



सत्यमेव जयते

**उद्योगों के वार्षिक सर्वेक्षण संबंधी
अनुदेश पुस्तिका
(संकल्पनाएँ, परिभाषाएँ एवं कार्यप्रणालियाँ)**

**INSTRUCTION MANUAL
ANNUAL SURVEY OF INDUSTRIES
(Concepts, Definitions and Procedures)**

**भारत सरकार
सांख्यिकी एवं का.का. मंत्रालय
राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय
औद्योगिक सांख्यिकी स्कंध, समंक
विधायन प्रभाग
एवं
क्षेत्र संकार्य प्रभाग
नवंबर, 2018**

**Government of India
Ministry of Statistics & P.I.
National Sample Survey Office
Industrial Statistics Wing, Data
Processing Division
and
Field Operations Division
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Chapter One

Introduction, Scope, Coverage and Sample Design

1.1 Annual Survey of Industries (ASI) is the principal source of industrial statistics in India. It provides statistical information to assess and evaluate, objectively and realistically, the changes in the growth, composition and structure of organized manufacturing sector comprising activities related to manufacturing processes, repair services, gas and water supply and cold storage. The survey has so far been conducted annually under the statutory provisions of the Collection of Statistics (COS) Act, 1953 and the rules framed there-under in 1959 except in the State of Jammu & Kashmir where it is conducted under the J&K Collection of Statistics Act, 1961 and rules framed there under in 1964. From ASI 2010-11 onwards, the survey is being conducted annually under the statutory provisions of the Collection of Statistics (COS) Act, 2008 and the rules framed there-under in 2011 except in the State of Jammu & Kashmir where it is being conducted under the J&K Collection of Statistics Act, 2010 and rules framed there under in 2012.

1.2 **ASI Schedule:** ASI schedule is the basic tool to collect required data from the units selected for the survey. The schedule for ASI, at present, has two parts. Part-I of ASI schedule, processed at the CSO (IS Wing), Kolkata, aims to collect data on assets and liabilities, employment and labour cost, receipts, expenses, input items: indigenous and imported, products and by-products manufactured, distributive expenses, etc. Part-II of ASI schedule is processed by the Labour Bureau. It aims to collect data on different aspects of labour statistics, namely, working days, man-days worked, absenteeism, labour turnover, man-hours worked etc. The concepts and definition of various terms used in collection of ASI data are given in *Chapter Two*, and the details of the schedule, item descriptions and procedures for collecting information for each item are given in *Chapter Three*.

1.3 **Geographical Coverage:** The ASI extends its coverage to the entire country.

1.4 **Reference Period:** The reference period (year) for ASI is the financial year (April-March) for all items of Part – I & II. For example, reference period for ASI 2017-18 is the financial year 1st April 2017 – 31st March 2018.

1.5 **Survey Period:** The actual survey period for ASI is generally from the month of October (in this case 2018) to May (2019 in this case) in the subsequent year following the reference period.

1.6 **Coverage of Units:** It covers all factories registered under Sections 2(m)(i) and 2(m)(ii) of the Factories Act, 1948, where the manufacturing process is defined under Section 2(k) of the said Act. Details are given in *Annexure IV*. The survey also covers bidi and cigar manufacturing establishments registered under the Bidi and Cigar Workers (Conditions of Employment) Act 1966. All electricity undertakings engaged in generation, transmission and distribution of electricity, **not registered with the Central Electricity Authority (CEA)** are also covered under ASI. However, defence establishments, oil storage and distribution depots, departmental units such as railway workshops, RTC workshops, Govt. Mints, sanitary, water supply, gas storage etc. are excluded from the purview of the survey.

1.6.1 It was decided by the Standing Committee on Industrial Statistics (SCIS) that the coverage of ASI may be extended **beyond the purview of the Section 2m (i) and 2m (ii) of the Factories Act, 1948 and the Bidi & Cigar Workers (Conditions of Employment) Act, 1966**. To start with, the units with 100 or more employees, not registered under Section 2m (i) and 2m (ii) of the Factories Act, 1948 but registered under any of the seven Acts / Board / Authority viz., *Companies Act. 1956, Factories Act. 1948 , Shops and Commercial Establishment Act, Societies Registration Act, Cooperative Societies Act, Khadi and Village Industries Board, Directorate of Industries (District Industries Center)* in the Business Register of Establishments (BRE) as available with National Accounts Division and verified by Field Operations Division (FOD), are also considered for selection.

1.6.2 For data collection in ASI, an *establishment* approach (and not enterprise approach) is followed. An institutional unit in its capacity as a producer of goods and services is known as an enterprise. An enterprise may be engaged in one or more economic activities at one or more locations. An enterprise may be a sole legal unit. On the other hand, an establishment is defined as an enterprise or part of an enterprise that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value of products and by-products.

1.6.3 The primary unit of enumeration in the survey is a *factory* in the case of manufacturing industries, a *workshop* in the case of repair services, an *undertaking* or a licensee in the case of electricity, gas and water supply undertakings and an *establishment* in the case of bidi and cigar industries. The owner of two or more establishments located in the **same state**, same sector (bidi, factory or electricity) and pertaining to the **same industry group (3-digit industry code)** falling under the census scheme is, however, permitted to furnish a single consolidated return, termed as ‘Joint Return (JR)’. Such consolidated returns are a common feature in the case of bidi and cigar establishments & electricity undertakings. Details of JR are given in *Chapter Three*.

1.7 **Data Collection:** As per the Collection of Statistics Rules, 2011 under the Collection of Statistics Act, 2008, the consultation of Nodal Officer of Central Government is mandatory for conducting any Survey (Section 5[2]). The Nodal Officer is a designated Officer, not below the rank of Joint Secretary, Government of India of nodal department dealing with statistical matters, for exercising powers and performing duties under these rules (Section 3[1]). Now under the rule (Rule 7), a Statistics Officer for a specified period and specified territory is required to be appointed (Section 4 of the Act 2008) to conduct the Survey. The Statistics Officer is empowered by the Act (Sub-section 4 or 6 of Section 4 of the Act) to collect or authorize officials to collect information from any industrial and commercial unit concerned.

1.7.1 Notices may be issued by the Statistics Officer to factories concerned and the field staff authorized by Statistics Officer may collect and/or verify information from the authorised persons in the factories. The powers and duties of officials engaged in ASI are as given under the COS Act, 2008. These include power to enter premises, obtain copies of relevant documents. They have to maintain secrecy and confidentiality as per the provisions

of the Act. A copy of the Notice served to the selected factories for furnishing data is given in *Annexure I*.

1.7.2 As per the Collection of Statistics Act, 2008, **any defaulting unit** may be prosecuted by or with the sanction of Statistics Officer and **any person who is employed** in the execution of any duty or functions under this Act fails to carry out his duties or knowingly makes any false declaration or seeks to obtain information which he is not authorized to obtain or violation of any of the confidentiality and secrecy of the information may be prosecuted by or with the consent of appropriate Government under Section 25.

1.7.3 ASI is a statutory survey and so the units/entrepreneurs are to submit the returns along with the balance sheet and other relevant documents within the prescribed period after the receipt of notice failing which penalty process may be initiated in accordance with the COS Act.

1.7.4 After the receipt of the filled-in return, the field officials of FOD are to verify the same, and check for any discrepancy. If a unit is unable to fill up the return as per the guidelines, it may contact the concerned field office of NSSO (FOD) as mentioned in the *Notice* for guidance. In case any discrepancy is observed in the filled-in return, the field staff of FOD is to pay a visit to the concerned unit to verify the return from the relevant documents. Such unit has to extend all cooperation to the person visiting the unit for the purpose of verifying the return.

1.7.5 The duly filled in returns for the Central Sample are compiled and transmitted online to CSO (IS Wing) through ASI Web Portal for processing and publication of results.

1.8 **ASI Frame:** Availability of a complete and up-to-date frame of all the eligible units is an essential pre-requisite for any large-scale survey. In fact, availability of proper frame is one of the most critical requirements for working out correct multiplier to arrive at valid estimate.

1.8.1 The ASI frame is based on the lists of units mentioned in Section 1.6 and its sub-sections. The frame is being revised / updated every year before selection of the units by the Field Operations Division (FOD) of NSSO in consultation with the CIF in the state. At the time of revision, the names of the de-registered factories are removed from the ASI frame and those of the newly registered factories are added. The details of ASI frame along with the guidelines are given in *Annexure II*. The latest updated ASI frame is also available in ASI Web Portal. In case the State Government is conducting the survey on the state sample, FOD office concerned should also collect the feedback from the respective state governments while updating the Frame.

1.9 **Sampling Design:** The sampling design adopted in ASI has undergone considerable changes from time to time, taking into account the technical and other requirements. From ASI 2017-18, a new sampling design is adopted following the recommendations of the Sub-Group of the SCIS under the Chairmanship of Dr. G.C. Manna and approved by the SCIS and the National Statistical Commission (NSC) subsequently.

According to the new sampling design, all the units in the updated frame are divided into two parts – *Central Sample and State Sample*. The Central Sample consists of two schemes: Census and Sample. Under Census scheme, all the units are surveyed.

(1) Census Scheme:

(i) All industrial units belonging to the seven less industrially developed States/ UTs viz. Arunachal Pradesh, Manipur, Meghalaya, Nagaland, Sikkim, Tripura and Andaman & Nicobar Islands.

(ii) For the States/ UTs other than those mentioned in (i),

(a) units having 75 or more employees from six States, namely, Jammu & Kashmir, Himachal Pradesh, Rajasthan, Bihar, Chhattisgarh and Kerala;

(b) units having 50 or more employees from three States/UTs, namely, Chandigarh, Delhi and Puducherry;

(c) units having 100 or more employees for rest of the States/UTs, not mentioned in (a) and (b) above and;

(d) all factories covered under ‘Joint Return’ (JR), where JR should be allowed when the two or more units located in the same State/UT, same sector and belong to the same industry (3-digit level of NIC-2008) under the same management.

(iii) After excluding the Census Scheme units in the above manner, all units belonging to the strata (**State x District x Sector x 3 digit NIC-2008**) having less than or equal to 4 units are also considered under Census Scheme. It may be noted that strata are separately formed under three sectors considered as **Bidi, Manufacturing and Electricity**.

(2) All the remaining units in the frame are considered under **Sample Scheme**. For all the states, **each stratum is formed on the basis of State x District x Sector x 3-digit NIC-2008**. The units are arranged in descending order of their total number of employees. Samples are drawn using Circular Systematic Sampling technique for this scheme. An even number of units with a minimum of 4 units are selected and distributed in four sub-samples. It may be noted that in certain cases each of 4 sub-samples from a particular stratum may not have equal number of units.

(3) Out of these 4 sub-samples, two pre-assigned sub-samples (1 & 3) are given to NSSO (FOD) and the other two-subsamples (2 & 4) are given to concerned State/UT for data collection.

(4) All census units *plus* all the units belonging to the two sub-samples given to NSSO (FOD) are treated as the **Central Sample**.

(5) All census units *plus* all the units belonging to the two sub-samples given to State/UT are treated as the **State Sample**. Hence, **State/UT has to use Census Units (collected by NSSO (FOD) and processed by CSO (IS Wing)) along with their sub-**

samples while deriving the state level estimates for their respective State/UT based on State Sample.

(6) All census units *plus* all the units belonging to the two sub-samples given to NSSO (FOD) *plus* all the units belonging to the two sub-samples given to State/UT are required for obtaining pooled estimates based on Central Sample and State Sample with increased sample size.

1.9.1 The sampling design and methodology adopted for estimation of the characteristics including estimation of error of the estimates are given in *Annexure III*.

1.10 **Industrial Classification:** From 1959 onwards, an industrial classification named 'Classification of Indian Industries' was adopted in ASI. With effect from ASI 1973-74, the National Industrial Classification (NIC) 1970 developed subsequently on the basis of UNISIC 1968 (Rev.2) was used. The NIC 1987 that followed UNISIC 1968 was adapted from ASI 1989-90 to ASI 1997-98. The NIC 1998, developed on the basis of UNISIC, 1990 (Rev. 3) was used from ASI 1998-99 to ASI 2003-04. NIC 2004, developed on the basis of UNISIC 2002 (Rev. 3.1) had been used from ASI 2004-05 to 2007-08. NIC 2008 developed on the basis of UNISIC Rev 4 is being adopted from ASI 2008-09 onwards.

1.11 **National Product Classification for Manufacturing Sector (NPCMS):** Central Product Classification (CPC) serves as the reference classification for all product classifications within the international system of economic classifications put in place by the United Nations. It is a complete product classification covering all goods and services that follows the definition of products within the SNA framework. Goods and services are understood as coming from a production process. The scope of the CPC covers (a) physical goods (which include transportable and non-transportable physical goods), (b) intangible goods and (c) services.

1.11.1 The National Product Classification for Manufacturing Sector (NPCMS), 2011 was prepared by CSO, IS Wing, Kolkata, based on Sections 0 to 4 of CPC, Ver. 2.0 that relate to products of manufacturing sector. The NPCMS, 2011 is a 7-digit classification and the structure is: 5-digit CPC Code + 2-digit Indian requirement and has 5 Sections, 39 Divisions, 192 Groups, 786 Classes and 1503 Sub-Classes with ultimate 7-digit products. From ASI 2010-2011 onwards, the 7-digit code and its description as per NPCMS, 2011 are being used for collecting and recording of all input and output items in ASI schedule. From ASI 2015-16 onwards, revised version of NPCMS, 2011 is used to classify the input and output items collected in ASI schedule.

