



CENSUS OF POPULATION AND HOUSING
SRI LANKA - 1981

**OUTDOOR ENUMERATOR'S
REFERENCE MANUAL**

DEPARTMENT OF CENSUS AND STATISTICS

CODES FOR DISTRICTS	
District	Code
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
Moneragala	.. 22
Ratnapura	.. 23
Kegalle	.. 24

CODES FOR COUNTRIES	
Country	Code
Sri Lanka	.. 31
India	.. 32
Australia	.. 33
China	.. 34
Great Britain	.. 35
Japan	.. 36
Malasiya	.. 37
Pakistan	.. 38
Singapore	.. 39
U. S. A.	.. 40
West Germany	.. 41
East Germany	.. 42
France	.. 43
Italy	.. 44
Sweden	.. 45
Norway	.. 46
Denmark	.. 47
Switzerland	.. 48
U. S. S. R.	.. 49
Any Other Country	.. 90
Not known	.. 98

AGE DETERMINATION TABLE (AS AT CENSUS DATE 1981)										
First Three Digits of the year of birth	Last Digit of the Year of Birth									
	0	1	2	3	4	5	6	7	8	9
	187—	111/110	110/109	109/108	108/107	107/106	106/105	105/104	104/103	103/102
188—	101/100	100/99	99/98	98/97	97/96	96/95	95/94	94/93	93/92	92/91
189—	91/90	90/89	89/88	88/87	87/86	86/85	85/84	84/83	83/82	82/81
190—	81/80	80/79	79/78	78/77	77/76	76/75	75/74	74/73	73/72	72/71
191—	71/70	70/69	69/68	68/67	67/66	66/65	65/64	64/63	63/62	62/61
192—	61/60	60/59	59/58	58/57	57/56	56/55	55/54	54/53	53/52	52/51
193—	51/50	50/49	49/48	48/47	47/46	46/45	45/44	44/43	43/42	42/41
194—	41/40	40/39	39/38	38/37	37/36	36/35	35/34	34/33	33/32	32/31
195—	31/30	30/29	29/28	28/27	27/26	26/25	25/24	24/23	23/22	22/21
196—	21/20	20/19	19/18	18/17	17/16	16/15	15/14	14/13	13/12	12/11
197—	11/10	10/9	09/08	08/07	07/06	06/05	05/04	04/03	03/02	02/01
198—	01/00	00/—	—	—	—	—	—	—	—	—

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CHAPTER 1—INTRODUCTION

1.1 The Census

The Census of Population and Housing to be taken in March 1981, is the 12th in the series of censuses taken in Sri Lanka since 1871. The main use of the census is in providing the Government with basic population and housing data required for its administrative purposes. Conducting of a census is a national undertaking of great importance.

1.2 Confidentiality of Census Information

The census information is confidential and you are forbidden under the penalty of the law to divulge to any person other than a Census officer Any information obtained by you for filling up a Census Schedule or any information entered on a schedule. You are also not permitted to show the entries made by you in the schedules to any unauthorised person or to retain copies of them.

1.3 Your Act of Appointment

You will be issued an act of appointment by the Assistant Commissioner of Census of your area appointing you as an Enumerator. You should always take this with you when you are performing Census duty.

1.4 Oath or Affirmation of Census Officers

Before you begin your work as a Census Enumerator you will sign an oath or affirmation on the prescribed form.

1.5 Your Supervisor

You will work under the immediate direction and control of a Supervisor of Census but any instructions issued direct to you by any other higher Census Officer should also be complied with. Your Supervisor will guide and assist you in carrying out your duties. You could discuss freely with him any difficulty or problem you may be faced. You should attend all instruction classes or meetings arranged by your supervisor or higher Census Officer.

1.6 Your Duties

You will be responsible for the enumeration of the outdoor population, that is persons who are found out of doors during the time of the Final Census which will be between 6 p.m. and 12 midnight on 17th March, 1981. The outdoor population will consist of—

- (1) pedestrians ;
- (2) persons travelling by cycle, cart, motor car, bus or other vehicle ;

- (3) persons travelling by boat on any river or canal ;
- (4) persons who may be sleeping out of doors on carts or boats, or in public places such as shops, pavements, parks, etc.
- (5) persons of no fixed abode such as beggars who may be loitering about.

1.7 Arrangements for Enumeration

You will be posted at places where there is normally considerable people and traffic at night, namely road junctions, ferries, railway stations, bus stands, etc., or you will have to patrol a strip of roadway. (If you are doing patrol duty, it may be convenient for you to perform it on a bicycle.)

It is desirable, wherever possible, to stop vehicles at important road junctions and enumerate the persons therein. The assistance of the Police should be obtained whenever it is proposed to stop vehicles. The I.G.P. is being requested to instruct Police Officers to render suitable assistance.

Your supervisor will tell you the exact location and area you will have to cover.

1.8 Schedule to be used during the Final Census by Outdoor Enumerators

You should enumerate the outdoor population on the Population and Housing Schedule (Sample) (Form F. 10). The housing questions appearing at the bottom of the schedule may be ignored by you. You have to fill in cages P 1-P 27 in respect of each person you enumerate. Please write the words " OUTDOOR ENUMERATION " in Block letters on the top right hand corner of each schedule used by you. Detailed instructions on filling up the various columns of this schedule are given in Chapter 2 of this Manual. You should obtain from your Supervisor an adequate supply of Schedules and Enumeration Passes.

1.9 Procedure for Enumeration

On the night of Final Census, please question all persons you meet between 6 p.m. and 12 midnight at your place of duty, or in the area patrolled by you, in order to find out whether they have been enumerated that night. If a person has been so enumerated he should be able to produce an Enumeration Pass as evidence that he has been enumerated. If an Enumeration Pass is produced, you may allow the person to proceed. Otherwise please question him carefully once more and ascertain whether he has been enumerated, not merely at the Preliminary Census, but also on the Final Census night. If he has not been enumerated on the Final Census night, please take down his full particulars on your Population Schedule and issue him an Enumeration Pass. (The

particulars of this person taken down at the Preliminary Census by some other enumerator would be deleted by that enumerator on the Final Census night as this person would not be present at the place where he was enumerated at the Preliminary Census.) Please ask the person to show the Enumeration Pass to any other Census Officer who might question him that night, but not to surrender it.

