

RURAL		*
URBAN		

CENTRAL		*
STATE		

**GOVERNMENT OF INDIA
NATIONAL SAMPLE SURVEY ORGANISATION
SOCIO-ECONOMIC SURVEY
SIXTY-THIRD ROUND: JULY 2006 – JUNE 2007**

SCHEDULE 2.345: SERVICE SECTOR ENTERPRISES (EXCLUDING TRADE)

[0] descriptive identification of sample enterprise	
1. state / u.t.:	6. ward /inv. 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. serial no. of hamlet:	

[1] identification of sample enterprise								
item no.	item	code			item no.	item	code	
1.	serial number of sample village/block (area frame) / company (list frame)					11.	sub – round	
						12.	sub – sample	
						13.	FOD sub-region [#]	
2.	frame used (list-1, area-2)				14.	segment number (1 / 2 / 9)		
3.	round number	6	3		15.	second stage stratum (code)		
4.	schedule number	2	3	4	5	16.	sample enterprise number	
5.	sample (central-1, state-2) (put '1' for list frame)				17.	informant code		
6.	sector (rural - 1, urban - 2)				18.	response code		
7.	state – region				19.	survey code		
8.	district				20.	if item 19 is 2 reason for casualty (list frame)/ substitution of original enterprise (area frame)		
9.	stratum							
10.	sub-stratum				21.	PSL no. as per ASI frame (for 'list frame' units only, if applicable)		

CODES FOR BLOCK 1

item 17 : **informant code** : owner/partner – 1, manager – 2, others working in the enterprise – 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**

casualty (list frame): enterprise: Government/ PSU/under the coverage of ASI-1, non-operative/closed during the reference year-2, non-traceable-3, in operation during the reference year but data could not be collected-4, enterprise found to be outside survey coverage at detailed enquiry stage-5, others(specify)-9

substitution of original enterprise (area frame): informant : busy – 1, not available – 2, non-cooperative – 3, enterprise found to be outside survey coverage at detailed enquiry stage-4, others – 9

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

Not applicable for Arunachal Pradesh, Manipur, Mizoram and Tripura.

CODES FOR BLOCK 2.1

item 208: type of ownership			
proprietary (male).....	1	co-operative society/ self-help group.....	5
proprietary (female).....	2	private limited company.....	6
partnership with members of the same household.....	3	public limited company.....	7
partnership between members not all from the same household...	4	others.....	9
item 213: general educational level of the working owner			
not literate.....	01	primary.....	04
diploma/ certificate course.....			08
literate without formal schooling	02	middle.....	05
graduate.....			10
literate but below primary.....	03	secondary.....	06
postgraduate or above.....			11
		higher secondary....	07
item 217: whether accounts maintained			
Yes, usable books of accounts maintained,			
and information was collected from books of accounts	1	No usable books of accounts maintained...	3
but information was collected orally.....	2		
item 220: location of the enterprise			
within household premises	1		
outside household premises:			
with fixed premises and with permanent structure.....	2	mobile market	5
with fixed premises and with temporary structure/kiosk/stall	3		
with fixed premises but without any structure	4	without fixed premises (street vendors, etc.)	6
items 222 and 223: nature of problems faced, if any			
non-availability of electricity connection .	01	non-availability of labour/ labour problems.....	07
power cut.....	02	fuel not available or available at exorbitant price..	08
shortage of capital.....	03	non-recovery of service charges/ fees/ credit ...	10
marketing of products/services.....	04	others	19
local problems/ harassment.....	05		
competition from larger units	06	no specific problem	11
items 226 and 227: types of assistance received			
financial loan (institutional)	1	marketing	6
financial loan (non-institutional)	2	procurement of raw material.....	7
subsidy.....	3	others	9
machinery/ equipment.....	4		
training	5	no assistance received from any source	8
items 234 and 235: other Acts/ authorities of registration/recognition			
municipal corporation, panchayat, local body..	01	directorate of education / AICTE /NCTE.....	11
Shops and establishments Act.....	02	Medical Practitioners Act.....	12
Sales Tax Act.....	03	Co-operative Societies Act.....	13
Motor Vehicles Act.....	04	Societies Act.....	14
Indian Vessels Act / Merchant Shipping Act...	05	Indian Charitable Act.....	15
RBI/NABARD/IRDA/SEBI.....	06	Cinematograph Act.....	16
bar council	07	Factories Act, 1948.....	17
Chartered Accountants Act.....	08		
NASSCOM.....	10	other (please specify).....	19

Blocks to be filled and reference period by major activity and source of data

Data will be recorded from books of accounts, if maintained by the enterprise.

