

GOVERNMENT OF INDIA

SECTION X

M/o MICRO, SMALL & MEDIUM ENTERPRISES (MSME)
O/o THE DEVELOPMENT COMMISSIONER (MSME), NEW DELHI

FOURTH ALL INDIA CENSUS OF REGISTERED MICRO, SMALL AND MEDIUM
ENTERPRISES (2006-07)

Questionnaire (Format-I & Format-V) for the enterprises registered with the following Government Agencies:

1. District Industry Centres of the State/UT
2. Chief Inspector/Inspector of Factories of the State/UT (As per Annual Survey of Industries frame of CSO)
3. KVIC/KVIB
4. Coir Board

Census Serial No.

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S. No.	Details of field operation	
1.	Name of Owner/Manager/Informant	
2.	Name of Enumerator, Designation/ Agency and Address	
3.	Name of Supervisor, Designation and Address	
4.	Date (s) of survey	
5.	Date of dispatch	
6.	Signature of Enumerator	
7.	Signature of Supervisor	

Declaration by the Owner/Manager/Occupier

I, _____, Manager/Owner/Occupier of the enterprise hereby declare that information in this questionnaire is correct and complete to the best of my knowledge and belief.

Place:

Date:

(Signature of the Owner/Manager/Occupier with stamp)

Code list for Block [1]-Identification particulars of the enterprise

Item No. 4 : Type of Frame Code: DIC-1, ASI-2, KVIC/KVIB-3, Coir Board-4

Item No. 5 : Sector Code:

Item No. 13: In case unit is working and provides data, then survey code will be '1' in item 13, otherwise code will be '2'. In case unit is working with 'No Production' during 2006-07, then survey code will be '3'. In case of '1' or '3', Block[2] & Block[3] should be filled.

Rural-1, Urban-2

Item No. 15: Pl. specify the year, when unit was closed (YYYY)

Item No. 14: Pl. specify the number of months, unit worked during 2006-07 like for one month-'01', for four months-'04', for eleven month-'11', for twelve month-'12', etc. In case of 'No Production' during 2006-07, duration of operation will be '00'

Item No. 16 :Reasons for Closure:

1. Lack of Demand-1, 2. Shortage of Working Capital-2, 3. Non-availability of Raw Material-3, 4. Power Shortage-4, 5. Marketing Problem-5, 6. Labour Problem-6, 7. Obsolete Technology-7, 8. Management Problem-8

Item No. 17 & 18 : It is seen that some area, like some street/Lane in the district or town or CD Block or village or whole district/town/CD Block/village is known to be producing/providing/rendering of the same type of product/services by a sizeable number of micro/small enterprises. This type of area is called a **Cluster** and is known by the name of that area. If the unit is part of the cluster, then write code '1', otherwise code '2' against Item No. 17. It may be a **Natural Cluster** or might have been developed through schemes/programmes by Central/State Governments (**Artificial Cluster**). For Natural Cluster Code will be '1' and for Artificial it will be '2'. If Central/State Governments have taken up or proposed to take up developmental activities in the Natural Cluster, then Code will be '3'. If code in item 17 is '1', then write the name of the Cluster in item 6 of Block[3].

Item No. 19: Maximum 5 codes in order of priority are to be filled in item 18 from the following: 1. Procurement of Raw material-1, 2. Credit facilities available as a group-2, 3. Availability of skilled manpower-3, 4. Technology up-gradation facility-4, 5. Access to Market-5, 6. Warehousing facilities-6, 7. Transport facilities-7, 8. Knowledge of Export potential & facilities-8, 9. others-9.

