

PART B: EMPLOYMENT INFORMATION

11. Number of workers worked in the establishment during the relevant month (Please include all workers who were included in the salary list during the relevant month)

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

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			
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**

Weekdays	Weekends	Total

PART C: ACTUAL WORKING HOURS

14. Number of hours actually worked by the employees during the given month (Please complete this table only for workers mentioned in question No. 12)

ISCO Category (International Standard Classification of Occupation)	Gender	14.1 No of Paid Workers during the given month	Actual Working Hours in the given month		Usual Working Hours (per week per person)	
			14.2 Actual Working Hours (without OT)	14.3 Total Overtime hours paid	14.4 Full- Time Workers	14.5 Part-Time Workers
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 Workers	Male					
	Female					
10 Interns/Apprentices	Male					
	Female					
Total	Male					
	Female					

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

No of Employers/ Active partners		Number of hours actually work 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 leave/ training leave ...etc.

14.1 No of Paid Workers during the given month: Please consider only those employees who worked during the relevant month. Exclude those who did not report for duty during this month.

14.2 Actual Working Hours of the month (without OT): Total hours worked without OT for each occupation category by gender. Only provide an estimate when actual working hours are not available.

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

Usual working hours per week is the average number of hours worked per week by an individual. So, overtime is excluded.

14.4 Usual Working Hours per Week(Full-time workers): Example: Managers -40 hours per week(8 hours per day for 5 days), Elementary occupation -45 hours per week (9 hours per day for 5 days)

14.5 Usual Working Hours per Week (Part-time workers): Example: Managers -16 hours per week (8 hours per day for 2 days), Professionals- 20 hours per week (4 hours per day for 5 days)

PART D: SALARIES AND OTHER ALLOWANCES

16. Basic salary, Allowances, Overtime and other payments paid for the employees

No	ISCO Category	Gender ¹	In the given month					In the last year (2025)	
			16.1	16.2	16.3	16.4	16.5	16.6	16.7
			Total Basic Salary (Rs)	Total Allowances ² (Rs)	Total Overtime Payment (Rs)	Social Security Fund (EPF/ETF.)	Total Incentive pay (Rs)	Bonus /Gratuity Payment ³ (Rs)	Payment in Kind ⁴ (Rs)
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 Workers	M							
		F							
10	Interns/Apprentices	M							
		F							

1 Gender -M: Male, F: Female

2 Allowances -Cost of living allowances, Family allowances, house rent allowances, etc.

3. Overtime Payment -Premium pay for overtime and holiday work

4. Total Incentive pay-production bonuses and other regularly paid bonuses.

5. Bonus /Gratuities -Year end, Seasonal and other one-time bonuses, Profit sharing bonuses, ... etc.

6. Payment in Kind -Food, Drink, Fuel, Imputed rental value of free or subsidized Housing, Uniforms or Clothing, Footwear, etc.

PART E: ADDITIONAL COSTS BORNE FOR EMPLOYEES

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

Transportation Costs	Other Social security expenditure	Welfare Services	vocational training	Other Expenditures

Other Social security expenditure - Collectively agreed contractual and non-obligatory contributions to private social security schemes and insurances, cost of medical care and health services, severance and termination pay

Welfare Service - cost of canteens and other food services, education, cultural, recreational and related facilities and services, etc.

Cost for vocational training - Includes also fees and other payments for services of outside instructors, training institutions, etc.

PART F: LABOUR NEED FOR 2027

18. Does your institution expected to recruit workers in 2027?

Yes 1 Go to Ques. No 19
 No 2 Go to Ques. No 20

19. Indicate the number of positions expected to be filled by age, gender, education and other qualifications

No	Job/position	Number			Desired Factors for the Job/Employment													
		Male	Female	Male/ Female*	Age Group (Circle the relevant response) *					Education Qualifications (Circle the relevant response) **					Is vocational training required? 1.Yes 2.No		Required professional training (specify)	
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		

*Gender-neutral recruitment

**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 5. Not relevant

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

Name:

Signature:

Designation:

Date:

Telephone No:

Official Stamp

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

1. Managers, Senior Officials and Legislators

- Chief Executives, Senior Officials and Legislators, Administrative and Commercial Managers, Production and Specialized Services Managers, Hospitality, Retail and Other Services Managers, etc.

2. Professionals

- 21 Science and Engineering Professionals: Physical and Earth Science Professionals (Physicists and Astronomers /Meteorologists, etc.), Mathematicians, Actuaries and Statisticians, Life Science Professionals (Biologists, Botanists, Zoologists, etc.), Engineering Professionals, Architects, Planners, Surveyors and Designers (Building Architects/Product and Garment Designers, etc.)
- 22 Health Professionals (Medical Doctors, Nursing Professionals, etc.)
- 23 Teaching Professionals
- 24 Business and Administration Professionals: Finance professionals (Accounts/Financial and investment advisers/Financial analysts/Assessors), Administration professionals (Management and organization analysts/Policy administration professionals/Personal and careers professionals, etc.), Sales, marketing and public relations professionals (Advertising and marketing professionals/public relations professionals, etc.)
- 25 Information and Communications Technology Professionals: Software and applications developers and analysts (System analysts/Software Developers/Web and multimedia developers, etc.), Database and network professionals (Database designers and administrators/System administrators/Computer network Professionals, etc.).
- 26 Legal, Social and Cultural Professionals: Legal professionals (Lawyers/ Judges, etc.), Librarians, Archivists, and curators, Social and religious professionals, Authors, journalists and linguists, Creative and performing artists, (Visual artists/ Musicians singers and composers, Dancers and choreographers/ Film, stage and related directors and producers/Actors/Announcers, etc.)