Major Activity	Blocks to be filled	Reference period	
		Books of Accounts	oral
Financial	1, 2.1, 2.3 (for SHG & co-op credit society), 6 to 13	FY 2005-06, if ready or	Reference month
Non-financial	1, 2.1, 2.2 (for transport), 3 to 5, 7 to 13	FY 2004-05	

Also fill block 7.1 for branch-wise data of list frame companies.

[2.1] particulars of operation and background information																								
was the enterprise pursuing mixed activity during reference year? (<i>yes – 1, no – 2</i>)											201.													
description of major activity during the reference year:																								
5-digit code as per NIC 2004											202.													
if item 201 is '1' description of <i>most important minor activity</i> during the reference period :																								
5-digit code as per NIC 2004											203.													
nature of operation (<i>perennial – 1, seasonal – 2, casual – 3</i>)											204.													
number of months (in whole number) operated during the reference year											205.													
number of hours the enterprise normally worked in a day											during the reference year			206.										
											during the reference month			207.										
type of ownership (code)											208.													
if item 208 is '1' to '4'	did the working owner (s) undertake any other economic activity during the reference year? (<i>yes – 1, no – 2</i>)											209.												
	if item 209 is '1'	was the present enterprise the major source of annual income of the working owner (s)? (<i>yes – 1, no – 2</i>)											210.											
		if item 210 is '2'	% of annual income of the working owner (s) derived from the enterprise under survey (in whole number)											211.										
	description of most important other activity (give 'X' if major income is from non-economic activity like pension, etc.)											212.												
	industry section (one of A to Q or X) as per NIC 2004																							
	general educational level of working owner (code)											213.												
	social group of working owner (<i>ST-1, SC-2, OBC-3, others-9</i>)											214.												
	total no. of EFPs of the working owner (<i>EFP: enterprises with fixed premises</i>)											215.												
total no. of EFPs of the working owner <i>with same activity (same as item 202 at 2-digit level)</i>											216.													
whether accounts maintained (code)											217.													
data of blocks 3 to 5 (oral non. fin.)/7- 10 (B/S non. fin)/ 6-10 (fin.) collected for the period											from	D	D	M	M	Y	Y	to	D	D	M	M	Y	Y
											218.							219.						
location of the enterprise (code)											220.													
whether private non-profit institution? (<i>yes-1,no -2</i>)											221.													
nature of problems faced, if any, during the reference year(<i>at most 2 codes in the order of code list</i>)											222.													
											223.													
did the enterprise undertake any work on contract basis? (<i>yes – 1, no – 2</i>)											224.													
major destination agency for sale of output (<i>households–1, government- 2, resident financial enterprises-3, resident non-financial enterprises-4,NPIs-5, non-residents-6</i>)											225.													
types of assistance received during the last five years (code) (<i>at most 2 codes may be given in descending order of the importance of assistance</i>)											226.													
											227.													
enterprise type during the reference year (Own Account Enterprise-1, Establishment-2)											228.													
following questions of block 2.1 may be enquired after filling data in blocks 2.2 to 11																								
whether this enterprise registered/ recognised under any act/ authority? (<i>yes – 1, no – 2</i>)											229.													
if item 229 is '1'	whether this enterprise registered under Companies Act, 1956? (<i>yes – 1, no – 2</i>)											230.												
	if item 208 is '3' to '9'	Whether having a PAN for this enterprise? (<i>yes – 1, no – 2</i>)											231.											
		Whether having a TAN for this enterprise? (<i>yes – 1, no – 2</i>)											232.											
	Whether this enterprise is registered as a service tax assessee? (<i>yes – 1, no – 2</i>)											233.												
	other Acts/authorities of registration/ recognition of this enterprise(<i>at most 2 codes in the order of code list</i>) if item 234/235 is 19, please specify the registration agency:											234.												
235.																								

