Isibu 5. Kebuhang 6. Kambang 7. Khapung 8. Khewa 9. Chilleba 10. Jabegu 11. Yanden 12. Thummoko 13. Thebe 14. Thopra 15. Thorleg 16. Fudong 17. Fedap 18. Fenduwa 19. Maaden 20. Labwati
G. Rai	1. Aathapagare 2. Kulung 3. Dhum 4. Chamling 5. Chigatag 6. Thulung 7. Dumi 8. Naawakon 9. Debasa 10. Bagale 11. Wandel 12. Bantawa 13. Yamfu 14. Rugahang 15. Salten 16. Rumdali 17. Rodong 18. Sokap 19. Sitang 20. Sondengal
H. Gurung	1. Lamichhane 2. Pojo 3. Lama 4. Kapre 5. Chungilama 6. Chhinelama 7. Utula 8. Dhimal 9. Lokya 10. Chhormi 11. Dalame 12. Ghale 13. Tolame 14. Aale 15. Pom 16. Ghimiaaru 17. Shregilama 18. Paigilama
I. Thakali	1. Bhattachan 2. Gauchan 3. Hirachan 4. Sherchan 5. Tulachan

J. Tamang	1. Kamawa 2. Glama 3. Pakhrin 4. Ghising 5. Daredena 6. Theyapa 7. Bamjan 8. Gondan 9. Moktan 10. Yonjan 11. Grandan 12. Dhawa 13. Thing 14. Manden 15. Singden 16. Bhemsing 17. Lopchana 18. Blon 19. Waiba 20. Syangmbo
K. Magar	1. Aale 2. Rabulal 3. Pun 4. Rana 5. Thapa
<u>Mountain Region</u>	
A. Sherpa	1. Garja 2. Goparma 3. Dawa 4. Naijuwa 5. Pangkarma 6. Paldorje 7. Penakapa 8. Mende 9. Moupa 10. RongSherba 11. Lama 12. Shagup 13. Sherpa 14. Sadaka 15. Yanasa 16. Chhusurba 17. Chiyawa 18. Gaale 19. Pangdoje 20. Thaaktu

Example of same Family Name in different Caste/Ethnicity

Family Name	Caste/Ethnicity
A. Shah	- Baniya, Kanu
B. Shah	- Talbar, Kuri, Teli, Kurmi
C. Sinha	- Kaystha, Rajbhar ,Bhumihar
D. Singh	- Rajput, Kuri, Bhumihar, Kurmi, Rajbhar, Yadab
E. Gupta	- Baniya , Sudi, Kalbar, Kanu, Teli
F. Sharma	- Bhumihar, Braman (Tarai)

Annex -2
(Schedule -2)

Some examples for the purpose of column 15

S.N.	Name and Surname	Usual activity in Last 12 months		Relevant Sectors
1.	Nanda Kumari Gosai	Fish farming	(own)	(1)Agriculture/own farming
2.	Prithbi Bahadur Tamang	Paddy, maize or other	„	(1)Agriculture/own farming
3.	Chitra Devi Gurung	Livestocks and dairy business	„	(1)Agriculture/own farming
4.	Bishnu Kumari Kanu	Horticulture		(1)Agriculture/own farming
5.	Ram Bachan Giri	Bee Keeping/ poultry farming		(1)Agriculture/own farming
6.	Deepak Rai	Shepherd, herdsman		(1)Agriculture/own farming
7.	Thakuram Chaudhary	Accountant (Matches factory)	(others)	(2) Salary/Wage
8.	Ganga Devi Sijapati	Cashier (Nepal Rastra Bank)	„	(2) Salary/Wage
9.	Shashikala Bista	Engineer, Department of Building	„	(2) Salary/Wage
10.	Khamba Prasad Mandal	Mechanic, (Furniture Industry)	„	(2) Salary/Wage
11.	Ranta Bahadur Baniya	Oil Mill Operator, Divya Oil Mill	„	(2) Salary/Wage
12.	ShukDev Dawadi	Designer, Sundar Carpet	„	(2) Salary/Wage
13.	A, B, C,.....	Ministers	„	(2) Salary/Wage
14.	Madhuri Devi Chataut	Officer of Party Office	„	(2) Salary/Wage
15.	Laxman Angdembe	Supervisor, Carpet Industry	„	(3) Own Business
16.	Shukhani Kumari Rajbansi	Working in Biscuit Factory	„	(3) Own Business
17.	Devi Prasad Bhusal	Working in Retailer Shop	„	(3) Own Business
18.	Ganesh Kumari Bantaba	Working in Restaurant/hotel	„	(3) Own Business
19.	Dr. Anuradha Devi Pandey	Working in own clinic	„	(3) Own Business
20.	Chetan Sarki	Lawyer, Working in Law Firm	„	(3) Own Business
21.	Sita Karki	Household works		(5) Work not done at all
22.	Shiv Basnet	Study, Student of college		(5) Work not done at all
23.	Prem Chandra Dulal	Not able to work due to aged		(5) Work not done at all
24.	Sharada Dhimal	Political Worker, not receiving salary/wage		(5) Work not done at all
25.	Darchi Sherpa	Not able to work being disabled		(5) Work not done at all

