



INSTRUCTIONS MANUAL

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LABOUR FORCE AND SOCIO ECONOMIC  
SURVEY - 1985/86

NATIONAL HOUSEHOLD SAMPLE SURVEY  
PROGRAMME

INSTRUCTIONS FOR LISTING

DEPARTMENT OF CENSUS & STATISTICS  
MINISTRY OF PLAN IMPLEMENTATION  
SRI LANKA

## Labour Force and Socio Economic Survey - 1985/86

### Updating and Listing Instructions

The Department of Census & Statistics had made arrangements to conduct an island-wide survey to collect information on Labour utilization and socio-economic conditions of the population under the National Household Survey Programme.

A representative sample of 24,000 households will be selected for this survey to cover the entire island. This sample will be equally spread over a period of 12 months. Updating of the lists of households will commence in March 1985 and the collection of information for the survey proper will commence in April 1985 and will continue for a period of 12 months.

The objective of this survey is to obtain detailed and comprehensive information on demographic characteristics of the households, employment, unemployment and the patterns of the household income and expenditure which are required for national planning purposes. A special feature of this survey will be to collect detail information on children, youths and women. Since 1985 has been declared as the International Year of Youths by the United Nations the information so collected will be very useful in planning national youth activities.

#### 2. General Instructions:

2.1 This survey, unlike the earlier survey of Household Activities, will cover each and every housing unit irrespective of whether economic activities are carried out in the housing unit or not. As such you should visit each and every census unit according to the order given in the F 1 form in order to identify and list all the housing units (according to the definition of housing unit) in the block.

The first step in the listing process is to update the F1 forms which were prepared in 1980 for Census of Population 1981. This updating is important because during the four year period from 1980, the types of the census units might have changed. This is the units which have been listed as living quarter other than housing units and non-housing units in 1980 may have now changed into housing units or vice-versa. Further, new units may have come up or some units which have been listed in 1980 may have been demolished. In updating the F1 forms all

these changes should be taken into account and wherever changes are made a reason regarding the change should be given in the F1 form.

2.2: When there is a change in the type of census unit, the relevant columns in the F1 form (Columns 4,5 & 6) should be altered accordingly. When there is a change in the occupants of the housing unit (new household) name of the head of the old household and the number of members who were residing in the unit should be cut off and these particulars in respect of the new household should be entered.

If a new building is found between the census units 25 & 26, the new unit should be numbered as 25 A and the particulars in respect of that unit should be recorded at the end of the list. At the same time the new census unit number should be written between 25 & 26 as 25 A to indicate a new unit with number 25 A has been listed at the end. This new housing unit should be listed in the listing form (LPSE-L) between the census units 25 & 26 and not at the end of the list. When you find a demolished unit, cut the entries in respect of that unit and make a note of it. Special care should be taken in demarcating the boundaries of the census blocks so that neither a census unit of that block is omitted nor a census unit of the adjacent block is included here.

2.3 While updating the F1 form you should fill in one line of the listing form (LPSE-L) in respect of each housing unit. The listing form should be filled only for housing units. However, if you come across a housing unit with more than 5 boarders and/or lodgers, you should treat this as an institution (living quarters other than housing units) and not as a housing unit. Therefore this housing unit should not be listed in the listing form. If the members of a housing unit are temporarily away, you should leave one line before entering the particulars of the next housing unit and also leave a message through the neighbours about your next visit. The sketch map given in the F1 form should also be updated and drawn at space provided in the LPSE-I form. This form should be filled in duplicate.

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### 3. Concepts and Definitions

#### 3.1. Housing Unit:

A housing unit is defined as a place of residence

(a) which is separate from other places of residence, i.e. where there are walls or partitions separating it so that the persons occupying it can live separately from other persons in the building or in the locality, and,

(b) which has independent access, i.e. it has a separate entrance so that the occupants can enter and leave without passing through anybody else's living quarters.

A housing unit may contain one or more households. Living quarters other than housing units and non-housing units are excluded for this survey.

##### (i) Living quarters other than housing units:-

This is a building or a group of buildings where number of persons generally not related to each other reside under the supervision of a central authority e.g. convents, hostels, police barracks, hospitals etc.

##### (ii) Non-housing units:-

Every building or part of a building which is not used as a place of residence for e.g. office, petrol filling station, shop etc.

#### 3.2. Household:

The household consists of one or more persons, living together and having common arrangements for food and other essentials of living. They may be related or unrelated persons or a combination of both. They are however expected to pool their incomes and have a common budget to some extent if not totally. Domestic servants, boarders and lodgers who live and have their meals with the family are also treated as members of the household. However, if the total number of boarders and lodgers exceeds five, then the household should be considered as an institutional unit and therefore not be included in this survey. Persons who usually live here, but are temporarily away on holiday, visiting relatives, out on business or receiving treatment in a hospital should be included as members of the household but temporary visitors should be excluded.