[2.2] details of vehicles operated (owned) during last 30 days/ last calendar month (applicable for Land Transport (NIC 2004 class 6021, 6022 and 6023))							
type of vehicle	item no.	no. of vehicles				payload capacity (in tonnes, whole no.)	total distance covered (in km)
		total	of age				
			less than 5 years	5-9 years	10 years or more		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Freight transport by motor vehicles (NIC code 60231)							
trailers	236.						
10-wheeler	237.						
6-wheeler	238.						
MCV (3 to 5 tonnes)	239.						
LCV (1.5 to 3 tonnes)	240.						
others	241.						
Freight transport other than by motor vehicles (NIC code 60232)							
animal drawn	242.						
others	243.						
Passenger land transport by motor vehicles (NIC codes 6021, 60221)							
bus/minibus	244.						
taxi/ trekker/jeep	245.						
auto-rickshaw	246.						
others	247.						
Passenger land transport other than by motor vehicles (NIC codes 60222)							
rickshaw/van	248.						
animal drawn carts	249.						
others	250.						

[2.3] loan transactions of the Self-Help Group (NIC code 65994) / Co-operative Credit Society (NIC code 65995)		
description	item no.	no. of members as on date of survey
(1)	(2)	(3)
no. of members with loans outstanding (only loans taken from this enterprise will be considered)	251.	
self-employment activity of self/ household member	252.	
repayment of other debts	253.	
meeting household capital expenditure like house building, etc.	254.	
meeting medical expenses of self/relatives	255.	
household expenses, including expenses on social functions	256.	
others	257.	
total number of members of the society/ SHG	258.	

[3] selected important operating expenses during the reference period: all non-financial enterprises		
(Rs. in whole number)		
description	item no.	value (Rs)
(1)	(2)	(3)
hotels and restaurants (NIC-04 group 551 and 552)		
articles consumed for food & drink preparation	301.	
purchase value of goods traded	302.	
crockery, glassware, bedding and other consumables	303.	
fuels and lubricants	304.	
transport (NIC-04 group 602, 611, 612, class 6301 and 6303 to 6309)		
fuels and lubricants	305.	
tyres, tubes, batteries, etc.	306.	
repair and maintenance of transport equipment	307.	
toll tax, octroi, local fees, insurance charges, etc.	308.	
charges paid towards storage of goods	311.	
storage (NIC-04 class 6302)		
consumables used in the storage/warehouse	312.	
insurance charges etc.	313.	
communications (NIC-04 group 641 and 642)		
call charges and rent payable (local call/ STD / ISD, cyber café, radio paging, cellular etc.)	314.	
insurance charges	315.	
real estate, renting and business activities (NIC-04 division 70 - 74 excluding 70103)		
maintenance of building, machinery and equipment	316.	
travelling, hospitality, etc.	317.	
education (NIC-04 group 801, 802, 803 and 809)		
recurring expenses on laboratory and library	318.	
recurring expenses on newspaper, journals, paper, printing, stationery etc.	321.	
expenses on festivals like annual day, teachers' day, health check-up, etc.	322.	
expenses on consumables used in computer, Xerox, cyclostyle, etc.	323.	
health and social work (NIC-04 group 851, 852 and 853)		
diet of patients	324.	
medicine and drugs	325.	
consumables used in operation theatre, sophisticated equipments, pathological, radiological and other diagnostic tests	326.	
syringes, intra veins drip sets, cotton bandages, plastering materials and other disposables	327.	
uniforms, linen and laundry materials	328.	
health camps, seminar, workshop, awareness programmes and other social activities	331.	
training, meeting, documentation, publication, nutritional expenses	332.	
total (items 301 to 332)	339.	

No separate sub-block has been kept for other community, social and personal services (NIC-04 divisions 90 to 93). All expenses of these enterprises are to be reported in blocks 3.1 and 5.

