Republic of Mauritius

Ministry of Finance and Economic Development

CENTRAL STATISTICS OFFICE

2002 CENSUS OF ECONOMIC ACTIVITIES

PHASE I – SMALL ESTABLISHMENTS & ITINERANT UNITS

Vol 1. - Methodological Report

September 2004 **(Price : Rs 200.00)**

Ministry of Finance and Economic Development

CENTRAL STATISTICS OFFICE

2002 CENSUS OF ECONOMIC ACTIVITIES

REPUBLIC OF MAURITIUS

PHASE I – SMALL ESTABLISHMENTS AND ITINERANT UNITS

VOL. 1 : METHODOLOGICAL REPORT

FOREWORD

The Central Statistics Office started its fourth Census of Economic Activities (CEA2002) in January 2002. The previous ones were conducted in 1985, 1992 and 1997.

The main objective of this exercise, which is conducted every five years, is to collect statistics on the operating characteristics and structure of all types of economic activities, except agriculture, undertaken in Mauritius and Rodrigues.

The Census was planned in two phases. The first phase, which lasted from January to December 2002, covered 'small' non-agricultural establishments and itinerant units, engaging less than 10 persons. Data were collected by direct interviews from a representative sample of 3200 'small' units (3,000 in Mauritius and 200 in Rodrigues). The main findings were published in August 2003 in Issue No. 421 of Economic and Social Indicators.

The present report provides detailed information on the organisation and execution of the first phase of the survey. Tabulations and analysis of the data collected will be published in a separate report before the end of 2004.

The second phase of the exercise covered 'large' non-agricultural establishments, engaging 10 or more persons. The data collected from July 2003 to June 2004 are currently being processed. A report covering methodology, tabulations and analysis will be published in due course.

I would like here to thank all respondents, whose co-operation was vital to the success of the data collection exercise. My thanks also go to the various organisations and to the field as well as office staff for their valuable contribution.

H. Bundhoo
Director of Statistics

Central Statistics Office
Ministry of Finance and Economic Development
Port-Louis
Mauritius

September 2004

Contact persons:

Mr. D. Bahadoor
Ag. Principal Statistician

Ms. H.D. Ramlukon
Senior Statistical Officer

Central Statistics Office
LIC Building
John Kennedy St.
Port-Louis
Tel: 212-2316/7
Fax: 211-4150
Email: cso_cea@mail.gov.mu

CONTENTS **Page**

CHAPTER 1 – GENERAL

1.1 Introduction **4**

1.2 Objectives **4**

1.3 Historical background **5**

CHAPTER 2 – INTRODUCTION

2.1 Introduction **6**

2.2 Coverage **6**

2.3 Classifications **6**

2.4 Unit of enquiry **7**

2.5 Reference period **7**

2.6 Legal authority and confidentiality **7**

CHAPTER 3 – SURVEY ORGANISATION AND OPERATIONS

3.1 Office organisation **9**

3.2 Field organisation **9**

3.3 Calendar of activities **10**

3.4 Survey costs **12**

3.5 Publicity **12**

CHAPTER 4 – CONCEPTS AND DEFINITIONS **13**

CHAPTER 5 – QUESTIONNAIRE DESIGN

5.1 Introduction **16**

5.2 Data collection method **16**

5.3 Survey documents **16**

5.4 User’s meetings **17**

5.5 Structure of questionnaires **18**

CHAPTER 6 – SAMPLING METHODOLOGY

6.1 Sampling frame **19**

6.2 Sample size **19**

CONTENTS (Cont'd) **Page**

6.3 Sampling design **20**

6.3.1 Stratification **20**

6.3.2 Sample allocation **20**

6.3.3 Sampling **21**

CHAPTER 7 – DATA COLLECTION AND PROCESSING

7.1 Field organisation **23**

7.2 Recruitment of field staff **23**

7.3 Duties of fieldstaff **23**

7.3.1 The Chief Supervisor **23**

7.3.2 The Senior Supervisor **24**

7.3.3 The Supervisor **24**

7.3.4 The Interviewer **25**

7.4 Training of fieldstaff **26**

7.5 Field operations **26**

7.5.1 Identification phase – the screening exercise **26**

7.5.2 Data collection **27**

7.6 Data processing **28**

CHAPTER 8 – QUALITY ASSURANCE

8.1 Introduction **29**

8.2 Sources of non-sampling errors and controls **29**

8.2.1 Questionnaire Design **29**

8.2.2 Data collection **29**

8.2.3 Data processing **30**

8.2.4 Sampling frame and adjustments **30**

8.3 Sampling errors **31**

8.3.1 Standard Errors and Relative Standard Errors **31**

8.3.2 Design effect **33**

CONTENTS (Cont'd) **Page**

CHAPTER 9 – SUGGESTIONS AND RECOMMENDATIONS

9.1 Introduction **35**

9.2 Sampling frame **35**

9.3 Analytical weights **35**

9.4 Sampling **36**

9.5 Workloads **36**

APPENDICES - SURVEY DOCUMENTS **37**

- CEA2002 pamphlet
- Identification Schedule (ID)
- Diary (D1)
- CEAS 1
- CEAS 2
- CEAS 3
- CEAS 4

TABLES

Table 1 : Project value and actual expenditure – CEA2002 **12**

Table 2 : Standard errors and relative standard errors of value added by major industry groups , Republic of Mauritius - CEA 2002 **33**

FIGURES

Fig 1 : Office organisation of the 2002 Census of Economic Activities **9**

Fig 2 : Field organisation of the 2002 Census of Economic Activities **10**

Fig 3 : Gantt chart displaying duration of activities in connection with the the first phase of the CEA2002 **11**

CHAPTER 1 – GENERAL

1.1 Introduction

The Central Statistics Office started its fourth Census of Economic Activities (CEA2002) in January 2002. The main objective of this exercise, which is conducted every five years, is to collect data on the operating characteristics and structure of all types of economic activities, except Agriculture, undertaken in the Republic of Mauritius.

The CEA2002 is planned in two phases. The first phase, which covered 'small' establishments and itinerant units, was conducted from January to December 2002. Data collection for the second phase, directed to 'large' establishments, was carried out from July 2003 to June 2004. This report (Vol. 1) presents the methodology adopted for the first phase of the CEA2002. A detailed analysis of data collected for this phase will be published in a separate report (Vol. 2) before the end of 2004. Data collected from the second phase are currently being processed and results will be published in due course.

1.2 Objectives

The main objectives of the 2002 Census of Economic Activities are:

(a) To collect statistics on the operating characteristics and structure of all types of economic activities, outside Agriculture, carried out in the Republic of Mauritius.
(b) To assess the contribution of the various industry groups in the overall economy.
(c) To provide detailed data for updating national accounts estimates.
(d) To provide benchmark data and weights for the construction of volume and price indices.
(e) To provide data for the construction of an Input-Output table for the year 2002, which is an important instrument for the study of economic repercussions and model building.

1.3 Historical background

Census of production was first carried out in 1964 by the Central Statistics Office. However this exercise and another one carried out in 1968 were then restricted only to the manufacturing sector. The next one, known as the Census of Economic Activities (CEA) was conducted in 1985 and, unlike the previous one, covered all sectors except agriculture.

Given the importance of the data obtained in the measurement of economic performance, it was decided that henceforth the CEA would be conducted regularly every five years. The CEA scheduled for 1990 was however postponed for 1992 since the office had to conduct the 1990 Housing and Population Census. Since then the CEA is being carried out every five years, the third one in 1997 and the latest one in 2002.

CHAPTER 2 – INTRODUCTION

2.1 Introduction

The 2002 Census of Economic Activities (CEA2002) is being carried out in two phases. This report presents in details the organisation and execution of the first phase of the survey, which covered small establishments and itinerant units.

2.2 Coverage

The first phase of the CEA2002 aimed at covering all production units, engaging less than ten persons, located in the Republic of Mauritius. However, the following have been excluded for reasons stated below:

(a) *Agricultural activities*: These activities have not been covered because of the difference in methodology and measurement techniques used in the collection and compilation of data pertaining to the agricultural sector as compared to other sectors of the economy.

(b) *Domestic services*: These services cannot be appropriately covered by an establishment survey.

(c) Establishments operating in the *Export Processing Zone, Export Service Zone, Freeport and Offshore sectors.* These establishments are expected to be structured ones and so accounts pertaining to their transactions are usually available for a whole year. These units are being covered in the second phase of the survey.

(d) *Concealed and illicit activities*: These activities are difficult to measure.

2.3 Classifications

Classifications used for the compilation of the data are adapted versions of latest revisions of recommended United Nations classifications. These classifications are:

(a) *National Standard Industrial Classification of all Economic Activities (NSIC) Rev. 3* for the classification of economic activities. NSIC is an adapted version of the International Standard Industrial Classification of all Economic Activities (ISIC).

(b) *Central Product Classification (CPC) Rev 1.0* for the classification of products

(c) *1993 System of National Accounts (SNA93)* for the compilation of national accounts aggregates

2.4 Unit of enquiry

The unit of enquiry, known as the ***production unit***, was either the establishment or the owner/proprietor of an itinerant unit.

(a) *An establishment* is defined as a production unit engaged in one kind, or predominantly one kind of activity at a fixed physical location.

(b) *An itinerant unit* refers to a mobile production unit which does not operate at a fixed location. Examples are hawkers and sellers along the road within a makeshift location, taxi operators and units involved in construction activities.

2.5 Reference period

The reference period is the *calendar year 2002*. During the reference period units surveyed had to provide data for one month. However for hawkers, because of memory lapse, the period covered was the third week of the month. The monthly and weekly data were then consolidated using appropriate weights to arrive at annual estimates for year 2002.

2.6 Legal authority and confidentiality

The 2002 Census of Economic Activities was conducted under the provisions made in the *Statistics Act 2000* and published in the Government Gazette as GN No. 87 of 2002.

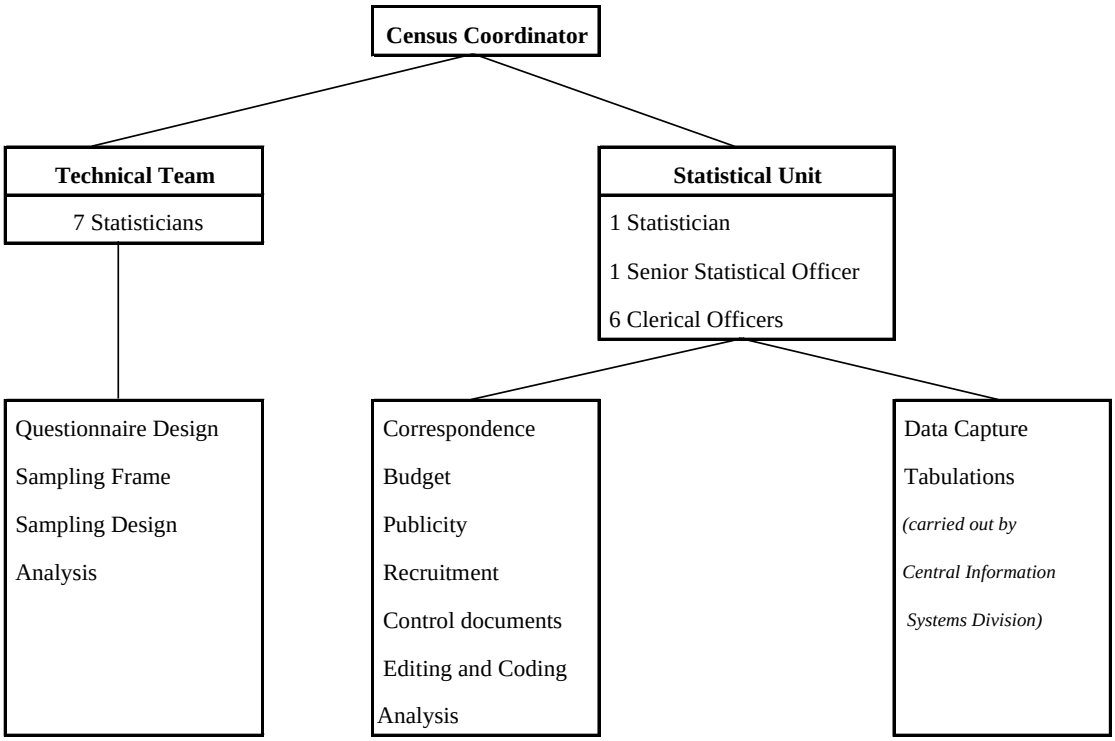
The Act empowers the Director of Statistics to obtain information from the owner/manager of the production unit as requested in the approved questionnaires and documents. On the other hand, the Act lays down strict rules that guarantee the confidentiality of all individual information furnished by the respondents. For instance individual information is to be used solely by the office and data are to be published such that no information pertaining to individual establishment/unit is divulged.

