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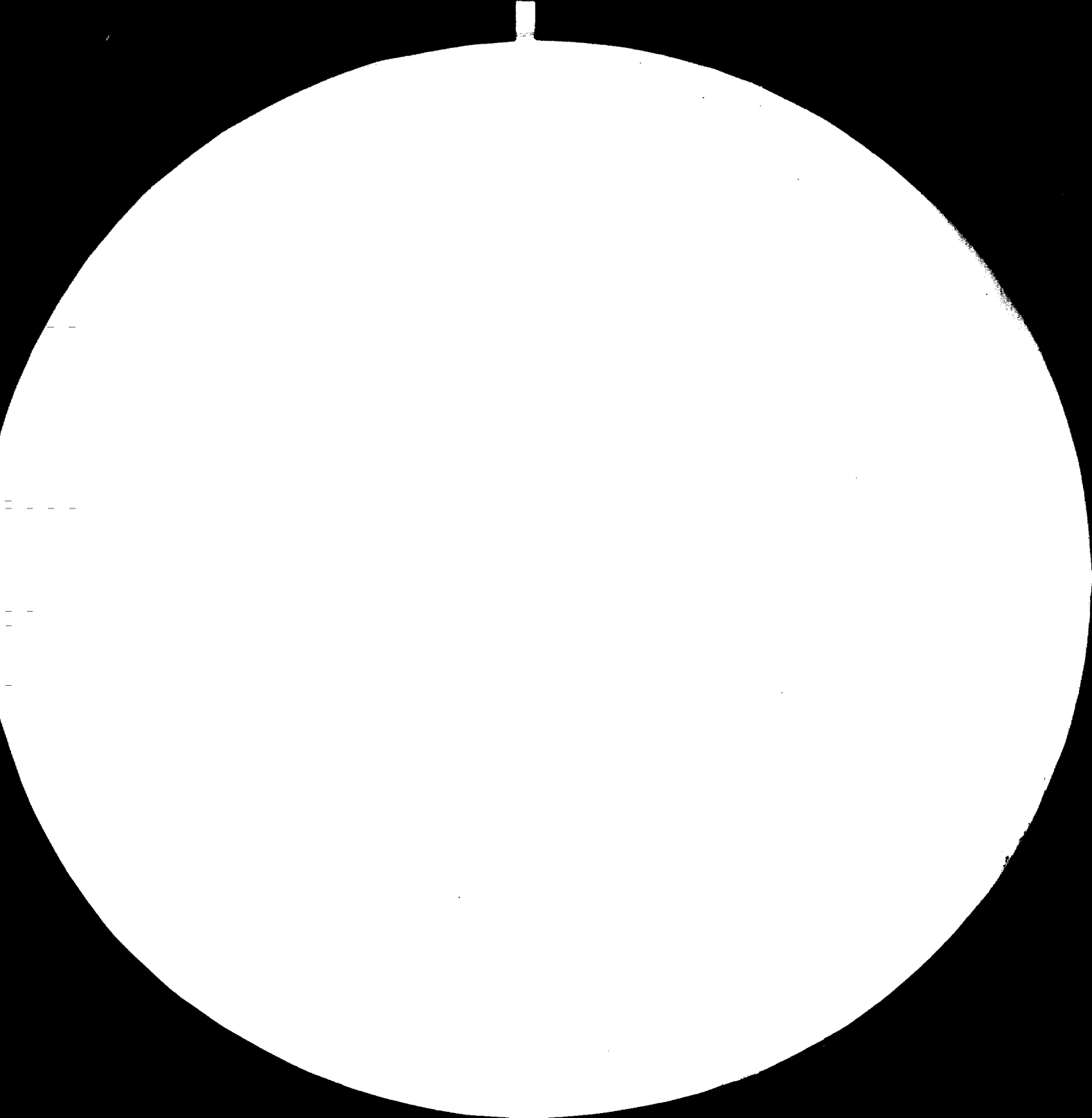
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Nepal. Strengthening the Industrial Statistics and Information
Unit of the Department of Industry.

NEP/80/026

Terminal report prepared by

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27th of July, 1981 - 26th of January 1982)

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JANUARY 1982

K. Stahlbrand

001.0.

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0. SUMMARY

0.1 This terminal report contains my view of the existing possibilities for the implementation of an Industrial Statistics in Nepal. Description is given of the activities carried out and outputs produced during my stay and recommendations are given for the further development of the project.

0.21 The introduction contains the history of the Statistical and Research Section and explains the procedure in setting up an Industry in Nepal.

0.22 The other chapters outlines significant findings, achievements of immediate objectives and recommendations.

0.31 The major activities carried out and the outputs produced are described in the paragraphs 4. Fundamental decisions, 5. Monthly questionnaire, 6. Annual questionnaire, 7. Instruction for respondents and 9. Tabulation plan.

0.32 The remaining tasks for further development of the project are described in the paragraphs 2, Industrial directory, 3. Classification system and 8. Advanced planning for an industrial statistics survey.

0.33 In order to achieve the long term objectives of the project, that is to conduct annual and monthly industrial statistical surveys in Nepal certain requirements have to be fulfilled. Reference is made to the paragraphs 10. Staff requirements, 11. Equipment requirements, 12. Fellowship and 13. District offices.

1. INTRODUCTION

1.11 The Statistical and Research Section of the Department of Industry came into operation ten years ago. Its main task is to compile monthly surveys. Once a year one copy of a questionnaire is mailed to each single establishment and the respondents are asked to copy this questionnaire and provide the Section with monthly returns. The monthly data are to be aggregated to provide annual figures.

1.12 One publication has been finalized so far. A second publication was planned, but due to meager response, it is not possible to present reasonable results.

1.21 All industries are classified to cottage, small, medium and large industries.

1.22 Cottage industry is defined as an industrial enterprise in which investment in machinery, equipment and tools does not exceed Rs.200 000 in value and in which fixed assets do not exceed Rs.500 000. A licence is not required for setting up a cottage industrial enterprise, but the enterprises must register with the Department of Cottage and Village Industry or with the District Offices of the Department.

1.23 Small industry is defined as an industrial enterprise in which investment in machinery, equipment and tools exceeds Rs. 200 000 in value in which fixed assets do not exceed Rs. 2 million. Medium industry is defined as an industrial enterprise in which fixed assets investment exceeds Rs. 2 million, but is below Rs. 10 million. Large industry is defined as an industrial enterprise in which investment in fixed assets exceeds Rs. 10 million.

1.31 For setting up small, medium or large industrial enterprises a licence should be obtained from the Department of Industry. The licence will amongst other things lay down the time period by which the industrial enterprises should be established and should start operation.

1.32 It is also compulsory that these industrial enterprises should be registered with the Department of Industry or with the District offices of the Department prior to operation.

2. INDUSTRIAL DIRECTORY

2.1 When a licence is issued, the Statistical and Research Section receive the following information of the establishment: a) name of establishment b) address c) name of proprietor d) date of licence

c) date of registration and registration number f) capital investment data g) kind of product h) maximum yearly quantity production i) starting production date.

2.21 A directory of establishments holding a licence containing the above mentioned items of information is kept in the Section. It is between 1 200-1 300 establishments listed of which 700-800 are manufacturing industries. Unfortunately this directory has not been kept up to date. No new entries has been added since more than two years back.

2.22 Informations on establishments not entered in this directory are kept in quite a number of files. Personnel should be assigned to examine these files thoroughly, with the intention to lay the basis for a complete industrial directory of licenced establishments. Provisions should also be made in order to maintain the directory.

3. CLASSIFICATION SYSTEM

3.11 The establishments listed in the directory are classified to the following divisions of industries: a) manufacturing b) energy-based c) Agro-based special d) mining and mineral processing e) tourism f) service g) recreation n) assembly. The manufacturing industries are sub-divided into two major groups. The first, essential consumer goods industry is defined as one which engages in the production of food stuffs (viz, rice, flour, oil, sugar, including open pan sugar, milk, ghee, bakery products, biscuits, tea) textiles, footwear, soap, matches, paper, pens, pencils, ink and other stationery goods as well as cotton ginning and cotton spinning, and pharmaceuticals. The second, other manufacturing industry is defined as a manufacturing industry which is not included in the first major group.

3.12 The major groups are divided into sub-groups. The definition of each single sub-group is in many cases unclear, consequently the same establishment has been listed two or more times under different sub-groups.

3.21 The International Standard Industrial Classification Of All Economic Activities (ISIC) is the international recommendation for classifying industries. The Statistical and Research Section has decided to adopt the international system. This means rearrangements of all the establishments in the directory.

3.22 The first effort to classify the establishments into the international system based on information in the existing directory

has been made. However, more detailed informations are needed in most cases in order to determine the correct branch of industry.

3.3 A numeric index to the ISIC including a good deal of examples of activities going on in Nepal has been prepared and the plan is to expand this list with more examples as the work is carried on.
Attachment I.

4. FUNDAMENTAL DECISIONS

4.11 There are several basic matters which must be decided, before detailed plans can be formulated. These are the legislative requirements, the statistical and reporting units to be used, the industries and establishments to be covered and the assignment within the government of responsibility for conducting the industrial statistics.

4.12 All these matters have been thoroughly discussed within the Statistical and Research Section and the progress made is clarified in the following paragraphs.

4.2 The legal authority for the industrial statistics survey is fundamental because it gives the project the stability and permanence needed to carry it to a successful conclusion. It will also help to assure the co-operation of respondents. An executive decree will in near future be issued in Nepal. This decree will specify the nature of the inquiries to the content of the questionnaire and the accompanying instruction. It will also specify the obligations to respondents to furnish information.

4.3 The statistical unit to which the information collected relates should be the establishment. The reports of multi-establishment enterprises may originate with headquarters of the enterprise, but a separate report will be made for each establishment and it will be treated in subsequent operations as the basic statistical unit.

4.41 The international recommendations provide for coverage of establishments engaged primarily in mining, manufacturing and electricity, gas and water supply, major divisions 2,3 and 4 of the ISIC.

4.42 In Nepal only manufacturing industries has been considered to be covered. All manufacturing establishments holding a licence issued by the Department of Industry which are in operation at any time and Village industries are to be excluded.

② During the year are to be covered. Establishments defined as cottage

4.5 It is decided that the Statistical and Research Section in the Department of Industry is responsible for conducting the industrial statistics in Nepal.

5. MONTHLY QUESTIONNAIRE

5.1 The data collection forms are the key documents in all industrial statistics surveys since they provide the means for recording all the establishment data which are to be tabulated and published. Their format, organization and content will have a significant influence on the quality of the statistical results, the collection, editing and tabulation and the promptness of publication.

5.21 The existing monthly report on production should cover unit of measurement, quantity and value for the following items of data

1) Production-Name of product-Name of byproduct 2) Sales-Main product-Biproduct 3) Stocks-Main product-Biproduct 4) Expenses a) Purchasing raw materials-Name of material.

