

PC-II

**PUNJAB DOMESTIC AND HOME BASED WORKERS
SURVEY, (PD&HBWS) 2021-22
(ESTIMATED COST: RS. 156.697 MILLION).**

LABOUR & HUMAN RESOURCE DEPARTMENT
GOVERNMENT OF THE PUNJAB
LAHORE

PC-II

- 1 Name of the Project Punjab Domestic and Home Based Workers Survey, (PD&HBWS), 2021-22
- 2 Administrative Authorities Responsible for:
 - i) Sponsoring Labour & Human Resource Department, Punjab
 - ii) Execution Bureau of Statistics, Planning & Development Board, Government of the Punjab, Lahore
- 3 Details of Survey **HOME BASED WORKERS**
 - i) General description of the Aims/Objectives and Justification

In Pakistan, out of the total working population, 80 percent has been engaged in the informal sector of economy and out of those, 50 percent are women. Among the working women in the informal sector, around 80 percent are home-based workers, which makes a huge proportion of economy of Pakistan. These Home-based women workers (HBWs) usually belong to the poor, lower or lower middle income background and form various age groups and possess very little or no education at all have no social protection. Home Based Workers (HBWs) refer to the general category of workers, who work in the informal or unorganized sector carrying out remunerative work within their homes or in the surrounding grounds. However, the term "Home-Based Work" is very broad. Home based workers do piecework for an employer who can be a subcontractor, agent or a middleman.

Home based workers are not confined to the developing countries only but are found in developed countries as well. It is estimated that there are over 100 million home-based workers in the world and more than half this number are in South Asia. The home-based women workers living in almost every low-income urban locality in the country, as well as in remote rural areas, are amongst the most exploited group of workers today. They constitute a major segment of labour deployment in the informal sector of the economy. Bulk of these workers live and work in 'on-the margin' survival conditions and do a variety of jobs for industry and trade, ranging from sewing garments, assembling electronic components to simple jobs of sorting, packaging and labelling goods.

As a workforce, home-based workers have remained largely invisible. By Asian Development Bank's definition, social protection consists of policies and programs designed to reduce poverty and vulnerability by promoting efficient labour markets, diminishing people's exposure to risks, and enhancing their capacity to protect themselves against hazards and interruption / loss of income.

HBWs sector is neither covered by the labour laws nor the definition of home based worker is

part of any statute, so HBW does not fall within the definition of worker / workman for securing certain rights guaranteed under different labour laws. In this scenario, the HBWs are exploited by their employers, contractors and middle men as terms and working conditions of HBWs are not regulated by any law or regulation. Now there is a need to recognize and accept HBWs as "Worker" and protect their labour rights through legislative and administrative actions, which includes; minimum remuneration, pegged to inflation, cost of living, and a fair-wage; regulation of working conditions; skill-development trainings, education and literacy programs; Occupational Health and Safety Standards; Minimum Protection vis-à-vis the responsibilities of employers/ contractors; equality of treatment between homebased workers and organized sector wage earners, especial characteristics of working at home vs. conditions applicable to same/ similar work done in formal industry. Under this policy employers & contractors will be held responsible to ensure safety, health & maternity benefits, registration, insurance and unionization.

The Government has reaffirmed its commitment to bring the laws and regulations concerning HBWs in Pakistan into conformity with the common standards and principles developed by international human rights treaties and ILO Conventions; and ratify the ILO Convention on Home Work, C177, along with the adoption of ILO R-198 Recommendation on the Employment Relationship (2006), which prescribe the 'definition of home-based worker' and calls for equal treatment with HBWs in relation to other wage earners performing similar work. ILO has adopted Convention No.177 for Home Based Workers, which calls upon the member countries to adopt, implement and periodically review policy on homework aimed at improving the situation of home workers, in consultation with the most representative organizations concerned with home workers and those of employers of home workers. Pakistan has not so far adopted C-177 Convention of the ILO.

The Government of Punjab took up the matter on priority and a Provincial Council for the Home Based Workers comprising official and non-official members was constituted with the mandate to formulate policy on HBWs and propose possible legislation for the HBWs for provision of social protection and data collection at the provincial level. The Government of Punjab formulated provincial policy on home-based workers, 2015 and a law with the name "Punjab Home Based Workers Act, 2021" has been introduced in the Punjab Assembly for enactment.

DOMESTIC WORKERS

The International Labor Organization (ILO) states that there are 8.5 million domestic workers in Pakistan. Although no reliable figures exist, it has been estimated that the majority of domestic workers comprise of women and girls from low-income backgrounds. There is very little data available on the largely unregulated domestic work falling under the informal sector in Pakistan. Pakistan has not ratified ILO Convention 189 on the protection of domestic workers from abuse and exploitation under national laws

Patriarchal structures and conservative social norms in Pakistan confine women's bodies and labour to the domestic sphere. Therefore, domestic work is seen as one of the few socially

acceptable means of employability for poor women. It limits their presence to private spaces within the houses they work in, thereby preserving their honour while allowing them to contribute towards the family income. The gendered nature of domestic work has several social and economic implications. Because domestic work is feminized and takes place within the domestic sphere, it is not seen as a legitimate 'job'. Instead, it is perceived as "women's work".

The labour and productivity of domestic workers is undermined and overlooked because of social attitudes that consider household chores, such as cooking and cleaning, insignificant tasks undeserving of praise, dignity or recognition that come with a 'proper' job. This contributes towards the lack of documentation of domestic workers' output that remains invisible and unaccounted for in the formal economy.

Many domestic workers face economic exploitation at the workplace. Owing to illiteracy, poverty, absence of formal rules and limited awareness, domestic workers often do not understand the terms of their employment and have to endure long working hours with little to no compensation. The domestic workers recruited by employment agencies are often made up of migrant labor from the rural areas and smaller cities in Pakistan. The labor practices of certain agencies are exploitative. Employment agencies tend to be profit-oriented enterprises where monetary return takes precedence over the maids' economic welfare, health and well-being. Maids are required to fulfill a minimum number of working hours per day, and they are only allowed a few leaves every month with no rest for the weekends. Some agencies follow a model in which a household is charged an hourly rate set by the company, and the maids themselves receive a monthly salary fixed. However, the salary, though constituting a steady source of income, is less than the amount some maids could have earned by working independently. A maid who works additional hours than the minimum requirement does not receive compensation for those hours in her monthly income.

