



MANUAL OF INSTRUCTIONS FOR FIELD  
ENUMERATORS/ SUPERVISORS

ON

**MANAGEMENT AND ORGANIZATIONAL PRACTICES  
SURVEY (MOPS)**  
Jointly Conducted

by

State Bank of Pakistan

And

Pakistan Bureau of Statistics  
Statistics Division  
Government of Pakistan  
Jan-2017





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Statistics Division  
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JAN-2017**



## TABLE OF CONTENTS

<b>Foreword</b> .....	3
<b>Section 1: Objectives of the Survey</b> .....	4
<b>Section 2: Scope and Geographical Coverage</b> .....	5
<b>Section 3: Enumeration Instructions</b> .....	6
3.1 Introduction.....	6
3.2 Enumeration Procedure.....	7
3.2.1 Questionnaire .....	7
3.2.2 Filled Questionnaire.....	7
3.2.3 Target respondents .....	7
3.2.4 Interview scheduling.....	7
3.2.5 Be Conscious of Public Relation .....	8
3.2.6 Is the Report Confidential? .....	8
3.2.7 Awareness about Importance and Usefulness of the Survey .....	8
3.2.8 Ask Question as they are Written .....	9
3.2.9 Answer to the Questions .....	9
3.2.10 Obtain Accurate Data.....	9
3.2.11 Instructions for Enumerators .....	9
3.2.12 Key questions for already filled questionnaire by the respondent.....	11
<b>Section 4: Detailed instructions for completing the questionnaire</b> .....	12
<b>Annexure A: PSIC (2010)</b> .....	20
<b>Annexure B: Division and District Codes</b> .....	39
<b>Annexure C: Possible Establishment Scenarios</b> .....	50



## **FOREWORD**

The manual of instruction provide detail instructions for filling up the questionnaire in the light of the objectives and scope of Management and Organizational Practices Survey (MOPS 2017). The purpose of this document is to provide information and guidance to the survey implementing team, field supervisors and enumerators on how to understand the questions in the surveys.

The survey is conducted jointly by Pakistan Bureau of Statistics (PBS) and State Bank of Pakistan (SBP) for the first time in Pakistan and will explore how management practices in manufacturing industries have changed between fiscal year July-June 2010-11 (FY11) and July-June 2015-16 (FY16).

The manufacturing industries are classified according to Pakistan Standard Industrial Classification (PSIC-2010) and the titles at 5-digits are given at Annexures “A”. Geographic codes up-to tehsil-level are given at annexure “B”. All possible establishment scenarios for MOPS are included as annexure “C”.

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## **SECTION-1**

### **OBJECTIVES OF THE SURVEY**

Management practices change over time and those practices are directly linked to the performance of establishments / firms. This survey is a joint initiative of London School of Economics (LSE), State Bank of Pakistan (SBP) and Pakistan Bureau of Statistics (PBS) that explores how management practices in manufacturing industries have changed between fiscal year July-June 2010-11 (FY11) and July-June 2015-16 (FY16).

- The purpose of the survey is to assess management practices by gathering survey-based firm level information on the use of decentralized decision rights, data driven decision making and investment in human capital.
- It will establish the quality of management practices in Pakistan and offer management-based explanation for industrial performance in Pakistan.
- Moreover, this survey is expected to help policy makers analyze whether more structured management practices have any relationship with efficiency of establishments.



## **SECTION – 2**

### **SCOPE AND GEOGRAPHICAL COVERAGE**

Management of firms plays an important role in enhancing productivity growth. The scope is to assess management practices by gathering survey-based firm level information on the use of decentralized decision rights, data driven decision making and investment in human capital. The survey will establish the quality of management practices in Pakistan, a first for the country, and offer management-based explanations for industrial performance in Pakistan.

This survey will interview all the establishments in the country covered in the latest Census of Manufacturing Industries (CMI 2015-16) for collecting information on management and organizational practices at the establishment level. The survey will cover manufacturing establishments with employment size greater than 10 persons.

## **SECTION-3: ENUMERATION INSTRUCTIONS**

### **3.1 INTRODUCTION**

Management and Organization Practices Survey (MOPS) is an important survey to establish the quality of management practices in Pakistan and offer management-based explanation for industrial performance in Pakistan. But the success of any survey falls on how efficiently and carefully the data are collected. A great responsibility of this survey thus falls on the shoulders of the field staff who do enumeration work in the field. The field staff should remember that they are important organ of the body working on the development and welfare of the country and their work is of great importance.

In order to conduct this survey, a number of enumerators will be selected from Regional and Field office of PBS throughout Pakistan. During the survey period, they will visit all the establishments within their jurisdiction to collect information along with CMI 2015-16.

Before proceeding for the field enumeration, the enumerator should thoroughly study and digest the instructions given in the manual and make himself/ herself acquainted with the concepts and definitions of various items included in the schedule (see section 4.). Cases may arise where the instructions laid down in the manual are found to be deficient in meeting a practical situation. In all such cases, the enumerator should seek necessary instructions immediately from the statistical officer concerned. The statistical officer should approach the Field Service Section of the Pakistan Bureau of Statistics for clarification of the problem and ambiguities faced by the enumerator and other field staff concerned during enumeration.

## **3.2 ENUMERATION PROCEDURE**

**3.2.1. Questionnaire:** The MOPS questionnaire has 37 questions. All the questions except question number 37 are asked for two financial years i.e. FY11 and FY16. Question Number 37 asks about approximate values of total value of goods sold, total employment costs, total material costs, total value of stock of capital for FY11 only. Purposefully, this question is probed towards the end of the questionnaire.

**3.2.2. Filled Questionnaire:** Upon your arrival you may find the questionnaire filled already. In this case, try to go over the replies with the respondent according to the instructions on Page 11(section 3.2.12) by confirming key questions and cross checking.

**3.2.3. Target respondents:** Management and Organization Practices Survey (MOPS) schedule will be filled-in for every manufacturing establishment in Pakistan. Where manufacturing activity refers to the physical or chemical transformation of materials, substances or components into new products. The material, substances or components transformed are raw materials that are products of agriculture, forestry, fishing or quarrying as well as products of other manufacturing activities. Manufacturing of food products, beverages, tobacco, textile, wearing apparel, leather and related products, footwear, paper and paper products, chemical and chemical products etc. are all manufacturing (see Annexure-A for reference).

Since this survey is being conducted alongside CMI 2015-16, it is important to know and reach the target respondent for MOP survey. Interviewers must test to ensure it is the appropriate person to interview for collecting data for this survey i.e. Plant Manager. If not plant manager then ask about the following position: production manager or VP of manufacturing/operation or ask about the persons who supervise/manages the production processes at the firm/establishment. If the company is larger, then usually there will be a couple different production managers or people at that level. The only constraint is to speak to someone that's knowledgeable about the company's practices. Avoid interviewing with staff having lead, maintenance and technician positions.

**3.2.4. Interview scheduling:** The most difficult part of the survey process is scheduling the interviews. Once the interviews are scheduled, running the interviews with the individual managers is interesting and provides an excellent insight into some of the issues facing manufacturers. Target respondents are generally very busy individuals who do not sit in their office majority of their working time. Try to

schedule the interview time while delivering the survey questionnaire. In case of unavailability of target respondent at delivery time, call as many times as necessary to reach them and speak to them directly, but once contact with the target person is made, they tend to be cooperative and agree to an interview. The busy time of different establishment should be also in your knowledge. During these busy time period, generally the respondents are reluctant to response and if you insist to provide information, they become non cooperative. Plan interviews carefully to maximum extent and try to avoid the busy hours. Try to avoid visiting the establishment for interview during lunch and prayer period.

**3.2.5 Be Conscious of Public Relation:** This responsibility is being assigned to the enumerator to visit the establishments on behalf of the government (i.e. the Pakistan Bureau of Statistics). Our organization will be judged by the impression created by the enumerator. Always be conscious of the value of good public relations from personal experience.

**3.2.6 Is the Report Confidential?** Give the guarantee to the respondent that information supplied by him will be kept **STRICTLY CONFIDENTIAL** and will be used only for statistical purposes. The names of managers and firms participating to the interview are strictly confidential and will not be disclosed under any circumstances. There is no discussion of financial data and all responses are completely confidential. Moreover, he should also be told that no reference to individual establishments shall be made in any statistical tables to be published in the report and that the information supplied will not be used against him or the establishment in any way, viz. legal proceedings or taxation purposes etc.

**3.2.7 Awareness about Importance and Usefulness of the Survey:** The enumerator should, to start, explain the respondent in simple terms the objective and utility of the survey being undertaken. They may tell the respondent that the data being collected are of great importance for research and for policy making.

Carefully study this manual to acquire full knowledge of the objectives and the methodology of the survey. The enumerator may be asked to explain the contents of the questionnaire, methodology of the survey and questions like, how will the data/information collected be used? It is the duty of enumerator to satisfy the respondents with your concise and informative reply and win their cooperation. He can gain the confidence to face respondents only thoroughly understanding instructions contained in this manual.

**3.2.8 Ask questions as they are written.** Strictly avoid interpreting questions for the respondent, instead let the respondent interpret. The respondent may want to see a copy of the questionnaire. There is no harm in giving him a copy while you conduct the interview.

**3.2.9 Answer to the Questions:** All answers to the questions should be recorded very neatly and according to the instructions given for each item of the questionnaire.

**3.2.10 Obtain Accurate Data:** It should be the duty of enumerator to obtain accurate information from every respondent at the time of interview.

**3.2.11 Instructions for enumerators:** While enumeration of establishments you may come across some odd situations and you may follow the given instructions:-

<u>Situation you may Find</u>	<u>What to do</u>
How to mail the questionnaire?	Every R.O and F.O will be given a list of establishments under the area of their jurisdiction. It will be the responsibility of R.O/F.O to deliver the questionnaires to all the establishments in his/ her jurisdiction through his/ her team. R.O/F.O will keep/prepare the summary record and forward the information to BR Section.
When to visit establishment for the interview.	Upon delivery, the PBS team will schedule the time and date for interview with the target respondent. Please ensure to visit the establishment on the scheduled time to maximize your response rate.
Establishment closed temporarily	Find out from neighbors when the establishment will open. Revisit the establishment again and complete the

	<p>questionnaire.</p> <p>If the owner's address is in the areas where you are working then contact him later at the given address to complete the questionnaire.</p>
Establishment closed completely	Inform the BR section in this regard for possible replacement.
Some other establishment is located at the given address	Inform the BR section in this regard.
If respondent is not willing or denying the interview.	Don't force for interview and please inform the BR section.
If the respondents asks about proof of collaboration with State Bank and LSE.	<p><u>Use the letters issued by the State Bank and LSE confirming the importance of this research and seeking managers' collaboration.</u></p> <p><u>If they further insist for a contact from SBP, give them the name of Mr. Abdul Faheem on <a href="mailto:abdul.faheem@sbp.or.pk">abdul.faheem@sbp.or.pk</a>, Tel: 02199218172.</u></p>

### 3.2.12. Key questions to be probed in case survey was already filled by the respondent

Sr. No.	Question No	Type	When to probe	What to Check
1	Q2	Skip question	Probe if wrong	<ul style="list-style-type: none"> <li>In case option 4 of the question has been selected. Question 3,4 and 5 should have been skipped. .</li> </ul>
2	Q3	Probe	Always	<ul style="list-style-type: none"> <li>Probe for the reviews specifically for the KPIs, any formal meeting not meant for the KPI review should not be included.</li> </ul>
3	Q9 and Q11	Skip question/ Probe	At least one of these question	<ul style="list-style-type: none"> <li>Probe for the Performance bonuses specifically.</li> <li>In case option 5 of the question has been selected. Next question should not be answered.</li> </ul>
4	Q15 and Q16	Probe	Always probe both questions	<ul style="list-style-type: none"> <li>In case option 3 in Q15 is not selected it is less likely that option 3 is selected for Q16. It may not be logical for establishment not being able to fire an under-performing non-manager, yet being able to fire an under-performing manager, unless there is strong unionism or contractual differences..</li> </ul>
5	Q17	Skip Question	Probe if wrong	<ul style="list-style-type: none"> <li>In case option 1 of the question has been selected. Question 18 to 23 should have been skipped.</li> </ul>
6	Q25	Probe	Always	<ul style="list-style-type: none"> <li>Probe for number of layers as mentioned in instructions.</li> </ul>
7	Q27 and Q28	Probe	Probe if wrong	<ul style="list-style-type: none"> <li>In case option 1 of question 27 is selected, it is less likely that options 2 to 5 is selected in Q28. It is not logical if establishment does not have any data available for decision making and then reports that it has been using the data for decision making.</li> </ul>

## SECTION 4 -: DETAILED INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

	1	2	3	4	5		BR_ID (6 digits)							
PCODE														

Survey Code (11 Digits)	
1 <sup>st</sup> digit	Province : (KPK=1) (Punjab=2) (Sindh=3) (Balochistan=4) (Islamabad=6)
2 <sup>nd</sup> Digit	Division (see Annexure-B)
3 <sup>rd</sup> Digit	District (see Annexure-B)
4 <sup>th</sup> Digit	Tehsil (see Annexure-C)
5th Digit	Urban/Rural
6 <sup>th</sup> to -11 <sup>th</sup> Digit	BR-ID

Section	Q.No.	Instructions
<b>A: Particular of Establishment</b>		
		<p><b>Name of Establishment:</b> whereas an establishment is an economic unit under single ownership or control, viz: under a single legal entity, which produces goods or services. It is generally a single physical location and is engaged in one or predominantly one type of economic activity. It is possible that the head office or headquarter of this establishment is at a different location. Self-explanatory.</p> <p>While approaching any establishment, there are four possible scenarios (for details see Appendix C below):</p> <ol style="list-style-type: none"> <li>1. A single establishment that also houses the headquarter at the same location;</li> <li>2. Single establishment, but the headquarter is located elsewhere;</li> <li>3. Multiple establishments where one of the establishment also houses the headquarter;</li> <li>4. Multiple establishments, but the headquarter is located elsewhere.</li> </ol>
	A.1.1	
	A.1.2	It is address of the establishment you are interviewing.
	A.1.3	Self-explanatory.
	A.1.4	Self-explanatory.
	A.1.5	Self-explanatory.
	A.1.6	It is the address of the headquarter, in case of headquarter is attached with this establishment, please enter “same as above” here.



