

**CONFIDENTIAL**

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

CI/2S

Reference No.

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**Sri Lanka**

# **Census of Industry - 2004**

( Establishments with less than 10 persons engaged)

**Department of Census & Statistics**  
*Presidential Secretariat*

**Census of Industry - 2004**  
**(Establishments with less than 10 persons engaged)**  
(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. Garment factory, Rice mill, Bricks kiln

**Under above definition, the whole frame which was compiled in the field during the latter part of 2003. You should be obtained information of the questionnaire, according to above requirements.**

- Population Coverage  
According to the ISIC the 3 major sectors of industries are
  - Mining & Quarrying
  - Manufacturing
  - Generation & Distribution of Electricity and Water.
- 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.
- However, this questionnaire has to be completed only for the establishments of manufacturing and the generation and distribution of electricity and water, with less than 10 persons engaged.
- There is a separate questionnaire for the establishment of mining and quarrying (Form CI/MQ).
- 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 exist or does not apply to the establishment it should be recorded as "NA" (Not Applicable).
- If need more details, please contact the given number.

### **Reference period**

- The data canvassed is for the calendar year : 1<sup>st</sup> January, 2003 to 31<sup>st</sup> December, 2003.
- If you are unable to furnish data required for the full calendar year : 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.



Reference No. 

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**SECTION 1- IDENTIFICATION INFORMATION OF ESTABLISHMENT****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. Please provide the details for 1.1.1 to 1.1.6.

**1.1 GEOGRAPHICAL LOCATION**

For office use

1.1.1 Province and District : ...../.....

1.1.2 D.S. Division : .....

1.1.3 G.N. Division No. : ..... Name : .....

1.1.4 Sector : 1. Urban 2. Rural 3. Estate (Encircle relevant code)

1.1.5 M.C./U.C./P.S. : .....

1.1.6 Ward / Village/ Estate : .....

**1.2 General Information about the establishment****1.2.1** Please indicate the name of the Establishment/Proprietor/Person in charge of the industry. Please enter the business name, wherever available.**1.2.2** Please provide the appropriate information of your establishment. Eg. If building name or complex is not available, leave space.

Please indicate the address of your establishment correctly as follows.

Eg: 1. Jinadasa Concrete Works,  
55, Colombo Road, Malwatta, Nittambuwa.Eg: 2. Ranmal Garments, Provincial Council market complex,  
3<sup>rd</sup> floor, No. 36/2, Nayakakanda Road, Wattala.

Assessment No. = 62  
Floor No. = .....  
Building Name or complex = .....  
Street Name = Colombo Road  
Village/Ward name = Malwatta  
Postal Town = Nittambuwa  
Other (P.O. Box/mile post) = .....

Assesment No. = 36/2  
Floor No. = 3  
Building Name or complex = Provincial council market complex  
Street Name = Nayakakanda Road  
Village/Ward name = .....  
Postal Town = Wattala  
Other (P.O. Box/mile post) = .....

**1.2 GENERAL INFORMATION ABOUT THE ESTABLISHMENT**

1.2.1 Name of establishment/ Proprietor / Person in charge .....

1.2.2 Location of this establishment

1.2.2.1 Assessment No. ....

1.2.2.2 Floor No. ....

1.2.2.3 Building Name or 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 (P.O. Box /Mile Post etc.) .....

1.2.3 If it is located in an industrial Village/Zone/Estate, Please state the name of the Village/Zone/Estate. ....

For office use

1.2.4 Contact Numbers of the Establishment

(First 3 digits for area code Number)

1.2.4.1 Tel No.

1.2.4.2 Fax No.

1.2.4.3 Mobile Tel. No.

1.2.4.4 E-Mail

1.2.4.5 Web Site

**1.2.5**• **Single Unit** : Does not own or control another establishment or is not controlled by another. If single unit go to 1.2.7.• **Multi Unit** : 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.**1.2.5 Information of Economic Organization**Type of Economic Organization  
(Encircle relevant code)Single Unit 

1
---

 → go to 1.2.7Multi Unit 

2
---

 → go to 1.2.6

+

1.2.7 Please encircle the relevant code for the legal status of your establishment.

◆ “Publicly Listed Company” 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).

◆ “Privately Held Limited” 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).

◆ “Partnership Company” 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)

◆ “Co-Operative” The establishment which are registered under the Act of co-operative.

If Multi Unit

1.2.6 Name and address of Head Office 1.2.7 What is the current legal status of your Establishment ?

.....

