

INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE
(Establishments with 15 or more persons engaged)

1

12 Description of the Industry

An industry can be described by one or more of the products which are manufactured by it. These products normally fall into a group of homogeneous or related products. Describe the product group or groups of your industry. Please use separate questionnaires for reporting information on each such product group. For example, for a unit manufacturing soap and coconut oil two separate forms are required, while one form can be used for an establishment producing shirts and trousers.

15 Capacity, Products moved out (Shipments), Stocks of Finished goods, Purchases and Stocks of Raw Materials.

Column (i) For office use only.

Do not write anything here.

Column (ii) Description of Commodity Produced.

A detailed description of all items produced and moved out from the establishment (shipments), is required here. E.g. (I) Shirts (Tetron), shirts (Cotton) (ii) Artificial Leather, Rubber Slippers, Leather bags (iii) Tractors (4 Wheeled). Tractors (2 Wheeled). It is important that the required data should be given separately for products which account for at least 75% of the total value of the products moved out of the establishment. The balance items can be aggregated and shown against "Other Products" i.e. in row 9. Transfer of goods produced, from the producing establishment to another establishment of the same enterprise, including transfers to wholesale and retail selling organisations under the same ownership, are also to be included.

The following Columns should be filled in respect of each commodity reported in Column (ii).

Column (iii) Unit of Measurement

The unit of measurement used should be in metric terms.

Column (iv) Production Capacity

Production capacity is the quantity that could be produced with the existing machinery and equipment, under the optimum number of shifts feasible during the year. The capacity in respect of each product should be reported separately. If the quantity produced during the reference period is less than 80% of the production capacity, please give the reasons for such under-utilisation in the remarks section of the last page.

Column (v) & (vi) Products moved out of the Establishment (Shipments)

Enter in these columns the quantities and value of products moved out from this establishment (Shipments), which were.

- a.) made by this establishment with its own raw materials, and
- b.) made by another establishment from the materials supplied by this establishment.

The products moved out (Shipments), are generally made to the following categories of customers.

- (i) to other enterprises
- (ii) to establishments within the same enterprise, including transfers to wholesale and retail organisations under the same ownership.
- (iii) delivery of goods sent abroad for sale.
- (iv) direct retail sales to consumer.

The valuations of all goods moved out should be done in the producer's price i.e. at the establishment price charged to the customer.

The value or rupees shown in column (vi), should thus include all duties and taxes which fall on products when they leave the establishment, but should exclude any subsidies received. This valuation should exclude any transport charges that may be invoiced to the purchaser or user. Price rebates and discounts and allowances on returned goods allowed to the customer, should also be deducted.

Transfer of products released to other establishments in the same enterprise, should be treated as though sold and valued at producer's price.

Column (vii) Exports

This covers the portion of the products moved out, which are exported. Only figures of the quantity of such exports should be reported under this column.

Column (viii) to (xi) Stocks of finished goods

This includes stocks of all finished goods

- a) manufactured by this establishment using their own raw materials, and
- b) manufactured by another establishment using raw materials owned by the establishment and are ready for release by this establishment during 2004. Finished goods held by this establishment, which were made from materials owned by others, should be excluded.

Quantities and values of stocks of finished goods at the beginning of the year and at the end of the year should be reported. Valuation should be in producer's price.

- c) The value of work in process at the beginning and at the end of the reference year to be reported in the relevant row of column ix & xi appropriately.

Column (xii) for office use only

Column (xiii) Description of item

(1) Value of raw materials and packing materials etc. purchased.

This includes the value of all material inputs purchased by the establishment for its production process during the reference year 2004. Raw materials purchased by this establishment and distributed to other establishments for processing should also be included.

The valuation should be at "purchaser's price" i.e. the delivered value at the establishment including the purchaser price, transport charges, cost of insurance, all taxes and duties on the goods. Discounts or rebates allowed to the purchaser and the value of packing materials returned to the supplier should be deducted. Material inputs received by this establishment from other establishments of the same enterprise (not purchased), for the production process of this establishment, should be valued as if purchased.

(2) Value of Stocks as at 01.01.2005

This item comprises stocks of all input materials including packing materials, that enter into the manufacturing of finished products. The stocks of materials used for own account work, for producing own fixed assets, should be excluded. The valuation should be at "Purchaser's price" and be reported as at the beginning of the year. Materials owned by this establishment and held by another establishment for processing should be included while materials owned by others but held by this establishment for processing should be excluded.

(3) Value of Stocks as at 31.12.2005

This includes the closing stocks of raw materials and packing materials. Valuation should be at purchaser's price.

Column (xiv)

This item comprises, the value of raw materials which had been imported directly by the establishment and imported raw materials purchased from the local market.

Column (xv)

This covers the value of local raw material purchased by the establishment during the year.

Column (xiv)

This includes the total value of local raw material and imported raw material purchased by the establishment.

16 Receipts from Industrial Services rendered to Others

(a) Contract and Commission work done for others on materials owned by them; examples are, the value of industrial services such as rice milling, textile printing, tailoring etc.

(b) Repairs and installation work done for others, this covers the value of repairs and maintenance rendered to other enterprises and to other establishments of the same enterprise or to individual customers.

(c) Other Receipts including sales of scraps and refuse.

(d) Own-account investment work-covers the value of new fixed assets and additions and improvements to existing fixed assets made by the establishment for its own use.

