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|  | **GOVERNMENT OF INDIA** |  |
| RURAL  | **\*\_\_\_\_\_\_\_\_\_\_ NATIONAL SAMPLE SURVEY OFFICE** | CENTRAL | \* |
| URBAN | **SOCIO - ECONOMIC SURVEY** | STATE |  |
|  | **SEVENTY-THIRD ROUND: JULY 2015 - JUNE 2016** |  |
|  | **SCHEDULE 2. 34 : UNINCORPORATED NON-AGRICULTURAL****ENTERPRISES (EXCLUDING CONSTRUCTION )** |  |
|  |  |  |

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| --- |
| **[0] descriptive identification of sample enterprise**  |
| 1. state/u.t: | 6. ward/investigator unit: |
| 2. district: | 7. enumeration block (EB)/ UFS block: |
| 3. sub-district: | 8. name of owner: |
| 4. village/ town name: | 9. name of informant: |
| 5. serial no. of hamlet:(col-1,block-4.1)# | 10. name and address of the enterprise: |

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

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| **[1] identification of sample enterprise**  |
| item no. | item | code | item no. | item | code |
|  1 | serial no. of sample FSU |  |  |  |  |  | 12 | FOD sub-region |  |  |  |  |
|  2 | round number | 7 | 3 | 13 | segment number (1 / 2 / 9) |  |
|  3 | schedule number | 2 | 3 | 4 |
|  4 | sample (central-1, state-2) |  | 14 | second stage stratum (SSS) |  |  |
|  5 | sector (rural - 1, urban - 2) |  |
|  6 | NSSregion |  |  |  | 15 | sample enterprise number |  |  |
|  7 | district |  |  | 16 | response code |  |
|  8 | stratum |  |  |
|  9 | sub-stratum |  |  | 17 | informant code |  |
| 10 | sub - round |  | 18 | survey code |  |
| 11 | sub - sample |  | 19 | reason for original sample not surveyed (code)[for entry in item 18 = 2 & 3] |  |
| **codes for block 1** |
| item 16 : **response code** : informant co-operative and capable - 1, informant co-operative but not capable - 2, informant busy but responded - 3, informant reluctant - 4, others - 9 |
| item 17 : **informant code** : owner – 1, manager – 2, others – 9  |
| item 18 : **survey code**: original enterprise surveyed - 1, substitute surveyed - 2, casualty - 3 |
| item 19 : **reason for original sample not surveyed**: informant busy – 1, informant not available – 2, informant non-cooperative – 3, others –9 |

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| **item 204: type of ownership**  |
| proprietary (male) ………..…………….... | 1 |  | partnership between members not all from the same household ……………….............. |  5 |
| proprietary(female) ……………………..proprietary (transgender)........................partnership with members of the same household ………………………………. | 234 |  | Self- Help Group......................................Trusts …………………….........................others………………………….................. | 679 |
| **item 210: location of the enterprise** |
| within household premises …………….. | 1 |  | with fixed premises but without any structure  | 4 |
| *outside household premises:* |  |  | mobile market ………………………….... | 5 |
| with fixed premises and with permanent structure ………………………………... | 2 |  | without fixed premises(street vendors) … | 6 |
| with fixed premises and with temporary structure/kiosk/stall ……………………. | 3 |  |  |  |
| **items 221& 222: nature of problems faced by the enterprise**  |
| erratic power supply/ power cuts……….. | 1 |  | non-recovery of financial dues …………. | 5 |
|  |  |  |
| shortage of raw materials………............. | 2 |  | non-availability of labour as and when needed……………………………….......... | 6 |
| shrinkage /fall of demand ……………… | 3 |  | non-availability of skilled labour as and when needed…………………………........... | 7 |
| non-availability / high cost of credit …… | 4 |  | labour disputes and related problems ….....others*specify)….............................................* | 89 |
| **item 224& 225 : type of assistance received from the government \*** |
| financial loan ……………........................ | 1 |  | marketing …………………………….......... | 5 |
| subsidy ……………………....................... | 2 |  | raw material………….................................. | 6 |
| machinery/ equipment……………………. | 3 |  | others ………………………........................ | 9 |
| skill development………………………… | 4 |  |  |  |

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

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

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

| **[2] particulars of operation and background information** | **item no.** | **code** |
| --- | --- | --- |
| (1) | (2) | (3) |
| whether pursuing mixed activity? (yes – 1, no – 2) | 201 |  |
| major activity during the reference month code (5-digited as per NIC 2008) special codes: chit fund – 64193, Self-Help Group (engaged in financial intermediation) – 64309, investment club – 64921, activities of private moneylenders – 64929 | 202 |  |  |  |  |  |
| description of the major activity during the reference month: |
| if ‘yes’ in item 201 | principal minor activity during the reference month code (5-digited as per NIC 2008) [ **1st 2 digits of item 202 ≠1st 2 digits of item 203**] | 203 |  |  |  |  |  |
| type of ownership (code) | 204 |  |
| whether non-profit institution? (yes, major receipts coming from donation/ grants-1, yes, major receipts **not** coming from donation/ grants-2,no-3) | 205 |  |
| if code 1 in item 205 | whether non-profit institution serving households (NPISH)? (yes-1, no-2) | 206 |  |
| if item 204 is ‘1’ to ‘5’ | social group of the owner / major partner (ST-1, SC-2, OBC-3, Others-4, not known-9) | 207 |  |
| whether the enterprise maintain any bank account/ post office savings bank account ?yes, in owner’s name – 1, yes, in enterprise’s name -2, yes, both in owner’s name and enterprise’s name -3, no- 4 | 208 |  |
| number of other economic activities taken up by the entrepreneur during the last 365 days (applicable if entry in item 204 is ‘1’ to ‘5’) | 209 |  |
| location of the enterprise (code) | 210 |  |
| enterprise type during the last 365 days (Own Account Enterprise-1, Establishment-2) | 211 |  |
| year of initial operation under the current owner | 212 |  |  |  |  |
| nature of operation (perennial – 1, seasonal – 2, casual – 3) | 213 |  |
| number of months operated during the last 365 days (in whole numbers) | 214 |  |
| number of hours the enterprise normally worked in a day during the reference month(in whole numbers) | 215 |  |
| whether accounts maintained ? (yes-1, no-2) | 216 |  |
| if ‘yes’ in item 216, whether data collected from books of accounts? (yes-1, no-2) | 217 |  |
| didthe enterprise use computer (s) during the last 365 days? (yes- 1, no -2) | 218 |  |
| did the enterprise use internet during the last 365 days? (yes- 1, no -2) | 219 |  |
| did the enterprise face any problem in its operation during last 365 days? (yes-1, no-2) | 220 |  |
| if ‘yes’ in item 220, nature of problems faced in its operation during the last 365 days (*at most two codes in order of severity of problems)* | most severe problem | 221 |  |
| next severe problem | 222 |  |
| **[2] particulars of operation and background information** | **item no.** | **code** |
| (1) | (2) | (3) |
| did the enterprise receive any assistance from the government during last three years? (yes-1, no-2) | 223 |  |
| if ‘yes’ in item 223, types of assistance received from the government during the last three years (code) *(at most 2 codes may be given in descending order of the importance of assistance)* | most importantassistance | 224 |  |
| next importantassistance | 225 |  |
| status of the enterprise over the last 3 years (expanding – 1, stagnant – 2, contracting – 3, operated for less than three years – 9 ) | 226 |  |
| whether registered under any act/authority? (yes-1, no-2) | 227 |  |
| **type of registration of the enterprise** |
| if ‘yes’ in item 227 | whether registered under  (yes-1, no-2) | Shops and Establishment Act?  | 228 |  |
| Municipal Corporation/ Panchayats/ Local Body? | 229 |  |
| Vat /Sales Tax Act? | 230 |  |
| Provident Fund Act? | 231 |  |
| Employees State Insurance Corporation Act? | 232 |  |
| Registered with SEBI/ Stock Exchange? | 233 |  |
| any other industry-specific Act/ Authority (give at most three codes from any of 01 – 18 or 99 as per the code list) | 234 |  |  |
| 235 |  |  |
| 236 |  |  |
| does the enterprise undertake any work on contract basis (yes -1, no -2) | 237 |  |
| if ‘yes’ in item 237 | type of contract (code) | 238 |  |
| for manufacturing enterprises only | equipment supplied by (code) | 239 |  |
| raw material supplied by (code) | 240 |  |
| design specified by contractor (yes -1, no- 2) | 241 |  |
| if ‘no’ in item 237, does the enterprise provide any manufacturing services?(yes -1, no -2) | 242 |  |
| is the enterprise a franchisee outlet? (yes -1, no -2) | 243 |  |
| does the enterprise have access to toilet facility? (code) | 244 |  |
| does the enterprise have provision for solid waste management? (code) | 245 |  |
| does the enterprise have provision for liquid waste management? (code) | 246 |  |