	A.1.7	Enter major activity here, based on the PSIC codes given in annexure A
	A.1.8	Self-explanatory.
	A.1.9	Self-explanatory.
	A.2	<p><b>Pakistani public sector:</b> State owned enterprise/establishments</p> <p><b>Privately owned:</b> It include companies/enterprises/firms under private ownerships. It also includes private and public limited companies.</p> <p><b>Foreign controlled enterprise:</b> A company which is incorporated or formed outside Pakistan which has established its place of business within Pakistan is called a Foreign Company /Foreign controlled enterprise such as Toyota etc.</p> <p><b>Others:</b> Trust, Cooperatives etc. when other is chosen, the actual form of ownerships must be specified in writing by the enumerator on the survey instrument.</p>
	A.3	<p><b>An Individual ownership/sole proprietorship</b> is a business owned and operated by one individual natural person. A natural person is a real human being, as opposed to an artificial legal entity such as a corporation or organization that the law treats for some purposes as if it were a person distinct from its members or owner(s). Sole proprietorships and simple partnerships companies are the only entities with unlimited liability. Every partner/owner is fully responsible for all obligations</p> <p><b>A partnership company</b> allows two or more people to share profits and liabilities, with or without privately held shares. In a partnership, the parties could be individuals, corporations, trusts, other partnerships, or a combination of all of the above. The essential characteristic of this partnership is the unlimited liability of every partner.</p> <p><b>Private Limited Company:</b> Company that is incorporated with limited liability as private company at SECP and its shares may not be offered to the general public, unlike those of a public limited company. It also includes single member companies.</p> <p><b>Public Limited Company:</b> It may include public listed and Public un-listed companies. Public listed company means that it shares are traded on stock markets i.e. KSE, LSE, and ISE.</p> <p><b>Cooperative Society</b> is an autonomous association of persons who voluntarily cooperate for their mutual social, economic, and cultural benefit.</p>
<b>B - Management Practices</b>		
	Q.No.1	<p><b>Production Process</b> can be defined as whole process of transforming a range of inputs into the final output of establishment. The purpose of this question is to find out what measures were taken at the establishment level when any problem in the production process arose. The problems may include finding a quality defect in a product or a</p>

		piece of machinery breaking down.
	Q.No.2	<p>Here we are looking for <b>production Key Performance Indicators (KPIs)</b> used by the plant. Thus, this is <u>NOT</u> employee specific KPIs.</p> <p>A short list of metrics that a company's managers have identified as the most important variables reflecting operational or organizational performance. Performance Indicators (KPIs) are measurable values that demonstrate how effectively a company or establishment is achieving key business objectives. Production performance indicators include for example, the volume of production (number of units produced), the number of errors per 10000 units produced, greenhouse gas emissions in thousand tons of CO<sub>2</sub>/year, sulphordioxide in thousand tons per year, nitrogen oxides in thousand tons per year, total energy use and energy intensity, total water used, hazardous/dangerous waste generated, non-hazardous/non-dangerous waste generated and no of production related incidents.</p> <p>The number of KPIs usually reviewed by managers.</p>
	Q.No.3	<p>Frequency of KPIs reviewed by managers. KPIs are defined in Q.No.2. Self-explanatory.</p> <p>Whereas <b>a manager</b> is defined as someone who has employees directly reporting to them, with whom they meet on regular basis and whose pay and promotion they may be involved with e.g. Plant manager, Human resource manager, Quality manager.</p> <p><i>Factory/Plant/Shop</i> manager (in charge of all activities at one location i.e whole establishment): Key responsibilities can include: production and engineering operations, health &amp; safety, planned and preventative maintenance, continuous improvement, budget management.</p> <p><i>Production manager</i> (manager in charge of one activity at one location): They may be involved with: forward planning, drawing up production schedules, estimating how long a job will take, monitoring the production process, supervising and motivating employees.</p> <p>Reviews are 'not' meant to imply monitoring/tracking or documentation of production KPI's. However, observations from monitoring of KPIs are used during the review process. Hence, by review we mean assessment of production KPI's focusing on operational issues and effectiveness of management. Findings and recommendations from these reviews are used to improve the implementation of KPI's.</p> <p>Note: For these reviews, we are only concerned with <u>production</u> KPIs.</p>

	Q.No.4	<p>Frequency of KPIs reviewed by non-managers. KPIs are defined in Q.No.2. Self-explanatory.</p> <p>Whereas a <b>non-manager</b> is someone who answers to all higher authorities and has no one under him.</p> <p>Reviews are 'not' meant to imply monitoring/tracking or documentation of production KPI's. However, observations from monitoring of KPIs are used during the review process. Hence, by review we mean assessment of production KPI's focusing on operational issues and effectiveness of management. Findings and recommendations from these reviews are used to improve the implementation of KPI's.</p>
	Q.No.5	Location of production display boards with key performance indicators at the establishment. Self-explanatory.
	Q.No.6	<p><b>Time frame of the establishment's production targets for its main product.</b> The purpose of the question is to find out whether short-term or long-term goals are the focus of the company and the relationship between the short-term and long term production targets.</p> <p><b>Production targets</b> can be defined in terms of units of products produced, percentage of products with error and other indicators related to quality, efficiency, waste, on-time delivery etc. Answer that best describes the management practices in the establishment should be chosen.</p>
	Q.No.7	<b>How difficult was achievement of production target.</b> The purpose of this question is to find how easy or tough it was to meet production targets specified in Q6.
	Q.No.8	Self-explanatory.
	Q.No.9	<p><b>Own performance:</b> Individual or respective performance of non-managers</p> <p><b>Team or shift performance:</b> Performance involving more than one employee or on certain shift (such as morning, afternoon, evening etc.) base at the establishment.</p> <p><b>Establishment's performance:</b> Performance based on productivity of establishment itself.</p> <p><b>Company performance:</b> Performances based on efficiency and output of the company as a whole. The company may and may not have more than one establishment.</p> <p>Note: if this is the only location where the establishment operates including its head-office use option 4.</p> <p>Note: While drawing the response exclude non-performance based bonuses/ gratuities paid out on festive occasions such as Eid,</p>

		Ramadan, etc.
	Q.No.10	Self-explanatory.
	Q.No.11	<p>Just as Q.No.9 for <b>managers</b>.</p> <p>Note: if this is the only location where establishment operates including its head-office use option 4.</p> <p>Note: While drawing the response exclude non-performance based bonuses/ gratuities paid out on festive occasions such as Eid, Ramadan, etc.</p>
	Q.No.12	Self-explanatory.
	Q.No.13	The purpose of this question is to find out if promotions are explained by individual's effort and ability, other factors, a mix of ability, performance and other factors. It is also possible that non-managers are normally not promoted. Choose the best description of the promotion policy in the establishment.
	Q.No.14	Just as Q.No.13 for <b>manager</b> .
	Q.No.15	The purpose of this question is to find out what happens to non-managers who do not meet expectations at their position. Select what best describes the management practices at this establishment.
	Q.No.16	Just as Q.No.15 for <b>manager</b> .
<b>C - Organization</b>		
	Q.No.17	<b>Head Quarter:</b> The administrative center of an enterprise holding the overall control of the company. The headquarter may be at the location of this establishment or out of establishment premises. i.e. other location or city etc. see Fig: in Establishment Scenarios
	Q.No.18	<p><b>Permanent Employees:</b> An employee who is hired to work without any time frame for his exit. For instance, a contractual employee might have his contract rescinded, or will have to leave if it is not renewed, but a permanent employee have no such constraint.</p> <p>The purpose of this question is to find out the degree of autonomy the establishment has for hiring a full time employee.</p>

	Q.No.19	<b>Authority for granting a significant pay increase</b> to an employee. The question aims to establish the degree of autonomy the establishment has for granting a significant pay increase to any employee.
	Q.No.20	<b>Place of decisions of new product introductions.</b> The question aims to establish the degree of autonomy the establishment has in introducing new product varieties.
	Q.No.21	<b>Pricing decisions for the establishment.</b> The question aims to establish the degree of autonomy the establishment has in making pricing decisions-such as giving discounts and setting prices.
	Q.No.22	<b>Advertising decisions regarding products</b> made at the establishment. The question aims to establish the degree of autonomy the establishment has in making advertising decisions for products or brand. For example placing adverts in local newspapers, sending out a mails, etc. Advertising for job openings does not count.
	Q.No.23	<b>The purchase of fixed assets that the establishment can make without prior authorization from the headquarters.</b> Purchase of fixed assets refers to buying land, buildings, machinery, vehicles and equipment. Ask the respondent to provide the answer in local currency units.
	Q.No.24	A plant manager's direct reportees are explained in the question however, the idea is to establish the size of plant manager's <u>own</u> team.
	Q.No.25	<p>This relates to the number of levels in the hierarchy in the particular establishment and requires the interviewer to have a conversation with the respondent according to a script, rather than reading a pre-defined question. In particular, the conversation needs to follow the following pattern:</p> <p><b>Interviewer:</b> “Who does the production employee report to?”  <b>Manager:</b> “The factory manager.”  <b>Interviewer:</b> “Who does the factory manager report to?”  <b>Manager:</b> “The operations manager.”  <b>Interviewer:</b> “Who does the operations manager report to?”  <b>Manager:</b> “The VP of Operations.”  <b>Interviewer:</b> “Who does the VP of Operations report to?”  <b>Manager:</b> “The Top Manager.”</p> <p>There was much confusion on the question in previous surveys which is why the question was simplified for you. It is generally difficult question to probe because the interviewer has to listen carefully to the respondent and take notes about the number of levels in between the production employee and the Top Manager or between the production employee and the factory manager/Pant manager. It is essential that</p>

		<p>you confirm the number of levels with the respondent and that the questions are read exactly as they are written. <b>Number of levels in between the typical production employee (i.e. a factory worker) and the Plant manager.</b></p> <p>Example 1: If the shopfloor worker reports to a shift supervisor who then reports to the plant manager, the number of levels in between the factory floor and the plant manager is '1'.</p> <p>Example 2: If the shopfloor worker reports to a team supervisor who then reports to a production manager who then reports to the plant manager, the number of levels in between the factory floor and the plant manager is '2'.</p> <p>Example 3: If the shopfloor worker reports to team supervisor, who then reports to a division incharge, who then reports to the department incharge, who then reports to the plant controller, the number of levels in between the factory floor and the plant controller is '3'.</p>
	Q.No.26	<b>Self-explanatory.</b>
	Q.No.27	<b>Self-explanatory.</b>
	Q.No.28	<b>Self-explanatory.</b>
	Q.No.29	<b>Self-explanatory.</b>
<b>D - Background Characteristics</b>		
	Q.No.30	Self-explanatory.
	Q.No.31	Self-explanatory.
	Q.No.32	Self-explanatory.
	Q.No.33	<p><b>Permanent Full Time Employees:</b> An employee who is hired to work without any time frame for his exit. For instance, a contractual employee might have his contract rescinded, or will have to leave if it is not renewed, but a permanent employee have no such constraint.</p> <p><b>Part Time Employees:</b> A part-time job is a form of employment that carries fewer hours per week than a full-time job. Workers are considered to be part-time if they commonly work fewer than 30 or 35 hours per week.</p> <p>Note: In this question all employees <b>Full and part-time employees</b> are included; that is permanent, temporary, contract, and seasonal / daily wagers etc.</p>
	Q.No.34	Self-explanatory.