5.22 Additional information should be given for the value of 4) Expenses b) Fuels:Coal-Wood-Others c) Cost of electricity purchased d) Wages and salaries e) Other expenses 5) Number of employees divided into Nepali and Non-Nepali 6) Working days-Working hours 7) Repayable loan-Name of association 8) Association to pay interest-Amount.

5.23 The main objection to this questionnaire is that the respondents are free to define and list goods at their own discretion. The Statistical and Research Section should in advance define each single individual material and finished goods for which data are to be collected and the materials and goods should be preprinted and precoded on the questionnaire.

5.31 The UN expert has proposed a new version of the monthly questionnaire, where individually important materials and products remains to be determined. The plan is that an annual industrial production survey should form the basis for this determination.

5.32 Other improvements made are the following; total number of employees are split into Number of operatives and Number of other employees.

5.33 Working days-Working hours is specified to Number of man-hours worked by operatives. Usually, it is difficult for the respondents to give data on man-hours worked by other employees.

5.34 Wages and salaries are split up to Wages and salaries to operatives and Wages and salaries paid to other employees. This is of interest because salaries paid to other employees is expected to be higher than wages paid to operatives.

5.35 Additional questions are total value of stocks of finished goods produced, value of goods shipped or produced (it remains to be decided whether the data are to be collected on a shipped or produced basis) and receipts for industrial services rendered to others.

6. ANNUAL QUESTIONNAIRE

6.11 The practise in the Statistical and Research Section has up to now been to aggregate monthly data to provide annual figures. The number of questions are bound to be limited, because the respondents are not able to give detailed information on several items of data on a monthly basis. The normal accounting period for most establishments in Nepal starts in July and relate to a twelve month period.

6.12 An annual questionnaire has been designed by the UN expert and it is decided to use this questionnaire, in annual surveys of industrial statistics in Nepal. Attachment II

The questionnaire is divided into nine sections and each section's content will be discussed as follows.

6.2 Section I deals with employment and earnings. The questions are the following;

- 1 Number of working proprietors, family members or other working in the establishment without regular pay.
- 2 Number of employees is specified to permanent operatives, temporarily operatives and other employees. Each category of employees is specified to Nepali and Non-Nepali which again is specified to male and female.
- 3 Man-hours worked by operatives.
- 4 Earnings in Rupees is specified to Wages and salaries, Payments in kind and Payments to social security schemes to Permanent operatives (Nepali-Non-Nepali), Temporarily operatives (Nepali-Non-Nepali) and other employees (Nepali-Non-Nepali).

The specification of operatives to permanent and temporarily ones is a national request. The other data items are recommended by the United Nations in Statistical papers Series M no. 48 International recommendations for industrial statistics.

6.31 Section II deals with Operative expenditures. The questions are the following;

- 5 Purchases of raw materials, parts, packing materials, containers, etc.
- 6 Purchases of fuels a) Petroleum, fuel oil and diesel oil
b) Coal
c) Wood
d) Other fuels
- 7 Payments for contract and commission work done by others
- 8 Payments for current repair and maintenance work done by others
- 9 Purchases of goods shipped as received
- 10 Purchases of electricity
- 11 Payments for non-industrial services rendered by others advertising, accounting, insurance, communication etc.
- 12 Earnings
- 13 Other operative expenditures (exclude interest payments and other financial expenditures) Specify please
- 14 Total operative expenditures
- 15 Indirect taxes, royalties paid to Government, excise taxes on own products, trade licences and vehicle licences, permit fees, levies, import duties etc.
- 16 Subsidies received from Government

Data are to be collected on a received basis and goods should be considered as received at the time such goods are entered in the inventory account of the establishment. Alternatively, data could be collected on a consumed basis and the valuation of the goods consumed should be at the time consumption takes place. The choice to request the data on a received basis is made because the respondents presumably will have the data available in their inventory accounts.

6.32 All data items in Section II are recommended by the UN, except other operative expenditures. It is very important that amounts posted as other operative expenditures are specified. This question is open to be used during the collection phase when there is doubt where to entry a specific amount. In the editing process these amounts will be reviewed and corrected.

6.41 Section III deals with operative income. The questions are the following;

- 17 Sales from own production
- 18 Receipts for industrial work done or services rendered to others
- 19 Resales of goods shipped as received
- 20 Fixed assets produced for own account (i.e. capitalised wages and salaries and materials consumed)
- 21 Receipts for non-industrial services rendered to others
- 22 Other operative income (exclude interest and other financial receipts) Specify please
- 23 Total operative income

Data are to be collected on a shipped basis that means all goods shipped from the establishment during the year. Alternatively, data could be collected on a produced basis which means all goods that have been completed by the establishment during the year. The choice of requesting the data on a shipped basis is made because it is necessary to accept the book value of sales.

6.42 All data items are international recommended except Other operative income. The reason for this additional question is the same as described in the paragraph 6.32.

6.51 Section IV deals with changes in stocks. Value of Opening, Closing and Total changes in stocks are to be recorded here for the following items of data;

- 24 Finished goods produced
- 25 Work in progress
- 26 Raw materials and supplies
- 27 Fuels
- 28 Goods purchased for resale
- 29 Total stocks

All data items are international recommended

6.52 When input data are gathered on a received basis, a correction by subtracting the value of stocks at the end of the year and adding their value at the beginning of the year is necessary in order to show the data on a consumed basis.

6.53 When data are gathered on a shipped basis a correction by adding finished goods in stocks at the end of the year and subtracting value of finished goods in stocks at the beginning of the year is necessary in order to show the data on a produced basis.

6.6 Section V deals with Gross fixed capital formation. Provision is made for the separate reporting of Purchases of new fixed assets, Additions to fixed assets produced for own account, Purchases of used fixed assets, Sales of fixed assets and Depreciation for all fixed assets for the following types of assets;

- 30 Land
- 31 Buildings and other construction
- 32 Transport equipment
- 33 Machinery and other equipment
- 34 Total

All items of data are international recommended except depreciation for all fixed assets. The purpose of this question is to be able to estimate the operating surplus.

6.7 Section VI deals with electricity consumed. Quantity in kWh and value in Rupees should be recorded for the following items;

- 35 Electricity purchased
- 36 Electricity generated
- 37 Electricity sold to others
- 38 Electricity consumed (Total 35+36-37)

The items are internationally recommended.

6.81 Section VII deals with production of individual products. The Section provide several blank lines and ask the respondents or collectors to write in product descriptions and enter the data on Unit of measurement, Total quantity produced, Sales quantity and Sales value for each single recorded product. A list of product descriptions and their code numbers will appear in a reference manual which will be available to collectors and respondents.

6.82 Section VIII deals with consumption of individual materials. Also in this Section several blank lines are provided to write in the material descriptions and their data. For each single recorded material information are to be given on Unit of measurement, Total quantity consumed, Purchased quantity and Purchased value. For national purposes the materials are specified to locally made materials and imported ones.

6.83 Results from these Sections are not likely to be published. As a start these results will form the base for internal analytical work and for the development of monthly inquiries.

6.84 In Statistical Papers series N no 54 (part II) Recommendations for the 1973 world programme of Industrial statistics a list of selected products and materials has been arranged. A description is given of each commodity and the unit of measurement which should be used in reporting. This paper will be an important guide in reporting information on the production and consumption of individual commodities.

6.9 Section IX deals with Waste, scrap and junk. The establishments are asked to give information on quantity in Kg for the following kinds of waste a) organic b) chemicals c) base metals d) textiles e) wood and paper f) plastic and rubber g) glass and graphite h) other wastes. The establishments are asked whether the disposals are sold, burnt, stored, on heap or in water.

7. INSTRUCTION FOR RESPONDENTS

7.1 The instruction for respondents should cover, concisely everything necessary to explain what is required and to avoid misunderstanding. The UN expert has prepared a draft instruction which contain definitions of the various items of information requested. Remaining points normally covered in instructions are a) legal authority b) confidentiality of returns c) types of establishments required to report d) date the completed report is due e) how to return the completed report f) time period covered by inquiries spanning a full year. These matters should be incorporated in the draft version of the present instruction. Attachment III

8. ADVANCE PLANNING FOR AN INDUSTRIAL STATISTICS SURVEY

8.11 Advance planning is especially important for a country conducting its first annual industrial survey, because the effect of an unsuccessful attempt may be the refusal of the government of sponsor similar projects in the future.

8.12 The UN expert has prepared a paper which encompass general planning for an yearly industrial statistics survey in Nepal. Attachment IV The suggestions made will be discussed as follows.

8.21 The method of collection used in Nepal has been to distribute and receive the questionnaires from respondents by mail. It has not been successful as the establishments which fail to return the monthly questionnaire is approximately 75%. Therefore, it is proposed collection by a personal visit. Collectors visit the establishments, explain the purpose and importance of the industrial statistics and leave the

questionnaire for the respondent to complete. At a later date reached by agreement, the collectors return and pick up the completed questionnaires. They may also review them for completeness at the time. Alternatively, questionnaires are mailed to the respondents and field collectors call for the completed forms at a later date.

8.221 As the Industrial Statistics is quite complex the need for thorough training of field collectors is very important. It is suggested that permanent staff of the Statistical and Research Section move around the country collecting area after area after area until the work is complete. The collection of the data will in this way be spread out over a period of several weeks.

8.222 Each individual approved for field work should demonstrate that he will be able to cope with at least the most frequent of the complex technical problems which arise during collection. The collector's understanding of the principal questions should be tested over again and the supervisor should accompany him on at least one real interview. The collector's progress should again be reviewed closely after a probationary period of several days.

8.3 A condensed manual of instructions for collectors, intended to be carried on the person and consulted during the work-day, should be prepared. This manual will also serve as the basic text-book for the training course. All of the procedural matters affecting collectors and the principal problems they may expect to encounter, should be discussed in such a manual. The subject covered in a typical manual are outlined below:

- a) Rules and regulations. Legal obligations of collectors to provide true returns and treat information given by respondents as confidential. Actions forbidden to collectors such as soliciting or selling.
- b) Excerpts from the law or executive order authorizing the collection of industrial statistics.
- c) Procedures. Organization of field staff. How to obtain supplies and transmit completed questionnaires. What to do if the respondent wants questionnaire left with him for completion and for mailing to the Statistical and Research Section. What to do if the respondent refuses to supply information. How to report establishments which changed owners during the year.

- d) Scope of the survey. Definition of an establishment, and types of establishments to be included. Types of establishments commonly encountered which are not to be included.
- e) Detailed instructions for each question in the questionnaire.
- f) Special instructions for particular types of establishments or industries. How to handle frequently encountered mixed activities (for example manufacturing and trade or manufacturing and agriculture).

8.4 It will be necessary with a control record. It may be in the form of a set of numbered sheets, each of which provides for entries concerning 20 or more establishments. A typical record of this kind might provide for the following items:

- a) Registration number, this number is also entered on the corresponding questionnaire.
- b) Name and address of the establishment.
- c) Industrial activity
- d) If the questionnaire is left with the respondent, the date it is to be picked up.
- e) Date of completed questionnaire is obtained.
- f) Date the questionnaire is forwarded to the Statistical and Research Section.
- g) Name of person interviewed.
- h) Remarks.

