



Government of Nepal
National Planning Commission Secretariat
Central Bureau of Statistics

**Survey of Small Manufacturing
Establishments 2008-09**

Questionnaire

Form Number				

Introduction of Establishment

1. Name of the Establishment :-	
2. District :-	<input type="checkbox"/> <input type="checkbox"/>
3. Municipality/VDC :-	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Ward No. :-	5. Tole/Village :-
6. Date of start of Production :-	7. Telephone No :-
8. Name of Entrepreneur :-	9. Entrepreneur's sex :- 1. Male <input type="checkbox"/> 2. Female <input type="checkbox"/>
10. How many months did the establishment operate during the reference period ?	<input type="checkbox"/> <input type="checkbox"/> Months
11. Is the establishment seasonal?	1. Yes <input type="checkbox"/> 2. No <input type="checkbox"/>
12. Legal Status of establishment :-	1. Private <input type="checkbox"/> 2. Partnership <input type="checkbox"/> 3. Private Limited <input type="checkbox"/>
4. Public Limited <input type="checkbox"/> 5. Cooperative <input type="checkbox"/>	6. Others (Specify) <input type="checkbox"/>
13. Main Product Produced :-	NSIC <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

1. Employment

1.1. How many persons were working in the establishment in the reference day? Mention number of persons engaged according to their sex and nationality.

(Note :- Write the number of persons engaged considering 2010 February 15 as the reference day. If the establishment was closed on the February 15, the number of regular persons engaged will have to be taken for the next operational day.)

S.N.	Description	Nepali		Non-Nepali		Total	
		Male	Female	Male	Female	Male	Female
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.1	Total (of 1.1.A + 1.1.B)						
1.1.A. Unpaid Employees (Total)							
1.1.1	Entrepreneur and Active Partners						
1.1.2	Family Members and Other Persons						
1.1.B. Paid Employees (Total)							
1.1.3	Managers						
1.1.4	Administrative Employees						
1.1.5	Technical Employees						
1.1.6	Operative Workers						

1.2. Annual amount of salaries and other benefits paid to employees (in Rs.)

S.N.	Paid Employees	Nepali				Non- Nepali			
		Male		Female		Male		Female	
		Salary	Other Benefits	Salary	Other Benefits	Salary	Other Benefits	Salary	Other Benefits
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.2.1	Managers								
1.2.2	Administrative Employees								
1.2.3	Technical Employees								
1.2.4	Operative Workers								
1.2.5	Total								

1.3. What is the number of persons working in the establishment over and above the average number of workers during the peak period and what was the amount of salaries and benefits paid to them?

S.N.	Description	Male	Female	Total
(1)	(2)	(3)	(4)	(5)
1.3.1	Number of Workers			
1.3.2	Wages and Salaries (Rs.)			

1.4. Were there any workers doing work on contract or any other condition within premises of the establishment?

1. Yes  2. No  (→ Section 2 or Question No. 2)

1.5. If answer of Q.1.4. is "Yes", how many workers had done work in contract or any other conditions and how much amount of money was paid to them?

S.N.	Description	Male	Female	Total
(1)	(2)	(3)	(4)	(5)
1.5.1	Number of Workers			
1.5.2	Wages and Salaries (Rs.)			

2. Purchase of Fuels

Mention the quantity of fuels purchased and consumed and annual Cost of fuels purchased by the establishment during the reference period.

S.N.	Fuels	Unit	Opening Stock	Purchased Quantity	Rate of Purchase	Annual Cost of Purchase	Annual Consumption Quantity	Closing Stock
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2.01	Firewood	Quintal						
2.02	Husk	Quintal						
2.03	Cole	Quintal						
2.04	Diesel	Liter						
2.05	Petrol	Liter						
2.06	Kerosene	Liter						
2.07	L.P.G.	Kg						
2.08	Water	Liter						
2.09	Electricity	Unit						
2.10	Other Fuels							

(Note : " One unit electricity" means "one kilowatt per hour" as indicated in Meter of Nepal Electricity Authority)

3. Purchase of Raw Materials

3.1. What type of raw materials and in what quantity was purchased during the reference period? Mention the opening stock at the beginning of the reference period and consumption of these raw materials during the reference period. Then calculate the quantity of closing stock of these raw materials at the end of the reference period.

S.N.	Raw Materials Purchased	CPC	Unit	Opening Stock	Quantity Purchased during the reference period	Quantity Consumed during the reference period	Closing Stock
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) = (5) + (6) - (7)
3.1.01							
3.1.02							
3.1.03							
3.1.04							
3.1.05							
3.1.06							
3.1.07							
3.1.08							
3.1.09							
3.1.10							

3.2. How much raw materials were purchased by the establishment during the reference period? Mention the cost of raw materials purchased by country.

