

Statutory Instrument No. 53 of 1970

THE STATISTICS ACT, 1967

THE STATISTICS (EMPLOYMENT AND REMUNERATION) REGULATIONS, 1970

(Published on the 5th June, 1970)

In the exercise of the powers vested in him by section 14, read with sections 3, 5 and 6 of the Statistics Act, 1967 (No. 38 of 1967), the Vice-President makes the following regulations:—

Citation

1. These regulations may be cited as the Statistics (Employment and Remuneration) Regulations, 1970.

Interpretation

2. In these regulations —

“employer” means any person who employs any other person in any establishment dealing with farming, mining or quarrying, manufacturing, electricity or water, construction, wholesale or retail trade, transportation, or social and community services, or in any financial institution.

Questionnaires to be answered by employers

3. Any employer on whom there is served by the Government Statistician a questionnaire in the form in the Schedule together with an envelope addressed to the Government Statistician, Private Bag 24, Gaborone and marked “Statistics” and “On Botswana Government Service” shall complete such questionnaire within 30 days of receiving it and return it by post in such envelope to the Government Statistician at the said address:

Provided that any person who is unable for any reason to complete the questionnaire shall furnish verbally the particulars and information sought in such questionnaire when required to do so by an authorised officer.

Offence

4. Any employer, not being a person unable to complete the questionnaire referred to in regulation 3, who after such a questionnaire together with the prescribed envelope has been served upon him by the Government Statistician fails to return the questionnaire to the Government Statistician in the manner and within the time prescribed by the said regulation shall be guilty of an offence and liable on conviction to a fine of fifty rand and, in the case of continuing failure, to a fine of two rand for every day during which such failure continues.

SCHEDULE
REPUBLIC OF BOTSWANA
THE STATISTICS ACT, 1967
THE STATISTICS (EMPLOYMENT AND REMUNERATION) REGULATIONS, 1970
SEMI-ANNUAL EMPLOYMENT QUESTIONNAIRE

..... 19.....

30th June, 19.....; 31st December, 19.....

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

The enquiry covers all establishments dealing with farming, mining or quarrying, manufacturing, electricity or water, construction, wholesale or retail trade, transportation, or social and community services, and all financial institutions.

Name and address of the person completing the form

.....

Position or Title

Name of the establishment or institution.....

Address.....

Telephone No.

NOTE: Use this form for furnishing information concerning your
establishment or institution.

I. Definitions:

"People employed" include all employees on the payroll as at the last pay day prior to the date of the enquiry regardless of whether they be on a daily or monthly basis; it also includes those absent with or without leave who are expected to return to the establishment or institution at the end of the absence.

"Managerial": Employees in this group plan, organise, direct, control and co-ordinate the activities of an industrial, commercial, public utility, transport, communication or other undertaking, establishment or organization, etc.

"Professional and Technical": Employees in this group conduct research and apply scientific knowledge to the solution of a variety of problems and perform other professional, technical, artistic and related functions in many fields such as engineering, medicine etc.

Total number of people employed in your establishment
(s) or institution

	As at 30th June, 19			As at 31st December, 19		
	Male	Female	Juvenile*	Male	Female	Juvenile*
1. Batswana						
(a) Managerial						
(b) Professional & Technical						
(c) Skilled & semi-skilled artisans						
(d) Labourers						
(e) Clerical						
(f) Other						
2. Non-Batswana						
(a) Managerial						
(b) Professional & Technical						
(c) Skilled & semi-skilled artisans						
(d) Labourers						
(e) Clerical						
(f) Other						
3. Total						
(a) Managerial						
(b) Professional & Technical						
(c) Skilled & semi-skilled artisans						
(d) Labourers						
(e) Clerical						
(f) Other						

*This refers to young people between 12 and 16 years of age. They should not be included in the male and female columns.

- II. Number of people engaged in your establishment(s) or institution by groups. For unpaid family workers the number must include only those who put in at least 15 hours a week.

The total number called for in this section should equal the total number in section I.

	As at 30th June			As at 31st December		
	Batswana	Non-Batswana	Total	Batswana	Non-Batswana	Total
1. Working proprietors						
2. Unpaid family workers						
3. Paid employees (include all not listed above)						
4. Total						

- III. Wages and salaries paid to employees. These earnings should include allowances, bonuses, rations, payments in kind etc. Only the value of non-cash items should be recorded in the non-cash column. Please note that the information required in this section relates to all wages etc. paid during the period, *not* only those paid to persons reported as being currently employed in sections I and II of this questionnaire.

	1st January 19... to 30th June 19.....		1st July 19.. to 31st December 19.....	
	Cash	Non-cash	Cash	Non-cash
1. Batswana				
(a) Managerial				
(b) Professional & Technical				
(c) Skilled & semi-skilled artisans				
(d) Labourers				
(e) Clerical				
(f) Other				
2. Non-Batswana				
(a) Managerial				
(b) Professional & Technical				
(c) Skilled & semi-skilled artisans				
(d) Labourers				
(e) Clerical				
(f) Other				
3. Total				
(a) Managerial				
(b) Professional & Technical				
(c) Skilled & semi-skilled artisans				
(d) Labourers				
(e) Clerical				
(f) Other				

IV. DECLARATION

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

Signature.....

Date.....

H.C.L. HERMANS,
Permanent Secretary

Ministry of Development Planning,
GABORONE.
28th May, 1970.
L 2/7/150