

## Instruction to complete the Survey Questionnaire

### **Question No: 01-08**

Identification information of your Institution under question no 01 to 08 should be indicated accurately and, if branch offices of your institution are located elsewhere, mark “yes” under question no 05 and specify the number. If performing number of economic activities indicate the main economic activity with highest number of workers under question no 06

### **Question No: 09**

Indicate number of days your Institution was under operation during the last month.

### **Question No: 10**

Complete “Employment” using the following definitions.

**Full time workers:** Workers engage in any economic activity during usual working period of the week entitling to a salary, wage or payment for the service provided. (His average working hours per week shall be decided by the employer)

**Part-time workers:** If students engage fulltime on studies and engage in economic activity apart from the study time for a payment or, if full time workers employed in other work place, serve this instruction during the time other than working hours, they shall be considered as part time workers.

**Active workers and Active partners:** owners and partners who are actively involved in institutional affairs.

**Family members serving unpaid:** All workers who reside in owner’s house serving at least 1/3 of the average working time in the unit without having any salary during residing time period and persons who visit from outside and do not reside in the owner’s house serving without payment belong to this category.

### **Question No: 11**

**Permanent workers:** Who belongs to permanent cadre of the Institution.

**Temporary workers:** Probationers and other persons working fixed based and not absorbed to permanent cadre.

**Casual workers:** Workers, external workers or freelance workers who were recruited for short-term work and who mostly serve on daily wage basis without any agreement to be offered a regular job belong to this category.

**Learners and apprentices:** Job trainees and who get paid for work done.

### **Standard job classification**

Categorize all the employees of your institution according to International Standard of Job Classification as follows.

#### **01. Managers, Senior workers and legislators**

Persons who administrate workers by planning, coordinating and evaluating the entire process of the institution or enterprise or administration unit

#### **02. Professionals**

Persons who utilize their knowledge by using scientific and technical theories and concepts, teaching this knowledge systematically or act as a combination.

Example: Science and Engineering professionals, Doctors, Teachers, Accountants, Information and Communication Technology practitioners.

### **03. Technicians and related practitioners.**

Workers who act as Technician and related practitioners using and experimenting scientific and technical theories and methodologies.

Example: technical professional serve under above professionals including Science and Engineering professionals, Health practitioners, Financial and Mathematical Assistants.

### **04. Clerk and clerical Assistant workers**

Workers engaged in clerical service who perform reporting, organizing, storing, accounting and reusing the stored documents.

### **05. Servicers and sales workers**

Sales persons in retail and whole sale trading organizations including workers related to transport, housekeeping, food supply, private security services, private security divisions and other service providers and trade exhibitors.

### **06. Skilled workers in Agriculture, Forest and Fisheries**

Laborers working from sowing to harvesting of agricultural cultivations, skilled labors on Animal Husbandry and Animal production, laborers engaged in breeding and managing ornamental fish or inland water fish and persons collecting crops, fruits and plants from the forest, Fishermen and Hunters.

### **07. Technical and related Industry workers**

Workers involve in Construction and maintenance of buildings by using the specialized knowledge and skills in the particular field, Metal work, Metal frame makers, making or installing mechanical equipment, assembling machine, machinery equipment repair and maintenance, produce in the printing industry, preparing food items, handicrafts, textile industry or workers producing metallic goods. Workers who are involved in these activities may use hands, handheld machine or other equipment.

### **08. Plant and plant operators and assemblers**

All the machine operators and monitors in Industry and Agricultural field. All drivers and operators including train, plane and ships, machine or equipment fixers and assemblers using a particular technique.

### **09. Basic jobs**

Basic jobs that are done with handheld equipment and considerable physical energy. Jobs done as a habit and unskilled workers involved in easy tasks fall into this category.

### **Continued from question No 11**

Number of working hours per day: Indicate average number of working hours a worker spend in a day including overtime hours.

Number of working hours per week: Indicate average number of working hours a worker spend per week including overtime hours.

Average no of overtime hours per week as percentage

Average overtime hours a worker spends in a week (Divide overtime hours per week by number of workers who had spent overtime)

**Question No 12**

If the owners /employers and active partners of the institution take part actively in institutional affairs, circle No 1 and indicate average number of working hours spent by one person in a week. If not circle No 2

**Question No 13**

If any vacancies available in the institution circle No 1 and go to question No 14. If not circle No 2 and go to question No 15

**Question No 14**

Indicate 05 job types that are vacant in your institution with number of vacancies available with relative to job classification in question No 11 with priority order.

**Question No 15**

Basic salary paid: Indicate the total of basic salaries of the workers employed in the given jobs.

Cost of living index allowance/related other allowances: Indicate the total amount paid to workers with related to cost of living index and related other allowances.

Overtime allowances: Indicate the total amount of overtime allowances paid for workers.

**Question No 16**

(Additional expenses born by the institution for workers other than Basic salary and overtime allowances)

Social security such as EPF and ETF, Expenditure incurred for transportation (Indicate information with related to last month.

Food/Uniform/Accommodation/Quarters/Health services (Indicate average monthly expenditure)

Training programs / Workshops : state the total expenditure incurred in the last year.

**Question No 17**

Include other expenditure incurred by the institution for workers or their family members during the last year.