S.N.	Description	Annual Cost of raw materials purchased (Rs.)
(1)	(2)	(3)
3.2.1	Cost of raw materials purchased within Nepal	
3.2.2	Cost of raw materials purchased from India	
3.2.3	Cost of raw materials purchased from Third Country	
3.2.	Total	

3.3. Mention the raw materials, quantity, rate and amount of purchased by country.

S.N.	Raw Materials	CPC	Country of purchase	Unit	Pruchased Quantity	Rate (Rs.)	Total Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3.3.01							
3.3.02							
3.3.03							
3.3.04							
3.3.05							
3.3.06							
3.3.07							
3.3.08							
3.3.09							
3.3.10							
3.3	Total						

Code of country of purchase :- 1. Nepal 2. India 3. Third Country

(Note : Write an average rate of per unit cost if same raw material has been purchased by the same establishments at different rate during the reference period at different point of time or place.)

4. Production and Sale

4.1. What type of goods and in what quantity was produced during the reference period? Mention the quantity of opening stock at the beginning of the reference period and the quantity of these goods sold during the reference period. Then calculate the quantity of closing stock of these goods at the end of the reference period.

S.N.	Produced Goods	CPC	Unit	Opening Stock	Quantity Produced during the reference period	Quantity Sold during the reference period	Closing Stock
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) =(5)+ (6)- (7)
4.1.1							
4.1.2							
4.1.3							
4.1.4							
4.1.5							
4.1.6							
4.1.7							

4.2. How much money was received by selling the produced goods? Mention the amount of sales by country.

S.N.	Description	Annual Sales Amount (Rs.)
(1)	(2)	(3)
4.2.1	Receipts from sales within Nepal	
4.2.2	Receipts from sales to India	
4.2.3	Receipts from sales to Third Country	
4.2	Total	

4.3. Mention the product, quantity, rate and amount of sale of products by country.

S.N.	Product Sold	CPC	Country of Sale	Unit	Sold Quantity	Rate (Rs.)	Total Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4.3.01							
4.3.02							
4.3.03							
4.3.04							
4.3.05							
4.3.06							
4.3.07							
4.3.08							
4.3.09							
4.3.10							
4.3	Total						

Code of country of sale :- 1. Nepal 2. India 3. Third Country

5. Service Industries Only

What amount of money was received from industrial services rendered on monthly basis during the reference period? For example, "rice mill" for dehusking paddy from outside or "tailoring" for making shirt/pant from fabrics provided by clients or "Jewellers" for preparing jewellery by working on gold belonging to clients etc.

5.1. Maximum Monthly Receipt (Rs.)
5.2. Minimum Monthly Receipt (Rs.)
5.3. Average Monthly Receipt (Rs.)

6. Cost of and Receipt from Industrial and Other Services

6.1. What goods were sold in the same condition as purchased during the reference period? Mention the quantity of their opening stock and closing stock.

S.N.	Goods bought to be sold in same condition as purchased	Unit	Opening Stock	Quantity Purchased during the reference period	Quantity Sold during the reference period	Closing Stock
(1)	(2)	(3)	(4)	(5)	(6)	(7)
6.1.1						
6.1.2						
6.1.3						
6.1.4						
6.1.5						

6.2. How much money was received from the following industrial services by the establishment during the reference period?

S.N.	Description	Receipt from Industrial Services (Rs.)
(1)	(2)	(3)
6.2.1	Amount received from work done for others in contract or in any condition	
6.2.2	Amount received from the repair and maintenance	
6.2.3	Amount received from sales of the goods sold in same condition as purchased	

(Note : Do not include the sales amount of such goods bought to be sold in same condition as purchased in the "Production and Sales" section 4. Include such receipts in the Question No. 6.2.3)

6.3. What amount was paid for the following industrial services by the establishment during the reference period?

S.N.	Description	Cost of Industrial Services(Rs.)
(1)	(2)	(3)
6.3.1	Amount for services made by others in contract or other condition	
6.3.2	Cost of the goods bought to be sold in same condition as purchased	

7. Stocks

S.N.	Description	Opening Stock (Rs.)	Closing Stock (Rs.)	Change in Stock (Rs.)
(1)	(2)	(3)	(4)	(5) = (4) – (3)
7.1	Fuels			
7.2	Raw Materials			
7.3	Semi-Finished Goods			
7.4	Finished Goods			
7.5	Goods bought to be sold in the same condition as purchased			
7.6	Others			

