

Fifth Housing and Population Census

Pakistan

Manual of Instructions Population Census for Enumerators

(For Sample Areas)

**Population Census Organization, Statistics
Division,
Government of Pakistan
Islamabad**

Preface

Fifth Housing and Population Census shall be carried out in Pakistan shortly. The Housing and Population characteristics will be collected in this Housing and Population Census.

This Housing and Population Census will be under taken in two phases. In first phase the important characteristics of all houses and members of households will be entered. In 2nd phase, which will also be carried out along with it, the detailed characteristics of all members of the household will be entered. You have been assigned the work of 2nd phase. Keeping in view the importance of planning of housing and population census data, the enumerators are requested that they should work hard and perform their duties with zeal and fervor for collection of data because planning of next ten years will be made on the basis of today's data.

Chief Census Commissioner
Population Census Organization

CONTENTS

	Foreword	Page No.
CHAPTER-1	1.1 Duties of Enumerators and related matters	5
	1.1.1 Legal base of Population Census	
	1.1.2 Enumerator’s material of Census work	
	1.1.3 Responsibilities of Enumerators	6
	1.1.4 Remuneration of enumerator	
	1.1.5 Enumerator’s duration of work	7
	1.1.6 Enumerator’s working hours	
	1.1.7 Enumerators Supervisor	
	1.1.8 Enumerator’s area of work	
	1.1.9 Control Form(REN-2)	
	1.2 Terminologies and their Definitions	8
	1.2.1 Block	
	1.2.2 Building	
	1.2.3 Housing Unit	9
	1.2.4 Household	
	1.2.5 House	
	1.2.6 Collective residence	
	1.2.7 Difference between House and Households	
	1.3 Marking numbers on the buildings in the Block	9
	1.4 Instructions before filling up the Population Census Form	10
	1.4.1 Population Census date	
	1.4.2 Who will be enumerated	
	1.4.3 Where will be counted	
	1.4.4 Obtaining information from respondent (Interview)	
	1.4.5 Use of Codes	

CHAPTER-2	2.1 Instructions to fill in various column of form 2-A 2.1.1 Importance of two Population Census forms 2.1.2 Enumeration Unit.	13
	2.2 Instructions of filling Title page of the register of Population Census 2.2.1 Page wise Summary 2.2.2 Summary 2.2.3 Affidavit	14
	2.4 Instructions of filling up form 2.4.1 Block Code 2.4.2 Number at the building 2.4.3 Serial number of Household 2.4.4 Page number	15
	2.5 Instructions for filling up various columns of the Form 2.5.1 Present address of the head of the household. 2.5.2 Permanent address of the head of household	16
	2,6 Instructions for filling up various columns of the Form	16
	Housing characteristics	25-28
Chapter-3	3.1 List or works of checking. Appendix-1 Title page of Form-2-A Identity Form Form-2-A Page wise Summary Form (REN-2)	Please see attachments of adobe page maker

Chapter No. 1

1.1 Duties of enumerator and related matters

1.1.1 Legal base of Population Census.

Population and Housing Census in Pakistan is conducted under Population and Housing Census Ordinance 1959 (Amended from time to time) certain responsibilities lies on both the Government and the public under this ordinance. All those persons who have been appointed as Population Census Officer i.e District Census Officers, Census Officer, Charge superintendent, Circle supervisor and enumerator will be considered as Government servant vide clause 21 of the Penal codes of Pakistan

The enumerators have been authorized under this ordinance to collect particulars of the persons within this jurisdiction. But they are not allowed to disclose such information to any person other than concerned office. The enumerators and Population Census Officers are bound under this will be liable to punishment in case of violation. Similarly it is the responsibility of the public under this ordinance that they should cooperate with the enumerator and give correct answers of question pertaining to Population and Housing Census.

1.1.2 Material for Enumerator's work

The following articles will be provided to the enumerator in a bag before starting the work.

1. Warrant of appointment of enumerator
2. Name and designation of circle supervisor and his contact address
3. Details of boundaries of relevant blocks with code and map. In case of rural areas the names of suburbs
4. Registers Population and Housing Census (Form 2-A)
5. Manual of Instructions of Population and Housing Census for enumerators (for sample areas)
6. One Eraser
7. Sharpener
8. Two led pencils
9. Tyvik Envelops and stickers
10. Control form (REN-2)

1.1.3 **Responsibilities of Enumerators**

- 1) To read the manual of instruction very carefully and understand it well, keep it under study and benefit from it when need arises, to take guidance from his supervisor in case he did not understand some instructions written in the manual.
- 2) To obtain relevant material and form 2-A his supervisor for Population and Housing Census and in case of additional need make arrangement for its receipt
- 3) To check boundaries of his block in the presence of his circle supervisor and get acquaintance with the buildings situated in it . In case of rural areas get acquaintance with all the suburbs located in the boundaries of village.
- 4) To put numbers on all the buildings
- 5) To contact some responsible member of household of his block and complete relevant forms accurately.
- 6) To check filled in form and enter the summary at the end of the register
- 7) To hand over the filled in registers of Population and Housing Census to his circle supervisors.
- 8) The enumerator will work under the supervision of his circle supervisor and bring all the problems arising during his work into his notice so that he can get solutions on time.
- 9) The enumerator will remain within the boundaries of his block during specified days of Population and Housing. If he has to leave his area of jurisdiction due to some compulsion then it will be necessary for him to obtain prior permission from his supervisor.
- 10) The enumerator will not leave his work incomplete or half way in any case and complete it in every respect
- 11) The enumerator should avoid discussion on politics, religion and doing any kind of business while performing his duties during Population and Housing census because such discussion can create hindrance in his work or can effect the data being obtained.
- 12) To obtain training according to the instructions during the specified days

