



GOVERNMENT OF PAKISTAN
PAKISTAN BUREAU OF STATISTICS
ISLAMABAD
CENSUS OF MANUFACTURING INDUSTRIES 2015-16

CONFIDENTIAL



It is obligatory to provide the requisite information collected under General Statistics (Reorganization) Act, 2011. As provided in the Act the information supplied will be treated confidential and be used to provide aggregate statistics and not made available to any individual, government agency/department for tax or any other purpose.

SECTION-1: PARTICULAR OF ESTABLISHMENT		PCODE										
Name of Establishment:												
Address - Factory												
Province:	District:			Tehsil:								
Address- Headquarter												
Address- Registered (if different from above)												
Ph.:	Mobile:				Fax:							
Email:	Web:											
Type of Major Manufacturing Activity						PSIC CODE (to be filled at office)						
Year of Registration	Year of commencement of operation											
Establishment export production:-	Yes: <input type="checkbox"/>		No: <input type="checkbox"/>		Establishment import input material directly-			Yes: <input type="checkbox"/> No: <input type="checkbox"/>				
Enterprise/Establishment listed with Stock Exchange:	Yes: <input type="checkbox"/>		No: <input type="checkbox"/>		Enterprise/Establishment certification							
					1- <input type="checkbox"/> ISO-14000		2- <input type="checkbox"/> ISO-9001		3- <input type="checkbox"/> HSE system (OHSAS-18000)		5- <input type="checkbox"/> No certification	
					4- <input type="checkbox"/> Others _____							

SECTION-2: ORGANIZATION OF ESTABLISHMENT/ENTERPRISE				
2.1 Establishment has a parent/subsidiary enterprise/company? Yes: <input type="checkbox"/> No: <input type="checkbox"/> (if No. then Go to Section 3)				
2.2 Details				
(i) Name of parent enterprise/ company _____				
(ii) Address of parent enterprise/ company _____				
(iii) Phone: _____ (iv) Email: _____ (v) Fax: _____				
2.3 The name, address and activities of the establishments associated with parent enterprise / company				
S.No	Name of Establishment	Address	Major Manufacturing Activity	PSIC Code (to be filled at office)
Note: PLEASE INDICATE that the questionnaire covers data				
Only for the H.Q.			1. <input type="checkbox"/>	
For the H.Q. and producing establishments at H.Qs' site separately			2. <input type="checkbox"/>	
The H.Q. and the producing establishments at H.Qs' site collectively			3. <input type="checkbox"/>	
The total Enterprise with separate questionnaire for each establishment			4. <input type="checkbox"/>	

SECTION-3 A: OWNERSHIP OF ESTABLISHMENT			
State owned /Public Sector	1. <input type="checkbox"/>	Privately owned	3. <input type="checkbox"/>
Foreign controlled enterprise	2. <input type="checkbox"/>	Others (please specify)	4. <input type="checkbox"/>
B: STATUS OF ESTABLISHMENT			
Individual proprietorship/Ownership	1. <input type="checkbox"/>	Partnership	4. <input type="checkbox"/>
Private Limited Company	2. <input type="checkbox"/>	Public Limited Company (listed/un-listed)	5. <input type="checkbox"/>
Cooperative Society	3. <input type="checkbox"/>	Others (please specify)	6. <input type="checkbox"/>

SECTION-4 A: EMPLOYMENT		Employees on 30th June 2016* → (No.)		Employment Cost during 2015-16 "000" Rs. ↑			
Type of Employees	Code	Male	Female	Wages & Salaries	Other cash payment	Payment in kind	Total Col 5+6+7
1	2	3	4	5	6	7	8
Regular Employees	411						
Contract Employees	412						
Casual Paid Employees	413						
Contributing Family Workers	414						
Working proprietor & active partners	415						
Total	400						

*Industries having seasonal employment should give average employees during 2015-16

Employment Skill Level and Total Salary during 2015-16						
B: Type of Employees	Code	Male		Female		Total
		No. of Employees	Wages & Salaries in "000" Rs.	No. of Employees	Wages & Salaries in "000" Rs.	Wages & Salaries in "000" Rs.
1	2	3	4	5	6	7
Managers (those who make important decision)	421					
Skilled/Technical workers (those involved in production, accounts, medium level staff)	422					
Unskilled Workers (low level staff)	423					
Total	420					

SECTION-5 A: TAXES ON OWN PRODUCTS			B: SUBSIDIES, DEPRECIATION, INTEREST		
Item	Code	Value in "000" Rs. ↑	Item	Code	Value in "000" Rs. ↑
Sales tax subtracting refund (net)	511		Subsidies received	521	
Import Duty	512		Depreciation for fixed assets	522	
Excise Duty	513		Interest paid	523	
Land tax/Vehicle tax	514		Interest Received	524	
District/Provincial taxes	515				
Other taxes on production (Please specify).....	516				
Total	510		Total	520	

SECTION-6: OUTPUT DURING 2015-16 (Excluding Sales Tax, Excise Duty, Import Duties etc.)

A: Main Production Activities	Code	Value in "000"Rs. ↑
Value of sales from finished/semi-finished goods from own production	611	
Out of Which		
- Value of sales through website, internet or online business.	6111	
Value of fixed assets produced for own use	612	
Value of sale of electricity generated	613	
Total	610	

B: Other Activities	Code	Value in "000"Rs. ↑
Receipt of work done for others (contract, commission, repair, maintenance/installation etc.)	621	
Receipt from industrial waste (scrap and refuse etc.)	622	
Goods purchased for re-sale	623	
Receipts from transport services rendered to others	624	
Receipt from rental, lease of buildings and equipment and warehouse and storage of goods in cold storage, godown etc.	625	
Receipts from agency commissions etc.	626	
Other Receipts from output (Pl. specify)	627	
Total	620	

C: PRODUCTS MANUFACTURED DURING 2015-16

Products/By product	CPC Code	Unit of Measurement	Unit Code (See below)	Installed Capacity	Quantity Manufactured	Value in "000" Rs ↑
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
91. Total						

- | | |
|--|--|
| 1. M.T. If production is in solids (Iron, Wheat, Ghee etc.) | 6. '000' No. If production is in Numbers (Fans, Machines, etc.) |
| 2. '000' Liters If production is in Liquid Form (Beverages, Milk etc.) | 7. '000'Sq. Meter. If production is in Length (Cloth, Wood etc.) |
| 3. '000' Reams If production is in Reams (Paper etc.) | 8. '000' Boxes If production is in Boxes (Packing Boxes of paper etc.) |
| 4. KWH If production is in Electric Current | 9. '000' Bales If production is in bales (Cotton etc.) |
| 5. Bundles If production is in Bundles(Cotton yarn) | 10. Cubic Meter If production is in cubic meters (Gas etc.) |