	Q.No.35	Self-explanatory.
	Q.No.36	<b>Labor unions</b> are legally recognized as representatives of workers in many industries. Self-explanatory.
	Q. No 37	<p>You will have to tactfully seek a response to this question as it will help us compare establishments already having financial information. You can tell the interviewer that we want this figure because we want to construct comparable statistics in term of per unit of sales. There is no more to it and we want an approximate figure.</p> <p><b>37.1: Total value of goods sold (local plus export sales).</b> This question asks for approximate value of sales both within and outside Pakistan.</p> <p><b>37.2: Total employment cost:</b> Total employment cost includes wages and salaries, other cash and in kind payments.</p> <p><b>37.3: Total material costs:</b> Total material costs include the cost of material (fuels, electricity, raw material, chemicals and dyes, packing materials, spare parts, lubricants etc.) purchased both locally and imported.</p> <p><b>37.4: Total value of stock of capital:</b> Total stock of capital includes the costs incurred on land, major improvements to land, transaction costs for acquisition of land, building and other construction, plant and machinery, transport equipment, furniture &amp; fixture, office equipment and other assets.</p> <p><b>Note:</b> This question is asked for FY10-11 only.</p>
	Q.No.38	<p>Respondent may give any extra remarks in the space provide.</p> <p>Please check and ensure other information regarding the respondent i.e. email, phone, stamp etc. as it is vital for PBS for referencing and to ensure we can trace the respondent.</p>
<b>E - For Official Use</b>		
	Q.No.39	<p>Please note number of attempts made by the enumerator for the interview. No of phone and no of physical visits made to establishment for completing the questionnaire.</p> <p>Also note down the time when interview began and when it ended.</p> <p>Please note down (i) if the questionnaire was already been filled or not and (ii) interview has been attended by any SBP enumerator or not. If</p>

		the questionnaire was already filled you need revisit important questions see below.
	Q.No.40	Enumerator/ supervisor may give extra remarks (if any) in the space provided. Please give complete details i.e. phone, fax, email etc. as these will be used by PBS headquarter. The officers at headquarter may contact you directly regarding questionnaire and other information (If any).



*Annexure A: PSIC (2010)*

Group	Class/Subclass		Description
<b>10</b>			<b>Manufacture of food products</b>
	101		Processing and preserving of meat
		1010	Processing and preserving of meat
		10101	Operation of slaughterhouses
		10102	Production of fresh, chilled or frozen meat, in carcasses, in cuts or in individual
		10103	Production of dried, salted or smoked meat
		10104	Production of meat products
		10105	Production of hides and skins originating from slaughterhouses, including
		10106	Rendering of edible fats of animal origin
		10107	Processing of animal offal
		10108	Production of pulled wool
		10109	Others n.e.c.
	102		Processing and preserving of fish, crustaceans and molluscs
		1020	Processing and preserving of fish, crustaceans and molluscs
		10201	Preparation and preservation of fish, crustaceans and molluscs
		10202	Production of fish, crustacean and mollusc products
		10203	Production of fishmeal for human consumption or animal feed
		10204	Production of meals and solubles from fish and other aquatic animals unfit for
		10205	Activities of vessels engaged only in the processing and preserving of fish
		10209	Others n.e.c.
	103		Processing and preserving of fruit and vegetables
		1030	Processing and preserving of fruit and vegetables
		10301	Manufacture of food consisting chiefly of fruit or vegetables/ manufacture of
		10302	Preserving of fruit, nuts or vegetables
		10303	Manufacture of fruit or vegetable food products
		10304	Manufacture of fruit or vegetable juices/ concentrates
		10305	Manufacture of jams, marmalades and table jellies
		10306	Processing, preserving and industrial peeling of potatoes
		10307	Roasting of nuts/ manufacture of nut foods and pastes
		10309	Others n.e.c.
	104		Manufacture of vegetable and animal oils and fats
		1040	Manufacture of vegetable and animal oils and fats
		10401	Manufacture of crude / refined vegetable oils and their processing
		10402	Manufacture of non-defatted flour or meal of oilseeds, oil nuts or oil kernels
		10403	Manufacture of margarine/ melanges and similar spreads
		10404	Manufacture of non-edible animal oils and fats/ extraction of fish and marine
		10405	Production of cotton linters
		10406	Production of oilcakes and other residual products of oil production
		10409	Others n.e.c.
	<b>105</b>		<b>Manufacture of dairy products</b>
		1050	Manufacture of dairy products
		10501	Manufacture of fresh liquid milk, pasteurized, sterilized, homogenized and/or ultra

Group	Class/Subclass		Description
		10502	Manufacture of cream from fresh liquid milk
		10503	Manufacture of dried or concentrated milk
		10504	Manufacture of butter/ cheese etc.
		10505	Manufacture of yoghurt
		10506	Manufacture of ice cream and other edible ice/ Manufacture of milk or cream in solid
		10509	Others n.e.c.
106			Manufacture of grain mill products, starches and starch products
	1061		<b>Manufacture of grain mill products</b>
		10611	Grain milling
		10612	Rice milling
		10613	Vegetable milling
		10614	Manufacture of cereal breakfast foods
		10615	Manufacture of flour mixes and prepared blended flour and dough for bread, cakes,
		10619	Others n.e.c.
	1062		<b>Manufacture of starches and starch products</b>
		10621	Manufacture of starches from rice, potatoes, maize etc.
		10622	Wet corn milling
		10623	Manufacture of glucose, glucose syrup, maltose, inulin etc.
		10624	Manufacture of gluten
		10625	Manufacture of corn oil
		10629	Others n.e.c.
107			Manufacture of other food products
	1071		<b>Manufacture of bakery products</b>
		10711	Manufacture of bread and rolls
		10712	Manufacture of fresh/ preserved pastry, cakes, pies, tarts etc.
		10713	Manufacture of rusks, biscuits and other "dry" bakery products/ snack products
		10719	Others n.e.c.
	1072		<b>Manufacture of sugar</b>
		10721	Manufacture or refining of sugar and sugar substitutes from the juice of cane, beet,
		10722	Manufacture of sugar syrups
		10723	Manufacture of molasses
		10724	Production of maple syrup and sugar
	1073		<b>Manufacture of cocoa, chocolate and sugar confectionery</b>
		10731	Manufacture of cocoa, cocoa butter, cocoa fat, cocoa oil
		10732	Manufacture of chocolate & chocolate confectionery, sugar confectionery etc.
		10733	Manufacture of chewing gum
		10734	Preserving in sugar of fruit, nuts, fruit peels and other parts of plants
		10739	Others n.e.c.
	1074		<b>Manufacture of macaroni, noodles, couscous and similar farinaceous</b>
		10741	Manufacture of pastas such as macaroni and noodles etc.
		10742	Manufacture of canned or frozen pasta products
		10749	Others n.e.c.
	1075		<b>Manufacture of prepared meals and dishes</b>

Group	Class/Subclass		Description
			10751 Manufacture of meat or poultry dishes
			10752 Manufacture of fish dishes, including fish and chips
			10753 Manufacture of prepared dishes of vegetables
			10759 Others n.e.c.
	1079		<b>Manufacture of other food products n.e.c.</b>
			10791 Decaffeinating and roasting of coffee/ production of coffee products/ manufacture of
			10792 Blending of tea and mate/ manufacture of extracts and preparations based on tea or
			10793 Manufacture of soups and broths
			10794 Manufacture of special foods, such as infant formula, follow up milks and other
			10795 Manufacture of perishable prepared foods, such as sandwiches, fresh pizza
			10796 Manufacture of spices, sauces and condiments
			10797 Manufacture of herb infusions (mint, vervain, chamomile etc.)/ manufacture of
			10798 Processing of salt into food-grade salt, e.g. iodized salt
			10799 Others n.e.c.
	108		Manufacture of prepared animal feeds
		1080	<b>Manufacture of prepared animal feeds</b>
			10801 Manufacture of prepared feeds for pets, including dogs, cats, birds, fish etc.
			10802 Manufacture of prepared feeds/ preparation of unmixed feeds for farm animals
			10803 Treatment of slaughter waste to produce animal feeds
			10809 Others n.e.c.
<b>11</b>			<b>Manufacture of beverages</b>
	110		Manufacture of beverages
		1101	<b>Distilling, rectifying and blending of spirits</b>
			11010 Manufacture of distilled, potable, alcoholic beverages, blending of distilled spirits,
		1102	<b>Manufacture of wines</b>
			11020 Manufacture of wine etc.
		1103	<b>Manufacture of malt liquors and malt</b>
			11030 Manufacture of malt and malt liquors
		1104	<b>Manufacture of soft drinks; production of mineral waters and other bottled</b>
			11041 Manufacture of non-alcoholic beverages
			11042 Production of natural mineral waters and other bottled waters
			11043 Manufacture of soft drinks like lemonade, orangeade, cola, fruit drinks, tonic waters
<b>12</b>			<b>Manufacture of tobacco products</b>
	120		Manufacture of tobacco products
		1200	<b>Manufacture of tobacco products</b>
			12001 Manufacture of tobacco products and products of tobacco substitutes etc.
			12009 Others n.e.c.
<b>13</b>			<b>Manufacture of textiles</b>
	131		Spinning, weaving and finishing of textiles
		1311	<b>Preparation and spinning of textile fibres</b>
			13111 Preparatory operations on textile fibres
			13112 Spinning and manufacture of yarn or thread
			13113 Manufacture of paper yarn

Group	Class/Subclass		Description
	1312		<b>Weaving of textiles</b>
		13121	Manufacture of broad woven cotton-type, woollen-type, worsted-type or silk-type
		13122	Manufacture of other broad woven fabrics, using flax, ramie, hemp, jute, bast fibres
		13129	Others n.e.c.
	1313		<b>Finishing of textiles</b>
		13131	Bleaching and dyeing of textile fibres, yarns, fabrics and textile articles, including
		13132	Dressing, drying, steaming, shrinking, mending, Sanforizing, mercerizing of textiles
		13139	Others n.e.c.
	139		Manufacture of other textiles
	1391		<b>Manufacture of knitted and crocheted fabrics</b>
		13910	Manufacture and processing of knitted or crocheted fabrics etc.
	1392		<b>Manufacture of made-up textile articles, except apparel</b>
		13921	Manufacture, of made-up articles of any textile material
		13922	Manufacture of made-up furnishing articles
		13929	Others n.e.c.
	1393		<b>Manufacture of carpets and rugs</b>
		13930	Manufacture of textile floor coverings like carpets, rugs and mats, tiles etc.
	1394		<b>Manufacture of cordage, rope, twine and netting</b>
		13941	Manufacture of twine, cordage, rope and cables of textile fibres or strip or the like
		13942	Manufacture of knotted netting of twine, cordage or rope including products of rope
	1399		<b>Manufacture of other textiles n.e.c.</b>
		13991	Manufacture of labels, badges etc.
		13992	Manufacture of tulle and other net fabrics, and of lace and embroidery/ ornamental
		13999	Others n.e.c. (see detail under class 1399)
<b>14</b>			<b>Manufacture of wearing apparel</b>
	141		Manufacture of wearing apparel, except fur apparel
	1410		<b>Manufacture of wearing apparel, except fur apparel</b>
		14101	Manufacture of wearing apparel made of leather or composition leather
		14102	Manufacture of other outerwear/ work wear
		14103	Manufacture of underwear and nightwear
		14104	Manufacture of babies' garments, tracksuits and others etc.
		14105	Manufacture of other clothing accessories such as gloves, belts, shawls, ties,
		14106	Manufacture of footwear of textile material without applied soles
		14109	Others n.e.c.
	142		Manufacture of articles of fur
	1420		<b>Manufacture of articles of fur</b>
		14200	Manufacture of articles made of fur skins
	143		Manufacture of knitted and crocheted apparel
	1430		<b>Manufacture of knitted and crocheted apparel</b>
		14301	Manufacture of knitted or crocheted wearing apparel and other made-up articles like
		14302	Manufacture of hosiery, including socks, tights and pantyhose
		14309	Others n.e.c.
<b>15</b>			<b>Manufacture of leather and related products</b>