The Act also requires all persons working for the Census to take an oath of secrecy before the District Magistrate or the Director of Statistics. Each survey officer was required to keep and treat all data collected in strict confidentiality and to ensure that no unauthorised persons have access to them. Furthermore, field officers were provided with an identity card duly signed by the Director of Statistics authorising them to collect the necessary information on his behalf.

CHAPTER 3 : SURVEY ORGANISATION AND OPERATIONS

3.1 Office organisation

Fig 1 : Office organisation of the 2002 Census of Economic Activities



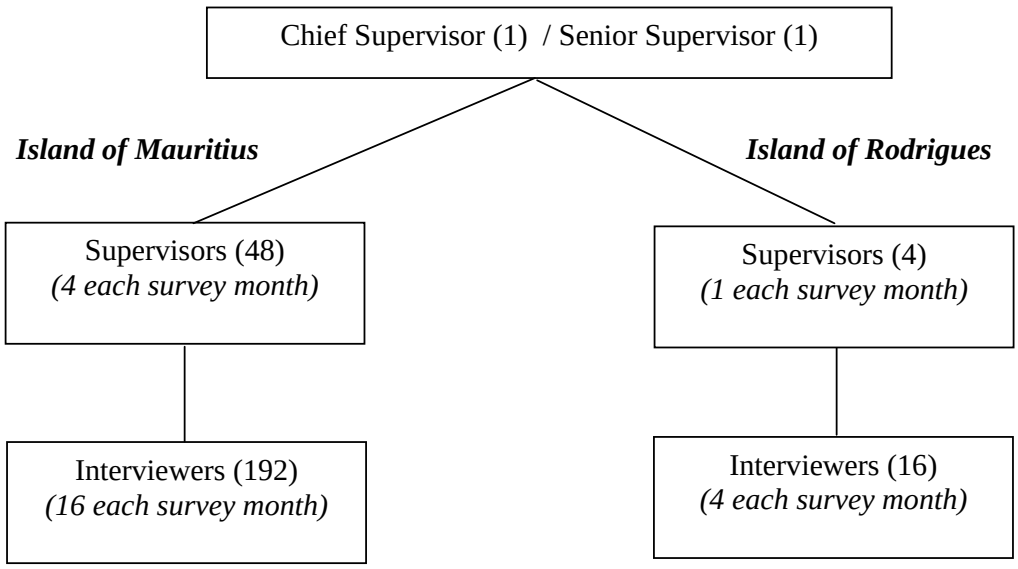
As shown in Fig. 1, the activities in connection with the 2002 Census of Economic Activities were under the overall responsibility of a coordinator. He was supported by a temporary statistical unit, set up to look into administrative matters, editing and coding of questionnaires, and analysis of the data. He also had the support of a team of statisticians, involved in the compilation of national accounts statistics, who acted as an advisory panel in the planning and execution of the technical aspects of the survey.

3.2 Field organisation

In the Island of Mauritius data were collected each month from January to December 2002, whereas in the Island of Rodrigues data collection was carried out during 4 months, namely March, June, September and December 2002.

The field force comprised 262 officers, operating in a structure involving three layers of hierarchy, as shown in Fig. 2.

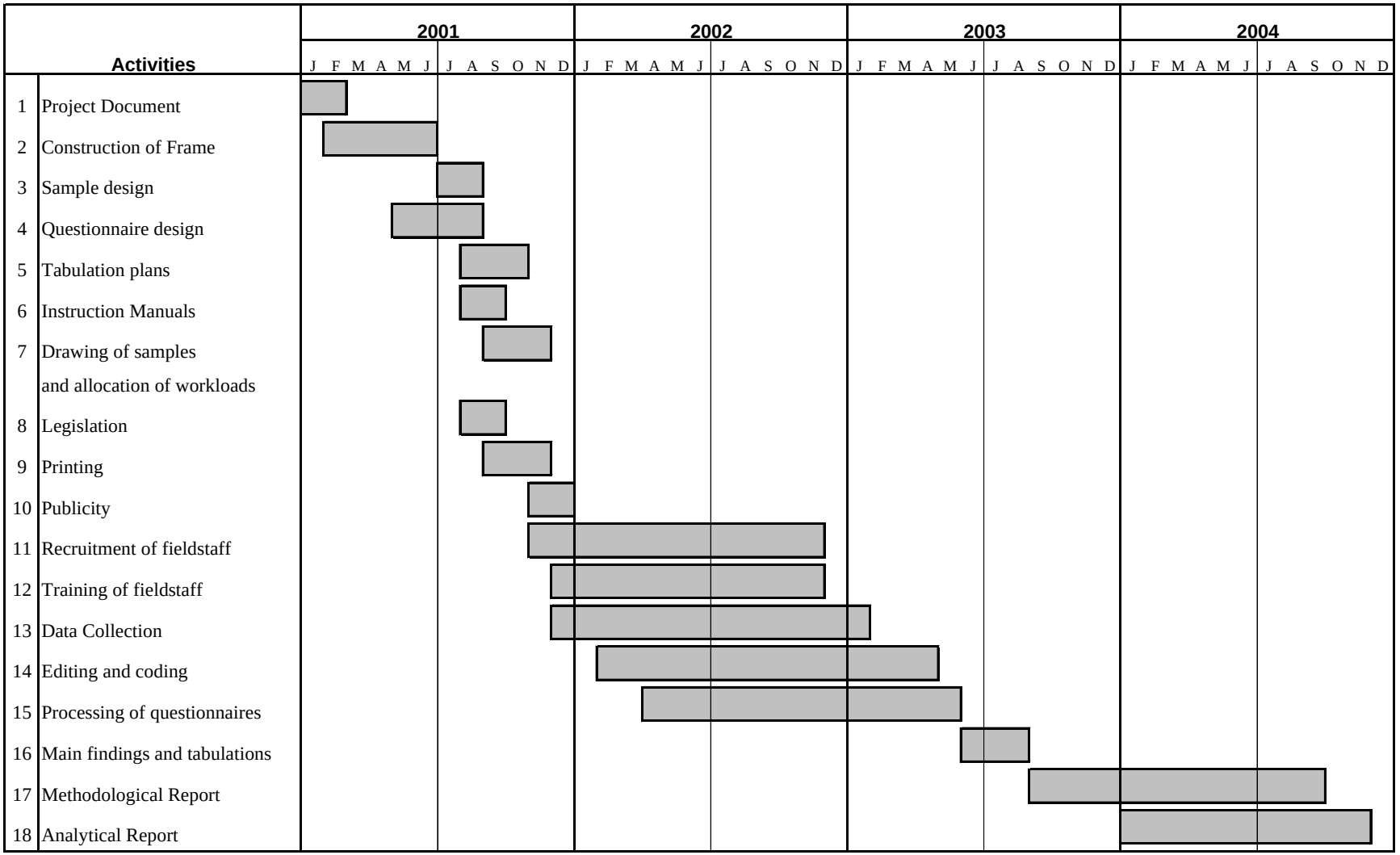
Fig 2: Field organisation of the 2002 Census of Economic Activities



3.3 Calendar of activities

The various activities associated with the first phase of the CEA2002 are displayed in the Gantt Chart in Fig 3.

Fig 3: Gantt chart displaying duration of activities in connection with the first phase of CEA2002



3.4 Survey costs

Budget estimate at the planning phase was based on expenditure incurred for the previous exercise carried out in 1997. The project value for the conduct of the 2002 Census of Economic Activities (both phases) was estimated at Rs 5.8 million. A breakdown of the project value and actual expenses incurred as at June 2004 is given in Table 1

Table 1: Project value and actual expenditure – CEA2002

Rupees '000

Particulars	Project value	Actual expenditure as at June 2004
1. Personnel expenses	***4,416***	***4,874***
Office staff	1,952	2,405
Field staff	2,464	2,469
2. Non-personnel expenses	***1,388***	***773***
Travelling	268	284
Office requisites and stationery	85	144
Equipment and furniture	175	288
Printing	100	-
Publicity	200	15
Mission to Rodrigues	60	42
Contingencies	500	-
Total	**5,804**	**5,647**

3.5 Publicity

The success of a survey relies to a great extent on the cooperation of the respondents. In the planning of the CEA2002 this element was not overlooked. Measures, which were taken to increase the awareness of the public on the importance of this exercise and to encourage the cooperation of the respondents, were:

(a) Issue of communiqués on radio and in local press

(b) Providing the sampled respondents with an attractive pamphlet which described in simple terms the importance of the survey

(c) Providing the respondents with pens and folders as incentives.

CHAPTER 4 : CONCEPTS AND DEFINITIONS

4.1 **An establishment** is defined as a production unit engaged in one kind, or predominantly one kind of activity at a fixed physical location.

4.2 **An itinerant unit** refers to a mobile production unit which does not operate at a fixed location. Examples are hawkers and sellers along the road within a makeshift location, taxi operators and units involved in construction activities.

4.3 **'Small'** units are those engaging fewer than 10 persons, including working proprietors.

4.4 An **employer** is a person who operates his or her economic enterprise or engages independently in a profession or trade, and hires one or more employees.

4.5 An **employee** is a person who works for a public or private employer and receives renumeration in wages, salary, commission, tips, piece-rates or pay in kind.

4.6 An **own account worker** is a person who operates his or her own economic enterprise or engages independently in a profession or trade, and hires no employees.

4.7 An **apprentice** is a person who is being trained for a job or trade and does not receive pay. He may, however, receive some pocket money.

4.8 An **unpaid family worker** is a person who works without pay in an economic enterprise operated by a related person usually living in the same household.

4.9 **Outworkers** are those persons working at their home on materials normally supplied by the establishment and according to the specifications provided by the employer.

4.10 **Basic Price** is the amount receivable by the producer exclusive of taxes payable on products (e.g excise duty and Value Added Tax) and inclusive of subsidies receivable on products. The equivalent for imported products is the c.i.f (cost, insurance and freight) value, that is, the value at the border of the importing country.

4.11 **Purchaser's Price** is the amount payable by the purchaser. This includes trade margins realised by wholesalers and retailers (by definition, their output) as well as

transport margins (that is, any transport charges paid separately by the purchaser). It also includes non-deductible VAT but excludes deductible VAT.

Example:

An establishment purchases an item at Rs 1120, of which VAT amounted to Rs 120.

