

PART B: EMPLOYMENT INFORMATION (Please follow the instructions given below)

11. Employment by Age, Gender and Employment Status (Please consider all persons employed during the given month)

Employment Status	Gender	Age Category (years)				Total
		16-18	19-24	25-60	Over 60	
(1). No. of Full-time employees	Male					
	Female					
(2). No. of Part time employees	Male					
	Female					
(3). No. of Employers /Active partners	Male					
	Female					
(4). No. of Contributing family workers	Male					
	Female					
(5). Total	Male					
	Female					

Full-time employees: Persons who work usual working hours of the week entitle to salary/wage payment. The usual working hours per week shall be decided by the employer

Part-time employees: Persons who work for a definite time period other than the usual hours per week for a payment that decided by the employer

Employers / Active partners: Owners and Partners who are actively involved in the institutional affairs

Contributing family workers: Persons who may reside in owners house or visit from outside, serving to the institution at least 1/3 of the average working time, without getting a salary /payment.

12. No of Employees by Employment Type (Consider only the **Full-time and Part-time employees** mentioned in Question 11)

Employment type	Male	Female	Total
(1). Permanent employees			
(2). Temporary/Casual employees			
(3). Contract basis/ Fixed-Term employees			
(4). Interns/Apprentices			
(5). Total			

Permanent employees : All workers belong to the permanent cadre of the institution

Temporary employees : Persons work on fixed base salaries, but not absorbed to the permanent cadre

Casual employees : External workers/freelance workers recruited for short-term work and mostly serve on daily wage basis.

Contract Basis/Fixed-Term employees: Persons who worked on contract basis or on fixed term of period and salaries.

Interns/Apprentices : Job trainees and who get paid for work done

13. No of days, the institution operated **in the given month** (Please exclude public holidays, weekend holidays and other calander or special holidays)

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PART C: ACTUAL WORKING HOURS

14. Working Hours by Occupation Categories (Please consider the **Full-time and Part-time employees** mentioned in Question 11)

	ISCO Category (International Standard Classification of Occupation)	Gender	14.1 No of Employees	Actual Working Hours in the given month		14.4 Usual Working Hours (per day per person)
				14.2 Actual Working Hours (without OT)	14.3 Total Overtime hours paid	
(1)	Managers, Senior Officials and Legislators	Male				
		Female				
(2)	Professionals	Male				
		Female				
(3)	Technicians and Associate Professionals	Male				
		Female				
(4)	Clerks and Clerical Support Workers	Male				
		Female				
(5)	Service and Sales Workers	Male				
		Female				
(6)	Skilled Agricultural Workers	Male				
		Female				
(7)	Craft and Related Trades Workers	Male				
		Female				
(8)	Plant and Machine Operators and Assemblers	Male				
		Female				
(9)	Elementary Occupation	Male				
		Female				
(10)	Total	Male				
		Female				

15. Working hours of Employers/ Active partners
(Please consider the No. of **Employers /Active partners** mentioned in Question 11)

15.1 No of Employers/ Active partners		15.2 Number of hours actually worked in the given month
Male		
Female		

Actual Working Hours of the month is the number of hours worked actually by each employee in the given month. Therefore please exclude the Annual leave/ public holidays/ sick leave/ maternity/paternity leave/ other personal leave/educational/ training leave ...etc.

14.2 Actual Working Hours of the month (without OT)

Total hours worked without OT for each occupation category by gender.

14.3 Total overtime hours

Number of overtime hours worked during the month by each occupation category

14.4 Usual Working Hours

Normal working hours of the institution by employment category per person per day.