Group	Class/Subclass		Description
	151		Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and
		1511	<b>Tanning and dressing of leather; dressing and dyeing of fur</b>
		15111	Tanning, dyeing and dressing of hides and skins
		15112	Scraping, shearing, plucking, currying, tanning, bleaching and dyeing of fur skins
		15119	Others n.e.c.
	1512		<b>Manufacture of luggage, handbags and the like, saddlery and harness</b>
		15121	Manufacture of luggage, handbags and the like, of leather, composition leather or
		15122	Manufacture of diverse articles of leather or composition leather
		15129	Others n.e.c.
	152		Manufacture of footwear
		1520	<b>Manufacture of footwear</b>
		15201	Manufacture of footwear for all purposes, of any material, by any process
		15202	Manufacture of leather parts of footwear etc.
		15209	Others n.e.c.
<b>16</b>			<b>Manufacture of wood and of products of wood and cork, except furniture;</b>
	161		Sawmilling and planning of wood
		1610	<b>Sawmilling and planning of wood</b>
		16101	Sawing, planning and machining of wood/ slicing, peeling or chipping logs
		16102	Manufacture of wooden railway sleepers
		16103	Manufacture of unassembled wooden flooring/ wood wool, wood flour, chips,
		16109	Others n.e.c.
	162		Manufacture of products of wood, cork, straw and plaiting materials
		1621	<b>Manufacture of veneer sheets and wood-based panels</b>
		16211	Manufacture of veneer sheets
		16212	Manufacture of plywood, veneer panels and similar laminated wood boards and
		16213	Manufacture of particle board and fibreboard/ densified wood etc.
		16219	Others n.e.c.
		1622	<b>Manufacture of builders' carpentry and joinery</b>
		16221	Manufacture of wooden goods intended to be used in the construction industry
		16222	Manufacture of prefabricated buildings, or elements thereof, predominantly of wood/
		1623	<b>Manufacture of wooden containers</b>
		16231	Manufacture of packing cases, boxes, crates, drums/ cable-drums etc. of wood
		16232	Manufacture of pallets, box pallets and other load boards of wood/ manufacture of
		16233	Manufacture of wooden cable-drums
		1629	<b>Manufacture of other products of wood; manufacture of articles of cork, straw</b>
		16291	Manufacture of various wood products (see detail in description)
		16292	Natural cork processing, manufacture of agglomerated cork / articles of cork etc.
		16299	Others n.e.c.
<b>17</b>			<b>Manufacture of paper and paper products</b>
	170		Manufacture of paper and paper products
		1701	<b>Manufacture of pulp, paper and paperboard</b>
		17011	Manufacture of paper pulp/ pulp from waste paper
		17012	Manufacture of cotton-linters pulp

Group	Class/Subclass		Description
			17013 Manufacture of paper and paperboard/ further processing of paper and paperboard
			17014 Manufacture of newsprint and other printing or writing paper
			17015 Manufacture of others like carbon paper or stencil paper etc.
			17019 Others n.e.c.
		1702	<b>Manufacture of corrugated paper and paperboard and of containers of paper</b>
			17021 Manufacture of corrugated paper and paperboard and their container etc.
			17022 Manufacture of sacks, bags, office box files and similar articles of paper
			17029 Others n.e.c.
		1709	<b>Manufacture of other articles of paper and paperboard</b>
			17091 Manufacture of household and personal hygiene paper and cellulose wadding
			17092 Manufacture of printing and writing paper, computer printout paper, self-copy paper
			17099 Others n.e.c. (see detail in description)
<b>18</b>			<b>Printing and reproduction of recorded media</b>
	181		Printing and service activities related to printing
		1811	<b>Printing</b>
			18111 Printing of newspapers, magazines and other periodicals
			18112 Printing of books and brochures, music and music manuscripts, maps, atlases,
			18113 Printing of postage stamps, taxation stamps, documents of title, cheques and other
			18114 Printing of diaries, calendars, business forms and other commercial printed matter,
			18115 Printing directly onto textiles, plastic, glass, metal, wood and ceramics (except silk-
			18119 Other printing n.e.c.
		1812	<b>Service activities related to printing</b>
			18121 Binding of printed sheets
			18122 Composition, typesetting, phototypesetting, pre-press data input including scanning
			18123 Plate-making services including image-setting and plate-setting
			18124 Preparation of plates and dies
			18125 Design of printing products e.g. sketches, layouts, dummies etc.
			18126 Other graphic activities such as die-sinking or die-stamping, Braille copying,
			18129 Other such activities n.e.c.
	182		Reproduction of recorded media
		1820	<b>Reproduction of recorded media</b>
			18201 Reproduction from master copies of gramophone records, compact discs and tapes
			18202 Reproduction from master copies of records, compact discs and tapes with motion
			18203 Reproduction from master copies of software and data on discs and tapes
			18209 Other such activities n.e.c.
<b>19</b>			<b>Manufacture of coke and refined petroleum products</b>
	191		Manufacture of coke oven products
		1910	<b>Manufacture of coke oven products</b>
			19101 Operation of coke ovens
			19102 Production of coke and semi-coke/ production of coke oven gas
			19103 Production of pitch and pitch coke
			19104 Production of crude coal and lignite tars
			19105 Agglomeration of coke

Group	Class/Subclass		Description
	192		Manufacture of refined petroleum products
		1920	<b>Manufacture of refined petroleum products</b>
		19201	Production of motor fuel like gasoline, kerosene etc.
		19202	Production of fuel, refinery gases such as ethane, propane, butane etc.
		19203	Manufacture of oil-based lubricating oils or greases, including from waste oil
		19204	Manufacture of products for the petrochemical industry and for the manufacture of road coverings
		19205	Manufacture of various products like white spirit, Vaseline, paraffin wax etc.
		19206	Manufacture of hard-coal and lignite fuel briquettes / petroleum briquettes
		19207	Blending of bio fuels
		19209	Others n.e.c.
<b>20</b>			<b>Manufacture of chemicals and chemical products</b>
	201		Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and
		2011	<b>Manufacture of basic chemicals</b>
		20111	Manufacture of liquefied or compressed inorganic industrial or medical gases
		20112	Manufacture of dyes and pigments in basic form or as concentrate
		20113	Manufacture of inorganic acids except nitric acid, Manufacture of alkalis, lyes and
		20114	Manufacture of chemical elements and other inorganic compounds
		20115	Manufacture of basic organic chemicals
		20116	Manufacture of distilled water/ synthetic aromatic products
		20117	Roasting of iron pyrites
		20118	Manufacture of products of a kind used as fluorescent brightening agents or as
		20119	Others n.e.c.
		2012	<b>Manufacture of fertilizers and nitrogen compounds</b>
		20121	Manufacture of fertilizers
		20122	Manufacture of associated nitrogen products
		20123	Manufacture of potting soil
		2013	<b>Manufacture of plastics and synthetic rubber in primary forms</b>
		20131	Manufacture of plastics in primary forms
		20132	Manufacture of synthetic rubber in primary forms
		20133	Manufacture of mixtures of synthetic and natural rubber or rubber-like gums (e.g.
		20139	Others n.e.c.
	202		Manufacture of other chemical products
		2021	<b>Manufacture of pesticides and other agrochemical products</b>
		20211	Manufacture of insecticides, rodenticides, fungicides, herbicides
		20212	Manufacture of anti-sprouting products, plant growth regulators
		20213	Manufacture of disinfectants (for agricultural and other use)
		20219	Manufacture of other agrochemical products n.e.c.
		2022	<b>Manufacture of paints, varnishes and similar coatings, printing ink and</b>
		20221	Manufacture of paints and varnishes, enamels or lacquers
		20222	Manufacture of prepared pigments and dyes, opacifiers and colours
		20223	Manufacture of vitrifiable enamels and glazes and engobes etc.
		20224	Manufacture of mastics

Group	Class/Subclass		Description
			20225 Manufacture of caulking compounds and similar non-refractory filling or surfacing
			20226 Manufacture of organic composite solvents & thinners/ paint/ varnish removers
			20227 Manufacture of printing ink
		2023	<b>Manufacture of soap and detergents, cleaning and polishing preparations,</b>
			20231 Manufacture of organic surface-active agents
			20232 Manufacture of soap
			20233 Manufacture of crude glycerol
			20234 Manufacture of surface-active preparations (washing powders and detergents, dish-
			20235 Manufacture of cleaning and polishing products
			20236 Manufacture of perfumes and toilet preparations
			20239 Others n.e.c.
		2029	<b>Manufacture of other chemical products n.e.c.</b>
			20291 Manufacture of propellant powders/ explosives and pyrotechnic products
			20292 Manufacture of gelatine and its derivatives, glues and prepared adhesives, including
			20293 Manufacture of extracts of natural aromatic products/ aromatic distilled waters/
			20294 Manufacture of photographic plates, films, sensitized paper and other sensitized
			20295 Manufacture of chemical preparations for photographic uses
			20296 Manufacture of various chemical products (see notes for detail)
			20297 Manufacture of writing and drawing ink
			20298 Manufacture of matches
			20299 Others n.e.c.
	203		Manufacture of man-made fibres
		2030	<b>Manufacture of man-made fibres</b>
			20301 Manufacture of synthetic or artificial filament tow
			20302 Manufacture of synthetic or artificial staple fibres, not carded, combed or otherwise
			20303 Manufacture of synthetic or artificial filament yarn, including high-tenacity yarn
			20304 Manufacture of synthetic or artificial monofilament or strip
			20309 Others n.e.c.
<b>21</b>			<b>Manufacture of basic pharmaceutical products and pharmaceutical</b>
	210		Manufacture of pharmaceuticals, medicinal chemical and botanical product
		2100	<b>Manufacture of pharmaceuticals, medicinal chemical and botanical products</b>
			21001 Manufacture of medicinal active substances
			21002 Processing of blood
			21003 Manufacture of medicaments including homeopathic preparations
			21004 Manufacture of chemical contraceptive products/ medical diagnostic preparations
			21005 Manufacture of biotech pharmaceuticals
			21009 Other such activities n.e.c.
<b>22</b>			<b>Manufacture of rubber and plastics products</b>
	221		Manufacture of rubber products
		2211	<b>Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber</b>
			22111 Manufacture of rubber tyres
			22112 Manufacture of inner tubes for tyres
			22113 Manufacture of interchangeable tyre treads, tyre flaps, "camelback" strips for



Group	Class/Subclass		Description
		22119	Others n.e.c.
	2219		<b>Manufacture of other rubber products</b>
		22191	Manufacture of other products of natural or synthetic rubber (see description for
		22192	Manufacture of rubber brushes, pipe stems, combs, hair pins etc.
		22199	Others n.e.c.
	222		Manufacture of plastics products
	2220		<b>Manufacture of plastics products</b>
		22201	Manufacture of semi-manufactures and finished plastic products/ plastic articles for
		22202	Manufacture of builders' plastics ware(see note for detail)
		22203	Manufacture of plastic tableware, kitchenware and toilet articles
		22204	Manufacture of artificial stone/ plastic signs etc.
		22209	Manufacture of other diverse plastic products (see note for detail)
<b>23</b>			<b>Manufacture of other non-metallic mineral products</b>
	231		Manufacture of glass and glass products
	2310		<b>Manufacture of glass and glass products</b>
		23101	Manufacture of flat glass/ glass paving blocks/ insulating units etc.
		23102	Manufacture of glass mirrors/ bottles and other containers/ drinking glasses etc.
		23103	Manufacture of laboratory, hygienic or pharmaceutical glassware etc.
		23109	Others n.e.c. (see description for detail)
	239		Manufacture of non-metallic mineral products n.e.c.
	2391		<b>Manufacture of refractory products</b>
		23911	Manufacture of refractory mortars, concretes etc.
		23912	Manufacture of refractory ceramic goods
		23913	Manufacture of refractory articles containing magnesite, dolomite or chromite
	2392		<b>Manufacture of clay building materials</b>
		23921	Manufacture of non-refractory ceramic hearth or wall tiles, mosaic cubes etc.
		23922	Manufacture of structural non-refractory clay building materials, like ceramic bricks,
		23923	Manufacture of ceramic sanitary fixtures
	2393		<b>Manufacture of other porcelain and ceramic products</b>
		23931	Manufacture of ceramic tableware and other domestic or toilet articles etc.
		23932	Manufacture of electrical insulators and insulating fittings of ceramics/ magnets
		23933	Manufacture of ceramic laboratory, chemical and industrial products etc.
		23934	Manufacture of ceramic furniture
		23939	Manufacture of other porcelain and ceramic products n.e.c.
	2394		<b>Manufacture of cement, lime and plaster</b>
		23941	Manufacture of clinkers and hydraulic cements, including Portland, aluminous
		23942	Manufacture of quicklime, slaked lime and hydraulic lime
		23943	Manufacture of plasters of calcined gypsum or calcined sulphate
		23944	Manufacture of calcined dolomite
	2395		<b>Manufacture of articles of concrete, cement and plaster</b>
		23951	Manufacture of precast concrete, cement or artificial stone articles and plaster
		23952	Manufacture of prefabricated structural components for buildings or civil engineering
		23953	Manufacture of articles of asbestos-cement or cellulose fibre-cement or the like

