

**OPERATIONAL GUIDELINES  
FOR  
21<sup>ST</sup> LIVESTOCK CENSUS - 2024**



**Government of India  
Ministry of Fisheries, Animal Husbandry & Dairying  
Department of Animal Husbandry & Dairying  
Krishi Bhawan, New Delhi**

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**Section - I**

**Overview of 21st Livestock Census operations**

## **Section - I: Overview of 21st Livestock Census operations**

### **1.1 Scheme Outline**

Department of Animal Husbandry and Dairying (DAHD) under Ministry of Fisheries, Animal Husbandry and Dairying, Government of India attributes critical importance to livestock and to the collection and availability of up-to-date and accurate data related to livestock, as they are the vital component of rural economy. For proper planning and formulation of any Programme meant for bringing further improvement in this sector and its effective implementation and monitoring, validated data are required at every decision making. The livestock census is the main source of such data in the country. The livestock census is conducted across the country in every 5 years since 1919. The livestock census usually covers head counts of all domestic animals. So far, 20 Livestock Census has been conducted with the participation of Department of Animal Husbandry of State Governments and UT Administration. The last i.e. 20<sup>th</sup> livestock census was conducted in 2019. The enumeration was done in all the villages and urban wards across the country. 16 species of animals (cattle, buffalo, mithun, yak, sheep, goat, pig, horse, pony, mule, donkey, camel, dog, rabbit and elephant) & poultry birds (fowl, duck and other poultry birds) possessed by the households/household enterprises/non-household enterprises/ institutions were counted at their site.

### **1.2 Objectives:**

The objective of Livestock Census is to provide information on livestock population (domestic animals and poultry birds) along with their breed, sex, age and use for above mentioned 16 species in rural and urban areas.

The Livestock Census serves as a critical tool for gathering comprehensive data on the livestock population across India. Its objectives are multifaceted, aimed at facilitating proper planning, formulation, implementation, and monitoring of programs meant to improve the livestock sector. The key objectives of the Livestock Census are:

**(a) Data Collection:** The primary objective is to collect detailed and accurate data on the population of various livestock and poultry species, including their breed, age, use and sex composition.

**(b) Planning and Formulation:** The census data provides essential information for planning and formulating policies, programs, and initiatives aimed at the welfare, development and improvement of the livestock sector. It helps policymakers and stakeholders to make decisions based on the latest data and trends in the sector.

The census data assists in the effective implementation and monitoring of livestock-related programs and schemes. By providing baseline information on the livestock population, it enables authorities to assess the impact of interventions and measure the progress over time.

**(c) Identification of Trends in Livestock Sector:** Analysis of census data helps in identifying emerging trends, patterns, and challenges in the livestock sector. This information is valuable for identifying the areas that require attention and for designing targeted interventions to address specific issues.

**(d) Resource Allocation:** The data generated from the Livestock Census helps in allocating resources, such as funds, infrastructure, and services, to target regions and communities based on their livestock population and needs.

**(e) International Reporting:** Livestock Census data is also used for reporting to international agencies and organizations, such as the Food and Agriculture Organization (FAO), to fulfil reporting obligations and contribute to global assessments of livestock production and trends.

### **1.3 Coverage:**

#### **1.3.1 Area**

The census will be conducted in all the districts of all States & Union Territories across the country covering all households, non-households, enterprises and

institutions of rural as well as urban areas. The census will also be conducted in all Defence establishments, para-military forces and state police establishments.

### 1.3.1 Species

16 species of animals such as Cattle, Buffaloes, Mithun, Yak, Sheep, Goat, Pig, Horse, Pony, Mule, Donkey, Camel, Pig, Dog, Rabbit & Elephant and poultry birds like Fowl, Duck, Turkeys and others such as Emu, Quail, Gini Fowl, Ostrich and Geese possessed by the households, enterprises and institutions will be counted at their site. The characteristics i.e. age, sex distribution and its uses collected for each species are given in the following table-

Species	Characteristics	
<b>Exotic Crossbred Cattle</b>	Male <ul style="list-style-type: none"> <li>• Up-to 1 ½ year</li> <li>• Over 1 ½ year               <ul style="list-style-type: none"> <li>➤ Used for Breeding only</li> <li>➤ Used for agriculture only</li> <li>➤ Used for both agriculture and breeding</li> <li>➤ Bullock cart/farm operation</li> <li>➤ Others</li> </ul> </li> </ul>	Female <ul style="list-style-type: none"> <li>• Under 1 year,</li> <li>• 1 to 2 ½ years</li> <li>• Above 2 ½ years.               <ul style="list-style-type: none"> <li>➤ In-milk</li> <li>➤ Dry</li> <li>➤ Not calved once</li> <li>➤ others</li> </ul> </li> </ul>
<b>Indigenous Cattle</b>	Male <ul style="list-style-type: none"> <li>• Up to 2 year</li> <li>• Over 2 years               <ul style="list-style-type: none"> <li>➤ Used for Breeding only</li> <li>➤ Used for agriculture only</li> <li>➤ Used for both agriculture and breeding</li> <li>➤ Bullock cart/farm operation</li> <li>➤ Others</li> </ul> </li> </ul>	Female <ul style="list-style-type: none"> <li>• Under 1 year,</li> <li>• 1 to 3 years and</li> <li>• above 3 years               <ul style="list-style-type: none"> <li>➤ In-milk</li> <li>➤ Dry</li> <li>➤ Not calved once</li> <li>➤ others</li> </ul> </li> </ul>
<b>Buffaloes</b>	Male <ul style="list-style-type: none"> <li>• Up to 2 year</li> <li>• Over 2 year               <ul style="list-style-type: none"> <li>➤ Used for Breeding only</li> </ul> </li> </ul>	Female <ul style="list-style-type: none"> <li>• Under 1 year,</li> <li>• 1 to 3 years and</li> <li>• above 3 years               <ul style="list-style-type: none"> <li>➤ In-milk</li> <li>➤ Dry</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Used for agriculture only</li> <li>➤ Used for both agriculture and breeding</li> <li>➤ Bullock cart/farm operation</li> <li>➤ Others</li> </ul>	<ul style="list-style-type: none"> <li>➤ Not calved once</li> <li>➤ others</li> </ul>
<b>Sheep and Goat</b>	Male/Female <ul style="list-style-type: none"> <li>• Under 1 year</li> <li>• 1 year and above</li> <li>➤ In addition, for Female Goat, in-milk, Dry Not calved once are also counted separately</li> </ul>	
<b>Pig</b>	Male/Female <ul style="list-style-type: none"> <li>• Under 6 months</li> <li>• Six months and above</li> </ul>	
<b>Horses and Ponies</b>	Male/ Female <ul style="list-style-type: none"> <li>• Under 3 years</li> <li>• 3 years and above</li> <li>➤ For male used for carts/carriage and used for sport</li> </ul>	
<b>Donkeys/Mithun/Yak</b>	Male/ Female <ul style="list-style-type: none"> <li>• Under 3 years</li> <li>• 3 years and above</li> </ul>	
<b>Mules</b>	<ul style="list-style-type: none"> <li>• Under 3 years</li> <li>• 3 years and above</li> </ul>	
<b>Camel</b>	Male/ Female <ul style="list-style-type: none"> <li>• Under 4 years</li> <li>• 4 years and above</li> </ul>	
<b>Elephant/Dogs/Rabbit</b>	Male/ Female	
<b>Poultry</b>	<ul style="list-style-type: none"> <li>• Fowl (Cocks, Hens, Chickens (below 5 months))</li> <li>• Ducks (Ducks, Drakes, Ducklings (below 6 months))</li> <li>• Turkeys</li> <li>• Other poultry birds</li> <li>• No. of birds in Farms/ Hatcheries</li> </ul>	

#### 1.4 Livestock with Pastoralist:

Provision in schedule of enquiry is made to capture the information on animal count and socio-economic condition of pastoral community. It helps to have separate data on animals available with pastoralist state-wise.



**1.5 Cattles in Gaushala:**

Provision has also been made to collect the Counts of cattle exclusively available in Gaushala.

**1.6 Women Participation in Livestock Rearing:**

Schedule of inquiry for 21<sup>st</sup> Livestock Census has also provision to capture the participation of female members of the household in rearing animals.

**1.7** Sex-wise number of stray cattle will also be collected in 21<sup>st</sup> Livestock Census.

**1.8 Technical Committee for the 21<sup>st</sup> Quinquennial Livestock Census**

A Technical Committee has been constituted dated 09.11.2022 to review the existing system of conducting livestock census like subject coverage, instructions, methodology of data collection, schedule of enquiry, training needs, publicity, tabulation plans of census data and also identifying various problem/constraints/data gaps and suggest suitable measures for over-coming the same so as to ensure a smooth and timely conduct of the 21<sup>st</sup> Livestock Census. The committee has also responsibility to see the financial implication of the 21<sup>st</sup> LC. This committee has been constituted vide this office OM No. T-13013/9/2020\_AHS\_DADF dated 09<sup>th</sup> November, 2022 and may be seen at Annexure-VI.

