

By E-mail/post

DIRECTOR, ECONOMICS AND STATISTICS, ODISHA, BHUBANESWAR.

L. No. 1475 /DES/NSS-F-6/20

Dated, Bhubaneswar, the 29th February, 2020.

From

Sri S. Sahoo, ISS

Director

To All DD (P&S), DPMUs

Subject: - Technical Circular on 78<sup>th</sup> Round NSS (Jan'2020 to Dec'2020)

The range level Training programme on NSS 78th round was organized by respective Joint Director during the month of February, 2020. In order to ensure timely and quality of survey, I would likely to draw your attention to the following points.

- (i) 78<sup>th</sup> round NSS is earmarked for collection of data on "**Domestic Tourism Expenditure (Sch.21.1) and Multiple Indicators (Sch.5.1)**". The expenditure on domestic Tourism (overnight) is an important component for preparation of Tourism Satellite Account (TSA) and the survey on Multiple Indicators is being conducted for the first time in NSS during this round and its main purpose is to develop some important indicators of sustainable Development, 2030.
- (ii) The survey period of 78<sup>th</sup> round NSS will be of one year duration starting from 1<sup>st</sup> Jan'2020, which is divided into four sub-rounds of the three months (i) January-  
(ii) April-June 2020 (iii) July-September, 2020 (iv) October-December, 2020.

I am enclosing herewith a detailed useful guidelines (at Annexure-A) to be followed during the field survey, so as to ensure qualitative & timeliness of data collection.

Looking forward to your Co-operation in this matter.

Encl: As above

Yours faithfully,

*S. Sahoo*  
28.02.2020  
Director

Memo No/-----

dated/-----

1476

29/02/2020

Copy forwarded to Joint Directors (Stat.) of all ranges for information and immediate necessary action.

*S. Sahoo*  
28.02.2020  
Director

**Some useful guidelines to be followed :**

**(A) Schedules to be canvassed:**

- (i) The following schedules are to be canvassed during 78<sup>th</sup> round as given below  
(a) **Schedule 0.0-** List of Households, (b) **Schedule 21.1-** Domestic Tourism Expenditure and (c) **Schedule 5.1-** Multiple Indicators Survey (MIS)
- (ii) As usual Listing schedule (Sch. 0.0) will be canvassed for preparing Frame for sample selection for different schedules. In a FSU/UFS block, if available 10 households will be surveyed for schedule 21.1 & 20 households will be surveyed for schedule 5.1. (Both sectors).

**(B) Sample list :**

- (i) Both rural and urban Sample list has been sent by office E-mail and also been handed over to your officials during the training period.
- (ii) The Joint Director(Stat) of Central/Northern range are requested to collect the urban frame with identification particulars & its maps from their respective NSSO region and sent to the concerned DPMU to undertake the survey in urban samples.

**(C) Field visit of primary worker/Supervisors:**

- (i) Each Primary worker, entrusted with the field work may be allowed maximum 7 (Seven) days tour normally for rural sample and for urban sample maximum 5 (five) days.
- (ii) Supervisors of NSS may be allowed to tour for 2 days depending upon the location and situation of the sample village/block.
- (iii) The D.D (P&S)/AD (Stat) may consider the extension of one day of survey considering the inaccessibility to FSU keeping view of hilly terrain/watery way.
- (iv) In case of Un-inhabited sample or sample treated as zero case, primary worker may be allowed maximum 3 (three) days tour for the survey work.
- (v) All such UI/Zero case are required to be inspected by Deputy Director (P&S)/AD (Stat) himself/herself to ascertain its genuineness as per the guidelines of NSSO.
- (iii) For 1<sup>st</sup> sample primary workers and Supervisors have to conduct the field survey jointly, for identification of FSU and Listing, selection, canvassing of SSS. Preferably team approach has to be adopted as far as possible.



- (iv) Any technical doubts occurred during the survey work of 1<sup>st</sup> sample may please be brought to the notice of the JD/DD/AD of NSS division of DE&S immediately.

**(D ) Inspection of sample:**

- (i) All sample villages/blocks should be inspected by the supervisory officials i.e. 100% of the sample inspection is mandatory.
- (ii) Deputy Director (P&S) of the respective District Planning and Monitoring Units are advised to draw a work plan in respect of each quarter of each sample village/block in such a manner that the field work is distributed among the trained staff to complete the survey in time.
- (iii) The field work is carried out by a Primary worker, the inspecting officer is required to make field visit for inspection just after the listing is over, so that he/she may ensure the correct sample selection before detailed enquiry is started. Particularly in 1st sub-round inspection should not be planned for at late stage of field work in sample village/block to avoid re survey of a sample household due to wrong sample selection. Immediate supervisory officer (D/ASO) will be responsible for the correctness of the sample selection.
- (iv) Deputy Director (P&S)/Asst. Director (Stat) should inspect the field work of NSS for at least one sample in each month. Joint Director (Stat) Ranges is required to inspect at least one sample in each district within his jurisdiction during the round.
- (v) Inspection Notes of District/Range/DE&S level officers are required to be forwarded to DES headquarters within seven days from the date of inspection.
- (vi) Inspection Notes may be sent in the proforma at **Annexure- III** (by E- mail Id ) in address [nssdes80@gmail.com](mailto:nssdes80@gmail.com) as well as by the post.