8. Indirect Tax and Fees

S.N.	Description	Amount Paid (Rs.)	Amount Collected (Rs.)
(1)	(2)	(3)	(4)
8.1	Value Added Tax		
8.2	Excise Duty		
8.3	Local tax		
8.4	Registration and Renewal Fees		
8.5	Other Taxes and Fees		

9. Loan Transaction

Had the Establishment taken any loan during the reference period? If so, then mention amount of loan taken? (In case the loan was taken before the reference period) Did the establishment pay principal or interest during the reference period? (If principal or interest has paid, then) How much was the paid amount?

S.N.	Description	Amount (Rs.)	Remarks
(1)	(2)	(3)	(4)
9.1	Received Loan Amount		
9.2	Paid Principal Amount		
9.3	Paid Interest Amount		

10. Cost of Non-industrial Services

How much did the establishment spend for the non-industrial services given below during the reference period?

S.N.	Description	Annual Expenses (Rs.)	Remarks
(1)	(2)	(3)	(4)
10.01	Amount of rent paid for Buildings, Store and Equipments		
10.02	Amount of rent paid for Land		
10.03	Amount of rent paid for Vehicles		
10.04	Transportation Cost of produced goods		
10.05	Insurance Premium (for fixed assets)		
10.06	Cost of packaging materials purchased		
10.07	Cost of Communication and Internet		
10.08	Cost of Printing and Stationery		
10.09	Cost of Consultation and Auditing		
10.10	Charges paid to Commission Agent		
10.11	Cost of Advertisement		
10.12	Amount paid for Royalty		
10.13	Cost of Travelling		
10.14	Cost of Repair and Maintenance		
10.15	Donation		
10.16	Other Expenses		

11. Receipts from Non-industrial Services

Did the establishment receive any other amount of money during the reference period?

S.N.	Description	Annual Received Amount Rs.	Remarks
(1)	(2)	(3)	(4)
11.1	Receipts from the rent of Building, Store and Equipments		
11.2	Receipts from the rent of Land		
11.3	Receipts from the rent of Vehicles		
11.4	Receipts from the Agency Commission		
11.5	Receipts from the Fiscal Grants		
11.6	Receipts from the Exemption on Export		
11.7	Others		

12. Utilization of Production Capacity

12.1. What is the production capacity of the establishment? (Mention Quantity)

12.2. What percentage of production capacity was utilized by the establishment during the reference period?

- Less than 20% 1
 20- 39 % 2
 40- 59 % 3
 60- 79 % 4
 80 Percent and more..... 5

13. Fixed Assets

Mention the estimated value of all type of fixed assets under the ownership of the establishment.

S.N.	Description	Land	Building and other Construction	Machines and Equipments	Computer and Software	Vehicles	Furniture	Others	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
13.1	Opening fixed assets								
13.2	Addition of fixed assets during the reference period								
13.3	Cost of capital maintenance								
13.4	Value of fixed assets produced by own labor force								
13.5	Amount received from sale of fixed assets								
13.6	Loss of fixed assets due to catastrophe								
13.7	Cost of Capital in progress								

14. Environment

14.1. Had the establishment installed any pollution (gas/water/sound/ dust etc.) control machine or equipment during the reference period?

1. Yes  2. No  (—————> O.14.3)

14.2. What was the cost of installation of such machine or equipment ?

14.3. Except the installation of such machine or equipment to control pollution, how much was spent for environment protection by the establishment during the reference period?

14.4. Did the establishment reuse or recycle the metal or non-metal scraps through further processing?

1. Yes  2. No  (—————> O.15)

14.5. What was the cost of such recycling?

15. Major problems faced by the establishments during the reference period

Rank the major five problems in the corresponding box putting in 1, 2, 3, 4, and 5 respectively. If possible, mention or attach example or detail description of the problems faced during the reference period.

15.1. Industrial Policy	
15.2. Lack of Raw Materials	
15.3. Lack of Market	
15.4. Lack of Capital	
15.5. Dispute between the management and trade union	
15.6. Lack of trained manpower	
15.7. Problems related to electricity	
15.8. Other problems (Specify)	
15.9. No problem	

Respondent's Name and Signature

Respondent's Name :-	
Designation :-	
Stamp of Establishment :-	Date :-

For Official Use

Description	Name of Employees	Signature	Date
Data Collected by			
Field Supervision by			
Editing and Coding by			
Verification by			
Data Entry by			