



# कृषि सांख्यिकी मैनुअल AGRICUTURAL STATISTICS MANUAL

भाग-1  
PART-I

## संगठनात्मक एवं संक्रियात्मक क्रिया विधि Organisational and Operational Procedure

भारत सरकार  
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय

GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS & PROGRAMME  
IMPLEMENTATION

राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय  
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**2014**



## **F O R E W O R D**

The Agricultural Statistics Wing in the Field Operations Division (FOD) of the National Sample Survey Office (NSSO) is entrusted with the responsibility of providing technical guidance and assistance to the States in developing suitable survey techniques for obtaining timely and reliable estimates of crop area and yield, and imparting training to State field personnel. The Scheme for Improvement of Crop Statistics (ICS) was initiated in 1973-74 with the objective of locating deficiencies in the collection of area and yield statistics through the joint efforts of the NSSO (FOD) and State Agricultural Statistics Authority (SASA). It is now being implemented in the States of Andhra Pradesh, Assam, Bihar, Chhattisgarh, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Odisha, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttarakhand, West Bengal and one Union Territory of Puducherry.

In order to ensure uniformity of concepts, definitions and procedures for smooth execution of such a scheme, the Agricultural Statistics Wing had prepared a Manual on various aspects of the work with particular reference to the ICS scheme. The Manual has been brought out in three parts, dealing separately with (i) Organisational and Operational Procedures, ( ii ) Technical instructions for undertaking field work of sample checks under ICS, and ( iii ) Instructions for processing of data at FOD Headquarters.

Based on past experience in the implementation of ICS Programme, this manual required suitable updating and revision wherever necessary with regard to organizational and operational procedures. It gives me great pleasure to present a revised and updated edition of Agricultural Statistics Manual Part I.

This part, gives details of Organisational and procedural aspects with regard to agricultural statistics work, functions of various categories of staff, preliminary activities to be undertaken before start of field work, participation of FOD Officers in the training programmes for primary workers engaged in crop estimation surveys, liaison to be maintained with State Officials, files, registers and returns to be maintained for control of field work and the procedure and norms of field inspection.

I also place on record my deep appreciation for the painstaking efforts made by the team of officials of NSSO (FOD), Agricultural Statistics Wing, Faridabad in bringing out this revised edition of Agriculture Statistics Manual.

Suggestions for improvement are welcome.

**Satya Narain Singh**  
**Additional Director General**

New Delhi,  
April, 2014

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## **CHAPTER – I**

### **INTRODUCTION**

1.1 This Manual prepared for the use of staff engaged in Agricultural Statistics Wing ( AS Wing ) of Field Operations Division (FOD) of National Sample Survey Office (NSSO) aims at outlining, in detail, the role of the National Sample Survey Office (NSSO) in assisting the States in the development of suitable survey techniques for obtaining reliable and timely area and production estimates of crops, providing training to the field personnel and exercising supervision over the primary field work. This responsibility has been entrusted to the NSSO since 1953. The primary responsibility for collection of Agricultural Statistics including those of area and production of crops rests with the State Governments. Statistics of land use and areas under crops are obtained in various States following different systems. The yield rates of principal crops are estimated through Crop Estimation Survey conducted by the State agencies. The statistics of area, yield and production thus obtained in different States are compiled and published at the National level by the Directorate of Economics and Statistics (DES) under the Ministry of Agriculture.

1.2 With the introduction of the Scheme for Improvement of Crop Statistics (ICS) from Rabi 1973-74, the role of the NSSO has become two-fold. Firstly, providing guidance to the States in survey techniques for obtaining reliable and timely estimates, as stated above, and secondly, to locate through the joint efforts of the State authorities, deficiencies in the system of collection of crop statistics in each State/ Union Territory and to suggest remedial measures. The activity consists of examining (i) whether the patwaris have carried out crop inspection in the relevant seasons properly in the respective villages, ( ii ) whether the crop abstracts prepared by the patwaris are consistent with the entries in the Khasra register and ( iii) whether the primary workers entrusted with crop estimation survey work, are conducting crop cutting experiments as per prescribed procedure.

1.3 The programme of work under the scheme for ICS consists of carrying out checks in each agricultural season of a State on (i) enumeration of area done by the village officials (patwaris, karnams etc.) in a set of selected sample villages, (ii) preparation of the crop abstract statements on the basis of the entries made by the patwaris in the village records called differently as Khasra register, Adangal etc., ( iii ) crop cutting experiments conducted by the State primary workers in a sample of villages. In addition, from 1980-81, sample checks on aggregation of area figures above the village level (tehsil, district and state) in a few selected units have been included as a part of the programme of work.

1.4 For sample check of area enumeration and area aggregation in each season, a sample of about 10,000 villages is drawn in the form of two non-overlapping samples of about 5,000 for supervision by the supervisory staff of the National Sample Survey Office (NSSO) (Central Sample) and the State Agricultural Statistics Authorities (SASA) (State Sample ). In these villages physical verification of the crop inspection work done by the primary worker and checking of the crop abstract statements prepared

by him are undertaken. For the purpose of supervising crop cutting experiments, a sample of about 31,000 experiments is chosen every year, in the form of two non-overlapping samples of approximately equal size for supervision by the two agencies. The scheme is in operation in 20 States and 1 Union Territory. The sample check on aggregation of area figures above the village level is to be taken up generally in one district and one tehsil / taluka in the selected district in each FOD region separately by the Central and State agency.

1.5 NSSO (FOD) has two other wings, viz. The Socio-Economic Wing and the Industrial Statistics Wing. The Socio Economic Wing is engaged in the collection of statistics on socio-economic subjects in successive rounds, each round having one year duration. The Industrial Statistics Wing is concerned with the field work of Annual Survey of Industries. A need was felt in each of these wings for a manual which would serve as a guide and reference book on the activities of the wing. The FOD had, accordingly, prepared reference manual in respect of AS Wing. In the part I of the manual, the Office, operational procedures and administrative aspects of the work relating to Agricultural Statistics handled in the field offices of the NSSO ( FOD ) are dealt with reference to the ICS work. **This is an updated version of the Manual.**

### **Brief account of records maintained by State Governments:**

1.6 On the basis of system of collection of area statistics, the States and Union Territories can be categorised into the following three groups:

- (i) States with land records,
- (ii) States where crop areas are estimated through sample surveys,
- (iii) States where no regular system of collection of statistics exists.

The first category comprises of States of Andhra Pradesh, Assam (with exception of two hilly districts ), Bihar, Chhatisgarh, Delhi, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh, Uttrakhand and also Union Territories of Delhi, Chandigarh, Puducherry, Dadra & Nagar Haveli and Andaman & Nicobar Islands covering about 86% of reported area. In these States and Union Territories, a primary reporting agency belonging to the Revenue Department commonly known as Patwari collects area statistics as part of land records. The patwari is in-charge of a village or a group of villages and is required to carry out field- to- field crop inspection in each crop season of an agricultural year and record the crop area and land utilisation, in a register called by various names e.g. khasra register, Adangal, Record of Rights of Tenancy and Cultivation etc. This procedure of crop inspection and making entries in the basic village register is commonly called Girdawari. The patwari, having completed the entries in the khasra register ( or other corresponding register ) for a village in a season, prepares an abstract of area under various crops and sends a statement of crop abstract (also known as Jinswar statement) to the next higher officer of the Revenue Department.

At the end of the year, the patwari is required to submit another statement showing land under different utilisations. The crop-wise and utilisation wise area figures for all the villages are successively aggregated at various levels of the revenue hierarchy viz., Revenue circle, tehsil and district. The district wise figures are then reported to the State Agricultural Statistics Authority (SASA) who is responsible for bringing out the crop area statistics in each State. The list of such authorities responsible for collection of agricultural statistics in various States is given in Annex.-I. The designation of this Authority varies from State to State e.g. Director of Bureau of Economics & Statistics, Director of Agriculture, Director of Land Records or Chief Statistician, Deptt. of Agriculture. The State level figures are transmitted to the Directorate of Economics & Statistics in the Union Ministry of Agriculture, Govt. of India which is responsible for consolidating the figures at the All -India level.

1.7 In addition to khasra register, maps, jamabandi (list of Land holdings) etc. are maintained by the patwari and these are updated from time to time. These records are useful for identification of survey / sub-survey numbers and also for checking correctness of aggregation of area figures.

1.8 The second category of States, till recently consists of the three permanently settled States viz., Kerala, Odisha and West Bengal covering about 9% of reported area which had no system of a village agency to maintain area records,. In these States, Agricultural Statistics are collected through sample surveys conducted by their statistical staff. These surveys did not provide estimates of area and yield under various crops for lower administrative levels. In view of this, a scheme for Establishment of an Agency for Reporting Agricultural Statistics (EARAS) was introduced in these States. This scheme provides for setting up, in phased manner a whole time agency for this purpose. The scheme covers a random sample of 20% of the villages each year.

1.9 During 9<sup>th</sup> five-year plan, the EARAS Scheme was proposed to be extended to four N.E. States viz., Arunachal Pradesh, Nagaland, Sikkim and Tripura.

1.10 The third category covers about 5% of the entire reporting area of the country where there is no satisfactory system of collection of Agricultural Statistics. These comprise of portions of Manipur, Meghalaya, Mizoram etc. which have sizeable hilly and inaccessible areas and where some areas are not cadastrally surveyed. Some hilly and inaccessible areas of Andhra Pradesh, Assam and Madhya Pradesh also belong to this category. Some plain areas in Manipur, Goa, Daman & Diu and Lakshadweep, which are cadastrally surveyed, have also no regular agency. For obtaining statistics of agriculture in these areas, only conventional methods are used.

1.11 The agricultural year (July to June) can be broadly divided into the following three seasons based on the periods of sowing and harvesting:

Kharif	-	July to December
Rabi	-	January to March
Summer (or Zaid Rabi)	-	April to June

While these are the major crop seasons, some States have sub-divided these seasons according to their pattern of sowing and harvesting and assigned them some local names. Examples of these are: Early Kharif and Late Kharif in Assam, Kharif and Zaid Kharif in Jammu & Kashmir, Autumn and Winter in Kerala and Odisha, corresponding to Kharif season of other States.

1.12 Periods of area enumeration or Girdawari vary from State to State and are fixed according to the sowing periods of various seasonal crops.

1.13 Yield rates of crops are obtained by conducting General Crop Estimation Surveys (GCES) employing the objective technique of crop cutting experiments. The planning, Organisation of field work, processing of data and bringing out the results of crop estimation surveys are the responsibility of State Agriculture Statistical Authority (SASA). In regard to Crop Estimation Surveys, NSSO (FOD) has the responsibility to ensure uniformity of concepts and definitions, participate in the training of field staff, supervision of field work and consolidate the results at all- India level. The AS Wing of FOD, Faridabad scrutinise the plans for CES received from various States and convey comments on the same and also bring out annually a publication  
Results of Crop

1.14 With the strengthening of the foundation of the agricultural statistical system, the emphasis, in recent years, has been on improvement in the timeliness and reliability of the Agricultural Statistics. For this purpose, special schemes have been launched under the National plans. In order to reduce the time lag between the completion of sowing and the availability of estimates of area sown and, similarly between the completion of harvesting and availability of estimates of production in respect of important crops, a Timely Reporting Scheme (TRS) was introduced in the first group of States in 1968-69. The basic approach under the scheme is to have the area enumeration completed on a priority basis during each crop season in a random sample of 20% of the villages in a State. From these, estimates of crop areas for the State as a whole are built up. The villages in a State are grouped in 5 independent non-overlapping sets with a small administrative unit like a tehsil as the stratum and one set is canvassed in a year. Thus all the villages in a State are covered in a period of 5 years. The scheme for Establishment of an Agency for Reporting Agricultural Statistics (EARAS) was introduced in the second group of States viz., Kerala, Odisha and West Bengal, almost on a parallel footing to TRS in Land Records States. During 9<sup>th</sup> five-year plan, the EARAS Scheme was extended to four N.E. States viz., Arunachal Pradesh, Nagaland, Sikkim and Tripura. This scheme provides for setting up a whole time agency in a phased manner to cover a sample of 20% of villages every year, the intention being to cover all the villages in a period of five years. In the sample villages, crop areas are required to be reported on the basis of complete enumeration.

1.15 The scheme of ICS is closely related to the schemes of TRS, EARAS and GCES. The sample villages under ICS are chosen as a sub-sample of these schemes. Thus it provides a check on the actual functioning of these three schemes.



1.16 Thus, it is clear that one of the major functions of AS Wing include supervision and control of the field work under the ICS scheme and processing of data collected through schedules AS 1.0, AS 1.1 and AS 2.0 prescribed for ICS work. On receipt of the filled -in schedules, super-scrutiny of the data is done and pre-tabulation coding is completed before these are actually sent to Electronic Data Processing (EDP) Unit of the AS Wing of NSSO ( FOD ). Estimates of Yield rate of major crops from the ICS data are also prepared and sent to DES in a time bound programme. The tables thus prepared in the EDP Unit, Faridabad are used in writing of the reports on the status of estimation of crop production for a State and Season. Before these reports are finalised, comments are invited from SASA / DES in Union Min. of Agriculture and then copy of the final report is sent to the State Government.