3.3. Head of Household:

The head of household is the adult person, male or female who is responsible for the care of the household. He/she is generally an earning member but this is not always so. He/she may be an elder person who is regarded by the members of the household as the head. Where there is more than one household in a unit each household should have its own head of household.

4. Instructions for filling up the Listing Form - LPSE-L.

Identification Informations:-

The information sought on the top of the schedule is required to identify the particular census block. Name of the District, Electorate number and name and name of A.G.A.-division should be given here irrespective of whether the block belongs to Urban, Rural or Estate sector. For M.C, U.C, & T.C areas name of the local body and ward number should be entered. The name and number of G.S. Division should be entered. For the blocks belonging to rural as well as estate sector. Name of village in the case of rural sector and the name of Estate in the case of Estate sector should be given. The census block number which has to be entered in item 8 is given in the F1 form. In item 9, the name of the month in which the listing has to be done should be entered. In item 10, the codes for the relevant month, sector and District (code list will be provided) should be entered. For sector, encircle 1 for urban areas, 2 for rural areas and 3 for estate areas.

Name and signature of the investigator and the date of listing should be given in items 11, 12 and 13 respectively.

Information on Housing unit:

One line of the listing form should be filled for each housing unit even if more than one household occupy the housing unit.

Column 1:- Serial Number

Serial number of the housing unit should be given here.

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Column 2 :- Census unit number

Census unit number of the housing unit should be entered here, as given in the P1 form.

Column 3 :- Number of households in the housing unit

Here enter the total number of the households in the housing unit including the main household. (Refer definition for the household).

Column 4 :- Name of Head of the Main Household

Name (with initials) of the head of the main household should be given here. If there is only one household in the housing unit the head of that household should be recorded here. If there are more than one household in the housing unit, the household which is considered as the main household by others should be taken as the main household, and the head of that household should be recorded here.

Column 5:- Postal Address

Postal address of the housing unit should be given here. As this address will be used to send a letter to the respondent, care must be taken to record the correct address.

Column 6,7,8:- Members of the housing unit

Column 6:- Members excluding boarders, lodgers, and servants

Here enter the total number of members of all the households in the housing unit excluding boarders, lodgers and servants in the housing unit.

Column 7:- Number of Boarders & Lodgers

The total number of boarders and lodgers in all the households in the housing unit should be recorded here.

Column 8:- Number of Servants

Number of servants who can be considered as members of the households should be given here.

Column 9:- Total Members

Total number of members of all the households in the housing units (including boarders, lodgers & servants) should be given here. This is the total of columns 6,7 and 8.

Column 10:- Serial number for Sample Selection

This column should be left blank for office use.

Column 11:- Remarks

Remarks should be made in this column with regards to any uncertain matters in filling the particulars for the housing unit, whenever necessary.

MONTH CODES FOR LISTING

<u>Year</u>	<u>Month</u>	<u>Code</u>
1985	February	01
	March	02
	April	03
	May	04
	June	05
	July	06
	August	07
	September	08
	October	09
	November	10
	December	11
	1986	January



DISTRICT CODES

<u>DISTRICT</u>	<u>CODE</u>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13
Batticaloa	14
Ampara	15
Trincomalee	16
Kurunegala	17
Puttalam	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Monaragala	22
Ratnapura	23
Kegalle	24
Kilinochchi	25

CODE LIST FOR ELECTORATESELECTORAL DISTRICT: Colombo 01

<u>ELECTORATE</u>	<u>CODE</u>
Colombo North	01A
Colombo Central	01B
Borella	01C
Colombo East	01D
Colombo West	01E
Dehiwela	01F
Ratmalana	01G
Kolonnawa	01H
Kotte	01I
Kaduwela	01J
Avissawella	01K
Homagama	01L
Maharagama	01M
Kesbewa	01N
Moratuwa	01O

ELECTORAL DISTRICT: Gampaha 02

<u>ELECTORATE</u>	<u>CODE</u>
Wattala	02A
Negambo	02B
Katana	02C
Divulapitiya	02D
Hirigama	02E
Minuwangoda	02F
Attanagalla	02G
Gampaha	02H
Ja-Ela	02I
Mahara	02J
Dompe	02K
Biyagama	02L
Kelaniya	02M

ELECTORAL DISTRICT: Kalutara 03

<u>ELECTORATE</u>	<u>CODE</u>
Panadura	03A
Bandaragama	03B
Horana	03C
Bulathsinhala	03D
Matugama	03E
Kalutara	03F
Beruwala	03G
Agalawatta	03H

ELECTORAL DISTRICT :Kandy 04

<u>ELECTORATE</u>	<u>CODE</u>
Galagedara	04A
Harispattuwa	04B
Pata Dumbara	04C
Uda Dumbara	04D
Teldeniya	04E
Kundasale	04F
Hewaheta	04G
Denkadagala	04H
Mahanuwara	04I
Yatinuwara	04J
Udunuwara	04K
Gampola	04L
Nawalapitiya	04M

