Information provided for this survey will be strictly confidential and shall not be used for taxation purposes or requirements of the EPF Act.

Serial Number (Office Use Only)

Please give information related to the month of

DEPARTMENT OF LABOUR

SURVEY ON WORKING HOURS AND LABOUR COST - 2025

PART A: IDENTIFICATION INFORMATION

EPF No:

1. Name of the Institution: ……
2. Address: ……
3. 3.1. Telephone No: 3.2. Fax No:
   3.3. E-mail Address
4. Administrative District: ……
5. Divisional Secretariat Division: ……..
6. Institution established year:
7. Nature of the Business maintained by the Institution

   ……

   (Briefly explain the main product/service that highest no of workers involved or main Business or Service performed by the institution)

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8. Are there any branches located elsewhere, which are managed under this institution?

   Yes ☐ No ☐ If yes, how many branches? ☐☐

9. Legal status of the institution (Please put a √ mark for the relevant legal status)

   1. Single Ownership ☐ 2. Partnership Enterprises ☐ 3. Semi-Government ☐
   4. Public with limited liabilities ☐ 5. Private Limited ☐ 6. Cooperative Societies ☐
   7. Other (Pl. Specify) ☐ …….

10. 10.1 In which institution is your establishment registered? (Circle the relevant response)

1. Divisional Secretariat Division	1
2. Department of the Registrar of Companies (DROC)	2
3. Department of Business Names Registration (Western Province) ……	3
4. Not Relevant ……	4

10.2 Further, is your institution registered under one of the following? (Circle all the relevant responses)

1. Local Government Institutions (Municipal Councils/Urban Councils/Pradeshiya Sabha)	1
2. Board of Investment (BOI)	2
3. Inland Revenue Department (IRD).....	3
4. Ceylon Chamber of Commerce (CCC)	4
5. Construction Industry Development Authority (CIDA)	5
6. Other (Pl. Specify) …… …..	6

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** (Please exclude public holidays, weekend holidays and other special holidays)

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	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): E*xample:* 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): E*xample:* 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 ALLAWANCES

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(2023)	
			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	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 on Employees

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 Services - 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 instuctors, training institutions, etc..

PART F: LABOUR NEED FOR 2026

18. Does your institution expected to recruit workers in **2026**?

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	Total	Age Group (Circle the relevant response) *					Education Qualifications (Circle the relevant response) **				Other Qualifications (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

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

   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

   - **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…)**
   - **Health Professionals, Teaching Professionals**
   - **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...)**
   - **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…).**
   - **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

   - **Science and Engineering Associate Professionals: Physical and engineering science technicians (Chemical and physical science technicians/Civil engineering technicians/Electrical engineering technicians, etc…), Mining, manufacturing and construction supervisors, Process control technicians (Power production plant operators/Incinerator and water treatment plant operators, etc…), Life science technicians and related associate professionals, Ship and aircraft controllers and technicians.**
   - **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**
   - **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), Sale and purchasing agents and brokers (Insurance representatives/commercial sales and representatives/ Buyers/ Trade brokers), Business Service agents, 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…)**
   - **Legal, Social, Cultural and Related Associate Professionals: Police inspectors and detectives, Sports and fitness workers, Artistic and cultural associate professionals, etc..**
   - **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**
   - **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…)**
   - **Sales Workers: Street and market salespersons, Shop salespersons, Cashiers and ticket workers, Other sales workers, etc...**
   - **Personal Care Workers: Childcare workers and teacher's aides, Personal care workers, Protective services workers, etc..**
6. **Skilled Agricultural Forestry and Fishery Workers**
   - **Market-Oriented Skilled Agricultural, Forestry, Fishery and Hunting Workers, Agriculture and forestry supervisors, Livestock and dairy farms supervisors, etc…**
7. **Craft and Related Trades Workers**
   - **Building and Related Trades Workers : House builders, Bricklayers, Masons, Painters, building structure cleaners and related trades workers, etc..**
   - **Metal, Machinery and Related Trades Workers: Blacksmiths, toolmakers and related workers, Machinery mechanics and repairers**
   - **Handicraft and Printing Workers**
   - **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**
   - **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**
   - **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..**
   - **Assemblers, Drivers and Mobile Plant Operators**
9. **Elementary Occupations**
   - **Cleaners and Helpers, Agricultural, Forestry and Fishery Labourers, Labourers in Mining, Construction, Manufacturing and Transport, Food Preparation Assistants, Street and Related Sales and Services Workers, etc…**

3. Question No: 19

Professional, Technical or Vocational Trainings/Course/Diplomas

Food and Bakery Products

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

Manufacture of Textiles and Apparels

5. Manufacture of textiles and yarn
6. Manufacture of wearing apparel /footwear
7. Preparation of Interior textiles

Small Industry

8.. Manufacture of reed, cane items
9. Manufacture of coir and leather goods
10. Manufacture of clay and related products

Technical 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

Related Products of New Constuction

18. Timber manufacturing
19. Manufacture of furniture and polishing
20. Manufacture of furniture cushions
21. Other mining activities

Repairs

22. Repairs of Vehicles and Machinery
23. Repairs of Electrical, Electronic equipment and Watches

Engineering or related Technical Trainings

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

Agricultural and Environmental

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

Health services

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

Education Sector

73. Pre-Primary Teacher
74. Primary Teacher
75. Secondary teachers
76. Higher Education Teacher
77. Special Education Teacher
78. Other teaching professionals

Information Technology

79. Formal computer language theories
80. Programming
81. Mathematical Principles
82. Data Analyses
83. Internet and communication
84. Computer graphics
85. Information Network Management
86. Information Technology
87. Computer Execution

Management, Trade, Financial, and Other Services

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