

Instructions for Development of Business Register

Business Register is the list of establishments pursuing various economic activities relating to production and/ or distribution of goods and or services. For the purpose of developing Business Register in a state, the following Acts and the Registering Authorities have been identified:

S.No.	Acts/Authorities to be considered	Corresponding Registering Authorities	Coverage
1	Companies Act, 1956	Registrar of Companies	All companies
2	Factories Act, 1948	Chief Inspector of Factories	Factories in which at least ten workers were employed on any day of the preceding twelve months and were engaged in manufacturing process being carried out with the aid of power or in which twenty or more than twenty workers were working on any day of the preceding twelve months in manufacturing process being carried out without the aid of power.
3	Shops and Commercial establishments Act Societies Registration Act	Labour Commissioner Registrar of Societies	Shops and commercial establishments Societies (Note: Business Register for NPI has been prepared. it needs to be updated only)
5	Cooperative Societies Act	Registrar of Cooperative Societies	Cooperative Societies may be credit or consumer cooperatives.
6	Khadi and Village Industries Board	Khadi and Village Industries Board	Khadi and cottages industrial units
7	Directorate of Industries(District Industries Centre)	General Manager/Joint or Deputy Commissioner, District Industries Centre	Industrial units or firms: private limited or public limited, micro, small or medium.

ICAR }
 30/6/12
 19/6/12
 19/6/12
 50 (SSSP)
 19/6/12
 20/6/12

2. The list of establishments is to be prepared in respect of each Act/ authority. The information will have to be collected from the concerned registering authority in the following format:

Name of the State:

Name of the Act/ authority:

S. No.	Name of the establishment /owner of establishment (if no establishment name)	House Number	Lane/ Street/ Name	Address				Registration number
				Loc ality	Town/Vill age	District	Pin code	
1	2	3	4	5	6	7	8	9

In this process seven lists would be generated. These lists would be computerised based on the information collected.

- All the State/district level lists are to be segregated up to the lowest administrative unit for easy identification in the field. Names of districts, towns, villages, pin codes may be used for segregation of list of a geographical unit.
- After the segregation, each DSO under the guidance and control of DIES would undertake the field survey and canvass the Business Register Schedule placed at Annex I.
- During the field survey, enumerator would check the existence of each establishment, with fixed site by visiting each establishment and would correct the address and mark in the individual list those establishments which are not found in existence or found untraceable.
- After canvassing the Business Register Schedule, enumerator would hand over the schedule to the DSO. The DSO would undertake the translation of address in English language and coding of the activities at 3 digit of NIC 2008 .Thereafter DSO would undertake the data entry work as per format at Annex-II. After the computerisation of the lists DSO would generate Authority wise/act wise final lists and supply it to the concerned registering authorities/ agencies. This will facilitate concerned authorities to update their information, maintain the same, which in turn could be used by the DIES in future. The final Business Register (unified and having reference to the individual registers) will be maintained by DIES as per format at Annex- II,

Business Register Schedule

(for Establishments registered under 7 Acts/Registering Authorities)

SECTION I: IDENTIFICATION PARTICULARS

i) State	Code
ii) District	Code
iii) Tehsil/Taluk/PS/Dev. Block/Circle/Mandal etc.	Code
iv) Town/Village	Code
v)Ward(only for Town)	Code
vi) Population Census 2011 Enumeration Block	Code

SECTION II:Information on Directory of Establishments

1. Name and address along with PAN & TAN.If it's a Branch Office.	2. Name and address of Main Office along with PAN & TAN.				
1.1 हिन्दी में	2.1 हिन्दी में				
नाम	नाम				
मकान संख्या	मकान संख्या				
गली	गली				
मोहल्ला	मोहल्ला				
पिन कोड	पिन कोड				
1.2 English	2.2 English				
Name	Name				
House No.	House No.				
Lane	Lane				
Locality	Locality				
PIN Code	PIN Code				
1.3 Tel.No./Mobile No.	2.3 Tel.No./Mobile No.				
1.4 E-mail	2.4 E-mail				
1.5 PAN No.	2.5 PAN No.				
1.6 TAN No.	2.6 TAN No.				
3. Description of major activity(मुख्य क्रियाकलाप का विवरण)	3. Description of major activity(मुख्य क्रियाकलाप का विवरण)				
4. NIC-2008 3 digit code	4. NIC-2008 3 digit code				

5. Year of starting of operation(under current ownership)
YYYY

SECTION IV: Remarks

6. Ownership code (Govt./PSU:1,Private:- Proprietary :2,
Partnership:3, Company:4,Self Help
Group:5,Cooperative:6,Non Profit Institution:7,Others:8

7. Total number of persons employed on the last working
day in relation to day of visit

8. Enter the registration number,whichever is applicable

8.1 Companies Act,1956 Act

8.2 Factories Act,1956

8.3 Shops and Commercial Establishments Act,1956

8.4 Societies Registration Act

8.5 Cooperative Societies Act

8.6 Khadi and Village Industries Board

8.7 Directorate of Industries (District Industries Centre)

SECTION III:Instructions& particulars of Field Officers

1.1 INSTRUCTIONS

a.Use only Arabic Numerals 0,1,2,3,4,5,6,7,8 and 9

b.Do not fold the schedule.

c.Use black ink ball point pen,keeping schedule on the board provided for the purpose.

d.Avoid over writing in case of correction,cross the line and use a fresh line.

1.2 Particulars of Field Officers:

Signature of the enumerator	Checked and found correct
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	Signature of supervisor
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Name of the Enumerator	Name of the Supervisor
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Date	Date
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Enumerator Number	Supervisor Number
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