ELECTORAL DISTRICT : Matale 05

<u>ELECTORATE</u>	<u>CODE</u>
Dambulla	05A
Laggala	05B
Matale	05C
Rattota	05D

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<u>ELECTORAL DISTRICT : Nuwara Eliya 06</u>		Manipay	10D
<u>ELECTORATE</u>	<u>CODE</u>	Kopay	10E
Nuwara Eliya- Maskeliya	06A	Udapiddy	10F
Kotmale	06B	Point Pedro	10G
Hanguranketa	06C	Chavakachcheri	10H
Walapane	06D	Nallur	10I
		Jaffna	10J
		Kilinochchi	10K
<u>ELECTORAL DISTRICT : Galle 07</u>		<u>ELECTORAL DISTRICT: Wannu 11</u>	
<u>ELECTORATE</u>	<u>CODE</u>	<u>ELECTORATE</u>	<u>CODE</u>
Balapitiya	07A	Mannar	11A
Ambalangoda	07B	Vavuniya	11B
Karandeniya	07C	Mullaitivu	11C
Bentara-Elpitiya	07D	<u>ELECTORAL DISTRICT : Batticaloa 12</u>	
Hiniduma	07E	<u>ELECTORATE</u>	<u>CODE</u>
Baddegama	07F	Kalkudah	12A
Ratgama	07G	Batticaloa	12B
Galle	07H	Paddiruppu	12C
Akmeemana	07I	<u>ELECTORAL DISTRICT: Digamadulla 13</u>	
Habaraduwa	07J	<u>ELECTORATE</u>	<u>CODE</u>
<u>ELECTORAL DISTRICT: Matara 08</u>		Ampara	13A
<u>ELECTORATE</u>	<u>CODE</u>	Samanthurai	13B
Deniyaya	08A	Kalmunai	13C
Hakmana	08B	Pottavil	13D
Akuressa	08C	<u>ELECTORAL DISTRICT : Trincomalee 14</u>	
Kamburupitiya	08D	<u>ELECTORATE</u>	<u>CODE</u>
Devinuwara	08E	Beruwila	14A
Matara	08F	Trincomalee	14B
Weligama	08G	Matur	14C
<u>ELECTORAL DISTRICT : Hambantota 09</u>		<u>ELECTORAL DISTRICT: Karunegala 15</u>	
<u>ELECTORATE</u>	<u>CODE</u>	<u>ELECTORATE</u>	<u>CODE</u>
Mulkirigala	09A	Galgamuwa	15A
Beliatta	09B	Nikaweratiya	15B
Tangalla	09C	Yapahuwa	15C
Tissamaharama	09D	Hiriya	15D
<u>ELECTORAL DISTRICT : Jaffna 10</u>		Wariyapola	15E
<u>ELECTORATE</u>	<u>CODE</u>	Panduwasnuwara	15F
Kayts	10A	Bingiriya	15G
Vaddakkodai	10B	Katugampola	15H
Kankesanturai	10C	Kuliyapitiya	15I

Dambadeniya	15J
Polgahawela	15K
Kurunegala	15L
Mawatagama	15M
Dodangaslanda	15N

ELECTORAL DISTRICT: Puttalam 16

<u>ELECTORATE</u>	<u>CODE</u>
Puttalam	16A
Anamaduwa	16B
Chilaw	16C
Nattandiya	16D
Wennappuwa	16E

ELECTORAL DISTRICT: Anuradhapura 17

<u>ELECTORATE</u>	<u>CODE</u>
Medawachchiya	17A
Horawupotana	17B
Anuradhapura East	17C
Anuradhapura West	17D
Kalawewa	17E
Mihintale	17F
Kekirawa	17G

ELECTORAL DISTRICT: Polonnaruwa 18

<u>ELECTORATE</u>	<u>CODE</u>
Minneriya	18A
Medirigiriya	18B
Polonnaruwa	18C

ELECTORAL DISTRICT: Badulla 19

<u>ELECTORATE</u>	<u>CODE</u>
Mahiyangana	19A
Wiyaluwa	19B
Passara	19C
Badulla	19D
Haliela	19E
Uva-Paranagama	19F
Welimada	19G
Bandarawela	19H
Haputale	19I

ELECTORAL DISTRICT: Monaragala 20

<u>ELECTORATE</u>	<u>CODE</u>
Bibile	20A
Monaragala	20B
Wellawaya	20C

ELECTORAL DISTRICT :Ratnapura 21

<u>ELECTORATE</u>	<u>CODE</u>
Eheliyagoda	21A
Ratnapura	21B
Pelmadulla	21C
Balangoda	21D
Rakwana	21E
Nivitigala	21F
Kalawana	21G
Kolonna	21H

ELECTORAL DISTRICT: Kegalle 22

<u>ELECTORATE</u>	<u>CODE</u>
Dedigama	22A
Galigamuwa	22B
Kegalle	22C
Rambukkana	22D
Mawanella	22E
Aranayake	22F
Yatiantota	22G
Ruwanwella	22H
Deraniyagala	22I