

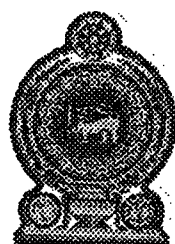
CONFIDENTIAL

CI/MQ

This information is sought under the Statistics Ordinance as amended in 2000. Individual information will be treated as strictly confidential.

Reference No.

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Sri Lanka

Census of Industry - 2004

(Questionnaire for Mining & Quarrying Establishments)

Department of Census & Statistics
Presidential Secretariat

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Census of Industry - 2004
(Questionnaire for Mining & Quarrying Establishments)
(for the reference year 2003)

General Instructions

The Questionnaire to be completed for each establishment

- A Qualified Establishment has,
 - its own manufacturing facility
 - its own accounting and
 - a distinct management and locationEg. Gem Mine, Quarry
(There is not specific institutional structure for mining and quarrying industry, but it would be considered as an establishment since there is a person who makes decisions and if book figures are not available but the owner has an idea on income and costs.)

Please, complete one questionnaire if more than one establishment situates in a same G.N. Division / or ward.

- Population Coverage
According to the ISIC the 3 major sectors of industries are
 - Mining & Quarrying
 - Manufacturing
 - Generation & Distribution of Electricity and Water
- The target population of the Census is the establishments that are engaged in the production of one class of homogeneous goods.
- The establishments, which were identified at the stage of listing have been separated into two categories, according to the persons engaged,
 - All establishments with 10 or more persons engaged - Large and medium scale establishments
 - All establishments with less than 10 persons engaged - Small scale establishments
- A complete enumeration of the establishments in medium and large scale and a sample enumeration of the establishments in the small scale category are being done.
- The Mining and Quarrying establishments are covered by this questionnaire but the number of persons engaged has not been considered.
- There are two separate questionnaires for establishments of manufacturing and the generation and distribution of electricity and water where the number of persons
 - CI-2L - Establishments with 10 or more persons engaged
 - CI-2S - Establishments with less than 10 persons engaged
- If book figures are not available carefully prepared estimates could be accepted.
- You should provide answers for each item requested. Please enter "0" wherever applicable. If a question does not exit or does not apply to the establishment it should be recorded as "NA" (Not Applicable)
- If need more details, please phone the number given -
The questionnaire should be completed with regard to the given industry.
Eg : You have gem mines in Ratnapura and Nivitungala D.S. Divisions. If the information are sought on the gem mine at Nivitungala, Please enter only the information of that mine.

Reference period

- The data canvassed is for the calendar year : 1st January, 2003 to 31st December, 2003.
- If you are unable to furnish data required for the full calendaryear : data for the financial year would be acceptable.
- Please use only a black pen and certainly not a pencil in recording the answers in the questionnaire.

1.1 Geographical Location
This information is very significant in the Census and correct information of the geographical location of the establishment should be entered. The information should be indicated here must be related on this to the location of the industry and not at all the information related to location of the office, or the resident of the proprietor. Please provide the details for 1.1.1 to 1.1.6.

		For Office Use
1.1.1	Province & District	
1.1.2	D.S. Division	
1.1.3	GN. Division No. : Name :	
1.1.4	Sector 1. Urban 2. Rural 3. Estate (Encircle relevant code)	
1.1.5	MC/UC/PS	
1.1.6	Ward/Village/Estate	

1.2.1 **Name of the establishment/ Proprietor/ Person in charge.** Please indicate the name of the Establishment/Proprietor/Person in charge of the industry. Please enter the business name, wherever available. If the industry does not carry a name, come under the unspecified category where in includes industries such as gem mining sand mining clay mining and quarrying. Indicate the name of the person who takes decisions and operates the industry (in the gem mining owner of the land / active partner licensee may be the person who operates the industry).

1.2.2 Location of this establishment. Please provide the appropriate information of your establishment. Eg. If building name or complex or E-Mail address is not available, leave space. When supplying information regarding the locations of gem mining, sand mining, quarries, indicate information related to the location of the office/ resident of the person who operates the industry (wherever it is difficult to give the exact location of the industry, indicate the information related to address of the person who operates the industry).

Ex: Since there is no resident in the sand mining area, and if the person who operates sand mining has a office, indicate the address of the office and if there is no office indicates information related in the address of the operator

Eg. M.D. Siripala, No. 110, Werawella, Angurumakota.

Assessment No. # 110

Floor No. _____ in _____ ROOMS

Building Name or complex # 55-10

Street Name _____

Village/Ward name = Wernwalle

Postal Town - Anguruwathota

Other (P.O. Box/mile post) = _____

1.2.2.a. Location of the Industry - Complete this part only if the information above office or resident of the operator was given as the answer to the question no. 1.2.2. Include information which is helpful in locating the industry.

