

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)

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DEPARTMENT OF LABOUR

SURVEY ON WORKING HOURS AND LABOUR COST - 2022

PART A: IDENTIFICATION INFORMATION

EPF No:

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1. Name of the Institution:

2. Address:

3. 3.1. Telephone No:

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3.2. Fax No:

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3.3. e-mail Address

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4. Administrative District:

5. Divisional Secretariat Division:

6. Institution established year:

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7. Nature of the Business maintained by the Institution
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(Briefly explain the main product/service that highest no of worker involved or main Business or Service performed by the institution)

8. Are there any branches located elsewhere, which are managed under this institution?
8.1 Yes 8.2 No 8.3 If yes, how many branches?

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9. Legal status of the institution (Please put a √ mark for the relevant legal status)
9.1 Single Ownership 9.2 Partnership Enterprises 9.3 Semi Government
9.4 Public with limited liabilities 9.5 Private Limited 9.6 Cooperative Societies
9.7 Other (Pl. Specify)

10. Is this institution registered under any one of the following? (Circle all the relevant responses)

Divisional Secretariat Division	1
Municipal Councils/Urban Councils/Pradeshiya Sabha	2
Company Registrar Office	3
Board of Investment (BOI)	4
Inland Revenue Department	5
Commerce and Industries Board	6
Institute of Construction Training and Development (ICTAD)	7
Other (Pl. Specify)	8

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

11. Age and Sex by Employment Category (Please consider all employed persons)

Employment Status	Age Category (years)								Total	
	Below 18		(18-24)		(25-60)		60 and over			
	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										
5. Total										
Employee Type (Consider Full time and Part time employees only)										
6. Permanent employees										
7. Temporary/Casual employees										
8. Contract basis/ Fixed-Term employees										
9. Interns/Apprentice										

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.

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.

Learners and apprentices Job trainees and who get paid for work done

PART C: ACTUAL WORKING HOURS (For questions 12.2, 12.4, 12.5, 12.7, 12.9 please follow the instruction given page 7)

12. Employment status and working hours by Occupation categories (ISCO)

ISCO Category (International Standard Classification of Occupation)		12.1 Sex	12.2 Usual Working Hours (per day per person)	Employment Status and Actual Working Hours in the given month						
				Full time employees			Part time employees		Employers	
				12.3 No of Employees	12.4 Actual Working Hours (without OT)	12.5 Total Overtime hours paid	12.6 No of Employees	12.7 Actual Working Hours	12.8 No of Employers /Active partners	12.9 Actual Working Hours
1	Managers, Senior Officials and Legislators	Male								
		Female								
2	Professionals	Male								
		Female								
3	Technicians and associate practitioners	Male								
		Female								
4	Clerks and clerical Support workers	Male								
		Female								
5	Service and sales workers	Male								
		Female								
6	Skilled Agricultural, forestry and fishery workers	Male								
		Female								
7	Craft and related trades workers	Male								
		Female								
8	Plant and Machine operators and assemblers	Male								
		Female								
9	Preliminary jobs/Elementary occupation	Male								
		Female								

PART D: SALARIES AND OTHER ALLOWANCES

For table 13 and 14, please consider full time and part time employees mentioned in table 11.

13: Basic salary, Allowances and Overtime payments paid for the employees in the given month

No	ISCO Category	Sex	Total Basic salary (Rs)	Total Allowances (Rs)*	Total Overtime payments (Rs)
1	Managers, Senior Officials and Legislators	Male			
		Female			
2	Professionals	Male			
		Female			
3	Technicians and associate practitioners	Male			
		Female			
4	Clerks and clerical Support workers	Male			
		Female			
5	Service and sales workers	Male			
		Female			
6	Skilled Agricultural, forestry and fishery workers	Male			
		Female			
7	Craft and related trades workers	Male			
		Female			
8	Plant and Machine operators and assemblers	Male			
		Female			
9	Preliminary jobs/Elementary occupation	Male			
		Female			

* Allowances - Cost of living allowance / related other allowances paid to workers

14: Total amount of Bonus/Gratuity and 'Payments in Kind' paid to the employees in the given year

No.	ISCO Category	Bonus /Gratuities*		Payment in Kind **	
		Male	Female	Male	Female
1	Managers, Senior Officials and Legislators				
2	Professionals				
3	Technicians and associate practitioners				
4	Clerks and clerical Support workers				
5	Service and sales workers				
6	Skilled Agricultural, forestry and fishery workers				
7	Craft and related trades workers				
8	Plant and Machine operators and assemblers				
9	Preliminary jobs/Elementary occupation				

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

** Payment in Kind – Food/drink, Fuel, imputed rental value of free or subsidized Housing, Uniforms or clothing Footwear etc. given in kind)

PART E: ADDITIONAL COSTS BORN FOR EMPLOYEES IN THE GIVEN YEAR

15: Annual Costs for Social Security, Transport, Health and Other Expenditures on Employees

Year	Social Security (EPF/ETF etc.)	Transportation Costs	Health Expenditure	Other expenditure on employees (Marriages, Deaths/Tours/New year/Tangible or other expenditure)

PART F: EXPECTED LABOUR RECRUITMENT FOR 2023

16. Desired Age, Sex and Qualifications by job (please follow the instructions given below)

No.	Job/Employment expected to recruit in 2023 (Please notify the first 8 jobs according to the priority)	Desired factors for the job/employment						Office Use only			
		No of Vacancies		*Age Group	** Education Qualification	***Other Qualification					
		Male	Female			1	2				
1											
2											
3											
4											
5											
6											
7											
8											

***Age Group:**

- 1. below 18 yrs. 2. 18-24 yrs
- 3. 25-60 yrs. 4. 60 & over.