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| **items 234-236 : industry-specific act/authority of registration**  |
| State directorate of industries ……………… | 01 | District Supply and Marketing Society………… | 10 |
| Khadi and Village Industries Commission/ Board……………………………………… | 02 | Technical Consultancy Services Organisations/Council for Technological Upgradation……………………………… | 11 |
| Development Commissioner of Handicraft /handloom………………………………………. | 03 | Sale tax……………………………………….. | 12 |
| Commodity boards (Coir board, Silk Board, Jute commissioner, etc.)....……………………. | 04 | Indian Charitable Act …………………………. | 13 |
| Directorate of education /AICTE/NCTE …... | 05 | Cinematograph act ……………………………. | 14 |
| Pollution Control Board………………… | 06 | Money lender’s Act (including the State variants). ……………………………. | 15 |
| Directorate General of Foreign Trade/ other export promotion agencies…………………… | 07 | Societies Registration Act, 1860 (including the State variants)……………………… | 16 |
| State Financial Corporation/Industrial Cooperative Banks/Industrial Development Banks/ SIDBI…………………………………. | 08 | Indian Trust Act/Public Trust Act (including the State variants)………………………………Employees Provident Fund Organisation (EPFO)........................................................... | 1718 |
| Food safety and Standards Act, 2006.................. | 09 | Others…………………………………… | 99 |
| **item 238: type of contract** |
| working solely forother enterprise/contractor | 1 | mainly for customers but also on contract……... | 3 |
| mainly on contract but also for other customers | 2 |  |  |
| **item 239 and 240 : equipment/ raw materials supplied by**  |
| self- procured .................................................... | 1 | Both................................................................... | 3 |
| supplied by the master unit/ contractor.............. | 2 |  |  |
| **item 244: toilet facility** |  |
| yes and in usable condition................................ | 1 | yes, public toilet in the market place/building…. | 3 |
| yes but not in usable condition............................ | 2 | no toilet............................................................... | 4 |
| **item 245: provision for solid waste management** |  |
| yes, regularly collected by local/civic authority | 1 | no, throw it on the roadside............................. | 4 |
| yes, disposes off in the waste treatment centre/authorized dumping ground…………………. | 2 | no, leave it at the location of enterprise/activity.. | 5 |
| yes, has own waste treatment system……….. | 3 | enterprise does not generate solidwaste........... |  6 |
| **item 246: provision for liquid waste management** |  |
| yes, has own liquid waste treatment system…… | 1 | no, liquid waste is discharged on the road/ nalla/river....................................................... .. | 3 |
| no, liquid waste is disposed off in the usual waste water discharge ............................... | 2 | enterprise does not generate liquid waste……. | 4 |

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| **[2.1] activities pursued by the enterprise during last 30 days ended on ……………………. / last calendar month ended on …………………….** |
| **broad description of the activity** | **item no.** | **whether pursued the activity during the reference period****(yes-1, no-2)** |
| (1) | (2) | (3) |
| manufacturing, non-captive power generation and transmission activities (NIC-08 Div. 10-33, 01632, 35103, 35105, 35106, 35107, 35109)  | 251 |  |
| trading activity (NIC-08 Div. 45-47)  | 252 |  |
| transportation , travel agency, tour operator activities (NIC-08 Groups 492, Div. 50,79, excluding 49212, 49213) | 253 |  |
| warehousing and support activities of transportation (NIC-08 Div.52) | 254 |  |
| postal and courier activities (NIC-08 Div. 53) | 255 |  |
| accommodation and food service activities (NIC-08 Div. 55-56) | 256 |  |
| information and communications activities (NIC-08 Div. 58-63) | 257 |  |
| financial activities (NIC-08 Groups 643, 649, 6612, 6619, 6621, 663 including special codes for chit fund – 64193,self-help group – 64309, investment club – 64921, activities of private moneylenders – 64929) | 258 |  |
| real estate, rental and leasing activities (NIC-08 Div. 68, 77 excluding 774) | 259 |  |
| business and professional service activities(NIC-08 Div. 69 to 74, 78, 80 to 82) | 260 |  |
| educational activities (NIC-08 Div. 85) | 261 |  |
| human health, social work and veterinary activities (NIC-08 Div. 75, 86-88) | 262 |  |
| other personal service activities (NIC-08 Div. 96) | 263 |  |
| other activities (NIC-08 Industries 37, 38, 39, 90, 91, 92, 93, 941, 949, 95) | 264 |  |