Since the control records provide a detailed account of the progress of the survey and the disposition of the completed questionnaires, they should be preserved for use as reference documents in later stages of processing. Separate questionnaires can be misfiled or lost, reference to the control record will indicate if the questionnaire is completed or not.

8.5 It is desirable to detect and correct errors in the reported data as quickly as possible after the questionnaires have been completed. The staff should be able to perform a screening operation which involves a limited amount of checking of data. This might consist of seeing that the questionnaire is properly identified, that no required figures are omitted and similar simple checks. Another basic check would be to add the reported costs to see that they do not exceed to reported value of sales and services. If they do, the report should be returned for verification or correction.

8.6 The collectors turn in completed questionnaires weekly to the district office. When a sheet of the control record is completed, he also turns in the control record. The district office forward the questionnaires to the Statistical and Research Section daily. The Statistical and Research Section records receipt of questionnaires in a check-in file, and forward them to editing and coding.

8.71 The basic purpose of editing statistical questionnaires are a) to detect errors in the reported figures and c) to prepare the questionnaires for tabulation. The former is by far the most difficult process, because many entries appear to be acceptable, but when compared with other information are seen to be questionable or obvious wrong. Sometimes there are two or more related figures in doubt and it may be obvious that at least one of them is wrong, but impossible to decide where the error lies. Some errors can be corrected in the editing process, but in other cases it may be necessary to obtain new information from the respondents.

8.72 The preparation of questionnaires for tabulation, on the other hand, usually involves simple routine changes such as the rounding of numbers, striking out excess figures, and entering control data.

8.73 A clerical editing operation is always necessary in an industrial survey processing. The clerical section should edit the questionnaires completely. The section will also obtain new information from the respondent if required and make all changes necessary to allow the questionnaires to proceed smoothly through subsequent operation.

8.81 Coding is the transformation to numerical form with a view to simplifying tabulation. Geographic coding transforms the name of provinces, countries and cities to a compact numerical form. Numeric codes are also used to denote industrial activity and other characteristic of this kind.

8.82 The importance of assigning industrial activity codes to establishments in a careful and consistent manner can scarcely be over-emphasized. The phase of the work determines the final nature and structure of the country's industrial economy as it will appear in all tables eventually published. Obviously, the ability of respondents and collectors to provide sufficient information to enable products to be coded at the four-digit level will have much to say about success in this phase. The index to the ISIC including examples of products produced in Nepal will be provided as a reference list to be used by the collectors in the field.

8.83 In the case of geographic (location) coding of establishments, the operation usually becomes routine and clerks learn to assign the codes by rote.

8.84 When the number of questionnaires is small and the intention is to produce sub-totals for only one or two characteristics of establishments, tabulation on adding machines is quite efficient. All items are to be aggregated by a) industrial activity and b) geographic area. After editing and coding, the questionnaires are sorted by geographic area and then by industry. The data for each group of questionnaires representing an industry within an area are then summed on adding machines. After their accuracy has been verified, the totals obtained can be posted to summary work-sheets, and these summed again to produce a) national totals by industry and b) area totals for all industries combined.

8.91 Publication is the final step in the statistical process by which the industrial survey results are made available to data-users. Within the limits of quality standards and safeguards taken to prevent the disclosure of confidential information, the Statistical and Research Section should publish, at least at the national level, all the basic data it collects.

8.92 In most countries, respondents are much more willing to supply accurate information if they are convinced it will not be used to their disadvantage, for example, by the tax collector or by their competitors. Thus, the confidential treatment of individual reports facilitates the collection of data and increases the quality of the results. Confidential treatment extends not only to the questionnaires as they are being processed, but also to the published tables.

8.93 The usual treatment is to suppress cells which, if published, would reveal the activities of a single statistical unit. The publication of a cell representing two statistical units is prohibited, because the activity of each unit might be revealed to the other. Thus, publishable cells must include, as a minimum, data for three statistical units.

9.11 The proposed changes in terms of the presentation of the data and the data-items and setting down the actual format of the questionnaire in outline form will often aid in understanding conceptual matters.

9.12 All tables or tables will consist of basic data items cross-classified by establishment characteristics. For tabulation purposes, important establishments are selected by size location, industrial activity, size in terms of employment and type of ownership. The number of tabulations that can be conceived is so large that it is necessary to select the few which will be of most general interest.

9.21 The UK expert has presented a tabulation plan for the Industrial Statistics in Nepal. In the proposed tabulation plan all tables are classified by branch of industry. Other cross-classifications of basic data with establishment characteristics must be determined in the light of national requirements at a later stage. Attachment V

9.22 In each table column a reference is made to the question, column and line on the questionnaire, or to table columns in the tabulation plan. The information in no specific table column will normally coincide with the other ones, it is considered that the information can be more or, rightly calculated from other table columns. The table titles and their content are listed as follows;

Table 1 Principal indicators of industrial activity, classified by branch of industry

This table presents basic data items such as number of establishments, number of persons engaged, number of employees, wages and salaries paid to employees, number of operatives, wages and salaries paid to operatives, gross output and value added in basic values, changes in stocks and gross fixed capital formation.

Table 2 Indicators of employment, classified by branch of industry

This table presents data items on employment such as total number of persons engaged, working part-timers and unpaid family workers, male and female, full and non-full operatives, male and female, Nepali and non-Nepali other employees and Annual average man-hours worked by operatives.

(*) with the information in one or more specific questions on the questionnaire. In

Table 3 Indicators of earnings, classified by branch of industry

This table presents data items on earnings such as total wages and salaries, wages and salaries paid to Nepali and Non-Nepali operatives, wages and salaries paid to Nepali and Non-Nepali other employees, supplements' to wages and salaries and annual average earnings per employee over all - Nepali - Non-Nepali.

Table 4 Gross output, its composition and related items, classified by branch of industry

This table presents data on the total gross output, its components and related items such as value of all products, receipts for industrial work or services, value of goods shipped in the same condition as received, value of electricity sold, fixed assets produced by the establishment for its own use, increase in work-in-progress, indirect taxes paid and subsidies received.

Table 5 Goods consumed and industrial services rendered, classified by branch of industry

This table presents data on the value of input and its components, such as materials and supplies, value of fuels, contract and commission work, repair and maintenance, value of goods shipped as received and electricity purchased.

Table 6 Value added and related items, classified by branch of industry

This table presents data on the alternative measure of value added and the relationship between these measures. The suggested items are value added in basic and producers' values, value of receipts and payments for non-industrial services, the contribution to the gross domestic product and consumption of fixed capital.

Table 7 Value of stocks at the beginning and end of the year, classified by branch of industry

This table presents the value of each of the main categories of stocks at the beginning and end of the year, i.e. finished goods produced, work-in-progress, raw materials and supplies, fuels and goods purchased for resale.

Table 8. Contribution to the gross domestic product and related items,
classified by branch of industry

This table presents data on operating income, expenditures and surplus, changes in stocks, consumption of fixed capital, compensation of employees, and the gross domestic product in basic values.

Table 8. Alternative income and expenditure, classified
by branch of industry

This table presents data on income, expenditures, changes in stocks and surplus of which data on goods shipped as received is presented separately.

Table 9. Gross fixed capital formation and its composition,
classified by branch of industry

This table presents data on the value of acquisitions of new fixed assets and gross additions to fixed assets according to type of assets such as land, buildings and other construction, transport equipment and machinery and other equipment.

10. STAFF REQUIREMENTS

10.11 The implementation of an industrial statistics survey in Nepal is now dependent on the assignment of adequate national staff. Because of the broad economic significance of the basic objectives of the industrial statistics, the staff working on this project should have higher qualifications with administrative ability and training in economics or statistics. The following type of training, experience or skills could be useful;

- a) Educational background in statistics, economics, accounting, business administration and related subjects.
- b) Managerial or accounting experience in manufacturing. Experience as a member of the secretariat of a trade association representing these industries.

c) Experience as a statistician, planner or supervisor in other statistical projects, not necessarily in the field of economics or industry.

d) Experience in supervising, field collection of data of any kind, or in other field work.

10.12 The UN expert has suggested ten persons to be employed as permanent staff of the Statistical and Research Section. These persons should be responsible to carry out the planned survey. Five persons should be trained in the functions of a field division and five persons should be trained in the functions of a planning and processing division.

10.13 The functions of the field division would include the compilation of a complete industrial directory, collection of data by personal visits and coverage control. The functions of a planning division would encompass the determination of the scope and content of the survey, the further development of industry classification procedures, editing and tabulating specifications. The planning division should later on form the processing division whose functions would include to edit and code data on the completed questionnaires and to prepare tables for publication.

10.14 The persons assigned to planning specific phases of the survey should later have the responsibility for carrying them out. This helps to ensure continuity of planning and completion of the planned operations. It permits the training and experience acquired in the planning stages to be utilized to the fullest extent in the later operations of the survey.

10.2 As a follow up to this project, the Government should request UNIDO to provide continuous services of the industrial statistics expert to train counterpart personnel in the collection, editing, coding, tabulation and publication of the data. The development of a feasible plan is not enough to ensure the success of an operation. Continued checking as the plan is executed will be necessary. A reasonable guess, until processing is completed or at least well advanced, would be approximately two years.

11. EQUIPMENT REQUIREMENTS

11.11 Arrangements to purchase one Landrover, one copying machine and two table calculators has been made with the UNIDO Purchasing Section. The Landrover will be delivered in due time and the other items are by now in operation.

11.12 Recently, it is decided to request one stencil machine and six more table calculators from the UNIDO purchasing Section. Authorization for local purchases is requested for the following items; 4 metal book-cases, 6 filing cabinets shelves, 6 filing cabinets drawers, 3 desks, 6 chairs and 5 heaters.

11.21 Infact four landrovers will be needed during the data collection phase. It might be desireable to rent additional Landrovers, so decisions on when and for how long they will be needed are to be made.

11.22 Estimates of stationery requirements should be prepared and the number of questionnaires to be printed should be determined at an early date.

12. FELLOWSHIPS

12.11 As a start the UN expert paid a visit to the United States Educational Foundation in Kathmandu to be able to draw a programme of overseas training for local officers. Six different institutes and universities in the United States has been contacted, with the result that we have got the application brochure from Yale University Graduate school for the academic year 1982-83. It might be possible to study either at the Department of Statistics or the Department of Economics as a special non-degree candidate. Admission is for one year only. A Graduate Record Examinations Aptitude Test is required for the applicants. Foreign nationals whose native language is not English and who have not attended an English-speaking university must present evidence of proficiency in English by satisfactorily completing the Test of English as a foreign language. The Educational Testing Service, New Jersey administers both tests abroad. Details are requested, and action will be taken as soon as the reply arrives.

