



Department of Census and Statistics

Annual Survey of Education Services - 2022



Reference No. :

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The Annual Survey of Education Services is conducted by the **Department of Census and Statistics** in order to compile indicators pertaining to education sector. Individual level data of the establishments are treated as strictly confidential and will only be used for statistical purposes.

You are requested to complete the questionnaire and e-mail it to educationsurvey@statistics.gov.lk. Information is sought for the calendar year 2021 or the financial year 2021/2022. Please provide best estimates if exact figures are not available.

This questionnaire comprises of **five** sections and you are required to provide answers only with in the cells highlighted in **yellow** colour.

Section 1 Identification information of the establishment

1.1 Geographical location

1.1.1 District

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1.1.2 Divisional Secretariat Division

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1.1.3 G.N.Division

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1.2 Other information

1.2.1 Name of the establishment (If the establishment doesn't have a name indicate the name of the proprietor / person in charge)

1.2.2 Address

Building No & Road:

Village:

Town:

Ex: 23/A, First Floor, Hospital road

Ex: Hokandara

Ex: Maharagama

1.2.3 Contact details of the establishment

Telephone

Fax

Fixed

E-mail

Mobile

Website

1.2.4 Nature of the establishment

- A Single unit/establishment
- Main office only
- Establishment and main office (Located in the same address)
- A Branch
- An Establishment of a multi unit enterprise
- Ancillary unit other than main office

1
2
3
4
5
6

Go to the Question number 1.2.6

Go to the Question number 1.2.5

1.2.5 Details of the parent company/ head office

Name

Address

Building No & Road:

Village:

Town:

Ex: 23/A, First Floor, Hospital road

Ex: Hokandara

Ex: Maharagama

Website

Contact person (parent company/ head office)

Name

Designation

Telephone

Fixed

Fax

Mobile

E-mail

1.2.6 Nature of the educational service provided (Please describe in detail)

Instructions : The main activity or the activity that provide the highest contribution to the total turnover should be indicated. Please describe the activity in detail. Eg. Nursary, International primary school , Private secondary school, University education, Driving school (learners), Academic tutoring (tuition class), Sunday school, Music class etc.

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1.2.7 Year of the commencement of educational service

1.2.8 Source of registration (Please select all relevant answers and provide registration numbers)

Institution	✓	Registration number
Inland Revenue Department	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
Divisional Secretariat Division	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
Register of Companies	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>

Section 2 Details of students, employment and compensation of employees for year 2021 or financial year 2021/22

	Male	Female	Total
2.1 Average number of students	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>

2.2 Average employment details

Instructions:

Please do not include the following categories under employment.

- | | |
|--|---|
| (1) External /out workers who are paid by sub contractors | (2) Staff members hired from another institutions |
| (3) Directors of corporations and members of the shareholders committee who are paid for their attendance of meetings only | |
| (4) Part time workers employed for less than 6 hours per day or less than 20 days per month | |
| (5) Workers on excess leave | (6) Retired persons. |

Employee category	Number of persons	
	Male	Female
2.2.1 Academic staff Teachers, lectures, instructors, trainers, specialists, full time resource persons etc. including working proprietors/ active partners and contributing family workers engaged in academic activities	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
2.2.2 Non-academic staff Administrative/managerial staff, accountants, clerical, technical and other operational staff etc. including working proprietors/active partners and contributing family workers engaged in non-academic activities	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
2.2.3 Total	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>

2.3 Salaries and wages including other additional payments

	Item	Payments (Rs.)
2.3.1	Gross Salaries and wages <i>(Including incentives, overtime payments, bonus allowances and cost of living allowances etc.)</i>	<input style="width: 100px; height: 30px;" type="text"/>
2.3.2	Other contributions made by the employer which are not included in the gross salaries	<input style="width: 100px; height: 30px;" type="text"/>
2.3.2.1	Employer's contribution for social security funds <i>(EPF & ETF)</i>	<input style="width: 100px; height: 30px;" type="text"/>
2.3.2.2	Other social insurance premiums paid by the employer	<input style="width: 100px; height: 30px;" type="text"/>
2.3.2.3	Other benefits in cash paid by the employer <i>(Direct payments made during sicknesses, accidents, child birth etc., credit relief installments, payments for fuel, food, house rent etc. which are not included in the salary)</i>	<input style="width: 100px; height: 30px;" type="text"/>
2.3.2.4	Other benefits in kind provided by the employer <i>(Cost incurred on goods and services provided free of charge or at a less cost for employees such as food, uniform, season tickets, official residences, transport facilities, fuel, paying a percentage of bank interest rates etc.)</i>	<input style="width: 100px; height: 30px;" type="text"/>
2.3.3	Total Salaries and Wages	<input style="width: 100px; height: 30px;" type="text"/>

Instructions

3.1 Expenditure

3.1.2 Payments for security services

Amount paid for obtaining security services during the year.
Hiring guards, Payment made for the services provided by security firms

3.1.3 Payments for Education and training

Expenditure on training and highest studies of the officers, workers of the establishment (local or foreign)

3.1.4 Payment made to other firms and individuals for work performed on subcontract or commission basis

Payments made for outsourcing due to low cost and lack of updated knowledge, machinery, skilled labor

3.1.5 Payments made for repair & maintenance work

The amount spent for minor repairs and maintenance carried out during the year
Cost of upgrading of fixed assets should not be included
A cost incurred for minor repair & maintenance of rented building and machinery should be included here

3.1.12 Transportation charges

Air, Sea / Train & road / Inland water Transport

3.1.14 Payment made for printing, stationary, journals ect

E.g. – Amount spent on printing of study materials, handouts etc., purchase of half sheets, photo copy papers and pens etc.