| **[3] principal operating expenses during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| --- |
| (1) | (2) | (3) | (4) |
| **manufacturing,non-captive power generation and transmission activities (NIC-08 Div. 10-33, 01632, 35103, 35105, 35106, 35107, 35109)**  |
| main raw materials consumed | item no. | 3 digit product code | value (Rs.) |
|  | 301 |  |  |  |  |
|  | 302 |  |  |  |  |
|  | 303 |  |  |  |  |
|  | 304 |  |  |  |  |
| other raw materials consumed | 305 |  |  |  |  |
| purchase value of the goods sold in the same condition as purchased | 306 |  |  |  |  |
| expenses incurred for manufacturing services | 307 |  |  |  |  |
| **total (items 301 to 307)** | **309** |  |  |  |  |
|  |
| **trading activity (NIC-08 Div. 45-47)** (exclude transport charges and report them in block 4, if available separately ) |
| main commodities purchased  | item no. | 3 digit product code | value (Rs.) |
|  | 311 |  |  |  |  |
|  | 312 |  |  |  |  |
|  | 313 |  |  |  |  |
|  | 314 |  |  |  |  |
| other commodities purchased | 315 |  |  |  |  |
| **total (items 311 to 315)** | **319** |  |  |  |  |
|  |  |
| **transportation, travel agency and tour operator activities (NIC-08 Groups 492, Div.50, 79 excluding 49212, 49213)** |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
| petrol, diesel and lubricants  | 321 | 5 | 4 | 1 |  |
| LPG, CNG | 322 | 5 | 4 | 3 |  |
| rubber products: tyres , tubes | 323 | 5 | 2 | 2 |  |
| batteries, accumulators, cells | 324 | 8 | 2 | 3 |  |
|  | 325 |  |  |  |  |
|  | 326 |  |  |  |  |
| other items consumed | 327 |  |  |  |  |
| travel agent’s/ tour operator’s payments for passenger fare/ goods transportation by | railways | 328 |  |  |  |  |
| land (bus, truck, auto, taxi, etc.) | 331 |  |  |  |  |
| air | 332 |  |  |  |  |
| water (boat, steamer, ferry, etc.) | 333 |  |  |  |  |
| minor repair and maintenance of transport equipment | 334 |  |  |  |  |
| insurance charges paid | 335 |  |  |  |  |
| storage and warehousing charges paid | 336 |  |  |  |  |
| parking fees paid for vehicles | 337 |  |  |  |  |
| hotel& restaurant service charges (room rent, food, drinks, etc.) | 338 |  |  |  |  |
| **total (items 321 to 338)** | **339** |  |  |  |  |

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| **[3] principal operating expenses during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **warehousing and support activities for transportation (NIC-08,Div. 52)** |
| (1) | (2) | (3) | (4) |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
| jute, cloth, etc. used as consumable stores | 341 | 3 | 9 | 9 |  |
| pesticide, insecticide, weedicide, fungicide | 342 | 6 | 1 | 2 |  |
|  | 343 |  |  |  |  |
|  | 344 |  |  |  |  |
| other items consumed | 345 |  |  |  |  |
| insurance charges | 346 |  |  |  |  |
| contract, sub-contract, commission expenses | 347 |  |  |  |  |
| service charges paid to other concerns for carrying of goods | 348 |  |  |  |  |
| **total (items 341 to 348)** | **349** |  |  |  |  |
|  |
| **postal and courier activities (NIC-08 Div. 53)** |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
| paper used in printer, fax etc. | 351 | 5 | 1 | 3 |  |
| paper products: stationery articles and postal articles | 352 | 5 | 1 | 2 |  |
| spares and accessories of electronic equipments ( ink cartridges used in printer, fax etc.) | 353 | 8 | 3 | 4 |  |
|  | 354 |  |  |  |  |
|  | 355 |  |  |  |  |
| other items consumed | 356 |  |  |  |  |
| insurance charges | 357 |  |  |  |  |
| computer related services (software development, AMC, etc.) | 358 |  |  |  |  |
| **total (items 351 to 358)** | **359** |  |  |  |  |

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| **[3] principal operating expenses during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **accommodation and food service activities (NIC-08 Div. 55-56)** |
| (1) | (2) | (3) | (4) |
| main itemsconsumed | item no. | 3 digit product code | value (Rs.) |
| wheat flour | 361 | 2 | 3 | 2 |  |
| rice | 362 | 2 | 3 | 1 |  |
| pulses milled | 363 | 2 | 3 | 3 |  |
| egg and poultry | 364 | 0 | 4 | 3 |  |
| processed poultry meat & poultry meat products | 365 | 2 | 1 | 1 |  |
| processed other meat and products | 366 | 2 | 1 | 2 |  |
| inland fish | 367 | 0 | 6 | 1 |  |
| marine fish | 368 | 0 | 6 | 2 |  |
| bread and bakery products - biscuit, cake, bread, rusk, pastries, etc. | 371 | 2 | 4 | 2 |  |
| dairy products (milk, butter, ghee, ice cream, curd, paneer, etc. | 372 | 2 | 2 | 2 |  |
| edible oils and fats (excluding dairy products) | 373 | 2 | 2 | 3 |  |
| sugar, sugar cube, gur | 374 | 2 | 4 | 1 |  |
| alcoholic beverages | 375 | 2 | 5 | 1 |  |
| non-alcoholic beverages: soft drink, fruit juice, aerated water | 376 | 2 | 5 | 2 |  |
| potato and onion | 377 | 0 | 2 | 7 |  |
| vegetables (excluding potato and onion) | 378 | 0 | 2 | 8 |  |
| fruits | 381 | 0 | 2 | 6 |  |
|  | 382 |  |  |  |  |
|  | 383 |  |  |  |  |
|  | 384 |  |  |  |  |
| other items consumed | 385 |  |  |  |  |
| insurance charges | 386 |  |  |  |  |
| computer related services (software development, AMC, etc.) | 387 |  |  |  |  |
| **total (items 361 to 387)** | **389** |  |  |  |  |
|  |
| **information and communication activities(NIC-08 Div. 58-63 )** |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
| paper and paper products (other than stationery) | 391 | 5 | 1 | 3 |  |
| spares and accessories of electronic equipments ( ink cartridges used in printer, fax etc.) | 392 | 8 | 3 | 4 |  |
| stationery articles of paper | 393 | 5 | 1 | 2 |  |
|  | 394 |  |  |  |  |
|  | 395 |  |  |  |  |
| other items consumed | 396 |  |  |  |  |
| communication charges (postage, courier, local call/ STD / ISD, cyber café, cellular, internet, email, etc.) | 397 |  |  |  |  |
| insurance charges | 398 |  |  |  |  |
| computer related services (software development, AMC, etc.) | 401 |  |  |  |  |
| **total (items 391 to 401)** | **409** |  |  |  |  |
| **[3] principal operating expenses during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **financial activities(NIC-08 groups 643, 649, 6612, 6619, 6621, 663 including special codes 64193, 64309, 64921 and 64929)** |
| (1) | (2) | (3) | (4) |
| main items consumed | item no. | 3 digit productcode | value (Rs.) |
| paper and paper products: (other than stationery) | 411 | 5 | 1 | 3 |  |
| spares and accessories of electronic equipments ( ink cartridges used in printer, fax etc.) | 412 | 8 | 3 | 4 |  |
| stationery articles of paper | 413 | 5 | 1 | 2 |  |
|  | 414 |  |  |  |  |
|  | 415 |  |  |  |  |
| other items consumed | 416 |  |  |  |  |
| interest payments | 417 |  |  |  |  |
| banking, commission, brokerage (exclude interest payments to banks) | 418 |  |  |  |  |
| legal services | 421 |  |  |  |  |
| audit, advertising, accounting, book keeping, architecture, engineering, photocopying | 422 |  |  |  |  |
| computer related services (software development, AMC, etc.) | 423 |  |  |  |  |
| **total (items 411 to 423)** | **429** |  |  |  |  |