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**CHAPTER - I****Annex- 1****List of State Agriculture Statistics Authorities (SASA)**

<b>Sl. No.</b>	<b>Designation</b>	<b>Address</b>	<b>Telephone No. Office / Residence</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>1.</b>	Director	Directorate of Economics and Statistics, Govt. of Andhra Pradesh, Khairatabad Hyderabad -500004 ( <b>Andhra Pradesh</b> )	040-23317191 ( <b>O</b> ) Nil ( <b>R</b> ) Fax No.040-23307459 E-Mail: dir-eco@ap.gov.in
<b>2.</b>	Director	Directorate of Economics and Statistics, Govt. of Assam Beltola, Jawahar Nagar, Guwahati - 781028 ( <b>Assam</b> )	0361- 2264001 ( <b>O</b> ) Nil ( <b>R</b> ) Fax No. 0361- 2264001 E-Mail: direco@assam.nic.in directorstatistics@yahoo.com
<b>3.</b>	Joint Director Cum Head of office	Directorate of Economics & Statistics, Govt. of Bihar, Main Secretariat, Barrack No. 17, Patna 800015 ( <b>Bihar</b> )	0612- 2215035 ( <b>O</b> ) 0612-2221359 ( <b>O</b> ) 9801704436 ( <b>R</b> ) Fax No. 0612 2221359 E-Mail : dir-stat-bih@nic.in
<b>4.</b>	Commissioner	Office of Commissioner, Land Records, Govt. of Chhattisgarh, Gandhi Chowk, Raipur ( <b>Chhattisgarh</b> )	0771- 2234583 ( <b>O</b> ) Nil ( <b>R</b> ) Fax No.0771 2237480 E-Mail : clr-cg@nic.in
<b>5.</b>	Director	Directorate of Agriculture, Krishi Bhavan, Tanca, Caranzalem, Govt. of Goa, Panaji - 403001 ( <b>Goa</b> )	0832 2465840 ( <b>O</b> ) 0832 2312328 ( <b>R</b> ) Fax No.0832 2465441 E-Mail dir-agri.goa@nic.in
<b>6.</b>	Joint Director of Agriculture (Agriculture Census)	Directorate of Agriculture, Govt. of Gujarat, 4 <sup>th</sup> Floor Krishi Bhavan, Sector- Nagar - 382010 ( <b>Gujarat</b> )	079 23256072, 23256073 ( <b>O</b> ) 079 2326447 ( <b>R</b> ) Fax No.079- 23256227 E-Mail - <a href="mailto:dir-agr@gujrat.gov.in">dir-agr@gujrat.gov.in</a>
<b>7.</b>	Additional Director (Statistics)	Agriculture Department Govt. of Haryana, Room No-4, 1 <sup>st</sup> Floor, Krishi Bhavan, Sector 21, Panchkula - 134009 ( <b>Haryana</b> )	0172- 2560026 ( <b>O</b> ) 09463881840 ( <b>R</b> ) Fax No. 0172 2563242 E-Mail : <a href="mailto:jdstatagrihry@gmail.com">jdstatagrihry@gmail.com</a> , <a href="mailto:adstat2012@gmail.com">adstat2012@gmail.com</a>

<b>8.</b>	Agr. Stat. Officer	State Agricultural Statistical Authority (SASA), Govt. of Himachal Pradesh, Krishi Bhavan Annexe,Boileuganj, Shimla 171005 <b>(Himachal Pradesh)</b>	0177 2830162, Ext 605 (O) Nil (R) Fax No.0177 2830162 E-Mail shimlaaso@ymail.com
<b>9.</b>	Director General (Eco. & Stat.)	Directorate of Economics & Statistics, Camp Office, Ashok Vihar,Janipur , <b>Jammu.</b> (Nov. to April). Directorate of Economics & Statistics, SDA Colony, Bemina <b>Srinagar</b> ( May to Oct.)	0191-2538907 (Jammu), 0191-2490092 (Sri Nagar)(O) 9419209683 (R) <b>Fax No.</b> 0191-2531731 (Jammu), 0191-2493376 (Sri Nagar) <b>E-Mail :</b> desjk@yahoo.com
<b>10.</b>	Director	Directorate of Statistics & Evaluation, Planning and Development Department,  Hostel,Golchakkar, Dhurwa, Ranchi 834006 ( <b>Jharkhand</b> )	0651 2400877, 2401807 (O) Nil (R) <b>Fax No.</b> 0651 2400877 <b>E-Mail :</b> desjharkhand@gmail.com
<b>11.</b>	Director	Directorate of Economics and Statistics, Govt. of Karnataka, 7 <sup>th</sup> Floor, MS Building, Dr. Ambedkar Veedhi Bengluru - 560001( <b>Karnataka</b> )	080 22253758 (O) Nil (R) <b>Fax No.</b> 080 22353826/830/832 <b>E-Mail</b> <a href="mailto:des_dir@mail.kar.nic.in">des_dir@mail.kar.nic.in</a> <b>Web site :</b> <a href="http://des.kar.nic.in">http://des.kar.nic.in</a>
<b>12.</b>	Director	Directorate of Economics & Statistics, Govt. of Kerala, 5 <sup>th</sup> floor, Vikas Bhavan, Thiruvananthapuram - 695004 ( <b>Kerala</b> )	0471 2305318 (O) 0471 2332831(R) <b>Fax No.</b> 0471 2305318 <b>E-Mail</b> – ecostatdir@gmail.com
<b>13.</b>	Commissioner, Land Records	Land Records & Settlement, Govt. of Madhya Pradesh, Moti Mahal, Gwalior - 474007 ( <b>Madhya Pradesh</b> )	0751- 2441200 (O) 0751- 2441201 (R) <b>Fax No.</b> 0751- 2441202 <b>E-Mail-</b> <a href="mailto:clrgwl@mp.nic.in">clrgwl@mp.nic.in</a>
<b>14.</b>	Chief Statistician	Commissioner of Agriculture Maharashtra State, Central Building, Pune - 411001 ( <b>Maharashtra</b> )	020 26121041 (O) 9970973947 (M)(R) <b>Fax No.</b> 020 26126173 <b>E-Mail-</b> <a href="mailto:agri.stat@rediffmail.com">agri.stat@rediffmail.com</a> <a href="mailto:agri.stat1041@gmail.com">agri.stat1041@gmail.com</a>
<b>15.</b>	Director	Directorate of Economics & Statistics, Govt. of Meghalaya, Lower Lachumiere, Shilliong - 793001( <b>Meghalaya</b> )	0364- 2227520 (O) 09436103016 (M) (O) <b>Fax No.</b> 0364- 2224943 <b>E-Mail</b> amarba_des@yahoo.com

<b>16.</b>	Director	Directorate of Economics & Statistics, Govt. of Odisha, BBSR, Head of the Department Building, 4th floor, Bhubaneswar Distt - Khurda - 751001 ( <b>Odisha</b> )	0674- 2391295 ( <b>O</b> ) 0674- 2435880 ( <b>R</b> ) <b>Fax No.</b> 0674 2391897 <b>E-Mail :</b> <a href="mailto:desbbsr@gmail.com">desbbsr@gmail.com</a>
<b>17.</b>	Statistician	State Agricultural Statistics Authority, Department of Agriculture Govt. of Punjab, S.C.O 51, Sector- 17-E, Chandigarh 160017 ( <b>Punjab</b> )	0172 2702971 ( <b>O</b> ) Nil ( <b>R</b> ) <b>Fax No.</b> 0172-2702971 <b>E-Mail :</b> statistician_agri@yahoo.com
<b>18.</b>	Director cum Joint Secretary	Directorate of Economics & Statistics, Govt. of Rajasthan, Yojna Bhavan, Tilak Marg, C Scheme, Jaipur 302004 ( <b>Rajasthan</b> )	0141 2222740 ( <b>O</b> ) 9413364566 ( <b>R</b> ) <b>Fax No.</b> 0141 2229756 <b>E-Mail :</b> dir.des@rajasthan.gov.in
<b>19.</b>	Principal Secretary & Commissioner	Department of Economics & Statistics, Govt. of Tamil Nadu, DMS Compound, Teynampet, Chennai 600006 ( <b>Tamil Nadu</b> )	044 24321052 ( <b>O</b> ) Nil ( <b>R</b> ) <b>Fax No.</b> 044 24341929 <b>E-Mail :</b> <a href="mailto:desagri1@gmail.com">desagri1@gmail.com</a> <b>Web Site :</b> www.tnstat.gov.in
<b>20.</b>	Director (Agri-ST)	Agriculture Directorate, Krishi Bhavan, Madan Mohan Malaviya Marg, Lucknow - 226001 ( <b>Uttar Pradesh</b> )	0522 2205210 ( <b>O</b> ) 9235629305 ( <b>R</b> ) <b>Fax No.</b> 0522 2206580 <b>E-Mail :</b> agristat.up@gmail.com
<b>21.</b>	Joint Director, Agriculture (Statistics.)	Agriculture Directorate, Department of Agriculture, Govt. of Uttarakhand, Nanda Ki Chowki, Prem Nagar, Dehra Dun - 248006 ( <b>Uttarakhand</b> )	0135 2772676, 77 ( <b>O</b> ) 8859005424 ( <b>M</b> )( <b>R</b> ) <b>Fax No.</b> - 0135 2771881 <b>E-Mail -</b> <a href="mailto:drajay_k_sharma@yahoo.com">drajay_k_sharma@yahoo.com</a> <a href="mailto:drajay.k.sharma@gmail.com">drajay.k.sharma@gmail.com</a>
<b>22.</b>	Additional Director Agriculture (Evaluation)	Directorate of Agriculture (Evaluation Wing), Govt. of West Bengal, 17 S. P. Mukerjee Road, Kolkata - 700025 ( <b>West Bengal</b> )	033 - 24761492 ( <b>O</b> ) 033-23214716 ( <b>R</b> ) <b>Fax No.</b> 033 24755674 <b>E-Mail –</b> sk.ghosh10@yahoo.com
<b>23.</b>	Deputy Director (Agri.)	Department of Planning & Statistics, 2 <sup>nd</sup> Floor, Sachivalaya, 66 KV Road, Near Piparia Check Naka, <b>Dadra &amp; Nagar Haveli</b> , Silvassa 396230	0260 2642985, 2631071 ( <b>O</b> ) 0260 2642013, 9824788044 ( <b>R</b> ) <b>Fax No.</b> Nil <b>E - Mail –</b> ad-plan-dnh@nic.in

<b>24.</b>	Joint Director (Agri.)	Development Department, Govt. of Delhi, 11 <sup>th</sup> Floor MSO Building ITO, I.P. Estate, <b>New Delhi</b> 110002	011 23719290, 23713399 ( <b>O</b> ) Nil- ( <b>R</b> ) <b>Fax No.</b> 011- 23713399 <b>E- Mail</b> <a href="mailto:jdadev.delhi@nic.in">jdadev.delhi@nic.in</a>
<b>25.</b>	District Magistrate & Director/Asstt. Director (for CES)	Department of Planning & Statistics, Administration of Daman & Diu, Moti <b>Daman</b> - 396220	0260 2230619 ( <b>O</b> ) 0260 -2631071, 9726933111 ( <b>R</b> ) <b>Fax No.</b> 0260-2231719 <b>E-Mail</b> <a href="mailto:dps-daman-guj@nic.in">dps-daman-guj@nic.in</a>
<b>26.</b>	Director	Directorate of Economics & Statistics, 505, Kamaraj Salai, Revenue Complex, Saram, <b>Puducherry</b> - 605013	0413 2248816, 2248685 ( <b>O</b> ) Nil ( <b>R</b> ) <b>Fax No.</b> 0413 2246709 <b>E- mail-</b> <a href="mailto:eands.pon@nic.in">eands.pon@nic.in</a>

*SASA Addresses Updated Up to 24/04/14*

## **CHAPTER – II**

### **Office of NSSO ( FOD ) with reference to Agricultural Statistics Wing.**

2.1 The Directorate of National Sample Survey (NSS) established in 1950 was re-<sup>5<sup>th</sup></sup> March, 1970. The organisation now consists of four functional Divisions with a DG & Chief Executive Officer at the apex. Each of the Divisions viz. (i) Survey Design and Research Division, (ii) Data processing Division, (iii) Coordination and Publication Division and (iv) Field Operations Division is headed by an Additional Director General. The Field Operations Division (FOD) undertakes the field work relating to Socio - Economic Surveys, Industrial Surveys, Surveys for collection of retail prices in urban and rural areas, Urban Frame Survey for updation of area frame in urban areas for use in Socio-Economic Surveys and Methodological Surveys/Studies and Agricultural Surveys under the scheme for Improvement of Crop Statistics (ICS). In so far as Improvement of Crop Statistics ( ICS ) is concerned, FOD is responsible for all activities including planning , allocation, execution of field work, survey design/printing and distribution of schedules, field operations, data processing and preparation of reports.

2.2 At the headquarters of the NSSO (FOD), all work relating to Agricultural Statistics is handled by the Agricultural Statistics Wing which is headed by the Deputy Director General who works under the overall direction of the Addl. Director General, FOD. The Deputy Director General is assisted by a Director, 2 Deputy Directors, 2 Assistant Directors, 13 Senior Statistical Officers, 42 Junior Statistical Officers and a supporting administrative and ministerial staff of about 20 officials.

2.3 At the field level, the country is divided into 47 Regions with a Regional Office in- charge for the field work of all schemes handled in each Region. Each Regional Office is headed by a Deputy Director General who is assisted by a team of Deputy Director/ Assistant Director, Senior Statistical Officers, Junior Statistical Officers and supporting administrative and ministerial staff. Each Region is again sub-divided into Sub-regions (comprising more than two Districts) with Assistant Director/ Senior Statistical Officer in - charge of each Sub-Regional Office. The Assistant Director/ Senior Statistical Officer -in charge in a Sub-Regional Office is assisted by Senior Statistical Officers and Junior Statistical Officers whose strength depends on the volume of field work in the Sub-Region. Out of the 47 Regions, the work under ICS Scheme is carried out only in 43 Regions. In Regions of Imphal, Kohima , Gangtok and Shillong, the work under ICS Scheme is not taken up.

