

Statutory Instrument No. 50 of 1973

STATISTICS ACT, 1967
(38 of 1967)

**STATISTICS (EMPLOYMENT AND REMUNERATION) (AMENDMENT)
REGULATIONS, 1973**

(Published on the 22nd June, 1973)

In exercise of the powers vested in him by section 14 of the Statistics Act, 1967, the Minister of Finance and Development Planning makes the following Regulations —

1. The Regulations may be cited as the Statistics (Employment and Remuneration) (Amendment) Regulations, 1973. Citation
2. The Statistics (Employment and Remuneration) Regulations, 1970, are amended by substituting for the Schedule thereto the following new Schedule — Amendment of S.I. No. 53 of 1970

“SCHEDULE

STATISTICS ACT, 1967
(38 of 1967)

**STATISTICS (EMPLOYMENT AND REMUNERATION)
REGULATIONS, 1970**

RETURN OF EMPLOYMENT AS AT 19

GENERAL NOTES:

1. This enquiry is strictly confidential in terms of the Statistics Act, 1967.
2. In terms of the Statistics (Employment and Remuneration) Regulations, 1970, you are required to complete this form within 30 days of receiving it, to sign the declaration on the back page, and to return it by post in the accompanying envelope to: The Government Statistician, Central Statistics Office, Private Bag 24, GABORONE. No postage is required.
3. The purpose of this enquiry is to provide basic information about employment in Botswana.
4. If you have any difficulty in completing the form and need assistance, please contact the Central Statistics Office either personally or by letter as soon as possible.

Establishments covered by this return:

<i>Name of Establishment</i>	<i>Location (Town Village)</i>
(1)
(2)
(3)
(4)
(5)

Notes to Part A:

- 1 (i) all employees on the 'payroll' as at the last pay-day prior to the date of the enquiry, whether they are paid on a monthly, daily or any other basis,
(ii) all family workers and working proprietors who are not paid a regular salary, as long as they work at least 15 hours per week,
(iii) all those temporarily absent (e.g. on leave, sick, etc.) who will be returning to work after their absence.
- 2 The TOTALS in Part A relating to the number of employees must agree.
- 3 Gross age/salary levels per month should include only payments in CASH or by CHEQUE (excluding overtime and other allowances which are not part of the basic regular salary or wage).
- 4 This group includes all unpaid (e.g. family) workers and working proprietors who are not paid a regular salary or wage.
- 5 Workers should be entered into 3. (a) *only* if the jobs they are doing now require some secondary education or post-primary training. If the job could be done by a worker with Std. 7 or less education, the worker should be entered in the 'unskilled' category 3. (b).
- 6 Includes all administrators and managers EXCEPT those employed in Wholesale/Retail, Catering/Hotels and Farming establishments. (A more detailed guide to the classification of occupations is attached in the Schedule to this form.)

Notes to Part B:

- 7 Payments made to employees who left before the end of the month (and are not included in Part A) *must be included*.
- 8 Include all wages, salaries, allowances, overtime and other cash benefits and payments (whether on a monthly, daily or any other basis) to employees in your establishment(s)/institution(s).
- 9 State the *value* of rations and other payments *in kind*.
- 10 Include here, for example, Christmas bonuses, end-of-year bonuses, etc. Do not include these in 1.

QUESTIONNAIRE

PART A. Total number of persons employed in your Establishment(s)/Institution(s)

as at, 19

1. NUMBER OF PERSONS EMPLOYED ¹ according to Sex and Age Group		Total	Citizens	Non-Citizens
ADULTS (15 years old and over)	Male			
	Female			
JUVENILES (under 15 years old)	Male			
	Female			
TOTAL²				

2. NUMBER OF PERSONS EMPLOYED ¹ according to Gross Wages/Salary Level		Total	Citizens	Non-Citizens
Employees PAID ³ wages/salary of	more than R200 per month			
	more than R150 and up to R200 per month			
	more than R100 and up to R150 per month			
	more than R50 and up to R100 per month			
	more than R20 and up to R50 per month			
	up to R20 per month			
Those not paid a regular wage or salary ⁴				
TOTAL²				