12.12 In addition seven universities in Scandinavia has been contacted, with the result that Institute for English-speaking students at the University of Stockholm might be a possibility. Applicants for the graduate program should have a good background in the subjects they

want to study. An academic degree in one of the social sciences, or in a related field, from an accredited college or university is required. No test is required. Seminars are offered in a) Macroeconomic Theory and Policy (2 Semesters) b) Microeconomic Theory and Policy (2 Semesters) This Institute offers a special graduate program for foreign students who have an academic degree in the social sciences. The program consist of a one year diploma course.

12.2 It is only the UN expert's counterpart who has the experience and the educational background to be able to follow the courses offered.

13. DISTRICT OFFICES

13.1 The Department of Industry has four regional offices which can assist in different functions of the Department.

13.21 The UN expert and counterpart made a field call to the Metauda District Office 9-12 1981. The officer in charge arranged visits to a number of different industries such as steel rod, flour, metal furniture, soap manufacturing and beer brewing. Inquiries were made to the management about gross output, input, employment etc. and the answers given seemed to be satisfactorily from a statistical point of view. We informed about the planned industrial statistical survey and the persons we met were all willing to supply data to this survey.

13.22 The Metauda District office seemed to be fully occupied with work given to them by the Department of Industry. One problem is transportation. Recently the officer in charge requested a bicycle, which will be useful in order to keep in touch with the industrialists. This District Office has not the capacity to be responsible for the collection of statistical data, unless the assignment of additional manpower. As a start this office could function as a reporting place for the collectors and a storage place for questionnaires, requisites, stationery etc. and telephone and mail services could be rendered to the collectors.

13.23 The field trip continued 12-15 December 1981 to the Pokhara District Office. Again arrangements were made to visit noodle, confectionery, match manufacturing, biscuit and bread baking, textile and carpet weaving industries. At present many of the industries in Pokhara district are operating below their capacities due to shortage of electricity, as a result they have not been able to fulfill daily demand of local market on the one hand and available labour could not be engaged in full on the other hand.

13.24 The relationship between the District Offices and the industries seemed to be quite good. It is possible to obtain statistical information from the industrialists, but additional staff has to be assigned to do this job and transport should be provided by the Statistical and Research Section in Kathmandu.

13.3 It is not possible within the time limit for the UN expert to visit the remaining two District Offices in Biratnagar and Nepalgunj.

Attachment I

Numeric Index to the International Standard Industrial Classification of
all Economic Activities.

Code	Title of Category	Number of Establishments
1110	AGRICULTURE AND LIVESTOCK PRODUCTION raising of livestock, poultry or other animals; growing of field crops, fruits, vegetables, flowers; tea plantations;	33
1120	AGRICULTURAL SERVICES	-
1150	HUNTING, TRAPPING AND GAME PROPAGATION	-
1210	FORESTRY	-
1220	LOGGING	-
1301	OCEAN AND COASTAL FISHING	-
1302	FISHING N E C	-
2100	COAL MINING	-
2200	CRUDE PETROLEUM AND NATURAL GAS PRODUCTION	-
2301	IRON ORE MINING	-
2302	NON FERROUS ORE MINING zink ore mining	1
2401	STONE QUARRING, CLAY AND SAND PITS the extraction from the earth of building and monumental stone (including slate); ceramic, refractory and other clay; and all sand and gravel;	11
2902	CHEMICAL and fertilizer mineral mining guano gathering phosphate, nitrat sulphur sodium	-
2903	SALT MINING	-
2909	MINING AND QUARRYING N E C mica, quartz, talc, natural gem stones,	-
3111	SLAUGHTERING, PREPARING AND PRESERVING MEAT	1
3112	MANUFACTURE OF DAIRY PRODUCTS manufacture of creamery and processed butter; natural and processed cheese; ice cream; condensed, powdered and evaporated milk; ghee (butter made from buffalo's milk)	17

Title of Category	Number of Establishments
3113 CANNING AND PRESERVING OF FRUITS AND VEGETABLES Canning (packing in air tight containers) of fruits and vegetables; vegetables-dried, dehydrated or evaporated packing mushroom.	9
3114 CANNING, PRESERVING AND PROCESSING FISH, CRUSTACEANS AND SIMILAR FOODS	-
3115 MANUFACTURE OF VEGETABLE AND ANIMAL OILS AND FATS the production of margarine mustard oil, linseed oil salt tree oil.	18
3116 GRAIN MILL PRODUCTS flour, meal and stock dry feeds; husking, cleaning and polishing of rice, pulse preparations	194
3117 MANUFACTURE OF BAKERY PRODUCTS bread, cakes, cookies, doughnuts, pies, pastries biscuits and similar "dry" bakery products; macaroni, spaghetti, noodles;	16
3118 SUGAR factories and refineries refining of raw sugar; syrup and granulated or clarified sugar molasses	23
3119 MANUFACTURE OF COCOA, CHOCOLATE AND SUGAR CONFECTIONERY	4
3121 MANUFACTURE of food products n.e.c. mustard processing of tea leaves into black tea; spice grinding; ginger Catechu Starch manufacturing glucose	14
3127 MANUFACTURE OF PREPARED ANIMAL FEEDS	4
3131 DISTILLING, RECTIFYING AND BLENDING SPIRITS	8
3132 WINE INDUSTRIES	-
3133 MALT LIQUORS AND MALT Beer brewing	4

Code	Title of Category	Number of Establishments
5134	SOFT DRINKS AND CARBONATED WATERS INDUSTRIES	1
5140	TOBACCO MANUFACTURES cigarettes, cigars, cigarillos; snuff;	11
5211	SPINNING, WEAVING AND FINISHING TEXTILES Yarn, fabric and jute mills; Preparing fibres for spinning, such as ginning, retting, scutching, scouring, carding, combing, carbonizing and throwing, Jute press; Spinning, weaving, bleaching and dyeing printing and finishing of yarns and fabrics; Dyeing fabrics	70
5212	MANUFACTURE OF MADE-UP TEXTILES GOODS EXCEPT WEARING APPAREL blankets; jute goods cutting and sewing; textile bags and sacks;	4
5213	KNITTING MILLS hoisery and knitting mills stockings	14
5214	MANUFACTURE OF CARPETS AND RUGS	9
5215	CORDAGE, ROPE AND TWINE INDUSTRIES Jute cordage, rope and tow industries twine manufacturing	-
5219	MANUFACTURE OF TEXTILES N E C jute felt goods not woven	-
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX
5220	MANUFACTURE OF WEARING APPAREL, EXCEPT FOOTWEAR	8
5231	TANNERIES AND LEATHER FINISHING	10
5232	FUR DRESSING AND DYEING INDUSTRIES	-
5233	MANUFACTURE OF PRODUCTS OF LEATHER AND LEATHER SUBSTITUTES, EXCEPT FOOTWEAR AND WEARING APPAREL Leather goods	1
5240	MANUFACTURE OF FOOTWEAR, EXCEPT VULCANIZED OR MOULDED RUBBER OR PLASTIC FOOTWEAR Shoes.	8

Code	Title of Category	Number of Establishments
3511	SAWMILLS, PLANING AND OTHER WOOD MILLS sash, doors, window and doors frames; veneer, plywood, hard board and particle board; the preservation of wood parquet flooring manufacturing;	55
3512	MANUFACTURE OF WOODEN AND CANE CONTAINERS AND SMALL CANE WARE bamboo ware except furniture;	1
3519	MANUFACTURE OF WOOD AND CORK PRODUCTS N E C small ware consisting wholly or mainly of wood Wooden ladders, lasts, blocks, handles, pins, racks, rods; carvings, ornamental woodwork; picture and mirror frames; bobbin sticks, splints for matches	3
3620	MANUFACTURE OF FURNITURE AND FIXTURES EXCEPT PRIMARILY OF METAL	31
3411	MANUFACTURE OF PULP, PAPER AND PAPERBOARD chip board strawboard, cardboard	13
3412	MANUFACTURE OF CONTAINERS AND BOXES OF PAPER AND PAPERBOARD -	-
3419	MANUFACTURE OF PULP, PAPER AND PAPERBOARD ARTICLES N E C coated, glazed, gummed and laminated paper and paperboard; unprinted cards; envelopes and stationery;	-
3420	PRINTING, PUBLISHING AND ALLIED INDUSTRIES printed cards, envelopes and stationery; paper ruling; newspapers, periodicals, books, maps;	13

Code	Title of Category	Establishment
3511	MANUFACTURE OF BASIC INDUSTRIAL CHEMICALS EXCEPT FERTILIZERS	19
	oxygen industrial gas in compressed, liquefied and solid form rosin manufacturing solvent recovering chemically pure sugars saccharine; nitrate of silver manufacturing sodium silicate	
3512	MANUFACTURE OF FERTILIZERS AND PESTICIDES	9
	synthetic fertilizer manufacturing; bonemeal fertilizer insecticide Agricultural lime (Sulphur)	
3513	MANUFACTURE OF SYNTHETIC RESINS, PLASTIC MATERIALS AND MAN MADE FIBRES EXCEPT GLASS	-
	casein fibre; cellophane, celluloid; plastic-sheets, rods, tubes, granules and powders	
3521	MANUFACTURE OF PAINTS, VARNISHES AND LAQUERS	3
3522	MANUFACTURE OF DRUGS AND MEDICINES	10
	medicinal herb grinding iodine tincture	
3523	MANUFACTURE OF SOAP AND CLEANING PREPARATIONS, PERFUMES COSMETICS AND OTHER TOILET PREPARATIONS	8
	tooth paste and powder	
3529	MANUFACTURE OF CHEMICAL PRODUCTS NEC	13
	adhesives, glues candels ink and carbon black essential oils, synthetic aromatics match manufacturing	
3530	PETROLEUM REFINERIES	-
3540	MANUFACTURE OF MISCELLANEOUS PRODUCTS OF PETROLEUM AND COAL	-

TITLE OF CATEGORY	Establishments
351 TYRE AND TUBE INDUSTRIES REBUILDING AND retreading tyres	1
3559 MANUFACTURE OF RUBBER PRODUCTS N E C rubber footwear	-
3560 MANUFACTURE OF PLASTIC PRODUCTS N E C plastic compenents for insulations plastic tubing kitchen ware moulded plastic shoes; synthetic sausage casing laminated sheets, rods and tubes from purchased plastic raw materials	9
3660 MANUFACTURE OF POTTERY, CHINA AND EARTHENWARE garden pottery ceramic household ware	1
3620 MANUFACTURE OF GLASS AND GLASS PRODUCTS	3
3691 MANUFACTURE OF STRUCTURAL CLAY PRODUCTS bricks, tile, pipe,	15
3692 MANUFACTURE OF CEMENT, LIME AND PLASTER slaked lime	3
3699 MANUFACTURE OF NON METALLIC MINERAL PRODUCTS N E C concrete, gypsum and plater products miniral wool, slate products, cut stone products marble cutting and polishing slate cutting, grinding lime rock grining.	28
3710 IRON AND STEEL BASIC INDUSTRIES sheets, strips, tubes and pipes, rails, rods, wire rods and heavy gauge wires pools.	5
3720 NON FERROUS METAL BASIC INDUSTRIES	-