****Educational Qualification:**

- 1. Up to O/L 2. Passed O/L
- 3. Passed A/L
- 4. Degree and above or Equivalent qualification

***** Other Qualifications:**

Select 2 professional/technical/vocational qualification from the list given in page 7/8 and writedown them in the cages given. Eg:- A.3, L.82
 If any qualification needed is not included in the list, please write the appropriate section with number "0" Eg:- K.0
 If Other "0" Please specify the required qualification

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

Name:

Signature:.....

Designation:.....

Date:.....

Official Stamps

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 question 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 constructin 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. e.t.c.

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. e.t.c.

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, store keeper, mail and related clerks, Customer services clerks. e.t.c.

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. e.t.c.

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. e.t.c.

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. e.t.c.

08. Plant and Machine Operators and Assembles

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. e.t.c.

09. Elementary Occupations

1)Sales and services elementary occupations such as messengers, porters, door keepers, 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 care takers 2)Agricultural, fishery and related labourers 3)Labourers in mining,e.t.c.

3. Question No: 12

- (i) **Question 12.2 : Usual Working Hours** ; Normal working hours of the institution by employment category per person per day.

Example:

Managers; 8 hours /day/employee, Clerks; 8 hours /day/person Elementary workers: 9 hours/day/person

- (ii) **Question 12.4, 12.7, 12.9: Actual Working hours of the month (without OT)** = (Usual Working Hours of the month – Hours absence during the month*)

*Hours absence during the month = [(Annual leave, public holidays, sick leave, maternity/paternity leave, other leave for personal or family reasons or community duty) + (Time spent in educational activities for paid employment, even when authorized, paid or provided by the employer) + (Longer breaks distinguished from short resting time when no productive activity is performed (such as meal breaks or natural repose during long trips); for paid employment, even when paid by the employer)]

Example:

- (a) Consider a person that usual working hours/day /employee = 8 hours, and usual working days in the given month = 22

Then usual working hours per month/ employee = 8* 22 = 176

- (b) When consider one person's absent days If there are 2 calendar holidays, 3 leave of absence and 1 sick leave taken in the given month.

Then total hours absence from the month = (2+3+1)*8 =48

Then Actual working hours of this person = (176-48)=128. Please follow this for the each occupation level

- (iii) **Question 12.5: Total overtime hours** = No hours of Overtime done during the month by each occupation category

4. Question No: 16

Professional, Technical or Vocational Trainings

A. 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

B. Manufacture of Textiles and Wearing Apparels

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

C. Small Industry

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

D. 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

E. Related products of new construction

18. Timber manufacturing
19. Manufacture of furniture and polishing

20. Manufacture of furniture cushions

21. Other mining activities

F. Repairs

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

G. 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 equipments 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

H. 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

I. Environmental Science

57. Wildlife Management
58. Other Environmental studies
59. Forestry Studies
60. Gardening and Horticulture

J. Health Services

61. Medical section including General and Specialized, Dental , veterinary, Indiginous 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 Service, family health nursing and other nursing services
67. Pharmacist
68. Radiation Engineering and Other related services
69. Public Health Service/Epidermiology remediation and health promotion
70. Nutrition and food science
71. Para Medics /First Aid Services
72. Other Medical Services

K. Education sector

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

L. 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

M. Management, trade and financial 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

N . Sales and purchases, Advertising, Public relations

O. Tourism, Catering services and care services

P. Clerk and Secretary Services

Q. Banking and financial services and Insurance services

R. Political Science and Policy Studies

S. Law

98. Trade and business law
99. Constitutional/Criminal/Family International and other law
100. Tax laws

T. Languages and literature field

U. Individual welfare and studies

101. Social Services
102. Child Care Services
103. Youth Services
104. Disabled Services
105. Advisory Services
106. Welfare Services
107. Adult Services

V. Sports , Performance Art, and Recreation Services

108. Sports and Recreation
109. Leisure Advisory Services
110. Music/Drama/Dance
111. Photography
112. Ornamental and Jewelry designing
113. Computer Art and design
114. Textiles designing
115. Costumes Fashion designing
116. Other designs and patterns Designing

W. Information and Media

117. Audio visual work
118. Journalism
119. Other information and media

X. Personal services

120. Beauty Culture/ hair cutting and other related services
121. Security Service