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30/12/17

भारत सरकार  
Government of India  
वाणिज्य एवं उद्योग मंत्रालय  
Ministry of Commerce & Industry  
वाणिज्यिक जानकारी एवं सांख्यिकी महानिदेशालय  
Directorate General of Commercial  
Intelligence and Statistics

565, आनन्दपुर, सेक्टर-1, कोलकाता-700 107.  
565, Anandapur, Sector-1, Kolkata-700 107.

Ref No: SS/EDU/2017-18/ ED0242C

20.12.2017

To

Vice Chancellor/Principal/Pro-Vice Chancellor/  
Director/Registrar/Dean/Administrative Officer  
Lucknow University  
V.C. Residence, Badshah Bagh,  
Lucknow University Campus, Lucknow-226025



**Sub: Notice for submission of information under the provisions of the Collection of Statistics Act, 2008 (7 of 2009) and rules framed thereunder in 2011**

Sir/Madam,

The undersigned has been appointed as the statistics officer by the Central Government under Section 4 of the Collection of Statistics Act, 2008 (7 of 2009) for collection of statistics related to international trade (exports and imports) of services in the areas of Information Technology & Information Technology enabled Services, Telecommunication, Medical and Healthcare, Professional, Logistics, Education, Insurance, Audio-visual, Financial etc. In pursuance of the powers vested with the undersigned vide Sub-Section(a) of Section 5 of the Act, this notice is given to you to furnish the information **within one month from the date of the receipt of this notice** in respect of your enterprise covering all the units spread across the country for the financial year 2016-17.

- For convenience of submission of the information, an MS Excel format has been developed and the same may be downloaded from [www.dgciskol.nic.in](http://www.dgciskol.nic.in). You may also fill the Excel format with relevant information and e-mail the same to the IDs below:  
(i) [dircservices.dgcis@nic.in](mailto:dircservices.dgcis@nic.in)  
(ii) [d.mandal.dgcis@gov.in](mailto:d.mandal.dgcis@gov.in)  
(iii) [admindgcis@dgcls.gov.in](mailto:admindgcis@dgcls.gov.in)

The information supplied by you will be kept confidential. You may retain a copy of the form for your record.

- It is statutorily obligatory on your part to furnish the information called for within the prescribed time.** An extract from the Collection of Statistics Act, 2008 (7 of 2009) is enclosed herewith for ready reference. In case you have any difficulty in compilation of the form, you may seek guidance by contacting the officer-in-charge at Services Statistics Division of DGCIS in the address below:

Director (Services Statistics Division),  
DGCIS, 565 Anandapur, Kolkata - 700107  
Telephone: 033-24434050  
E-mail: [a.saha.dgcis@nic.in](mailto:a.saha.dgcis@nic.in), [dircservices.dgcis@nic.in](mailto:dircservices.dgcis@nic.in)

DR (GA)  
OS (GA)  
18/12/2017



Ref No: SS/EDU/2017-18/ ED0242C

20.12.2017

To

Vice Chancellor/Principal/Pro-Vice Chancellor/  
Director/Registrar/Dean/Administrative Officer  
Lucknow University  
V.C. Residence, Badshah Bagh,  
Lucknow University Campus, Lucknow-226025

विषय : सांख्यिकी संग्रहण अधिनियम, 2008 (2009 का 7) तथा 2011 में तद्विधान निर्मित  
नियमावली के प्रावधानों के अंतर्गत जानकारी के प्रस्तुतिकरण हेतु सूचना।