Case 1: Establishment is registered with the VAT Department.
VAT is deductible and Purchaser's price of item is Rs (1120 – 120) = Rs 1000

*Case 2: Establishment is **not** registered with the VAT Department.*
VAT is **not** deductible and Purchaser's price of item is Rs 1120.

4.12 **Gross output** is the value on the market of goods and services produced, including work in progress and products for own use. For distributive trade, output is measured by the trade margin, which is obtained as the difference between sales value and cost of goods sold. Gross Output is valued at basic prices.

4.13 **Intermediate consumption** of industries covers non-durable goods and services used up in production, including repairs and maintenance of the capital stock, research and development. Intermediate consumption is valued at purchasers' prices.

4.14 **Value added** at basic prices is equal to the gross output at basic prices less the value of intermediate consumption at purchasers' prices.

4.15 **Wages and salaries** in cash comprise all payments which employees receive in respect of their work, before deduction of employees' contributions to social security schemes. Payments such as refund of travelling of work, commissions, bonuses, overtime and cost of living allowances are also included.

4.16 **Payments in kind** are goods and services provided to employees free of charge or at markedly reduced costs, which are clearly of direct benefit to the employees as consumers. Examples are food, drinks, clothing, accommodation or other commodities. The value of these commodities is estimated at their market prices.

4.17 **Compensation of employees** comprises all payments of wages and salaries by producers to their employees. Payments in kind and contributions to social security and to private pension fund, casualty insurance and similar schemes are also included.

4.18 **Taxes on production and imports**

Taxes on production and imports comprise all taxes that enterprises incur by engaging in production. There are two categories of taxes, namely taxes on products and other taxes on production.

Taxes on products are payable on goods and services when they are produced, sold or used. Examples are excise duties, import duties and Value Added Taxes (VAT).

Other taxes on production are taxes payable out of the value added of producers. This category of taxes includes taxes levied on property, fixed assets and labour employed. Examples are municipal rates, motor vehicle licenses and business licenses.

4.19 **Gross Operating surplus** is defined as the excess of value added over the cost of employees' compensation and other taxes on production and imports net of subsidies.

CHAPTER 5 : QUESTIONNAIRE DESIGN

5.1 Introduction

Questionnaire design is one of the most important aspects of a survey since, no matter how efficient a sample survey is planned, the reliability of the results depends heavily on how efficient the questionnaires have been designed. Work on questionnaire design started at the early stage of the survey (May 2001).

5.2 Data collection method

For the first phase of the CEA2002, data were collected from the production units through personal contacts. This was considered the most appropriate method for the following reasons:

(a) 'Small' establishments/units usually do not keep records of their transactions. Keeping of records was thus closely monitored by the interviewers during the survey month.

(b) The correct and uniform interpretation of concepts and definitions is crucial for the compilation of national accounts statistics. Any misinterpretation is bound to have an effect on the compiled data. In order to ensure that such misinterpretation is minimised, interviewers were trained thoroughly for the data collection exercise.

(c) Small units are more liable to changes in location and activities than the large ones. Conducting the survey by mail would have yielded a low response rate.

5.3 Survey documents

The methodology used for compiling economic data (output, input, value added, etc.) varies from activity to activity. This is why it was not possible to use a unique questionnaire for data collection. Instead data were collected via four questionnaires as follows:

CEAS 2: Construction sector

CEAS 3: Transport sector

CEAS 4: Hawkers

CEAS 1: All other activities covered by the survey

In view of capturing the dynamism of the units in the sampling frame and also to provide additional information for the construction of analytical weights (expansion factors) for estimation purposes, an Identification schedule (ID) for each sampled unit was completed by the interviewers.

A Diary (D1) was provided to each respondent to record in details their daily transactions during the reference month. This was thought necessary in order to reduce errors due to memory lapse during the data collection exercise.

The documents are found in Appendices B to G.

5.4 Users' meetings

At the initial stage of the questionnaire design, a set of questionnaires, used in the previous exercise (1997), was sent to the heads of each Ministry (considered as the main users). They were requested to give their views on issues relevant to their Ministry, which they wished to include in the survey questionnaires.

The proposals received covered a wide range of economic issues. These were discussed in a meeting arranged with the stakeholders and subsequently a shortlist of issues was taken on board. The choice of topics to be included in the questionnaires was based on the following criteria:

(a) The importance of the topics at national level

(b) The cost for collecting and processing data on a given item

(c) The relevancy of the topic to the survey

(d) The willingness and ability of respondents to give adequate answers.

5.5 Structure of questionnaires

The questionnaires were divided into several sections. The list of topics and items included in CEAS 1, 2 and 3 are:

(a) Characteristics of Establishments/ Units
(b) Employment and hours of work
(c) Labour cost
(d) Consumption of goods and services
(e) Information technology related services
(f) Output
(g) Other payments (Taxes, rates etc)
(h) Other receipts
(i) Fixed assets

CEAS 4, which was meant to collect data from the hawkers, was much simpler requesting less detail than in the other questionnaires. It excludes information on IT and Fixed assets.

In light of views from the users, the technical team, mentioned earlier in Par. 3.1, proceeded with the design of the questionnaire. Final versions of the questionnaires were approved by Cabinet and gazetted in December 2001.

CHAPTER 6 : SAMPLING METHODOLOGY

6.1 Sampling frame

The Census of Economic Activities required that the respondent be the owner, proprietor or manager of a production unit. Thus the exercise was expected to cover all production units in the country, excluding those mentioned at Par. 2.2.

At the time of the CEA2002, such a list did not exist and the frame had to be constructed by consulting various sources of data. The main source was the '2000 Housing Census', in which there was an enumeration of all establishments in the Republic of Mauritius. This list was however restricted to those activities, which were being carried out at a fixed location within a building. Thus the sampling frame had to be constructed by complementing this list with other data sources listed below:

(a) Establishments/units worked out from stock of licenses issued to operators by Local Authorities
(b) Taxi and bus operators obtained from the National Transport Authority
(c) Medical practitioners, dentists, architects etc obtained from the respective Professional Councils/Associations
(d) Driving schools operators from the Police Department
(e) Operators in the construction sector from the Ministry of Social Security
(f) Private schools from Ministry of Education and Scientific Research
(g) Legal activities from the Judicial Department

After consolidating the different sources, the sampling frame comprised around 65,500 production units.

6.2 Sample size

Based on the accuracy of results obtained from the previous exercise in 1997 and optimising on resources available, the sample size for the survey was set to 3000 production units for the Island of Mauritius and 200 for Rodrigues.

6.3 Sampling design

6.3.1 Stratification

The list of units comprising the sampling frame was stratified according to the main activity of the units.

The NSIC Rev. 3 classifications provides a hierarchical structure with 5 levels of classifications as follows:

17 Sections at 1-digit level
56 Divisions at 2-digit level
151 Groups at 3-digit level
304 Classes at 4-digit level
509 Sub-Classes at 5-digit level

The first step in the construction of strata was the classification of each unit in the frame into its respective Sub-Class. After this exercise, it was found that, out of the 509 Sub-Classes, 340 were represented by at least one unit. Of these, 110 comprised 10 or more units. These 110 Sub-Classes were taken as strata on their own and the remaining 230 Sub-Classes were further grouped into 73 broader groups respecting the hierarchical structure of the NSIC classification, leading to 183 stratas.

The above method of stratification was used in view of ensuring an adequate degree of homogeneity of units within the strata, while at the same time providing useful domains of activity groups for publication purposes.

6.3.2 Sample allocation

After analysis of data collected at the 1997 Census of Economic Activities, it was found that the estimates of value added varied considerably among the different activity groups. Thus allocating the sample proportionately to the number of units in each stratum, which is usually done in most surveys, would not be most efficient, as it would give equal weight to all the strata. To ensure better representativeness, it was

found more appropriate to give more weights to those activity groups where the variations of value added among units were larger.

According to sampling theory, assuming that the cost per unit sampling unit was the same in each stratum, the most efficient method of allocating the sample to the strata in the above situation was the 'Neyman Allocation'. This method considers both the stratum size and the heterogeneity of units within the stratum while allocating the sample. According to this method the optimum sample size n_i allocated to the ith stratum is given by

$\mathbf{n_i = (n N_i S_i) / (\Sigma N_i S_i)}$, where

N = Total population size

n = Total sample size

$\mathbf{N_i}$ = No. of Units in the ith stratum (Stratum size)

$\mathbf{n_i}$ = sample size of the ith stratum,

$\mathbf{S_i}$ = Standard deviation of the variable under study within the ith stratum.

Estimate of S_i for value added, the main variable to be estimated, having been computed from the 1997 Census of Economic Activities, this methodology was adopted for allocating the sample to the activity groups.

6.3.3 Sampling

Island of Mauritius

To ensure that the sample properly represents the regions covered, the units within each stratum were sorted according to Urban and Rural regions.

For each stratum of size N_i, where a sample of size n_i would be drawn, the sampling interval ($k_i = N_i/n_i$) was computed and rounded to the nearest integer. Thereafter a random start 'r_i' between 1 and N_i, was randomly selected and a systematic circular random sample was drawn, the sampled members being identified as r_i , $r_i + k_i$, $r_i +$

$2k_i$, ….., $r_i + (n_i-1)k_i$ for the ith stratum. The sample was then allocated to 12 months, ensuring representativeness of activity groups and regions in each quarter.

Island of Rodrigues

The same methodology was applied for the Island of Rodrigues where the frame consisted of around 1200 'small' units of production and the sample size, 200. However, due to the relatively smaller sample size, the sample was allocated to the third month in each quarter (March, June, September and December). Data collection in Rodrigues was carried out during these four months.

CHAPTER 7 : DATA COLLECTION AND PROCESSING

7.1 Field organisation

Data collection for the first phase of the 2002 Census of Economic Activities was effected from January to December 2002. The overall field operations was under the responsibility of a Chief Supervisor who was supported by a Senior Supervisor.

In the Island of Mauritius, around 250 production units were interviewed each month during 2002. The data collection exercise, for each month, was carried out by 16 interviewers under the close supervision of 4 Supervisors. In the Island of Rodrigues data were collected in March, June, September and December 2002, with 4 Interviewers and one Supervisor for each survey month.

7.2 Recruitment of fieldstaff

All the fieldstaff were recruited from government officers. The Public Service Commission, further to the recommendations of the Director of Statistics, recruited the Chief Supervisor and the Senior Supervisor. As regards Supervisors and Interviewers, the Commission delegated its authority to the Director of Statistics for their recruitment. This was done on the advice of a departmental selection board according to pre-defined criteria as approved by the Commission. The selection criteria were:

(a) Performance of fieldstaff in previous censuses and surveys undertaken by the CSO;
(b) Place of residence.