The composition of the Technical Committee is as follows: -

S.No.	Designation & Organization	Role
1	Adviser (Stats.), DAHD	Chairman
2	Registrar General of India, or his/her representative.	Member
4 to 12	Secretary, Department of Animal Husbandry & Dairying, or his /her representative from Govt. of Assam, Andhra Pradesh, Himachal Pradesh, Karnataka, Maharashtra, Odisha, Rajasthan and Uttar Pradesh.	Member
13	Director, ICAR-Indian Agricultural Statistics Research Institute (IASRI).	Member
14	DDG, NSO, Survey Design & Research Division (SDRD)	Member
15	DDG, NSO, Data Quilting Assurance Division (DQAD)	Member
16	Director, ICAR – National Institute of Veterinary Epidemiology and Disease Informatics (NIVEDI)	Member
17	Director, National Bureau of Animal Genetic Resources (NBAGR)	Member
18	Chairman, National Dairy Development Board (NDDB), or his/her Representative	Member
19	MD, Common Service Centre (CSC)	Member
20	DDG, NIC, DAHD or his/her Representative	Member
21	CEO, Agriculture Skill Council of India (ASCI)	Member
22	Director (AHS)	Member Secretary

## 1.9 Online Data Collection:

**1.9.1** In 21<sup>st</sup> Livestock Census, data will be collected by field functionaries having reasonable knowledge towards identifying the breed of various species using hand-held device through application with certain inbuilt validation checks. Mobile app. for 21st LC data collection is being developed by National Digital Livestock Mission (NDLM) team of DAHD on the basis of inputs and statistical guidance provided by Animal Husbandry Statistics (AHS) Division, DAHD. Android based mobile application for data collection will have various features such as data entry module to facilitate recording the data on tablets/mobiles,

web-based work application, local government directory codes for inter-operability data etc. The software also has the facility to develop all kinds of analytical reports and real time monitoring of census operation and this in turn will help in getting quality data and faster result.

### **1.9.2 Electronic Gadget (Tablets/Smart Phones) for field functionaries (enumerators/supervisors):**

Enumerators will use their own device like android based smartpone/tablet etc. for census data collection. In addition of the remunerations prescribed in para 9.2 for enumerator, provision has also been made to pay an incentive of Rs. 1000 per enumerator per month for the period of four months for use of their own gadgets in census data collection.

### **1.9.3 Real Time Dashboard Monitoring:**

A real time Dashboard will be available for use, including real-time update, comparative analysis based on data captured on last census, visualization and summary information for user like Enumerator, Supervisor, District Nodal Officer (DNO), State Nodal Officer (SNO) and Central Admin.

User-wise visibility of Key Performance Indicator (KPI) on real time dashboard is as below:

S.No.	User	Visibility on real time dashboard
1.	Enumerator	<ul style="list-style-type: none"> <li>○ No. and Name of assigned villages/Urban ward.</li> <li>○ List of completed villages.</li> <li>○ Village-wise no. of household submitted to supervisor.</li> <li>○ Village-wise no. of approved households.</li> <li>○ Village-wise no. of rejected households.</li> </ul>
2.	Supervisor	<ul style="list-style-type: none"> <li>○ No. and Name of assigned villages in particular District/Tehsil.</li> <li>○ List of enumerators assigned.</li> <li>○ Total no. of Household completed in each village by each enumerator under him/her.</li> <li>○ Species-wise no. of animals in each village/urban ward.</li> <li>○ Village/Urban ward-wise no. of households sent to DNO.</li> <li>○ Village/Urban ward-wise no. of household entries rejected &amp; sent back to enumerator.</li> </ul>
3.	District Nodal Officer (DNO)	<ul style="list-style-type: none"> <li>○ List of supervisors assigned to him/her.</li> <li>○ Total no. of assigned villages to Supervisor &amp; Enumerator under him/her.</li> <li>○ Village/Urban ward received for approval.</li> <li>○ Village/Urban ward-wise households rejected by supervisor.</li> <li>○ Species-wise comparison of count of animals in each village/Urban ward with the corresponding count as per 20<sup>th</sup> LC.</li> <li>○ Progress/reports of field work in his/her district.</li> </ul>
4.	State Nodal Officer	<ul style="list-style-type: none"> <li>○ List of DNOs assigned to him/her.</li> <li>○ District-wise list of village/urban ward completed.</li> <li>○ Total No. of villages/urban wards approved by DNO.</li> <li>○ Species-wise comparison of count of animals in each village/Urban ward and in each district with the corresponding count as per 20<sup>th</sup> LC.</li> </ul>

		<ul style="list-style-type: none"> <li>○ Progress/reports of field work in his/her state.</li> </ul>
5.	Central Admin	<ul style="list-style-type: none"> <li>○ State-wise list of SNO, DNO, Supervisor &amp; Enumerator.</li> <li>○ Admin can view the progress on the basis of selection of demographic hierarchy -&gt;State-&gt;District-&gt;tehsil -&gt;Village.</li> <li>○ Species-wise total count of animals (Tagged/Untagged) based on selection of demographic hierarchy: State-&gt;District-&gt;tehsil-&gt;Village.</li> <li>○ States-wise total count of stray animals' based on selection of demographic hierarchy: State-&gt;District-&gt;tehsil-&gt;Village.</li> <li>○ Species-wise comparison of count of animals in each village/Urban ward, district and State/UT with the corresponding count as per 20<sup>th</sup> LC.</li> <li>○ Admin can view total count of Poultry Farm(Backyard/Commercial) based on selection demographic hierarchy: State-&gt;District-&gt;tehsil-&gt;Village.</li> <li>○ State-wise progress/reports of field work.</li> </ul>

**Section - II:**  
**Administrative Setup at Different Level**

## **Section - II: Administrative Setup at Different Level**

### **2.1 Administrative Set-up at National Level:**

At National level, Animal Husbandry Statistics Division of DAHD is responsible for planning, coordinating and executing Livestock Census operations in the entire country. Adviser (Statistics) is the over all in-charge of implementation of Livestock Census Programme in the country. Thus, apart from regular officers of AHS Division, there will be dedicated group of young professionals for each of 5 zones namely East, West, North, South and Central to monitor the progress of field work and to address the field queries.

### **2.2 Administrative set-up at State/UT level:**

In State/UTs, one senior level officer is designated as State Nodal Officer (SNO). (S)he is responsible for coordinating various activities of Livestock Census in his / her State/UT. The State/UT livestock census unit will organize the training Programme at State level and District level, monitor the progress of field work and also will be in constant touch with the field functionaries to resolve day to day issues regarding data collection in the field. This State census unit will work under direct guidance of designated State Nodal Officer and overall supervision of Director, Animal Husbandry Department. Director, Animal Husbandry Department will commission the 21<sup>st</sup> Livestock Census for his/her State/UT. Technical Monitoring Committee(TMC) of State/UT, Animal Husbandry Department will overlook the census data.

### **2.3 Administrative setup at District Level:**

In each of the 785 Districts across 36 States /UTs, there will be one District Nodal Officer (DNO) and he/she will be the overall in-charge of the Census Operations in his / her district. (S) he will monitor the progress of field work and responsible for approval and submit the data collected by enumerators and supervised by

supervisors of his/her district. DNO is also responsible for data quality in his/her district.

## **2.4 Roles and Responsibilities of Enumerators/Supervisors in State/UT:**

**(a) Enumerator:** The role of an Enumerator in the Livestock Census is critical for ensuring accurate and comprehensive data collection. The key roles and responsibilities of an Enumerator are:

1. The primary responsibility of an enumerator is to collect detailed information on the livestock population from each and every Households/ Household Enterprises/ Non-Household Enterprises/Institution falling his/her allocated villages/wards.
2. Enumerators should engage with community members in a respectful and courteous manner, explaining the purpose of the census, addressing any concerns or questions they may have and seeking their cooperation in providing accurate information.
3. Enumerators must follow standardized definition and instructions provided in the Instructional Manual to ensure consistency and reliability in data collection.
4. Enumerators will work closely with their supervisors to coordinate survey activities, report progress, and seek guidance or support if needed. They will follow the instructions provided by State and UT's government and report any challenges or issues encountered during data collection to his/her supervisor.

**(b) Supervisor:** The Supervisors in the Livestock Census will play a critical position overseeing the data collection process. The key roles and responsibilities of a supervisors are:

1. After submitting the data collected by enumerator for any village or Urban ward, it will go to Supervisor. Supervisors are to check and approve the data received from his/her enumerators. At least 20% of data collected by enumerators are to check by physical visits at the field



by the supervisors. For incorrect/inconsistent data, he/she will reject the same and send back to the enumerator. For rest of the data, he/she is to check and submit to District Nodal Officer (DNO).

2. Supervisor should monitor the progress of all field work of enumerators assigned to him/her.
3. Supervisors are responsible for ensuring the quality and accuracy of the data collected by the enumerators under his/her supervision. They conduct periodic checks and on the spot inspections to verify the completeness and consistency of the information recorded by Enumerators.
4. Supervisor should monitor the progress of field work manually as well as in Dashboard.

**(c) District Nodal Officer (DNO):** DNO is responsible to ensure the quality of data and time-bound progress of field work. He/she may also conduct field visits and guide the enumerator in data collection. DNO is also responsible to approve and submit the data into server in respect of districts under his/her control except the villages/urban wards which go to SNO for further scrutiny.

