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National Census of Manufacturing Establishments 2011/12

Questionnaire



Government of Nepal
National Planning Commission Secretariat
Central Bureau of Statistics
Ramshah Path, Thapathali, Kathmandu

Phone No. 4245848, 4252479, 4245946, 4245947, 4245948
Fax Number : 997-1-4227720

For Official Use

District Code		Form Number		

Notes to be considered during interview

1. From 17 July 2011 to 15 July 2012 is determined as the reference year of this Census of Manufacturing Establishment 2011-2012. Questionnaire must be filled for this period. If any manufacturing establishment has operated only few months of the reference year, data should be filled only for this operated period. The establishments which have started their production since after 16 July 2012, will not fall under the reference year and such establishments will not be included in the census. But introduction of such manufacturing establishments must be taken. Data of all types of manufacturing establishments which begins production work during or before the reference year, must be collected.
2. Generally, while taking data on employment, employee's number must specify according as the attendance register of the manufacturing establishment on 16 February 2012. If the establishment is closed at that day, the number of persons engaged will be taken for the next operational day. But in case of wages or salaries, annual amount should be mentioned.
3. During the period of questionnaire filling, data must be taken anyhow from unaudited financial statements of establishments also if data will not have provided due to audit.
4. No box of the questionnaire must be blank except already specified for official use. "-" symbol have to write for unrelated or inappropriate to the manufacturing establishment and "0" must write for if any price or quantity is zero. During recording data in the questionnaire, number and letter must be written in Nepali only in all places unless specified to be written in English

SECTION - 1

Introduction

1.01 Name of the Establishment (in Nepali) :-

Name of the Establishment :-

1.02 Registration No.:-

1.03 District :

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1.04 VDC/Municipality Name

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1.05 Ward no :-

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1.06 Village/Tole :-.....

1.07 Telephone no :-

1.08 Fax no. :-

1.09 E-mail address :-

1.10 Operation date :-/...../.....

1.11 What is the place of establishment?

Industrial zone..... 1

Industrial corridor 2

Special Economic zone 3

Other 4

1.12 Contact :-

Office :-

Name of the person :-

Phone No. :-

1.13 What is the legal status of the establishment?

Individual proprietorship..... 1

Partnership 2

Private limited company..... 3

Public limited company 4

Co-operative society 5

Other (specify)..... 6

1.14 What is the type of ownership of the establishment?

Government owned 1

Privately owned 2

Foreign owned..... 3

Government with
private collaboration 4

Private with foreign collaboration. ... 5

Other (specify)..... 6

1.15 Does the establishment have following intellectual property?

	Yes	No
1 Patent	1	2
2 Design	1	2
3 Trademark	1	2

1.16 Does the establishment have following standardization logo?

	Yes	No
1 ISO (9001 - 2008)	1	2
2 ISO (14001 - 2004)	1	2
3 NS (Nepal Standard)	1	2

SECTION - 2

Organizational Structure

2.1 Does the establishment have a parent enterprise?

No 1 (→ Section 3)

Yes 2

2.2 What is the name and address of the parent enterprise?

Name of parent company

Address of parent

Telephone no

2.3 The name, address and activities of the establishments associated with parent enterprise.

S. N.	Name of the establishments	Main Industrial activity	NSIC Code	Address

SECTION - 3 Main Industrial Activities

For Official purpose

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NSIC Code

Products	CPC Code				
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Section 4. Employment

4.1 Locals

S.N.	Description	Male			Female		
		Number	Wage/Labour (in thousands)	Facility (in thousands)	Number	Wage/Labour (in thousands)	Facility (in thousands)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4.1.1	Working proprietors/ partners						
4.1.2	Unpaid family and other workers						
4.1.3	Working directors (Managers)						
4.1.4	Administrative employees						
4.1.5	Technical employees						
4.1.6	Operatives (Production) Workers						
4.1.7	Casual/seasonal employees						
4.1	Total						

4.2 Foreigners

S.N.	Description	Male			Female		
		Number	Wage/Labour (in thousands)	Facility (in thousands)	Number	Wage/Labour (in thousands)	Facility (in thousands)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4.2.1	Working proprietors/ partners						
4.2.2	Unpaid family and other workers						
4.2.3	Working directors (Managers)						
4.2.4	Administrative employees						
4.2.5	Technical employees						
4.2.6	Operatives (Production) Workers						
4.2.7	Casual/seasonal employees						
4.2	Total						

Note : "Benefit" means cloth allowance, medical treatment, housing facility, transport, Dashain expenses, and including life insurance also.