7.3 Duties of fieldstaff

7.3.1 The Chief Supervisor

The Chief Supervisor was responsible for the overall planning, organisation and monitoring of fieldwork in both the islands of Mauritius and Rodrigues. He was appointed for a period of 14 months from December 2001 to January 2003. His

workload comprised around 60 hours of work every month and his responsibilities consisted of the following:

(a) Conducting briefing and training sessions
(b) Sample field checks and reinterviews
(c) Sample editing of completed questionnaires
(d) Dealing with difficult cases, non-response and unforeseen problems
(e) Ensuring a smooth flow of documents between the office and fieldworkers

7.3.2 The Senior Supervisor

The Senior Supervisor assisted the Chief Supervisor in monitoring the implementation of field procedures and instructions so that control of fieldwork is efficient and timely. He was also appointed for 14 months from December 2001 to January 2003 and his duties, involving around 75 hours per month, consisted of:

(a) Conducting briefing and training sessions
(b) Sample field checks and reinterviews
(c) Sample editing of completed questionnaires
(d) Dealing with difficult cases, non-response and any unforeseen problems

7.3.3 The Supervisor

A Supervisor had to monitor the work of 4 interviewers for the survey month to ensure that they followed the defined standard procedures and that the relevant and correct information was captured on field. His duties started around three weeks before the survey month and ended around 8 weeks later involving around 95 hours of work. His tasks consisted mainly of:

(a) Attending briefing/training sessions
(b) Monitoring the identification of sampled units on field
(c) Editing the Identification Schedules and reporting any unforeseen problems to the Senior or Chief supervisors
(d) Accompanying Interviewers during their first few interviews

(e) Editing of completed questionnaires

(f) Conducting fieldchecks and reinterviews

(g) Dealing with queries, non response and any other unforeseen problems

(h) Filling of control documents

(i) Returning all edited and completed documents to the Senior or Chief Supervisor

7.3.4 The Interviewer

An Interviewer had to identify and follow the output and expenditure of around 15-17 units during the reference month. He had to visit the units at least once a week to ensure that the information provided by the respondents was according to standards. His duties involved around 115 hours and consisted mainly of:

(a) Attending briefing/training sessions

(b) Identifying the sampled units on field and filling the Identification Schedules for each one of them.

(c) Editing the Identification Schedules and reporting any unforeseen problems to the Supervisor

(d) Interviewing around 15-17 units and following their output and expenditure during the reference month.

(e) Making call backs for non-contacts

(f) Editing the diaries provided to respondents at least once a week

(g) Collecting diaries from respondents and transferring the relevant data therein to the questionnaires.

(h) Editing the completed questionnaires, ensuring that data provided were consistent and accurate.

(i) Report all inconsistencies to his supervisor and make call backs whenever found necessary

(j) Returning all documents to his immediate Supervisor

7.4 Training of fieldstaff

Training of fieldstaff was one of the important components of the data collection phase. The Chief and Senior supervisors conducted all the training sessions both in Mauritius and Rodrigues.

The formal training sessions were carried out during weekends. Both Interviewers and Supervisors were provided with an instruction manual and underwent two training sessions of 3 and 4 hours respectively. The training sessions were held at the Central Statistics Office.

The first training session was conducted around 3 weeks before the survey months. During this training, emphasis was laid on the following aspects:

(a) Objectives and methodology of the survey
(b) Terms of appointment
(c) Legal authority / importance of Identity Card
(d) Confidentiality
(e) Office and field organisation
(f) Duties of fieldstaff
(g) Interviewing techniques
(h) Identification of units and filling in of ID Schedule

The second session was held one week before the survey month when the identification stage of the survey was nearly completed. During this session the fieldstaff was subjected to an intensive training on the Diary (D1) and the four questionnaires CEAS 1, 2, 3 and 4. Much emphasis was laid on the various definitions and concepts in connection with the data to be collected.

7.5 Field operations

7.5.1 Identification phase – the screening exercise

Fieldwork started some 3 weeks before the survey months. The Interviewers were provided with a list of units, which they were to identify on the field. For each unit

they had to fill in an ID schedule, whether they had located the unit or not. Through this stage of the data collection exercise, important information was gathered on whether the unit:

(a) Was operational or not
(b) Had changed activities
(c) Had changed address
(d) Could be located or not

This screening exercise was essential mainly for adjusting the analytical weights (expansion factors) for analysis purposes. It also helped in saving time during the survey month, such that adequate time could be devoted in monitoring data recorded in the diaries. Units, which were not operational or could not be located, were substituted by the next unit in the relevant activity group (stratum).

7.5.2 Data collection

After the second briefing session, interviewers contacted the identified units which were in operation and provided each of the respondents with a Diary (D1) in which they had to record all transactions during the reference month on a daily or weekly basis.

Thereafter the Interviewers, under close supervision of their immediate supervisors, visited the units at least once a week during the survey month to verify the records kept by the respondents. To ensure consistency in the data collection process and standardisation of field procedures, both supervisors and Senior/Chief supervisors undertook reinterviews of samples of units.

During the first week after the survey month, the Diaries were edited on field and collected from the respondents. The relevant data collected were consolidated and transferred in the respective questionnaires.

7.6 Data processing

The completed questionnaires were subjected to further editing and coding at the office by a team of trained editors and coders. The coded questionnaires were thereafter sent to the Central Information System Division (CISD) for data capture and computer edit. The CISD also worked on the tabulation programs. The software used for the data processing was the Integrated Microcomputer Processing Systems (IMPS) developed by the US Bureau of Census.

CHAPTER 8 : QUALITY ASSURANCE

8.1 Introduction

Every sample survey is subjected to two types of errors, namely sampling errors and non-sampling errors.

8.2 Sources of non-sampling errors and controls

Non-Sampling errors arise from various sources. In contrast to sampling errors, these errors are difficult to measure but are usually reduced by putting in place quality controls at various stages of the survey. Below are the possible sources of the non-sampling errors in CEA2002 together with the respective controls.

8.2.1 Questionnaire design

Sources of errors in the design of a questionnaire are mainly irrelevancy of the topics, layout of the questionnaire, wordings including ambiguous and vague words and phrases, non-exhaustiveness of precoded answers and so on.

The above possible errors were minimised with the support of the Technical Group, which comprised professional statisticians at the CSO. The relevancy of the topics to the users was ensured by taking on board views of Ministries, which were the main users. Also the final versions of the questionnaires were subjected to pilot testing to detect any other imperfections.

8.2.2 Data collection

During the data collection stage possible sources of errors are non-response, interviewer's bias, respondent's bias, lack of understanding of concepts and definitions by both respondents and/or fieldstaff, lack of supervision on field, errors of recording in the schedules etc.

The above were reduced by:

(a) Intensive training of fieldstaff who were provided each with a detailed instruction manual
(b) Incorporating checks in the questionnaire to ensure consistency of information provided
(c) Providing fieldstaff with a diary in which they had to fill in their itineraries, problems encountered and solutions thereof. This was used as a monitoring tool by the supervisory staff
(d) Interviewers being accompanied by their immediate supervisors during their first few interviews
(e) Reinterviews being carried out on a sample of selected units by the supervisory staff
(f) Additional consistency checks being carried out at office level where outliers were flagged and reported to supervisory staff for call backs if necessary.

8.2.3 Data processing

Editors and coders at the office were subjected to an intensive training by the officer in charge of the CEA unit, who was versed in the international classifications used in the coding of questionnaires. In addition she carried out sample verifications of the questionnaires ensuring consistency in the editing and coding process.

At the data processing stage, after data capture, computer edit consisting of checks on totals, range checks and other consistency checks were carried out and validation reports were sent to the CEA Unit for verifications.

8.2.4 Sampling frame and adjustments

Ideally the sampling frame should be equal to the population covered by a survey. However, this is rarely the case in practice and the CEA2002 was no exception for the following reasons:

(a) The frame was constructed from different secondary data sources, which had their own limitations

(b) The CEA2002 was conducted in 2002 whereas the data sources used dated June 2000.

Adjustments

Using as base the sampling frame, the following data sources were used to arrive at an estimate of the number of production units covered by the CEA2002:

(a) The number of self-employed persons in each Sub-Class of the NSIC group, obtained from the 2000 Population Census

(b) Trends of licenses issued and units registered during the period 1997-2002.

(c) Information on the operational status of units covered, obtained from the screening exercise carried out during the CEA2002.

The population covered was finally estimated at around 75,000 units. The adjusted number of units for each stratum constituted the analytical weights (expansion factors) for the survey and it had been incorporated in the dataset prior to tabulation process.

8.3 Sampling errors

8.3.1 Standard errors and relative standard errors

The CEA2002 estimates were based on a sample of possible observations. Hence, they were subjected to sampling variability and estimates could differ from the figures that would have been produced if information had been collected from all production units in the population. A measure of sampling variability or the extent to which a sample estimate may vary from the true figure was measured by the standard error (SE).

There are two major factors which influence a standard error.

Sample size - The larger the sample size, the more accurate would be the estimate and the smaller the standard error. On this basis we expect more accurate estimates at the country level, say value added generated for the Republic of Mauritius, than at regional (urban, rural) level due to the larger sample size involved. The same situation applies for estimates at different hierarchical level of activity groups. Here more precision is attached to estimates computed for, say, the 'Manufacturing sector' (Section level) as compared to a sub group, say, 'Manufacture of Food Products and Beverages' (Division level).

Variability - If the reported values for all production units were similar, then the likely difference between the estimate based on a sample and the true figure would be small, reflecting in a small standard error.

There are about 2 chances in 3 that a sample estimate will differ by less than one standard error from the figure that would have been obtained if all units targeted had been surveyed, and about 19 chances in 20 that the difference will be less than two standard errors.

The relative standard error (RSE) is the standard error expressed as a percentage of the estimate. The lower the relative standard errors, the higher is the precision attached to the estimates. For example, from the CEA results, it was found that the relative standard error for estimates of value added generated for 'Manufacturing' was much lower when compared to that estimated for 'Construction'. Thus value added for 'Manufacturing' estimated from the CEA is therefore considered to be more reliable than that of 'Construction'.

A relative standard error of 25% or less is usually considered sufficiently reliable for most purposes. Table 2 shows the relative standard errors of value added generated for the major activity groups covered by the survey.

Table 2: Standard errors and relative standard errors of value added by major industry groups, Republic of Mauritius – CEA 2002

Industrial activity NSIC Rev 3	No. of Units covered[1]	Sample size	Value Added (Million Rupees)[1]	Std Error (Million Rupees)	Relative Std Error (%)	
TOTAL	**75,260**	**3,200**	**16,968**	**531**	**3.13**	
D. Manufacturing	11,848	295	2,429	200	8.2	
F. Construction	8,243	22	1,174	216	18.4	
G. Wholesale and retail trade, repair of motor vehicles, motorcycles and personal and household goods	29,986	1,679	6,464	241	3.7	
H. Hotel, Restaurants and other catering services	5,594	180	1,003	225	22.4	
I. Transport storage and communication	11,601	479	2,469	141	5.7	
J. Financial Intermediation	128	17	156	46	29.4	*
K. Real Estate, renting and business activities	1,940	206	1,680	113	6.8	
M. Education	1,340	116	249	35	13.9	
N. Medical, dental and other health activities	1,071	69	387	101	26.2	*
O. Other community, social and sporting activities	3,509	137	957	207	21.6	

1 - Revised

* - Estimates should be used with caution due to its low precision

It is worth pointing out that the standard errors mentioned above measure only sampling errors and thus exclude non-sampling errors. Results obtained from the survey will have to be reconciled with data from other sources before arriving at National Accounts estimates.

8.3.2 Design effect

The DEFF or Design Effect is a measure of the efficiency of the sampling design as compared to one based on a Simple Random Sampling (SRS) of the same sample size. It is computed from the formula

$$DEFF = \frac{\text{Variance } (Y_{srs})}{\text{Variance } (Y_{design})}$$

Here Y_{srs} is the estimate obtained if the sample was drawn by Simple Random Sampling, while Y_{design} is the corresponding estimate obtained by drawing the sample according to another design. A DEFF value greater than '1' implies that the design used is more efficient than one based on the Simple Random Sampling method and the higher the DEFF the more efficient is the design.

