

RURAL	*
URBAN	

GOVERNMENT OF INDIA
NATIONAL SAMPLE SURVEY ORGANISATION
SOCIO-ECONOMIC SURVEY
FIFTY SEVENTH ROUND (JULY 2001 - JUNE 2002)
SCHEDULE 2.345: UNORGANISED SERVICES
(EXCLUDING TRADE AND FINANCE)

CENTRAL	*
STATE	

[0] descriptive identification of sample enterprise	
1. state / u.t.:	6. ward /investigator unit / UFS block:
2. district:	7. name of owner:
3. tehsil / town*	8. name of informant:
4. village name:	9. name and address of the enterprise:
5. name of hamlet:	

[1] identification of sample enterprise / establishment											
item no.	Item	code		item no.	item	code					
1.	round number	5	7	12.	serial no. of sample village / block / ward						
2.	schedule number	2	345	13.	segment number (1 / 2 / 9)						
3.	sample (central-1, state-2)			14.	broad activity group (code)						
4.	sector (rural - 1, urban - 2)			15.	enterprise type (OAE-1, establishment-2)						
5.	state-region			16.	sample enterprise number						
6.	district			17.	informant code						
7.	stratum number			18.	response code						
8.	sub-stratum			19.	survey code						
9.	sub – round			20.	reason for substitution of original enterprise (code)						
10.	sub – sample										
11.	FOD sub-region										

CODES FOR BLOCK 1

- item 14 : **broad activity group** : segment 9 : to be copied from col. 11, block 2, schedule 0.0
: segment 1 / 2 : to be copied from respective col. under cols. 22-39, block 5, schedule 0.0
- item 17 : **informant code** : owner/partner – 1, manager – 2, others – 9
- item 18 : **response code** (to be filled up after filling up the entire schedule):
informant : co-operative and capable - 1, co-operative but not capable - 2, busy - 3,
reluctant - 4, others – 9
- item 19 : **survey code**: original enterprise surveyed - 1, substitute surveyed - 2, casualty – 3
- item 20 : **reason for substitution of original enterprise**: informant : busy – 1, not available – 2,
non - cooperative – 3, others – 9

* Tick mark (✓) may be put in appropriate place.

CODES FOR BLOCK 2

item 4 : type of ownership			
proprietary (male)	1	co-operative society.....	5
proprietary(female)	2	limited company (outside public sector).....	6
partnership with members of the same household	3	others.....	9
partnership between members not all from the same household	4		
Item 6 : location of the enterprise			
<u>Within</u> household premises	1		
<u>Outside household premises:</u>			
with fixed premises and with permanent structure	2	with fixed premises but without any structure	4
		mobile market	5
with fixed premises and with temporary structure/kiosk/stall	3	without fixed premises(street vendors, etc.)	6
items 10-11: other act / authority of registration			
municipal corporation, panchayat, local body..	01	co-operative societies act.....	10
shops and establishments act.....	02	societies act.....	11
sales tax act.....	03	Indian charitable act.....	12
motor vehicles act.....	04	cinematograph act.....	13
Indian vessels act / merchant shipping act.....	05	factories act (other than section 2m (i) or 2m (ii))..	14
bar council	06	other (please specify).....	99
chartered accountants act.....	07		
directorate of education / AICTE /NCTE.....	08		
medical practitioners act.....	09	not registered under any other act / authority.....	15
item 12-13: nature of problems faced, if any, during the last 365 days			
non-availability of electricity connection	01	non-availability of labour	09
power cut.....	02	labour problems	10
shortage of capital.....	03	fuel not available or available at exorbitant price ..	11
marketing of products/services.....	04	non- recovery of service charges / fees/ credit	12
lack of other infrastructure facilities.....	05	others (please <i>specify in the space provided</i>)	99
local problems.....	06		
Harassment	07		
competition from other units	08	no specific problem	13
Items 15-16: types of assistance received			
financial loan	1	marketing	5
subsidy.....	2	procurement of raw material.....	6
machinery/ equipment.....	3	others	9
training	4	no assistance received from any source.....	7