3.1.17 Interest paid (for loans)

Total interest paid for credit secured from banks or other financial institutions. The interest amount paid for a vehicle purchased on business purposes on lease, also should be mentioned here

3.1.18 Other bank payments

The total amount paid by the institution for the services provided by banks during the year.
Bank statement, Cheque books, maintaining a separate safe etc.

3.1.22 Depreciation

“Consumption” of tangible assets are identified as “Depreciation”
Depreciation value of buildings, machinery, furniture and vehicles may take different percentages.

3.1.23 Amortization

Consumption of intangible assets are identified as “Amortization”

3.1.24 Bad or doubtful debts (written off)

Receivables from the customers which are not paid, are removed from the accounts by the institution.
Retrenched loan amount during the reference period should be included in this category.

3.1.25 Loss from sales of fixed assets

Record the value of loss or damage due to a particular disaster, emergency situation or reasons such as burglary.
Eg: Book value of a motor car is Rs. 5,000,000 and the sales value is 4,000,000, the loss amount of 1,000,000 should come under loss and damages.

3.1.26 Payments of royalty

Expenses related to royalty, copyright, patent, and goodwill should come under this category

3.1.28 Research and development expenses

Cost incurred for, Initialization, Development, Improvement of knowledge on services of the establishment

3.1.29 Environment protection expenses

Cost incurred by the establishment on purposeful services related to minimizing or prevention of environmental pollution that may cause due to the economic activity during the reference period

3.1.35 Tax on products

Product tax is the tax charged based on unit quantity of products or services supplied by the establishment
Eg- Value added tax, trade tax, import tax, nation building tax, custom tax

3.1.36 Other taxes on production

Tax incurred on the entire manufacturing process come under this category
E.g. Environment tax, tax on real-estate (rate / assessment tax)

3.1.37 Corporate Tax

Tax incurred on total profit earned by the establishment

Section 3 Expenditure in year 2021 or financial year 2021/22

3.1 Expenditure

Item		Cost incurred (Rs.)
1		2
3.1.1	Payments incurred on professional services of specialised institutions (Auditing or accounting fees, legal fees etc.)	
3.1.2	Payments for security services	
3.1.3	Payments for education and training of employees	
3.1.4	Payments made to other firms and individuals for work performed on subcontract or commission basis (please specify)	
3.1.5	Payments made for repair and maintenance work	
3.1.6	Electricity	
3.1.7	Water	
3.1.8	Rental for buildings obtained for business purposes (office space,shops etc.)	
3.1.9	Payments for rent of land	
3.1.10	Payments for rental or lease of machinery & equipment	
3.1.11	Installation charges	
3.1.12	Transportation charges	
3.1.13	Communication (for telephone, internet, postal, courier services etc.)	
3.1.14	Payments made for printing, stationary, journals etc.	
3.1.15	Payment for travelling cost for business purposes	
3.1.16	Insurance premiums	
3.1.17	Interest paid (for loans, lease, credit card)	
3.1.18	Other bank charges	
3.1.19	Payments made for advertising and promotion	
3.1.20	Payments made for licence/registration fees	
3.1.21	Cost of treatment and disposal of waste products	
3.1.22	Depreciation	
3.1.23	Amortization	
3.1.24	Bad or doubtful debts (written off)	
3.1.25	Loss from sales or fixed assets	
3.1.26	Payments of royalties	
3.1.27	Exchange losses	
3.1.28	Research and Development (R&D)Expenses	
3.1.29	Environmental protection expenses	
3.1.30	Meeting expensus (Board meeting, committee meeting)	
3.1.31	Award and graduation expenses	
3.1.32	Expenses on special events (sportsmeets and other sports tournaments, religious ceremonies, other functions ect.)	
3.1.33	Cash donations, grants & gifts	
3.1.34	Other expenses incurred (please specify)	
	Taxes	
3.1.35	Taxes on products (value Added Tax, Sales tax, Import Tax, Nation's rebuilding Tax, Excise duty etc)	
3.1.36	Other taxes on production (Environmental Tax, Business Licenses, Road tax, Real estate tax etc.	
3.1.37	Corporate Tax	
3.1.38	Total (from 3.1.1 to 3.1.37)	

