

**Confidentiality:** The information collected with this questionnaire will be kept confidential according to Statistics Act, 2015 of Nepal. Information of individual establishment shall not be published and only be used as statistical aggregates.

# National Industrial Survey, 2019/20

**Objective:** The main objective of the survey is to collect, process and disseminate statistical information on small and large industries existing in the country in the fiscal year 2075/76 (2018/19 AD) and to measure the share of the industrial sector in the total economy as well as to produce other relevant information for the planners, researchers, private sector, and other data users.

## Questionnaire

Name of the Establishment: .....

- NSIC Section:
- B** Mining & Quarrying
  - C** Manufacturing
  - D** Electricity, gas, steam & air conditioning supply
  - E** Water supply, sewerage, waste management & remediation activities

Principal Economic Activities: .....

NSIC Code: 

--	--	--	--

  
(Based on given list)



Government of Nepal  
National Planning Commission  
**Central Bureau of Statistics**



Ramshah Path, Thapathali, Kathmandu  
Phone No. 01-4245948, Fax Number : 01-4227720  
Email: industry@cbs.gov.np Website: www.cbs.gov.np

(Based on given list of establishment)

District code	Establishment ID								
<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>					

## **Notes to be considered during interview**

1. Fiscal year 2075/76 (17 July 2018 to 16 July 2019) is the reference year of this survey. Questionnaire must be filled for this period. If any establishment has operated only for few months in the reference year, data should be filled only for this operated period. The industrial establishments which started their production since after 16 July 2019, will not fall under the reference year and such establishments should not be included in the survey. But introduction of such establishments must be taken. Data of all types of industrial establishments (as defined in scope) which begins production work during or before the reference year, must be collected.
2. Generally, while taking data on employment, number of persons engaged must be specified according as the attendance register of the establishment on 15 January 2019 (mid day of the reference period). If the establishment is closed at that day, the number of persons engaged will be taken for the next operational day. But in case of wages or salaries, annual amount should be mentioned.
3. If the establishment has not finalised its financial audit at the day of enumeration, information can be obtained from the unaudited financial statements of the establishment.
4. Any answer box of the questionnaire should not be kept blank except for leaving it for official use. A bar "-" symbol should be written for not applicable places and "0" must be written for indicating 0 in price or quantity.
5. Unless otherwise specified, number must be written in English and letter must be written in Nepali.

# Section 1

## Introduction

1.01 Name of the Establishment (in Nepali) : .....

Name of the Establishment (in English) : .....

1.02 Registration Agency : .....   

1.03 Registration Number : ..... 1.04 PAN : .....

1.05 Province : .....    1.06 District : ..... Code :       

1.07 Municipality : ..... Code :     

1.08 Ward no : .....      1.09 Village/Settlement/Tole : .....

1.10 Telephone/Mobile no. : ..... 1.11 Fax no. : .....

1.12 Email : ..... 1.13 Website : .....

1.14 Date of Operation (B.S.) : Year ..... / Month ..... / Day .....

1.15 Contact Address :

Name of Person : .....

Position : ..... Mobile/Phone No : .....

Office : .....

Address : District ..... Municipality ..... Ward .....

1.16 Where is this establishment located?

- Industrial zone.....1
- Industrial corridor .....2
- Special Economic zone.....3
- Other (specify ..... ).....4

1.17 What is the legal status of the establishment?

- Individual .....1
- Partnership.....2
- Private limited.....3
- Public limited.....4
- Co-operative.....5
- Government.....6
- Other (specify ..... ).....7

→ 1.19

1.18 Who is the current owner of this establishment?

(Only for establishment with individual legal status)

- Male .....1
- Female.....2

1.19 What is the type of ownership of this establishment?

- Government ..... 1
- Domestic Private ..... 2
- Foreign Private..... 3
- Collaboration with Nepal Govt .... 4
- Private (Domestic and Foreign) .. 5
- Other (specify ..... ).....6

