



**Government of India  
Ministry of Statistics & Programme Implementation  
National Statistical Organisation  
Central Statistics Office  
Industrial Statistics Wing**

**Instruction Manual  
Annual Survey of Industries  
(Concepts, Definitions and Procedures)  
January, 2014**

**Corrigendum for ASI 2014-15**

**Corrigendum 1**

*Page – 15, item 3.2.12: In item 12 of Block – A of ASI 2014-15, the description of “status of unit (code)” has been changed for code: 2 and 3.*

3.2.12 **Block A, item 12: status of units:** This item will be recorded in codes. The codes used for ‘status of unit’ are given below:

<b>Open</b> .....	1
<b>Existing with fixed assets and maintaining staff but not having production</b> .....	2
<b>Existing with fixed assets but not maintaining staff and not having production</b> .....	3
<b>Deleted</b> .....	4
Existing but <b>non-response</b> due to closure and owner / occupier is not traceable.....	5
<b>Non-response due to non-existence and owner not traceable (incl. the case of non-existent for more than 3 years)</b> .....	6
<b>Non-response due to production not yet started or accounting year not closed during the year</b> .....	7
<b>Non-response due to other reasons</b> [incl. relevant records are with Court / Income tax or recalcitrant/refuse to submit the return, or factory under prosecution in respect of earlier ASI]....	8
<b>Deleted due to any other reason</b> (incl. de-registration; out of Coverage i.e. defence, oil storage, technical training Institute etc. and hotel , etc; and other reason) .....	9

The following may be noted:

- A unit will be assigned code 2 only if the information relevant for such units such as assets, employee etc. are available. On the other hand, if the unit is existing but no information is available due to closure and owner/occupier is not traceable, the unit will be assigned the code 5.

- A unit will be assigned code 3 only if the unit is having continuous status of code 2 for three consecutive years **or** it has no production and not maintaining the staff but having information in respect of assets is available. Else, it will be assigned code 5.
- A unit is considered for deletion and code 4 will be assigned if the unit is having continuous status of code 3 for three years or more, and proposed by FOD for deletion from the frame.
- Code 7 will be assigned in the cases where a new unit has not started its production or did not close the account during the accounting year.
- If status of unit is '1' (i.e. open), Blocks A, B, C, D and E are mandatory.
- If status of unit is '2', Blocks A, B, C and E are mandatory.
- If status of unit is '3', Blocks A, B and C are mandatory.
- If status of unit is other than '1'/'2'/'3', Block A is mandatory.

No code other than the codes 1-9 be given here. **In no case this item will be left blank.**

### Corrigendum 2

**Page – 23, item 3.4.6:** *In item sl. no. 6 of Block – C of ASI 2014-15, the description of Type of Assets named “Pollution Control Equipment” has been changed to “Pollution Control Equipment/ Environment Improvement Equipment”.*

**3.4.6 Block C: item 6: pollution control equipment/ environment improvement equipment:** This is in context of thrust on pollution control equipment or environment improvement equipment to be taken by factories. This refers to machinery installed for pollution control as well as environment improvement.

It is also to be noted that in Page – A-32, Annexure – VI (Ready Reference), the item “**Environment Improvement Equipment**”, may be inserted against particulars “6. POLLUTION CONTROL EQUIPMENT”.

### Corrigendum 3a

**Page – 26, item 3.5.8: other current assets:** *All Short-term capital transactions (except share capital) receivable within a year may be considered in this item.*

**3.5.8 Block D: item 10: other current assets:** Sometimes an establishment pays in advance which is recoverable in cash or kind or for value to be received. Sometimes an employer makes advance payment to its workers or employees. This advance payments are for short term and recoverable or adjusted against the following months' bills. Such advance payment will form a part of this item.