1.1.4 **Remuneration of the enumerator**

The enumerators are expected to do the Population and Housing work as a most important national duty. In appreciation of their performance they will be paid the fixed remuneration for Population and Housing Census.

1.1.5 Enumerator's duration of work

Duration of enumeration will be specified ten days during which the form 2-A will be filled-in. Before it the training will be imparted to the enumerators during the specified six days. Moreover it is possible that the enumerator may have to work for a few days before training and after the duration of enumeration according to the instructions of his supervisor.

1.1.6 Enumerator's Duty hours

The enumerators should contact the heads of the households or other responsible members of household to collect information when they are present in their houses. It may happen that some persons can be met at home only in the morning or at evening; therefore the enumerators will have to work during these hours. The locked houses have to be visited more than once for the purpose of enumeration and in case of non response from some respondents, then use the influence through influence of the areas. It is necessary for the enumerators that he inform his supervisors regarding their place of duty.

1.1.7. Enumerator's supervisor

The Circle Supervisors will be the supervisors of enumerators who will supervise his work in every respect and help them in solving their problems.

1.1.8 Enumerators area of jurisdiction

Generally block will consist of approximately two hundred households or one thousand person will be the area of jurisdiction. If a block is too small with respect to specified houses or population then it is possible that one enumerator may be assigned the work of population and housing work of more than one such block. In this case the enumerator after finishing work of one block will start the work of other block. Effort will be made to appoint every enumerator in his own area.

1.1.9 Control form (REN-2)

This control form will be used for retrieval form 2-A from enumerators to his supervisor. The enumerator while returning these registers will enter block code, its summary and number of filled in registers

on the control form and the relevant oval will be filled. After completion of work the enumerator will put the filled in registers in a Tyvek envelop in under the supervision of his supervisor and sign the affidavit under the REN form. His supervisor will while receiving the material will fill the portion under the big solid line and tear this part after signing it and return it to the enumerator as a receipt. In case the material is lost and the enumerator does not has the receipt he will be held responsible and liable of punishment therefore it is imperative for him that he obtain receipt while returning the material.

1.2. Terminologies and their Definitions

1.2.1 Block

Block is that area of jurisdiction of population and Housing census in which an enumerator will do enumeration work during specified days. Effort has been made that all blocks consist of equal population. In settled areas mauza/deh or part equal to it will be a block. Any mauza/deh whatsoever small it may be according to population has been made a separate block similarly in unsettled areas one village or a part of it is one block. In other words it will never happen that a block in settled areas comprise more than one mauza/dehs or in unsettled areas consist of more than one village

1.2.2 Building

By building means such a building structure which has its unique entity, its own outer walls and roof. It can consist of one or more than one rooms and it has at least one separate door way from outside for entrance. Generally, one building will also look separate from outside. Annexe and servant quarter built within the compound walls of a building will be treated parts of this building. A building can be bungalow, house, residential plaza, Government or Trading or Industrial office, factory, mill, Go down, Hospital Jail, Mosque, Church, Temple, Shrine, Cottage, Hut, etc will be considered as building. Although tent, hut cottage and other temporary places which are being used as residence do not come under this definition but these will be treated as building.

1.2.3 Housing Unit

Housing unit means building or a part of building which is meant for residence of household. It is separate from other parts inside the building in construction and residential point of view. There could be one or more than one Hosing units/dwelling units in one building and at the time of enumeration more than one household can reside in one housing unit.

1.2.4 Household

By household means one or more than one person who is living under one cooking arrangement and other common necessities of life if one person is living alone, he will also be treated as one household. Generally the members of household are relatives, but the friends, servants of the household and other non relatives residing with them can also be included in the household.

1.2.5 House

By house means a place for residence of a household. The vacant housing unit will also be considered a house for the purpose of population and housing census. Such a place which a household is using for residence that will also be called a house i.e cottage hut, shelter tent, cave, shop etc. If a household is residing at more than one housing units located at a place then such housing units together will be treated one house. However, if such housing units are located in two different buildings then these buildings will be given separate number. In first case while entering housing characteristics to enter the characteristics of the housing unit where the most of the member of this household are residing .In the 2nd case enter characteristics of that building as house in which most of the members of the household reside.