1.20 Has the establishment obtained following intellectual property?

	Yes	No
1. Patent	1	2
2. Design	1	2
3. Trademark	1	2

1.21 Has the establishment obtained following quality standard logo?

	Yes	No
1 International Standard (ISO)	1	2
1 Nepal Standard (NS)	1	2
1 Other (specify .....)	1	2

1.22 As per Industrial Enterprises Act, 2073, in which category this establishment belongs to?

- Micro Industries ..... 1      Medium Industries (100-250 million Rs. capital) .... 4  
 Cottage Industries ..... 2      Large Industries (>250 million Rs. capital) ..... 5  
 Small Industries (<100 million Rs. capital) ..... 3      Not Applicable ..... 6

1.23 Capital information of this establishment:

1. Authorized capital: Rs. ....
2. Issued capital: Rs. ....
3. Paid up capital: Rs. ....
4. Investment capital (if establishment is not registered as per Industrial Act): Rs. ....

1.24 If the establishment has foreign investment, share of foreign investment on paid up capital:

..... percent

1.25 What is the main economic activity of this establishment?

.....

NSIC Code

--	--	--	--

1.26 What are the major products or services of this establishment?

1. ....

2. ....

3. ....

4. ....

5. ....

CPC Code

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

## Section 2

### Organizational Structure

2.1 What is the organizational structure of this establishment?

Single establishment.....1 (→ Section 3)

Affiliated with enterprise having more than one establishment.....2

2.2 What is the name and address of the head office/parent company in which this establishment associated with?

Name: .....

Address: .....

Email: .....Phone/Mobile No: .....

Website: .....

Name of contact person: .....

Mobile/Phone No: .....

Email: .....

2.3 Does this establishment affiliate with any multinational company?

Yes .....1

No .....2 (→ Section 3)

2.4 If this establishment affiliated with multinational company, specify the name and country where its head office is located?

Name of the company: .....

Country: .....

## Section 3: Employment

### 3.1 Nepali

Number of nepali persons employed or engaged in the establishment at the reference day.

S.N.	Description	Male			Female		
		Ref. day's	Ref. period amount in Rs.		Ref. day's	Ref. period amount in Rs.	
		Number	Salary/ Wages	Facility	Number	Salary/ Wages	Facility
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3.1.1	Working proprietors/ partners						
3.1.2	Unpaid family workers						
3.1.3	Directors and Managers						
3.1.4	Regular employees <i>(continuously working for more than six months)</i>						
3.1.5	Temporary employees <i>(other than regular employees)</i>						
3.1.6	Institutionally contracted employees from other organizations						
3.1	Total (sum of 3.1.1 to 3.1.6)						
<b>Out of the total no. of regular (3.1.4) and temporary (3.1.5) employees</b>							
3.1.7	Administrative employees						
3.1.8	Productive employees						
3.1.8.1	Technical employees (out of productive employees)						
Disable employess (Out of total persons engaged)							

Note: The casual workers are not included in this section. The total expenses for such workers should be recorded under subsection 9.29 of the section 9.

## 3.2 Foreigners

Number of foreign persons employed or engaged in the establishment at the reference day.

S.N.	Description	Male			Female		
		Ref. day's	Ref. period amount in Rs.		Ref. day's	Ref. period amount in Rs.	
		Number	Salary/ Wages	Facility	Number	Salary/ Wages	Facility
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3.2.1	Working proprietors/ partners						
3.2.2	Unpaid family workers						
3.2.3	Directors and Managers						
3.2.4	Regular employees (continuously working for more than six months)						
3.2.5	Temporary employees (other than regular employees)						
3.2.6	Institutionally contracted employees from other organizations						
3.2	Total (sum of 3.2.1 to 3.2.6)						
<b>Out of the total no. of regular (3.2.4) and temporary (3.2.5) employees</b>							
3.2.7	Administrative employees						
3.2.8	Productive employees						
3.2.8.1	Technical employees (out of productive employees)						
	Disable employees (out of total persons engaged)						

Note: The casual workers are not included in this section. The total expenses for such workers should be recorded under subsection 9.29 of the section 9.