Eg. Land of Mr. M.K. Newarathna, Near the Saman Devalaya, Ratnapura

The ferry of Mahaweli Ganga, 20th Mile post, Kandy road.

Description of Establishment

1.2.1 Name of establishment/ Proprietor / Person in charge	1.2.2. Location of the Establishment 1.2.2.1 Assesment No 1.2.2.2 Floor No 1.2.2.3 Building Name of Complex 1.2.2.4. Street Name 1.2.2.5 Village/Ward/Name 1.2.2.6 Postal Town 1.2.2.7 Other 9P.O. Box/Mile Post/etc)	1.2.2a Location of the Industry (Include information which is helpful in locat- ing the industry. If more one mining and quarrying establishment under one management within a same G.N. Division. Please in- clude information of one mining place.)
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2.3.3 Contracts with the establishment. Please enter the contract No. of the establishment. If there is no specify establishment enter the contract Numbers of the person who operates the industry.

1.2.3 Contact Numbers of the Establishment (First 3 digits for area code Number .)	
1.2.3.1 Tel. No.	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center;"> <div style="width: 30px; height: 20px; background-color: #ccc;"></div> <div style="width: 70px; height: 20px; border-bottom: 1px solid black;"></div> </div>
1.2.3.2 Fax No.	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center;"> <div style="width: 30px; height: 20px; background-color: #ccc;"></div> <div style="width: 70px; height: 20px; border-bottom: 1px solid black;"></div> </div>
1.2.3.3 Mobile Tel. No.	<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center;"> <div style="width: 30px; height: 20px; background-color: #ccc;"></div> <div style="width: 70px; height: 20px; border-bottom: 1px solid black;"></div> </div>
1.2.3.4 E-Mail Address	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
1.2.3.5 Web Site	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
1.2.4 Type of Economy Organization • <u>Single Unit</u> : Does not own or control another establishment or is not controlled by another go to 1.2.7 • <u>Multi Unit</u> : Can control at least another one establishment or is controlled by another establishment. If multi unit write name and address of head office in 1.2.6	
1.2.4 Information of Economic Organization Type of Economic Organization (Encircle relevant code) Single Unit 1 → go to 1.2.7 Multi Unit 2 → go to 1.2.6	1.2.5 If Multi Unit Name and Address of the Head Office
1.2.6 Type of Legal Organisation Please encircle the relevant code for the legal status of your establishment. <div style="display: flex; flex-direction: column; gap: 5px;"> <div> <input checked="" type="checkbox"/> Publicly Listed Company <small>Requires no fewer than seven members, and there is no limit as to the maximum number of members it can have (based on definitions of companies Act. No. 17 of 1982)</small> </div> <div> <input checked="" type="checkbox"/> Privately Held Limited <small>Company has a minimum of two and a maximum of fifty share holders restriction on the right to transfer its shares and profits any invitation to the public to subscribe for any shares or debentures (based on the definitions of companies Act. No. 30(1) of 1982)</small> </div> <div> <input checked="" type="checkbox"/> Partnership Company <small>Partnership is an agreement either written or verbal among the partners (minimum 2, maximum 20) for the purpose of making profits. (written or verbal agreement of the partner or under the partnership Act. of 1918)</small> </div> <div> <input checked="" type="checkbox"/> Co-Operative <small>The establishment which are registered under the Act of co-operative.</small> </div> </div>	
1.2.6 What is the current legal Statas of your establishment (Encircle relevant code)	
Publicly Listed Company 1 Privately held Ltd. Co. 2 Partnership 3	Sole proprietorship 4 State Corporation 5 Co-operative 6 Other (Specify) 7
1.3 Activity of the Mining and Quarrying industry 1.3.1 Encircle the code related to the main activity carried out by the establishment 1.3.2 Indicate the year of the commencement of commercial production. If the exact year is not known, the best year is acceptable. Eg. : quarrying of sand, quarrying of gem, quarrying stone were initiated on commercial basis. 1.3.3 If another enonomic activity in addition to quarrying mention in 1.3.1 is carried out, encircle the code 1. If not encircle code 2. If granites broken for metal, manually or by machines for concrete available in the same quarrying mentioned then 1.3.1. encircle the code 1. 1.3.4 Specify other products or services carried out along with the main quarrying. Indicate under other, if there are more than two other products or services available. Eg. : 1. If through the means of a machnices or manually granites is pounded for concrete metal in the same quarrying where the mining is done indicate as "pounding concrete gravel" 2. If bricks are manufacture in the same place where clay is mined indicate as "manufacture of bricks" 1.3.5 Encircle the appropriate code related to the operation in 2003. If the encircle the code 1 go to 2A/2B (appropriately) If encircle the code 2 complete 1.3.6 If encircle code 3 complete 1.3.7.	