Chapter Two

Concepts, Definitions and Procedures

2.1 A number of accounting, economic, statistical and other terms related to the factories are used in Annual Survey of Industries. For proper compilation/verification of ASI return, it is essential that the officials engaged in the conduct of ASI properly understand the terminology used in ASI. It is in this context that the concepts and definitions of some of the important terms are given below.

2.2 **Accounting Year:** For the purpose of ASI, the accounting year is the period for which the factory finalizes its books of account. With the enactment of Income Tax Act, by and large, the accounting year of all factories is from 1st April of the preceding year to 31st March of the current year.

2.3 **Factory (as per the Factories Act 1948):** Factory is one, which is registered under Sections 2m(i) and 2m(ii) of the Factories Act, 1948. The Sections 2m(i) and 2m(ii) refer to any premises including the precinct thereof (i) wherein ten or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on, or (ii) wherein twenty or more workers are working, or were working on any day of the preceding twelve months and in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on. 'Power' means 'any motive power used to drive the plant and machinery of the factory except animal and human power' as per Factories Act, 1948. The above definition is slightly modified due to the amendment of the Factories Act, 1948 for the States of Rajasthan & Maharashtra, as below, which is applicable from ASI 2015-16 onwards:

“Section 2m(i) has been modified, i.e., from 10 or more workers with power to 20 or more workers with power and also Section 2m(ii), i.e., from 20 or more workers without power to 40 or more workers without power.”

2.4 **Manufacturing Process:** This is as per Section 2(k) of the Factories Act, 1948, [Annexure IV].

2.5 **Gross Value of Plant and Machinery:** Gross value of plant and machinery represents the total book value of installed plant and machinery at the end of the accounting year. It includes the book value of own constructed plant and machinery, if installed. Total value of all the plant and machinery acquired on hire-purchase basis is also included. Thus it represents the gross value of plant and machinery engaged in production process.

2.6 **Fixed Capital:** Fixed Capital represents the depreciated value of fixed assets owned by the factory as on the closing day of the accounting year. Fixed assets are those, which have normal productive life of more than one year. Fixed capital covers all type of assets, new or used or own constructed, deployed for productions, transportation, living or recreational facilities, hospitals, schools, etc. for factory personnel. It would include land, building, plant and machinery, transport equipment etc. It includes the fixed assets of the

head office allocable to the factory and also the full value of assets taken on hire-purchase basis (whether fully paid or not) **excluding** interest element. It excludes intangible assets except computer software.

2.7 **Depreciation:** Depreciation is consumption of fixed capital (CFC) by the factory due to wear and tear and obsolescence during the accounting year and is taken as provided by the factory owner, or if not provided by the factory this is estimated on the basis of cost of installation and working life of the fixed assets. Detailed illustrations are given in *Chapter Three*.

2.8 **Gross Value of Additions to Fixed Capital:** It represents the actual (un-depreciated) additions to the fixed capital during the reference year.

2.9 **Gross Fixed Capital Formation (GFCF):** Gross fixed capital formation is measured by the total value of a producer's acquisitions, less disposals, of fixed assets during the accounting period *plus* certain specified expenditure on services that adds to the value of non-produced assets.

2.10 **Net Fixed Capital Formation (NFCF):** It is defined as the GFCF *less* depreciation (i.e. consumption of fixed capital).

2.11 **Finished Goods:** Finished Goods are those, which are manufactured by the factory for sale. Finished goods should conform to a prescribed standard.

2.12 **Physical Working Capital:** This is defined to include all physical inventories owned, held or controlled by the factory as on the closing day of the accounting year such as the materials, fuels and lubricants, stores, etc. that enter into products manufactured by the factory itself or supplied by the factory to others for processing. Physical working capital also includes the value of stock of materials, fuels and stores etc. purchased expressly for re-sale, semi-finished goods and goods-in-process on account of others and goods made by the factory which are ready for sale at the end of the accounting year. *However, it does not include the stock of the materials, fuels, stores, etc. supplied by others to the factory for processing.* Finished goods processed by others from raw materials supplied by the factory and held by them are included and finished goods processed by the factory from raw materials supplied by others, are excluded.

2.13 **Working Capital:** Working Capital is the sum total of the physical working capital as already defined above and the cash deposits in hand and at bank, the net balance of amounts receivable over amounts payable at the end of the accounting year. Amounts receivable include value of credit items on revenue account, such as sums due to the factory for goods sold, amounts advanced in connection with normal factory work, bills of exchange payable to the factory, payments made in advance such as for fire insurance, telephone charges, rates and taxes, call deposits and security deposits having a normal life of less than one year, etc. It excludes unused overdraft facility, advances for acquisition of fixed assets, long-term loans including interest thereon and investment.

2.14 **Invested Capital:** Invested capital is the total of fixed capital and physical working capital.

2.15 **Productive Capital:** This is the total of fixed capital and working capital.

2.16 **Outstanding Loans:** Outstanding loans represent all long term liabilities of the unit for the purpose of ASI. It includes all long-term loans, whether interest bearing or not, outstanding according to the books of the factory as on the closing day of accounting year. **But, in context of ASI, this represents loans, which have duration of more than one year (i.e. long-term) only.**

2.17 **Gross Capital Formation (GCF):** Gross capital formation is measured by the total value of the gross fixed capital formation plus changes in inventories and acquisitions less disposals of valuables.

2.18 **Worker:** Worker includes all persons employed directly, informally or formally or through contractor on payment of wages or salaries and engaged in any manufacturing process or its ancillary activities like cleaning any part of the machinery or any premises used for manufacturing or storing materials or any kind of work incidental to or connected with the manufacturing process.

2.19 **Contract Worker:** All persons who are not employed directly by a factory owner/employer but engaged through a third party i.e. agency/ contractor, are termed as contract workers. Such agency charges from the factory for this job.

2.20 **Total Persons Engaged:** It relates to all persons engaged by the factory whether for wages or not, in work connected directly or indirectly with the manufacturing process and include all administrative, technical and clerical staff as also labour in production of capital assets for factory's own use. This is inclusive of persons holding position of supervision or management or engaged in administrative office, store-keeping section and welfare section, watch and ward staff, sales department as also those engaged in the purchase of raw materials etc. and production of fixed assets for the factory. It also includes all working proprietors and their family members who are actively engaged in the work of the factory even without any pay and the unpaid members of the co-operative societies who work in or for the factory in any direct and productive capacity.

2.21 **Labour Turnover:** Labour turnover measures the extent of change in the working force due to accession and separation during a given period. The term 'accession' was defined as the total number of workers added to employment during the period, whether new or re-employed or transferred from other establishments or units under the same management. Inter-departmental transfers within the same establishment are, however ignored. The term 'separation' implies termination of employment at the instance of worker or employers. It includes termination of services due to death or retirement. As in the case of accession, transfers to other establishments are included but transfers within the same establishment are ignored. Retrenchment as a result of rationalization or modernization or any other cause, is also treated as separation.

2.22 **Wages:** Wages are defined to include all remuneration capable of being expressed in monetary terms and also paid more or less regularly in each pay period to workers as compensation for work done during the accounting year. It **includes:**

- (i) Direct wages and salary (i.e. basic wages/salaries), payment of overtime, dearness, compensatory, house rent and other allowances;
- (ii) Remuneration for period not worked (i.e. basic wages), salaries and allowances payable for leave period, paid holidays, lay-off payments and compensation for unemployment (if not paid from source other than employers);
- (iii) Bonus and ex-gratia payment paid more or less regularly (i.e., incentive bonuses and good attendance bonuses, production bonuses etc.).

2.22.1 It **excludes** layoff payments and compensation for unemployment except where such payments are for this purpose, i.e., payments not made by the employer. It **excludes** employer's contribution to old age benefits and other social security charges, direct expenditure on maternity benefits and crèches and other group benefit in kind and travelling and other expenditure incurred for business purposes and reimbursed by the employer. The wages are expressed in terms of gross value, i.e., before deductions for fines, damages, taxes, provident fund, employee's state insurance contribution etc. Benefits in kind (perquisites) of individual nature are only **included**.

2.23 **Bonus:** Profit sharing bonus, festival bonus, year-end bonus, and all other bonuses and ex-gratia payments paid at less frequent intervals are covered by this term.

2.24 **Workmen and Staff Welfare Expenses:** These include expenditure incurred by the employer on the maternity benefits and crèches and other benefits such as supply of food, beverages, tobacco, clothing and group lodging at concessional rates and educational, cultural and recreational facilities and services and grants to trade unions and cooperative stores meant for employees. **All group benefits are included.**

2.25 **Emoluments:** These are defined in the same way as wages but paid to all employees *plus* imputed value of benefits in kind i.e. the net cost to the employers on those goods and services provided to employees free of charge or at markedly reduced cost which are clearly and primarily of benefit to the employees as consumers. It includes profit sharing, festival and other bonuses and ex-gratia payments paid at less frequent intervals (i.e. other than bonus paid more or less regularly for each period). Benefits in kind include supplies or services rendered such as housing, medical, education and recreation facilities. Personal insurance, income tax, house rent allowance, conveyance etc. for payment by the factory also is included in the emoluments.

2.26 **Supplements to Emoluments:** These include: (i) Employer's contribution to old age benefits, i.e., provident fund, pension, gratuity, etc.; (ii) Employer's contribution towards other social security charges such as Employees' State Insurance, compensation for work injuries, occupational diseases, maternity benefits, retrenchment and lay-off benefits etc.; and (iii) Group benefits like direct expenditure on maternity, crèches, canteen facilities, educational, cultural and recreational facilities and grant to trade unions, co-operative stores etc. meant for employees.

2.27 **Compensation of Employees:** Compensation of employees is the total of emoluments and supplement to emoluments.

2.28 Mandays Worked: These are obtained by summing up the number of mandays worked by persons working in each shift over all the shifts on all days, i.e. both manufacturing and non-manufacturing days. This figure excludes persons who are paid but remain on leave, strike, etc. Manufacturing days will mean and include number of days on which actual manufacturing process was carried out by the unit where as Non-manufacturing days will mean and include number of days on which only repair/maintenance and construction work were undertaken.

2.29 Mandays Paid For: The number of mandays paid for is arrived at by summing up the number of employees paid for in each shift. This also includes mandays on weekly schedule holidays if paid for and those absences with pay as also mandays lost through lay off/ strike for which compensation was payable.

2.30 Working Day: Working day means the days on which a manufacturing process and/or repair or maintenance work was carried on.

2.31 Non-working Day: Apart from manufacturing day and repair and maintenance days, there may be some non-working days. Non-working days are those days on which the workers give their attendance but due to non-availability of raw materials, power etc., no effective work is done. As the workers are paid for these days, such days are also taken into account for the purpose of labour statistics.

2.32 Basic Materials: Basic materials are the materials which are important and of key nature to the industry, on which the manufacturing process is based, viz. metal for machine, leather for shoe, wood for furniture. Such material is not lost through the process of production but only changes its forms.

2.33 Consumable Stores: All such materials which assist in the manufacturing process and lose their identity without entering the products are called consumable stores, e.g., cotton waste.

2.34 Fuel Consumed: Fuel Consumed represent total purchase value of all items of fuels, lubricants, electricity, water (purchased to make steam) etc. consumed by the factory during the accounting year except those which directly enter into products as materials consumed. It excludes that part of fuels, which is produced and consumed by the factory in manufacture i.e., all intermediate products and also fuels consumed by employees as part of amenities. It includes quantities acquired and consumed from allied concerns, their book value being taken as their purchase value and also the quantities consumed in production of machinery or other capital items for factory's own use.

2.35 Materials Consumed: Materials consumed represent the total delivered value of all items of raw materials, components, chemicals, packing materials and stores which actually entered into the production process of the factory during the accounting year. Components and accessories fitted as purchased with the finished product during the accounting year are also to be included. It excludes intermediate products. Intermediate products in the above context mean all those products which are produced by the factory and consumed for further manufacturing process.

2.36 **Total Input:** This comprises gross value of fuels, materials etc. consumed (as defined above) and also other inputs viz. (a) cost of non-industrial services received from others, (b) cost of materials consumed for repair and maintenance of factory's fixed assets including cost of work done by others to the factory's fixed assets, (c) cost of contract and commission work done by others on materials supplied by the factory, and (d) cost of office supplies and products reported for sale during last year & used for further manufacture during the accounting year.

2.37 **Intermediate Product:** Intermediate Product is a product which is obtained and consumed during a manufacturing process, which may or may not be saleable and is not the intended final product.

2.38 **Net Value of Semi-finished Goods:** It represents the excess/deficit of value of semi-finished goods and/or goods-in-process at the end of the accounting year over that at the beginning of year.

2.39 **Products:** These are defined to include the ex-factory value (i.e. exclusive of taxes, duties etc. on sale and inclusive of subsidies etc., if any) of all products and by-products, excluding intermediate products, that have been completed during the accounting year for sale whether actually sold during the accounting year or entered into inventory. Products also include fixed assets produced by the factory for its own use.