In most provinces, domestic workers are not covered by labor regulations that guarantee legal protections, such as the right to a minimum wage, social security benefits, and health insurance. Domestic workers have no formal mechanisms or platforms at their disposal for filing complaints, airing grievances, organizing and negotiating for their rights. This makes them vulnerable to exploitation by largely unaccountable employers.

Punjab was the first province in Pakistan to pass legislation on the regulation of domestic work. The Punjab Domestic Workers Act, passed by the provincial assembly in January, 2019, extends rights and privileges to domestic workers, provides for their social protection and establishes the terms and conditions of their employment. Under this law, domestic workers shall receive a minimum wage, work no more than 8 hours a day with compensation provided for extra working hours and will be entitled to paid sick leaves as well as holidays. The act also formalizes the domestic work sector. Employers now have to issue a letter of employment that lays out the terms and conditions of the employment and a copy of the letter is to be submitted to the Labor Inspector. A registration process has also been initiated under Section 22 which establishes a "Domestic Workers Welfare Fund". Domestic workers can now avail benefits from the fund by submitting an application after which they will be provided a security number and an identity card. However, comprehensive implementation of the law is lacking.

Domestic workers still have to work overtime with no compensation, and many are not even aware that the provincial government has stipulated a minimum wage and social security benefits for them. The registration drive is still in its early stages and acts as a deterrent for employers who are hesitant to enter into a formal contract with domestic workers. Some women do not even approach their employers for signing the contract as they are afraid that they will be either not be hired or replaced with non-contractual workers if they are already working.

a) DEFINITIONS

According to the Draft Bill Punjab Home Based Workers Act ,2021

"Home-based work" means production of goods or rendering of services by a person in his home or in other premises of his choice other than the workplace of the employer, for wages, under a contract of employment in writing either directly with the employer or indirectly through a contractor or intermediary subject to limitations mentioned under this Act: provided that any work performed by a person, registered as an employee or worker under any other law, shall not be deemed as a home-based work by working occasionally at home rather than at his usual workplace"

"Home-based worker" means a person who performs home- based work but does not include a worker engaged in explosives, toxic or noxious chemicals and related substances"

As per Punjab Domestic Workers Act, 2019 **"Domestic work"** means any work which takes place within or for the household and includes child care, old age care, sick care or natal/post-natal care and the matters ancillary thereto.

"Domestic worker" is a person who provides services of a domestic nature in a household

b) LEGAL FRAMEWORK

After the 18th constitutional amendment, the subject of labour has been devolved to the provinces. Domestic and home based work is a peculiar nature of work having multiple dimensions especially with regard to terms of employment, remunerations, source of engagement, isolation, invisibility and split working hours with different employers. Women and children of disadvantaged and vulnerable communities are especially involved in domestic work. Home Based Workers (HBWs) and Domestic Workers (DWs) were facing hardships due to their non-recognition as workers and non-coverage under the existing labour laws. They were deprived of core labour rights i.e. right to organize and bargain collectively, social protection, medical coverage, wage determination and many other benefits.

Besides protection of different rights of workers under Articles 11, 17, 37 & 38 of the Constitution of Islamic Republic of Pakistan, 1973, Convention C-177 (Home Work

Convention) of the International Labour Organization makes member states responsible to protect labour rights of HBWs by means of policy, laws and regulations. In view thereof, a DWs Policy was formulated by Labour & HR Department in line with Punjab Women Empowerment Initiatives, 2014 and ILO Conventions covering the DWs which was approved on 17.12.2015. A HBWs Policy was also formulated by Labour & HR Department which was approved on 21.04.2017. Furthermore, Punjab Labour Policy, 2018 also provides special focus on the vulnerable groups of workers including DWs & HBWs.

Stepping forward Labour & HR Department drafted separate laws to regulate service matters of DWs and HBWs. The law on DWs was enacted as "Punjab Domestic Workers Act, 2019" while the law on HBWs having title "Punjab Home Based Workers Act, 2021" has been introduced in the Provincial Assembly of the Punjab and soon shall be enacted as such. Punjab Social Security Institution has been made responsible for registration and provision of healthcare & social protection to these segments of workers also, however lack of actual data hindering the policy formulation for social protection.

Labour & Human Resource Department has stepped up to conduct a survey regarding domestic and home based workers in the province and proposed new ADP scheme titled "Punjab Domestic and Home Based Workers Survey" for the F.Y. 2021-22. The Scheme has been reflected in Annual Development Programme 2021-22 with a total cost of Rs.300.000 M. The purpose of the scheme is to identify the employers engaging HBWs and DWs, number of workers, their wages, financial status, working conditions, working hours, facilities, skills and trades.

SUSTAINABLE DEVELOPMENT GOALS (SDGS-5 & 8)

The data collected under the Punjab Home Based Workers & Domestic Workers Survey, shall provide an opportunity to understand the complexity of the phenomenon of the HBWs & DWs and challenges visa-vis opportunities for their elevation. The survey is aligned with the present Government's drive towards women empowerment, social development and achievement of the goal of decent work. The survey shall also address the Government's efforts towards the achievement of the Sustainable Development Goals (SDGs) i.e. SDG-5 on gender equality & SDG-8 on decent work and economic growth.

PROPOSED PUNJAB DOMESTIC AND HOME BASED WORKERS SURVEY

DATA NEEDS AND CHALLENGES:

Informal work remains concentrated among low-skilled, young, female, and rural workers and is dominated by household enterprises not formally registered, often with less than ten employees, street vendors, and domestic workers. Most labour laws (such as those determining minimum wage, terms of employment, and occupational safety) and social insurance regulations are not applicable to small and unregulated businesses. Informal work also includes off-the-books hiring of home-based workers by registered firms and circumvents legislation. Of an estimated 12 million home-based workers, 80% are women. A large share are own-account workers and more susceptible to seasonal fluctuations in income. With the advent of platforms such as Uber, the number of self-employed informal workers is expected to rise with the downside being that these companies would not be obliged to provide protection and benefits to the employees – considered 'self-employed' or

independent contractors – using their platform.

Think of food stands lined across busy markets, vendors selling balloons and toys, the rickshaw drivers, street-side cobblers, home-based stitchers, embroiders, domestic workers, and now Uber drivers. They are all part of a global informal workforce that has now crossed the two billion mark. With a total population surpassing 200 million, the country has the ninth-largest workforce in the world. More than 70% of the jobs outside agriculture are in the informal sector, and of this, three quarters are taken up by women. Overall, Pakistan's informal sector contributes one-third to its GDP.