For the CEA2002, taking 'Y' as estimate for value added, the DEFF works out to 2.4 showing that the sampling design used (Stratified Random Sampling with Neyman Allocation) was 2.4 times more efficient than Simple Random Sampling.

CHAPTER 9 : SUGGESTIONS AND RECOMMENDATIONS

9.1 Introduction

As in most surveys, the Census of Economic Activities met with some difficulties due to unforeseen circumstances and this chapter provides an illustration of these problems and suggestions which may prove useful in the planning and organisation of the next round of the survey, planned for year 2007.

9.2 Sampling frame

The sampling frame, as mentioned earlier, was constructed on the basis of the list of establishments available from the 2000 Housing Census and complemented with other sources, the main one being licenses issued by the local authorities. In many cases, especially in the wholesale/retail activities, several licenses are usually issued to the same establishments. The consolidation of the licenses to arrive at a list of establishments and itinerant units was a very tedious task which took months of work by staff of the Central Business Register (CBR) Unit of the CSO.

For the next round of the Census of Economic Activities in 2007, the list of establishments from the 2000 Housing Census will be obsolete such that the main source of data for the construction of the frame will most likely be based on licenses and registrations. With the computerisation of activities of the CBR Unit, which is near completion, the consolidation process will be fully automated and this will definitely prove to be an important step in optimising this source of data.

9.3 Analytical weights

Employment data obtained from the 2000 Population Census had proved to be an important source of information for the estimations of analytical weights for the CEA2002. However, this information will be updated only in the next round of the Population Census scheduled for 2010. Thus for the next CEA, planned for 2007, there will therefore be need to address this problem by making judicial use of trends of employment characteristics observed between intercensal period, trends in licenses/registrations issued, information gathered from

the screening exercise carried out in the 2002CEA and any other available information to arrive at reasonable estimates of analytical weights at the analysis stage.

9.4 Sampling

Though the Neyman Allocation proved to be an improvement over previous sampling design, it is observed nevertheless that certain activity groups, namely the Financial Intermediation, Health, Construction, Hotel and Restaurant, and Other Services sectors were not adequately covered, reflecting in their high relative standard errors. It is suggested that in the next exercise, more weights be given to these sectors.

Also while allocating the sample to the strata, some of them had only one sample unit depriving the possibility for estimating standard errors pertaining to these strata. Thus at the analysis stage, these had to be collapsed into broader groups, decreasing the accuracy of the results at the same time. It is proposed that in the next round of the survey, at least two units be allocated to each stratum.

9.5 Workloads

The screening exercise expected to be completed before the start of the reference month was more time consuming than expected. This resulted in undue delays in contacts with the identified respondents for the data collection exercise at the start of the reference months. It was also observed that an average of 16 respondents per interviewer was quite heavy to handle since very often the fieldstaff had to visit the units several times a week. It is suggested that in the next round of the survey the workload of interviewers be targetted to some 12-13 units.

References

Statistical Techniques – W. G. Cochran
Survey Methods in Social Investigation – C.A Moser & G. Kalton
Household Expenditure Survey, Australia – Australian Bureau of Statistics
System of National Accounts 1993 – United Nations
Surveys of Economically Active Population – International Labour Organisation

Appendices

Confidentialité

Le Bureau des Statistiques est tenu de traiter tous les renseignements recuellis en toute confidentialité.

Les enquêteurs ont juré dans la légalité de ne divulguer aucun renseignement. Les informations recueillies ne seront pas publiés à titre individuel.

Le Bureau Central des Statistiques demeure toujours a la disposition des entrepreneurs pour toute information additionelle.

Vous pouvez nous contacter a l'addresse ci-dessous

Bureau Central des Statistiques
LIC Centre
John Kennedy Street
PORT-LOUIS

Tel: 208-0781 / 212-2316 / 212-2317

Fax: 211-4150

Email: cso@intnet.mu

Participez au recensement pour une meilleure planification

2002

RECENSEMENT DES ACTIVITES ECONOMIQUES

Pamphlet for respondents – CEA2002

RECENSEMENT DES ACTIVITIES ECONOMIQUES – 2002 –

Le Bureau Central des Statistiques procède actuellement à un recensement des activités économiques dans tous les secteurs, sauf le secteur agricole.

Un recensement des activités économiques permet au Bureau des Statistiques de recueillir des données minutieuses et précises sur la structure et le fonctionnement des entreprises et conséquemment, la structure de l'économie mauricienne. Des données ainsi obtenues, pourront être utilisées a des fins permettant a mieux prévoir le développement économique.

Il y a actuellement environ 67,000 unités de production dont 2,000 sont des grandes entreprises. Le reste comprend des petites enterprises et des unités itinérantes.

Comment se fera le recensement? Qui sont ceux concernes?

Une entreprise peut produire des biens, ou peut offrir des services. Les chefs d'entreprises sont tenus légalement a fournir des renseignements précis lors de ce recensement.

A l'exception du secteur agricole, toutes les activités économiques seront touchées. Le recensement couvrira les activités telles que la manufacture, le commerce (incluant les marchands ambulants), l'hôtellerie et la restauration, ainsi que le secteur du transport qui comprend aussi les propriétaires de taxis, camions et autobus. Seront aussi concernés les professionels; par exemple, les mèdecins, les avocats et d'autres entreprises offrant des services tel que: les ateliers de réparation, les garages et les salons de coiffure entre autres.

Les 2,000 grandes entreprises seront recensées par voie postale tandis que pour les 65,000 petites entreprises, elles seront representées a partir d'un échantillonage de 3,200 unités (environ 250 unités chaque mois)

L'enquête des petites enterprises commencera a partir de janvier 2002 et s'échelonnera sur douze mois jusqu'à décembre 2002. Les officiers du Bureau des Statisques visiteront les entreprises pour y déposer les questionnaires et expliqueront au concernés comment les remplir.

Qu'est-ce qu'une petite entreprise?

Le Bureau des Statistiques définit une petite entreprise comme étant celle ou travaillent moins de 10 personnes. Les propriétaires et les membres de la famille qui aident dans l'entreprise, sont aussi pris en compte dans ce nombre.

Quels renseignements seront recueillis?

Les renseignements qui devront être recuellis concernent surtout …

- L'emploi et les salaires
- Les dépenses et les recettes
- Les investissements

Quels sont les objectifs d'un tel recensement?

Ce recensement recueillera d'importants renseignements sur la structure et le fonctionnement des différents secteurs de l'économie. Ces données sont éssentielles pour la gestion et la planification au niveau national et sectorel.

Les données recueillies aideront a répondre aux questions suivantes….

- ***Quelle est la contribution des différents types d'activités dans l'économie mauricienne?***

- ***Quels produits devrait-on promouvoir sur le marché extérieur?***

- ***Quels types d'entreprises nécessitent plus d'assistance financière?***

- ***Comment encourager l'épanouissement de ces entreprises?***

CONFIDENTIAL **ID SCHEDULE**

CENTRAL STATISTICS OFFICE

Ministry of Economic Development, Financial Services and Corporate Affairs

2002 COLLECTION OF STATISTICS OF ECONOMIC ACTIVITIES

SMALL AND ITINERANT UNITS

(To be filled in by interviewer at identification phase)

MVCA CODE ☐☐☐☐ **SERIAL NO** ☐☐☐☐

NSIC CODE ☐☐☐☐☐ **POP NO** ☐☐☐☐☐

REFERENCE MONTH ☐☐

1. Trading name (*as per listing*) ….

New name (*if applicable)* …. ☐

2. Owner's name *(as per listing)* ….

Name of new owner (*if applicable*) …. ☐

3. Main activity

As per listing	If different from listing
1. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …

SKETCH OF LOCATION

CONFIDENTIAL **D 1**

SERIAL NUMBER | | | | |

REPUBLIC OF MAURITIUS

CENTRAL STATISTICS OFFICE

Ministry of Economic Development, Financial Services and Corporate Affairs

2002 COLLECTION OF STATISTICS OF ECONOMIC ACTIVITIES

SMALL ESTABLISHMENTS AND ITINERANT UNITS

DAILY RECORD OF RECEIPTS AND EXPENDITURE

REFERENCE MONTH …… | |

GEOGRAPHICAL DISTRICT …… | |

MUNICIPAL/VILLAGE COUNCIL AREA …… | |

URBAN/RURAL …… |

NAME OF ESTABLISHMENT……..

ADDRESS OF ESTABLISHMENT ……..……

MAIN ACTIVITY …… | | | | | |

SECONDARY ACTIVITY …… | | | | | |

NAME OF INTERVIEWER: …….

NAME OF SUPERVISOR: …….

1. EMPLOYMENT, HOURS OF WORK AND LABOUR COST FOR THE REPORTING MONTH

1.1 Employment status

	1	2	3	4	5	6	7	8	9
Name	……..	……..	……..	……..	……..	……..	……..	……..	……..
Gender (M or F)	……..	……..	……..	……..	……..	……..	……..	……..	……..
Employment status *(tick as appropriate)*									
Employer									
Own account worker									
Employee *(including apprentice)*									
Unpaid family worker									
Other *(specify)*									
Expatriate									

1.2 Hours of work, wages, salaries, travelling and payment in kind

	1	2	3	4	5	6	7	8	9	Total	
Gender (M or F)	……	……	……	……	……	……	……	……	……	**Male**	**Female**
Hours of work											
Week 1											
Week 2											
Week 3											
Week 4											
Week 5											
Week 6											
Month											
Wages and salaries											
Week 1											
Week 2											
Week 3											
Week 4											
Week 5											
Week 6											
Month											
Refund of travelling											
Week 1											
Week 2											
Week 3											
Week 4											
Week 5											
Week 6											
Month											
Payment in kind											
Week 1											
Week 2											
Week 3											
Week 4											
Week 5											
Week 6											
Month											

1.3 Other Expenses *(Rupees)*

	1	2	3	4	5	6	7	8	9	Total	
Name	…….	…….	…….	…….	…….	…….	…….	…….	…….		
Gender (M or F)	…….	…….	…….	…….	…….	…….	…….	…….	…….	**Male**	**Female**
Employer's monthly contribution to:											
IVTB											
NPF											
Other (e.g NSF etc.)											
Training expenses											
Overseas											
Local											
Other benefits *(specify)*											
…….											
…….											

1.4 Outworkers

(Persons working for the establishment in own home with materials provided by the establishment)

(a) Number of outworkers for reporting month ……

(b) Payments to outworkers

	week 1	week 2	week 3	week 4	week 5	week 6	Month
Payments *(Rupees)*							

2. EXPENDITURE AND RECEIPTS

(Excluding goods purchased for resale)

WEEK 1 **From:**…….. **To:**……..

Expenditure				
Date	**Item**	**Unit**	**Quantity**	**Amount (Rupees)**

Receipts		
Date	**Description**	**Amount (Rupees)**

2. EXPENDITURE AND RECEIPTS

(Excluding goods purchased for resale)

WEEK 2 **From:**…….. **To:**……..

Expenditure				
Date	**Item**	**Unit**	**Quantity**	**Amount (Rupees)**

Receipts		
Date	**Description**	**Amount (Rupees)**

2. EXPENDITURE AND RECEIPTS

(Excluding goods purchased for resale)

WEEK 3 **From:**…….. **To:**……..

Expenditure				
Date	**Item**	**Unit**	**Quantity**	**Amount (Rupees)**

Receipts		
Date	**Description**	**Amount (Rupees)**

2. EXPENDITURE AND RECEIPTS

(Excluding goods purchased for resale)

WEEK 4 **From:**…….. **To:**……..