SECTION-7 A-I: INPUTS DURING 2015-16 (Including Sales Tax, Excise Duty, Import Duties etc.)		
Items	Code	Value in "000" Rs
Payments for raw materials, chemicals & dyes parts, components, packing materials etc.	711	
Cost of goods purchased for re-sale	712	
Payment for printing and stationary	713	
Payments for storage, lease and hire of plant, building, machinery and equipments.	714	
Payments for work done by others (repairs, maintenance, contract and commission etc.)	715	
Insurance payments(non-life)	721	
Bank charges	722	
Legal and professional fee	731	
Advertisement cost	732	
Packing charges	733	
Transportation charges on finished goods	741	
Payments for postage, telephone, fax, internet etc.	751	
Travelling expenses	752	
Entertainment charges	753	
Training/educational expenditures (external cost only)	754	
Payments for copy rights, royalties, patents	791	
Commission paid to agents	792	
Others (Pl. Specify)	793	
Total	700	

A-II : ENERGY (Including Sales Tax, Excise Duty, Import Duties etc.)					
Item	CPC Code	Unit of Measurement	Unit Code	Quantity Consumed	Value in "000" Rs.
1	2	3	4	5	6
Electricity	17100				
Gas	System Based Gas	12021			
	LNG	12022			
Diesel	33350				
Petrol	33310				
Coal	11010				
Furnace oil	33380				
Firewood	03130				
Water	18000				
Other (Specify).....					
92.Total					

B: Raw Materials (use additional sheet, if necessary)					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
99. Total					

SECTION-8: CHANGES IN INVENTORIES DURING 2015-16				
Item	Code	Opening Stock Value in "000" Rs.	Code	Closing Stock Value in "000" Rs.
Raw Materials	811		821	
Goods explicitly purchased for re-sale	812		822	
Work in progress	813		823	
Finished products	814		824	
Total Stocks	810		820	

SECTION-9: FIXED ASSETS/GFCF									
Type of Assets		Code	Fixed Assets on 1 st July 2015	Acquisition of fixed assets (new /existing) during the year	Addition, alteration & improvements during year	Sales proceeds of fixed assets disposed off during year	*Capital formation on own account	Gross Fixed Capital Formation Col (4+5-6+7)	
			Value in "000" Rs.			Value in "000" Rs.			
1		2	3	4	5	6	7	8	
Land Purchased		911							
Dwellings (Residential Buildings)		921							
Other buildings & Structures	Buildings other than dwellings	931							
	Other Structures	932							
	Land improvements & cost of land transfer	933							
Machinery and Equipment	Transport Equipment (Vehicles etc.)	941							
	ICT (Computer hardware & telecommunication equipment**)	942							
	Furniture & Fixture	943							
	Other machinery and equipment	Electrical	951						
		Non-Electrical	952						
Intellectual Property Products	Research and Development	961							
	Computer software and database	962							
	Other intellectual property products	963							
Total		900							

*Fixed assets produced for own use **Information Communication and Telecommunication
Note: Assets acquired on financial lease, should be included in the respective category.

SECTION-10: INFRASTRUCTURE AND ENVIRONMENT

1. Particular of Establishment

1- Total area	2- Covered area	3- No of Storeys

2. Level of education of employees (No.)

1- Graduate & above	2-Intermediate/ DAE/ Diploma	3-Matric	4-Under Matric	5-Never been to school

3. What are the distribution channels that you use in the market? *Mark all that apply*

1-Distributor <input type="checkbox"/>	2-Wholesaler <input type="checkbox"/>	3-Retailer <input type="checkbox"/>	4-End Consumer <input type="checkbox"/>
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4. Percentage of factory sales in local and export market?

1	Local Market (%)	
2	Export Market (%)	
Total		100%

5. Percentage of sales in local market

1	Within same Tehsil/Adjacent Town/ village	
2	Within same District	
3	Within same Division	
4	Within same Province	
5	(Other than own Province) Nationwide	
Total		100 %

6. Percentage of sales in major International markets

	Country	Export (%)
1		
2		
3		
4		
5	Others	
Total		100%

7. Sources of three major raw materials used in the plant/ factory.

Location	1. _____	2. _____	3. _____
	Quantity (%)		
1	Within same Tehsil / Adjacent Town/Village		
2	Within same District		
3	Within same Division		
4	Within same Province		
5	From other Province/ Nationwide		
6	International		
Total		100%	100%

8. Is there any residential colony developed by the company? Yes: No:

9. If Yes, in Q.8, how many of the employees live in the colony?

	Resident	Non-resident	%
1	Executives		100
2	Management		100
3	Labour/workers		100

10. Service quality of public utility services?

Public utility	Good	Bad	Load Shedding (Hrs./day)
1 Gas	<input type="checkbox"/>	<input type="checkbox"/>	
2 Electricity	<input type="checkbox"/>	<input type="checkbox"/>	
3 Water	<input type="checkbox"/>	<input type="checkbox"/>	
4 Sewerage	<input type="checkbox"/>	<input type="checkbox"/>	----- Choking days/month

11. Mode of transport used by employees?

	Own	Public	Company	%
1	Executive			100
2	Management			100
3	Labour/ workers			100

12. Average Time and Distance taken for employees to reach

		Time (minutes)	Distance (km)
1	Executive		
2	Management		
3	Labour/ workers		

13. Quantity of waste generated by the industry?

1-Solid (kg/day)	2-Liquid (liter/day)	3-Hazardous	
		1-(litres/day)	2-(kg/day)