[2] particulars of operation and background information						
1.	whether mixed activity? (yes – 1, no – 2)					
2.	description of major activity:					
	5-digit code as per NIC 1998					
3.	nature of operation (perennial – 1, seasonal – 2, casual – 3)					
4.	type of ownership (code)					
5.	social group of owner / partner (for proprietary and partnership enterprises only) (scheduled tribe - 1, scheduled caste - 2, other backward classes - 3, others – 9)					
6.	location of the enterprise (code)					
7.	whether private non-profit institution? (yes – 1, no – 2)					
8.	whether accounts maintained? (yes - 1, no - 2)					
9.	whether registered under Companies Act? (yes - 1, no - 2)					
10.	other act / authority of registration (code)					
11.	(codes for a maximum of two important registration agencies may be given) if code is 99, please specify the registration agency:					
12.	nature of problems faced, if any, during the last 365 days (code)					
13.						
14.	does the enterprise undertake any work on contract basis? (yes – 1, no – 2)					
15.	types of assistance received during the last five years (code)					
16.	(maximum of two codes may be given in descending order of the importance of assistance)					
17.	number of other economic activities undertaken during last 365 days					
18.	status of the enterprise over the last 3 years (expanding – 1, stagnant – 2, contracting – 3, operated for less than 3 years - 9)					
19.	number of months (in whole number) operated during the last 365 days					

[3] selected important operating expenses during the reference month (Rs. in whole number)		
item no.	description	value (Rs)
(1)	(2)	(3)
hotels and restaurants (NIC-98 group 551 and 552)		
301.	articles consumed for food & drink preparation	
302.	purchase value of goods traded	
303.	crockery, glassware, bedding and other consumables	
309.	total (items 301 to 303)	
transport (NIC-98 group 601, 602, 611, 612, class 6301 and 6303 to 6309)		
311.	petrol, diesel, lubricants, etc.	
312.	tyres , tubes, batteries and retreading expenses	
313.	repair and maintenance of transport equipment	
314.	vehicles' taxes, fees, insurance charges, etc.	
315.	charges paid towards storage of goods	
319.	total (items 311 to 315)	
storage (NIC-98 class 6302)		
321.	consumable stores used in the warehouse	
322.	insurance charges etc.	
329.	total (items 321 to 322)	
communications (NIC-98 group 641 and 642)		
331.	call charges and rent payable (local call/ STD / ISD, cyber café, radio paging, cellular etc.)	
332.	insurance charges	
339.	total (items 331 to 332)	
real estate, renting and business activities (NIC-98 division 70 - 74)		
341.	maintenance of machinery and equipment	
342.	travelling, hospitality, etc.	
349.	total (items 341 to 342)	
education (NIC-98 group 801, 802, 803 and 809)		
351.	recurring expenses on laboratory and library	
352.	recurring expenses on newspaper, journals, etc.	
353.	expenses on computer consumables	
359.	total (items 351 to 353)	
health and social work (NIC-98 group 851, 852 and 853)		
361.	diet of patients	
362.	medicine and drugs	
363.	Consumables used in operation theatre, sophisticated equipments, pathological, radiological and other diagnostic tests	
364.	syringes, intra veins drip sets, cotton bandages, plastering materials and other disposables	
365.	uniforms, linen and laundry materials	
369.	total (items 361 to 365)	

No separate sub block has been kept for other community, social and personal services (NIC 98 code 90 to 93). All expenses of these enterprises are to be reported in block 3.1