### **Functions at various levels with regard to Agricultural Statistics Work:**

2.4 **FOD Hqrs.:** The items of work on Agricultural Statistics handled at FOD Hqrs. AS Wing, Faridabad are detailed below:

(i) The work programme for each agricultural year is prepared sufficiently in advance at the start of the agricultural year and placed before the Deputy Director General (AS), Faridabad for his approval. At present, the ICS is the principal work

handled by the AS Wing on a regular basis. Besides, the technical guidance being given for the implementation of GCES work to the States, the work programme contains a broad account of the items of work to be carried out under the ICS Scheme, and pilot studies envisaged during the year required to be undertaken. The sample size for the different items of work and their distribution to the States and Union Territories, the design adopted as also the schedules to be canvassed are detailed in the work programme and AS Manual Part-II.

(ii) After approval of the work programme by Deputy Director General, AS Wing, Faridabad, a letter is issued from Deputy Director General, AS Wing, Faridabad, to Secretaries of States looking after the ICS schemes for implementing the work programme during the year under reference and requesting them to issue necessary instructions to the concerned State authorities. A similar circular is also issued simultaneously to Regional Heads regarding start of the ICS work for the agricultural year.

(iii) After designing and printing, various schedules under ICS Scheme are supplied to all concerned i.e. Regional Offices of FOD and SASAs.

(iv) FOD Hqrs. monitors the progress of work under the ICS scheme in various Regions and prepares a consolidated review of progress at All-India level.

(v) Clarifications are given for doubts and difficulties raised from the field.

(vi) The processing and analysis of the ICS data are carried out at FOD Hqrs. The Operations involved are (a) maintenance of control register for filled-in-schedules in all the Central and State samples, (b) Scrutiny of schedules received from the field, (c) pretabulation coding of the data contained in the schedules, (d) preparation of advance estimates of yield rates based on the ICS data on supervised crop cutting experiments and forwarding the same to DES, Union Ministry of Agriculture as per a specified time schedule.

vii) System in India through the scheme of Improvement of Crop is brought out each year on the basis of the analysed data of ICS and supplied to all concerned. Separate Statewise Reports are also brought out for each season of the Agriculture year.

(viii) FOD Hqrs. organises training conferences annually on various schemes of work including schemes under Agricultural Statistics for Deputy Directors, Assistant Directors, Senior Statistical Officers and Junior Statistical Officers. Refresher courses on Agricultural Statistics for Senior Statistical Officers/ Junior Statistical Officers are also conducted, at FOD Hqrs. AS Wing Faridabad.

(ix) FOD Hqrs. Officers participate in (a) meetings of the High Level Coordination Committee formed in various States for the follow up action on the system of collection of Agricultural Statistics and other related matters (b) meetings of State Agricultural Statistics Authorities. (c) meetings of the National Statistical Commission on Agricultural Statistics of NSSO and (d) meetings called from time to time by the DES, Ministry of Agriculture, CSO, IASRI, Planning Commission, State Governments, Indian Statistical Institute etc., to discuss various problems relating to Agricultural Statistics.

## 2.5 **Regional Offices :**

- (i) Selection of sample villages for ICS is done by the Regional Head posted at SASA Hqrs. and communicating the same to all DDGs of other Regional offices and SROs in the State.
- (ii) Organising the field work of ICS.
- (iii) Monitoring the receipt of reports on the progress of field work such as Work Completion report cards of Senior Statistical Officers, weekly details of schedules despatched by SROs, copies of clarifications on scrutiny notes sent by SROs and monthly progress reports from SROs etc.
- (iv) Maintenance of control registers giving sample-wise details of dates of completion of field work, despatch of schedules to FOD Hqrs./ SASA, receipt of scrutiny notes from FOD Hqrs. and despatch of clarifications on scrutiny points.
- (v) Monitoring the progress of work in the SROs and taking up for further action, wherever required, for timely completion of work and despatch of schedules.
- ( vi ) Examination of scrutiny points sent by FOD Hqrs. and clarifications furnished by SROs with a view to assessing the quality of field work done by Senior Statistical Officers and field scrutiny done by the Officer-in charge of SRO. Examination of the adequacy and correctness of the clarifications offered and sending comments to FOD Hqrs.
- (vii ) Examination of the summary record of discussions in the monthly meetings of the Sub-regions including the general types of mistakes committed by field staff and offering comments/clarifications, wherever required. Participation in such meetings wherever possible.
- ( viii ) Inspection of the field work relating to Agricultural Statistics to assess the quality of field work done by each Senior Statistical Officer, submission of reports to FOD Hqrs. in prescribed inspection forms.
- (ix) Inspection of Sub-regional offices by Regional Heads covering both technical and general administrative aspects. The technical aspects include:
  - (a) Maintenance of records/registers,
  - (b) Progress and timeliness in field work, scrutiny and despatch of schedules,
  - (c) Performance of individual Senior Statistical Officer covering number of samples completed, touring, TA expenditure etc., and
  - (d) Super-scrutiny of filled-in schedules.
- (x) Compilations of quarterly progress report in ASPR-1 on the basis of the monthly progress report from Sub-regions and forwarding the same to FOD Hqrs.
- ( xi ) Compilation of details of inspections done by Regional Head and Assistant Director in ASPR-3 form and submission to FOD Hqrs. each month.



( xii ) Liaison with State Authorities/ Regional Heads posted at SASA Hqrs.)

## **2.6 Sub- Regional Offices:**

The functions of the Sub- Regional Offices (SROs) in regard to ICS scheme are given below:

- (i) Assistant Director/ Senior Statistical Officer-in-charge in Sub-Region is responsible for training of new entrants, the Senior Statistical Officers who are weak in respect of ICS work and those deployed from other schemes.
- (ii) Study of the plan of work and sample list of villages received from Regional Office. Collection of basic information about selected sample villages such as location, routes etc., preparation of map of sample points, communication etc.
- ( iii ) Study of the time schedule fixed by FOD Hqrs. and allotment of work to different Senior Statistical Officers according to the norms fixed.
- (iv) Preparation and maintenance of control registers for keeping watch over the field work.
- (v) Scrutiny of tour programmes, tour diaries of all Senior Statistical Officers
- (vi) Scrutiny of all the filled- in schedules AS 1.0, AS 1.1 and AS 2.0 received from Senior Statistical Officers as per scrutiny programme prescribed by FOD Hqrs. Keeping records of various types of errors observed in the filled -in schedules.
- ( vii ) Obtaining clarifications and correcting the schedules, if necessary.
- (viii) Identification of common types of mistakes and bringing improvement in quality of data through discussions in the monthly meetings.
- (ix) Obtaining clarifications from Regional / FOD Hqrs. for any conceptual difficulties.
- (x) Ensuring dispatch of filled in schedules to FOD Hqrs./ SASA as per prescribed time schedule.
- (xi) Studying the scrutiny notes received from FOD Hqrs. and seeking clarifications on these from field and forwarding them to FOD Hqrs. Maintaining record of various types of errors to ensure non- recurrence.
- (xii) Preparation of weekly details of despatch of schedules (challans) to FOD Hqrs. and SASA and forwarding the same to Regional Office.

(xiii) Receipt of monthly progress report from each Senior Statistical Officers giving details of his time utilisation in the field for various items of work. Preparation of consolidated monthly progress report giving details of progress of work done by each Senior Statistical Officer and forwarding the same to Regional Office.

(xiv) Preparation of Monthly report on the quantum of supervision done on the field work of Senior Statistical Officers and work done independently, if any, by the Senior Statistical Officers and submit to Regional Office. Liaison with State officials for ensuring co-operation in the conduct of field work, arrangements for informing dates of harvest and changes in them, etc. to prevent/ minimize the miss / loss of crop cutting experiments.

(xv) Attending Regional Training Conferences. Participation in training of State Primary Workers for General Crop Estimation Surveys (GCES) at all centres wherever these are organised by the States and submission of reports thereon.

(xvi) Attending all India conference organized by FOD Hqrs. along with Regional Officer. (This work is applicable, in rotation to the Senior Statistical Officers who are deputed by Regional Officer for each Conference.)

(xvii) Inspection of field work done by Senior Statistical Officers as per norms prescribed.

(xviii) Senior Statistical Officers posted at Regional Hqrs. will be requested to assist the Regional Heads in all Hqrs. work.

(xix) Inspection of his own office.

(xx) Participation in the DLC, if applicable.

### **CHAPTER – III**

#### **Duties of Senior Statistical Officers and Junior Statistical Officers engaged in A.S. work.**

3.1 In the present set up of the Field Operations Division, the Senior Statistical Officer is multifunctional over a period of time. At a point of time, though normally unifunctional, he may be deployed on any scheme of work other than his primary deployment depending on the exigencies of work and overall requirement ensuring that the Senior Statistical Officer is fully conversant with the work of all the schemes. He is an important link of data collection system. Besides, scheme-wise specific duties, some duties are common to all schemes and some are common to all places of posting i.e. field or headquarters. Accordingly, the duties and responsibilities of Senior Statistical Officers are enumerated below :-

**(A) Duties of Senior Statistical Officers:**

**3.2 While posted in the field:**

**(a) Common for any scheme of work**

- i) To plan and allot work, procure details about the selected sample units from concerned agencies and liaison with state authorities.
- ii) To get fully equipped with schedules and instructions etc. for the allotted work and carry out the field work within the prescribed time limit, and submit the filled -in schedules ,data sheets and returns in time, as per instructions issued.
- iii) To carry out pilot/ special studies and submit reports thereon as per instructions.
- iv) To keep tour diary, time record and other records up-to-date and produce the same, whenever required by higher officers.
- v) To submit all prescribed progress and other periodical reports by due dates as per the instructions.
- vi) To comply with all administrative instructions in respect of tour programmes, tour diary, T.A. bills etc.
- vii) To render all assistance and co-operation to supervisory staff for inspection of his work.
- viii) To maintain files and registers and correspondence and assist in receipt and dispatch of filled- in schedules, returns etc.
- ix) To actively participate in the monthly meetings to bring forth field and other problems, resolve them with a view to ensure effective feed back and maintenance of quality of data.

- x) To actively participate in the training camps, both annual and others, organized by the Regional Office/ Sub- Regional Office/ other Agencies, whenever deputed.
- xi) To attend the training / refresher courses organized at zonal office / FOD Hqrs. as and when deputed.
- xii) To perform any other duties assigned from time to time.

**(b) For Agricultural Statistics Work when allotted**

- i) To equip himself with full knowledge of up-to-date land records system, and agricultural practices, instructions for crop inspections and crop cutting experiments of the concerned State / U.T.
- ii) Assist to keep a watch on the implementation of HLCC decisions communicated from time to time.
- iii) To attend to all necessary spadework, including the receipt of harvest dates and organization of sample checks for the successful implementation of the work programme.
- (iv) To Conduct sample check on area enumeration and khasra page totalling and carry out other programme as per prescribed instructions in the selected sample villages.
- (v) To observe crop cutting experiments and provide technical guidance to the state Primary workers in the selected villages for the specified crops as per prescribed instructions.
- (vi) Conduct the field work for any study relating to Agricultural Statistics as per schedules and instructions prescribed from time to time.
- (vii) To conduct sample check of the compilation, internal and external Consistencies of schedules, as per instructions and assist in scrutiny of schedules wherever necessary.
- (viii) To participate in the training of state primary workers in respect of GCES.
- (ix) To maintain and assist in liaison with all concerned such as state functionaries and cultivators for smooth conduct of work.
- (x) To maintain control and other prescribed registers for keeping a close watch on the progress.
- (xi) Conduct Area Aggregation above village level i.e. at tehsil level.
- (xii) Any other duties assigned from time to time.

**3.3 While posted at the Regional Headquarters for work other than field work (his duties will include all the schemes but work relating to agriculture only are given below) :-**

**i) Assist in:**

- (a) Maintenance of files, registers, control charts, records and correspondence relating to technical and other field matters.
  - (b) Material planning and acquiring of the requirements such as blank schedules, blank forms and random number booklets etc.
  - (c) Procurement of frame from SASA, sample selection for sample check on area enumeration, khasra page totalling and crop cutting experiments.
  - (d) Consolidation of review of the reports on progress of field work.
  - (e) Timely dispatch of filled-in schedules.
  - (f) Attending the scrutiny clarifications from tabulating agencies i.e. FOD Hqrs., AS Wing, Faridabad and SASAs.
  - (g) Coordination of work of different schemes.
  - (h) Keeping liaison with agencies such as DES, SSBs, SASAs etc.
  - (i) Timely receipt, preparation (including consolidation) and dispatch of periodical returns.
- ii) Scrutiny of schedules / returns, preparation of scrutiny notes and data sheets wherever required.
- (iii) Giving clarification to the field and issue of feed back.
- (iv) Preparation of various technical statements as and when required.
- (v) Actively participate in the training camps, both annual and others, organized by the Regional office / Sub-Regional Office / other Agencies whenever deputed.
- (vi) Attend the training in the zonal office/ FOD Hqrs. as and when deputed.
- (vii) Any other duties assigned from time to time.

### 3.4 **While posted in the zonal office :**

Provide assistance in technical and field matters.

### 3.5 **While posted at FOD Hqrs. ( Faridabad ):**

The following duties are assigned to the Senior Statistical Officers posted at Hqrs. Office, AS Wing, Faridabad.