The items which will also be included in other current assets are:

- a) Bills receivable,
- b) Cheques in hand,
- c) Prepaid expenses,
- d) Balance with excise authorities,
- e) Advance income tax,
- f) Security deposits (if refundable within one year),
- g) Tender deposits of short duration,
- h) Rent receivable for rented out fixed assets,
- i) The interest charged by the factory for untimely payment from parties, and
- j) Excess service tax paid to the government.
- k) Short-term capital transactions (except share capital) receivable within a year.**

The items which will also be excluded in other current assets are:

- l) Unused overdraft facility,
- m) Capital transactions like investment in private companies,
- n) Trade investment,
- o) Amount receivable for sale of fixed assets,
- p) Any advance relating to long term capital transactions, and
- q) Long term loan with interest thereon.

3.5.8.1 Sometimes, a negative entry is found in current asset figures from the balance sheet. In such cases, the amount shown with negative value in current asset must be ascertained and if confirmed, it may be entered as positive value against '**other current liability**'. Similarly, negative current liability has to be recorded against '**other current assets**'. In no case, the entries for current assets or current liability can be negative.

It is also to be noted that in Page – A-37, Annexure – VI (Ready Reference), the item "**Short-term capital transactions (except share capital) – Asset side**", may be inserted against particulars "16. OTHER CURRENT ASSETS".

### Corrigendum 3b

*Page – 26, item 3.5.11: other current liabilities: All Short-term capital transactions (except share capital) payable within a year may be considered in this item.*

3.5.11 **Block D: item 14: other current liabilities:** Bills payable, income tax collected from employees and to be paid to the Government and used as working capital, sale tax payable, service tax payable, unpaid property tax, unpaid excise duty, telephone bills and electricity bills payable, credit balance of subsidiary companies, short-term capital transactions (except share capital) payable within a year etc. are to be considered in this item. All provisions will also be included here. Expenses which are expected to be payable within a year are to be considered.

It is also to be noted that in Page – A-39, Annexure – VI (Ready Reference), the item "**Short-term capital transactions (except share capital) – Liability side**", may be inserted against particulars "19. OTHER CURRENT LIABILITIES".

### Corrigendum 4

*Page – 27, item 3.5.12: In item sl. no. 17 of Block – D of ASI 2014-15, convertible debentures will also be considered as a component of "Outstanding Loans", whereas earlier, it was left outside the purview of ASI.*

3.5.12 **Block D: item 17: outstanding loans:** In a manufacturing unit, the capital employed either as fixed assets or current assets, comes from ownership funds as well as borrowed funds. This borrowed fund is termed as loan. This loan may be secured and unsecured.

3.5.12.1 The secured loan which will form a part of this item are:

- (i) Debentures are uniform parts of a loan raised by a company and the public are invited to purchase as many as they wish. All kinds of debentures, i.e., non-convertible and redeemable as well as **convertible debentures** will be considered as outstanding loan. **Convertible debentures are those debentures which remain a part of long-term liability of the unit till the date of redemption of the debentures. On the date of redemption, it becomes converted into share capital of the unit.**
- (ii) Loans and advances from banks on hypothecation of fixed assets.
- (iii) Loans and advances from subsidiaries.

- (iv) Other loans and advances.

3.5.12.2 Unsecured Loans which will form part of these items are:

- (i) Fixed deposit - money deposit by the public at a certain rate of interest for a certain period.
- (ii) Short-term loans and advances taken in current liabilities will **not be included**.
- (iii) Other loans and advances from banks/financial institutions and others.
- (iv) Loan from Directors/ Friends: Loans taken from the friends and directors will be included, but the interest accrued on them will not be included. In case interest is included, it may be separated and recorded. If the interest cannot be separated, a footnote may be given to this effect.

It is also to be noted that in Page – A-40, Annexure – VI (Ready Reference), the item “Convertible Debenture”, which is presently considered as “Outside the purview of ASI”, may be deleted from its current position and will be inserted against particulars “20. OUTSTANDING LOANS”.