1.2.6 Collective residence

The collective residence means that housing unit which has been constructed or specified as the collective residence of some social, governmental or business purpose e.g hotel, hostel, residential, barracks of armed or semi armed forces, residential camps, jails, sanatorium, mental hospital disabled, poor, orphans paupers and institutions etc specified for residence at other such persons. The houses located in the buildings of hospitals, educational/industrial institutions or offices, etc will not be considered as collective residence but treated as separate houses.

1.2.7 Difference in house and household

The house means such a place which a household uses for his residence while household means people who are living in a house. In other words house means a place and household means persons

1.3 Marking numbers on the buildings(Follow the instructions given on the house listing registers)

1.4 Instructions before filling up Populatin and Housing Census Form

1.4.1 Date of Population and Housing Census

Population and housing census will be undertaken in the specified ten days. But the first day of this duration will be treated as the census day and particulars of all the persons will be entered with reference to the dawn of that day.

1.4.2 Who will be enumerated

All those persons who reside in Pakistan, Azad Jammu and Kashmir and Northern areas and within the boundaries of tribal areas they all will be enumerated but foreign diplomats, their staff and their families will not be counted. Pakistanis residing abroad will also not be counted. As the particulars of population will be collected according to the population census date therefore all such persons who are alive on the dawn of census date but died thereafter will be covered. However, children born after this time will not be counted. The Afghans living in camps will not be counted. However, Afghan refugees mixed up and living with general population out of camps will be enumerated as non Pakistanis. Similarly for other foreign nationals' e.g Bangla, Desih, Sri Lankan and Iranians, Brumi, etc the oval specified for others will be filled. You should be sure that all the persons who are present on Population Census day are counted and none of them has been left uncounted present on Population Census day are counted and non of them has been left uncounted.

1.4.3 Where will be enumerated

Every person will be enumerated at the house where the household is inhabited. If some persons have more than one house then he will be counted at the house where he generally spends the night. There could be three forms of enumeration of every person:

- 1) Member of the household present in the house on the dawn of population and housing census
- 2) Member of the household temporarily absent from the house
- 3) Visitor/guest

By temporarily absent from the house means somebody has left the house in connection with a work or for outing. Such a person can stay out of home for a short time but he does not change his residence and come back after a little time. Such a person is called visitor/guest who reside some where else and he left his house for the time being to meet the present members of the household or in connection with some work and after the visit or work he has to come back to his house. Such a visitor/guest who does not has his own house he will be treated as member of household present in the present house.

S.No	Status of Person	Where they will be counted
1.	Member of household who is present in the house on Population Census day	1. At his house as the person present
2.	Member of household who is temporarily absent from the house on Population Census day	2(A) As member of the household temporarily absent at his own house 2(B) As guest/visitor at that house where present on the Population & Housing Census days
3.	Visitor/Guest, Relatives or non relatives where own house is where else where this have to return after sometime	3(A) As guest/visitor at the house where they are present o Population Census day
4.	Such person (visitors/guests, relatives, non relatives) who do not have a house	4. At house where found on Population Census day as present
5.	Those student: who are residing at hostel or at a house of other than his parents or guardian	5. As present if found at the hostel 5(B) As visitors/guest if they have gone to see there parents/guardian and at the hostel persons temporarily absents
6.	Persons residing in sanatorium, Mental hospital , jails and other such places	6(A) If found residing as the member of the household present 6(B) If have gone to see parents or guardian, as visitors/guests and at sanatorium, mental hospital as temporarily absent
7.	People residing in orphans houses, destitute, houses and other such institutions	As member of household present 7(A) if present in these institutions 7(B) if the person concerned has come to see his parents or guardian the on the census day, he will be treated as visitor/guest and at orphan/destitute houses etc as member of household temporarily absent
8.	Armed forces personnel residing in barracks	8.A as household present if present in the barracks 8(B) If the personal have come to see their parents on census day will be treated as visitor/guest there and member of the household temporarily absent at the barrack
9.	Semi armed forces personnel residing in barracks	9(A) Member of the household present where residing on census day 9(B) If have come to see their parents will be considered as visitors/guest there and at barracks will be considered as temporarily absent.
10.	People living in hostels and other such places	10(A) If they have house somewhere else then will be considered as visitors/guest at hostels 10(B) If they don't have residence anywhere then at hostel etc, he considered as member of the household present
11.	*Nomads or homeless population	11 Where residing presently member of household present
12.	*Seasonal migrants	12. Where residents presently members of household present
13.	Afghan Refugees	13-A Such Afghan Refugees who are residing in camps will not be counted 13-B Such Afghan Refugees who are out of camps and mixed up and living with the local population will be enumerator where they are residing as member of the household present but will be non Pakistani and in the nationality column relevant oval of other will be filled
14.	*Households residing in boats	14. Where the boats are generally anchored member of the household present.

* Such type of persons will enumerated after counting the entire household of Population Census blocks, but before leaving this block. It should be ensured that they have not been enumerated earlier.