Annex - 3

(Schedule -2)

Some examples for the purpose of column 17, 18, and 19

(In the format of schedule 2 questionnaire)

S.N.	Name and Surname	What work usually do? (Occupation)	Where diddo the work? (Industry)	What was Employment status?
Column 1	Column 2	Column 17	Column 18	Column 19
1.	Rama Devi Adhikari	Paddy, wheat cultivation for subsistence	In own farm, Food grain production	Private work, Others are not employed in receipt of salary/wage
2.	Satya Devi Kalwar	Paddy, wheat cultivation for income generation	Food grain production	Labors employed in need
3.	Dil Bahadur Rayamajhi	Fish farming	In own fish pond, fish production	Personal work, Others are not employed in receipt of salary/wage
4.	Chhiring Lama	Farming Apple	Own <i>bari</i> (dry field)	Personal work, Others are not employed in receipt of salary/wage
5.	Rahat Ali Kha	Feeding to poultry	In own house, production of meat	Helping to others, the main person is other
6.	Kalawati Chaudhari	Livestock (cow, buffalo) raising	In own livestock shed, for milk production	Personal work, Others are not employed in receipt of salary/wage
7.	Sadashib Mandal	Managing Farming activities, Manger	In own farm and bari, farming vegetables	Employer of others; servants, ploughman employed while farming
8.	Deepa Shrestha	Selling vegetables	Selling in near market, retailing shop	Own account worker
9.	Brij Mohan Jha	Bee keeping	In own land, bee keeping	Own account worker
10.	Sakuntala Thakur	Health Worker, Curing	In hospital	Employee/ worked in receipt of salary/wage
11.	Dhan Bahadur Thapa	Selling fruits	Footpath retailing	Own account worker/ not employed anyone

S.N.	Name and Surname	What work usually do? (Occupation)	Where diddo the work? (Industry)	What was Employment status?
Column 1	Column 2	Column 17	Column 18	Column 19
12.	Phul Kumari Mahato	Grazing domestic livestock, cutting and collection of fodders	In own farm land (<i>khet bari</i>) and lawn for domestic livestock <i>Note: khet is wet field and bari is dryfield</i>	Assisting to others and also undertaken household chores
13.	Urmila Devi Raut	Managing Director	Commercial Bank	Employee, worked in salary basis
14.	Sita Basnet	Producing the food stuff like beaten rice, rice etc.	In own house, production of foodstuff	Own account worker, main person is self
15.	Diwakar Majhi	Fishing	River, stream, pond etc.	Own account worker, main person is self
16.	Pramalata Tamang	Labor of horticulture farming	In others' <i>bari</i> (dry field), done horticulture related works	Employee/ worked for wages
17.	Gyalmo Sherpa	Supervisor of weaving carpet	In own stretch machine, production of wool carpet	Own account worker/ not employed anyone
18.	Jagat Bahadur Nagarkoti	Management activities in Bakery factory	Own bread factory	Employer, Laborers employed by paying salary, wage in the factory
19.	Sita Nagarkoti	Drying bread in the oven	In own bread factory	Helping others, major person is next in the factory
20.	Bina Khadka	Weaving <i>radi, pakhi</i> (local woolen blanket)	In own stretch machine, production of <i>radi-pakhi</i>	Own account worker/ not employed anyone
21.	Bel Kumari Dangi	Worked as Fiscal officer	Surya carpet Factory	Employee/ worked for salary/wage
22.	Rupa Thakur	Worked as hair dresser	In own beauty parlor	Employer/ employed other staff
23.	Shyam Gauchan	Officer, Administrative work	In Jute Industry, production of Jute bags	Employee of others/ Paid worker
24.	Dibakar Lohar	Machine operating and maintenance	Match factory/ production of matches	Employee of other / paid worker
25.	Brijesh Yadav	Fashion Designer	Bhandari Garment	Employee/ paid worker
26.	Shankar Lal Dusadh	Worked as packing of chocolates	Sagar Confectionary, Chocolate production	Employee/ paid worker

