

By e-Mail

**ODISHA STATE COMMISSION FOR BACKWARD CLASSES
TOSHALI BHAWAN, A-2 BLOCK, 6TH FLOOR, SATYA NAGAR
BHUBANESWAR**

No. 433 /OSCBC, Bhubaneswar
Misc (OSCBC) 03/2021

Date: 18-03-2021

From

Sri V.V. Yadav, IAS
Member Secretary

To

All Collectors
All Commissioners of Municipal Corporations

Sub: Survey of the social and educational conditions of the people belonging to Backward Classes in Odisha - Appointment of Observers – schedule of visits regarding.

Madam/Sir,

I would like to say that, the Commission has appointed one Observer, who is an officer of the State Government for each District and Municipal Corporation to monitor the process of survey of the social and educational conditions of the people belonging to Backward Classes in Odisha.

The Commission will depute Observers to different Districts to verify the preparedness for survey. Besides, the Observers shall visit the assigned District/ Municipal Corporations at the time of training of BLMTs/Supervisors/Enumerators. The Observers are required to make seven rounds of mandatory visits during the entire survey process as detailed below:

Sl. No.	Details of visits	To be completed by
1	Review of the preparatory activities of survey and training of BLMTs/ ULBMTs.	04.04.2023 & 05.04.2023 (any one date)
2	2 nd round during training of Enumerators and Supervisors	24.04.2023
3	3 rd round during 1 st week of Survey	10.05.2023
4	4 th round during 2 nd week of Survey	17.05.2023
5	5 th round during 3 rd week of Survey	27.05.2023
6	6 th round during Data Scanning and Digitization (This is for Observers of Khordha, Koraput, Ganjam, Balangir, Kalahandi, Angul, Sambalpur, Sundargarh, Keonjhar and Balasore Districts)	12.06.2023
7	7 th round during Validation	26.06.2023

The Observers shall be required to furnish reports on their field visits to the Commission through prescribed mobile/web applications.

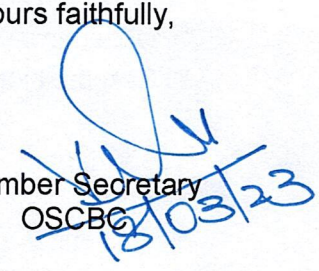
P.T.O.

The Collectors and Commissioners of Municipal Corporations shall provide one Liason Officer in the rank of Deputy Collector/ Assistant Collector/Additional Tahasildar/ Dy. Commissioners/ Asst. Commissioners etc. having overall knowledge of the District/ Municipal Corporations to coordinate their field visits. They should make all necessary logistic arrangements for the Observers during their stay at the Districts/ Municipal Corporations.

A detailed guideline in this regard is sent herewith for your information and immediate necessary action.

This may be treated as Most Urgent.

Yours faithfully,


Member Secretary
OSCBC
18/03/23

Memo No. 434 /OSCBC, Bhubaneswar

Date: 18.03.2023

Copy forwarded to the District Nodal Officers of all Districts and Nodal Officers of all Municipal Corporations for information and necessary action.


Administrative Officer
OSCBC
18.03.2023

GUIDELINES FOR OBSERVERS

a. Introduction:

Observers will play an important role in smooth & successful conduct of Survey of Social and Educational conditions of the people belonging to Backward Classes in Odisha. In view of their rich experience in administrative services over the years, Observers are expected to assist the Commission in the smooth and timely completion of the Survey.

There shall be one Observer for each District/ Municipal Corporation (MC). They shall belong to the senior OAS cadre of the State Government who have got past experience in conduct of Elections/ Census/ any other Survey work. They will provide direct inputs from the field.