You should take care that you yourself are enumerated on the Final Census night. This should be done by entering the particulars about yourself on your "Outdoor Enumeration" Schedule before you commence work on that night.

1.10 Some Enumeration Techniques

(a) *Obtaining co-operation of the people.*—The success of your work as an Enumerator depends to a large extent on your ability to win the co-operation of the people. A friendly and courteous approach will go a long way in minimising and overcoming any reluctance of a respondent to supply information. Take special care to be always courteous and tactful. Do not under any circumstances loose your temper or indulge in arguments or threats.

(b) *How to cope with refusals.*—If any person refuses to answer all or some of the Census questions you ask, explain to him courteously that the information given is strictly confidential and that the information will be used for statistical purposes only and will not be revealed to anyone or used in any way that will harm his interests. If even this does not persuade him to give you the required information, you may inform him that a refusal to give the required information is an offence under the the Census Ordinance. If the person still refuses to give the information write 'refused to answer' on the schedule and inform it to your Supervisor.

1.11 Action after the Final Census Enumeration

You should remain at your post of duty till 12 midnight on 17th March, 1981. The next morning the following action should be promptly taken by you :—

- (a) If you have used more than one schedule on the night of the Final Census please number the schedules in serial order.
- (b) Then bind your schedules together into a book with the cover provided for the purpose. On this cover enter the particulars such as District, A. G. A. Division, etc.
- (c) You should then serially number in cage P 2 all the persons enumerated on the schedules. The last number in this series will give the total population enumerated by you on the Final Census night. It is therefore important that the serial numbering should be done very accurately. Please re-check the serial numbers very carefully.

- (d) You should also prepare an abstract for your census block. A form called the " Enumerator's Abstract " Form F 13E is provided for the purpose and it will provide a summary of the population enumerated by you classified by Sex, Age, Citizenship, Ethnic Group and Religion. To prepare this abstract you should count page by page, the number of persons in each category and enter this in the abstract. The figures entered in the abstract should then be tallied and totalled. In the event of any difficulty consult your Supervisor.
- (e) Thereafter please proceed immediately to your Supervisor, comply with any further instructions given by him and hand over the schedules to him.

CHAPTER 2—THE CENSUS SCHEDULE

2.1 How to Complete the Schedule

Particulars of six persons can be recorded on each page of the schedule. The answers to the questions on the schedule should be recorded separately for each person in the column allocated for him. There are 3 methods to be used to record answers :

They are :—

- (i) *Circling a code.*—Responses to the majority of questions on the schedule are to be recorded in this way *e.g.*, in P 6—Religion is shown by circling the code number written before the words indicating the religion. Suppose a person is a Muslim this is indicated by circling code 3 placed before the word Muslim. In P 7 ethnic group—Low country sinhalese—is recorded by circling code 1 which is found before the words low country sinhalese *e.g.* ① Low country Sinhalese.
- (ii) *Entering a code.*—Sometimes the answer to a question is to be written terms of numbers or codes. One or more little squares are given in which to enter these codes for *e.g.*, in P 17 the period should be entered in the square shown. In P 22 the number of miles should be written in the cage as

1	7
---	---

 miles. Each square must have a figure in it. For instance, suppose, the distance to be recorded in P 22 is 6 miles. The entry should be the two digit code 06. The

0	6
---	---
- (iii) *Marking written entries.*—In P 19—Occupation and P 20—Industry, write very clearly and in detail a description of the occupation and industry respectively.
- (iv) Sometimes to record an answer it is necessary both to write a verbal description and to enter a code.

Example : P 24, P 25 and P 27.

For each of these questions the name of a district or a country should be written in words and also the appropriate codes should be entered in the squares.

The codes for districts and countries are given on the inside of the front cover of this manual and on the reverse of the 'Age Determination Table' Card.

2.2 The Questions on the Schedule

This section is devoted to a detailed discussion of questions in the schedules. Under each question the following points are explained where relevant :—

- (1) When and whom to ask the question.
- (2) How to ask the question.
- (3) How to record the response.
- (4) Explanation of different response categories.
- (5) Any special circumstances.

It is extremely important that you read these instructions and follow them strictly in completing the schedules. It is essential that all Enumerators understand and interpret the questions in the same way and that answers are recorded in accordance with a set of given rules. Otherwise the quality of census data will suffer. A detailed description of questions will now follow :

(P 1)

P 1—HOUSEHOLD NUMBER WITHIN UNIT

P 1—HOUSEHOLD NUMBER WITHIN UNIT	<input type="text"/>
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Outdoor Enumerators will not be visiting houses for the enumeration but will be enumerating person found out of doors.

How to Record : Record O for every person enumerated out of doors except for homeless persons for whom write 'homeless'.

- (i) *Homeless persons.*—For persons who have no homes write "homeless" but do not enter a code. Homeless persons are those who have no homes but sleep on the pavements, public places such as railway stations entrances, bus stands, etc.
- (ii) *Other.*—For other persons enumerated out-doors enter 'O' as the household number. These are persons who are usually resident in a unit but are found outdoors on the census night for some reason.

(P 2)

P 2—SERIAL NUMBER OF PERSON IN THE CENSUS BLOCK

P 2—SERIAL NO. OF PERSON IN THE CENSUS BLOCK	<input type="text"/>
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Although you will not be covering a census block the serial number will apply to all the persons included in the Census schedule book used by you.

When to Fill : This cage should be filled only *after* the final Census enumeration is completed. Leave this cage blank during the Final Census enumeration.