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| **real estate,rental and leasing activities(NIC-08 Div. 68, 77 excluding 774)** |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
|  | 431 |  |  |  |  |
|  | 432 |  |  |  |  |
| other items consumed | 433 |  |  |  |  |
| minor repair and maintenance of | building and fixtures | 434 |  |  |  |  |
| tools and other fixed assets | 435 |  |  |  |  |
| service charges for work done by other concerns | contract, sub-contract, commission expenses | 436 |  |  |  |  |
| legal services | 437 |  |  |  |  |
| hotel& restaurant service charges (room rent, food, drinks, etc.) | 438 |  |  |  |  |
| insurance charges | 441 |  |  |  |  |
| **total (items 431 to 441)** | **449** |  |  |  |  |

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| **[3] principal operating expenses during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **business and professional service activities(NIC-08 Div. 69 -74, 78, 80 - 82 )** |
| (1) | (2) | (3) | (4) |
| main itemsconsumed | item no. | 3 digit product code | value (Rs.) |
|  | 451 |  |  |  |  |
|  | 452 |  |  |  |  |
| other items consumed | 453 |  |  |  |  |
| hotel& restaurant service charges (room rent, food, drinks, etc.) | 454 |  |  |  |  |
| service charges for work done by other concerns | contract, sub-contract, commission expenses | 455 |  |  |  |  |
| legal services | 456 |  |  |  |  |
| audit, advertising, accounting, book keeping, architecture, engineering, photocopying | 457 |  |  |  |  |
| training, education, coaching | 458 |  |  |  |  |
| rental payable on produced fixed assets | 461 |  |  |  |  |
| **total (items 451 to 461)** | **469** |  |  |  |  |

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| **educational activities(NIC-08 Div. 85)** |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
| paper and paper products (other than stationery) | 471 | 5 | 1 | 3 |  |
| books, journals atlases, maps, newspaper | 472 | 5 | 1 | 4 |  |
| paper stationeries and consumables, postal articles | 473 | 5 | 1 | 2 |  |
| spares and accessories of electronic equipments ( ink cartridges used in printer, fax etc.) | 474 | 8 | 3 | 4 |  |
| readymade garments of cotton | 475 | 3 | 2 | 1 |  |
| misc. textile products: uniforms, linen and laundry materials | 476 | 3 | 9 | 9 |  |
| sports goods | 477 | 8 | 4 | 2 |  |
| organic chemicals– e.g., used in laboratory | 478 | 6 | 2 | 8 |  |
| inorganic chemicals– e.g., used in laboratory | 481 | 6 | 2 | 7 |  |
|  | 482 |  |  |  |  |
|  | 483 |  |  |  |  |
| other items consumed | 484 |  |  |  |  |
| hotel& restaurant service charges (room rent, food, drinks, etc.) | 485 |  |  |  |  |
| **total (items 471 to 485)** | **489** |  |  |  |  |

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| **[3] principal operating expenses during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **human health, social workand veterinary activities(NIC-08 Div. 75, 86-88)** |
| (1) | (2) | (3) | (4) |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
| drugs and medicines : allopathic  | 491 | 6 | 2 | 2 |  |
| drugs and medicines : AYUSH | 492 | 6 | 2 | 3 |  |
| medical, precision and optical instruments - syringes, intra veins drip sets, plastering materials, etc. | 493 | 8 | 3 | 2 |  |
| misc. textile products: uniforms, linen and laundry materials | 494 | 3 | 9 | 9 |  |
| organic chemicals– e.g. used in laboratory, hospital, operation theatre, pathlabs, diagnostic tests | 495 | 6 | 2 | 8 |  |
| inorganic chemicals– e.g. used in laboratory, hospital, operation theatre, pathlabs, diagnostic tests | 496 | 6 | 2 | 7 |  |
|  | 497 |  |  |  |  |
|  | 498 |  |  |  |  |
| other items consumed | 501 |  |  |  |  |
| hotel& restaurant service charges (room rent, food, drinks, etc.) | 502 |  |  |  |  |
| **total (items 491 to 502)** | **509** |  |  |  |  |
|  |
| **other personal service activities (NIC-08 Div 96)** |
| main items consumed | item no. | 3 digit product code | value (Rs.) |
| miscellaneous metal products (scissors, razors, etc.)  | 511 | 7 | 3 | 9 |  |
| soaps, detergents, glycerine | 512 | 6 | 2 | 4 |  |
| cosmetics and toiletries | 513 | 6 | 2 | 5 |  |
| miscellaneous manufacturing products (broom, brush duster, shoe brush, etc.)  | 514 | 8 | 4 | 9 |  |
|  | 515 |  |  |  |  |
|  | 516 |  |  |  |  |
| other items consumed | 517 |  |  |  |  |
| **total (items 511 to 517)** | **519** |  |  |  |  |