[3.1] other operating expenses during the reference month: all activities		
(Rs. in whole number)		
(blocks 3 and 3.1 together will give total expenses of the enterprise. If some of the items have already been covered under specific activities in block 3, they should not be reported here again)		
item no.	description	value (Rs)
(1)	(2)	(3)
371.	electricity charges	
372.	fuel and lubricant	
373.	raw materials consumed for own construction of building, furniture and fixtures (please check consistency with item 472 of block 4.1)	
374.	repair and maintenance of	building
375.		furniture and fixtures
376.		machinery including professional equipments
377.		transport equipment
378.		other fixed assets (specify)
381.	rent payable on machinery and equipment (please check consistency with items 3 to 5, column 6, block 8)	
382.	rent payable on building (please check consistency with item 2, column 6, block 8)	
383.	service charges for work done by other concerns (contract, sub-contract, legal, audit, advertising and other accounting services, warehousing expenses, commission expenses, etc.)	
384.	travelling, freight and cartage (transport) expenses	
385.	communication expenses (telephone, telegram, fax, postal, courier, e-mail, etc.)	
386.	consumable stores, packing materials, etc.	
387.	newspaper, journals, printing and stationery expenses	
388.	license fees, cess charged by local bodies, other local rates (excise duties and other indirect taxes are not to be included)	
391.	purchase value of commodities traded, if any (please check consistency with item 476 of block 4.1)	
392.	materials consumed for manufacturing activity, if any (please check consistency with item 477 of block 4.1)	
393.	cosmetics, toiletry and laundry articles, etc.	
394.	other expenses (specify)	
399.	total (items 371 to 394)	

[4] selected important receipts during the reference month		(Rs. in whole number)
item no.	description	value (Rs)
(1)	(2)	(3)
hotel and restaurant activity (NIC-98 group 551 and 552)		
401.	lodging charges, rent receivable for hiring out rooms and halls for functions, conferences and receipts from services provided like transport / travel arrangements, laundry services, gym, hair dressing, swimming pool, entertainment, etc.	
402.	receipts from sale of prepared food, refreshment and drinks	
403.	receipts from trading of purchased food, refreshment, drinks, etc.	
404.	receipts from catering services outside	
409.	total (item 401 to item 404)	
transport (NIC-98 group 601, 602, 611, 612, class 6301 and 6303 to 6309)		
411.	earnings from passenger traffic	
412.	earnings from goods traffic	
413.	earnings of commissions for booking agents	
419.	total (item 411 to item 413)	
storage (NIC-98 class 6302)		
429.	storage charges receivable	
communications (NIC-98 group 641 and 642)		
439.	charges receivable from customers (STD / ISD / courier/ fax / internet etc.)	
real estate, renting and business activities (NIC-98 division 70 - 74)		
441.	receipts from services provided	
442.	brokerage charges	
449.	total (items 441 to 442)	
education (NIC-98 group 801, 802, 803 and 809)		
451.	tuition fees	
452.	other fees (including transport fees, laboratory fees, examination fees, fines, library fee, etc.)	
453.	donations/ grants from individuals and institutions	
459.	total (items 451 to 453)	
health and social work (NIC-98 group 851, 852 and 853)		
461.	consultation fees and charges for medicines	
462.	charges for operation theatre and other special procedures	
463.	charges for ward / cabin, pathological, radiological and other diagnostic tests, diet, nursing, physiotherapy and rehabilitation etc.	
464.	fees for training (nurses, paraprofessionals, etc.)	
465.	donations / grants from individuals and institutions	
469.	total (items 461 to 465)	

No separate sub block has been kept for other community, social and personal services (NIC 98 code 90 to 93). All receipts of these enterprises are to be reported in block 4.1

[4.1] other receipts during the reference month : all activities		
		(Rs. in whole number)
(blocks 4 and 4.1 together will give total receipts of the enterprise. If some of the items have already been covered under specific activities in block 4, they should not be reported here again)		
item no.	description	value (Rs)
(1)	(2)	(3)
471.	receipts from services provided to others including commission charges	
472.	value of own construction of building, furniture and fixtures including own and hired labour charges (please check consistency with item 373 of block 3.1)	
473.	value of consumption of goods /services produced or traded for own use of the owner or employees (at owner's cost)	
474.	rent receivable on plant & machinery and other fixed assets (excluding land and building)	
475.	funding / donations received (including recurring govt. grants)	
476.	sale value of goods traded, if any (please check consistency with item 391 of block 3.1)	
477.	value of items manufactured, if any (please check consistency with item 392 of block 3.1)	
478.	other receipts (specify)	
479.	total (items 471 to 478)	

