

RURAL	*
URBAN	

**GOVERNMENT OF INDIA**  
**NATIONAL SAMPLE SURVEY OFFICE**  
**SOCIO - ECONOMIC SURVEY**  
**SIXTY-SEVENTH ROUND (JULY 2010 - JUNE 2011)**  
**SCHEDULE 2. 34 : UNINCORPORATED NON-AGRICULTURAL**  
**ENTERPRISES (EXCLUDING CONSTRUCTION )**

CENTRAL	*
STATE	

<b>[0] descriptive identification of sample enterprise</b>	
1. state/u.t:	6. ward/inv. unit/ UFS block:
2. district:	7. name of owner:
3. tehsil/town*:	8. name of informant:
4. village name:	9. name and address of the enterprise:
5. serial no. of hamlet: (col-1,block-3.1)#	

\*tick mark (✓) may be put in appropriate place. # refers to schedule 0.0.

<b>[1] identification of sample enterprise</b>									
item no.	item	code				item no.	item	code	
1	serial no. of sample village / block					12	FOD sub-region		
2	round number	6		7		13	segment number (1 / 2 / 9)		
3	schedule number	2	3	4		14	second stage stratum (SSS)		
4	sample (central-1, state-2)					15	sample enterprise number		
5	sector (rural - 1, urban - 2)					16	response code		
6	nss-region					17	informant code		
7	district code					18	survey code		
8	stratum.					19	reason for original sample not surveyed (code) [for item 18 = 2 & 3]		
9	sub-stratum								
10	sub - round								
11	sub - sample								

**codes for block 1**

item 16 : **response code** : informant co-operative and capable - 1, informant co-operative but not capable - 2, informant busy but responded - 3, informant reluctant - 4, others - 9

item 17 : **informant code** : owner – 1, manager – 2, others – 9

item 18 : **survey code**: original enterprise surveyed - 1, substitute surveyed - 2, casualty - 3

item 19 : **reason for original sample not surveyed**: informant busy – 1, informant not available – 2, informant non-cooperative – 3, others – 9

<b>item 204 : type of ownership</b>			
proprietary (male) .....	1	Self-help Group.....	5
proprietary(female) .....	2	Trusts .....	6
partnership with members of the same household .....	3	Others.....	9
partnership between members not all from the same household .....	4		
<b>item 209 : location of the enterprise</b>			
<u>within</u> household premises .....	1	with fixed premises but without any structure	4
<u>outside</u> household premises:		mobile market .....	5
with fixed premises and with permanent structure .....	2	without fixed premises(street vendors) ...	6
with fixed premises and with temporary structure/kiosk/stall .....	3		
<b>Items 218 &amp; 219 : nature of problems faced by the enterprise</b>			
erratic power supply/ power cuts.....	01	non-recovery of financial dues .....	05
shortage of raw materials.....	02	non-availability of labour as and when needed.....	06
shrinkage /fall of demand .....	03	labour disputes and related problems .....	07
non-availability / high cost of credit .....	04	others ( <i>specify in the space provided</i> ).....	09
<b>item 221 &amp; 222 : type of assistance received from the government *</b>			
financial loan .....	1	marketing .....	5
subsidy .....	2	raw material.....	6
machinery/ equipment.....	3	others .....	9
training .....	4		

\* This will not include any assistance/ subsidy which are passed on to the consumers.

**Note 1: Mixed activity:** An enterprise at a location will be treated as pursuing mixed activity if it carries out a no. of activities simultaneously and accounts for those activities are not separable. The NIC-2008 Codes for those activities **should be different at 2-digit level**. If accounts are separable, each activity will be treated as separate enterprise.

**Note 2: Major activity:** It is that activity which yields maximum income (1<sup>st</sup>) / turnover(2<sup>nd</sup>) /employment(3<sup>rd</sup>) (in the order mentioned)