Group	Class/Subclass		Description
		23959	Manufacture of other articles of concrete, plaster, cement or artificial stone
	2396		<b>Cutting, shaping and finishing of stone</b>
		23961	Cutting, shaping and finishing of stone for use in construction, in cemeteries, on
		23962	Manufacture of stone furniture
	2399		<b>Manufacture of other non-metallic mineral products n.e.c.</b>
		23991	Manufacture of millstones, sharpening or polishing stones and natural or artificial
		23992	Manufacture of friction material and unmounted articles thereof with a base of
		23993	Manufacture of mineral insulating materials
		23994	Manufacture of articles of diverse mineral substances
		23995	Manufacture of articles of asphalt or similar material, e.g. asphalt-based adhesives,
		23999	Manufacture of other such products n.e.c.
<b>24</b>			<b>Manufacture of basic metals</b>
	241		Manufacture of basic iron and steel
	2410		<b>Manufacture of basic iron and steel</b>
		24101	Operation of blast furnaces, steel converters, rolling and finishing mills
		24102	Production of pig iron and spiegeleisen in pigs, blocks or other primary forms, ferro-
		24103	Production of pure iron, granular iron and iron powder
		24104	Production of steel/ remelting of scrap ingots of iron or steel
		24105	Production of semi-finished products of steel
		24106	Manufacture of hot/cold-rolled flat-rolled products of steel/ hot-rolled bars and rods,
		24107	Manufacture of railway track materials (unassembled rails) of steel
		24108	Manufacture of welded tubes and pipes of steel/ tube fittings etc.
		24109	Others n.e.c.
	242		Manufacture of basic precious and other non-ferrous metals
	2420		<b>Manufacture of basic precious and other non-ferrous metals</b>
		24201	Production and refining of unwrought or wrought precious metals, precious metal
		24202	Production of aluminium from alumina/ aluminium waste and scrap, Production of
		24203	Production of lead, zinc and tin from ores, from refining of lead, zinc and tin waste
		24204	Production of copper from ores, from refining of copper waste and scrap
		24205	Production of copper alloys/ manufacture of fuse wire or strip/ semi-manufacturing
		24206	Production of chrome, manganese, nickel etc. from ores or oxides, from refining
		24209	Others n.e.c.
	243		Casting of metals
	2431		<b>Casting of iron and steel</b>
		24311	Casting of semi-finished iron products/ casting of iron castings
		24312	Casting of semi-finished steel products/ casting of steel castings
		24313	Manufacture of tubes, pipes and hollow profiles and fittings of cast-iron,
		24319	Others n.e.c.
	2432		<b>Casting of non-ferrous metals</b>
		24321	Casting of semi-finished products of aluminium, magnesium, titanium, zinc etc.
		24322	Casting of light metal castings
		24323	Casting of heavy metal castings
		24324	Casting of precious metal castings

Group	Class/Subclass		Description
		24325	Die-casting of non-ferrous metal castings
		24329	Others n.e.c.
<b>25</b>			<b>Manufacture of fabricated metal products, except machinery and equipment</b>
	251		Manufacture of structural metal products, tanks, reservoirs and steam generators
		2511	<b>Manufacture of structural metal products</b>
		25111	Manufacture of metal frameworks or skeletons for construction and parts thereof
		25112	Manufacture of prefabricated buildings mainly of metal, metal doors, windows and
		25119	Others n.e.c.
		2512	<b>Manufacture of tanks, reservoirs and containers of metal</b>
		25121	Manufacture of reservoirs, tanks and similar containers of metal, of types normally
		25122	Manufacture of metal containers for compressed or liquefied gas
		25123	Manufacture of central heating boilers and radiators
		2513	<b>Manufacture of steam generators, except central heating hot water boilers</b>
		25131	Manufacture of steam or other vapour generators and auxiliary plant for use with
		25132	Manufacture of parts for marine or power boilers/ nuclear reactors etc.
	252		Manufacture of weapons and ammunition
		2520	<b>Manufacture of weapons and ammunition</b>
		25201	Manufacture of heavy weapons (artillery, mobile guns, rocket launchers, torpedo
		25202	Manufacture of small arms (revolvers, shotguns, light machine guns)
		25203	Manufacture of air or gas guns and pistols/ hunting, sporting or protective firearms
		25204	Manufacture of war ammunition
		25209	Others n.e.c.
	259		Manufacture of other fabricated metal products; metalworking service activities
		2591	<b>Forging, pressing, stamping and roll-forming of metal; powder metallurgy</b>
		25911	Forging, pressing, stamping and roll-forming of metal
		25912	Powder metallurgy: production of metal objects directly from metal powders
		2592	<b>Treatment and coating of metals; machining</b>
		25921	Plating, anodizing etc., heat treatment, deburring, sandblasting, tumbling, cleaning
		25922	Colouring and engraving, non-metallic coating, hardening, buffing of metals
		25923	Boring, turning, milling, eroding, planning, lapping, broaching, levelling, sawing,
		25924	Cutting of and writing on metals by means of laser beams
		2593	<b>Manufacture of cutlery, hand tools and general hardware</b>
		25931	Manufacture of cutlery
		25932	Manufacture of knives and cutting blades, hand tools, non-power-driven agricultural
		25933	Manufacture of padlocks, locks, keys, hinges and the like, hardware for buildings,
		25934	Manufacture of other tools of such nature n.e.c.
		2599	<b>Manufacture of other fabricated metal products n.e.c.</b>
		25991	Manufacture of cans, drums, buckets, boxes, tins and cans for food products, metal
		25992	Manufacture of uninsulated metal cable or insulated cable not capable of being
		25993	Manufacture of screw machine products, nails and pins, bolts, screws, nuts, springs,
		25994	Manufacture of metal household articles (see description for detail)
		25995	Manufacture of metal goods for office use, except furniture
		25996	Manufacture of safes, strongboxes, armoured doors etc.

Group	Class/Subclass		Description
		25997	Manufacture of various metal articles
		25999	Others n.e.c.
<b>26</b>			<b>Manufacture of computer, electronic and optical products</b>
	261		Manufacture of electronic components and boards
		2610	<b>Manufacture of electronic components and boards</b>
		26101	Manufacture of capacitors, electronic, resistors, electronic, microprocessors, bare
		26102	Manufacture of diodes, transistors and related discrete devices
		26103	Manufacture of inductors (e.g. chokes, coils, transformers), electronic component
		26104	Manufacture of electronic crystals and crystal assemblies
		26105	Manufacture of interface cards (e.g. sound, video, controllers, network, modems)
		26109	Others n.e.c.
	262		Manufacture of computers and peripheral equipment
		2620	<b>Manufacture of computers and peripheral equipment</b>
		26201	Manufacture of desktop, laptop, hand-held, main frame computers
		26202	Manufacture of magnetic disk drives, flash drives and other storage devices
		26203	Manufacture of optical (e.g. CD-RW, CD-ROM, DVD-ROM, DVD-RW) disk drives
		26204	Manufacture of printers, monitors, keyboards etc.
		26205	Manufacture of computer servers, scanners, projectors etc.
		26209	Others n.e.c.
	263		Manufacture of communication equipment
		2630	<b>Manufacture of communication equipment</b>
		26301	Manufacture of switching equipment, cordless telephones, private branch exchange
		26302	Manufacture of data communications equipment, such as bridges, routers, and
		26303	Manufacture of cable television equipment, transmitting and receiving antenna
		26304	Manufacture of mobile communication equipment
		26305	Manufacture of radio and television studio and broadcasting equipment, including
		26306	Manufacture of modems, carrier equipment
		26307	Manufacture of burglar and fire alarm systems, sending signals to a control station,
		26309	Others n.e.c.
	264		Manufacture of consumer electronics
		2640	<b>Manufacture of consumer electronics</b>
		26401	Manufacture of video cassette recorders and duplicating equipment
		26402	Manufacture of televisions, television monitors and displays
		26403	Manufacture of audio recording and duplicating systems, stereo equipment
		26404	Manufacture of radio receivers, speaker systems, amplifiers for musical instruments
		26405	Manufacture of microphones, CD and DVD players, headphones
		26409	Others n.e.c.
	265		Manufacture of measuring, testing, navigating and control equipment; watches and
		2651	<b>Manufacture of measuring, testing, navigating and control equipment</b>
		26511	Manufacture of aircraft engine instruments
		26512	Manufacture of testing equipment, i.e., automotive emissions testing equipment,
		26513	Manufacture of surveying instruments
		26514	Manufacture of measuring and control equipment, i.e., thermometers, hydronic limit

Group	Class/Subclass		Description
		26515	Manufacture of detecting and navigating equipment, i.e., mine detectors, pulse
		26516	Manufacture of laboratory scales, balances, incubators, and miscellaneous
		26519	Manufacture of others n.e.c.
	2652		<b>Manufacture of watches and clocks</b>
		26521	Manufacture of watches and clocks, watch and clock cases, components for clocks
		26522	Manufacture of time-recording equipment such as parking meters, time clocks, time/date stamps, process timers etc.
266			Manufacture of irradiation, electro medical and electrotherapeutic equipment
	2660		<b>Manufacture of irradiation, electro medical and electrotherapeutic equipment</b>
		26601	Manufacture of CT / PET scanners / magnetic resonance imaging (MRI) equipment /
		26602	Manufacture of electrocardiographs / electro medical endoscopic equipment /
		26603	Manufacture of pacemakers / hearing aids etc.
		26604	Manufacture of beta-, gamma, X-ray or other radiation equipment / food and milk
267			Manufacture of optical instruments and photographic equipment
	2670		<b>Manufacture of optical instruments and photographic equipment</b>
		26701	Manufacture of lenses and prisms / optical mirrors
		26702	Manufacture of optical microscopes, binoculars and telescopes
		26703	Manufacture of optical magnifying / gun sighting / positioning instruments etc.
		26704	Manufacture of optical measuring and checking devices and instruments
		26705	Manufacture of film cameras and digital cameras
		26706	Manufacture of motion picture and slide projectors / overhead transparency
268			Manufacture of magnetic and optical media
	2680		<b>Manufacture of magnetic and optical media</b>
		26801	Manufacture of blank magnetic audio and video tapes/ cassettes
		26802	Manufacture of blank diskettes/ blank optical discs/ hard drive media
<b>27</b>			<b>Manufacture of electrical equipment</b>
	271		Manufacture of electric motors, generators, transformers and electricity distribution
	2710		<b>Manufacture of electric motors, generators, transformers and electricity</b>
		27101	Manufacture of distribution electric / arc-welding transformers / substation
		27102	Manufacture of transmission and distribution voltage regulators / electric motors /
		27103	Manufacture of power circuit breakers / surge suppressors / control panels for
		27104	Manufacture of duct for electrical switchboard apparatus / electric fuses / power
		27109	Others n.e.c.
272			Manufacture of batteries and accumulators
	2720		<b>Manufacture of batteries and accumulators</b>
		27201	Manufacture of primary cells and primary batteries
		27202	Manufacture of electric accumulators, including parts thereof
		27203	Manufacture of lead acid / NiCad / NiMH / lithium / dry- / wet cell etc. batteries
		27209	Others n.e.c.
273			Manufacture of wiring and wiring devices
	2731		<b>Manufacture of fibre optic cables</b>
		27310	Manufacture of fibre optic cable for data transmission or live transmission of images
	2732		<b>Manufacture of other electronic and electric wires and cables</b>

Group	Class/Subclass		Description
		27320	Manufacture of insulated wire and cable, made of steel, copper, aluminium
	2733		<b>Manufacture of wiring devices</b>
		27331	Manufacture of bus bars, electrical conductors, GFCI (ground fault circuit
		27332	Manufacture of transmission pole and line hardware
		27333	Manufacture of plastic non current-carrying wiring devices including plastic junction
	274		Manufacture of electric lighting equipment
	2740		<b>Manufacture of electric lighting equipment</b>
		27401	Manufacture of lamps, fixtures and bulbs, ceiling lighting fixtures, chandeliers, table
		27402	Manufacture of street lighting fixtures, lighting equipment for transportation
		27409	Others n.e.c.
	275		
	2750		<b>Manufacture of domestic appliances</b>
		27501	Manufacture of domestic electric appliances (see description for detail)
		27502	Manufacture of domestic electrothermic appliances(see description for
		27503	Manufacture of domestic non-electric cooking and heating equipment
	279		Manufacture of other electrical equipment
	2790		<b>Manufacture of other electrical equipment</b>
		27901	Manufacture of battery chargers, door opening and closing devices, electrical, bells,
		27902	Manufacture of uninterruptible power supplies (UPS), power supplies
		27903	Manufacture of appliance cords, extension cords, and other electrical cord sets with
		27904	Manufacture of electronic scoreboards, electrical signs, manufacture of electrical
		27905	Manufacture of electrical welding and soldering equipment, including hand-held
		27909	Others n.e.c.
<b>28</b>			<b>Manufacture of machinery and equipment n.e.c.</b>
	281		Manufacture of general-purpose machinery
	2811		<b>Manufacture of engines and turbines, except aircraft, vehicle and cycle</b>
		28111	Manufacture of internal combustion piston engines like marine/ railway engines, and
		28112	Manufacture of turbines and parts thereof, boiler-turbine sets, turbine-generator sets
	2812		<b>Manufacture of fluid power equipment</b>
		28121	Manufacture of hydraulic and pneumatic components, manufacture of air
		28122	Manufacture of fluid power systems, hydraulic transmission equipment
	2813		<b>Manufacture of other pumps, compressors, taps and valves</b>
		28131	Manufacture of air or vacuum pumps, air or other gas compressors
		28132	Manufacture of pumps for liquids whether or not fitted with a measuring device
		28133	Manufacture of pumps designed for fitting to internal combustion engines: oil, water
		28134	Manufacture of industrial taps and valves, including regulating valves and intake
	2814		<b>Manufacture of bearings, gears, gearing and driving elements</b>
		28141	Manufacture of ball and roller bearings and parts thereof
		28142	Manufacture of mechanical power transmission equipment
		28143	Manufacture of gears, gearing and gear boxes and other speed changers, clutches
	2815		<b>Manufacture of ovens, furnaces and furnace burners</b>
		28151	Manufacture of electrical and other furnaces, ovens, incinerators, burners etc.
		28152	Manufacture of permanent mount electric heaters, non-electric household heating