1.3 Details of Industrial Activity	
1.3.1 Main kind of activity (encircle the appropriate code)	
Gem Mining	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Sand Mining	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Clary Mining	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Stone quarrying	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Silica Mining	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Plumbago Mining	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Iron ore Mining	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Quarrying of dolomite	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
Other (specify)	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.2 In what year did this establishment begin commercial operations ? <div style="display: inline-block; width: 40px; height: 20px; border: 1px solid black; vertical-align: middle;"></div>	
1.3.3 Whether other economics activities are carried out, in addition to the main economic activity ? (Quarrying)	
Yes	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> → Go to 1.3.4
No	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> → Go to 1.3.5
1.3.4 Specify other products or services carried out along main mining process. If other products are not available leave space.	
1.3.4.1	<div style="display: flex; gap: 2px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
1.3.4.2	<div style="display: flex; gap: 2px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
1.3.4.3	<div style="display: flex; gap: 2px;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
1.3.5 Operation in 2003 (Encircle the appropriate code.)	
1.3.5.1 Year round	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> → Go to section 2
1.3.5.2 Part of the year	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> → Go to 1.3.6
1.3.5.3 None	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div> → Go to 1.3.7
1.3.6. If operated part of the year - 2003 (Encircle the appropriate code)	
1.3.6.1 New Business	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.6.2 Change of Ownership	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.6.3 Seasonal break	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.6.4 Other (specify)	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.6.5. Duration of Operation of the Establishment in 2003 (to be given in months)	
<div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>	
1.3.7 If not operated in 2003 (Encircle the appropriate code)	
1.3.7.1 Labour problems	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.7.2 Lack of continuous supply of raw materials	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.7.3 Weak Management	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.7.4 Non availability of quota/ market	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
1.3.7.5 Other (specify)	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
<div style="float: right; text-align: right; font-size: small;"> Please stop questionining after rea- son out. Enter the figures for 4.2 & 4.3, If the es- tablishment operated in 2002. Go to section 7. </div>	

If encircled the code 1 in 1-1, go to part 2 - A.
If encircled one of codes from 2 - 8 of 1 - 1, go to part 2-B

Part 2 - A Employment, Wages & Salaries (Annual Average) - 2003

Encircle the number of persons engaged who are directly engaged in gem mining industry. Exclude the persons who do not involve in the gem mining or operations of the industry, by supplying required equipments and investing share capital employees involved in gem related activities, other than gem mining activities should be excluded.

Eg. Only the employers who involve in gem mining should be include of a employees who conducts gem mining and gem cutting the both processes

2.1.a.1 Working proprietors and active partners

Proprietors and share holders who are actively engaged in operating / administration activities, fall under this category. These persons who are operating with the motive of sharing the profits earned from selling gems, may get salary or not exclude persons who invest their money and get the profits only from selling but are not actively engaged. If some other persons is employed in gem mining activities in place of him, that person should be include here. Mostly in the gem mining field licensee, owner of the land and the working partner who incur the capital expenditure get themselves actively engaged in gem mining activities include under this, if so engaged.

2.1.a.2 "Karu Havulkaru"

Include working partner here.

2.1.a.3 Other

Other persons who did not fall under both above categories and paid workers should be included under this category.

Paid shares

Include the paying "Karu Havul" under this category. The person who engaged directly in the quarry would not be received money weekly or daily for their expenses.

but do not include the land share ("him panguwa"), machinery share ("yanukra suthra panguwa") etc. The shares which are paid to looking proprietors and active partners and shares paid to overseers ("Pathal bus").

Other Payments

Salaries and other payments for carrying out mining and quarrying activities, expenditure incurred weekly or monthly on meals should be included under other payments. If meals are provided to workers daily, expenditure incurred should be included under this category. Income obtain from selling "dalan" which is distributors among share holders should be included under other payments.

Note:

When including the average number of persons engaged, total up the persons engaged in each month in 2003 and divide by 12. Give the quarterly average of persons engaged - total up the number of persons engaged in each month of a quarter and divide it by three.

Section-2A Employment, Wages and Salaries (Annual Average) - 2003 (only for gem minning industrialists)

2.1.a	Employment Category	No. of Persons			Paid shares			Other payments			Payments Total (Rs.)
		Male	Female	Total	Male	Female	Total	Male	Female	Total	
	1	2	3	4	5	6	7	8	9	10	11
	2.1.a.1 Working proprietors and Active partners										
	2.1.a.2 "Karu Havulkaru"										
	2.1.a.3 Other										
	2.1.a.4 Total (2.1.a.1 - 2.1.a.3)										
2.1.b	Persons engaged (Quarterly average) - 2003 (only for gem mines)										
	2.1.b. Employment Catogery	2003 Jan-March 1st Quarter			2003 Apr-June 2nd Quarter			2003 July-Sept. 3rd Quarter			2003 Oct.-Dec. 4th Quarter
	2.1.b.1 Working proprietors and Active partners										
	2.1.b.2 "Karu Havulkaru"										
	2.1.b.3 Other										
	2.1.b.4 Total (2.1.b.1 - 2.1.b.3)										

Section-2B Employment, Wages and Salaries (Annual Average) - 2003

Complete this part for other mining activities except for gem mining. Provide number of males and females separately and average number of persons engaged during 2003. Do not enter persons who do not involve in production process and who employ in some other sector.

