

# Survey for Verification of Establishment and collection of information to create Business Register

**Client:** Directorate of Economics and Statistics, Mumbai & Regional Offices in Maharashtra  
**Verification Agency:** HGVBS, Chandrapur, Maharashtra INDIA.

## **Overview:**

The Directorate of Economics and Statistics (DES) desires to conduct survey for “Verification of establishments and collection of information to create Business Register”, through outsourcing.

Business Register essentially means the up-to-date list of all establishments pursuing various economic activities relating to production and/or distribution of goods and services at a given geographical location. Thus, it records all establishment groups, establishments and local units that are active in the national economy. It serves as a frame for preparation & coordination of sample surveys and undertaking studies of various economic activities for finding their pattern and trend in the country.

Preparation of BR is an exhaustive activity as it needs to cover all the establishments in the economy. However, due to the presence of the vast informal sector, initially it is proposed to prepare list of establishments registered under more relevant acts. The Acts/ Authorities, thus considered by Central Statistics Office (CSO), MoSPI, Gol are ‘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)’. The BR, thus developed, would comprise list of all the establishments registered under these acts.

## **Scope of work:**

At present an up-to-date frame of establishments at national level is available only in respect of factories covered under Annual Survey of Industries which covers relatively bigger units belonging to manufacturing and repair sub-sectors. No such updated frame is available for other sectors of the economy at present. BR so developed would

- Provide a frame for all sub-sectors such as trade, hotels and restaurants, transport, storage, communication, real estate, legal & business services, etc.
- Would induce respondents to provide authentic information
- Reduce cost of surveys
- Provide useful information for statistical administration at the lowest level
- Help in reducing administrative burden
- Improve efficiency in registration system
- National accounting
- Effective policy formulation, monitoring and planning

### **Specific Work of HGVBS:**

HGVBS will have to follow following procedure in coordination with Office of Joint Director, DES, Regional office Amravati, Nagpur, Pune & Navi Mumbai along with District Statistical Office, Amravati, Akola, Bhandara, Gondia, Ratnagiri, Kolhapur & Solapur and Office of the concerned authorities implementing the acts :

- Physical Verification of Lists of establishments registered under the seven acts specified viz., 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) which has been provided by RJD Authority.
- Provided lists will contain information regarding name, address and registration number (if provided by the concerned authority) of the establishments.
- All the district level lists are to be segregated up to the lowest administrative unit for easy identification in the field (names of district, towns, villages, pin codes may be used for segregation of the list as per geographical unit).
- During the field survey, the enumerator should check the existence of the establishments with the site by visiting each establishment.
- The list is required to be checked and corrected in respect of name of establishment, its address, etc.
- Establishments which are not found in existence or are found to be untraceable should be marked accordingly in the list and duly certified by the successful bidder.
- If there are any kind of divisions / mergers of establishments, these are also to be taken into account and considered accordingly in the list.
- 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.
- Separate entry should be made for the closed establishment with appropriate remark.
- 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.
- 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.
- After canvassing the BR schedule, the activity of the establishment should be coded as per the list provided in Annexure N.
- Data entry of the canvassed schedules should be done. Standard xls templates shall be developed in consultation with the successful bidder.
- The successful bidder will have to take care that no establishment is repeated and all the information is completely and properly filled in.