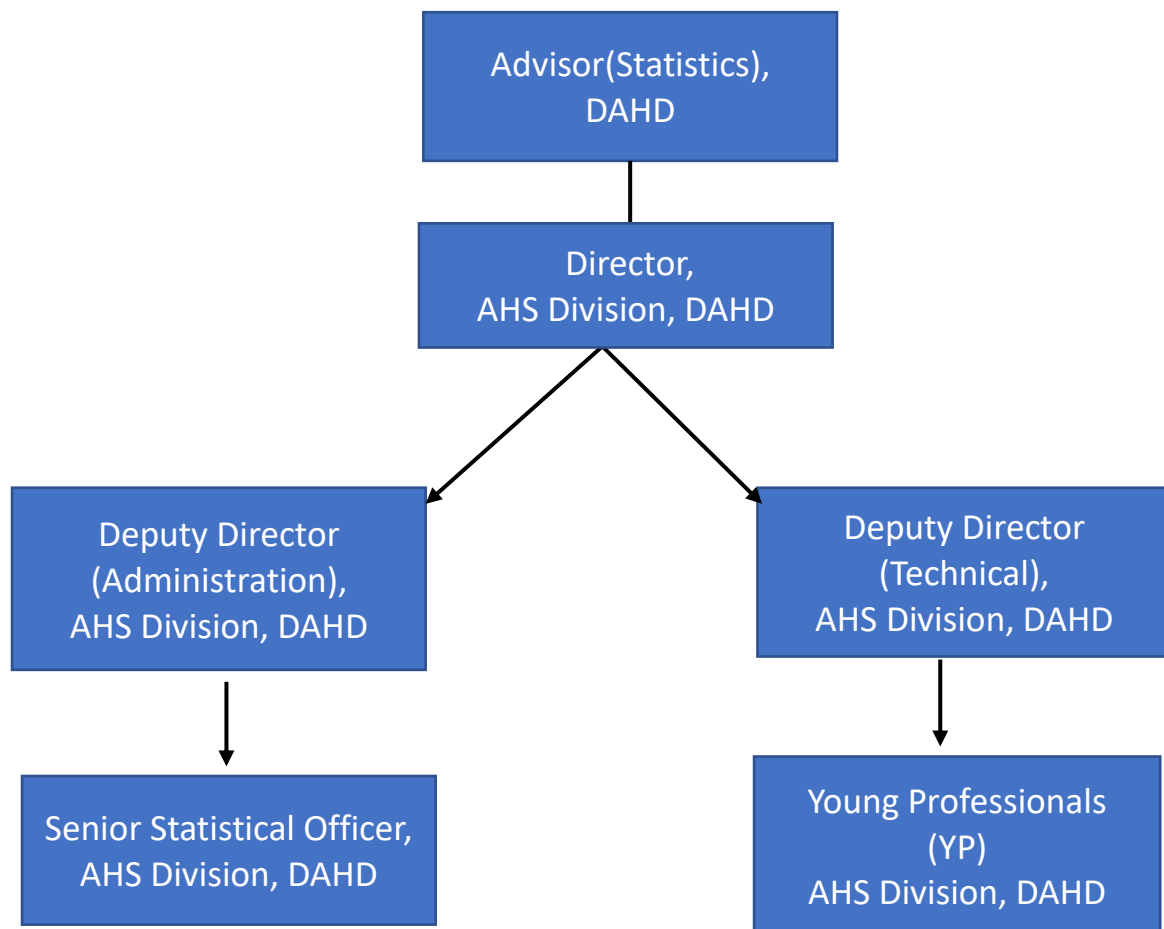
**(d) State Nodal Officer (SNO):** SNO is the final authority to coordinate with all districts and ensure the approval of data by DNO is in order and scrutiny the village/urban ward available to him/her.

Sample Villages/Urban Wards available with SNO for further scrutiny will be system generated. System will make available Villages/Urban Wards to SNO having some abnormality, like -

1. Breed/Species not found in 20<sup>th</sup> LC but recorded in 21<sup>st</sup> LC.
2. Abnormal difference of the figure recorded in 21<sup>st</sup> LC in compare to corresponding figure of 20<sup>th</sup> LC.

Once SNO approved/rejects the same, it will go to the DNOs for his/her further actions like approve/submit to the server and rejects/referred back to the supervisors/enumerators.

## 2.5 Flow Chart of Administrative Structure at National level:



**Section - III**  
**Guidelines on Technical Issues**

### Section - III: Guidelines on Technical Issues

#### 3.1 Data Collection Methodology:

Data will be collected by the enumerators by visiting each and every household(HH)/ household enterprise(HHE)/ non-household enterprise(NHHE)/ Institution of villages/ urban wards across the country through mobile app. Three schedules-Schedule I, schedule II and schedule III are designed. Schedule-I will be canvassed in each and every villages and urban wards to record its identification particulars along with data on stray cattle, stray dogs and on some other parameters at village level, Schedule II will collect the information on various areas like demographic details and other Socio Economic details for HH/HHE/NHHE/ Institution while through schedule III, headcount for 16 species of livestock and poultry along with their breed, sex, age and use will be recorded by the enumerator by visiting each and every HH/HHE/NHHE /Institution. Data collected by enumerators will scrutinized at different supervisory level. Immediate supervisory officer will scrutinize data at unit level for HH/HHE/NHHE/Institution while other senior officers in the hierarchy will scrutinize data on sample basis.

#### 3.2 Data collection Period and Reference Period of 21st Livestock Census:

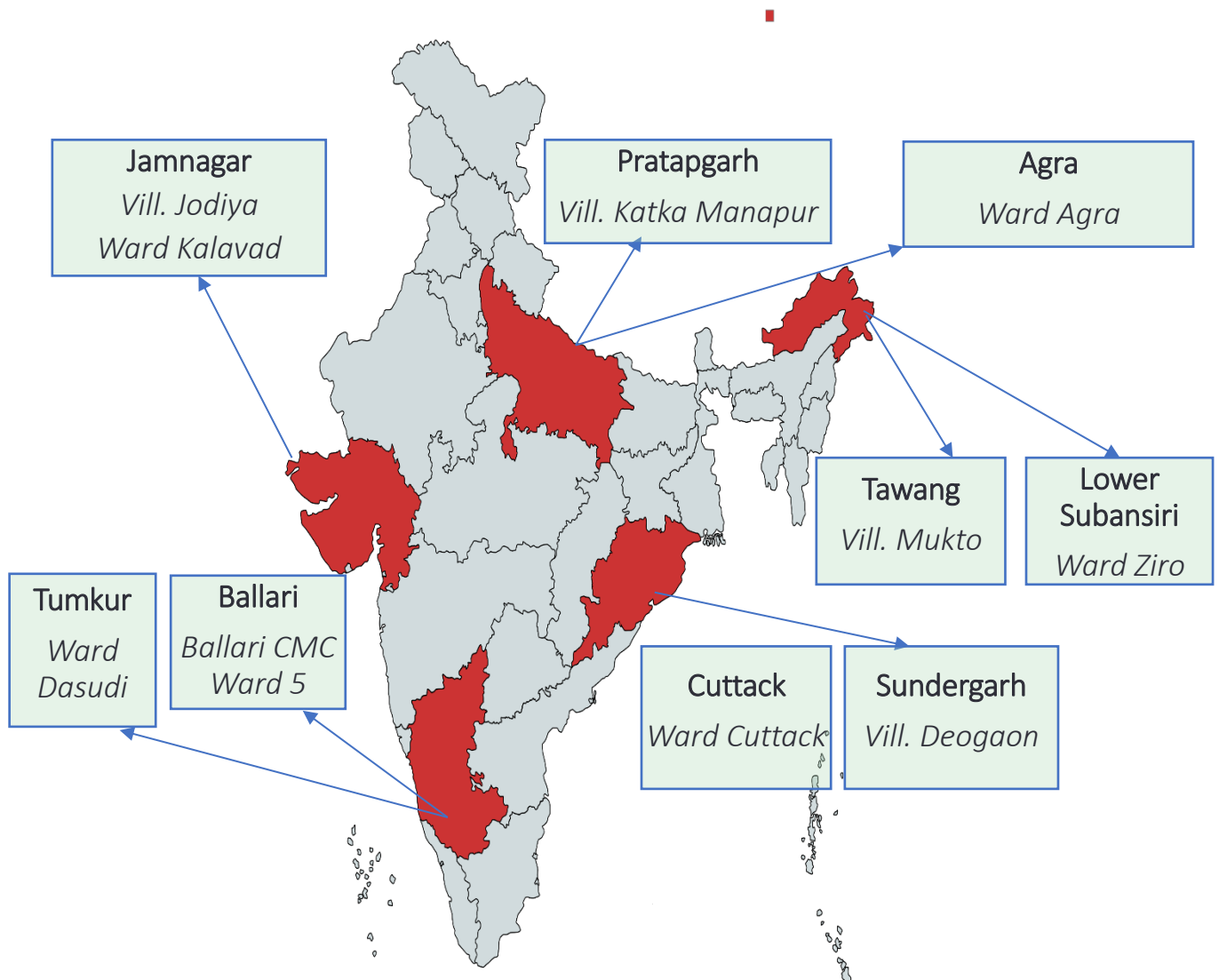
Data collection Period	Reference Period
1 <sup>st</sup> September 2024 to 31 <sup>st</sup> December 2024	On the day of Survey

**Section - IV**

**Pilot Study for Assessing the Efficacy of Software and  
other Technical Issues**

## Section - IV: Pilot Study for Assessing the Efficacy of Software and other Technical Issues

**4.1 Pilot Study:** In order to assess the efficiency of the software developed for collecting online data using mobile app. and other technical issue, Pilot Study will be organised in five State namely Arunachal Pradesh, Gujarat, Karnataka, Odisha & Uttar Pradesh. Pilot Study will be conducted in one village and one urban ward of each state having either maximum livestock or on the basis of certain criteria like located in difficult area having pastorals etc. Before starting of the field work for Pilot Study, one day training programme will be organised for the field staff that are likely to be engaged for data collection. On the basis of the feed back of pilot study, necessary changes will be incorporated in the software.



**Section - V:**  
**Training for Field Functionaries**

## **Section - V: Training for Field Functionaries**

**5.1 Training:** Training is an important component for 21st Livestock Census. Field staff have to familiar with all the concepts and definitions related to Livestock Census, breed details of different species and to software/mobile app through which they have to collect/scrutinize the census data. Training will be conducted extensively at various level starting from “All India Training Workshop For Trainer” at Delhi, followed by Regional level, State level, District level trainings. Intensive training will be given to about 1 lakh field functionaries. Apart from this training, Training Manual, Tutorial video, online e-learning classes etc. will be arranged. During training Programme a dedicated session will also be kept to train them the identification of breeds for various species.

