

STATISTICS ACT  
(Cap. 17 :01)

STATISTICS (SURVEY OF EMPLOYMENT AND EMPLOYEES)  
REGULATIONS, 1993

(Published on 26th February, 1993)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Authorization to conduct a survey
3. Service of questionnaire on persons
4. Questionnaire to be answered
5. Penalties

First Schedule

Second Schedule

IN EXERCISE of the powers conferred on the Minister of Finance and Development Planning by section 15 of the Statistics Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Statistics (Survey of Employment and Employees) Regulations, 1993. Citation
2. The Government Statistician may direct any authorized officer to conduct a survey on employment and employees in Botswana in order to obtain data to determine the latest estimates of employment and earnings in the formal sector of the economy. Authorization to conduct a survey
3. (1) The Government Statistician may serve or cause to be served on any person, a questionnaire in the form set out in either the First Schedule or the Second Schedule hereto. Service of questionnaire on persons  
(2) A questionnaire served in accordance with subregulation (1) shall be accompanied by a Government of Botswana official envelope addressed to the Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone, and marked "Statistics".
4. (1) Subject to subregulation (2) any person on whom a questionnaire is served shall, within 30 days of receipt of such questionnaire, complete, sign and return it to the Government Statistician enclosed in the official envelope accompanying the questionnaire. Questionnaire to be answered
5. Any person who fails to comply with the provisions of regulation 4 shall be guilty of an offence and shall be liable, on conviction, to a fine of P100,00 and in the case of a continuing offence, to a fine of P5.00 for every day during which the offence continues. Penalties

# FIRST SCHEDULE



REPUBLIC OF BOTSWANA

FORM L.SEE-LGT

Central Statistics Office  
Private Bag 0024  
Gaborone, Botswana

Tel: 352200 ext 237 Mr Tirelo  
352200 ext 235 Ms Kgakole

## CONFIDENTIAL

### SURVEY OF EMPLOYMENT AND EMPLOYEES, MARCH 1993 (For Local Government)

Collected under the Statistics Act 1967 (Cap 17:01)  
Statistics (Employment and Employees) Regulations 1993

Please return the completed form in the enclosed reply-paid envelope within 30 days. Keep one copy for your records.

**1. DOES THIS RETURN RELATE TO THE DISTRICT OR COUNCIL DESCRIBED ON THE LABEL ABOVE?**

Yes  No  If no, please contact CSO on one of the telephone numbers listed above.

**2. IS THE NAME AND ADDRESS SHOWN CORRECTLY ON THE ABOVE LABEL?**

Yes  No  If no, please show correct details next to the label

**PART A: EMPLOYMENT AND EARNINGS DURING THE MONTH OF MARCH 1993**

- \* Include all relevant employees whether they are paid on a monthly, weekly, hourly or any other basis
- \* Include those temporarily absent on pay who will return to work after their absence
- \* Include persons who joined during the month

**3. PAID EMPLOYEES**

During the month of March, how many paid employees were on your payroll?

CITIZENS	Male	Female	Total
Permanent & Pensionable			
Other			
<b>TOTAL CITIZENS</b>			

<b>TOTAL NON-CITIZENS</b>			
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**4. REMUNERATION / EARNINGS DURING MARCH 1993**

- \* Include total wages, allowances, overtime, bonuses and other cash payments and cash benefits paid during the month.
- \* Include payments made to employees who joined during the month
- \* Report GROSS earnings, before deductions such as income tax.
- \* Show Pula only - do not record thebe.

CITIZENS	Male	Female	Total
Permanent & Pensionable	P	P	P
Other	P	P	P
<b>TOTAL CITIZENS</b>	P	P	P
<b>TOTAL NON-CITIZENS</b>	P	P	P

**PART B: PAID EMPLOYEES BY OCCUPATION; MINIMUM QUALIFICATIONS AND TRAINING REQUIRED; GROSS WAGES / SALARIES PAID IN MARCH 1993**

(For employees still engaged at the payday nearest to the end of March 1993)