2.40 **Gross Output:** Gross output is defined to include the ex-factory value, (i.e., exclusive of taxes, duties, etc. on sale and inclusive of subsidies etc., if any) of products and by-products manufactured during the accounting year, and the net value of the semi-finished goods, value of own construction and also the receipts for industrial and non-industrial services rendered to others, rent received for plant & machinery and other fixed assets, net balance of goods sold in the same condition as purchased and value of electricity generated and sold. Value of gross output and total output has been used in the text inter-changeably to mean the same thing.

2.41 **Industrial Services:** Any services taken or rendered from one to another unit resulting in increase in the value of material during the manufacturing process are industrial services.

2.42 **Non-industrial Services:** All such services which do not have a direct bearing on the manufacturing process but are needed by any manufacturing unit are called non-industrial services, say, transport services.

2.43 **Gross Value Added (GVA):** Gross value added is defined as additional value created by the process of production. This is calculated by deducting the value of total input from gross value of output.

2.44 **Net Value Added (NVA):** This is obtained by deducting the value of total input and depreciation from gross output.

2.45 **Net Income:** It is obtained by deducting the value of rent paid & interest paid from the combined values of NVA and rent received & interest received.

2.46 **Profit:** It is obtained by deducting compensation of employees (*see* 2.27) from net income.

Chapter Three

ASI Schedule

3.0 As mentioned in *Chapter One*, ASI Schedule has two parts: Part-I and Part-II. Part-I of ASI schedule aims to collect data on assets and liabilities, employment and labour cost, receipts, expenses, input items – indigenous and imported, products and by-products, distributive expenses etc. Part-II of ASI schedule aims to collect data on different aspects of labour statistics, namely, working days, mandays worked, absenteeism, labour turnover, man-hours worked, earning and social security benefits.

The details of the schedules are discussed below.

Part – I of ASI Schedule

3.1 **Summary Description of the Schedule:** The schedule, sometimes called as *return*, has three parts. The Part-I, structured in 14 blocks, is the main part of the schedule and is meant for collection of economic and related categorical data of the selected unit. The other two parts of the schedule, marked as Part-A and Part-B, are meant for recording the report of scrutiny on Part-I of the return and observations of the Scrutinising Officer against certain items framed in respect of the data collected in Part-I of the schedule. A copy of the schedule is given in *Annexure V*. Since most of the information contained in this schedule is collected from the audited financial statements viz. Balance Sheet and Profit & Loss (PL) Account of the selected factory, a statement highlighting the correspondences between items of the financial statements and items of ASI schedule is given as a ready reference in *Annexure VI* to facilitate the collection of information.

3.1.1 The first block, viz. Block A, is used to record identification of selected unit. Similarly, the last two blocks, viz., Blocks M & N, are again the usual blocks to record the particulars of field operations and remarks of superintending/scrutinizing officer, respectively. Of the remaining 11 blocks, Block B is for recording the particulars of the factory like name and address of the individual unit, type of organisation, year of initial production, etc. The remaining blocks (Blocks C to L) are meant for recoding the economic particulars of the selected unit and brief particulars are given below:

3.1.2 **Blocks C: fixed assets:** Fixed assets are those,

- which have generally normal productive life of more than one year; these are capital items which are repeatedly used in the process of production over the duration of life of the fixed assets;
- it covers all type of assets, new or used or own constructed, deployed for productions, transportation, living or recreational facilities, hospitals, schools, etc. for factory personnel;
- it would include land, building, plant and machinery, transport equipment, etc.;

- it includes the fixed assets of the head office allocable to the factory and also the full value of assets taken on hire-purchase basis (whether fully paid or not) excluding interest element;
- it excludes intangible assets except computer software as per ASI schedule.

3.1.3 Block D: working capital and loans: This is defined to include all physical inventories owned, held or controlled by the factory as on the closing day of the accounting year such as the materials, fuels and lubricants, stores, etc. that enter into products manufactured by the factory itself or supplied by the factory to others for processing. Physical working capital also includes the value of stock of materials, fuels and stores, etc. purchased expressly for re-sale, semi-finished goods and goods-in-process on account of others and goods made by the factory which are ready for sale at the end of the accounting year. However, it does not include the stock of the materials, fuels, stores, etc. supplied by others to the factory for processing. Finished goods processed by others from raw materials supplied by the factory and held by them are included and finished goods processed by the factory from raw materials supplied by others, are excluded.

3.1.3.1 Outstanding loans represent all ‘more than one year’ loans, whether interest bearing or not, outstanding according to the books of the factory as on the closing day of accounting year.

3.1.4 Block E: employment and labour cost: In this block, emoluments of the employees are to be collected. Emoluments are defined as wages paid to all employees *plus* imputed value of benefits in kind, i.e., the net cost to the employers on those goods and services provided to employees free of charge or at markedly reduced cost which are clearly and primarily for benefit to the employees as consumers. It includes profit sharing, festival and other bonuses and ex-gratia payments paid at less frequent intervals (i.e. other than bonus paid more or less regularly for each period). Benefits in kind include supplies or services rendered such as housing, medical, education and recreation facilities. Personal insurance, income tax, house rent allowance, conveyance, etc. for payment by the factory are also included in the emoluments.

3.1.5 Block F: other expenses: This block includes the cost of other inputs as both the industrial and non-industrial service rendered by others, which are paid by the factory and most of which are reflected in the ex-factory value of its production during the accounting year.

3.1.6 Block G: other output or receipts: In this block, information on other output/receipts is to be reported.

3.1.7 Block H: indigenous input items consumed: This block covers all the goods (raw materials, components, chemicals, packing material, etc.) which entered into the production process of the factory during the accounting year.

3.1.8 Block I: imported input items consumed: Information in this block is to be reported for all directly imported items consumed. The items are to be imported by the factory directly.

3.1.9 **Block J: products and by-products manufactured by the unit:** It includes information on all goods that have been produced by the factory during the accounting year for sale, i.e., either actually sold during the accounting year or entered into stocks.

3.1.10 **Block K: information and communication technology (ICT) usage:** It includes information on IT usage by the enterprise.

3.1.11 **Block L: energy conservation (EC) measures:** It includes information regarding the measures taken by the enterprise for energy conservation.

3.1.12 While all other blocks in ASI schedule relate to the production (manufacturing) process, the Blocks K and L relate to the entire establishment.

3.1.13 **Block M: particulars of field operations:** The name of the Superintending Officer and Scrutinising Officer associated with the compilation of the schedule, date of receipt from the factory, date of verification/ compilation/ scrutiny of schedules, despatch, etc., will be recorded in this block against the appropriate items in the relevant columns.

3.1.14 **Block N: comments of Superintending Officer and Scrutinising Officer:** Any remark which is considered necessary for explaining any peculiarity in the economic variables or any other item-specific unusual feature of the unit will be noted here. Such remarks will help in understanding the entries made in different blocks of the schedule, especially when any entry is numerically very high or very low in relation to other entries recorded for the unit or as compared to the entries for the same recorded last year or entry is unusual.

Detailed Instructions for each Item

3.2 Block A: identification particulars of unit

3.2.0 This block has been designed to collect the descriptive identification of the sample enterprise. The items are mostly self-explanatory.

3.2.1 **Block A, item 1: schedule despatch (DSL) no:** With a view to reconciling the despatch of filled-in schedules by FOD field offices vis-à-vis receipt of the same by CSO (IS Wing), Kolkata, a unique Despatch Serial Number (DSL) has been provided for all the selected units both under Census scheme and Sample scheme and the same is to be reported by the field staff of FOD both in Parts I & II. **DSL numbers are unique across the country for a particular year of survey.** However, the same factory may have different DSL numbers in different years of survey.

3.2.2 **Block A, item 2: permanent serial number (PSL):** The Permanent Serial Number (PSL) is provided by FOD offices while collecting the list from CIF and duly numbered list is sent to CSO (IS Wing), Kolkata for updation of frame. **This number is unique in State x Sector x 4-digit Industry code (NIC).** Permanent Serial Numbers have been provided for all the factories selected both under Census and Sample; and the same is to be reported by the field staff of FOD both in Parts I & II.

3.2.3 Block A, item 3: scheme code: This is the code usually given for census and sample units as per sampling design. The census units will be given code 1 and sample units will be given code 2. **Note that for State Sample, it will be always 2.**

3.2.4 Block A, item 4: industry code as per frame: This is the 4-digit industry code assigned to a unit in the frame of ASI from which sample selection is done for a particular year of ASI. The code is given as per appropriate coverage of industry codes based on NIC-2008, which is given in *Annexure VII*. This code will be provided along with the sample list by CSO (IS Wing).

3.2.4.1 This code is dynamically updated for the units selected in Central Sample of the current year survey through ASI Web Portal, based on the *item 5 of Block – A (industry code as per return)*, explained below. For the non-selected units, this code should be updated by the NSSO (FOD) officials during the frame updation of the subsequent year through ASI Web Portal, based on the validated information available with the field officials of NSSO (FOD) and/or information available with State/UT DES and/or any other reliable sources, duly examined and validated by NSSO (FOD). Proper care should be taken for updation of industry code. The code, valid as per NIC-2008, but outside the coverage (not available in the codes mentioned in *Annexure VII*), if provided, considered as outside the coverage of ASI and should not be considered for selection in ASI in the subsequent years.

3.2.5 Block A, item 5: industry code as per return: This code should be given as per maximum ex-factory value of major product out of the multiple products and by-products manufactured by the units. A valid 5-digit code needs to be given based on NIC 2008.

3.2.5.1 For manufacturing servicing units (job work units), it is very common that no entries are available in Block – J (*Products and by-products manufactured by the unit*). In such cases, appropriate code would be provided as per the maximum value of output, available in Block – G (*Other output/receipts*).

3.2.5.2 Sometimes it is observed that, a unit, which is engaged in repair and maintenances of vehicles, also sells vehicles, which is nothing but the trading activities, where the value of output is significantly higher than the activities of repair and maintenances. In such scenario, the appropriate code relating to the activity of repair and maintenances is to be reported here. If the unit does not engage in the activity of repair and maintenances of vehicles and shifted its activity to the selling of vehicles (i.e. trading activities), the status code of the unit (*see 3.2.12*) is to reported as “Deleted (04)” and appropriate industry code would be provided here, so that, such units are not considered in ASI survey in the current year as well as in the subsequent years of ASI survey, as such activity is outside the purview of ASI.

3.2.5.3 The appropriate code would be decided for multi-activity units (i.e. having multiple products & by-products manufactured by the unit as well as providing services), based on the maximum of the value of the output of the activities, available in Block – G & J of the schedule.

3.2.6 **Block A, item 6: description of industry:** The description of the industry to which the unit belongs will be indicated, as per code provided in item 5 of Block – A, in the space provided as per description given in NIC 2008.

3.2.7 **Block A, item 7: state code:** The code has been provided for all the selected factories both under Census and Sample and the same is to be reported both in Parts I & II.

3.2.8 **Block A, item 8: district code:** The code has been provided for all the selected factories both under Census and Sample and the same is to be reported both in Parts I & II.

3.2.9 **Block A, item 9: sector:** This code is to be given in the field according to the location of the units, decided as per the latest available administrative order issued by appropriate Government. The code for units located in the rural areas is 1 and for that in the urban areas is 2. No other code except 1 and 2 can be given here; nor should it be left blank.

3.2.10 **Block A, item 10: RO/SRO code:** **This item is relevant for Central Sample only.** The code has been provided for all the selected factories both under Census and Sample and the same is to be reported by the field staff of FOD both in Parts I & II. **For state sample, this item should be left blank.**

3.2.11 **Block A, item 11: number of units:** Number of units for which the schedule (return) is compiled will be recorded against this item. Here the number of units will be greater than 1 in the case of joint returns only. Also, in the case of joint returns, proper DSL and PSL numbers for which the joint return is compiled should be properly recorded.

The Joint Return (JR) should only be compiled in the following cases:

- (i) The units must be having the same State code;
- (ii) The units should have the same management;
- (iii) Separate unit-wise accounts are not available and only combined accounts are available;
- (iv) Resources that go into the manufacturing activity in the units are not separately identifiable;
- (v) The units must have the same industry group at 3-digit NIC level, but satisfy the aforementioned conditions. However, all the units included in Joint Return must be engaged in manufacturing, and if the combined accounts include accounts of units engaged in activities outside the purview of manufacturing activities, those should be excluded from the joint return.

