

**CONFIDENTIAL**

Government of India  
 Ministry of Statistics and Programme Implementation  
 Return under Collection of Statistics Act, 2008 and rules framed there under in 2011  
 Annual Survey of Industries 2013-2014 (Part –I)  
 (Please read the instructions before filling the return)

<b>Block A: Identification particulars (for official use)</b>											
1. Schedule Despatch (DSL) No.											
2. PSL No.											
3. Scheme code ( <i>Census-1, Sample-2</i> )											
4. Industry code as per frame (4-digit level of NIC-2008)											
5. Industry code as per return (5-digit level of NIC-2008)											
6. Description of Industry:											
7. State Code											
8. District Code											
9. Sector ( <i>Rural-1, Urban-2</i> )											
10. RO /SRO code											
11. No. of Units											
12. Status of Unit ( <i>Code</i> )											

<b>Block B: Particulars of the factory (to be filled by owner of the factory)</b>											
1. Name and address of the Industrial undertaking:	1.1 Vill./Town:										
	1.2 District name:										
	1.3 State name:										
	1.4 PIN Code										
2. Type of organisation ( <i>code</i> )											
3. Type of ownership ( <i>code</i> )											
4. Whether the unit has ISO Certification, 14000 Series ( <i>yes-1, no-2</i> )											
5. Year of initial production											
6. Accounting year (..... to .....)											
7. Number of months of operation											
8. Does your unit have computerised accounting system? ( <i>yes-1, no-2</i> )											
9. Can your unit supply ASI data in computer media? ( <i>yes-1, no-2</i> )											
10. Details of contact person	i) Name & designation:										
	ii) Tele (with STD code)										
	iii) FAX no.										
	iv) E-mail										

**DECLARATION**

I hereby declare that information furnished in this return is correct and complete to the best of my knowledge and belief.

Date :

Place :

(Name and Signature of owner with stamp)

DSL No       PSL No

<b>Block C: FIXED ASSETS</b>												
Sl. No.	Type of Assets	Gross value (Rs.)					Depreciation (Rs.)				Net value (Rs.)	
		Opening as on ----	Addition during the year		Deduction & adjustment during the year	Closing as on ----	Up to year beginning	Provided during the year	Adjustment for sold/ discarded during the year	Up to year end  (cols. 8+9 -10)	Opening as on  ----- (cols. 3-8)	Closing as on  ----- (cols. 7-11)
			Due to revaluation	Actual additions								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1.	Land											
2.	Building											
3.	Plant & Machinery											
4.	Transport equipment											
5.	Computer equipment including software											
6.	Pollution control equipment											
7.	Others											
8.	<b>Sub-total (items 2 to 7)</b>											
9.	Capital work in progress											
10.	<b>Total (items 1+8+9)</b>											

DSL No       PSL No      

<b>Block D: WORKING CAPITAL AND LOANS</b>			
Sl. No.	Items	Opening (Rs.)	Closing (Rs.)
(1)	(2)	(3)	(4)
1.	Raw Materials & Components and Packing materials		
2.	Fuels & Lubricants		
3.	Spares, Stores & others		
4.	<b>Sub-total (items 1 to 3)</b>		
5.	Semi-finished goods/work in progress		
6.	Finished goods		
7.	<b>Total inventory ( items 4 to 6)</b>		
8.	Cash in Hand & at Bank		
9.	Sundry Debtors		
10.	Other current assets		
11.	<b>Total current assets (items 7 to 10)</b>		
12.	Sundry Creditors		
13.	Over draft, cash credit, other short term loan from banks & other financial institutions		
14.	Other current liabilities		
15.	<b>Total current liabilities (items 12 to 14)</b>		
16.	<b>Working Capital (item 11-item 15)*</b>		
17.	Outstanding loans (excluding interest but including deposits)**		
<i>Note:</i>			
* Give reasons in the footnote for negative values and abnormal verification in opening and closing values.			
** If outstanding loans include interest, a footnote may be given			

