

क्षेत्रीय कार्य के लिए अनुदेश Instructions for Survey Work

संकल्पनाएँ, परिभाषाएँ एवं प्रक्रियाएँ
Concept, Definitions and Procedures

असंगठित विनिर्माण इकाईयों का सर्वेक्षण
Unorganised Manufacturing Enterprise Survey

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Concepts and definitions

परिभाषाएँ एवं प्रक्रियाएँ

1.1.1 MANUFACTURE विनिर्माण

The term “manufacture” denotes all economic activities relating to any transformation of raw materials into final products. Manufacturing of goods for the sole purpose of domestic consumption is not covered under the term “manufacture”.

1.1.2 MANUFACTURING ENTERPRISE विनिर्माण उद्यम

A manufacturing enterprise is a unit engaged in the physical or chemical transformation of materials, substances or components into new products. It covers units working for other concerns on materials supplied by them. Also included are units primarily engaged in maintenance and repair of industrial, commercial and similar machinery & equipment, which are, in general, classified in the same class of manufacturing as those specializing in manufacturing the goods.

Thus all activities covered by NIC- 2008 divisions 10 to 33 of NIC- 2008 will be considered as ‘manufacturing’ for the purpose of the survey. In addition, the activity of cotton ginning, cleaning and baling (NIC- 2008 code 01632) will be covered in the present survey. It is important to note that production of goods for the sole purpose of domestic consumption will not be considered as manufacturing.

1.1.3 UNORGANISED MANUFACTURE

Annual Survey of Industries (ASI) covers the manufacturing enterprises registered under Sections 2m(i) and 2m(ii) of the Indian Factories Act, 1948, i.e., enterprises having ten or more workers using power [Section 2m(i)] and twenty or more workers without using power [Section 2m(ii)]. In some states, ASI also covers bidi and cigar manufacturing enterprises though not registered under Sections 2m(i) and 2m(ii) of the Factories Act. The remaining enterprises are covered under “*Unorganised Manufacture*”.

Survey on small-scale manufacture was conducted as a part of multipurpose surveys from 3rd to 6th rounds of NSS. Survey on unorganised manufacture on its own merit was taken up in NSS 7th to 10th, 14th, 23rd, 29th, 33rd, 40th, 45th, 51st and 56th rounds. Up to 29th round, the household approach was followed for the purpose. From 33rd round, the enterprises were listed by “site approach”, i.e., the enterprises were enumerated at their present site. However, if the enterprises had no fixed premises, they were enumerated through their owners’ households.

1.2 ENTERPRISE उद्यम

An enterprise is an undertaking, which is engaged in the production and / or distribution of some goods and / or services meant for the purpose of sale, whether fully or partly. An enterprise may be owned and operated by a single household, or by several households jointly, or by an institutional body. Entrepreneurial activity may be carried out in fixed premises or without any fixed premises.

1.2.1 ESTABLISHMENT

Enterprises which employ at least one hired worker on a fairly regular basis are called “establishments”. Paid or unpaid apprentices paid household member/ servant/ resident worker in an enterprise are considered as hired workers. “Fairly regular basis” means during the “major part of the period of operation in the last one year”. In counting the number of hired workers, it is not necessary that the same worker be employed throughout the period.

Enterprises are divided into three classes on the basis of total number of workers and employment of hired worker.

1.2.2 OWN ACCOUNT ENTERPRISE (OAE)

An enterprise, which is run usually without the help of any hired worker employed on a fairly regular basis, is defined as an Own Account Enterprise (OAE).

1.2.3 DIRECTORY ESTABLISHMENT (DE)

An establishment which employs six or more workers (hired and household - taken together) on a fairly regular basis is called a Directory Establishment (DE).

1.2.4 PERENNIAL, SEASONAL AND CASUAL ENTERPRISES

Enterprises are classified into three categories on the basis of their period of operation.

1.2.5 PERENNIAL ENTERPRISES

Enterprises, which usually operate throughout the year, are called perennial enterprises.

1.2.6 SEASONAL ENTERPRISES

Seasonal enterprises are those which are usually run in a particular season or in fixed months of a year.

1.2.7 CASUAL ENTERPRISES

Casual enterprises are those, which operate occasionally (may be disjoint periods of time throughout the year).

Perennial and casual enterprises, which operate for at least 30 days in the year, are eligible for survey. For seasonal enterprises the eligibility criterion is operation for at least 15 days in the year. Year is taken as the last 365 days preceding the date of survey.

1.2.8 HOUSEHOLD AND NON-HOUSEHOLD ENTERPRISES

All proprietary and partnership enterprises are termed as “household enterprises”. Enterprises may not be located in the same premises as the household. “Non-household enterprises” are those which are institutional, i.e., enterprises owned and run by -

- a) Public Sector (Central or State Govt., Local Self-Govt., Local Bodies, Govt. undertakings, etc.)
- b) Corporate sector
- c) Co-operative Societies

- d) Other types of Societies
- e) Institutions, Associations, Trusts, etc.

1.2.9 TYPE OF OWNERSHIP

The enterprise may be owned by private individuals, or companies, or societies, or the Central Government / State Government or local bodies. Also it may be owned jointly by a private company and Govt. (Central, State or local body). The enterprises are classified into the following types of ownership, which are determined on the basis of categories of ownership described above.

(1) Proprietary (2) Partnership where partners belong to the same household (3) Partnership where partners belong to different households (4) Co-operative Society (5) Public sector enterprise (6) Public / Private Limited Company and (7) others.

If an enterprise is wholly owned or run / managed by Central or State Government, or Quasi Government Institutions, or by local bodies, or by autonomous bodies set up by the Government, Panchayat, etc., it is treated as public sector enterprise. But if the enterprise is run on loans granted by Government, or a local body, etc., it is not treated as public sector enterprise.

1.2.10 MULTIPLE ACTIVITIES

Since many of the entrepreneurs belonging to the unorganised sector operate at small or marginal levels, the phenomenon of carrying out more than one activity simultaneously or at different points of time may be quite prevalent. If the activities are carried out at one point of time at the same location and the information is not separately available, then it is called a "mixed activity". Total number of economic activities carried out by the entrepreneur during the last 365 days is the total number of multiple activities. Some examples of multiple activities are: i) a person carrying out agricultural activity in sowing / harvesting season and running a shop at the same time or at other times, ii) a lady working as regular wage / salary earner and also running a shop in the evenings, etc. However, a manufacturing enterprise manufacturing woolen garments before winter and cotton clothes before summer will not be considered as carrying out multiple activities. It may be noted that multiple activity relates to the various economic activities carried out by the entrepreneur whereas mixed activity is carried out by an enterprise.

