

For Office Use			
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**CENTRAL STATISTICS OFFICE
LABOUR SECTION**

CONFIDENTIAL

Survey of Employment and Earnings March 2011 (including quarterly questionnaire)

Notes:-

The term "Employees" covers all persons in regular or casual employment, including salaried managers, pieceworkers, family workers in receipt of salaries/wages and paid apprentices. Those who were temporarily absent on paid sick or vacation leave should be included.

In case of any difficulty in completing the questionnaire, please contact the **Labour Section** of the Central Statistics Office, Port-Louis (Tel No. 208-0781, 212-2316, 212-2317 and 212-2782, Fax No. 211-4150)

SECTION I – GENERAL

- (1) Code No:
- (2) Name of Establishment/Employer:
- (3) Postal Address:
- (4) Nature of business:
- (5) Address of establishment:
(if different from postal address)
- (6) Business Registration Number:
- (7) IMPEX No. / TAN No. / VAT No.:
- (8) **For establishments filling in a return for the first time:**
Date on which establishment started operating:
- (9) If name of establishment/employer, postal address or nature of business is not correctly shown above, please enter particulars in **BLOCK LETTERS**:
Name:
Address:
Nature of business:
- (10) Annexes (if any) **covered by this return**

	<i>Name</i>	<i>Business activity</i>
(a)
(b)
- (11) Area under cultivation
(for agricultural establishment only – Please state whether in acres or hectares)
- (12) **Total number of employees who were paid for the last Thursday of March 2011**
Workers in casual employment who worked on that day and regular employees who were on paid sick or vacation leave on that day should be included.

	Male	Female	Total
Mauritians			
Foreigners			
Outworkers			

Note: Outworkers are piece-workers employed by the establishment but working in their own homes.

- (13) **Foreign Workers for March 2011**

Category of worker	Male	Female	Total	Earnings (Rs)
Managers				
Other workers (excl. Managers)				

Note: Earnings comprise basic salaries/wages, bonuses, regular allowances, travelling and overtime pay. Exclude irregular allowances and arrears.

SECTION II TO VI: EMPLOYMENT AND EARNINGS BY DIFFERENT RATES OF PAY - MARCH 2011

EMPLOYMENT AND EARNINGS		SECTION II Employees on Monthly Rates of Pay at the End of March (See note 1)			SECTION III Employees on Daily Rates of Pay as per Last Payroll for March (See note 2)			SECTION IV Employees on Piece Rates of Pay as per Last Payroll for March (See note 3)			SECTION V Employees on Hourly Rates of Pay as per Last Payroll for March (See note 4)			SECTION VI Employees on Other Rates of Pay as per Last Payroll for March (See note 5)			
		Male		B 1			C 1			D 1			E 1			F 1	
1. Number of Employees appearing on payroll in March (Mauritian only) Note: Outworkers should not be included		Female		B 2			C 2			D 2			E 2			F 2	
		TOTAL															
2. GROSS CASH SALARIES/WAGES (See note 6)		Rupees	For Office Use		Rupees	For Office Use		Rupees	For Office Use		Rupees	For Office Use		Rupees	For Office Use		
(i) Salaries/Wages (Basic pay + cost of living allowance)				B 3			C 6			D 6			E 6			F 6	
(ii) Overtime pay				B 4			C 7			D 7			E 7			F 7	
(iii) Productivity bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at the end of each month/pay period				B 5			C 8			D 8			E 8			F 8	
(iv) Other payments which are <i>not regularly</i> made every month/pay period e.g. any end of year and seasonal bonuses paid at the end of March (excluding end of service gratuities, retirement and severance allowances)				B 6			C 9			D 9			E 6			F 9	
(v) End-of-service gratuities, retirement and severance allowances				B 7			C 10			D 10			E 10			F 10	
(vi) Arrears, if any, paid in respect of adjustment of payments (e.g. salaries, wages, overtime, etc.) for previous months/pay periods				B 8			C 11			D 11			E 11			F 11	
TOTAL GROSS CASH SALARIES/WAGES																	
3. (i) Period covered by last payroll in March in respect of employees in sections III to VI		From.....to.....			From.....to.....			From.....to.....			From.....to.....						
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above		Days.....			C 4	Days.....			D 4	Hours.....			E 4	Days or hours.....			F 4
(iii) Total number of man-days or man-hours paid (<i>nombre de journées ou d'heures payées</i>) excluding overtime hours worked, in respect of employees mentioned in 1 for payroll period in 3 (i) above (see note 7)		Man-days : (normal working days)				Man-days : (normal working days)				Man-hours : (excluding overtime hours)				Man-days or man-hours : (excluding overtime hours)			
				C 3			D 3			E 3			F 3
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above		Man-days:				Man-days:				Man-days or man-hours:				Man-days or man-hours:			
				C 5			D 5			E 5			F 5
(v) Number of overtime hours worked during the payroll period in 3 (i) above		Man-hours:				Man-hours:				Man-hours:				Man-hours:			
				C 12			D 12			E 12			F 12

GENERAL NOTES

All employees, **except Non-Mauritians and outworkers**, of the establishment should be reported in any of the sections II, III, IV, V and VI.

1. (i) Includes all employees whose pay are based on monthly rates.
(ii) Excludes all employees whose pay are calculated on other than monthly rates (e.g. weekly, daily, hourly, piece). Such employees should be excluded from this section even if they receive their pay once monthly.
(iii) Retired persons who are not working and who are receiving a pension should be excluded even if their names appear on the payroll.
2. (i) Includes all employees who were **exclusively** on daily rates of pay during the last payroll period in March. Such employees should be included here even if they receive their pay once monthly.
(ii) All other employees are to be excluded from this section.
(iii) Employees, who during the pay period, worked partly on daily rates and partly on other rates (e.g. piece-rates) are to be included in Section VI.
3. (i) Includes all employees who were **exclusively** on piece rates of pay during the last payroll in March. Such employees should be included here even if they receive their pay once daily or monthly.
(ii) Employees who, during the pay period, worked partly on piece rates and partly on other rates (e.g. hourly rates) are to be included in Section VI.

4. (i) Includes all employees who were **exclusively** on hourly rates of pay during the last payroll in March. Such employees should be included here even if they receive their pay daily or monthly.
(ii) Employees who, during the pay period, worked partly on hourly rates and partly on other rates are to be included in Section VI.
5. Includes all employees appearing on the last payroll for March, and not included in Sections II, III, IV, and V (e.g. employees who during the pay period worked under a mixture of different schemes).
6. Gross cash salaries/wages paid in March to employees reported in 1 above.
Total Gross Cash salaries/wages refer to the gross cash pay before any deductions such as taxes, pension scheme contributions paid by employees etc.
7. (i) Man-days paid = Total No. of days paid to employees during period covered by payroll (including No. of days paid but not worked e.g. paid leave, paid public holidays, etc).
(ii) Man-hours paid = Total No. of hours paid to employees during period covered by payroll (including No. of hours paid but not worked e.g. paid leave, paid public holidays, etc). Overtime hours should be excluded.

Quarterly Survey for
March 2011