PART A. (continued)

3. NUMBER OF PERSONS EMPLOYED ¹ according to level of Skill or Responsibility		Number of Employees		Total monthly wages/ salaries ³ paid to	
		Citizens	Non-Citizens	Citizens	Non-Citizens
(a) SKILLED ³ workers (whose jobs require some postprimary education or training)	Professional and Technical workers (engineers, doctors, teachers, technicians, etc.)				
	Administrators and Managers ⁶ (e.g. public administrators)				
	Skilled Office workers (clerks, secretaries, bookkeepers, etc.)				
	Skilled Sales workers (shop managers/ owners, salesmen, insurance agents, etc.)				
	Skilled Service workers (hotel/restaurant managers, launderers, policemen, etc.)				
	Skilled Agricultural workers (farm managers, farmers, horticulturalists, etc.)				
	Skilled Production and Transport workers (production supervisors, artisans, etc.)				
(b) UNSKILLED workers (whose jobs do <i>not</i> require more than primary education, e.g. messengers, maids watchmen, labourers)					
TOTAL ² ((a) + (b))					

PART B. Gross Wages, Salaries, etc., paid to employees

1. **TOTAL WAGES AND SALARIES⁷** paid (in Rands) in respect of the month ending

....., 19	Total	To Citizens	To non-Citizens
Total payments in CASH or by CHEQUE ⁸			
Total value of payments IN KIND ⁹			
TOTAL			

2. Additional **BONUSES AND GRATUITIES¹⁰** Paid (in Rands) to employees during the past twelve months

Total	To Citizens	To non-Citizens

REMARKS:

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DECLARATION:

I, the undersigned, hereby certify that the information supplied in this form is correct and complete to the best of my knowledge and belief.

Date: 19
Signature

Name and Address (Block Letters):

.....
 Telephone:

FOR OFFICIAL USE ONLY.

Date Sent	Date Returned	Ref.	
		Reg.	
		Ch.	
		Ent.	
		File	

SCHEDULE

This schedule is intended as a guide to the standard classification of occupations to be used in completing Part A, Section 3, of the questionnaire and is by no means exhaustive.

PROFESSIONAL AND TECHNICAL WORKERS include: chemists and pharmacists, technicians, engineers, architects and draughtsmen, medical doctors, nurses, veterinarians, teachers, authors and journalists, librarians, curators, painters, and sculptors, artists, ministers of religion, social workers, accountants and auditors, lawyers, economists, statisticians, surveyors, pilots.

ADMINISTRATORS AND MANAGERS (other than those in wholesale/retail catering/hotels and farming) include: public administrators, general managers, production managers, transport managers.

SKILLED OFFICE WORKERS include: clerical and executive officers, postmasters, railway stationmasters, railway and bus conductors, switchboard and telegraph operators, machine operators, wages clerks, bookkeepers, cashiers, bank tellers, receptionists, typists.

SKILLED SALES WORKERS include: business managers and working proprietors, salesmen, commercial travellers, auctioneers, insurance and real estate salesmen, shop assistants.

SKILLED AGRICULTURAL WORKERS include: farm managers and supervisors, farmers, nursery keepers, horticulturalists, forestry workers, fishermen and hunters.

SKILLED PRODUCTION AND TRANSPORT WORKERS include: general foremen, miners and quarrymen, smelters and furnacemen, wood and metal workers, cabinet makers, tailors, watchmakers, machine tool operators, electricians, broadcasters, printers, textile workers, food processors, mechanics, jewellers, construction workers, railway engine and motor vehicle drivers."

Made this 14th day of June, 1973.

H.C.L. HERMANS,
Permanent Secretary,
Ministry of Finance and Development Planning.