### **Corrigendum 5**

**Page – 6, item 2.15: Outstanding Loans may be defined as follows in the context of ASI.**

**2.15 Outstanding Loans:** Outstanding loans represent all long-term liabilities of the unit for the purpose of ASI. It includes all long-term loans, whether interest bearing or not, outstanding according to the books of the factory as on the closing day of accounting year.

### **Corrigendum 6**

**Page – 30, item 3.7.3 and item 3.7.4: Non-operating expenses may be omitted from the schedule and all the expenses of a factory may be shown as *Operating expenses* (Item 3 Block F) only.**

**3.7.3 Block F: item 3: operating expenses:** This item includes (i) inward freight and transport charges, (ii) rates and taxes excluding income tax, i.e., local rates, factory license, subscription to business association (if they are mandatory for operation), boiler inspection fees, road tax for vehicles, provident fund administrative charges (to be segregated from the provident fund contribution), sales tax renewal fees, professional tax, property tax, and (iii) purchase tax on materials.

3.7.3.1 Note that legal charges (including stamp papers) exclude fees paid to Income Tax/Sales Tax practitioners, as these are post-manufacturing expenses.

3.7.3.2 Sale tax paid on purchase of raw materials, if not added to the cost of raw material in P/L accounts, should be reported here.

3.7.3.3 ‘Import license fee’ should be considered as ‘operating expenses’ and recorded in Block F. But, if a part of the raw material has been procured under the ‘import license fee’ and for the rest of the quantity, the right of import has been sold at a higher price, then the difference will be recorded against ‘income from services (industrial/non-industrial) including work done for others on materials supplied by them’ in Block G.

3.7.3.4 It includes payments for communication such as postage, telegrams, telex, telephones (rental as well as call charges), accounting (includes audit fee and payment to the auditor in other capacity), bank charges (which is an amount charged to a customer by a bank for collection, protest fees, exchange, cheques drawn, other services exclusive of interest and discount), advertising (for sales promotion also), legal and similar services rendered to the statistical unit. Copy right, mining lease right should also be recorded here. The cost of

advertisement is to be taken in full even if the expenditure is meant for coming year, printing and stationery (including technical magazines and periodicals), miscellaneous (such as purchase agency services, technical know-how and consultancy charges, medical examination fees for recruitment of staff, Directors fees and all other non-industrial services), payment made to the labour contractor (other than the payment to the contract labour), filing fee, etc. Exchange fluctuation loss of the factory should be included. 'Key man insurance' should be recorded here.

3.7.3.5 The uniform provided by the employer to its employees for wearing during working hours mandatorily should be considered as operating expenses and recorded in Item 3 of Block F.

### Corrigendum 7

*Page – 31, item 3.7.4: Inclusion of a new item 'Expenses on raw materials and other components for own construction'.*

**3.7.4 Block F: item 4: Expenses on raw materials and other components for own construction:** This item will include the expenses incurred for own construction (Block G item 4) by a factory including raw materials and other components. In this context, the current instruction in page no 34 Block H: indigenous input items consumed item 3.9.0 "Any material used in the production of fixed assets (including construction work) for the factory's own use should also be included." may be **ignored**.

3.7.4.1 However, labour cost incurred for own construction should not be included against this item. In fact, labour cost for own construction may be included in Block E.

3.7.4.2 If there is any entry against Block G item 4 (Value of Own Construction), then there must be some appropriate entry against this item and vice versa.

### Corrigendum 8

*Page – 33, item 3.8.4: Rationalization of Value of own construction.*

**3.8.4 Block G: item 4: value of own construction:** The cost of development of productive fixed assets during the accounting year by the factory itself is to be reported here. It will include the net balance of semi-finished fixed asset or fixed capital work-in-progress plus actual addition to completed fixed assets, by virtue of own construction of the factory, during the reference period. The first part i.e. the net balance of fixed capital work-in-progress i.e. (Col. 7 – Col.3) of item 9 in Block C, **if positive**, will be added to this item.