1.2.11 FIXED ASSETS

Fixed assets are assets held for the purpose of producing or providing goods and services such as land, building, plant and machinery, transport equipments, tools and other assets (new or used) that have a normal economic life of more than one year from the date of acquisition throughout-right purchase / hire purchase/ loans / mortgage / construction regardless of their use. The value of assets, whether fully paid or not, owned by the enterprise is determined on the basis of present market value. Such assets are not held for resale in the normal course of activities of the enterprise.

1.2.12.1 LAND

Land on which the enterprise is accommodated together with the surrounding area which is used for the enterprise. In case a portion of the land belonging to the residence of the household is utilised for the enterprise, only that portion of the land is considered as fixed asset for the enterprise. Land owned includes land owned with permanent heritable possession with or without right to transfer the title. Land held on long-term lease, say, for 30 years or more is also treated as land owned. Land value of upper flats is considered as "nil".

1.2.12.2 BUILDING

It is the structure which houses the activities of the enterprise. This will also include other like shed, house and also building under construction as well as parts of a house or structure and conveniences (like passage, wall, water tank, sewerage and tube-well) where activities of the enterprise are carried out. When the value of land and building cannot be computed separately, the combined value is considered for recording against building.

1.2.12.3 PLANT & MACHINERY

Plant is generally the name given to an assembly of machinery / equipment / devices installed for the operation of entrepreneurial activities. Machinery means an implement or mechanical device used in the entrepreneurial activities. These are assets of durable nature and can be easily identified.

1.2.12.4 TRANSPORT EQUIPMENT

All vehicles, whether power or man / animal driven, used for transporting persons, goods or materials for the enterprise. Animals, if used for drawing vehicles or carrying loads, will be included. If the equipment is used both for domestic and for enterprise purposes, the criterion to be followed is major time disposition of the equipment.

1.2.12.5 TOOLS AND OTHER FIXED ASSETS

Small loose implements, generally held in hand for operation and having normal life of more than one year, are considered as tools. Other fixed assets include other durable equipment like furniture & fixtures, laboratory equipment and office equipment, etc. Livestock used in oil ghani will be included here.

1.2.12.6 ADDITION TO FIXED ASSETS

Addition through purchase (new or used), construction or otherwise obtained (e.g., gifts) during the reference period including improvement on land, building, construction, etc. The valuation of addition to each item of these assets on account of construction is done approximately as follows:

- a) Value of purchase of all materials used for the purpose, plus
- b) Amount paid for labor and / or service charges on that account.
- c) imputed value of goods / services supplied by the household, if any.

Cost of routine repairs and maintenance of fixed assets is excluded.

Instruction for filling schedule

अनूसूची भरने हेतु दिशा निर्देश

2.0 Block 0: Descriptive identification of sample enterprise

This block has been designed to collect the descriptive identification of the sample enterprise. The items are mostly self explanatory. There are 6 items in the block.

2.1 Block 1: identification of sample enterprise

Item 1 to 4 will be copied from given sample list.

2.1.1 Item 5: informant code: This item will give information on the type of informant from whom the data are being collected. The relevant codes are: owner -1, manager -2, others -9. For a partnership enterprise, any of the partners will qualify as 'owner'.

2.1.2 Item 6: Survey code: If the original enterprise is surveyed, code against this item will be 1. If the original enterprise could not be surveyed for some reason or other some substitute enterprise had to be surveyed, code will be 2.

2.2 Block 2: Particulars of enterprise and background information

In this block some basic information about the nature and working of the enterprise will be recorded in terms of codes.

2.2.1 Item 201-202: Major activity during the reference month

NIC codes of the major activity of the enterprises during the reference month as per 2008 classification may be put at **5-digit level**. Complete description mention against under the below row.

2.2.2 Item 203: Principal minor activity during the reference month code (5-digit as per NIC 2008): This is applicable for enterprises pursuing mixed activity (code 1 against item 201). If the enterprise pursues two activities, major activity will be recorded in item 201 and minor activity as per the NIC-2008 at 5-digit level will be recorded in item 203. The same procedure which was followed to determine the major activity will be adopted for determining the principal minor activity of the enterprise. Care should be taken that first two digits of item 203 are different from that of item 201.

2.2.3 Item 204: Type of ownership: Proprietary enterprise are those where an individual is the sole owner of the enterprise. If the owner is male/female/transgender, code will be 1. **Partnership** is defined as the 'relation between persons who have agreed to share the profits of a business carried by an all or any of them acting for all'. Partners may be from the same households or they may be from different households. In the both cases, owner ship code will be 2. Code 3 will be recorded for self-help groups/trusts. All other types of enterprises under survey coverage will get code 9.

2.2.4 Item 205: Social group of the owner/major partner: For the proprietary or partnership enterprises, the social group of the working owner/major partner should be entered through following codes:

SC -1, ST -2, OBC -3, Others-4

'Major partner' in case of partnership enterprises will be the major working owner. The criterion for determining 'major' will be the partner getting maximum share of the profit of the enterprise, or bearing the maximum part of the loss. If all the partners share the profit/ loss of the enterprise equally, the partner taking major decisions of the enterprise will be the major partner. If the decisions are taken collectively, major partner will be the senior most partners by age.

2.2.5 Item 206: Whether the enterprise maintain any bank account/post office saving bank account?: To facilitate financial transactions and to access financial services at affordable cost, an enterprise may have one or more accounts registered with financial institutions. The account can be in the name of the enterprise or in the name of the proprietor/major partner. Code 1 will be reported against this item if the enterprise is having a bank account in owner's name. If the bank account is in the name of the enterprise, code 2 will be reported. Code 3 will be given if the enterprise has account in both in the name of the enterprise and owner. If the enterprise has no bank account code 4 will be given. In case of bank accounts, both saving account and current account can be considered for this item. Post office account means post office savings accounts only.

2.2.6 Item 207: Year of initial operation under the current owner: The year from which the enterprise commenced its operation with reference to the present/major activity of the enterprise with the current owner in the present location may be recorded here. In case of temporary shift of location due to repair and maintenance of the usual/original location, year of initial operation from the usual/original location may be considered. Each of the four boxes will contain one digit and no box will remain empty. In case of break in operation, only the present spell will be considered.