S.N.	Name and Surname	What work usually do? (Occupation)	Where diddo the work? (Industry)	What was Employment status?
Column 1	Column 2	Column 17	Column 18	Column 19
27.	Bijaya Sreevastab	Operator of rice mill and maintenance also	Santosh Rice Mill, production of rice	Employee/ paid worker
28.	Ramesh Shrestha	Bus driver	Sajha Yatayat, transportation service	Employee/ paid worker
29.	Dipika Kumari Regmi	Supervisor of Maintenance of Auto parts of bus, truck etc.	In Auto Workshop, maintenance service	Employee/ paid worker
30.	Shankar Chaudhary	Rickshaw driving	Own rickshaw driver	Employee/ paid worker
31.	Bijaya Agrawal	Retailer of auto parts of bus, truck	Own retailer shop, retailing business	Helping to other/ main person is other
32.	Radhika Bhandari	Economic transaction, accountant	In Soaltee hotel, service	Employee/ paid office assistant
33.	Dhanik Lal Mandal	Arranging and selling goods	Own hardware shop	Helping to other/ main person is other
34.	Binaya Gupta	Science teacher of lower secondary school	Dibya Lower Secondary School	Employee/ paid staff
35.	Hari Kumari Dhobi	Washing clothes	Manual washing in own business	Helping to other/ main person is other
36.	Krishna Dhakal	Gate keeper	Ranjana Cinema, entertainment service	Employee/ paid staff
37.	Rajendra KHatri	Selling of entertainment ticket	National Dance House	Employee/ paid staff
38.	Raghbendra Prasad Singh	Architectural Engineer	Department of building	Employee/ paid staff
39.	Sumitra Gauchan	Selling meal and drinks	Own restaurant	Helping to other/ main person is other
40.	Dr. Yadav Ranjan Vaidya	Dental Doctor	In Nursing Home, health treatment service	Employer, service operated by employing other assistants
41.	Bijesh Shah	Sweets, <i>samosa</i> like food stuff selling	In own house, production of foodstuff	Personal work, main person is self
42.	Rajesh Chitrakar	Making paper box, envelop	In own house, production of foodstuff	Personal work, main person is self

