



# **SUPPORT FOR STATISTICAL STRENGTHENING**

Earlier known as  
**INDIA STATISTICAL STRENGTHENING PROJECT (ISSP)**

## **REVISED OPERATIONAL GUIDELINES** [2019]



National Statistical Office  
Ministry of Statistics and Programme Implementation  
Government of India

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# PART-I

## Background

## **I BACKGROUND**

### **1.1 The Scheme:**

**1.1.1** The Indian Official Statistical System has the responsibility to provide adequate, relevant, reliable and timely official statistics/data sets for informed decision making and for the formulation of plans and programmes. This task/function is performed at the national level by the statistical system consisting of the National Statistical Office (NSO), Registrar General of India (RGI), the various line Ministries/Departments and Organizations of the Government of India. The Statistical System in the States, which is almost similar to that at the center, is generally decentralized over the departments of State/UT Governments. At the apex level in the States/UTs, there usually exists a Directorate or Bureau of Economics and Statistics, which is responsible for the coordination of the statistical activities in the States/UTs.

**1.1.2** Much of the administrative data flows from the State Statistical Systems to the National Statistical Systems. The State Statistical System is therefore an integral part of the National Statistical System and improvements in State Statistical Systems are critical to the improvement to the National Statistical System.

**1.1.3** The National Statistical Commission (NSC) under the Chairmanship of Dr. C. Rangarajan in its Report submitted to the Government of India in 2002, considered the different deficiencies and data gaps in the Statistical System. The Commission desired that integrated systems at the National, State and Sub-State Level should be built up in each sector of the economy. In the context of effectively addressing the various problems faced by the State Statistical System, it was observed that over the years State Governments had not taken much initiative to address this issue.

**1.1.4** With a view to improve the State Statistical Systems, a World Bank assisted Scheme 'India Statistical Strengthening Project (ISSP) was formulated based on extensive consultations and discussions with the concerned stakeholders, including the States/UTs. The Project was essentially based on the outcomes of 35 detailed State/UT reports with regard to "Identifying the Specific Requirements for Strengthening of State Statistical Programmes" and was designed to re-organize the State/UT DES for efficient and effective functioning.

**1.1.5** The India Statistical Strengthening Project then a Centrally Sponsored Scheme with World Bank aid of 80% was approved by the Cabinet Committee on Economic Affairs in March, 2010 and subsequently by the World Bank in July, 2010. It was originally to be implemented during the 11<sup>th</sup> plan i.e. by March, 2012. It aimed at improving the Statistical Capacity and Infrastructure of the State Statistical System for Collecting, Compiling and Disseminating relevant and reliable official statistics for policy making and to promote their usage at the State/District and Block Levels. The Project was designed to support State/UT specific interventions appropriately, in the following areas:

- a) Improving the Coordination and Management of Statistical Activities in the States/UTs.
- b) Human Resource Development.

- c) Developing Statistical Infrastructure.
- d) Investing in Physical Infrastructure, including Information Technology, and
- e) Improving Statistical Operations, especially those supporting the cause of improvement in the quality and dissemination of statistical data.

**Box- 1.1**

The Expenditure Finance Committee decided to recommend the proposal for implementation of the Scheme viz. 'India Statistical Strengthening Project' as a Centrally Sponsored Scheme during the remaining part of the Eleventh Plan period (2007-12) at an estimated cost of Rs. 650.43 crores (Rupees six hundred and fifty crores and forty three lakhs only) of which 80% would be funded through a World Bank loan and 20% would be borne by the Government of India.

**1.1.6** As the States/UTs had wide disparities and heterogeneities in statistical developments and as they were allowed to participate in the project, as and when they took the decision to do so, the Scheme started to be implemented in only 13 States and 1 UT with an allocation of Rs. 648.97 crore out of total allocation of Rs. 650.43 crores. Allocations were finalized on State to State basis by the respective State High Level Steering Committees (SHLSCs) under the Chairmanship of Chief Secretary of the State and by the High Level Steering Committee (HLSC) on ISSP chaired by Secretary, S&PI and finally approved by the Hon'ble Minister in charge of MoSPI. Thereafter MoUs were signed between the MoSPI and the concerned State/UT.

**1.1.7** The States were divided into 3 groups based on an assessment of their current statistical capabilities viz. their participation in the rounds of National Sample Surveys (NSS), and the extent of their processing capabilities and dissemination of the results.

**Box- 1.2**

**Group 1-** Not participating in rounds of NSS.

Andaman & Nicobar, Dadra & Nagar Haveli, Lakshadweep

**Group II-** Participating in rounds of NSS though matching State sample, but not tabulating results

Arunachal Pradesh, Bihar, Chandigarh, Jharkhand, Madhya Pradesh, Manipur, Mizoram, Nagaland, Puducherry, Punjab, Sikkim, Tripura

**Group III-** Participating in rounds of NSS as well as tabulating results

Andhra Pradesh, Assam, Chhattisgarh, Delhi, Daman and Diu, Goa, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Karnataka, Kerala, Maharashtra, Meghalaya, Odisha, Rajasthan, Tamil Nadu, Uttarakhand, Uttar Pradesh and West Bengal

In 2013-14, another scheme of the Ministry namely Basic Statistics for Local Level Development (BSLLD) was merged with ISSP and the project was renamed as Support for Statistical Strengthening (SSS).

## **1.2 Revisiting and Extension of the Scheme:**

**1.2.1** Till August 2014, the Ministry was continuously emphasizing the importance of the project period to the individual States and the need to stick to doable activities which could be completed within the time period. As the activities were still to be completed for all States, the project period needed to be extended. Additionally it was noted that though the scheme was intended to cover the entire country, the remaining 19 States/UTs who had shown their willingness to participate could not be taken on board due to non-availability of funds.

**1.2.2** While approving the extension of the Scheme for the XII Plan period, i.e up to March, 2017, the Competent Authority had stipulated certain mid-term corrective measures to address the implementation issues.

**1.2.3** Accordingly, States were requested to revisit and revise their SSSPs as per the approved project parameters. Information was also elicited from the states on the completed/ongoing/yet to be started activities. Then a major review-cum-revisiting exercise of the SSSPs/MoUs of the currently implementing States was carried out based on the revised proposals/the information on activities received from the States, and keeping in mind the under mentioned principles : -

- i. Adhering to the ceilings fixed for capital costs (Civil and IT infrastructure) to the extent feasible,
- ii. Adhering to the sharing pattern between Centre and State for Civil infrastructure,
- iii. Considering only doable activities that could be completed within time frame,
- iv. Giving priority to core statistical activities to the extent possible,
- v. Wherever expenditure had been incurred in accordance with the existing MoU, in civil infrastructure, including from States funds in anticipation of Central funds, the expenditure was to be taken into consideration.

**1.2.4** From the revisiting exercise, a revised allocation to the initial 14 implementing states / UTs was made. Meanwhile, the UT of Lakshadweep had expressed its inability to participate in the ISSP and therefore on its withdrawal, the amount allocated to the UT (except for seed money) was also a saving. From a total allocation of Rs. 650.43 crore for the project, subtracting the amount required for the 14 states / UTs implementing States, the balance amount of Rs. 360.90 crore was allocated/ earmarked for the remaining 19 willing States. As by then the bifurcation of the State of Andhra Pradesh into Telangana and Andhra Pradesh had been finalized, the funds, activities/functions and functionaries i.e. officials for the Scheme had to be bifurcated on mutually agreed terms. Revised allocation in the table therefore gave cognizance to this bifurcation and separate allocations were provided.

**1.2.5** The allocations for the remaining 19 States/UTs, who wanted to join the project was worked out on an objective basis keeping in mind the approved Cabinet norms, namely :-

- i. The EFC/Cabinet had approved allocation for 3 Groups of States based on their participation in NSO activities [Box 1.2]. The savings/funds made available, from the revisiting exercise, for each Group of States has therefore been arrived by considering the Group totals approved by the cabinet.