### 3.3 Working days & hours of the employees

S.N.	Description	No. of employees		Total working days during reference period		Average working hours per person per week	
		Male	Female	Male	Female	Male	Female
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
3.3.1	Working proprietors/ partners						
3.3.2	Unpaid family workers						
3.3.3	Directors and Managers						
3.3.4	Regular employees (continuously working for more than six months)						
3.3.5	Temporary employees (other than regular employees)						
3.3.6	Institutionally contracted employees from other organizations						
Out of the total no of regular (3.3.4) and temporary (3.3.5) employees							
3.3.7	Administrative employees						
3.3.8	Productive employees						
3.3.8.1	Technical employees (out of productive employees)						
Disable employees (out of total persons engaged)							

## Section 4: Fuel, Water and Electricity

### 4.1 Fuel Purchased (Do not include fuels provided to the employees as a facility)

S.N.	Description	Unit	Purchased quantity in reference period	Purchased amount in reference period (Rupees)
(1)	(2)	(3)	(4)	(5)
4.1.1	Fuelwood	Quintal		
4.1.2	Charcoal/coal	Quintal		
4.1.3	Diesel	Litre		
4.1.4	Petrol	Litre		
4.1.5	Kerosene	Litre		
4.1.6	L.P. Gas	K.G.		
4.1.7	Lubricants (mobil, grease, furnace oil, etc)			
4.1.8	Other fuels (bhush, briquettes, etc.)			
4.1	<b>Total</b>			

#### 4.2 Water Purchased, produced and sold

S.N.	Description	Unit	Quantity in reference period	Amount in reference period (Rupees)
(1)	(2)	(3)	(4)	(5)
4.2.1	Water purchased	Litre		
4.2.2	Water produced (under ground water)	Litre		
4.2.3	Water produced (surface water)	Litre		
4.2.4	Repurified water used	Litre		
4.2.5	Water sold	Litre		

**Note:** These information must be collected if the main activity of this establishment is water collection, treatment and supply (NSIC section E). Enumerator must ask these questions to other types of establishment too, whether they have done the aforementioned activities during the production of other goods and services.

#### 4.3 Electricity purchased, generated and sold

S.N.	Description	Unit KWH- 1 MWH- 2 GWH- 3	Quantity in reference period	Amount in reference period (Rupees)
(1)	(2)	(3)	(4)	(5)
4.3.1	Electricity purchased			
4.3.2	Electricity generated			
	4.3.2.1 Hydro			
	4.3.2.2 Wind			
	4.3.2.3 Solar			
	4.3.2.4 Biomass/ biofuel			
	4.3.2.5 Others renewables			
4.3.3	Electricity generated from generator/thermal Plant			
4.3.4	Electricity sold			

Note: These information must be collected if the main activity of this establishment is electricity production and distribution.

## Section 5: Purchase of raw materials

*This section is only applicable to those establishments under NSIC section C (manufacturing).*

S.N.	Name of raw materials	CPC Code (for official use only)	Unit	Total purchase in reference period	
				Quantity	Amount (Rupees)
(1)	(2)	(3)	(4)	(5)	(6)
5.01					
5.02					
5.03					
5.04					
5.05					
5.06					
5.07					
5.08					
5.09					
5.10					
5.11					
5.12					
5.13					
5.14					
5.15					
5.	Total				

S.N.	Purchased in reference period				
	Nepal		Other country		
	Quantity	Amount (Rupees)	Name of the country	Quantity	Amount (Rupees)
(1)	(7)	(8)	(9)	(10)	(11)
5.01					
5.02					
5.03					
5.04					
5.05					
5.06					
5.07					
5.08					
5.09					
5.10					
5.11					
5.12					
5.13					
5.14					
5.15					
5.					