1.4.4 **Obtaining information from respondent (Interview).** Address the respondent with greeting and introduce yourself that I.....am. The Government of Pakistan deputed me for Population Census work in this area. You are requested to given answers of the questions given in the Population Census form for

which I will be grateful to you. If you feel that the respondent is not prepared to cooperate then you tell him importance of Population Census and also inform him that your particulars will be kept confidential. Even then if he does not cooperate then take help from the circle supervisor and should either be head of the household or some other responsible member of the household. Visit locked houses again till you get the information other wise obtain information of this household from neighbor or any such responsible person of the area who know the household very well.

1.4.5 **Use of Code**

Every block consist of nine digit code enter this code at the specified place on every form.

Chapter-2

2.1 Instructions to fill in various column of form 2-A

2.1.1 Population and Housing Census register Form 2.A

Form 2-A will be provided in the form of registers. These registers will consist of 100 or 50 or 25 forms. Particulars of six persons can be entered on one form. One form will be used for one household. However, if any household comprises more than six persons then additional forms will be used; the rest of the members of household will be entered on the next page. If any household consist of less than six members then leave the rest of the lines of the form blank. Generally, two registers will be required for one block. If more registers are needed then obtain register of adequate pages from your circle supervisors so that the forms are not wasted. If you have used more than one registers then leave the summary and affidavit blank on the title page of addition registers but prepare the summary on the title page of first register and additional registers should be packed in the tyvek envelop along with first filled in register.

2.1.2 Enumeration Unit.

In population census, the unit of enumeration is a person. More details can be seen in section 1.4.3 of the chapter one.

2.2. Instructions to fill-in the title page of population and housing Register.

Enter name of block/code and other related information of the area in the specified please.

2.2.1 Page wise Summary

Write page –wise total number of Males, Female and Total persons on the inner page of last page of the register write here number of only those persons for whom in the column of residential status relevant ovals for member of household present” and member of household temporarily absent” have been filled. Guests or visitors will not be counted. After making entries on all pages. The total of all the register will be written on this page from which total households total males’ total females and total persons can be easily known. If more than one form has been used for household, even than sum may of every page may be entered on separate line.

2.2.2 **Summary**

Enter Summary at specified places

- (1) Number of Registers of the block
- (2) Number of households
- (3) Number of Males
- (4) Number of Females
- (5) Total number of persons

While preparing summary visitors/Guests for whom code number 3 has been given in column number 3 will not be included in member of household.

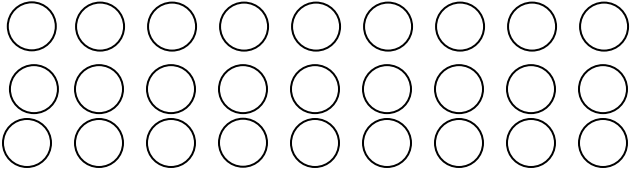
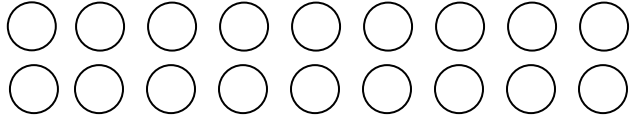
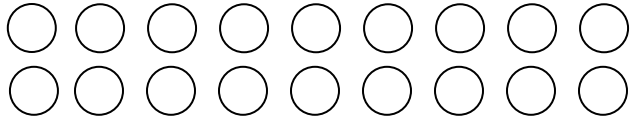
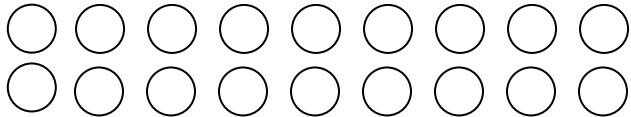
2.2.3 **Affidavit**

Summary and Affidavit will be filled after completing population and housing census work of the block. Complete it by writing your name, signature and date at the specified places.

2.3 **Instructions for following up identity form.**

An identity form has been put on start of register. First of all fill first part of this identity form write name of census district, charge, circle and block at the specified please and fill relevant ovals of their codes.

Block code	Census district				Charge		Circle		Block	

Name of Census District	
Name of Charge	
Name of Circle	
Name of Bocks	

2.6 Instructions of filling up form

2.6.1 Block Code

Block code will consist of nine digits; block code will be same which will be written on the title page of the register .This code will be repeated on every page of the register.

2.6.2 Number at the building

Write the building number at the blank space on top of the every page of form which was marked during preparation of house listing.

2.4.3 Serial number of Household

Write here serial number of the household house hold Serial number consist of three digits which will start from “ 001” in every block for household code the first line starting from top is meant for digits hundred, the second line for the digit ten and the third line for unit. The right side oval of every line represents ‘zero’

next '1', then 2' and the last i.e on the extreme left represent the digit "9". If for any house hold more than one form has been used then enter this number on every additional form used.

In case of collective residence enter "999" and for homeless persons only one number i.e '000' will be entered. The homeless persons will be enumerated on the day eleven.

2.4.4 Page number

Serial number will be given on every filled in page of the register which will start from page number one. If more than one registers are used in any block then on the first page of the additional register./registers will be written, the next number to the number of last page of the first register.

2.7 Instructions for filling up various columns of the Form

2.7.1 Present address of the head of the household.

Enter present address of the head of the household in the specified place.