.....

.....

.....

.....

.....

(Encircle relevant code)

Publicly Listed Company

Privately held Limited Liability Co.

Partnership

Sole Proprietorship

1

2

3

4

State Corporation

Co - Operative

Other (Specify)

.....

5

6

7

1.3 Main kind of activity of the establishment

- 1.3.1 The description of the production in the establishment.
- 1.3.2 Please record the principal products of your industry. Enter upto four whenever there are any.
- 1.3.2.5 Please enter the year which begin commercial production. If the actual year of production started is not known give a estimated year.

1.3 DETAILS OF INDUSTRIAL ACTIVITY

For office use

1.3.1 Main Kind of activity.....

1.3.2 Principal products (Specify)

1.3.2.1 .....

1.3.2.2 .....

1.3.2.3 .....

1.3.2.4 .....

1.3.2.5 In what year did the establishment begin commercial operations ?

(actually started productoin)

+

1.3.3 Operation in 2003 (Encircle the appropriate code)

- 1.3.3.1 Year round
- 1.3.3.2 Part of the year
- 1.3.3.3 None

1 → Go to Sec. 2

2 → Go to 1.3.4

3 → Go to 1.3.5

1.3.4. If operated part of the year - 2003

(Encircle the appropriate code)

- 1.3.4.1 New Business
- 1.3.4.2 Change of Ownership
- 1.3.4.3 Seasonal break
- 1.3.4.4 Other (Specify).....
- 1.3.4.5 Duration of operation of the establishment in 2003 (to be given in months)

1

2

3

4



Go to sec.2



### 1.3.5 If not operated in 2003 (Encircle the appropriate code)

1.3.5.1 Labour problems

1

1.3.5.4 Non availability of quota / market

4

1.3.5.2 Lack of continuous supply of raw materials

2

1.3.5.5 Other (specify).....

5

1.3.5.3 Weak Management

3

Please stop questioning after reasoning out. Enter the figures for 4.2 & 4.3.a, if the establishment operated in 2002. Go to section 7.

## SECTION 2 - EMPLOYMENT, WAGES AND SALARIES - 2003

Enter the number of persons engaged in the activities of this establishment during the year 2003. Please supply separate figures for males and females. Don't enter the employers, who don't involve in the production process. Employees involved in agriculture, plantation fishery sectors, should be excluded.

Ex. If a tea factory or rubber factory should exclude estate workers.

If meat and fish are being canned, then fishermen and livestock breeders should be excluded.

**2.1.1 Working proprietors and Active Partners** - Working Proprietors and Active Partners similar persons who are actively engaged in the operation of this establishment should be included. They may get salary or not.

**2.1.2 Operatives** - All employees who are directly engaged in the production or related actively 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 person who are trained or experienced in certain specific fields and covers both manual mechanical workers who cannot be replaced at short notice. (Ex. Cutters, Carpenters, Welders)

**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 All other employees** - This relates to all paid employees other than the operatives, include administrative, technical and clerical, personal managers, directors etc.

**2.1.3.1 Technical and Supervisory** - This covers persons involved directly in the technical and scientific aspects of the production process and those who are supervising such technical process.

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**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. Ex. Drivers, Watchers, Security guards, Receptionists etc..

**2.1.4 Home Workers** - Persons employed by the establishment generally on a piece-work basis, who work in their own homes and whose names appear on the establishment payroll. It does not include home workers who are engaged by subcontractors.

**2.1.5 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 considered 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 the survey year, total up the number in the monthly payroll for twelve months and divide by 12. For quarterly average, total up the number of workers per month for relevant three months and divide by three. For seasonal industries (rubber, brick etc.) the average number of workers based on that at peak season.

### 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 deductions are made by the employer in respect of taxes, contributions 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 rated workers, incentive pay of time rated 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** - compares 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.

2.1 PERSONS ENGAGED, WAGES AND SALARIES (ANNUAL AVERAGE) - 2003

Persons engaged, Wages and Salaries (Annual average) - 2003

Employment Category	Male				Female			
	No. of Persons				No. of Persons			
	Permanent 2	Casual 3	Total (2+3) 4	Wages & Salaries (Rs.) 5	Permanent 6	Casual 7	Total (6+7) 8	Wages & Salaries (Rs.) 9
1								
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	All other employees	2.1.3.1 Technical/Supervisory						
		2.1.3.2 Clerical & related						
		2.1.3.3 Other						
2.1.4	Home workers							
2.1.5	Unpaid family workers							
2.1.6	Total							

(CONTD.)