2.2.7 Item 208: Nature of operation: This item intends to capture the seasonality of the enterprise under survey. The guiding principal will be the duration of operation of the enterprise during the reference period. The different types are:

Nature of operation		Code
Operated more or less regularly throughout the year	perennial	1
Enterprise operated only during particular season(s) of the yr	seasonal	2
Carried out its activity only occasionally, but total number of days operated was 30 days or more	casual	3

2.2.8 Item 209: Number of month operated during the last 365 days: Number of months operated by the enterprise in the last 365 days will be recorded against this item. Entry against this item will be recorded **in whole numbers** only. An operating month does not mean a complete calendar month in which the enterprise has operated with full intensity. Suppose, in a particular month of the enterprise has operated only for 5 days. Even then, that month will be counted as an operating month. It may be also be ensured that the fractional months in the beginning or end of the reference period are not missed in calculation. The idea is that a month should mean a block of 30 days and not always a completed calendar month. **The entry may be made in whole numbers.**

2.2.9 Item 210: Did the enterprise use computer(s) during the last 365 days? (yes- 1,no -2): A computer refers a desktop, laptop (portable computers such as *notebook, netbook,etc.*) or a tablet (or similar hand held computer). It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital assistants (PDA) or TV sets and devices with telephony as their primary function such as smart phones. *Tablets* will be considered as computers whereas *tablets* will not be considered as computers for the purpose of this survey. If the enterprise used computer in the reference period for carrying out entrepreneurial activity record code 1, otherwise code 2. **The computers can be either owned hired.**

2.2.10 Item 211: Did the enterprise use internet during the last 365 days? (yes- 1, no -2): 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, and entertainment and data files, irrespective of the device used. Access can be via a fixed or mobile network. It may be noted that even if the code against item 210 is 2, code to this question can still be 1 as the enterprise may access the internet by mobile phone, games machine, digital TV, etc. In case of proprietary and partnership enterprises, the owner/major partner may be using internet for their personal requirement. But only the use of internet for the activities of the enterprise will be considered for reporting of this item

2.2.11 Item 212: Whether registered any Act/Authority? (yes-1, no-2): If the enterprise is registered under one or more Acts/Authority, code will be '1'; otherwise code will be '2'.

2.2.12 Item 213: Name of Act under which enterprise is registered: An enterprise may be registered under more than one industry specific agency or authority. For such cases, provision is kept record two agencies of registration. A list of such acts and their corresponding codes are given below:

Shops and establishment	1
Municipal corporations/panchayat/local body	2
VAT	3
Khadi and village industries/MSME	4
Others (specify)	5

2.3 Block 3& 4: Principal and other operating expenses

The large number of manufacturing activities being covered in this survey. It is possible that for enterprise of a particular activity, certain items of expenditure may be very high. But for the same item, for other activities this may be just an incidental expense. In order to capture the expenses, two blocks 3 and 4 have been formed. Blocks 3 and 4 are the two blocks where operating expenses of the enterprises will be collected. The reference period for the blocks is last 30 days/last calendar month. **All expenditures in these blocks are to be recorded on payable basis.** If some expenses are made on a yearly or half-yearly basis, those are to be properly apportioned for the reference month and recorded. For items where payments are not yet made, payable amount may be obtained and recorded. For example, values payable for fuel consumed or electricity purchased during the reference month may not be readily available. Estimated charges will be recorded in such cases irrespective of whether full payment has been made or not.

2.3.1 Item 301 to 304: This sub-block will record the main raw materials consumed in the manufacturing process during the reference month. Three **major** raw materials may be recorded in items 301 to 303 in the order of their importance (in value terms). The product will be given to these major raw materials as per product code given in the Annexure 1 of this instruction. *If two or more major items have same product code (see annexure 1), then they should be combined and recorded as a single item.* The combined value of all the remaining raw materials consumed during the reference month will be reported against item 304. Since the objective is to record the actual value of various inputs, the amounts actually **consumed** of the various input items are to be recorded. Any material produced at home and used in the enterprise as raw material will be included in this sub-block at ex-farm price. For raw materials collected free of cost, labor charges and/or transport charges incurred, if any, will be taken as the value of the raw materials. But if no expenditure is incurred for such free collection, no imputation needs be made.

2.3.2 Item 305: Purchase value of goods sold in the same condition purchased is to be reported against item 305. This will show the **trading** part of the manufacturing enterprises. The purchase value of all goods which are purchased and sold without any transformation will be recorded here. This will also include the purchase value of goods bought exclusively for sale. In respect of the trading activity of a manufacturing enterprise, if the item wise details of expenditure and receipts are separately available. If no such details are available, the combined purchase value of such goods traded may be reported against item 305. The intention of this item is not to miss out any expenditure incurred (even if minor) by the enterprise. At the same time, care may also be taken to avoid duplication of expenditure.

2.3.2 Item 306: Expenses incurred for manufacturing services will be reported here. All the expenses incurred by the enterprise *to provide the manufacturing services* will be reported here. However, the emoluments paid to hired workers engaged by the enterprise (if any) for manufacturing services activities will not be reported here.

Valuation: The value of consumption relates to all the materials utilised in the process of production. These may be purchased during the reference period or prior to the reference period or these may be supplied by the household. The values of these materials are to be calculated by taking the purchase price, where purchase price will mean the delivered value of the goods at the enterprise, i.e., it will include agents' commissions and taxes/duties paid, if any. Evaluation of the materials supplied by the households will be done at the ex-farm price.

2.3.3. Item 307: Total of item 301 to item 306 recorded in item 307.

2.3.3 Item 310: For minor activity item 308 to 309 recorded here. Total of item 308 and item 309 recorded in item 310.

2.4 Block 4: Other operating expenses during last 30 days/last month:

Block 4 will record the other operating expenses not covered in block 3 for the above manufacturing activities. This block has 9 items. These will cover electricity charges, fuels, lubricants, raw material consumed for own construction of building, furniture and other fixtures, expenditure on minor repair and maintenance of fixed assets, rental payable on fixed assets (other than land), service charges for work done by other concerns, travelling, freight and cartage (transport) expenses by different mode of transports, communication expenses, financial charges. **When 'other operating expenditure' is filled up in respect of some activities reported in block 3, sufficient care may be taken not to duplicate the expenses which are already reported in its respective sub-blocks under block 3.**

2.4.1 Items 401 and 402: Electricity charges and fuel & lubricant:

(i) If the total amount of electricity consumed during the reference month is not paid, the amount payable pertaining to the period will be ascertained and recorded here. If the exact amount of the bill is not known for reference month, the value will be estimated based on the electric bills paid during the recent past. If the electricity charges are paid for the entire year/more than one month, the figure apportioned for the reference month may be recorded against item 401.

(ii) If the electricity charges are included with rent, the electricity charges should be estimated based on consumption and same should be deducted from the rent.

(iii) The value of coal/coke, other fuels, lubricants consumed will recorded irrespective of whether full payment has been made or not. That part of the fuel, which is produced and consumed in process of production (*intermediate products*), wherever possible, is to be **excluded**.

2.4.2 Item 403: Raw material consumed for own construction of building/of furniture and fixtures

All materials consumed for own construction including that of passage, raising wall, digging well, etc. for the enterprise. Also used for own construction of furniture and fixture and for small machineries of the enterprise will be recorded in item 403.