Note that formation of ‘Joint Return’ as defined above is done only at the stage of updation of frame by FOD (i.e., before selection of samples), and in no case is allowed at the post sample selection. That is, the **unit(s) belonging to the Census Scheme will not be the joint unit with a unit of Sample Scheme or all units belonging to the Sample Scheme should not be joint among themselves even if the above said conditions are satisfied at the post sample selection stage.** If such a situation arises, due to inclusion of units coming

from the supplementary frame for that year, information pertaining to the unit(s) of Sample Scheme needs to be suitably apportioned and separate return should be filled in for each of them. **Only Census Scheme units are allowed to form Joint Return during the survey stage, if such situation arises, provided all such aforementioned criteria hold good. Thus, in case of Sample Scheme, the number of units will be always 1. Hence, for State Sample, the number of units will be always 1.**

Let us consider an example where in the sample selected for ASI 2015-16, it is found that 5 units U₁, U₂, U₃, U₄ and U₅ belong to the CENSUS scheme with same JR code. During data collection for ASI 2015-16 in the field, it is found that other 2 units U₆ and U₇ belonging to the SAMPLE scheme satisfy all the necessary conditions of JR with that of 5 units U₁, U₂, U₃, U₄ and U₅ belong to the CENSUS scheme and a combined return is available. For ASI 2015-16 survey, information in respect of U₆ and U₇ are to be segregated first, and a single joint return will be submitted for U₁, U₂, U₃, U₄ and U₅ only. Separate returns are to be filled in for U₆ and U₇, if selected for ASI 2015-16. However, during the frame updation for ASI 2016-17, U₆ and U₇ need to be assigned the same JR code as for U₁, U₂, U₃, U₄ and U₅ so that all the 7 units are considered as Census units and a single consolidated return is to be submitted for U₁, U₂, U₃, U₄, U₅, U₆ and U₇ during ASI 2016-17 survey.

Let us consider another example where in the sample selected for ASI 2015-16, it is found that 5 units U₁, U₂, U₃, U₄ and U₅ belong to the CENSUS scheme with same JR code. During data collection for ASI 2015-16 in the field, it is found that other 2 units U₆ and U₇ selected for the survey belong to the CENSUS scheme satisfying all the necessary conditions of JR with that of 5 units U₁, U₂, U₃, U₄ and U₅ belong to the CENSUS scheme and a combined return is available. For ASI 2015-16 survey, a single joint return will be allowed to submit for U₁, U₂, U₃, U₄, U₅, U₆ and U₇ only.

3.2.12 **Block A, item 12: status of units:** This item will be recorded in codes. The codes used for 'status of unit' are given below:

Open	1
Existing with fixed assets and maintaining staff but not having production	2
Existing with fixed assets but not maintaining staff and not having production	3
Deleted (including cases of status code 3 for 3 years or more or non-existence or de-registration or out of coverage or any other suitable reason for which deletion from frame is proposed by NSSO (FOD))	4
Existing but non-response due to closure and	

owner / occupier is not traceable..... 5

Non-response due to production not yet started or

accounting year not closed during the year 7

Non-response due to other reasons [*incl.* relevant records are with

Court / Income tax *or* recalcitrant/refuse to submit the return,

or factory under prosecution in respect of earlier ASI].... 8

The following may be noted:

- A unit will be assigned code 2 only if the information relevant for such units such as assets, employee etc. are available. On the other hand, if the unit is existing but no information is available due to closure and owner/occupier is not traceable, the unit will be assigned the code 5.
- A unit will be assigned code 3 only if the unit is having continuous status of code 2 for three consecutive years **or** it has no production and not maintaining the staff but having information in respect of assets is available. Else, it will be assigned code 5.
- A unit is considered for deletion and code 4 will be assigned if the unit is having continuous status of code 3 for three years or more **or** non-existence of the unit as well as owner not traceable **or** de-registered arising out of operational aspects only and not due to the amendment of Factories Acts/Rules thereof **or** out of coverage, and proposed by FOD for deletion from the frame.
- Code 7 will be assigned in the cases where a new unit has not started its production or did not close the account during the accounting year.
- If status of unit is '1' (i.e. open), Blocks A, B, C, D and E must be filled in.
- If status of unit is '2', Blocks A, B, C and E must be filled in.
- If status of unit is '3', Blocks A, B and C must be filled in.
- If status of unit is other than '1'/'2'/'3', Block A must be filled in.

No code other than the above mentioned codes can be given here. It may be noted that there is no code 6 or code 9 for ASI 2017-18. **In no case this item will be left blank.**

A table showing the status of unit codes along with their treatment in calculating weights (multiplier) is given in *Annexure IX*.

3.3 Block B: particulars of the factory (to be filled by owner of the factory)

3.3.0 This block has been designed to collect the particulars of the sample enterprise. This point onwards, all the facts and figures in this return are to be filled in by the owner of the factory.

3.3.1 **Block B: item 1: name and address of the industrial undertaking:** The name of the unit along with the village/town name, district name, state name and pin code is to be filled up neatly, so that the unit should be identified accurately. Note that any change of name undergone by the factory is to be reported with new name and old name is to be mentioned at the below for reference.

3.3.2 **Block B: item 2: type of organisation:** This item is to be recorded in codes which are given below:

- | | |
|---|----|
| a) Individual Proprietorship | -1 |
| b) Partnership | -2 |
| c) Limited Liability Partnership | -3 |
| d) Government Company-Public | -4 |
| e) Government Company-Private | -5 |
| f) Non-Government Company-Public | -6 |
| g) Non-Government Company-Private | -7 |
| h) Co-operative Society | -8 |
| i) Others (including Joint Family (HUF),
Trusts, Wakf Boards, Handlooms,
KVIC etc.) | -9 |

The following may be noted for recording entry here:

Type of Organisation	Description
Proprietary	Here, an individual is the sole owner of the enterprise.
Partnership	It means relation between persons who have agreed to share the profits of a business carried on by all or any one of them acting for all.
Limited Liability Partnership (LLP)	It is an alternative corporate business form that gives the benefits of limited liability of a company and the flexibility of a partnership. It can continue its existence irrespective of changes in partners. It is capable of entering into contracts and holding property in its own name. It is a separate legal entity, is liable to the full extent of its assets but liability of the partners is limited to their agreed contribution in the LLP. Further, no partner is liable on account of the independent or un-authorized actions of other partners, thus individual partners are shielded from joint liability created by another partner's wrongful business decisions or misconduct.

Type of Organisation	Description
Government Company-Public	It is a company where paid-up share capital of the appropriate Government (Central/ State/ Local) is not less than 51% and number of shareholders is at least 7 and no upper limit for number of shareholders.
Government Company-Private	It is a company where paid-up share capital of the appropriate Government (Central/ State/ Local) is not less than 51% and number of shareholders (including the Government) is at least 1 and maximum number of shareholders is 200.
Non-Government Company-Public	It is a company where paid-up share capital of the appropriate Government (Central/ State/ Local) is less than 51% and number of shareholders is at least 7 and no upper limit for number of shareholders.
Non-Government Company-Private	It is a company where paid-up share capital of the appropriate Government (Central/ State/ Local) is less than 51% and number of shareholders is at least 1 and maximum number of shareholders is 200.
Co-operative society	It is a society formed through the co-operation of a number of persons (members of the society) to benefit the members. The funds are raised by members' contributions/ investments, and the members share the profits. The government or government agency can also be a member or shareholder of a registered co-operative society but this fact cannot render the society into a public sector enterprise for the purpose of the survey.
Others	These are the enterprises not falling under any of the above categories.

3.3.3 Block B: item 3: Corporate Identity Number (CIN): CIN, a 21 digit alphanumeric code, provided by the M/o Corporate Affairs on the basis of the registration of unit under the Companies Act, if available, should be provided. If the same is not available, the reason of non-availability should be reported. The structure of CIN is given below for better understanding:

Digit No.	What it shows	Remarks
1st digit	Listing status	If Company is Listed it will start with 'L' and if Company is not Listed it will start with 'U'
Next 5 digit	Industry code	Based on NIC-2004
Next 2 digit	State code	i.e. MH for Maharashtra.
Next 4 digit	Year of incorporation	i.e. for Company formed in Calendar Year 2011 the same will be 2011
Next 3 digit	Ownership code	PLC for Public Limited Company, PTC for Private Limited Company etc.
Last 6 digit	ROC reg.	i.e. 090868 for ROC- Mumbai

Ownership codes in CIN are given as follows:

GOI	Union Government company
SGC	State Government company
PLC	Public limited Indian Non-government Company
PTC	Private limited Indian Non-government Company
FLC	Public limited foreign company incorporated in India
FTC	Private limited foreign company incorporated in India
ULL	Unlimited liabilities Public
ULT	Unlimited liabilities Private
GAP	Guarantee & Association Public
GAT	Guarantee & Association Private
NPL	Section 25 company

CIN is to be filled in only for those units for which type of organisation code is 4, 5, 6 or 7.

3.3.4 Block B: item 4: whether the unit has ISO Certification, 14000 Series: If the unit is having ISO Certificate of 14000 series, code 1 will be recorded, otherwise code 2 will be recorded. Note that the certification must be of 14000 series for recording 'yes'. If for a factory, the ISO Certification 14000 series does not apply, it should be given the code 2. A brief write up on ISO 14000 series is given at *Annexure X*.

3.3.5 Block B: item 5: year of initial production (in the format YYYY): The year of initial production for the factory (and not the year of the completion of factory) is to be recorded here. Note that:

- The year of initial production is to be decided irrespective of change in site or ownership or new registration
- The year of production relates to commercial production and not for pretesting purpose.

3.3.6 Block B: item 6: accounting year (in the format YYYY to YYYY): The accounting year for which the return relates to, is to be reported here. For example, if the factory follows financial year from 1.4.2017 to 31.3.2018 as accounting year, then record **2017 to 2018**. In the case of amalgamated accounts (say, for more than 12 months), the appropriate period are to be reported. It is to be noted that for such units, the accounting year should be closed on or before 31.03.2018, i.e. within the reference period under consideration.

3.3.6.1 It is also to be noted that, in case of amalgamated accounts (say, for more than 12 months), full value figures are to be provided for all the blocks except mandays worked, mandays paid, absenteeism etc. In such cases, mandays worked, mandays paid, absenteeism etc. are to be reported pertaining to the reference period only.

3.3.7 **Block B: item 7: number of months of operation:** This item is to record the total number of months in which the factory/industrial concern operated during the accounting year. The figure reported here must have a consistency with the manufacturing and non-manufacturing days given in Block-E (employment and labour cost).

3.3.7.1 For amalgamated accounts (say, for 18 months), this item has to be reported as 18 and full value figures (of 18 months) are to be provided for all the blocks except mandays worked, mandays paid, absenteeism etc. In such cases, mandays worked, mandays paid, absenteeism etc. are to be reported pertaining to the reference period only.

3.3.8 **Block B: item 8: whether the share capital of the company includes share of foreign entities?:** It relates to the availability of foreign investment in the unit. If the share capital of the unit includes share of foreign entities, code 1 will be recorded in such cases. Otherwise, code 2 will be recorded.

3.3.9 **Block B: item 9: any R&D unit in your factory?:** It relates to the existence of Research and Development (R&D) unit in the factory, which are engaged for activities in connection with innovation. If available and registered with Department of Science & Technology (DST)/ Department of Biotechnology (DBT), Govt. of India, code 1 will be reported. If such R&D units are available but registered with agencies other than DST/DBT, code 2 will be reported. Otherwise, code 3 will be recorded. This information is specific to the unit/establishment being surveyed, i.e. when the account of the R&D unit is integrated with that of the unit/establishment being surveyed, then only such information is to be recorded here.

3.3.10 **Block B: item 10: details of the contact person:** The name & designation along with his/her telephone number, fax number and e-mail address used for the purpose of the unit will be written in the appropriate boxes.

3.4 Block C: fixed assets

3.4.0.1 Fixed assets are of a permanent nature having a productive life of more than one year, which are meant for earning revenue directly or indirectly and not for the purpose of sale in ordinary course of business. They include assets used for production, transportation, living or recreational facilities, hospital, school, etc. Intangible fixed assets like goodwill, preliminary expenses including drawing and design etc. are excluded for the purpose of ASI. The fixed assets have, at the start of their functions, a definite value, which decreases with wear and tear. The original cost less depreciation indicates that part of value of fixed assets, which has not yet been transferred to the output. This value is called the residual value. The value of a fixed asset, which has completed its theoretical working life should always be recorded as Re.1/-. The re-valued value is considered now. But depreciation will be taken on original cost and not on re-valued cost.

3.4.0.2 Fixed assets acquired through others should be valued at full cost incurred, i.e. at the delivered price plus cost of installation including any fees or taxes paid but excluding financing cost if any, like interest paid to bank. The purchased assets may be new or old ones. A fixed asset may be sold or discarded during the accounting year. In such a case, the book value of the fixed asset sold or discarded should be considered. If depreciation of earlier years is shown in balance sheet, it may be adjusted in the opening depreciation value.

3.4.0.3 Fixed assets will **include**:

- 1) Assets used for production, transportation, living or other facilities (recreation, etc.). Full value of assets taken on hire purchase/ installment (whether fully paid or not) *excluding interest* should be considered;
- 2) Assets used for post-manufacturing activities such as, sale, storage, distribution, etc.;
- 3) Additions to fixed assets including major repairs which add significant value to the working life of the fixed asset (**as distinct from minor repair work**) during the reference year are to be included.

3.4.0.4 Fixed assets will **not include**:

- 1) Intangible assets like goodwill, preliminary expenses including drawing and design etc.;
- 2) Advance payment for fixed assets not yet received;
- 3) Copy Right, Mining Lease Right etc. if shown in Balance Sheet. However, these are to be included under operating expenses if same appears in Profit and Loss Account.

3.4.0.5 In case a factory has land/buildings in other State, and no economic activity is carried out in the land/ building located in other State, then it should be recorded in Block C as it is owned by the factory. On the other hand, if any economic activity is carried out, it will be treated as a separate production unit and will not be considered in the return for the factory under consideration.