#### **i) To assist in:**

1. Examination of sampling design and other technical issues from field point of view.
2. Making suggestion for modification in schedules and instructions from field point of view.
3. Examination of inspection notes and minutes of the monthly meetings held in regional offices and follow up action.
4. Examination of queries received from the field, coordination with other technical agencies concerned, consolidation and issue of clarifications for uniform adaptability in the field.
5. Preparation and issue of feed-back reports.
6. Examination of technical reports and table received from the Central, State and other agencies.
7. Preparation of various technical statements (manual & computerized) and notes as and when required.
8. To assist in preparation of various papers/agenda notes for technical bodies like National Statistical Commission (NSC) on agricultural Statistics.
9. Checking of files, registers, records etc. before submission to Higher Officers.
10. Checking and examination of work programme of ICS prepared by ASOs.
11. Examination of plans, programmes, tables and reports on GCES.
12. Scrutiny of filled in schedules / returns.
13. Checking of coding, transcription and tabulation work done by the Junior Statistical Officer and those done at field level.
14. Checking of Estimates prepared by the Junior Statistical Officer.
15. Checking of annexures for various State reports and the tables/data received from SASA.
16. To assist in preparation of all reports/notes/papers including status reports/consolidated review of CES results.
17. To coordinate printing of forms/schs. etc. and their despatch to field.
18. To assist in organization of training programmes.
19. To initiate correspondence on agricultural statistics and allied issues, with Central and State Govt. and other agencies.
20. To receive & dispatch schedules from & to state units.
21. To assist in maintenance of computer systems and the related stock of consumables.
22. To perform any other duties assigned from time to time.

(B) **Duties of Junior Statistical Officers:**

3.6 **While posted to assist the Senior Statistical Officer in Regional /Sub-Regional Office**

**To assist the Senior Statistical Officer in -**

- i) Planning, allocation and execution of work.
- ii) Updating and maintenance of sample lists and schedules.
- iii) Acquiring blank schedules, instructions sets and other materials required for the survey, distribution and keeping account thereof.
- iv) Receipt and dispatch of filled-in-schedules, returns etc. and keeping an account thereof.
- v) Maintenance of office copies of filled-in-schedules.
- vi) Review of progress and preparation of periodical returns.
- vii) Preparation and submission of monthly progress reports and other periodical returns in time after necessary consolidation, if any.
- viii) Scrutiny of schedules in respect of items, like identification, codes, checking the posting of entries and arithmetical inconsistencies in schedules, returns etc. as per upto-date instructions and sending / obtaining clarifications thereon.
- ix) Maintenance of prescribed technical registers and Guard files, other files and records.
- x) Holding of the monthly meetings and follow up action thereof.
- xi) Timely reminding of State authorities for harvesting dates and intimation of the dates to the concerned Senior Statistical Officers
- xii) Actively participate in the training camps both annual and other organized by the Regional Office / Sub- Regional Office / other agencies, wherever necessary.
- xiii) Attending the training in the Zonal Office as and when deputed.
- xiv\*) Acquiring, distribution of stationery and service postage stamps and keeping account thereof .
- xv\*) Receipt, distribution and dispatch of dak, correspondence and general office work etc.
- xvi)\* Maintenance of records of office furniture and equipments.
- xvii) Any other duties as may be assigned from time to time.

**\* applicable when posted in SRO only,**

3.7 **While posted at FOD Hqrs. Faridabad**

The following duties are assigned to the Junior Statistical Officers working in the Agricultural Statistics Wing at Hqrs. Office, Faridabad.

**Duties of Junior Statistical Officers:**

- 1. Maintenance of Control Charts for filled-in schedules and returns and correspondence.
- 2. To validate the field coding.

3.



**CHAPTER – IV****Activities prior to commencement of field work**

4.1 An important feature of the ICS programme is that it is a time bound programme. A rigid time schedule is prescribed for all stages of the work, viz. planning and selection of samples, carrying out the field-work, submission of filled-in schedules, scrutiny and tabulation of data etc. Thus, it is essential that the time schedule is strictly adhered to by all concerned members of field staff. In order to ensure timely implementation of the programme, the field officers should initiate action on the various stages of work described in the following paras sufficiently in advance.

4.2 The first step to be taken in the Regional offices in the execution of the ICS programme is the selection of sample villages in close collaboration with SASA. This will be carried out by the Regional Head posted at SASA headquarters as per procedure described in Part-II of AS Manual and the respective lists of selected villages will be forwarded by him to the other regional offices in the State, well before the commencement of the season / harvesting period.

4.3 Regional Heads will see the lists of selected villages and check whether they are as per sample allocation statements received from the FOD Hqrs. Discrepancies, if any, are to be reconciled.

4.4 Regional Heads will allocate the samples among the Senior Statistical Officers assigned for AS work as per prescribed norms viz. about 12 villages per season for sample check on area enumeration and page totalling work of khasra registers and approximately 35-40 crop cutting experiments for supervision annually. Sample villages should be so allocated among Senior Statistical Officers that the area of field work of each AS is compact to the extent possible. Economy of T.A. expenditure, transport facilities available and the harvesting periods will be given due consideration while allocating samples. In addition, instructions issued by the FOD headquarters for assigning different schemes among Senior Statistical Officers should be followed.

4.5 Sufficiently in advance of the commencement of the field work, the Regional Heads will issue letters to the Deputy Commissioners, Tehsildars, Block Development Officers and other State Government officers concerned, instructing them about the Work Programme under the ICS for the reference year and enclosing the list of villages selected for the work in their respective jurisdiction. They may be requested to extend necessary co-operation to NSSO field staff and to issue suitable instructions to their local officers.

4.6 The next stage is the drawing up of tour programmes of Senior Statistical Officers. The guidelines for this purpose are given in chapter VII.

4.7 Before the start of actual field work, Senior Statistical Officer will contact the State government officials concerned to enable him to carry out the field work effectively. Thus the Senior Statistical Officer may have to visit the District Statistical office to ascertain whether the selection of sample field has been completed and also to know the approximate dates of harvest, for ascertaining route particulars of the selected villages and to establish contact with the concerned primary workers / patwaris or Revenue Inspectors. Attendance at training centers for CES will also be utilized to make preliminary contact with the primary workers and to make necessary arrangements for the conduct of the crop cutting experiments. It may be emphasized that establishing a proper rapport with State Government officers at every level concerned with ICS work is very essential for the successful implementation of the ICS programme.

4.8 It may also be added that the field staff of NSSO (FOD) are required to attend the training Camps for the Primary Workers as observers (details given in chapter V). The Senior Statistical Officers should utilize this opportunity to check the equipment available with the primary worker and discuss arrangements for implementing various aspects of the ICS programme.

## **CHAPTER-V**

### **Training of State Primary Workers engaged in CES**

5.1 As already stated in an earlier chapter Crop Estimation Surveys (CES) are conducted in various States and Union Territories for estimating the yield rates of principal food and non-food crops. Under these surveys, about 9 lakhs crop cutting experiments by the scientific method of random sampling are conducted over the entire country. The primary field work of these surveys is carried out by the Revenue, Agriculture, and Rural Development Depts. etc. of the State Governments.

5.2 Participation in the training of the State Primary Workers engaged in the conduct of Crop Cutting Experiments organized by the State Agricultural Statistics Authorities in the beginning of each season/ year in the State is an important item of work to be undertaken by the NSSO staff posted in the field.

5.3 To achieve effective and desired level of NSSO participation in the training of State primary field staff and to streamline the proper flow of reports etc., the guidelines to be followed are given below:-

(i) Regional Heads/Assistant Director/ Senior Statistical Officer-in charge will participate as Officer imparting/ observing training in as many centers as possible. All the Senior Statistical Officers will also participate in the training camps either along with Regional Heads / Assistant Director/ Senior Statistical Officer-in charge or independently. In States, where such a training is held separately for each season/ agency, NSSO participation will be carried out accordingly so that as many centers in a Region as possible are covered.

(ii) Regional Heads posted at SASA Headquarters will keep close liaison with State Agricultural Statistics Authority regarding programme of training for the season/ year and communicate immediately the same to other Regional Heads of the State. He will also enquire from SASA any assistance required by them from NSSO Officers in the matter of imparting the training in different centers. He may suggest the names of NSSO Officers for this purpose in consultation with other Regional Heads in the State.

iii) For each training Centre in which NSSO has participated either for imparting or for observing training, a training report will be submitted. The report will be prepared either by the officer who imparted training or by the senior most officers amongst the

running report. Detailed instructions for preparation of the report are given along with

iv) Assistant Director/ Senior Statistical Officer in-charge of SRO will send two copies of the complete report for each center in which he or his staff participated in his sub- region to his Regional Heads. The Regional Heads will scrutinise such reports for ensuring the completeness of the reports and forward them to FOD Headquarters, Faridabad. One copy of the report for each centre in the region together with a consolidated report in respect of the Region, giving details, among others, the number of centres in which training was organized, number of centres in which NSSO participated and whether reports in respect of all such centres have been forwarded or not. The consolidated report should be sent within one month of the last training in his region where NSSO (FOD) staff participated. Details collected at the training centre by the NSSO staff will be consolidated for each State and agency responsible for the crop

Wing, Faridabad.

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**Instructions for preparation of reports on the NSSO participation in the training of state primary workers for crop cutting experiments organized by the State Agricultural Statistics Authorities ( SASAs).**

1. A training report will be submitted in respect of each training centre in which the NSSO representatives have participated in the training of State Primary Workers either for imparting training or as observers. For each centre only one training report will be prepared by the officer imparting training or the senior most representative who attended. Three copies of the report along with filled- will be prepared and two copies will be sent to concerned Regional Heads. The Regional Head will scrutinise the same for ensuring the completeness of the report and will forward to FOD Hqrs., AS Wing, Faridabad, one copy of the report for each centre together with a consolidated report of the region showing, among other things, the number of centres in which training was organized and the number of centres in which NSSO has participated. It will also to be ensured that reports in respect of all the training centres have been forwarded etc. This is to be sent within one month of the last training organised in his region for the season/year. Consolidation of the training report for the State will be done at FOD Headquarters.

2. The training report will consist of two parts (i) a duly filled-in training report form lines for preparing the running report are given as under:-

**3. Training report form 'T':**

**3.1 Block 1: Identification particulars**

**3.1.1 Item 1 and 2:** Self explanatory.

**3.1.2 Item 3:** Give the name of the season for which the training is held. If the training is for the entire year write annual.

**3.1.3 Item 4 and 5:** Write the name of the district in which the training centre is located and give the name of the place where training centre is located.

**3.1.4 Item 6:** Write the date(s) of the training camp.

**3.1.5 Item 7:** Name and designation of the NSSO officer assigned to participate in the training camp either as officer imparting training or as an observer, will be given. The ' deleted in case NSSO officer has been assigned to impart the training on behalf of SASA and the word

case the officer from SASA is imparting the training and NSSO officer has been assigned as an observer.

**3.1.6 Item 8 :** Give here the names and designation of other NSSO officers, juniors or seniors or of same rank attending the training camps.

**3.1.7 Item 9 :** Give here name with designation of State officer from SASA imparting the training. Put cross (X) in case NSSO officer has been assigned to impart the training by SASA.

**3.1.8 Item 10 :** Give here agency wise number of local officers attending the training camps such as Statistical ( SASA ), Revenue, Land records, Agriculture, Rural Development etc. Also note the agency and number of such officers called to attend the training camp.

## **3.2 Block 2: Particulars of field workers**

**3.2.1 Col.1: Self explanatory.**

**3.2.2 Col.2:** Give here in serial order name and designation of the primary workers expected and assigned with the conduct of crop cutting experiments on different crops in the district called to attend the camp. For training centres, where more than one agency for conduct of c.c.expts. are attending the camp, care may be taken that name with designation of all the primary workers of one agency are completed before entering the names of the next agency.

**3.2.3 Col.3 :** primary workers given in col. 2 attending other. In case the training is held for two days, any primary worker who could attend only y be recorded with reasons, if any.

**3.2.4 Col.4 :** Information in this column will be recorded after enquiring from camps have been attended by the primary workers oth workers attending to this work for the 1st time.

**3.2.5 Col.5 to 12 :** Information on the supply and condition of different items of equipment possessed by the primary workers will be ascertained from the individual primary worker attending the training camp and recorded under the relevant column.

the particular equipment has not been supplied to primary workers. Against the name of primary workers not attending the camp, put line under col. 5 to 12.

**3.2.6 Cols. 13 and 14:** Information on the workload in terms of number of experiments allotted to individual primary workers for the concerned season or for the entire year, as the case may be, will be recorded after consulting the records of the officer imparting training or from the individual primary workers at the time of training on the basis of number of experiments allotted to the individual primary worker. Put ✓ ) or 14 as the case may be against each primary worker recorded in col. 2. In case no experiment has been allotted to a primary worker during the season or for the year put -

**4. The running report will comment on the following points :-**

**4.1 Arrangements made for the training:** Suitability of the place of training and arrangements made ( for black- board, chalk- piece, duster and experimental equipments for holding practical demonstration for marking the plot etc. )

**4.2 Attendance:** Number of primary workers for each agency called and attended

Similarly, supervisory officers called and attended for each agency should be given and commented upon. If there were large number of absentees, reasons thereof may be given.

**4.3 Work load :** Whether work load per primary worker was discussed and considered manageable in view of the harvesting time for different crops and other works that a primary worker is normally expected to do.

**4.4 Supply of instruction sets and schedules :** Whether adequate number of copies of blank schedules and instruction sets were supplied to the primary workers before the training and if not so far supplied, the arrangements made thereof.

**4.5 Equipment position:** Number of primary workers supplied with different items of equipment and their condition.

**4.6 Training:**

**4.6.1 Theoretical:** Coverage of different points, use of black-board, use of illustrative examples, inviting attention to the mistakes noticed in the previous year survey and whether total time devoted to the training was considered adequate.

**4.6.2 Practical:** Practical demonstration for locating and marking of experimental plot.

**4.6.3 Filling in of schedules:** Whether different items were explained in detail and whether mistakes noticed on scrutiny of the forms during the previous survey were brought to the notice of the primary workers.

**4.6.4 Test:** Whether every primary worker was tested to ascertain, if he has grasped the instructions thoroughly and can conduct the experiments independently and fill the different schedules properly.

**4.7 General:** Any other point discussed regarding non- response, supervision etc. may be given. Comments or suggestions, if any, are also to be given.