Eg. Exclude workers who break granite for concrete metal. If the owner of the quarry is engaged in breaking granite for concrete metal in addition to quarrying. But if the granite is broken for concrete metal in the same quarry when mining take place and if both activities are carried out by the same workers, all these workers should be treated as employees.

2.1.1 Working proprietors and active partners - similar persons who are actively engaged in the operation in this establishment should be included. They may get salary or not. Include persons who are engaged in administration and operating activities, if the industry does not exhibit a definite institutional structure, such as sand mining, breaking granite for concrete metal. Include the persons who employees in place of inactive investor.

2.1.2 Operatives

All operatives who are directly engaged in the production or related activity should be included here. The operatives are divided into two categories. Please enter the operatives who got special training under the skilled and the rest unskilled.

2.1.2.1 Skilled

This refers to persons who are trained or experienced in certain specific fields, and covers both manual, mechanical workers who can not be replaced at short notice.

Eg. The person who acts as the overseer in the mine cannot be replaced by some other person, since the activities he does are difficult for some other person to carry out and therefore he should be included under "skilled".

2.1.2.2 Unskilled

An unskilled operator requires no special training or experience to do this job and can be replaced at short notice.

2.1.3 Other employees

2.1.3.1 Technical and Supervisory

This covers persons involved directly in the technical and supervisory process.

Eg. Technicians, Quality controllers

2.1.3.2 Clerical and related

This category of persons includes general clerical staff, typists, stenographers etc.

2.1.3.3 Others

This should cover, all employees not specified above.

Eg. Peons, Drivers, Sanitary workers, Watchers, Security-guards, Receptionists etc.

Those persons who do not included above, but get a payment and the persons whom work outside the establishment but get salary from the establishment should be included here.

2.1.3.4 Unpaid family workers - All persons living in the household of proprietors and working in the establishment without regular pay for at least one third of the normal working time of the establishment are consider as unpaid family workers.

Note - Please include all workers whether full time and part time including those on sick leave, paid vacation or holidays. For establishments those are in operation during 2003, total of the number in the monthly pay roll for twelve months and divide by twelve.

For quarterly average, total up the number of workers per month for relevant three months and divided by three. For seasonal industries (Rubber, Brick etc.) the average number of workers based on that at peak season.

2.3 Wages and Salaries paid to employees during 2003

This item includes the following classes of payments and relates to "gross" remuneration, i.e. total before any deduction are made by the employer in respect of taxes, contribution of employees to social security and pension schemes, life insurance premiums, union dues and other obligations of employees.

- (a) Direct Wages and Salaries - relates to cash payments for current work performed and includes straight time pay of time related workers, incentive pay of time related workers, earnings of piece rate workers and premium pay for overtime, late shift and holiday work. Also included are commissions, responsibility premiums, dirt and discomfort allowances, cash indemnities, payments and under guaranteed pay systems, cost-of-living allowances and other regular allowances.
- (b) Remuneration for time not worked - comprises cash payments in respect of public holidays, annual vacations and other time off with pay.
- (c) Bonuses and gratuities - include year end and seasonal as well as production and profit sharing bonuses.
- (d) Payments in kind - these are goods and services furnished to employees free of charge or at markedly reduced cost which are clearly and primarily of benefit to employees as consumers. They comprise food including the supply of milk, Rice, Tea etc., drink, Fuel and other payments in kind.

Employment, Wages and Salaries (Annual Average) - 2003

2.1	Employment Category	Persons Engaged, Wages and Salaries (Annual Average) - 2003									
		Male					Female				
		No. of Persons					No. of Persons				
		Permanent	Casual	Total (2+3)	Wages & Salaries (Rs.)	Permanent	Casual	Total (6+7)	Wages & Salaries (Rs.)	Total No. of employees (4+8)	Wages & Salaries Total (Rs.) (5+9)
1		2	3	4	5	6	7	8	9	10	11
2.1.1	Working proprietors and active partners										
2.1.2	Operatives										
	2.1.2.1 Skilled										
	2.1.2.2 Unskilled										
2.1.3	Other employees										
	2.1.3.1 Technical/Supervisory										
	2.1.3.2 Clerical & related										
	2.1.3.3 Other										
2.1.4	Unpaid family workers										
2.1.5	Total										