3.4.0.6 For estimating the total fixed assets in the factory sector, the ownership-approach (including the owner-like possession, like long-term lease) is followed in ASI, i.e., all assets owned by the factory and recorded in the balance sheet, irrespective of whether they have been completely rented out or not for the part of/entire accounting year, is to be accounted in Block C.

3.4.0.7 In the case of an operational lease, the ownership lies with the lessor and hence such leased-in fixed assets are not to be considered in Block C. However, in the case of a financial lease, the ownership lies with lessee and in such case, the same is to be recorded in Block C. The rent received for it, however, should be taken in Block G.

3.4.0.8 Operating leasing is a productive activity that involves renting out fixed assets for terms less than the expected service lives of the assets. It is a form of production in which the lessor provides a service to the lessee in exchange for the lease payments.

3.4.0.9 Financial leasing is an arrangement for financing acquisitions of fixed assets. It is a contract between a lessor and a lessee whereby the lessor owns a fixed asset and puts it at the disposal of the lessee, and the lessee contracts to pay rentals that permit the lessor to recover all or almost all of its costs, including interest.

3.4.1 Block C: item 1: land: Land is a gift of nature and the supply of land is limited. It is not subjected to depreciation unless it is subjected to depletion such as mines and timber land. Land is one of the four factors of production and in a balance sheet of a manufacturing concern, the monetary value of land is shown in general apart from monetary value of other fixed assets. The book value of land, as such, at the beginning and at the closing is the same, unless new land is purchased during the accounting year.

3.4.1.1 Land may be freehold, purchased, rented or leasehold. The term freehold is used in two different senses:

- a) Land obtained directly from the state without any intermediary and the land revenue is payable directly to the Government. This type of freehold land has book value.
- b) Land obtained, free of cost from any other source, may be an ancestral property. *This freehold land has no book value in the books of accounts of the enterprise.*

3.4.1.2 For purchased land, the book value at the opening and at the closing is the same. For rented land, no book value is shown in the balance sheet. The long-term lease hold land (perpetual lease), like owned land, should be included and the value of lease amount should be recorded in Block C. *On the other hand, the short-term lease hold land will not be considered in Block C, and only the rent, if paid during the reference period, should be recorded in Block F.*

3.4.1.3 This will also include improvement to land such as construction of approach road, boundary walls, sewerage, etc. However, if only a portion of the land belonging to the residence of a household is utilized for the enterprise, only that portion of the land may be considered as capital assets for the enterprise. Land owned with permanent heritable possession with or without right to transfer the title would come under this item. *For encroached land, market value will be recorded. Land used for cultivation within factory premises, as well as the income generated from that activity, will be excluded.*

3.4.2 Block C: item 2: building: Building includes:

- Building for workshops and buildings utilized for production, office and housing;

- Parts and conveniences that facilitate the housing activity in them such as lifts, stairways, heating, lighting and communication system (**not equipments**) internal to the building, fire precaution system, capital expenses on telephone system to factory building, air conditioning plant only when installed primarily to provide better working condition to the operative and essential devices for watering raw materials or products;
- *Window type air conditioners should not be considered here instead it would be considered against Item 7;*
- Other constructions such as passage, boundary wall, partition, water tank (overhead/ underground), sewerage, tube-well, etc. that are integral to the factory building are to be included here;
- In case of partnership or proprietary concerns, residential flat or building meant exclusively for residence of owner/proprietor who is not an employee of the factory, will not be considered as a business asset and hence the same should be excluded from ASI. *However, if the owner/proprietor is an employee of the factory, or the same residential flat or building is also used for production purpose or for the residential/welfare purposes of other employees of the factory too, it is to be recorded against 'buildings' in Block C;*
- In some balance sheet, the value of shares in co-operative housing society (within Industrial Estate) is often shown. *Care should be taken not to include the same in ASI return;*
- If the value of land and building is jointly reported in the balance sheet, effort should be made to apportion the values of land and building and report against appropriate items.

3.4.3 Block C: item 3: plant and machinery: Plant and machinery **include:**

- Equipment for execution of work. It includes power generating machinery, construction machinery, metal working machinery, furnaces, metal cutting lathes, blast furnaces, looms, sewing machines, cranes, fork lift equipment, etc. *Cranes, which don't form a part of machinery, should be treated as transport equipment.* There are some items, which create confusion for classifying them under this item. For example, electric installations for running the plant, molasses tanks in case of sugar factory, moulds fitted to machinery in plastic and other industries, water tank for curing in cement factory, air conditioners fitted to machinery or used for cooling the machinery etc. all such items will be considered as plant and machinery;
- A refrigerator is not a plant and machinery, but there are some medicines which after manufacture are to be kept in refrigerator so that it does not lose its medicinal property. In such a case the refrigerator is considered as plant and

machinery in medicine producing factory;

- If a machine owned by the factory is partly used by it and partly rented out during the accounting year, such asset is to be included as part of fixed asset of the factory. *In case the machine is completely rented out during the accounting year, then it is to be considered as asset in Block C, and also the rent received for it is to be considered in Block G, item 6 (rent received for plant & machinery and other fixed assets);*
- If machinery is received as gift and installed without incurring any capital expenditure by the factory, *the total value of the gift, installation charges and other incidental charges are to be recorded against Plant & machinery;*
- Own constructed Plant & Machinery, if installed, *is to be evaluated at cost as in the books of the factory.* Total value of all plant and machinery acquired on hire purchase basis is to be included against Plant & Machinery. *Advance payments made for the purchase of machinery (not in possession during the reference year) will not be recorded.*

3.4.4 Block C: item 4: transport equipment: These are used for transporting employees and goods of the factory. They include locomotive, trucks, trailers, cars, ropeways, buses and lorries. Note that:

- If a factory has a cart driven by animals for transport purpose then *the cart along with the animal will be considered here;*
- *When a crane forms specially a part of plant and machinery it should be considered against item 3, otherwise it will be considered here;*
- If the same transport equipment is used for the factory as well as for other purpose, the question of segregation arises. *For example, if same transport equipment is used to carry agricultural product and factory product of the same concern, segregation must be on the basis of mileage.*

3.4.5 Block C: item 5: computer equipment incl. software: This will include the cost of computers and the equipment along with the software used to run it. This will also include the cost of UPS, CVT, Printers, etc. The customized software or database software **may also be included here.** *The computers that are used to run the plant and machinery or used as plant and machinery, like in printing industry, should be included against the plant and machinery.*

3.4.6 Block C: item 6: pollution control equipment/ environment improvement equipment: This is in context of thrust on pollution control equipment or environment improvement equipment to be taken by factories. This refers to machinery installed for pollution control as well as environment improvement. Some of the commonly used equipments are packed towers, carbon absorbers, fabric filters, catalytic reactors, etc. Details of such items may be found in the item master.

3.4.7 Block C: item 7: other fixed assets: This will include all other assets which are not included in Items 1 to 5 such as loose tools with a normal life of more than one year, library, laboratory, apparatus, trade mark instrument, hospital equipments, furniture fixture, office equipment, weigh bridge, room air conditions, heater, fans, PABX, electrical fittings. This will also include other constructions such as bridges, platforms, pipelines, telephone and other communication lines, tube wells etc. that are external to the factory buildings but within the factory compound. Fire Extinguisher vehicle should be recorded here. In some balance sheet an item 'land and development' might have been shown. In such cases, value of land and expenditure on development are to be separated. In cases where the electric installation charges paid also includes the charges for the electrical fittings that are of a longer life of more than 1 year, the value of electrical fittings of more than one year life should be apportioned and recorded against 'other fixed assets' in Block C, and remaining part of the values should be recorded in Block F.

3.4.8 Block C: item 9: capital work in progress: The value of all assets capital in natures, which are under construction or installation but not capitalized, will be shown here. The net balance of fixed capital work in progress i.e. (Col 7 - Col 3 of item 9), if positive, will be reflected in item 4 in Block G i.e. value of own construction.

3.4.9 Block C: column 3: opening balance: The book value or re-valued gross figures of the fixed assets (whenever revaluation is carried out) as on the opening day of the accounting year is to be reported. In case the theoretical working life of the assets expires, then the value should be recorded as Re 1/-.

3.4.10 Block C: columns 4 & 5: value addition during the year: Fixed assets acquired from others during the year, whether fully paid or not, should be valued at the full cost incurred, i.e., at the delivered price plus the cost of installation including any fees and taxes paid *but excluding financing costs relating to the period after the commencement of production*. This would include:

- (1) value of all purchases of materials on capital account during the accounting year,
- (2) amount paid for service charges during the accounting year on capital account,
- (3) value of all fixed assets, whether fully paid or not, taken on capital account during the accounting year.

3.4.10.1 All items purchased, old or new, including those constructed by the factory and capitalized will be recorded under Columns (4) & (5).

3.4.10.2 Fixed assets produced by the establishment for its own use should be valued at the cost of all work put in place including any overhead costs allocable to this work. In case any re-valuation of the fixed assets has been carried out during the accounting year, the extent of its impact may be included under Column (4). However, the extent of total re-valuation shall be shown with a footnote under the block.

3.4.11 **Block C: column 6: deductions and adjustments during the year:** Gross value of the fixed assets sold, discarded or otherwise disposed off during the year is to be entered. Book value of the sale or that value which is recorded in the books of accounts for the discarded item needs to be reported.

3.4.11.1 **Data must be furnished in respect of Columns 4, 5, 6, 9, 10, 12 and 13, if not available for all the columns of the block as envisaged.**

3.4.12 **Block C: columns 8-11: depreciation:** The following may be noted:

- 1) Depreciation up to the beginning of the year and that provided during the year should be shown respectively, under Columns (8) and (9). Depreciation relating to assets sold/discarded /otherwise disposed off during the year should be shown under Column (10);
- 2) The depreciation allowance provided for the accounting year is to be recorded here. All items, which have a normal life of more than a year and are used for the manufacturing process or incidental to it, are allowed some allowance each year; the allowance thus claimed is recorded as depreciation. In addition to the normal allowance, for new item an allowance known as initial allowance for investment is allowed. They should not be shown in the return for the purposes of Block C, as depreciation. Where the factory was following a system of depreciation, but provision has not been made for a period of time, the estimate of depreciation for the accounting year is to be made as per the method followed by it. On the other hand, if depreciation figures for preceding year(s) are reported along with the depreciation provided during the year, depreciation provided during the year should be apportioned by some means and same may be reported in Column 9. Generally, depreciation is most often calculated using any one of the following methods as described below:

A. Straight Line Method: In this method depreciation is constant every year over the working life of the asset. Here, depreciation is calculated using the following formula:

Rate of Depreciation $R = \frac{[(C-S)/n]}{C} \times 100$, where

C = total original cost including the price of purchase or construction of the asset in consideration and the cost of installation,

S = Residual or Scrap value, if any, which is the estimated proceeds expected from the disposal of the asset at the end of its working life and

n = an estimate of its working life in years.

The value of a fixed asset that has completed its theoretical life should be recorded as Re 1/- ;

B. Written Down Value Method: Under this method, depreciation is charged on the reducing value of the asset as at the beginning of the accounting year. Here depreciation

charged on the asset varies over the years. Depreciation is calculated in this method using the formula as given below:

$$\text{Rate of Depreciation } R = (1 - \sqrt[n]{S/C}) \times 100$$

- 3) If no depreciation has been allowed for an item of fixed assets, the same may be estimated using the straight line method as described above.
- 4) *If a company calculates depreciation as per the Companies Act, 2013 and also, calculates as per Income Tax Act, 1961 for submitting Income Tax-return, depreciation calculated as per the provision of Companies Act, 2013 is to be considered for ASI purpose.*

3.5 **Block D: working capital and loans**

3.5.0 Working capital represents the excess of total current assets over total current liabilities. The item-wise descriptions are given below.

3.5.1 Block D: item 1: raw materials & components and packing materials: Packing materials will find place here. Stock of unfinished/semi-finished goods purchased from the market for further processing will be included here. Materials supplied by the factory to others for processing will be included but materials supplied by others to the factory for processing will not be considered. Stock of construction/building materials will be taken against this item. The stocks of raw material for which payment has been made but material is yet to be delivered should be taken in this item (such as material in transit). The raw material which is left after the consumptions in input process should be taken. In most cases this needs to be bifurcated from the balance sheets after probing with the factory personnel. The examples of this kind are given in Ready Reckoner. In case of printing press doing job work and producing printing materials on customers' orders with bulk of materials supplied by customers, stock of ink and other papers of the factory may be taken into consideration in this item. Stock of 'trading goods' should be recorded against this item. Raw material scrap and packing material scrap are to be included here.

3.5.2 Block D: item 2: fuels & lubricants: This will include all fuels and lubricants in stock. This will also include stocks of furnace oil, coal, coke, diesel, petrol, kerosene, LPG, lubricant oil, grease etc. In most cases this needs to be bifurcated from the balance sheets after probing with the factory personnel.

3.5.3 Block D: item 3: spares, stores & others: Include stores, spares, loose tools of short life, office supplies, material required for repair and other consumables. Scrap, other than raw material scraps and packing material scraps, such as consumables scraps are to be included here. In most cases this needs to be bifurcated from the balance sheets after probing with the factory personnel.