How to Record : Beginning with 001, serially number each person enumerated on the schedule at the final census. The first person on the first schedule in the Census Block should be assigned No. 001 the next No. 002 and so on. Continue the serial numbering from schedule to schedule to the end of the book.

Note.—The serial number of the last person gives the total number of persons enumerated.

(P 3)

P 3—NAME

<p>Enter the names of all persons usually living in the housing unit. Start with the Head. If a child has not been named enter as 'Baby'.</p>	
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Enter the persons' names.

The words—

“Enter the names of all persons usually living in the housing unit. Start with the Head. If a child has not been named enter as 'Baby'”.

Should be ignored by you as they are meant only for enumerators covering housing units and do not apply to Outdoor enumerators.

(P 4)

P 4—RELATIONSHIP TO HEAD OF HOUSEHOLD

P 4—RELATIONSHIP TO HEAD OF HOUSEHOLD			
1—Head of household	4—Other relative	1—Head	4—O. rel.
2—Wife/husband	5—Non-relative	2—Wif/Hus.	5—N.rel.
3—Son/daughter	6—Visitor	3—Son/Dau.	6—Vis.

As Outdoor enumerators will be enumerating individuals they meet out of doors, the question on relationship is not relevant. However in order to distinguish individuals enumerated outdoors from persons enumerated in housing units who have relationship to the head, outdoor enumerators should enter '0' in this cage above the digit 1.

P 5—SEX

P 5—SEX	1—Male	2—Female
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Circle 1 for males and 2 for females.

P 6—RELIGION

P 6—RELIGION			
1—Buddhist	4—Roman Catholic	1—Bud.	4—R. C.
2—Hindu	5—Other Christians	2—Hindu	5—Oth. Chr.
3—Muslim	6—Other	3—Mus.	6—Other

How to Ask : What is your religion ?

Note.— (i) In the case of Christians you should distinguish between Roman Catholics and Other Christians.

(ii) If a person profess any religion not stated in the cage or is an atheist circle code 6—other.

P 7—ETHNIC GROUP

P 7—ETHNIC GROUP			
1—Low Country Sinhalese	5—Sri Lanka Moor	1—L. C. Sinh.	5—S.L.M.
2—Kandyan Sinhalese	6—Burgher	2—K. Sinh.	6—Bur.
3—Sri Lanka Tamil	7—Malay	3—S.L. Tamil	7—Mal.
4—Indian Tamil	8—Other	4—In. Tam.	8—Other

How to Ask : From the person's name you may be able to guess his ethnic group. However ask further as " Are you Low Country Sinhalese or Kandyan Sinhalese " or " Are you Sri Lanka Tamil or Indian Tamil " as required.

Note on Identification of Ethnic Groups

- (i) As a general rule, children of parents of different ethnic groups are considered to belong to the father's ethnic group.
- (ii) Kandyan Sinhalese are generally those whose ancestors come from the following districts—Kandy, Matale, Nuwara-Eliya, Badulla, Kurunegala, Ratnapura, Anuradhapura, Kegalle, Moneragala and Ampara.

- (iii) Tamils of Indian origin should be recorded as Indian Tamil even though they or their parents may have obtained Sri Lanka citizenship.
- (iv) A person belonging to any ethnic group not stated in the cage should be marked as other, by circling code 8. e.g. Indian Moor, British, Japanese etc.

(P 8)

P 8—CITIZENSHIP

<p>P 8—CITIZENSHIP If any other country write its name and code</p>	<p>31—Sri Lanka 32—India</p> <p style="text-align: right;">..... Country</p>
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How to Ask : Are you a citizen of Sri Lanka ? If the answer is YES circle 31
If the answer is NO —

Ask : Of what country is he a citizen ? If he is a citizen of India circle 32.
If any other country, state the country and enter the code by reference to the short code list given on the inside front cover of this Manual or the Age Determination Table Card given to you. Any country other than the 19 countries given in the list should be coded as 90.

(P 9)

P 9—PHYSICAL INFIRMITY

<p>P 9—PHYSICAL INFIRMITY If totally blind or deaf or dumb or has any disability in an arm or leg circle 1, otherwise circle 2</p>	<p>1—disabled 2—not disabled.</p>
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How to Ask : Circle '2—not disabled' unless you observe that the person is blind or deaf or dumb or has a disability in his arms or legs, in which case confirm this by questioning him/her and circle 2.

Note.—Outdoor enumerators need not fill in the infirmity Schedule even if he come across an infirm person.

(P 10)

P 10—DATE OF BIRTH AND AGE

<p>P 10—DATE OF BIRTH AND AGE Enter age in completed years as on Final Census date, e.g. if 27 years 10 months enter age as 27. If under 1 year as '00'</p>	<p>Year....Mo....day...</p> <p style="text-align: right;">[] years of age</p>
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How to Ask : What is your date of birth ?

How to enter Date of Birth : Enter the year, month and day separately.

How to Enter Age : Refer to the census age determination table card or the inside front cover of this manual. The first three digits of the year of birth is shown in the first column, and the last digit is shown on the first row of the table. To obtain the age from the date of birth first locate the cage at the intersection of the horizontal row of the first three digits and the vertical column of the last digit of the year of birth. If the month and date of birth is before or prior to the census date, the age is that shown to the left of the short vertical line and if it is after the census date the age is shown to the right of the line.

When the Exact Date of Birth is not known : (i) Ask for the year and month and if the month is also not known enter the year. Determine as best as possible whether month and date falls before or after the census date. Using the year and month or year only as the case may be enter the age by reference to the age determination table as accurately as possible.

(ii) If even the year of birth is not known you should obtain as good an estimate of the age as possible.

(iii) The year, month and day of birth may be left blank when unknown but an estimated age should be always entered in the cage in such cases.

Note.— (i) Age should always be entered in two digits, e.g. 7 years as 07, 9 years as 09, 15 years as 15.

(ii) If less than one year enter '00'

(iii) If over 100, write 'X' to indicate 10 and write the number of years over and above 100 next to it—e.g.

