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BHUTAN STANDARD STATISTICAL CODES (BSSC)

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INTRODUCTION

Over the years, the National Statistics Bureau (NSB) and the stakeholders of the Bhutan Statistical System (BSS) have conducted numerous surveys (complete enumeration as well as sample surveys). Besides definitions and concepts, various codes have been used for categorizing different characteristics of interest. Sometimes the definitions, concepts and codes being used might differ based on the specific topic and the agency conducting the survey.

In-order to streamline the common definitions and concepts as well as codes used by the BSS, the NSB has standardized them based on UN conventions and best practices which are contextualized, modified and made suitable for our national context. The objective for developing statistical code of practice is to ensure data consistency, comparability and to integrate data over time period and across different data sources. For ease of reference for the users, the standard codes of practice are arranged based on commonly used modules in surveys; Household and Household Members, Demography, Education, Employment, Health, Water and Sanitation, Housing Materials, Housing Amenities and Household Assets. Each module starts with definitions and concepts whenever relevant followed by the categorization with codes. Furthermore, there is explanation with photos for some of the categories.

Geo-code, occupation and industrial classifications are contained in separate booklets since the categories under them are substantial running into several pages. This is done in part to facilitate the ease of usage by field enumerators.

National Statistics Bureau hopes to receive pertinent feedback from the users so that improved versions of this booklet can be updated. However, the data producers and providers are encouraged to follow the standards for consistency and comparability. This is done to ease the workload of the data producers by providing a readily available reference. It will facilitate the improvement of data quality and will also increase data literacy of users by providing a common standard.

HOUSEHOLD AND HOUSEHOLD MEMBERS

Household: The household is composed of a person or group of persons, related or unrelated who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household and who share the same living arrangements.

People who live in the same dwelling, but do not share food expenses or eat meals together (e.g. two brothers living in the same dwelling, but having separate food budgets and separate cooking arrangements) should be counted as two separate households.

Household Member: A usual member is a person who ‘normally’ lives in the household. The word ‘normally’ is taken to mean that the person concerned has lived in the household for at least 6 of the last 12 months.

However, the following categories are counted as usual household members even though they have lived less than 6 months in the past 12 months:

- In-country school/college students who stay as boarders and all students outside Bhutan.
- Armed force personnel who live in barracks (‘dekha’) and monks/nuns who live in ‘Shedas’/ ‘Gomdeys’/‘Dratshangs’/Drubdey’ and all monks outside Bhutan.
- Infants who are less than six months old
- Newly married couples who have been living together for less than six months.
- Servants and other paid domestic employees, if they live with the household.
- Persons who have recently joined the household, and are expected to live in this household permanently in the future.

In short, we include all those who ‘normally’ stay in the household, institutional households such as armed forces personnel living in dekha, in-country students staying as boarders, monks/nuns inside Bhutan and those students/monks/nuns outside Bhutan.

The following category is not counted as household members:

- People who have lived in the household for more than six months out of the past 12 months but who are no longer members of the household (e.g. because of death or separation or divorce).
- People who live in the same dwelling, but do not share food expenses or eat meals together (e.g. two brothers living in the same dwelling, but having separate food budgets and separate cooking arrangements).

Household Head: A household head is a usual resident member of the household acknowledged by the other members as the household head. This person may be acknowledged as the head on the basis of age (older), decision making power for a household or some other reasons.

Institutional Household: In an institution (eg, school, shedra/dratshang) group of persons make a common provision of food or/and other essentials for living. Workers at the construction sites/camps will be categorized as institutional households if more than 12 persons are staying together sharing common provision for food.

RESERVED STANDARD CODES

Different codes are being used for various characteristics and their categories. However, the following codes are reserved for uniformity and consistency for both single and multiple answer questions.