### **5.2 Training Component:**

State and district level training will be of two days duration. In day-1, training will be given to explain the concept and definition of various items on which data are to be collected, step involved in collecting data through mobile app., and on FAQ. In day-2, hands on training i.e. every trainee will have to go to field and to canvas the schedules using the mobile app.



**Section - VI:**

**Manpower to be engaged in 21st Livestock Census**

## **Section - VI: Manpower to be engaged in 21st Livestock Census**

Apart from Principal Secretary/Secretary/Director and other senior officers; in each State/UT there will be one dedicated State Nodal Officer (SNO) who is overall in-charge for smooth conduct of the livestock census in the state and also the final authority to approve the overall data collected by the field functionaries in that state.

Similarly, in each district, there will be one District Nodal Officer (DNO). DNO is responsible to ensure the quality of data and time-bound progress of field work in his/her District. He/she may also conduct field visits and guide the enumerator in data collection.

Primary data will be collected by the enumerators and the same will be scrutinize by the supervisor. State-wise allocation of manpower is placed at **Annexure-I** based on the estimated numbers of households. Enumerators and Supervisors are allocated in each State/UT based on the estimated number of household/NHH present in that State/UT and number of enumerators, supervisors engaged in the 20<sup>th</sup> LC.

**Section - VII:**  
**Data Collection and Submission Mechanism**

## **Section - VII: Data Collection and Submission Mechanism**

**6.1 Data Collection:** About 85 thousand enumerators will be engaged to collect data from more than 30 crores Household/HHE/NHHE/Institution from their site. Software is being developed for data collection “Online”. However, provision is made in the software to collect information offline whenever required.

**6.2 Data submission:** About 15 thousand supervisors will be actively associated with the Census Operations. They are supposed to inspect and scrutinize the data collected by the enumerators working with him or her. The data captured by the enumerators will be verified by the supervisors through web-page. Once supervisor is satisfied with their data, he/she will submit the data to the DNOs or else supervisor will send the data back to the enumerator for making necessary correction. In addition, Supervisor will make field visit at least for 10% of villages allotted to the enumerators for ensuring the data quality.

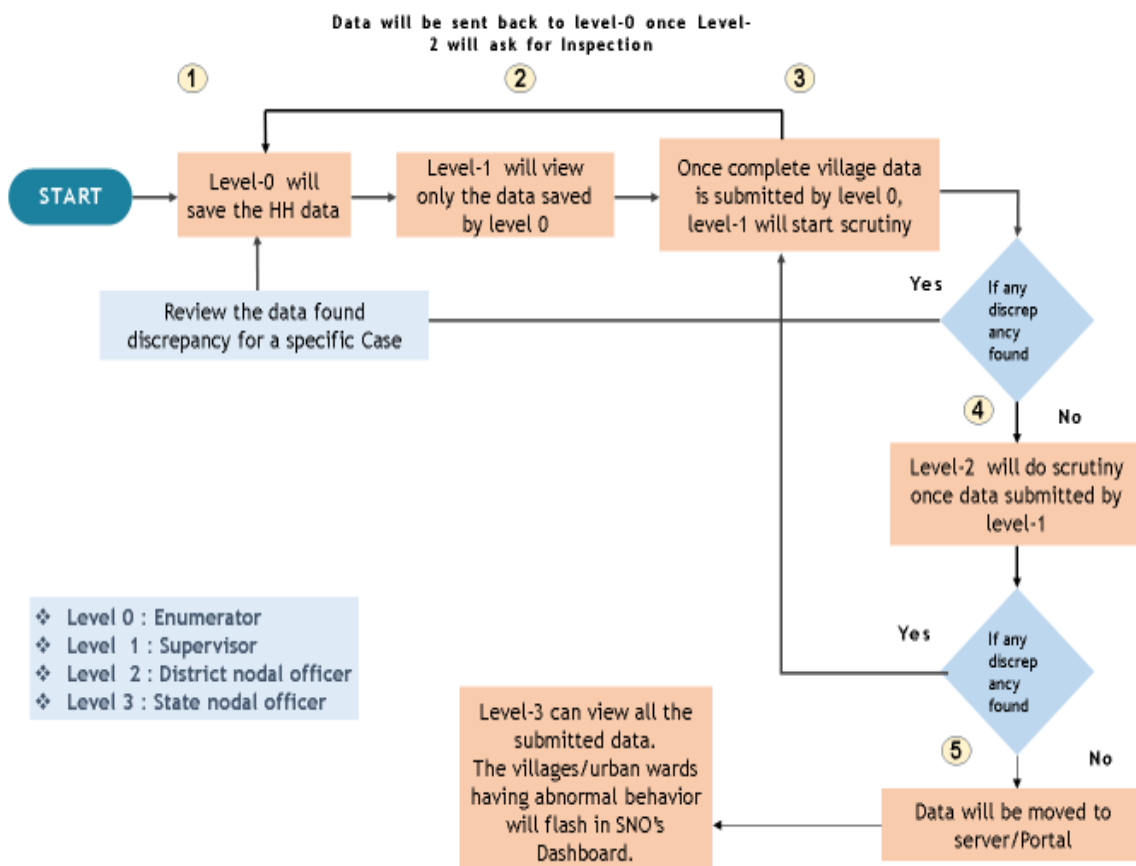
District Nodal Officer and State Nodal Officer can see the unit level data synced by enumerators and approved by supervisor. In case of any inconsistency/abnormality in data, they can draw the attention of the supervisors/enumerators for making corrections.

It is Important to mention here that State Nodal Officer is the Final Authority to coordinate with DNOs and to get the field work as well submission of data done through DNOs. DNO will submit the data to the portal once he/she is satisfied with data he received village/ward wise in all respect.

### **6.3 Channel of submission & finalization of data:**

1. Primary data will be recorded/collected by enumerator from the household in mobile app meant for 21st Livestock Census and will submit to his/her supervisor.
2. Supervisor has to check/scrutinize the data for each and every household and approve & submit to his/ her DNO. In case any doubt/ inconsistency/ wrong in data, he will reject the same which in turn go back to the concerned enumerator for necessary recheck/ rectify/ correction. Enumerator after doing necessary recheck/ rectify/ correction will again submit the data to the supervisor. The colour code for need to check/rectify/correction data will be red and the colour code for checked/rectified data will be green. Enumerator will be allowed to edit only the red marked field. If supervisor will satisfy with corrected/rectified data he will approve the same and it will move to the DNO. There will no colour code even for corrected/rectified data while it moves to DNO. 20% of the villages/Urban wards enumerated by the Enumerators are to be checked/inspected by the Supervisor physically against which he/she will put remark in appropriate provision in the software/app as 'physically visited'.
3. DNO will have access to all the data submitted to him/her. DNO is responsible to authenticate and submit the data in the portal/server. In case of data inconsistency, the process mentioned in para 2 above will repeat through Supervisor to Enumerator. Enumerator is the only person competent to rectify the data. To and fro journey of data will follow the same colour code mentioned in para 2 above. In order to maintain data quality, it is expected that he/she may make visit/surprise visit in at least two villages and one ward of his/her district physically in each of the four months that means at least eight villages and four urban wards during the census period. While submitted the data to the server, he/she may record his remark as 'physically visited'.

4. SNO will be overall in charge of data that DNOs approved/submitted in the portal. He/she will be able to see all the data in different dimensions including village /urban ward wise, species wise, bred-wise, comparative picture of present and past data etc in the dashboard. Provision has been made in the software to refer back the entire village/urban ward data by SNO when variation in the number of HHS/Animal Count by Sex is less or more than 25% over corresponding figures of last census. SNO is to verify these mismatches and to rectify, if required from the enumerators by rejecting the data which will again route through DNO>Supervisor>Enumerator and back with colour code red for going back and green for coming up. In order to maintain data quality, it is expected that he/she may make regular visit/surprise visit in villages/wards of his/her State physically. While submitting the data to the server by DNO, he/she may record in remark as 'physically visited by SNO' for the inspected village/wards.