2.7.2 Permanent address of the head of household

Enter permanent address of the head of the household in the specified place. The permanent and present address of the head of the household can be different and can also be same. In both the cases enter complete address at the specified spaces.

2.8 Instructions for filling up various columns of the Form

Col number 1 Name and Age

Write names of all the persons at the specified place present in the house or are temporarily absent from the house on the dawn of Population census day. These will also include those persons who were alive on the dawn of census day but died later. However, those children will not be counted who were born after dawn of this day. In addition such guests will also be included who were present there on the dawn of this day. The members of the household will be entered in a special order. First of all name of the head of household will be written, thereafter his wife or husband, then names of unmarried children age-wise, then married children of the head of the household, their wives and their children will be entered in only that case if they are

members of the household, however, their entries will be made after the unmarried children. First of all eldest married boy or girls and his rest of the persons and then younger (married) than his boy or girl and his children and younger then him, according to this order rest of the married children of the head of the household, other relatives will be entered thereafter. Guest/visitors and non relatives including servants etc residing with household will be entered in the end. According to customs of several places the respondents don't like to tell names of a few persons of the house, in such case enter the relation with which that persons is known in place of name. The age will be entered under the name in completed years. Entries will consist of two digits e.g if a person is nine years and eleven months and twenty days old in such a case the age of this person will be written as '09' years because he has not completed tenth years as yet. The age of which children is less than one years "00" will be written for them and elders who have attained age of '99 years or above ' 99' will be written for them.

Besides the age will also be entered with the help of ovals. Shade the relevant ovals with lead pencils for entering age. The first line from the top represents tens and second line represents units. In some cases it is also possible that the respondent can not tell the correct age of a few members of the household. In such a case the enumerator should help to determine the correct age of these persons i.e remind him national and international events as world war 1939-45 , creation of Pakistan, 1947 Quaid-e-Azams death 1948, 1965 and 1971 Indo Pak wars, etc or some other local events on the basis of which the correct age can be determined. Sometimes age at the time of marriage or with reference to educational level or by difference in age amongst children their age can be determined.

Col Number 2

Relation ship with head of household

Here you will fill/shade the relevant oval of relationship with head of household for every person. By head of the household means that person who is accepted as head by all the members of the household? Remember at this point to enter here the relationship of every person with head of the household and not the relationship of this person with the respondent.

Column. NO. 3

Residential status

Fill /shade the relevant oval in this column for every person. Details can be seen in chapter No. 1 section 1.4.3 of this manual of instructions.

Column NO. 4

Sex

Fill/shade relevant oval number '1' for male including boy and oval number '2' for female including girl. For emasculators shade oval number.

Column number 5 marital status. The question about marital status will be asked about the person of ages ten years and above. Those persons whose matrimonial ceremony has been held but has not accompanied the groom as yet they will also be considered as married. For children of less than ten years the related oval of bachelor will be filled/shade without asking this question about them.

Column No. 6

Nationality

This question will be asked for every person of the house. If nationality is reported as Pakistani then fill oval number 1 and if some other nationality e.g Afghani, Bangladeshi, Indian or Sri Lankan is reported then fill the oval relevant to them. For other non Pakistanis fill the oval related to others

Column No. 7

Religion

You will ask the question of religion for all the persons of the house and fill the oval related to the religion of the given answer. For Qadianis/Ahmedi of Rabva group or Lahori Group only one oval has been provided. Fill this oval in such a case.

Column No. 8

Mother tongue

By mother tongue means the language which parents speak with their children in daily life 'fill' relevant oval of the answers?

Column No. 9 to 12 migration

Migration means change of residence from one place to another of any person. For the purpose of census shifting of residence from one district to another district by any person will be called migration. The question about migration will not be asked for guest/visitors and leave the column against their names as blank.

Column No. 9,

District of birth

Ask district of birth for every member of the household and write name of the district of birth in the blank space in the column. In case of birth in a foreign country write name of the country in which that person was born. Leave the ovals blank in this column.

Column No. 10 Duration of Continuous residence in the district

Ask from every member of the household that for how long he has been residing continuously in this district and fill the relevant oval.

Column No. 11

District of previous residence

Ask the district of previous residence from where migrated to this district. In case of foreign country write name of the country. Enter name of the district or country and leave the ovals blank.

Column No. 12

Reasons of migration

Ask this for every person who migrated that why did he/she migrated and fill the relevant oval.

Column No. 13

Can read Quran/Religious book

Ask for persons of ages five or above whether he can read Quran or his religious book, in case of other religion . Fill oval relevant to the answer

Column No. 14**Literacy**

That person will be considered literate who can read newspaper in any language and can write simple letter. Ask this question for persons of ages five years and above and fill the relevant ovals of that language/languages.

Column No. 15**Education in Educational Institutions**

Ask for persons of ages five years or more whether he/she ever studied in any school/college/university/madarsa/maktaba. Fill the oval relevant to answer.