Persons engaged (Quarterly Average) - 2003														
Employment Category	2003						2003						2003	
	Jan. - Mar. (1 st Quarter)			Apr. - Jun. (2 nd Quarter)			July - Sept. (3 rd Quarter)			Oct. - Dec. (4 th Quarter)				
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total		
	2	3	4	5	6	7	8	9	10	11	12	13		
2.2.1 Working proprietors and active partners														
2.2.2 Operatives	2.2.2.1 Skilled													
	2.2.2.2 Unskilled													
2.2.3 Other employees	2.1.3.1 Technical/Supervisory													
	2.2.3.2 Clerical & related													
	2.2.3.3 Other													
2.2.5 Unpaid family workers														
2.2.6 Total														

2.3 Supplement to Wages and Salaries -

2.3.1 Cover payments made by employer on behalf of his employees with respect to: (a) Statutory social security contributions, e.g. E.P.F., W & O.P., E.T.R. etc.

2.3.2 (a) Collectively agreed contractual and non-obligatory contributions in private pension and insurance schemes. (b) Direct payments to employees in respect of absence from work due to sickness, maternity or employment injury. (c) Cost of medical care and health services provided by outside organizations. (d) Severance and termination pay.

2.3 Supplements to Wages and Salaries - 2003

Type of Payment	Payments during - 2003 (Rs.)		
	Male	Female	Total
1	2	3	4
2.3.1 Legally required under social security systems			
2.3.2 Payments for other programmes			
2.3.3 Total			

Section 3. STOCKS, SUPPLIES & WORK IN PROGRESS - 2003**STOCKS**

This item comprises the value of all stocks owned by the parent enterprise and held by, or under the control of your establishment, either at the establishment or elsewhere. Stocks held at ancillary units, in bonded stores or public warehouses on consignment in transit and held by others for processing on commission are included. Excluded materials owned by others but held by this establishment for processing. In general stocks acquired from others should be valued at purchasers prices and those produced internally at producers' prices.

3.1. This item comprises all materials, components, etc. that enter into the product, fuels, repair and maintenance, and office and other consumable supplies. The value of any stocks of materials and supplies for use in own-account fixed asset should be included.

Stocks should be valued at current replacement cost, based on purchasers prices. The prices should include any duties and taxes payable and should be net of any rebates and discounts given by the seller. Alternatively, book values might be reported.

3.2. Work-in-progress - refers to the value of all materials which have been partially processed by this establishment but which are not usually sold, shipped or turned over to other establishments without further processing.

Ex. 01 - If a producer engaged in clay mining is also engaged in manufacturing bricks, an imputed valuation in terms of producers prices should be adopted, including an imputed margin for costs incurred on material used in labour and material.

Ex. 02 - Include the costs incurred on collected sea water kept in laka brins for the purpose of extracting salt.

3.3 This item covers finished goods manufactured by this establishment which are ready for shipment at the reference dates. Finished goods held by another establishment those were processed by the establishment from raw materials controlled by this establishment, as well as goods held at ancillary units, in bonded or public warehouses, on consignment, in transit, etc., should also be included. Finished goods held by this establishment which were made from materials owned by others should be excluded. Valuation should be in producers prices at which similar goods have been shipped alternatively book values might be reported.

3.4 This item covers the value of any stocks of goods that the establishment has bought with the intention of reselling in the same form, that is without further processing. Stocks of materials and supplies to be resold without further processing should also be included. Valuation of stocks should be valued at same price as goods that have been shipped immediately prior to the reference date. Beginning and end of year stocks should be valued using the same prices.

3.5 Enter the total between 3.1 to 3.4

STOCKS OF THIS ESTABLISHMENT - 2003

3	Type of stock	Value of Stocks (Rs.)	
		on 1 st January 2003	on 31 st December 2003
	1	2	3
3.1	Raw Materials, components, parts, containers, supplies and fuels		
3.2	Work in progress		
3.3	Finished goods except goods to be sold in the same condition as purchased		
3.4	Goods to be sold in the same condition as purchased		
3.5	Total stocks (Sum of 3.1, 3.2, 3.3 and 3.4)		

Section 4. Input Costs

This section covers all input of goods and services. Valuation should be in purchasers' prices, including purchase price, transport charges either invoiced by the producer or by other organization, the value of packaging materials charged for all taxes and duties on the goods. Discounts or rebates allowed to the purchaser should be deducted.

Goods received by the establishment from other establishments of the same enterprise should be valued as if purchased.

4.1.1 This item includes all direct materials, pre-fabricated parts (sub-assemblies), components etc., auxiliary (indirect) materials consumed in the process of production including chemicals, explosives, varnishes, small tools and appliances etc., factory supplies e.g. maintenance materials, oils, greases, cleaning materials etc., office supplies etc. Include the local and imported cost for materials etc separately.