3. Technicians and Associate Professionals

31. Science and Engineering Associate Professionals:

Physical and engineering science technicians: (Chemical and Physical Science technicians, Civil Engineering Technicians, Electrical Engineering Technicians, Mechanical Engineering Technicians, Chemical Engineering Technicians, Mining and Metallurgical Technicians, Draughts persons, etc.

Mining, manufacturing and construction supervisors: (Tea Factory Officer, Factory Supervisor, Co-ordinating Officer -Textile, Building Foreman, Superintendent of Works, Superintendent (Construction), Technical Officer (Buildings), etc.

Process control technicians: (Power Production Plant Operators, Incinerator and Water Treatment Plant Operators, Chemical Processing Plant Controllers, Petroleum and Natural Gas Refining Plant Operators, Metal Production Process Controllers, etc.)

Life science technicians and related associate professionals: Life Science Technicians Excluding Medical (Food Technologist, Experimental Officer (Life Science)

Agricultural Technicians, (Agricultural Research Worker, Estate Conductor, Estate Field Officer, Estate Tea Maker, Field Assistant (Agriculture / Estate), Rubber Extension Officer, Technical Officer (Agriculture)

Forestry Technicians (Range Forest Officer, Beat Forest Officer, etc.)

Ship and aircraft controllers and technicians.

32. Health Associate Professionals: Medical and pharmaceutical technicians (Medical imaging and therapeutic equipment technicians/Medical and pathology laboratory technicians, etc.),
Nursing and midwifery associate professionals, Traditional and complementary medicine associate professionals,
Veterinary technicians and assistants, Other health associate professionals
Other Health Associate Professionals (Dental Assistant, Medical Record Officer, Chiropractor, Sanitary Inspector, Ambulance Driver, Ward Master, etc.)
33. Business and Administration Associate Professionals: Financial and mathematical associate professionals (Securities and finance dealers and brokers/Credit and loans officers/Accounting associate professionals/Statistical, mathematical and related associate professionals/Valuers and loss assessors),
Sales and purchasing agents and brokers (Insurance representatives/commercial sales and representatives/ Buyers/ Trade brokers),
Business Service agents (Clearing and Forwarding Agents, Conference and Event Planners, Employment Agents and Contractors, Real Estate Agents and Property Managers, etc.)
Administrative and Specialized secretaries (Office supervisors/Administrative and executive secretaries /Medical secretaries, etc.),
Customs, Tax and related government associate professionals (Customs and border inspectors/ Government tax and excise officials, etc.)
34. Legal, Social, Cultural and Related Associate Professionals:(Police inspectors and detectives, Sports and fitness workers, Artistic and cultural associate professionals, ... etc.)
35. Information and Communications Technicians

4. **Clerical Support Workers**

- General and Keyboard Clerks, Customer Services Clerks, Numerical and Material Recording Clerks, etc.

5. **Service and Sales Workers**

51. Personal Services Workers: Chefs and Cooks, Waiters, beauticians and related workers, Building and housekeeping supervisors, Other personal services workers (Astrologers, fortune-tellers and related workers, etc.)
52. Sales Workers: Street and market salespersons, Shop salespersons, Cashiers and ticket workers, other sales workers, etc.
53. Personal Care Workers: Childcare workers and teacher's aides, Personal care workers,
54. Protective services workers, etc.

6. **Skilled Agricultural Forestry and Fishery Workers**

- Skilled Agricultural, Forestry, Fishery and Hunting Workers, Agriculture and forestry supervisors, Livestock and dairy farms supervisors, etc.

7. **Craft and Related Trades Workers**

- 71 Building and Related Trades Workers: House builders, Bricklayers, Masons, Painters, building structure cleaners and related trades workers, etc.
72. Metal, Machinery and Related Trades Workers: Blacksmiths, toolmakers and related workers, Machinery mechanics and repairers
73. Handicraft and Printing Workers
74. Electrical and Electronics Trades Workers: Electrical equipment installers and repairers (Building and related electricians/Electrical mechanic and filters/Electrical line installers and repairers), Electronics and telecommunications installers and repairers
75. Food Processing, Woodworking, Garment and Other Craft and Related Trades Workers: Butchers, fishmongers and related food preparers, dressmakers, furriers, and hatters/Textile, leather and related pattern-makers and cutters/ Underwater divers, Product graders and testers, etc.

8. Plant and Machine Operators and Assemblers

81. Stationary Plant and Machine Operators: Mining and mineral Processing plant workers, Metal processing and finishing plant operators, Chemical and photographic products plant and machine operators, Rubber, Plastic and paper products machine operators, Textile, fur and leather products machine operators, Sewing machine operators, etc.
82. Assemblers,
83. Drivers and Mobile Plant Operators

9. Elementary Occupations

91. Cleaners and Helpers,
92. Agricultural, Forestry and Fishery Labourers,
93. Labourers in Mining, Construction, Manufacturing and Transport, (Hand Packers, Factory workers, etc.)
94. Food Preparation Assistants,
95. Street and Related Sales and Services Workers, and other elementary occupation workers” etc.