	NAME OF INDUSTRY	Number of Establishments
3811	MANUFACTURE OF CUTLERY, HAND TOOLS AND GENERAL HARDWARE table kitchen and other cutlery hand and edge tools, hand agricultural and garden tools hardware, lock ^{and} key sets razor blades	10
3812	MANUFACTURE OF FURNITURE AND FIXTURES PRIMARILY OF METAL manufacture, alteration and repair of furniture	3
3813	MANUFACTURE OF STRUCTURAL METAL PRODUCTS metal doors and screens, window frames and sashes heating boiler, ladder ornamental art metal	2
3819	MANUFACTURE OF FABRICATED METAL PRODUCTS EXCEPT MACHINERY AND EQUIPMENT N E C type foundries metal cans barrels, drums, kegs and pails screws, nails fabricated wire and cable products from purchased wire rods, excluding, insulated wire and cable steel springs bolts nut washers, rivets galvanizing metal products valve and pipe fittings	10
3821	MANUFACTURE OF ENGINES AND TURBINES manufacture, rebuilding and repair of engines	2
3822	MANUFACTURE OF AGRICULTURAL MACHINERY AND EQUIPMENT	-
3823	MANUFACTURE OF METAL AND WOOD WORKING MACHINERY	1
3824	MANUFACTURE OF SPECIAL INDUSTRIAL MACHINERY AND EQUIPMENT EXCEPT METAL AND WOOD WORKING MACHINERY	-
3825	MANUFACTURE OF OFFICE, COMPUTING AND ACCOUNTING MACHINERY	-
3829	MANUFACTURE OF MACHINERY AND EQUIPMENT EXCEPT ELECTRICAL N E C pumps, air and gas compressors general purpose parts of machinery, such as piston rings, valves, rebuilding and repairing	1

Code	Title of Category	Number of Establishments
3831	MANUFACTURE OF ELECTRICAL INDUSTRIAL MACHINERY AND APPARATUS manufacture, renovation and repair of electric motors transformer	3
3832	MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT AND APPARATUS Transistor assembly	1
3833	MANUFACTURE OF ELECTRICAL APPLIANCES AND HOUSEWARES	-
3839	MANUFACTURE OF ELECTRICAL APPARATUS AND SUPPLIES N E C insulated wires and cables batteries, wet and dry electric lamps and tubes, bulbs	9
3841	SHIP BUILDING AND REPAIRING	-
④	3842 MANUFACTURE OF RAILROAD EQUIPMENT	-
3843	MANUFACTURE OF MOTOR VEHICLES	-
3844	MANUFACTURE OF MOTORCYCLES AND BICYCLES manufacture, assembly, rebuilding and major alteration specialized parts such as saddles seat post, frames, gears	1
3845	MANUFACTURE OF AIRCRAFT	-
3849	MANUFACTURE OF TRANSPORT EQUIPMENT N E C	-
3851	MANUFACTURE OF PROFESSIONAL AND SCIENTIFIC AND MEASURING AND CONTROLLING EQUIPMENT N E C medical equipment surgical appliance and supply; bandage gauze etc. cotton absorbent sterilized thermometer	2
④	3852 MANUFACTURE OF PHOTOGRAPHIC AND OPTICAL GOODS eye-glasses lens and frame	2
3853	MANUFACTURE OF WATCHES AND CLOCKS Assembly	1

Code Title of Category	Number of Establishments
3901 MANUFACTURE OF JEWELLERY AND RELATED ARTICLES silverware and silver, gold and other precious metal plated ware cutting and polishing of precious and semi precious stones jewellery, using precious metals, precious and semi-precious stones and pearls.	5
3902 MANUFACTURE OF MUSICAL INSTRUMENTS	4
3903 MANUFACTURE OF SPORTING AND ATHLETIC GOODS	-
3909 MANUFACTURING INDUSTRIES N E C toys, pens, pencils, costume jewellery bangle and costume novelties, umbrellas and canes artificial flowers buttons, brooms and brushes; sign and advertising displays; hair and bristle dressing	5
4101 ELECTRIC LIGHT AND POWER distribution, generation transmission	8
4102 GAS MANUFACTURE AND DISTRIBUTION	-
4103 STEAM AND HOT WATER SUPPLY	-
4200 WATER WORKS AND SUPPLY	-
5000 CONSTRUCTION Drilling water well Electrical contracting	57
6100 WHOLESALE TRADE	-
6200 RETAIL TRADE	-
6510 RESTAURANTS CAFES AND OTHER EATING AND DRINKING PLACES	180
6520 HOTELS, ROOMINGHOUSES, CAMPS AND OTHER LODGING PLACES	
7111 RAILWAY TRANSPORT	-
7112 URBAN, SUBURBAN AND INTER URBAN HIGHWAY PASSENGER TRANSPORT	-
7113 OTHER PASSENGER LAND TRANSPORT	54
7114 FREIGHT TRANSPORT BY ROAD automobile with driver rental service chartered bus operation rickshaw, taxi service; truck freight transport	

Title of Category	Number of Establishment
7115 PIPELAND TRANSPORT	-
7116 SUPPORTING services to land transport car rental service without driver parking facility operation	-
7121 OCEAN AND COSTAL WATER TRANSPORT	-
7122 INLAND WATER TRANSPORT	-
7123 SUPPORTING SERVICES TO WATER TRANSPORT	-
7131 AIR TRANSPORT CARRIERS	-
7132 SUPPORTING SERVICES TO AIR TRANSPORT Air cargo services	1
7191 SERVICES INCIDENTAL TO TRANSPORT tourist agency, travel agency trekking service	53
7192 STORAGE AND WAREHOUSING Cold storage service	12
8000 COMMUNICATION	-
8101 MONETARY INSTITUTIONS	-
8102 OTHER FINANCIAL INSTITUTIONS	-
8103 FINANCIAL SERVICES	-
8200 INSURANCE	-
8310 REAL ESTATE	-
8321 LEGAL SERVICE	-
8322 ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES	-
8323 DATA PROCESSING AND TABULATING SERVICES	-
8324 ENGINEERING, ARCHITECTURAL AND TECHNICAL SERVICES Industrial, technical consultant	-
8325 ADVERTISING SERVICES	-
8329 BUSINESS SERVICES, EXCEPT MACHINERY AND EQUIPMENT RENTAL AND LEASING N E C Duplicating service	3
8330 MACHINERY AND EQUIPMENT RENTAL AND LEASING	-
9100 PUBLIC ADMINISTRATION AND DEFENCE	-
9200 SANITARY AND SIMILAR SERVICES	-
9310 EDUCATION SERVICES	-
9320 RESEARCH AND SCIENTIFIC INSTITUTES	-
9331 MEDICAL, DENTAL AND OTHER HEALTH SERVICES medical and dental x-ray laboratory	1

Title of Category	Number of Establishments
9332 VETERINARY SERVICES	-
9340 WELFARE INSTITUTIONS	-
9350 BUSINESS, PROFESSIONAL AND LABOUR ASSOCIATIONS	-
9391 RELIGIOUS ORGANIZATIONS	-
9399 SOCIAL AND RELATED COMMUNITY SERVICES N E C	-
9411 MOTION PICTURE PRODUCTION,	5
9412 MOTION PICTURE DISTRIBUTOR AND PROJECTION	41
9413 RADIO AND TELEVISION BROADCASTING	-
9414 THEATRICAL PRODUCERS AND ENTERTAINMENT SERVICES	-
9415 AUTORS, MUSIC COMPOSERS AND OTHER INDEPENDANT ARTIST N E C	-
9420 LIBRARIES, MUSEUMS, BOTANICAL AND ZOOLOGICAL GARDENS, AND OTHER CULTURAL SERVICES N E C	-
9490 AMUSEMENT AND RECREATIONAL SERVICES N E C	-
9511 REPAIR OF FOOTWEAR AND OTHER LEATHER GOODS	-
9512 ELECTRICAL REPAIR SHOPS	-
9513 REPAIR OF MOTOR VEHICLES AND MOTORCYCLES	25
9514 WATCH, CLOCK AND JEWELLERY REPAIR	-
9519 OTHER REPAIR SHOPS N E C	6
bicycles, typewriters, cameras, fountain pens	
toys, knives and scissors, umbrellas and canes	
9520 LAUNDRIES, LAUNDRY SERVICES, AND CLEANING AND DYEING PLANTS	-
9530 DOMESTIC SERVICES	-
9591 BARBER AND BEAUTY SHOPS	-
9592 PHOTOGRAPHIC STUDIOS, INCLUDING COMMERCIAL PHOTOGRAPHY	3
Print process film developing	
9599 PERSONAL SERVICES N E C	-
9600 INTERNATIONAL AND OTHER EXTRA - TERRITORIAL BODIES	-
0000 ACTIVITIES NOT ADEQUATELY DEFINED	22

In 3116 some might not be in operation.
 In 3119 some establishments also produce bakery products
 In 3320 some furniture might be primarily of metal (3812) and some might produce door and window frames (3311)
 In 3821 one establishment might go to 3829

ICIC	Number of establishments
11	33
20	12
3	754
4	8
5	57
6	180
7	120
8	3
9	81
0	<u>22</u>
	1270

Attachment II

Department of Industry
Statistical and Research Section
Bash Inwar
KATHMANDU
Phone: 14029

INDUSTRIAL PRODUCTION FOR THE FISCAL YEAR 2038-2039

Name of the establishment..... Main activity.....
Address.....
..... Production capacity.....
Registration number..... Date..... Total Installed Power.....KW
Licenced Fixed Capital.....

SECTION I: EMPLOYMENT AND EARNINGS

1. Number of working proprietors, family members or other working in the establishment without regular pay.....

	Permanent Operatives	Temporarily operatives	Other employees				
	Nepali	Non-Nepali	Nepali	Non-Nepali	Nepali	Non-Nepali	
Male							
Female							
Total							

2. Man-hours worked by operatives.....

7. Earnings in Rupees

	Permanent Operatives	Temporarily operatives	Other employees				
	Nepali	Non-Nepali	Nepali	Non-Nepali	Nepali	Non-Nepali	
Wages and salaries							
Payments in kind							
Social security schemes							
Total							

SECTION II: OPERATIVE EXPENDITURES

Rupees

1. Purchases of raw materials, parts, packing materials, containers etc.....
2. Purchases of fuels a) Petroleum, fuel oil and Diesel oil.....
b) Coal.....
c) Wood.....
d) Other fuels.....
3. Payments for contract and commission work done by others.....
4. Payments for current repair and maintenance work done by others.....
5. Purchases of goods shipped as received.....
6. Purchases of electricity.....
7. Payments for non-industrial services rendered by others advertising, accounting, insurance, communication etc.
8. Earnings (same as total 4)
9. Other operative expenditures (exclude interest payments, and other financial expenditures) Specify please.....
10. Total operative expenditures.....
11. Indirect taxes, royalties, paid to the Government, Excise taxes on own products, Trade licenses and Vehicle licenses, permit fees, levies, Import duties etc.....
12. Subsidies received from Government.....