महोदय / महोदया,

अधोहस्ताक्षरी को सूचना प्रौद्योगिकी एवं सूचना प्रौद्योगिकी समर्थ सेवाओं, दूरसंचार, चिकित्सकीय एवं स्वास्थ्य देखभाल, व्यावसायिक, संभार तंत्र, शिक्षा, बीमा, हथ-श्रव्य, वित्तीय इत्यादि के क्षेत्र में अंतर्राष्ट्रीय व्यापार (निर्यात एवं आयात) से संबंधित सेवाओं की सांख्यिकी के संग्रहण हेतु केंद्रीय सरकार द्वारा सांख्यिकी संग्रहण अधिनियम, 2008 (2009 का 7) की धारा 4 के अधीन सांख्यिकी अधिकारी के रूप में नियुक्त किया गया है। अधिनियम की धारा 5 की उप-धारा (अ) के तहत अधोहस्ताक्षरी को निहित शक्तियों के अनुसरण में आपके उद्यम के संबंध में संपूर्ण देशभर में फैली सभी इकाईयों को व्यास करते हुए वित्तीय वर्ष 2016-17 हेतु इस सूचना की प्राप्ति की तारीख से एक माह के अंदर जानकारी उपलब्ध कराए जाने हेतु आपको यह सूचना दी जाती है।

2. जानकारी के प्रस्तुतिकरण की सुविधा हेतु एक एम्प्लस एक्सल प्रारूप को विकसित किया गया है जिसे [www.dgciskol.nic.in](http://www.dgciskol.nic.in) से डाउनलोड किया जा सकता है। आप एक्सल प्रारूप को संबंधित जानकारी से भर सकते हैं और उसे अधोलिखित पते पर ई-मेल कर सकते हैं:

- (i) [dircservices.dgcis@nic.in](mailto:dircservices.dgcis@nic.in)
- (ii) [d.mandal.dgcis@gov.in](mailto:d.mandal.dgcis@gov.in)
- (iii) [admindgcis@dgciis.gov.in](mailto:admindgcis@dgciis.gov.in)

आपके द्वारा दी गयी जानकारी को गोपनीय रखा जाएगा। आप फार्म की एक प्रति को अपने रिकॉर्ड हेतु अपने पास रखें।

3. मांगी गई जानकारी विहित समयावधि के अंदर उपलब्ध कराना आपकी वैधानिक बाध्यता है। सुलभ संदर्भ हेतु सांख्यिकी संग्रहण अधिनियम, 2008 (2009 का 7) का सार इसके साथ संलग्न है। यदि आपको फार्म के संकलन में कोई कठिनाई हो तो आप वा.जा.सां.नि. के सेवा सांख्यिकी प्रभाग के प्रभारी अधिकारी से अधोलिखित पते पर संपर्क कर मार्गदर्शन प्राप्त कर सकते हैं :

निदेशक (सेवा सांख्यिकी प्रभाग)

वा.जा.सां.नि., 565 आनंदपुर, कोलकाता-700 107

दूरभाष : 033-24434050

ई-मेल : [a.saha.dgcis@nic.in](mailto:a.saha.dgcis@nic.in), [dircservices.dgcis@nic.in](mailto:dircservices.dgcis@nic.in)

4. An authorised officer may call on you before or after submission of the form for necessary verification of the particulars furnished by you. If there is any difficulty in submitting the form within the given time, you should make a request to the office at the given address in Para 3 above, specifying the circumstances for extension of time limit to avoid legal consequences.
5. If you come across any case of impersonation or of any person demanding illegal gratification or any favour either in cash or in kind, in connection with your submission of the form, you may furnish the details directly to the undersigned at:

**Deputy Director General & Statistics Officer**  
**Directorate General of Commercial Intelligence and Statistics**  
**Vanijya Tathya Sadan, 565, Anandapur, Kolkata - 700107**  
**Ph: 033-24431993**  
**Fax: 033-24434051**  
**E-mail: a.pradhan.dgcis@nic.in**

6. Please acknowledge the receipt of this notice through printed acknowledgement receipt enclosed.

Yours faithfully,

Encl: As above

*a.pradhan*  
(Amitabha Pradhan)  
Deputy Director General & Statistics Officer

OS/OR

If agreed letter may be forwarded to following for n/a in this regard.

1 - All Dean of Faculties, H.U.

2 - Finance officer, H.U.

3 - Incharge Website with request to kindly scan the documents and mail to All Dean of Faculty, H.U.