Expenditure				
Date	**Item**	**Unit**	**Quantity**	**Amount (Rupees)**

Receipts		
Date	**Description**	**Amount (Rupees)**

2. EXPENDITURE AND RECEIPTS

(Excluding goods purchased for resale)

WEEK 5 **From:**…….. **To:**……..

Expenditure				
Date	**Item**	**Unit**	**Quantity**	**Amount (Rupees)**

Receipts		
Date	**Description**	**Amount (Rupees)**

2. EXPENDITURE AND RECEIPTS

(Excluding goods purchased for resale)

WEEK 6 **From:**…….. **To:**……..

Expenditure				
Date	**Item**	**Unit**	**Quantity**	**Amount (Rupees)**

Receipts		
Date	**Description**	**Amount (Rupees)**

2. EXPENDITURE AND RECEIPTS

(Excluding goods purchased for resale)

From:…….. **To:**……..

Expenditure				
Date	**Item**	**Unit**	**Quantity**	**Amount (Rupees)**

Receipts		
Date	**Description**	**Amount (Rupees)**

3. TRADING ACTIVITY

Details of goods purchased for resale

WEEK 1

Date	Item	Unit	Quantity	Purchase Value (Rupees)	Mark up (%)	Selling price per unit (Rupees)	Sales Value (Rupees)
Total							

3. TRADING ACTIVITY

Details of goods purchased for resale

WEEK 2

Date	Item	Unit	Quantity	Purchase Value (Rupees)	Mark up (%)	Selling price per unit (Rupees)	Sales Value (Rupees)
Total							

3. TRADING ACTIVITY

Details of goods purchased for resale

WEEK 3

Date	Item	Unit	Quantity	Purchase Value (Rupees)	Mark up (%)	Selling price per unit (Rupees)	Sales Value (Rupees)
Total							

3. TRADING ACTIVITY

Details of goods purchased for resale

WEEK 4

Date	Item	Unit	Quantity	Purchase Value (Rupees)	Mark up (%)	Selling price per unit (Rupees)	Sales Value (Rupees)
Total							

3. TRADING ACTIVITY

Details of goods purchased for resale

WEEK 5

Date	Item	Unit	Quantity	Purchase Value (Rupees)	Mark up (%)	Selling price per unit (Rupees)	Sales Value (Rupees)

3. TRADING ACTIVITY

Details of goods purchased for resale

WEEK 6

Date	Item	Unit	Quantity	Purchase Value (Rupees)	Mark up (%)	Selling price per unit (Rupees)	Sales Value (Rupees)
Total							

3. TRADING ACTIVITY

Details of goods purchased for resale

Date	Item	Unit	Quantity	Purchase Value (Rupees)	Mark up (%)	Selling price per unit (Rupees)	Sales Value (Rupees)
Total							

4. TRADING ACTIVITY - Turnover for the month of …….

Rupees

Date	Cash in drawer			Purchases using money from drawer	Cash withdrawal (personal)	Imputed value for own consumption	Sales receipts by credit card	Sales receipts by cheque	Credit sales	Turnover
	Opening balance (1)	Closing balance (2)	Net = (2) - (1) (3)	(4)	(5)	(6)	(7)	(8)	(9)	= sum {col. (3) to (9)}
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
Total										

5. VALUE OF FIXED ASSETS FOR THE LAST TWELVE MONTHS

Rs (000)

Description of assets	Sales during last 12 months	Additions during last 12 months	
		Total value	Of which new
Building			
1.			
2.			
Machinery and transport equipment			
(i)Transport equipmentl			
1.			
2.			
3.			
4.			
5.			
(ii) Other machinery and equipment			
1.			
2.			
3.			
4.			
5.			
Computer and accessories			
1. Software *(including upgrades)*			
2. Hardware *(including upgrades)*			
3. Software development *(for own use)*			
4. Other *(specify)*			
Furniture and fittings			
1.			
2.			
3.			
4.			
5.			
Other *(specify)*			
1.			
2.			
3.			
4.			
5.			
Total			

6. SUMMARY

6.1 Consumption of Materials, Electricity, Water and Fuel (Rupees)

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Month
Materials consumed							
1							
2							
3							
4							
5							
6							
7							
8							
Electricity, water and fuel							
Electricity							
Water							
Fuel for plant							
Diesel							
Gasoline							
Other							
Fuel for vehicles							
Diesel							
Gasoline							
Other							
Fuel for other purposes							
Diesel							
Gasoline							
Other							

6. SUMMARY (Contd)

6.2 Expenses on services (*Rupees)*

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Month
Rental of premises							
Rental of machinery/equipment							
Postage, telephone, telex, fax etc.							
Printing and stationery							
Hire of transport							
Repairs and maintenance							
Consultancy & management services							
Business services *(e.g. accounting, advertising etc.)*							
Warehousing and storage							
Security services							
Environment *(e.g. waste disposal,embellishment etc.)*							
Research and development							
Payment for works subcontracted							
Other *(specify)*							
Internet/email account							
Maintenance/repairs of IT equipment							
Training in IT							
Consultancy services							
Leased/dedicated line							
Other current expenses *(specify) (e.g. toner, cartridges etc.)*							

	Period covered	Amount (Rupees)
Rates and licenses:		
(1) Rates (e.g. building, sewerage etc.)		
(2) Licenses (e.g. trade, road tax etc.)		
(3) Environment protection fee		
(4) Other (*specify*)		
Value added tax (net)		
Interest (on loan, overdraft etc.)		
Insurance premium		
Income tax		
Purchases of shares for the last twelve months		
Payments to "abroad"		
Other *(specify)*		

6. SUMMARY (Contd)

6.3 Output

Value of goods produced at basic price (Rupees)

Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Month
1.							
2.							
3.							
Total							

Receipts from services [(1)] provided at basic price (Rupees)

Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Month
1.							
2.							
3.							
Total							

Contract work (work done for others on their own materials) (Rupees)

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Month
Total receipts							

Trading Activity (Rupees)

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Month
1. Total purchases during the month							
2. Expected sales value of goods purchased during the month							
3. Receipts from sales during the month							
4. Cost of goods sold [(1) / (2)] x [(3)]							
5. Gross margin (3) -(4)							

[1] includes financial, professional, educational, amusement, repair and all other personal services.

6. SUMMARY (Contd)

6.4 OTHER RECEIPTS

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Month
Insurance claims							
Dividends							
Refund from IVTB							
Receipts from abroad							
Other *(specify)*							
Total							

CONFIDENTIAL **CEAS 1**

SERIAL NUMBER ☐☐☐☐

REPUBLIC OF MAURITIUS

CENTRAL STATISTICS OFFICE

Ministry of Economic Development, Financial Services and Corporate Affairs

2002 COLLECTION OF STATISTICS OF ECONOMIC ACTIVITIES

SMALL AND ITINERANT UNITS

MANUFACTURING, TRADE AND SERVICES SECTOR

REFERENCE MONTH …… ☐☐

GEOGRAPHICAL DISTRICT …… ☐☐

MUNICIPAL/VILLAGE COUNCIL AREA …… ☐☐

URBAN/RURAL …… ☐

NSIC CODE …….. ☐☐☐☐☐

NAME OF INTERVIEWER: …… **DATE SUBMITTED:** ……

NAME OF SUPERVISOR: …… **DATE SUBMITTED:** ……

FOR OFFICE USE

EDITED AND CODED BY …….. **INPUT BY:** …….

CHECKED BY: ……. **VERIFIED BY:** ……..

PLEASE DO NOT WRITE IN BOXES

1. CHARACTERISTICS OF ESTABLISHMENT

1.1 Name of establishment ……

1.2 License holder name ……..

1.3 Address ……

……

……

1.4 Activities of establishment

1. Main activity ……

2. Secondary activity ……

1.5 Location of work place ***(circle appropriate code)***

Within building:

wholly residential …… 1

other …… 2

In the yard …… 3 } ***skip***

Other *(specify)* …… 4 } ***to 1.7***

1.6 Floor area of premises …… | | | | |

1.7 Type of Ownership of establishment ***(circle appropriate code)***

Individual proprietor …… 1

Private partnership …… 2

Company …… 3

Cooperative …… 4

Non profit institution (e.g. NGO etc.) …… 5

Other (specify) …… 6

1.8 Scheme under which establishment operates ***(circle appropriate code)***

Export Enterprise Certificate (EPZ) …… 1

Export Service Certificate (ESZ) …… 2

Small and Medium Enterprise Certificate (SME) …… 3

Strategic Local Enterprise Certificate …… 4

Pioneer Status Certificate …… 5

Management Services Certificate …… 6

Other scheme *(specify)* …… 7

None …… 8

2. EMPLOYMENT, HOURS OF WORK AND LABOUR COST FOR THE REPORTING MONTH

2.1 Employment and hours of work (including expatriates)

Employment status	Number of persons engaged on last thursday of the month				Total hours worked during the month
	Full time		Part time[1]		
	M	F	M	F	
1. Employer					
2. Own account worker					
3. Employee including apprentice					
4. Unpaid family worker					
5. Other *(specify)*					
Total					
of whom expatriates					

2.2 Outworker (i.e. persons working for the establishment in own home with materials provided by the establishment)

1. Number of outworkers …….

2. Payments to outworkers ……Rs

2.3 Wages, salaries and other benefits paid for the reporting month (excluding outworkers)

Rupees

	Male	Female	Total
1. Wages and salaries[2]			
2. Refund of travelling			
3. Payment in kind			
4. Employer's contribution to:			
(1) IVTB			
(2) NPF			
(3) other (e.g. NSF etc.)			
5. Training expenses:			
(1) overseas			
(2) local			
6. Other *(specify)*			
Total			

[1] **Persons working less than half of usual working hours**

[2] **Including overtime, bonus, etc.**

3. CONSUMPTION OF MATERIALS, FUEL AND SERVICES DURING THE REPORTING MONTH

3.1 Electricity and water consumed during reporting month at purchaser's price[1]

Description	(Rupees)
1. Electricity	
2. Water	

3.2 Fuel consumed during reporting month at purchaser's price[1] (Rupees)

	Diesel	Gasoline	Other	Total
1. Fuel for plant and machinery				
2. Fuel for vehicles				
3. Fuel for other purposes				
Total				

3.3 Materials consumed during reporting month at purchaser's price[1] (excluding electricity, water and fuel)

Description of main materials	(Rupees)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	

[1] Purchaser's price includes customs duties, excise duties on imported goods but excludes deductible VAT

3.4 Expenses on services at purchaser's price[1] (excluding IT related services)

	(Rupees)
1. Rental of premises	
2. Rental of machinery and equipment	
3. Postage, telephone, telex, fax, etc.	
4. Printing and stationery	
5. Hire of transport	
6. Repairs and maintenance	
7. Consultancy and management services	
8. Business services (accounting, advertising etc.)	
9. Warehousing and storage	
10. Security services	
11. Environment (waste disposal, pollution control, embellishment etc.)	
12. Research and development	
13. Payment for works subcontracted	
14. Other *(specify)* ……..	