14. Any waste treatment / remedial measures, practiced before its disposal?								
1. Solid (%)		2. Liquid (%)		3. Hazardous (%)		4. Air emissions (%)		
Treated		Treated		Treated		Treated		
15. Disposal of wastes: (Please, tick relevant options)								
1. Solid			2. Liquid			3. Hazardous (industrial)		
1	Municipal container	<input type="checkbox"/>	1	Municipal Sewer	<input type="checkbox"/>	1	Municipal container	<input type="checkbox"/>
2	Open dumping	<input type="checkbox"/>	2	Receiving water body	<input type="checkbox"/>	2	Open dumping	<input type="checkbox"/>
3	Landfill site	<input type="checkbox"/>	3	Open fields/ Soil body	<input type="checkbox"/>	3	Landfill site	<input type="checkbox"/>
4	Sale	<input type="checkbox"/>	4	Others	<input type="checkbox"/>	4	Incinerator	<input type="checkbox"/>
5	Others	<input type="checkbox"/>				5	Others	<input type="checkbox"/>
16. Is industry obtained ENVIRONMENTAL APPROVAL before its establishment? Yes: <input type="checkbox"/> No: <input type="checkbox"/>								
17. Is there any arrangement for medical check-up of employees for diseases: Yes: <input type="checkbox"/> No: <input type="checkbox"/>								
1. Upon hiring		Yes: <input type="checkbox"/> No: <input type="checkbox"/>		3. Bi-annually: <input type="checkbox"/>		4. Quarterly: <input type="checkbox"/> 5. Monthly: <input type="checkbox"/>		
2. Periodically		1. Nil: <input type="checkbox"/> 2. Annually: <input type="checkbox"/>		3. Bi-annually: <input type="checkbox"/>		4. Quarterly: <input type="checkbox"/> 5. Monthly: <input type="checkbox"/>		
3. Which diseases are most frequently checked?		1. _____ 2. _____ 3. _____						
18. Are PPEs (Personal protective equipment) available to employees? Yes: <input type="checkbox"/> No: <input type="checkbox"/>								
Use of Boilers								
19. Does the company operate boiler(s)? Yes: <input type="checkbox"/> No: <input type="checkbox"/>								
1	2			3	4			
Boiler(s) (No.)	Status of Boiler(s) (No.)			Total capacity of Boiler(s) (m3)	Level of qualification of boiler engineer/operator(s) (No.)			
	Operational	Idle	discarded		1 Class	2nd Class	3rd Class	Non-qualified
20. What are the major problems your industry is facing? Mark all that apply				21. What kind of facilitation should the government provide to the industrial sector? Mark all that apply				
1	Shortage of Utilities			<input type="checkbox"/>	1	Utilities		<input type="checkbox"/>
2	Expensive Utilities			<input type="checkbox"/>	2	Working Capital		<input type="checkbox"/>
3	Expensive Raw Material			<input type="checkbox"/>	3	Soft Loan		<input type="checkbox"/>
4	No Loan Facility			<input type="checkbox"/>	4	Low Taxes		<input type="checkbox"/>
5	Lack of Working Capital			<input type="checkbox"/>	5	Direct Market Access		<input type="checkbox"/>
6	Lack of Infrastructure			<input type="checkbox"/>	6	Technical trainings		<input type="checkbox"/>
7	Corruption			<input type="checkbox"/>	7	Others (Please specify)		<input type="checkbox"/>
8	Other (Specify)			<input type="checkbox"/>				
22. What training programs are you interested in for your employees? Mark all that apply								
1- <input type="checkbox"/> Health, hygiene & Safety		2- <input type="checkbox"/> Productivity		3- <input type="checkbox"/> Quality Assurance		4- <input type="checkbox"/> Management		
5- <input type="checkbox"/> Technical		6- <input type="checkbox"/> Others _____						
Name of Respondent		Designation		Contact Number		Signature & Date		Official Stamp
Checking of Facilitation Team (For Official Use)								
Particular				Date	Name	Code	Designation	Signature
Enumerated by								
Inspected by								
Dispatched to H.Q								
Editing/Coding at H.Q (For Official Use)								
Edited by								
Checked by Officer								

EXPLANATORY NOTES
CENSUS OF MANUFACTURING INDUSTRIES 2015-16

MANUFACTURING:

It is defined as physical or chemical transformation of materials, substances, or components into new products. Also substantial alteration, renovation or reconstruction of goods is generally considered to be manufacturing. The output of manufacturing process may be finished in the sense that it is really for utilization or consumption, or it may be service furnished in the sense that it is to become an input for further manufacturing.

Assembly of component parts of manufactured products is considered manufacturing. This includes the assembly of manufactured products from either self product or purchased components. The manufacturing of new final products even from the use of most products as inputs is classified in manufacturing. For example production of silver from film waste is manufacturing.

Specialized maintenance and repair of industrial commercial and similar machinery and equipment is, in good manufacturing. Similarly repair of motor vehicles is also not manufacturing.

The return should exclude commercial trading activity, sales offices, retail stores and administrative offices, if they are operated as separate establishments.

ACCURACY: Reply to questions should be as accurate as possible. If audited accounts are not available at the time of filling of return, un-audited figures or careful estimates may be used instead.

QUANTITY: Whenever reported should be in Metric system.

- a. If an establishment is engaged in more than one manufacturing activity at the same location and separate accounts are available for such activity, a separate return for each activity should be furnished. Additional return for this purpose may be obtained from the office of respective regional and field offices.
- b. For establishments working on seasonal basis, the period will cover whole year covering full twelve months including the season as well as non-season months. If an establishment operated for a part of reporting year, the return should cover the portion of the year during which it operated.

SECTION 4: EMPLOYMENT

REGULAR EMPLOYEE: A paid employee who has worked at least one month at a stretch during 12 months is considered as a regular employee.

CONTRACT EMPLOYEE: Those employees who are employed on contract basis whether written or unwritten for some period by establishment.

CASUAL EMPLOYEE: A paid employee who has worked for period less than one month at a stretch during last 12 months considered as casual employee.

WORKING PROPRIETOR AND ACTIVE PARTNER: It includes those persons who manage, supervise or participate in the control or management of the establishment, excluding members of the employer's family not receiving any pay and those business partners who do not take part actively and directly in the business.

SKILL EMPLOYEES: Those employees who have attained full skill of working in the relevant field after training experience.

UNSKILLD EMPLOYEES: Those employees who are fresh recruited having not any experience and knowledge of work in the relevant field.

EMPLOYMENT COST:

WAGES AND SALARIES: It includes wages and salaries, payments for leave and sick leave etc.

OTHER CASH PAYMENTS: All payments made by the establishment to its employees other than wages & salaries are included in this category. These include bonus, gratuities and allowances which are received once or twice a year such as Eid bonus etc.

PAYMENT IN KIND (NON-CASH PAYMENTS): It is defined as the net cost of the employer of those goods and services furnished to employees free of charge or a markedly reduced cost which are clearly and primarily of benefit to the employees as consumers. The item include food, beverages, tobacco and clothing provided free of charge or at a markedly reduce cost.