3.5.4 Block D: item 5: semi-finished goods/work in progress: It includes the values of materials which has been partially processed and are not usually sold without further processing. Goods under process from the material supplied by others are not to be

taken here. ***This item excludes value of semi-finished fixed assets for the use of the factory.*** In the case of **partially completed** ‘job work’ done by the unit, labour cost incurred is sometimes shown as ‘semi-finished good’ in balance sheet. *In such cases, if the expenditure is actually incurred (paid), then it should be taken in Block F. If it is payable (not yet paid) it should be taken in Block D as ‘other current liability’.* **In no case it should be recorded as ‘semi- finished goods’.**

3.5.5 Block D: item 6: finished goods: All goods made by the factory which are ready for sale as on the reference date are to be included here. Finished goods processed by others and held by them from the raw materials supplied by the factory will **be included**, *but finished goods held by the factory after processing from raw materials supplied by others will be excluded.*

3.5.5.1 The valuation of the goods should be made at the price (excluding excise tax, sales tax, etc.) at which goods were sold by the factory immediately prior to the reference dates. Where this is not possible, book value may be taken.

3.5.6 Block D: item 8: cash in hand & at bank: Cash to be considered as current asset should be of liquid in nature. Deposit with telephone, electricity, etc. are not considered as current assets. Cheque issued but not presented will be included against this item. Stocks of postage stamps, revenue stamps, MO forms are to be included here.

3.5.6.1 Moreover, current account, savings bank account, short-term deposits are considered as current assets and hence included here. Drafts in hand will be included here. *Fixed deposit of any nature that can be liquidated instantly with or without penal charges will be included here irrespective of their tenure.* Any remittance in transit will be **excluded**.

3.5.7 Block D: item 9: sundry debtors: In most manufacturing enterprises cash sales are less and most of the transactions are on credit basis. When credit is allowed to a customer (debtor) his current asset gets increased. All debtors taken together are called sundry debtors. Advances given to supplier / parties are to be **included**.

3.5.8 Block D: item 10: other current assets: Sometimes an establishment pays in advance which is recoverable in cash or kind or for value to be received. Sometimes an employer makes advance payment to its workers or employees. This advance payments are for short term and recoverable or adjusted against the following months’ bills. Such advance payment will form a part of this item.

3.5.8.1 The items which will also be included in other current assets are:

- a) Bills receivable,
- b) Cheques in hand,
- c) Prepaid expenses,
- d) Balance with excise authorities,
- e) Advance income tax,
- f) Security deposits (if refundable within one year),

- g) Tender deposits of short duration,
- h) Rent receivable for rented out fixed assets,
- i) The interest charged by the factory for untimely payment from parties, and
- j) Excess service tax paid to the government.
- k) Short-term capital transactions (except share capital) receivable within a year.**

3.5.8.2 The items which will be excluded in other current assets are:

- a) Unused overdraft facility,
- b) Capital transactions like investment in private companies,
- c) Trade investment,
- d) Amount receivable for sale of fixed assets,
- e) Any advance relating to long term capital transactions, and
- f) Long term loan with interest thereon.

3.5.8.3 Sometimes, a negative entry is found in current asset figures from the balance sheet. *In such cases, the amount shown with negative value in current asset must be ascertained and if confirmed, it may be entered as positive value against “other current liability”.* Similarly, negative current liability has to be recorded against “**other current assets**”. In no case, the entries for current assets or current liability can be negative.

3.5.9 Block D: item 12: sundry creditors: Amounts owned by an enterprise on account of goods purchased or services received in respect of similar related contractual obligations. This will include sundry creditors for supplies (amount due on account of capital transactions are not to be included), sundry creditors for other finances, sundry creditors for other liabilities etc. It includes all advance payment received for supplying its goods to consumers.

3.5.10 Block D item 13: over draft, cash credit, other short term loan from banks & other financial institutions: This will include short-term loan from banks, other financial institutions, from Directors and others. Bank over drafts, cash credit, loan taken on hypothecation of raw materials and other current assets etc for a period up to one year are also to be included here.

3.5.11 Block D: item 14: other current liabilities: Bills payable, income tax collected from employees and to be paid to the Government and used as working capital, sale tax payable, service tax payable, unpaid property tax, unpaid excise duty, telephone bills and electricity bills payable, credit balance of subsidiary companies, **short-term capital transactions (except share capital) payable within a year** etc. are to be considered in this item. All provisions will also be included here. Expenses which are expected to be payable within a year are to be considered.

3.5.12 Block D: item 17: outstanding loans: In a manufacturing unit, the capital employed either as fixed assets or current assets, comes from ownership funds as well as borrowed funds. This borrowed fund is termed as loan. This loan may be secured and unsecured.

3.5.12.1 The secured loan which will form a part of this item are:

- (i) Debentures are uniform parts of a loan raised by a company and the public are invited to purchase as many as they wish. All kinds of debentures, i.e., non- convertible as well as **convertible debentures** will be considered as outstanding loan. **Convertible debentures are those debentures which remain a part of long-term liability of the unit till the date of redemption of the debentures. On the date of redemption, it becomes converted into share capital of the unit;**
- (ii) Loans and advances from banks on hypothecation of fixed assets;
- (iii) Loans and advances from subsidiaries;
- (iv) Other loans and advances.

3.5.12.2 Unsecured Loans which will form part of these items are:

- (i) Fixed deposit - money deposit by the public at a certain rate of interest for a certain period;
- (ii) Other loans and advances from banks/financial institutions and others;
- (iii) Loan from Directors/ Friends: Loans taken from the friends and directors will be included, ***but the interest accrued on them will not be included.*** In case interest is included, it may be separated and recorded. If the interest cannot be separated, a footnote may be given to this effect.
- (iv) Short-term loans and advances taken in current liabilities will **not be included;**

3.6 **Block E: employment and labour cost**

3.6.0 The information in this block is also used by Labour Bureau. Central Statistics Office (IS Wing), Kolkata supplies the information of this block to Labour Bureau directly.

3.6.0.1 Particulars in this block should relate to all persons who work in and for the establishment including working proprietors and active business partners and unpaid family workers. However, Directors of incorporated enterprises who are paid solely for their attendance at meeting of the Board of Directors are to be **excluded**.

3.6.1 Block E: items 1 & 2: male & female workers directly employed: Include all persons employed directly (casual as well as regular) on payment of wages or salaries and engaged in any manufacturing process or its ancillary activities like cleaning any part of the machinery or any premises used for manufacturing or storing materials or any kind of work incidental to or connected with the manufacturing process.

3.6.1.1 Include also labour engaged in repair and maintenance or in production of fixed assets for factory's own use or labour employed for generating electricity or producing coal gas. Any person though engaged in manufacturing and its ancillary activities but not receiving any payment or salaries like working proprietor (working member in case of a cooperative factory) or unpaid family member, etc., is **not to be**

included as worker even if he/she may be termed as a worker under the Factories Act, 1948. It also **excludes** all persons holding positions of supervision or management or employed in confidential position even if classified as workers under the Factories Act, 1948.

3.6.1.2 The following points are to be noted in filling up of this block:

- (i) Clerks employed in Planning Section, Estimating Section and Drawing Office will be included since their work is more or less directly connected with the manufacturing process or the articles manufactured. Also included will be gate-keeper if solely or mainly deputed for guarding a place where manufacturing process was carried on;
- (ii) In some highly automated manufacturing factory, there are only supervisors working in the factory floor. In such cases, if the person is directly engaged in production process, he/she should be treated as worker irrespective of his/her designation;
- (iii) In case some persons, who are not workers under the Factories Act, 1948 are given material by the factory to work in their own homes and return the finished product, as soon as completed, details of such persons should not be shown in this block. Remuneration paid to them for work done by them will be **shown in Item 1 of Block F**.

3.6.1.3 The particulars relating to workers directly employed should be shown separately for male and female workers against items 1 and 2 respectively. The particulars regarding workers employed through contractors should be shown against item 4. *Note that, each worker is to be categorized as male or female irrespective of whether he/she is a child or not.*

3.6.2 Block E: item 4: workers employed through contractors: The workers employed through contractor will come here.

3.6.3 Block E: item 6: supervisory & managerial staff: Include all persons holding positions of supervision or management (on regular or contract basis) *regardless of classification under the Factories Act, 1948.*

3.6.4 Block E: item 7: other employees: Include all employees other than workers, viz., clerks in administrative office, storekeeping section and welfare section (hospital, school, etc.) watch and ward staff. Also, include employees in the sale department as also those engaged in the purchase of raw materials, fixed assets, etc. for the factory.

3.6.4.1 If a salesman employed by a unit is stationed in a different place, but getting the salary from the unit producing the medicines, he should be considered as ‘*other employees*’ in Block E, and his salary should be recorded against ‘wages/salaries’ under Block E.

3.6.5 Block E: item 8: unpaid family members/ proprietor/ coop. members: Working proprietors/partners/family members/working members of cooperative society will be included against Items 1 to 7 *only when they are paid*; otherwise they are to be reported against Item 8. Exclude dormant or inactive partners and members of a proprietor's family.

3.6.6 Block E: item 10: bonus (in Rs.): Profit sharing, festival, year end, other bonuses and ex- gratia payments paid at less frequent intervals (i.e., other than bonuses paid more or less regularly for each pay period) are to be recorded under this item.

3.6.7 Block E: item 11: contribution to provident fund and other funds (in Rs.): It includes old age benefits like contribution to provident fund, pension, gratuity and contribution to other social security charges such as employee's state insurance, compensation for work injuries and occupational diseases, provident fund linked insurance retrenchment and lay-off benefits, payment made for VRS etc. The expenditure incurred for 'labour welfare fund' by the unit will be recorded here.

3.6.8 Block E: item 12: workmen & staff welfare expenses (in Rs.): Includes benefits in kind including neutralizing agents, fats, milk, molasses given to workers of a factory where there is possibility of health hazard. Also includes cheap ration, shoes, umbrellas, residence, etc. provided to workers who work at tea gardens. Light meal or lunch, beverages, tobacco, clothing (except uniform) electricity free of charge, water purchased but supplied free of charge, medical expenses. Children educational allowances, LTC, bus hired for to and fro daily journey (HRA will be considered as a part of wage and salary), maternity benefits and crèches, cultural and recreational facilities, cooperative stores for employees etc.

3.6.9 Block E: item 13: number of working days:

(i) **Manufacturing days** will mean and include number of days on which actual manufacturing process was carried out by the unit.

(ii) **Non-manufacturing days** will mean and include number of days on which only repair/maintenance and construction work was undertaken as well as non-working days. Non- Working day is the day on which neither manufacturing process nor repairing and maintenance work is carried out but the factory and/or office remains open.

3.6.10 Block E: columns 3: man-days worked on manufacturing days: The total number of man-days worked during the accounting year by each category of employees is obtained by summing up the number of workers attending in each shift over all shifts worked on all working days during the accounting year. This figure excludes persons who are paid but remain on leave/ strike etc.

3.6.11 Block E: columns 4: man-days worked on non-manufacturing days: The mandays worked on repair and maintenance and/or construction activities and also non-working days for each category of employees will be reported here. For factories having status of unit code 2, mandays are to be reported under non-manufacturing only.

3.6.12 Block E: columns 6: average number of persons worked: The Average number of persons worked is computed by dividing the total man days worked as reported in Column (5) by the number of working days reported against *Item 13 (iii)* of Block E.

3.6.13 Block E: columns 7: no. of mandays paid for: It includes mandays worked, mandays on weekly schedule holidays if paid for and those absences with pay as also mandays lost through pay off / strike for which compensation was payable.

3.6.14 Block E: columns 8: wages/salary (in Rs.): Remuneration is related to an individual worker, in terms of money, directly or indirectly payable, more or less regularly for each pay period, in respect of his/her employment or work done in such employment. Includes

- (i) wages & salaries **including** paid for leave periods and holidays,
- (ii) payment for overtime, dearness, compensatory, house rent and other allowances,
- (iii) bonuses such as production bonus, good attendance bonus, incentive bonus etc. which are paid more or less regularly for each pay period,
- (iv) lay-off payments and compensation for unemployment except where such payments are made from trust or other social funds set up expressly for this purpose, i.e., payments, which are not made by the employer.

3.6.14.1 The amount of salaries/wages payable during the accounting year should be entered gross, i.e., **before deductions for** fines, damages, taxes, provident fund, employee's state insurance contributions etc. *For workers employed through contractors, payment made to these workers, and **not to the contractor** will be recorded. The difference between the payment made to the contractor and the payment actually accruing to the contractor's workers will be reported against Item 3 of Block F.* Benefits, in kind (perquisites) of individual nature are only included.

3.6.14.2 **Exclude:** employer's contribution to old age benefits, employer's contribution to other social security charges and imputed value of group benefits in kind and travelling and other expenditure incurred for business purposes and reimbursed by the employer.

3.6.14.3 The following points may be kept in view:

- 1) In case any payment is made by Government under the employment guarantee scheme to apprentices working in a factory this payment will not be considered for reporting under Column (8);
- 2) The amount of income tax of the employees paid by the factory owners over and above the salary will be included in salaries/wages;
- 3) Retaining allowances form part of wages/salary and the amount actually paid is to be included in salary/wages;
- 4) All allowances (for maintenance of car, upkeep of garden, etc.) paid in cash will be included with salary. In case the up-keeping is directly taken care of

by the management, it will be treated as benefit in kind, and will be included if individual nature.