[3.1] other operating expenses during the reference period: all non-financial enterprises		
(If some of the items have already been covered under specific activities in block 3, they should not be reported here again. Expenditures and appropriations to be recorded in block 5 will also not appear here)		
(Rs. in whole number)		
description	item no.	value (Rs.)
(1)	(2)	(3)
electricity charges	341.	
fuels and lubricants (<i>please avoid duplication with items 304 and 305</i>)	342.	
raw materials consumed for own construction of building, furniture and fixtures (<i>please check consistency with item 442</i>)	343.	
minor repair and maintenance of (<i>major repairs will not appear here</i>)	building	344.
	plant and machinery	345.
	transport equipment	346.
	software and hardware	347.
	tools and other fixed assets	348.
rent payable on fixed assets (other than land and building)	351.	
service charges for work done by other concerns (contract, sub-contract, legal, audit, advertising and other accounting services, warehousing expenses, commission expenses, etc.)	352.	
travelling, freight and cartage (transport) expenses	353.	
communication expenses (telephone, telegram, fax, postal, courier, e-mail, etc.) (<i>please avoid duplication with item 314</i>)	354.	
consumable stores, packing materials, etc.	355.	
newspaper, journal, paper, printing and stationery expenses (other than educational enterprises)	356.	
taxes on products (VAT, excise, sales tax, service tax, etc. excluding income tax) (<i>taxes on production will be recorded in item 508, not here</i>)	357.	
royalties payable (excluding royalties on land and subsoil assets like minerals extracted)	358.	
insurance charges payable	361.	
purchase value of materials consumed for manufacturing or goods incidental to manufacturing, if any (<i>please check consistency with item 431</i>)	362.	
purchase value of goods for trading, if any (<i>please check consistency with items 432 to 434</i>)	363.	
cosmetics, toiletry and laundry articles	364.	
other expenses (customer entertainment, etc.)	365.	
total (items 341 to 365)	369.	

[4] selected important receipts during the reference period: all non-financial enterprises		
		(Rs. in whole number)
description	item no.	value (Rs)
(1)	(2)	(3)
hotel and restaurant activity (NIC-04 group 551 and 552)		
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, spa, hair dressing, swimming pool, entertainment, etc.	401.	
receipts from sale of prepared food, refreshment and drinks	402.	
receipts from trading of purchased food, refreshment, drinks, etc.	403.	
receipts from catering services outside	404.	
transport (NIC-04 group 602, 611, 612, class 6301 and 6303 to 6309)		
earnings from passenger traffic	405.	
earnings from goods traffic	406.	
earnings of commissions for booking agents	407.	
storage (NIC-04 class 6302)		
storage charges receivable	408.	
communications (NIC-04 group 641 and 642)		
charges receivable from customers (STD / ISD / courier/ fax / internet etc.)	411.	
real estate, renting and business activities (NIC-04 division 70 – 74 excluding 70103)		
receipts from services provided (including rent on land and building)	412.	
brokerage and commission charges	413.	
education (NIC-04 group 801, 802, 803 and 809)		
tuition fees	414.	
other fees (including development fees, transport fees, laboratory fees, examination fees, fines, library fee, etc.)	415.	
funding/ donations from individuals and non-govt. institutions (<i>transfer of such capital receipts will be recorded in item 552, govt grants and subsidies will be recorded in items 446, 447 & 551, not here</i>)	416.	
health and social work (NIC-04 group 851, 852 and 853)		
consultation fees and charges for medicines	417.	
charges for operation theatre and other special procedures	418.	
charges for ward / cabin, pathological, radiological and other diagnostic tests, diet, nursing, physiotherapy and rehabilitation etc.	421.	
fees for training (nurses, paraprofessionals, etc.)	422.	
funding/ donations from individuals and non-govt. institutions (<i>transfer of such capital receipts will be recorded in item 552, govt grants and subsidies will be recorded in items 446, 447 & 551, not here</i>)	423.	
total (items 401 to 423)	429.	

No separate sub-block has been kept for other community, social and personal services (NIC-04 codes 90 to 93). All receipts of these enterprises are to be reported in blocks 4.1 and 5.

