
APPENDIX – IV
SURVEY SCHEDULE

**DIRECTORATE OF ECONOMICS AND STATISTICS
SURVEY SCHEDULE FOR HOTELS AND RESTAURANTS IN NAGALAND
UNDER SUPPORT FOR STATISTICAL STRENGTHENING (SSS)SCHEME DURING 2019-2020**

SECTION 1: IDENTIFICATION PARTICULARS

i	STATE	
ii	DISTRICT	
ii	TOWN/VILLAGE	
III	NAME OF INFORMANT	
IV	NAME OF ENUMERATOR	
V	NAME OF THE SUPERVISOR	
vi	Date/Month/year	
vii	Time	

**SECTION 2: INFORMATION ON DIRECTORY OF ESTABLISHMENTS
(HOTELS AND RESTAURANTS)**

Items No.	ITEM DESCRIPTION	CODE
1	HOTELS/RESTAURANTS/TEA & SNACK STALLS :	
2	NAME OF THE ESTABLISHMENTS/YEAR	
3	ADDRESS & LOCATIONS:	
4	TEL.NO/MOBILE NO	
5	E-MAIL ID	
6	Type of ownership	
7	Ownership by Social Group	
8	Ownership by Religion	
9	Ownership by Gender	
10	Registered or Un-registered	
11	Authority/ACT Registered (If code 1 in item 10)	

CODE FOR SECTION 2:

Items 1: HOTELS-1,RESTAURANTS-2, TEA & SNACK STALL-3.

Items 6:Ownership code: Private Proprietorship-1, Partnership-2, Society-3, Others-4

Items 7 :Social group: Scheduled tribe-1, Scheduled caste-2, Other Backward class-3, General-4, Others-5

Items 8: Religion : Hinduism :1, Christianity :2, Islam :3, Sikhism:4, Jainism-5, Buddhism-6, Others-7

Items 9:Gender: Male-1,Female-2,Others-3

Items10 :Registered or Un-registered :Registered-1,Un-registered-2

Items 11: Authority/ACT Registered under: Nagaland Shops and Establishments Act,1986 :1, Municipalities/Town Council:2, Food Safety and Standards Act 2006, (FSSAI) :3, Registered under Tourism Department:4, Others :5

Note:- 1. Government Hotel and Restaurants, Government and Private Guest House, are Omitted

2. Government Office, School (Pvt. & Govt.) and Hospital (Pvt. & Govt.) Canteen are Omitted

3. Only Structured Tea & Snacks Stalls should be captured.

SECTION 3: INFORMATION OF ESTABLISHMENT

Items No.	ITEMS DESCRIPTION	CODE					
11	Type of Establishments by Nature of Activity						
12	Hotels by Ownership of Building						
13	Numbers of beds in Hotel according to the Type of Rooms (If code 1 and 2 in items 11)	1. Room with A/C			2. Room with Non A/C		
		Single	Double	Delux	Single	Double	Delux
		3. Dormitory			4. Others (if any)		Total (1+2+3+4)
14	Total numbers of Employees by Gender (Indigenous Inhabitants)	A. Male		B. Female		C. Others	D. Total (A+B+C)
15	Total numbers of Employees from other state by Gender	E. Male		F. Female		G. Others	H. Total (E+F+G)
16	Total (Items 14+ Items 15)	1. Male(A+E)		2. Female(B+F)		3. Others (C+G)	4. Total (D+H)
17	Facilities & Services offered by Hotels (Specify Yes/No)						
i	Laundry Service		ii	Internet			
iii	Doctor on Call		iv	Special Room for Physically Challenged			
v	Online Reservation		vi	Swimming Pool			
vii	Pickup & Drop		viii	Parking			
ix	Room Service		x	Elevator/Lift			
xi	Telephone		xii	Money Exchange			
xiii	Television		xiv	Banquet/Conference Hall			
xv	Others (Please Specify)						
18	Facilities offered according to the type of food (If Code 2 & 3 in items 11)						CODE

CODE FOR SECTION 3:

Items 11: Type of Establishments code: Hotels with lodging only:1,

Hotels with Lodging and Fooding: 2, fooding only (Restaurants/Tea & Snacks Stalls):3

Items 12: Hotels by Ownership of Building: Owned:1, Rented:2, Leased:3, Rent free:4

Items 18: Facilities Offered according to the type of food: Vegetarian:1,

Non-Vegetarian: 2, Both Vegetarian & Non Vegetarian :3, Others: 4.

**SCHEDULE 4: FINANCIAL ASPECTS (HOTELS CODE-1,RESTAURANTS-2,TEA & SNACKS STALLS-3)
CODE:-**

Section 4.1 Expenditure (in Rs.) during financial year 2017-18 and 2018-19

Sl. No.	ITEM DESCRIPTION	2017-18	2018-19
		In Rs.	In Rs.
1	Food & Beverages& Mineral Water		
2	Fuel Charges		
3	Water Charges		
4	Electricity Charges		
5	Repair and Maintenance		
6	Advertisement and Marketing		
7	Stationary, Postage and Telephone Charges		
8	Rent Paid		
9	Total Emoluments to Employees (Salary & Wages)		
10	Taxes, License Fee, Municipal Taxes and Insurance		
11	Transportation Charges		
12	Interest paid on Loan (If Any)		
13	Other Expenses (Miscellaneous)		
	Total		

Section 4.2 Income (in Rs.) during financial year 2017-18 and 2018-19

Sl. No.	ITEM DESCRIPTION	2017-2018	2018-19
		In Rs.	In Rs.
1	Lodging Charges		
2	Food & Beverages & Plastic Water Bottles		
3	Catering Services		
4	Events & Entertainments		
5	Delivery Charges		
6	Transportation Charges		
7	Others		

Section 4.3 Working Capital (in Rs.)during financial year 2017-18 and 2018-19 .

Sl. No.	ITEM	2017-2018 (In Rs.)	2018-19 (In Rs.)
1	Total capital locked up*		
i	Opening Stocks		
ii	Closing Stocks		
2	Amount Receivable		
3	Amount Payable		

Note:-

- 1.*Total capital locked up in stock of food, refreshmnets, drinks and others materials for use.
2. Beverages:- It Includes any potable liquid such as tea, coffee, cold drinks, milk etc.