SECTION 5: TAXES, SUBSIDIES, DEPRICIATION:

SALES TAX: Tax imposed by the government at the point of sale on retail goods and services.

EXCISE DUTY: A percentage levied on manufacturer, sale or use of locally produced goods. It is an indirect tax as the manufacturer can shift it to the customer.

SUBSIDY: Economic benefit (such as tax allowance or duty rebate) or financial aid provided by government to reduce the market price of an item below its cost of production.

DEPRICIATION: It is the allocation of the cost of physical asset over its useful life. For accounting purpose depreciation indicates how much as asset's value has been used. It also covers the wear and tear of the fixed assets however it should be reported according to the accounting rules adopted by the establishment in its books.

SECTION-6 OUTPUT

VALUE OF THE FIXED ASSETS PRODUCED FOR OWN USE: This item covers the value of new fixed assets and additions and improvements to existing fixed assets made by the establishment of its own use during the enquiry period. The valuation should include labour costs and the costs of materials used during the reference period, and should represent value entered in the establishment's capital account.

RECEIPTS FOR CONTRACT, COMMISSION, and REPAIR AND INSTALLATION WORK DONE FOR OTHERS:

This item includes the value at actual invoice prices, including taxes, of contract and commission work done for others on material owned by them during the reference year. Contract and commission work consists of the processing, transforming or assembly of materials supplied by the units, which order the work. Similar work done for other establishments of the same enterprise should be included and if practicable, valued at an estimated market price. If this is not feasible the actual cost, including overhead charges, should be reported. Excluded is the value of materials supplied to other establishments doing the contract work.

Repair and Installation covers the value at actual invoice prices, including taxes of repair maintenance and installation work rendered to other enterprises or to other establishment of the same enterprise or to individual customer. The invoice price should include, in addition to labour and overhead costs, charges for materials supplied by the establishment in the course of the work.

SECTION-6 (PART-C) PRODUCTS MANUFACTURED

These include all goods produced and sold by the establishment or by other organization from materials supplied by the establishment. Included are transfers from the producing establishment to another establishment of the same enterprise, including transfers to wholesale and retail selling organization under the same ownership.

These should be measured in producer's prices. That is the establishment price charged to the customer. The valuation should include all duties and taxes, which fall on products when they leave the establishment. Sales tax should be excluded and given separately. Price rebates and discounts and allowances on returned goods allowed to the customer should be deducted.

SECTION-7 INPUTS

PAYMENTS MADE FOR REPAIR, MAINTENANCE, CONTRACT AND COMMISSION WORK DONE BY OTHERS: This covers the total cost to the establishment of current repair and maintenance services on buildings and other fixed assets of the establishment provided by others, including other establishments of the same enterprise, during the year. Current repair and maintenance services are those required to make good any breakage or to keep fixed assets in proper working condition. In the case of buildings, outlays on painting, replacing damaged gutters and plumbing, or repairing lights or heating systems should be included.

SECTION-7 PART (A) ENERGY

FUEL AND ELECTRICITY CONSUMED: Contract and Commission covers payments (including freight out and in) made by the establishment for contract and commission work done by others during the year on materials controlled by the establishments. The cost of similar work carried out by other establishments of the same enterprise should be included. Payments to home workers should also be included in this item.

SECTION-7 PART (B) RAW MATERIALS (OTHER THAN FUEL):

The valuation of all items should be in terms of current purchasers' prices. That is the valuation of goods purchased should be at the delivered value at the establishment, including the purchase price, charge for transport, the cost of insurance, the value of packing materials charged for taxes and duties on the goods. Discounts rebates allowed to the purchaser and the value of packing material returned to suppliers should be deducted. Purchaser's prices are equivalent to producer's prices plus the trade and transport charges incurred in delivering the commodities from the producer to the purchaser. Goods received by the establishment from other establishments of the same enterprise should be valued as purchased. The data obtained for this item should cover:

- (a) All raw-materials fabricated parts, components physically incorporated into the products of the establishment (Fuels that directly enter the product should also be included here, including fuels used for the generation of electricity.)
- (b) Auxiliary materials consumed during the production process, such as lubricants, explosives, polishes and office supplies.
- (c) Purchased ready-made containers and packaging material, as well as raw materials for their manufacture by the establishment.

SECTION-8 CHANGE IN INVENTORIES

VALUATION OF STOCKS: The data should comprise the value of all inventories owned by the parent enterprise and held by, or under the control of the establishment (at the establishment itself or in ancillary replacement warehouse. In principle, inventories of materials, fuels and supplies should be valued at current replacement cost, based on **purchaser's prices** as of the reference date. Work in progress, ideally, should reflect an imputed valuation in producer's prices, including an imputed margin for overhead costs and profits as well as the cost materials consumed and labour used. Inventories of finished products and goods for resale should be valued in the producer's prices at which goods have been sold immediately) prior to the reference date.

PURCHASERS' PRICE: The purchaser's price is the amount paid by the purchaser in order to take delivery of a unit of a good or service at the time and place required by the purchaser, the purchaser's price of a good includes any transport charges paid separately by the purchaser to take delivery at the required time and place.

i. **RAW MATERIALS:** This covers stocks of all materials, chemicals, and dyes etc. that enter into the products, fuels and repairs, maintenance office and other consumable supplies. These values should be reported separately for these items both at the beginning and end of the year as required in the questionnaire. The materials etc. supplied by others for their production should be excluded.

ii. **GOODS EXPLICITLY PURCHASED FOR RESALE:** This item covers the value of any stocks of goods that the establishment has bought with the intention of reselling in the same form that is without further processing of manufacturing, stocks of materials and supplies to be resold without processing which were not originally purchased for that purpose should also be included.

iii. **WORK IN PROGRESS:** This item refers to the value of all materials which have been partially processed by the establishment, but which are usually sold without further processing. Generally it should include all work in progress for the account of others irrespective of the arrangements for financing the work. Work in progress on own account production of machinery and equipment should be included but own-account construction work should be excluded.

vi. **FINISHED PRODUCTS:** This should include all goods made by the establishments which are ready for sale as of the

reference date. Also included are finished goods held by other establishments that were processed by that establishment from material owned by the respondent establishment. Excluded are finished goods held by the respondent establishment, which were made from materials owned by others.