S.N.	Name and Surname	What work usually do? (Occupation)	Where diddo the work? (Industry)	What was Employment status?
Column 1	Column 2	Column 17	Column 18	Column 19
43.	Bikash Niraula	Computer Programmer	National Planning Commission Secretariat	Employee/ paid staff
44.	Shiv Dash Mandal	Designing mechanical auto parts, mechanical engineer	Auto engineering	Employee/ paid staff
45.	Dr. Rupkala Chhetri	Secretary, Formulation and implementation of health policy	Ministry of health	Employee/ paid staff, governmental service
46.	Bijaya Dhanuk	Making bamboo baskets, tray etc.	In own house	Personal work. Main person is self
47.	Divya Pandit	Making clay pots	Production of clay pots	Employee/ paid worker, private
48.	Prem Lal Haluwai	Making gram and rice food stuff,	In own house, production of food stuff	Private work, main person is self
49.	Hira Devi Chhetri	Knitting and preparing leaf bowls, dish and plates , making hand made thread from raw-cotton	In own house	Private work
50.	Hari Shakya	Argue the court-case , Non-government lawyer	District Court, Arguing the cases of others	Private work, Own Law Form
51.	Gopal Dhami	Wizard, Sorcerer, Traditional treatment	Service to others, health service	Working for other, charging fee for traditional treatment
52.	Shanti Ratna Tuladhar	Making ornaments	In other's shop, industrial production	Employee, worked in receipt of remuneration
53.	Dil Bahadur Sharki	Cobbler, mending shoes	Footpath shop, making and mending shoes	Private work, main person is self
54.	Naramaya (Kaanchhi) Sarki	Washing and making raw leather	In own shop	Helping to other, main person is other
55.	Laxmi Khadak	Making and selling bamboo big eyed basket, basket	In own house, industrial production	Helping to other, main person is other
56.	Dilmaya Shrestha	Working household chores, domestic worker	Other's private house	Employee, paid worker

S.N.	Name and Surname	What work usually do? (Occupation)	Where diddo the work? (Industry)	What was Employment status?
Column 1	Column 2	Column 17	Column 18	Column 19
57.	Kokila Ghising	Weaving <i>raadi</i> (wool blanket)	Weaving <i>raadi</i> in stretch machine in own house	Helping to other, main person is other
58.	Samrajya Gurung	Dyeing in clothes, technical assistant	Cotton factory, production of clothes	Employee/ paid worker
59.	Binaya Bishwokarma	Making long-short handle spades, curved knife (<i>hansiya</i>)	In own house furnace, industrial production	Private work, main person is other
60.	Dil Bahadur Damai	Tailor	In own shop, industrial production	Private work, main person is self
61.	Nanda Bahadur Kami	Making iron tools like curved knife (<i>khukuri</i>), spades etc.	In own house furnace, industrial production	Private work, main person is self
62.	Hira Maya Nakarmi	crushing chalk stone, worker	Himal Cement Company, production of chalk stone for cement factory	Employee/ paid worker
63.	Damabar Bahadur Thapa	Contractor of Sand	Nearside River, Wholesale marketing of sand from river	Private work, main person is self
64.	Shankar Bhusal	crushing concrete stones, worker	Production of concrete stones taking it from nearside river, streams	Employee/ worked in receipt of wages
65.	Kokila Gharti	Mining Management Engineer, Gadgetted II class	Department of Mining and Geology, Government office	Employee/ paid staff
66.	Akhila Kumari Thakuri	Supervision and direction of Power house construction	Marsyangdi Hydropower Electricity Project	Employee/ paid staff
67.	Krishna Lal Shrestha	Transportation of goods	Transportation of customer's goods and materials	Private work/ main person is self
68.	Ram Krishna Bogati	Plumbing works	Drinking Water Corporation, Drinking Water service	Employee/ paid staff
69.	Shiv Raj Chaurasia	Driving horse-cart	Transportation service to passengers	Only assisting, main person is other

S.N.	Name and Surname	What work usually do? (Occupation)	Where diddo the work? (Industry)	What was Employment status?
Column 1	Column 2	Column 17	Column 18	Column 19
70.	Tetari Devi Rajbansi	Filtering tobacco and making <i>bidi</i> (local hand made cigarette)	Ganesh Bidi Factory, <i>bidi, khaini</i> (a variety of tobacco)	Employee, worked for wages
71.	Mathura Kirati	Transportation of supplies, goods	Transportation of customer's goods and materials	Employee, worked for wages
72.	Sampatiya Devi Kalawar	Grinding, crushing rice, maize, millet etc.	Grinding rice, maize, millet in other's house	Employee, worked for wages
73.	Sarif Minya	Selling meat of goat, chicken	Selling meat in own shop	Private work/ main person is self
74.	Bishnu Kumari Dhimal	Cultivating green vegetables and other vegetables	Vegetable farming in own farm	Helping to other, main person is other
75.	Hari Singh Kathayat	Making ropes, <i>naamlo</i> (a wide and flat rope woven for carrying purpose) and selling these materials	In own house, industrial production	Private work/ main person is self
76.	Ram Ratiya Dom	Grinding and crushing food grains	In own house	Private work/ Own house's work
77.	Tilak Ram Chamar	Collection of firewood and fetching drinking water	In own house	Private work/ own house's work
78.	Kunti Devi Bantar	Transportation of bricks	In brick factory, brick production	Employee/ worked in receipt of wages
79.	Satani Devi Yadav	Selling milk and curds	Selling milk and production of curds	Helping, main person is other