Code list for Block [2]-Other particulars of the enterprise

Item No. 1 : Type of Registration: Whether unit is registered with more than one Govt. agency

S. No.	Registering Agencies	Code
1.	DIC/SDI of the State/UT for Micro, Small & Medium Enterprises (MSME)	1
2.	CIF/IF of the State/UT under Section 2m(i) or 2m(ii) of the Factory Act, 1948	2
3.	CIF/IF of the State/UT under Section 85(i) or 85(ii) of the Factory Act, 1948	3
4.	KVIC/KVIB/Coir Board	4
5.	Central Silk Board	5
6.	Development Commissioner, Handloom/Handicraft	6
7.	Development Commissioner, Textiles	7
8.	Jute Commissioner	8
9.	All India Power Loom Board	9
10.	Others	0

Item No. 2 : Scheme/programme of the M/o MSME through which enterprise is benefited:

S. No.	Name of the Scheme/Programme of the M/o MSME	Code
1.	Credit Guarantee Scheme for setting up of unit or for Working Capital Loan	1
2.	Credit Linked Capital Subsidy Scheme for Technology Upgradation	2
3.	Performance and Credit Rating Scheme	3
4.	ISO 9000/ISO 14001 Certification Reimbursement Scheme	4
5.	Marketing Assistance and Export Promotion Scheme	5
6.	Bar Coding Reimbursement Scheme	6
7.	Rural Employment Generation Program (REGP)	7
8.	Prime Minister's Rozgar Yojana (PMRY)	8
9.	Micro & Small Enterprise Cluster Development Programme (MSE-CDP)	9
10.	Others	0

Fourth All India Census of registered Micro, Small & Medium Enterprises (2006-07)

Questionnaire for registered enterprises

Block [1] Identification Particulars of the Enterprise

1. Census Serial No.				2. Registration/Entrepreneurs Memorandum No.				3. Year of Registration		4. Type of Frame code					
<input type="text"/>				<input type="text"/>				<input type="text"/>		<input type="text"/>					
5. Sector Code	6. State Code	7. District Code	8. CD Block	9. Town Code											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>											
10. Village Code				11. Whether unit is Traceable? (Yes-1, No-2)				12. If code is '1' in item 11, is unit working? (Yes-1, No-2)							
<input type="text"/>				<input type="text"/>				<input type="text"/>							
13. If code is '1' in item 12, Survey Code				14. If the code is '1' in item 12, duration of operation in 2006-07				15. If code is '2' in item 12, year when unit was closed							
<input type="text"/>				<input type="text"/>				<input type="text"/>							
16. If code is '2' in item 12, main reasons for closure				17. Is the unit form part of a cluster?				18. Is it a 'Natural' or 'Artificial' Cluster				19. Perceived advantage in being part of Cluster			
<input type="text"/>				<input type="text"/>				<input type="text"/>				<input type="text"/>			

Block [2] Other Particulars of the Enterprise

1. Type of Registration Code				2. Schemes/programmes of the M/o MSME through which the unit has been benefited.				3. Is enterprise ancillary?							
<input type="text"/>				<input type="text"/>				<input type="text"/>							
4. Type of Organisation		5. Main Source of Power		6. Nature of Operation		7. Nature of Activity		8. Technical Know-how obtained from		9. Is the unit a Woman Enterprise?					
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>					
10. Whether managed by Male-1, Female-2				11. Pl. indicate Owner's/ Occupier's Social Category				12. Is unit maintaining Account?				13. Year of Initial Production			
<input type="text"/>				<input type="text"/>				<input type="text"/>				<input type="text"/>			
14. Original Value of P&M /Equipment physically installed in Rs.								15. Year of installation of P& M/ Equipment referred to, in item 14							
<input type="text"/>								<input type="text"/>							
16. Market Value of Fixed Assets in Rs.								17. Whether unit has obtained Quality Certification?				18. Whether the unit is exporting?			
<input type="text"/>								<input type="text"/>				<input type="text"/>			
19. If code is not '4' in item 18, Value of exports in Rs.				2005-2006				2006-2007							
<input type="text"/>				<input type="text"/>				<input type="text"/>				<input type="text"/>			
20. Employment Details															
Total				Male		Female		SC		ST					
<input type="text"/>				<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>					
21. Total wage Bill during 2006-07 in Rs.															
<input type="text"/>				OBC		Others		PH		Children					
<input type="text"/>				<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>					
22. Production Details for the year 2006-07															
	ASICC Code				Unit Qty		Quantity				Value in Rs.				
1 st Product/ Service	<input type="text"/>				<input type="text"/>		<input type="text"/>				<input type="text"/>				
2 nd Product/ Service	<input type="text"/>				<input type="text"/>		<input type="text"/>				<input type="text"/>				
3 rd Product/ Service	<input type="text"/>				<input type="text"/>		<input type="text"/>				<input type="text"/>				
Other Product/ Service	9	9	9	9	9	X	X	0	0	0	0	0	0	0	0
23. Details of Basic Raw Material consumed during 2006-07															
	ASICC Code				Unit Qty		Quantity Consumed				Value in Rs.				
1 st Basic Raw Material	<input type="text"/>				<input type="text"/>		<input type="text"/>				<input type="text"/>				
2 nd Basic Raw Material	<input type="text"/>				<input type="text"/>		<input type="text"/>				<input type="text"/>				
Other Raw Materials used	8	8	8	8	8	X	X	0	0	0	0	0	0	0	0