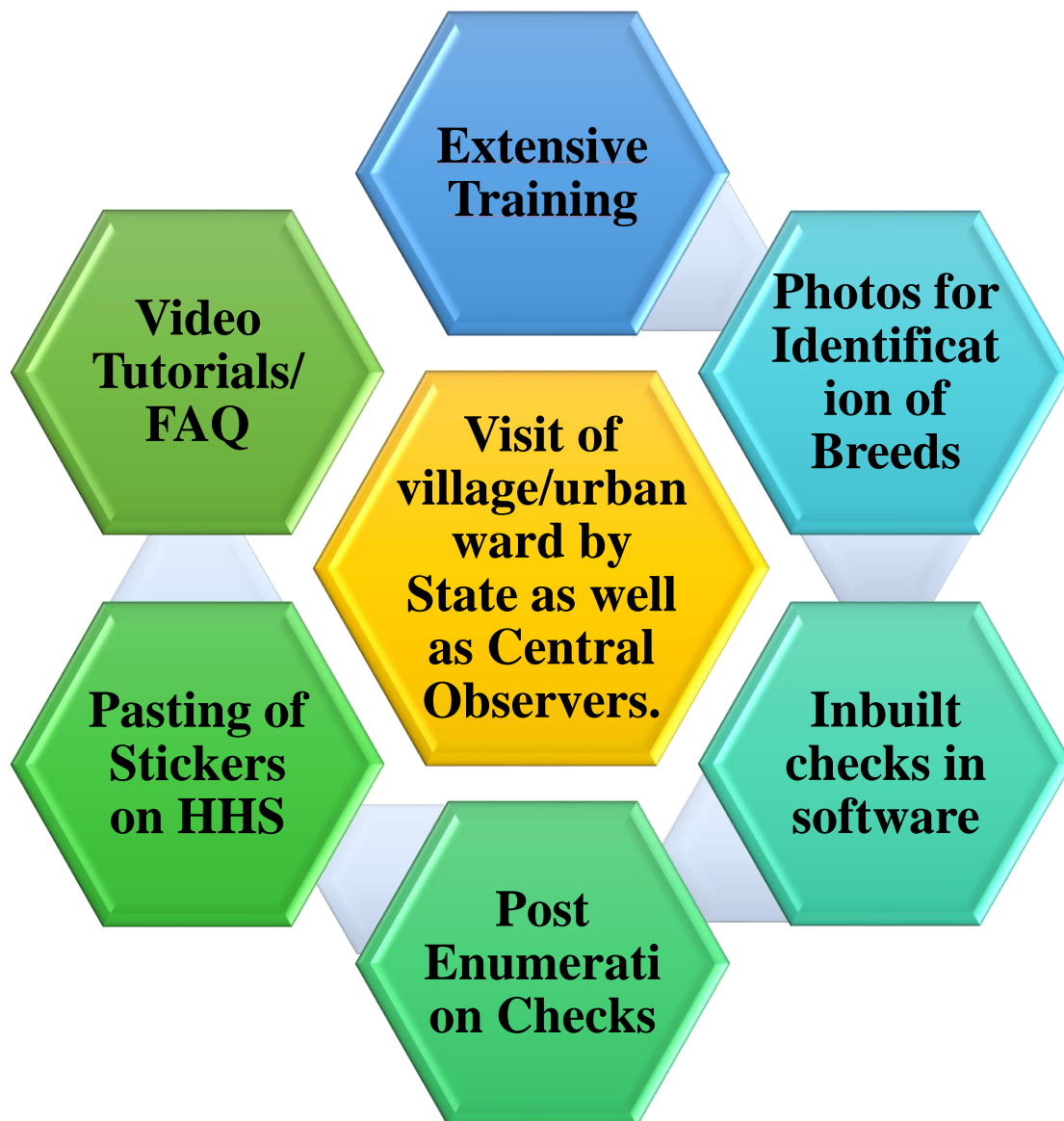


**Section - VIII:**  
**Actions for Quality Assurance and Tabulation Plan**

## Section - VIII: Actions for Quality Assurance and Tabulation Plan

**8.1 Quality Assurance:** Accurate data collection covering each and every households within a prescribed time limit is a big challenge

Since, in 21<sup>st</sup> Livestock Census, animal counts will be recorded breed-wise, breed identification along with animal counts is a big challenge. Steps planned to counter the challenges are:



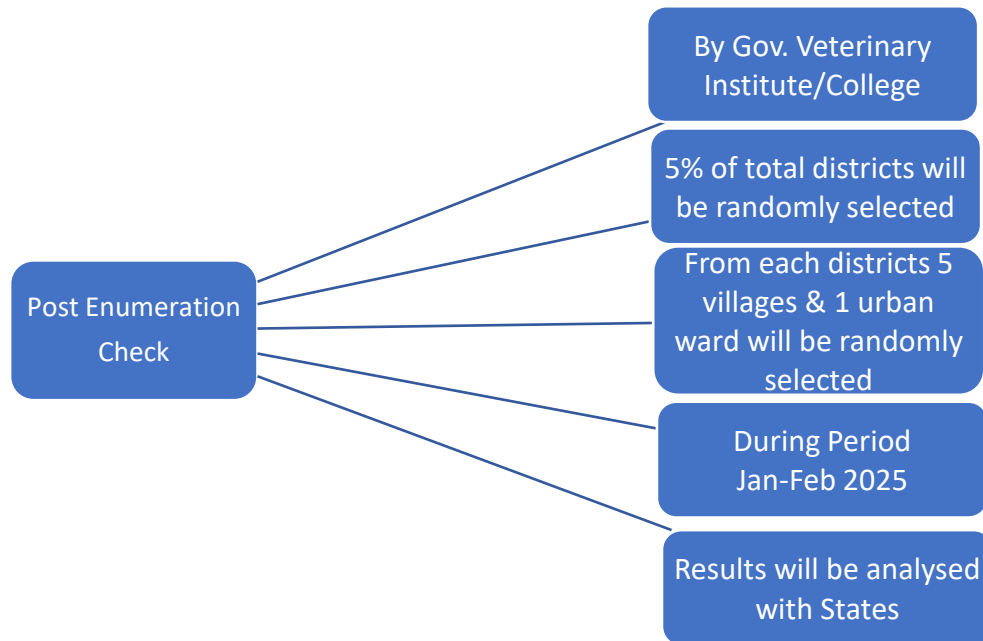


**8.1.1 Extensive Training:** Details of the training is given in Section V.

**8.1.2 Photos for Identification of Breeds:** Breed-wise photos received from ICAR-NBAGR will be available in the application. In order to identify the breed properly, enumerator may refer the photos along with phenotype description available in the software.

**8.1.3 Inbuilt checks in Software:** Some checks will be inbuilt in the software to avoid inconsistencies of data collected on different parameters. For example, use of male animals will not available in dropdown while recording the information of female animals.

**8.1.4 Post Enumeration Checks:** In order to ensure the accuracy and completeness of data collected during census operation, it is planned to conduct the post enumeration checks immediate after completion of field work of census operations. Post enumeration checks will be conducted by selecting 5% of districts from each State/UT and then 4 villages and one urban ward from each selected district. The post enumeration check operation will be done during January to February, 2025.



**8.1.5 Pasting of Stickers on HHS:** In order to ensure the coverage and identification of all households/HHE/NHHE/Institution available in a village/urban ward, the enumerator must paste a sticker or make a mark with chalk on the wall of households/HHE/NHHE/ Institution. Format of the sticker will be provided separately. States/UT's may make arrangement of stickers and its distribution among enumerators.

**8.1.6 Video Tutorials/ Frequently Asked Question (FAQ):** In order to facilitate the data collection operations as well as supervision, video tutorial containing step to step guidelines will be provided. Consolidated clarifications of all probable field queries will be made available to field functionaries in the form of FAQ.

**8.1.7 Visit by State as well as Central Observer:** As field inspection is essential to ensure the quality of data, Officers of various level both from State and Central will make field visit and will provide on-spot guidance.

**8.2 Tabulation:** Tabulation plan for presenting the survey results is prepared and recommended by Technical Committee for 21<sup>st</sup> Livestock Census. Based on the tabulation plan, all relevant tables for Livestock Census reports will be generated by software developed for Livestock Census.

**8.3 Publicity Measures:** In livestock census, information is to be collected from each and every HH/HHE/NHHE/Institutions in rural and urban areas across all the States & Union Territories including all defence establishments, para-military forces and state police establishments. To ensure the success of the upcoming livestock census, it's crucial to create widespread awareness among respondents to get proper support and cooperation to get quality information about the animals possessed by them. Publicity will be done by both Government of India and State/Union Territories government. Some effective publicity at both the central and state levels are -

- I. **Government Websites and Portals:** Display information about the census prominently on government websites and dedicated portals. Provide easy access to relevant documents, FAQs, and contact information for queries.
- II. **Print Media:** Place advertisements in newspapers and magazines with wide circulation, both in regional languages and English appealing the people of the land to provide information and cooperate.
- III. **Broadcast Media:** Collaborate with radio and television channels to air informative programs, interviews, and advertisements about the importance of the census and how respondents can participate.
- IV. **Social Media Campaigns:** Launch targeted social media campaigns on platforms like Facebook, Twitter, and Instagram to reach the audiences of both urban/rural residents. Create engaging posts, videos, and infographics to raise awareness.
- V. **Local Events and Workshops:** Organize workshops, seminars, and community meetings in rural and urban areas to educate stakeholders about the census process, its significance, and how they can contribute.

- VI. **Mobile Outreach:** Leverage mobile technology to send SMS alerts, voice messages, and interactive voice response (IVR) calls to inform people about the census and encourage participation.
- VII. **Visual Aids:** Develop visually appealing posters, banners, pamphlets, and leaflets with clear and concise information about the census objectives, dates, and how individuals can participate.
- VIII. **Display Hoarding:** Display hoardings of Livestock Census in prominent places like market, railway stations, bus stand etc.

By implementing this kind of publicity, State/Union Territories Government will prepare their publicity norms to enhance awareness and cooperation among respondents, ensuring the success and accuracy of the livestock census.

**Section -IX**

**Timeline for 21st Livestock Census**

## Section - IX: Timeline for 21st Livestock Census

The 21<sup>st</sup> Livestock Census operation will be conducted during the year 2024. Activity wise detailed timeline:

S.No.	Activity	Time-line
1.	Requirement of Elicitation	Dec, 2023
2.	Software Development	Jan-June, 2024
3.	Pilot testing of Software, Analysis & Incorporation of feedback of pilot study and Final testing of software	June-July, 2024
4.	Training (All India, State-level, District-level)	July-Aug, 2024
5.	Roll out & Enumeration and Supervision	Sep-Dec, 2024
6.	Consultation with States/UTs on data collected and release of key results	Jan to Feb 2025
7.	Post enumeration check	Jan-Feb, 2025
8.	Release of the findings of post enumeration checks.	March, 2025

### 9. Physical output and Deliverable:

Based on the livestock census data, the following 3 reports will be prepared:

1. Key Findings of 21<sup>st</sup> Livestock Census: it is planned to bring this report immediately after completion of Field Work.
2. 21<sup>st</sup> Livestock Census-2024: All India detail report will be released within 2 months of completion field work.
3. Breed wise report of Livestock and Poultry will be released within 3 months of completion field work

**Section - X**  
**Guidelines for Financial Assistance**

## Section - X: Guidelines for Financial Assistance

### 10.1 Financial Assistance to States/UTs:

The livestock Census is implemented in all the 36 States/UTs. As per the approved provisions of the Scheme, hundred percent financial assistance will be provided to the States/UTs for carrying out work of Livestock Census by the Department of Animal Husbandry & Dairying Government of India under the scheme 'Livestock Census & Integrated Sample Survey'. The Director, Department of Animal Husbandry of every State/UTs will act as a nodal officer for implementation of the scheme.