- ii. Amount to individual State, within each group, is then calculated on the basis of the number of districts in each State, excepting in Group I [where the allocation has been done equally for both the UTs which have 1 or 2 districts].
- iii. For groups II and III, if the allocation to a State is more than double of the group average (allocation per state) allocation for such states is restricted to the double of the group average.
- iv. Considering the group-wise average allocation and also number of smaller and bigger States in the respective Group on the basis of number of districts, if the allocation is more than Rs. 15 crore for Group II and Rs. 20 crore for Group III, then allocations as obtained at (ii) above are retained.
- v. Remaining amount in each of Group II and Group III is re-distributed proportionately on the basis of number of districts to the remaining States/UTs.

**1.2.6** By this system of allocation, the item-wise proportions within each group was maintained, as approved by the Cabinet. The financial break-up of the revisiting exercise and its consequential tentative allocations to the remaining but willing States was also approved by the Competent Authority.

**1.2.7** Consequent to the completion of the revisiting exercise in December, 2014, the revised allocations were intimated to the currently implementing states, with a request to revise their MoUs and targets accordingly. Then in early January, 2015, the new States were intimated of their respective allocations and they were requested to finalize their State Programmes and MoUs.

**1.2.8** While the implementation of ISSP was approved for the XII Plan period, i.e. up to March, 2017 the individual project periods of the current implementing States had been considered for extension.

### **1.3 SSS became a Central Sector Scheme:**

**1.3.1** Following up a letter regarding the Funding Patterns of Central Sponsored Scheme of the Ministry of Finance, it was informed that the Scheme Support for Statistical Strengthening was no more a Centrally Sponsored Scheme of the Government of India. However, given the importance of Strengthening Statistical System in the Country among the rationalized Schemes, SSS was made a Central Sector Sub-Scheme with 100% funding from the Centre under the umbrella Scheme 'Capacity Development' of the Ministry.

**1.3.2** It was pointed out that under the revised scenario, a number of changes were needed to be brought into the Scheme pertinent among which were: (i) Who should be the implementing Authority for the Scheme (ii) Funding to be 100% by Central Government (iii) decision regarding ownership of constructed Building/Capital assets (iv) Process of flow of

funds from the Central Government to the implementing authority, the vendors and other agencies, spending the funds and the process of the acceptance of Utilization Certificate. Accordingly, it was decided that funds could no longer be released through the major head 3601 and 3602. It was also proposed to make the State Directorate of Economics and Statistics, the implementing agencies for the Scheme. Different other operational formalities in the changed scenario are to be firmed up and documented guidelines have to be prepared. Together this document should lay down the modalities that henceforth all releases to the State should be through the PFMS [Public Financial Management System]

**1.3.3** The Operational Guidelines of the sub – scheme were formulated in August 2016 with the approval of Department of Expenditure, Ministry of Finance and circulated to all States / UTs.

#### **1.4 Extension of the sub – scheme till March 2020**

**1.4.1** Consequent to this while seeking extension for continuation of the sub – scheme beyond the 12th Five Year Plan, i.e. upto March 2020, it was decided internally in the Ministry that the components of Physical Infrastructure and IT hardware be discontinued for funding in the States / UTs with which the MoUs were yet to be signed. Based on the revised set of 9 components, during the subsequent phase of implementation, MoUs were signed with 6 more new States / UTs.

**1.4.2** When the final approval of CCEA for continuation of the scheme till March 2020 was received in September, 2018, an amount of only Rs. 264 crores was received for the 3 year period from 2017 – 18 to 2019 – 20. As till the end of financial year 2016 -17 (i.e. 31st March, 2017), an amount of Rs. 260.461546 crores had already been released, the overall allocation of the Scheme was thus taken to be reduced from Rs. 650.43 crores to 524.461546 crores. After taking into account the committed liability of the 20 implementing States as per the signed MOUs, an amount of Rs. 109.61crores remained available for the 13 States / UTs which are yet to sign MoUs. Thus, the allocations of the 13 States / UTs (as per revisiting exercise) which are expected to join the sub – scheme stand reduced. The allocations of 8 components (apart from seed money) of the 13 States / UTs are reduced by a ratio of the amount which is available now to their original allocation (after adjustment of amounts already released as seed money).

**1.4.3** It had been felt at various fora, that there is a need to revamp the scheme to give adequate weightage to the emerging statistical requirement of the Centre in the State Programmes. These include participation by all states/UTs in rounds of NSS, ASI with equal matching basis, compilation of data on a uniform set of SDG indicators and their monitoring, etc. In the discussions held in the 26<sup>th</sup> meeting of COCSSO (15<sup>th</sup> – 16<sup>th</sup> November, 2018) and previously also it had been stressed that as the new surveys of NSS are going to be extensively based on IT platform, in order to encourage States / UTs to participate in these surveys there is a need to support an enabling environment in States/UTs. Thus, support for IT hardware needs to be rebuilt in the sub scheme once again. A Technical Advisory Committee (TAC) was formed for modification of the guidelines of the sub – scheme in consultation with



Department of Expenditure, Ministry of Finance. These guidelines are result of the recommendations of the TAC made in its meeting held on 27<sup>th</sup> November, 2018.

### 1.5 Expected outcomes from implementation of the sub – scheme:

**1.5.1** It is envisaged that the project would help in fulfilling the centre’s statistical requirement from the State as well as support the State to fulfill its own requirement. Bringing in uniformity in the statistical systems of States / UTs is also a need of hour.

The strengthening of State’s participation in the surveys of NSS, ASI is also envisaged. Further, it is expected that the States develop a mechanism for regular compilation and monitoring of the Sustainable Development Goals (SDG) indicators.

The centre also aims to create an enabling environment in States for online collection, compilation of survey data and tabulation of results of NSS, ASI and other surveys, as these surveys are going to be based on extensive IT platform.

It is also envisaged that the project would help both in improving compilation of national level socio economic statistics and indicators based thereon and also in improving the execution of State level planning and policy formulation tasks. Twenty key statistical activities had been identified for being taken up in the Project. A list of the key activities has been placed at **Box-1.3**.

<b>Box-1.3</b>	
<b>20-Key Statistical Activities</b>	
<b>Sl. No.</b>	<b>Core Statistical Activity</b>
1	Estimation of State Domestic Product
2	Estimation of Capital Formation and Savings
3	Estimation of District Domestic Product
4	Estimation of the Contribution of Local Bodies
5	Compilation of Data on Major Fiscal Variables
6	Participation in conduct of the Annual Survey of Industries
7	Compilation of Index of Industrial Production
8	Estimation of Crop Area and Production Statistics
9	Compilation of Wholesale Price Index numbers
10	Compilation of Consumer Price Index numbers
11	Collection and compilation of Health, Morbidity, Mortality & Family Welfare Statistics
12	Collection and compilation of Education & Literacy Statistics
13 (a)	Labour Statistics
13 (b)	Employment Statistics
14	Collection and compilation of Housing Statistics
15	Birth and Death Registration Statistics and Population
16	Compilation of Electricity Production & Distribution Statistics
17 (a)	Forestry Statistics
17 (b)	Water Supply and Sanitation Statistics

18	Participation in rounds of NSS including the Periodic Labour Force Survey(PLFS), Annual Survey of Services Sector Enterprises (ASSSE), Annual Survey of Unincorporated Sector Enterprises (ASUSE), Time Use Survey (TUS);
19 (a)	Motor Vehicle Registration Statistics
19 (b)	Road Statistics
19 (c)	Traffic Accident Statistics
19 (d)	Passenger Traffic Statistics
20	Collection and compilation of Statistics for Local Area Planning including Strengthening Monitoring Framework for Sustainable Development Goals (SDGs)

## PART II

### Features/Components of the Sub - Scheme

## II

### FEATURES/COMPONENTS OF THE SUB - SCHEME

#### 2.1 The Sub - Scheme

**2.1.1** India Statistical Strengthening Project, started in 2010, was initially a Centrally Sponsored Scheme of Government of India with an outlay of Rs. 650.43 crores.