Column No. 16**Level of Education completed**

This question will also be asked for only the persons of ages five years and above. Ask from the respondent for every person the level of education he has attained and which last i.e the highest level he has passed and fill relevant oval. Often it is observed that such a level for students is reported in which he is studying, therefore in case of students ask more that whether he/she has completed the level which is being reported or studying in it. Fill here the oval of relevant level of education which has been completed i.e a student who is studying in ninth or tenth class will be considered as middle pass. If a person has a bachelor's as well as Master's degree in such a case the relevant oval of M.A will be filled. If any person has passed Munshi fazal and also passed Bachelor of Arts then his highest level passed will be B.A but in case of Munshi fazal and metric will be Munsih fazal because munsii fazal is a higher level than matric therefore fill the relevant oval of diploma. For Adecb fazal, arabic fazal diploma in any subject, fill oval relevant to others. It is necessary to distinguish between level at professional and non professional diploma/certificate. Although any education can be adopted as a profession but for this question of population census, the regular training in school with class room education only technical or vocational or trade will be considered professional education.

Column No. 17**Field of Education**

The person for whom the level of education has been entered in column number 16, ask also his field of education. By field of education means that subject in which the highest level has been obtained and entered in column number 16? Fill the oval related to field of education.

The educational programmes up to Primary, Middle, Matric, and Intermediate, Bachelor's degree in arts or science are included in the general education. See the details of field of education at annexure number

Column No 18-22

Economic characteristics

The questions related to column No. 18-22 will also be asked for all the persons of ages five years or above.

Column No 18

Ask here that what a person did during the last year in addition to his house keeping. If some person has done more than one work during the year then enter here that work which he did more, fill the oval related to it. For the purpose of economic activities. Those students, house wives, landlord retired or disabled persons who themselves are doing such work or supervising such work from which they are getting increase in their income will be treated as "worked" and oval related to code 1 will be filled instead of code '5', '6', '7', '8' or '9'.

Column No. 19.

Occupation

Nature of the work which this person has done during the last year. This question will also be asked about those persons who are of ages five years or more. There should be details about the nature of profession which this person himself do e.g If a person is a truck driver, it is not sufficient to write "Driver" but centre words "truck drivers" as occupation. Similarly if a person is "Retailer" then it will not be sufficient to write as shop keeper because its correct nature can not be known from this, instead of it enter Retailer. If a person did more than one work than that work will be considered his occupation which he did more during the last year or he consider it his occupation, leave the ovals of this column blank.

Column No. 20

Industry

This question will be asked only about that person for whom code '1' or '4' has been entered in column 18. This column is not for occupation of this person which has been entered in column number '19' but the nature of work of that entrepreneur will be written where this person did the work. But if any person is not employed i.e he did his own work than nature of his work will be written, in other words the economic activity and business of that person will be same. If the entrepreneur or if the person doing his own work is

doing work in more than one economic fields than that economic field will be written which is of bigger nature . Don't fill the ovals in this column also.

Column No. 21

Employment status in which status worked?

A person can work as employee or employer or unpaid worker in any institution. This institution can be of Government private or autonomous. If a person is running his own work and has not engaged anybody as employee then the oval related to his own work will be filled but if that person has engaged at least one servant for his help on salary/wage then that person will be called employer and the person receiving salary will be called employee.

If any body has been doing some work but is not receiving any kind of wage then he will be called unpaid worker whether he s engaged in family work or business or help for other work or business. Somebody who is on the job training and not getting any wage or pay than he will also come under it. Fill the relevant oval in this column after asking the status of work from any person.

Column No. 22 Reason of un employment

What is the reason of unemployment?, this question will be asked about only those persons for whom oval number'2' or '3' has been filled. Fill oval relevant to answer. By private means the institution of running its own business.

The question in column number 23-30 will be asked from all such married, widowed, divorced women whose ages are between 15 to 50 years.

Column No. 23 Boys born alive.

Every married, widowed and divorced woman between the ages 15-50 will be asked that how many boys were born alive to her. This will not include the children born dead. However, all those children who were born alive but died later will be included in addition to presently alive children. Besides, the children who do not reside with their parents or are given to some other relative they will also be included in this count. Ask number of boys born alive to the women concerned and fill the oval relevant to the answer

Column No. 24 Boys still living

Ask this also from every married, widowed, divorced women that how many boys ar stil living. Fill the oval related to number told.

Column No. 25 Girls born alive

In this column every married, widowed and divorced women of ages 15 to 50 years will be asked that how many girls were born alive to her. This will not include those girls or babies who were born dead however, all such girls will be included in the total that were born alive but died later. Fill the oval relevant to the answers of the women concerned.

Column No. 26 Girls still living

You will ask this also from every married, widowed and divorced women that how many girls are still living out of the total girls born alive to her. Fill the oval in this column relevant to the number told in the answer.

Fill the ovals carefully in columns 23 to 26 there are two ovals in first line i.e '0' and '1' (oval of '0' zero represent units and oval of '1' represent tens) where as ovals in the 2nd and third lines together with oval of zero in the first line represents the units. If the number of boys and girls born to any women is 9 or less than 9 then fill oval of zero in the first line and the oval relevant to the number told in the answer is more than 9 then fill oval of '1' in the first line and also fill the oval relevant to the number told answer. Similarly if the total number of boys and girls born is more than 9 then fill oval of "1" i.g if the number of children born is told as '17' then fill oval of '1' in the first line and oval of '7' in the third line.