[2] particulars of operation and background information		Item no.	code				
(1)		(2)	(3)				
whether pursuing mixed activity? (yes – 1, no – 2)		201					
major activity code (5-digit as per NIC 2008)		202					
description of the major activity:							
If 'yes' in item 201	principal minor activity code (5-digit as per NIC 2008) [ 1 <sup>st</sup> 2 digits of item 202 ≠ 1 <sup>st</sup> 2 digits of item 203]	203					
type of ownership (code)		204					
Whether private non-profit institution? (yes-1, no-2)		205					
If 'yes' in item 205	Whether non-profit institutions serving households (NPISH)? (yes-1, no-2)	206					
If item 204 is '1' to '4'	social group of the owner / major partner (ST-1, SC-2, OBC-3, Others-4, not known-9)	207					
number of other economic activities taken up by the entrepreneur during the last 365 days (applicable if item 204 is '1' to '4')		208					
location of the enterprise (code)		209					
enterprise type during the last 365 days (Own Account Enterprise-1, Establishment-2)		210					
year of initial operation		211					
nature of operation (perennial – 1, seasonal – 2, casual – 3)		212					
number of months operated during the last 365 days		213					
number of hours the enterprise normally worked in a day during the last 30 days		214					
whether accounts maintained ? (yes-1, no-2)		215					
If 'yes' in item 215, whether data collected from books of accounts? (yes-1, no-2)		216					
did the enterprise face any problem in its operation during last 365 days? (yes-1, no-2)		217					
if yes in item 217, nature of problems faced in its operation during the last 365 days (at most two codes in order of severity of problems)	Most severe problem	218					
	Next severe problem	219					
did the enterprise receive any assistance from the government during last three years? (yes-1, no-2)		220					
if yes in item 220, types of assistance received from the government during the last three years (code) (at most 2 codes may be given in descending order of the importance of assistance)	Most important assistance	221					
	Next important assistance	222					

[2] particulars of operation and background information		Item no.	code		
status of the enterprise over the last 3 years (expanding – 1, stagnant – 2, contracting – 3, operated for less than three years – 9)		223			
whether registered under any act/authority? (yes-1, no-2)		224			
<b>Type of registration of the enterprise</b>					
If 'yes' in item 224	whether registered under (yes-1, no-2)	Shops and Establishment Act?	225		
		Municipal Corporation/ Panchayats/ Local Body?	226		
		Vat /Sales Tax Act?	227		
		Provident Fund Act?	228		
		Employees State Insurance Corporation Act?	229		
	any other industry-specific Act/ Authority (give at most three codes)		230		
			231		
			232		
<b>Type of agreement with other units</b>					
Whether the enterprise has any prior marketing agreement with other units ? (yes-1, no-2)		233			
If yes in item 233, supply out of the produce of enterprise covered in the agreement (codes) (whole produce/services-1, portion of produce/services -2)		234			
coverage of the agreement with other units (codes)		235			
does the agreement cover post agreement input price escalation ? (yes-1, no-2)		236			
percentage of payments generally received at the time of sale / delivery under the agreement		237			
whether supplying to a single parent unit ? (yes-1, no-2)		238			
If yes in item 238, whether the parent unit has remained more or less the same in the past three years (only in case of enterprise existing for three or more years) (yes-1, no-2, not applicable-9)		239			

<b>items 230-232 : industry-specific act/authority of registration</b>			
State directorate of industries .....	01	Technical Consultancy Services	
Khadi and Village Industries Commission/ Board.....	02	Organisations/Council for Technological Upgradation.....	11
Development Commissioner of Handicraft /handloom.....	03	Small Industries Development Bank of India (SIDBI).....	12
Coir Board .....	04	Small Industries Services Institutes/ other small industries registration agencies.....	13
Directorate of education /AICTE/NCTE .....	05		
Silk Board .....	06	District Supply and Marketing Society.....	14
Jute Commissioner.....	07	State Trading Corporation of India Limited (STC) .....	15
Pollution Control Board.....	08	Indian Charitable Act .....	16
Directorate General of Foreign Trade/ other export promotion agencies.....	09	Cinematograph act .....	17
State Financial Corporation/Industrial Cooperative Banks/Industrial Development Banks.....	10	Money lender's Act .....	18
		Societies Registration Act, 1860 (including the State variants).....	19
		Public Trust Act .....	20
		Others.....	99
<b>item 235 : coverage of agreement with other units</b>			
a. Raw materials provided by the other unit.....	1	e. a & c .....	5
b. Technology/ designs/ specifications given by the other unit .....	2	f. b & c.....	6
c. Plant and machinery given by the other unit...	3	g. a, b & c .....	7
d. a & b .....	4	h. none of the above .....	9