**2.1.2** In 2013-14 another Scheme of the Ministry of Statistics and Programme Implementation namely Basic Statistics for Local Level Development (BSLLD) has been merged with this Scheme and the Scheme has been renamed Support for Statistical Strengthening (SSS).

**2.1.3** During the rationalization exercise taken in the budget of 2014 - 15, the Scheme was declared as a Central Sector Sub-Scheme with 100% funding from the Centre.

**2.1.4** The Sub - Scheme has been approved, as of now, till March, 2020. The present allocation of the Sub - Scheme is taken to be Rs. 524.461546 crores.

#### 2.2 Objective

**2.2.1** The objective of the SSS sub - scheme is to strengthen the capacity of operations of the Indian Statistical System by strengthening the capacity of the State Statistical Systems, assisting States in fulfilling centre's statistical requirement from the State as well as support the State to fulfill its own requirement. Bringing in uniformity in the statistical systems of States / UTs is imperative to have comparable data.

**2.2.1** The project aims to strengthen the State's participation in the rounds of NSS and helps them tabulate & generate results and uplift the level of collection, compilation and dissemination of timely and reliable official statistics; and to strengthen compilation and monitoring of SDG indicators.

#### 2.3 Seed Money

**2.3.1** For participating in the Scheme, the State DESs were to draw-up a programme based on their priorities within the overall national vision. For this purpose the States were to study the ground realities and the Statistical development in the State without prejudice. Based on these the States were to draw-up the priority/doable activities with logical timelines and budget lines. For the study and preparation of the State Programme, the States were encouraged to engage expert assistance. Seed money was allocated to each State/UT for completing this job. Most States have prepared their State's document, the State Statistical Strategic Plan (SSSP), which forms the basis of the Scheme.

**2.3.2** Hence, those States for which MoUs have been approved, signed and funds released, and who have started implementing the Scheme, are called, the '**Implementing States**'.

## **2.4 Coverage**

**2.4.1** Out of the 33 States / UTs which had shown willingness to join the scheme, 14 States / UTs were covered in initial Phase of implementation which was on centrally sponsored pattern. These States / UTs are Andhra Pradesh, Bihar, Gujarat, Jharkhand, Karnataka, Kerala, Manipur, Mizoram, Odisha, Rajasthan, Sikkim, Tamil Nadu, Telangana and West Bengal.

**2.4.2** Six States / UTs, namely, Assam, Himachal Pradesh, Meghalaya, Uttarakhand, Uttar Pradesh and Puducherry are operating on Central Sector pattern in subsequent Phase of implementation.

**2.4.3** The current revised guidelines pertaining to various components to be covered in State Strategic Plan will guide the implementation of sub – scheme in remaining 13 States / UTs of Andaman& Nicobar Islands, Arunachal Pradesh, Chhattisgarh, Daman & Diu, Dadra Nagar Haveli, Delhi, Haryana, Jammu & Kashmir, Madhya Pradesh, Maharashtra, Nagaland, Punjab and Tripura.

## **2.5 Implementing Authority**

At the State level, the State Directorates/Bureau of Economics & Statistics have been identified as the implementing authority for the Scheme.

## **2.6 Approving Authorities for the Scheme**

The State High Level Steering Committee (SHLSC) headed by the Chief Secretary of the State is the approving authority at the State level and at the Central level, the High Level Steering Committee of SSS [HLSC] headed by the Secretary, MoSPI is the approving authority at Central Level.

## **2.7 Activities under the Scheme**

For strengthening and improving the capacity and operations of the State Statistical Systems the interventions basically fall under nine major categories:

1. Statistical Applications and enabling IT support including Hardware and software\*
2. Preparation of State Strategic Statistical Plan(SSSP) and signing of MOU by States with Govt. of India
3. Implementation of recommendations of Technical Groups/Bodies for filling up existing and expected/emerging data gaps, including State/UT specific additionalities
4. HRD issues, with a focus on Training for Capacity Development and Skills Enhancement/ upgradation, including support to Regional Training Centres.
5. Introduction of Innovative Techniques and Methodologies for improving the efficacy of statistical processes and operations

6. Holding of regular/periodic (say once every year) User-Producer dialogues , stakeholders' consultations and Conduct of periodic (say annual) surveys on user-satisfaction.
7. Dissemination of Annual Reports on the performance of State Statistical Systems and improving the cost effectiveness and ease of data access.
8. Data quality and efficiency improvement measures-
  - Participation in rounds of NSS including the Periodic Labour Force Survey(PLFS), Annual Survey of Services Sector Enterprises (ASSSE), Annual Survey of Unincorporated Sector Enterprises (ASUSE), Time Use Survey (TUS);
  - Strengthening Monitoring Framework for Sustainable Development Goals (SDGs)
9. Advocacy Issues viz. Publicity and IEC (Information, Education and Communication) to improve usage of Statistical Products & services.
  - \* : IT hardware support is permissible, wherever it is applicable as per signed MoU

## **2.8 Memorandum of Understanding (MoU)**

**2.8.1** The MoU is the operational document under the Scheme, laying out the mutually agreed State Programme and the modalities of its implementation. While the modalities of implementation, such as requirements for the release of funds, reporting process, validity of MoU, completion process etc. are delineated in the text of the MoU, the operative part, and the State Programme, gives the physical and financial targets/achievements of activities over time and expected outcomes.

## **2.9 State / UT Obligation**

**2.9.1** The State / UT would need to provide, whenever and wherever required, the necessary office space, manpower, and also meet all associated recurring expenditure from their own resources.

## **2.10 Approval Process for MoU**

**2.10.1** The formats for the State Programme prepared by the Directorate of Economics & Statistics are first examined by the SSS Division with respect to the approved item-wise allocation. The programme is then approved by the State HLSC and then placed for approval before the central HLSC.

## **2.11 Allocations**

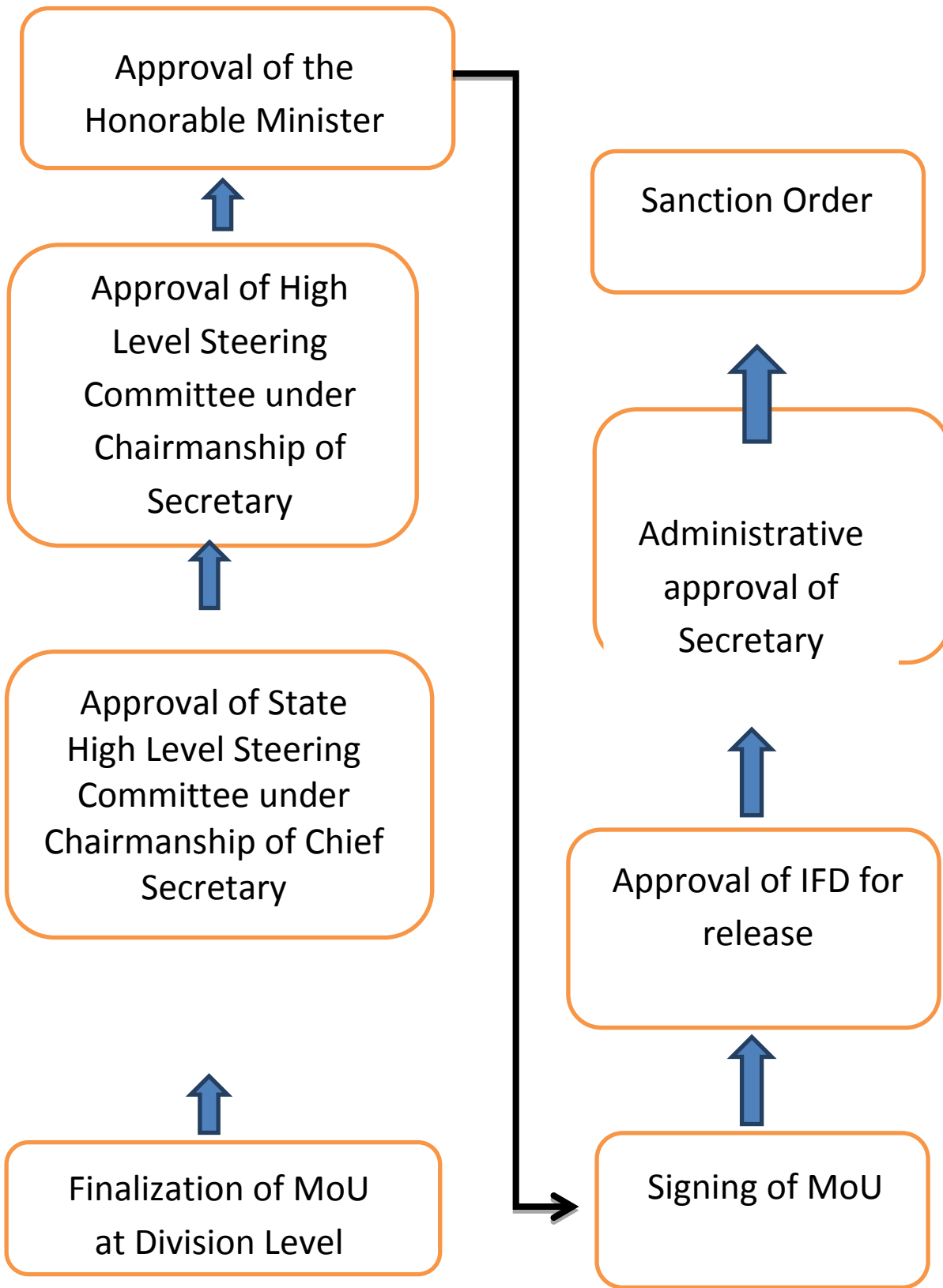
**2.11.1** When the final approval of CCEA for continuation of the scheme till March 2020 was received in September, 2018, an amount of only Rs. 264 crores was received for the 3 year period from 2017 - 18 to 2019 - 20. As till the end of financial year 2016 -17 (i.e. 31st March, 2017), an amount of Rs. 260.461546 crores had already been released, the overall allocation of the Scheme was thus taken to be reduced from Rs. 650.43 crores to 524.461546 crores. After taking into account the committed liability of the 20 implementing States as per the signed MOUs, an amount of Rs. 109.61crores remained available for the 13 States / UTs which are yet to sign MoUs.