The services of Observers will be required at the time of training of BLMTs/ Supervisors/ Enumerators at the District/ MC/ Block/ NAC/ Municipality level, to supervise the work of Supervisors/ Enumerators during the period of Survey at the Enumeration Centres and validation of ICR Survey Forms at the Block/ NAC/ Municipality/ MC level. The Observers in respect of the Districts where the Zonal Centres are located, will also visit the Zonal Centres and supervise the scanning and digitization work.

b. Role of Observers:

- The Observers are required to visit each assigned District/ MC during the period of training of different Survey functionaries like BLMTs/ ULBMTs, Supervisors and Enumerators as well as during the period of Survey. During the first visit, the District Collectors/ Commissioner of MC/ District Nodal Officers/ NOs of MCs will brief the Observer on the overall arrangements made for the Survey. The Observers will attend the training of BLMTs/ ULBMTs at the District/ MC level as well as two rounds of training of Supervisors and Enumerators, at the Block/ NAC/ Municipality/ MC level.
- They will visit the District/ MC assigned during the entire period of Survey at least seven times i.e. during 1 May, 2023 - 27th May, 2023 to oversee the process of Survey. Each visit should be at least for two days. Since the survey work will also be conducted on Sundays, weekend visits may also be planned.
- During the visits to Districts/ MCs, the Observers should not limit themselves to the District/ MC Headquarters. Rather they should visit the Blocks/ GPs/ ULBs/ Wards of ULBs and some of the Survey Centres for supervision and monitoring of the Survey process.
- They shall conduct weekly review meetings with the DNOs/ NOs of MC, BNOs/ ULBNOs/ Tahasildars/ Executive Magistrates at District Level either physically or through virtual mode or as and when desired by the Commission & submit report thereof.

- During their visit to the Blocks/ ULBs they shall conduct review meetings of the Block/ ULB Level Officers and Supervisors involved in survey work to ascertain the progress of Survey as per schedule.
- They shall also visit the Survey Centres in consultation with the Block/ ULB Level Officer to ascertain timely progress of the Survey and submit report to the Commission in Mobile/ Web applications.
- The Observers should make analysis of the information on daily basis and help the District Collectors/ Commissioners of Municipal Corporations in devising mid- course corrective strategies for ensuring timely completion of the Survey.
- The observations made by Observers are strictly confidential in nature and only be shared with the Commission. Therefore, Observers must not interact or respond to the media.
- The role of Observers is not to find fault, but to facilitate the field administration in ensuring a smooth Survey.
- On specific issues, they may send special reports to the Commission for kind appraisal & redressal.
- Observers may be entrusted with any other duty or responsibilities by the Commission from time to time Observers will attend debrief meetings of the Commission as per communication from Commission's Office

c. Vehicle arrangements:

- The Observers will proceed to the Districts/ MCs in vehicles to be provided by their own Administrative Department. They may also proceed to the Districts/ MCs by rail/ bus as per admissibility. The District Collector/ Commissioners of MCs shall provide POL to the Observers' vehicle for the field visits within the District/ MC. Log Books as prescribed should be maintained for accounts and audit purposes.
- In case the Observer reaches the District/ MC by rail/ bus etc., the District Collector/ Commissioners of MC shall provide one vehicle for the Observer's use. The T.A. and D.A. as admissible shall be reimbursed by the concerned Administrative Department.

d. Liaison Officer:

- Each Observer shall be provided with a Liaison Officer in the rank of Deputy Collector/ Assistant Collector/ Additional Tahasildar/ Deputy Commissioner/ Assistant Commissioners of MCs or any District/ MC level Officer having overall knowledge of the District.
- The Liaison Officer should coordinate the field visits of the Observers.
- The Liaison Officer should coordinate the Observers review meetings at District/ MC/ Block/ NAC/ Municipality levels.

Tentative Dates – Field Visit of Observers

Sl. No.	Details of visits	To be completed by
01	1 st visit during training	04.04.2023 & 05.04.2023 (Any one date)
02	2 nd visit during training	24.04.2023
03	3 rd visit during 1 st week of Survey	10.05.2023
04	4 th visit during 2 nd week of Survey	17.05.2023
05	5 th visit during 3 rd week of Survey	27.05.2023
06	6 th visit during Data Digitisation	12.06.2023
07	7 th visit during Validation	26.06.2023

**N.B:- Visit report to be submitted after each field visit through Mobile App.