



**Government of India
Ministry of Statistics and Programme Implementation
National Statistics Office
(Field Operations Division)**

To

The Owner/ Occupier/ Person in-charge,

Subject: Notice for submission of ASISSE return under the provisions of the Collection of Statistics Act, 2008 (7 of 2009), as amended by the Collection of Statistics (Amendment) Act, 2017 (21 of 2017), the Jan Vishwas (Amendment of Provisions) Act, 2023 (18 of 2023), and the Collection of Statistics Rules, 2024.

Dear Madam/ Sir,

The undersigned has been appointed as the 'Statistics Officer' by the Government of India under Section 4(1) of the Collection of Statistics Act, 2008 (7 of 2009), as amended by the Collection of Statistics (Amendment) Act, 2017 (21 of 2017) and the Jan Vishwas (Amendment of Provisions) Act, 2023 (18 of 2023), read with rules 5 and 7 of the Collection of Statistics Rules, 2024, for conducting the Annual Survey of Incorporated Services Sector Enterprises (ASISSE) 2026, in respect of corporate entities, namely entities registered under the Companies Act, 1956 or the Companies Act, 2013 or the Limited Liability Partnership Act, 2008, and belonging to the services sector, including trading enterprises.

2. In pursuance of the powers vested with the undersigned vide Sub-Section (a) of Section 5 of the Collection of Statistics Act, 2008 (7 of 2009) as amended in 2017 (21 of 2017) and through the Jan Vishwas (Amendment of Provisions) Act, 2023 (18 of 2023), read with rules framed there-under in 2024, a notice is hereby served upon you to furnish information in the schedule of enquiry (ASISSE return) through ASISSE web portal in Balance Sheet mode to the person(s)

authorized by the Statistics Officer in respect of your enterprise concern, covering information for the financial year 2024 - 25. The responsibility for compiling the information in the ASISSE return lies with the concerned enterprise and the return shall be furnished **WITHIN ONE MONTH FROM THE DATE OF RECEIPT OF THIS NOTICE**. The link, user-id and password for filing the return is given below:

Link:

User-Id:

Password:

3. You shall furnish along with the return, a copy each of the balance sheet, profit & loss account, details of the number of employees and expenditure on them, auditor's report or any other legal document(s) pertaining to the operations of the enterprise concern to the officer(s) of the local office in support of the information furnished by you in the ASISSE return. You may retain a copy of the return for your record. The name and address for correspondence with Local Office is given below:

Name & Address of the Local Office:

4. **As per the Collection of Statistics Act, 2008 (7 of 2009), Collection of Statistics (Amendment) Act, 2017 (21 of 2017), the Jan Vishwas (Amendment of Provisions) Act, 2023 (18 of 2023), read with rules framed there-under in 2024, it is obligatory on your part to furnish the information called for in the return within the prescribed time.** In case of any difficulty in compilation of the return, you may seek the guidance of the office at the address given in Para 3. An authorized officer(s) may contact you before or after the submission of return by you for necessary clarification or verification of the particulars furnished. If there is any difficulty in submitting the return within the given time, a written request should be made to the undersigned specifying the circumstances for extension of time limit to avoid legal consequences.

5. If you come across any case of impersonation or of any person demanding illegal gratification or any favour either in cash or in kind, in connection with your submission of the return, you may furnish the details directly to the undersigned.

6. The Gazette Notification of the Collection of Statistics Act, 2008 (7 of 2009), Collection of Statistics (Amendment) Act, 2017 (21 of 2017), the Jan Vishwas (Amendment of Provisions)

Act, 2023 (18 of 2023) and the Collection of Statistics Rules, 2024 along with ASISSE schedule and Instruction Manuals thereof can be accessed at the website of the Ministry of Statistics and Programme Implementation (MoSPI) at www.mospi.gov.in.

7. **The information supplied by you in the return will be kept confidential.**

8. The receipt of this Notice may be acknowledged through the printed Acknowledgement receipt enclosed herewith.

Yours faithfully,

(Name of the Statistics Officer)
Deputy Director General/Director & Statistics Officer

Ref. Nos: SRO/NSRO Code: _____; DSL No. _____

Forwarded for compliance.

Place:

Date:

Signature
Name & designation with office seal

Acknowledgement Receipt

Ref. Nos: SRO/NSRO Code: _____; **DSL No.** _____

I/We do hereby acknowledge the receipt of the Notice under the provisions of the Collection of Statistics Act, 2008 (7 of 2009) as amended in 2017 (21 of 2017) and through THE JAN VISHWAS (AMENDMENT OF PROVISIONS) ACT, 2023 No. 18 OF 2023 and Rules framed there-under in 2024 from Statistics Officer, _____ vide letter number _____ dated _____ for compiling information in the ASISSE return within one month from the date of receipt of this Notice.

Place:

Date:

(Signature of the Owner/ Occupier/ Person in-charge of the Enterprise concern)

Name & designation with office seal