DSL No       PSL No      

<b>Block E: EMPLOYMENT AND LABOUR COST</b>							
Sl. No.	Category of staff	Man-days worked			Average number of persons worked	No. of mandays paid for	Wages/ salaries (in Rs.)
		Manu- facturing	Non Manufacturing	Total			
1	2	3	4	5	6	7	8
<b>Part A: Details for each category of staff</b>							
1.	Male workers employed directly						
2.	Female workers employed directly						
3.	<b>Sub-total (items 1 + 2)</b>						
4.	Workers employed through contractors						
5.	<b>Total workers (items 3 + 4)</b>						
6.	Supervisory & managerial staff						
7.	Other employees						
8.	Unpaid family members/ proprietor/ coop. members						
9.	<b>Total employees (items 5+6+7+8)</b>						
<b>Part B: Some details for all categories of staff combined</b>							
10.	Bonus (in Rs.)						
11.	Contribution to provident & other funds (in Rs.)						
12.	Workmen & staff welfare expenses (in Rs.)						
13.	Number of working days	(i) Manufacturing days					
		(ii) Non-manufacturing days					
		<b>(iii) Total ( i+ ii)</b>					
14.	<b>Total cost of production (in Rs.)</b> [entry in col. 8 of item 9, 10, 11, and 12, block E + entry in col. 3 of item 7, 8, 9 & 10, block F + entry in col. 6 of item 23 of block H + entry in col. 6 of item 7, block I]						

DSL No       PSL No      

<b>Block F : OTHER EXPENSES</b>		
Sl. No.	Items	Expenditure (in Rs.)
(1)	(2)	(3)
1.	Work done by others on materials supplied by the industrial undertaking	
2.	Repair & maintenance of	
	(i) Buildings and other construction	
	(ii) Other fixed assets	
3.	Operating expenses	
4.	Non-operating expenses (excluding insurance charges)	
5.	Insurance charges	
6.	Rent paid for plant & machinery and other fixed assets	
7.	<b>Total expenses (1 to 6)</b>	
8.	Rent paid for buildings	
9.	Rent paid for land on lease or royalties on mines, quarries and similar assets	
10.	Interest paid	
11.	Purchase value of goods sold in the same condition as purchased	

<b>Block G: OTHER OUTPUT/RECEIPTS</b>		
Sl. No.	Items	Receipts (in Rs.)
(1)	(2)	(3)
1.	Income from services (industrial/non industrial including work done for others on materials supplied by them and sale value of waste left by the party)	
2.	Variation in stock of semi-finished goods (col.4 <i>minus</i> col 3 against item 5 in block D)	
3.	Value of electricity generated and sold	
4.	Value of own construction	
5.	Net balance of goods sold in the same condition as purchased. (item 11 of block G <i>minus</i> item 11 of block F)	
6.	Rent received for plant & machinery and other fixed assets	
7.	<b>Total receipts (1 to 6)</b>	
8.	Rent received for buildings	
9.	Rent received for land on lease or royalties on mines, quarries and similar assets	
10.	Interest received	
11.	Sale value of goods sold in the same condition as purchased	
12.	Total subsidies	

DSL No       PSL No      

<b>Block H: Indigenous input items consumed (if needed, additional sheets may be used for recording input items with serial nos. starting from 25)</b>						
Sl. No.	Item description	Item code (NPC-MS)	Unit of quantity	Quantity consumed	Purchase value (in Rs.)	Rate per unit (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Major ten basic items (indigenous)					
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Other basic items (indigenous)*	9920100				
12.	<b>Total basic items (items 1 to 11)</b>	<b>9990100</b>				
13.	Non-basic chemicals – all kinds	9920300				
14.	Packing items	9990800				
15.	Electricity own generated	9990400	KWH			
16.	Electricity purchased & consumed	9990500	KWH			
17.	Petrol, diesel, oil, lubricants consumed	9990600				
18.	Coal consumed	9990700	Tonne			
19.	Gas consumed	9990900	KG			
20.	Other fuel consumed	9920400				
21.	Consumable store	9922000				
22.	Total non-basic items (items 13 to 21)	9992000				
23.	<b>Total inputs (items 12+ 22)</b>	<b>9993000</b>				
24.	Any additional requirement of electricity (unmet demand)		KWH			
* Full description of items not in NPC-MS 2011:						

DSL No       PSL No

<b>Block I: Imported input items consumed - directly only (if needed, additional sheets may be used for recording input items with serial nos. starting from 8)</b>						
Sl. No.	Item description (Major five imported items)	Item code (NPC-MS)	Unit of quantity	Quantity consumed	Purchase value (in Rs.)	Rate per unit (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.	<b>Other imported items</b>	<b>9922100</b>				
7.	<b>Total imports (consumed) (items 1 to 6)</b>	<b>9994000</b>				