2.4.3 Item 404: Minor repair and maintenance:

These items will show the expenses made for the **minor** repair and maintenance. This also includes all the minor repair and maintenance expenses related to plumbing and sanitary fittings. Both the value of materials used in repair and services charges paid for maintenance will be included. Replacement of some **major** parts of fixed assets **will not** be included here. Some example of expenses not to be included here are major overhauling of motors of machine, retreading of tyre of car, replacing hard disk of a computer, changing roofing material of a room, etc. On the other hand, minor repairs such as whitewashing of rooms, routine maintenance of machinery, repair on puncture of transport equipment, etc., will be included here. The charges of minor repair and maintenance of hired assets will also be reported if the expenses are made by the enterprise.

2.4.4 Item 405: Rental payable on fixed assets (other than land):

Rental on hired fixed assets other than land may be noted against this item. Hiring of machinery and equipment by the enterprise is a common phenomenon for many of the informal enterprise. Total monthly rental payable by the enterprise on account of hiring of fixed assets is to be recorded against this item

2.4.5 Item 406: Service charges for work done by other concern:

The various services listed under these items will include-

1. Commissions payable to agents and payment toward contract and sub contract services availed by the enterprise.
2. Storage and warehousing charges
3. Legal services
4. Audit, advertising, accounting, book keeping, architecture, engineering, photocopying
5. Computer related services
6. Government administrative charges
7. Training, education, coaching
8. Medical services (doctor fees)

9. Rental expenses (e.g., hiring of auditorium, sports ground, etc.)

10. Washing, cleaning, laundry, photography, radio and TV broadcasting, etc.

When payments made by the enterprise to some individual are recorded in this item, *persons receiving these payments will not be counted as workers of the enterprise and payments received by them will not be considered as emoluments.* Sufficient care may be taken not to duplicate expenditure already recorded against similar item in various sub-blocks under block 3.

2.4.6 Item 407: Travelling, freight and cartage:

Expenses on travelling associated with the entrepreneurial activity and transportation of material will be entered against these items. **If these are already included in the value of materials consumed as reported in block 3, these item should not be filled in separately.** Travelling/transportation charges by mode of travel/transport such as air, rail, land and water. Other expenses on support activities to transportation such as packaging, cargo handling, movers & packers, travel agency, etc. will be reported against item 407.

2.4.7 Item 408: Communication expenses

Expenses on communication like telephone, fax, postal, courier, e-mail, voice-mail, etc. are to be recorded here.

2.4.8 Item 409: Financial charges

Financial charges incurred by the enterprise during the reference month will be reported against these items. Banking, commission and brokerage charges in respect of financial services availed by the enterprise will be recorded against item 409. **Interest charges paid to the banks are not included in this item.** Enterprise also insures its properties like building, machinery, transport equipment, etc. Insurance premiums paid for the employees of the organization, however are part of compensation to the employees and same will not be recorded here.

2.4.9 Item 410: Total of item 401 to item 409 will be recorded against item 410.

2.5 Block 5: Principal receipts during last 30 days/last calendar month

Block 5 will record here principal receipts in thirteen sub-blocks corresponding to which the principal expenses have been collected in block 3. As explained earlier with regard to operating expenses, there will be some commonality in items between block 4 and 5. **The approach of data collection will be the amount receivable during the reference month.**

Three digit product codes in respect of output products of the enterprise:

Like in the case of principal expenditure block, provision for recording the three digit product codes in respect of the output products of the enterprise have been kept in the principal receipts block also. In respect of the products manufactured by the

manufacturing enterprise, goods traded by trading enterprise and other services activities; these codes need to be recorded.

2.5.1 Item 501 to 504: Four major products/by-products manufactured and made ready for sale along with the relevant three-digit product codes and their corresponding value figures will be reported against items 501 to 504. The product will be given to these major raw materials as per product code given in the Annexure 1 of this instruction. If the number of products and by-products exceeds 4, the value of remaining products will be added together and total will be shown against item 504. The intermediate products (intermediate products are used in the production of final products of the manufacturing unit. Intermediate product lose their identity in the final product.) made by the enterprise and meant for further processing are generally not included here, but if they are sold as they are, they should be included.

2.5.2 Item 505: The sale values all goods incidental to manufacturing which were sold in the reference month in the same condition as they were purchased will be recorded here. This will also include the sale value of goods bought exclusively for re-sale. This will correspond to expenses reported against item 305.

2.5.3 Item 506: If the enterprise provides any manufacturing services, the receipts from the same (such as service charges) during the reference period will be reported against this item.

2.5.4 Item 507: If the enterprise provides any other services, the receipts from the same during the reference period will be reported against this item.

2.5.5 Valuation: The values of finished products and by-products which were produced and made ready for sale/use/free distribution/home consumption and the value of intermediate products, if any, that were produced and made ready for sale during the reference period will be recorded in whole number of rupees. Value of manufactured products lost by theft/damage/destroyed by fire etc. during the reference period will also be included. The market value of the product and by-products will be reported here. It **includes** excise duty paid or sales tax realised by the enterprise on behalf of the Government as also all other distributive expense incurred such as discount of rebate, charges for carriage outward, commission to selling agents.

2.3.6 Item 508: Total of item 501 to item 507 will be recorded against item 508.

2.5.7 item 509 to 511: For any manufacturing process, a stock of semi-finished goods or (opening stock- item 509) and the end (closing stock- item 510) of the reference period. The net balance (item 510-item 509) of such semi-finished goods forms a sort of notional output for that enterprise. The value of net balance of semi-finished goods will be recorded against item 511 with appropriate sign ('+' for increase and '-' for decrease). The valuation of the semi-finished goods will be on the basis of production cost (including cost of raw material).

2.3.8 Item 512: Total of item 508 to item 511 will be recorded against item 512.

2.5.9 item 513 to 514: For the minor activity item 513 to 514 to be recorded.

2.3.10 Item 515: Total of item 513 to item 514 will be recorded against item 515.

2.6 Block 6: Calculation of gross value added for the reference month

In the present enterprise survey the estimates of Gross values added (GVA) are attempted through two alternative approaches viz. product approaches as well as factor income approach. Conceptually, GVA through both the approaches should coverage. However, due to difference in data collection, the two may differ.

2.6.1 Item 601: Total receipt: Total receipt of the enterprise for the reference month is worked out by adding up all the receipts reported in block 5. This **does not include** grants and donations received from Government, any type of capital transfers received from individual and government/non-government agencies and any type of production subsidies/interest subsidies received by the enterprise.

2.6.2 Item 602: Total operating expenses: Total operating expenses of the enterprise for the reference months worked out by adding up all the expenses reported in block 3 and 4.

2.6.3 Item 603: Distributive expenses: The sale value of any product (goods or services) also includes certain distributive expenses. These expenses are realised from the customers as part of the sale price but are not actual receipt of the enterprise. Commission to selling agents, outward freight charge, transport charges, etc. are examples of distributive expenses.