SECTION – 9 FIXED ASSETS/GROSS FIXED CAPITAL FORMATION:

- 1. FIXED ASSETS:** Include all fixed assets, whether obtained from other enterprise, imported or produced by the establishment's own labour for its own use. All physical assets which are expected to have a productive life of more than one year are included.
- 2. VALUATION OF FIXED ASSETS:** Fixed assets acquired from others should be included at the full cost incurred that is at the delivered price plus the cost of installation, including any necessary fees and taxes but excluding financing costs. Fixed assets produced by the establishment for its own use should be valued at the cost of all work put in place and overhead costs locatable to the work should also be included. Fixed assets produced by one establishment of a multi-establishment enterprise for the use of another establishment of the same enterprise should be valued by the receiving establishment as though purchased from outside the enterprise. Used fixed assets sold during the enquiry period should be valued at the actual amount realized.
- 3. PURCHASE DURING THE YEAR:** It covers the cost of fixed assets purchased during the year that have not been previously used in the establishment.
- 4. FIXED ASSETS AS ON JULY 1ST 2015:** It means original costs minus accumulated depreciation.
- 5. LAND PURCHASED:** Land and grounds whether covered or open, acquired during the year by the establishment should be included.
- 6. DWELLINGS:** Dwellings are buildings, or designated parts of buildings, that are used entirely or primarily as residences, including any associated structures, such as garages, and all permanent fixtures customarily installed in residences.
- 7. OTHER BUILDINGS AND STRUCTURES**

Other buildings and structures comprise non-residential buildings, other structures and land improvements. Buildings other than dwellings include whole buildings or parts of buildings not designated as dwellings. Fixtures, facilities and equipment that are integral parts of the structures are included.
- 8. LAND IMPROVEMENT AND COST OF LAND TRANSFER:** Land improvements are the result of actions that lead to major improvements in the quantity, quality or productivity of land, or prevent its deterioration. Activities such as land clearance, land contouring, creation of wells and watering holes that are integral to the land in question are to be treated as resulting in land improvements. The costs of ownership transfer on all land are to be included with land improvements.
- 9. TRANSPORT EQUIPMENT** means all equipment mechanical or non-mechanical, used in transporting materials. Equipment used for official work inside and outside the plant, such as motor vehicles, cars and wagons, etc. are also to be included.
- 10. ICT:** Information, Communication and Telecommunications (ICT) equipment consists of devices using electronic controls and also the electronic components forming part of these devices. In practice, this narrows the coverage of ICT equipment mostly to computer hardware and telecommunications equipment.
- 11. OTHER MACHINERY AND EQUIPMENT:** Other machinery and equipment consists of machinery and equipment not elsewhere classified.

Examples include products other than parts and items identified in other categories of fixed capital formation office, accounting and computing equipment; electrical machinery and apparatus; radio, television and communication equipment and apparatus; and medical appliances etc.
- 12. FURNITURE & FIXTURES** mean all furniture and fixtures such as all conditioners, electric fans, electric heaters, refrigerators etc. used for office purposes.
- 13. INTELLECTUAL PROPERTY PRODUCTS:** Intellectual property products are the result of research, development, investigation or innovation leading to knowledge that the developers can market or use to their own benefit in production because use of the knowledge is restricted by means of legal or other protection.
- 14. RESEARCH AND DEVELOPMENT:** Research and [experimental] development consists of the value of expenditures on creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and use of this stock of knowledge to devise new applications. This does not extend to including human capital as assets within the SNA. The value of research and development (R&D) should be determined in terms of the economic benefits it is expected to provide in the future. This includes the provision of public services in the case of R&D acquired by government. In principle, R&D that does not provide an economic benefit to its owner does not constitute a fixed asset and should be treated as intermediate consumption. Unless the market value of the R&D is observed directly, it may, by convention, be valued at the sum of costs, including the cost of unsuccessful R&D, Should be recognized as part of capital formation.
- 15. COMPUTER SOFTWARE AND DATA BASE:** Computer software consists of computer programs, program descriptions and supporting materials for both systems and applications software. Gross fixed capital formation in computer software includes both the initial development and subsequent extensions of software as well as acquisition of copies that are classified as assets.

Databases consist of files of data organized in such a way as to permit resource-effective access and use of the data. Databases may be developed exclusively for own use or for sale as an entity or for sale by means of a licence to access the information contained. The standard conditions apply for when an own-use database, a purchased database or the licence to access a database constitutes an asset.
- 16. OTHER INTELLECTUAL PROPERTY PRODUCTS:** Other intellectual property products include any such products that constitute fixed assets but are not captured in one of the specific items above.
- 17. OWN ACCOUNT CAPITAL FORMATION:** It includes the expenditure incurred on assets produced for its own use (own constructed) if the expenses are large on purchase, development or extension of assets and expected to be used for more than one year will be mentioned here.

SECTION – 10: INFRASTRUCTURES AND ENVIRONMENT: This section covers data (approximating percentages) relating to infrastructure and environment aspect of industry along with identification of problem facing by industrial community.

Brief objective

Management practices change over time and those practices are directly linked to the performance of establishments / firms. This survey is a joint initiative of State Bank of Pakistan (SBP) and Pakistan Bureau of Statistics (PBS) that explores how management practices of establishments in the manufacturing sector industries have changed between fiscal year July-June 2010-11 (FY 2010-11) and July-June 2015-16 (FY 2015-16). Moreover, this survey is expected to help policy-makers analyze whether more structured management practices have any relationship with the efficiency of establishments.

SECTION A - PARTICULARS OF ESTABLISHMENT

P- code

A.1.1: Name of Establishment: _____

A1.2: Location Address: _____

A1.3: Province: _____ A.1.4: District: _____ A.1.5: Tehsil _____

A.1. 6: Head Quarter Address: _____

A.1.7: Major Activity: _____ A.1.8: Year of commencement of operation. _____

A.1.9: Does The establishment export?