*Deep*  
10/10

*10/10*  
10-1-10

*Bmishra*  
24/10/1



4. फॉर्म जमा करने के उपरांत अथवा इससे पूर्व एक प्राधिकृत अधिकारी आपके द्वारा दिये गये व्यौरों के आवश्यक सत्यापन हेतु आपके साथ संपर्क कर सकते हैं। यदि दिये गये समय के अंदर फॉर्म जमा करने में कोई कठिनाई है तो विधिक परिणामों को टालने हेतु आप उपरोक्त पैरा 3 में दिये गये पते पर कार्यालय में समय-सीमा में विस्तार के लिये परिस्थितियों को स्पष्ट करते हुये एक अनुरोध कर सकते हैं।
5. यदि आपके फॉर्म प्रस्तुतिकरण के संबंध में आपको किसी प्रतिरूपण का मामला ज्ञात होता है अथवा कोई व्यक्ति अवैध परितोषण अथवा नकद या वस्तु किसी भी रूप में अनुग्रह की मांग करता है, तो आ सीधे ही अधोहस्ताक्षरी को व्यौरा दे सकते हैं:

उपमहानिदेशक एवं सांख्यिकी अधिकारी

वाणिज्यिक जानकारी एवं सांख्यिकी महानिदेशालय

वाणिज्य तथ्य सदन, 575, आनंदपुर, कोलकाता-700107

दूर : 033-24431993

फैक्स : 033-24434051

ई-मेल : a.pradhan.dgcis@nic.in

6. कृपया इस सूचना की पावती इसके साथ संलग्न मुद्रित पावती के माध्यम से दें।

भवदीय

संलग्नक : यथोक।

**अप्रधान**

(अमिताभ प्रधान)

उपमहानिदेशक एवं सांख्यिकी अधिकारी

## **Extracts from the Collection of Statistics Act, 2008 (7 of 2009)**

5. **Power of statistics officer to call for information.** - The statistics officer may, for the purpose of collection of statistics on any specified subject in any geographical unit for which the said officer was appointed -
- (a) serve or cause to be served on any informant a notice in writing asking him to furnish the information specified under sub-section (5) of section 4 or cause a information schedule to be given to any informant for the purpose of its being filled up; or
  - (b) cause all questions relating to the subject to be asked from any informant; or
  - (c) seek information through tele-fax or telephone or e-mail or in any other electronic mode or in a combination of different modes for different sets of information so specified.
8. **Right of access to records or documents.** - The statistics officer or any person authorised by him in writing in this behalf shall, for the purposes of collection of any statistics under this Act, have access to any relevant record or document in the possession of any informant required to furnish any information under this Act, and may enter at any reasonable time any premises where he believes such record or document is kept and may inspect or take copies of relevant records or documents or ask any question necessary for obtaining any information required to be furnished under this Act.

## **OFFENCES AND PENALTIES**

15. **Penalty for neglect or refusal to supply particulars.** - (1) Whoever, fails to produce any books of accounts, vouchers, documents or other business records or whoever neglects or refuses to fill in and supply the particulars required in any information schedule or return given or sent to him or whoever neglects or refuses to answer any question or inquiry addressed to him as may be required under or for the purposes of any provision of this Act and the rules made thereunder, shall be punishable with a fine which may extend to one thousand rupees or, in the case of a company, with a fine which may extend to five thousand rupees.
- (2) The conviction of a person or company for an offence shall not relieve him or it of the obligations under sub-section (1) and if after the expiry of fourteen days from the date of conviction, he or it still fails to give the required particulars or continues to neglect or refuses to fill in and supply the particulars or to answer the question or inquiry, then he or it shall be punishable with a further fine which may extend to one thousand rupees or, in the case of a company, with a fine which may extend to five thousand rupees, for each day after the first during which the failure continues.
16. **Penalty for making false statement.** - Whoever, willfully makes any false or misleading statement or material omission in any information schedule or return filled in or supplied, or in answer to any question asked to him under this Act or the rules made thereunder, shall be punishable with simple imprisonment for a term which may extend to six months or with a fine which may extend to one thousand rupees or, in the case of a company, with a fine which may extend to five thousand rupees or with both.