SECTION III: OPERATIVE INCOME

Rupees

17. Sales from own production.....
18. Receipt fro industrial work done or services rendered to others.....
19. Resales of goods shipped as received.....
20. Fixed assets produced for own account (i.e. capitalised wages and salaries and materials consumed)
21. Receipts for non-industrial services rendered to others
22. Other operative income (exclude interest and other financial receipts) Specify please
23. Total operative income.....

Section IV: CHANGES IN STOCKS

Value of stocks in Rupees	Opening stocks	Closing stocks	Changes in stocks
24. Finished goods produced	'	'	'
25. Work in progress	'	'	'
26. Raw materials and supplies	'	'	'
27. Fuels	'	'	'
28. Goods purchased for resale	'	'	'
29. Total stocks	'	'	'

SECTION V: GROSS FIXED CAPITAL FORMATION

Value of fixed assets in rupees	Purchases of new fixed assets	Additions to fixed assets produced for own account	Purchases of used fixed assets	Sale of fixed assets	Depreciation for all fixed assets
30. Land	'	'	'	'	'
31. Building and other construction	'	'	'	'	'
32. Transport equipment	'	'	'	'	'
33. Machinery and other equipment	'	'	'	'	'
34. Total	'	'	'	'	'

SECTION VI: ELECTRICITY

Electricity	Quantity kwh	Value in Rupees
35. Purchased	'	'
36. Generated	'	'
37. Sold to others	'	'
38. Consumed (Total 35+36-37)	'	'

SECTION VII: PRODUCTION OF INDIVIDUAL PRODUCTS

Code	Name of product	Unit of Measurement	Total quantity produced	Sales	
				Quantity	Value

SECTION VIII: CONSUMPTION OF INDIVIDUAL MATERIALS

Code	Name of material	Unit of measurement	Total quantity consumed	Purchases	
				Quantity	Value
		LM			
		I			
		LM			
		I			
		LM			
		I			
		LM			
		I			
		LM			
		I			
		LM			
		I			
		LM			
		I			
		LM			
		I			

Distinguish
 (* locally made materials from imported materials

SECTION IX: WASTE, SCAP AND JUNK

Name of waste	Quantity Kg	Disposals (x)				
		Sold	Burnt	Stored	On heap	In water
a) Organic	'	'	'	'	'	'
b) Chemicals	'	'	'	'	'	'
c) Base metals	'	'	'	'	'	'
d) Textiles	8	'	'	'	'	'
e) Wood and paper	'	'	'	'	'	'
f) Plastic and rubber	'	'	'	'	'	'
g) Glass and graphite	'	'	'	'	'	'
h) Other wastes	'	'	'	'	'	'

(x Insert x in the appropriate box.)

I, the undersigned, certify that the information given above is correct and complete to the best of my knowledge and belief

Date..... Signature..... Title.....

Attachment III

INSTRUCTION FOR THE INDUSTRIAL PRODUCTION QUESTIONNAIRE.

One separate form should be completed for each establishment engaged in Manufacturing Industry in Nepal. Every effort should be made to supply accurate data for the fiscal year 2038-2039.

An establishment can be defined, ideally, as an economic unit which engages, under a single ownership or control, that is, under a single legal entity, in one, or predominantly one, kind of economic activity at a single physical location.

Main activity should describe the principle products or services of the establishment.

SECTION I : EMPLOYMENT AND EARNINGS

In this section all persons should be included who are actively engaged in the work of the establishment in the last month of the enquiry period. Persons temporarily absent from work (because of sickness, leave or labour dispute) and part-time workers are included.

If the establishment operate on a seasonal basis then the "total number of persons engaged in the middle month of the season" should serve as the size criterion.

1. This item includes all individual proprietors and partners of private-owned companies without fixed salary who are actively engaged in the work of the establishment. Silent or inactive partners and also members of a proprietor's family should be excluded unless they participate actively in the work of the establishment.

In addition all persons living in the household of any of the proprietors of the owning enterprise and working in the establishment without regular pay for at least one-third of the working time normal to the establishment should be included.

2. All persons with fixed salaries are included
Operatives are all employees directly engaged in the production or related activities of the establishment including any clerical or working supervisory personnel whose function is to record or expedite any step in the production process. Examples are persons engaged in fabricating, processing or assembling, shop messengers, stokers and shop-cleaning personnel, warehousemen, packers, repair men, shop-testing and record-keeping personnel and inspectors.
Other employees will include administrative, technical and clerical personnel such as salaried managers and directors, laboratory and research workers, clerks, typists, book-keepers, administrative supervisors, salesmen and the like

SECTION IX: WASTE, SCAP AND JUNK

Name of waste	Quantity Kg	Disposals (x)				
		Sold	Burnt	Stored	On heap	In water
a) Organic	'	'	'	'	'	'
b) Chemicals	'	'	'	'	'	'
c) Base metals	'	'	'	'	'	'
d) Textiles	'	'	'	'	'	'
e) Wood and paper	'	'	'	'	'	'
f) Plastic and rubber	'	'	'	'	'	'
g) Glass and graphite	'	'	'	'	'	'
h) Other wastes	'	'	'	'	'	'

(x Insert x in the appropriate box.)

● I, the undersigned, certify that the information given above is correct and complete to the best of my knowledge and belief

Date..... Signature..... Title.....

●

3. Man-hours worked by operatives is the total number of hours actually spent by operatives at work, including waiting time. Overtimes is included and calculated in terms of actual hours spent at work and not in terms of time paid for.
4. Wages and salaries includes all payments in cash, basic wages salaries, overtime, incentive and differential shift payments, sales commissions, subsistence and housing allowances. Pay for periods while an employee was absent because of leave or sickness, the appropriate earnings of part-time employees and of persons who joined or left the organisation during the year are to be included. All earnings should be entered at their value gross of any deductions (e.g. income tax, provident fund contributions and repayments of salary advances).

Payments in kind includes all non-cash payments provided by the employer for the benefit of his employees and not used by them in the course of their work. Items should be valued at their ^{cost to} the employer less the amount of any recovered from the employees. This item includes food, beverages, tobacco, fuel, clothing (except uniforms and protective garments). and lodging provided free of charge or at markedly reduced cost.

Social Security Schemes includes all payments by the employer, in respect of his employees and not deducted from their earnings, to the Provident fund, or other social security schemes and pension funds.

SECTION II : OPERATIVE EXPENDITURES

5. This item includes all materials. Components and so on that are physically incorporated in the product. Also included are auxiliary materials (e.g. lubricants, water, packing materials, small tools, parts, materials for repair and maintenance and the like) and office supplies expected to have a productive life of less than one year. The value should be at the total cost to you at factory gate and include transport cost charged by other firms as well as customs and excise duties.
6. This item includes all purchased fuels (including gasoline and other fuels for vehicles) except those that directly enter the product (these should be reported as materials).
7. This covers payments made by the establishment for contract and commission work done by others in the inquiry period on materials controlled by the establishment. Payments to homeworkers should be included in this item.

8. This covers the total cost to the establishment or repair and maintenance services on buildings and other fixed assets of the establishment provided by others during the year. Current repairs and maintenance carried out by other establishments should be included and capital repairs excluded. Section V covers capital repairs.
9. This includes all goods purchased for resale in the same condition as received, valued at establishment-gate cost.
10. This covers the total cost of all electricity purchased by the establishment.
11. This includes the cost of all non-industrial services rendered by other establishments which are paid for by the respondent establishment. Example are: Hire of vehicles, plant, machinery & equipment, Rent on buildings, Administrative expenditures such as postage, telephone and telegraph charges, insurance premiums, advertising, audit and other fees and the like, Excluded are interest payments, depreciation and other financial expenditures.
15. Indirect taxes are defined to include all taxes incidental to the production or sales of goods and industrial services rendered by the establishment which are chargeable as expenses of production.
16. Subsidies includes grants received from government based on the value of commodities exported.

SECTION III : OPERATIVE INCOME

17. Sales from own production should be valued at ex-establishment prices including cost of packing materials and transport by your own vehicles, excluding any charges for transportation or delivery made by other firms and net of any discounts allowed to the buyer.
18. This includes the receipts, other than those arising from the shipment of goods, for work done for others or for services of an industrial nature rendered to others; for example, contract or commission work done for other establishments on their materials or repair and maintenance work on machinery and equipment. The value reported should be the total cost charged to customers for the work or service performed.
19. The sales value of all goods shipped during the year in the same condition as received.
20. Fixed assets produced by the establishment for its own use should be valued at the cost of all work put in place. Any overhead costs allocable to this work should be included. Also included are improvements and additions to existing fixed assets made by the establishment's own labour for its own use. While capital repair is included, expenditures for current repairs and maintenance are excluded. Purchases of capital equipment is excluded since these are included only in Section V.

21. This includes all receipts of the establishment from the provision to others of services of a non-industrial nature. (Compare item 11)

SECTION IV : CHANGES IN STOCKS

24. This includes all goods made by the establishment which are ready for shipments. Included are finished goods held by another establishment (homeworkers) that were processed by that establishment from raw materials controlled by the respondent establishment. Excluded are finished goods held by the respondent establishment, which were made from materials owned by others.
25. This item refers to the value of all materials which have been partially processed by the establishment, but which are not usually sold, shipped or turned over to other establishments without further processing.
26. This includes the value of all materials components and so on that enter into the product; and repair, maintenance, office and other consumable supplies. Materials under the control of the establishment, but held by others for processing, are included, while materials owned by others, but held by the establishment for processing, are excluded. The value of stocks of materials and supplies for use in construction work undertaken for the establishment's own use should be included.
27. This includes the value of all fuels, including gasoline and other fuels for vehicles.
28. This includes the value of stocks of goods purchased expressly for resale.

SECTION V : GROSS FIXED CAPITAL FORMATION

The data relating to expenditure on fixed assets should include the value of all physical assets expected to have a productive life of more than one year and intended for use by the establishment. Fixed assets acquired from others should be valued at full cost incurred that is, at the delivery price plus the cost in installation, including all necessary fees and taxes, but excluding financial claims. No allowance for depreciation should be deducted.

- Col. 1 New fixed assets include all those that have not been previously used in Nepal.
- Col. 2 This item includes the value of fixed assets and addition and improvements to existing fixed assets made by the establishment's own labour for its own use. Same as item 20.
- Col. 3 Used fixed assets include all those that have been previously used within Nepal. Included are major additions, alterations and improvements to existing fixed assets that extend their normal economic life or raise their productivity.

- Col. 4 Used fixed assets sold during the year should be valued at the actual amount realised.
- Col. 5 Depreciation covers the loss in value due to fore seen obsolescence and the normal amount of accidental damage which is not made good by repair, as well as normal wear and tear.