<b>[2.1] activities pursued by the enterprise during last 30 days ended on ..... / last calendar month ended on .....</b>		
<b>broad description of the activity</b>	<b>item no.</b>	<b>whether pursued the activity during the reference period (yes-1, no-2)</b>
(1)	(2)	(3)
manufacturing activity (NIC-08 Div. 10-33, 01632)	241	
trading activity (NIC-08 Div. 45-47)	242	
transportation and storage activities (NIC-08 Groups 492, 501, 502, excluding 49212, 49213, Div. 52)	243	
postal and courier activities (NIC-08 Div. 53)	244	
accommodation and food service activities (NIC-08 Div. 55-56)	245	
information and communications (NIC-08 Div. 58-63)	246	
financial and insurance activities (NIC-08 Groups 643, 65, 649, Div. 66)	247	
real estate activities (NIC-08 Div. 68)	248	
educational activity (NIC-08 Div. 85)	249	
human health and social work activity (NIC-08 Div. 86-88)	250	
other activities [NIC-08 Industries 37, 38, 39, 69-75, 77 (excluding 7740), 78, 79, 80, 81, 82, 90, 91, 92, 93, 94, 95, 96]	251	

**[3] principal operating expenses during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)**

(1)	(2)	(3)
<b>manufacturing activity (NIC-08 Div. 10-33, 01632)</b>		
main raw materials consumed	Item no.	Value (Rs.)
	301	
	302	
	303	
	304	
other raw materials	305	
purchase value of the goods sold in the same condition as purchased	306	
<b>total (items 301 to 306)</b>	<b>309</b>	

<b>trading activity (NIC-08 Div. 45-47)</b>		
main commodities purchased	Item no.	Value (Rs.)
	311	
	312	
	313	
	314	
other commodities purchased	315	
<b>total (items 311 to 315)</b>	<b>319</b>	

<b>transportation activities (NIC-08 Groups 492, 501, 502, excluding 49212, 49213)</b>		
main items	Item no.	Value (Rs.)
petrol, diesel, lubricants, etc.	321	
tyres , tubes, batteries etc.	322	
repair and maintenance of transport equipment	323	
toll tax, octroi, local fees, insurance charges etc.	324	
charges paid towards storage of goods, parking of vehicles etc.	325	
<b>total (items 321 to 325)</b>	<b>329</b>	

<b>warehousing and support activities for transportation (NIC-08 Div. 52)</b>		
main items	Item no.	Value (Rs.)
consumable stores used in the warehouse	331	
insurance charges	332	
expenses incurred for support activities for transportation	333	
<b>total (items 331 to 333)</b>	<b>339</b>	

**[3] principal operating expenses during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)**

(1)	(2)	(3)
<b>postal and courier activities (NIC-08 Div. 53)</b>		
main items	Item no.	Value (Rs.)
charges for stationeries, postal articles etc.	341	
insurance charges	342	
others	343	
<b>total (items 341 to 343)</b>	<b>349</b>	

<b>accommodation and food service activities (NIC-08 Div. 55-56)</b>		
main items	Item no.	Value (Rs.)
articles consumed for food & drink preparation	351	
purchase value of goods traded	352	
crockery, glassware, bedding and other consumables	353	
fuels consumed	354	
<b>total (items 351 to 354)</b>	<b>359</b>	

<b>information and communications (NIC-08 Div. 58-63)</b>		
main items	Item no.	Value (Rs.)
call charges and rent payable (local call/ STD / ISD, cyber café, radio paging, cellular etc.)	361	
other expenses	362	
<b>total (items 361 to 362)</b>	<b>369</b>	

<b>financial and insurance activities (NIC-08 Groups 643, 649, Div. 65, 66 )</b>		
main items	Item no.	Value (Rs.)
interest payments	371	
commission & brokerage	372	
insurance claims paid	373	
net changes in life insurance technical reserves [ put ( – ) sign in case of negative value]	374	
service charges for work done by other concerns (contract, sub-contract, legal, audit, accounting services, etc.)	375	
others (e.g., electricity, communication, travelling, printing etc.)	376	
<b>total (items 371 to 376)</b>	<b>379</b>	

<b>real estate activities (NIC-08 Div. 68)</b>		
main items	Item no.	Value (Rs.)
maintenance of building, machinery and equipment	381	
other expenses (travelling, hospitality, legal etc.)	382	
<b>total (items 381 to 382)</b>	<b>389</b>	