### 10.2 Component wise Details of the Expenditure proposed for 21<sup>st</sup> Livestock Census

S.No.	Component	Norms of Expenditure
1	Printing of schedules (for training Purpose) number of copies state-wise	Rs.125 per copy
2	Printing of Manuals (for training purpose) number of copies state-wise	Rs.200 per copy 2 copies per district
3	Training to Enumerators	Rs.300 per person
4	Training to Supervisors	Rs.400 per person
5	Travelling Kits	Rs.350 per enumerators
6	Master Trainers' training (four person per State plus HQs)	Rs.1250 per person
7	Publicity	Rs.0.25 per HH & nHH
8	Honorarium to enumerators	
	Urban	Rs.8.15 per HH & nHH
	Rural	Rs.9.94 per HH&nHH
	Difficult & Hilly areas	Rs.11.93 per HH&nHH
9	Honorarium to supervisors	
	Urban	Rs.1.36 per HH & nHH
	Rural	Rs.1.66 per HH&nHH
	Difficult & Hilly areas	Rs.1.99 per HH&nHH



10	Honorarium to States/UTs officers	
	Small States/UTs (18 nos)	Rs.10,000 for five person
	Large States (18 nos)	Rs.10,000 for 10 person
	All sub-districts	Rs.5,000 for one person
11	Miscellaneous*	
	Large States (18 nos)	Rs.0.47 per HH&nHH
	Small States/UTs (18 nos)	Rs.1.55 per HH&nHH
12	Incentives for using own Gadget for Enumeration	Rs.1,000 per enumerator per month (maximum for four months) for using their own device
13	Power Bank (Enumerators/Supervisors)	Rs.1500
14	Internet Charges (Enumerators & Supervisors) for max 4 months	Rs.500 for four months
*Miscellaneous includes		

**Estimates of Components Wise Expenditure Statement for 21st Livestock census Scheme**

S.No.	Components	Nos	Arrear Amount of 20 <sup>th</sup> Livestock Census (if any)	Fund Required for 21 <sup>st</sup> Livestock Census
	<b>2</b>	<b>3</b>	<b>4</b>	<b>11</b>
1.	Incentives			
2.	Computer and Peripherals			
3.	Publicity			
4.	Power Bank & Internet Connectivity			
5.	Training			
	<b>Total (1+5)</b>			
6.	Honorarium to Enumerators			
7.	Honorarium to Supervisors			
	<b>Total (6+7)</b>			

8.	Honorarium to Enumerators			
9.	Honorarium to Supervisors			
	<b>Total (8+9)</b>			
10.	Honorarium to Enumerators			
11.	Honorarium to Supervisors			
12.	Honorarium for others as per Norms			
	<b>Total (10+11+12)</b>			
14.	<b>Grand Total</b>			
15.	Contingency			

Note: 1. List of Small, Medium and Big States for computer procurement is attached at **Annexure-II**.

2. List of Small and Big States for Miscellaneous/Contingency components is attached at **Annexure-III**.

3. List of states/UTs considered under Difficult/Hilly area is attached at **Annexure-IV**.



# Annexures

**Annexure-I****State/UT-wise allocation of Manpower for 21st Livestock Census**

Sl. No.	State	No of Enumerators in 21st LC	No of Supervisors in 21st LC	District Nodal Officers	State Nodal Officers
1	Andhra Pradesh	3,336	667	26	1
2	Bihar	8,396	1,591	38	1
3	Chhattisgarh	1,914	383	33	1
4	Goa	107	21	2	1
5	Gujarat	4,429	688	33	1
6	Haryana	1,941	388	22	1
7	Himachal Pradesh	759	152	12	1
8	Jharkhand	2,547	451	24	1
9	Karnataka	3,406	693	31	1
10	Kerala	2,364	352	14	1
11	Madhya Pradesh	5,557	970	55	1
12	Maharashtra	8,075	1,258	36	1
13	Odisha	3,006	552	30	1
14	Punjab	1,962	392	23	1
15	Rajasthan	5,211	1,042	50	1
16	Tamil Nadu	4,953	991	38	1
17	Telangana	2,336	467	33	1
18	Uttar Pradesh	10,469	1,469	75	1
19	Uttarakhand	965	184	13	1
20	West Bengal	6,226	1,245	23	1
	Total-Major States	77,960	13,956	611	20
1	Arunachal Pradesh	162	32	25	1
2	Assam	2,340	437	35	1
3	Manipur	238	35	16	1
4	Meghalaya	280	56	12	1
5	Mizoram	105	11	11	1
6	Nagaland	140	47	16	1
7	Sikkim	73	15	6	1
8	Tripura	350	70	8	1
	Total-NE States	3,689	702	129	8
1	A&N Islands	42	8	3	1
2	Chandigarh	69	7	1	1
3	D&N Haveli and	90	18	3	1
4	Daman & Diu				

5	Ladakh	31	6	2	1
6	Lakshadweep	8	2	1	1
	Total- UTs without Legislature	240	41	10	5
1	Delhi	1,210	121	11	1
2	Puducherry	99	13	4	1
3	Jammu & Kashmir	1,050	200	20	1
	Total- UTs without Legislature	2,359	334	35	3
	Grand Total	84,247	15,034	785	36

**ANNEXURE-II****Categorization of States/UTs for procurement of Computer & peripherals**

<b>S.No</b>	<b>Smaller States</b>	<b>Medium States</b>	<b>Bigger States</b>
1	Goa	Himachal Pradesh	Andhra Pradesh
2	A & N Island	Kerala	Assam
3	Chandigarh	Uttarakhand	Bihar
4	Ladakh	Arunachal Pradesh	Chhattisgarh
5	Daman & Diu and DNH	Manipur	Gujarat
6	Lakshadweep	Meghalaya	Haryana
7	Delhi	Mizoram	Jammu & Kashmir
8	Puducherry	Nagaland	Jharkhand
9		Sikkim	Karnataka
10		Tripura	Madhya Pradesh
11			Maharashtra
12			Orissa
13			Punjab
14			Rajasthan
15			Tamil Nadu
16			Telangana*
17			Uttar Pradesh
18			West Bengal

**Note:** Maximum ceiling amount for procurement of computer and peripherals is Rs. 7.00 lakhs for Bigger States, Rs. 5.00 lakhs for Medium States, and Rs. 3.00 lakhs for Smaller States.

**ANNEXURE-III****Categorization of States/UTs for Miscellaneous/Contingency components**

<b>S. No</b>	<b>Smaller States</b>	<b>Bigger States</b>
1	Goa	Andhra Pradesh
2	Puducherry	Assam
3	Himachal Pradesh	Bihar
4	Kerala	Chhattisgarh
5	Uttarakhand	Gujarat
6	Arunachal Pradesh	Haryana
7	Manipur	Jammu & Kashmir
8	Meghalaya	Jharkhand
9	Mizoram	Karnataka
10	Nagaland	Madhya Pradesh
11	Sikkim	Maharashtra
12	Tripura	Orissa
13	A & N Island	Punjab
14	Chandigarh	Rajasthan
15	Ladakh	Tamil Nadu
16	Daman & Diu and DNH	Telangana
17	Lakshadweep	Uttar Pradesh
18	Delhi	West Bengal



**ANNEXURE-IV****States/UTs comes under as Hilly /Difficult Area**

1. Arunachal Pradesh
2. Manipur
3. Meghalaya
4. Mizoram
5. Nagaland
6. Sikkim
7. Tripura
8. Andaman & Nicobar Island
9. Jammu & Kashmir
10. Ladakh
11. Himachal Pradesh
12. Uttarakhand

**ANNEXURE-V****The Procedure to release fund under the Livestock Census Scheme**

1. The funds under the Livestock Census are released as per the revised procedure for release of funds under the Centrally Sponsored Scheme (CSS) guidelines issued by PFMS Division, Department of Expenditure, M/o Finance vide OM F.No. 1(13) PFMS|FCD/2020 dated 23.03.2021 and their subsequent orders.
2. The Department of Expenditure under Ministry of Finance vide their OM F.No. 1(27)/PFMS/2020 dated 13.07.2023 (copy attached), has introduced the Just in Time release for centrally sponsored scheme fund through e-kuber platform of Reserve Bank of India under the SNA SPARASH Model. The funds will be released to the States/UTs as per the further instructions/guidelines issued by the DOE under the centrally sponsored scheme.

**F. No. 1(13)PFMS/FCD/2020**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**PFMS Division**

Block No.11, 5<sup>th</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi, dated 23.03.2021

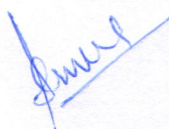
**OFFICE MEMORANDUM**

**Subject: Procedure for release of funds under the Centrally Sponsored Schemes (CSS) and monitoring utilization of the funds released**

The General Financial Rule 232(v) prescribes the release of funds to the State Governments and monitoring utilization of funds through PFMS. For better monitoring of availability and utilization of funds released to the States under the Centrally Sponsored Schemes (CSS) and to reduce float, the Department of Expenditure vide letter of even number dated 16.12.2020 had shared a draft modified procedure for release of funds under CSS with all the State governments and Ministries/Departments of the Government of India to seek their comments. The comments received from the State governments and Ministries/Departments of the Government of India were considered and the procedure has been suitably modified.