Thus, the allocations of the 13 States / UTs (as per revisiting exercise) which are expected to join the sub - scheme stand reduced. The allocations of 8 components (apart from seed money) of the 13 States / UTs are reduced by a ratio of the amount which is available now to their original allocation (after adjustment of amounts already released as seed money). The Allocations of the States / UTs are as follows:

<b>Statement of allocation ( in Rs. Crores) of States / UTs</b>					
<b>I</b>		<b>II</b>		<b>III</b>	
<b>States / UTs</b>		<b>States / UTs</b>		<b>States/UTs</b>	
<b>State/UT</b>	<b>Allocation</b>	<b>State/UT</b>	<b>Allocation</b>	<b>State/UT</b>	<b>Allocation</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Andhra Pradesh	14.99	Assam	25.38	Andaman & Nicobar	1.51
Bihar	20.23	Himachal Pradesh	18.82	Arunachal Pradesh	7.52
Gujarat	28.57	Meghalaya	11.02	Chhattisgarh	11.72
Jharkhand	12.68	Puducherry	8.05	Dadra & Nagar Haveli	1.51
Karnataka	27.07	Uttarakhand	20.38	Daman and Diu	0.83
Kerala	15.09	Uttar Pradesh	43.86	Delhi	6.65
Manipur	20.69			Haryana	9.82
Mizoram	15.27			Jammu and Kashmir	10.29
Odisha	28.91			Madhya Pradesh	17.58
Rajasthan	34.71			Maharashtra	18.05
Sikkim	16.68			Nagaland	7.52
Tamil Nadu	19.42			Punjab	9.10
Telangana	12.40			Tripura	7.52
West Bengal	20.52				

In addition to above an amount of Rs. 10 lakh was released to Lakshadweep as seed money for preparation of UT strategic Plan.

**Box 2.1**





## PART-III

Implementation

Procedure

**3.1 Implementing Agency**

**3.1.1** The Scheme is to be implemented by Government of India through Implementing Agency or Agencies. The respective State Directorate of Economics & Statistics, may be the designated implementing agencies for their respective states, and be made responsible for implementation of the Scheme in their state.

**3.1.3** Funds would now be released through the Public Financial Management System (PFMS) module, to the concerned State Directorate of Economics & Statistics, to a dedicated Bank Account of the State DES.

**3.1.4** Secretary (Statistics/ Planning) of the concerned State would be the designated nodal officer in-charge for implementation and monitoring of the Project in the state.

**3.2 Implementation: Objectives & Modalities**

**3.2.1** The objective of implementation would be to use the allocated funds to attain the specific outputs/targets/milestones committed (by the state) in the MoU/State Programme, and thereby realize tangible statistical outcomes by the end of scheme period. It is also desired that the outcomes are continued to be generated year after year on a sustainable basis, beyond the scheme.

**3.2.2** The State DES may carry out the activities delineated in their concerned MoU/State Programme strictly in accordance with the MoU, the guidelines now stipulated and as per government procedures.

**State High Level Steering Committee**

**3.2.3** The mechanism of the State High Level Steering Committee (SHLSC) under the Chairmanship of the Chief Secretary has been in existence since the inception of the scheme for approvals of activities at the State level and for monitoring the scheme. The SHLSC would :-

- ✓ Be the apex authority for monitoring of the Scheme at the state level
- ✓ approve at the state level the activities to be taken up under the Scheme [only after this approval does the Central High Level Steering Committee gives its approval for the MOU]
- ✓ be the deciding authority for execution modalities/procedure, approvals, etc. for executing the activities in the state [subject to the Guidelines of the scheme]
- ✓ facilitate removal of bottlenecks, issues in implementation at the state level
- ✓ give necessary directions to the Line Departments, other State Govt. agencies/institutions, DES and ensure effective co-ordination for speedy execution of activities
- ✓ hold its meetings atleast twice a year
- ✓ review the detailed financial and physical progress of the scheme during its meetings.

## **State Implementation Committee**

**3.2.4.** The States will constitute a State Implementing Committee, under the Chairmanship of Secretary (Planning), with the Director, DES as a Member, a senior officer of the DES/Joint Director handling the scheme as Member Secretary and a Member each from the Finance Department and two other line Departments of the State. It will be the implementation arm of the scheme in the state.

**3.2.5** This committee will hold meetings at least once in every quarter, and as and when required to plan, evaluate and monitor the implementation of the scheme in the State.

**3.2.6** The committee would be the apex implementation arm in the State and will be empowered to take all decisions on matters relating to execution of activities, mode of execution, award of tenders, hiring of consultants, etc. Wherever required it will take up the matter with the State High Level Steering Committee [SHLSC] under the chairmanship of Chief Secretary.

The Terms of Reference for the State Implementation Committee would be to:

- ✓ decide on planning of the activities, their execution and the mode of execution, both for short term and long term period.
- ✓ coordinate with the Line Departments and executing agencies/vendors and the Ministry/GoI
- ✓ ensure implementation of all procurement and expenditure as per Government procedure
- ✓ decide on award of tender to vendors, hiring of consultants, enumerators etc
- ✓ monitor the meeting of targets/milestones for all statistical activities
- ✓ review the implementation by the DES and the executing agencies

## **Procedures for Execution**

**3.2.7** The State DESs would follow the extant State Government procedures/rules/regulations, for executing all the activities, as decided/approved for execution by the Competent Authority. All the extant rules and regulations prevailing in State Financial Rules may be adhered to.

**3.2.8** No diversion of funds to other schemes or activities outside the scheme will be permitted.

## **New Initiatives**

**3.2.9** If a state wishes to take up some new activity [for which funds have not been approved] or finds it beneficial to link up with an activity under the Scheme, it can only be taken up with State Govt. resources. No additional allocation from existing approved activities will be permitted.