<b>[3] principal operating expenses during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)</b>		
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
<b>educational activity (NIC-08 Div. 85)</b>		
main items	Item no.	Value (Rs.)
recurring expenses on laboratory and library	391	
recurring expenses on newspaper, journals, paper, printing, stationery etc.	392	
expenses on festivals like annual day, teachers' day, health check-up, etc.	393	
expenses on consumables used in computer, Xerox, cyclostyle, etc.	394	
<b>total (items 391 to 394)</b>	<b>399</b>	

<b>human health and social work activity (NIC-08 Div. 86-88)</b>		
main items	Item no.	Value (Rs.)
diet of patients	401	
medicine and drugs	402	
consumables used in operation theatre, sophisticated equipments, pathological, radiological and other diagnostic tests	403	
syringes, intra veins drip sets, cotton bandages, plastering materials and other disposables	404	
uniforms, linen and laundry materials	405	
health camps, seminar, workshop, awareness programmes and other social activities	406	
training, meeting, documentation, publication, nutritional expenses	407	
<b>total (items 401 to 407)</b>	<b>409</b>	

[4] other operating expenses during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number) (All other operating expenses not covered under block 3 will be recorded here)		
items	Item no.	Value (Rs.)
(1)	(2)	(3)
electricity charges	411	
fuel and lubricant	412	
raw materials consumed for own construction of building, furniture and fixtures (including labour charges)	413	
minor repair and maintenance of	building	414
	plant and machinery	415
	transport equipment	416
	tools and other fixed assets	417
	Information, computer and telecommunication equipment (ICT)	418
rental payable on fixed assets (other than land and building)	421	
service charges for work done by other concerns ( contract, sub-contract, legal, audit, advertising and other accounting services, warehousing expenses, commission expenses, etc.)	422	
travelling, freight and cartage (transport) expenses	423	
communication expenses (telephone, telegram, fax , postal, courier , e-mail etc.)	424	
purchase of consumable stores, packing materials, etc.	425	
paper, printing and stationery expenses	426	
insurance charges	427	
other expenses	428	
<b>total (items 411 to 428)</b>	<b>429</b>	
<b>taxes on production</b> ( recurrent taxes on land, buildings or other structures, business or professional licence fees, road tax, registration fee of vehicles etc. ) [excise duties and other indirect taxes are not to be included]	431	

**Note 3: Apart from the industries mentioned in block 3, this block will also be applicable for NIC-08 Industries 37, 38, 39, 69-75, 77 (excluding 7740), 78, 79, 80, 81, 82, 90, 91, 92, 93, 94, 95, 96.**

**Note 4: Please take care that there is no duplication of entries in similar items like 321 and 412, 323 and 416, 342 and 427 etc.**

<b>[5] principal receipts during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)</b>		
(1)	(2)	(3)
<b>manufacturing activity (NIC-08 Div. 10-33, 01632)</b>		
main products and by-products manufactured	Item no.	Value (Rs.)
	501	
	502	
	503	
	504	
other products/ by-products	505	
sale value of the goods sold in the same condition as purchased	506	
<b>sub-total (items 501 to 506)</b>	<b>509</b>	
opening stock of semi-finished goods	511	
closing stock of semi-finished goods	512	
changes in stock of semi-finished goods (item 512 – item 511) put (–) sign in case of negative value	513	
<b>total (item 509 + item 513)</b>	<b>519</b>	
<b>trading activity (NIC-08 Div. 45-47)</b>		
main commodities sold	Item no.	Value (Rs.)
	521	
	522	
	523	
	524	
other commodities sold	525	
<b>sub-total (items 521 to 525)</b>	<b>529</b>	
opening stock of trading goods	531	
closing stock of trading goods	532	
changes in stock of trading goods (item 532 – item 531) ( put (–) sign in case of negative value)	533	
<b>total (item 529 +item 533)</b>	<b>539</b>	
<b>transportation activities (NIC-08 Groups 492, 501, 502, excluding 49212, 49213)</b>		
main items	Item no.	Value (Rs.)
earnings from passenger traffic	541	
earnings from goods traffic	542	
<b>total (items 541 to 542)</b>	<b>549</b>	

**[5] principal receipts during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)**

(1)	(2)	(3)
<b>warehousing and support activities for transportation (NIC-08 Div. 52)</b>		
main items	Item no.	Value (Rs.)
storage charges received	551	
service charges received for support activities for transportation	552	
<b>total (items 551 to 552)</b>	<b>559</b>	