[5] calculation of gross value added for the reference month (Rs. in whole number)		
item no.	description	value (Rs)
(1)	(2)	(3)
501.	total operating expenses [items (309 +319 +329 +339 +349 +359 +369 +399)]	
502.	distributive expenses, if any	
503.	total receipts [items(409+419+429+439+449+459+469+479)]	
509.	gross value added (item 503 - item 502 – item 501) <i>[put (-) sign in case of negative value]</i>	
<i>If item 509 is negative, low or very high, confirmation in item 510 is required</i>		
510.	is the entry in item 509 confirmed and substantiated with remarks in block 11/ 12? (yes – 1, no – 2)	

[6] employment particulars of the enterprise during the reference month							
serial no.	type of worker		average number of workers				
			full time		part time		total (cols. 3 to 6)
			female	male	female	male	
(1)	(2)		(3)	(4)	(5)	(6)	(7)
1.	working owner						
2.	hired worker	skilled					
3.		unskilled					
4.	other worker / helper						
5.	total (1 to 4)						

Note: entry in column 7 of items 2 / 3 (item 1 in some cases) of block 6 generally imply entry in item 1 of block 7 and vice versa. If it is not so, please substantiate with remarks in block 11 / 12.

[7] compensation to workers during the reference month			
serial no.	type of emoluments		value (Rs)
(1)	(2)		(3)
1.	salary / wages, allowances and other individual benefits (cash & kind including bonus, retirement benefits etc. apportioned for the month)		
2.	imputed value of group benefits for the month (including employer's contribution towards canteen, sports, insurance, etc.)		
3.	total emoluments (items 1 and 2)		
4.	Average daily wage for lowest paid full-time unskilled worker, if hired (excluding unpaid apprentices) (please check consistency with item 3, block 6)	female	
5.		male	

[8] fixed assets owned and hired					
serial no.	type of assets	market value of assets (Rs) as on the date of survey		net addition to assets owned during last 365 days (Rs)	monthly rent payable on hired assets (Rs)
		owned	hired		
(1)	(2)	(3)	(4)	(5)	(6)
1.	land				
2.	building				
3.	plant and machinery				
4.	transport equipment				
5.	tools and other fixed assets				
6.	total (1 to 5)				

Note: entry in item 2, column 6, block 8 should be consistent with entry in item 382 of block 3.1. Entry in items 3 to 5, column 6, block 8 should be consistent with entry in item 381 of block 3.1.

[9] loans outstanding as on the date of survey (only loans taken for enterprise to be considered)			
serial no.	source of loan	amount (Rs)	interest payable during the reference month (Rs)
(1)	(2)	(3)	(4)
1.	central and state level term lending institutions, government(central, state, local bodies)		
2.	commercial banks		
3.	co-operative banks and co-operative societies		
4.	other institutional agencies		
5.	money lenders		
6.	business partner(s)		
7.	suppliers / contractors		
8.	friends and relatives		
9.	others (specify)		
10.	total (1 to 9)		

[10] particulars of field operation																			
sl. no.	particulars	investigator						assistant superintendent						superintendent					
(1)	(2)	(3)						(4)						(5)					
1	(i) name in block letters																		
	(ii) code																		
2	date(s) of	D	D	M	M	Y	Y	D	D	M	M	Y	Y	D	D	M	M	Y	Y
	(i) survey / inspection																		
	(ii) receipt																		
	(iii) scrutiny																		
	(iv) despatch																		
3	total time taken to canvass Sch. 2.345 (in minutes)																		
4	signature																		

[11] remarks by investigator

[12] comments by supervisory officer(s)