

Physical Verification of Establishment for NBR

Field Instructions to Enumerator:

1. To carry out the physical verification (i.e. physically visiting the site/office of the establishment) by checking the existence of the establishments in the district, registered under any of the seven acts.
2. Seven Act (*Companies Act, 1956; Factories Act, 1948; Shops & Commercial Establishment Act, 1948; Societies Registration Act, 1860; Cooperative Societies Act, 1960; Khadi & Village Industries Board and Directorate of Industries (District Industries Centre)*)
3. Establishments which are not found in existence or are found to be untraceable should be marked accordingly in the list and duly certify.
4. If there are any kind of divisions / mergers of establishments, these are also to be taken into account and considered accordingly in the list.
5. If the establishment visited is found to be closed at the time of visit, and a new establishment is found in its place, then the new establishment should be taken up for canvassing only if it is registered under the seven acts specified and it is registered on or before 31st March 2015.
6. Separate entry should be made for the closed establishment with appropriate remark.
7. If an establishment is found to be at the site and not present in the list provided, then the new establishment should be taken up for canvassing only if it is registered under the seven acts specified and it is registered on or before 31st March 2015.
8. Once the details regarding name, address and registration number of the establishment has been verified, details as specified in BR Schedule '**Annexure M**' should be filled completely.
9. After canvassing the BR schedule, the activity of the establishment should be coded as per the list provided in **Annexure N**.
10. Enumerator will have to take care that no establishment is repeated and all the information is completely and properly filled in.
11. To submit weekly summary report of the progress of the work in given format **Annex - 1**.
12. To submit raw data and validated final data (in electronic format) and schedules to the HGVBS Office &OR assigned Office of DES.
13. Enumerator can visit to field offices of the concerned authorities in respect of the seven acts OR District Statistic Officer in district in proper way if they have any problem during field visit. The contact details of officials at district level are given at **Annexure L**.
14. All the establishments as provided in the list should be covered during verification.
15. Enumerator should work in allocated area as per the issue '**Work Sheet**' and not to go in other enumerator area without permission.
16. If it is noticed that the Enumerator has indulged into the Corrupt / Fraudulent / unfair / Coercive practices It will be a sufficient ground to terminate the service.
17. Enumerator should introduce to our self to establishment owner/staffs by showing the Identity Card and Authority Letter.
18. Enumerator should take signature with stamp **OR** Stamp on the front/back side of Schedule '**Annexure M**' and One photo of establishment showing front elevation, Board &/ staff.

By Order