सांख्यिकी संग्रहण अधिनियम, 2008 (2009 का अधिनियम संख्याक 7) से उद्धरण

सूचना माँगने की सांख्यिकी अधिकारी की शक्ति

5. सांख्यिकी अधिकारी, किसी भौगोलिक इकाई में जिसके लिए उक्त अधिकारी नियुक्त किया गया था, किसी विनिर्दिष्ट विषय पर सांख्यिकी संग्रहण करने के प्रयोजन के लिए -

(क) किसी सूचनादाता पर धारा 4 की उपधारा (5) के अधीन विनिर्दिष्ट सूचना देने के लिए उससे लिखित में मांग करते हुए, किसी सूचना की तामील कर सकेगा या करा सकेगा या उसको भरने के प्रयोजन के लिए सिक्की सूचनादाता को दी जाने वाली सूचना की समय सूची दिलवा सकेगा, अभिलेखों या दस्तावेजों तक पहुंच का अधिकार।

8. सांख्यिकी अधिकारी या उसके द्वारा इस निमित्त लिखित में प्राधिकृत सिक्की व्यक्ति को, इस अधिनियम के अधीन किसी सांख्यिकी के संग्रहण के प्रयोजनों के लिए किसी सूचनादाता के कब्जे में किसी सुसंगत अभिलेख या दस्तावेज की प्रति, जो इस अधिनियम के अधीन कोई सूचना प्रस्तुत करने के लिए अपेक्षित है, के प्रति पहुंच रखेगा और किसी युक्तियुक्त समय पर किन्हीं परिसरों में जहां वह यह विश्वास करता है कि ऐसे अभिलेख या दस्तावेज रखे जाते हैं, प्रवेश कर सकेगा और इस अधिनियम के अधीन प्रस्तुत किए जाने के लिए अपेक्षित किसी सूचना को अभिप्राप्त करने के लिए सुसंगत अभिलेखों या दस्तावेजों का निरीक्षण कर सकेगा या उनकी प्रतियां ले सकेगा या कोई आवश्यक प्रश्न पूछ सकेगा।

अपराध और शास्तियां

15. (1) जो कोई किसी लेखा बही, वाउचर, दस्तावेज या अन्य कारबार अभिलेख पेश करने में असफल रहता है अथवा जो कोई उसे दी गई या भेजी गई किसी सूचना अनुसूची या विवरणी में अपेक्षित विशिष्टियों को भरने या उनका प्रदाय करने में उपेक्षा करता है या इंकार करता है या जो कोई इस अधिनियम और तदधीन बनाए गए नियमों के अधीन या करता है या इंकार करता है, वह ऐसे जुर्माने से जो एक हजार रुपए तक का हो सकेगा या किसी कंपनी की दशा में ऐसे जुर्माने से जो एक हजार रुपए तक का हो सकेगा या किसी कंपनी की दशा में ऐसे जुर्माने से, जो पांच हजार रुपए तक का हो सकेगा, दंडनीय होगा।

(2) किसी अपराध के लिए किसी व्यक्ति या कंपनी की दोषसिद्धि उसे या उसको उपधारा (1) के अधीन बाध्यताओं से मुक्त नहीं करेगा और यदि दोषसिद्धि की तारीख से चौदह दिन के अवसान के पश्चात वह या यह अपेक्षित विशिष्टियों देने में असफल रहता है या विशिष्टियों को उसमें भरने या प्रदाय करने से या प्रश्न या जांच का उत्तर देने में उपेक्षा करता है या इंकार करता है तब वह या यह उस प्रथम दिन से प्रत्येक दिन के लिए जिसके दौरान वह व्यतिक्रम जारी रहता है अतिरिक्त जुर्माने से, जो एक हजार रुपए तक का हो सकेगा या किसी कंपनी की दशा में ऐसे जुर्माने से, जो पांच हजार रुपए तक हो सकेगा दंडनीय होगी।