1. **3.2.10 Flexibility in re appropriation of item – wise allocation:** States may be allowed re appropriation of item wise allocation subject to appropriate justification for the same. During the course of implementation of SSS activities, if need arises, the first party or second party may make necessary course corrections to that effect in the SSS and the so revised activities (along with the revised cost as applicable) may be implemented after approval by the State High Level Steering Committee on the project and confirmation by the Technical Advisory Committee on SSS at Government of India level.

### **Period of implementation**

**3.2.11** Presently, the period for implementation of the Scheme is approved upto March, 2020.

### **Completion of the Project**

**3.2.12.** All the activities should be completed by the implementing State by the end of the project period. A detailed physical Completion Report, in respect of each of the activities, expenditure incurred, the statistical outcomes/outputs achieved, has to be forwarded to the Ministry with the approval of the State High Level Steering Committee, for confirmation/acceptance by the High Level Steering Committee on Support for Statistical Strengthening (SSS).

### **3.3 Financial Guidelines**

**3.3.1** Fund allocation to each component and sub-component has been based on objective and judicious decisions. To ensure effective and efficient utilization of funds for the intended purposes, proper financial, accounting and audit procedures need to be followed. All the extant rules and regulations prevailing in State Financial Rules may be adhered to. The item-wise/activity-wise allocations also should not be exceeded.

**3.3.2** Proper books of accounts should be maintained for the scheme:-

- ✓ Accounting period shall be financial year of the Government of India i.e. 1<sup>st</sup> April to 31<sup>st</sup> March.
- ✓ All unspent balance of the previous year should be reflected as the opening balance of the year.
- ✓ Accounting should be done on cash basis i.e. a transaction shall be accounted for at the time of receipt of funds or expenditure/payment.
- ✓ Advances may not be taken/reported as expenditure. Only actual expenditure against the amount advanced may be reflected as expenditure.
- ✓ After the close of the financial year, the Receipts and Payments Account, Income and Expenditure Accounts and the Balance Sheet, and together with these, the Utilization Certificate for the year may be forwarded to the Ministry.

**3.3.3** The financial reporting through the Progress Reports should be identical to the Books of Accounts and Bank Account of the Scheme.

## **Public Financial Management System (PFMS)**

**3.3.4** The release of funds would be done through the PFMS module. The PFMS would enable tracking of the fund flow from the Ministry to the executing agencies/vendors level and facilitate better accounting and financial monitoring.

**3.3.5** The State Directorates would be registered as 'implementing agencies' under the Public Financial Management Scheme (PFMS) module. The procedure/guidelines for registering is given in Annexure-II.

**3.3.6** The State Directorates would register their executive agencies as 'Vendors', and the concerned District Statistical Offices [who would carry out its activities] as sub-agencies, in the PFMS. Payment to these vendors would be made through the PFMS. The utilization of funds by the Vendor will also be electronically recorded for the States DES. Registration Template is given in Annexure - III.

**3.3.7** Funds would be released to the states through the Budget Head "Grant-in-Aid".

**3.3.8** Funds will be demarcated for the various activities of the scheme, such as Surveys/Studies, Analysis/Compilation, Workshops, Trainings, Engagement of Consultants/Experts, etc. which will be called 'Components' under PFMS. This will facilitate tracking and monitoring of funds under various activities.

**3.3.9** A consolidated Utilization Certificate may be forwarded for the funds released through PFMS; the Utilization Certificate may be forwarded electronically through the system.

### **Bank Account**

**3.3.10** For operationalization of the PFMS, State DESs will open a savings bank account for the Scheme in any Public Sector Bank.

**3.3.11** The modalities of operating the account will be as per the State Procedure/laid down by the State Implementation Committee.

**3.3.12** Any interest accrued in the Bank Account should be clearly identified. This would, however, be considered as GoI funds, and may not be considered as extra allocation to the concerned State; the allocation for a State would not change. The interest accrued should be clearly reported in the Progress Reports furnished to the Ministry. Whatever interest has been accrued, should be refunded to the Ministry.

**3.3.13** Bank reconciliation statement is to be prepared on monthly basis. The financial progress reported should tally with the balances of cash, funds received and expenditure incurred and the bank balance should be as per the bank's reconciliation statement.

### **Release of funds**

**3.3.14** Funds would be released only through the PFMS module.

**3.3.15** The funds allocated (**excluding amount which has already been released as seed money**) would be released in 3 installments of 25%, 50% and 25%, respectively. The first installment of funds in the form of Grant-in-Aid would be released after signing of the MoU. The next installments of funds would be released as per the following conditions:-

- Utilization of at least 80% of all previously released funds and furnishing utilization certificate to that effect, giving detailed item-wise, activity-wise utilization figures;
- Furnishing of detailed achievement-cum-performance report, reflecting the commensurate progress of physical targets made till date in each of the activities/items and the improvements effected through the funds. *This clause may not be made applicable to the States that have completed 95% of the scheme till 2018 – 19.*

### **State Share**

**3.3.16** For the construction activities (i.e. Civil Infrastructure) which is permissible for only initial 14 implementing States, the States are expected to share the expenditure in 25:75 ratio, with the State sharing 25% of the expenditure [10% for North Eastern States], as they have already released/partly released/in process of releasing the state share. They may continue the process, so that the pending works are not affected and funds released so far are not rendered infructuous.

**3.3.17** With the change in the scheme to a Central Sector Scheme, component of Physical infrastructure is not admissible for the 19 new states.

### **Audit of Accounts**

**3.3.18** The accounts of the scheme together with the funds utilized at the implementation level [i.e State level] will be subject to Audit.

**3.3.19** The Audit Reports of the Audit done periodically by CAG may be forwarded to the Ministry. If CAG Audit has not been done, then a Consolidated Audit through the Government Auditor for all the funds released till date and the manner of utilization should be conducted. The period of such a Consolidated Audit Report for a State should be from the initial year of the Scheme in that state.

**3.3.20** The observations of the Audit Report, particularly in cases of discrepancies/irregularities pointed out, should be addressed immediately and necessary corrective/ameliorative measures taken.

### **3.4 Monitoring Mechanism**

**3.4.1** The monitoring of the Scheme at the Central level would be done through the High Level Steering Committee (HLSC), which will review the Physical and Financial progress of implementation of the scheme in the States from time to time.

**3.4.2** The scheme would be monitored at the State level through the State High Level Steering Committee (SHLSC) under the Chairmanship of the Chief Secretary; the meeting of the SHLSC should be held at least twice every year, in which the representative(s) from NSO may also be invited. The SHLSC would review the detailed financial and physical progress.

**3.4.3** The SHLSC may, in the beginning of the year take stock of the unspent balance, activities completed and the activities remaining and approve the action plan in accordance with the MoUs/ revised MoUs for the activities undertaken in the year.

**3.4.4** The State Implementation Committee under the Chairmanship of the Secretary, Statistics and Planning should meet at least once in each quarter or as and when required, and review the month-wise implementation vis-à-vis the month-wise targets committed in the Action Plan.

**3.4.5** The scheme would be audited. The outstanding audit paras/observations may be discussed in the meetings of the State Implementation Committee and the SHLSC, in order to take concerted ameliorative action.

**3.4.6** The States may furnish to the Ministry every month detailed progress reports on the Physical and Financial progress achieved. The reporting should reflect the specific physical achievements/progress, against the targets stipulated and the monthly milestones of the Action Plan and the financial utilization against the stipulated item-wise/activity-wise allocations.

**3.4.7** The Ministry would also review the implementation from time to time, through review meetings, Joint Review Missions (JRMs) and participation in the SHLSC meetings held in the States.

### **3.5 Ownership of Assets (wherever applicable)**

**3.5.1** The ownership of all the buildings/assets created in a state and ownership of assets/machines procured under the Scheme will rest with the respective State Governments.

**3.5.2** The State Government is obligated to maintain these assets and use them properly.





## PART IV

### Outputs

## IV OUTPUTS OF THE SUB - SCHEME

### 4.1 Successful Outcomes

**4.1.1** The aim of implementation of this sub - scheme is to generate tangible statistical indicators/products/outcomes by the end of the scheme period in each States/UT. This may be achieved by successfully and timely accomplishing the various outputs under different heads/items.

