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For office use only

Labour Department

Survey on working hours and labour cost -202

Information provided by you is kept confidential and shall not be used for taxation purposes or requirements of the EPF Act

01. Name of Institution: _____

02. Address: _____

03. Telephone No:

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Fax No:

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E-mail address: _____

04. Administrative District: _____

Divisional Secretarial division: _____

05. Are there any branch institutions located elsewhere which are managed under this institution?

Yes 1 No 2

If any, Number of branches

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06. Nature of the Business maintained by the Institution _____

(Briefly explain the main product with highest No of workers/labors/performance or business)

Office use only	

07. Legal status of the Institution (circle the relevant status)

Single Ownership 1 Partnership Enterprises 2 Semi Government 3

Public with limited liabilities 4 Cooperative Societies 5 Private Limited 6

Other(Specify) 7 _____

08. a) Is this Institution registered under E.P.F? Yes 1

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 No 2 E.P.F No

b) Is this Institution registered under any one of the following?

(Circle all the relevant responses)

- Divisional Secretariat

1

- Municipal councils/Urban councils/Pradeshia Sabha

2

- Company registrar office.....

3

- Investment Board.....

4

- Inland Revenue Department.....

5

- Commerce and Industries Board.....

6

- Institute of Construction Training and Development.....

7

- Other.....

8

09. No of days the institution was in operation in the last month

weekdays	weekends	Total

10. Employment

Sex	No of workers included in salary list in the last month		Active owners and Active partners	Unpaid service providing family members	Total
	Full time workers (A)	Part time workers (B)			
Male					
Female					
Total					

11. Please complete this table only for workers mentioned in part A and B of Question No 10

Standard Employment classification (Please refer instructions for completion of Survey questionnaire)		No of paid workers during the last month				One person with overtime hours		Current no of overtime hours per week	(Circle the answer) Does this no of overtime hours require a change		No of overtime hours suggested by you
		Permanent	Temperary	Casual	Interns and apprentices	No of working hours per day	No of working hours per week		Yes	No	
01.Managers, Senior officers and Legislators	Male								1	2	
	Female								1	2	
02.Professionals	Male								1	2	
	Female								1	2	
03.Technicians and related practitioners	Male								1	2	
	Female								1	2	
04.Clerk and clerical Assistant	Male								1	2	
	Female								1	2	
05.Service and sales workers	Male								1	2	
	Female								1	2	
06.Skilled workers of Agriculture, Forest and Fisheries	Male								1	2	
	Female								1	2	
07.Technical and related Industry workers	Male								1	2	
	Female								1	2	
08.Plant and Machine operators and assemblers	Male								1	2	
	Female								1	2	
09.Main/Preliminary jobs	Male								1	2	
	Female								1	2	
Total											

12. Do owners/employees/active partners of this Institute actively take part in institutional matters?

Yes 1 — Average no of working hours per week spent by one person

No 2 — Go to Question No 13

13. Does your Institution have vacancies for workers?

Yes 1 — Go to Question No 14
 No 2 — Go to Question No 15

14. Indicate jobs with highest no of vacancies and No of vacancies that were available in your institution during the last month

Job/Employment	No of vacancies	For office use (ISCO - Code)			
1)					
2)					
3)					
4)					
5)					

15. Indicate the total amount of salary paid in the last month under following job categories

Standard Job classification		Total amount of paid Basic salary	Total of cost of living index allowance/ other allowances equivalent	Total of overtime allowances
01. Managers, Senior officers and Legislators	Male			
	Female			
02. Professionals	Male			
	Female			
03. Technicians and related practitioners	Male			
	Female			
04. Clerk and clerical Assistant	Male			
	Female			
05. Service and sales workers	Male			
	Female			
06. Skilled workers of Agriculture, Forest and Fisheries	Male			
	Female			
07. Technical and related Industry workers	Male			
	Female			
08. Plant and Machine operators and assemblers	Male			
	Female			
09. Main/Preliminary jobs	Male			
	Female			
Total				

16. Additional costs born for categorized workers according to following job categories(Except for monthly salary and overtime allowances)

Standard Job classification (Please refer instructions for completion of Survey questionnaire)	During last month		Monthly Average		During last month
	Social Security (EPF/ETF)	Transpotation	Food/Uniform/ Accommodation/ Quarters	Health services	For training programs/ workshops etc
01. Managers, Senior officers and Legislators					
02. Professionals					
03. Technicians and related practitioners					
04. Clerk and clerical Assistant					
05. Service and sales workers					
06. Skilled workers of Agriculture, Forest and Fisheries					
07. Technical and related Industry workers					
08. Plant and Machine operators and assemblers					
09. Main/Preliminary jobs					
Total					

17. Other expenditure incurred in the last year for workers uncategorized according to job categories

Function		Expenditure(Rs)
Offered to workers/ family members	1) Bonus/gift/sholarships etc	
	2) Marriages, deaths, tours new year festivals competition etc	
	3) Tangible or other expenditure	

I hereby certify that the information contains in this survey report is accruable to the best of my knowledge and believe

Name ----- Signature -----
 Official Stamps ----- Date -----
 For office use ----- Designation -----

Coding - Name of officer -----	Signature -----	Date -----
Designature -----	Signature -----	Date -----
Data Entry - Name of officer -----	Signature -----	Date -----
Designature -----	Signature -----	Date -----