<i>Age</i>	<i>Entry</i>
100	.. X0
103	.. X3
109	.. X9
110 or above	XX

(P 11)

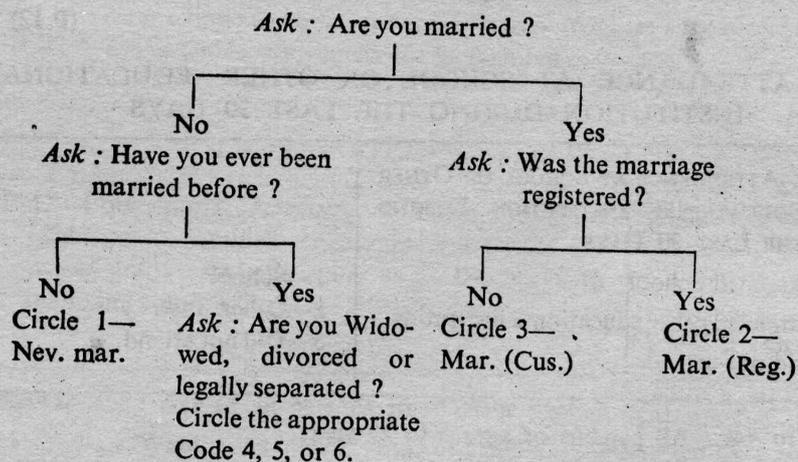
P 11—MARITAL STATUS

P 11—MARITAL STATUS		
Indicate the current marital status		
1. Never Married	4. Widowed	1. Nev. Mar. 4. Wid.
2. Married (Registered)	5. Divorced	2. Mar. (Reg.) 5. Div.
3. Married (Customary)	6. Legally Separated	3. Mar. (Cus.) 6. Leg. Sep.

Whom to Ask : For boys under 15 and girls under 12 mark never married without asking. Ask all others.

How to Ask : More than one question may have to be asked to obtain the correct marital status category of a person. These questions depend on age of the person and other factors. The following sequence may be found suitable.

For all males over 15 and females over 12.



- Explanation of Categories :**
- (1) *Never married.*—refers to a single person who has never been married. A person who is married and whose spouse is dead or is now divorced or legally separated should not be classified as never married.
 - (2) *Married (Registered).*—refers to a person whose present marriage has been registered according to the law.
 - (3) *Married (Customary).*—refers to a person whose present marriage has not been registered according to the law but who claims to be married according to custom or repute.
 - (4) *Widowed.*—refers to a person whose spouse is dead and is currently not married.
 - (5) *Divorced.*—refers to a person who had been married but who has obtained a divorce in a court of law and is not currently married.
 - (6) *Legally.*—refers to a person who had been married but has obtained a judicial or legal separation in a court of law.

A person who lives separately away from his/her spouse on his/her own choice without obtaining a court order should be classified as married and not a slegally separated.

Note.—Categories 2 and 3 above include persons whose previous marriage/s were dissolved due to death of spouse or separation but are currently married. What is required is whether the current marriage is registered or customary.

(P 12)

P 12—ATTENDANCE AT SCHOOL OR OTHER EDUCATIONAL INSTITUTION DURING THE LAST 30 DAYS

P 12—ATTENDENCE AT SCHOOL OR OTHER EDUCATIONAL INSTITUTION DURING THE LAST 30 DAYS	
1—Attended School	1—School
2—Attended other educational institution	2—Other Inst.
3—Did not attend.	3—Did not attend

Whom to Ask : All persons of ages 5 to 29 years.

How to Ask : Ask during the last 30 days have you attended regular school or other educational institution.

Count Government and Private schools, pirivenas, Universities, Technical Colleges and other schooling leading to a diploma or a degree.

How to Record : (i) Circle 1 for persons who have attended 'regular' School *AND* for persons who were enrolled in a school but was unable to actually attend due to illness, vacation or other reason.

(ii) Circle 2 for persons who have attended a 'regular' educational institution other than a school *AND* for persons who were enrolled but did not actually attend due to illness, vacation or other reason.

Note.—Definition of " Regular " School or " Educational Institution "—

(a) Regular school is a government school or a private recognised school preparing students for any classes from grade 1 to A/L.

(b) Regular Educational Institution is a University, Technical College or recognised institution preparing students for recognised professional examinations.

e.g.—Law College, Technical Colleges, Universities, etc.

3. Institution NOT considered Regular Educational Institutions.
- (a) Vocational, trade or business schools outside the regular system such as short-hand and typing classes, dressmaking classes, finishing schools.
 - (b) In-Service or on the job training and apprenticeships, e.g.—Nurses' Training School, Training by National Apprentice Board, Teacher Training Colleges.
 - (c) Adult education classes, unless the schooling leads to a professional or academic diploma or degree. e.g.—Workers education program at the University should not be counted.

(P 13)

P 13—EDUCATIONAL ATTAINMENT

P. 13—EDUCATIONAL ATTAINMENT: Enter the highest qualification obtained or examination passed. If passed grade 9 or below enter as 09, 04 etc., if no schooling enter 98.	Highest Qualification.
 Grade

Whom to Ask : Ask of all persons 10 years or over.

How to Ask : What is the highest grade or examination that you have passed ?

How to Record : (i) If the person is still attending school and is studying in a class below O/L or if the highest grade passed is a class below O. L., enter the last grade passed e.g. if the person is now in grade 8 the last grade passed will be 7. So enter 07. If the last class passed is nursery or lower kindergarten enter '00'

(ii) If the highest examination passed is G. C. E. O/L. or A/L or an equivalent exam. such as S. S. C., N. C. G. E., H. S. C. etc., enter—

(i) The name of the examination.

(ii) Number of subjects passed in parenthesis.

(iii) Stream, as Science, Arts etc., if applicable.

e.g. : N. C. G. E. (7)

G. C. E. A/L (1) (Commerce)

(iii) If the person has higher qualifications write it in full :

Example : Diploma in Accountancy

Advocates Final

Associateship of the Royal institute of Architects.