17 Cost of Industrial Services done by others for your Establishment

Include the total cost of

(a) Contract & Commission work done by others on raw materials supplied by you.

(b) Cost of repairs and maintenance services provided by others.

18 Fuel, Electricity and Water Consumed

Report separately the values of Firewood, Coal and Charcoal, Petrol, Diesel, Furnance oil, Kerosene oil, Gas (LPG) Electricity, Water, Other fuel, consumed for industrial purposes in 2005.

19 Fixed Capital Assets

The figures reported should include the value of all physical assets owned by the establishment for use of the establishment and expected to have a productive life of more than one year. (Land, Buildings, Machinery & Equipment, Vehicles etc.) Leased and rented assets should not be included.

Column (i) Category**(1) Land**

The land used for the buildings and other accessories of the industrial establishment.

(2) Buildings, Other Construction & Land Improvements

Factories, offices and warehouses, elevators and other equipment essentially a part of the buildings (such as heating and ventilating units), other fixed structures (such as blast furnaces, brick kilns, fractionating towers etc.) improvements to land such as roads, car parking facilities and fences made are to be included.

(3) Machinery and Other Equipment

Power generating machinery, mining construction and other industrial machinery, cranes, durable containers, office machinery, equipment and furniture and major renovations and alterations to the machinery and equipment.

(4) Transport Equipment

Motor vehicles, railway and tramway rolling stock, tractors, carts and wagons and major alterations and improvements of existing transport equipment.

Column (ii) Book Value at the beginning of the year

The book value at the beginning of the year refers to original cost price of the item less its depreciation less assets retired and sold upto the beginning of the year.

Column (iii) Gross Additions to fixed assets during the year

This is defined as the sum of the cost of new and used fixed assets acquired during the year less the value of sales of fixed assets in the year.

Covered are major additions, alterations and improvements to existing assets that extend their normal economic life or raise their productivity. New fixed assets and additions and improvements to existing fixed assets made by the establishment's own labour for its own use, are also included. Valuation should be in purchaser's price.

Column (iv) Depreciation during the year

Value of depreciation on fixed capital assets during the year should be shown separately in rupees.

20 Employment and Earnings**20.1 Nationals****Columns (ii), (iii) & (iv)**

Number of persons engaged. This category refers to the average number of persons engaged during this year 2004 in the establishment. This should be obtained from the pay roll of the establishment by working out the average of the total number of persons engaged in the months of February, May, August and November 2004.

(1) Operatives

All employees who are directly engaged in the production or related activity should be included here. Eg. Persons engaged in fabricating, processing or assembling, ware-house men, testing and record-keeping personnel inspectors, supervising employees above the working foreman level should be excluded.

When the activity of the industrial establishment is related to another sector as agriculture, plantations, farms etc., employees of such related sectors should not be included. E.g. In the case of a tea factory the estate labourers, tea pluckers etc. should not be included. The above category of employees (operative) is broken into the following groups.

a) Skilled - This refers to person who are trained or experienced or have otherwise gained working knowledge in certain specific fields and covers both manual and mechanical workers who cannot be replaced at short notice. Examples are Carpenters, Goldsmiths, Electrical Mechanics, Motor car Mechanics, Welders etc.

b) Unskilled - This category of people relates to operatives who are not classified as skilled persons. An skilled operator requires no special training or experience to do his job and can be replaced at short notice by another person to perform the same task. Such worker does not require any knowledge of the machine or material he handles. Example labourers, messengers.

(2) Other Employees - This relates to all paid employees other than the Operatives, Proprietors, Partners. Unpaid Family Workers should be excluded.

(a) Administrative and Managerial - This covers all Management and Administrative staff who are directing and administrating the functions of the establishment. Eg. Factory Managers, Engineers, Accountants, etc.

(b) Technical & Supervisory - This covers persons involved directly in the technical and scientific aspects of the production process and those who are supervising such technical processes. This will cover persons like Technicians, Research Officers, Quality Control Officers.

(c) Clerical and related - This category of persons includes general clerical staff, Typists, Stenographers etc.

(d) Others - This should cover all employees not specified above (a.b. & c). Eg. Drivers, Watchers, Security guards, Receptionists etc.

(3) Working Proprietors and Active partners

All individual proprietors and partners who are actively engaged in the work of the establishment should be included. This category is not applicable to any incorporated or similar enterprises, the ownership of which is represented by equity shares. Managers of such enterprises and directors working for pay should be reported as "other employees".

(4) Unpaid Family Workers

Include all persons living in the household of the owners and working in the establishment without regular pay for at least one third of the normal working time of the establishment. Non-household members who do work without pay also be included here.

Column (v) Wages and Salaries of Employees

All payments whether in cash or in kind made by the employer during the year in connection with work done to all persons included in the count of employees should be included. It includes all

- (i) cash payments, bonuses, cost of living allowances
- (ii) taxes, group insurance premium and the like payable by the employees but deducted by the employer and
- (iii) also payments in kind (i.e. goods and services furnished to employees free of charge or at markedly reduced cost which are clearly and primarily of benefit to employees as consumers.)

20.2 Non-Nationals

The definitions given above for Nationals holds good for Non-Nationals as well. A breakdown by the various categories specified for national, is however not required. Figures on totals should be reported for

- (i) Persons Engaged
- (ii) Employees and
- (iii) Wages and Salaries