3.7 Block F: other expenses

This block includes the cost of other inputs - both the industrial and non-industrial service rendered by others that are paid by the factory and most of which are reflected in the ex-factory value of its production during the accounting year.

3.7.1 Block F: item 1: work done by others on material supplied by the industrial undertaking: This covers payments made by the factory for contract and commission work done by others on materials supplied by the factory during the year. Payments to home workers and cost of similar work carried out by the factory's sister concerns are to be included.

3.7.2 Block F: item 2: repair & maintenance expenditure: The cost of materials consumed by the factory for repair and maintenance of buildings, plant & machinery, pollution control equipment and other fixed assets and cost of repairs and maintenance carried out by others to the factory's sister concerns is to be included, but capitalized (major) repairs are not included. It should be noted that materials consumed for repair and maintenance and those commodities that help to keep the fixed assets of a factory in shape and in a serviceable condition are distinguished from consumable stores, i.e., commodities which indirectly help in production, without having anything to do with the upkeep of fixed assets of the factory. Consumable stores will **not be reported** here. The kerosene oil used for cleaning the machinery will be shown against Item 2 as it helps the machinery to remain in working condition.

3.7.2.1 The total expenditure incurred for repair and maintenance has to be bifurcated into that for buildings and other constructions which is to be reported in Item 2(i) and that for other fixed assets which is to be reported in Item 2(ii).

3.7.3 Block F: item 3: operating expenses: In business accounting this is also known as 'Selling, General and Administrative expenses. This item includes

- (i) inward freight and transport charges;
- (ii) rates and taxes excluding income tax, i.e., local rates, factory license, subscription to business association, boiler inspection fees, road tax for vehicles, provident fund administrative charges (to be segregated from the provident fund contribution), sales tax renewal fees, professional tax, property tax, and
- (iii) purchase tax on materials.

3.7.3.1 Note that legal charges (including stamp papers) exclude fees paid to Income Tax/Sales Tax practitioners, as these are post-manufacturing expenses.

3.7.3.2 Sale tax paid on purchase of raw materials, if not added to the cost of raw material in Profit & Loss accounts, should be reported here.

3.7.3.3 “*Import license fee*” should be considered as “*operating expenses*” and recorded in Block F. But, if a part of the raw material has been procured under the “*import license fee*” and for the rest of the quantity, the right of import has been sold at a higher price, then the difference will be recorded against “*receipts from non-manufacturing services (including non-industrial services)*” in Block G.

3.7.3.4 It also includes payments for communication such as postage, telegrams, telex, telephones (rental as well as call charges), accounting (includes audit fee and payment to the auditor in other capacity), bank charges (which is an amount charged to a customer by a bank for collection, exchange, cheques drawn, other services exclusive of interest and discount), advertising (for sales promotion also), legal and similar services rendered to the statistical unit. Copy right, mining lease right should also be recorded here. The cost of advertisement is to be taken in full even if the expenditure is meant for coming year, printing and stationery (including technical magazines and periodicals), miscellaneous (such as purchase agency services, technical know-how and consultancy charges, medical examination fees for recruitment of staff, Directors fees and all other non-industrial services), payment made to the labour contractor (other than the payment to the contract labour), filing fee, etc. Exchange fluctuation loss of the factory should be included. “*Key man insurance*” should be recorded here.

3.7.3.5 The uniform provided by the employer to its employees for wearing during working hours mandatorily should be considered as operating expenses and recorded in Item 3 of Block F.

3.7.4 Block F: item 4: Expenses on raw materials and other components for own construction: This item will include the expenses incurred for own construction (*Block G item 4*) by a factory including raw materials and other components.

3.7.4.1 However, labour cost incurred for own construction should not be included against this item. In fact, labour cost for own construction may be included in Block E.

3.7.4.2 *If there is any entry against Block G item 4 (Value of Own Construction), then there should be some appropriate entry against this item and vice versa.*

3.7.5 Block F: item 5: insurance charges: A promise of compensation for specific potential future losses in exchange for a periodic payment. The charge in this regard made by the factory to the concern comes under here.

3.7.6 Block F: item 6: rent paid for plant and machinery & other fixed assets: The rent paid for hiring the plant & machinery for the financial year is reported here. The rent paid for other fixed asset also qualifies here.

3.7.7 Block F: item 7: expenses on research & development (R&D): The expenses incurred by the unit for research & development have to be reported under this item. Care should be taken to see that pure routine expenses, though the same may be connected with the research & development, should not be included against this item. Again, if any of such expenditure is included in any of the preceding items, the same should not be repeated against this item.

3.7.7.1 This item should normally be filled in only in cases where the codes of 1 or 2 are there against Item 9 of Block B.

3.7.8 Block F: item 8: rent paid for buildings: The rent paid for hiring the building for the financial year is reported here.

3.7.9 Block F: item 9: rent paid for land on lease or royalties on mines, quarries and similar assets: It **excludes** the amount of royalties paid for procuring raw materials such as extraction of lime stones from quarries.

3.7.10 Block F: item 10: interest paid: Include all interest paid on factory account on loans irrespective of duration and nature of agency/party from which loan was taken. Interest paid to partners and proprietors on capital **will not be included**.

3.7.11 Block F: item 11: purchase value of goods sold in the same condition as purchased: All sales of a factory can be classified according to whether the sale is

- (i) of the product of the factory,
- (ii) of goods incidental to manufacturing, and
- (iii) other items not connected with manufacturing.

Item 11 will relate such of the goods of (ii) and (iii) above, which are sold in the same condition as purchased, i.e., without any transformation.

3.7.11.1 If a factory manufacturing cottonseed oil from oil seeds also purchases and sells cotton as a subsidiary activity, the purchase value of cotton sold during the year will be entered against Item 11.

3.7.11.2 If a factory purchased some spare parts with the intention of using these in the manufacture of machinery but sells some of the spare parts during the year, the purchase value of these spare parts sold will be entered here. *Activities carried on shops and commercial establishments, goods purchased and sold, as a part of speculative activities (in the nature of purchase and sale without delivery of goods) will be excluded.* The purchase value of electricity sold, if any, is also to be reported here.

3.8 Block G: other output/receipts

In this block, information on other output/receipts is to be reported.

3.8.1 Block G: item 1: receipts from manufacturing services (including work done for others on materials supplied by them and sale value of waste left by the party): This item includes receipts for work done for others or for various manufacturing services (job work done) rendered to others, as for example contract or commission work done for other establishments on their materials or repair and maintenance on machinery and equipment, whether such services are rendered inside or outside the factory premises. The value reported should be the total amount charged to customers for the work or services performed.

3.8.1.1 Sometimes, a tax viz. 'work contract tax' is being paid by the factory on the job-work done on material supplied by others. *Such tax paid, if available in Profit & Loss Accounts, should be recorded in Block F, item 3 (operating expenses) and the service charges received against the job done by the factory will be reported against item 1 of Block G.*

3.8.1.2 This item excludes:

(i) imputed value of free services after sales during the warranty period to own products sold;

(ii) repairs to own fixed assets, e.g., owned vehicles in a State Transport Workshop;

(iii) servicing on its own account, i.e., repairing or processing work done on the items furnished by itself for sale or exchange.

3.8.2 Block G: item 2: receipts from non-manufacturing services (including non-industrial services): It includes all receipts of the factory from others for providing non-manufacturing services including those of non-industrial nature such as transportation, agency, consultancy, etc. Income due to exchange rate fluctuation should be included here.

3.8.3 Block G: item 3: value of electricity generated and sold: This item will be applicable to factories other than electricity undertaking where electricity is produced and sold. The entry against this item is not to be made in case of units engaged in the generation, transmission and distribution of electricity. In this case the quantity as well as the value of electricity produced will be shown in Block J. Book value of electricity produced will be shown in case of supply to sister concern under the same ownership and market value in other cases.

3.8.4 Block G: item 4: value of own construction: The cost of development of productive fixed assets during the accounting year by the factory itself is to be reported here. It will include the net balance of semi-finished fixed assets or fixed capital work-in-progress plus actual addition to completed fixed assets, by virtue of own construction of the factory, during the reference period. The first part i.e. the net balance of fixed capital work-in-progress i.e. (Col. 7 – Col.3) of item 9 in Block C, **if positive**, will be added to this item.

3.8.4.1 *If there is any entry against Block F item 4 (Expenses on raw materials and other components for own construction), then there must be some appropriate entry against this item.*

3.8.5 Block G: item 5: net balance of goods sold in the same condition as purchased: it is the difference between *item 11 block G and item 11 block F.*

3.8.6 Block G: item 6: rent received for plant and machinery and other fixed assets: The rent received for renting out the Plant and Machinery for the financial year is reported here. The rent received for other fixed asset also qualifies here.

3.8.7 Block G: item 7: variation in stock of semi-finished goods: The difference of the figures in *Columns (4) and (3) of Item 5 of Block D* will be recorded here.

3.8.8 Block G: item 8: rent received for building: The rent received for renting out the building for the financial year is reported here.

3.8.9 Block G: item 9: rent received for land on lease or royalties on mines, quarries and similar assets: The rent received for the land leased out by the factory or royalty received for any patent of assets.

3.8.10 Block G: item 10: interest received: Include all interest received on factory account on loans irrespective of duration and nature of agency/party to which loan was given. The interest from fixed deposit will also be included here as fixed deposit of any tenure is now considered as current asset in ASI.

3.8.11 Block G: item 11: sale value of goods sold in the same condition as purchased: The sale value of all goods sold in the accounting year in the same condition as purchased is to be reported. For the items to be included under this, instructions as given in Item 11 of Block F above relating to purchase value of goods sold in the same condition as purchased will apply.

3.8.11.1 It should be noted that this item includes the value of sales of goods normally consumed by the factory when sold as purchased as well as the sale value of goods brought expressly for resale. As the scrap and discarded material are not considered as by-product in general and are sold in the same condition as purchased, sale value of scrap & discarded material may be included here. In case electricity purchased is sold, its value will be reported against this item and its corresponding purchase value will be reported against Item 11 of Block F.

3.8.12 Block G: item 12: Other Production Subsidies: A subsidy is a form of financial assistance paid to a business or economic sector. Most subsidies are made by the government to producers or distributors in an industry to prevent the decline of that industry (e.g., as a result of continuous unprofitable operations) or an increase in the prices of its products or simply to encourage it to hire more labour (as in the case of a wage subsidy). **Other subsidies on production like subsidy received from the Government for employing physically handicapped persons, installing pollution control in the factory, training of workers etc may be included against this item as distinct from product subsidy which should be considered in Block J.**

3.8.12.1 The amount of subsidy that relates only to the reference year is to be apportioned and recorded. If the subsidy has been claimed for the current (reference) year but not yet received, then the expected value of the subsidy to be received for the current reference year should be recorded.

3.9 Block H: indigenous input items consumed

3.9.0.1 This block covers all those goods (raw materials, components, chemicals, packing material, etc.), which entered into the production process of the factory during the accounting year. All intermediate products consumed during the year are to be **excluded**. Intermediate products are those, which are produced by the factory but are, subject to further manufacture. For example, in a cotton textile mill, yarn is produced from raw cotton and the same yarn is again used for manufacture of cloth. An intermediate

product may also be a final product in the same factory. For example, if the yarn produced by the factory is sold as yarn, it becomes a final product and not an intermediate product. If however, a part of the yarn produced by a factory is consumed by it for manufacture of cloth, that part of the yarn so used will be an intermediate product.

3.9.0.2 Valuation of the goods consumed should be at the delivered value to the factory. It includes besides the purchase value, cost of transport to factory, commission to purchasing agents and taxes or duties paid thereon. Transfer of goods from sister concern should be valued according to book values. If the item-wise bifurcations on raw materials in respect of inward transport are not available, then only the same should be shown against Operating Expenses (F3). In all other cases, they should be added to the respective raw materials. The same is applicable to purchase tax on raw material also.

3.9.0.3 Where a material is not purchased but obtained from any other source, such as mine taken on lease, the purchase value of such material is to be taken as equal to the cost of production which is inclusive of the annual amount of the lease money paid plus the cost of transport, or other incidental charges incurred in bringing the material to the factory. For example, in case of cement factory, which paid certain amount to the lessor of a quarry for the right to work there and obtained limestone needed by it, the purchase value of the material is to be estimated as the annual amount of lease money paid plus transport and other charges incurred in this connection.

3.9.0.4 Materials purchased at any time but not consumed during the year, those lost through theft or damages and materials produced and consumed in the process of production are to be **excluded**.

3.9.1 Block H: items 1-11: basic materials: Details of all basic materials consumed during the year are to be reported both in quantity and value along with unit of quantity against Item 1 to 10. If the number of basic materials exceeds 10, then additional rows may be added to record the input items with serial numbers starting from 25. From ASI 2010-11, National Product Classification for Manufacturing Sector (NPCMS), a seven digit product classification developed based on CPC, Version 2 is used instead of ASICC for classifying the items in Blocks H, I and J. If electricity is generated from the purchased water then the same is to be considered as a basic input, and the quantity as well as value of water purchased will be recorded in Block H. However, if the water is taken from natural source without incurring any cost, then it should not be considered as a basic input, as it has got no economic significance as such. It may be noted that NPCMS descriptions are not based on any local or brand name. The names may be in generic form, especially in pharmaceutical products.