30. The value of land before improvement is excluded while land improvements made in the year are included.
31. Residential buildings and other buildings, such as factories, warehouses, office buildings, stores and restaurants; new construction, such as permanent ways of railways or roads, streets, car-parking facilities and the like, as well as major alterations and improvements.
32. Motor vehicles, aircraft, ships, railway and tramway rolling stock, tractors for road haulage, carts and wagons and major alterations and improvements of existing transport equipment.
33. Power-generating machinery; office machinery, equipment and furniture, metal-working machinery, mining, construction and other industrial machinery, cranes and lift equipment and the like; durable containers; equipment and instruments used by professional men; and any other machinery and equipment and major renovations and alternations to these types of machinery and equipment.

SECTION VI : ELECTRICITY

35. Quantity (in kilowatt-hours) and total cost of all electricity purchased by the establishment during the year.
36. Quantity (in kilowatt-hours) of electricity generated during the year by the establishment; both for its own use and for sale to others.
37. Quantity (in kilowatt-hours) of electricity sold by the establishment during the year.

SECTION VII : PRODUCTION OF INDIVIDUAL PRODUCTS

The quantity produced relate to the total production of each single commodity during the year, whether actually sold or entered into stocks. The item is equivalent to the quantity of finished goods sold during the year plus the quantity of finished goods in stock at the end of the year, less the quantity of finished goods in stock at the beginning of the year.

SECTION VIII: CONSUMPTION OF INDIVIDUAL MATERIALS

The quantity consumed relate to the total consumption of each single material during the year, whether actually purchased or taken out of stocks. This is equivalent to the quantity of materials purchased by the establishment during the year, plus the quantity of stocks at the beginning of the year, less the quantity at the end of the year.

Attachment IV

6 December 1981

To: Mr. J L Satyal
Director General for the Department of Industry
From: Ms K E Stahlbrand -
Industrial Statistician - UNIDO expert

3 Attachments

GENERAL PLANNING FOR AN YEARLY INDUSTRIAL STATISTICS IN NEPAL

1 Introduction

This work plan for the implementation of the project has been prepared on request by the Director General for the Department of Industry. The purpose is to encourage continuation of this project in order to develop an integrated system of national industrial statistics. A second purpose is to visualize the main tasks involved for the subsequent publication in standard form.

This project's duration is six month and will end January 1982.

In order to ensure continuity of planning and completion of the planned operations, funds should be provided so the expert assigned to this project can stay another two years. Thus, the expert will be responsible to carry the plans out.

2 Fundamental decisions

There are several basic matters which must be decided, before detailed plans can be formulated. These are the legislative requirements, the statistical and reporting units to be used, the industries and establishments to be covered, and the assignment within the government of responsibility for conducting the industrial statistics.

The determination of classification system, industrial directory, method of collection, questionnaire with a following instruction and tabulation plans are other topics which need consideration at an early stage of the planning phase.

All these matters have been thoroughly discussed within the Statistical and Research Section and the progress made is clarified in the paragraphs 3-11.

The data collection procedures are described in the paragraphs 14-24. In order to accomplish all tasks discussed in this paper, staff has to be recruited as soon as possible. Staff requirements in general is discussed in the paragraph 12. To be more precise I would suggest ten persons to be employed as permanent staff of the Section. These persons should preferably have a background in economics or statistics. Five persons would be trained in the functions of a field division and five persons would be trained in the functions of a planning and processing division.

Equipment requirements is discussed in the paragraph 13.

3. Legislative requirements

The legal authority for the industrial statistics is fundamental because it gives the project the stability and permanence needed to carry it to a successful conclusion. It will also help to assure the co-operation of respondents. An executive decree will in near future be issued in Nepal. This decree will specify the nature of the inquiries to the content of the questionnaire and the following instruction. It will also specify the obligations of respondents to furnish information.

4. The statistical unit

The statistical unit to which the information collected relates is the establishment. The reports of multi-establishment enterprises may originate with headquarters of the enterprise, but a separate report will be made for each establishment and it will be treated in subsequent operations as the basic statistical unit.

5. Industries to be covered

The international recommendations provide for coverage of establishments engaged primarily in mining, manufacturing, and electricity, gas and water supply, major divisions 2,3 and 4 of the ISIC.

In Nepal only manufacturing industries has been considered to be covered. All manufacturing establishments, holding a licence issued by the Department of Industry which are in operation at any time during the year are to be covered. Establishments defined as cottage and village industries are to be excluded.

6. Organizational requirements

It is decided that the Statistical and Research Section in the Department of Industry is responsible for conducting the industrial statistics in Nepal. The Department's regional offices may sometimes be called on to assist in the collection of data if the Statistical and Research Section is unable to recruit a sufficient number of personnel. This means, however, that the staff assigned to this work at the regional offices are trained in ^{all} aspects concerning field collection. (See paragraph 15 Pocket manuals)

7. Classification system

The International Standard Industrial Classification of All Economic Activities (ISIC) is the international recommendation for classifying industries. This system has been adopted in the Statistical and Research Section which means rearrangements of the establishments in an existing directory of establishments. The first effort to classify the establishment into international system based on information in the existing directory has been made. However, more detailed informations are needed in many cases in order to determine the correct branch of industry. A numeric index to the ISIC including a good deal of examples of activities going on in Nepal has been prepared and the plan is to expand this list with more examples as the work is carried on. Attachment I

8. Industrial Directory

A complete directory of industrial establishments is an indispensable preparatory step for the accomplishment of an industrial statistics. The existing directory consist of a list with the following information of each establishment; a) name of establishment b) address c) name of proprietor d) date of licence e) date of registration and registration number f) capital investment data g) kind of product h) maximum yearly quantity production i) starting production date. It is between 1200-1300 establishments listed of which 700-800 are manufacturing industries. The directory has not been kept up to date, no new entries has been added since more than two years back. Files containing information on establishments not entered in the directory are to be examined in order to include these missing establishments.

9. Method of collection

The method of collection used in Nepal has been to distribute and receive the questionnaires from respondents by mail. It has not been successful as the establishments which fail to return the monthly questionnaire is approximately 75%. Therefore, I have proposed collection by a personal visit. Collectors visit the establishments, explain the purpose and importance of the industrial statistics and leave the questionnaire for the respondent to complete. At a later date reached by agreement, the collectors return and pick up the completed questionnaires. They may also review them for completeness at the time. Alternatively, questionnaires are mailed to the respondents and field collectors call for the completed forms at a later date.

10. Questionnaire and instruction

The data- collection form is the key document in the industrial statistics since it provide the means for recording all the establishment data which are to be tabulated and published. Its format, organization and content will have a significant influence on the quality of the statistical results, the cost of collection, editing and tabulation and the promptness of publication. Considerable time has been devoted in the Department of Industry to the design of the attached questionnaire. Attachment II. It is decided to use this questionnaire in the annual survey of Industrial statistics in Nepal. The instruction for respondents should cover, concisely everything necessary to explain what is required and to avoid misunderstanding. The enclosed instruction contain definitions of the various items of information requested. Other point normally covered in instructions are: a) legal authority b) confidentiality of returns c) types of establishments required to report d) date the completed report is due e) how to return the completed report f) time period covered by inquiries spanning a full year. These matters should be incorporated in the draft version of the attached instruction. Attachment III.

11. Tabulation plans

Before the questionnaires are printed the content of the statistical tables should be outlined. Visualizing a proposed inquiry in terms of the presentation of its final results to data-users and setting down the actual format of the presentation in outline form will often aid in bringing conceptual and other errors to light. The expert will in near future be able to present a tabulation plan for the Industrial statistics in Nepal.

12. Staff requirements

Because of the broad economic significance of the basic objectives of the industrial statistics, the staff working on this project must have higher qualifications with administrative ability and training in economics or statistics. The organization may initially be comprised of two divisions:

(a) A planning division, whose functions would ~~encompass~~ encompass the determination of the scope and content of the survey, the further development of industry classification procedures, editing and tabulating specification.

(b) A field division, whose functions would include the compilation of a complete industrial directory, collection by personal visits and coverage control. The planning division staff should later on form

(c) A processing division, to edit and code data on the completed questionnaires, and to prepare tables for publication.

The following types of training, experience or skills would be useful: Educational background in statistics, economics, accounting, business administration, and related subjects.

Managerial or accounting experience in manufacturing. Experience as a member of the secretariat of a trade association representing these industries.

Experience as a statistician, planner or supervisor in other statistical projects, not necessarily in the field of economics or industry. Experience in supervising field collection of data of any kind; or in other field work.

The persons assigned to planning specific phases of the survey should later have the responsibility for carrying them out. This helps to ensure continuity of planning and completion of the planned operations. It permits the training and experience acquired in the planning stages to be utilized to the fullest extent in the later operations of the survey.

13. Equipment requirements

Arrangements to purchase one Landrover, one copying machine and two table calculators has been made with the UNIDO Purchasing Section and this equipment will be delivered in due time.

In fact four Landrovers will be needed during the data collection phase. It might be desirable to rent additional Landrovers, so decisions on when and for how long they will be needed are to be made. Six adding machines will be needed during the data processing phase. Estimates of stationery requirements should be prepared and the number of questionnaires to be printed should be determined at an early date.

14. Training of collectors

As the Industrial Statistics is quite complex the need for thorough training of field collectors is very important. I have suggested that permanent staff of the Statistical and Research Section move around the country collecting area after area until the work is complete. The collection of the industrial statistics will in this way be spread out over a period of several weeks. These individuals could also teach staff members at the regional offices. Trained personnel at the regional offices should thus be able to assist in the collection of data in this survey. For future programmes they could have the responsibility of the collection phase. Each individual approved for field work should demonstrate that he will be able to cope with at least the most frequent of the complex technical problems which arise during collection. The collector's understanding of the principal questions should be tested over again and the supervisor should accompany him on at least one real interview. The collector's progress should again be reviewed closely after a probationary period of several days.

15. Pocket manuals

A condensed manual of instruction for collectors, intended to be carried on the person and consulted during the work-day, should be prepared. This manual will also serve as the basic text-book for the training course. All of the procedural matters affecting collectors and the principal problems they may expect to encounter, should be discussed in such a manual.

The subject covered in a typical manual are outlined below:

- a) Rules and regulations. Legal obligations of collectors to provide true returns and treat information given by respondents as confidential. Actions forbidden to collectors such as soliciting or selling.
- b) Excerpts from the law or executive order authorizing the collection of industrial statistics.

- c) Procedures. Organization of field staff. How to obtain supplies and transmit completed questionnaires. What to do if the respondent ~~wants~~ questionnaire left with him for completion and for mailing to the statistical office. What to do if respondent refuses to supply information. How to report establishments which changed owners during the year.
- d) Scope of the survey. Definition of an establishment, and types of establishments to be included. Types of establishments commonly encountered which are not to be included.
- e) Detailed instructions for each question in the questionnaire.
- f) Special instructions for particular types of establishments or industries. How to handle frequently encountered mixed activities (for example manufacturing and trade or manufacturing and agriculture).

16. Control record

The control record may be in the form of a set of numbered sheets, each of which provides for entries concerning 20 or more establishments. A typical record of this kind might provide for the following items:

- a) Registration number, this number is also entered on the corresponding questionnaire.
- b) Name and address of the establishment.
- c) Industrial Activity.
- d) If the questionnaire is left with the respondent, the date it is to be picked up.
- e) Date the completed questionnaire is obtained.
- f) Date the questionnaire is forwarded to the Statistical and Research Section.
- g) Name of person interviewed.
- h) Remarks.