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GOVERNMENT OF INDIA : NATIONAL SAMPLE SURVEY OFFICE  
Crop Estimation Survey Training Report-

Block I: Identification Particulars					
1. State		2. Year		3. Season	
4. District		5. Name of Training center		6. Date(s) of training	
Participation of officers NSSO					
7. (a) as training officer		7. (b) as observer		8. Others who attended training	
Name	Designation	Name	Designation	Name	Designation
Participation of officers State					
9. State Officers imparting training Name Designation  9.1 Whether the officer who imparted the training was designated training officer (Yes / No)		10. State supervisory officers called and attended training (agency-wise)  Designation (i) (ii) (iii) (iv) (v) (vi)		No. called	No. attended

Block 2: Particulars of primary workers													
Sl. No.	Name of primary Worker called with designation	Whether attended Yes/No	Whether previously trained Yes/No	Supply of equipment								work load (no. of villages)	
				tape	balance	weights	string	bags	pegs	hessian cloth	container	Upto 12 Per season/ 20 per year	More than 12 Per season/ 20 per year
1	2	3	4	5	6	7	8	9	10	11	12	13	14

- Note: (1) information for cols. 13 & 14 may be given by ✓ (tick) or x (cross).  
 (2) cols. 5 to 12: enter G if supplied and in good condition, enter NG if supplied, but not in good condition, enter NS if not supplied.

Signature and date  
 Designation

## **CHAPTER –VI**

### **Liaison to be maintained at various levels**

6.1 Agricultural Statistics is a State subject. The role of NSSO ( FOD ) is only to provide technical assistance to States and to improve the quality of Agricultural Statistics collected by the States on the basis of the findings under the ICS Scheme. For effective performance of this role, it is essential that a proper liaison is maintained by officers and field staff of the Regional and Sub- regional offices with State Government officers and staff at all levels concerned with collection of Agricultural Statistics. Liaison normally implies personal contact with officers concerned.

6.2 Liaison has two aspects viz. (i) liaison to be maintained with SASA head quarters and ( ii) liaison to be maintained at lower levels by the staff of Regional and Sub-regional offices. These two aspects are discussed in detail in the following paras:-

#### **Liaison with SASA headquarters.**

6.3. Regional Heads located at the headquarters of SASA is responsible for making proper liaison with the SASA and other headquarters offices of the State Government like Department of Agriculture, Rural Development, Board of Revenue etc.

#### **General**

6.4 Regional Heads located at the Headquarters of the SASA should keep close and regular liaison with the SASA and send a report on follow up action taken by him on queries sent by this Division to the SASA. The queries may refer to the functioning of TRS and Crop Estimation Surveys in the State, plans, instructions, schedules for crop estimation surveys and other information regarding execution of the programme of work under ICS. A proforma is enclosed (Annex-I) in which the results of the liaison are to be reported. This liaison is required to be done at least once in a month.

6.5. He should also send reports on other points of general importance relating to Agricultural Statistics which need to be brought to the notice of the FOD headquarters. In particulars, it may be recalled that he is to collect information on various high yielding varieties of seeds in use and forward the same to the other Regional Heads in the State.

#### **Sample checks under ICS Scheme.**

6.6. Regional Heads of the Headquarters of the SASA will make arrangements with the SASA to get the list of villages for TRS and CES in the State and select villages

for sample checks both for Central and State samples. He will forward a list of selected villages for the Central and State samples to the FOD Headquarters ( in- duplicate ) and also send a copy of the list of selected villages to the other Regional Heads in the State, who will arrange for allocation of Central sample villages among the staff posted under them.

6.7 Copies of publications issued from time to time by State Government on TRS, CES and other topics having a bearing on Agricultural Statistics will be obtained from the SASA and forwarded to the FOD Headquarters. He should also keep in touch with the State Government and obtain copies of circulars and amendments to the Land Records Manual issued by them from time to time and forward them to the FOD Headquarters.

### **Training of State Primary Workers.**

6.8 The State Government arranges refresher courses of training for the primary workers engaged in enumeration of area and crop cutting experiments. The frequency of holding such training classes and the levels at which these are arranged should be ascertained. Much before the training camps are organised in a year, the Regional Heads at the Headquarters of SASA will hold discussions with the State authorities and draw a programme for participation of the NSSO staff in the training camps. He should keep other Regional Heads in the State informed so that they will be able to depute officers to different training camps according to the programme.

6.9. At the end of each programme of training, a report of the participation is to be prepared and such reports received from all the NSSO (FOD) officers should be collected by the Regional Heads and forwarded to the FOD Headquarters / SASA as per instructions.

6.10 A list of papers/ statements etc. required at the FOD Headquarters and the period by which they should be available are detailed in the chart shown at Annex-II. Regional Heads at SASA Headquarters should take necessary follow up measures to keep the FOD headquarters informed of the progress on availability of different items of report / information. For such items, where follow up at the Division / District level is necessary, other Regional Heads will help the FOD in getting the information in time.

**Chapter-VI****Annex -I****LIAISON NOTE**

Date of Liaison : \_\_\_\_\_

Month: \_\_\_\_\_

Name and designation of the officials contacted:

Name and designation of the NSSO Officers present :

Sl. No.	Letter No.	Subject	Action taken	Remarks
---------	------------	---------	--------------	---------

**Items of information required at FOD Hqrs. from Regions / SASAs and due dates for their receipt**

<b>Item of information</b>		<b>Due date</b>	<b>Remarks</b>
(1)		(2)	(3)
1.	Instruction and Schedule for GCES	May - June	With latest amendments ( 3 copies )
2.	List of sample villages selected for sample check on enumeration of area	Ist fortnight of July or within the fortnight from the date of issue of work programme from FOD Hqrs.	----- ( 2 copies )
3.	List of villages selected for sample check on crop cutting experiments	-do-	----- ( 2 copies )
4.	Details of revenue villages with reference to the frame used for selection of villages for sample checks on area enumeration and crop cutting experiments.	-do-	----- ( 2 copies )
5.	Allocation of work among SSOs for sample check on enumeration of area in TRS States.	2 <sup>nd</sup> fortnight of July	The District-wise list ( 2 copies ) will be prepared by the Regional Head posted at Hqrs. of the SASA and the final allocation among Senior Statistical Officers will be done by the concerned Regional Head.







**7.3 Daily Diary :** The daily diary (Annex-III) is designed to enable each field official to maintain an account of the work done by him in a systematic manner. This will be maintained by all AD/ Senior Statistical Officer -in charge in a register form and kept with them irrespective of the fact whether they are on tour or at headquarters and show it to their supervisory officers on demand. At the end of each calender month, the field official will submit a copy of daily diary to his AD/ Senior Statistical Officer -in charge for periodical review. A separate copy need not be prepared for submission alongwith T.A. Bill.

**7.4 Sample- wise progress chart :** The format ( Annex-IV) is designed to maintain the account of the field assignments of Senior Statistical Officers. This format should be filled invariably by all the Senior Statistical Officers and made available to the supervisory officers on demand.

**7.5 Monthly Progress Report :** This should be submitted to the Assistant Director/ / Senior Statistical Officer Officer-In-charge of the Sub- Regional Office on the last working day of each month, in the prescribed proforma. (Annex- VII)

**7.6 Agriculture Statistics Progress Report-I :** Senior Statistical Officers will submit details of time utilized by him on various items of work during the month along with net days available, days spent on tours, headquarters work etc. in ASPR-I proforma (Annex-V) on the last working day of the month for consolidation by Senior Statistical Officer-In-charge of the Sub- Regional Office .

**7.7 Filled- in Schedules:** The filled- in schedules, such as AS 1.0, AS 1.1 and AS 2.0 etc., are to be dispatched from sample village (if going from one village to another)/ submitted by the Senior Statistical Officer immediately after completion of the field work along with challan (Annex-VI).

In case of schedule AS 2.0, if both the experiments are not covered for supervision on the same day due to variation in the harvest dates, the schedule giving the details of the supervised experiment should be sent promptly and a separate schedule for the other experiment should be sent as and when it is supervised. It should be ensured that there is no delay in the dispatch of schedules by Senior Statistical Officer.

Number of samples completed for sample checks on area, page totalling in khasra-register, crop-cutting experiments as per Monthly Progress Report should tally with the number of schedules dispatched for each category.

**7.8 Work Completion Report ( Sch. AS 3.0 ):** When a particular item of work such as sample check on area, C.C.expts., page totalling of khasra register etc. is completed in a village, the Senior Statistical Officer will fill in schedules AS 3.0 ( Annex-VIII) and post one copy to the Regional Head and another to the AD/ Senior Statistical Officer -in charge.

**7.9 Self addressed cards to the Primary Workers / Cultivators for liaison work :**

Senior Statistical Officers are to maintain close liaison with the District, Tehsil / Taluk and Village officials so that the field programmes for the sample checks are successfully implemented. They should also maintain liaison with the Cultivators so that intimation of harvest dates and revision thereof, if any, are received by them, in time. They have to supply self-addressed cards prescribed for the purpose to the Primary Workers and the Cultivators, if it is so required.

**7.10 Other records to be maintained:** (i) Senior Statistical Officers will maintain up-to-date instructions relating to Land Records System including Manuals and Agricultural practices, instructions for crop inspection and crop-cutting experiments of the concerned State / Union Territories.

(ii) Maintain details of crop-wise and sample-wise harvest dates for the samples allotted to them in a register.

(iii) Maintain details of routes, particulars, conveyance available, name and headquarters of the primary workers for the samples assigned to them in a register.

**7.11**

**List of files to be maintained in Zonal / Regional / Headquarters offices of  
NSSO ( FOD), Faridabad relating to Agricultural Statistics**

<b>Sl. No.</b>	<b><u>Subject</u></b>	<b><u>Series &amp; Code</u></b>
<b>A: <u>Crop Estimation Surveys &amp; Zonal Conference of SASAs</u></b>		
1.	Crop Estimation Surveys on principal crops (General)	S-11011/
2.	Crop Estimation Surveys on principal crops Instructions- various States.	S-11011/ (Inst. )/
3.	Crop Estimation Surveys-Estimation of By products ( Fuel, Stalk etc. )	S-11011(By-product)/
4.	Crop Estimation Surveys on Cotton	S-11012 /
5.	High Level Coordination Committee	S-11014 /
6.	State Coordination Committee	S-11015 /
7.	Agro- Economic Condition	S-11016 /
8.	Forecasts received from States	S-11018/
9.	Consolidated results of CES	S-11019/
10.	Zonal Conference of SASAs (General)	S-11020( Genl )/
11.	Zonal Conference of SASAs (Central Zone)	S-11020 (CZ)/
12.	Zonal Conference of SASAs (Eastern Zone)	S-11020 (EZ)/

- |     |   |                  |
|-----|---|------------------|
| 13. | Zonal Conference of SASAs (Western Zone)            | S-11020 (WZ)/    |
| 14. | Zonal Conference of SASAs (Northern Zone)           | S-11020 (NZ)/    |
| 15. | Zonal Conference of SASAs (Southern Zone)           | S-11020 (SZ)/    |
| 16. | Zonal Conference of SASAs (North- Eastern Zone)     | S-11022 (NEZ)/   |
| 17. | District Level Committee                            | S-11020 (DLC)/   |
| 18. | Monthly Report on DLC                               | S-11020 (DLC)/MR |
| 19. | Visual Estimates in States                          | S-11021 (VE)/    |
| 20. | Extension of CES on new crops                       | S-11022 /        |
| 21. | Stratification under CES in various States          | S-11023/         |
| 22. | Crop Insurance                                      | S-11024/         |
| 23. | Achievements of Agri-Statistics Wing,<br>NSSO (FOD) | S-11026/         |

**B: Control of Field Work**

- |    |   |             |
|----|---|-------------|
| 1. | Liaison note from the Regional Head           | F-12011/    |
| 2. | Office inspection note by the Regional Head   | F-12012(A)/ |
| 3. | Tour/Inspection by higher officers            | F-12012(B)/ |
| 4. | Training Reports                              | F-12013/    |
| 5. | Monthly Progress Reports (MPR)                | F-12015/    |
| 6. | Quarterly Progress Reports                    | F-12016/    |
| 7. | Tour/Inspection Reports of FOD Hqrs. Officers | F-12017/    |

**C: Work Programme under ICS**

- |    |  |                   |
|----|--|-------------------|
| 1. | Work Programme (General)                                   | L-13011/(w.p.)/   |
| 2. | Work Programme (Aggregation of area above village level )  | L-13011/(A.V.L.)/ |
| 3. | Time Schedules-Work Programme                              | L-13011/TS/       |
| 4. | Work Programme under ICS-Correspondence with Regional Head | L-13012/( WPR)/   |
| 5. | Work Programme under ICS-Correspondence with SASA          | L-13013/( WPS)/   |

**D: Instructions, Scrutiny and Tabulation and Reports etc.**

- |    |  |                 |
|----|--|-----------------|
| 1. | Submission of results (one file for entire year)   | T-14011/        |
| 2. | Instructions for schedules and scrutiny, amendments and clarifications for ICS   | T-14012 (Genl)/ |
| 3. | Clarifications on schedules etc. in connection with scrutiny and tabulation of data, correspondence with the Regional Head | T-14013 /       |
| 4. | Clarifications on schedules etc. in connection with scrutiny and tabulation of data, correspondence with SASA.             | T-14014 /       |

5.	Correspondence with E.D.P. Unit regarding movement of schedules	T-14015/
6.	Correspondence with E.D.P. Unit regarding movement of tables	T-14016 /
7.	Status Report	ICS-15011 /
8.	Improvement of Crop Statistics in North Eastern States	ICS-15012 /
9.	Report on Sample Check on CES on Cotton	ICS-15013 /
10.	Functioning of ICS	ICS-15014 /
11.	Review of ICS	ICS-15015 (Rev-ICS/
12.	Progress of sample check under the scheme of ICS - receipt of schedules	Prog.17011/
13.	Review of Monthly Progress Report	Prog-17014/
14.	Tabulation and coding programme under ICS	Tab-18011/