1. Yes 2. No

A2: OWNERSHIP OF ESTABLISHMENT

Government /state owned	<input type="checkbox"/>
Privately owned	<input type="checkbox"/>
Foreign controlled enterprise	<input type="checkbox"/>
Others (please specify)	<input type="checkbox"/>

A3: STATUS OF ESTABLISHMENT

Individual proprietorship/Ownership	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>
Public Limited Company	<input type="checkbox"/>
Cooperative Society	<input type="checkbox"/>
Others (please specify)	<input type="checkbox"/>

SECTION B - MANAGEMENT PRACTICES

		2010-11	2015-16			2010-11	2015-16
Q.1: In 2010-11 and 2015-16, what best describes what happened at this establishment when a problem in the production process arose? Examples: Finding a quality defect in a product or a piece of machinery breaking down. [Check on box for each year.]	1.	We fixed it but did not take further action	<input type="checkbox"/>	<input type="checkbox"/>			
	2.	We fixed it and took action to make sure that it did not happen again	<input type="checkbox"/>	<input type="checkbox"/>			
	3.	We fixed it and took action to make sure that it did not happen again, and had a continuous improvement process to anticipate problems like these in advance	<input type="checkbox"/>	<input type="checkbox"/>			
	4.	No action was taken	<input type="checkbox"/>	<input type="checkbox"/>			
Q.2: In 2010-11 and 2015-16, how many key performance indicators were monitored at this establishment? Examples of indicators: Metrics on production, cost, waste, quality, inventory, energy, absenteeism, deliveries on time, customer satisfaction, overall equipment effectiveness, actual production time, labour cost per unit, productivity of labour. [Check one box for each year.]	1.	1-2 key performance indicators	<input type="checkbox"/>	<input type="checkbox"/>			
	2.	3-9 key performance indicators	<input type="checkbox"/>	<input type="checkbox"/>			
	3.	10 or more key performance indicators	<input type="checkbox"/>	<input type="checkbox"/>			
	4.	No key performance indicators (If no key performance indicators in both years, SKIP to Q6)	<input type="checkbox"/>	<input type="checkbox"/>			
Q.3: During 2010-11 and 2015-16, how frequently were the key performance indicators reviewed by managers at this establishment? A manager is someone who has employees directly reporting to them, with whom they meet on a regular basis, and whose pay and promotion he may be involved with, e.g., Plant Manager, Human Resource Manager, Quality Manager. [Mark all that apply.]			2010-11	2015-16			
	1.	Yearly	<input type="checkbox"/>	<input type="checkbox"/>			
	2.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>			
	3.	Monthly	<input type="checkbox"/>	<input type="checkbox"/>			
	4.	Weekly	<input type="checkbox"/>	<input type="checkbox"/>			
	5.	Daily	<input type="checkbox"/>	<input type="checkbox"/>			
	6.	Hourly or more frequently	<input type="checkbox"/>	<input type="checkbox"/>			
7.	Never	<input type="checkbox"/>	<input type="checkbox"/>				
Q.4: During 2010-11 and 2015-16, how frequently were the key performance indicators reviewed by non-managers at this establishment? Non-managers are all employees at the establishment who are not managers as defined in Q3. [Mark all that apply]			2010-11	2015-16			
	1.	Yearly	<input type="checkbox"/>	<input type="checkbox"/>			
	2.	Quarterly	<input type="checkbox"/>	<input type="checkbox"/>			
Q.5: During 2010-11 and 2015-16, where were the production display boards / notice board showing output and other key performance indicators located at this establishment? [Check one box for each year.]	1.	All display / notice boards were located in one place (e.g. at the end of the production line)	<input type="checkbox"/>	<input type="checkbox"/>			
	2.	Display / notice boards were located in multiple places (e.g. at multiple stages of the production line)	<input type="checkbox"/>	<input type="checkbox"/>			
	3.	We did not have any display / notice boards	<input type="checkbox"/>	<input type="checkbox"/>			
Q.6: In 2010-11 and 2015-16, what best describes the time frame of production targets at this establishment? Examples of production targets are: production, quality, efficiency, waste, on-time delivery. [Check one box for each year.]	1.	Main focus was on short-term (less than one year) production targets	<input type="checkbox"/>	<input type="checkbox"/>			
	2.	Main focus was on long-term (more than one year) production targets	<input type="checkbox"/>	<input type="checkbox"/>			
	3.	Combination of short-term and long-term production targets	<input type="checkbox"/>	<input type="checkbox"/>			
	4.	No production targets (If no production targets in both years, SKIP to 13)	<input type="checkbox"/>	<input type="checkbox"/>			
Q.7: In 2010-11 and 2015-16, how easy or difficult was it for this establishment to achieve its production targets? Examples of production targets are: production, quality, efficiency, waste, on-time delivery. [Check one box for each year.]	1.	Possible to achieve without much effort	<input type="checkbox"/>	<input type="checkbox"/>			
	2.	Possible to achieve with some effort	<input type="checkbox"/>	<input type="checkbox"/>			
	3.	Possible to achieve with normal amount of effort	<input type="checkbox"/>	<input type="checkbox"/>			
	4.	Possible to achieve with more than normal effort	<input type="checkbox"/>	<input type="checkbox"/>			
	5.	Only possible to achieve with extraordinary effort	<input type="checkbox"/>	<input type="checkbox"/>			