For categorical questions, the following are the reserved codes irrespective of number of categories:

1. 96 for 'Other (specify)'
2. 97 for 'Refused'
3. 98 for 'Don't know'
4. 99 for 'Missing values'

For continuous variable (Example: Age, Income etc), the following are the reserved codes:

1. -97 for 'Refused'
2. -98 for 'Don't know'
3. -99 for 'Missing values'

DEMOGRAPHY

Relationship to Household Head	Code
Head	1
Spouse	2
Son	3
Daughter	4
Father	5
Mother	6
Brother	7
Sister	8
Grand-father	9
Grand-mother	10
Grand-son	11
Grand-daughter	12
Father-in-law	13
Mother-in-law	14
Brother-in-law	15
Sister-in-law	16
Son-in-law	17
Daughter-in-law	18
Uncle	19
Aunt	20
Niece	21
Nephew	22
Adopted son	23
Adopted daughter	24
Foster son	25
Foster daughter	26
Step son	27
Step daughter	28
Step father	29
Step mother	30
Other family relatives	31
Live in servant	32
Other non-relatives	33
Other (Specify)	96

Adopted Child: A Child who has been legally adopted.

Foster Child: A Child who has not been legally adopted.

Sex	Code
Male	1
Female	2

Marital Status	Code
Never married	1
Living together	2
Married	3
Divorced	4
Separated	5
Widow/Widower	6

Never Married: Refers to a person who is single or not married.

Living Together: Refers to couples living together but do not consider themselves as married or have not entered into any formal or legal marriage.

Married: Refers to a couple living together as husband and wife, consensually or legally.

Divorced: Refers to a person whose bond of matrimony has been dissolved legally/formally.

Separated: Refers to those who have marital disputes, are living separately, and have not yet settled the dispute legally or formally. Therefore, ‘Separated’ should be a person who were formally or informally in a union, but are no longer continuing the union with their partner.

Widow/Widower: A person whose bond of matrimony has been dissolved by death of his/her spouse.

HEALTH

Place of Delivery	Code
Health facility	1
At home with skilled attendant	2
At home without skilled attendant	3
Away from home with skilled attendant	4
Away from home without skilled attendant	5

Skilled health attendant/skilled attendant : An accredited health professional who has been educated and trained to proficiency in the skills needed to manage normal (uncomplicated) pregnancies, childbirth and immediate postnatal period, and referral of complications in women and newborns. In short any delivery attended by health care providers(Doctor, nurses, HA, etc).

Cause of death	Code
Illness	1
Accident	2
Suicide	3
Violence	4
Other (Specify)	96

EDUCATION

Education Level	Code
Early Childhood Care and Development (ECCD)	0
Primary School	1
Lower Secondary School	2
Middle Secondary School	3
Higher Secondary School	4
Technical and Vocational Education Training	5
Tertiary Education	6

Early Childhood Care and Development (ECCD): Typically designed with a holistic approach to support children’s early cognitive, physical, social and emotional development and introduce young children to organized instruction outside of the family context. It aims to develop socio-emotional skills necessary for participation in school and society and also to develop skills needed for academic readiness and prepare children for entry into primary education.

Primary Education (Class PP-VI): Typically designed to provide students with fundamental skills in reading, writing and mathematics (i.e. literacy and numeracy) and establish a solid foundation for learning and understanding core areas of knowledge, personal and social development, in preparation for lower secondary education.

Lower Secondary Education (Class VII-VIII): Typically designed to build on the learning outcomes from primary education.

Middle Secondary Education (Class IX-X): Typically designed to build on the learning outcomes from lower secondary education.

Higher Secondary Education (Class XI-XII): Typically designed to complete secondary education in preparation for tertiary education or provide skills relevant to employment, or both.

Technical and Vocational Education Training (TVET): Typically designed to provide learning experiences building on secondary education, preparing for labour market entry as well as tertiary education. It aims at acquiring the knowledge, skills and competencies specific to a particular class of occupations or trades. The institutes registered with Ministry of Labour and Human Resources usually provide TVET.

Tertiary Education: Typically designed to build on secondary education, providing learning activities in specialized fields of education. It aims at learning at a high level of complexity and specialization. Tertiary education includes what is commonly understood as academic education but also includes advanced vocational or professional education. It comprises Diploma, Bachelor's degree, Master's degree and Doctoral or equivalent level, which are usually provided by universities.