2.6.4 Item 604: Toll: These are charges need to be paid to avail certain infrastructure. Toll charges for using bridges, highways etc. are examples. **The total of toll charges payable for the reference month will be reported against this item.**

2.6.5 Item 605: Taxes on products: Taxes are compulsory, unrequited payments, in cash or in kind, made by institutional units to government units. *A tax on a product is a tax that is payable per unit of some good or services.* Some examples of taxes on products are VAT, excise duties, general sales tax, service tax, export duties, turnover tax, octroi, taxes on financial and capital transactions (mainly inheritances and gifts), etc., **if the various receipt figures reported by the enterprise in block 5 are inclusive of such taxes on products payable for the reference month, the total of the same need to be reported against this item.**

2.6.6 Item 606: Gross value added: The gross value added (GVA) of the enterprise is worked out against this item by deducting total operating expenses (item 602), distributive expenses (item 603), toll (item 604) and taxes on products (item 605) from total receipts (item). The calculated GVA figure may be reported with proper sign (+/-) in whole number

2.6.7 Item 607: Taxes on production: *Taxes on production consists of all taxes that the enterprise incurs as a result of engaging in production.* It is payable irrespective of the profitability of the enterprise and consists of all taxes except those included

under 'Taxes on products'. **Total of the all taxes on production payable for the reference month will be reported against this item. Normally, these taxes are paid either year or for a period which is more than one month. In such cases, the figures may be apportioned to arrive at the taxes on production payable for the reference month.**

2.7 Block 7: Employment particulars of the enterprise during the reference month

Worker is defined as person working within the premises of the enterprise who are in the payroll of the enterprise as well as the working owner and paid family members who help in entrepreneurial activity. The apprentices took by the enterprise also be treated as worker. Sales persons appointed by an enterprise for selling its services and apprentices, paid or unpaid *will also be treated as workers*. **In case of SHGs, if any member (including office bearers) performs the activities of the SHGs by drawing remuneration, he/she will be treated as worker.**

A worker engaged for more than half of the normal working hours of the enterprise will be treated as be **full time worker**.

Volunteers, who work without salary/honorarium, will not be considered as workers.

Some enterprises do not hire individuals like porters, sweepers, accountants, etc., on a regular basis. These individual can work in one or more enterprise in a locality. Such persons will not be considered as workers of the enterprise.

If an enterprise has some contract with some other agency (e.g. security, cleaning, nursing, midwife), or persons (like CA, Lawyer, etc.), the employee of agency (or persons) who are working within the premises of the enterprise under survey (e.g. sweeper, guard, nurse, etc.) will not be counted as the employee of the enterprise. Rather they will be considered as the worker of the agency.

Collection of employment particulars:

Data recorded from books of account: In this case, consider only those persons whose salary and wage payments are available in the books of accounts of the enterprise. Also see that if one person is terminated and other joins in that position, it is counted as 1 and not 2. On the other hand, some enterprise may work in shifts. Suppose, in such an enterprise, 100 persons (positions) work in each of the 3 regular shifts. Then, total workers will be 300 (and not 100)

Data recorded through oral enquiry from an enterprise maintaining payroll: Here, consider only those persons who are in the payroll of the enterprise, i.e., all the regular and directly appointed casual workers will be considered as was done above.

Illustration of calculation of average number of workers:-

Suppose in an enterprise, 4 persons have worked for 20 days and 6 persons have worked for 6 days. 26 days is the total number of working days of that enterprise in

the reference period. Say the last month. Then, the average number of workers for that enterprise will be:

$$[(4 \times 20) + (6 \times 6)] / 26 = 4.46 \text{ (rounded to 4)}$$

So average number of worker is 4.

2.7.1 Item 701: Working owner: In case of proprietary enterprise, if the owner himself/herself works in the enterprise on a fairly regular basis, entry should be made against item 701.

2.7.2 Item 702: Formal hired worker: A formal hired worker is one having continuity of job, eligible for paid annual leave and also eligible for social security benefits like provident fund or insurance provided by the employer.

2.7.3 Item 703: Informal hired Worker: An informal hired worker is not having continuity of job and/or not eligible for paid annual leave and/or not eligible for social security benefits like provident fund insurance provided by the employer. Two part-time workers in an enterprise will be counted as 2 and not 1 full-time worker.

2.7.4 Item 704: Other Worker: Information regarding the workers not covered in items 701-703 above shall be recorded against this item. This includes all persons belonging to the households of the proprietor or household of the partners who are working in or for the enterprise without regular salary or wages. Persons working as exchange laborer in the enterprise without salary or wages will also be covered in this category. All unpaid households' workers who are associated with the activities of the enterprise during the reference month will be considered for recording entries against this item.

Compensation to workers during the reference month

Salary/wages allowances and other individual benefits directly payable to the worker (cash & kind)

Salaries/wages payable to the individual workers for the reference month will be recorded in this section against the respective items. This will include beside the stipulated pay, all other allowances like dearness, house-rent, over time, shift, etc. payment which are given in kind, more or less regularly as salary or wages as or apart of salary or wages, are to be included here and to be evaluated at cost to the employer.

Contribution to insurance, provident fund and other social security schemes (average for a month)

This item includes employer's contribution in ESIC fund, provident fund and other social security benefits. Payments of this kind are generally made one in six months or once in a year or at the time of retirement only. For this type of one payment the apportioned amount of for the reference month should be included against appropriate column. All efforts should be made to record entries against each of the

column separately. In case it is not possible to give the break up entry may be provided against the major component.

2.8 Block 8: land and fixed assets owned and hired and monthly rent/rental payable on hired assets

Fixed assets: Assets held for the purpose of producing or providing goods or services and not for resale in the normal course of entrepreneurial activities are classified as fixed assets. The distinguishing features of a fixed assets is not that it is durable in some physical sense, but that it may be used repeatedly or continuously in production over a long period of time, which is taken to be more than one year. Those cover all tangible goods, new or used, that have a normal economic life of more than one year from the date of purchase. Fixed assets include not only structures, machinery and equipment but also intellectual property products such as software or artistic that is used in production

2.8.1 Item 801: Land: Refer to para 1.2.12.1 of concepts and definitions.

2.8.2 Item 802: Building: Refer to para 1.2.12.2 of concepts and definitions.

2.8.3 Item 803: Plant and machinery: Refer to para 1.2.12.3 of concepts and definitions.

2.8.4 Item 804: Transport equipment: Refer to para 1.2.12.4 of concepts and definitions.

2.8.5 Item 805: Tools and other fixed assets: Refer to para 1.2.12.5 of concepts and definitions.

2.8.6 Item 806: Software and data base: All kinds of software and databases purchased from the market or developed in-house. Software is treated as an asset if it is used in production by its owner for more than one year. Similarly, all databases holding data with a useful life of more than one year is treated as fixed assets. The computer software and databases purchased from the market should be valued at purchaser's prices while those developed in house should be valued at their cost of productions. Gross fixed capital formation in computer software and database includes both the initial development and subsequent extensions of software and database as well as acquisition of copies of software and database that are treated as assets.