**E: Others:**

1.	In service training and updating of Teaching Material	Trg-19011/TM)/
2.	Intensive training in AS Work	Trg-19011/(I.Tr.)
3.	Specialised Training (Outsiders)	Trg-19012/ (S.Tr.)
4.	Allocation of Staff (Field)	A-20011(F)/
5.	Allocation of Staff ( Hqr.)	A-20012 (Hqr.)/

- |     |   |                    |
|-----|---|--------------------|
| 6.  | Miscellaneous file  | A-20013 (Misc.)/   |
| 7.  | Meeting held within FOD   | A-20014 (FOD)/     |
| 8.  | Holding the meeting of officers of Faridabad Hqr.                                       | A-20014 (FBD)/     |
| 9.  | Governing Council Meetings  | A-20015 (GC)/      |
| 10. | Developing of alternative method of estimation of area and sampling procedure under ICS | A-20015(GC)/ICS/   |
| 11. | Meeting of the Working Group on Agricultural Statistics                                 | A-20016 (WG)/      |
| 12. | Meeting with State Agricultural Statistics Authorities                                  | A-20017 (SASA )/   |
| 13. | Regional Head   | A-20018 (RH)/      |
| 14. | Addresses of NSSO Officers  | A-20020 (Add )/    |
| 15. | Weekly Report   | A-20021 ( WR )/    |
| 16. | Committee on data improvement   | A-20022 ( CDI )/   |
| 17. | Statistical Newsletter  | A-20023 ( ECAFE )/ |
| 18. | Task Force  | A-20024 (Task )/   |
| 19. | Opening of files  | A-20025 (File )/   |
| 20. | Monthly Report  | A-20026 (Coord )/  |
| 21. | Weeding and Recording of old files  | A-20027 (Weed)/    |
| 22. | Sample Surveys on current interest  | A-20028 (SCI)/     |
| 23. | General Circulars   | A-20029/           |

24.	Time Record	A-20030 (TR)/
25.	Committee on Improvement of Crop Statistics	A-20031/
26.	Requirement and allocation of calculating Machine/Calculators	A-20033/
27.	Workshop on Agricultural Census	A-20034/
28.	Staff Inspection Unit	A-20037/
29.	Plan Scheme- justification including new scheme	A-20039/
30.	Printing of consolidated results on CES	A-20040/
31.	Use of Hindi	A-20041(Hindi)/
32.	Weekly Arrear Report	A-20042(WAR)/
33.	Monthly Arrear Report	A-20042(MAR)/
34.	Guard File	A-20043(Guard)/
35.	Questions by Parliament, VIP and allied officers	A-20044 (Par)/
36.	Correspondence regarding overtime	A-20045 /
37.	Casual leave, compensatory leave	A-20046 /
38.	Performance Budget	A-20047 /
39.	Conference of Central and State Statistician	A-20048 /
40.	Minutes of North -Eastern Council	A-20049(NEC)/
41.	Seminar held by FOD regarding Agrl.Stat.	A-20050/ (Semi) /
42.	Consolidation of Scrutiny points	A-20051/



- |     |                                   |                   |
|-----|-----------------------------------|-------------------|
| 43. | Printing of schedules             | B-21011 (print )/ |
| 44. | Supply of blank schedules         | B-21012 (supp)/   |
| 45. | FOD, Faridabad, Library           | Lib-30011/Fbd./   |
| 46. | JCM Matters- Departmental Council | JCM-30012/DC      |
| 47. | JCM Matters Office Council        | JCM-30013/OC      |

\*\*\*\*\*

**General States/UTs/ Coordination units Files:-**

(i)	For C & T	-----AS
(ii)	For ICS	-----AS
(iii)	For CES	-----AS
1.	Andhra Pradesh	-----AS
2.	Assam	-----AS
3.	Bihar	-----AS
4.	Gujarat	-----AS
5.	Himachal Pradesh	-----AS
6.	Haryana	-----AS
7.	Jammu & Kashmir	-----AS
8.	Karnataka	-----AS
9.	Kerala	-----AS
10.	Madhya Pradesh	-----AS
11.	Maharashtra	-----AS
12.	Manipur	-----AS
13.	Meghalaya	-----AS
14.	Nagaland	-----AS
15.	Odisha	di/-----AS
16.	Punjab	-----AS
17.	Rajasthan	-----AS
18.	Sikkim	-----AS
19.	Tamil Nadu	-----AS
20.	Tripura	-----AS
21.	Uttar Pradesh	-----AS
22.	West Bengal	-----AS
23.	Goa	-----AS
24.	Arunachal Pradesh	-----AS
25.	Mizoram	-----AS
26.	Jharkhand	-----AS
27.	Chhatisgarh	-----AS
28.	Uttarakhand	kd/v-----AS
29.	Andaman Nicobar	-----AS
30.	Chandigarh	-----AS
31.	Dadar & Nagar Haveli	-----AS
32.	Delhi	-----AS
33.	Daman & Diu	-----AS
34.	Lakshadweep	-----AS
35.	Puducherry	/-----AS

All the General files will be maintained by Co-ordination Unit

**Chapter VII**

**Annex.II**

TENTATIVE TOUR PROGRAMME FOR THE MONTH OF -----20 -----

Name of the Field Official \_\_\_\_\_, Designation \_\_\_\_\_

SRO/NSRO \_\_\_\_\_ R.O. \_\_\_\_\_

Scheme in which working ( SE/AS/ASI/UFS)

B L O C K - I													
DEPARTURE			ARRIVAL			DISTANCE ( KMS )			Fare ( App- rox.)	LOCATION OF WORK			Remarks
Date	Place	Hours	Date	Place	Hours	Rail	Bus	Other (spec- ify)		Scheme	Name of sample with idendifica- tion serial number	Address (telephone no. where contact can be made)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
B L O C K II													
(i) Net working days available during the month ( excluding holidays and leave )													
(ii) No. of days proposed to be on tour													
(iii) No. of trips from Hqrs. during the month													
(iv) Approximate T.A. expenditure													

No. \_\_\_\_\_

Date \_\_\_\_\_

Signature of the concerned field official \_\_\_\_\_

Signature of immediate supervisory officer \_\_\_\_\_

Signature of the officer-in-charge \_\_\_\_\_

Note:- The tour programme should be drawn up at the monthly meetings to be held on 15<sup>th</sup> of every month ( or next working day if 15<sup>th</sup> is holiday) by the field official in consultation with and approval of supervisory officer / officer-incharge. Any change in the programme should be intimated

to the supervisory officer / officer-in-charge at the earliest possible.

## Chapter VII

## Annex. III

DAILY DIARY FOR THE MONTH OF \_\_\_\_\_ 20\_\_\_\_\_

Name of the field official \_\_\_\_\_ Designation \_\_\_\_\_

S.R.O./ N.S.R.O. \_\_\_\_\_ R.O. \_\_\_\_\_

Scheme in which working ( SE/AS/ASI/UFS)

Date	JOURNEY					WORK DONE							
	Departure		Arrival		Mode of Journey Rail / Bus/ Others (Specify)	Distance covered (kms)	Actual fare paid (Rs.paise)	Scheme	Name of sample unit with identification Serial no.	Description of work done	Volume of work done in quantitative terms	time spent (hrs. mts.)	Remarks
	Place	Hrs.	Place	Hrs.									
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Signature of the concerned field official \_\_\_\_\_  
 Signature of the immediate supervisory officer \_\_\_\_\_  
 Signature of the Officer-in-Charge \_\_\_\_\_

Note:- The Daily Diary should be filled up every day punctually and kept uptodate.



## Chapter VII

## Annex. V

### ASPR-1.

National Sample Survey Office  
( Field Operations Division )  
Agricultural Statistics Wing  
-----

### Details of time utilisation

State ----- Year & Season -----Month / Qr.ending -----

Sl. No .	Name of Senior Statistical Officer / SRO	Net days avail-able for duty	Summary of time utilization ( days / hrs.)@								A.S. Work time and output (days/hours)						
			At Hqrs.				On tour				Schedule AS 1.0		Schedule AS 1.1		Schedule AS 2.0		Oth er A.S Wo rk
			A.S. work		Other than A.S. Work	Tot al	Jou- rney	A.S. work	Other than A.S.work (SE,IS etc.)	Total	Days / hrs	No. of villages	Days/ hrs.	No. of villag es	Days/ hrs.	No. of villag es	
			trai- ning	Other A.S. work													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

- Note : 1. Col. 3: Gross days less leave and holidays.  
 2. @ : apportioning of days between different items of work will be done up to 0.5 days.  
 3. Cols. : Common for whole tour.  
 4. Cols. 4 to 11 : mention hours within brackets below days.

5. Col. 7 = Col. 4 + Col. 5 + Col. 6  
 6. Col. 9 = Col.12 + Col. 14 + Col.16 + Col.18

No. \_\_\_\_\_ Date \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_

Submitted to the Regional Head, NSSO(FOD)

Submitted to DDG , NSSO(FOD) Faridabad.

Senior Statistical Officer

Regional Head

**Chapter VII**  
**NATIONAL SAMPLE SURVEY OFFICE**  
**( FIELD OPERATIONS DIVISION )**  
Agricultural Statistics Wing

**Annex.VI**

Challan for dispatch of schedules

State: ----- Year: -----

Name of Senior Statistical Officer

Season : -----

Sl.No.	Name of village	Order of Selection	District	Type of Schedules despatched ( AS 1.0, AS 1.1, AS 2.0 )	For sch. 2.0 crop & expt. number		Date of completion of field work by Senior Statistical officer
					crop	expt. I/II/both	
1	2	3	4	5	6	7	8

-----  
no. of schedules with this challan  
dispatched \_\_\_\_\_  
cumulative for season

Batch no. of  
current dispatch  
for the season

-----  
No. \_\_\_\_\_ Dated \_\_\_\_\_  
Submitted to AD/ Senior Statistical Officer in charge SRO, (in duplicate)

( \_\_\_\_\_ )  
Senior Statistical Officer

ACKNOWLEDGEMENT

No. \_\_\_\_\_ Dated \_\_\_\_\_

Schedules received at Senior Statistical Officer Hqr. on \_\_\_\_\_  
Returned to Senior Statistical Officer. Above schedules are acknowledged except these against Sl. Nos.

AD/ Senior Statistical Officer in charge SRO  
NSSO ( FOD )



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**Chapter-VII**  
National Sample Survey Office  
( Field Operations Division )  
Agricultural Statistics Wing  
Challan of despatch of schedules

**Annex. VI (a)**

State  
S.R.O./NSRO

Year  
Season

Sl.No.	Name of Village	Order of selection	District	Sch. despatched 1.0/2.0/1.1	For Sch. 2.0 crop & expt. No.		Date of receipt of sch. by Senior Statistical Officer
					crop	expt. 1/2 both	
1	2	3	4	5	6	7	8
No. of Schedules despatched		(i) With this challan (ii) Cumulative for Season			Batch no. of current dispatch for the season		

No.

Submitted to (i) DDG, NSSO ( FOD ), Faridabad in duplicate  
(ii) SASA

Date:

Copy for information to NSSO, REGIONAL HEAD ( FOD ) R.O.-----

Senior Statistical Officer

Senior Statistical Officer

Acknowledgement

No.

Date:

Returned to AD/SSO In-charge, SRO. Above Schedules are acknowledged-

Senior Statistical Officer  
S.R.O.

for DDG

National Sample Survey Office  
( Field Operations Division )

Progress of field work of A.S. for the month ending on \_\_\_\_\_

ASPR-II

SRO / RO\_\_\_\_\_

State: \_\_\_\_\_

Year: \_\_\_\_\_

Season: \_\_\_\_\_

££Name of the Senior Statistical Officer. \_\_\_\_\_

Particulars	Area enumeration and aggregation		Sample check on crop cutting experiments ( Schedule AS 2.0 )									
			Crop-wise no. of expts. ( enter crop names in spaces below )									Total col. 4 to 12
1	No. of villages		(      )	(      )	(      )	(      )	(      )	(      )	(      )	(      )	(      )	
	Schs. AS 1.0	Sch. AS 1.1										
	2	3	4	5	6	7	8	9	10	11	12	13
1.Progress achieved(*) During month (d.m.) Since Start (s.s.)												
2. C.C.Expts. Lost	d.m.	x	x									
	s.s.	x	x									
Missed	d.m.	x	x									
	s.s.	x	x									
3. Schedule for d.m. villages/ expts. s.s. dispatched												
4.Supervi- d.m. sion of s.s. work by A.D. d.m. s.s.												
5. (no.) Planned for next month												

Notes: 1. MPR to be dispatched on the last working day by Senior Statistical Officer to AD/SSO-in-charge SRO by 4<sup>th</sup> of next month and to FOD Faridabad.

2. Enter allotment in the brackets shown in col. headings.

3. \*- Exclude lost/ missed for crop cutting experiments.

4. ££- strike in case the report relates to SRO / RO.

Additional information:

(i) No. of sanctioned post (Senior Statistical Officers) =

(ii) No. in position =

**Chapter VII**  
GOVERNMENT OF INDIA  
**NATIONAL SAMPLE SURVEY OFFICE**  
**( FIELD OPERATIONS DIVISION )**  
**SCHEDULE AS 3.0: WORK COMPLETION REPORT**

**Annex.-VIII**

SEASON \_\_\_\_\_ STATE \_\_\_\_\_ NSRO -----

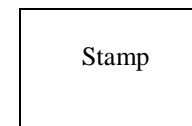
S.R.OFFICE -----

1 :	District -----	3.	Village-----	
2.	Tehsil -----	4.	Order of selection-----	
Item of Work		Date of Completion	Volume of work *	Whether despatched ( Yes / No )
-----				
1.	Sample check of area enumeration Schedule A.S. 1.0			
-----				
2.	Sample check of area totals in village Khasra Register ( Sch.AS 1.1 ) Season _____			
-----				
3.	Sample Check on crop cutting experiments Schedule A.S. 2.0			

\* For C.C. Expts. indicate under Vol. the crop and No. of expts. supervised.