[4.1] other receipts during the reference period : all non-financial enterprises

(The overall receipts of the enterprise will be recorded here. If some items have already been covered under specific activities in block 4, they should not be reported here again. Items of earnings appearing in block 5 should not be recorded here)

description		item no.	value (Rs.)
(1)		(2)	(3)
manufacturing and trading			
receipts from sale of goods manufactured or incidental to manufacturing (<i>please check consistency with item 362</i>)		431.	
<i>(please check consistency with item 363)</i>	receipts from sale of goods traded	432.	
	closing stock of trading goods	433.	
	opening stock of trading goods	434.	
	change in stock of trading goods (item 433 – item 434) [put (-) sign in case of negative value]	435.	
total (item 431+ item 432+ item 435)		439.	
other receipts			
receipts from services provided to others including commission charges		441.	
value of own construction of building, furniture and fixtures including own and hired labour charges (<i>please check consistency with item 343</i>)		442.	
value of consumption of goods/services produced or traded for own use of the owner or employees (at owner's cost) (<i>please check consistency with items 801 to 804</i>)		443.	
rent receivable on fixed assets (other than land and building)		444.	
funding/ donations from individuals and non-govt. institutions ^{&} (<i>transfer of such capital receipts will be recorded in item 552, govt grants and subsidies will be recorded in items 446, 447 & 551, not here</i>)		445.	
Govt. grants (<i>excluding capital transfers like building fund, etc.</i>)		446.	
production subsidy/ interest subsidy		447.	
other receipts (e.g., royalty receipts <i>excluding</i> royalty receipts on land and subsoil assets like minerals, etc.)		448.	
total (items 441 to 448)		449.	

[&] funding/donations for education, health and social work activities reported in respective items of block 4 should not be repeated here. Donations against which the payee does not receive any service will be recorded in item 537, not in blocks 4 or 4.1.

[4.2] calculation of gross value added for the reference period: all non-financial enterprises

description		item no.	value (Rs.)
(1)		(2)	(3)
total receipts [items (429+439+449)]		451.	
total operating expenses [items (339+369)]		452.	
distributive expenses, if any [@]		453.	
gross value added (item 451 - item 452 – item 453) [put (-) sign in case of negative value] [#]		459.	

[#] in case of negative value added give reason code (and explanation, for code 9) in **block 12** after deep probing.

[@] if value of receipts are reported at ex-factory value, distributive expenses will be zero.

[5] other receipts/expenditures during the reference period: all non-financial enterprises		
		(Rs. in whole number)
description	item no.	value (Rs.)
(1)	(2)	(3)
expenditure and appropriations		
interest payments	501.	
dividend payments	502.	
rent payments on land and building	503.	
royalties payments on land and subsoil assets like minerals, etc.	504.	
donations, <i>puja</i> expenses, etc.	505.	
loss on exchange	506.	
loss due to sale of investments (both fixed and financial assets)	507.	
taxes on production (e.g., land and building tax, municipal tax, water tax, registration fee and annual road tax for vehicles, license fees, cess charged by local bodies, etc. <i>excluding</i> excise duties and other indirect taxes)	508.	
provisions for income tax	511.	
written off and provisions for bad and doubtful debts	512.	
transfer to reserves	513.	
transfer to balance sheet	514.	
total (items 501 to 514)	519.	
transfer of capital expenses	521.	
earnings		
interest receipts	531.	
dividend receipts	532.	
rent receipts from land and building (<i>for NIC division 70, i.e., real estate and renting activities, this will be recorded in item 412, not here</i>)	533.	
royalty receipts on land and subsoil assets like minerals, etc.	534.	
insurance claims	535.	
refund of income tax	536.	
donations, <i>puja</i> , etc.	537.	
gain on exchange	538.	
income due to sale of investments (both fixed and financial assets)	541.	
excess provision written back	542.	
transfers from reserves	543.	
balance brought forward from last account	544.	
total (items 531 to 544)	549.	
transfer of capital receipts	Govt.	551.
	others	552.
provisions for depreciation	553.	

#Data from blocks 3 to 4.1 will not be duplicated in this block.

donation, puja: payments against which the payee does not receive any goods or services

transfer of capital expenses: non-compulsory donations paid by the enterprise for formation of assets

transfer of capital receipts: government grants and other non-compulsory donations received by the enterprise for formation of assets like building, furniture, laboratory equipment, etc.