2.8.7 Item 807: Information, computer and telecommunication equipment (ICT): Information computer and telecommunication equipment consists of devises using electronic controls and also electronic components forming part of these devices. ICT equipment consists mostly of computer hardware and telecommunication equipment.

2.8.8 Item 808: Capital work in progress: These are expenses made by the enterprise on some fix assets although the amount has not yet been capitalized. Building, machinery etc. under construction will be recorded here.

2.8.9 Item 809: Total of item 801 to item 808 will be recorded against item 809.

2.9 Block 9: Loan outstanding as on the last date of the reference year

Any entrepreneurial activity requires financial capital both for asset formation and day to day activities. In order to have the requisite financial capital the enterprises generally avail loans from different institution and individuals. Block 9 records the amount of outstanding loan of the enterprise as on last date of the reference year against various sources from which loans were taken. It also provides for reporting the interest payable for the reference month in respect of the each loans reported. The entries will have to be made in whole number of rupees.

2.9.1 Item 901: Bank: This will include, among others, the following institutions:

- (i) Industrial Financial Corporation (IFC)
- (ii) Industrial Development Bank (IDB)
- (iii) Industrial Credit and Investment Corporation
- (iv) National Industrial Development Corporation
- (v) National/State Small Industries Corporation
- (vi) Other Industrial and Financial Corporation set up by Central/State Governments

Loans given by the local bodies, commercial banks, cooperative banks and societies etc. will be recorded against this item.

2.9.2 Item 902: Micro-finance institutions: Microfinance is the provision of financial services to low-income clients, including micro-entrepreneur and self employed, who traditionally lack access to banking and related services. Almost all **Micro Finance Institutions (MFI)** give loans to their clients and many of them also offer insurance, deposit and other services. Many MFIs are credit-worthy and well-run with proven records of success.

2.9.3 Item 903: Other institutional agencies: Loans advanced by institutions/agencies like Khadi and Village Industries Commission, provident fund, Chit funds, etc. not covered under this item 901 to 901 above will be recorded against this item.

2.9.4 Item 904: Suppliers/Contractors: Sometimes enterprise is provided with loans by the supplier of basic input/raw materials and equipment to the enterprise. In

the case of an enterprise working on contract basis, it may happen so that loan is given by the contractor himself. All such loans shall be recorded against this item.

2.9.5 Item 905: Business partner(s): In the case of partnership enterprise, loans may be made available by partner(s) of the enterprise. For such type of loans entries shall be made against this item. If the partner happens to be **money lender** then also entry shall be made against this item.

2.9.6 Item 906: Friends and relatives: Any non-institutional loan which is interest-free will be included in this item.

2.9.7 Item 907: Private Money Lenders: Loans taken from Private Money Lenders will be recorded under this item.

2.9.8 Item 908: Others: Loans taken from any other agency not covered above will be covered under this item.

2.9.9 Item 909: Total of item 901 to item 908 will be recorded against item 909.

3.0 Block 10: Difficulties faced by Entrepreneur in proper running of enterprise

Information provided by entrepreneur will be recorded here. If entrepreneur feels that he has more than one difficulty mentioned in the schedule, all difficulties will be recorded here. If entrepreneur mentions some difficulties which are not listed in the schedule than such difficulties shall be recorded against others item.

PRODUCT CODE
(FOR FILLING BLK 3 & BLK 4 OF THE SCHEDULE)

Structured three-digit product code

Part- II

Detailed Structure

Level	Structured code	Description
1	0	Agriculture, forestry and fishery products
2	01	Cereals, pulses and oilseeds
3	011	Paddy (for Rice, use code 231)
3	012	Wheat (for flour, use code 232)
3	013	Coarse cereals
3	014	Gram (for milled pulses, use code 233)
3	015	Arhar
3	016	Other pulses
3	017	Groundnut
3	018	Rapeseed and mustard
3	019	Other oil seeds
2	02	Other crops (including plantation crops) used as food or beverages
3	021	Sugarcane
3	022	Coconut
3	023	Tobacco (for processed tobacco use codes 263/264)
3	024	Tea (for processed tea use code 261)
3	025	Coffee (for processed Coffee use code 262)
3	026	Fruits
3	027	Potato and onion
3	028	Vegetables excluding potato and onion
3	029	Other food crops
2	03	Non-food crops, including non-food plantation crops
3	031	Kapas
3	032	Jute, hemp and mesta
3	033	Rubber
2	04	Livestock products
3	041	Milk (for pasteurised milk use code 222)
3	042	Wool
3	043	Egg and poultry
3	049	Other livestock products
2	05	Forestry products
3	051	Industry Wood
3	052	Firewood
3	059	Other forestry products
2	06	Fishery products
3	061	Inland Fish
3	062	Marine Fish
3	063	Marine animals (snail, squid, etc.)
3	064	Marine plants, weeds
3	065	Exotic inland/ marine fish used in aquarium, etc.

Level	Structured code	Description
1	1	Ores and minerals
2	11	Coal and lignite
3	110	Coal and Lignite
2	12	Crude petroleum and natural gas
3	121	Natural Gas
3	122	Crude petroleum
2	13	Metallic minerals
3	131	Iron ore
3	132	Manganese ore
3	133	Bauxite
3	134	Copper ore
3	139	Other Metallic minerals
2	14	Non-metallic minerals
3	141	Limestone
3	142	Mica
3	149	Other non metallic minerals
1	2	Food products, beverages and tobacco
2	21	Processed poultry, meat, fish and products thereof
3	211	Processed poultry meat & poultry meat products
3	212	Processed other meat & meat products
3	213	Processed fish & fish products
2	22	Processed fruits, vegetables, dairy products, edible oils and fats
3	221	Processed fruits & Processed Vegetables
3	222	Dairy products
3	223	Edible Oils and Fats
2	23	Grain Mill products, starch and starch products
3	231	Rice
3	232	Wheat flour etc.
3	233	Pulses milled
3	234	Rice powder, Gram flour, Bajra flour, Barley milled, Tapioca powder
3	235	Dextrose , Glucose, Lactose, caramel, Artificial Honey, sugar syrup
3	239	Other grain mill products n.e.c.
2	24	Other food products
3	241	Sugar, gur, khandsari and similar products
3	242	Bread and bakery products
3	243	Miscellaneous food products
2	25	Alcoholic and non-alcoholic beverages
3	251	Alcoholic beverages
3	252	Non-alcoholic beverages
2	26	Processed plantation crop products (Tea, Coffee and tobacco products)
3	261	Tea, processed
3	262	Coffee, processed
3	263	Cigarette, Bidi, Snuff, Cigar