24. Details of Fuel Consumed during 2006-07

	Quantity Consumed						Value in Rs.													
1. Electricity	9	9	9	0	5	K	W	H												
2. Coal	9	9	9	0	7	T	O	N												
3. Petrol, Diesel & Oil Lub.	9	9	9	0	6	L	T	R												
4. Other Fuel	9	9	2	0	4	X	X	X	0	0	0	0	0	0						

25. Gross Output during (In Rs.)

2006-07									
2005-06									
2004-05									

26. Total Input during (In Rs.)

2006-07									
2005-06									
2004-05									

29. Whether Enterprise has taken Loan (IS-1, Non-IS-2, Both-3, None-4)

27. Gross Value Added during (In Rs.)

2006-07									
2005-06									
2004-05									

28. Net Worth as on (In Rs.)

31.03.2007									
31.03.2006									

31. If code is '1' or '3' in item 29, whether enterprise has an Outstanding Loan as on 31.03.2007? (Yes-1, No-2)

32. If code is '1' in item no. 31, Amount of Outstanding Loan

33. If code is '1' in item 31, has there been a delay in repayment of Principal or Interest for more than 12 months as on 31.03.2007? (Yes-1, No-2)

34. Whether Net Worth in item 28 as on 31.03.07 is less than or equal to half of as on 31.03.2006? (Yes-1, No-2)

35. Has there been continuous decline in Gross Output in 2006-07 compared to the years 2004-05 & 2005-06 (Yes-1, No-2)

36. If the answer to at least one of the responses in items 33 to 35 is '1', reasons as to why the enterprise has not been running satisfactorily

Block [3] Descriptive Particulars

Census Serial No.:

1. Enterprise Name: _____

Address: _____

1a. Owner/ Occupier's religion:

Village: _____ **Town:** _____

District: _____ **State/UT:** _____

Tele No./Fax No.: _____ **PIN Code:**

Website/E-mail: _____

2. Major Activity Code

3. Description of Major Activity of the Enterprise

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4.

1st Product/ Services _____

2nd Product/ Services _____

3rd Product/ Services _____

5.

1st Basic Raw Material _____

2nd Basic Raw Material _____

6. Name of Cluster _____

GOVERNMENT OF INDIA
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FORMAT-V

Working Sheet to calculate Gross Output, Total Input, Gross Value Added & Net Worth

1. State/UT: _____ : 2. District :

3. Census Serial Number:

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Table I: Gross Output and Total Input

Sl. No.	Item	Value in Rs. only		
		2006-07	2005-06	2004-05
1.	Gross Sale Value (GSV)			
2.	Work done for others on material supplied by them			
3.	Receipts for non-industrial services rendered to others			
4.	Increase in stock of semi-finished goods*			
5.	Value of electricity generated and sold			
6.	Value of own construction			
7.	Net balance of goods sold in the same condition as purchased			
8.	Increase in stock of finished goods*			
9.	Distributive Expenses (Pl. see details)			
10.	Gross Output (sum of item 1 to 8 minus item 9)			
11.	Total Raw Materials consumed			
12.	Total Fuels consumed			
13.	Other Expenses (Pl. see details)			
14.	Total Input (sum of item 11 to 13)			
15.	Gross Value Added (Item 10 minus Item 14)			

*: If the figure is negative, put '-' sign against the figure.