Column No. 27 Children born during the last twelve months

Every women between 15 and 50 years age who was married during the last year or married a little earlier than it but is widowed now or was married a little earlier but has been divorced will be asked that how many boys were born to her last year. In case of yes write number of boys. Generally, birth of a child is possible but in a few cases the answer can be more than one i.e twin boys or two boys with in a space of eleven months during one year. Fill the ovals related to number of boys born last year in column number "27"

Column No. 28 Boys still living out of boys born alive during the last twelve months

Fill up the oval relevant to the number of boys still living out of those entered in column 27.

Column No. 29 Girls born alive during the last twelve months

Ask every married, widowed and divorced woman between 15 and 50 years about the number girls born during the last year and fill the relevant oval.

Column No. 30 The girls still living out of girls born alive during the last twelve months

The number of girls still living out of those born alive entered in column no. 29 fills the oval relevant to the number given in the answer.

If no boy or girl has born during the last twelve months in that case leave these ovals blank and do not fill any oval.

Column No. 31 Disability

Ask this question very carefully because some times it can hurt, therefore ask the question like this that God forbid, is there any disabled person in the house. If answer is yes then ask name of that person and type of disability he has. Fill relevant oval of the answer against the name other wise leave this column blank.

By blind means who can not see or his eye sight is so poor that in need, for his education such means is used in which there is no use of eyes sight. Dumb/deaf means such a person who can not speak/or hear or his hearing power is weak to this extent that for his education such methods are used in which use of tongue is not necessary i.e which are used for deaf children.

Physical disability means that due to physical or muscular defect this person can not move or face difficulty in moving.

Mentally retarded means whose brain is below than the average level brain. Mental patient and ignorant means such a person who is at all indifferent of the atmosphere surrounding to him. The people who are insane or generally Mad are also included in this category.

Column No. 32. Inoculation of children

Are your children vaccinated? This question will be asked about the children of 10 years or below age. If answer is yes then fill oval relevant to code '1' and if the answer is No hen fill the oval of code number '2'.

Column No. 33. Identity card

This question will be asked about the persons of 18 years and above. If in answer got yes then fill the oval relevant to code '1' and if answer is 'no' then filling the oval relevant to code '2'.

Housing characteristics

The questions related to Housing census have been given at bottom part of other side of form. These questions will be asked about all the houses. The households for which more than one forms have been used the housing characteristics of those houses will be entered on the last filled in form of such households by filling up relevant oval.

Number of room

By room is meant such a residential place which has a roof and walls from the floor to roof. It comprises bed room, dining room, study room, children room, drawing/guest room and T.v lounge, etc however, kitchen bath room, toilet, corridor, balcony, garage are not considered as room. If some store or closed corridor is being used as bed room then it will be treated as room. Fill oval relevant to the answer after enquiring about total number of rooms.

Nature of residence.

Fill the oval related to nature of residence in this column. Nature of residence means that the household in question is residing in which capacity. House can be owned, on rent (though rent is being paid in the shape of lease) and house can be without rent. If he is providing services to owner of the house in return as rent in such case the nature of residence will be considered rent free.

When constructed

When constructed means that how much period has been passed since the construction of this house i.e how old is this and when constructed first time. If any addition of minor nature or change has been made in the house after the first construction then period of construction will be counted from the time of first construction however, if in case of addition or change the new walls have been constructed after demolishing old walls or more than half the building has been newly constructed then period of construction will be counted from the time of addition or change. Period of construction has been divided in four parts. Fill the oval in this column relevant to duration of construction after asking this question.

Material of construction

The building material used in construction of the house will be entered in these two columns.

Walls

Outer walls means those outer walls of the building on which the building stands. In many cases these can be walls surrounding the building and in many cases these can be other than surrounding walls. Fill in this column and relevant to construction material used in walls. For such walls in which thatchwood, sticks or grass or cloth has been used instead of wood or bamboo, the oval related to “others” may be filled.

Roof

The material with which the roof has been constructed fill the oval related to it. For such roofs in construction of which thatched wood, sticks, grass or cloth has been used the oval relevant to “others” may be filled. For the roof built with wood or bamboo fill the oval related to wood/bamboo.

Sources of drinking water

There are three main sources of drinking water inside the house and five sources outside of the house whichever source is told fill the oval related to it. These details of these main sources are following.

NUL (Tap)

Nul mean such a source of water with which some municipal water supply or tube well provides water through pipe and it is used for drinking water.

Hand Pump

Hand pump means such hand used machine with which water is lifted through the pipe fixed under the earth.

Well

Well is a big straight pit or hole under the earth made by digging it up to the level of water. This can be cemented or muddy and covered or open. The water can be lifted from it in various ways. Sometimes the hand pumps is fixed on the open well in that case also it will be called well.

Others

If the sources other than above are observed in such case fill the oval related to “others”.