FOR OFFICIAL USE ONLY	JOB DESCRIPTION / TITLE or OCCUPATION [see notes 5] For example: Bricklayer, Technical Officer (Electrical), Supplies Officer, Admin. Officer, Physical Planner, Tech. Assistant (Survey), Civil Engineer etc.		MINIMUM EDUCATION AND TRAINING REQUIRED [see notes 6]		UNFILLED VACANCIES [see notes 11]		Number of hours per week upon which basic wage is calculated
			Education	Training	Number of Vacancies at end of March	Approximate Monthly Starting Salary (in Pula)	
			For example: Nil, Std 7, J.C. CSC, Diploma, BA, LLB, MA	For example: Carpentry, General Nursing, Dressmaking, Economics, Law etc			
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<b>TOTALS</b>							



**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 \_\_\_\_\_

Name and Address (Block Letters)

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\_\_\_\_\_ Telephone \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

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## SECOND SCHEDULE



FORM L.SEE-PRP

Central Statistics Office  
Private Bag 0024  
Gaborone, Botswana

Tel: 352200 ext 237 Mr Tirelo  
352200 ext 235 Ms Kgakole

### CONFIDENTIAL

### SURVEY OF EMPLOYMENT AND EMPLOYEES, MARCH 1993 (For Private and Parastatal Organizations)

Collected under the Statistics Act 1967 (Cap 17:01)  
Statistics (Employment and Employees) Regulations 1993

This return should cover only one establishment - that named in the above label. If your business has more than one major activity or operates from more than one location, please submit a separate return for each major activity and location. Please return the completed form in the enclosed reply-paid envelope within 30 days. Keep one copy for your records.

1. DOES THIS RETURN RELATE TO THE BUSINESS UNIT AND LOCATION IN THE LABEL ABOVE?

YES  NO  If no please contact CSO on one of the telephone numbers listed above.

2. PLEASE AMEND THE BUSINESS NAME OR ADDRESS SHOWN ABOVE IF INCORRECT.

**PART A: EMPLOYMENT AND GROSS WAGES, SALARIES FOR THE MONTH ENDING 31st MARCH, 1993.**

<p><b>3. WORKING PROPRIETORS AND FAMILY WORKERS</b> (owners + unpaid family members who worked for at least one hour during the month) [see note 1]</p>	Male	Female	Total	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<p><b>4. PAID EMPLOYEES AT MONTH END</b> (including those who joined during the month paid family members, directors etc.) [see note 2]</p>	Male	Female	Total	
	Citizens	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Non-Citizens	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p><b>5. GROSS WAGES AND SALARIES PAID DURING MARCH</b> (+ allowances and overtime in cash or cheques + payments to employees who joined during the month.) [see note 3]</p>	Male	Female	Total	
	Citizens	P <input type="text"/>	P <input type="text"/>	P <input type="text"/>
	Non-Citizens	P <input type="text"/>	P <input type="text"/>	P <input type="text"/>
<p><b>6. BONUSES, GRATUITIES AND PAYMENTS IN KIND</b> paid during the past twelve months. [see note 4]</p>	Male	Female	Total	
	Citizens	P <input type="text"/>	P <input type="text"/>	P <input type="text"/>
	Non-Citizens	P <input type="text"/>	P <input type="text"/>	P <input type="text"/>

**PART B: PAID EMPLOYEES BY OCCUPATION; MINIMUM QUALIFICATIONS AND TRAINING REQUIRED; GROSS WAGES / SALARIES PAID IN MARCH 1993**  
 (For employees still engaged at the payday nearest to the end of March 1993)

FOR OFFICIAL USE ONLY	JOB DESCRIPTION / TITLE or OCCUPATION [see notes 5] For example: Mine Labourer, Cabinet Maker, Accounts Clerk, Dressmaker, Cashier, Financial Manager, Civil Engineer, Quantity Surveyor etc.	MINIMUM EDUCATION AND TRAINING REQUIRED [see notes 6]		UNFILLED VACANCIES [see notes 11]		Number of hours per week upon which basic wage is calculated
		Education	Training	Number of Vacancies at end of March	Approximate Monthly Starting Salary (in Pula)	
		For example: Nil, Std 7, J.C. CSC, Diploma, BA, LLB, MA	For example: Carpentry, General Nursing, Dressmaking, Economics, Law etc			
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<b>TOTALS</b>						



**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 \_\_\_\_\_

Name and Address (Block Letters)

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\_\_\_\_\_ Telephone \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

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MADE this 12th day of February, 1993.

**F.G. MOGAE,**  
*Vice-President and Minister of Finance  
and Development Planning.*

*L2/7/150 IV*