[6] gross value added during the reference period: all financial enterprises (NIC 2004 codes 659 and money lending from own source (65925), Self-Help Group (65994), co-operative credit societies (65995)), 66, 67

(Rs. in whole number)

description (1)	item no. (2)	value (Rs) (3)
Expenses		
interest payments	601.	
rent payments (<i>excluding</i> land and building)	602.	
commission & brokerage	603.	
bank charges	604.	
DEMAT charges	605.	
repair and maintenance (building, transport equipment, office equipment, etc.)	606.	
taxes on products (e.g., VAT, excise, sales tax, service tax, etc.)	607.	
insurance	608.	
advertisement	611.	
service charges for work done by other concerns (contract, sub-contract, legal, audit, accounting services, etc.)	612.	
others (e.g., electricity, communication, travelling, printing, expenses on non-financial activities, if any but <i>excluding</i> bad debts, provisions for bad debts, diminution in value of investments and other provisions)	613.	
total (items 601 to 613)	619.	
donations, <i>puja</i> expenses (<i>excluding</i> capital transfers like building fund, etc.)	621.	
taxes on production (e.g., land and building tax, municipal tax, water tax, registration fee and annual road tax for vehicles, license fees, cess charged by local bodies, etc. <i>excluding</i> excise duties and other indirect taxes)	622.	
written off and provisions for bad and doubtful debts	623.	
other provisions (<i>excluding</i> provision for tax and depreciation)	624.	
Receipts		
interest receipts (cash and kind)	631.	
dividend receipts	632.	
net profit in share dealing (put '-' in case of loss)	633.	
net earnings from hire purchase finance (put '-' in case of loss)	634.	
lease income	635.	
brokerage & commission	636.	
bill discounting	637.	
merchant banking/under writing	638.	
income earned on chit funds	641.	
rent receipts (<i>excluding</i> land and building)	642.	
others (e.g., consultancy, receipts from non-financial activities, if any but <i>excluding</i> excess provision written back)	643.	
Govt. grant (<i>excluding</i> capital transfers like building fund, etc.)	644.	
production subsidy/ interest subsidy	645.	
total (items 631 to 645)	649.	
gross value added (item 649 – 619)	659.	
excess provision written back	661.	

Note: Data from blocks 3 to 5 will not be collected but data for all the blocks 6 to 10 will be collected for these enterprises.

[7] employment particulars of the enterprise/company during the reference period				
Did the list frame company have branch office? (Yes-1, No-2) put '-' for area frame enterprises			701.	
If item 701 is '1', also fill-in block 7.1 for branch-wise information on no. of workers and total receipts/ income				
type of worker		item no.	average number of workers of the surveyed enterprise (consider entire company in case of list frame)	
(1)		(2)	(3)	
female	full-time	working owner	702.	
		hired worker	703.	
		other worker / helper	704.	
	part-time	working owner	705.	
		hired worker	706.	
		other worker / helper	707.	
male	full-time	working owner	711.	
		hired worker	712.	
		other worker / helper	713.	
	part-time	working owner	714.	
		hired worker	715.	
		other worker / helper	716.	
total (items 702 to 716)		719.		
if item 215 is > 1 , no. of workers of this enterprise (i.e., those recorded in item 719) who also work in other EFPs of the working owner (<i>EFP: enterprise with fixed premises</i>)			721.	
if item 216 is > 1 , no. of workers of this enterprise (i.e., those recorded in item 719) who also work in other EFPs of the working owner <i>having the same activity</i>			722.	

[8] compensation to workers during the reference period			
type of emoluments		item no.	value (Rs.)
(1)		(2)	(3)
salary/ wages, allowances and other individual benefits (cash & kind including bonus, retirement benefits, etc. apportioned for the reference period)	working owners	801.	
	hired workers	802.	
imputed value of group benefits (including employer's contribution towards canteen, sports, insurance, etc.)	working owners	803.	
	hired and other workers	804.	
total emoluments (items 801 to 804)		809.	

Notes: For entries in block 8, consider all workers reported in block 7.

Check consistency of item 802 with items 703, 706, 712 and 715; items 801/803 with items 702, 705, 711 and 714.

Entry in items 801 to 804 includes entry in item 443.