2.1 PERSONS ENGAGED, WAGES AND SALARIES (ANNUAL AVERAGE) - 2003 (CONTD.)

Employment Category	Persons engaged, Wages and Salaries (Annual average) - 2003	
	Total No. of employees (4+8)	Wages & Salaries Total (Rs.) (5+9)
	10	11
2.1.1 Working proprietors and active partners		
2.1.2		
2.1.2.1 Skilled		
2.1.2.2 Unskilled		
2.1.3		
2.1.3.1 Technical/Supervisory		
2.1.3.2 Clerical & related		
2.1.3.3 Other		
2.1.4 Home workers		
2.1.5 Unpaid family workers		
2.1.6 Total		



## 2.2 PERSONS ENGAGED - 2003 (QUARTERLY AVERAGE)

Employment Category		Persons engaged - 2003 (Quarterly average)							
		January - March 2003 (1 <sup>st</sup> Quarter)		April - June 2003 (2 <sup>nd</sup> Quarter)		July - September 2003 (3 <sup>rd</sup> Quarter)		October - December 2003 (4 <sup>th</sup> Quarter)	
		Male 2	Female 3	Male 4	Female 5	Male 6	Female 7	Male 8	Female 9
2.2.1	Working proprietors and active partners								
2.2.2	2.2.2.1 Skilled								
	2.2.2.2 Unskilled								
2.2.3	2.2.3.1 Technical/Supervisory								
	2.2.3.2 Clerical & related								
	2.2.3.3 Other								
2.2.4	Home workers								
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.F. etc.
- 2.3.2** (a) Collectively agreed contractual and non-obligatory contributions to 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												

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## 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. An imputed valuation in terms of producers prices should be adopted, including an imputed margin for overhead costs and profits as well as the cost of materials consumed and labour used. Alternatively, book values might be reported.

**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.



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### 3 STOCKS OF THIS ESTABLISHMENT - 2003

Type of stock  1		Value of Stocks (Rs.)	
		on 1 <sup>st</sup> January 2003	on 31 <sup>st</sup> December 2003
		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)		

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## 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, additives, lubricants, 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** Include the cost of water purchased during the year from National Water Supply and Drainage Board.

**4.1.5** 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.

**4.1.6** 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.

**4.1.7** Include the market value for goods bought to be sold in the same condition as purchase.

### 4.1 COST OF RAW MATERIALS AND SERVICES - 2003

Type of Cost 1		Delivered Costs (Rs.) 2																												
4.1.1	Cost for materials parts components, containers supplies etc.																													
	<table border="1"> <tr> <td colspan="7">Local (Rs.)</td> <td colspan="7">Imported (Rs.)</td> <td rowspan="2">Total →</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Local (Rs.)							Imported (Rs.)							Total →														
Local (Rs.)							Imported (Rs.)							Total →																
4.1.2	Purchased fuels																													
4.1.3	Electricity purchased and generated																													
4.1.4	Water																													
4.1.5	Cost of contract and commission work done for you by others on your materials																													
4.1.6	Cost for repair and maintenance work done for you by others																													
4.1.7	Cost of goods bought to be sold in the same condition as purchased																													
4.1.8	Total cost of materials and services - (sum of 4.1.1 to 4.1.7)																													

Reference No.

For Office Use

**4.2 Cost for Fuel**  
 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 measur not available, please specify available unit of measure in column 3  
 Valuation should be in purchased prices

Type of Fuel		Unit given unit of measure	If not specify	Consumption		
				2002		2003
				Quantity 4	Value (Rs.) 5	Quantity 6 Value (Rs.) 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					



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### 4.3 Cost for Electricity

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

**4.3.a.1, 4.3.b.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.a.2, 4.3.b.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.a.3, 4.3.b.3** Enter the value of electricity supplied or sold for other enterprises purchased by your establishment. Value at the purchasers' price.

**4.3.a.5, 4.3.b.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.a.6, 4.3.b.6** Enter the maximum electricity capacity that could be generated by your own generators.

