JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar

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OFFICE ORDER

An Enterprise Survey is to be carried out in all 38 districts of Bihar as part of a global study to find out the enterprising community, identify villages having high concentration of enterprises, unique or geography specific outlier enterprises and to locate any particular enterprise cluster in a specific block. The main purpose of the study is to design a robust enterprise promotion component for Bihar and lay down an ecosystem for graduation of enterprises in rural Bihar. The Enterprise Study will be conducted in a 2 step process:

- **Step 1: Outlier Enterprise Enumeration exercise in all blocks of 38 Districts**
  A quick survey will be undertaken in all 534 blocks of 38 districts of Bihar to prepare a comprehensive list of Outlier Enterprises operational in different blocks. The block level JEEViKA staffs will conduct the Enumeration exercise in their respective blocks.

- **Step 2: Enterprise enumeration and detailed Enterprise Survey in selected Blocks**
  A larger enumeration exercise will be undertaken in selected blocks aimed at mapping of all eligible enterprises satisfying certain minimum criteria. A survey team consisting of 35 project staffs is already formed to roll out the enterprise study in Bihar. Apart from the larger enumeration exercise, the survey team will collect detailed information of identified enterprises on sample basis.

Outlier Enterprise Enumeration

The Outlier Enterprise Enumeration exercise is to be rolled out in all the blocks of Bihar. Here an Enterprise is defined as a unit or entity of a particular area engaged in production and / or sales of Goods or Services and Enumeration means preparation of comprehensive list of enterprise of a particular area. In this exercise **Outlier Enterprises operating in rural areas** owned by individual household or group of households, registered or un-registered units, Co-operatives, Enterprise Clusters present in blocks will be considered. The district & block team should consider the following points during the enumeration:

- Enterprises which have minimum annual turnover of Rs.2.5 Lac are termed as **Outlier Enterprise** for this Enumeration exercise. Annual turnover means total sales amount (in Rs.) or total business volume (in Rs.) in a particular financial year.
- Outlier Enterprise owned by a member of JEEViKA SHG household and Non-JEEViKA households, both will be considered in this enumeration process.

Role & Responsibilities:

The Outlier Enterprise Enumeration exercise has to be carried out in a systematic manner. The exercise at the district level will be anchored by a District Nodal Person. The list of District Nodal Persons for the Enumeration exercise is attached as Annexure 1. The defined roles and responsibilities of nodal person and other stakeholders are as follows:

- **District Nodal Person:** Conduct a district level orientation of BPMs on whole process and ensuring timely execution in all blocks. The nodal person should ensure centralized data entry in Google Form after verification of filled formats. Two or three Data Entry operators at DPCU/Data Centre, should be identified and trained for data entry.
- **BPMs:** Orientation of block team on formats, identification of outlier enterprises, planning for timely and smooth execution of activity in their block, verification of data collected by project staff.
- **LHS/AC/CC:** Conducting village visits for outlier enterprise enumeration in identified villages.

A state level orientation of district nodal persons was organized at SPMU on 29.03.2017. In this orientation the district nodal persons were trained on Enumeration Process, Enterprise Enumeration Format, Instruction Manual, Coding of district/block/panchayat/revenue village etc. The **Enterprise Enumeration Format** is attached as Annexure 2.

Outlier Enterprise Enumeration Exercise Execution at Blocks:

For successful execution of the said exercise following elements needs to be ensured at BPIU:

- One day orientation of project staff by BPM on Enterprise Enumeration Format, Process and important instructions.
- Before filling of format, the team should identify the outlier enterprises based on knowledge of project staff / cadre or person outside of JEEViKA coverage/PRIs/Banks/Other stakeholders.
- Once the Outlier Enterprises are identified, enterprise visits should be done by concerned project staffs along with collection of the data in the prescribed format.
- Data should be based on discussion with owner / member of identified outlier enterprise and residents of the village where the outlier enterprises exist.
- Separate Enumeration Formats to be filled as per the village code (i.e. 5 formats if 5 enterprises are in 5 different villages).
- Every block team should prepare a **list of minimum 5-10 outlier Enterprises.** The final list of a block should have a mix of JEEViKA and Non-JEEViKA enterprises.
- Listing of small shops or petty business units is not required in this exercise and block team must avoid repetition of 1-2 similar type of outlier enterprises in the final block level list.

Timeline:

The timeline for this exercise can be referred from Table -1:

TABLE - 1 (Timeline for Outlier Enterprise Survey)		
S. No.	**Activity**	**Completion Date**
1	District Level Orientation by Dist. Nodal Person	7th to 8th April 2017
2	Block Level Orientation by BPM	11th to 13th April 2017
3	Review of Progress (VC / state meeting)	21.04.17
4	Completion of Data collection by Block team	25.04.17
5	Verification, Coding and finalizing block level list of Outlier Enterprise	26.04.17
6	Completion of data entry in online form at district level	29.04.17
7	State Level meeting of Dist. Nodal Person & Submission of Formats of all blocks	03.05.17

All the DPMs are instructed to make sure that the district and block teams **strictly adhere to the timeline** decided for all the tasks involved in the successful execution of the Enterprise Enumeration exercise and make following necessary arrangements for successful execution of the Enterprise Enumeration exercise:

- Form a small team at district level for monitoring of the progress and facilitate the BPIUs to complete the process.
- Organizing one day orientation of all BPMs at district level. The District Nodal Persons should orient the BPMs on process, enumeration format, important instruction, coding etc.
- Printing and distribution of Enterprise Enumeration Formats, Instruction Manual and coding document for all blocks.