<b>postal and courier activities (NIC-08 Div. 53)</b>		
main items	Item no.	Value (Rs.)
charges received from customers for postal and courier activities	561	
others	562	
<b>total (items 561 to 562)</b>	<b>569</b>	

<b>accommodation and food service activities (NIC-08 Div. 55-56)</b>		
main items	Item no.	Value (Rs.)
lodging charges, rent receivable for hiring out rooms and halls for functions, conferences and receipts from services provided like transport / travel arrangements, laundry services, gym, spa, hair dressing, swimming pool, entertainment, etc.	571	
receipts from sale of prepared food, refreshment and drinks	572	
receipts from trading of purchased food, refreshment, drinks, etc.	573	
receipts from catering services outside	574	
<b>total (items 571 to 574)</b>	<b>579</b>	

<b>information and communications (NIC-08 Div. 58-63)</b>		
main items	Item no.	Value (Rs.)
charges receivable from customers (STD / ISD / courier/ fax / internet etc.)	581	
other receipts	582	
<b>total (items 581 to 582)</b>	<b>589</b>	

<b>financial and insurance activities (NIC-08 Groups 643, 649, Div. 65, 66 )</b>		
main items	Item no.	Value (Rs.)
interest receipts (cash and kind)	591	
dividend receipts	592	
lease income	593	
brokerage and commission	594	

**[5] principal receipts during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)**

(1)	(2)	(3)
net profit in share dealing	595	
income earned on chit funds	596	
net earnings from hire purchase finance	597	
premium received	598	
supplementary premium received	601	
others (e.g. consultancy, receipts from non-financial activities, if any)	602	
<b>total (items 591 to 602)</b>	<b>609</b>	
<b>real estate activities (NIC-08 Div. 68)</b>		
main items	Item no.	Value (Rs.)
receipts from services provided (including rent on land and building)	611	
brokerage and commission charges	612	
<b>total (items 611 to 612)</b>	<b>619</b>	
<b>educational activity (NIC-08 Div. 85)</b>		
main items	Item no.	Value (Rs.)
tuition fees	621	
other fees (including development fees, transport fees, laboratory fees, examination fees, fines, library fee, etc.)	622	
funding/ donations from individuals and non-govt. institutions	623	
<b>total (items 621 to 623)</b>	<b>629</b>	
<b>human health and social work activity (NIC-08 Div. 86-88)</b>		
main items	Item no.	Value (Rs.)
consultation fees and charges for medicines	631	
charges for operation theatre, and other special procedures	632	
charges for ward, cabin, pathological, radiological and other diagnostic tests, diet, nursing, physiotherapy and rehabilitation, etc	633	
fees for training (nurses, paraprofessionals, etc.)	634	
donations/ grants from individuals and institutions	635	
<b>total (items 631 to 635)</b>	<b>639</b>	

[6] other receipts during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number) (All other receipts of the enterprise not covered under block 4 will be recorded here.)		
other receipts	Item no.	Value (Rs.)
(1)	(2)	(3)
receipts from services provided to others including commission charges	641	
change-in-stock of semi-finished goods (applicable for servicing enterprises engaged in software generation, motion picture production etc.)	642	
value of own construction of building, furniture and fixtures	643	
rental receivable on fixed assets (other than land and building)	644	
funding/ donations from individuals and non-govt. institutions	645	
Govt. grants ( <i>excluding</i> capital transfers like building fund, etc.)	646	
other receipts	647	
<b>total (items 641 to 647)</b>	<b>649</b>	
production subsidy/ interest subsidy	651	

**Note 5:** Apart from the industries mentioned in block 5, this block will also be applicable for NIC-08 Industries 37, 38, 39, 69-75, 77 (excluding 7740), 78, 79, 80, 81, 82, 90, 91, 92, 93, 94, 95, 96.

**Note 6:** Please take care that there is no duplication of entries in similar items like 623 and 645, 635 and 645, etc.

[7] calculation of gross value added during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)		
items	Item no.	Value (Rs.)
(1)	(2)	(3)
total receipts: [items( 519+539+549+559+569+579+589+609+619+629+639+649)]	701	
total operating expenses: [items 309+319+329+339+349+359+369+379+389+399+409+429]	702	
distributive expenses, if any (@)	703	
<b>gross value added (item 701 – item 702 –item 703) put (–) sign in case of negative value</b>	<b>709</b>	

@ includes excise duties, sales tax, non-deductible vat, outward freight and transport charges, commission to selling agents etc.