Education Grade	Code
Pre-primary	0
Grade 1	1
Grade 2	2
Grade 3	3
Grade 4	4
Grade 5	5
Grade 6	6
Grade 7	7
Grade 8	8
Grade 9	9
Grade 10	10
Grade 11	11
Grade 12	12
Certificate	13
Diploma	14
Bachelor's Degree	15
Post Graduate Diploma	16
Master's Degree/Master of Philosophy (MPhil)	17
Doctor of Philosophy (PhD)	18
Early Childhood Care and Development (ECCD)	19

Other Education	Code
Monastic Education (Monks/Nuns)	1
Non-Formal Education (NFE)	2
Other (Specify)	96

Monastic Education: It refers to the Buddhist/other traditional form of education and remains the central form of spiritual learning and development in Bhutan. It has its own established independent governance and follows an independent curriculum, assessment and examinations, and standards. It includes Shedra, Gomdey, Dratshang, Drubdey, etc.

Non-formal Education: Education that has tailored learning experiences to meet the learning needs of the population in a given community, generally targeting learners who did not go to school or could not continue studies.

EMPLOYMENT

Employed Persons: This refers to person 15 years and over who performed some paid work in cash or in kind, during the reference period for at least one hour or the person has a work or business formally attached but temporarily absent from work and going to resume the work.

Unemployed Persons: This refers to persons aged 15 years and over who are not working, actively looking for a work and available for work during the reference period.

Nature of Employment	Code
Regular paid employee	1
Casual paid employee	2
Own-account worker (Non-Agriculture)	3
Own-account worker (Agriculture)	4
Family worker (Non-Agriculture)	5
Family worker (Agriculture)	6
Employer	7
Apprenticeship/Internship	8
Other (Specify)	96

Regular Paid Employee: A person who performed some kind of work, during the reference period, for wage or salary, in cash or in kind.

Casual Paid Employee: Those employees who work as and when they find the work for which they get paid either in cash or in kind. Example: Gomchen who have performed rituals during the reference period, etc.

Own Account Worker (Non-Agriculture): A person who operates his/her own enterprise all alone in the non-agriculture sector and neither employs anybody to operate his/her enterprise nor employed by anybody. (e.g. petty-trader, advocate who practices independently etc.).

Own Account Worker (Agriculture): A person who operates his/her own enterprise all alone in the agriculture sector and neither employs anybody to operate his/her enterprise nor employed by anybody. (e.g. a farmer growing apple in his own land etc.).

Family Worker (Non-Agriculture): A person who helps in an economic enterprise operated by a member of his/her family without payment of wages or salary in the non-agriculture sector. (e.g. a daughter who helps in hand-loom weaving etc.).

Family Worker (Agriculture): A persons who helps in an economic enterprise operated by a member of his/her family without payment of wages or salary in the agriculture sector. (e.g. wife who helps her husband in the apple farm or in cultivation or rice).

Employer: A person who employ at least one paid employee in his/her business or trade.

Institutional sector of employment	Code
Government Agency	1
Armed Forces	2
Agriculture Farming	3
State Owned Enterprise (SOEs)	4
Public Limited Company	5
Private Limited Company	6
Private Business	7
A household(s) (Domestic worker, etc)	8
Non-Governmental/International Government/Civil Society/Organization (NGO/INGO/CSO)	9
Other (Specify)	96

Armed Forces: Armed forces comprised of RBA, RBG and RBP.

State-owned Enterprise: A state-owned company refers to a company that is owned by the government (with a minimum share of 51 percent) and operates as a corporation.

Public limited company: Public limited company refers to a company owned by more than 50 persons and is a separate legal entity of which the shares are traded in a stock market.

Private limited company: Private limited company refers to a company owned by 50 or less individuals and is a separate legal entity. It restricts the right of its members to transfer its shares and it doesn't offer subscription of its shares to the general public.

