

## SECTION-I

### METHODOLOGY

#### *Introduction*

Pakistan Bureau of Statistics has been carrying out Labour Force Survey (LFS) since 1963. The scope of the survey was extended to Azad Jammu & Kashmir (AJ & K) in 1992-93. Along the way, the questionnaire and methodology of the survey have been undergoing pertinent improvements to keep current with best practices. The questionnaire was improved in 1995 to reckon with the size and composition of migration and informal sector. The scope of the survey was extended in 2001-02 to take the stock of occupational safety and health of employed persons. This practice has since been continuing. This is the first ever report of LFS in AJ & K produced by this Bureau.

2. This report presents results of LFS 2012-13 carried out in AJ & K. The survey's sample size comprises 2,752 households enumerated through the four quarters of the year.

#### *Objectives*

3. The major aim of the survey is to collect a set of comprehensive statistics on the various dimensions of AJ & K's civilian labour force as a means to pave the way for skill development, planning, employment generation, assessing the role and importance of the informal sector and, sizing up the volume, characteristics and contours of employment. The broad objectives of the survey are as follows:

- To collect data on the socio-demographic characteristics of the total population i.e. age, sex, marital status, level of education, current enrolment and migration etc;
- To acquire current information on the dimensions of AJ & K labour force; i.e. number of persons employed, unemployed, and underemployed or out of labour market;
- To gather descriptive facts on the engagement in major occupational trades and the nature of work undertaken by the institutions/organizations;
- To profile statistics on employment status of the individuals, i.e. whether they are employers, own account workers, contributing family workers or paid employees (regular/casual);
- To classify non-agricultural enterprises employing household member(s) as formal and informal;
- To quantify the hours worked at main/subsidiary occupations;
- To provide data on wages and mode of payment for paid employees;
- To make an assessment of occupational health and safety of employed persons by causes, type of treatment, conditions that caused the accident/injury and time of recovery; and
- To collect data on the characteristics of unemployed persons i.e. age, sex, level of education, previous experience if any, occupation, industry, employment status related to previous job, waiting time invested in the quest for work, their availability for work and expectations for future employment.

### ***Reference Period***

4. Reference period is week i.e. seven days before the date of enumeration.

### ***Field Operation***

5. PBS is the national statistical organization responsible for collection, processing, compilation and dissemination of statistics. It has 34 Regional/Field Offices located all over Pakistan including AJ & K. These offices are equipped and manned with regular and trained field staff for the collection of data from the field.

6. In order to evolve dynamics of field enumeration in line with the survey's objectives, training is imparted to the concerned staff on interviewing techniques and other procedure to be used in the enumeration. For quality control, supervisors from Regional/Field Offices and headquarter, make frequent field visits to keep the collection process on track.

### ***Data Processing and Editing***

7. Soon after data collection, the supervisors edit, check and clean the filled-in questionnaires manually for consistency and completeness and refer back to field where necessary.

8. Editing and coding is done at headquarter by the subject matter section. Computer edit checks are applied to get even with errors identified at the stage of data entry. The relevant numerical techniques are used to eliminate erroneous data resulting from mistakes made during coding. The survey records are further edited and rectified through a series of computer processing stages.

### ***Sampling Plan***

9. *Universe* of this survey consists of all urban and rural areas of Azad Jammu & Kashmir defined as such by 1998 Population Census and changes made thereafter by the Azad Jammu & Kashmir Governments. The military restricted areas of Azad Jammu & Kashmir is out of the scope of this survey.

### ***Sampling Frame***

10. *Urban Areas* Pakistan Bureau of Statistics has developed its own sampling frame through Quick Count Record Survey. This frame is an areas frame whereby each district has been divided into a number of small compact areas called enumeration blocks (E.Bs). Each enumeration block consists of an average of 200 to 250 households, with well defined boundaries in the prescribed forms and maps. Each enumeration block has been classified as residential, commercial and industrial in accordance with the predominance of an activity therein. This sampling frame was updated through Economic Census 2003. There are 80 enumeration blocks in urban areas of Azad Jammu & Kashmir.

11. *Rural Areas:* The sampling frame for rural domain consists of list of villages/mouzas/dehs prepared during Population Census. A village/mouza/deh is the smallest revenue estate identified by its name, had-bast number, cadastral map, name of tehsil & district in which it is located. The rural sampling frame consisting of 112 villages/mouzas/dehs has been used for drawing the sample for Labour Force Survey 2012-13.

## ***Stratification Plan***

12. **Urban and Rural Domain** population of Azad Jammu & Kashmir has been treated as an independent and explicit stratum.

13. **Sample Size and It's Allocation:** Keeping in view of the variability for the characteristics for which estimates are to be prepared, population distribution and main objectives of the survey, a sample of 2752 households has been considered appropriate to provide reliable estimates for population parameters within acceptable reliability limits. The entire sample of households (SSUs) is drawn from 192 Primary Sampling Units (PSUs) out of which 80 are urban and 112 are rural. The distribution of sample PSUs and SSUs is given below:

Administrative Unit	PSSU (Blocks/Villages)			SSUs (Households)		
	Urban Blocks	Rural Villages	Total PSUs	Urban Households	Rural Households	Total Households
AJ & Kashmir	80	112	192	960	1792	2752

14. **Sample Design:** A two-stage stratified sample design has been adopted for this survey.

15. **Selection of Primary Sampling Units (PSUs):** Enumeration blocks demarcated as part of urban sampling frame in urban domain and mouzas/dehs/ villages for rural domain have been taken as primary sampling units (PSUs). Sample PSUs from each stratum/sub-stratum have been selected with probability proportional to size. Households and population have been considered as measure of size

16. **Selection of Secondary Sampling Units (SSUs):** The listed households have been treated as secondary sampling units. Based on actual listing undertaken in respect of each sample PSU by the field staff 16 and 12 households have been selected from rural and urban sample areas respectively adopting systematic sampling technique.

### **COEFFICIENT OF VARIATION (CVs) OF IMPORTANT VARIABLES**

Characteristics/ Variables	Coefficient of Variation (Cvs) in Percentage		
	AJ & K	Urban	Rural
Total Persons	1.50	1.74	1.61
Employed Persons	2.91	2.82	3.38
Employed Persons in Formal Sector	6.23	7.43	7.63
Employed Persons in Informal Sector	3.51	4.50	4.02
Literacy Rates	1.13	1.00	1.28
Household Size	1.42	1.68	1.60
Sex Ratio	1.64	2.29	1.85

## ***Method of Data Collection***

17. Data are collected by direct interview method. Generally, the head of household is chosen to provide information about all members of the household. In case of his non-availability at the time of interview, some other informed member of the household down the line is interviewed. The total sample for the year is evenly distributed for enumeration on quarterly basis to offset the effect of seasonal variations. The information collected however relates to the week preceding the date of enumeration.

## ***Coverage***

18. The survey covers all urban and rural areas of AJ & K defined as such by 1998 Population Census, excluding the military restricted areas.

19. All sample enumeration blocks in urban areas and mouzas/dehs/villages in rural areas were enumerated except 35 households due to non contact and refusal cases in urban and rural areas. However, the number of sample households (2717) enumerated as compared to total sample size (2752) is high as response rate is 98.7%.