DSL No       PSL No

<b>Block J: Products and by-products manufactured by the unit (if needed, additional sheets may be used for recording output items with serial nos. starting from 14)</b>												
Sl. No.	Products/By-products description (First ten major items as per value - no brand name)	Item code (NPC-MS)	Unit of quantity	Quantity manufactured	Quantity sold	Gross sale value (Rs) (including subsidy received)	Distributive expenses (Rs.)				Per unit net sale value (Rs. 0.00) (col. 7- col.11) ÷ col. 6	Ex-factory value of quantity manufactured including subsidy received (Rs.) (col.12× col.5)
							Excise duty	Sales tax/ VAT	Others	Total		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.	<b>Other products/ by-products*</b>	<b>9921100</b>										

12.	Total ( items 1 to 11)	9995000									
13.	Share (%) of products/by-products directly exported										
* Full description of items not in NPC-MS 2011:											

DSL No       PSL No

<b>Block K: Information and Communication technology (ICT) usage</b>		
Sl. No.	ICT indicator	yes-1, no-2
1.	Is the enterprise using computer?	
2.	Does the enterprise use internet?	
3.	Does the enterprise have its own website?	
4.	Does the enterprise receive orders through internet?	
5.	Does the enterprise use internet for business purpose?	
6.	Does the enterprise access the internet through broadband?	
7.	Does the enterprise has a local area network?	

<b>Block L: Energy Conservation (EC) measures</b>		
Sl. No.	EC indicator	yes-1, no-2
<b>Have any measures been taken during last financial year with regard to:</b>		
1.	Electrical saving?	
2.	Coal saving?	
3.	Oil saving?	
4.	Gas saving?	

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<b>Block M: Particulars of field operations</b>					
1.	Name of Superintending Officer		5.	Date of receipt from factory	
2.	Signature of Superintending Officer		6.	Date of verification/compilation	
3.	Name & Designation of Scrutinising officer		7.	Date(s) of scrutiny	
4.	Signature of Scrutinising Officer		8.	Date of despatch	

<b>Block N: Comments of Superintending Officer/Scrutinising officer</b>
<i>Note: Reasons for negative working capital and for any abnormal values or entries (high or low) in respect to important characteristics (Such as GVA, working capital, wage rate, number of workers, distributive expenses, depreciation etc.) should be given invariably. For</i>



*instance the reasons for high GVA could be increased demand/production, profit, govt. subsidy; or for low GVA, the reasons could be decreased demand/production, capacity under-utilization, high input cost etc. similarly reasons for any abnormal values of certain important ratios eg. Ratio of output to input, ratio of depreciation/distributive expenses to output etc should be given.*

***Please refer to detailed instructions also for further guidance.***

**Annual Survey of Industries 2013-2014****Part A**

Report of scrutiny on Part-I of the return

State (code) \_\_\_\_\_ Distt. (code) \_\_\_\_\_

DSL No./PSL No. \_\_\_\_\_

Ind. code (5-digit NIC 2008) as per return \_\_\_\_\_

Scheme Code \_\_\_\_\_

Sl. No.	Bl. no.	Item	Unit	Average rate per unit*	If high or low, reasons to be furnished by	
1	H	Input items (Indigenous) Major Ten basic items consumed	<b>X</b>	<b>X</b>	Supdt. officer	Scrutinising officer
		1)				
		2)				
		3)				
		4)				
		5)				
		6)				
		7)				
		8)				
		9)				
		10)				
		11) Electricity purchased				
		12) Coal				
2	I	Directly imported items consumed (major five items)				
		1)				
		2)				
		3)				
		4)				
		5)				

\*Average value per unit in nearest whole rupee is to be reported.

3. Percentage yield of product from the basic materials consumed (in case the quantity are common or directly convertible in whole number)

4	Item	Current year (2011-12)	Previous year (2010-11)	Reasons for significant variation, if any.
	1) Average salaries/wages per manday worked (Rs.) (Bl. E: item 5, col. 8 / item 5, col. 5)			
	2) Total worker (number) (Bl. E: item 5, col. 6)			
	3) Total employees (number) (Bl. E: item 9, col. 6)			
	4) Total emoluments (Bl. E: item 9, col. 8+ Bl. E: item 10, col. 8+ Bl. E: item 11, col. 8, Bl. E: item 12, col. 8)			
	5) Variation in finished goods (Bl. D: item 6, (col. 4 - col. 3))			
	6) Working Capital (Bl. D: item 16, col. 4)			
	7) <b>Total input</b> (Bl. F: item 8, col.3)(+)(Bl. H: item 23, col. 6)(+)(Bl. I: item 7, col. 6)			
	8) <b>Total output</b> (Bl. J: item 12, col.7)(-)(Bl. J: item 12, col.11)(+)(Bl. D: item 6)(col. 4-col.3)(+)(Bl. G: item 8, col. 3)			
	9) Gross value added (GVA)			