Example: Managers; 8 hours per day per person Clerks; 8 hours per day per person
Elementary workers: 9 hours per day per person

PART D: SALARIES AND OTHER ALLOWANCES

16. Basic salary, Allowances, Overtime and other payments paid for the employees(Please consider the **Full-time and Part-time employees** mentioned in Question 11)

No	ISCO Category	Gender ¹	In the given month				In the last year (January to December)		
			16.1 Total Basic Salary (Rs)	16.2 Total Allowances ² (Rs)	16.3 Total Overtime Payment (Rs)	16.4 Social Security Fund (EPF/ETF.. etc.)	16.5 Bonus /Gratuity Payment ³ (Rs)	16.6 Payment in Kind ⁴ (Rs)	16.7 Imputed rental value of free or subsidized Housing
(1)	Managers, Senior Officials and Legislators	M							
		F							
(2)	Professionals	M							
		F							
(3)	Technicians and Associate Professionals	M							
		F							
(4)	Clerks and Clerical Support Workers	M							
		F							
(5)	Service and Sales Workers	M							
		F							
(6)	Skilled Agricultural Workers	M							
		F							
(7)	Craft and Related Trades Workers	M							
		F							
(8)	Plant and Machine Operators and Assemblers	M							
		F							
(9)	Elementary Occupation	M							
		F							
(10)	Total	M							
		F							

1 Gender - M: Male, F: Female

2 Allowances - Cost of living allowance /Incentive payments and related other allowances paid to workers

3 Bonus /Gratuities - Year-end/ Seasonal or other one-time bonuses, Profit sharing bonuses and other bonuses

4 Payment in Kind - Food, Drink, Fuel, Uniforms or Clothing, Footwear, etc. given in kind

PART E: ADDITIONAL COSTS BORNE BY THE ESTABLISHMENT FOR EMPLOYEES IN THE LAST YEAR

17. Annual Costs for Transport, Health, Training and Other Expenditures on Employees (**in the last year**)

Transportation Costs	Medical Insurance and Health Services Expenditure	Welfare Services (Canteen/ Medical center... etc.)	Foreign/ Local Training Cost	Other Expenditures on Employees (Marriages, Deaths, Annual Trips, Tours, Other Festivals or any Other Expenditure)

PART F: LABOUR NEED FOR 2023

18. Does your institution expected to recruit workers in **2023**?

Yes 1 Go to Ques. No 19
 No 2 Go to End

19. Indicate the jobs needed by age, gender, education and other qualifications

No	Job/Employment	Number			Desired Factors for the Job/Employment										Office Use Only
		Male	Female	M/F	Age Group					Education Qualifications				Other Qualifications	
					(Circle the relevant response) *					(Circle the relevant response) **				(select from page 7/8)	
1					1	2	3	4	5	1	2	3	4		
2					1	2	3	4	5	1	2	3	4		
3					1	2	3	4	5	1	2	3	4		
4					1	2	3	4	5	1	2	3	4		
5					1	2	3	4	5	1	2	3	4		
6					1	2	3	4	5	1	2	3	4		
7					1	2	3	4	5	1	2	3	4		
8					1	2	3	4	5	1	2	3	4		

***Age Group:** 1. 16-18 yrs. 2. 19-30 yrs 3. 31-45 yrs. 4. 45 above. 5. Age not relevant

****Educational Qualification:** 1. Up to O/L 2. Passed O/L 3. Passed A/L 4. Degree and above or Equivalent qualification

END

I hereby certify that the information contains in this questionnaire is accurated to the best of my knowledge and belief.

Name:

Signature:

Designation:

Date:

Telephone No :

Official Stamp

For office use only:

Coding Officer	Data Entry Officer
Name:	Name:
Signature:	Signature:
Date:	Date:

INSTRUCTION TO COMPLETE THE SURVEY QUESTIONNAIRE

1. Question No: 01-10

Identification information of your institution under questions no 01 to 10 should be filled accurately.

Please write the main economic activity carried out by the institution in the given space in Question 07. If two or more activities perform by your institution, pl write the activity that highest number of workers are involved.

In question 8, if branch offices are located elsewhere, mark “yes” and specify the number in question 8.3

2. International Standard Classification of Occupation (ISCO)

Please categorize all employees in your institution according to ISCO Classification given below

01. Managers, senior workers and legislators:

1) Legislators’ Senior officials 2) Corporate managers such as Directors and Chief Executives 3) Administrative and Commercial Managers such as finance, human resources, policy and planning 4) Production and Specialized Managers such as agricultural, manufacturing, mining and construction 5) Small Enterprise Managers.