17. **Penalty for mutilation or defacement of information schedule.** - Whoever, destroys, defaces, removes, or mutilates any information schedule, form, or other document containing particulars collected under this Act or requesting any such particulars, shall be punishable with simple imprisonment for a term which may extend to six months or with a fine which may extend to two thousand rupees or, in the case of a company with a fine which may extend to ten thousand rupees or with both.
18. **Penalty for obstruction of employees.** - Whoever, interferes with, hinders, or obstructs any employee in the exercise of any power or duty conferred by this Act, shall be punishable with simple imprisonment for a term which may extend to six months or with a fine which may extend to two thousand rupees or, in the case of a company with a fine which may extend to ten thousand rupees or with both.
19. **Penalty for other offences.** - Whoever -
- a. acts in contravention of or fails to comply with any provision of this Act or any requirement imposed under this Act; or
  - b. willfully deceives or attempts to deceive any statistics officer or any agency or any employee thereof, shall be punishable with simple imprisonment for a term which may extend to six months or with a fine which may extend to two thousand rupees or, in the case of a company, with a fine which may extend to ten thousand rupees or with both.



16. जो कोई, जानबूझकर इस अधिनियम या तदधीन बनाए गए नियमों के अधीन उसे किसी सूचना अनुसूची या विवरणी में जो भरी गई है या प्रदाय की गई है या उससे पूछे गए किसी प्रश्न के उत्तर में कोई मिथ्या या भ्रामक कथन करता है या लोप करता है, ताच्चिक है, वह ऐसी अवधि के साधारण कारावास से जो छह मास तक की हो सकेगी अथवा ऐसे जुर्माने से जो एक हजार रुपए तक का हो सकेगा या किसी कंपनी की दशा में ऐसे जुर्माने से, जो पांच हजार रुपए तक का हो सकेगा, अथवा दोनों से दंडनीय होगा।
17. जो कोई, इस अधिनियम के अधीन संगृहीत किसी सूचना अनुसूची, प्ररूप या अन्य विशिष्टियों वाले दस्तावेज को नष्ट करता है, प्रतिरूपित करता है, हटाता है या विकृत करता है वह ऐसी अवधि के साधारण कारावास से जो छह मास तक की हो सकेगी अथवा ऐसे जुर्माने से जो दो हजार रुपए तक का हो सकेगा या किसी कंपनी की दशा में ऐसे जुर्माने से जो दस हजार रुपए तक का हो सकेगा, अथवा दोनों से, दंडनीय होगा।
18. जो कोई, किसी कर्मचारी को इस अधिनियम के अधीन उसको प्रदत्त किसी शक्ति या कर्तव्य को प्रयोग करने में हस्तक्षेप करता है, अवरोध करता है या बाधा पहुंचाता है, वह ऐसी अवधि के साधारण कारावास से जो छह मास तक की हो सकेगी अथवा ऐसे जुर्माने से जो दो हजार रुपए तक का हो सकेगा या किसी कंपनी की दशा में ऐसे जुर्माने से जो दस हजार रुपए तक का हो सकेगा, अथवा दोनों से, दंडनीय होगा।
19. जो कोई -
- (क) इस अधिनियम के किसी उपबंध या इस अधिनियम के अधीन अधिरोपित किसी अपेक्षा के उल्लंघन में कृत्य करता है या उसका अनुपालन करने में असफल रहता है, या
- (ख) स्वेच्छया किसी सांख्यिकी अधिकारी या किसी अभिकरण या उसके किसी कर्मचारी के साथ प्रवंचना करता है या प्रवंचना करने का प्रयास करता है, ऐसी अवधि के साधारण कारावास से, जो छह मास तक की हो सकेगी अथवा ऐसे जुर्माने से जो दो हजार रुपए तक का हो सकेगा या किसी कंपनी की दशा में ऐसे जुर्माने से, जो दस हजार रुपए तक का हो सकेगा अथवा दोनों से दंडनीय होगा।





Government of India  
Ministry of Commerce & Industry  
Directorate General of Commercial Intelligence & Statistics  
565, Anandapur, Ward No. 108, Sector – 1  
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<http://www.dgciskol.nic.in>



CONFIDENTIAL  
FORM TISO2-ED

**INTERNATIONAL TRADE IN EDUCATION SERVICES – 2016-17**

The purpose of this exercise is to obtain detailed information of your institute's education services transactions with non-residents of India to compile India's trade in services statistics. These statistics will be used by the government in policy-formulation and implementation.