Table II: Net Worth

Sl. No.	Item	Value in Rs. as on	
		31-03-2006	31-03-2007
1.	Raw materials and components		
2.	Fuels and Lubricants		
3.	Spares, Stores and others		
4.	Semi-finished goods/work in progress		
5.	Finished goods		
6.	Physical working capital (sum items 1 to 5)		
7.	Cash in hands and at bank		
8.	Sundry debtors		
9.	Others current assets		
10.	Total current assets (Sum of items 7 to 9)		
11.	Sundry creditors		
12.	Overdraft, cash credit and other short term loans from banks		
13.	Other current liabilities		
14.	Total current liabilities (Sum items 11 to 13)		
15.	Book Value of total fixed assets*		
16.	Net Worth (Add items 6, 10 and 15 Minus item 14)		

* If the Book value of total fixed assets of the unit is not available, the market value may be reported

Item No. 3: Is enterprise Ancillary? (Yes-1, No-2)

Item No. 5: Main Source of Power (No Power needed-1, Coal-2, Oil-3, LPG/CNG-4, Electricity-5, Non-Conventional energy-6, Traditional energy/Firewood-7, Others-8)

Item No. 7: Nature of Activity (Manufacturing/Assembling / Processing/Job Work-1, Repairing & Maintenance-2, Services-3)

Item No. 11: Owner's/Occupier's social category (SC-1, ST-2, OBC-3, Others-4)

Item No. 17: Whether unit has obtained Quality Certification? (QMS-ISO:9000-1, EMS-ISO:14001-2, Both-3, Others-4, None-5)

Item No. 18 & 19 of Block[2]: Whether unit is Exporting?: Some enterprises export their goods/services directly and report the value of exports to Export Promotion Councils (EPCs) such units are classified as Directly Exporting units. Other enterprises export their goods/services through merchant exporters, trading houses, export houses, etc., such units are classified as Indirectly Exporting units. Please write the appropriate codes i.e. Directly-1, Indirectly-2, Both-3, None-4. In case, code is '1' or '2' or '3', please report the value of the exports made during 2005-06 & 2006-07 separately at Item No.19.

Item No. 20 & 21 of Block[2]: Employment & Total wage Bill during 2006-07: Employment is comprised of own account workers, direct workers or contractual/causal employees which contribute in the process of production or rendering of services. Employment is directly related to the factor of production viz., 'Labour'. **Total Wage Bill:**-The payment made to workers in cash and/or in kind. This includes salaries and wages, allowances, bonus, etc.

Item No. 22. of Block[2]: Production Details for the year 2006-07: When the unit is found to be producing more than one product or rendering more than one services, then major product or services is to be decided on the basis of Gross Sale Value (GSV) of the product or service and will be suitably described in words in the item No. 4 of Block [3] in the descending order of GSV of the product or service. Major Activity of the unit will be decided on the basis of major product or service and is to be described in words in item No. 3 of Block [3], Major Activity Code against item No. 2 of Block[3] and Product/Service Codes against item No. 22 of Block[2] will be assigned by Data Inspector, referring latest Product/Activity Code book supplied by the S&D Division, O/o DC(MSME). For unit of quantity code i.e. Unit Qty, please refer to the table given below.