[1] **Purchaser's price includes customs duties, excise duties on imported goods but excludes deductible VAT**

4. OTHER PAYMENTS

4.1 Other payments

	Value (Rupees)	Period covered	Imputed monthly amount(Rs)
1.Rates and licenses:			
(1) Rates (e.g. building, sewerage etc.)			
(2) Licenses (e.g. trade, road tax etc.)			
(3) Environment protection fee			
(4) Other *(specify)*			
2.Value added tax (net amount paid)			
3. Interest (on loan, overdraft etc.)			
4. Insurance premium			
5. Income tax			
6. Purchases of shares for the last twelve months			
7. Payments to "abroad"			
8. Other *(specify)*			
Total			

5. INFORMATION TECHNOLOGY RELATED SERVICES

5.1 Number of computers in establishment …… ☐☐

5.2 Number of persons working in the establishment having access to computer …….. ☐

(circle appropriate code)

5.3 Does establishment have: (1) email facilities Yes 1 No 2

(2) website Yes 1 No 2

5.4 Expenses for the reporting month on: **Rupees**

(1) internet/email account …….. ☐☐☐☐☐☐

(2) maintenance/repairs of IT equipment …… ☐☐☐☐☐☐

(3) training in IT …….. ☐☐☐☐☐☐

(4) consultancy services in IT …… ☐☐☐☐☐☐

(5) leased/dedicated line …… ☐☐☐☐☐☐

(6) other current expenses *(specify)* …… ☐☐☐☐☐☐
(e.g. toner, cartridges etc.)

5.5 Expenses for the **last twelve Months:** **Rupees (000)**

(1) purchase of software …….. ☐☐☐☐☐☐
(including upgrades)

(2) purchase of hardware …….. ☐☐☐☐☐☐
(including upgrades)

(3) software development …….. ☐☐☐☐☐☐

(4) Other *(specify)* …….. ☐☐☐☐☐☐

6. OUTPUT

6.1 Value of goods produced at basic price[1]

Description	Unit	Quantity	(Rupees)
☐☐☐ 1.			☐☐☐☐☐☐
☐☐☐ 2.			☐☐☐☐☐☐
☐☐☐ 3.			☐☐☐☐☐☐
Total			☐☐☐☐☐☐

[1] **Basic price excludes VAT but includes subsidies**

6.2 Receipts from services[1] provided at basic price

Description of services provided	(Rupees)
1.	
2.	
3.	
Total	

6.3 Contract work (Work done for others on their own materials)

	Rupees
1. Total receipts	

6.4 Trading activity(Gross margin)

	Rupees
1. Total purchases during the month	
2. Total sales during the month	
3. Cost of goods sold *(Imputed from information in diaries*)	
4. Gross margin (2) - (3)	

7. OTHER RECEIPTS

7.1 Other receipts

	Rupees
1. Interests (on deposits, advances etc.)	
2. Insurance claims	
3. Dividends	
4. Refund from IVTB	
5. Receipts from abroad	
6. Other *(specify)*	
Total	

[1] **Includes financial, professional, educational, amusement, repair and all other personal services.**

8. GROSS FIXED CAPITAL FORMATION

8.1 Value of additions to and sales of, fixed assets during last twelve months (excluding IT and related products)

Rs(000)

Description	Sales	Additions	
		Total value	of which NEW[1]
1. Building			
2. Machinery and transport equipment			
(i) Transport equipment			
(ii) Other machinery and equipment			
3. Furniture and fittings			
4. Other *(specify)*			
Total			

[1] include second hand imported (for items 2-4)

9. MISCELLANEOUS

Rs(000)

9.1 Outstanding debt ……

Rupees

9.2 Monthly debt repayment ……..

Contact person(Mr/Miss/Mrs) ……

Telephone No …….

Status in business ……...

INTERVIEWER'S COMMENTS

……

……

……

……

SUMMARY DATA

		Rs(000)
A. GROSS OUTPUT		
6.1	Value of goods produced	……..
6.2	Receipts from services provided	……..
6.3	Contract work	……..
6.4.4	Gross margin	……..
B. INTERMEDIATE CONSUMPTION		
2.2.2	Payment to outworkers	……..
2.3.5	Training expenses	……..
3.1	Electricity and Water consumed	……..
3.2	Fuel consumed	……..
3.3	Materials consumed	……..
3.4	Expenditure on services excluding IT related services	……..
5.4	Expenditure on IT services	……..
C. VALUE ADDED (A-B)		
D. COMPENSATION OF EMPLOYEES (2.3 - 2.3.5)		
E. GROSS OPERATING SURPLUS (C - D)		
F. TOTAL VALUE OF ADDITIONS (5.5 + 8.1)		
of which new		

CONFIDENTIAL **CEAS 2**

SERIAL NUMBER ☐☐☐☐

REPUBLIC OF MAURITIUS

CENTRAL STATISTICS OFFICE

Ministry of Economic Development, Financial Services and Corporate Affairs

2002 COLLECTION OF STATISTICS OF ECONOMIC ACTIVITIES

SMALL AND ITINERANT UNITS

CONSTRUCTION SECTOR

REFERENCE MONTH …… ☐☐

GEOGRAPHICAL DISTRICT …… ☐☐

MUNICIPAL/VILLAGE COUNCIL AREA …… ☐☐

URBAN/RURAL …… ☐

NSIC CODE …….. ☐☐☐☐☐

NAME OF INTERVIEWER: …… **DATE SUBMITTED:** ……

NAME OF SUPERVISOR: …… **DATE SUBMITTED:** ……

FOR OFFICE USE

EDITED AND CODED BY …….. **INPUT BY:** …….

CHECKED BY: ……. **VERIFIED BY:** ……..

PLEASE DO NOT WRITE IN BOXES

1. CHARACTERISTICS OF ESTABLISHMENT

1.1 Name of establishment …….

1.2 Address ……..

……..

……..

1.3 Activities of establishment

1. Main activity ……

2. Secondary activity ……

1.4 Type of Ownership of establishment ***(circle appropriate code)***

Individual proprietor …… 1

Private partnership …… 2

Company …… 3

Cooperative …… 4

Non profit institution (e.g. NGO etc.) …… 5

Other *(specify)* …… 6

2. EMPLOYMENT, HOURS OF WORK AND LABOUR COST FOR THE REPORTING MONTH

2.1 Employment and hours of work (including expatriates)

Employment status	Number of persons engaged on last thursday of the month				Total hours worked during the month
	Full time		Part time[1]		
	M	F	M	F	
1. Employer					
2. Own account worker					
3. Employee including apprentice					
4. Unpaid family worker					
5. Other *(specify)*					
Total					
of whom expatriates					

[1] **Persons working less than half of usual working hours**

2.2 Wages, salaries and other benefits paid for the reporting month

Rupees

	Male	Female	Total
1. Wages and salaries[1]			
2. Refund of travelling			
3. Payment in kind			
4. Employer's contribution to:			
(1) IVTB			
(2) NPF			
(3) other (e.g. NSF etc.)			
5. Training expenses:			
(1) overseas			
(2) local			
6. Other *(specify)*			
Total			

2.3 Average earnings per day (permanent employees only)

	Occupation	No of persons employed	Basic wages	Other (e.g. overtime, bonus)	Total
1.					
2.					
3.					
4.					
5.					

[1] **Including overtime, bonus, etc.**

3. CONSUMPTION OF MATERIALS, FUEL AND SERVICES DURING THE REPORTING MONTH

3.1 Electricity and water consumed during reporting month at purchaser's price[1]

Description	(Rupees)
1. Electricity	
2. Water	

3.2 Fuel consumed during reporting month at purchaser's price[1] (Rupees)

	Diesel	Gasoline	Other	Total
1. Fuel for plant and machinery				
2. Fuel for vehicles				
3. Fuel for other purposes				
Total				

3.3 Materials consumed during month at purchaser's price[1] (excluding electricity, water and fuel)

Description of main materials	(Rupees)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	

[1] **Purchaser's price includes customs duties, excise duties on imported goods but excludes deductible VAT**

3.4 Expenses on services at purchaser's price[1] (excluding IT related services)

	(Rupees)
1. Rental of premises	
2. Rental of machinery and equipment	
3. Postage, telephone, telex, fax, etc.	
4. Printing and stationery	
5. Hire of transport	
6. Repairs and maintenance	
7. Consultancy and management services	
8. Business services (accounting, advertising etc.)	
9. Warehousing and storage	
10. Security services	
11. Environment (waste disposal, pollution control, embellishment etc.)	
12. Research and development	
13. Payment for works subcontracted	
14. Other *(specify)* …….	

[1] **Purchaser's price includes customs duties, excise duties on imported goods but excludes deductible VAT**

4. OTHER PAYMENTS

4.1 Other payments

	Value (Rupees)	Period covered	Imputed monthly amount(Rs)
1.Rates and licenses:			
(1) Rates (e.g. building, sewerage etc.)			
(2) Licenses (e.g. trade, road tax etc.)			
(3) Environment protection fee			
(4) Other *(specify)*			
2.Value added tax (net amount paid)			
3. Interest (on loan, overdraft etc.)			
4. Insurance premium			
5. Income tax			
6. Purchases of shares for the last twelve months			
7. Payments to "abroad"			
8. Other *(specify)*			
Total			

5. INFORMATION TECHNOLOGY RELATED SERVICES

5.1 Number of computers in establishment …… ☐☐

5.2 Number of persons working in the establishment having access to computer …….. ☐

(circle appropriate code)

5.3 Does establishment have: (1) email facilities Yes 1 No 2

(2) website Yes 1 No 2

5.4 Expenses for the reporting month on: **Rupees**

(1) internet/email account …….. ☐☐☐☐☐☐

(2) maintenance/repairs of IT equipment …… ☐☐☐☐☐☐

(3) training in IT ……. ☐☐☐☐☐☐

(4) consultancy services in IT …… ☐☐☐☐☐☐

(5) leased/dedicated line …… ☐☐☐☐☐☐

(6) other current expenses *(specify)* …… ☐☐☐☐☐☐
(e.g. toner, cartridges etc.)

5.5 Expenses for the **last twelve Months:** **Rupees (000)**

(1) purchase of software …….. ☐☐☐☐☐☐
(including upgrades)

(2) purchase of hardware …….. ☐☐☐☐☐☐
(including upgrades)

(3) software development …….. ☐☐☐☐☐☐

(4) Other *(specify)* …….. ☐☐☐☐☐☐

6. OUTPUT

6.1 Value of goods produced at basic price[1]

Description	Unit	Quantity	(Rupees)
1. ☐☐☐			☐☐☐☐☐☐
2. ☐☐☐			☐☐☐☐☐☐
3. ☐☐☐			☐☐☐☐☐☐
Total			☐☐☐☐☐☐

[1] **Basic price excludes VAT but includes subsidies**

7. CONSTRUCTION OPERATIONS

7.1 Details of construction operations during last twelve months

Person, firm or authority for whom the work is being done	Site address of job	Type[1]	Area[2] (sq mt)	Contract value Rs (000)	Value of work done during last 12 months Rs (000)	Duration in months for whole project

[1] e.g. residential buildings, non residential (e.g. school, factory, road, bridge, etc.)

[2] For construction work such as road construction and pipe laying, etc. state the length in metres

8. OTHER RECEIPTS

8.1 Other receipts **Rupees**

1. Interests (on deposits, advances etc.)	
2. Insurance claims	
3. Dividends	
4. Refund from IVTB	
5. Receipts from abroad	
6. Other *(specify)*	
Total	

9. GROSS FIXED CAPITAL FORMATION

9.1 Value of additions and sales of fixed assets during last twelve months (excluding IT and related products)

Rs(000)

Description	Sales	Additions	
		Total value	of which NEW[1]
1. Building			
2. Machinery and transport equipment			
(i) Transport equipment			
(ii) Other machinery and equipment			
3. Furniture and fittings			
4. Other *(specify)*			
Total			

[1] **include second hand imported (for items 2-4)**

10. MISCELLANEOUS

10.1 Debt

	Rs(000)
1. Outstanding debt ……..	

	Rupees
2. Monthly debt repayment …….	