It is conducted under the Collection of Statistics Act, 2008, which makes your submission of returns '**mandatory**'. The confidentiality of the information supplied will be protected under the provisions of Chapter III of the Collection of Statistics Act, 2008 and such information is intended to be used for statistical purposes only. A copy of the Statistics Act is available in the website of the Ministry of Statistics & Programme Implementation at <http://www.mospi.nic.in>.

A 'NIL' return is required if your institute was not in operation during 2016-17. Please state the effective date your institute ceased operations. Also, please retain a copy of the completed questionnaire for your reference.

**For more information or assistance, please contact the officers-in-charge at Services Statistics Division:**

Tel : 033-24434055-58/24434050

Fax : 033-24434051/24434053

E-mail : [a.saha.dgcis@nic.in](mailto:a.saha.dgcis@nic.in)

If your institute was not in operation during 2016-17, please state the effective date from which it was not in operation (MMYYYY) and complete "**Declaration**" on page 8, then kindly mail/fax back the form to us.

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(MMYYYY)

### A : IDENTIFICATION OF THE SERVICE PROVIDER

01	Name of Institute				
02	Address of the University/ Institute				
		Telephone		Fax	
		Mobile		Email	
		Website			
03	City				
04	State				
05	Year of establishment				
06	Main activity of the Institute				
07	Type of Institute*				
08	Name of respondent				
09	Designation of the respondent		Mobile		
10	Email id				

#### \*CODES FOR BLOCK A

Item 07: Type of university/institute: Indian: public – 1, private – 2, joint venture – 3, Foreign: wholly owned subsidiary – 4, joint venture – 5, branch – 6, franchising – 7, twinning – 8, others – 9 (please specify)

#### Reporting Period and Currency

Data reported in this form should relate to the financial year ending March 2017. However, if the accounting year is different from the financial year (1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017), please state your reporting period and report data according to this period.

D D M M Y Y Y Y		D D M M Y Y Y Y
From <table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table>	To	<table border="1" style="display: inline-table; width: 150px; height: 20px; vertical-align: middle;"></table>

**Data in this return should be provided in Indian Rupee.**



### B : TRANSACTIONS WITH NON-RESIDENTS

If your University / Institute / College had transactions (receipts and / or payments) with foreign Universities or institutes in one or more of the items listed below during 2016-17, please answer the following.

Item Code	Item Description <sup>@</sup>	Receipts/ Exports (1=Yes, 2=No)	Payments/ Imports (1=Yes, 2=No)
01	Distance education		
02	Virtual education		
03	E-learning/education software		
04	Academic / Corporate training through ICT delivery		
05	On-line tests and teaching (e-tutors)		
06	Teaching through video conference		
07	Tele-education		
08	Movement of students		
09	Local branch/satellite campuses		
10	Twinning partnerships		
11	Franchising partnerships		
12	Private training companies operating in member countries		
13	Movement of natural persons (other than students)		
90	Others (specify)		
	91.		
	92.		
	93.		

<sup>@</sup>: Please see explanatory notes (page 9) for the definitions of the education services.

Please report in Indian Rupees

\*: Please report applicable country code as mentioned in page 9.  
#: Please mention applicable item code as reported in block B.



**Please report in Indian Rupees**

\*: Please report applicable country code as mentioned in page 9.  
#: Please mention applicable item code as reported in block B.