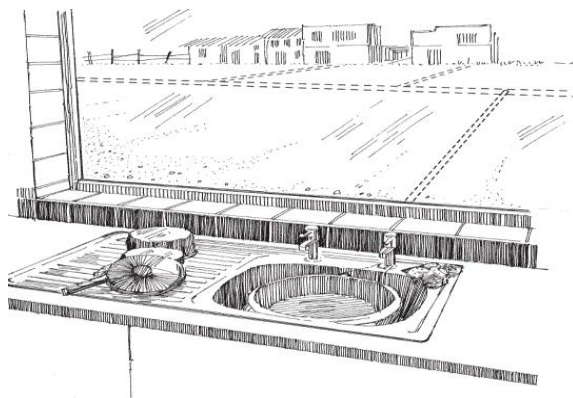
Reason for Being Unemployed	Code
Recently completed studies	1
No suitable job available	2
Voluntarily resigned from earlier job	3
Temporary job ended	4
Terminated from job	5
Illness	6
Disability	7
Lack of experience	8
Lack of skills	9
Lack of adequate qualification	10
Other (specify)	96

Reason for Not Being Able to Take up Job	Code
In studies, training	1
House/family duties	2
Old age	3
Waiting for recall from previous job	4
Waiting for result-Academic	5
Waiting for result-Job interview	6
Waiting for the season to start	7
Disability	8
Injury/Illness	9
Not interested/No need to work	10
Retired/Pensioner	11
Trying to start business	12
Other (specify)	96

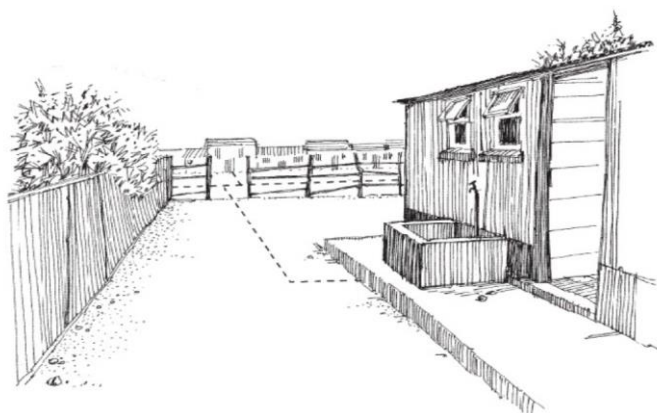
WATER AND SANITATION

Drinking Water Sources	Code
Piped in dwelling	1
Pipe in compound but outside the dwelling	2
Public tap/standpipe	3
Tube well/bore	4
Protected dug well	5
Unprotected dug well	6
Protected spring	7
Unprotected spring	8
Rain water collection (covered reservoir)	9
Rain water collection (uncovered reservoir)	10
Tanker truck	11
Surface water (river, stream, dam, lake, pond, canal, irrigation channel)	12
Bottled water	13
Other (specify)	96

Piped in dwelling is also called a house connection, is defined as water service connected by pipe with in-house plumbing to one or more taps, for example, in the kitchen and/or bathroom.



Piped in compound also called a yard connection, is defined as a piped water connection to a tap located inside the compound, yard or plot outside the house.



Public tap/standpipe is a water point from which the public may collect their water. A standpipe may also be known as a public tap or drinking water fountain. Public standpipes are typically located on a street corner or other public space. They can have one or more taps and are typically made of brickwork, masonry or concrete.



Tube well/borehole is a deep hole that has been driven, bored or drilled with the purpose of reaching groundwater. Boreholes/tube-wells are constructed with casing, or pipes, which prevent the small-diameter hole from caving in and provide protection against infiltration of surface water run-off. Water is typically delivered from a tube-well through a pump that may be powered by humans, animals, wind, electricity, diesel fuel or solar energy.

Protected dug well is a dug well that is protected from surface water run-off through a well lining or casing that is raised above ground level and a platform or apron that diverts spilled water away from the well. Additionally, a protected dug well is covered so that humans, animals, bird droppings and other harmful substances cannot fall into the well.

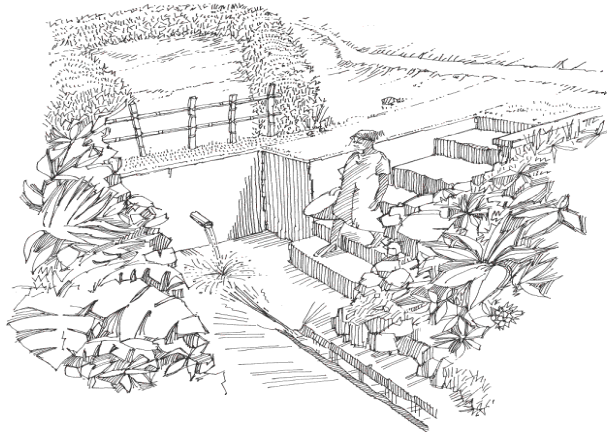


Unprotected dug well is a dug well for which one or both of the following are true:

- (1) the well is not protected from surface water run-off; and/or
- (2) the well is not covered.