Abbreviations may be used only if they are commonly used and are well known e.g., B.A., B.Sc., B.Com., M.A., M.Sc., Ph.D., M.B.B.S., etc.

P 14—LITERACY

P 14—LITERACY : Indicate the language/s the person can read and write ? Circle 1—Yes or 2—No for each language.	Sinhala 1—Yes. 2—No
	Tamil 1—Yes. 2—No
	English 1—Yes. 2—No

Whom to Ask : All persons 10 years and over.

How to Ask : What languages can you read and write ? After the person has answered, name the languages in the cage that he has not mentioned and ask whether he can read and write any of them. e.g., If in response to your question 'What Language can you read and write' the person says 'I can read and write Sinhala'. Then you will circle 1—Yes against Sinhala and then ask 'What about Tamil and English' before you circle 2—No for Tamil and English.

How to Record : For each language that the person can read and write circle 1. For each language he cannot read and write circle 2.

- General :**
- (1) A person is considered able to read and write a language only if he can *both read and write* a short, simple letter or message in that language. The enumerator can accept the person's word for it.
 - (2) Before circling 2—That is not able to read and write any language—the question whether he can read and write that language must be asked.
 - (3) The information sought here is the ability to read and write :
1. Sinhala, 2. Tamil, and 3. English.
 - (4) A person who can merely read and write only figures or his name or a memorised phrase should not be considered as able to read and write.

P 15—PRINCIPAL ACTIVITY DURING THE LAST 30 DAYS

P 15—PRINCIPAL ACTIVITY DURING THE LAST 30 DAYS : 1—Employed 2—Student 3—Retired/unable to work 4—Own house work 5—Other	1—Emp.→go to P 19
	2—Stud.→go to P 22
	3—Ret./Un. Wk.→go to P 24
	4—OHW
	5—Other

Whom to Ask : Ask all persons 10 years or over.

How to Ask : During the last 30 days were you employed ?

If the answer is ' YES ' circle 1.

If the answer is ' No ' *Ask* : What were you doing mostly ? and circle the appropriate code.

How to Record : From the answer to the question, decide carefully which category is applicable and circle the appropriate code.

AN EXPLANATION OF THE PRINCIPAL ACTIVITY CATEGORIES

1. *Employed*.—An employed person is one who is engaged in any kind of work for pay or profit. Pay or profit would include salary, wages, commissions, payment at piece rate or payment in kind, etc.

The following types of workers should be regarded as 'employed':—

- (i) A person who works for salary or wages (whether on monthly, weekly or daily basis or on a commission basis).
- (ii) A self-employed person such as a doctor or a lawyer—a person who does cultivation on his own, a person who does business or carries on a trade on his own.
- (iii) An apprentice or trainee if he is in receipt of an allowance.
- (iv) An unpaid family worker *i.e.*, a person who works without payment for at least 15 hours a week in any cultivation, trade, business or other economic activity carried on by a member of the household (excluding housekeeping duties).
- (v) Members of the clergy who receive payments in cash or kind should be considered as employed.

Note : (i) *Temporary absence from work*.—If a person has a job in which he usually works but from which he was temporarily absent and did not work at all during the reference period because of illness or injury, or because he was on leave or because of Industrial dispute or temporary disorganisation of work due to such reason as mechanical break down, bad weather, etc., he/she should be regarded as employed.

(ii) *Seasonal worker*.—A person who has a usual occupation but who did not do any work during the reference period because of seasonal factors such as non-cultivation season, unfavourable weather, etc., should also be regarded as employed.

- (iii) A person who is employed at the time of the enumeration should be considered as employed even if he was unemployed for a major part of the reference period. A casual worker who finds work day to day should be classified as employed only if he had worked for a major part of the reference period.

2. *Student*.—Any person who is engaged in studies as his main activity should be regarded as student. He may be attending school or some other educational institution or may be studying as a private student. He need not necessarily be a person reported as attending school or an educational institution in P 12.

An employed person who is engaged in part-time study (whether by attending some educational institution or not) should be classified as employed and not as student. However, a full-time student who in his spare time does some kind of unpaid family work in a family business or does some part-time work to earn some money by, say, giving tuition should be classified as student and not as 'employed.'

A person who is engaged in studies and is at the same time engaged in some other activity should be classified according to what he considers his major activity :—

- (i) A full-time student attending an educational institution should be classified as student.
- (ii) A part-time student or a private student who has no job but is seeking employment as his main activity should be classified as other in category 5.

3. *Retired/unable to work*.—These are persons who have retired from service and these who are unable to work due to physical disability or ill health.

4. *Engaged in own housework*.—A person who is mostly engaged in own household duties such as cooking, keeping house, caring for children and other household work in his/her own house and who is not employed should be classified in this group.

Unpaid family workers who come within the definition given earlier for employed persons should be classified as employed and not as 'engaged in own housework'.

Domestic servants such as cooks and house maids and gardeners, etc., who are paid for their work should be classified as 'employed'.

5. *Other*.—A person who cannot be classified into any one of the above four categories should be included in this group. Unemployed persons who are seeking work belong to this category. Other examples are part-time students seeking work, children not attending school.

(P 16)

P 16—DID HE/SHE SEEK WORK DURING THE LAST 30 DAYS

P 16—DID HE/SHE SEEK WORK DURING THE LAST 30 DAYS ?	1—Yes 2—No→go to P 18
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Whom to Ask : All those whose principal activity in cage P 15 is 'Own house work' or 'Other'. That is those for whom either code 4 or 5 was circled in cage P 15. Do not ask from employed persons, students and retired persons and those unable to work.

How to Ask : Did you try to find employment or work during the last 30 days ?