Since the control records provide a detailed account of the progress of the survey and the disposition of the completed questionnaires, they should be preserved for use as reference documents in later stages of processing. Separate questionnaires can be misfiled or lost, reference to the control record will indicate if the questionnaire is completed or not.

17. Screening of completed questionnaires by field staff

It is desirable to detect and correct errors in the reported data as quickly as possible after the questionnaire have been completed. The staff should be able to perform a screening operation which involves a limited amount of checking of data. This might consist of seeing that the questionnaire is properly identified, that no required figures are omitted and similar simple checks. Another basic check would be to add the reported costs to see that they do not exceed the reported value of sales and services. If they do, the report should be returned for verification or correction.

18. Receipt of completed questionnaires

The collectors turn in completed questionnaires weekly to the regional office. When a sheet of the control record is completed, he also turns in the control record. The regional office forwards the questionnaires to the Statistical and Research Section daily. The Statistical and Research Section records receipt of questionnaire in a check-in file, and forwards them to editing and coding.

19. Editing

The basic purposes of editing statistical questionnaires are: a) to detect errors in the reported figures and b) to prepare the questionnaires for tabulation. The former is by far the most difficult process, because many entries may appear to be acceptable, but when compared with other information are seen to be questionable or obviously wrong. Sometimes there are two or more related figures in doubt, and it may be obvious that at least one of them is wrong, but impossible to decide where the error lies. Some errors can be corrected in the editing process, but in other cases it may be necessary to obtain new information from the respondents. The preparation of questionnaires for tabulation, on the other hand, usually involves simple routine changes such as the rounding of numbers, striking out excess figures, and entering control data.

A clerical editing operation is always necessary in an industrial survey processing. The clerical section should edit the questionnaires completely. The section will also obtain new information from the respondent if required and make all changes necessary to allow the questionnaires to proceed smoothly through subsequent operations.

20. Coding

Coding is the transformation to numerical form with object of simplifying tabulation. Geographic coding transforms the names of provinces, countries and cities to a compact numerical form. Numeric codes are also used to denote industrial activity and other characteristics of this kind. The importance of assigning industrial activity codes to establishments in a careful and consistent manner can scarcely be over-emphasized. This phase of the work determines the final nature and structure of the country's industrial economy as it will appear in all tables eventually published. Obviously, the ability of respondents and collectors to provide sufficient information to enable products to be coded at the four-digit level will have much to say about success in this phase. The index to the ISIC including examples of products produced in Nepal will be provided as a reference list to be used by the collections in the field.

In the case of geographic (location) coding of establishments, the operation usually becomes routine and clerks learn to assign the codes by rote.

21. Adding machine tabulation

When the number of questionnaires is small and the intention is to produce sub-totals for only one or two characteristics of establishments, tabulation on adding machines is quite efficient. All items are to be aggregated by (a) industrial activity and (b) geographic area. After editing and coding, the questionnaires are sorted by geographic area and then by industry. The data for each group of questionnaires representing an industry within an area are then summed on adding machines. The machine should be of a type which prints out the data on paper for verification. After their accuracy has been verified, the totals obtained can be posted to summary work-sheets, and these summed again to produce (a) national totals by industry and (b) area totals for all industries combined.

22. Publication

Publication is the final step in the statistical process by which the industrial survey results are made available to data-users. Within the limits of quality standards and of safeguards taken to prevent the disclosure of confidential information, a statistical agency should publish, at least at the national level, all the basic data it collects.

23. Disclosure of confidential information

In most countries, respondents are much more willing to supply accurate information if they are convinced it will not be used to their disadvantage, for example, by the tax collector or by their competitors. Thus, the confidential treatment of individual reports facilitates the collection of data and increases the quality of the results. Confidential treatment extends not only to the questionnaires as they are being processed, but also to the published tables. The usual treatment is to suppress cells which, if published, would reveal the activities of a single statistical unit. The publication of a cell representing two statistical units is prohibited, because the activity of each unit might be revealed to the other. Thus, publishable cells must include, as a minimum, data for three statistical units.

24. Cross-classification

All published tables will consist of basic data items cross-classified by establishment characteristics. For tabulation purposes, important establishment characteristics include location, industrial activity; size in terms of employment, and type of ownership. The number of tabulations that could be conceived is so large that it is necessary to select the few which will be of most general interest. The more common types of industrial statistics tables are listed below by the table titles and brief descriptions which follow.

Table 1 Principal indicators of industrial activity

Classified by geographic areas

This table would present basic data items such as number of establishments, number of persons engaged, number of employees, wages and salaries, gross output, value added, changes in stocks and total gross fixed capital formation classified by geographic area.

Table 2 Principal indicators of industrial activity

classified by branch of industry

This table would present for the nation as a whole the same basic data items as in table 1, classified by kind of activity at the four digit level of ISIC.

Table 3 Indicators of employment and earnings,

classified by branch of industry

This table would present data items on employment and earnings such as number of working proprietors and unpaid family workers, number of employees, number of operatives, man-hours worked by operatives, wages and salaries paid to operatives and other employees and supplements to wages and salaries. The data would be classified at the four digit level of ISIC.

Table 4 Gross output, its composition and related

items, classified by branch of industry

This table would present data on the total gross output, its components and related items such as value of all products, receipts for industrial work or services, value of goods shipped in the same conditions as received, value of electricity sold, fixed assets produced by the establishment for its own use, increase in work-in-progress, indirect taxes paid and subsidies received. The classification of the data would be at the four-digit level of the ISIC.

Table 5 Goods consumed and industrial services rendered

classified by branch of industry

This table will present data on the value of input and its components, such as materials and supplies, value of fuels, contract and construction work, repair and maintenance, value of goods shipped as received, electricity purchased. Data would be classified at the four digit level of ISIC.

Table 6 Value added and related items, classified

by branch of industry

This table would present data on the alternative measure of value added and the relationship between these measures. The suggested items are value added in basic and producer's values, value of non-industrial services and payments for non-industrial services and the contribution to the gross domestic product. The classification of the data would be at the four digit level of the ISIC.

Table 7 Value of stocks at the beginning and end of the year,
classified by branch of industry

This table would present the value of each of the main categories of stocks at the beginning and end of the year, i.e. finished goods produced, work-in-progress, raw materials and supplies, fuels, goods purchased for resale. The classification of the data would be at the four digit level of ISIC.

Table 8 Gross fixed capital formation and its composition,
classified by branch of industry

This table would present data on the value of acquisitions of new fixed assets and gross additions to fixed assets according to type of assets such as land. Buildings and other construction, transport equipment and machinery and other equipment. The classification of data would be at the four digit level of ISIC,

Table 1.

Principal indicators of industrial activity, classified by branch of industry

Branch of Industry	Number of establishments	Number of persons engaged	Employees Number	Wages and Salaries	Operatives Number	Wages and Salaries	Gross output Value in basic values	Value added in basic values	Changes in stocks	Gross fixed capital formation
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
		T 2 x 1	T 2 (x 1 - x 2)	T 3 x 1	T 2 (x 3 + x 4 + x 5 + x 6)	T 3 (x 2 + x 3)	T 4 x 10	T 6 x 1	T 8 x 5	T 9 x 5

Q means question on the questionnaire

C mean column on the questionnaire

L means line on the questionnaire

T means table

X means table column

Table 2.

Indicators of employment, classified by branch of industry

Branch of Industry	Number of persons engaged									Annual average man-hours worked by operatives.
	Total	Employees								
		Operatives				Other employees				
		Nepali		Non-Nepali		Nepali		Non-Nepali		
		Male	Female	Male	Female	Male	Female	Male	Female	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
$Q2C4 + C2 + C3 + C4 + C5 + C6 + C7$	Q 1	$Q 2 (C1 + C3) L1$	$Q 2 (C5 + C3) L2$	$Q 2 (C2 + C4) L1$	$Q 2 (C2 + C4) L2$	$Q 2 C5 L1$	$Q 2 C5 L2$	$Q 2 C6 L1$	$Q 2 C6 L2$	$Q 2 (x3 + x4 + x5 + x6)$
										Q 3

Table 3. Indexation of earnings, classified by branch of industry

Branch of Industry	Values of Substitutes		Amount of Substitutes for 1955		Non-Substitutes
	Grain	Non-Grain	Over all	Total	
(1)	$T_1(X_1 + X_2 + X_3 + X_4 + X_5)$				(9) $\frac{T_1(X_3 + X_5)}{T_1(X_5 + X_6 + X_7 + X_8)}$
(2)		$Q_1(C_1L_1 + C_2L_1 + C_1L_2 + C_2L_2)$			(8) $\frac{T_1(X_3 + X_4)}{T_1(X_3 + X_4 + X_7 + X_8)}$
(3)		$Q_2(C_3L_1 + C_4L_1 + C_3L_2 + C_4L_2)$			(7) $\frac{T_1(X_1 + X_6)}{T_1(X_1 + X_2)}$
(4)		$Q_3(C_5L_1 + L_2)$			(6) $Q_4(C_1 + C_2 + C_3 + C_4 + C_5 + C_6) L_3$
(5)		$Q_4C_6(L_1 + L_2)$			
(6)		$Q_5(L_1 + L_2)$			
(7)					

Table 4

Gross output, its composition and related items, classified by branch of industry.

Branch of Industry	Gross output in producers' value							Indirect taxes paid	Subsidies received	Gross output in basic values
	Total	Value of all products	Industrial services rendered	Goods shipped as received	Electricity sold	Fixed assets produced for own use	Increase in work-in-progress			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	X_1	$X_2 + X_3 - X_4$	X_5	$X_6 + X_7 - X_8$	X_9	X_{10}	$X_{11} - X_{12}$			$X_{13} - X_{14} + X_{15}$
			218		37	20	27	15	16	$X_1 - X_2 + X_3$
			18							

Table 6 Value added and related items, classified by branch of industry

Branch of Industry	Value added in basic value	Net indirect taxes	Value added in producers' values	Receipt for non-industrial services	Payments for non-industrial services	Contribution to the gross domestic product in producers' values	Consumption of fixed capital
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	44.86 - 15.21	74 (X8 - X9)	76 (X1 - X2)	Q21 + Q22	Q11 + Q13	76 (X3 + X4 - X5)	Q34C5L5 Q24C5L5

classified by b... of info...

(From additional to form 287)

Total	Real
()	()	()	()	()
034 (01 + 02 + 03 - 04) 25	030 (01 + 02 + 03 - 04) 24	031 (01 + 02 + 03 - 04) 22	032 (01 + 02 + 03 - 04) 23	033 (01 + 02 + 03 - 04) 24

Table 10 Electricity consumed, classified by branch of Industry

Branch of Industry	Total Kwh	Purchased Kwh	Generated Kwh	Sold Kwh
	9350114	9350111	9360112	9370113