Remarks

O. I. G. S.



Name and Designation of  
Supervisor

To

The Regional Head (Region)  
National Sample Survey Office.,  
( Field Operations Division )

Signature / Date

Pin Code No. \_\_\_\_\_

---

**Annex: IX**  
**ASPR-3**

\$Sub Regional Office/  
Regional Office

Year

[illegible]

1	2	3	4	5	6	7	8	9	10	11	12

1. \$ Delete the inapplicable.
2. \* In case of Schs. AS 2.0 only.
3. Col.1 will be left blank when form is used by sub-regional offices.
4. When entry in Col. 9 in Sch. A.S. 2.0., write name of crop and experiment No. in Col. 10 and 11.

No.

Dated:

Submitted to Regional Head,. NSSO ( FOD)

Submitted to DDG, NSSO ( FOD) Faridabad.

Senior Statistical Officer

Regional Head

## **CHAPTER - VIII**

### **Inspections**

8.1 The importance of inspection as a means of improving the quality of field work needs no emphasis. The purposes of inspection are:-

- (a) to correct on the spot any mistake observed in the field work,
- (b) to assess the quality of the field work
- (c) to train the field staff in the technique of field work by giving training on the spot.

#### **8.2 Norms of inspection**

##### **(i) Assistant Director posted in SRO**

- (a) 10% of the samples completed by each Senior Statistical Officer in each season for area enumeration and page totalling.
- (b) At least four crop cutting experiments during each agricultural year.

##### **(ii) Regional Head**

- (a) One village for sample check on area enumeration and one for page totalling in each season.
- (b) Two crop cutting experiments in each season.

- (i) Assistant Director posted in SRO and Regional Head should ensure that inspections are spread over amongst as many Senior Statistical Officers as possible. It will be necessary to cover each Senior Statistical Officer at least once in the course of one agricultural year.

To the extent possible inspections should be of surprise in nature. It would be desirable if in at least half the number of inspections in one SRO, the element of surprise is achieved.

**8.3 Inspection notes:** The types of inspections note forms viz. Form A and Form B are prescribed for recording the details of inspections. (Annex I & II) Form A relates to inspection of sample check of area enumeration and page totaling of Khasra and Form B relates to inspection of supervision of crop cutting experiments.





## **8.4 Instructions for preparation of Inspection Note :**

### **8.4.1 INSPECTION FORM 'A' :**

officers viz., Assistant Director posted in SRO and Regional Head in respect of the field work for schedule AS 1.0 ( sample check on area enumeration) and AS 1.1 (sample check on page totalling of Khasra Register). The inspection note should be recorded on the spot and a copy thereof must be handed over to the Senior Statistical Officer in case of concurrent inspection.

**TOP:** Year: Write the Agriculture Year (e.g. 2014-15).  
Season: Write the relevant season as per State procedure for the field work in respect of which the schedule is filled up. In some States, there are no specific seasons; the relevant phase of work should be indicated.

### **BLOCK 1: Identification particulars:**

All the items are self-explanatory. Other officials under item 6 will refer to officials of an equivalent or higher ranks than the Senior Statistical Officer and the state primary worker.

### **BLOCK 2: Inspection particulars:**

Item Nos. 2.1 to 2.5 of this block relate to the inspection of schedules AS 1.0 and item 2.6 for both the schedules AS 1.0 and schedule AS 1.1.

Item 2.1 has four sub-items (a), (b), (c) and (d) each signifying separate operations of inspection. If these are found to be carried out correctly by the Senior Statistical Officer If any item is not being done correctly, entered against it. If the inspecting officer did not check the particular item of work entry the item was checked and found done correctly, the last column will be left blank. However, if the item of work was not correctly done, entry in last column will relate to nature of mistake observed. If the inspecting officer could not check the particular item of work the reasons for not checking will be furnished in the last column.

#### **Item 2.2:**

For area check in each season / phase, a state-wise time schedule is prescribed. If the area check in the village under inspection was not done within the prescribed time-schedule by the Senior Statistical Officer, reasons thereof together with the observations of the inspecting officer will be recorded.

**Item 2.3:** Self explanatory

**Item 2.4:**

Answer to item 2.4 will refer to the overall position in the clusters under sample check. Simultaneous area enumeration (girdawari) by primary worker and sample check by supervisor is not desirable. The inspecting officer will adopt his own method to ascertain this information objectively and record it. In case, it is found to have been done jointly, this will be indicated with the source of information.

**Item 2.5 and 2.6 : Self explanatory.**

**BLOCK 3 : Details of Inspection for Sch. AS 1.0**

**Item 3(a):** This will include all the clusters/survey numbers completed by supervisor till the inspection including those completed in the presence of inspecting officer.

**Item 3 (b) & (c):** Self explanatory.

**Item 3 (d):**

If the inspecting officer has any observation to make for incorrectness or so on any item of schedule 1.0, the block, column and item number may be written on the left hand side and observation recorded on the right hand side under this item. If the space is insufficient, extra sheet may be attached.

**BLOCK 4: Summary of mistakes found - Schedule AS 1.0**

This is the most important block relating to inspection of sample check on area enumeration. Mistakes have been classified under three heads (i) wrong identification of survey number or patches, (ii) errors in noting down utilizations and (iii) errors in assessment of area under various utilizations. This will be recorded in the respective items. In item 5 of this block, full account will be given for the nature of the mistakes observed and the possible reasons thereof. Mention will also be made for the remedial guidance given to Senior Statistical Officer to avoid such errors in future.

**BLOCK 5: Summary of mistakes found – Sch. AS 1.1:**

This block is meant for inspection of schedule AS1.1 and the items are self explanatory.

**BLOCK 6: General Remarks:**

This block is meant for general remarks on the work of the Senior Statistical Officer. It has been divided into eleven sub-items (i) to (xi). The remarks should specifically relate to the inspection under reference. Meaningful observations against each item may be recorded so that it will be possible to form a realistic assessment of the understanding and manner of functioning of the Senior Statistical Officer. Hence, more remarks such as good, satisfactory etc. are uninformative and may be avoided.

**Item ( ii ) :**

Assess the grasp of instructions of the Senior Statistical Officer as observed in course of the current inspection and indicate in narrative form with suitable suggestions for improvement.

**Item(iv ):**

The Senior Statistical Officers are required to collect certain ancillary information for schedule AS 1.0 wherever they were not collected it would need a proper appraisal by the inspecting officer and the observations be recorded clearly. Also, the ability of the Senior Statistical Officer in eliciting reliable data should be commented upon. Other items of this Block are self explanatory.

**8.4.2 INSPECTION FORM 'B'**

This inspection note form is to be used for field inspection at all stages relating to crop cutting experiments.

**Season:**

It will be recorded as per State procedure as clearly indicated for inspection form

**BLOCK 1: Identification particulars:**

The block is divided into two parts A and B. Identification particulars written on the inspection note should tally with those noted on the schedule. Against item 5 of Part B, names of such State officials should be indicated who are equivalent or superior to primary worker and connected with Revenue / Agricultural Statistics work.

**BLOCK 2: Inspection particulars:**

All sub-items are self explanatory. Care has, however, to be taken to check items 2.1 (b) and (c) specially with reference to the State instructions and entries in Khasra register followed by physical observations of experimental crops in selected / rejected survey numbers. Similarly, care has to be taken to verify other operations of the crop cutting experiments with reference to the provisions in the State instructions for G.C.E.S.

against the item and the reason for not checking should be furnished in Block 3.

**BLOCK 4 :**

This block contains 13 items. Item No. (i) to (vi ), are corresponding to item no.

should be made as explained above under the instructions for that form. In item (vii), specify the forms checked by the Senior Statistical Officer. The mode of obtaining harvesting dates from the State primary workers is to be given against item (viii). Other items are self explanatory.

## 8.5 General guidelines for field inspections and preparation of inspection notes:

With this objective in view, the guidelines from the FOD Hqrs. had been issued from time to time and again individually as well as collectively emphasising the various aspects of field supervision programme and to focus that it is required to be given to tone up the quality of primary work. The objective of field supervision is to identify, the general and specific type of mistakes / departures from the prescribed instructions that entered during the course of collection of data, due to one reason or the other. After achieving this objective, efforts should be made to provide feedback for the collected information regarding the type of errors committed in the field so that adequate steps are taken to ensure that the types of mistakes which are observed are not repeated. In order to achieve this objective, some aspects which may serve as useful indicators in the supervision programme for A.S. work are detailed below :-

- (i)
  - (a) For some of the blocks in various schedules, it is laid down in the instructions that specific remarks for the entries made may be given in the remarks block. Recording of these remarks on the basis of the available information in the field is extremely useful for tabulation and analysis of data. It should, therefore, be ensured that all exceptional entries are fully explained by proper remarks.
  - (b) When the yield from a particular crop cutting experiment is either exceptionally low or high, it should be clearly explained in the remarks block as to whether information regarding the inputs i.e. irrigation, use of fertilizers and manures, use of high yielding varieties of seeds etc. has been correctly collected by the primary worker. Similarly, in case of low yield the reasons for the same such as drought conditions, floods, climatic conditions etc. should be given.
  - (c) It has been observed during the scrutiny of filled -in schedules received from the field that in a number of cases **blocks 5 (a) and 5 (b)** of schedule AS 1.0 are left blank and no reasons are given for the same. The Inspecting Officers should give the detailed reasons for leaving these blocks blank so that it can be confirmed that the prescribed procedures and instructions require some modifications or not.
  - (d) It is noticed that the last block of Inspection Note viz., General remarks on work of Senior Statistical Officers relating to schedule AS 1.0 and AS 2.0 is generally not adequately commented upon. Proper remarks should be given to throw light on the capacity of the Senior Statistical Officer in various aspects of field.
- (ii) In case of Agricultural Statistics, concurrent inspections are extremely useful and proper so that it can be seen on spot verification that the selected survey number where the crops sown therein have been correctly identified. In case of crops, grown mixed, the

correct proportion of constituent crop (s) can be estimated only if concurrent visit is paid. Similar information regarding ancillary data can be correctly collected if the supervision is done when the crops are standing in the field or when the crop cutting experiment is being carried out. It is, therefore, emphasised that all attempts

(viii) It is considered desirable that the field experience acquired by the supervisory officers during the course of their field visits should be made available for the benefit of all the field staff and also to help in bringing overall improvement in the system of collection of Agricultural Statistics. The supervisory officers should, therefore, give their observations on the systems of maintenance of records and the prescribed instructions for carrying out area enumeration, aggregation of areas and crop cutting experiment etc., along with the suggestions for improvement of the same.

(ix) At the time of planning field supervision, special attention should be given to new recruits, field workers and the difficult areas. It should be ensured that the advice of the senior officers is available on the spot to the field workers so that the necessary solutions to the field problems can be provided promptly.

(x) It is desirable that the field problems and specific type of mistakes which are observed in the field are consolidated and in addition to their circulation among the field staff these are thoroughly discussed in the monthly meetings.

**8.6** It is very difficult to give an exhaustive list of points to act as guidelines for conducting field supervisions. However, it is hoped that the above points will be kept in view while conducting field inspections.

**भारत सरकार**  
**GOVERNMENT OF INDIA**  
**राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय**  
**NATIONAL SAMPLE SURVEY OFFICE**  
**अनुसूची कृ. सा. 1.0 और 1.1 के लिए निरीक्षण नोट**  
**Inspection note for Schedule AS 1.0 and 1.1**

राज्य State .....क्षेत्र Region.....

उ.क्षे.का./क्षे.का.S.R.O/R.O ..... वर्ष Year .....मौसम Season.....