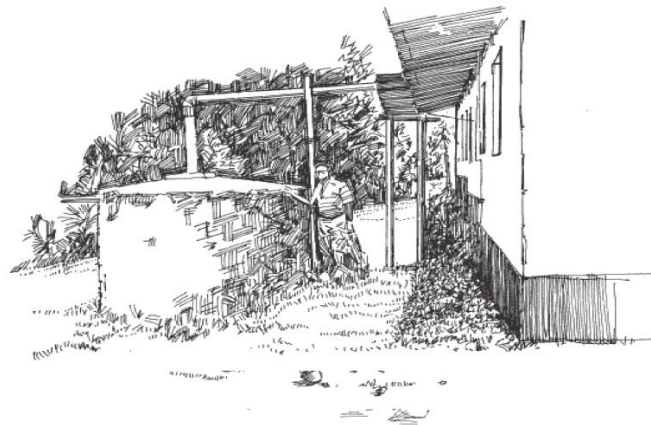


Protected Spring is typically protected by a ‘spring box’ that is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe without exposing the source to surface water run-off and/or contamination by humans or animals.

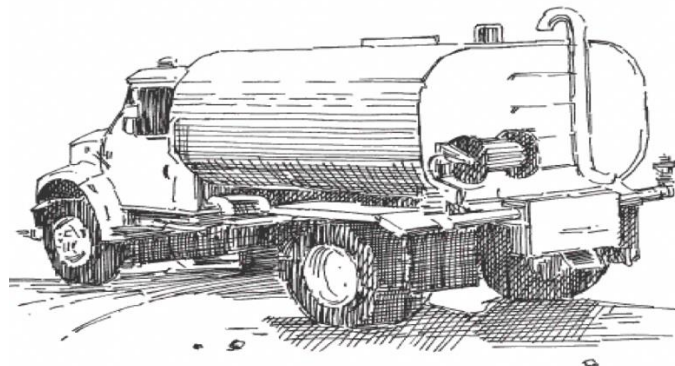


Unprotected spring is a spring where the source is exposed to surface water run-off and/or contamination by humans and animals.

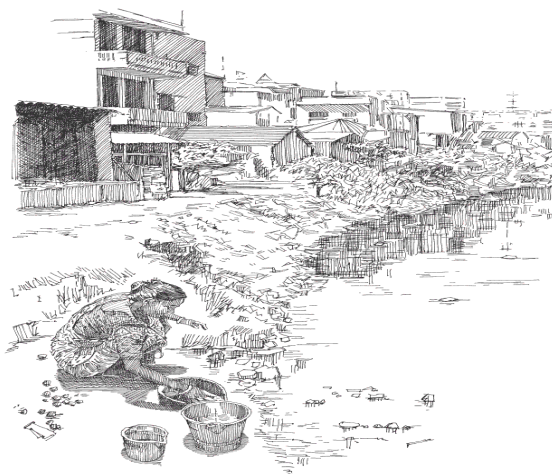
Rain water collection refers to rain that is collected and harvested from the roof of a building and in a container, tank or cistern until used. Ground or surface rainwater catchments should not be considered under this category.



Tanker truck is where a service provider transports and distributes/sells water to households/communities by means of a tanker truck.



Surface water(*river, stream, dam, lake, pond, canal, irrigation channel*) is water located above ground and includes rivers, dams, lakes, ponds, streams, canals and irrigation channels from which water is taken directly.



Bottled water is purchased water sold in small or large bottles. Note that the code refers only to bottled water that is commercially available. Sometimes household members may store water from other sources in used bottles – this should not be coded as bottled water.



Water Treatment Method	Code
Boil	1
Add bleach/chlorine	2
Strain through a cloth	3
Use water filter (ceramic, sand, composite, etc)	4
Solar disinfection	5
Let it stand and settle	6
Other (specify)	96

Boil: refers to boiling or heating water.