|  |
| --- |
| **[4] other operating expenses during last 30 days ended on ……………………. / last calendar month ended on ……………………. (Rs. in whole number)****(all other operating expenses not covered under block 3 will be recorded in this block)** |
| (1) | (2) | (3) |
| items | item no. | value (Rs.) |
| electricity charges  | 521 |  |
| fuel and lubricant | 522 |  |
| raw materials consumed for own construction  | of building  | 523 |  |
| of furniture and fixtures | 524 |  |
| minor repair and maintenance (including plumbing, sanitary) of | building and fixtures | 525 |  |
| plant and machinery | 526 |  |
| transport equipment | 527 |  |
| information, computer and telecommunication equipment (ICT) | 528 |  |
| tools and other fixed assets | 531 |  |
|  rental payable on fixed assets (other than land) | 532 |  |
| service charges for work done by other concerns  | contract, sub-contract, commission expenses | 533 |  |
| storage and warehousing charges | 534 |  |
| legal services | 535 |  |
| audit, advertising, accounting, book keeping, architecture, engineering, photocopying | 536 |  |
| computer related services (software development, AMC, etc.) | 537 |  |
| Government administrative charges (PF administration, etc.) | 538 |  |
| training, education, coaching | 541 |  |
| medical services (doctor’s fees, etc.) | 542 |  |
| rental expenses (e.g., hiring of auditorium, sports ground, etc.) | 543 |  |
| washing, cleaning, laundry, photography, etc. | 544 |  |
| radio and TV broadcasting | 545 |  |
| travelling, freight and cartage (transport) expenses by | railways | 546 |  |
| land (bus, truck, car, taxi, auto, etc.) | 547 |  |
| air  | 548 |  |
| water (boat, steamer, ferry through canal, river, sea, etc.) | 551 |  |
| others (packaging, cargo handling, movers & packers, travel agency, etc.) | 552 |  |
| communication expenses (telephone, fax, postal, courier, e-mail, etc.) | 553 |  |
| financial charges | banking, commission, brokerage (exclude interest payments to banks) | 554 |  |
| insurance | 555 |  |
| other expenses on goods inputs | 556 |  |
| other expenses on services | 557 |  |
| **total (items 521 to 557)** | **559** |  |

**Note 3: Apart from the industries mentioned in block 3, this block will also be applicable for NIC-08 Industries 37, 38, 39, 90, 91, 92, 93, 941, 949, 95**

**Note 4: Please take care that there is no duplication of entries in similar items in block 3.**

| **[5] principal receipts during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| --- |
| **manufacturing, non-captive power generation and transmission activities (NIC-08 Div. 10-33, 01632, 35103, 35105, 35106, 35107, 35109)**  |
| (1) | (2) | (3) | (4) |
| main products and by-products manufactured | item no. | 3 digit product code | value (Rs.) |
|  | 561 |  |  |  |  |
|  | 562 |  |  |  |  |
|  | 563 |  |  |  |  |
|  | 564 |  |  |  |  |
| other products/ by-products | 565 |  |  |  |  |
| sale value of the goods sold in the same condition as purchased(if entry is present in item 306) | 566 |  |  |  |  |
| receipts from manufacturing services | 567 |  |  |  |  |
| **sub-total(items 561 to 567)** | **569** |  |  |  |  |
| opening stock of semi-finished goods | 571 |  |  |  |  |
| closing stock of semi-finished goods | 572 |  |  |  |  |
| change in stock of semi-finished goods (item 572 −item 571)(put (**−**) sign in case of negative value) | 573 |  |  |  |  |
| **total (item 569 + item 573)**  | **579** |  |  |  |  |
|  |
| **trading activity (NIC-08 Div. 45-47)**  |
| main commodities sold | item no. | 3 digit product code | value (Rs.) |
|  | 581 |  |  |  |  |
|  | 582 |  |  |  |  |
|  | 583 |  |  |  |  |
|  | 584 |  |  |  |  |
| other commodities sold | 585 |  |  |  |  |
| **sub-total (items 581 to 585)** | **589** |  |  |  |  |
| opening stock of trading goods | 591 |  |  |  |  |
| closing stock of trading goods | 592 |  |  |  |  |
| changes in stock of trading goods (item 592− item 591)(put (**−**) sign in case of negative value) | 593 |  |  |  |  |
| own account consumption of goods purchased | 594 |  |  |  |  |
| **total (item 589 +item 593+ item 594)** | **599** |  |  |  |  |

|  |
| --- |
| **[5] principal receipts during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **transportation, travel agency and tour operating activities (NIC-08 Groups 492, Div. 50,79 excluding 49212, 49213)** |
| (1) | (2) | (3) | (4) |
| main items | item no | 3 digit product code | value (Rs.) |
| receipts from passenger traffic  | land (bus, truck, taxi, auto, etc.) | 601 |  |  |  |  |
| water (boat, steamer, ferry, etc.) | 602 |  |  |  |  |
| receipts from goods traffic  | land (bus, truck, taxi, auto, etc.) | 603 |  |  |  |  |
| water (boat, steamer, ferry, etc.) | 604 |  |  |  |  |
| receipts of travel agents/ tour operators from customers for their booking  | 605 |  |  |  |  |
|  storage charges received | 606 |  |  |  |  |
| service charges received for support activities for transportation (packaging, cargo handling, movers & packers) | 607 |  |  |  |  |
| **total (items 601 to 607)** | **609** |  |  |  |  |

|  |
| --- |
| **warehousing and support activities for transportation (NIC-08 Div. 52)** |
| main items | item no. | 3 digit product code | value (Rs.) |
| storage charges received | 611 |  |  |  |  |
| service charges received for support activities for transportation (packaging, cargo handling, movers & packers, travel agency, etc.) | 612 |  |  |  |  |
| porter/coolie charges received | 613 |  |  |  |  |
| **total (items 611 to 613)** | **619** |  |  |  |  |
|  |
| **postal and courier activities (NIC-08 Div. 53)** |
| main items | item no. | 3 digit product code | value (Rs.) |
| charges received from customers for postal and courier activities | 621 |  |  |  |  |
| **total (item 621)** | **629** |  |  |  |  |