4.1.2 Fuels purchased - This item relates all fuels consumed for heat and power. Also include the fuels purchased for vehicles.

4.1.3 Purchased electricity should include the cost of electricity purchased during the year from CEB or other enterprises or received from other establishments of the same enterprise and cost of consumed generated electricity.

4.1.4 This item covers work done by others, materials owned by this establishment including specialized work performed on products made by this establishment. Also included are payments made through sub-contractors to home workers not on the payroll. Sales commissions should not be included. If there is a production in small scale along with the mining & quarrying industry and some other establishments/ persons supply services by using produced materials, include those costs under this category.

4.1.5 This item covers current repair and maintenance work on buildings and other fixed assets; vehical, mechanical, electrical and building (other than housing) repair and maintenance.

4.1.6 Include the market value for goods bought to be sold in the same condition as purchase. If a sand miner could not able to supply the agreed amount of sand to the purchaser, and by sand from other place, include those costs under this category.

Note :- Costs should be reported on the basis of purchasers' price, that is the delivered costs at the establishment. (The basic purchase price, less any discounts or rebates received, plus any additional costs incurred for transport, insurance and unloading, plus any taxes or duties paid.)

4.1 Cost of Raw materials and services - 2003			
Type of Cost			Delivered Costs (Rs.)
4.1.1 Cost for materials parts components, containers supplies etc.	Local	Imported	
4.1.2 Purchased fuels			
4.1.3 Electricity purchased and generated			
4.1.4 Cost of contract and commission work done for you by others on your materials			
4.1.5 Cost for repair and maintenance work done for you by others			
4.1.6 Cost of goods bought to be sold in the same condition as purchased			
4.1.7 Total cost of materials and services - (sum of 4.1.1 to 4.1.6)			

Reference No.

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COST FOR FUEL**4.2 Cost of Fuel - 2002, 2003**

4.2.1-4.2.15 Vehicle fuels are also included. Excluded are fuels used as direct material (e.g. Naptha) or consumed for the generation of electricity. Also excluded is the cost of fuels, such as saw dust or blast furnace gas, produced as a by product of manufacturing activity in this establishment.

If the given unit of measure not available, please specify available unit of measure in column 3
Valuation should be in purchased prices

4.2	Type of Fuel	Unit		Consumption			
		given unit of measure	if not specify	2002		2003	
				Quantity	Value (Rs.)	Quantity	Value (Rs.)
	1	2	3	4	5	6	7
4.2.1	Furnace Oil	Litres					
4.2.2	Diesel Oil	Litres					
4.2.3	Petrol	Litres					
4.2.4	Gas Oil	Litres					
4.2.5	LP Gas	Metric Ton					
4.2.6	Burnt Lubricating Oil	Litres					
4.2.7	Kerosene	Litres					
4.2.8	Residual Oil	Litres					
4.2.9	Charcoal	Metric Ton					
4.2.10	Coal	Metric Ton					
4.2.11	Fire wood	Metric Ton					
4.2.12	Saw dust	Metric Ton					
4.2.13	Bagasse	Metric Ton					
4.2.14	Bio Gas						
4.2.15	Other (Specify)						
						
						
4.2.16	Total						

COST FOR ELECTRICITY

4.3 Electricity purchased, Generated, Sold and Consumed during 2002 & 2003

4.3.1 Purchased electricity should be included in the cost of electricity purchased during each year from CEB or other enterprises or received from other establishments of the same enterprise. Please refer monthly electricity bills in order to calculate the annual consumption data.

4.3.2 If the electricity was generated by your establishment and consumed by the establishment or sold by the same establishment, then include the total cost for generating electricity under this category. Value at the purchasers' price.

4.3.3 Enter the value of electricity supplied or sold for other enterprises purchased by your establishment. Value at the purchasers' price.

4.3.4 Compute the electricity consumed. (4.3.1 + 4.3.2 - 4.3.3)

4.3.5 Maximum quantity of electricity was consumed by your establishments, other establishments of the same enterprise and sold for other enterprises should be included here.

4.3.6 Enter the maximum electricity capacity that could be generated by your own generators.

4.3	Electricity purchased, Generated, sold and consumed in 2002 & 2003					
	Description 1	2002			2003	
		Unit of measure 2	Quantity 3	Delivered cost (Rs.) 4	Quantity 5	Delivered cost (Rs.) 6
4.3.1	Electricity purchased	KWH				
4.3.2	Generated whether for own use or for sale	KWH				
4.3.3	Electricity sold and electricity transferred to other establishments of the same enterprise	KWH				
4.3.4	Consumed (4.3.1 + 4.3.2 - 4.3.3)	KWH				
4.3.5	Maximum demand	KVA				
4.3.6	Installed self generation capacity	KVA				

4.4 Cost of Non-Industrial Services purchased - 2003
Enter below the following types of costs
 4.4.1 Communication charges (postage, telephone, E-Mail, Internet)
 4.4.2 Expenses for renting capital goods and non-residential buildings
 4.4.3 Bank charges other than interest, service charges in respect of casualty insurance (difference between premiums paid and claims received) amounts paid for storage and warehousing, cleaning costs and waste disposal, printing costs, newspaper and periodical subscriptions, advertising fees, accounting services, consulting services and so forth.