**4.1.2** More importantly, the implementation will necessarily ensure that the quality of the outcome is statistically good/robust and they are able to be churned out year after year on a sustainable basis.

#### Box 4.1

The outputs (applicable as per signed MoU) may be classified as :-

- ✓ infrastructure activities,
  - construction of office buildings and overall aesthetics
- ✓ procurement of IT equipments
- ✓ core statistical activities
  - surveys, studies, type studies
  - analysis, generation of indicators, reports, compendium compilations,
  - creation of databases, new datasets,
  - improvements in administrative statistics, etc.
  - innovative techniques.
- ✓ auxiliary activities
  - capacity building through training and workshops,
  - review meetings, meetings with Line Departments,
  - user-producer dialogues/stakeholder consultations
  - advocacy, campaigns, etc.

### 4.2 Documentation (applicable as per signed MoU)

**4.2.1** The outputs of the Scheme need to be properly compiled and documented, as:-

- ✓ Most of the activities, especially the statistical and auxiliary activities are action - oriented and need to be recorded
- ✓ The outcomes and the outputs accruing to a state as result of implementation may have to be assessed/examined at the end of the project period and also from time to time during implementation
- ✓ It helps in better execution of the activities and enables mid-course corrections, if required
- ✓ Most importantly, it facilitates institutionalizing the improvements and carrying forward on a sustainable basis, both the tangible and intangible gains.

## **Assets Register**

**4.2.2** The DES will maintain an Asset Register. It will have two parts- one part containing inventory of all the items/machineries/computers, etc. procured; the second part will have details of all the building constructed or refurbished, furniture provided, etc.

**4.2.3** The details should contain, for each item of work [constructed or procured] :-

- ✓ the GoI allocation for the item,
- ✓ actual cost incurred/expenditure,
- ✓ the State share provided [if any],
- ✓ location where constructed or installed,
- ✓ utility,
- ✓ the implementing agency or agencies,
- ✓ the date of starting of the work (or procurement),
- ✓ the date of completion,
- ✓ Maintenance mechanism, e.g. warranty, service contracts, lease, etc.

## **Output Register**

**4.2.4** The Output Register will contain detailed records of the core statistical activities and also the auxiliary/ancillary activities, carried out under ISSP. It should cover all activities of the State Programme.

## Core Statistics

**4.2.5** In case of each study or survey, a synopsis of the study/survey may be recorded along with the following basic details:

- ✓ Name,
- ✓ objective of the survey/study,
- ✓ extent of the work done by the DES or Line Departments, and whether work outsourced,
- ✓ the agency or agencies involved,
- ✓ tabulation plan/methodology/design adopted and formulated by whom [i.e whether Standard Practice, or NSO, or some Expert Committee, or through Experts/Consultants engaged, or agency, or DES itself, etc.]
- ✓ coverage,
- ✓ period of data collection,
- ✓ process of data collection,
- ✓ brief process of data compilation/tabulation,
- ✓ time taken for report writing,
- ✓ Report vetted/approved by whom,
- ✓ time taken for the overall survey/study to be conducted,
- ✓ availability/documentation of the survey results, etc.

**4.2.6** In case of the statistical methods, compilation of key statistics, desk analysis, or creation of database, etc., the following basic details may be made available :-

- ✓ Name,

- ✓ Objective of the work,
- ✓ Methodology used,
- ✓ Whether executed in-house, or through agencies or a combination of both,
- ✓ Time period,
- ✓ Synopsis of the results, etc.

#### Auxiliary activities

**4.2.7** In case of trainings/ workshops, brief synopsis of each training including the number of participants, time period of workshops, subject or relevance under ISSP, statistical system, etc. may be recorded. In addition, Minutes of all these meetings may be kept on record.

**4.2.8** Activities like review meetings, meeting with Line Departments, user-producer dialogues, stakeholder consultation, etc. are also important activities which facilitate improvement in statistical outputs. Brief detail on such meetings/discussions/conferences/workshops, etc. may also be recorded containing the subject area, date(s) of the said meetings, duration, discussions held with whom, outcome of discussions, details of resource persons, etc. may also be provided.

**4.2.9** Similarly, details of advocacy activities, campaigns, advertising, etc. may also be included in the Output Register, containing the brief of the activities, mode of campaign, duration, coverage, etc.

**4.2.10** The Output Register should be compiled as early as possible and may be made available for inspection during the Joint Review Missions, Review meetings, etc. On completion of the Scheme in a State, soft copy and/or hard copy of the Output Register, may be made available to the Ministry.

#### **Dissemination through web**

**4.2.11** Wider dissemination of data and more transparency in statistical operations of the State Statistical Systems is one of the objectives of the Scheme.

**4.2.12** In line with these objectives, and also the emphasis being given towards more *transparency* in governance, wider dissemination should be given priority for the achievements. The statistical outcomes and activities undertaken under the Scheme, will facilitate more exchange of ideas, methods, best practices, etc. among the state statistical systems for further development.

**4.2.13** At the end of the every year and at the end of Scheme period, State DESs may upload in their respective websites, the achievements made under the Scheme, the statistical outcomes, the outputs under different sectors, activities undertaken etc. The details of each of the activities may be identical with the Output Register and the Assets Register. The same may be forwarded to the Ministry in soft copy also for selection of best practices and exemplary achievements.

# PART V

## Annexures

**MEMORANDUM OF UNDERSTANDING [Revised] - 2018**  
**MEMORANDUM OF UNDERSTANDING**

2. THIS MEMORANDUM OF UNDERSTANDING (MoU) is made on **the.....**  
.....between the President of India, acting through ....., **Additional Director General, Ministry of Statistics & Programme Implementation, (MoSPI) Government of India**, [hereinafter called the 'FIRST PARTY' which expression shall unless repugnant to the context of meaning thereof, includes its successor in interest and permitted assigns) of the one part and governor of the state of <State Name> acting through ....., **Government of <State Name>** (hereinafter called the 'SECOND PARTY' which expression shall unless repugnant to the context of meaning thereof, includes its successor in interest and permitted assigns) of the other part.
3. WHEREAS, it has been the concern of the FIRST PARTY to strengthen the Statistical System of the States and Union Territories (UTs) of the Union of India, and WHEREAS THE FIRST PARTY is committed to ensure to improve the coverage, quality, timeliness and credibility of Statistical products as outlined in the State / UT Programme and WHEREAS in pursuance of the aforementioned commitments, the FIRST PARTY has launched a Scheme called 'India Statistical Strengthening Project' (ISSP), since renamed as Scheme on "Support for Statistical Strengthening (SSS)" **which is now a Central Sector Sub-Scheme under the umbrella scheme 'Capacity Development' of the Ministry.**
4. The SSS would be primarily focusing its interventions in respect of **nine** selected items, which are given in **Annexure-I** of this document.
5. The FIRST PARTY on its part, to provide the necessary available assistance of **Rs. <Allocation in figure> Crore, (Allocation in words)**, component-wise delineated, as under:

## Allocation

(Rs in Crore)

Sl. No.	Items	GoI
1	Statistical Applications and enabling IT support including Hardware* and software	
2	Preparation of State Strategic Statistical Plan(SSSP) and signing of MOU by States with Govt. of India**	
3	Implementation of recommendations of Technical Groups / Bodies for filling up existing and expected / emerging data gaps, including State/UT specific additionalities	
4	HRD issues, with a focus on Training for Capacity Development and Skills Enhancement/ up gradation, including support to Regional Training Centres	
5	Introduction of Innovative Techniques and Methodologies for improving the efficacy of statistical processes and operations	
6	Holding of regular/periodic (say once every year) User-Producer dialogues, stakeholders' consultations and Conduct of periodic (say annual) surveys on user-satisfaction.	
7	Dissemination of Annual Reports on the performance of State Statistical Systems and improving the cost effectiveness and ease of data access.	
8	Data quality and efficiency improvement measures including the following- <ul style="list-style-type: none"> <li>○ Participation in rounds of NSS including the Periodic Labour Force Survey(PLFS), Annual Survey of Services Sector Enterprises (ASSSE), Annual Survey of Unincorporated Sector Enterprises (ASUSE), Time Use Survey (TUS);</li> <li>○ Strengthening Monitoring Framework for Sustainable Development Goals (SDGs)</li> </ul>	
9	Advocacy Issues viz. Publicity and IEC (Information, Education and Communication) to improve usage of Statistical Products & services	
	<b>Total cost</b>	