**E. NUMBERS OF STUDENTS MOVING ABROAD FOR AVAILING FOREIGN HIGHER EDUCATION SERVICES DURING 2016-17**

[illegible]

\*: Please report applicable country code as mentioned in page 9.

**#:** Please mention applicable item code as reported in block B.



**F. NUMBERS OF FACULTIES MOVING ABROAD FOR OFFERING FOREIGN HIGHER EDUCATION SERVICES DURING 2016-17**

[illegible]

\*: Please report applicable country code as mentioned in page 9.

**#:** Please mention applicable item code as reported in block B.

G. NUMBER OF FOREIGN UNIVERSITIES / INSTITUTES & PERSONNEL AVAILING OF HIGHER EDUCATION SERVICES DURING 2016-17 BY BROAD DISCIPLINES						
Sl. No.	Discipline	Trading Partner (Code)				
		Foreign students	NRI students	Foreign faculty	NRI faculty	Foreign University /Institute
01	Technical (Engineering / Medical)					
02	Management					
03	University Education					
04	Others					

### DECLARATION

I hereby confirm that the information provided in this questionnaire are true and correct to the best of my knowledge at the time of filling it.

Signature of concerned authority with date

Seal of the institution

## Comments and Observations

This image shows a blank, aged, cream-colored page, likely an endpaper or flyleaf of a book. The paper has a slightly textured appearance with some faint smudges and discoloration, particularly along the top edge. There is no text or other markings on the page.



### List of Countries along with codes

Name of Country	Code	Name Country	Code	Name Country	Code	Name Country	Code
Sri Lanka DSR	10369	Bangladesh PR	10027	Pakistan IR	10309	Bhutan	10038
Nepal	10273	Afghanistan TIS	10001	Maldives	12247	Singapore	10359
Indonesia	10187	Thailand	10397	Malaysia	10245	Philippines	10323
Myanmar	10258	Vietnam Soc Rep	10437	Cambodia	10056	UAE	11419
Saudi Arab	11351	Oman	11301	Kuwait	11219	Qatar	11335
Bahrain	11025	Iraq	11191	Iran	10189	Jordan	11207
Israel	12195	Syria	11391	Lebanon	11225	Japan	10205
Yemen Rep	11453	China PR	10077	Hong Kong	10179	Korea RP	10217
Taiwan	12075	Korea DP RP	12215	Uganda	01417	Rwanda	02345
Kenya	01213	Tanzania Rep	01395	Nigeria	03291	Malawi	03243
Madagascar	02241	Somalia	03363	Cameroon	02057	Zambia	03461
South Africa	04365	Namibia	03269	Mozambique	03267	Botswana	03041
Angola	03011	Seychelles	03355	Senegal	02353	Liberia	03229
Ethiopia	03115	Zimbabwe	04463	Cote d Ivoire	02199	Togo	02399
Ghana	03149	Gambia	03143	Congo P Rep.	02459	Mauritius	02257
Benin	02035	Mali	03249	Gabon	02141	U S A	05423
Canada	05059	Mexico	09259	Australia	10017	New Zealand	10285
Fiji Island	10127	U K	13421	Germany	13147	Belgium	13033
Netherland	13275	Italy	13197	France	13129	Spain	13367
Sweden	13387	Switzerland	14389	Ireland	13193	Finland	13125
Poland	15325	Portugal	13327	Denmark	13101	Austria	13019
Trukey	16409	Hungary	15181	Czech Rep	15098*	Slovenia	15360
Romania	15343	Lithuania	15234	Latvia	15224	Estonia	15114
Bulgaria	15049	Malta	16251	Kazakhstan	15212	Azerbaijan	15021
Cyprus	16095	Kyrgyzstan	15216	Turkmenistan	15410	Tajikistan	15393
Uzbekistan	15430	Ukraine	15422	Georgia	15145	Armenia	15016
Russia	15344	Brazil	06043	Colombia	06083	Argentina	06015
NRI	99999						



## Explanatory Notes

### Non-residents

A **non-resident** is any individual, enterprise, or other organization ordinarily domiciled in an economy other than India.