EXPLANATION OF CATEGORIES OF SEEKING WORK

To seek work means to seek a job or some kind of employment or work. A person may be regarded as seeking work if he/she did one or more of the following :—

- (1) Applied for jobs or advertised for jobs.
- (2) Registered with an employment agency or Job Bank.
- (3) Told or asked relatives, friends, etc., to find him/her employment.
- (4) Tried to set up own business or start some work or trade.
- (5) After doing any or the activities mentioned in 1-4 above is awaiting an offer of employment.

To be regarded as seeking work it is not necessary that any of the actions mentioned in 1-4 should have been taken during the last 30 days. Even if such action was taken prior to the 30 days period he/she should be regarded as seeking work during the 30 days period if he/she was awaiting a reply or offer of employment during the last 30 days, or was interested in finding employment or wanting employment during the 30 days.

Note.—If the person did not seek work—that is code 2 is circled for him—skip cage P 17 and proceed to P 18.

(P 17)

P 17—PERIOD OF SEARCH FOR WORK

P 17—PERIOD OF SEARCH FOR WORK Ignore fractions of a year. Enter under 1 year as 0, 9 years or more as 9.	<input type="text"/> Years→go to P 24
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Whom to Ask : Ask all persons who have been seeking work. That is those for whom code 1 was circled in the previous cage—cage P 16.

How to Ask : For how long have you been seeking work ?

How to Record the Answer.—The period should be entered in years ignoring any fractions of a year. A period under 1 year should be entered '0'. Any period over 9 years should be recorded as 9. Some examples are given below.

<i>Period</i>	<i>Entry to be made</i>
9 months	.. 0
1½ years	.. 1
2 years 9 months	.. 2
9 years 3 months	.. 9
11½ years	.. 9

Note.—If a person has been previously employed the period to be recorded is the time since he left the last job.

If a person has never been employed before the period to be recorded is the time since he first started looking for a job after finishing his education or training, etc., to the present time.

(P 18)

P 18—REASON FOR NOT SEEKING WORK

P 18—REASON FOR NOT SEEKING WORK	
1—Has private income	1—Pr. In
2—Does not want to work	2—D. N. W.
3—Thinks work not available	3—W. N. A.
4—Other	4—Other

} go to P 24

Whom to Ask : All those who answered that they were not seeking work—that is those for whom code 2 was circled in cage 16.

How to Ask : Why did you not seek work ?

EXPLANATION OF CATEGORIES UNDER REASON FOR NOT SEEKING WORK

1. *Has Private Income.*—This category should be circled if the person did not seek work because he has a private income from property, rent, dividend, etc., and therefore is not interested in finding employment.

2. *Does not want to work.*—This category should be circled for a person who did not seek work because he/she does not want to work.

Example.—A housewife who is busy in her own home and is not interested in finding a job, a girl who is waiting to be married and is not interested in finding a job.

3. *Thinks work not available.*—This category should be circled for a person who says he did not seek work because he thought that it would be difficult to find a job. He may have sought work in the past, but without success and therefore has given up seeking work because he thinks it useless to seek any more.

4. *Others.*—This category should be circled if the person gives reasons that does not fit into any of the above 4 categories.

Example.—If the person did not seek work because he was in prison, or he was ill.

(P 19)

P 19—PRINCIPAL OCCUPATION OR KIND OF WORK DONE

<p>P 19—PRINCIPAL OCCUPATION OR KIND OF WORK DONE</p> <p>State clearly exact occupation or kind of work done during the last 30 days, <i>e.g.</i>—Mechanical engineer, Paddy cultivator Tea plucker, Accounts Clerk, Vegetable seller, etc.</p>	
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Whom to Ask : Ask all employed persons, That is persons for whom code 1—employed, is circled in P 15.

How to Ask : What is your main occupation ?

How to Record : The entry must describe clearly and specifically what the person does, for example paddy cultivator, wholesale trader, lorry driver, etc. An acceptable description of occupation often requires at least two words. Terms such as clerk, driver, cultivator are not adequate and therefore not acceptable for our purposes. Therefore it is necessary to give details of the occupation as far as possible. *Example.*—accounts clerk, bus driver, paddy cultivator.

Some acceptable and unacceptable entries are given below :

<i>Unacceptable</i>	<i>Acceptable</i>
Cultivator	.. Type of crop grown should be specified .. paddy cultivator, chena cultivator, tobacco planter, etc.
Government Servant	.. Sinhala Stenographer, Administrative Assis- tant, Assistant Director, Office Peon, etc.
Field Officer	.. Cultivation officer, Agricultural Instructor, Rural development officer, etc.
Secretary	.. The term Secretary should be used for persons doing secretarial work. For elected or appointed officers, their full designation should be stated as Secretary to the Ministry of Health, Secretary, River Valleys Development Board, etc. If a private secretary state 'private secretary'.

- Technical Officer .. Specify technical field.
- Teacher .. Level of School a teacher teaches and the subjects should be stated as far as possible.
Example.—School teacher Nursery or Montessori School teacher, University Lecturers, etc.
- Clerk .. Accounts clerk, audit clerk, stores clerk, etc.
- Labourer .. Municipal garbage collector, road sweeper, office labourer, garden labourer, tea plucker, rubber tapper, etc.
- Building repairer .. Carpenter, colour washer, plumber, roofer, etc.
- Doctor .. Physician, dentist, veterinarian, gynaecologist, ayurvedic doctor, etc.
- Engineer .. Civil engineer, mechanical engineer, electrical engineer, etc.
- Factory worker .. Lathe operator, soap wrapper, pasting labels, press operator, etc.
- Inspector .. Public Health Inspector, Police Inspector, etc.
- Foreman .. Foreman Carpenter, Foreman Electrician, etc.
- Manager .. Bank Manager, Personnel Manager, Co-operative Store Manager, etc.

(P 20)

P 20—KIND OF INDUSTRY, BUSINESS OR SERVICE

P 20—KIND OF INDUSTRY, BUSINESS OR SERVICE

State clearly, the type of industry, nature of business, or service carried on in the work place, e.g.—tea estate, grocery shop, Health Department, paddy cultivation, etc.