Section 5. Fuel

5.1 Fuel purchased

S.N.	Description	Unit	Annual purchase quantity	Annual purchase amount (in thousands)
(1)	(2)	(3)	(4)	(5)
5.1.1	Fuelwood	Quintal		
5.1.2	Charcoal/coal	Quintal		
5.1.3	Diesel oil	Litre		
5.1.4	Petrol	Litre		
5.1.5	Kerosene	Litre		
5.1.6	Liquefied Petroleum gas (LPG)	Kg.		
5.1.7	Electricity purchased	Unit ⚡		
5.1.8	Other fuel purchased			
5.1	Total			

⚡ "One Unit" indicates "One Kilowatt Hour" of Nepal Electricity Authority.

5.2 Water produced and purchased / Electricity produced and sold

S.N.	Item description	Unit of measurement	Annual quantity	Annual amount (Rs. in thousands)
(1)	(2)	(3)	(4)	(5)
5.2.1	Water purchased	1000 litre		
5.2.2	Water produced /pumped up/ collected/ drawn in (for own purpose)	1000 litre		
5.2.3	Electricity production (for own purpose)	Unit ⚡		
5.2.4	Electricity sold (generated)	Unit ⚡		

⚡ "One Unit" indicates "One Kilowatt Hour" of Nepal Electricity Authority.

Section 6. Industrial service expenditure and profit

6.1 Expenditure on industrial services

S.N.	Item description	Annual expenditure amount (Rs. in thousands)
(1)	(2)	(3)
6.1.1	Payments made to other firms or individuals for work performed on sub-contract or other conditions	
6.1.2	Payments made for repair and maintenance work	
6.1.3	Payments made for resale (traded goods i.e. goods sold in the same condition as purchased)	
6.1	Total	

6.2 Income from Industrial services

S.N.	Item description	Annual income amount (Rs. in thousands)
(1)	(2)	(3)
6.2.1	Receipts for contract work done (on goods not owned by the company)	
6.2.2	Receipts for repair and maintenance work done	
6.2.3	Receipts from sale of goods by the establishments	
6.2	Total	

Section 7. Purchase of raw materials

S.N.	Description of raw materials	CPC (for official use)	Unit	Annual purchase	
				Quantity	Amount (Rs. in thousands)
(1)	(2)	(3)	(4)	(5)	(6)
7.01					
7.02					
7.03					
7.04					
7.05					
7.06					
7.07					
7.08					
7.09					
7.10					
7.11					
7.12					
7.13					
7.14					
7.15	Others				
7	Total				

S.N.	Annual purchase				
	Nepal		Other country		
	Quantity	Amount (Rs. in thousands)	Name of country	Quantity	Amount (Rs. in thousands)
(1)	(7)	(8)	(9)	(10)	(11)
7.01					
7.02					
7.03					
7.04					
7.05					
7.06					
7.07					
7.08					
7.09					
7.10					
7.11					
7.12					
7.13					
7.14					
7.15					
7					

Section 8. Production and sale of products

S.N.	Description of products	CPC code (for official use)	Unit of measurement	Total annual production
(1)	(2)	(3)	(4)	(5)
8.01				
8.02				
8.03				
8.04				
8.05				
8.06				
8.07				
8.08				
8.09				
8.10				
8.11				
8.12				
8.13				
8.14				
8.15	Others			
8	Total			

S.N.	Annual sale				
	Nepal		Other country		
	Quantity	Amount (Rs. in thousands)	Name of country	Quantity	Amount (Rs. in thousands)
(1)	(6)	(7)	(8)	(9)	(10)
8.01					
8.02					
8.03					
8.04					
8.05					
8.06					
8.07					
8.08					
8.09					
8.10					
8.11					
8.12					
8.13					
8.14					
8.15					
8					

Section 9. Stock

S.N.	Item description	Stock amount at July 17, 2011 (Rs. in thousands)	Stock amount at July 15,2012 (Rs. in thousands)
(1)	(2)	(3)	(4)
9.01	Raw materials		
9.02	Fuels		
9.03	Semi-finished goods		
9.04	Finished goods		
9.05	Goods purchased for resale		
9.06	Capital work in progress		
9.07	Any other stocks		
9	Total		

Section 10. Expense on non-industrial services

S.N.	Description	Annual expenses amount (Rs. in thousands)
(1)	(2)	(3)
10.01	Rent of Land	
10.02	Rent of warehouses, industrial space and machinery	
10.03	Rent or lease of vehicle for transportation	
10.04	Other rent	
10.05	Freight costs of produced goods	
10.06	Payment of Insurance Premiums	
10.07	Payment of Communication charges (postage, couriers, telephone, fax, email, internet etc.)	
10.08	Payments made for printing and stationery	
10.09	Payments for consultation and auditing	
10.10	Payments for agent's commission and business facility	
10.11	Payments made for advertising and promotion	
10.12	Payment of royalties, copyrights, patents, etc.	
10.13	Payments for travelling, training etc.	
10.14	Other payments	
10	Total	