Level	Structured code	Description
3	264	Zarda, gutka, panmasala
1	3	Textiles, cotton, silk and woollen products, apparel
2	31	Textiles, cotton, silk and woollen products (excluding ready made garments)
3	311	Cotton Yarn and Cotton Textiles
3	312	Synthetic yarn and synthetic textiles
3	313	Wool yarn and woollen textiles
3	314	Silk yarn and silk textiles
3	315	Carpet weaving
2	32	Readymade garments
3	321	Readymade garments - cotton
3	322	Readymade garments - synthetic
3	323	Readymade garments - wool
3	324	Readymade garments - silk
2	39	Misc. textile products
3	391	Coir and coir products
3	399	Misc. textile products
1	4	Leather products
2	40	Leather products
3	401	Leather footwear
3	402	Leather and leather products except footwear
1	5	Wood, rubber, plastic, petroleum and coal tar products
2	51	Wood and wood products
3	511	Wood and wood products except furniture
3	512	Stationery articles
3	513	Paper & Paper products(excluding stationery articles) and newsprint
3	514	Publishing, printing and allied products
3	515	Wooden furniture & fixtures
2	52	Rubber products
3	521	Rubber footwear
3	522	Tyres and tubes
3	523	Rubber stationery articles
3	529	Other rubber products
2	53	Plastic products
3	531	Plastic footwear
3	532	Plastic stationery articles
3	533	Plastic furniture
3	539	Other plastic products
2	54	Petroleum products including L.P.G
3	541	Petrol, diesel and lubricants
3	542	Kerosene
3	543	L. P. G., C.N.G
3	544	Synthetic footwear
3	545	Synthetic stationery articles

Level	Structured code	Description
3	546	Synthetic furniture
3	549	Other petroleum products
2	55	Coal tar products
3	550	Coal tar products
1	6	Chemical and chemical products
2	61	Fertilisers and pesticides
3	611	Fertilizers
3	612	Pesticides
2	62	Chemical and chemical products excluding fertilisers and pesticides
3	621	Paints, varnishes and lacquers
3	622	Drugs and medicines (Allopathic)
3	623	Drugs and medicines (AYUSH)
3	624	Soaps, detergents and glycerine
3	625	Cosmetics and toiletries
3	626	Synthetic fibres, resin
3	627	Inorganic chemicals n.e.c.
3	628	Organic chemicals n.e.c.
3	629	Other chemicals and chemical products n.e.c.
1	7	Mineral products
2	71	Cement
3	710	Cement
2	72	Non metallic mineral products excluding cement
3	721	Earthenware
3	722	Chinaware
3	723	Glass and glass products
3	729	Other non metallic mineral products excluding cement
2	73	Metallic mineral products
3	731	Metal utensils
3	732	Metal furniture
3	733	Iron and steel Ferro alloys
3	734	Iron and steel casting and forging
3	735	Iron and steel foundries
3	736	Non ferrous basic metals (including alloys)
3	737	Hand tools, hardware
3	739	Miscellaneous metal products
1	8	Machinery and equipments (excluding transport vehicles)
2	81	Non electrical machinery and equipments (excluding transport vehicles)
3	811	Agricultural implements excluding tractor
3	812	Industrial machinery for food and textile industry
3	813	Industrial machinery (except food and textile)
3	814	Machine tools
3	815	Photographic and Ophthalmic equipments
3	816	Musical instruments

Level	Structured code	Description
3	817	Other non-electrical household machinery
3	818	Other non-electrical office machinery
2	82	Electrical machinery and equipments (excluding transport vehicles)
3	821	Electrical industrial machinery
3	822	Electrical cables, wires
3	823	Batteries
3	824	Refrigerators
3	825	Air conditioners
3	826	Other electrical appliances
3	827	Communication equipment including telephone and mobile handsets and accessories
3	828	Other electrical machinery
2	83	Electronic machinery/ equipment and medical, precision and optical instruments
3	831	T.V. and radio
3	832	Medical, precision and optical instruments
3	833	Watches and clocks
3	834	Spares and accessories of electronic equipments
3	835	Computer, laptop, tablet PC, etc.
3	839	Other electronic equipments
2	84	Miscellaneous manufacturing
3	841	Gems & jewellery
3	842	Sports and athletic goods
3	849	Miscellaneous manufacturing
1	9	Transport vehicles, spares and accessories
2	91	Air and water transport vehicles, spares and accessories
3	911	Aircrafts & Spacecrafts and its spares and accessories
3	912	Ships
3	913	Boats
3	914	spares and accessories of ships and boats
2	92	Road transport vehicles used primarily for enterprise, public transport and goods transport
3	921	Rail equipment and its spares and accessories
3	922	Motor vehicles including bus, truck, electric and hybrid motor vehicles (excluding tractor)
3	923	Tractors
3	924	Auto rickshaw, mini vans and motorised carts (jugaad)
3	924	Battery operated rickshaw/ van
3	925	Cycle-rickshaw, Cycle van, hand cart, animal driven cart
2	93	Road transport vehicles used primarily for personal transport
3	931	Motor vehicles including electric and hybrid motor vehicles (excluding tractor)
3	932	Motor cycles and scooters
3	933	Bicycles

Level	Structured code	Description
2	94	Spares and accessories of road transport vehicles
3	941	Spares, stores and accessories of tractors and other agricultural implements
3	942	Spares, stores and accessories of motor vehicles and motorcycles (excluding tractor)
3	943	Spares, stores and accessories of non-motorised vehicles like cycles, hand-carts, rickshaws, animal-driven carts, etc.
2	95	Other transport equipment
3	950	Other transport equipment

(✓ Appropriate column)

RURAL
URBAN

GOVERNMENT OF UTTAR PRADESH
ECONOMICS & STATISTICS DIVISION
MSME SURVEY

SCHEDULE 'UM' : UNORGANISED MANUFACTURING ENTERPRISES

[0] Descriptive identification of sample enterprise	
1.State :	4. Name of Owner :
2.District :	5. Name of Informant :
3. Village/Town Name :	6. Name and Address of the enterprise with email/mobile no. :

[1] Identification of sample enterprise									
Item no.	Item	Code				Item no.	Item	Code	
1	Serial no. of sample enterprise*					4	Sub-sample*		
2.	District*					5	Informant code		
3.	Stratum (3 digit NIC code)*					6	Survey code		

**To be copied from sample list*

Item 5: **informant code:** owner -1, manager -2, others -9

Item 6: **survey code:** original enterprise surveyed – 1, substitute surveyed -2