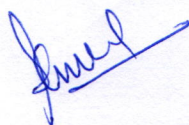
With a view to have more effective cash management and bring more efficiency in the public expenditure management, it has been decided that the following procedure will be followed by all the State Governments and Ministries/Departments of the Government of India regarding release and monitoring utilization of funds under CSS with effect from 1<sup>st</sup> July, 2021:

1. Every State Government will designate a Single Nodal Agency (SNA) for implementing each CSS. The SNA will open a Single Nodal Account for each CSS at the State level in a Scheduled Commercial Bank authorized to conduct government business by the State Government.
2. In case of Umbrella schemes which have multiple sub-schemes, if needed, the State Governments may designate separate SNAs for sub-schemes of the Umbrella Scheme with separate Single Nodal Accounts.
3. Implementing Agencies (IAs) down the ladder should use the SNA's account with clearly defined drawing limits set for that account. However, depending on operational requirements, zero-balance subsidiary accounts for each scheme may also be opened for the IAs either in the same branch of the selected bank or in different branches.
4. All zero balance subsidiary accounts will have allocated drawing limits to be decided by the SNA concerned from time to time and will draw on real time basis from the Single Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.





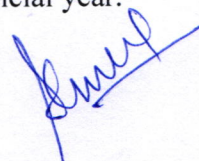
5. For seamless management of funds, the main account and all zero balance subsidiary accounts should preferably be maintained with the same bank. However, State Government may choose different banks for opening Single Nodal Accounts of different CSS.
6. Only banks having a robust IT Systems and extensive branch network should be chosen for opening the Single Nodal Account of each CSS. The bank chosen should have the facility to open the required number of subsidiary zero balance accounts and a robust MIS for handling accounting and reconciliation at each level. The bank should also provide a user friendly dashboard to officers at various levels to monitor utilization of funds by IAs.
7. The bank's software system should be able to monitor the drawing limits of the IAs who should be able to draw funds on real time basis from the SNA's account as and when payments are to be made. The selected bank should ensure proper training and capacity building of branch managers and other staff for smooth operation of these accounts.
8. The Ministries/Departments will release the central share for each CSS to the State Government's Account held in the Reserve Bank of India (RBI) for further release to the SNA's Account.
9. Funds will be released to the States strictly on the basis of balance funds of the CSS (Central and State share) available in the State treasury and bank account of the SNA as per PFMS or scheme-specific portals fully integrated with PFMS in consonance with rule 232(V) of the General Financial Rules, 2017.
10. The SNAs shall ensure that the interest earned from the funds released should be mandatorily remitted to the respective Consolidated Funds on pro-rata basis in terms of Rule 230(8) of GFR, 2017. Interest earned should be clearly and separately depicted in PFMS, scheme-specific portals integrated with PFMS and in MIS provided by the banks.
11. Except in case of schemes/sub-schemes having no State share, States will maintain separate budget lines for Central and State Share under each CSS in their Detailed Demand for Grants (DDG), and make necessary provision of the State share in the State's budget. While releasing funds to SNA, State's Integrated Financial Management Information System (IFMIS) should provide these budget heads and the same should be captured in PFMS through treasury integration.
12. In the beginning of a financial year, the Ministries/Departments will release not more than 25% of the amount earmarked for a State for a CSS for the financial year. Additional central share (not more than 25% at a time) will be released upon transfer of the stipulated State share to the Single Nodal Account and utilization of at least 75% of the funds released earlier (both Central and State share) and compliance of the conditions of previous sanction. However, this provision will not be applicable in case of schemes where a different quantum of release has been approved by the Cabinet.
13. After opening of Single Nodal Account of the scheme and before opening zero balance subsidiary account of IAs or assigning them drawing rights from SNA's account, the IAs at all levels shall return all unspent amounts lying in their accounts to the Single Nodal Account of the SNA. It will be the responsibility of the State government concerned to ensure that the entire unspent amount is returned by all the IAs to the Single Nodal Account of the SNA concerned. For this, the State Governments will work out the modalities and the timelines and will work out Central and state share in the amount so available with IAs.





SNAs will keep a record of unspent balance lying in the account of IAs and the amount refunded by IAs.

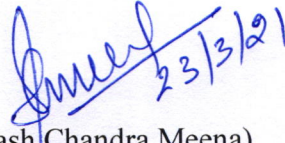
14. Refund of balance amount by IAs and the amount available in the SNA's account should be taken into account by the Program Division of the Ministry/Department while releasing funds under the scheme. Concerned SNAs shall keep a record of the unspent amount lying in the account of IAs to be deposited in the Single Nodal Account while assigning drawing rights to IAs.
15. Ministries/ Departments will ensure that releases under all CSS are made strictly as per the actual requirement on the ground, without resulting in any material float with the implementing agencies at any level.
16. The State Government will transfer the Central share received in its account in the RBI to the concerned SNA's account within a period of 21 days of its receipt. The Central share shall not be diverted to the Personal Deposit (PD) account or any other account by the State Government. Corresponding State share should be released as early as possible and not later than 40 days of release of the Central share. The funds will be maintained by the SNA in the Single Nodal Account of each CSS. State Governments/SNAs/IAs shall not transfer scheme-related funds to any other bank account, except for actual payments under the Scheme.
17. State Governments will register the SNAs and all IAs on PFMS and use the unique PFMS ID assigned to the SNA and IAs for all payments to them. Bank accounts of the SNAs, IAs, vendors and other organizations receiving funds will also be mapped in PFMS.
18. Payments will be made from the zero balance subsidiary accounts up to the drawing limit assigned to such accounts from time to time. Transactions in each Subsidiary Account will be settled with the Single Nodal Account daily through the core banking solution (CBS) on the basis of payments made during the day.
19. SNAs and IAs will mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each IA at least once every day.
20. SNAs will keep all the funds received in the Single Nodal Account only and shall not divert the same to Fixed Deposits/Flexi-Account/Multi-Option Deposit Account/Corporate Liquid Term Deposit (CLTD) Account etc.
21. The State IFMIS should be able to capture scheme component-wise expenditure along with PFMS Scheme Code and Unique Code of the Agencies incurring the expenditure. State Governments will ensure daily uploading/sharing of data by the State IFMIS/Treasury applications on PFMS. PFMS will act as a facilitator for payment, tracking and monitoring of fund flow.
22. Release of funds by the Ministries/Departments to States towards the end of the financial year should be avoided to prevent accumulation of unspent balances with States. Ministries/Departments will arrange to complete the release well in time so that States have ample time to seek supplementary appropriations from their respective legislatures, if required, and account for all the releases in the same financial year.





23. In case of CSS having no State share and where as per the scheme guidelines, funds are released by the Central Ministry/Department directly to the districts/blocks/Gram Panchayats/Implementing agencies, the requirement of notifying a single Nodal Agency and opening of a Single Nodal Account at the State level may be waived by the Secretary of the Central Ministry/Department concerned in consultation with the Financial Adviser.
24. UTs without legislature work directly in PFMS. Therefore, there is no need for them to open a Single Nodal Account. They will ensure that the funds are released to the vendors/beneficiaries 'just in time'. In case funds are to be released to any agency as per scheme guidelines, provision of Rule 230 (vii) of GRF 2017 will be strictly followed to avoid parking of funds, with agencies.
25. Ministries/Departments shall undertake monthly review of the release of funds (both the Central and State Share) from the State treasury to the SNA, utilization of funds by SNAs and IAs and outputs/outcomes vis-à-vis the targets for each CSS.

This issues with the approval of Secretary (Expenditure) and shall supersede all earlier guidelines on this subject.

  
(Subhash Chandra Meena)  
Director (FCD)  
011-24368543

E-mail: [subhash.meena@nic.in](mailto:subhash.meena@nic.in)

To,

1. All Secretaries to the Government of India
2. All Financial Advisors to the Government of India
3. All Pr. CCAs/CCAs of all Ministries/Departments

Copy to:

1. PSO to Secretary (Expenditure)
2. PPS to CGA
3. Sr.PPS to Addl. Secretary (Expenditure)
4. PSO to Addl. Secretary (Pers)
5. Sr. PPS to JS (PFC-II)
6. Sr. PPS to JS(PF-S)

F. No. 1(27)/PFMS/2020  
Government of India  
Ministry of Finance  
Department of Expenditure  
PFMS Division

North Block  
New Delhi, 13<sup>th</sup> July, 2023

**OFFICE MEMORANDUM**

**Subject:** “Just-in-Time” release of Centrally Sponsored Schemes (CSS) funds through e-kuber platform of Reserve Bank of India (RBI).

The General Financial Rule 232(v) prescribes the release of funds to the State Governments and monitoring utilization of funds through PFMS. For better monitoring the availability and utilization of funds released to the States under the Centrally Sponsored Schemes (CSS) and to reduce float, the Department of Expenditure vide OM No. 1(13)PFMS/FCD/2020 dated 23rd March, 2021 has issued guidelines for revised procedure for flow of funds under CSS. The revised procedure, known as the “SNA model”, came into effect from 1<sup>st</sup> July, 2021.

2. Further, in view of rule 230 (7) of GFR 2017 which prescribes that “The principles of ‘just in time release’ should be applied for releases in respect of all payments to the extent possible” and to bring about more efficiency in cash management at both Centre and States level, it has been decided to introduce an alternative fund flow mechanism named SNA – SPARSH (समयोचित प्रणाली एकीकृत शीघ्र हस्तांतरण – Real time System of Integrated Quick Transfers) for CSS funds through an integrated framework of PFMS, State IFMIS and e-kuber platform of Reserve Bank of India (RBI) in a progressive manner. The names of schemes and States to be covered by the alternative fund flow mechanism will be notified from time to time.