Add bleach/chlorine: refers to using liquid chlorine bleach or bleaching powder to treat drinking water.

Strain it through a cloth: refers to pouring water through a cloth that acts as a filter for removing particles from the water.

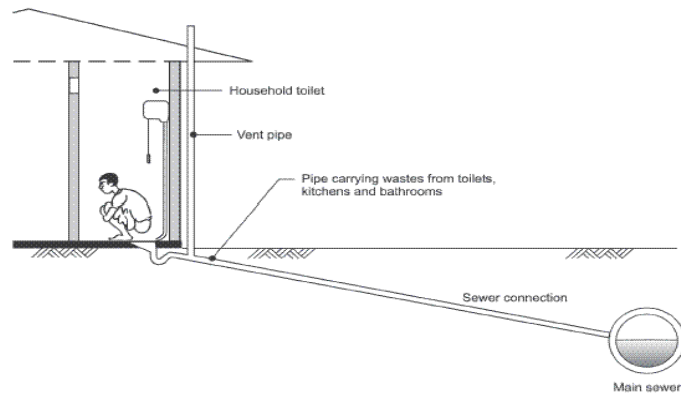
Use water filter: involves water flowing through a filter made of ceramic, sand or a combination of materials designed to remove particles and at least some microbes from the water.

Solar disinfection: consists of exposing water, stored in buckets, containers or clear vessels, to sunlight.

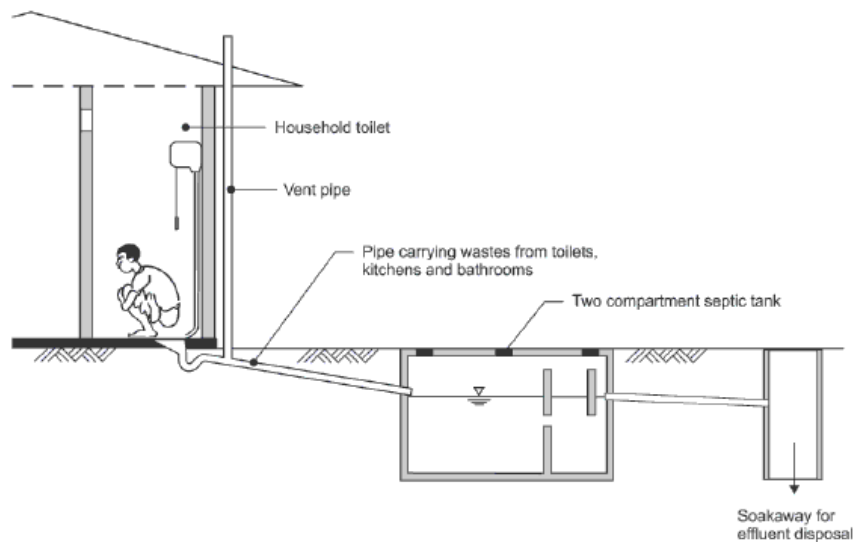
Let it stand and settle: refers to storing water undisturbed and without mixing long enough for larger particles to settle to the bottom by gravity.

Toilet Type	Code
Flush to piped sewer system	1
Flush to septic tank	2
Flush to pit latrine	3
Flush to open drain/open space	4
Ventilated improved pit	5
Pit latrine with slab	6
Pit latrine without slab	7
No facility/bush/field	8
Other (specify)	96

Flush to pipe sewer system: is a system of sewer pipes, also called sewerage, that is designed to collect human excreta (faeces and urine) and wastewater and remove them from the household environment. Sewerage systems consist of facilities for collection, transporting, treating and disposing of human excreta and wastewater.



Flush to septic tank: is an excreta collection device and is a water-tight settling tank normally located underground, away from the house or toilet.

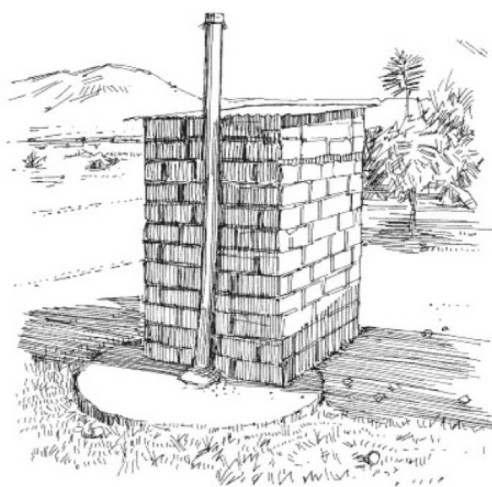


Flush to pit latrine: refers to a system that flushes excreta to a hole in the ground and has a water seal.