		2010-11	2015-16				
Q.8: In 2010-11 and 2015-16, who was aware of the production targets at this establishment? [Check one box for each year]	1	Only senior managers	<input type="checkbox"/>	<input type="checkbox"/>			
	2	Most managers and some production workers	<input type="checkbox"/>	<input type="checkbox"/>			
	3	Most managers and most production workers	<input type="checkbox"/>	<input type="checkbox"/>			
	4	All managers and most production workers	<input type="checkbox"/>	<input type="checkbox"/>			
Q.9: In 2010-11 and 2015-16, what were <u>non-managers'</u> performance bonuses usually based on? [Mark all that apply.]		2010-11	2015-16	Q.10: In 2010-11 and 2015-16, when production targets were met, what percent of <u>non-managers</u> at this establishment received performance bonuses? [Check one box for each year.]			
				2010-11	2015-16		
1.	Their own performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	1.	0%	<input type="checkbox"/>	<input type="checkbox"/>
2.	Their team or shift performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	2.	1-33%	<input type="checkbox"/>	<input type="checkbox"/>
3.	Their establishment's performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	3.	34-66%	<input type="checkbox"/>	<input type="checkbox"/>
4.	Their company's performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	4.	67-99%	<input type="checkbox"/>	<input type="checkbox"/>
5.	No performance bonuses (If no performance bonuses in both years, SKIP to Q11)	<input type="checkbox"/>	<input type="checkbox"/>	5.	100%	<input type="checkbox"/>	<input type="checkbox"/>
				6.	Production targets not met	<input type="checkbox"/>	<input type="checkbox"/>
Q.11: In 2010-11 and 2015-16, what were <u>managers'</u> performance bonuses usually based on? [Mark all that apply.]		2010-11	2015-16	Q.12: In 2010-11 and 2015-16, when production targets were met, what percent of <u>managers</u> at this establishment received performance bonuses? [Check one box for each year.]			
				2010-11	2015-16		
1.	Their own performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	1.	0%	<input type="checkbox"/>	<input type="checkbox"/>
2.	Their team or shift performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	2.	1-33%	<input type="checkbox"/>	<input type="checkbox"/>
3.	Their establishment's performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	3.	34-66%	<input type="checkbox"/>	<input type="checkbox"/>
4.	Their company's performance as measured by production targets	<input type="checkbox"/>	<input type="checkbox"/>	4.	67-99%	<input type="checkbox"/>	<input type="checkbox"/>
5.	No performance bonuses (If no performance bonuses in both years, SKIP to 13)	<input type="checkbox"/>	<input type="checkbox"/>	5.	100%	<input type="checkbox"/>	<input type="checkbox"/>
				6.	Production targets not met	<input type="checkbox"/>	<input type="checkbox"/>
Q.13: In 2010-11 and 2015-16, what was the primary way <u>non-managers</u> were promoted at this establishment? [Check one box for each year]	1.	Promotions were based solely on performance and ability		<input type="checkbox"/>	<input type="checkbox"/>		
	2.	Promotions were based partly on performance and ability, and partly on other factors (for example, tenure or family connections)		<input type="checkbox"/>	<input type="checkbox"/>		
	3.	Promotions were based mainly on factors other than performance and ability (for example, tenure or family connections)		<input type="checkbox"/>	<input type="checkbox"/>		
	4.	Non-managers are normally not promoted		<input type="checkbox"/>	<input type="checkbox"/>		
Q.14: In 2010-11 and 2015-16, what was the primary way <u>managers</u> were promoted at this establishment? [Check one box for each year]	1.	Promotions were based solely on performance and ability		<input type="checkbox"/>	<input type="checkbox"/>		
	2.	Promotions were based partly on performance and ability, and partly on other factors (for example, tenure or family connections)		<input type="checkbox"/>	<input type="checkbox"/>		
	3.	Promotions were based mainly on factors other than performance and ability (for example, tenure or family connections)		<input type="checkbox"/>	<input type="checkbox"/>		
	4.	Managers are normally not promoted		<input type="checkbox"/>	<input type="checkbox"/>		
In 2010-11 and 2015-16, when was an under-performing non-managers & manager reassigned or dismissed? [Check one box for each year]							
Non-Manager			Manager				
Q.15:		2010-11	2015-16	Q.16		2010-11	2015-16
1.	Within 6 months of identifying non-manager under-performance	<input type="checkbox"/>	<input type="checkbox"/>	1.	Within 6 months of identifying manager under-performance	<input type="checkbox"/>	<input type="checkbox"/>
2.	After 6 months of identifying non-manager under-performance	<input type="checkbox"/>	<input type="checkbox"/>	2.	After 6 months of identifying manager under-performance	<input type="checkbox"/>	<input type="checkbox"/>
3.	Rarely or never	<input type="checkbox"/>	<input type="checkbox"/>	3.	Rarely or never	<input type="checkbox"/>	<input type="checkbox"/>
Section C - Organization							
Q.17: In 2010-11 and 2015-16, was the headquarters for this company at the same location as this establishment? [Check one box for each year.]	1.	Yes (If yes in both years, SKIP to Q24)		<input type="checkbox"/>	<input type="checkbox"/>		
	2.	No		<input type="checkbox"/>	<input type="checkbox"/>		
Q.18: In 2010-11 and 2015-16, where were decisions on hiring permanent full-time employees made [Check one box for each year.]	1.	Only at this establishment		<input type="checkbox"/>	<input type="checkbox"/>		
	2.	Only at headquarters		<input type="checkbox"/>	<input type="checkbox"/>		
	3.	Both at this establishment and at headquarters		<input type="checkbox"/>	<input type="checkbox"/>		
	4.	Other (please specify)		<input type="checkbox"/>	<input type="checkbox"/>		
Q.19: In 2010-11 and 2015-16, where were decisions to give an employee a <u>regular pay increase of at least 10%</u> made? Regular pay includes, basic pay, perks, and allowances, but excludes bonuses. [Check one box for each year.]	1.	Only at this establishment		<input type="checkbox"/>	<input type="checkbox"/>		
	2.	Only at headquarters		<input type="checkbox"/>	<input type="checkbox"/>		
	3.	Both at this establishment and at headquarters		<input type="checkbox"/>	<input type="checkbox"/>		
	4.	Other (please specify)		<input type="checkbox"/>	<input type="checkbox"/>		