3.9.2 Block H: item 13: non-basic chemicals – all kinds: All types of non-basic chemicals including that used in laboratory testing, which are not used as raw materials, consumed during the year are to be reported here in value terms only.

3.9.3 Block H: item 14: packing items: The different packing items consumed for different industrial activity while producing the final products qualifies here.

3.9.4 Block H: item 15: electricity own generated: Only number of units (KWH) of electricity own generated and used for manufacturing process is to be reported in “quantity consumed” column. This item is not applicable for electricity generating units such as factories covered under State electricity board or under private sector.

3.9.5 Block H: item 16: electricity purchased and consumed: Quantity and value of electricity purchased for power and lighting is to be reported here.

3.9.6 Block H: item 17: petrol, diesel, oil, lubricants consumed: This will include petrol, diesel, furnace oil, mobil, grease, etc.

3.9.7 Block H: item 18: coal consumed: Unit of the quantity of coal consumed may be reported in tonne. It will also include coke, charcoal. Fuel that enter directly to the product, for example, coal in coke and gas production, coal used for carbonization are not treated as fuel and should be taken under Items 1 to 10 of this block against this item.

3.9.8 Block H: item 19: gas consumed: This will include biogas, other liquid petroleum gas, consumed as fuel will find place here. Unit of reporting should be kg.

3.9.9 Block H: item 20: other fuel consumed: This will include other fuel consumed like firewood consumed as fuel.

3.9.10 Block H: item 21: consumable store: Consumable stores are those items which are required for helping processing of raw material into end product and which lose their identity after the final product is manufactured i.e. cotton waste, crucible, bolts, etc.

Water used as basic raw material should be reported against basic items in Block H. Water used for drinking purpose for the staff should be treated as welfare expenses in Block E (Item 12) and water used for washing etc., i.e., consumable, should be reported under consumable stores in Block H (Item 21). If the break up is not available the total value may be reported under this item with appropriate remarks in the footnote.

3.9.11 Block H: item 24: any additional requirement of electricity (unmet demand): The purpose of this item is to estimate the loss of production due to non-availability of power/electricity required by factory. As such in addition to actual quantity of electricity consumed, the additional requirement of electricity that was not available and effected production (i.e., unmet demand) is to be reported. This may be derived as:

Additional requirement of electricity = Total demand / requirement of electricity – (electricity own generated, i.e., Item 15 of Block H + electricity purchased and consumed, i.e., Item 16 of Block H).

3.9.12 Block H: column 3: item code (NPCMS, 2011): This is to be filled in by field staff as per the latest revised version of NPCMS, 2011.

3.9.13 Block H: column 4: Unit: It should be reported in specified unit of revised NPCMS, 2011. In case unit has not been prescribed, unit reported by the factory is to be given.

3.10 Block I: Imported input items consumed

3.10.0 Information in this block is to be reported for all imported items consumed. **The items are to be imported by the factory directly only.** The instructions for filling up of this block are same as those for Block H. Moreover, any imported item, irrespective of whether it is a basic item for manufacturing or not, should be recorded in Block I. Hence 'consumable stores' or 'packing items', if imported, should be recorded in Block I and not in Block H.

3.11 Block J: Products and by-products manufactured by the unit

3.11.0 In this block, information like quantity manufactured, quantity sold, gross sale value, excise duty, sales tax/VAT paid and *subsidy received*, per unit net sale value and ex-factory value of output will be furnished by the factory item by item. If the distributive expenses are not available product-wise, the details may be given on the basis of reasonable estimation.

3.11.1 Block J: column 2: product/by-products descriptions (no Brand name): It includes information on all goods that have been produced by the factory during the accounting year for sale, irrespective of whether the products manufactured have actually been sold during the accounting year or entered into stocks. In addition,

(i) manufactured products lost by theft or damaged or destroyed by fire; or

(ii) products made over to other concerns under the same ownership and control and products for own use as goods in the factory being distinct from intermediate products, will be included. *If the products are used as intermediate products in own construction, they will be excluded.* In case of electricity undertaking, rent received for meter or transformer installed at the customer's premises will not be included here.

3.11.2 Block J: column 3: item code (NPCMS, 2011): This is to be filled in by field staff as per latest revised version of the NPCMS, 2011.

3.11.3 Block J: column 4: unit of quantity: It should be reported in specified unit of revised NPCMS, 2011. In case the description of the product is not available in revised NPCMS, 2011 and thus, unit of quantity is not available, unit reported by factory is to be recorded.

3.11.4 Block J: column 5: quantity manufactured: It will refer to the products and quantity manufactured during the reference financial year.

3.11.5 Block J: column 6: quantity sold: It will refer to the products and quantity sold during the reference financial year.

3.11.6 Block J: column 7: gross sale value: The gross sale value of the products as charged from the customers will be reported here. It includes excise duty paid or sales tax/VAT realized by the factory on behalf of the Government as also all distributive expenses incurred such as

- (i) discount or rebate, allowances for returnable cases or other packing and any other drawback allowed to customers,
- (ii) charges for carriage, outward, and
- (iii) commission to selling agents.

3.11.6.1 It should be noted that in case of factories where net sale value (after giving discount) is available, the gross sale value should be arrived at by adding excise duty, sales tax etc. In case gross sale value is not available, net sale value may be reported with a foot note. However, adjustments of accounts pertaining to earlier year shown in the profit and loss accounts of the year should not be taken into account.

3.11.6.2 Where part of the product of factory is exported at a loss, for convenience of calculation, calculate the sale value entirely on the basis of domestic pricing, ignoring loss on exports, cash subsidy received in the year, and profits made from sale of import entitlements or actual sale of mill stores, raw materials and machinery imported. Where a factory puts all its products in the foreign market for sale, calculate the same value on the basis of value received from exports, together with the subsidy received or export incentive received, if any. For the products meant entirely for the domestic market and subsidy received from the Government, the same treatment will be given.

3.11.7 Block J: column 8: Goods and Services Tax (GST): The Goods and Services Tax amount charged to final product of a factory and *not charged to intermediate products or processes of production in the factor are to be reported.*

3.11.8 Block J: column 9: Excise Duty/ Sales Tax/VAT/ Other Taxes, if any: The Excise Duty/ Sales Tax/VAT/ Other Taxes, if any, applicable to products /by-products on which GST is **not** implemented, are to be reported here.

3.11.9 Block J: column 10: Other Distributive Expenses: Other distributive expenses i.e. outward transport, rebate, commission, transit insurance of goods sold, packing fees etc are to be recorded here. Export Insurance charges, if paid, should be treated as a part of distributive expenses and be recorded in Block J, and not as insurance charge covered in Block F.

3.11.10 Block J: column 11: subsidy: Any type of subsidy received from the Government on **products** is to be entered. The subsidy received has to be given on each item produced by the factory during the reference financial year.

3.11.11 Block J: column 12: per unit net sale value: To arrive at per unit net sale value, total distributive expenses [*i.e.* (Col. 8) + (Col.9) + (Col.10)-(Col. 11)] is to be deducted from gross sale value (Col.7) and then divided by quantity sold (Col. 6). Per unit net sale value is to be calculated upto 2 place of decimal.

3.11.12 Block J: column 13: ex-factory value of output (Rs.): Following procedure may be adopted for calculation of ex-factory value of output.

3.11.12.1 Per unit net sale value is to be calculated up to 2 place of decimal under Col. 12 and the same is to be multiplied by quantity manufactured shown under Col. 5 in respect of first ten major items at Srl. Nos. 1 to 10 and entry is to be recorded to the nearest whole rupee.

3.11.12.2 Ex-factory value for other products/by-products (Item 11) will be taken as entry in Col. 7 minus [(Col. 8) + (Col.9) + (Col.10)-(Col. 11)].

3.11.12.3 In case quantity manufactured (Col. 5) and quantity sold (Col. 6) are identical, the ex-factory value will be the entry under Col. 7 minus [(Col. 8) + (Col.9) + (Col.10)-(Col. 11)]. Total of Items 1 to 11 is to be reported under Col. 13.

3.11.12.4 Following two specific cases may be considered for reporting ex-factory value.

- a) For an item, output value of the entire amount of finished product or by-product may be calculated at cost price of producing the item and reported in Block J as ex-factory- value in cases where **a factory does not sell any quantity of that finished product/by-product relating to the specific item, although the item is produced during the current reference period.**
- b) Sale value may not be counted and reported for finished product/by-product relating to a specific item in the current reference period in cases where a factory **does not produce any quantity of that specific item during the current reference period but sells the same from last year stock only.**

3.11.13 Block J: item13: Share(%) of products/by-products directly exported: Share (%) of Gross Sale Value of the products/by-products directly exported is to be reported here.

3.12 Block K: ICT Indicators

3.12.0 Comparable statistics on access to, and use of, information and communication technologies (ICTs), are critical to formulating policies and strategies concerning ICT-enabled growth, for social inclusion and cohesion, and for monitoring and evaluating the impact of ICTs on economic and social developments. These questions have been formulated which are to be answered in affirmative (yes) or negative (no). The question will be answered “yes” if the factory use that facility for any purpose related to factory irrespective of the fact whether it relates to manufacturing activity or not. The explanatory notes along with the item descriptions are given below:

Block K: Information and Communication technology (ICT) usage		
Sl. No.	ICT indicator	yes-1, no-2
1.	Did the factory use computer/s during FY 2017-18?	
2.	Did the factory use the Internet during FY 2017-18?	
3.	Does the factory have a web site as on the date of survey?	
4.	Did the factory receive orders via the Internet during FY 2017-18?	
5.	Did the factory place orders for business purpose via the Internet during FY 2017-18?	
6.	Did the factory connect to the Internet either by a. Narrowband or b. Fixed broadband or by c. Mobile broadband during FY 2017-18?	
7.	Does the factory have a local area network (LAN) as on the date of survey?	

Explanatory Notes
A computer refers to a desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital assistants (PDA) or TV sets.
The Internet is a worldwide public computer network. It provides access to a number of communication services including the World Wide Web and carries email, news, entertainment and data files, irrespective of the device used (not assumed to be only via a computer - it may also be by mobile phone, games machine, digital TV, etc.). Access can be via a fixed or mobile network.
A web presence includes a website, home page or presence on another entity's website (including a related business). It excludes inclusion in an on-line directory of any other webpages where the business does not have control over the content of the page.
Orders received include orders received via the Internet whether or not payment was made online. They include orders received via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They also include orders received on behalf of other organizations – and orders received by other organizations on behalf of the business. They exclude orders that were cancelled or not completed.
Orders placed include orders placed via the Internet whether or not payment was made online. They include orders placed via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They exclude orders that were cancelled or not completed.
Narrowband includes analogue modem (dial-up via standard phone line), Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256 kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256 kbit/s. Narrowband mobile phone access services include CDMA 1x (Release 0), GPRS, WAP and imode

Fixed broadband refers to technologies such as DSL, at speeds of at least 256 kbit/s, cable modem, high speed leased lines, fibre-to-the-home, powerline, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX.
Mobile broadband access services include Wideband CDMA (W-CDMA), known as Universal Mobile Telecommunications System (UMTS) in Europe; High-speed Downlink Packet Access (HSDPA), complemented by High-Speed Uplink Packet Access (HSUPA); CDMA2000 1xEV-DO and DCMA 2000 1xEV-DV. Access can be via any device (mobile, cellular phone, laptop, PDA, etc.)
A LAN refers to a network connecting computers within a localized area such as a single building, department or site; it may be wireless.

3.13 Block L: Energy Conservation

3.13.0 **Energy conservation** is the practice of decreasing the quantity of energy used. It may be achieved through efficient energy use, in which case energy use is decreased while achieving a similar outcome, or by reduced consumption of energy services. The energy saved by the factory in four fields mentioned here should be answered in 'yes' or 'no' mode. As this cannot be quantifiable, so any initiative made by the factory owner to save the energy will qualify for 'yes' whether it is directly used for manufacturing activity or not.

3.14 Block N: Comments of Superintending officer/Scrutinizing officer are to be recorded here. Reasons for negative working capital and for any abnormal entries in the schedule should be given invariably.

3.15 Report of Scrutiny of Part-I of the Return

3.15.0 The Scrutiny sheet is to be filled in by the scrutinising officer for some consistency checks pertaining to the return. This has two parts, viz., Part-A and Part-B.

3.15.1 Part A

3.15.1.1 Serial no 1: The average rate per unit and unit of reporting should be recorded for each item of indigenous input. This needs to be copied from Block H. The high rate or low rate should be supported by appropriate comments from the official preparing the scrutiny sheet. The rate per unit is also to be recorded for coal and electricity.

3.15.1.2 Serial no. 2: The average rate per unit and unit of reporting should be reported for each item of directly imported item of input. This needs to be copied from Block I. The high rate or low rate should be supported by appropriate comments from the official preparing the scrutiny sheet.

3.15.1.3 Serial no. 3: Percentage yield of product from the basic materials consumed (in case the quantities are common or directly convertible in whole number) is to be recorded here.