

For office Use			
R	Q	C	I

# CENTRAL STATISTICS OFFICE

CONFIDENTIAL

## LABOUR SECTION

### Survey of employment and earnings

March 2004

Notes:-

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

In case of any difficulty in completing the questionnaire, please contact the Labour Section of the Central Statistics Office, Port Louis (Tel No 208-0781, 2122316, 2122317 and 2122783, Fax No 2114150)

### SECTION 1 - GENERAL

(1) Code No.....

(2) Name of establishment/ employer.....

(3) Postal Address.....

(4) Nature of business.....

(5) Address of establishment.....

(if different from postal address)

(6) If name of establishment/employer, postal address or nature of business is not correctly shown above please enter correct particulars in BLOCK LETTERS:

Name.....

Address.....

Nature of Business.....

(7) Annexes (if any) **covered by this return**

Name

Business Activity

(a).....

(b).....

(8) Area under cultivation.....

(for agricultural establishment only- please state whether in acres or hectares)

(9) Total number of employees who were paid the last **Thursday of March.**

Workers in casual employment who worked on that day and regular employees who were on paid sick or vacation leave on that day should be included. However, outworkers should **not** be included here.

Mauritians	Male	Female	Total
Non Mauritians			

**SECTION II TO VI : EMPLOYMENT AND EARNINGS BY DIFFERENT RATES OF PAY - MARCH 2004**

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

**GENERAL NOTES**

All employees, except Non-Mauritian and outworkers, of the establishment should be reported in any of the section II, III, IV, V and VI. Non Mauritian and out workers are to be reported in section VII on page 4.

1. (i) Includes all employees whose pay are based on monthly rates.

(ii) Excludes all employees whose pay are calculated on the other than monthly rates (e.g weekly, daily, hourly, piece). Such employees should be excluded from this section even if they receive their pay once monthly.

(iii) Retired persons receiving a pension should be excluded even if their names appears on the payroll.

2. (i) Includes all employees who exclusively on daily rates of pay during the last payroll period in March. Such employees should be included here even if they receive their pay once monthly.

(ii) All other employees are to be excluded from this section.

(iii) Employees who during the pay period, worked partly on daily rates and partly on other rates (e.g piece rates) are to be included in Section VI.

3. (i) Includes all employees who were exclusively on piece rates of pay during the last payroll in March. Such employees should be included here even if they receive their pay once daily or monthly.

(ii) Employees who, during the pay period worked partly on piece rates and partly on other rates (e.g hourly rates) are to be included in Section VI.

4. (i) Includes all employees who were exclusively on hourly rates of pay during the last payroll in March. Such employees should be included here even if they receive their pay daily or monthly.

(ii) Employees who, during the pay period worked partly on hourly rates and partly on other rates are to be included in Section VI.

5. Includes all employees appearing on the last payroll for March and not included in Section II, III, IV and V (e.g employees who during the pay period worked under a mixture of different schemes).

6. Gross cash salaries/wages paid in March to employees reported in 1 above  
Total Gross Cash salaries /wages refer to the gross cash pay before any deductions such as taxes, pension scheme contributions paid by employees etc).

7. (i) Man-days paid = Total No.of days paid to employees during period covered by payroll (including No. of days paid but not worked e.g. paid leave, paid public holidays, etc)

(ii) Man-hours paid = Total No.of hours paid to employees during period covered by payroll (including No. of hours paid but not worked e.g. paid leave, paid public holidays, etc). Overtime hours should be excluded.

**SECTION VII**

**NON MAURITIAN AND OUT WORKERS WHO WERE PAID FOR THE LAST THURSDAY OF MARCH**

Non Mauritian	Male	Female	Total	Earnings for March
Outworkers				

Note : (i) Outworkers are piece workers employed by the establishment but working in their own homes

(ii) Earnings include Salaries/ Wages (Basic pay + cost of living allowance,) Overtime pay and productivity bonuses, commision travelling and other allowances which are regularly paid at the end of each month or pay period

**JOB VACANCIES AS AT LAST THURSDAY OF MARCH**

List the types of jobs for which the firm requires labour.

Job Title	Number of job vacancies			Wages rate being offered for the job			Is the rate paid per month/ day/hour or on piece rate?		
	Male only	Female Only	Either male or Female	Male only	Female Only	Either male or Female			

**LABOUR TURNOVER, APRIL 2003 TO MARCH 2004**

		Mauritian		Foreigners	
		Male	Female	Male	Female
IN	1. New Recruits due to expansion				
	2. New Recruits due to replacement				
OUT	1. Layoff <sub>1</sub>				
	2. Retirement				
	3. Other <sub>2</sub>				

1. Termination of employment initiated by employer

2 Termination of employment for any reason except retirement and layoff

**FOR ESTABLISHMENT FILLING IN A RETURN FOR THE FIRST TIME**

(i) Date on which establishment started operating.....

**SCHEME OF OPERATION**

(i) Export Enterprise Certificate



(iii) Small and Medium Enterprise Certificate



(ii) Pioneer Status Enterprise Certificate

(iv) Other (Specify).....

<b>Person to be contacted for queries or further information about this questionnaire:</b>	
Mr/ Miss/ Mrs:.....	.....
(Name)	(Status in business)
Phone No:.....	
Date :.....	.....
	Signature

For office Use			
R	Q	C	I

CONFIDENTIAL

# CENTRAL STATISTICS OFFICE

## LABOUR SECTION

### Survey of employment, earnings and hours of work

September 2004

In case of any difficulty in completing the questionnaire, please contact the Labour Section of the Central Statistics Office, Port Louis (Tel No 208-0781, 2122316, 2122317 and 2122783, Fax No 2114150)

### SECTION 1 - GENERAL

(1) Code No.....

(2) Name of establishment.....

(3) Postal Address.....

(4) Nature of business.....

(5) Address of establishment.....

(if different from postal address)

(6) Employment and earnings for September 2004

Note : Please give figures for all employees except non Mauritian and outworkers  
Earnings comprise basic salaries/wages, bonuses, regular allowances, travelling and overtime pay

Mode of payment	Number of employees			Earnings	Period covered
	Male	Female	Total		
Monthly					
Other					From:.....
(fortnight, weekly etc)					To:.....

**Person to be contacted for queries or further information about this questionnaire:**

Mr/ Miss/ Mrs:.....  
(Name)
(Status in business)

Phone No:.....

Date :.....

Signature