|  |
| --- |
| **[5] principal receipts during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **accommodation and food service activities (NIC-08 Div. 55-56)** |
| (1) | (2) | (3) | (4) |
| main items | item no. | 3 digit product code | value (Rs.) |
| receipts from sale of prepared food, refreshment and drinks  | 631 |  |  |  |  |
| receipts from sale of goods in same condition as purchased | bread and bakery products - biscuit, cake, bread, rusk, pastries, etc. | 632 | 2 | 4 | 2 |  |
| dairy products – milk, butter, ghee, ice cream, curd, paneer, etc. | 633 | 2 | 2 | 2 |  |
| alcoholic beverages | 634 | 2 | 5 | 1 |  |
| non-alcoholic beverages: soft drink, fruit juice, aerated water, bottled water, etc. | 635 | 2 | 5 | 2 |  |
|  | 636 |  |  |  |  |
|  | 637 |  |  |  |  |
| other items | 638 |  |  |  |  |
| lodging charges, rent receivable for hiring out rooms and halls for functions, conferences | 641 |  |  |  |  |
| receipts from transport / travel arrangements services | 642 |  |  |  |  |
| receipts from laundry services, gym, spa, hair dressing, swimming pool, entertainment | 643 |  |  |  |  |
| receipts from catering services | 644 |  |  |  |  |
| own account consumption of goods purchased/ items prepared | 645 |  |  |  |  |
| **total(items 631 to 645)**  | **649** |  |  |  |  |
|  |
| **information and communication activities (NIC-08 Div. 58-63)** |
| main items | item no. | 3 digit product code | value (Rs.) |
| charges receivable from customers (STD / ISD fax / internet etc.)  | 651 |  |  |  |  |
| receipts from publishing of books, brochures, atlases, maps , charts, mailing list, directories etc. | 652 |  |  |  |  |
| receipts from software publishing | 653 |  |  |  |  |
| receipts from production and post -production activities of video, motion picture, television programmes | 654 |  |  |  |  |
| receipts from development of customised software, web-page designing, computer consultancy, installation, maintenance, etc. | 655 |  |  |  |  |
| receipts from data entry, data processing, report writing activities | 656 |  |  |  |  |
| **total(items 651 to 656)** | **659** |  |  |  |  |

|  |
| --- |
| **[5] principal receipts during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **financial activities(NIC-08 groups 643, 649, 6612, 6619, 6621, 663 including special codes 64193, 64309, 64921 and 64929** |
| (1) | (2) | (3) | (4) |
| main items | item no. | 3 digit product code | value (Rs.) |
| interest receipts (cash and kind) | 661 |  |  |  |  |
| lease income | 662 |  |  |  |  |
| brokerage and commission | 663 |  |  |  |  |
| net profit in share dealing, income earned on chit funds, net earnings from hire purchase finance | 664 |  |  |  |  |
| receipts from financial consultancy activities | 665 |  |  |  |  |
| **total (items 661 to 665)** | **669** |  |  |  |  |
|  |
| **real estate, rental and leasing activities (NIC-08 Div. 68, 77 excluding 774)** |
| main items | item no. | 3 digit product code | value (Rs.) |
| brokerage and commission charges | 671 |  |  |  |  |
| rental/lease receipt from operational leasing | 672 |  |  |  |  |
| receipt from renting and leasing of personal and household goods | 673 |  |  |  |  |
| **total (item 671 to 673)** | **679** |  |  |  |  |
|  |
| **business and professional service activities(NIC-08 Div. 69 - 74, 78, 80 - 82)** |
| main items | item no. | 3 digit product code | value (Rs.) |
| receipts from | consultancy services | 681 |  |  |  |  |
| legal services | 682 |  |  |  |  |
| audit, advertising, accounting, book keeping, architecture, engineering, photocopying | 683 |  |  |  |  |
| training, education, coaching | 684 |  |  |  |  |
| photography services | 685 |  |  |  |  |
| interior decoration, graphic designing, fashion designing | 686 |  |  |  |  |
| **total (items 681 to 686)** | **689** |  |  |  |  |

|  |
| --- |
| **[5] principal receipts during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**) |
| **educational activities(NIC-08 Div. 85)** |
| (1) | (2) | (3) | (4) |
| main items | item no. | 3 digit productcode | value (Rs.) |
| receipts from sale of books, journals, dictionary, etc. | 691 | 5 | 1 | 4 |  |
|  | 692 |  |  |  |  |
|  | 693 |  |  |  |  |
|  | 694 |  |  |  |  |
| receipts from other items sold | 695 |  |  |  |  |
| receipts for development fund charges, development fee | 696 |  |  |  |  |
| tuition fees, coaching fees | 697 |  |  |  |  |
|  transport fees, laboratory fees, examination fees, fines, library fee | 698 |  |  |  |  |
| rental receipts (e.g., letting out of auditorium, sports ground, etc.) | 701 |  |  |  |  |
| **total (items 691 to 701)** | **709** |  |  |  |  |

|  |
| --- |
| **human health, social work and veterinary activities** (**NIC-08 Div. 75, 86-88)** |
| (1) | (2) | (3) | (4) |
| main items | item no | 3 digit productcode | value (Rs.) |
| receipts from sale of  | drugs and medicines : allopathic | 711 | 6 | 2 | 2 |  |
| drugs and medicines : AYUSH | 712 | 6 | 2 | 3 |  |
| prepared food, refreshment and drinks  | 713 |  |  |  |  |
| non-alcoholic beverages | 714 | 2 | 5 | 2 |  |
|  | 715 |  |  |  |  |
| other items sold | 716 |  |  |  |  |
| doctor’s consultation fees  | 717 |  |  |  |  |
| charges for operation theatre, and other special procedures | 718 |  |  |  |  |
| charges for ward, cabin, pathological, radiological and other diagnostic tests, diet, nursing, physiotherapy and rehabilitation, etc. | 721 |  |  |  |  |
| fees for training (nurses, paraprofessionals, etc.) | 722 |  |  |  |  |
| **total (items 711 to 722)** | **729** |  |  |  |  |

|  |
| --- |
| **other personal service activities(NIC-08 Div. 96)** |
| main items | item no. | 3 digit productcode | value (Rs.) |
|  receipts from sale of goods in same condition as purchased | cosmetics, toiletries | 731 | 6 | 2 | 5 |  |
| soaps, detergents and glycerine | 732 | 6 | 2 | 4 |  |
| misc. food products (dog food, cat food, etc.) | 733 | 2 | 4 | 3 |  |
|  | 734 |  |  |  |  |
|  | 735 |  |  |  |  |
| other items sold | 736 |  |  |  |  |
| service charges from personal service activities | 737 |  |  |  |  |
| **total (items 731 to 737)** | **739** |  |  |  |  |

| **[6] other receipts during last 30 days ended on ……………………. / last calendar month ended on …………………….** (**Rs. in whole number**)(**all other receipts of the enterprise not covered under block 5 will be recorded in this block**.) |
| --- |
| (1) | (2) | (3) |
| other receipts | item no. | value (Rs.) |
| receipts from services provided to others including commission charges**(other than manufacturing services)** | 741 |  |
| receipts from computer and related services | 742 |  |
| change-in-stock of semi-finished goods (applicable for servicing enterprises engaged in software generation, motion picture production, etc.) | 743 |  |
| receipts from services to international and extra- territorial bodies | 744 |  |
| other receipts(describe) | 745 |  |
| value of own construction (including labour charges) of | building | 746 |  |
| furniture and fixtures | 747 |  |
| rental receivable on fixed assets (other than land) | 748 |  |
| grants/ funding/ donations (excluding capital transfers like building grant, etc.) from | individual and non-govt. institutions | 751 |  |
| Government | 752 |  |
| **total (item 741 to 752)** | **759** |  |
| **production subsidy/ interest subsidy (if any)** | **761** |  |
| capital transfers like building grants/ funding/ donations from | individual and non-govt. institutions | 762 |  |
| Government | 763 |  |
| **total (item 762 + item 763)**  | **769** |  |