3.8.4.1 If there is any entry against Block F item 4 (Expenses on raw materials and other components for own construction), then there must be some appropriate entry against this item and vice versa.

### Corrigendum 9

*Page – 33, item 3.8.12: Inclusion of other production subsidies.*

**3.8.12 Block G: item 12: Other Production Subsidies:** A subsidy is a form of financial assistance paid to a business or economic sector. Most subsidies are made by the government to producers or distributors in an industry to prevent the decline of that industry (e.g., as a result of continuous unprofitable operations) or an increase in the prices of its products or simply to encourage it to hire more labour (as in the case of a wage subsidy). **Other subsidies on production like subsidy received from the Government for employing physically handicapped persons, installing pollution control in the factory, training of workers etc may be included against this item as distinct from product subsidy.**

3.8.12.1 The amount of subsidy that relates only to the reference year is to be apportioned and recorded. If the subsidy has been claimed for the current (reference) year but not yet received, then the expected value of the subsidy to be received for the current reference year should be recorded.

It is also to be noted that in Page – A-50, Annexure – VI (Ready Reference), the items “**Export Incentive**”, “**Incentive on Sale**”, “**Subsidies (Raw Material/Product)**”, “**Raw Material Consumed**” may be deleted.

The items “**Subsidies for employing physically handicapped persons**”, “**Subsidies for installing pollution control in the factory**”, “**Subsidies for training of workers**”, “**Other non-product subsidies, if any**” may be inserted against particulars “**Block G Item 12**”.

### Corrigendum 10

*Page – 37, item 3.11.6.1: Inclusion of subsidy/rebate in Gross sale value.*

3.11.6.1 It should be noted that in case of factories where net sale value (after giving discount) is available, the gross sale value should be arrived at by adding excise duty, sales tax etc. **Further, the subsidy received on products, if any, from Government should be added with gross sale value and reported accordingly. It is because subsidy/rebate(given by the unit, if any) on products, if any, acts like negative taxes on product and hence, it should be added with gross sale value so that ex-factory value of the product can be correctly derived by deducting total distributive expenses from the Gross sale value.** In case gross sale value is not available, net sale value may be reported with a foot note. However, adjustments of accounts pertaining to earlier year shown in the profit and loss accounts of the year should not be taken into account.

### Corrigendum 11

*Page – 38, item 3.11.11: Following two specific cases may be considered for reporting ex-factory value.*

- a) For an item, output value of the entire amount of finished product or by-product may be calculated at cost price of producing the item and reported in Block J Col.13 as ex-factory-value in cases where **a factory does not sell any quantity of that finished product/by-product relating to the specific item, although the item is produced during the current reference period.**
- b) Sale value may not be counted and reported for finished product/by-product relating to a specific item in the current reference period in cases where a factory **does not produce any quantity of that specific item during the current reference period but sells the same from last year stock only.**

3.11.11 **Block J: column 13: ex-factory value of output (Rs.):** Following procedure may be adopted for calculation of ex-factory value of output.

3.11.11.1 Per unit net sale value is to be calculated up to 2 place of decimal under Col. 12 and the same is to be multiplied by quantity manufactured shown under Col. 5 in respect of first ten major items at Srl. Nos. 1 to 10 and entry is to be recorded to the nearest whole rupee.

3.11.11.2 Ex-factory value for other products/by-products (Item 11) will be taken as entry in Col. 7 minus the entry in Col. 11.

3.11.11.3 In case quantity manufactured (Col. 5) and quantity sold (Col. 6) are identical being no opening and closing stocks, the ex-factory value will be the entry under Col. 7 minus entry in Col. 11. Total of Items 1 to 11 is to be reported under Col. 13.