Whom to Ask : Ask all persons from whom occupation was asked.

How to Ask : What kind of industry or business is done at your work place ?

How to Record : Industry refers to the kind of work carried on in the work place. It is important to understand the difference between occupation and industry. Industry refers to the kind of work carried out at establishment or the place of work where the person is employed. On the other

hand occupation refers to the kind of work done by the person himself. For example, a lorry driver employed in a textile factory would have the entry "Lorry driver" under occupation and the entry "textile factory" under kind of industry, business or service. A lorry driver employed on a tea estate will have the entry "Lorry driver" under occupation and the entry "tea estate" under the kind of industry, business or service. Note that the same occupation can be carried on in different kinds of industry, business or service.

For a clear and specific description of industry the entry must give both a general and a specific description of the work done. For example, paddy cultivation, textile shop, tea factory, rice mill. In these examples, cultivation, shop, factory and mill are general terms. They are made specific by the terms paddy, textile, tea and rice. Without these specific terms the description is incomplete and useless. For self-employed persons, state the nature of work they do. *Example*—paddy cultivation, selling fish, carpentry, etc., as the case may be.

Examples of some unacceptable and acceptable entries are given below :

<i>Unacceptable</i>	<i>Acceptable</i>
Cultivation	.. Type of crop cultivated must be stated, e.g., paddy cultivation, vegetable cultivation, tea estate, rubber estate, coconut plantation.
Estate	.. State whether tea estate, rubber estate or coconut estate, etc.
Business	.. The exact nature of business should be stated, e.g., retail trade, wholesale trade, import trade, export trade, etc.
Factory	.. Tea factory, steel factory, shoe factory, printing press.
Repairing	.. Shoe repairing, motor vehicle repair garage.
Shop	.. Item sold and whether wholesale or retail should be specified. Retail textile shop, grocery shop, bookshop, wholesale textile shop, retail hardware shop.
Firm, Private Company	Airline office, Insurance company, private bus company.
Government Departments and Ministries	Write the name of the Department or Ministry.
Animal husbandry	.. Poultry keeping, goat rearing, cattle farming, etc.

- School .. Nursery or Montessori School, Government School, Private School, Technical college, tutoring, typing school, University, etc.
- Household enterprise .. Batik making, basket weaving, mat weaving, flower making.
- Fishing .. Ocean fishing, coastal fishing or inland water fishing, etc.

(P 21)

P 21—EMPLOYMENT STATUS

P 21—EMPLOYMENT STATUS	
1—Government Employee	1—Govt. Emp.
2—Semi-Government Employee	2—Semi. Govt.
3—Other Employee	3—O. Emp.
4—Employer	4—Empr.
5—Own Account Worker	5—OAW.
6—Unpaid Family Worker	6—UFW.

Whom to Ask : Ask all persons from whom occupation and industry were asked.

How to Ask : Often the employment status is obvious from the answers given to P 19—Occupation and P 20—Industry. If the answer is not obvious, then ask :

Are you a (read categories) ?

EXPLANATION OF THE EMPLOYMENT STATUS CATEGORIES

1. *Government Employee.*—is an employee of the Government who is paid by the Government, Employees of all Government Departments, Ministries, Government Schools are Government employees.

Persons employed by a contractor doing a contract job for the Government such as constructing buildings, repairing and maintaining equipment should not be considered as Government Servants.

2. *Semi-Government Employee.*—is a person employed by any State Corporation, a State Board and the following State Banks : National Savings Bank, Bank of Ceylon, Peoples Bank, State Mortgage Bank and also all State owned business undertakings, and local authorities. *Example*—Cement Corporation, Building Materials Corporation, Sugar Corporation, Tea Board, Janata Estate Development Board, Mahaweli Development Board, Universities, Local bodies, etc.

3. *Other Employee.*—An “Other Employee” is any person who is an employee of an institution other than a Government or Semi Government institution. Employees of private Banks and other private sector institutions belong here.

4. *Employer.*—An employer is a person who either operates his/her own business or is engaged independently in a profession or trade for profit in which he employs one or more workers other than unpaid family workers or apprentices. e.g., a mason who employs paid labourers. A shop keeper with paid employees. A tailor working on his own with paid assistants, Private Medical Practitioner with paid staff, etc.

Heads of Departments and Heads of Government Institutions are not employers. They are Government Employees. They are employed by the Government.

5. *Own Account Worker.*—An own account worker is a person who works on his own and has no paid employees, e.g., a person who operates his own business alone or is engaged independently in a trade or profession, but has no employees in his business other than perhaps unpaid family workers. Examples : Vendors, pavement hawkers, boutique keepers, farmers who have no paid assistants.

6. *Unpaid Family Worker.*—An Unpaid Family Worker is a person who has worked without pay of any kind for at least 15 hours a week during the specified reference month in a business or enterprise operated by any member of the household excluding house keeping. An Unpaid Family Worker may receive board and lodging. This should not be considered as payment in kind since it is not dependent purely on the work performed.

A wife or a child who helps the head of the family in cultivation work or running a sundry store, boutique, etc., would be regarded as an unpaid family worker if the work done has exceeded, on the average three hours a day. It should be emphasised that there can be Unpaid Family Workers in seasonal occupations e.g., paddy cultivation and chena cultivation, etc. An Unpaid Family Worker in a seasonal occupation would be one who has worked without pay of any kind for an average of 15 hours a week during the last season in any economic activity, business or undertaking operated by any member of the household excluding house-keeping.

(P 22)

P 22—DISTANCE FROM USUAL RESIDENCE TO PLACE OF WORK OR SCHOOL

P 22—DISTANCE FROM USUAL RESIDENCE TO PLACE OF WORK OR SCHOOL	Distance to place of work/school
Enter in miles ignoring fractions as 01,04,17 etc. If under 1 mile enter '00'. If no fixed work place write 98	<input type="text"/> Miles

Whom to Ask : All employed persons and students. *i.e.*, those circled 1 and 2 in P 15 and children circled 1—attending school in P 12.