[9] assets of the enterprise						
type of assets	serial no.	net book value (if data is from balance sheet)/ market value (if data is not from balance sheet) of owned assets (Rs.)				rent payable on hired assets during reference period (Rs.)
		as on first day of the reference year [@]	as on last day of the reference year	additions during the reference year (Rs.)	deductions during the reference year (Rs.)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
fixed assets						
land and building	901.					
plant and machinery	902.					
transport equipment	903.					
software and hardware	904.					
tools and other fixed assets	905.					
capital work in progress	906.					
total (items 901 to 906)	909.					
investments						
investments (other than trade)	911.					
loans to members	912.					
current assets, loans and advances						
inventories (physical and financial)	913.					
loans and advances	914.					
others	915.					
total (items 911 to 915)	919.					
interest/ dividend receivable during the reference year (Rs.)				921.		
capital gain during the reference year (Rs.)				922.		
capital loss during the reference year (Rs.)				923.		

[@] column 3 will be recorded only for enterprises where data is provided from the books of accounts

Fixed assets: additions can be through purchase, own construction, received otherwise, etc. and deductions can be through sold, discarded, theft, damage, etc.

Investments (other than trade) include quoted and unquoted shares, units of mutual funds, government securities, fixed deposits, debentures, etc.

Current assets, loans and advances: others include cash and bank balances, sundry debtors, etc.

[10] financial liabilities			
			(Rs. in whole number)
type of liability	serial no.	principal amount outstanding as on the last date of reference year (Rs.)	interest/ dividend payable during the reference period (Rs.)
(1)	(2)	(3)	(4)
share capital			
partners' capital	1001. #		
share capital (paid-up) and share application money	1002. *		
reserve and surplus, share premium and other reserve funds	1003. @		
loan funds			
long term interest-free loans	1004.		
central and state level term lending institutions, government (central, state, local bodies), banks & societies (public sector, commercial, co-operative)	1005.		
other institutional agencies	1006.		
member's funds	1007.		
fixed deposits	1008.		
moneylenders	1011.		
business partner(s)/ inter-corporate loan	1012.		
suppliers / contractors	1013.		
others (debentures, etc.)	1014.		
current liabilities and provisions			
sundry creditors	1015.		
other provisions	1016.		
total (items 1001 to 1016)	1019.		
authorised share capital (Rs.)	1021. *		

item 1001 is applicable only for partnership enterprises, i.e., if code in item 208 is 3 or 4

* items 1002 and 1021 are applicable only for co-operative societies and companies, i.e., if code in item 208 is 5, 6, 7 or 9

@ item 1003 is applicable only for partnership enterprises, co-operative societies and companies, i.e., if code in item 208 is 3, 4, 5, 6, 7 or 9

sundry creditors: creditors for supplies, other finances, etc.

other provisions: bills payable, advance payments received on supplies to be made by the enterprise, credit balance with sister concerns, provisions for taxation, leave encashment, diminution in value of investments, etc.

[11] particulars of field operations																			
srl. no.	particulars	investigator/ senior investigator					senior investigator/ superintendent					superintendent/ senior superintendent							
(1)	(2)	(3)					(4)					(5)							
	(i) name in block letters																		
1101.	(ii) code																		
1102.	total time taken to canvass Sch. 2.345 (minutes)																		
	date(s) of	D	D	M	M	Y	Y	D	D	M	M	Y	Y	D	D	M	M	Y	Y
1103.	(i) survey / inspection																		
1104.	(ii) receipt																		
1105.	(iii) scrutiny																		
1106.	(iv) despatch																		
	signature																		

[12] remarks by investigator/ senior investigator	
1201. Is entry in either of the items 459 or 659 negative? (Yes, negative-1, No, positive-2)	<input type="checkbox"/>
1202. If item 1201 is '1', reason (output during reference period much less than op. expenses-1, new unit with insufficient output-2, loss of output due to fire, theft, etc-3, high previous year expenses accounted in present year(for books of accounts only)-4, others (specify in detail giving the actual reason)-9)	<input type="checkbox"/>
1203. Was data collected from the balance sheet and Profit and Loss accounts? (Yes-1, No-2)	<input type="checkbox"/>
1204. If item 1203 is '1', has it been attached with this schedule? (Yes-1, No-2)	<input type="checkbox"/>
If item 1204 is '2', reason:	
Other remarks:	

[13] comments by supervisory officer(s)