### 4.3.a COST FOR ELECTRICITY - 2002

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#### Electricity purchased, Generated, sold and consumed in 2002

Description 1		Unit of measure 2	Quantity 3	Delivered cost (Rs.) 4
4.3.a.1	Electricity purchased	KWH		
4.3.a.2	Generated whether for own use or for sale	KWH		
4.3.a.3	Electricity sold and electricity transferred to other establishments of the same enterprise	KWH		
4.3.a.4	Consumed (4.3.a.1 + 4.3.a.2 - 4.3.a.3)	KWH		
4.3.a.5	Maximum demand	KVA		
4.3.a.6	Installed self generation capacity	KVA		

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### 4.3.b COST FOR ELECTRICITY - 2003

#### Electricity purchased, Generated, sold and consumed in 2003

Description 1		Unit of measure 2	Quantity 3	Delivered cost (Rs.) 4
4.3.b.1	Electricity purchased	KWH		
4.3.b.2	Generated whether for own use or for sale	KWH		
4.3.b.3	Electricity sold and electricity transferred to other establishments of the same enterprise	KWH		
4.3.b.4	Consumed (4.3.b.1 + 4.3.b.2 - 4.3.b.3)	KWH		
4.3.b.5	Maximum demand	KVA		
4.3.b.6	Installed self generation capacity	KVA		

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**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)	

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**SECTION 5 - GROSS ADDITION TO FIXED ASSETS - 2003****Gross Addition to fixed Assets**

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.

**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.

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# 5 GROSS ADDITION TO FIXED ASSETS - 2003

Type of acquisition or Disposal of fixed Assets	Total	Land	Buildings and other constructions	Machinery & equipment (except transport)	Transport Equipment
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)					



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## SECTION 6 - PRODUCTION, INDUSTRIAL SERVICES AND OTHER RECEIPTS - 2003

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### 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. Shirts (Tetron)

2. Bakery products - Bread, Bun

3. Papadam

4. Windows

Please record the principal products of your industry. Upto six 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 - Please enter the values of stocks of products for the beginning of the year and end of the year. Value should be reported on the basis of producer's price.

### 6.1 PRODUCTION AND SHIPMENTS & STOCKS OF MATERIALS - 2003

Products 1	Unit of measure 2	Shipments - 2003 (moved out of the establishment)	
		Quantity 3	Value (Rs.) (according to producer's price) 4
6.1			
6.1.1			
6.1.2			
6.1.3			
6.1.4			
6.1.5			
6.1.6			
6.1.7 Other products			
6.1.8 Total (sum of 6.1.1 to 6.1.7)			

(CONTD.)

+

+





## 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 build 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 INDUSTRIAL SERVICES AND MISCELLANEOUS RECEIPTS - 2003

Description 1		Value (Rs.) 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 - 2003

Summarized below are some catagaries 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".
- ◆ Delaers margins and other transfer costs in respect of transactions involving second hand goods and scrap, land, intangible assests (financial claims, leases, mineral rights, patents etc.)
- ◆ Any other revenue arising.

## 6.3 RECEIPTS FOR NON INDUSTRIAL AND OTHER SERVICES DURING 2003

Description of non industrial services 1		Value (Rs.) 2							
6.3.1	Receipts for rental or lease of building and machinery								
6.3.2	Commisions 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)								

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.

Completeness and Accuracy checks - For Department of Census and Statistics use only.				
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 total value of output.	[col. 11 of 2.1.6 / {(col. 4 + col. 8-col. 6) of 6.1.8+(6.2.6 + 6.3.4)}] 100			
C. Cost of Materials and Services as a percentage of total value of output.	[4.1.8 / {(col. 4 + col. 8 - col. 6) of 6.1.8+(6.2.6 +6.3.4)}] 100			
D. Is the total for the value of output {(col. 4 +col. 8 - col. 6) of 6.1.8+6.2.6+6.3.4}, greater than the sum for wages and salaries (col. 11 of 2.1.6) plus cost of materials and services (4.1.8) ?		Yes	No	
<div> <div>◆Each completed questionnaire should be reviewed by the enumerator before leaving the establishment.</div> <div>◆Correct the return for any errors and explain unusual figures in the “Remarks” space.</div> <div>◆Enter the figures for A to C under the column “check figures” .</div> </div>				

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## For Office Use Only

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### Control Data

Enumerator's Visits	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1. Date	D D M M Y Y	D D M M Y Y	D D M M Y Y
2. Result Code*			
3. Time taken to complete the questionnaire	minutes	minutes	minutes

#### \* Results Code

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

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

1. Labour problems 1
2. Non availability of quota / market 2
3. Lack of Raw materials 3
4. Other (specify) ..... 4

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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	D D M M	D D M M	D D M M	D D M M	D D M M

Remarks (If any)

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