Subsidiaries of non-resident enterprises in India are **residents** of India. Similarly, foreign subsidiaries of Indian enterprises are non-residents.

### Residency of Transacting Parties

The services transactions should be identified on the basis of the party/individual/firm to whom the service is rendered or from whom the services are received, and not on the basis of the party from whom reimbursements are received or to whom payments are made. For example, if a company provides distance education/tele-education services to a firm located in country A but was paid through a local business associate of the firm availing the service, such payment should be reported as receipts from country A.

Transactions with non-residents through the overseas agents should be treated as own transactions with non-residents. Services rendered by overseas agents of a firm to it should be reported as import of services.

### Trading Partner

The partner country is defined as the country where the non-resident importer resides.

### Exports of services

Exports of services are sales of services **provided to non-resident importers**. They correspond to services for which payment is made directly to your enterprise by a nonresident entity (including a foreign affiliate of your enterprise). Exports include services provided by your institution/enterprise or its employees working abroad, or some other resident entity on whose behalf your enterprise receives payment. Exports exclude services that are provided to non-residents by your enterprise and paid for through other unrelated resident entities.

If you are uncertain about whether a particular transaction should be included, please call 033-24434050 for assistance.

### Transactions to be reported

In this form, all transactions with non-residents (foreigners as well as non-resident Indians) availing education services are to be reported. Transactions with non-resident related companies, even if made through the intra-corporate accounting system are to be reported.



### **Transactions not to be reported**

Import or exports of all sorts of goods (**merchandise trade**) already reported to the Indian Customs authorities are not required to be reported here.

Remitted profits, interest, dividends, capital gains, loans, deposits, investments or any other capital flows are **not required to be reported**.

### **Accrual Basis**

Amount earned and expenses incurred during the reference period, namely April 2016 to March 2017 are to be reported irrespective of whether or not the amount had been received or paid.

### **Gross Reporting**

Transactions are to be reported on a gross basis. Expenses incurred in the course of rendering the service, e.g., commissions, other services, etc., are to be included.

### **Currency**

Payments and receipts are to be reported in **Indian Rupee only**. The payments and receipts denominated in foreign currency should be converted to Indian Rupee at the exchange rate prevailing at the time of transaction.

### **Definitions of Education Services**

**Distance education** is a way of learning remotely without being in regular face-to-face contact with a teacher in the classroom. e.g., online management courses.

**Virtual education** refers to instruction in a learning environment where teacher and student are separated by time or space, or both, and the teacher provides course content through course management applications, multimedia resources, the Internet, videoconferencing, etc.

**E-learning** is electronic learning, and typically this means using a computer to deliver part, or all of a course whether it's in a school, part of your mandatory business training or a full distance learning course. **E-learning** authoring tools are **software** or online services that enable users to create courses, simulations, or other educational experiences. An example of e-learning authoring tools is Adobe Captivate.

**Academic/ Corporate training through ICT delivery** – where students or working people are sent for training to acquire knowledge on some specific field or subject as per their requirements.

**On-line tests and teaching (e-tutors)** – where the students participate in online tests for preparing for some courses or examination, e.g., UPSC online test series, online tests conducted by technology companies, like Cisco Certified Network Associates (CCNA), Oracle Certification Examinations etc.

**Tele-education** – an education in which the students receive instruction over the Internet, from a video, etc., instead of going to school; it is also known as e-learning which comprises all forms of electronically supported learning and teaching systems.

**Movement of students** – where the students move physically from one institute to another for educational purpose. e.g., student exchange programmes among different universities or institutes.

**Local branch/satellite campuses** – where instead of the main institute, a branch /satellite campus set up and materials are provided from them and sometimes used for taking tests or examinations.

**Twinning partnerships** – where two or more educational institutes collaborate for conduct of courses for educational programmes with a view to share collective knowledge and resources for benefits of the students. Typically, such programmes are carried out in two or more institutes.

**Franchising partnerships** – when an educational institute take franchise of other university or institutes.

Computer  
classroom