Informal workers are a diverse group, facing different needs, risks and contingencies, and drivers of informality are themselves diverse. Therefore, differentiated approaches are needed to extend work-related social protection to different groups of informal workers. By definition, providing such protection to informal workers supports the transition from the informal to the formal economy. Social protection for informal workers can build on existing legislation and infrastructure. Moreover, informal workers are more prone to poverty than their formal sector counterparts. A large proportion have low educational attainment and few receive any formal skills training. Several work without any employment contract and many are hired as daily wagers or temporary staff. Informal employees often work longer hours, yet many earn below or just around minimum wage. Many belong to households without alternate sources of income.

The following reflections are rooted in the propitious terrain prepared by existing legislation both on federal and provincial level, as well as the considerable resources for citizen integration into the nation's modern fabric developed by Pakistan and by Punjab province: NADRA, the federal government's National Database and Registration Authority, maintains profiles for all citizens and delivers their Computerized National Identification Card (CNIC), which serves as unique identifier for a wide range of government programmes. Its use for existing and new work-related social protection schemes could be further strengthened.

The NADRA profile includes citizens' poverty status as a basis for allocating social protection support (e.g., as in the Sehat Sahulat Program for social health insurance), which could give important information about contributory capacities of informal workers and inform decisions to (partly) subsidize insurance premiums. Digitalization of previously paper-based social protection programmes, including interoperability with one another and with NADRA, is advancing. Mobile applications are being developed to facilitate citizen access and participation. The Punjab Information and Technology Board (PITB) has recently established multifunctional Citizen Facilitation Service Centres (CFSCs) in all divisions of the province, including an online Registration Portal to facilitate business registration processes for the general public.

Both Pakistan's National Labour Policy (2010) and Punjab's Provincial Labour Policy (2018) recognise the need to strengthen social insurance schemes for workers, including in the informal economy. Punjab's policy foresees the extension of PESSI coverage to informal workers, and the development of a database of workers ('One System') connecting all relevant bodies within the provincial Labour and Human Resource Department and issuing registered workers an ATM-enabled smart-card linked to NADRA, to streamline registration and payment processes (Government of Punjab, 2018). Most recently, Ehsaas's Labour

Expert Group (LEG) has been focussing on the 'way forward for extension of social protection services to the informal labour sector in Pakistan'. Its report proposes to 'bring the informal workers inside the formal network, address exploitation of labour, and enforcement of minimum wage, as pledged by the Constitution of Pakistan.

Most informal workers don't have access to social assistance programmes which are non-contributory transfers in cash, vouchers, or in-kind, directed at the extreme poor. They are also unable to avail contributory social insurance schemes that provide compensatory support and are enjoyed by formal workers employed in the public or private sector. This creates large gaps in social protection coverage for informal workers.

Pakistan may end up with as many as 181 million people needing jobs by 2050. Not only will these people require employment, but also access to a safety net that protects their livelihood and ensures resilience in the face of adversities like natural calamities, economic downturns, and internal conflicts.

In several developing countries like Pakistan, Bangladesh, India, Indonesia and Nigeria, that collectively account for a third of the world's population, the percentage of workers covered by social protection hovers around single digits. Majority of informal workers remain outside the realm of public policy. Even though there is evidence that social protection can lead to significant welfare gains for workers, low state capacity poses substantial challenges to extending social protection to target workers.

PURPOSE AND OBJECTIVES:

DOMESTIC WORKERS SURVEY

In order to assist the government to improve the protection of domestic workers' rights and their working and living conditions, reliable situational analysis of domestic work is necessary. Such analysis should include quantitative and qualitative studies covering, among other aspects, the number of domestic workers and households that employ them, their socio-demographic profile, patterns and conditions of employment, contractual arrangements and recruitment patterns. The characteristics include the different types of domestic workers, live-in or live-out, paid or unpaid, formal or informal, employment relationship, migrant or non-migrant, kin or not kin (not member of the "nuclear family" but originating from another family or household), the estimation of the Incidence and characteristics of households with domestic workers and the average number of domestic workers engaged by different types of household. Following may be basic areas to be covered by the survey.

1. Occupation at main job
2. Branch of economic activity
3. Status in employment
4. Social security payment by employer
5. Paid annual leave/ sick leave
6. Hours usually worked /actually worked last week
7. Monthly wages and salaries
8. Any other economic activity last week
9. Occupation at secondary job

10. Seeking or available for other work

HOME BASED WORKERS SURVEY

To conduct Home-Based Workers survey following Areas may be considered:

1. Branch of Economic Activity/Industry
2. Home-Based Work by Status in Employment
3. Defining the Categories of the International Classification of Status in Employment (employer, Own account workers, Contributing family workers, Employees, Day labourers)
4. Hours of Work
5. Working conditions (Health & Safety)
6. Earnings/wages
7. Education/Skill
8. Age and Marital Status

PRIMARY USERS

The primary users of the data will be the Provincial Labour Department, line departments, provincial planning institutions, district authorities, political leadership, UN agencies, other development partners; researchers, academia and students.

PROPOSED PUNJAB DOMESTIC AND HOME BASED WORKERS SURVEY, 2021-22

BOS Punjab with the collaboration of Labour and Human Resource Department is planning to conduct first ever Punjab Domestic and Home Based Workers Survey in the province during 2021-22, at District Level. The survey will be conducted in all 36 district (domains) of the Punjab, covering both urban and rural areas. In this way the results will be statistically representative at District, Division and Province level. The urban and rural areas will be considered as main sampling strata and the sampled households will be selected in two stages. The enumeration blocks, Primary Sampling Units (PSUs), will be divided into urban and rural areas according to the probability proportional to size technique. In second stage, 14 households (SSUs) from Urban while 16 households (SSUs) from Rural will be selected from each sampled enumeration block (PSUs), through systematic random sampling while data will be collected by using Computer Assistance Personal Interviewing (CAPI). For budgeting purpose, a sample of size around 40,000 SSUs has been estimated by this Bureau using the two stage stratified cluster sampling methodology, whereas, the final statistically representative sample will be calculated by the Pakistan Bureau of Statistics (PBS) with the same standard methodology