[2] Particulars of enterprise and background information		Item no.	Code				
Major activity during the reference month code (5-digit as per NIC 2008)		201					
Description of major activity during the reference month							
Whether pursuing mixed activity (yes-1,no-2)		202					
If yes in item 202	Principal minor activity during the reference month code (5-digit as per NIC 2008)	203					
Type of ownership (code)		204					
If item 204 is '1' to '9'	Social group of the owner/major partner (SC-1, ST-2, OBC-3, others-4)	205					

[2] Particulars of enterprise and background information	Item no.	Code			
Whether the enterprise maintains any bank account/post office savings bank account (yes, in owner's name-1, yes, in enterprise's name-2, yes, in owner's and enterprise's name-3, no-4)	206				
Year of initial operation under the current owner	207				
Nature of operation (perennial-1, seasonal-2, casual-3)	208				
Number of months operated during the last 365 days (in whole numbers)	209				
Did the enterprise use computer(s) during the last 365 days? (yes-1, no-2)	210				
Did the enterprise use internet during the last 365 days? (yes-1, no-2)	211				
Whether registered under any act/authority (yes-1, no-2)	212				
Name of Act under which enterprise is registered (code)	213	Code			
	213(i)				
	213(ii)				

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 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 the activity which yields maximum income (1st) /turnover (2nd) /employment (3rd) (in the order mentioned)

Codes for block 2

- **Type of ownership** : proprietary -1, partnership-2, SHGs/Trusts-3, others-9
- **Social group** : SC-1, ST-2, OBC-3, others-4
- **Nature of operation** : perennial-1, seasonal-2, casual-3
- **Act/Authority** :Shops and Establishment Act-1, Municipal Corporations / Panchayats / Local Body-2, VAT-3, KVIC/MSME -4 ,Others(specify) -5

[3] principal operating expenses during last 30 days ended on...../last calendar month ended on(Rs. in whole number)					
<i>Major Activity-Manufacturing</i>					
Main raw material consumed	Item no.	3 digit product code			Value (Rs.)
	301				
	302				
	303				
Other raw materials consumed	304				
Purchase value of the goods sold in the same condition as purchased	305				
Expenses incurred for manufacturing services	306				
Total (items 301 to 306)	307				
<i>Minor Activity</i>					
Main commodities / items purchased /consumed	Item no.	3 digit product code			Value (Rs.)
	308				
	309				
Total (items 308 to 309)	310				

[4]other operating expenses during last 30 days ended on...../last calendar month ended on(Rs. in whole number) <i>(all other operating expenses not covered under block 3 will be recorded in this block)</i>		
Items	Item no.	Value (Rs.)
Electricity charges	401	
Fuel and lubricant	402	
Raw material consumed for own construction of building/of furniture and fixtures	403	
Minor repair and maintenance	404	
Rental payable on fixed assets (other than land)	405	
Service charges for work done by other concern	406	
Travelling, freight and cartage	407	
Communication expenses	408	
Financial charges	409	
Total (items 401 to 409)	410	

[5] principal receipts during last 30 days ended on...../last calendar month ended on(Rs. in whole number)					
<i>Major Activity-Manufacturing</i>					
Main products and by-products manufactured	Item no.	3 digit product code			Value (Rs.)
	501				
	502				
	503				
Other products /by-products	504				
Sale value of the goods sold in the same condition as purchased (if entry is present in item 305)	505				
Receipts from manufacturing services	506				
Receipts from other services	507				
Total (items 501 to 507)	508				
Opening stock of semi-finished goods	509				
Closing stock of semi-finished goods	510				
Change in stock of semi-finished goods(item510-item 509) put (-) sign in case of negative value	511				
Total(item508+item 511)	512				
<i>Minor Activity</i>					
Main commodities / items sold	Item no.	3 digit product code			Value (Rs.)
	513				
	514				
Total (items 513 to 514)	515				

[6] Calculation of gross value added during last 30 days ended on...../last calendar month ended on(Rs. in whole number)		
Item	Item code	Value (Rs.)
Total receipts : (<i>item 512+item 515</i>)	601	
Total operating expenses : (<i>item 307+item 310+item 410</i>)	602	
Distributive expenses (<i>if included in the receipt figure</i>)	603	
Toll	604	
Taxes on products: (<i>VAT, Service Tax, Excise duty, etc.</i>)	605	
Gross Value Added : (<i>item 601-item 602-item 603-item 604-item 605</i>) (<i>put negative sign in case of negative value</i>)	606	
Taxes on production (<i>stamp duty, recurrent taxes on land, buildings or other structure, business or professional license fees, permits, entry tax, road tax, PUC certificate (pollution) etc.</i>)	607	

[7] Employment particulars of the enterprise during last 30 days ended on...../last calendar month ended on(Rs. in whole number)						
Type of worker	Item no.	Average Number of Workers			Compensation to workers	
		Total	Male	Female	Salary, wages, hra, bonus etc.(<i>directly payable to the worker</i>)	Contribution to insurance, pf, canteen, child care centre etc. social security schemes (<i>average for a month</i>)
Working owner	701					
Formal hired Worker	702					
Informal hired worker	703					
Other worker	704					
Total (701 to 704)	705					

[8]land and Fixed assets owned and hired as on the last date of reference year and monthly rent/rental payable on hired assets (Rs. in whole number)					
Type of assets	Item no.	Market value of assets		Net addition to owned asset during last 365 days/last year	Monthly rent/rental payable on hired assets
		Owned	Hired		
Land	801				
Building	802				
Plant & Machinery	803				
Transport equip.	804				
Tools & other fixed assets	805				
S/w and database	806				
ICT equip.	807				
Capital work in progress	808				
Total (items 801 to 808)	809				

[9] Loan outstanding as on last date of reference year. (Rs. in whole number)			
Source of loan	Item no.	Amount Outstanding	Interest payable during the last 30 days/last calendar month.
Banks	901		
Micro finance Institutions	902		
Other Institutional Agencies	903		
Suppliers/Contractors	904		
Business Partners	905		
Friends and Relatives	906		
Private Money Lenders	907		
Others	908		
Total (item 901 to 908)	909		

[10] Difficulties faced by Entrepreneur in proper running of enterprise			
Sl. No.	Description of Difficulties	Item code	code
(a)	Shortage of electricity (yes-not sufficient supply-1, yes-low voltage problem-2, no-3)	1001	
(b)	Shortage of raw material (yes-1, no-2)	1002	
(c)	Non-availability of man power (yes-1, no-2)	1003	
(d)	Lack of know how (yes-1, no-2)	1004	
(e)	Difficulty in getting financial assistance from financial institutions (yes-1, no-2)	1005	
(f)	Others (specify)		
(i)			
(ii)			
(iii)			

Sign. & Name of field investigator

Sign. & name of Supervisory officer

Date:

Date: