



## 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 SUPERVISOR

1. **Period:**

- Six months from date of commencement 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. **Leave & MoU :** No leave entitle in first month however after that You will be governed by Leave rules and conduct rules as applicable to the staff of HGVBS and you will have to executive an MoU/Agreement on 100/- Non-judicial stamp within 3 days of joining date.

5. **Role & Responsibilities:**

- To conduct Establishment to Establishment verification Survey of all 7 acts registered establishments through enumerators as per the given list in prescribed Survey Schedule (Annexure M) with final satisfaction of DSO of respective districts.
- To collect secondary data from concerned/allied offices in allocate districts/blocks/GPs and other sources if any.
- Coordination with HGVBS Project Director & designated staffs.
- Coordination with RJD, DSO & Other Act Allied Officers and their designated staffs.
- HGVBS will provide Printed copy of Survey Schedule/Annexure-M/ Printing **OR** Photocopies of Survey Schedule/Annexure – M @ rate of 30paise in Xerox good quality paper.
- To emboss number of filled Annexure – M & signed in supervisor column before submission to authority as per the approved number schedule under consultation of HGVBS Experts.
- To verify 20% of submitted forms/schedules from Enumerators by physical visit to enumerators verified shop/establishments.
- 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.
- To Capture & Submit good quality Photographs by enumerators that includes the photos of establishment with board & owner/staffs. (High resolution, more than 5 megapixels) as per instruction and requirements.
- Submission of all reports (weekly, fortnightly & monthly) regularly in given format by HGVBS.
- To deploy sufficient Enumerators (minimum 15 enumerators) in assigned project area as per requirement on weekly basis who having qualification of Graduate (80%) and 12<sup>th</sup> (20%) of total deployment.
- To arrange Training Programme for Enumerators under consultation of authority.
- To Ensure, Each & every page of Annexure –M survey schedule document should be signed by the Enumerators & respondent as well (thumb impression for illiterate respondent).
- Invoice submission and Payment collection from concerned RJD, DES as and when required.
- To Verify and signed the submitted forms of Enumerators on daily basis.
- To 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.



## **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**

- 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.
- To deploy sufficient number of Data Entry Operators on form basis or regular or contract basis with consultation of HGVBS Authority.
- Invoice Submission and Payment collection from concerned RJD, DES under sole permission of HGVBS Authority.
- Reporting of executed work on daily basis in prescribed format to HGVBS authority.
- Maintenance of Local Offices decorum and allied records.
- Attendance in various workshops arranged in project tenure as per requirements.
- Assist the HGVBS Directors & Officials in Report Writing/Submission as & when required.
- Targeted work will allocate to you on time to time by HGVBS experts.
- Overall Support to HGVBS Staffs in stipulated time period.

### **6. 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, whatsoever, any information relating to the HGVBS's technical knowhow, business practices or any other information of a confidential character.
- b. You shall treat all information obtained by him/her during the course of his/her employment with the organization, either directly from the other employees of the HGVBS, or during the course of his/her work with the HGVBS, as strictly confidential.
- c. Such information may include, without limitation, the HGVBS's finances, customers, clients, modes of operation, information relating to research, development, trade secrets, contact names, addresses, phone numbers, etc., but shall not include information known or available to the Employee prior to his / her employment with the organization and/ or readily available to persons of ordinary skills in the assigned areas of technical / business expertise.

### **7. Discipline:**

- a. 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).
- b. You shall be responsible for all HGVBS properties and material that are in your possession, and all infrastructures like telephones, computers, and projectors etc if any, that have been provided to you to enable you in your work.
- c. You 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 / business being adversely affected.
- d. You will also be governed by the general condition related to Force Majeure, Conflict of Interests and Confidentiality laid down by RJD, DES Authority.
- 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, from the HGVBS's clients and / or customers.
- f. You should not adopt any Corrupt, Fraudulent, Collusive or Coercive practices during the course of your assignment.



## 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

### 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 coordination.
- 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 – <b>Rs. 3000/month</b> (Max Limit) against submission of petrol, auto, bus Ticket bills. Actual bill amount will entitle.
b.	<b>Rs. 1.5</b> per correct form collected from enumerators as an extra incentive in month up to <b>Rs. 20000</b>
c.	Facility of Accommodation and Meal only for outstation employees
<i>Note: * Payment of extra honorarium will not be payable beyond due date or will pay with proportionate % of achievement only in the case of good performance. *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.

### **(President /Project Director)**

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



## **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**

### **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** : .....

.....

**Date** : ...../...../2018