**(E) Scrutinize of the filled-in schedules:**

- (i) After completion of field survey work in the FSU,, No column should be left blank which needs to be filled in the respective schedules for enquiry.
- (ii) All the schedules need to be checked thoroughly by the supervisory official of NSS at the district level within a month from the completion of field survey work for final scrutiny of the schedule.
- (iii) Supervisory officer is required to certify in block(9) of schedules-0.0 that the selection of households has been checked and found correct. Similarly the officer responsible for scrutiny of tables is also to certify that the selection procedures have been followed properly.

- (iv) Scrutinized filled in schedules of 1st sample should be submitted to DE&S as soon as completion of 1<sup>st</sup> sample for detail scrutiny.
- (v) Timely submission of 1st sample will help this Directorate to organize Refresher training in time.
- (vi) The Deputy Director/Assistant Director should verify at least the filled-in schedules of any one sample of each sub-round .

**(F) Monthly Progress Report :**

- (i) The Deputy Director (P&S) District Planning and Monitoring Units shall send their Monthly Progress Report to DES headquarters in format at **(Annexure-I & II)**.
- (ii) MPR for current month and **ATP** for primary and supervisory officer for succeeding month from DPMUs Should reach DES headquarters by **last working day of the month positively through E-mail and hard copy** .

**(F) ATP of Primary worker & Supervisor :**

- (i) ATP of primary and supervisory officer for succeeding month from DPMUs Should reach DES headquarters by **last working day of the month positively through E-mail and hard copy** .

**(G) Data Entry :**

- (i) The data entry work in specified software will be followed and complete in timely.

**(H) Manpower :**

- (i) Deputy Director (P&S) and Asst. Director (Stat.) are instructed to contact to their respective JD, ranges for shortage of man power to conduct field survey and supervision.
- (ii) The all Joint Directors (Stat.) are also instructed to make necessary arrangement of manpower within their jurisdiction. if required at district level to conduct the field survey work with consultation with the concerned DD,DPMU.

Any doubts on technical matter arise during the survey work may please be brought to the notice of the officers of NSS division of DE&S immediately for clarification.

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**ANNEXURE:-**

**Monthly Progress Report**

**78th Round(January' 2020 to December'2020)**

**A.DPMU:-**

**B.Month:-**

**Block:-1 Progress of Field work.**

**No. of First Stage Units(FSUs)**

Sl. No.	Sample Type	Sub Round	Allotted	Completed		Inspected		Scrutinised		Data Entry		Treated as Casualty/Zero
				DM	SS	DM	SS	DM	SS	DM	SS	
1	Rural	3	4	5	6	7	8	9	10	11	12	13
1		1										
		2										
		3										
		4										
2	Urban	1										
		2										
		3										
		4										
3	Total	1										
		2										
		3										
		4										

DM:During the month

SS:since start

Signature:-  
Name:-  
Designation

Deputy Director(P&S)/  
Asst.Director(stat.)

ANNEXURE-II															
STATEMENT SHOWING THE SAMPLE VILLAGE/BLOCKWISE PROGRESS OF 78th ROUND NSS															
A-District:-															
B-Month:-															
C-Year:-															
D-Sub-round:-															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Si.No.	Sample Si. No.	Name of the Village/Block	Name of the primary worker	Date of commencement	Date of completion	Name of the supervisor	Supervisor	AD(stat)/DD(P&S)	Others(Specify)	Present population of the village/Block	No.of SUs	Sample SUs No.	Sch.21.1	Sch.. 5.1	Remarks

Signature:-  
Name:-  
Designation

Deputy Director (P&S)/  
Asst. Director (stat.)



## INSPECTION NOTE FOR S.E. FIELD WORK (NSS 78th ROUND)

(To be used by Inspecting Officers)

State.....

Range.....

District.....

## A. General

## Sub-Round:

1	Name & Designation of the Inspection Officers:	2. Name of the ASO/ Investigator.....
	i)	
	ii)	
3	Name & Designation of the other Officials present during Inspection:	

## B. Identification particulars:

i) Sample Sl.No. :

ii) village/town:

iii) Sub-Unit(s):

iv) Sub-round No. :

v) District Name:

## C.

Utilisation of time	Arrival		Hours spent on inspection		Departure	
	Date	Hours	Field	Camp	Date	Hours

## D.

Inspection Data				
Item	schl 0.0*	schl 21.1	schl 5.1	Total
i. Schedule filled-in up to end of Inspection.				
ii. Out of (i) schedules filled-in presence of Officers				
iii. No. of schedules inspected				
iv. No. of schedules scrutinised				

\* For schedule 0.0 information is to be furnished in respect of number of households.

## E.

## Inspection Details (Yes/No/Not applicable)

1A. Whether sample village/block correctly Identified (Yes/No).	
1B. If no in 1A, give details of mistakes observed and rectified.	
2A. Whether Sub unit correctly formed (Yes/No/Not applicable)	
2B. If no in 2A, give details of mistakes observed and rectified.	
3.A Whether Sub-unit formed as per sample list(Yes/No)	
4 A. Whether selection of households correctly done (yes/No).	
4 B. If no in 4A, give details of mistakes observed and rectified.	

**F.**

**Details observations on schedules inspected/scrutinised.**

Sl.No.	Type of sch. sample household No. etc.	Block	Item (Description)	Observation on corrected entry along with reason
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**G.** Report on the progress of work, quality of field work, etc.

**Signature :**

**Date:**