Annex -4

Districtwise conversion rate from seed used area in Ropani

District		One Mana Paddy seed equivalent	One Mana Maize seed equivalent
1	Taplejung	0.0820	0.3430
2	Panchthar	0.0820	0.3430
3	Ilam	0.0890	0.3900
4	Jhapa	0.0890	0.3900
5	Morang	0.0570	0.3900
6	Sunsari	0.0570	0.3900
7	Dhankuta	0.0570	0.3850
8	Terhathum	0.0810	0.3200
9	Sankhuwasabha	0.0810	0.3200
10	Bhojpur	0.0620	0.3900
11	Solukhumbu	0.0625	0.5695
12	Okhaldhunga	0.0625	0.3280
13	Khotang	0.0620	0.3900
14	Udayapur	0.0630	0.3850
15	Saptari	0.0630	0.3850
16	Siraha	0.0630	0.3850
17	Dhanusa	0.0610	0.3630
18	Mahottari	0.0610	0.3630
19	Sarlahi	0.0610	0.3630
20	Sindhuli	0.0610	0.3630
21	Ramechhap	0.0470	0.3440
22	Dolakha	0.0625	0.5695
23	Sindhupalchok	0.0547	0.3281
24	Kavre	0.0700	0.3600
25	Lalitpur	0.0800	0.3300
26	Bhaktapur	0.0700	0.3600
27	Kathmandu	0.0780	0.3050
28	Nuwakot	0.0780	0.3050
29	Rasuwa	0.0625	0.2810
30	Dhading	0.0625	0.2810
31	Makwanpur	0.0800	0.3300
32	Rautahat	0.0800	0.3300
33	Bara	0.0800	0.3300
34	Parsa	0.0800	0.3300
35	Chitawan	0.0800	0.3300
36	Gorkha	0.0900	0.3450
37	Lamjung	0.0900	0.2770
38	Tanahu	0.1070	0.2320
39	Syangja	0.0900	0.2700
40	Kaski	0.1070	0.1880
41	Manang	0.0900	0.2770
42	Mustang	0.0750	0.2950
43	Myagdi	0.0750	0.2950
44	Parbat	0.0900	0.2700
45	Baglung	0.0750	0.2950
46	Gulmi	0.780	0.3480

District		One Mana Paddy seed equivalent	One Mana Maize seed equivalent
47	Palpa	0.0770	0.3210
48	Nawalparasi	0.0770	0.3210
49	Rupandehi	0.0770	0.3210
50	Kapilbastu	0.0780	0.0780
51	Arghakhanchi	0.0780	0.3480
52	Pyuthan	0.0690	0.3440
53	Rolpa	0.0770	0.2700
54	Rukum	0.0770	0.2700
55	Salyan	0.0770	0.2700
56	Dang	0.1070	0.2320
57	Banke	0.1070	0.2320
58	Bardiya	0.1070	0.2320
59	Surkhet	0.1070	0.2320
60	Dailekh	0.1070	0.2320
61	Jajarkot	0.0770	0.2700
62	Dolpa	0.0600	0.2500
63	Jumla	0.0600	0.2500
64	Kalikot	0.0600	0.2500
65	Mugu	0.0600	0.2500
66	Humla	0.0600	0.2500
67	Bajura	0.0600	0.2500
68	Bajhang	0.0600	0.2500
69	Achham	0.0600	0.2500
70	Doti	0.0600	0.2500
71	Kailali	0.0600	0.2500
72	Kanchanpur	0.0810	0.2600
73	Dadeldhura	0.0810	0.2600
74	Baitadi	0.0600	0.2300
75	Darchaula	0.0600	0.2300