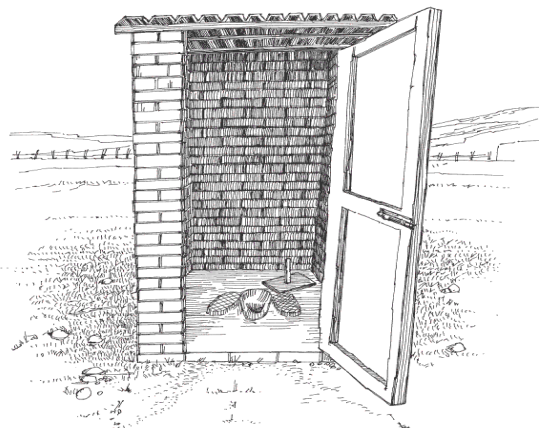


Flush to open drain/Open space: refers to excreta being flushed into an uncovered drainage channel which does not isolate wastes from humans and animals.

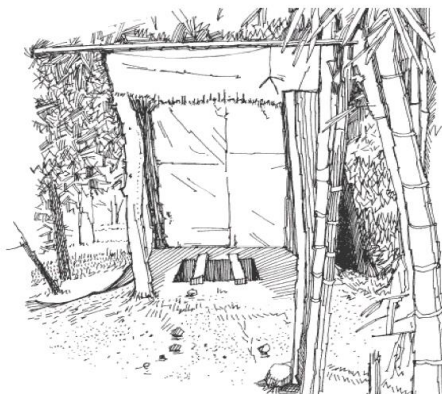
Ventilated improved pit: It comprises a stable foundation and flooring, a dark and sealed pit, and a ventilated pipe extending at least half a meter above the roof of the latrine, fitted with a fly screen.



Pit latrine with slab: is a dry pit latrine whereby the pit is fully covered by a slab or platform that is fitted either with a squatting hole or seat. The platform can be made of any type of material (concrete, logs with earth or mud, cement, etc.) as long as it adequately covers the pit without exposing the pit content other than through the squatting hole or seat.



Pit latrine without slab: uses a hole in the ground for excreta collection and does not have a squatting slab, platform, or seat. An open pit is a rudimentary hole in the ground where excreta is collected.



No facility/bush/field: includes excreta wrapped and thrown with garbage, the ‘cat’ method of burying excreta in dirt, defecation in the bush, forest, field or open spaces, and defecation into surface water (drainage channel, beach, river, stream or sea).



HOUSING MATERIALS

Roof Material	Code
Metal sheets (CGI)	1
Thatch/Banana leaf	2
Bamboo	3
Planks/Shingles	4
Tarpaulin	5
Tiles	6
Slates	7
Concrete/Cement	8
Tin sheets	9
Other (specify)	96

Note: Consider predominant material if there are multiple materials.

Metal sheets (CGI)



Thatch/
Banana leaf



Bamboo



Planks/Shingles



Tarpaulin



Tiles/Slates



Concrete/Cement



Tin sheets



Wall Material	Code
Bricks/Cement blocks/Autoclaved Aerated Concrete(AAC)	1
Stone with mud	2
Wood planks	3
Bamboo with mud	4
Stone with cement	5
Rammed earth	6
Cane//Bamboo	7
Trunks/ Banana leaves	8
Plywood	9
Mud blocks	10
Pre-fabricated wall	11
Other (specify)	96

Note: Consider predominant material if there are multiple materials.