Group	Class/Subclass	Description
	2816	<b>Manufacture of lifting and handling equipment</b>
		28161 Manufacture of hand-operated or power-driven lifting, handling, loading or unloading
		28162 Manufacture of conveyors, telfers, lifts, escalators and moving walkways etc.
		28163 Manufacture of parts specialized for lifting and handling equipment
	2817	<b>Manufacture of office machinery and equipment (except computers and</b>
		28171 Manufacture of calculating machines, adding machines, calculators, mail handling
		28172 Manufacture of office-type binding equipment
		28173 Manufacture of cheque writing, coin counting and coin wrapping machines
		28174 Manufacture of pencil sharpeners, staplers and staple removers, hole punches,
		28175 Manufacture of photocopy machines, toner cartridges, blackboards etc.
		28179 Others n.e.c.
	2818	<b>Manufacture of power-driven hand tools</b>
		28180 Manufacture of hand tools, with self-contained electric or non-electric motor or
	2819	<b>Manufacture of other general-purpose machinery</b>
		28191 Manufacture of industrial refrigerating or freezing equipment, air-conditioning
		28192 Manufacture of weighing, packing and wrapping machinery
		28193 Manufacture of filtering or purifying machinery and apparatus for liquids, equipment
		28194 Manufacture of machinery for cleaning or drying bottles and for aerating beverages
		28195 Manufacture of distilling or rectifying plant for petroleum refineries, chemical
		28196 Manufacture of machinery for liquefying air or gas, gas generators
		28197 Manufacture of automatic goods vending machines
		28198 Manufacture of parts for general-purpose machinery
		28199 Others n.e.c.
	282	Manufacture of special-purpose machinery
	2821	<b>Manufacture of agricultural and forestry machinery</b>
		28211 Manufacture of tractors used in agriculture and forestry
		28212 Manufacture of mowers, including lawnmowers
		28213 Manufacture of agricultural self-loading or self-unloading trailers or semi-trailers
		28214 Manufacture of agricultural machinery for soil preparation, planting or fertilizing
		28215 Manufacture of harvesting or threshing machinery
		28216 Manufacture of milking machines
		28217 Manufacture of spraying machinery for agricultural use
		28219 Manufacture of diverse agricultural machinery (see note for detail)
	2822	<b>Manufacture of metal-forming machinery and machine tools</b>
		28221 Manufacture of machine tools for working metals and other materials including
		28222 Manufacture of machine tools for turning, drilling, milling, shaping, planing, boring,
		28223 Manufacture of stamping or pressing machine tools
		28224 Manufacture of punch presses, hydraulic presses, hydraulic brakes, drop hammers,
		28225 Manufacture of stationary machines, stationary rotary or rotary percussion drills,
		28226 Manufacture of electroplating machinery
		28227 Manufacture of parts and accessories for the machine tools listed above
		28229 Others n.e.c.
	2823	<b>Manufacture of machinery for metallurgy</b>

Group	Class/Subclass		Description
		28231	Manufacture of machines and equipment for handling hot metals like converters,
		28232	Manufacture of metal-rolling mills and rolls for such mills
	2824		<b>Manufacture of machinery for mining, quarrying and construction</b>
		28241	Manufacture of continuous-action elevators and conveyors for underground use
		28242	Manufacture of boring, cutting, sinking and tunnelling machinery
		28243	Manufacture of machinery for treating minerals by screening, sorting, separating,
		28244	Manufacture of concrete and mortar mixers
		28245	Manufacture of earth-moving machinery
		28246	Manufacture of pile drivers and pile extractors, mortar spreaders, bitumen
		28247	Manufacture of track laying tractors and tractors used in construction or mining
		28248	Manufacture of off-road dumping trucks
		28249	Others n.e.c.
	2825		<b>Manufacture of machinery for food, beverage and tobacco processing</b>
		28251	Manufacture of agricultural dryers
		28252	Manufacture of machinery for the dairy industry
		28253	Manufacture of machinery for the grain milling industry
		28254	Manufacture of presses, crushers etc. used to make wine, cider, fruit juices etc.
		28255	Manufacture of machinery for the bakery industry or for making macaroni, spaghetti
		28256	Manufacture of machinery for the extraction or preparation of animal or vegetable
		28257	Manufacture of machinery for the preparation of tobacco and for the making of
		28258	Manufacture of machinery for the preparation of food in hotels and restaurants
		28259	Manufacture of machines and equipment to process diverse foods
	2826		<b>Manufacture of machinery for textile, apparel and leather production</b>
		28261	Manufacture of textile machinery
		28262	Manufacture of auxiliary machines or equipment for textile machinery
		28263	Manufacture of textile printing machinery
		28264	Manufacture of machinery for fabric processing
		28265	Manufacture of laundry machinery
		28266	Manufacture of sewing machines
		28267	Manufacture of machines for producing or finishing felt or non-wovens
		28268	Manufacture of leather machines
	2829		<b>Manufacture of other special-purpose machinery</b>
		28291	Manufacture of machinery for making and drying paper pulp, paper and paperboard
		28292	Manufacture of machinery for working soft rubber or plastics or for the manufacture
		28293	Manufacture of printing and bookbinding machines and machines for activities
		28294	Manufacture of machinery for producing tiles, bricks, shaped ceramic pastes, pipes,
		28295	Manufacture of semi-conductor manufacturing machinery
		28296	Manufacture of diverse special-purpose machinery and equipment
		28297	Manufacture of tire alignment and balancing equipment; balancing equipment
		28299	Others n.e.c.
<b>29</b>			<b>Manufacture of motor vehicles, trailers and semi-trailers</b>
	291		Manufacture of motor vehicles
		2910	<b>Manufacture of motor vehicles</b>



Group	Class/Subclass		Description
		29101	Manufacture of passenger cars, commercial vehicles, buses, coaches etc.
		29102	Manufacture of motor vehicle engines, chassis fitted with engines
		29103	Manufacture of other motor vehicles
	292		Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and
		2920	<b>Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers</b>
		29201	Manufacture of bodies, including cabs for motor vehicles and outfitting of all types
		29202	Manufacture of trailers and semi-trailers
		29203	Manufacture of containers for carriage by one or more modes of transport
	293		Manufacture of parts and accessories for motor vehicles
		2930	<b>Manufacture of parts and accessories for motor vehicles</b>
		29301	Manufacture of diverse parts and accessories for motor vehicles
		29302	Manufacture of parts & accessories of bodies for motor vehicles, car seats etc.
		29303	Manufacture of motor vehicle electrical equipment
<b>30</b>			<b>Manufacture of other transport equipment</b>
	301		Building of ships and boats
		3011	<b>30111 Building of ships and floating structures</b>
			30112 Building of commercial vessels
			30113 Building of warships
			30114 Building of fishing boats and fish-processing factory vessels
			30115 Construction of drilling platforms, floating structures etc.
		3012	<b>Building of pleasure and sporting boats</b>
			30121 Manufacture of inflatable boats and rafts, sporting boats etc.
			30122 Building of sailboats, motor boats, recreation-type hovercraft, personal watercraft
	302		Manufacture of railway locomotives and rolling stock
		3020	<b>Manufacture of railway locomotives and rolling stock</b>
			30201 Manufacture of electric, diesel, steam and other rail locomotives, mining locomotives
			30202 Manufacture of self-propelled railway or tramway coaches, vans and trucks,
			30203 Manufacture of railway or tramway rolling stock, not self-propelled and their
			30204 Manufacture of mechanical and electromechanical signalling, safety and traffic
	303		Manufacture of air and spacecraft and related machinery
		3030	<b>Manufacture of air and spacecraft and related machinery</b>
			30301 Manufacture of airplanes for the transport of goods or passengers, parts and
			30302 Manufacture of ground flying trainers
			30309 Others n.e.c.
	304		Manufacture of military fighting vehicles
		3040	<b>Manufacture of military fighting vehicles</b>
			30401 manufacture of tanks
			30402 manufacture of armoured amphibious and other military fighting vehicles
	309		Manufacture of transport equipment n.e.c.
		3091	<b>Manufacture of motorcycles</b>
			30911 Manufacture of motorcycles, mopeds and cycles fitted with an auxiliary engine,
			30912 Manufacture of parts and accessories for motorcycles
		3092	<b>Manufacture of bicycles and invalid carriages</b>

Group	Class/Subclass		Description
		30921	Manufacture of non-motorized bicycles and other cycles, parts and accessories of
		30922	Manufacture of invalid carriages, their parts & accessories, baby carriages etc.
	3099		<b>Manufacture of other transport equipment n.e.c.</b>
		30991	Manufacture of hand-propelled vehicles: luggage trucks, handcarts, sledges,
		30992	Manufacture of vehicles drawn by animals: sulkies, donkey-carts, hearses etc.
<b>31</b>			<b>Manufacture of furniture</b>
	310		Manufacture of furniture
	3100		<b>Manufacture of furniture</b>
		31001	manufacture of chairs and seats, sofas, sofa beds and sofa sets
		31002	manufacture of special furniture for shops: counters, display cases, shelves etc., for
		31003	manufacture of office furniture
		31004	manufacture of kitchen furniture, furniture for bedrooms etc., cabinets
		31005	manufacture of laboratory benches, stools and other laboratory seating, laboratory
		31009	Others n.e.c.
<b>32</b>			<b>Other manufacturing</b>
	321		Manufacture of jewellery, bijouterie and related articles
	3211		<b>Manufacture of jewellery and related articles</b>
		32111	Production of worked pearls
		32112	Production of precious and semi-precious stones / diamonds in the worked state
		32113	Manufacture of jewellery, goldsmiths' articles
		32114	Manufacture of precious metal watch bands, wristbands, watch straps and cigarette
	3212		<b>Manufacture of imitation jewellery and related articles</b>
		32121	Manufacture of costume or imitation jewellery
		32122	Manufacture of metal watch bands (except precious metal)
	322		Manufacture of musical instruments
	3220		<b>Manufacture of musical instruments</b>
		32201	Manufacture of stringed instruments, keyboard stringed instruments, harmoniums
		32202	Manufacture of musical instruments, the sound of which is produced electronically,
		32209	Others n.e.c.
	323		Manufacture of sports goods
	3230		<b>Manufacture of sports goods</b>
		32301	Manufacture of foot balls
		32302	Manufacture of rackets, bats
		32309	Manufacture of other articles and equipment for sports, outdoor and indoor games,
	324		Manufacture of games and toys
	3240		<b>Manufacture of games and toys</b>
		32401	Manufacture of dolls and doll garments, parts and accessories, action figures, toy
		32402	Manufacture of playing cards, games, chess etc.,
		32403	Manufacture of coin-operated games, billiards, special tables for games, etc.
		32404	Manufacture of puzzles and similar articles
		32409	Others n.e.c.
	325		Manufacture of medical and dental instruments and supplies
	3250		<b>Manufacture of medical and dental instruments and supplies</b>

