



HARSHAL GRAMIN VIKAS BAHU. SANSTHA, CHANDRAPUR [MS]

Empanelled Research Agency : Survey for Verification of Establishment and collection of information to create National Business Register
Client : Directorate of Economics & Statistics, RO, Pune, Nagpur, Amravati & Navi Mumbai

TERMS AND CONDITIONS OF POST - Enumerator

1. **Period:**

- Survey period will 20/12/2018 to 15/03/2019 subject to concerned Regional Joint Director (RJD), Department of Economics and Statistics (DES) Approval.
- Submission of Verified Data in every week and extended period of concerned RJD, DES Approval.

2. **Place of Work:** Area: **Rural/Urban** in allocated district and HGVBS Offices jurisdiction.

3. **Performance Reviews:** Performance reviews will be done on weekly basis by our experts. HGVBS will take action of Notice/Termination/replacement of other staffs/ Penalty-Payment Deduction /No Payment in case of poor performance for more than 2 weeks.

4. **Role & Responsibilities:**

- Establishment to Establishment verification Survey of all 7 acts registered establishments as per the given list in prescribed Survey Schedule (Annexure M) with final satisfaction of DSO of respective districts.
- Coordination with HGVBS Project Director & designated staffs.
- Coordination with RJD, DSO & Other Act Allied Officers and their designated staffs.
- To verify minimum 15-20 shops/establishments per day will consider the working days.
- To verify minimum 800-1000 shops/establishments per month and submit the concerned report (weekly) in given format (Report submission-HGVBS) along with all filled forms and allied data if any will consider the working month.
- HGVBS will provide Printed copy of Survey Schedule/Annexure-M OR Photocopies of Survey Schedule/Annexure – M @ rate of 30paise in Xerox for good quality paper.
- To work as per the guideline and Instruction of HGVBS & Assignment guidelines.
- To submit all reports and Data to HGVBS Office and RJD, DES offices as per need.
- Capture and Submit good quality Photographs that includes the photograph of establishment with board & owner/staffs. (High resolution, more than 5 megapixels) as per requirement and instructions.
- Each and every page of Annexure –M survey schedule document should be signed by the surveyor and respondent as well (thumb impression for illiterate respondent).
- HGVBS will provide soft /hard copy of List of establishment to be survey as per need.
- Submit the filled formats at the end of the day in the office so that the project related experts get sufficient time to rectify the errors to avoid mistakes, omission, inconsistencies, clerical errors, incomplete information etc.
- Assist the officials deputed by the HGVBS on his/her visits in the village and help in verification of the data collected under project activities.
- Targeted work will allocate to you on time to time by HGVBS experts.

5. **Confidentiality of Information:**

- a. You will not, during the continuance of this offer and thereafter, disclose, divulge or communicate to any interested or other persons, any information relating to the HGVBS's technical knowhow, business practices or any other information of a confidential character.
- b. Information may include, the HGVBS's finances, customers, clients, modes of operation, information relating to research, development, trade secrets, contact names, addresses, phone numbers, etc., should not share to anybody.



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- c. You shall be expected to abide by the rules and regulations of the HGVBS, be courteous, honest and professional within the organization or with its clients/customers, and maintain & represent the organization's high standards of professional Services at all times, whether in the organization or at its client's site(s).
- d. You shall be responsible for all HGVBS properties and material that are in your possession if any, that have been provided to you to enable you in your work. Also shall not publicly criticize, defame or misrepresent the organization and shall not, knowingly, commit any such actions which may result in the HGVBS's image being adversely affected.
- e. During the course of your employment with the HGVBS, you will not solicit business of any nature, either directly or indirectly, for yourself, or for any other party.
- f. You should not adopt any Corrupt, Fraudulent, Collusive or Coercive practices during the course of your assignment. Also You will be governed by the general condition related to Force Majeure, Conflict of Interests & Confidentiality laid down by DES Authority.

PAYMENTS / HONORARIUM & ALLOWNCES:

- 1) The compensation (*Honorarium*) payable as Monthly Salary after submission of Progress Report in every month will be **Rs 10000 /-** (*Rupees Ten Thousand only*) against satisfactory work completion.
- 2) You will not be covered by any compensation from HGVBS for any medical purposes, Natural or Accidental claim and health facility during the tenure with HGVBS.
- 3) In addition to above honorarium slab, you will be paid & reimburse an extra amount for Project Purpose beyond 50km travelling expenses subject to verification of actual bill as follows:

a.	Travelling allowances – Rs. 2000/month (Max Limit) against submission of petrol, auto, bus Ticket bills. Actual bill amount will entitle.
b.	Facility of Accommodation and Meal only for outstation employees
<i>Note:</i> <i>*Monthly payment will be pay on the basis of effective MPR i.e. covering at least 75% deliverable otherwise proportionate pay will be given.</i>	

- 4) No Provision of Advance Payment and Claim for Extra Expense beyond Limits
- 5) Your services shall pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.
- 6) Your monthly payment shall be paid between **5th to 10th** of every month by cheque or electronic transfer only, for which you must have your bank account.

If the terms & conditions and Duties & Responsibilities mentioned above are accepted, please communicate your consent letter within 3 days from the receipt of this offer, and please return us a duplicate copy of this order duly endorsed by you in token of your acceptance of the same.

(Project Director/Coordinator)

For Harshal Gramin Vikas Bahu. Sanstha,
Chandrapur (Maharashtra)



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Acceptance/Consent of Offered Staffs

The Roles, Responsibility, Terms and Conditions of the above Appointment/Offer letter related to Project titled as Conducting Survey for Verification of Establishment and collection of information to create Business Register are accepted by me.

Signature :

Name :

Address :

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Date :/...../2018