- All the survey activities will be conducted in lines with internationally set protocols & standards. A '06' Six days Training of Trainers (TOTs) and '12' Twelve days training of the field staff will be conducted to train the enumerators. Pre-testing activity of the survey tools will be conducted before the training activity. The data collection will be done by using Computer Assisted Personal Interviewing (CAPI) but, the house listing activity will be conducted by Paper Assisted Personal Interviewing (PAPI). Dashboards will be developed and used to monitor the quality and updated progress of the field activities. A real time data will be available on the Bureau's server on daily basis and field check reports will be developed weekly to get the information about the quality of the field work. A

comprehensive monitoring mechanism will be established for ensuring data quality on all stages. Consultative Meetings with department's focal person's team and stakeholders to finalize survey tools will be conducted for seeking the data demands / needs of the concern stakeholders for future. A focal person for PD&HBWS 2021-22 will be nominated from administrative department, so that they can support to finalize the required indicators and questionnaires of the survey and coordinate all the survey activities with BoS Punjab. The survey tools and final results will be approved by the Steering Committee and presented to the stakeholders, accordingly. Survey results will be disseminated with the decision makers at the provincial level of the province. Capacity Building Workshop for stakeholders will be conducted to rightly understand the facts of survey results in future planning.

MANAGEMENT STRUCTURE

For successful conduction of the activity, a high level management structure will be developed for execution of the survey. The project will be supervised by a Steering Committee, headed by the Chairman P&D Board while Secretaries / Heads of Other related Departments will be member of that Committee. A Technical Committee will also be constituted for providing input on survey methodology, tools and other technical matters. An Operational Group will be formed at BOS Headquarters for execution / management of the survey activities.

STEERING COMMITTEE

A provincial "Steering Committee" will be constituted to monitor overall quality of the survey. The Committee will consist of the Secretaries of the Government Departments, Representatives of ILO, UN WOMEN and Academic/Research Institutions. The Chairman P & DB / Provincial Statistical Authority will chair the Steering Committee (Annexed-D). The Steering Committee would be entrusted to the following objectives and ToRs:

OBJECTIVES:

1. To provide oversight to the implementation of the PD&HBWS and to guide the Technical Committee on the process & contents of the Survey, as well as the Operational Group on survey's day-to-day operation
2. To promote ownership of process, results, dissemination and further analysis of the data for the purpose of policy, advocacy, monitoring the SDGs & provincial commitments
3. To encourage and promote financial and in-kind contributions towards the funding of the survey

ToRs:

1. To work as guiding body for the executing department and the personnel involved in the activity
2. Approval of the Survey Plan, including Questionnaire and Sample Design as well as the timeline
3. To keep oversight of the survey implementation process
4. Convene meetings preferably three during the course of conduction of survey activities.
5. Approval of the Survey Results and Reports.

PD&HBWS TECHNICAL COMMITTEE

A "Technical Committee" will be formulated to provide technical support to the Steering Committee. Chief Economist, P&D Board/Joint Chief Economist, P&D Board, will be the Chairman, whereas, Director General Bureau of Statistics, Punjab will act as Secretary and the Heads of Stakeholder Departments will be the members of the committee (Notification annexed-D). The objectives and ToRs of this committee are proposed as under;

Objectives:

1. To provide guidance and support to the Coordination Group on technical decisions and processes;
2. To promote understanding for utilization of survey results;
3. To provide technical advice to the Steering Committee on survey planning, implementation and dissemination

ToRs:

1. To review the data gaps, indicated in the data needs assessment and advise on the list of indicators, questionnaire modules and content
2. To keep oversight of the survey management and institutional arrangements
3. To appoint dedicated focal points on ethics and develop a protection protocol for ensuring that ethical concerns are reflected on and mitigated against during the life cycle of the survey
4. To review & advise on the sample design, customized questionnaires and manuals
5. To coordinate in preparation for the fieldwork, including informing all the related stakeholders
6. To review the draft tabulations, the statistical analysis and draft chapters of the Key Findings and Final Reports and provide technical inputs of the organizations represented on the Technical Committee
7. To highlight key messages for dissemination of the findings

PD&HBWS OPERATIONAL GROUP

The Director General, BOS Punjab will chair the PD&HBWS Operational Group, as the Project Director of PD&HBWS 2021-22. The execution of all the survey activities, according to the set standards & protocols at National / International level, will be the responsibility of the group. During the performance of multifarious survey activities, the Project Director will be assisted by a Director BOS /Deputy Project Director and following core officers / field staff: -

1. Two Technical Members
2. One IT Manager & One Software Developer
3. Finance & Human Resource Manager (One each)
4. Ten Regional Supervisors
5. Managerial & Support Staff

ToRs:

1. Conducting the meetings with stakeholders.
2. Support in conducting meetings of the Steering and Technical Committees.
3. Orientation of the district authorities through holding of meetings.
4. Preparation of survey plan, development of other survey tools viz development \selection of indicators, preparation of questionnaire, manual for supervisors and enumerators
5. Pre-testing of the CAPI system and incorporation of comments / feedback.
6. Preparation of time bound activities plan and to ensure implementation within the stipulated time frame.
7. Hiring of team supervisors, field enumerators, listers and observers for data collection.
8. Preparation of training manuals, schedule and implementation plan.
9. Facilitate smooth execution of the field work with the coordination of district authorities in all the districts.
10. Ensuring all the logistic arrangements for the field work and data management.
11. To resolve any operational issues arising during the survey execution (Administrative & CAPI).
12. Payment to field teams, maintain accounts and records of expenditure etc

Field Formation

To control the field operations, the whole province will be divided into ten Regions. Each division will act as a PD&HBWS region, except Lahore and Gujranwala Divisions which will be distributed into three MICS Regions i.e 1. (Lahore & Kasur Districts), 2. (Sheikhupura, Nankana sahib, Hafizabad and M.B.Din Districts) and 3. (Gujranwala, Gujrat, Sialkot & Narowal Districts). Each region will be supervised by a Regional Supervisor, who would be the responsible for field activities in the districts falling under the region. For the rollout activity (90 Man-days activity), about 30 survey Teams will be deployed in the 36 Districts. Each team will comprise of; One Team Supervisor, Three Female Enumerators and One Male Enumerator. Each team will complete one cluster (Average 15 households, 14 HHs in Urban and 16 HHs in Rural) in one day, but for the revisiting purpose, special day will be provided on need base. The whole data collection activity will be completed in about 150 man-days. For the first stage of house listing, about 90 Listers will be required to complete the work in about 60 man-days and 22 supervisors will be deployed to ensure the quality of listing. For both activities, about 20 percent additional field staff will be hired and trained to manage the any shortage during the field operations.