At the state level Mr. Rajiv Kumar Singh, AO cum SPM, Non Farm will lead the Outlier Enterprise Enumeration Exercise. Mr. Samir Kumar, Project Manager – Non Farm is the nodal person at the SPMU supported by Mr. Abhinav Shankar Rathor, YP-NF. The above mentioned team is to be contacted to resolve the queries that may come up during the course of this exercise .Further, Mr.Vikas Kurmar, YP to CEO and Mr. Kshovan Guha, Individual Consultant M&E, BRLPS, will support the state team for technical issues.

(Balamurugan D.)
Chief Executive Officer-cum-State Mission Director
BRLPS (JEEViKA)

Copy To:

1. **OSD/ Director/ AO/ CFO / PC**
2. **All SPMs, PMs, SFMs, AFMs**
3. **All DPMs & BPMs**
4. **Concerned File**

ANNEXURE-1

Enterprise Enumeration Format

Form A

District		Block		Panchayat		Village		HH count of the Village	
Name	Code	Name	Code	Name	Code	Name	Code	Total HH	JEEViKA HH

1	2	3	4	5	6	7	8	9	10	11
Sl No.	Enterprise Name & Owner Name	Short Description of Trade	Major Source of primary Raw Material / Goods District =1 Other Dist =2 Other State =3 Combination =4	Type of Sales Multi-coding Possible Retail=1 Wholesale=2 Intermediate / Manufacturing Input=3	Markets Accessed Multi-coding Possible District=1 Other District=2 Other State=3 Other Country=4	Ownership Type Proprietorship=1 Partnership =2 Reg. Group=3 Unregister Group=4 PSU=5 Other=6	Is ANY Enterprise Owner a member of a HH under JEEViKA SHG? Yes=1 No=0	Major Source of Finance Self=1 Govt. Scheme=2 Financial Institution (Bank/ MFI/ NBFC)=3 SHG/VO/CLF=4 Moneylender / Non-Institution =5	Years in operation 1 year to 3 years=1 > 3 years=2 > 5 years=3	No. of HH member of the village engaged in the activity	No. of employee hired by Enterprise

Name of the BPM: Signature: Date:

S.No.	Name of Staff	District	Designation
	ANNEXURE - 2		
	District Nodal Person - Outlier Enterprise Enumeration Exercise		
1	Manish Kumar	Gaya	Manager NF & ME
2	Bipin Kumar	Nalanda	
3	Suman kumar	Purnia	
4	Mukesh Tiwari Sudhanshu	Muzaffarpur	
5	Devesh Kumar	Patna	
6	Surdeep Samdarshi	E.Champaran	
7	Nirmal Kumar	Munger	LHS
8	Rajesh Kumar	Saharsha	LHS
9	Rajeev Ranjan	Aurangabad	Manager Communication
10	Roshan Kumar	Buxur	Manager Communication
11	Anupam Kumar	Lakhisarai	Manager Communication
12	Ravi Kumar	Rohtash	Manager Communication
13	Amit Kumar	Jamui	Manager Jobs
14	Manish Pratap Singh	Bhagalpur	Manager Farm
15	Shubhranjan Kumar	Katihar	Manager Jobs
16	K. K. Singh	Bhojpur	TO
17	Suchitra Kumari	Jehanabad	TO
18	Mukesh Tiwari Sudhanshu	Vaishali	Manager NF & ME
19	Prem Prakash Bharti	Banka	Manager Farm
20	Kamal anand	Sheikhpura	Manager Jobs
21	Rahul Kumar Biltu	Supaul	Manager Jobs
22	Nupur Kamal	Darbhanga	YP-NF
23	Arvind Kumar Singh	W.Champaran	Manager M&E
24	Rakesh Kumar	Gopalganj	Manager SD
25	Mrinal Kumar	Kaimur	LHS
26	Amrendra Kumar	Arwal	BPM
27	Sudip Kr Verma	Begusarai	BPM
28	Dileep Kr Gupta	Nawada	Manager Jobs
29	Ravi Ranjan	Saran	YP-Livestock
30	Ranjan Kumar	Araria	TO
31	Kumari Astha Mishra	Siwan	LHS
32	Ranjana Rashmi	sitamadhi	BPM Sursand
33	Deepak Kumar	Madhepura	LHM(I/C)
34	Rakesh Prasad	Sheohar	Manager Communication
35	Rajeev Kr Ranjan	Samastipur	LHS
36	Arvind Kumar Singh	Madhubani	LHS
37	Bittu Kumar Singh	Khagaria	Manager M&E
38	Md Shahzad Alam	KishanGanj	LHS