02. Professionals:

1) Science and Engineering Professionals such as Physicists, Chemists, Mathematicians, Statisticians, Computing professionals, Engineers and related professionals 2) Health Professionals such as Doctors, Nursing and Midwifery professionals 3) Teaching Professionals such as College, university and higher education, Secondary education, Primary and pre-primary, Special education teaching professionals 4) Administration Professionals 5) ICT Professionals 6) Legal, Social and Cultural Professionals 7) Business professionals 8) Archivists, librarians, Curators and related information professionals, Writers and Creative or Performing artists, Religious professionals. etc.

03. Technicians and Associate Professionals:

1) Physical and engineering science Associate Professionals: Physical and engineering science technicians, Computer associate professionals, Safety and quality inspectors, Life science professionals, Ship and aircraft controllers and technicians, 2) Health associate professionals 3) Other associate professionals: Finance and sales associate professionals, Business services agents and trade brokers, Administrative associate professionals, Social work associate professionals, Artistic, entertainment and sports associate professionals, Religious associate professionals. etc.

04. Clerks

1) General and Keyboard Clerks 2) Customer Services Clerks 3) Numerical and Material Recording Clerks 4) Other Clerical Support Workers: Secretaries, transport clerks, Library, storekeepers, mail and related clerks, and Customer services clerks. etc.

05. Servicers Workers and Shop and Market Sales Workers:

1) Travel attendants and related workers 2) Housekeeping and restaurant services workers 3) Other personal services workers 4) Protective services workers 5) Models, salespersons and demonstrators. etc.

06. Skilled Agricultural and Fishery Workers:

1) Market gardeners and crop growers 2) Animal Producers and related workers 3) Crop and animal producers 4) Forestry and related workers 5) Fishery workers, hunters and Trappers. etc.

07. Craft and related Trades Workers:

1) Miners, shot fires, stone cutters and carves 2) Building frame and related frame workers 3) Building finishers and related trade workers 4) Painters, building structure cleaners 5) Blacksmiths, tool-makers and related trades workers 6) Machinery mechanics and fitters, 7) Electrical and electronic equipment mechanics and fitters 8) Food processing and related trades workers Wood treaties, cabinet-makers and related trades workers 9) Textile, garment and related trades workers 10) Pelt, leather and shoemaking trades workers. etc.

08. Plant and Machine Operators and Assemblers

1) Mining and mineral-processing-plant operators 2) Metal-processing plant operators 3) Glass, ceramics and related plant operators 4) Wood-processing and papermaking-plant operators 5) Chemical-processing-plant operators 6) Power-production and related plant operators 7) Metal and mineral-products machine operators 8) Chemical-products machine operators 9) Rubber- and plastic-products machine operators 10) Wood-products machine operators, 11) Printing-, binding- and paper-products machine operators 12) Textile-, fur- and leather-products machine operators 13) Food and related products machine operators 14) Assemblers 15) Locomotive and Motor vehicle Drivers 16) Agricultural and other mobile plant operators 17) Ships' deck crews and related workers. etc.

09. Elementary Occupations

1) Sales and services elementary occupations such as messengers, porters, doorkeepers, vending machine money collectors door to door sales persons, helpers and cleaners in offices, hotels and other establishments, Hand launderers and pressers, garbage collectors, sweepers, building caretakers 2) Agricultural, fishery and related laborers 3) Labourers in mining, etc.