3.11.11.4 Following two specific cases may be considered for reporting ex-factory value.

- a) For an item, output value of the entire amount of finished product or by-product may be calculated at cost price of producing the item and reported in Block J as ex-factory-value in cases where **a factory does not sell any quantity of that finished product/by-product relating to the specific item, although the item is produced during the current reference period.**
- b) Sale value may not be counted and reported for finished product/by-product relating to a specific item in the current reference period in cases where a factory **does not produce any quantity of that specific item during the current reference period but sells the same from last year stock only.**

### Corrigendum 12

**Page – 38, item 3.12:** *The description of the items reported in Block – K of ASI schedule has been changed.*

#### 3.12 Block K: Information and Communication Technology (ICT) usage

3.12.0 Comparable statistics on access to, and use of, information and communication technologies (ICTs), are critical to formulating policies and strategies concerning ICT-enabled growth, for social inclusion and cohesion, and for monitoring and evaluating the impact of ICTs on economic and social developments. These questions have been formulated which are to be answered in affirmative (yes) or negative (no). The question will be answered ‘yes’ if the factory use that facility for any purpose related to factory irrespective of the fact whether it relates to manufacturing activity or not. The explanatory notes along with the item descriptions are given below:

<b>Block K: Information and Communication technology (ICT) usage</b>		
Sl. No.	ICT indicator	<i>yes-1, no-2</i>
1.	Did the factory use computer/s during <reference period>?	
2.	Did the factory use the Internet during <reference period>?	
3.	Does the factory have a web site as on the date of survey?	
4.	Did the factory receive orders via the Internet during <reference period>?	
5.	Did the factory place orders for business purpose via the Internet during <reference period>?	
6.	Did the factory connect to the Internet either by a. Narrowband or b. Fixed broadband or by c. Mobile broadband during <reference period> ?	
7.	Does the factory have a local area network (LAN) as on the date of survey?	

### **Explanatory Notes**

A computer refers to a desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, personal digital assistants (PDA) or TV sets.

The Internet is a worldwide public computer network. It provides access to a number of communication services including the World Wide Web and carries email, news, entertainment and data files, irrespective of the device used (not assumed to be only via a computer - it may also be by mobile phone, games machine, digital TV, etc.). Access can be via a fixed or mobile network.

A web presence includes a website, home page or presence on another entity's website (including a related business). It excludes inclusion in an on-line directory of any other webpages where the business does not have control over the content of the page.

Orders received include orders received via the Internet whether or not payment was made online. They include orders received via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They also include orders received on behalf of other organizations – and orders received by other organizations on behalf of the business. They exclude orders that were cancelled or not completed.

Orders placed include orders placed via the Internet whether or not payment was made online. They include orders placed via websites, specialized Internet marketplaces, extranets, EDI over the Internet, Internet-enabled mobile phones and email. They exclude orders that were cancelled or not completed.

Narrowband includes analogue modem (dial-up via standard phone line), Integrated Services Digital Network (ISDN), Digital Subscriber Line (DSL) at speeds below 256 kbit/s, and mobile phone and other forms of access with an advertised download speed of less than 256 kbit/s. Narrowband mobile phone access services include CDMA 1x (Release 0), GPRS, WAP and imode

Fixed broadband refers to technologies such as DSL, at speeds of at least 256 kbit/s, cable modem, high speed leased lines, fibre-to-the-home, powerline, satellite, fixed wireless, Wireless Local Area Network (WLAN) and WiMAX.

Mobile broadband access services include Wideband CDMA (W-CDMA), known as Universal Mobile Telecommunications System (UMTS) in Europe; High-speed Downlink Packet Access (HSDPA), complemented by High-Speed Uplink Packet Access (HSUPA); CDMA2000 1xEV-DO and DCMA 2000 1xEV-DV. Access can be via any device (mobile, cellular phone, laptop, PDA, etc.)

A LAN refers to a network connecting computers within a localized area such as a single building, department or site; it may be wireless.