## Section 6: Production and sale of produced goods

*This section is only applicable to goods producing industries only i.e. with NSIC section B (mining and quarrying) and C (manufacturing).*

S.N.	Name of product	CPC code (for official use only)	Unit	Total production quantity during reference period
(1)	(2)	(3)	(4)	(5)
6.01				
6.02				
6.03				
6.04				
6.05				
6.06				
6.07				
6.08				
6.09				
6.10				
6.11				
6.12				
6.13				
6.14				
6.15				
<b>6.</b>	<b>Total</b>			

S.N.	Sales during the reference period				
	Nepal		Other country		
	Quantity	Amount (Rupees)	Name of country	Quantity	Amount (Rupees)
(1)	(6)	(7)	(8)	(9)	(10)
6.01					
6.02					
6.03					
6.04					
6.05					
6.06					
6.07					
6.08					
6.09					
6.10					
6.11					
6.12					
6.13					
6.14					
6.15					
6.					

## Section 7: Stocks

S.N.	Items	Opening Stocks (amount as of July 17, 2018)	Closing Stocks (amount as of July 16, 2019)
(1)	(2)	(3)	(4)
7.01	Raw materials		
7.02	Fuels		
7.03	Semi-finished goods		
7.04	Finished goods		
7.05	Traded goods (i.e. goods sold in the same condition as purchased)		
7.06	Capital work in Progress		
7.07	Others		
<b>7.</b>	<b>Total</b>		

## Section 8: Expenses and Income on industrial services

S.N.	Items	Purchased/expenditure amount in the reference period (Rupees)	Sales/income amount in the reference period amount (Rupees)
(1)	(2)	(3)	(4)
8.01	Work performed on contract or on the basis of other terms and conditions (also include institutional service contract amount)		
8.02	Purchased or sold amount of traded goods (i.e. sold in the same condition as purchased)		
8.03	Expenditure to/ income from hazardous or non hazardous waste collection, processing & their management services		
8.04	Expenditure to/income from waste water & sewerage management services		
8.05	Expenditure to/ income from water collection, treatment and water supply through pipe lines.		
8.06	Expenditure to/ income from minor repairs and maintenance services		
8.07	Expenditure to/income from research and development work performed on contract or on the basis of other terms and conditions		
8.08	Others expenditure or income (if any)		
<b>8.</b>	<b>Total</b>		

## Section 9: Expenses on non-industrial services

S.N.	Description	Expenses amount in the reference period (Rupees)
(1)	(2)	(3)
9.01	Rent on land	
9.02	Rental of industrial buildings and warehouses	
9.03	Rental of machineries and equipments	
9.04	Rental of office buildings and distribution places	
9.05	Rental of vehicles	
9.06	Transportation charge of produced goods	
9.07	Non- life insurance Premiums	
9.08	Communication expenses (postage, couriers, telephone, fax, email, internet etc.)	
9.09	Printing and stationery	
9.10	Legal consultation	
9.11	Audit fees	
9.12	Professional consultation expenses	
9.13	Agent's commission	
9.14	Payments made for advertising and sales promotion	
9.15	Payments of royalties, patents, designs and trademarks etc.	
9.16	Purchase of small tools or equipments (i.e. spare parts, nutbolt, fuse, gasket, bearing, conductors etc.)	
9.17	Payment for chemical used for water treatment ( <i>potash, phitkiri</i> etc)	
9.18	Payment for chemical used for waste management services	
9.19	Purchase of scrap goods	
9.20	Travel and supervision cost	
9.21	Payment for training (educational/technical)	
9.22	Payment made for interest of loan	
9.23	Banking service charges	
9.24	Payment for membership or renew of membership	
9.25	Purchase of books, newspapers etc.	
9.26	Currency exchange loss	
9.27	Payment made for donation, gift etc.	
9.28	Expenses on meeting allowances, snacks, guest reception etc.	
9.29	Payment of wages for casual workers	
9.30	Other payments (if any)	
<b>9.</b>	<b>Total</b>	