Unit of Quantity Name	Code	Unit of Quantity Name	Code	Unit of Quantity Name	Code	Unit of Quantity Name-Code
METRE	01	KILOGRAM	07	THOUSAND GROSS	13	THOUSAND METER-19
KILOMETRE	02	NUMBER	08	REAM	14	KILOWATT HOUR-20
SQUARE METRE	03	THOUSAND NUMBER	09	THOUSAND BOXES	15	MILLION CUBIC CENT.-21
LITRE	04	PAIRS	10	LAKH NUMBERS	16	CARAT-22
CUBIC METRE	05	THOUSAND PAIRS	11	DOZEN	17	NOT SPECIFIED-00
TONNE	06	GROSS	12	GRAMS	18	

Item No. 23 of Block[2]: Details of Basic Raw Materials consumed in the year 2006-07: Similarly, when the unit is found to be consuming more than one Basic Raw Material, then major basic raw material is to be decided on the basis of value and should be described against Item No. 5 of Block[3] in the descending order of the value. Other raw materials, including packaging materials etc. is not to be described. The quantity and value of the basic raw materials and other raw materials are to be posted against Item No. 23 of Block[2]. The basic raw material codes will be assigned by Data Inspector.

Item No. 24 of Block [2]: Details of Fuel consumed: Quantity and Value of the Fuels consumed during 2006-07 is to be filled. Total Value of Fuels consumed during 2004-05 and 2005-06 are also to be collected and the same is to be filled in Table I of Format V.

Item No. 26 of Block[2] of Format-I & Item No. 13 Table I of Format V: Total Input in 2006-07:

Total Input = (Total Value of Basic Raw Material consumed at Item No. 23 of Block[2]) + (Total Value of Fuel Consumed at Item No. 24 of Block[2]) + (Other Expenses at item No.13 of Format V)

Other Expenses at item No. 13 of Table I of Format V will include the following

S. No.	Items	Values in Rs.
1.	Cost of contract & commission work done by others on material supplied by the unit	
2.	Cost of Repair & Maintenance of Fixed Assets	
3.	License fees, cess and other local taxes (other than excise and other indirect taxes)	
4.	Rent payable on all fixed assets (other than Land & Building)	
5.	Paper, printing & stationary expenses and communication expenses	
Total		

Item No. 9 of Table I of Format V: Distributive Expenses	Value in Rs.
Distributive Expenses include excise duty, sales tax, transport charges paid for hiring of vehicles towards delivery of finished products, commission paid to agents for sale of goods, rebates or discount allowed to customers, transit insurance of goods sold, allowances for returnable cases or packing and other drawbacks allowed to customers, fees for the practitioners for compiling sales tax returns, sale depot expenses, etc.	

Note: Total Input, Gross Output and Gross Value Added for the years 2005-06 and 2004-05 are also to be collected in Table I of Format V and its total value is to be posted in the relevant columns of the Format I. Similarly, Net Worth of the unit, as on 31.03.2006 and 31.03.2007 are to be worked out as per the **Table II of Format V**.

Item No. 35: Reasons for not running satisfactorily: There may be number of reasons for the unit not working satisfactorily, so we have to quote any four main reasons in descending order of importance from among the list given below.

List of main reasons for sickness/incipient sickness:

1. Lack of Demand-1, 2. Shortage of Working Capital-2, 3. Non-availability of Raw Material-3, 4. Power Shortage-4, 5. Marketing Problem-5, 6. Labour Problem-6, 7. Obsolete Technology-7, 8. Management Problem-8

Code list for Block [3]-Descriptive particulars

Census Serial No.: This is the same as filled in item 1 of Block[1].

Item No. 1a: Owner/Occupier's Religion:- Pl. fill the appropriate code from among the codes given below:

1. Hindu-1, 2. Muslim-2, 3. Sikh-3, 4. Christian-4, 5. Jain-5, 6. Buddhist-6, 7. Others-7

Item 6: As described in item 17, 18 & 19 of Block [1]. Name of the Cluster [Name of the Cluster location + Name of the Product] is to be written either in Capital letters or in simple legible hand writing by the enumerator.

To illustrate, Kurnool in Andhra Pradesh is a cluster for 'Artificial Diamonds'. In this case, name of the cluster would be 'Artificial Diamonds-Kurnool'