TRAINING OF TRAINERS AND FIELD STAFF

A team of Master Trainers will be developed and trained by conducting a rigorous training session of Six '06' days as per standard protocols. These Master Trainers will be entrusted with responsibility of a comprehensive training the field staff on survey questionnaires, Manuals & CAPI use, and the session will be comprised on '12' Twelve days. Training sessions for field staff will be conducted at Multan, Faisalabad, Lahore and Rawalpindi in two phases. Field teams will be deployed to collect the data after imparting training on the survey tools. A three days training will be conducted for the house listing staff and they will complete the listing of each sampled PSU in two days by covering all structures available within the boundaries of the block.

Monitoring Mechanism

There are two following monitoring processes:

1. Data Quality Assurance: this process focuses on the incoming data to ensure that the data being captured is consistent and logical.
2. Field Monitoring: this process concentrates on what happens in the field verifying that the data collection process is according to instructions manuals and agreed procedures.

For data quality assurance, an online monitoring system will be used along with a dashboard, which will comprise information on the survey progress, i.e. there will be displayed information for each district on the number of targeted households, the number of households covered, as well as the number of targeted, reached, and pending PSUs. It will also include a check on the average number of forms filled per enumerator per day for each district.

The first component of the in-house monitoring system consists of a set of automatic reports that are generated weekly in order to detect any inconsistency in the data. When mistakes are found in these reports, an automatic email is sent to the desk-monitors who will correct the mistakes that require logical observation, leaving the records that require further attention to phone operators or supervisors who will recover the data either with a phone call to the household or by sending the record back to field.

The second component of the system comprises the evaluation of the Field Teams performance using specific applications for observers and field monitors where observers monitor the enumerator's quality of interview and field monitors validate the administrative and operational processes of the survey. Some of the indicators appear in a summary table in the dashboard –as mentioned above- such as total interviews completed, average number of interviews per day, minimum and maximum duration of interview, average HH size interviewed by enumerator. However, there are four aspects relating to data collection and Field Teams performance: the incidence of mistakes in logical checks, the use of the "other" option, the use of "do not know" option and the reported household size. Every aspect intends to spot the enumerators that are having problems in recording the answers from the respondents, in identifying the options that better fit the answer of the respondent, and in identifying all the household members with respect to the previous exercise of household listing. After the enumerators are identified, a timely feedback will ensure that the data collection is of the highest quality.

With reference to the field monitoring, the evaluation includes conventional as well as innovative methods. Under the conventional method a team of Labour and Human Resource Department, Director General and Senior Staff of BoS will carry out the monitoring. This monitoring will be of two broad types, supportive monitoring and, surprise monitoring. All these activities will be coordinated at BOS and ensured that each field team is visited more than once by the monitors.

Besides this, Global Positioning System (GPS) will also be used, as an innovative source of monitoring, to monitor the field work and the movements of the teams. Each team supervisor will send GPS coordinates to the BOS Headquarters, both on arriving and leaving the cluster. This system will

enable the BOS management at Headquarters to monitor whether the teams visited the correct cluster and also the amount of time that the team consumed in the cluster. The information of eligible household members 15 years and above, their classification of economic activity in case of they are employed will be monitored and response level will also be captured by this mechanism. BOS Punjab will further produce Field Check Tables (FCTs) on basis of real-time data and mark the enumerators / supervisors against the errors / inconsistencies. This information will be shared with Field Monitors, who will discuss the errors / issues relating to each team and guide them for correction. The FCTs will enhance the efficacy of field monitoring.

PRIMARY DATA USERS

The primary data users of the survey data will include;

- The Federal & Provincial Governments
- All Social Sectors Departments of the Punjab
- District level Authorities
- International Development Partners
- Academicians/Researchers
- Media & NGOs

Daily Allowances/Remunerations

The following daily allowance and remuneration for added work of conducting PD&HBWS 2021-22 is proposed for approval;

Keeping in view of the workload other than the regular official assignments PD&HBWS, 2021-22 would be a gigantic assignment, for which a lot of special efforts would be required to complete this activity. Keeping in view the prevailing TA/DA rates and previous Surveys e.g. MICS Punjab 2017-18 and PCLS 2019-20, a lump sum package is being introduced. A daily remuneration of Rupees; 1500/- for Lister, 1800/- for Enumerator/ Measurer/ managerial staff (BS: 5-16), 3000/- for Team Supervisor (BS-17), 6000/- for Regional Supervisor, 12,000/- for Monitor/Trainer (BS-18/17) and 15,000/- for Monitor (BS-20/19) of Headquarter is proposed.

COVERAGE OF HARD AREAS

On the basis of past experience during five rounds of MICS and One round of PCLS 2019-20, it has been observed that survey teams faced serious problems of security and logistics during the coverage of hard areas. Therefore, for Punjab Domestic and Home Based Workers Survey 2021-22, hard areas in the Sadiqabad Tehsil (R.Y. Khan District) Rojhan and Jampur Tehsils (Rajanpur district), Chobara Tehsil (Layyah District) Mankera Tehsil (Bhakkar District), Tribble Area of tehsil D.G Khan (D.G Khan District) Isa Khel Tehsil (Mianwali District) and Soan Skesar area of Khushab District and other sensitive areas of province should be covered under special arrangements in consultation with the district administration and Regional Supervisor concerned.