<b>[8] employment particulars of the enterprise during last 30 days ended on .....</b> <b>..... / last calendar month ended on .....</b>						
type of worker	Item no.	average number of workers				
		full time		part time		total
		female	male	female	male	(cols. 3 to 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
working owner	801					
formal hired worker	802					
informal hired worker	803					
other worker / helper	804					
<b>total (items 801 to 804)</b>	<b>809</b>					

<b>[9] compensation to workers during last 30 days ended on .....</b> <b>month ended on .....</b>			
type of emoluments	Item no.		value (Rs)
(1)	(2)		(3)
salary / wages, house rent allowances, transport allowance, bonus and other individual benefits <b>directly payable to the worker</b> (cash & kind)	working owner	901	
	formal hired worker	902	
	informal hired worker	903	
	<b>sub-total (items 901 to 903)</b>	<b>909</b>	
contribution to insurance, provident fund and other social security schemes (average for a month)	working owner	911	
	formal hired worker	912	
	<b>sub-total (items 911 to 912)</b>	<b>919</b>	
Employer's contribution to canteen, health clinic, child care centre, etc. (average for a month)	working owner	921	
	formal hired worker	922	
	informal hired worker	923	
	other worker / helper	924	
	<b>sub-total (items 921 to 924)</b>	<b>929</b>	
<b>total emoluments (items 909 + 919 + 929)</b>		<b>939</b>	

<b>[10] fixed assets owned and hired as on the last date of reference year (Rs. in whole number)</b>					
type of asset	Item no.	market value of assets (Rs) as on the last date of reference year		*net additions to owned assets during last 365 days / last year (Rs)	monthly rental payable on hired assets (Rs)
		owned	hired		
(1)	(2)	(3)	(4)	(5)	(6)
land and building	1001				
plant and machinery	1002				
transport equipment	1003				
tools and other fixed assets	1004				
software and database	1005				
information, computer and telecommunications equipment	1006				
capital work in progress	1007				
<b>total (1001 to 1007)</b>	<b>1009</b>				

\* net addition can either be positive or negative.

<b>[11] loan outstanding as on the last date of the reference year (Rs. in whole number)</b>			
sources of loan	Item no.	amount (Rs)	interest payable during the last 30 days / last calendar month (Rs)
(1)	(2)	(3)	(4)
central and state level term lending institutions	1101		
government (central, state, local bodies)	1102		
commercial banks	1103		
co-operative banks and societies	1104		
micro-finance institutions	1105		
other institutional agencies	1106		
money lenders	1107		
business partner(s)	1108		
suppliers / contractors	1109		
friends and relatives	1110		
others	1111		
<b>total (1101 to 1111)</b>	<b>1119</b>		



<b>[12] factor incomes of the enterprise during last 30 days ended on ..... / last calendar month ended on ..... (Rs. in whole number)</b>		
type of factor income	Item no.	value (Rs)
(1)	(2)	(3)
emoluments (item 939, col.3 of block 9)	1201	
rent payable (item 1001, col.6 of block 10)	1202	
interest payable (item 1119, col. 4 of block 11)	1203	
net surplus	1204	
<b>total (items 1201 to 1204 )</b>	<b>1209</b>	

<b>[13] particulars of use of information and communication technology (ICT) by the enterprise during last 365 days ended on ..... / last year</b>		
main items	Item no.	(yes-1, no-2)
(1)	(2)	(3)
did the enterprise use computer/s during <reference period>	1301	
did the enterprise use the Internet during <reference period>?	1302	
does the enterprise have a web presence as on the date of survey?	1303	
does the enterprise have an intranet as on the date of survey?	1304	
did the enterprise receive orders for goods or services (that is, make sales) via the Internet during <reference period>?	1305	
did the enterprise place orders for goods or services (that is, make purchases) via the Internet during <reference period>?	1306	
how did the enterprise connect to the Internet during <reference period>?		
narrowband	1307	
fixed broadband	1308	
mobile broadband	1309	
does the enterprise have a local area network (LAN) as on the date of survey?	1311	
does the enterprise have an extranet as on the date of survey?	1312	
for which of the following activities did the enterprise use the Internet during <reference period>?		
sending and receiving e-mail	1313	
telephoning over the Internet/VoIP, including video conferencing	1314	
getting information about goods and services	1315	
getting information from general government organizations	1316	