4.4 Cost of Non Industrial Services - 2003

Type of cost 1	Cost (Rs.) 2
4.4.1 Communication (postage, Telephone, E-mail, internet etc.)	
4.4.2 Rent payments for building & machinery	
4.4.3 Other costs (Bonuses, Trips, costs for National ceremonies, meetings of shareholders / Managers, cleaning costs and waste disposal etc.)	
4.4.4 Total (sum of 4.4.1, 4.4.2 & 4.4.3)	

Section 5. Gross Addition to Fixed Assets.- 2003

5. Gross Addition to fixed Assets - 2003

The figures reported should include the value of all durable goods expected to have a productive life of more than one year intended for use by this establishment. Value of fixed assets should be included. Covered are major additions, alterations and improvements to existing fixed assets.

Fixed assets produced by one establishment of a multi establishment enterprise for the use of another establishment of the same enterprise should be valued as though purchased from outside.

Complete the appropriate parts, those relate to the gem mines, sand mining places, clay mining places etc.

5.1 *The fixed assets acquired from others should be valued at purchasers' prices. These values comprise cost of purchase of the fixed asset on the market, customs duties, purchase and other indirect taxes and fees paid to government, transport delivery and installation charges, direct preliminary outlays such as site clearance and professional fees. The cost of fixed assets acquired during the year that have not been previously used in Sri Lanka should be include in this category.*

5.2 *Second hand fixed assets purchased - Include all assets that have been previously used in Sri Lanka.*

5.3 *Include the cost of major addition, alterations and improvement existing fixed assets that are charge to capital assets, exclude expenditure for current maintenance and repair.*

5.4 *Include the cost of fixed assets produced on own accounts i.e. the value of new fixed assets and additions and improvements to existing fixed assets made by the establishment's own labour force report either the cost of labour materials consumed and appropriate overheads or charge made to capital (fixed assets) accounts.*

5.5 *Sales of fixed assets should be value of the actual amounts realised rather than at book value.*

5	Type of acquisition or Disposal of fixed Assets	Total	Land	Buildings and other constructions	Machinery & equipment (except transport)	Transport Equipment
			(Rupees)			
	1	2	3	4	5	6
	5.1 Total cost of new fixed assets purchased (that have not been used before in Sri Lanka)					
	5.2 Total cost of second hand fixed assets that had been used in Sri Lanka prior to their purchase					
	5.3 Total cost of alterations, renovations and improvements during the year					
	5.4 Total cost of own-account fixed assets produced					
	5.5 Value of sales of fixed assets of this establishment					
	5.6 Gross additions to this establishments fixed assets. (sum of 5.1 to 5.4 - 5.5)					

Section 6. Production, Industrial Services and Other Receipts - 2003

6.1 - Production and shipments & Stocks

Column 1 - Products

Please record about all the shipments, produced in the establishment. If more than one products are produced record separately. Eg. 1. Sand 2. Gems 3. Granite for concrete 4. Clay, Bricks

Please record the principal products of your industry. Up to three products you can enter

Column 2, 3, 4 - Record the values of all shipments of the establishment within the calendar year 2003 or 2003/04 fiscal year

Enter the unit of measure in column 2, quantity in column 3 and value in column 4 appropriately

Column 5, 6, 7, 8 & 9 - Please enter the values of stocks of products for the beginning of the year and value should be reported on the basis of purchasers' prices the year end

6.1 Production and Shipments & Stocks of materials - 2003								
Products	Unit of measure	Shipments - 2003 (moved out of the establishment)		Stocks				
				01.01.2003		31.12.2003		
		Quantity	Value (Rs.) (according to producer's price)	Quantity	Value (Rs.)	Quantity	Value (Rs.)	
1	2	3	4	5	6	7	8	
6.1.1.								
6.1.2.								
6.1.3.								
6.1.4 Other products								
6.1.5 Total (sum of 6.1.1 to 6.1.4)								

6.2 Industrial Services and Miscellaneous Receipts - 2003

6.2.1 Report the value at actual invoice prices, of contract and commission work done for others in material owned by them during the reference year

6.2.2 Report the value, at actual invoice prices of repairs, maintenance and installation work rendered to other enterprises or to other establishments of the same enterprise or to individual customers

6.2.3 This item covers industrial work done and services rendered excluding those reported under 6.2.1 & 6.2.2. Include the value of scrap and refuse etc.