Group	Class/Subclass		Description
		32501	Manufacture of surgical drapes and sterile string and tissue
		32502	Manufacture of dental fillings and cements (except denture adhesives), dental wax
		32503	Manufacture of dental laboratory furnaces
		32504	Manufacture of laboratory ultrasonic cleaning machinery, laboratory sterilizers,
		32505	Manufacture of medical, surgical, dental or veterinary furniture
		32506	Manufacture of dental instruments (including dentists' chairs incorporating dental
		32507	Manufacture of bone plates and screws, syringes, needles, catheters, cannulae,
		32508	Manufacture of ophthalmic goods, eyeglasses, sunglasses, lenses ground to
		32509	Others n.e.c.
	329		Other manufacturing n.e.c.
		3290	<b>Other manufacturing n.e.c.</b>
		32901	Manufacture of protective safety equipment (see note for detail)
		32902	Manufacture of brooms and brushes, including brushes constituting parts of
		32903	Manufacture of pens and pencils of all kinds whether or not mechanical, pencil
		32909	Others n.e.c.
<b>33</b>			<b>Repair and installation of machinery and equipment</b>
	331		Repair of fabricated metal products, machinery and equipment
		3311	<b>Repair of fabricated metal products</b>
		33111	Repair of metal tanks, reservoirs and containers, pipes and pipelines, mobile
		33112	Repair and maintenance of steam or other vapour generators and their auxiliary
		33113	Repair and maintenance of parts for marine or power boilers, central heating boilers
		33114	Repair and maintenance of fire arms and ordnance
		33119	Others n.e.c.
		3312	<b>Repair of machinery</b>
		33121	Repair and maintenance of non-automotive engines, e.g. ship or rail engines
		33122	Repair and maintenance of pumps and related equipment, fluid power equipment,
		33123	Repair and maintenance of industrial process furnaces, materials handling
		33124	Repair and maintenance of commercial refrigeration equipment and air purifying
		33125	Repair and maintenance of commercial-type general-purpose machinery
		33126	Repair of other power-driven hand-tools, metal cutting and metal forming machine
		33127	Repair and maintenance of miscellaneous machinery
		33128	Repair and maintenance of weighing equipment, vending machines, photocopy
		33129	Others n.e.c.
		3313	<b>Repair of electronic and optical equipment</b>
		33131	Repair and maintenance of the measuring, testing, navigating and control
		33132	Repair and maintenance of irradiation, electro-medical and electrotherapeutic
		33133	Repair and maintenance of optical instruments and equipment of class 2670, if the
		3314	<b>Repair of electrical equipment</b>
		33141	Repair and maintenance of power, distribution, and specialty transformers
		33142	Repair and maintenance of electric motors, generators etc
		33143	Repair and maintenance of switchgear and switchboard apparatus, relays and
		33144	Repair and maintenance of current-carrying wiring devices and non current-carrying
		3315	<b>Repair of transport equipment, except motor vehicles</b>

Group	Class/Subclass		Description
		33151	Repair and routine maintenance of ships
		33152	Repair and maintenance of pleasure boats
		33153	Repair and maintenance of locomotives and railroad cars (except factory rebuilding
		33154	Repair and maintenance of aircraft (except factory conversion, factory overhaul,
		33155	Repair of animal drawn buggies and wagons
	3319		<b>Repair of other equipment</b>
		33191	repair of fishing nets, including mending, ropes, riggings, canvas and tarps, fertilizer
		33192	repair or reconditioning of wooden pallets, shipping drums or barrels, and similar
		33193	restoring of organs and other historical musical instruments
		33199	Others n.e.c.
	332		Installation of industrial machinery and equipment
	3320		<b>Installation of industrial machinery and equipment</b>
		33201	Installation of industrial machinery in industrial plant and industrial process control
		33202	Installation of other industrial equipment like communications equipment, mainframe
		33203	Dismantling large-scale machinery and equipment
		33209	Installation of others n.e.c.

*Annexure B: Division and District Codes*

<b>PROVINCE</b>	<b>Division</b>	<b>District</b>	<b>Tehsil</b>
1-KPK	11-Bannu	111-Bannu	1111-Bannu Tehsil
			1112-Domel Tehsil
		112-Lakki Marwat	1121-Lakki Marwat Tehsil
			1122-Naurang Tehsil
	12-D. I. Khan	121-D. I. Khan	1211-D. I. Khan Tehsil
			1212-Daraban Tehsil
			1213-Kulachi Tehsil
			1214-Paharpur Tehsil
			1215-Paroa Tehsil
		122-Tank	1221-Tank Tehsil
	13-Hazara	131-Abbottabad	1311-Abbottabad Tehsil
			1312-Havelain Tehsil
		132-Batagram	1321-Allai Tehsil
			1322-Batagram Tehsil
		133-Haripur	1331-Ghazi Tehsil
			1332-Haripur Tehsil
		134-Kohistan	1341-Dassu Sub-Division
			1342-Palas Sub-Division
			1343-Pttan Sub-Division
		135-Mansehra	1351-Bala Kot Tehsil
			1352-F. R. Kala Dhaka Tehsil
			1353-Mansehra Tehsil
			1354-Oghi Tehsil
	14-Kohat	141-Hangu	1411-Hangu Tehsil
			1412-Tall Tehsil
		142-Karak	1421-Banda Daus Shah Tehsil
			1422-Karak Tehsil
			1423-Takhat Nasrati Tehsil
		143-Kohat	1431-Kohat Tehsil
			1432-Lachi Tehsil
	15-Malakand	151-Buner	1511-Daggar Tehsil
			1512-Gagra Tehsil
			1513-Khado Tehsil
		152-Chitral	1521-Chitral Sub-Division
			1522-Mastuj Sub-Division
		153-Lower Dir	1531-Adenzai Sub-Division
			1532-Jadool Sub-Division
			1533-Lal Qilla Sub-Division
			1534-Samarbagh Sub-Division

PROVINCE	Division	District	Tehsil
			1535-Temergara Sub-Division
		154-Malakand	1541-Sam Rani Zai Sub-Division
			1542-Swat Rani Zai Sub-Division
		155-Shangla	1551-Alpuri Tehsil
			1552-Puran Tehsil
		156-Swat	1562-Bari Kot Tehsil
			1561-Bauuzai (Swat)
			1563-Behrain Tehsil
			1564-Charbagh Tehsil
			1565-Kabal Tehsil
			1566-Khawaza Khela Tehsil
			1567-Matta Tehsil
		157-Upper Dir	1571-Dir Sub-Tehsil
			1572-Sharingal Sub-Division
			1573-Wari Sub-Division
	16-Mardan	161-Mardan	1611-Katlang Tehsil
			1612-Mardan Tehsil
			1613-Takht Bhai Tehsil
		162-Sawabi	1621-Lahor Tehsil
			1622-Razar Tehsil
			1623-Swabi Tehsil
			1624-Topi Tehsil
	17-Peshawar	171-Charsadda	1711-Charsadda Tehsil
			1712-Shabqadar Tehsil
			1713-Tangi Tehsil
		172-Nowshera	1721-Nowshera Tehsil
			1722-Pabbi Tehsil
		173-Peshawar	1731-Peshawar Tehsil
2-PUNJAB	21-Bahawalpur	211-Bahawalnagar	2111-Bahawalnagar Tehsil
			2112-Chishtian Tehsil
			2113-Fort Abbas Tehsil
			2114-Haroonabad Tehsil
			2115-Minchinabad Tehsil
		212-Bahawalpur	2121-Ahmadpur East Tehsil
			2122-Bahawalpur City Tehsil
			2123-Bahawalpur Saddar Tehsil
			2124-Hasilpur Tehsil
			2125-Khairpur Tamewali Tehsil

PROVINCE	Division	District	Tehsil
			2126-Yazman Tehsil
		213-R. Y. Khan	2131-Khanpur Tehsil
			2132-Liaquat Pur Tehsil
			2133-R. Y. Khan Tehsil
			2134-Sadiqabad Tehsil
	22-D. G. Khan	221-D. G. Khan	2212-D. G. Khan Tehsil
			2211-De-Excluded Area
			2213-Tanusa Tehsil
		222-Layyah	2221-Choubara Tehsil
			2222-Karor Lal Esan Tehsil
			2223-Layyah Tehsil
		223-Muzaffargarh	2231-Alipur Tehsil
			2232-Jatoi Tehsil
			2233-Kot Addu Tehsil
			2234-Muzaffargarh Tehsil
		224-Ranjanpur	2241-De Excluded Area
			2242-Jampur Tehsil
			2243-Rajanpur Tehsil
			2244-Rojhan Tehsil
	23-Faisalabad	231-Chiniot	2311-Bhawana Tehsil
			2312-Chiniot Tehsil
			2313-Lalian Tehsil
		232-Faisalabad	2321-Chak Jhumra Tehsil
			2322-Faisalabad City Tehsil
			2323-Faisalabad Saddar Tehsil
			2324-Jaranwala Tehsil
			2325-Sammundri Tehsil
			2326-Tandlian Wala Tehsil
		233-Jhang	2331-18-Hazari Tehsil
			2332-Ahmadpur Sial Tehsil
			2333-Jhang tehsil
			2334-Shorkot Tehsil
		234-T. T. Singh	2341-Gojra Tehsil
			2342-Kamalia Tehsil
			2343-T. T. Singh Tehsil
	24-Gujranwala	241-Gujranwala	2411-Gujranwala City Tehsil
			2412-Gujranwala Saddar Tehsil
			2413-Kamoke Tehsil
			2414-Nowshera Virkan Tehsil

PROVINCE	Division	District	Tehsil
			2415-Wazirabad Tehsil
		242-Gujrat	2421-Gujrat Tehsil
			2422-Kharian Tehsil
			2423-Sarai Alamgir Tehsil
		243-Hafizabad	2431-Hafizabad Tehsil
			2432-Pindi Bhattian Tehsil
		244-Mandi Bahauddin	2441-Malakwal Tehsil
			2442-Mandi Bahauddin Tehsil
			2443-Phalai Tehsil
		245-Norwal	2451-Narowal Tehsil
			2452-Shakargrah Tehsil
			2453-Zafarwal Tehsil
		246-Sialkot	2461-Daska Tehsil
			2462-Paspur Tehsil
			2463-Sambrial Tehsil
			2464-Sialkot Tehsil
	25-Lahore	251-Kasur	2511-Chunian Tehsil
			2512-Kasur Tehsil
			2513-Kot Radh Kishan Tehsil
			2514-Pattoki Tehsil
		252-Lahore	2521-Lahore Cantt Tehsil
			2522-Lahore City Tehsil
		253-Nankana Sahib	2531-Nankana Sahib Tehsil
			2532-Safdarabad Tehsil
			2533-Sangla Hill Tehsil
			2534-Shah Kot Tehsil
		254-Sheikhpura	2541-Ferozwala Tehsil
			2542-Muridke Tehsil
			2543-Sharak Pur Tehsil
			2544-Sheikhpura Tehsil
	26-Multan	261-Khanewal	2611-Jahanian Tehsil
			2612-Kabirwala Tehsil
			2613-Khanewal Tehsil
			2614-Mian Channu Tehsil
		262-Lodhran	2621-Duniyapur Tehsil
			2622-Kahrer Pacca Tehsil
			2623-Lodhran Tehsil
		263-Multan	2631-Jalalpur Pirwala Tehsil
			2632-Multan City Tehsil
			2633-Multan Saddar Tehsil



PROVINCE	Division	District	Tehsil
			2634-Shujabad Tehsil
		264-Vehari	2641-Burewala Tehsil
			2642-Mailsi Tehsil
			2643-Vehari Tehsil
	27-Rawalpindi	271-Attock	2711-Attock Tehsil
			2712-Fateh Jang Tehsil
			2713-Hasan Abdal Tehsil
			2714-Hazro Tehsil
			2715-Jand Tehsil
			2716-Pindi Gheb Tehsil
		272-Chakwal	2721-Chakwal Tehsil
			2722-Choa Saidan Shah Tehsil
			2723-Kallar Kahar Tehsil
			2724-Tala Gang Tehsil
		273-Jhelum	2731-Dina Tehsil
			2732-Jhelum Tehsil
			2733-Pind Dadan Khan Tehsil
			2734-Sohawa Tehsil
		274-Rawalpindi	2741-Gujar Khan Tehsil
			2742-Kahuta Tehsil
			2743-Kallar Sayaddan Tehsil
			2744-Kotli Sattain Tehsil
			2745-Murree Tehsil
			2746-Rawalpindi Tehsil
			2747-Taxila Tehsil
	28-Sahiwal	281-Okara	2811-Depalpur Tehsil
			2812-Okara Tehsil
			2813-Renala Khurd Tehsil
		282-Pakpattan	2821-Arifwala Tehsil
			2822-Pakpattan Tehsil
		283-Sahiwal	2831-Chichawatni Tehsil
			2832-Sahiwal Tehsil
	29-Sargodha	291-Bakkar	2911-Bhakkar Tehsil
			2912-Darya Khan Tehsil
			2913-Kalur Kot Tehsil
			2914-Mankera Tehsil
		292-Khushab	2921-Khushab Tehsil
			2922-Noorpur Tehsil
			2923-Quaidabad Tehsil
		293-Mianwali	2931-Isakhel Tehsil