YEAR WISE PHYSICAL PHASING

Gantt Chart Attached

i. Implementation Period	17 Months (August 2021 to December 2022)	
ii. Estimated Cost	Rs. 156.697 Million.	
iii. Financial Plan	The GOP part of the project will be financed out of ADP	
iv. Phasing of the Project	(Million Rupees)	
	Total	156.697
	2021-22	155.497
	2022-23	1.2

Date of preparation of Cost Estimates

August 23, 2021



(SHAMAS UL HUDA)

Director,

Bureau of Statistics, Punjab

Prepared by



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Annex-A

Gantt Chart of PD&HBW Survey 2021-22

Tasks	2021					2022											
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Preliminary Meetings regarding Survey Agreement between L& HRD and BoS Punjab	█																
Preparation of PC-II and Nomination of Focal Persons from L&HRD/PESSI	█																
Approval of PC-II		█															
Notification of all committees		█															
Consultative Meetings with department's focal persons team to finalize survey tools		█															
Hiring of Survey Consultant		█															
Survey plan (SP)		█	█														
Development of Survey Tools		█	█														
Carry out logistical arrangements/Survey Supplies/COVID PPEs		█	█	█	█												
Sample design from PBS		█															
Development & finalize Lol			█														
Meeting of Steering Committee for the approval of SP & Lol			█														
Recruitment HR for Listing		█	█														
Training of Listing Staff			█														
Listing Fieldwork				█	█	█											
Data Entry Listing					█	█											
Carry out sample selection (SSU)						█											
Translations of questionnaires and manuals,			█														
Development of CAPI application			█														
Hiring of Printer			█														
Training of Trainers (ToTs) mid nov				█													
Pre_Test Questionnaire 02 Days and its report writing'				█													
Prepare report from pre-test and; finalise questionnaires and manuals				█													
Meeting of Steering Committee for the approval of Survey Tools					█												
Printing of survey tools					█												
Prepare the sample for the fieldwork CAPI application					█												
Desk testing of CAPI application					█												
Field Testing of CAPI application 02 Days					█												
((Advertisement and Selection of data collection field work staff, Two Phases																	
Fieldwork Training (Phase-I) 12 Days Starting from 3rd week of December					█												
Fieldwork Training (Phase-II) 12 Days starting from 1st week of January						█											
Fieldwork/ Data collection						█	█	█	█								
Primary data editing and cleaning							█	█	█								
Secondary data editing and cleaning								█	█								
Development of Tabulation Plan							█										
Development of SPSS /STATA syntaxes								█									

Prepare survey weights by PBS										■								
Finalise datasets and Data Analysis										■	■							
Meeting of Steering Committee for the approval of Results of the Survey											■							
Prepare Survey Findings Report												■	■	■				
Printing of SFR														■				
Plan and prepare dissemination materials																	■	
Provincial Dissemination of Survey Findings Report																		■
Prepare survey archive																		■

Detailed Tables Cost Estimates Punjab Domestic and Home Based Workers Survey, 2021-22 (Annex-B)

Item #	Description	Unit		Quantity		Amount (Rs)		
		Defined	Cost	2021-22	2022-23	2021-22	2022-23	Total
Table A	Office Equipment					3,180,000		3,180,000
	Laptop	Unit	300,000	10		3,000,000		3,000,000
	Samsung Galaxy Buds plus	Unit	18,000	10		180,000		180,000
Table B	Office Consumables					1,540,000		1,540,000
	Paper A4 size	Ream	800	250		200,000		200,000
	Tonor for photocopier	Unit	75,000	4		300,000		300,000
	Tonor for colour photocopier	Unit	180,000	1		180,000		180,000
	Tonors for printers	Unit	45,000	10		450,000		450,000
	Office stationery & Other consumeables	Month	5,000	22		110,000		110,000
	Computer supplies (USBs)	Unit	1,000	300		300,000		300,000
Table C	Supplies for survey work					2,570,777		2,570,777
	Field Stationery, etc	Person	1,000	348		347,995		347,995
	ID cards	Person	100	348		34,800		34,800
	Water bottles	Person	500	348		173,998		173,998
	Umbrella	Person	700	348		243,597		243,597
	Cap	Person	300	348		104,399		104,399
	Bags/Kits for team/sup/rs/core	Person	2,000	348		695,990		695,990
	COVID PPEs/Face Masks Boxes 3 Ply (800)	Person	400	800		320,000		320,000
	COVID PPEs/Hand Sanitizers 250 ml (1300)	Person	500	1,300		650,000		650,000
Table D	Training of trainers (6 days)	1	Trainings			1,105,200		1,105,200
	Supplies (transparencies, felp. pens, backdrops etc)	LS	10,000	1		10,000		10,000
	Board Room Charges +Multimedia	LS	22,000	6		132,000		132,000
	Field-test (transport)	Vehicle/ POL	10,000	2		20,000		20,000
	DSA to master trainers (02 trainers)	Man-day	15,000	12		180,000		180,000
	DSA to participants (10	Man-day	6,000			360,000		360,000

	trainers) 7 tech 3 IT			60				
	DSA for Managerial Staff (BPS 5-16)[02]		1,800	12		21,600		21,600
	DSA for Support Staff (BPS 1-4)[03]		1,200	18		21,600		21,600
	Refreshments /lunch (20 persons)	Man-day	3,000	120		360,000		360,000
Table E	Listing Training (3 days)	4	Trainings			2,806,241		2,806,241
	Total for One Training					704,100		704,100
	Supplies (transparencies, felp. pens, etc)	LS	20,000	1		20,000		20,000
	Board Room Charges +Multimedia	LS	22,000	3		66,000		66,000
	Field-test (transport)	Vehicle/PO L	10,000	3		30,000		30,000
	DSA for Listers (27)	Man-day	1,500	81		121,500		121,500
	DSA for TS (06)	Man-day	3,000	18		54,000		54,000
	Travel cost of Listers & TS	Trip-person	2,000	33		66,000		66,000
	DSA for trainer (two)	Man-days	12,000	6		72,000		72,000
	Travel cost of trainer	Trip-person	8,000	2		16,000		16,000
	DSA for Managerial Staff (BPS 5-16)[01]	Man-day	1,800	3		5,400		5,400
	DSA for Support Staff (BPS 1-4)[02]	Man-day	1,200	6		7,200		7,200
	Travel for Managerial Staff (BPS 5-16)	Trip-person	2,000	1		2,000		2,000
	Travel for Support Staff (BPS 1-4)	Trip-person	2,000	2		4,000		4,000
	Refreshments (40 Persons)	Man-days	2,000	120		240,000		240,000
Table F	Training of enumerators/supervisors (12 days)	6	Trainings			18,038,400		18,038,400
	Total for One Training					3,006,400		3,006,400
	Supplies (transparencies, felp. pens, backdrops etc)	LS	20,000	1		20,000		20,000
	Board Room Charges +Multimedia	LS	22,000	12		264,000		264,000
	Field-test (transport) 02 days	Vehicle/PO L	10,000	6		60,000		60,000
	DSA to Enumerators (25 Nos)	Man-day	1,800	300		540,000		540,000
	DSA to Team Supervisors (5.5 Nos)	Man-day	3,000	66		198,000		198,000
	DSA to Regional Supervisors (1.7 Nos)	Man-day	6,000	20		122,400		122,400
	Travel cost	Trip-person	2,000	33		66,000		66,000
	DSA for trainer (02 Nos)	Man-days	12,000	24		288,000		288,000
	Travel cost for trainer (one trip)	Trip-person	8,000	2		16,000		16,000
	DSA for IT trainer (01 No.)	Man-days	12,000	12		144,000		144,000