3. Question No: 19

Professional, Technical or Vocational Trainings/Course/Diplomas

1. Manufacture of durable processed foods
2. Manufacture of various bakery items/ starches confectionery
3. Manufacture of cooked foods
4. Manufacturing of any drinks, cordials and sauces
5. Manufacture of textiles and yarn
6. Manufacture of wearing apparel /footwear
7. Preparation of Interior textiles
8. Manufacture of reed, cane items
9. Manufacture of coir and leather goods
10. Manufacture of clay and related products
11. Printing/Publishing
12. Manufacture of Rubber and Plastics finished products
13. Manufacture of Non-Metallic items
14. Manufacture of Metal products
15. Manufacture of Machinery and Equipment
16. Manufacture of gold items
17. Manufacture of other products
18. Timber manufacturing
19. Manufacture of furniture and polishing
20. Manufacture of furniture cushions
21. Other mining activities
22. Repairs of Vehicles and Machinery
23. Repairs of Electrical, Electronic equipment and Watches
24. Transportation Engineering/ Motor engineering
25. Car Technology, Electrical and Electronic
26. Automobile body technology, and related
27. Driving heavy /light vehicles
28. Other Auto Engineering Technology
29. Mechanical engineering
30. Electrical and Electronic Engineering and Industrial Engineering
31. Computer engineering (Software and Hardware)
32. Cable installation and maintenance
33. Technical electrical appliance
34. Air conditioners and refrigeration
35. Electronics equipment and maintenance
36. Air, Naval, and technical engineering
37. Environmental Engineering
38. Technology of Biomedical Engineering
39. Fire Protection Technology
40. Railway Control technology
41. Related to Oil Refinery
42. Construction, Engineering and Technical Engineering
43. Architectural and urban decor/ landscaping
44. Road Construction
45. Surveying
46. Building and Construction Engineering
47. Masonry/carpenter/painting/ Plumbing technology
48. Ornamental plastering, glass empowering
49. Various special ground protection technology
50. Other engineering and related Technological services
51. Agricultural Science including Estate crops, Flowers and Ornamental plants
52. Animal husbandry
53. Other agricultural and environmental studies
54. Pest control and weed control
55. Other agricultural and environmental subjects
56. Soil Conservation
57. Wildlife Management
58. Other Environmental studies
59. Forestry Studies
60. Gardening and Horticulture
61. Medical section including General and Specialized, Dental, veterinary, Indigenous medicine and other
62. Assistant Medical Engineering and Medical Technology
63. Physiotherapy Service
64. Audio-visual medical equipment Services
65. Acupuncture and related treatments
66. General nursing Services, family health nursing and other nursing services
67. Pharmacist
68. Radiation Engineering and Other related services
69. Public Health Service/Epidemiology remediation and health promotion
70. Nutrition and food science
71. Para Medics /First Aid Services
72. Other Medical Services
73. Pre-Primary Teacher
74. Primary Teacher
75. Secondary teachers
76. Higher Education Teacher
77. Special Education Teacher
78. Other teaching professionals
79. Formal computer language theories

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| 80. Programming | 104. Trade and business law |
| 81. Mathematical Principles | 105. Constitutional/Criminal/Family International and other law |
| 82. Data Analyses | 106. Tax laws |
| 83. Internet and communication | 107. Social Services |
| 84. Computer graphics | 108. Child Care Services |
| 85. Information Network Management | 109. Youth Services |
| 86. Information Technology | 110. Disabled Services |
| 87. Computer Execution | 111. Advisory Services |
| 88. Management, Accounting, Marketing and Audit services | 112. Welfare Services |
| 89. Business Management | 113. Adult Services |
| 90. Human Resource Management | 114. Sports and Recreation |
| 91. International Trade | 115. Leisure Advisory Services |
| 92. Public and other service management | 116. Music/Drama/Dance |
| 93. Quality Control management | 117. Photography |
| 94. Farming and agricultural management | 118. Ornamental and Jewelry designing |
| 95. Tourism and affiliated service management | 119. Computer Art and design |
| 96. Information management | 120. Textiles designing |
| 97. Other Business & Management Services | 121. Costumes Fashion Designing |
| 98. Sales and purchases, Advertising, Public relations | 122. Other designs and patterns Designing |
| 99. Tourism, Catering services and care services | 123. Audiovisual work |
| 100. Clerk and Secretary Services | 124. Journalism |
| 101. Banking and financial services and Insurance services | 125. Other information and media |
| 102. Political Science and Policy Studies | 126. Beauty Culture/ hair cutting and other related services |
| 103. Law | 127. Security Service |