

SECTION – FIVE
ADDRESS SLIP

Introduction

In Section Three, procedure to canvass the Enterprise Schedule has been described. For enterprises in the Enterprise Schedule having 10 or more number of workers (unpaid & hired workers included), an address slip has to be filled up immediately.

I. Enterprise Schedule Number

The two-digit schedule number i.e. 53 for rural area or 54 for urban area may be recorded here.

II. Identification Particulars

Identification Particulars are to be recorded for Rural and Urban sector as the case may be in the separate blocks provided.

III. Page Number of Enterprise Schedule

The page number of relevant Enterprise Schedule has to be copied here.

IV. Running Serial Number of Enterprise within a page (Column 3 of the Enterprise Schedule)

The running serial number of Enterprise within a page from the page number recorded in Item III above is to be copied here.

V. Total Number of persons working

Total number of persons including unpaid and hired workers has to be recorded here.

VI. Total Number of Non – hired persons working

Total number of non – hired persons i.e. unpaid workers has to be recorded here.

VII. Year of start of operation

The year since the unit is under operation has to be recorded here

VIII. Description of Major Economic activity of the enterprise

The description of economic activity from Col.4 of ES has to be recorded here.

IX. NIC Code (to be filled at District Level)

The 4 digit NIC –2004 code given in the Col.4(a) of ES has to be recorded by DSO here.

X. Name of the Enterprise with full address.

Name of the enterprise along with the detailed address is to be written in local language/English. In case name of the Enterprise does not exist then name of the owner/head should be recorded. Address in the slip should include information like plot no., street/road no., name of the village/locality, post office etc so that unit is identified easily. In case enumerator is not in a position to write the address in English, it may be written in the local language and the supervisor/charge officer has to translate the same in English and record it in the boxes provided above.

Telephone Number, Fax Number, E-Mail Address and Head Office Telephone No, Fax, E-Mail Address are to be recorded in the space provide in the Address Slip.

While writing the address in English language, care should be taken to write it in **block capital letter** with one letter in each box in the boxes provided for the same.