	(Item 8-Item 7 as above)			
4	<b>Item</b>	<b>Current year (2011-12)</b>	<b>Previous year (2010-11)</b>	<b>Reasons for significant variation, if any.</b>
	10) Net value added (Item 9 as above)-(Depreciation (Bl. C, item 10, col. 9)			
	11) Net Income (Item 10 as above)(-) Bl. F: items (8+9+10) under col.3 (+) Bl. G: item (9+10+11) under col.3			
	12) Profit (Item 11 as above)(-) (Bl. E: item 9, col. 8+ Bl. E: item 10, col. 8+ Bl. E: item 11, col. 8, Bl. E: item 12, col. 8 )			
	13) Actual addition to fixed assets (Bl. C: item 10, col.5)			
	14) <b>GVA (through Ex-factory Value)(Bl. J: item 12, col.13)(+)(Bl. G: item 8 col. 3)(-)(item 7 as above)</b>			

<b>5. Impose check on the following and give observations against each item</b>		
<b>Sl. No.</b>	<b>Check points</b>	<b>Observations (Yes-1/No-2)</b>
1.	Whether codes and identification particulars have been correctly furnished in Block A?	
2.	Whether information for all the items in Block B have been correctly furnished?	
3.	If the working capital in item 16 of Block D is negative whether reasons furnished in the footnote of Block D of the Return and also in Block N along with code.	
4.	Whether the return has been duly signed by owner with stamp?	
5.	If wide variation is noticed between Opening & Closing value of Working Capital, whether reasons furnished in the footnote of Block D and also in Block L along with code	
6.	Whether special check has been made in case of negative GVA?	
7.	Whether basic entries have been thoroughly rechecked where output/input ratio is less than 0.5	
8.	Whether ratio of Distributive expenses to gross sales is reasonable? If no, whether the relevant entries have been rechecked particularly where this ratio exceeds 20%.	
9.	If the total Bonus is more than 20% of total wages/salaries whether suitable remarks given in the Return?	
10.	If sale value of goods sold in same condition as purchased (Item-11 of Block G) is less than the purchase value of the same (Item-11 of Block F), whether reasons furnished in the return ?	
11.	Whether Balance Sheet, Profit & Loss Account and Working Sheet are attached with the O/C of the Return ?	
12.	Whether, the ex-factory value of output in column-13 of Block J have been calculated correctly for each of the 10 major items of product and by-product and also for item 11 ?	
13.	Whether the entries in Blocks H & I are reported independently ?	

Signature of the Supdt. officer

( )  
Name of the Supdt. officer

<b>PART-B</b> <b>(To be filled in by Scrutinizing officer)</b>		
Impose check on the following and give observations against each item		
Sl. No.	Check points	Observations (Yes-1/No-2)
1.	Examine the Industry Code with reference to Production/Process and state whether Industry Code is reported in 5 digit NIC 2008 against item 5 of Block A.	
2.	Whether valid new State Code has been entered against item 7 of Block 'A'?	
3.	Whether Schedule Despatch no. has been correctly filled in against item 1 of Block A ?	
4.	State whether proper remarks in Block N for all important parameters such as GVA, working capital, wage rate, number of workers, distributive expenses, depreciation etc. are given.	
5.	Whether average salaries/wages per manday worked (worker) has been checked calculated correctly and are within the reasonable limits?	
6.	Whether special check has been made in case of negative GVA?	
7.	Whether basic entries have been rechecked where output/Input ratio is less than 0.5	
8.	Whether ratio of distributive expenses to gross sales is reasonable? If no, whether the relevant entries have been rechecked particularly where this ratio exceeds 20%.	
9.	If total bonus exceeds 20% of total salaries & wages, whether suitable remarks furnished ?	
10.	Whether yield ratio of products from basic materials consumed (in case the units of quantity are common or directly convertible) are correctly calculated and are within prescribed limits ?	
11.	Whether data reported in the return have been checked with Balance Sheet and Profit & Loss Account ?	

Signature of Scrutinizing officer

( )  
Name of Scrutinizing officer