**Section 10: Receipts from non- industrial services**

S.N.	Description	Receipts amount in the reference period (Rupees)
(1)	(2)	(3)
10.01	Rent on land	
10.02	Rental of industrial buildings and warehouses	
10.03	Rental of machineries and equipments	
10.04	Rental of office buildings and distribution places	
10.05	Rental of vehicles	
10.06	Receipts from agency commission	
10.07	Receipts from the sale of scrap goods	
10.08	Subsidies received from government	
10.09	Amount of exemption on imports/exports duties and fees	
10.10	Receipts from non-life insurance as compensation	
10.11	Receipts from interest, bonus, dividend, etc.	
10.12	Exchange gain	
10.13	Receipts from membership or renewal of membership	
10.14	Other receipts amount (prizes etc)	
<b>10.</b>	<b>Total</b>	

**Section 11: Indirect tax**

S.N.	Description	Amount paid in the reference period (Rupees)	Amount collected in the reference period (Rupees)
(1)	(2)	(3)	(4)
11.1	Value added tax (VAT)		
11.2	Excise duty		
11.3	Export duty		
11.4	Import duty		
11.5	Local tax		
11.6	Other indirect tax		
<b>11.</b>	<b>Total</b>		

**Section 12: Fixed Assets**

(Amount in Rupees)

Description	Value of fixed assets on 16 <sup>th</sup> July, 2018	Within the reference period						
		Value of added assets (new goods)	Value of added assets (used goods)	Cost of capital maintenance	Amount of fixed assets produced by own labor force for own purpose	Receipts from sale of fixed assets	Loss of fixed assets due to catastrophe	Annual amount of depreciation
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
12.01 Land								
12.02 Land improvement								
12.3 Residential buildings								
12.04 Other buildings (industrial, warehouse, garage etc.)								
12.05.1 Other structures (bridges, roads within compound)								
12.05.2 Other structures (bridges, roads outside the compound)								
12.06 Machines, equipments and tools /electricity transmission and distribution line								

Description	Value of fixed assets on 16 <sup>th</sup> July, 2018	Within the reference period						
		Value of added assets (new goods)	Value of added assets (used goods)	Cost of capital maintenance	Amount of fixed assets produced by own labor force for own purpose	Receipts from sale of fixed assets	Loss of fixed assets due to catastrophe	Annual amount of depreciation
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
12.07 Computer & related machineries								
12.08 Transportation vehicles								
12.09 Furnitures								
12.10 Mining extraction and exploration								
12.11 Softwares & databases								
12.12 Trademarks, patents & designs								
12.13 Others R & D (market, technology, entertainment, literature, arts etc.)								
12.14 Valuable goods								
12.15 Other								
12. Total								

### Section 13: Research and Development

(Separate out the employees' numbers and their wages/salaries and facilities given to R & D staffs from section 3.1 and 3.2 and fill the information below).

Description	Yes...1 No....2	Employees engaged in R & D out of total employees in the reference period			Wages/ Salary	Facilities	Total (6+7)
		Total	Male	Female			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
13.01 Expenses on R & D for Mining and Quarrying							
13.02 Computer softwares & databases							
13.3 Intellectual properties (trade marks, patents and designs)							
13.04 other R & D (market, technology, entertainment, literature, arts, etc)							
<b>13. Total</b>							

### Section 14: Utilization of Production Capacity

14.01 How many days the establishment was operated in the reference period ?

..... Days

14.02 How many hours per day on average, the establishment was operated in the reference period ?

..... Hours

14.03 How many shifts per day, the establishment was operated in the reference period ?

..... Shifts

14.04 What percentage of production capacity was utilized out of the total capacity of the establishment in the reference period ?

..... Percent

14.05 What was the main reason for low utilization of the total capacity of the establishment ?   
*(Ask only, if response of Q14.04 is less than 100 percent)*

.....  
 .....

14.06 Did the establishment able to produce as per market demand within the reference period ?

Yes.....1 → (Section 15)

No.....2

14.07 What was the main reason for not being able to produce to meet the market demand ?

.....