Note: Wood planks includes the locally used “buckles” etc

Bricks/Cement blocks



Stone with mud



Wood planks



Bamboo with mud



Stone with cement



Rammed earth



Cane/Banana leaves/Trunks/Bamboo



Plywood



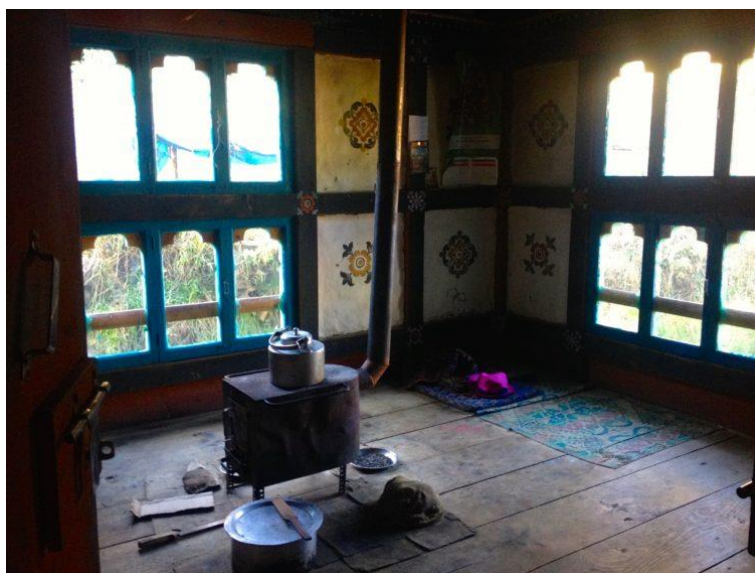
Mud blocks



Floor Material	Code
Planks on timber	1
Planks on concrete	2
Cement/Concrete	3
Terrazzo	4
Earthen/Clay floor	5
Wood block on concrete	6
Tiles on concrete	7
Marbles on concrete	8
Bamboo	9
Wood logs	10
Other (specify)	96

Note: Consider predominant material if there are multiple materials.

Planks on timber



Planks on concrete



Cement/Concrete/Terrazzo



Earthen/Clay floor



Wood block on concrete



Tiles/Marbles on concrete



Bamboo/wood logs



HOUSING AMENITIES

Source of Lighting	Code
Electricity	1
Kerosene	2
Firewood	3
Solar	4
Generator (fuel)	5
Candle	6
LPG	7
Other (specify)	96

Note: Electricity includes both winds and hydro.

Cooking Fuel	Code
Gas (LPG)	1
Electricity	2
Wood	3
Coal	4
Kerosene	5
Dung cake	6
Bio-gas	7
Other (specify)	96

Methods for Heating Dwelling	Code
Bukhari (wood/coal stove)	1
Electric heater	2
Kerosene heater	3
Gas heater	4
Straw/brush/manure stove	5
Traditional stove (Thab)	6
Other (Specify)	96

HOUSEHOLD ASSETS

Asset Items	Code
Television	1
Radio	2
Rice cooker	3
Curry cooker	4
Water boiler	5
Blender	6
Microwave oven	7
Modern stove	8
Refrigerator	9
Washing machine	10
Vacuum cleaner	11
Air conditioner	12
Fan	13
Heater (electric/kerosene)	14
Bukhari	15
Sofa set	16
Choesham	17
Jewelry	18
Seshu gho/kira	19
Laptop	20
Desktop	21
Tablet	22
Smartphone	23
Other mobile phone	24
Motorcycle/Scooter	25
Bicycle	26
Family car	27
Other vehicles	28
Power tiller	29
Tractor	30
Grinding machine	31
Power chain	32

Note:

Grinding machine includes rice and flour mills and excludes kitchen utensils used for grinding.

Jewelry category should include those with substantial value (example: gold, silver, expensive stones, etc...).

Livestock and Poultry	Code
Improved cattle (jersey, swiss brown): Male	1
Improved cattle (jersey, swiss brown): Female	2
Cattle (Jatsha)	3
Cattle (Jatsham)	4
Other Local Cattle : Male	5
Other Local Cattle : Female	6
Poultry	7
Pig	8
Yak	9
Horse	10
Donkey	11
Mule	12
Sheep	13
Buffalo	14
Goat	15
Other (Specify)	96

Land Type	Code
Kamzhing (<i>Dry land</i>)	1
Chuzhing (<i>Wet land</i>)	2
Ngulthodumra (<i>Orchard</i>)	3
Khimsa (<i>Housing plot</i>)	4

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