1) पहचान विवरण Identification Particulars			
(क)	1.	जिला	
	2.	तहसील	
	3.	ग्राम (राजस्व सं. सहित)	
(ख)	1.	निरीक्षण अधिकारी का नाम व पद	
	2.	निरीक्षण की तिथि	
	3.	व. सां. अधिकारी का नाम	
	4.	प्राथमिक कामगार का नाम व पद	
	5.	क्या प्राथमिक कामगार प्रशिक्षित था (हाँ-1/नहीं -2)	
	6.	अन्य उपस्थित अधिकारी (क रा.प्र.स.का.  (ख) राज्य सरकार	
	7.	पिछले निरीक्षण की तिथि	
(2) निरीक्षण विवरण Inspection Particulars			
2.1	क्या अनुसूची कृ.सं. 1.0 के लिए अधोलिखित सही किए गए थे	हाँ /नहीं /जाँच नहीं की गई-जो भी संगत हो प्रत्येक मद के सामने लिखिए	पाई गई त्रुटि उसके कारण सहित/जाँच न करने का कारण
	(अ) ग्राम की पहचान		
	(आ) उच्चतम क्रम संख्या (एच) एवं समायोजित उच्चतम क्रम संख्या (एच') का निर्धारण H')		
	(इ) आधारित सर्वेक्षण /क्रम संख्या का चयन		
	(ई) समुच्चयों का संघटन		



	क) क्या क्षेत्रफल की जाँच व.सा.अधि. द्वारा ठीक समय पर की गई (यदि नहीं तो उसके कारण)		
	(ख) क्या क्षेत्रफल की जाँच, क्षे.सं.प्र.द्वारा निहित समय अनुसूची के अनुसार की गई। (यदि नहीं तो उसके कारण)		
	कार्य पूरा करने के लिए निश्चित की गई तिथि एवं पटवारी द्वारा सम्पूर्ति की तिथि		
	क्या क्षेत्रफल परिगणना का कार्य व.सा.अधि. द्वारा पूर्व / बाद में/ अथवा संयुक्त रूप से प्राथमिक कामगार के साथ किया गया ?		
	क्या निरीक्षण के समय मौसम की सभी फसलें खड़ी थी ? हाँ -1 नहीं -2		
	<b>क्या क्षेत्रफल जाँच / पृष्ठयोग के समय अभिलेख उपलब्ध थे (हाँ /नहीं)</b> Whether records were available at the time of area check/page totaling (Yes/No)?	गत कृषि वर्ष	खण्ड 6.1 कृ.सा. 1.0 के लिए खसरा रजिस्टर
			खण्ड 6.2 कृ.सा. 1.0 के लिए फसल सार
			खण्ड 8 कृ.सा. 1.0 के लिए भूमि उपयोग विवरणी
		चालू कृषि वर्ष	खण्ड 3 कृ.सा. 1.0 के लिए खसरा रजिस्टर
			कृ.सा. 1.1 के लिए फसल सार
			कृ.सा. 1.1/कृ.सा. 1.0 खण्ड 6.3 के लिए भूमि उपयोग विवरणी
(3) निरीक्षण विवरण- अनुसूची कृ.सा. 1.0 Details of inspection-Schedule AS 1.0			

(अ) ग्राम में क्षेत्र

3	उपयोग के अंकन में त्रुटियाँ/Errors in recording utilisation							
	सर्वेक्षण संख्या	पैच संख्या	निम्न के अनुसार उपयोग/ Utilisations as per					
			वरिष्ठ सांख्यिकी अधिकारी				निरीक्षण अधिकारी Insp. Officer	
4.	क्षेत्रफल के निर्धारण में त्रुटियाँ /Errors in assessment of Area							
	फसल/Crop	निम्न के अनुसार क्षेत्रफल /Area as per						
		वरिष्ठ सांख्यिकी अधिकारी /				निरीक्षण अधिकारी/Insp. Officer		
5.	उक्त त्रुटियों के संबंध में टिप्पणी (यदि अन्य हो तो उनका भी उल्लेख करें) Remarks of above mistakes(also mention other mistakes, if any)							
(5) पाई गई त्रुटियों का सारांश -अनुसूची कृ.सां. 1.1 Summary of mistakes found - Schedule A.S 1.								
खसरा रजिस्टर के पृष्ठों की कुल संख्या Total no.of pages in khasra Register	पृष्ठों की संख्या जिनके योग No.of pages for which totals				पाई गई त्रुटियाँ Mistake found			
	जाँच की Checked	गलत पाए Found wrong	पृष्ठ सं. Page no.	फसल Crop	व. सां. अधिकारी द्वारा किए गए क्षेत्रफल का योग	निरीक्षण अधिकारी द्वारा किए गए क्षेत्रफल का योग	स्तंभ (6) व (7) में की गई प्रविष्टियों में भिन्नता के कारण Reasons for difference between entries in Col.(6) &(7)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
व. सां. अधिकारी के पृष्ठयोग कार्य पर अभ्युक्ति,यदि अन्य त्रुटियाँ हो तो साथ दें। Remark on page totaling work of SSO including other mistakes, if any								
(6) व. सां. अधिकारी के काम के बारे में सामान्य अभ्युक्ति General remark on the work of SSO								
(i)	दौरा कार्यक्रम को कार्यान्वित करने के लिए राज्य के अधिकारियों आदि के साथ की गयी व्यवस्था Arrangement made with state officials etc. for execution of tour programme							
(ii)	अनुदेशों की समझ Grasp of instruction							
(iii)	क्षेत्र कार्य के समय विभिन्न मुद्दों पर सावधानी Attention to various points at the time of field work							

(iv)	जानकारी की अनुषंगी मदों का संकलन <b>Collection of ancillary items of information</b>	
(v)	राज्य के क्षेत्र कर्मचारियों तथा राज्य के अन्य कर्मचारियों के साथ व्यवहार <b>Relation with State field staff and other State officials</b>	
(vi)	क्षेत्र कार्य विवरण के अनुरक्षण की विधि <b>Method of maintenance of field work particulars</b>	
(vii)	दैनिक डायरी की अद्यतनता और अनुसूचियों का प्रस्तुतीकरण <b>Up-dateness in daily diary and submission of schedules</b>	
(viii)	अभ्युक्ति <b>Remarks</b> किए गए कार्य की समग्र गुणवत्ता के विषये मे सामान्य प्रतिक्रिया व्यक्त कीजिये । <b>Give general impression about overall quality of field work by</b> (क) प्राथमिक अभिकरण <b>Primary agency</b> (ख) पर्यवेक्षी कर्मचारी <b>Supervisory staff</b>	
(ix)	क्षेत्र कार्य के लिए सामान्य संकार्य शर्तें <b>General operational conditions for field work</b>	
(x)	यदि कोई हो, आंकड़ों की गुणवत्ता मे सुधार लाने हेतु सामान्य सुझाव <b>General suggestions ,if any, for the improvement of the quality of data</b>	
(xi)	क्या उसे अनुदेशों की जानकारी है। <b>Whether he is conversant with the instruction</b>	

निरीक्षण अधिकारी के हस्ताक्षर

नाम .....

पदनाम .....

दिनांक .....

सं. No.....

दिनांक .....

उप महा निदेशक, रा.प्र.स.स. (क्षे.सं.प्र.) फरीदाबाद / क्षेत्रीय प्रमुख, राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षे.सं.प्र.).....को प्रस्तुत  
Faridabad / Regional Head.....

प्रतिलिपि:-

1. आंचलिक प्रमुख, रा.प्र.स.स.(क्षे.सं.प्र.).....  
.....)
2. संबन्धित वरिष्ठ सांख्यिकी अधिकारी श्री..... रा.प्र.स.का.(क्षे.सं.प्र.).....  
.....

हस्ताक्षर क्षेत्रीय प्रमुख/ प्रभारी उप क्षेत्रीय कार्यालय  
Signature of Regional Head/ Officer in - charge SRO

(Annex - II) मूल प्रति /द्वितीय प्रति /तृतीय प्रति  
Original/Duplicate/Triplicate  
निरीक्षण प्रपत्र -ख

भारत सरकार  
GOVERNMENT OF INDIA  
राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय  
NATIONAL SAMPLE SURVEY OFFICE

अनुसूची कृ. सां. 2.0 कके लिए निरीक्षण नोट  
Inspection note for Schedule AS 2.0

राज्य state .....क्षेत्र Region.....  
उ.क्षे.का. / क्षे.का. S.R.O/R.O.....वर्ष Year.....मौसम Season .....

(1) पहचान विवरण Identification Particulars				
(क) (	1. राज्य		5. ग्राम (राजस्व सं.) (	
	2. उप क्षेत्रीय कार्यालय		6. फसल	
	3. जिला District		7. प्रयोग की संख्या जिसके कार्य का प्रेक्षण किया गया	
	4. तहसील			
(ख) (	1. निरीक्षण अधिकारी का नाम व पद		2. निरीक्षण की तिथि ( वर्तमान /	
			( पिछला /	
	3. वरिष्ठ सांख्यिकी अधिकारी का नाम		4. प्राथमिक कामगार का नाम व पद  5. उपस्थित अन्य अधिकारी :  ( रा.प्र.स.का. . (ii) राज्य सरकार	

- जिस कार्य के लिए निरीक्षण किया गया है (√) चिन्ह अंकित कीजिये (√)

(2) निरीक्षण विवरण / Inspection Particulars			
2.1	<b>क्या व. सां. अधिकारी ने निम्नलिखित कार्य ठीक किया</b> <span style="float: right;">लिखिए हाँ/नहीं/जाँच नहीं की जो भी प्रत्येक मद के सामने उपयुक्त हो)</span>		
	(अ) ग्राम की पहचान	प्रयोग- I	प्रयोग- II
	(आ) उच्चतम सर्वेक्षण संख्या की जाँच		
	(इ) सर्वेक्षण संख्याओं के चयन की जाँच (		
	(ई) प्रयोगों के लिए खेतों के चयन की जाँच (		
	(उ) खेत के माप की जाँच (		
	(ऊ) प्लॉट की अवस्थिति के लिए यादृच्छिक निर्देशांकों की जाँच ( )		
	(ए) प्रयोगिक प्लॉटों के अंकन की जाँच (		
	ऐ) यदि कोई परिवर्ती प्लॉट हो तो उसके माप की जाँच (		
	(ओ) फसल एवं मिश्रण के अनुपात की जाँच यदि नहीं तो अंकित एवं सही किए गए अनुपात दोनों की त्रुटि के कारणों सहित उल्लेख करें ।		
	(औ) उत्पादन के भार की जाँच प्रथम तोल कि. ग्रा. (0.000)		
	(अं) क्या अधोलिखित के संबंध में अनुषंगी जानकारी की जाँच सही की गई  बीज  सिंचाई  खाद / उर्वरक  कीटनाशक औषधियाँ		
2.2	उपकरण  क्या उपकरणों की स्थिति समुचित रूप से अभिलिखित कर ली गई थी		

निर्दिष्ट करें यथा गुल्ली / फलियां / पोथे / बालें / अनाज / कपास

कार्य की उक्त मदों में पाई गई त्रुटियों का विवरण /जॉच न करने के कारण Details of mistakes found in above items of work/reasons for not checking:		
उक्त के अनुसार कार्य की मद संख्या	पाई गई त्रुटियों का विवरण / यदि जॉच न की हो तो कारण	
<b>(4) वरिष्ठ सांख्यिकी अधिकारी के काम के संबंध में सामान्य अभ्युक्ति General remarks on work of</b>		
(	दौरा कार्यक्रम की कार्यान्विति के लिए राज्य के अधिकारियों के साथ की गई व्यवस्था	
(ii)	अनुदेशों की समझ	
(iii)	क्षेत्र कार्य के समय विभिन्न मुद्दों पर सावधानी	
(iv)	राज्य के क्षेत्र कर्मचारियों तथा राज्य के अन्य कर्मचारियों के साथ व्यवहार	
(v)	क्षेत्र कार्य विवरण के अनुरक्षण की विधि	
(vi)	दैनिक डायरी की अद्यतनता और अनुसूचियों का प्रस्तुतीकरण	
(	प्राथमिक कामगार द्वारा भरी गई अनुसूचियों की व. सां. अधिकारी द्वारा संवीक्षा (फार्मों के नाम व संख्या का उल्लेख करें)	
(	प्राथमिक कामगार से फसल कटाई तिथियों के संग्रह की विधि	
(ix)	(क) यदि प्रयोग छूट गया कारण दीजिये (संकेतांक)	
	(ख) यदि प्रयोग की क्षति हो गई कारण दीजिये (संकेतांक)	
(x)	i. क्या प्राथमिक कामगार प्रशिक्षित था (हाँ-1/नहीं -2)	
	ii. यदि हाँ तो कितनी बार	
	iii. क्या उसे अनुदेशों की जानकारी है। (हाँ/नहीं)	
	यदि नहीं तो फसल कटाई प्रयोगों के आयोजन में कब उसे सहायता की आवश्यकता पड़ी	

(xi)	<b>अभियुक्तियाँ:</b> कर्मचारी के किए गए क्षेत्र कार्य की समय गुणवत्ता के विषय में सामान्य प्रतिक्रिया व्यक्त कीजिये: <b>Remarks:</b>  प्राथमिक अभिकरण / पर्यवेक्षी कर्मचारी /	
(	क्षेत्र कार्य के लिए सामान्य संकार्य शर्तें	
(xiii)	आंकड़ों की गुणवत्ता में सुधार लाने हेतु सुझाव यदि कोई हो	

निरीक्षण अधिकारी के हस्ताक्षर

नाम

पदनाम

दिनांक

सं. No..... दिनांक .....

उप महा निदेशक, रा.प्र.स.स. (क्षे.सं.प्र.) फरीदाबाद / क्षेत्रीय प्रमुख, राष्ट्रीय प्रतिदर्श सर्वेक्षण कार्यालय (क्षे.सं.प्र.).....को प्रस्तुत

प्रतिलिपि:-

1. आंचलिक प्रमुख, रा.प्र.स.स.(क्षे.सं.प्र.).....  
.....)

2. संबन्धित वरिष्ठ सांख्यिकी अधिकारी श्री..... रा.प्र.स.का.(क्षे.सं.प्र.).....  
.....)

हस्ताक्षर क्षेत्रीय प्रमुख/ प्रभारी उप क्षेत्रीय कार्यालय  
Signature of Regional Head/ Officer in - charge SRO

## खंड 4 की मद (ix) के लिए संकेतांक Code for item ix of block 4

अ) प्रयोग के छूटने के कारण (a) For miss of Expt:-	प्रयोग के क्षति के कारण (b) For loss of Expt.
फसल कटाई की तिथि / फसल कटाई की तिथि में परिवर्तन की सूचना नहीं दी गई -1	कृषक ने निश्चित तिथि से पहले फसल कट ली -1
फसल कटाई की तिथि में परिवर्तन की सूचना देर से दी गई-2	प्राथमिक कर्मचारी ने फसल कटाई प्रयोग सम्पन्न नहीं किया-2
पर्यवेक्षक ग्राम में समय पर नहीं पहुँच सका-3	सर्वेक्षण संख्या के चयन / गाँव के पुनर्स्थापन में विलंब-3
पर्यवेक्षक को आबंटित प्रयोगों की कटाई की तिथियाँ एक साथ आने के कारण-4	सर्वेक्षण संख्या का चयन त्रुटि-पूर्ण पाया गया और सही चयनित क्षेत्र की फसल कट चुकी थी-4
अन्य निर्दिष्ट करें-9	अन्य निर्दिष्ट करें-9