<b>[13] particulars of use of information and communication technology (ICT) by the enterprise during last 365 days ended on ..... / last year</b>		
main items	Item no.	(yes-1, no-2)
(1)	(2)	(3)
interacting with general government organizations	1317	
internet banking	1318	
accessing other financial services	1319	
providing customer services	1321	
delivering products online	1322	
internal or external recruitment	1323	
staff training	1324	
		number
<average> number of persons employed who routinely used computers during <reference period>.	1325	
<average> number of persons employed who routinely used the Internet at work during <reference period>.	1326	

Item No.	Explanatory Notes
1301	A computer refers to a desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital assistants (PDA) or TV sets.
1302	The Internet is a worldwide public computer network. It provides access to a number of communication services including the World Wide Web and carries email, news, entertainment and data files, irrespective of the device used (not assumed to be only via a computer - it may also be by mobile phone, games machine, digital TV, etc.). Access can be via a fixed or mobile network.
1303	A web presence includes a website, home page or presence on another entity's website (including a related business). It excludes inclusion in an on-line directory of any other webpages where the business does not have control over the content of the page.
1304	An intranet refers to an internal communications network using Internet protocols and allowing communication within an organization (and with other authorized persons). It is typically set up behind a firewall to control access.
1305	Orders received include orders received via the Internet whether or not payment was made online. They include orders received via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They also include orders received on behalf of other organizations – and orders received by other organizations on behalf of the business. They exclude orders that were cancelled or not completed.
1306	Orders placed include orders placed via the Internet whether or not payment was made online. They include orders placed via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They exclude orders that were cancelled or not completed.
1307	Narrowband includes analogue modem (dial-up via standard phone line), Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256 kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256 kbit/s. Narrowband mobile phone access services include CDMA 1x (Release 0), GPRS, WAP and imode
1308	Fixed broadband refers to technologies such as DSL, at speeds of at least 256 kbit/s, cable modem, high speed leased lines, fibre-to-the-home, powerline, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX.
1309	Mobile broadband access services include Wideband CDMA (W-CDMA), known as Universal Mobile Telecommunications System (UMTS) in Europe; High-speed Downlink Packet Access (HSDPA), complemented by High-Speed Uplink Packet Access (HSUPA); CDMA2000 1xEV-DO and DCMA 2000 1xEV-DV. Access can be via any device (mobile cellular phone, laptop, PDA, etc).
1311	A LAN refers to a network connecting computers within a localized area such as a single building, department or site; it may be wireless.
1312	An extranet is a closed network that uses Internet protocols to share securely a business' information with suppliers, vendors, customers or other business partners. It can take the form of a secure extension of an intranet that allows external users to access some parts of it. It can also be a private part of the business' website, where business partners can navigate after authentication.
1314	VoIP refers to Voice over Internet Protocol

Item No.	Explanatory Notes
1317	Includes downloading/requesting forms online, making online payments and purchasing from, or selling to, government organizations. It excludes getting information from government organizations.
1318	Includes electronic transactions with a bank for payment, transfers, etc. or for looking up account information.
1319	Includes electronic transactions via the Internet for other types of financial services such as purchasing shares (stocks), financial services and insurance.
1321	Includes providing online or emailed product catalogues or price lists, product specification or configuration online, after-sales support, and order tracking online.
1322	Refers to products delivered over the Internet in digitized form, e.g. reports, software, music, videos, computer games; and online services, such as computer-related services, information services, travel bookings or financial services.
1323	Including providing information about vacancies on an intranet or website, and allowing online applications
1324	Includes e-learning applications available on an intranet or from the World Wide Web.

[14] particulars of field operations													
srl. no.	particulars	Investigator / Asst. Superintending Officer						Supervisory Officer					
(1)	(2)	(3)						(4)					
1401	(i) name in block letters												
	(ii) code												
	date(s) of	D	D	M	M	Y	Y	D	D	M	M	Y	Y
1402	(i) survey / inspection												
1403	(ii) receipt												
1404	(iii) scrutiny												
1405	(iv) despatch												
1406	total time taken to canvass Sch. 2.34 (minutes)												
1407	whether schedule contains remarks (yes-1, no-2)	in block 15		elsewhere in the schedule		in block 16		elsewhere in the schedule					
1408	signature												

<b>[15] remarks by Investigator/ Asstt. Superintending Officer</b>

<b>[16] comments by Supervisory Officer(s)</b>