Source of lighting

Fill in this column the oval related to source lighting since kerosene oil is used in patrolman therefore fill oval related to kerosene oil. If more than one source of lighting is available in a house then the source of lighting will be that which is used often.

Fuel

After asking fuel in this column the oval relevant to the fuel generally used for cooking meal. If more than one kind of fuels are being used in a house then in such a case source of fuel will be that one which is often being used.

Kitchen

By kitchen means such a room which is made for cooking meal or generally (specified) for this work. If there is no regular room for cooking meal but separate place has been a corner of the house or corridor, courtyard then such a place will not be considered as kitchen. If a separate kitchen is available then fill relevant oval i.e code No. ‘1’.

If more than one households are using one kitchen then in such case fill the oval of shared i.e code ‘2’.

Both Room

Bath room means such a specified place which has surrounding walls and that is made for the purpose of bath. In the modern houses, bath room and toilet are made in one room. In such case while entering characteristics of bath room consider this room as bath room. Bath room exists but more than one households use it jointly then fill oval related to code ‘2’ otherwise fill oval related to answer.

Toilet

Toilet is such a specific place which has surrounding walls and there is specific arrangement of lifting or draining out humans biological waste. In modern house. There is arrangement of bath room and toilet in one room. In such case while writing characteristics of toilet this room may be treated as toilet. If the toilet is available but more than one households use this then fill oval related to code number ‘2’.

Source of information

Does some one of this house watch T.V/listen radio/read newspaper (irrespective of that he owns the concerned sources of information or belong to source one else). In this column the questions related to watching, T.V, listening, Radio and reading newspaper have been asked, fill the ovals related to answers of the respondent.

Chapter-3

3.1 List of works of checking.

After completing work of block

1. After completing the work of block check all the block whether some house is not been missed if it is so count it also.
 2. For males, females and total number of persons entered in every household fill related oval at the specified place on the left corner of the other side of this form. Don't count guest/visitor with them.
 3. Prepare page wise summary according to the number given on the left corner of other side of every form
 4. Prepare summary on the title page of the register. Make entries here in the specified blank spaces
- Number of registers used in the block
 - Number of households enumerated in the block
 - Number of males, females and total number of persons
5. Complete identity form
 6. Complete control form (REN-2)
 7. Hand over the filled in registers of Population and Housing Census and control forms after packing them in tyvek envelopes to his circle supervisor. He will give receipt of these documents after filling up lower part of this control form and separating it.

Appendix-1

Field of Education

The details of field of education is given below

General Education

This includes primary, middle, matric, intermediate B.A/BSc in arts or science (degree of graduation except engineering/technical/medicine/tab, law/agriculture/forestry/animal husbandry/business/fields of hosiery , Teaching and Education and religious education educational programmes.

2. Engineering/Technical

The following fields of engineering are included in it.

Civil Electrical, Industrial, Metrological(Mineral) Mining (related to mines) Agriculture(farming) forestry, Chemical, Perto Chemical, Aviation, etc, Surveying, Drafting and programmes of designing art of architecture and town planning and advance programmes of engineering are also included in it. In technical motor mechanic, instruments making, plumber, electrician etc designing etc programmes, poly technique courses and advance programmes of technical education.

3. Medicine/Health

This include diagnosis and treatment, medicine and surgery, medical X ray, technique, Unani Tib and dentistry(pharmacy) general health, nursing, midwifery and other educational programmes of health. This also advance programming include o medical education, surgery. Diagnosis and treatment, medicine, medical X ray techniques, dentist, pharamacy, General health, nursing and midwifery and health.

4. Law

This include philosophy law, history of law, international law, civil and forgery law, labor law, marine and other law. This also includes advance programmes of education of law.

5. Agriculture/Forestry/Animal husbandry

This includes educational programs of agriculture, forestry, and fishery. Besides it all advance agriculture, agricultural economics, animal farming, gardening, cultivation of grains, agricultural technology, nutritional science, animal husbandry, science of fishery and technology programmes are also included. Agricultural engineering will be included in the field of engineering. Advance programmes of agriculture, forestry and animals are also included in.

6. Business/fields of trading

This include , accounting, data processing, business administration, marketing and sales, financial administration and instruments, human resource management and other trading, business and general administration. This also includes advance programmes of commerce business/trade.

7. Teaching/Education

The educational programmes through which the persons likely to be teachers obtained training of teaching every kind of subjects to every type of students. This also includes advance programmes of teaching education.

8. Religious education

This includes religions educational programmes i.e Hadith, Fiqah, recitation, religious laws etc. It also includes advance progrmmes of study of religion.

9. Others

All fields other than above mentioned field will be treated “as others” and code of will be entered for those. e.g if any person has done master or PhD in Persian language then he will counted as other in the field of education. Similarly if any body has done M.A in Philosophy or has obtained advanced degree then he will be enumerated as “others’ in the field of education.

Note: Please see the attached adobe file (page makers) for the following.

Necessary instruction for enumerators

Title page of Form-2-A

Identity Form

Form-2-A

Page wise Summary

Form (REN-2)