How to Ask : What is the distance from your usual residence to place of work (or school, if the person is student).

How to Record : Enter the distance in miles ignoring fractions. If the distance is 90 miles or more enter as 90.

<i>Distance</i>	<i>Entry</i>
½ mile	.. 00
1 ¼ miles	.. 01
5 ¼ miles	.. 05
15 ¾ miles	.. 15
90 miles	.. 90
105 miles	.. 90

- General :**
- (i) The distance required is the distance along the normal route taken by the person from his usual residence to place of work or school.
 - (ii) If the exact distance is not known record the best possible estimate using your knowledge of the places concerned and by making inquiries, if necessary, record the best possible estimate.
 - (iii) For persons who have no fixed place of work enter 98. Door to door salesman and vendors who sell goods at different market places are examples of such persons. If a person works at his place of residence enter '00'.

(P 23)

P 23—PRINCIPAL MODE OF TRAVEL TO PLACE OF WORK/SCHOOL

P 23—PRINCIPAL MODE OF TRAVEL TO PLACE OF WORK OR SCHOOL.			
1—Walking	5—Train	1—Walk	5—Tr.
2—Bicycle	6—Bus	2—Bic.	6—Bus
3—Motor cycle	7—Train & Bus	3—Mo. Cyc.	7—Tr. & Bus
4—Car	8—Other/not applicable	4—Car	8—Other/not app.

Whom to Ask : Ask all employed persons and students.

How to Ask : How do you normally travel to the place of work (or school) ?

How to Record : (i) If the person walks the *entire distance* circle 1.

- (ii) If the person uses any other mode of transport, circle the one which covers the greater part of the distance, except when he travels by both train *and* bus in which case code 7—Train and bus—should be circled.

The respondent will normally report the place of birth by the name of a town or village or some such small area. With your knowledge of the area identify correctly the district where the reported place is located. If you have difficulty in identifying the district correctly record the name of place with any helpful comments about its location as reported by the respondent and leave the code boxes blank.

(P 25)

P 25—PLACE OF USUAL RESIDENCE

<p>P 25—PLACE OF USUAL RESIDENCE</p> <p>91—This Town/Village</p> <p>92—Outside this Town/Village but within the district</p> <p>If another district/country state the district/country and enter its code</p>	<p>91—This T/V.</p> <p>92—This Dist.</p> <p>.....</p> <p style="text-align: center;">District/Country</p>
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How to Ask : Where is your usual residence ?

How to Record : If the usual residence is in the same town or village as the town or village of enumeration circle 91. If it is outside that town/village or but is within the same district circle

If it is in another district or another country write the name of the district or the country and write the relevant code by reference to the code list given on the inside front cover of this manual or in your Reference Card.

Note.— (i) The district of usual residence should be given in terms of current district names and boundaries. See the inside back cover of the C. S. Book for A. G. A. Divisions of recently redemarcated districts.

(ii) If a person has more than one place of residence enter as usual residence that place where the person spends most of his time. Example : Weekly Boarders—For a school child who stays in a hostel or boarding house during the week for schooling but returns home for the weekend, the usual residence is the place from where he goes to school.

Similarly for workers going to work from a boarding or other place and returning home for a few days of the week or month, the usual residence is the place from where they go to work.

For a person who maintains two houses the one where he spends more of his time is the usual residence.

(iii) Do not record permanent residence, birth place or parents residence as usual residence if the usual residence is elsewhere.

(P 26)

P 26—PERIOD OF STAY IN THE TOWN/VILLAGE OF USUAL RESIDENCE

<p>P 26—PERIOD OF STAY IN THE TOWN OR VILLAGE OF USUAL RESIDENCE</p> <p>Enter the number of years ignoring fractions. If less than one year enter '00'. If living since birth circle 91 and end interview.</p>	<p>91—Since birth (end interview)</p> <p>Years→go to P 27</p>
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Whom to Ask : Ask of all persons.

How to Ask : How long is it since you came to live in the town/village of your usual residence.

General : SHORT PERIOD OF ABSENCE.—Short periods of temporary absence from usual residence for reasons of vacation, business, study, professional work, etc., should not be deducted to estimate the duration of stay.

e.g.—a person living in his usual residence since birth but has been away for a reason given above for 6 months or even a year should be considered as living since birth. For a person who has been at the present usual residence for 5 years but was temporarily away for 3 months the entry to be made is 05 and not 04.

How to Record : Enter the period in years leaving out fractions as illustrated below :—

<i>Period</i>	<i>Entry</i>
Under 1 year ..	00
1½ years ..	01
5 years 10 months ..	05
15 years ..	15

Note.—If 91 is circled in this cage, end the interview, that is do not ask P 27. P 27 should be asked only if a certain number of years is entered in the box in this cage.

(P 27)

P 27—DISTRICT OF PREVIOUS RESIDENCE

<p>P 27—DISTRICT OF PREVIOUS RESIDENCE (immediately before coming to live in this Town/Village.) If previous residence was also in this same district circle 91. Otherwise write the district/country and enter its code.</p>	<p>91—This District</p> <p>..... District/Country</p>
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When to Ask : Ask only persons who have moved to the usual residence from elsewhere. Do not ask persons for whom code 91—living since birth was circled in the previous cage, P 26.

How to Ask : Where were you living just before coming to live in the town (or village) of usual residence ?

How to Record : (i) If the previous residence was in the same district as the present usual residence circle code 91. If the previous residence is given as Town or Village other than the usual residence enter the name of District where that town or village is located. Also enter the code assigned to the district. If previous residence was outside Sri Lanka enter the country and its code.

(ii) If the entry in P 26 is ' living since birth ', do not fill in this cage.

Important : Districts should be entered according to their current names and boundaries.

See note on the inside back cover of this Manual or your C. S. Book.