.....

## Section 15: Environment and Waste Management

15.01 Did this establishment manage the industrial wastes by using any pollution control machines or equipments during the reference period?

Yes.....1

No.....2 → (Section 16)

15.02 Which of the following pollution control equipments or mechines was purchased or installed during the reference period?

S. N.	Types of equipments/machines	Yes ... 1 No.... 2	Cost of purchased/ installation amount (Rupees)
(1)	(2)	(3)	(4)
1	Smoke/carbondioxide emission controller		
2	Polluted fumes and odour controller		
3	Dust controller		
4	Sound controller		
5	Radiation controller		
6	Waste water treatment equipments		
7	Solid waste collection and treatment equipments		
8	Machines and equipments for the recycling of metallic and non metallic waste products (paper, plastic, rubber, leather, etc.)		
9	Other (specify .....)		
	<b>Total</b>		

15.03 Has this establishment received pollution control certificate?

Yes.....1

No.....2

Not Applicable .....3

15.04 Has this establishment carried out Initial Environment Examination (IEE) or Environment Impact Assessment (EIA) study?

Yes.....1

No.....2

Not Applicable .....3

## Section 16: Factors affecting business environment of the establishment

(Please circle any one of the options given below)

S.N	Subjects	Very positive	Positive	No effect	Negative	Very negative	Not applicable
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
16.01	Industries related policies /laws	1	2	3	4	5	6
16.02	Labour Act	1	2	3	4	5	6
16.03	Environment Act	1	2	3	4	5	6
16.04	Social Security Act	1	2	3	4	5	6
16.05	Minimum wages provision for labours	1	2	3	4	5	6
16.06	Trade unions	1	2	3	4	5	6
16.07	Availability of skilled manpower	1	2	3	4	5	6
16.08	Access to credit	1	2	3	4	5	6
16.09	Availability of raw materials	1	2	3	4	5	6
16.10	Availability of machineries and equipment	1	2	3	4	5	6
16.11	Availability of electricity	1	2	3	4	5	6
16.12	Market situation	1	2	3	4	5	6
16.13	Safety provision	1	2	3	4	5	6

## Section 17: Miscellaneous

17.1 Did any human or non- human accident/loss occur in this establishment in the reference period?

Yes.....1

No.....2 → (Q17.3)

17.2 If yes, provide the information about the accident /loss that occurred in the reference period?

S. N.	Accident/loss	Yes.... 1 No.... 2	No of times	Injured No.	Dead No.	Amount (Rupees)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Human accident/loss					
2	Non-human accident/loss (other than loss on fixed assets)					

17.3 Had this establishment taken loan or received commitments of loan or in process of loan from any financial institution in the reference period?

Has taken loan/has already loan..... 1

Received commitments of loan ..... 2

In process for loan receiving..... 3

Has not taken loan nor in process for loan ..... 4

17.4 Had this establishment managed social security for working employees in the reference period?

Yes ..... 1

No ..... 2 → (Q17.6)

17.5 If yes in question 17.4, did the employees of the establishment contribute to the social security fund in the reference period?

Yes ..... 1

No ..... 2

17.6 Did this establishment provide safety measures for working employees in the reference period?

Yes ..... 1

No ..... 2

17.7 Has this establishment prepared any master plan for its overall development?

Yes ..... 1

No ..... 2

17.8 What is the status of the information collected in this questionnaire? (To be filled by enumerator)

Fully completed ..... 1 → (Remarks)

Partially completed ..... 2

17.9 Name and address of the establishment that provides remaining information

Name .....

Address ..... Telephone No .....

Contact person .....

Mobile/Telephone No .....

## Opinion of owner/respondent

.....

.....

.....

.....

.....

.....

---

### Owner or Respondent`s

---

Name :- .....

Designation : .....

Signature and Date :- .....

Establishment`s seal : .....

---

Enumerator's Name :- .....

Supervisor's Name : .....

Signature and Date :- .....

Signature and Date : .....

---

---