3.2 Purchase of Materials

Item	Purchases in year 2021 or financial year 2021/22 (Rs.)	Value of stocks (Rs.)	
		01.01.2021 or 01.04 2021	31.12 2021 or 31.03 2022
1	2	3	4
3.2.1. Fuel and Lubricants			
3.2.1.1	Diesel Oil		
3.2.1.2	Petrol		
3.2.1.3	Lubricants		
3.2.1.4	Other (Please specify)		
3.2.1.5	Sub Total		
3.2.2. Raw Materials,Other Materials,Packing Materials,Small tools and spare parts (Please specify below)			
3.2.2.1		
3.2.2.2		
3.2.2.3		
3.2.2.4		
3.2.2.5	Sub Total		
3.2.3. Items/Goods purchased for resale (Please specify below)			
3.2.3.1		
3.2.3.2		
3.2.3.3		
3.2.3.4		
3.2.3.5	Sub Total		
3.2.3	Total		

Instructions

3.2 Purchase of materials

3.2.1 Fuel and lubricants

Total amount spent for purchase of fuel and lubricants for company use during the year

3.2.2 Raw materials, other materials, packing materials, small tools and spare parts

- * Value of Raw material, packing materials, tools and spare parts purchased by the establishment during the particular year
- * Value of raw materials supplied to other institutes for outsourced services
- * Assessment of these materials should be done at purchases price
- * Purchased price, transport charges, insurances cost, all the tax charges and duty tax come under this category
- * Discounts given to the buyer or the value of packing materials returned to suppliers should be deducted
- * Even if the raw material taken from affiliated institution were not paid, these should be assessed considering them as purchased raw materials

3.2.3 Items / Goods purchased for resale

Goods that are sold in the same condition as purchased, without any repair or change

Section 4 Revenue/Income/Receipts from Business Operations for year 2021 or financial year 2020/21

4.1. Income/Revenue

Service rendered (Please describe the service in detail)		Revenue (Rs.)
	1	2
4.1.1		
4.1.2		
4.1.3		
4.1.4		
4.1.5	Total	

4.2 Ancillary activities

4.2.1 Were you engaged in any manufacturing activity as an ancillary activity ?

Yes 1 Go to 4.2.2.
No 2 Go to 4.3.

4.2.2. Sales values and stocks of the products manufactured

	Specify the products Manufactured	Value of the Products sold in year 2021 or financial year 2021/22 (Rs.)	Stock of finished goods (value in Rs.) as at	
			2021.01.01/ 2021.04.01	2021.12.31/ 2022.03.31
	1	2	3	4
4.2.2.1			
4.2.2.2			
4.2.2.3			
4.2.2.4	Semi Finished goods or WIP			

4.3. Other Income (other than the items mentioned in 4.1 and 4.2)

Item		Income (Rs.)
4.3.1	Interest received (From deposit of financial assets)	
4.3.2	Dividends received (For shares purchased)	
4.3.3	Receipt for transport services rendered (Including charges for delivery of goods sold , when billed separately)	
4.3.4	Revenue from renting land	
4.3.5	Revenue (Rental for buildings)	
4.3.6	Rental income for other equipment hired	
4.3.7	Receipt from sale of used goods (sacks.drums.etc.)	
4.3.8	Receipt from sale of waste and scrap products	
4.3.9	Royalty Income (Income received by sale of trade marks,copyrights and patents, secrecy ,franchise income etc.)	
4.3.10	Gain from sale of fixed assets	
4.3.11	Gain from sale of bonds,stocks,marketable securities and other financial assets	
4.3.12	Foreign exchange gains	
4.3.13	Received from insurance claims	
4.3.14	Grants and donations received	
4.3.15	Subsidies received	
4.3.16	Export rebates received	
4.3.17	Other income (Please specify)	
4.3.18	Total	

Section 05 Rate the current impact of the following issues in relation to your business

Issue		Impact		
		High	Moderate	No Impact
5.1	Issues due to increase in exchange rate			
5.2	Unavailability of foreign exchange to import raw materials/goods/services			
5.3	Less demand (domestic/international) to products and services			
5.4	Increase in prices of raw materials			
5.5	Scarcity of raw materials			
5.6	Impact of fuel crisis on production/transport			
5.7	Difficulties in accessing internet/networks			
5.8	Impact of electricity crisis/power cuts			
5.9	Covid pandemic			
5.10	Decreased buying power of customers			
5.11	Lack of trained/skilled labour			
5.12	Competition in the market			
5.13	Government laws, regulations and policies			
5.14	Working capital issues and increased interest rates			
5.15	Other(please specify).....			

Please use the space below for your comment and suggestions.

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I declare that the data provided are true and accurate to the best of my knowledge and belief.

Name

Designation

Telephone

Fixed Fax

Mobile e-mail

Please dispatch the completed questionnaire to the following address or e-mail to educationsurvey@statistics.gov.lk

U Maheshwaran		
Director		
Industry & Services Division	Telephone	011 2147401
Department of Census and Statistics	Fax	011 2147412
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Battaramulla		

For further clarifications please contact the following officers;

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