**Note 5: Apart from the industries mentioned in block 5, this block will also be applicable for NIC-08 Industries 37, 38, 39,90, 91, 92, 93, 941, 949, 95.**

**Note 6: Please take care that there is no duplication of entries in similar items in block 5.**

|  |
| --- |
| **[7] calculation of gross value addedduringlast 30 days ended on ……………………. / lastcalendar month ended on ……………………. (Rs. in whole number)****(excluding NPISH and other enterprises engaged only in non-market production)** |
| items | item no. | value (Rs.) |
| (1) | (2) | (3) |
| total receipt:(items 579+599+609+619+629+649+659+669+679+689+709+729+739+759-751-752) | 771 |  |
| total operating expenses:(items 309+319+339+349+359+389+409+429+449+469+489+509+519+559) | 772 |  |
| distributive expenses, if any@ | 773 |  |
| toll | 774 |  |
| **taxes on products** (such as VAT, service tax, excise duty, sales tax, octroi, etc.)@ | 775 |  |
| **gross value added (item 771 − item 772 –item 773- item 774- item 775)** **(put (−) sign in case of negative value)** | **779** |  |
| **taxes on production (stamp duty, recurrent taxes on land, buildings or other structures, business or professional licence fees, permits, entry tax, road tax, registration fee of vehicles, PUC certificate fees, etc. )** | **781** |  |

@ *if included in the receipt figures.*

|  |
| --- |
| **[8] employmentparticulars of the enterprise during last 30 days ended on ……………………. /** **last calendar month ended on …………………….** |
| type of worker | item no. | average number of workers |
| full time | part time | total(col. 3 to 8) | skilled |
| female | male | trans-gender | female | male | trans-gender | female | male | trans-gender |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
| working owner | 801 |  |  |  |  |  |  |  |  |  |  |
| formal hired worker | 802 |  |  |  |  |  |  |  |  |  |  |
| informal hired worker | 803 |  |  |  |  |  |  |  |  |  |  |
| helper/ apprentice | 804 |  |  |  |  |  |  |  |  |  |  |
| other worker | 805 |  |  |  |  |  |  |  |  |  |  |
| **total (items 801 to 805)** | **809** |  |  |  |  |  |  |  |  |  |  |
|  **active members of SHGs** | **811** |  |  |  |  |  |  |  |  |  |  |

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

|  |
| --- |
| **[10] 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 asset | item no. | market value of assets (Rs.) as on the last date of reference year | \*net additions to owned assets during last 365 days / last year (Rs.) | monthly rent/ rental payable on hired assets(Rs.) |
| owned | hired |
| (1) | (2) | (3) | (4) | (5) | (6) |
| land  | 1001 |  |  |  |  |
| building | 1002 |  |  |  |  |
| plant and machinery  | 1003 |  |  |  |  |
| transport equipment | 1004 |  |  |  |  |
| tools and other fixed assets | 1005 |  |  |  |  |
| software and database | 1006 |  |  |  |  |
| information, computer and telecommunications equipment  | 1007 |  |  |  |  |
| capital work in progress | 1008 |  |  |  |  |
| **total** **(items 1002 to 1008)** | **1009** |  |  |  |  |
|  **\*** net addition can either be positive or negative. |

|  |
| --- |
| **[10.1] original value of plant and machinery/ equipment** |
| items | item no. | code |
| (1) | (2) | (3) |
| if item 202 belongs to NIC-08 Div. 10-33, 01632, 35103, 35105, 35106, 35107, 35109 **original value of plant and machinery** (code) | 1011 |  |
| if item 202 does not belong to NIC-08 Div. 10-33, 01632, 35103, 35105, 35106, 35107, 35109 **original value of equipments** (code) | 1012 |  |

|  |
| --- |
| **codes for block 10.1** |
|  |
| **item 1011 :investment (original value) in plant and machinery (I)** |
|  |
| investment (I) ≤ Rs.25 lakh | 1 | Rs. 5 crore < I ≤ Rs. 10 crore | 3 |
| Rs.25 lakh < I ≤ Rs. 5 crore | 2 | I >Rs. 10 crore | 4 |
|  |  |  |  |
| **item 1012: investment (original value) in equipments (I)** |
|  |  |  |  |
| investment (I) ≤ Rs.10 lakh | 1 | Rs. 2 crore < I ≤ Rs. 5 crore | 3 |
| Rs.10 lakh < I ≤ Rs. 2 crore | 2 | I >Rs. 5 crore | 4 |
|  |  |  |  |

|  |
| --- |
| **[11] loan outstanding as on last date of the reference year (Rs. in whole number)** |
| source of loan | item no. | amount outstanding as onlast date of the reference year (Rs.) | interest payable during the last 30 days / last calendar month (Rs.) |
| (1) | (2) | (3) | (4) |
| central and state level term lending institutions  | 1101 |  |  |
| government (central, state, local bodies) | 1102 |  |  |
| commercial banks | 1103 |  |  |
| co-operative banks and societies | 1104 |  |  |
| micro-finance institutions | 1105 |  |  |
| other institutional agencies | 1106 |  |  |
| money lenders | 1107 |  |  |
| business partner(s) | 1108 |  |  |
| suppliers / contractors | 1111 |  |  |
| friends and relatives | 1112 |  |  |
| others | 1113 |  |  |
| **total (1101 to 1113)** | **1119** |  |  |

|  |
| --- |
| **[11.1] the amount of loan advanced by financial enterprises (excluding stock broker/ sub-broker)****(Rs. in whole number)** |
| items | item no. | amount (Rs.) |
| (1) | (2) | (3) |
| if ‘yes’ in item 258, **the amount of loan advanced by the enterprise as on date to** | households | 1121 |  |
| others | 1122 |  |
| **total (item 1121 + item 1122 )** | 1129 |  |