PROVINCE	Division	District	Tehsil
			2932-Mianwali Tehsil
			2933-Piplan Tehsil
		294-Sargodha	2941-Bhalwal Tehsil
			2942-Kot Momin Tehsil
			2944-Sargodha Tehsil
			2945-Shahpur Tehsil
			2943-Shiwal Tehsil
			2946-Sillanwali Tehsil
3-SINDH	31-Hyderabad	311-Badin	3111-Badin Taluka
			3112-Golarchi (S. F. Rahu) Taluka
			3113-Matli Taluka
			3114-Talhar Taluka
			3115-Tando Bago Taluka
		312-Dadu	3121-Dadu Taluka
			3122-Johi Taluka
			3123-Khairpur Nathan Shah Taluka
			3124-Mehar Taluka
		313-Hyderabad	3131-Hyderabad City Taluka
			3132-Hyderabad Taluka
			3133-Latifabad Taluka
			3134-Qasimabad Taluka
		314-Jamshoro	3141-Kotri Tauga
			3142-Manjhand Taluka
			3143-Sehwan Taluka
			3144-Thano Bula Khan Taluka
		315-Matiari	3151-Hala Taluka
			3152-Matiari Taluka
			3153-Saeedabad Taluka
		316-Tando Allahyar	3161-Chamber Taluka
			3162-Jhando Mari Taluka
			3163-Tando Allahyar Taluka
		317-Tando Muhammad Khan	3171-Bulri Shah Karim Taluka
			3172-Tando Ghulam Hyder Taluka
			3173-Tando Muhammad Khan Taluka
		318-Thatta	3181-Ghorabari Taluka
			3182-Jati Taluka

PROVINCE	Division	District	Tehsil
			3184-Kaharo Chan Taluka
			3183-Keti Bunder Taluka
			3186-Mirpu Sakro Taluka
			3185-Mirpur Bathoro Taluka
			3187-Shah Bunder Taluka
			3188-Sujawal Taluka
			3189-Thatta Taluka
			3241-Karachi Central
	32-Karachi	321-Karachi East	
		322-Karachi West	3211-Karachi East
		323-Karachi South	3231-Karachi South
		324-Karachi Central	3221-Karachi West
		325-Malir	3251-Malir
	33-Larkana	331-Jacobabad	3311-Garhi Khairo Taluka
			3312-Jacobabad Taluka
			3313-Thul Taluka
		332-Kashmore	3321-Kandhkot Taluka
			3322-Kashmore Taluka
			3323-Tangwani Taluka
		333-Larkana	3331-Bakrani Taluka
			3332-Dokri Taluka
			3333-Larkana Taluka
			3334-Ratodero Taluka
		334-Shahdad Kot	3341-Kambar Ali Khan Taluka
			3342-Miro Khan Taluka
			3343-Nasirabad Taluka
			3344-Qubo Saeed Khan Taluka
			3345-Shahdad Kot Taluka
			3346-Sijawal Junejo Taluka
			3347-Warah Taluka
		335-Shikarpur	3351-Garhi Yasin Taluka
			3352-Khanpur Taluka
			3353-Lakhi Taluka
			3354-Shikarpur Taluka
	34-Mripur Khas	341-Mripur Khas	3411-Digri Taluka
			3412-Hussain Bux Mari Taluka
			3413-Jhudo Taluka
			3414-Kot Ghulam Muhammad Taluka
			3415-Mirpur Khan Taluka

PROVINCE	Division	District	Tehsil
			3416-Sindhri Taluka
		342-Sanghar	3421-Jam Nawaz Ali Taluka
			3422-Khipro Taluka
			3423-Sanghar Taluka
			3424-Shahdadpur Taluka
			3425-Sinjhero Taluka
			3426-Tando Adam Taluka
		343-Tharparkar	3431-Chachro Taluka
			3432-Diplo Taluka
			3433-Mithi Taluka
			3434-Nagar Parkar Taluka
		344-Umer Kot	3441-Kunri Taluka
			3442-Pithoro Taluka
			3443-Samaro Taluka
			3444-Umer Kot Taluka
	35-Sukkur	351-Ghotki	3511-Dharki Taluka
			3512-Ghotki Taluka
			3513-Khangarh Taluka
			3514-Mirpur Mthelo Taluka
			3515-Ubauro Taluka
		352-Khairpur	3521-Faiz Ganj Taluka
			3522-Gambat Taluka
			3523-Khairpur Taluka
			3524-Kingri Taluka
			3525-Kot Diji Taluka
			3526-Mirwah Taluka
			3527-Nara Taluka
			3528-Sobho Dero Taluka
		353-Naushahro Feroze	3531-Bhiria Taluka
			3532-Kandiaro Taluka
			3533-Mehrabbpur Taluka
			3534-Moro Taluka
			3535-Naushahro Feroze Taluka
		354-Shaheed Benazirabad	3541-Daur Taluka
			3542-Kazi Ahmed Taluka
			3543-Nawabshah Taluka
			3544-Sakrand Taluka
		355-Sukkur	3551-New Sukkur Taluka
			3552-Pano Aqil Taluka

PROVINCE	Division	District	Tehsil
			3553-Rohri Taluka
			3554-Salehpat Taluka
			3555-Sukkur City Taluka
4-BALUCHISTAN	41-Kalat	411-Awaran	4111-Awaran Tehsil
			4112-Gishkore Sub-Tehsil
			4113-Jhal Jao Sub-Tehsil
			4114-Mashkai Tehsil
		412-Kalat	4121-Gazg Sub-Tehsil
			4122-Johan Sub-Tehsil
			4123-Kalat Tehsil
			4124-Mangochar Tehsil
			4125-Surab Tehsil
		413-Kharan	4131-Kaharan Tehsil
			4132-Sar Kharan Tehsil
			4133-Tohmulk Sub-Tehsil
		414-Khuzdar	4141-Khuzdar Tehsil
			4142-Wadh Tehsil
			4143-Zehri Tehsil
		415-Lasbela	4151-Bela Tehsil
			4152-Dureji Tehsil
			4153-Gaddani Tehsil
			4154-Hub Tehsil
			4155-Kanraj Tehsil
			4156-Lakhra Tehsil
			4157-Liari Tehsil
			4158-Sonimiani/Winder Tehsil
			4159-Utahl Tehsil
		416-Mastung	4161-Dasht QH
			4162-Khad Kocha Sub-Tehsil
			4163-Kirdgap Sub-Tehsil
			4164-Mastung Tehsil
		417-Washuk	4171-Besima Sub-Tehsil
			4172-Mashkhel Sub-Tehsil
			4173-Nag Sub-Tehsil
			4174-Shahoo Garhi Sub-Tehsil
			4175-Washuk Sub-Tehsil
	42-Mekran	421-Gwadar	4211-Gwadar Tehsil
			4212-Jiwani Tehsil
			4213-Ormara Tehsil

PROVINCE	Division	District	Tehsil
			4214-Pasni Tehsil
			4215-Suntser Sub-Tehsil
		422-Kech	4221-Balnigore Sub-Tehsil
			4222-Bulaida Sub-Tehsil
			4223-Hoshab Sub-Tehsil
			4224-Kech (Turabat) Tehsil
			4225-Mand Sub-Tehsil
			4226-Tump Sub-Tehsil
			4227-Zamorán Sub-Tehsil
		423-Panjgur	4231-Gichk Sub-Tehsil
			4232-Gowargo Tehsil
			4233-Panjgur Tehsil
			4234-Parome Tehsil
	43-Nasirabad	431-Jaffarabad	4311-Gandhaka Tehsil
			4312-Jhat Pat Tehsil
			4313-Sohbatpur Tehsil
			4314-Usta Muhammad Tehsil
		432-Jhal Magsi	4321-Gandawa Tehsil
			4322-Jhalmagsi Tehsil
			4323-Mirpur Sub-Tehsil
		433-Kachhi	4331-Balanari Sub-Tehsil
			4332-Bhag Tehsil
			4333-Dhadar Tehsil
			4334-Khattan Sub-Tehsil
			4335-Mach Sub-Tehsil
			4336-Mach Tehsil
			4337-Sanni Sub-Tehsil
		434-Nasirabad	4341-Baba Kot Tehsil
			4342-Chattar Sub-Tehsil
			4343-D. M. Jamali Tehsil
			4344-Tamboo Tehsil
	44-Quetta	441-Chagai	4412-Dalbandin Tehsil
			4411-Ghagai Sub-Tehsil
			4414-Nokundi Sub-Tehsil
			4415-Taftan Sub-Tehsil
		442-Killa Abdullah	4422-Bodandi Sub-Tehsil
			4421-Chaman Tehsil
			4423-Gulistan Tehsil
			4424-Killa Abdullah Tehsil
		443-Nushki	4431-Nushki Tehsil

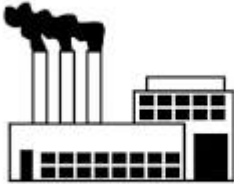
PROVINCE	Division	District	Tehsil
		444-Pishin	4441-Barshore Sub-Tehsil
			4442-Haram Zai Sub-Tehsil
			4443-Karezat Sub-Tehsil
			4444-Pishin Tehsil
			4445-Saranan Tehsil
		445-Quetta	4451-Panj Pai Sub-Tehsil
			4452-Quetta City Tehsil
			4453-Quetta Saddar Tehsil
	45-Sibi	451-Dera Bugti	4511-Baiker Sub-Tehsil
			4512-Dera Bugti Tehsil
			4513-Loti Tehsi
			4514-Malam Sub-Tehsil
			4515-Phelawagh Tehsil
			4516-Pir Koh Sub-Tehsil
			4517-Sangsillah Sub-Tehsil
			4518-Sui Tehsil
		452-Harnai	4521-Harnai Tehsil
			4522-Khoast Sub-Tehsil
			4523-Shahrig Tehsil
		453-Kohlu	4531-Kahan Tehsil
			4532-Kohlu Tehsil
			4533-Mawand Tehsil
		454-Sibi	4541-Kot Mandai Sub-Tehsil
			4542-Lehri Tehsil
			4543-Sangan Sub-Tehsil
			4544-Sibi Tehsil
		455-Ziarat	4551-Sinjawi Sub-Tehsil
			4552-Ziarat Tehsil
	46-Zhob	461-Barkhan	4611-Barkhan Tehsil
		462-Killa Saifullah	4621-Badini Sub-Tehsil
			4622-Kan Mehtazai Sub-Tehsil
			4623-Killa Saifullah Tehsil
			4624-Loiband Tehsil
			4625-Muslim Bagh Tehsil
			4626-Shinki Sub-Tehsil
		463-Loralai	4631-Bori Tehsil
			4632-Duki Tehsil
			4633-Loralai Tehsil
			4634-Mekhtar Sub-Tehsil
		464-Musakhel	4641-Drug Tehsil

<b>PROVINCE</b>	<b>Division</b>	<b>District</b>	<b>Tehsil</b>
			4642-Kingri Tehsil
			4643-Musakhel Tehsil
		465-Sherani	4651-Sherani Sub-Tehsil
		466-Zhob	4661-Ashwat Sub-Tehsil
			4662-Kashatoo Sub-Tehsil
			4663-Qamar Din Karez Tehsil
			4664-Sambaza Sub-Tehsil
			4665-Zhob Tehsil
6-ISLAMABAD	61-Islamabad	611-Islamabad	6111-Islamabad Tehsil



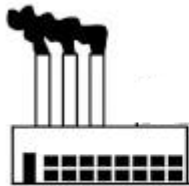
### Possible Establishment Scenarios

(1) Single Establishment with headquarter



Establishment with Headquarter

(2) Single establishment with separate headquarter

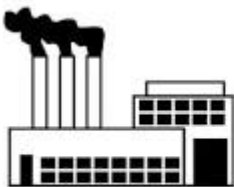


Establishment

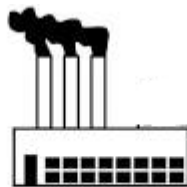


Headquarter

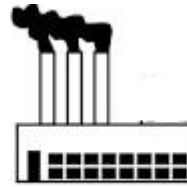
(3) More than one establishments with headquarter with one of the establishment



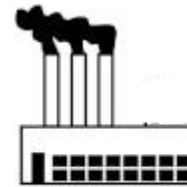
Establishment A with Headquarter



Establishment B

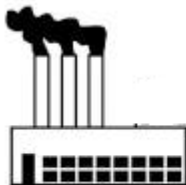


Establishment C

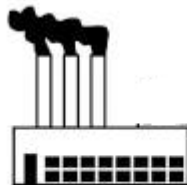


Establishment D

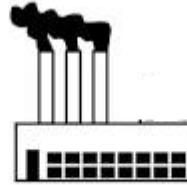
(4) More than one establishments with separate headquarter



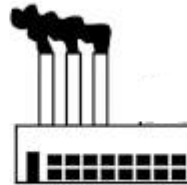
Establishment A



Establishment B



Establishment C



Establishment D



Headquarter