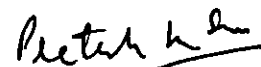
3. Following procedure will be followed by the State Governments concerned and the Ministries/Departments of the Government of India for the schemes notified for implementation in SNA –SPARSH model -

- i. Ministry/Department concerned of the Government of India shall open a drawing account with RBI under the existing User Defined Customer Hierarchy (UDCH) code of the Ministry/Department concerned.
- ii. The State Government will designate a Single Nodal Agency (SNA) for implementing each State Linked Scheme (SLS) corresponding to a CSS. Existing SNAs under the “SNA model” may also be designated as SNAs under SNA- SPARSH model.
- iii. The State Government shall open SLS wise drawing accounts of SNA in RBI. Before opening of drawing account of an SLS, State Government and Ministry/Department concerned of GoI shall ensure that the Centre-State fund sharing ratio is uniform under all components of that SLS. In case of Umbrella schemes having multiple sub



schemes/components with varying sharing patterns, State Governments in consultation with Ministry/Department concerned should open separate SLS for sub schemes/components with different sharing ratio.

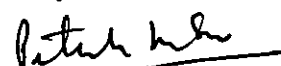
- iv. After opening of aforesaid drawing accounts in RBI by the Ministries/Departments and the State Governments, the Ministries/Departments and the State Governments will approach the PFMS division, O/o CGA for on boarding the scheme onto SNA-SPARSH platform of PFMS by 'marking' of the CSS on PFMS. Simultaneously, the State Governments shall map the CSS with corresponding SLSs as per the existing protocol.
- v. Upon on boarding of a scheme onto SNA- SPARSH platform, the State Government shall close all the SNA accounts pertaining to the scheme and return the Central share of unspent balance lying in the SNA accounts to the Consolidated Fund of India (CFI). Similarly the State share of unspent balance in the SNA accounts should be returned to the Consolidated Fund of the State. Further, the central share under the scheme lying in State treasury should also be returned to the CFI. Detailed procedure for calculation and return of the unspent amount will be issued separately.
- vi. Once a CSS is on boarded onto SNA-SPARSH platform of PFMS, Ministry/Department concerned shall use only the SNA- SPARSH platform to release funds under the scheme as per the guidelines contained in this OM and further guidelines issued in the matter. The use of SNA platform to release funds as per DoE's guidelines dated 23rd March, 2021 shall be stopped immediately after on boarding of the CSS onto SNA- SPARSH platform.
- vii. In the beginning of a financial year, the Ministries/Departments will create a 'mother sanction' in PFMS for a State for a CSS. The 'mother sanction' will define State wise drawing limit of the Ministry/Department for that CSS. The mother sanction may be modified by the Ministry during the year with the concurrence of the IFD.
- viii. The SNA and the Implementing Agencies (IAs) down the ladder shall be registered in State Integrated Financial Management Information System (State IFMIS).
- ix. Whenever the SNA/IAs needs to make payment to vendors/beneficiaries, the SNA/IA will generate payment files in State IFMIS. The payment files generated by SNA/IAs will be consolidated by State treasury in State IFMIS periodically after thorough scrutiny.
- x. In the case of States where the IT system is not ready to onboard a large number of agencies with proper protocol, the agencies may submit manual claims to State treasury which in turn shall process these claims in the State IFMIS.
- xi. State Government will develop a State Cyber Treasury wherein all payment files with SLS tags from the SNA/IAs could be received for payment and the vouchers could be compiled for accounting purpose. The State Cyber Treasury shall make the provision





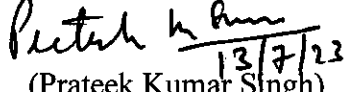
of 'flags' to identify the SNA/IA which has raised the claim and the SLS to which the claim pertains to.

- xii. State Government/treasury will share the consolidated payment file with PFMS for advance release of Central share.
- xiii. After receiving the consolidated payment file on PFMS, the Ministry/Department concerned will generate a sanction equivalent to the central share specified for the SLS on PFMS and transfer the central share of funds from centre's drawing account to the State's drawing account. Thus, State's drawing account shall be pre-funded with central share. After release of central share of funds, the mother sanction for the centre's drawing account for the scheme for the State will be reduced by an equivalent amount.
- xiv. Payment files received from State Treasury in PFMS till the cut-off time of 3 PM during a working day will be processed and sanction for the central share will be generated on the same working day. Sanction for the central share for payment files received beyond the cut-off time of 3 PM may be generated on the next working day.
- xv. Upon receipt of Central share, the consolidated payment file in State IFMIS will be auto pushed from State IFMIS to RBI. RBI shall debit the State's drawing amount by the total amount of the payment file and release payments to vendors/beneficiaries as per the instructions contained in the payment file. RBI will share the Debit notification of this payment with both PFMS and State IFMIS.
- xvi. In some schemes, the State Governments are releasing 'top up' amount in addition to the Central share and State share. State IFMIS and PFMS shall maintain a master database of proportion of Central, State share and the top up amount in such schemes. Payment files of such schemes will mandatorily include the 'top up' amount separately in line with the proportions in the master database and the Central share will not be calculated on the 'top up amount'. In case of schemes having 'top up' by State Government, Ministries/Departments shall not generate the sanction for central share against the payment files which are not reflecting the top up amount separately.
- xvii. There shall be periodic reconciliation and settlement of funds including failed transactions between Centre and State. The consolidated payment file pushed by State IFMIS to PFMS will mandatorily have the flagging for reinitiated transactions against previously failed transactions (if applicable) to avoid duplicate payments.
- xviii. Funds will remain in respective consolidated funds and will be released to the beneficiaries/vendors just in time. The funds will not be diverted to any Personal Deposit (PD) account or any other account by the State Government.
- xix. UTs without legislature work directly in PFMS and there is no need for them to open account in RBI. Ministries concerned can allow UTs with legislature to operate the concerned budget head through Letter of Authorization. UTs without legislature will ensure that the funds are released to the vendors/beneficiaries 'just in time' and are



not parked in a bank account. In case funds are to be released to any agency as per scheme guidelines, provision of Rule 230 (vii) of GFR 2017 will be strictly followed to avoid parking of funds, with agencies.

4. This issues with the approval of Finance Secretary & Secretary (Expenditure).

  
13/7/23  
(Prateek Kumar Singh)  
Director (PFC-I)  
011-23094961  
E-mail: prateeks.98@gov.in

To,

1. All Secretaries to the Government of India
2. All Financial Advisors to the Government of India
3. All Pr. CCAs/CCAs of all Ministries/Departments

Copy to:

1. PSO to Finance Secretary & Secretary (Expenditure)
2. PSO to Special Secretary (Pers)
3. PSO to AS(PF-S)
4. PPS to CGA
5. Sr. PPS to AS (PFC-II)
6. Sr. PPS to JS (PFC-I)

**F.No. T-13013/9/2020-AHS\_DADF**  
**Government of India**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Dept. Of Animal Husbandry, Dairying & Fisheries**  
**(Animal Husbandry Statistics Division)**

Second Floor, Chanderlok Building,  
36 Janpath, New Delhi-110001  
Date 09.11.2022

**OFFICE MEMORANDUM**

**Subject: Constitution of the Technical Committee on 21<sup>st</sup> Quinquennial Livestock Census-2024-regarding.**

With the approval of Competent Authority, it has decided to constitute a Technical Committee for the 21<sup>st</sup> Quinquennial Livestock Census with reference year 2024 in all the States/UTs and to finalize the instruction, methodology, schedule of enquiry, instruction to field staff and time frame of work to be followed in this census etc. The composition of the Committee will be as follows:

1	Adviser (Stats.)	Chairman
2	Office of Registrar General of India ,or his/her representative	Member
4 to 12	Secretary, Animal Husbandry Department, his or her representative from Govt. of, Assam, Andhra Pradesh, Himachal Pradesh, Karnataka, Maharashtra, Odisha, Rajasthan and Uttar Pradesh	Member
13	Director, ICAR-Indian Agricultural Statistics Research Institute(IASRI)	Member
14	DDG, NSO, Survey Design & Research Division (SDRD)	Member
15	DDG, NSO, Data Quilting Assurance Division (DQAD)	Member
16	Director, ICAR - National Institute of Veterinary Epidemiology and Disease Informatics(NIVEDI)	Member
17	Director, National Bureau Of Animal Genetic Resources	Member
18	Chairman, NDDB, or his/her Representative	Member
19	MD, Common Service Centre(CSC)	Member
20	DDG, NIC,DAHD or his/her Representative	Member
21	CEO, Agriculture Skill Council of India (ASCI)	Member
22	Director (AHS)	Member Secretary

2. The Committee may co-opt any other member or from any sub-committee to assist in its deliberations.

3. The terms of reference of the Technical Committee will be as under:

I. To review the present system to conducting the Livestock census identifying various problem /constraints/data gaps and suggest suitable measures for over-coming the same so as to ensure a smooth and timely conduct of the 21<sup>st</sup> Livestock Census.

II. To examine and recommend the subject coverage, instructions, methodology, schedule of enquiry, training needs, publicity, tabulation plans including computerization of census data at Centre /State level for the 21<sup>st</sup> Livestock Census.

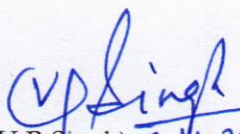
III. To work out and recommend achievable time frame and financial implications for the 21<sup>st</sup> Livestock.

*Upd Singh* (P.T.O.)  
9.11.22



IV. Any other technical issues related to Livestock Census

V. The expenditure on TA/DA of the member in connection with the meeting of the Committee will be borne by the parent Deptt. / Ministry/ Organisation. The Expenditure, if any in respect of non-official member will be borne by the Deptt. Of Animal Husbandry Dairying and Fisheries as per rules and regulations of TA/DA applicable to Grade I Officers of the Government of India.

  
(V P Singh) 9.11.22  
Director

Copy to:

1. All Members of the Technical Committee
2. P.S. to Hon'ble Minister FAHD/ P.S. to M.O.S, FAHD/ P.P.S. to Secretary (DAHD)