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

|  |
| --- |
| **[13] inventories during the reference year (Rs. in whole number)****(to be canvassed for enterprises providing data from books of accounts)** |
| items | item no. | opening (Rs.) | closing (Rs.) |
| (1) | (2) | (3) | (4) |
| raw materials & components and packing materials | 1301 |  |  |
| fuels & lubricants | 1302 |  |  |
| spares, stores & others | 1303 |  |  |
| **sub-total (item 1301 to 1303)** | **1304** |  |  |
| semi-finished goods/ work in progress | 1305 |  |  |
| finished goods | 1306 |  |  |
| goods for re-sale | 1307 |  |  |
| **total (items 1304 to 1307)** | **1309** |  |  |

| **[14] particulars of use of information and communication technology (ICT) by the enterprise during last 365 days ended on …………………. / last year(to be canvassed for enterprises with 10 or more workers )****(if entry in item 218 or item 219 is ‘1’)** |
| --- |
| main items | item no. | (yes-1, no-2) |
| (1) | (2) | (3) |
| does the enterprise have a web presence as on the date of survey?  | 1401 |  |
| does the enterprise have an intranet as on the date of survey?  | 1402 |  |
| did the enterprise receive orders for goods or services (that is, make sales) via the Internet during <reference period>?  | 1403 |  |
| did the enterprise place orders for goods or services (that is, make purchases) via the Internet during <reference period>? | 1404 |  |
| how did the enterprise connect to the Internet during <reference period>? |  |  |
| narrowband  | 1405 |  |
| fixed broadband  | 1406 |  |
| mobile broadband  | 1407 |  |
| does the enterprise have a local area network (LAN) as on the date of survey?  | 1408 |  |
| does the enterprise have an extranet as on the date of survey?  | 1409 |  |
| for which of the following activities did the enterprise use the Internet during <reference period>? |  |  |
| sending and receiving e-mail  | 1411 |  |
| telephoning over the Internet/VoIP, including video conferencing  | 1412 |  |
| getting information about goods and services  | 1413 |  |
| getting information from general government organizations  | 1414 |  |
| interacting with general government organizations  | 1415 |  |
| internet banking  | 1416 |  |
| accessing other financial services  | 1417 |  |
| providing customer services  | 1418 |  |
| delivering products online  | 1419 |  |
| internal or external recruitment  | 1421 |  |
| staff training  | 1422 |  |
|  | number |
| average number of persons employed who routinely used computers during <reference period>. | 1423 |  |
| average number of persons employed who routinely used the Internet at work during <reference period>. | 1424 |  |

| item no. | explanatory notes |
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| 1401 | A web presence includes a website, home page or presence on another entity's website (including a related business). It excludes inclusion in an on-line directory of any other webpages where the business does not have control over the content of the page. |
| 1402 | An intranet refers to an internal communications network using Internet protocols and allowing communication within an organization (and with other authorized persons). It is typically set up behind a firewall to control access. |
| 1403 | Orders received include orders received via the Internet whether or not payment was made online. They include orders received via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They also include orders received on behalf of other organizations – and orders received by other organizations on behalf of the business. They exclude orders that were cancelled or not completed. |
| 1404 | Orders placed include orders placed via the Internet whether or not payment was made online. They include orders placed via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They exclude orders that were cancelled or not completed. |
| 1405 | Narrowband includes analogue modem (dial-up via standard phone line), Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256 kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256 kbit/s.Narrowband mobile phone access services include CDMA 1x (Release 0), GPRS, WAP and imode |
| 1406 | Fixed broadband refers to technologies such as DSL, at speeds of at least 256 kbit/s, cable modem, high speed leased lines, fibre-to-the-home, powerline, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX. |
| 1407 | Mobile broadband access services include Wideband CDMA (W-CDMA), known as Universal Mobile Telecommunications System (UMTS) in Europe; High-speed Downlink Packet Access (HSDPA), complemented by High-Speed Uplink Packet Access (HSUPA); CDMA2000 1xEV-DO and DCMA 2000 1xEV-DV. Access can be via any device (mobile cellular phone, laptop, PDA, etc. |
| 1408 | A LAN refers to a network connecting computers within a localized area such as a single building, department or site; it may be wireless. |
| 1409 | An extranet is a closed network that uses Internet protocols to share securely a business' information with suppliers, vendors, customers or other business partners. It can take the form of a secure extension of an intranet that allows external users to access some parts of it. It can also be a private part of the business' website, where business partners can navigate after authentication. |
| 1412 | VoIP refers to Voice over Internet Protocol |
| 1415 | Includes downloading/requesting forms online, making online payments and purchasing from, or selling to, government organizations. It excludes getting information from government organizations. |
| 1416 | Includes electronic transactions with a bank for payment, transfers, etc. or for looking up account information. |
| 1417 | Includes electronic transactions via the Internet for other types of financial services such as purchasing shares (stocks), financial services and insurance. |
| 1418 | Includes providing online or emailed product catalogues or price lists, product specification or configuration online, after-sales support, and order tracking online. |
| 1419 | Refers to products delivered over the Internet in digitized form, e.g. reports, software, music, videos, computer games; and online services, such as computer-related services, information services, travel bookings or financial services. |
| 1421 | Including providing information about vacancies on an intranet or website, and allowing online applications |
| 1422 | Includes e-learning applications available on an intranet or from the World Wide Web. |

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| **[15] particulars of field operations** |
| srl.no. | items | Field Investigator (FI) / Junior Statistical Officer (JSO) | Field Officer (FO)/ Senior Statistical Officer (SSO) |
| (1) | (2) | (3) | (4) |
| 1501 | 1. name (block letters)
 |  |  |
| (ii) code |  |  |  |  |  |  |  |  |
|  | date(s) of  | D | D | M | M | Y | Y | D | D | M | M | Y | Y |
| 1502 | (i) survey / inspection |  |  |  |  |  |  |  |  |  |  |  |  |
| 1503 | (ii) receipt |  |  |  |  |  |  |  |
| 1504 | (iii) scrutiny |  |  |  |  |  |  |  |
| 1505 | (iv) despatch |  |  |  |  |  |  |  |  |  |  |  |  |
| 1506 | total time taken to canvass Sch. 2.34 (minutes)  |  |  |
| 1507 | number of investigators (FI/JSO) in the team |  |  |
| 1508 | whether schedule contains remarks (yes-1, no-2) | in block 16 | elsewhere in the schedule | in block 17 | elsewhere in the schedule |
|  |  |  |  |
| 1509 | **signature** |  |  |

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| **[16] remarks by Field Investigator (FI) / Junior Statistical Officer (JSO)** |
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| **[17] comments by supervisory officer(s)** |
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