10.2 Construction charges

Average price charged for construction work			
	Labour only	Labour and materials	
	Rs/sq mt[1]	Rs/sq mt[1]	Materials provided
1. Residential building			
2. Non-residential building			
3. Other *(specify)*			
(i). … … … … … … … …			
(ii). … … … … … … … …			
(iii). … … … … … … … …			

Contact person(Mr/Miss/Mrs) ……

Telephone No …….

Status in business ……...

[1] **For construction work such as road construction and pipe laying, etc. state the price per metre.**

INTERVIEWER'S COMMENTS

……

……

……

……

SUMMARY DATA

		Rs(000)
A. GROSS OUTPUT		
6.1	Value of goods produced	……..
B. INTERMEDIATE CONSUMPTION		
2.2.5	Training expenses	……..
3.1	Electricity and Water consumed	……..
3.2	Fuel consumed	……..
3.3	Materials consumed	……..
3.4	Expenditure on services, excluding IT related services	……..
5.4	Expenditure on IT services	……..
C. VALUE ADDED (A-B)		
D. COMPENSATION OF EMPLOYEES (2.2 - 2.2.5)		
E. GROSS OPERATING SURPLUS (C - D)		
F. TOTAL VALUE OF ADDITIONS (5.5 + 9.1)		
of which new		

CONFIDENTIAL **CEAS 3**

SERIAL NUMBER ☐☐☐☐

REPUBLIC OF MAURITIUS

CENTRAL STATISTICS OFFICE

Ministry of Economic Development, Financial Services and Corporate Affairs

2002 COLLECTION OF STATISTICS OF ECONOMIC ACTIVITIES

SMALL AND ITINERANT UNITS

LAND TRANSPORT

REFERENCE MONTH …… ☐☐

GEOGRAPHICAL DISTRICT …… ☐☐

MUNICIPAL/VILLAGE COUNCIL AREA …… ☐☐

URBAN/RURAL …… ☐

NSIC CODE …….. ☐☐☐☐☐

NAME OF INTERVIEWER: …… **DATE SUBMITTED:** ……

NAME OF SUPERVISOR: …… **DATE SUBMITTED:** ……

FOR OFFICE USE

EDITED AND CODED BY …….. **INPUT BY:** …….

CHECKED BY: ……. **VERIFIED BY:** ……..

PLEASE DO NOT WRITE IN BOXES

1. CHARACTERISTICS OF ESTABLISHMENT

1.1 Name of proprietor/establishment ……...

1.2 Address ……..

……..

……..

1.3 Activities of establishment

Main activity …… | | | | | |

Secondary activity …… | | | | | |

1.4 Type and number of commercial vehicles

			Number
Car	Taxi		……
	Contract		……
Bus	Individual		……
	Contract	– School	……
		– Other	……
Lorry	Taxi		……
Van	Taxi		……

1.5 Details of vehicles ***(for bus and lorry only)***

		Vehicle 1	**Vehicle 2**	**Vehicle 3**
Bus	:Seating capacity	……..	……..	……..
Lorry	:Load (Tonnes)	……..	……..	……..
	:Type of goods carried ***(circle appropriate code)***			
	Sugarcane	1	1	1
	Container	2	2	2
	Foodstuffs	3	3	3
	Construction materials	4	4	4
	Other *(specify)*	5	5	5

1.6 Type of ownership of establishment ***(circle appropriate code)***

Individual proprietor …… 1

Private partnership …… 2

Company …… 3

Cooperative …… 4

Non profit institution (e.g. NGO etc.) …… 5

Other *(specify)* …… 6

2. EMPLOYMENT, HOURS OF WORK AND LABOUR COST FOR THE REPORTING MONTH

2.1 Employment and hours of work (including expatriates)

Employment status	Number of persons engaged on last thursday of the month				Total hours worked during the month
	Full time		Part time[1]		
	M	F	M	F	
1. Employer					
2. Own account worker					
3. Employee including apprentice					
4. Unpaid family worker					
5. Other *(specify)*					
Total					
of whom expatriates					

2.2 Wages, salaries and other benefits paid for the reporting month

Rupees

	Male	Female	Total
1. Wages and salaries[2]			
2. Refund of travelling			
3. Payment in kind			
4. Employer's contribution to:			
(1) IVTB			
(2) NPF			
(3) other (e.g. NSF etc.)			
5. Training expenses:			
(1) overseas			
(2) local			
6. Other *(specify)*			
Total			

[1] **Persons working less than half of usual working hours**

[2] **Including overtime, bonus, etc.**

3. CONSUMPTION OF MATERIALS, FUEL AND SERVICES DURING THE REPORTING MONTH

3.1 Electricity and water consumed during reporting month at purchaser's price[1]

Description	(Rupees)
1. Electricity	
2. Water	

3.2 Fuel consumed during reporting month at purchaser's price[1] (Rupees)

	Diesel	Gasoline	Other	Total
1. Fuel for plant and machinery				
2. Fuel for vehicles				
3. Fuel for other purposes				
Total				

3.3 Materials consumed during month at purchaser's price[1] (excluding electricity, water and fuel)

Description of main materials	Period	Value	(Rupees)
1. Lubricants			
2.Tyres and tubes			
3. Spare parts			
4. Uniforms			
5. Other *(specify):*			
(i) ----------			
(ii) ----------			
(iii)			
Total			

[1] **Purchaser's price includes customs duties, excise duties on imported goods but excludes deductible VAT**

3.4 Expenses on services at purchaser's price[1] (excluding IT related services)

	Value	Period	(Rupees)
1. Rental of premises			
2. Rental of machinery and equipment			
3. Postage, telephone, telex, fax, etc.			
4. Printing and stationery			
5. Hire of transport			
6. Repairs and maintenance			
7. Consultancy and management services			
8. Business services (accounting, advertising etc.)			
9. Warehousing and storage			
10. Security services			
11. Environment (waste disposal, pollution control, embellishment etc.)			
12. Research and development			
13. Payment for works subcontracted			
14. Other *(specify)* ……..			

[1] **Purchaser's price includes customs duties, excise duties on imported goods but excludes deductible VAT**

4. OTHER PAYMENTS

4.1 Other payments

	Value (Rupees)	Period covered	Imputed monthly amount(Rs)
1.Rates and licenses:			
(1) Rates (e.g. building, sewerage etc.)			
(2) Licenses (e.g. trade, road tax etc.)			
(3) Environment protection fee			
(4) Other *(specify)*			
2.Value added tax (net amount paid)			
3. Interest (on loan, overdraft etc.)			
4. Insurance premium			
5. Income tax			
6. Purchases of shares for the last twelve months			
7. Payments to "abroad"			
8. Other *(specify)*			
Total			

5. INFORMATION TECHNOLOGY RELATED SERVICES

5.1 Number of computers in establishment …… ☐☐

5.2 Number of persons working in the establishment having access to computer …….. ☐

(circle appropriate code)

5.3 Does establishment have: (1) email facilities Yes 1 No 2

(2) website Yes 1 No 2

5.4 Expenses for the reporting month on: **Rupees**

(1) internet/email account …….. ☐☐☐☐☐☐

(2) maintenance/repairs of IT equipment …… ☐☐☐☐☐☐

(3) training in IT ……. ☐☐☐☐☐☐

(4) consultancy services in IT …… ☐☐☐☐☐☐

(5) leased/dedicated line …… ☐☐☐☐☐☐

(6) other current expenses *(specify)* …… ☐☐☐☐☐☐
(e.g. toner, cartridges etc.)

5.5 Expenses for the **last twelve Months:** **Rupees (000)**

(1) purchase of software …….. ☐☐☐☐☐☐
(including upgrades)

(2) purchase of hardware …….. ☐☐☐☐☐☐
(including upgrades)

(3) software development …….. ☐☐☐☐☐☐

(4) Other *(specify)* …….. ☐☐☐☐☐☐

6. OUTPUT

6.1 Value of goods produced at basic price[1]

Description	Unit	Quantity	(Rupees)
1. ☐☐☐			☐☐☐☐☐☐
2. ☐☐☐			☐☐☐☐☐☐
3. ☐☐☐			☐☐☐☐☐☐
Total			☐☐☐☐☐☐

[1] **Basic price excludes VAT but includes subsidies**

7. OTHER RECEIPTS

7.1 Other receipts **Rupees**

1. Interests (on deposits, advances etc.)	
2. Insurance claims	
3. Dividends	
4. Refund from IVTB	
5. Receipts from abroad	
6. Other *(specify)*	
Total	

8. GROSS FIXED CAPITAL FORMATION

8.1 Value of additions and sales of fixed assets <u>during last twelve months</u> (excluding IT and related products)

Rs (000)

Description	**Sales**	**Additions**	
		Total value	**of which NEW[1]**
1. Building			
2. Machinery and transport equipment			
(i) Transport equipment			
(ii) Other machinery and equipment			
3. Furniture and fittings			
4. Other *(specify)*			
Total			

[1] **include second hand imported (for items 2-4)**

9. MISCELLANEOUS

9.1 Outstanding debt ……. **Rs(000)** | | | | | |

9.2 Monthly debt repayment …….. **Rupees** | | | | | |

9.3 Average number of days in operation per month …… | | |

9.4 For buses only

	Vehicle 1	Vehicle 2	Vehicle 3
No. of trips performed (daily)			
No. of kilometres covered (daily)			
No. of passengers carried (daily)			

Contact person(Mr/Miss/Mrs) ……

Telephone No ……

Status in business ……...

INTERVIEWER'S COMMENTS

……

……

……

……

SUMMARY DATA

		Rs(000)
A. GROSS OUTPUT		
6.1	Receipts from services provided	……..
B. INTERMEDIATE CONSUMPTION		
2.2.5	Training expenses	……..
3.1	Electricity and Water consumed	……..
3.2	Fuel consumed	……..
3.3	Material consumed	……..
3.4	Expenditure on services, excluding IT related services	……..
5.4	Expenditure on IT services	……..
C. VALUE ADDED (A-B)		
D. COMPENSATION OF EMPLOYEES (2.2 - 2.2.5)		
E. GROSS OPERATING SURPLUS (C - D)		
F. TOTAL VALUE OF ADDITIONS (5.5 + 8.1)		
of which new		

CENTRAL STATISTICS OFFICE

Ministry of Economic Development, Financial Services and Corporate Affairs

2002 COLLECTION OF STATISTICS OF ECONOMIC ACTIVITIES
SMALL AND ITINERANT UNITS

HAWKERS/STREET VENDORS

IMPORTANT: Data should relate to week preceding the interview (Monday to Sunday)

1. Name of hawker/street vendor ….

2. Main activity ….
(e.g sale of fruits)

Location of workplace[1)]	Address of workplace	Number of working days

[1)] **1. Market 2. Beach 3. Fair 4. Along roadside 5. Around locality 6. Other (specify)**

3. Total number of persons engaged last week

Employment status	M	F	Wages paid (Rs)
1. Employer/Own account worker			
2. Unpaid family worker			
3. Employee: 1.			
2.			
3.			
Total			

4. Expenses last week ***(Monday to Sunday)*** **Rupees**

1. Materials used in production process	
2. Fuel	
3. Travelling expenses *(including hire of transport)*	
4. Packing	
5. Other	
Total	

5. Receipts from sales (last week) Rs …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. …. ….

6. Cost of goods sold (Rs) ….

7. Trade margin …. …. …. …. …. …. **%** **Rs** …. …. …. …. …. …. …. …. ….

Interviewer's comment

…. ….
…. ….

Name of interviewer ….
Signature of interviewer ….
Date ….