\* IT hardware support is permissible, wherever it is applicable as per signed MoU

\*\* Amount of Rs. <Seed money> crore has already been disbursed as Seed Money for preparation of SSSP to the State of <State Name>

6. The SECOND PARTY would need to provide, whenever and wherever required, the necessary office space, manpower, and also meet all associated recurring expenditure from their own resources.
7. Having signed the letter of participation for the Support for Statistical Strengthening (SSS) Scheme on ..... and the SECOND PARTY had entered the second stage of its participation, namely, the implementation the State Programme, preparing and signing the MoU between the FIRST PARTY and the SECOND.
8. This MoU is an operational document laying out an agreed programme for (a) the detailed implementation of the State Programme which reflects statistical priorities of both the FIRST and the SECOND PARTY, to the extend it concerns the SECOND PARTY and (b) the resources that will be made available by FIRST PARTY to the SECOND PARTY for its implementation. In return for both financial and technical support received from FIRST PARTY, SECOND PARTY agrees to improve the coverage, quality, timeliness and credibility of its official statistics.
9. This MoU including its annexes commits SECOND PARTY to a medium-term strategic framework detailing specific agreed outputs and the actions for achieving them over project period, in accordance with the State Programme, operational improvements and capacity building that the SECOND PARTY undertakes to carry out for strengthening the State Statistical System in <State Name>and also the Operational Guidelines of the scheme. **The FIRST PARTY would provide installments only on achievement of progress by SECOND PARTY in terms of agreed benchmarks comprising a selection of outputs and actions.** This MoU commits SECOND PARTY to provide the recurrent resources needed to implement the State Programme.
10. The SECOND PARTY has agreed to subscribe and conform to the National Vision and Strategic Policy framework. SECOND PARTY would need to collect, compile and disseminate the data/statistics as prescribed in the MoU in accordance with the norms and standards as may be issued from time to time by the Government of India.
11. The preparation of this MoU has been based on prior consultation between FIRST PARTY and SECOND PARTY. FIRST PARTY and SECOND PARTY consider that this MoU provide a realistic process of reforms, operational improvements, and capacity building which will enable SECOND PARTY, over time, to be able to meet its commitments in respect of providing the prescribed data/statistics for the compilation of national statistics according to the set standards, and also to meet SECOND PARTY's own additional needs for data/ Official Statistics.



## IMPLEMENTATION PLAN

12. SECOND PARTY agrees to carry out the reforms, operational improvements and capacity building program as set out in State Programme, **in accordance with the Operational Guidelines of the scheme**, to improve the coverage, quality, timeliness, and credibility of statistics compiled and disseminated by SECOND PARTY.
13. In accordance with the State Programme and the consultations had between FIRST PARTY and SECOND PARTY for the preparation of this MoU, SECOND PARTY agrees that it will carry out the activities /processes/actions to achieve required outputs as stated in **Annexure-I** of this MoU. The detailed Plan of Action for completing the activities/ process/actions as listed out at Annexure-I as agreed by both parties. Expected Statistical Outcomes/products of the State programme are listed at **Annexure- I** of this MoU. **The implementation of the scheme will be strictly in accordance with the Operational Guidelines of the Scheme.**
14. The component wise allocations, is given at **Annexure-I** to this MoU.

## RESOURCE REQUIREMENTS AND DISBURSEMENT

15. The funds allocated (excluding amount which has already been released as seed money) would be released in 3 installments of 25%, 50% and 25%, respectively. The first installment of funds in the form of Grant-in-Aid would be released after signing of the MoU. The next installments of funds would be released as per the following conditions:-
  - Utilization of at least 80% of all previously released funds and furnishing utilization certificate to that effect, giving detailed item-wise, activity-wise utilization figures;
  - Furnishing of detailed achievement-cum-performance report, reflecting the commensurate progress of physical targets made till date in each of the activities/items and the improvements effected through the funds.
16. The progress will be reviewed by the FIRST PARTY before release of the next installment to the SECOND PARTY. **The utilization of funds should be for the intended purposes, adhering to the financial, accounting and audit procedures delineated under 3.3 (Financial Guidelines) of the Operational Guidelines.**

## OTHER CONDITIONS FOR THE RELEASE OF FUNDS

17. FIRST PARTY will make financial transfer to SECOND PARTY through PFMS to the dedicated Bank Account created by the SECOND PARTY for the purpose. The SECOND PARTY will follow the PFMS route for disbursement/ utilization of funds thereof.

## REPORTING PROCESS AND TIME TABLE

18. The SECOND PARTY will send regular progress reports till the completion of the project (monthly, and also whenever required in between, for reviews etc.).

## INDICATORS OF PROGRESS

19. The reporting specified in para-15 above, will comprise reports on achievement as against the envisaged outputs as specified in **Annexure-I** and the stages of achievements against envisaged outcomes specified in **Annexure-I** of this MoU. The SECOND PARTY will monitor all the activities detailed in the MoU periodically on quarterly basis.

#### **PERIODIC REVIEW**

20. Reports sent by the SECOND PARTY to the FIRST PARTY will be subject to scrutiny by FIRST PARTY, including Joint Review Missions at the field level.

#### **PERIOD OF VALIDITY OF THE MOU**

21. This MoU will be valid from the date of its signing by both the parties concerned till the completion of the scheme or till **31<sup>st</sup> March, 2020** whichever is earlier.

#### **COMPLETION OF THE PROJECT**

22. All the activities would be completed by the SECOND PARTY by 31<sup>st</sup> March 2020 and a detailed Completion Report of all activities and outcomes along with the financial utilization listed out in **Annexure-I**, with the approval of the State High Level Steering Committee, may be forwarded to the FIRST PARTY forthwith for confirmation/acceptance by the High Level Steering Committee on Support for Statistical Strengthening (SSS). **In addition, the outputs of the scheme, clearly documented in the Output registers, (as delineated in Chapter IV, para 4.2 of the Operational Guidelines), also need to be forwarded.**
23. During the course of implementation of SSS activities, if need arises, the first party or second party may make necessary course corrections to that effect in the SSS and the so revised activities (along with the revised cost as applicable) may be implemented after approval by the State High Level Steering Committee on the project and confirmation by the Technical Advisory Committee on SSS at Government of India level.
24. Any unutilized funds released to the SECOND PARTY will be returned to the FIRST PARTY within a period of 90 days.
25. Through this MOU, both parties affirm their commitment to the implementation of SSS and the SECOND PARTY agrees to implement and carry out all the activities under the MOU, in accordance with the operational Guidelines of the Scheme.

Signed on DD/MM/YYYY

For and on behalf of the Governor  
of <State Name>

For and on behalf of the  
President of India

(.....)

.....

[ Statistics/ Planning ]

Government of <State Name>

(.....)

Additional Director General

Ministry of Statistics and Programme  
Implementation

Government of India

GENERIC  
STATE  
PROGRAM

Generic State Programme						
Theme/Component		Activity wise Allocation	Activity Proposed	Physical Outcome	Action Plan	Time line
1	Statistical Applications and enabling IT support including Hardware* and software					
2	Preparation of State Strategic Statistical Plan(SSSP) and signing of MOU by States with Govt. of India(*)					
3	Implementation of recommendations of Technical Groups / Bodies for filling up existing and expected / emerging data gaps, including State/UT specific additionalities					
4	HRD issues, with a focus on Training for Capacity Development and Skills Enhancement/ up gradation, including support to Regional Training Centres					
5	Introduction of Innovative Techniques and Methodologies for improving the efficacy of statistical processes and operations					
6	Holding of regular/periodic (say once every year) User-Producer dialogues, stakeholders' consultations and Conduct of periodic (say annual) surveys on user-satisfaction.					