Annex -5

The Conversion Method from Seed Unit to Area in Ropani

The farmers of the country in some of the districts will not express their land holding in the standard units of the area like Ropani/Bigha, they will express their land holding area on the basis of seed used in the land like paddy seed used area and maize seed used area and some farmer may express their land holding area differently for different parcel like some parcel in paddy seed, some in maize seed and some parcel in Ropani/Bigha. In this context, on writing the area of land holding in the schedule 1 of National population Census questionnaire, the area expressed in seed used area should be convert in ropani and area should be written in Ropani. If respondent expressed land area in seed used area then the area should be written by converting from seed used to area in ropani. The conversion method from seed unit to area in ropani is shown in the following example.

1. If the area of agricultural land holding by any farmer is as follows:

Paddy seed used 4 pathi* and 5 mana* and maize seed used land 3 pathi 5 mana. First of all for these statistics we should write as follows in rough paper.

Seed								
Paddy			Maize					
Muri*	Pathi	Mana	Muri*	Pathi	Mana			
			0	4	5	0	3	5

2. For converting the paddy and maize seed area given above to ropani, first of all convert the pathi mana unit statistics in mana, as follows

$$\begin{array}{lclclcl}
 \text{Paddy seed} & 4 \text{ pathi } 5 \text{ mana paddy} & = & (4 \times 8) + 5 & = & 37 \text{ mana Paddy} \\
 \text{Maize seed} & 3 \text{ pathi } 5 \text{ mana Maize} & = & (3 \times 8) + 5 & = & 29 \text{ mana Maize}
 \end{array}$$

(If this land is in Taplejung, then the conversion is like this: 1 mana paddy seed used land area = 0.0820 ropani and 1 mana maize seed used land area = 0.3430 ropani).

Now, 37 mana paddy seed used land area = (37 X 0.0820) Ropani = 3.034 Ropani

29 mana maize seed used land area = (29 X 0.3430) Ropani = 9.947 Ropani

Total paddy and maize seed used land area = (3.034 + 9.947) Ropani = 12. 981 Ropani

* Mana, Pathi and Muri (8 mana= 1 pathi; 20 pathi= 1 muri) is the ancient local measurement unit of Nepal; however, it is also practicing by some people in some of the district mostly hilly rural areas.

Now paddy and maize seed used land area 12.981 ropani given in 1 should be written in ropani, anna and paisa.

3. Method of converting 12.981 Ropani in Ropani, anna and Paisa:

- i) In 12.981 Ropani, the number before the decimal point i.e. 12 should be written in ropani.
- ii) The number after the decimal point i.e. .981 should be converted in anna. For the purpose of converting in anna multiply .981 by 16 ($0.981 \times 16 = 15.696$) and the number before the decimal point should write in anna.
- iii) Again the number after the decimal point i.e. .696 should be converted in paisa multiplying by 4 (1 anna = 4 paisa) and hence $0.696 \text{ anna} = (0.696 \times 4) = 2.784 \text{ paisa} = 3 \text{ Paisa}$.
- iv) The paddy seed area _____ r and maize seed area _____ given in 1,

will be as follows after converting in ropani, anna and paisa.

Ropani	Anna	Paisa
12	15	3

Now this area after conversion should be written in the schedule 1 of respective household.

- 4. In the above example, if farmers also expressed the area of their land holding in Ropani also for some parcels, then the area getting by converting paddy seed used area and maize seed used land area in ropani should be added in the standard area expressed directly in the standard unit and write the grand total. i.e. if farmers also have some parcel of land holding area of 2 ropani 5 anna 2 paisa, then paddy and maize seed area should be convert in ropani as mentioned in the conversion method of 2 and 3, the area will be 12 ropani 15 anna and 3 paisa. Now this area should be added with area 2 ropani 5 anna and 2 paisa that was expressed in ropani.

12 ropani 15 ana 3 paisa
+2 ropani 5 anna 2 paisa
 15 Ropani 5 anna 1 paisa

Hence total area will be 15 Ropani 5 aana 1 paisa. Now this total area should be witten in the household information of schedule 1 for respective household.