6.2.4 Goods shipped in the same condition as purchased should be valued in the same way as goods produced by this establishment, i.e. the invoice value including taxes

6.2.5 Include the cost of all equipment (including plant etc.) building and other constructions manufactured or built by the establishment for its own use during the census reference period, as well as the costs of extensions, alterations, improvements and major repairs carried out by this establishment with own labour which prolong the life of existing fixed assets. Valuation should be at producers' prices or at direct cost plus appropriate portion of overheads

6.2		Description	Value (Rs.)
		1	2
	6.2.1	Receipts for contract work done for others on their materials	
	6.2.2	Receipts for repairs and installation work done for others.	
	6.2.3	Receipts for industrial services, including sales of scrap and refuse etc	
	6.2.4	Sales of goods bought and sold in the same condition.	
	6.2.5	Total cost of own account fixed assets produced	
	6.2.6	Total (6.2.1 to 6.2.5)	

6.3 Receipts for non-industrial and other services during 2003

6.3 - Receipts for non - Industrial services

Summarized below are some categories of revenue from non industrial services to guide you in reporting other revenue earned by your establishment. For others see reference list. Do not include following: dividends, interest or revenue received from sale of used capital goods.

Reference List for 6.3 section 6 "Non industrial and other services"

- * Revenue from rental or lease of industrial equipments and buildings.
- * Revenue from the operation of cafeterias, hostels, camps and other employee facilities except dwellings.
- * Commissions received.
- * Receipts for transport services rendered to others, other than the delivery of own products.
- * Receipts for storage of goods, warehousing etc, including cold storage.
- * Receipts for rights for patents, trademarks, copyrights etc., manufacturing & quarrying rights, technical "Know-how".
- * Dealers margins and other transfer costs in respect of transactions involving second hand goods and scrap, land, intangible assets (financial claims, leases mineral rights patents etc.)
- * Any other revenue arising.

6.3		Description of non industrial services 1	Value (Rs.) 2
	6.3.1	Receipts for rental or lease of building and machinery	
	6.3.2	Commissions received	
	6.3.3	Other receipts for non-industrial services,	
	6.3.4	Total value of Non- industrial services (sum of 6.3.1, 6.3.2 and 6.3.3)	

Reference No.

Section 7.

Name of person to contact regarding this report	Name	Designation	Telephone No.

I declare that the particulars furnished by me are true and correct.

Name : Signature :
 Date : Designation :
 Tel No. : Fax No. :

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Completeness and Accuracy checks - For Department of Census and Statistics use only.

7	Verification checks	Calculation	Check Figures	Remarks
A	Average Annual Wage per Operative	col 11 of (2.1.2.1+2.1.2.2)/col 10 of (2.1.2.1+2.1.2.2)	
B	Wages and Salaries as percentage of value of receipts	[col 11 of 2.1.6/((col 4 +col 6-col 8) of 6.1.8+(6.2.6 + 6.3.4))]*100	
C	Cost of Materials and Services as a percentage of total value of receipts	[4.1.8/((col 4 +col 8 - col 6) of 6.1.8+(6.2.6 +6.3.4))]*100	
D	Is the total of the receipts {(col 4 +col 8 - col 6) of 6.1.8+6.2.6+6.3.4}, is greater than the sum for wages and salaries (col 11 of 2.1.6) cost of materials and services (4.1.8) ?			
			Yes <input type="checkbox"/> 1	No <input type="checkbox"/> 2

* each completed questionnaire should be reviewed by the enumerator before leaving the establishment

* Correct the return for any errors and explain unusual figures in the Remarks space

* Enter figures for A to C under the column "Check figures"

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Control Data

Enumerator's Visits	1 st	2 nd	3 rd
1. Date			
2. Result Code*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Time taken to complete the questionnaire	<input type="checkbox"/> <input type="checkbox"/> minutes	<input type="checkbox"/> <input type="checkbox"/> minutes	<input type="checkbox"/> <input type="checkbox"/> minutes

*** Results Code**

Completed	1	Cannot be located	5
Deferred	2	Out of scope	6
Refused	3	Other	9
Closed	4		

If the establishment is currently **NOT** in operation please specify reasons in detail.

- | | |
|---------------------------------------|--------------------------|
| 1. Labour problems | <input type="checkbox"/> |
| 2. Non availability of quota / market | <input type="checkbox"/> |
| 3. Lack of Raw materials | <input type="checkbox"/> |
| 4. Other (specify) | <input type="checkbox"/> |

Particulars	Field visit carried out by	Checked in the field by	Edited & Coded in the office by	Data Entry in the office by	Supervised in the office by
Name
Designation
Signature
Date

Remarks (If any)

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