



Filled in Performa should be returned to :
NATIONAL TECHNICAL MANPOWER INFORMATION SYSTEM
Nodal Centre at
Board of Practical Training (ER)
Block-EA, Sector-I, Salt Lake City, Kolkata-700 064

(ESTABLISHMENT QUESTIONNAIRE)

Reference Year : 1st April _____ to 31st March _____

Schedule No _____

Tick relevant boxes by putting (?) marks and where boxes are not provided write in words or figures

IDENTIFICATION PARTICULARS:

1. Name and address of the Establishment _____

District _____ Pincode

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 State _____

Phone No. _____ Ext. if any: _____ Fax No. _____

Email _____ Website Address _____

2. Address of the Registered Office, if any _____

District _____ Pincode

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 State _____

Phone No. _____ Ext. if any: _____ Fax No. _____

Email _____ Website Address _____

3. Nature of Main Activity of the Establishment (Fill NIC Code)
(As per NIC Classification 2004) As per Annexure

i)

ii)

iii)

iv)

4. Which of the code best describes your business (Fill SITC Codes)

(As per Annexure)

i) _____

ii) _____

iii) _____

5. Nature of Ownership

a) Central Government []

b) State Government []

c) Urban Local Body []

d) Rural Local Body []

e) Private []

f) Public Private Partnership []

6. (Below Blank Space is for Office Use Only)

7a: Number of Shifts in operation:

i) Single ?] ii) Double ?] iii) Three ?]

7b: Weekly hours of work in a period of seven days: _____

8a. If you have choice what would be your preferred mode of sourcing skills.

(In Nos.)

Training & Placement Cell of Colleges	Direct Search	Search Through Third Parties	Employment Exchange	Statutory Public Services

8b. How are you recruiting at present:

Training & Placement Cell of Colleges	Direct Search	Search Through Third Parties	Employment Exchange	Statutory Public Services

9. Total manpower engaged in establishment

	Category	Directly Engaged		Engaged through third party		Total		Engaged for <180 days in a year	
		M	F	M	F	M	F	M	F
i)	Post-graduates								
ii)	Graduate (Tech.)								
	a)Apprentices								
	b)Non Apprentices								
iii)	Diploma(Tech.)								
	a)Apprentices								
	b)Non Apprentices								
iv)	ITI								
	a)Apprentices								
	b)Non Apprentices								
v)	All Others								
	a)Trainees								
	b)Non Trainees								

10. Among those working in your establishment, please indicate the area of specialization other than Apprentices.

Area of Specialization	Post Graduates		Graduates		Diploma holders		Total	
	Male	Female	Male	Female	Male	Female	Male	Female

? Area of Specialization Code

11. Currently which manpower skills do you have shortage of:

Qualification(Post Graduate/Degree/Diploma/ITI)	Functional Skills looking for

12. Salary structure/gross emoluments

Sl.No.	Level	Minimum Gross Cost at Entry level (in Rs.)	Average Gross Cost of experienced person (in Rs.)
1.	Post Graduate (Tech.)		
2.	Graduate (Tech.)		
3.	Diploma(Tech.)		
4.	ITI Holders		
5.	Apprentices		

13: Do you have any in-house training programme for fresh entrants at the time of joining: i) Yes?] ii) No?]

If yes, how long is your training programme: _____

14. Name and designation of the person furnishing the information:

Name : _____ **Signature:** _____

Designation : _____ **Date** : _____

Note: Please enclose your Annual Report for the Reference Year