			2010-11	2015-16
Q.20: In 2010-11 and 2015-16, where were decisions on <u>new product introductions</u> made? [Check one box for each year.]	1.	Only at this establishment	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Only at headquarters	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Both at this establishment and at headquarters	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Q.21: In 2010-11 and 2015-16, where were <u>product pricing</u> decisions made? [Check one box for each year.]	1.	Only at this establishment	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Only at headquarters	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Both at this establishment and at headquarters	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Q.22: In 2010-11 and 2015-16, where were <u>advertising</u> decisions for product made? [Check one box for each year.]	1.	Only at this establishment	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Only at headquarters	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Both at this establishment and at headquarters	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Q.23: In 2010-11 and 2015-16, what was the rupee amount that could be used to <u>purchase a fixed/capital asset</u> at this establishment without prior authorization from headquarters (HQ)? Fixed / capital asset means property, plant, machinery and equipment. [Check one box for each year.]	1.	Under Rs. 100,000	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Rs. 100,000 to Rs. 999,999	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Rs. 1,000,000 to Rs. 9,999,999	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Rs. 10,000,000 to Rs. 99,999,999	<input type="checkbox"/>	<input type="checkbox"/>
	5.	Rs. 100 million or more	<input type="checkbox"/>	<input type="checkbox"/>
	6.	Not authorized without prior permission from HQ	<input type="checkbox"/>	<input type="checkbox"/>
Q.24: In 2010-11 and 2015-16, what was the number of employees reporting directly to the plant manager at this establishment? A plant manager's direct report is someone in the organizational level directly below them, with whom they meet on a regular basis, and whose pay and promotion they may be involved with.				
Number of direct reports (Estimates are acceptable)			2010-11	2015-16
Q.25: In 2010-11 and 2015-16, how many layers of direct reports were there for this establishment in between the factory floor and the plant manager? Example 1: If the shop floor worker reports to a shift supervisor who then reports to the plant manager, the number of levels in between the factory floor and the plant manager is '1'. Example 2: If the shop floor worker reports to a team supervisor who then reports to a production manager who then reports to the plant manager, the number of levels in between the factory floor and the plant manager is '2'. Example 3: If the shop floor worker reports to team supervisor, who then reports to a division in charge, who then reports to the department in charge, who then reports to the plant controller, the number of levels in between the factory floor and the plant controller is '3'.				
Number of layers (Estimates are acceptable)			2010-11	2015-16
Q.26: In 2010-11 and 2015-16, who prioritized or allocated tasks to production workers at this establishment? [Check one box for each year.]	1.	Only managers	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Mostly managers	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Managers and production workers jointly	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Mostly production workers	<input type="checkbox"/>	<input type="checkbox"/>
	5.	Only production workers	<input type="checkbox"/>	<input type="checkbox"/>
	6.	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
Q.27: In 2010-11 and 2015-16, what best describes the <u>availability</u> of data to support decision making at this establishment? [Check one box for each year.]	1.	Data to support decision making were not available	<input type="checkbox"/>	<input type="checkbox"/>
	2.	A small amount of data to support decision making was available	<input type="checkbox"/>	<input type="checkbox"/>
	3.	A moderate amount of data to support decision making was available	<input type="checkbox"/>	<input type="checkbox"/>
	4.	A great deal of data to support decision making was available	<input type="checkbox"/>	<input type="checkbox"/>
	5.	All the data we need to support decision making was available	<input type="checkbox"/>	<input type="checkbox"/>
Q.28: In 2010-11 and 2015-16, what best describes the <u>use</u> of data to support decision making at this establishment? [Check one box for each year.]	1.	Decision making did not use data	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Decision making relies slightly on data	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Decision making relies moderately on data	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Decision making relies heavily on data	<input type="checkbox"/>	<input type="checkbox"/>
	5.	Decision making relies entirely on data	<input type="checkbox"/>	<input type="checkbox"/>
Q.29: In 2010-11 and 2015-16, did the <u>managers</u> at this establishment learn about management practices from any of the following? [Mark all that apply.]	1.	Consultants	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Competitors	<input type="checkbox"/>	<input type="checkbox"/>
	3.	Suppliers	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Customers	<input type="checkbox"/>	<input type="checkbox"/>
	5.	Trade associations or conferences	<input type="checkbox"/>	<input type="checkbox"/>
	6.	New employees	<input type="checkbox"/>	<input type="checkbox"/>
	7.	Headquarters	<input type="checkbox"/>	<input type="checkbox"/>
	8.	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
	9.	None of the above	<input type="checkbox"/>	<input type="checkbox"/>

Section D - Background Characteristics

Q.30: What was your level of seniority in 2015-16?	1.	CEO or Executive Officer, e.g., CFO?	<input type="checkbox"/>
	2.	Manager of multiple establishments, e.g., Division Manager	<input type="checkbox"/>
	3.	Manager of one establishment, e.g., Plant Manager or Controller	<input type="checkbox"/>
	4.	Non-manager	<input type="checkbox"/>
	5.	Other (please specify)	<input type="checkbox"/>

Q.31: What year did you start working at this establishment?				Year			
Q.32: What was the number of <u>managers</u> at this establishment for the pay periods including March 31, 2011 and March 31, 2016? A manager is someone who has employees directly reporting to them, with whom they meet on a regular basis, and whose pay and promotion they may be involved with, e.g., Plant Manager, Human Resource Manager, Quality Manager.							
Number of managers at this establishment (<i>Estimates are acceptable</i>)						2010-11	2015-16
Q.33: What was the number of all full and part-time <u>employees</u> at this establishment for the pay periods including March 31, 2011 and March 31, 2016? Full and part-time employees include permanent, temporary, contract, and seasonal / daily wagers.							
Number of employees at this establishment (<i>Estimates are acceptable</i>)						2010-11	2015-16
In 2010-11 and 2015-16, what was the percent of non-managers & managers in the following education levels at this establishment? <i>[The percentages in each column should sum up to 100 percent]</i>							
Non-Manager				Manager			
Q.34		2010-11	2015-16	Q.35		2010-11	2015-16
1.	No formal education			1.	No formal education		
2.	Matriculation			2.	Matriculation		
3.	Bachelors			3.	Bachelors		
4.	Masters / MBA or higher			4.	Masters / MBA or higher		
TOTAL		100%	100%	TOTAL		100%	100%
Q.36: In 2010-11 and 2015-16, what percent of all <u>employees</u> at this establishment were members of a labor union? <i>[Check one box for each year.]</i>				1.	0%	<input type="checkbox"/>	<input type="checkbox"/>
				2.	1-20%	<input type="checkbox"/>	<input type="checkbox"/>
				3.	21-40%	<input type="checkbox"/>	<input type="checkbox"/>
				4.	41-60%	<input type="checkbox"/>	<input type="checkbox"/>
				5.	61-80%	<input type="checkbox"/>	<input type="checkbox"/>
				6.	More than 80%	<input type="checkbox"/>	<input type="checkbox"/>
Q.37: Please provide the lump sum figures for FY2010-11 <i>(Estimates are acceptable)</i>							
						Value ("000" Rs.)	
37.1: Total value of goods sold (local plus export sales)							
37.2: Total employment cost Total employment cost includes wages and salaries, other cash and in kind payments.							
37.3: Total material costs Total material costs include the cost of material (fuels, electricity, raw material, chemicals and dyes, packing materials, spare parts, lubricants etc.) purchased both locally and imported.							
37.4: Total value of stock of capital Total stock of capital includes the costs incurred on land, major improvements to land, transaction costs for acquisition of land, building and other construction, plant and machinery, transport equipment, furniture & fixture, office equipment and other assets.							
Q.38: Respondent Remarks							
Name of the Respondent		Designation		Contact Number/Cell No.		Signature with Stamp	
		Fax		E-Mail:		Establishment's Web Page	
Q. 39: Number of attempts made by the enumerator for the interview.							
1.	Number of phone calls						
2.	Number of Physical visits						
3.	Interview lasted (hh-mm) 12 hour format (am /pm)			Start time:		End time:	
4.	Whether questionnaire was already filled by time of the interview?			Yes <input type="checkbox"/>		No <input type="checkbox"/>	
5.	Did SBP officer attend the interview?			Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Q. 40: Enumerator/Supervisor Remarks							
Particular		Name		Designation		Code	
Enumerated By							
Inspected By							
Edited by (HQ)							
Checked by(HQ)						Signature with date	