Section 11. Receipt from non-industrial services

S.N.	item description	Annual income amount (Rs. in thousands)
(1)	(2)	(3)
11.01	Rent of Land	
11.02	Rent or lease of warehouses, industrial space and machinery	
11.03	Rent or lease of vehicles	
11.04	Other rent	
11.05	Receipt from agency commission	
11.06	Grants from government	
11.07	Amount of exemption on export	
11.08	Receipts from life insurance as compensation	
11.09	Other receipt amount	
11	Total	

Section 12. Indirect tax

S.N.	Item description	Paid amount in reference period (Rs. in thousands)	Receipt amount in reference period (Rs. in thousands)
(1)	(2)	(3)	(4)
12.01	Value added tax (VAT)		
12.02	Excise duty		
12.03	Export duty		
12.04	Import duty		
12.05	Other indirect tax		
12	Total		

Section 13. Description of Fixed Assets

(Rupees in thousands)

Description	Value of fixed assets on 17th July, 2011	Value of any new purchase within reference period	Value of addition of used assets	Cost of capital maintenance within reference period	Amount of fixed assets produced by own labor force for own purpose	Receipts from sale of fixed assets	Loss of fixed assets due to catastrophe	Annual amount of depreciation
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
13.01 Land								
13.02 Building & other construction								
13.03 Machine & other equip.								
13.04 Computer & related machinery								
13.05 Transportation equipment								
13.06 Furniture								
13.07 Research & development cost								
13.08 Mining Quarrying and Evaluation								
13.09 Software & Database								
13.10 Trademark, Patent & Design								
13.11 Other								
13.12 Total								

Section 14. Utilization of Production Capacity

14.01 How many average days the establishment run within the reference period?

..... day.

14.02 How many average shifts the establishment continue within the reference period?

..... number.

14.03 How many average hours the establishment run within the reference period?

..... hours.

14.04 How many percent utilized out of the total capacity of the establishment?

..... percent.

14.05 Did the establishment fulfill the demand of the market within the reference period?

Yes..... 1 → (Section 15)

No..... 2

14.06 What are the reasons for not fulfilling the market demand?

.....

Section 15. Description on Environment

15.01 Did the establishment have any pollution control machines during the reference period?

Yes..... 1

No..... 2

15.02 Which of the following environment pollution control equipment is installed during the reference period?

Type of equipment	Yes 1	What is the Installation/ Management cost? <i>(In thousands rupees)</i>
	No 2	
1 Gas and smell controller		
2 Smoke, and dust controller		
3 Sound controller		
4 Radiation controller		
5 Filtering or sedimentation Pond for polluted water		
6 Solid waste management		

15.03 Except the installation of such machine or equipment to control pollution, how much was spent for environmental protection by the establishment during the reference period?

(In Rs. '000)

15.04 Did the establishment reuse or recycle the metal or non-metal scraps (paper, plastic, rubber, leather etc.) through further processing during the reference period?

Yes..... 1

No 2 → (15.06)

15.05 What was the cost of such recycling?

(In Rs. '000)

15.06 Did the establishment have Pollution Control Certificate?

Yes..... 1

No 2

Section 16. Major factors affecting Manufacturing Establishment

Which type of the effect is affected in this establishment by each of the following factors ?

(Please circle any one of the options given)

Subjects	Very Positive	Positive	No Effect	Negative	Very Negative
16.01 Industrial Policy/Act	1	2	3	4	5
16.02 Labour Act	1	2	3	4	5
16.03 Environment Act	1	2	3	4	5
16.04 Trade Union	1	2	3	4	5
16.05 Wage	1	2	3	4	5
16.06 Skilled manpower	1	2	3	4	5
16.07 Access for credit	1	2	3	4	5
16.08 Market	1	2	3	4	5
16.09 Raw material	1	2	3	4	5
16.10 Electricity availability	1	2	3	4	5

Section 17. Miscellaneous

17.01 What types of information does this questionnaire collect?

All information of the establishment 1 → (Remarks)

Partial information of the establishment 2

17.2 Name and address of the enterprise that provides remaining information regarding to this establishment.

Name

Address..... Telephone No :-

Remarks

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Respondent (entrepreneur or other related person)

Name :-

Designation :

Signature and Date :-

Stamp of Establishment :

Supervisor's Name :-

Enumerator's Name :

Signature :-

Signature :

Date :-

Date :