	Travel cost for trainer (one trip)	Trip-person	8,000	1		8,000		8,000
	DSA for IT facilitator (01 No.)	Man-days	1,800	12		21,600		21,600
	Travel cost for IT facilitator (one trip)	Trip-person	2,000	1		2,000		2,000
	DSA for Managerial Staff (BPS 5-16)[01]	Man-day	1,800	12		21,600		21,600
	DSA for Support Staff (BPS 1-4)[02]	Man-day	1,200	24		28,800		28,800
	Travel for Managerial Staff (BPS 5-16)	Trip-person	2,000	1		2,000		2,000
	Travel for Support Staff (BPS 1-4)	Trip-person	2,000	2		4,000		4,000
	Refreshments (50 persons)	Man-days	2,000	600		1,200,000		1,200,000
Table G1	Training of Data Entry Listing (01 day)	1	Training			85,800		85,800
	DSA to participants (06 participants)	Man-day	1,800	6		10,800		10,800
	DSA for Data entry supervisor	Man-day	3,000	1		3,000		3,000
	DSA for trainer (01 IT) & Network Engineer	Man-day	12,000	2		24,000		24,000
	DSA for Monitor	Man-day	15,000	1		15,000		15,000
	DSA IT Support Staff	Man-day	1,800	1		1,800		1,800
	DSA for Support Staff (BPS 1-4)[01]	Man-day	1,200	1		1,200		1,200
	Refreshments (15 persons)	Man-day	2,000	15		30,000		30,000
Table G2	Training of Secondary Editing (01 day)	1	Trainings			105,000		105,000
	DSA to SE participants (04 participants)	Man-day	6,000	4		24,000		24,000
	DSA for SE Master Trainer (01)	Man-day	15,000	1		15,000		15,000
	DSA for trainer (01 IT) & Network Engineer	Man-days	12,000	2		24,000		24,000
	DSA for Monitor	Man-days	15,000	1		15,000		15,000
	DSA for IT Support Staff (01)	Man-day	1,800	1		1,800		1,800
	DSA for Support Staff (BPS 1-4)[01]	Man-day	1,200	1		1,200		1,200
	Refreshments (12 Persons)	Man-day	2,000	12		24,000		24,000
Table G3	Training of Coding Editing (01 day)	1	Trainings			143,000		143,000
	Total for One Training					143,000		143,000
	DSA to Coders (7 Nos)	Man-day	6,000	7		42,000		42,000
	DSA to Master Coders (2 Nos)	Man-day	12,000	2		24,000		24,000
	DSA for Master trainer (01 Nos)	Man-days	15,000	1		15,000		15,000
	DSA for IT trainer (01 No.)	Man-days	12,000	1		12,000		12,000
	DSA for Monitor[01]	Man-day	15,000			15,000		15,000

				1				
	DSA for IT Support Staff [01]	Man-day	1,800	1		1,800		1,800
	DSA for Support Staff (BPS 1-4)[01]	Man-day	1,200	1		1,200		1,200
	Refreshments (16 persons)	Man-days	2,000	16		32,000		32,000
Table H	Pre-testing of Survey Tools (4 clusters + 2 day feedback)					808,600		808,600
	DSA for Desk Testing CAPI (04)	Man-day	6,000	20		120,000		120,000
	DSA for Desk Testing Monitor (01)	Man-day	15,000	5		75,000		75,000
	DSA for team (06)	Man-day	6,000	36		216,000		216,000
	DSA for IT Facilitator (01)	Man-day	6,000	6		36,000		36,000
	DSA for Field Monitor (02)	Man-day	12,000	12		144,000		144,000
	DSA IT Support Staff (02)	Man-day	1,800	12		21,600		21,600
	Field-test (transport)	Vehicle/PO L	10,000	4		40,000		40,000
	Refreshment (13 Persons)	Man-day	2,000	78		156,000		156,000
Table I	Monitoring					0		43,000
	Monitoring of officer 19 & above					23,000		23,000
	Travel cost	Trip	8,000	1		8,000		8,000
	DSA (including night stay and meals)	Person-day	15,000	1		15,000		15,000
	Monitoring of officer 17 & 18					20,000		20,000
	Travel cost	Trip	8,000	1		8,000		8,000
	DSA (including night stay and meals)	Person-day	12,000	1		12,000		12,000
Table J	Development of Survey Tools					7,008,000		7,008,000
	Development of PC-II	Man-days	12,000	40		480,000		480,000
	Development of Survey Plan	Man-days	12,000	21		252,000		252,000
	Development of Survey Manuals (Interviewer, Supervisor, Field Data Quality Assurance, Listing Manuals)	Man-days	12,000	48		576,000		576,000
	Development of CAPI	Man-days	12,000	30		360,000		360,000
	Development of CAPI Manual	Man-days	12,000	8		96,000		96,000
	Development of questionnaire	Man-days	12,000	80		960,000		960,000
	Questionnaire Translation & Re-Translation	Man-days	12,000	40		480,000		480,000
	Suvey Manuals Translation	Man-days	12,000	60		720,000		720,000
	Development of LoI	Man-days	12,000	40		480,000		480,000

	Development of tabulation plan	Man-days	12,000	40		480,000		480,000
	Development of Syntax for Analysis	Man-days	12,000	60		720,000		720,000
	Development of Pre-Testing Report	Man-days	12,000	18		216,000		216,000
	Development of ToT Report	Man-days	12,000	30		360,000		360,000
	Development of Secondary Editing and Coding System	Man-days	12,000	45		540,000		540,000
	Development of Presentations for Training Sessions	Man-days	12,000	24		288,000		288,000
Table K	Printing of Survey Tools					522,500	1,200,000	1,722,500
	Printing of enumerators manual (300)	Page	10.00	30,000		300,000	-	300,000
	Printing of supervisors manual (50)	Page	10.00	2,500		25,000	-	25,000
	Printing of Listing manual (150)	Page	5.00	1,500		7,500		7,500
	Printing of booklets for Listing (3200)	Q	50.00	3,200		160,000		160,000
	Printing of Questionnaire (500)	Q	60.00	500		30,000		30,000
	Printing of Survey Finding Report - Provincial (500)	Report	2,000		500		1,000,000	1,000,000
	Printing of Survey Finding Report -Districts (100)	Report	2,000		100		200,000	200,000
Table L	Technical Support					3,000,000		3,000,000
	Provision of technical Survey consultant	LS				3,000,000	-	3,000,000