7	Dissemination of Annual Reports on the performance of State Statistical Systems and improving the cost effectiveness and ease of data access.					
8	<p>Data quality and efficiency improvement measures including the following-</p> <ul style="list-style-type: none"> <li>○ Participation in rounds of NSS including the Periodic Labour Force Survey(PLFS), Annual Survey of Services Sector Enterprises (ASSSE), Annual Survey of Unincorporated Sector Enterprises (ASUSE), Time Use Survey (TUS);</li> <li>○ Strengthening Monitoring Framework for Sustainable Development Goals (SDGs)</li> </ul>					
9	Advocacy Issues viz. Publicity and IEC (Information, Education and Communication) to improve usage of Statistical Products & services					

\* : IT hardware support is permissible, wherever it is applicable as per signed MoU

**Steps to Register State Directorates of Economics & Statistics (DESS) as implementing agencies in the PFMS under the SSS Scheme**

- a) State DESs will open a savings bank account for the Scheme in any Public Sector Bank.
- b) The PFMS portal can be accessed by [pfms.nic.in](http://pfms.nic.in).
- c) The line "Register agency" given on right hand of portal below "login" button may then be accessed
- d) There is an 'Agency Registration Manual' given on the left hand side of the portal. By following the instructions, all the requisite information may be duly filled in and then submitted by clicking the 'Submit' button.  
[To facilitate filling up the information, a brief Guide prepared may be seen overleaf]
- e) Agency so created by DES will be approved by ISSP division of the Ministry
- f) After further approval by Principal Account Office, login and password will be sent to the registered email (as intimated by the DES in registration form) of the respective DES in PFMS portal by the system automatically
- g) Agency will login in PFMS by login id and password sent on email
- h) System will ask to change password for the first time login
- i) After login with new password, agency will create Vendors by going to menu master-vendor- add new. Funds will be henceforth given to the Vendors,[ i.e the executing agencies engaged for carrying out the various activities by the DESs] and the sub-agencies [i.e. District Authorities] through the PFMS module only
- j) In addition, components corresponding to the various activities undertaken by the State DESs, such as Studies/Surveys, Workshops/Trainings, Publications, Databases, Review meetings, Physical Infrastructure, IT, etc. would also be defined, so that funds spent under each of these activities could be tracked.

**Guide for filling up information in the "Register Agency"**

Please ensure that following information is available with you before starting Registration:-

- 1) Type of Registration: State Government Institution
- 2) Agency Name: DES <StateName> (e.g. ' DES Odisha" )
- 3) Act/Registration No/Order No. : Act or Registration No. or Office Order No. through which the State DES was established
- 4) Date of Registration(DD/MM/YYYY): Date of establishment of the State DES or the date on which the State DES was created
- 5) Registering Authority: May write "Government of <State name>" [e.g. "Government of Odisha" ]
- 6) State of Registration: Select the name of your State from drop down menu
- 7) TIN Number: Not mandatory
- 8) TAN Number: Not mandatory
- 9) Address: Address of State DES
- 10) Contact Person: Provide a dedicated contact person of State DES, preferably the Director, DES
- 11) Phone No.: Provide official registered land phone no. of the Director, DES
- 12) Mobile No.: Provide mobile number which may be used in Scheme to customized SMS for your information
- 13) Email: Provide State DES official registered email Id.
- 14) Unique Agency Code: DESStateName (e.g. For Odisha, it would be DESODISHA (note :**no space may be given**))
- 15) Funding Agency for the Scheme: M/o Statistics and ProgrammeImplementation[Programme Division]
- 16) Bank Details - Fill up after opening the bank account :-
  - Bank Name.
  - Scheme Name
  - Branch Address.
  - Bank A/C Number (Please ensure that you have complete Bank A/C number as per you passbook).
  - Provide the scheme specific Bank A/C Number in this system.
  - IFSC Code
  - Agency Name as in Bank Pass Book:



**Registration Template****Agency Registration Format / Process**

Following are the main attributes which are required to be filled in / captured while registering an agency on PFMS.

Upper level or parent Agency, which sometime also happens to be the funding agency, will register its down-the line agencies. No agency other than the one at State level should be registered from outside, i.e. without logging in to the system and from link 'Register Agency' appearing in blue colour on left hand side of home page.	
<b>Agency Unique Code</b>	Will be generated by the system at the time of registration. Please keep a record of it.
<b>Institution to be registered</b>	Institution Type (already customized on PFMS, just select the type of institution to be registered)
<b>Agency Name</b>	<b>Naming Convention is to be followed and a name is to be given to agency type at each level</b> i) State level -(Naming convention) ii) District level -(Naming convention) iii) Block / Tehsil level- (Naming convention) iv) Panchayat level -(Naming convention)
<b>Act Registration (if registered Society)</b>	If applicable
<b>Date of Registration</b>	If applicable
<b>Registering Authority</b>	If applicable
<b>State of Registration</b>	If applicable
<b>TIN No.</b>	If not available, check the Box 'Not Required'
<b>TAN No.</b>	If not available, check the Box 'Not Required'
<b>Agency Office Details</b>	
<b>State</b>	Drill down and select the location up to the level where agency exists. E.g. for PIA the location up to Block level will be selected.
<b>District</b>	
<b>Rural / Urban</b>	Rural will be default. Urban radio button will be clicked only for urban locations such as Municipal Wards, etc. particularly when the desired location is not available under Rural.
<b>Block / Tehsil</b>	
<b>Panchayat / Taluk</b>	
<b>Village / Ward</b>	

<b>PIN code</b>	mandatory
<b>Address (Complete Address)</b>	As far as possible complete address like premises, road, area, locality & city should be entered as per Indian Postal Standards. In case the address is short or contains only one line, the same can be repeated in other fields of address.
<b>Agency Contact Details</b>	
<b>Contact Person</b>	mandatory
<b>Phone No.</b>	Mandatory (if landline number is not available, mobile number can be entered lieu of it.
<b>Mobile No.</b>	
<b>Email Address</b>	mandatory
<b>Captcha word verification</b>	mandatory
After filling the above information the users is required to click on 'Save & Continue' button. The system will generate a Unique Code for the agency and take the user to next stage of 'Funding Details'.	
Funding level of an agency depends on its implementation level. E.g. if implementation level is Block / Tehsil its funding agency levels may be block, district and state in case agency is being registered from district level, its funding levels will be Block and District.	
<b>Funding Agency Details</b>	
<b>Funding Level</b>	Choose funding level
<b>Funding agency</b>	All agencies registered & approved at that level will appear in the parallel 'drill list'. Select the required agency from this drill down list.
After selection of funding agency click on 'Add Funding Agency' button. Funding agency gets added.	
System takes you to next stage of Agency Bank Details'.	
<b>Agency Bank Details</b>	
<b>Name of Bank</b>	mandatory
<b>Branch Address &amp; IFSC Code</b>	Required only in case of non-CBS banks.
<b>Account No.</b>	Mandatory (enter digits as per bank rule).
After entering bank details click on 'Add bank Account' button.	
<b>Add scheme component</b>	Add the scheme component(s) to the Bank Account.
<b>After this the user needs to create Login ID and Password for the agency being registered.</b>	

<b>Login ID and Password creation</b>	
<b>User / Login ID</b>	Will be decided by user at the time of registration.
<b>Password</b>	Will be decided by user at the time of registration (IDs and PWs will also be sent on to email of the agency creator).
Go through the Terms & Conditions and check the box meant for these and click on 'Submit' button.	
Agency details will get saved and a message 'Agency details saved successfully and pending for approval. Details will be sent to your email address" will pop-up on top of the registration page.	
<b>Approval of the Agency Registered</b>	Parent agency who has registered this agency needs to approve the agency. PD of the Ministry is the parent agency / funding agency for State level agency.
Once the agency has been approved the system will send the bank account details to banks' CBS for validation and will also send the ID and PW on to the email ID registered with the agency for records of the user.	

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