Punjab Domestic & Homebased Workers Survey 2021-2022

Budget Estimates (Rs.) (Annex-C)

Item #	Details of Expenditure	Input Type	Unit Defined	Unit Cost	Quantity		Cost		Table	
					2021-22	2022-23	2021-22	2022-23	Total	Reference

	Survey Office and Institutional Arrangements						6,030,000		6,030,000	
1	Survey Equipment	E	List				3,180,000		3,180,000	Table A
2	Office Consumables	O	List			1	1,540,000		1,540,000	Table B
3	Cost of curior services	O	Month	25,000		6	150,000		150,000	
4	Tele communication costs	O	Month	50,000		10	500,000		500,000	
5	Refereshment/ tea for office meetings	O	Meeting	3,000		20	60,000		60,000	
6	Office premisis maintinance	O	Month	100,000		6	600,000		600,000	
	Development and printing of tools/report						7,530,500	1,200,000	8,730,500	
1	Printing of survey tools	P	List				522,500	1,200,000	1,722,500	Table K
2	Development of Survey Tools	P	List				7,008,000		7,008,000	Table J
	Sampling					5,334	2,600,000		2,600,000	
1	PBS sampling fee	Sr	LS	2,000,000		1	2,000,000		2,000,000	
2	Sampling of SSUs	Sr	Cluster	75		2,667	200,000		200,000	
3	Photo copying costof block's maps (Field Office)	P	Cluster	150		2,667	400,000		400,000	
	Supervision and monitoring					1,600	28,600,000		28,600,000	
1	Training monitoring of officer 19 & above including POL	Q	Day trip	23,000		50	1,150,000		1,150,000	Table I
2	Field work monitoring of officer 19 & above including POL	Q	Day trip	23,000		150	3,450,000		3,450,000	Table I
3	Field work monitoring of officer 17 & 18 including POL	Q	Day trip	20,000		900	18,000,000		18,000,000	
4	Monitoring by regional supervisors including POL	Q	Day trip	12,000		500	6,000,000		6,000,000	
	Training					4	22,283,641		22,283,641	
1	Training of Listing Staff (03 days)	Tg	Training	2,806,241		1	2,806,241		2,806,241	Table E
2	Training of trainers (6 days)	Tg	Training	1,105,200		1	1,105,200		1,105,200	Table D
3	Training of enumerators/supervisors (12 days)	Tg	Training	18,038,400		1	18,038,400		18,038,400	Table F
4	Training of Data Entry Listing (01 day)	Tg	Training	85,800		1	85,800		85,800	Table G1
5	Training of Secondary Editing (01 day)	Tg	Training	105,000		1	105,000		105,000	Table G2
6	Training of Coding Editing (01 day)	Tg	Training	143,000		1	143,000		143,000	Table G3
	Field Work					1	69,927,377		69,927,377	
1	DSA & POL for Lister (02 days for one cluster)	Sr	Cluster	3,600		2,720	9,792,000		9,792,000	
2	DSA For Supervisor (TS) including POL	Sr	Cluster	8,000		1,360	10,880,000		10,880,000	
3	Supplies for survey work	Sp	List	2,570,777		1	2,570,777		2,570,777	Table C
4	DSA of team members for data collection per Cluster	Sr	Cluster	10,200		2,667	27,200,000		27,200,000	
5	Transport cost field work per cluster	Sr	Cluster	6,000		2,667	16,000,000		16,000,000	
6	DSA of team members for data collection Re-visits	Sr	Man-Days	10,200		133	1,360,000		1,360,000	
7	Transport cost field work	Sr	Man-	6,000		133	800,000		800,000	

	Re-visits		Days							
8	Pre-testing of survey tools	Sr	List	808,600	1		808,600		808,600	Table H
9	Preparation of tablets for field		Man-Days	3,000	36		108,000		108,000	
10	Supervision of tablets preparation		Man-Days	12,000	9		108,000		108,000	
11	Visits of IT support staff for tablets updation in field	Sr	Man-Days	3,000	100		300,000		300,000	
	Data entry, cleaning, analysis				176,460		9,453,333		9,453,333	
1	Software & Survey tools development (IT)	Sr	Man-Days	12,000	60		720,000		720,000	
2	Supporvision for software review	C	Man-Days	12,000	20		240,000		240,000	
3	Data entry of listing		Cluster	100	2,667		266,667		266,667	
4	Supervision of data entry of listing		Cluster	125	2,667		333,333		333,333	
5	Data editing (primary)	Q	Cluster	100	2,667		266,667		266,667	
6	Data editing (secondary)	Q	Cluster	500	2,667		1,333,333		1,333,333	
7	Supervision Data editing (primary / secondary)		Cluster	125	2,667		333,333		333,333	
8	Monitoring Data editing (primary / secondary)		Cluster	125	2,667		333,333		333,333	
9	Coding		Code	6	133,333		800,000		800,000	
10	Master Coding		Code	10	26,667		266,667		266,667	
11	Post entry cleaning and data analysis	Q	Man-Days	12,000	300		3,600,000		3,600,000	
12	Supervision/monitoring cleaning and data analysis	Q	Man-Days	12,000	80		960,000		960,000	
	Report writing and dissemination				61		6,000,000		6,000,000	
1	Consultancy for Survey Report Writing	A	Man-Days	25,000	60		1,500,000		1,500,000	
2	Provincial Dissemination workshop	A	Seminar	1,500,000	1		1,500,000		1,500,000	
3	Technical Support		List				3,000,000		3,000,000	Table L
	Total						152,424,851	1,200,000	153,624,851	
	Physical Contingency@2%		Percent	2%			3,048,497	24,000	3,072,497	
	GRAND TOTAL						155,473,348	1,224,000	156,697,348	