



Government of Pakistan
Ministry of Planning Development & Special Initiatives
Pakistan Bureau of Statistics
Islamabad



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OFFICE ORDER

The Member (SS/RM), Pakistan Bureau of Statistics has been pleased to constitute the following Working Groups with TORs for smooth conduct of 7th Agricultural Census, before and during field operations:

Working groups for conduct of 7th Agricultural Census

Working Group	Team Members	TORs
1. Technical Documentation	Mr. Tariq Bashir, JACC Dr. Naveed Iqbal, JACC Mr. Saeed Ahmed, ACC Mr. Ghufuran ullah, System Analyst Ms. Alina Qadeer, DPA Ms. Mehreen, DPA	<ul style="list-style-type: none"> • Edit Corrections/Specifications • A- Tablet Specifications • B- Computer Edit Specifications for Online Editing • Census Tabulation Plan • Monitoring Indicators • Dashboard indicators • Field Operation Plan • Approval of these documents
2. Budget Related Matters	Dr. Naveed Iqbal, JACC, Focal Person Mr. A Waheed Channa , A.E Qazi Saeed, Dy. Dir (Admn) Mr. Dildar Hussain, DACC Mr. Faiz Ali, SO Budget Mr. Muhammad Jawaid, DACC From IT Mr. M Ehtisham, Director DP	<ul style="list-style-type: none"> • Cost of listing, enumeration, supervision, monitoring including TA/DA and POL • Hardware Logistics • Repair & Maintenance • Conferences, Seminars and Trainings (Master Trainers' Rs. 2,500 perday x 5-days x 250 participants) • Cost of Printing (training material) • Cost of training material (pen, caps, Jacketst) • Printing & Designing for Standees, Backdrop and Brochures • Cost of Audio & Video Material • Advertisement & Publicity • Honorarium • Preparation of Budget Break up with tentative utilization • Preparation of Summary for budget approval • Submission of Summary to Finance for approval through PBS and M/o PD&SI • Submission of Summary to M/o PD&SI for approval • Allocation of Budget by FD • Release of Budget

Working Group	Team Members	TORs
3. Sample Selection	Dr. Amjad Javaid Sandhu, DG(Admn) Ms. Rabia Awan, DDG (CPMU/PSLM) Dr. Naveed Iqbal, JACC (ACPMU) Mr. Tariq Bashir, JACC (ACPMU) Ms. Sobia Munawar, Director DP Ms. Rumana Sadaf, CSO Mr. Ghulam Kibria, DPO	<ul style="list-style-type: none"> • Stage-I Sample selection of Mouzas • Stage-II Sampling (Selection of HH) in Software
4. NCH & MCH	Dr. Amjad Javaid Sandhu, DG (Admn) Ms. Rabia Awan, DDG, CPMU/PSLM Dr. Naveed Iqbal, JACC, ACPMU Ms. Sobia Munawar, Director DP Mr. Yasir Ishfaq, Director, DP Mr. Tariq Bashir, JACC, ACPMU Mr. M Javed, DACC, ACPMU Mr. M Suhaib, Director FS-II Mr. Rafique Talpur, Director FS-1 Mr. Saqib Sultan Khawar, SO Ms. Sana Habib, SO Mr. Atif Nawaz, SA <u>Provincial Heads</u> Syed Waseem Abbas, Director (PBS Lahore) Mr. Rohullah Shah, CSO (PBS Quetta) Mr. Faraz Muslim, CSO (PBS Karachi) Mr. M Anwar, CSO (PBS Peshawar) Mr. Rahat, CSO (PBS GB) Mr. Waseem.,CSO (PBS AJK) IT Team Mr.Arslan Bashir,DPO Ms.Alina Qadeer, DPA Ms. Mehreen Syed ,DPA	<ul style="list-style-type: none"> • Compile new NCH lists throughout the country • Present progress of NCH compilation • NCH data entry in application by CDC • Review the definition of NCH • Device mechanism form NCH in AJK & GB • NCH Registration Through NCH Web Portal • Self-Enumeration Portal timelines/Way Forward • Call Centre use • Ensure NCH having blocks assignment • NCH Enumeration as per time frame • NCH listing monitoring • NCH data Collection period • Other matters related to NCH

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<p>5. Coordination/ Preparation and other related work</p>	<p>Dr. Naveed Iqbal , JACC Mr. Rafiq Hussain Talpur Director FS Mr. M Suhaib Director FS Mr. Imran Saleem, Director Mr. Sarfaraz, CSO PBS, Prov. In charges Director FS-I, FS-II PBS, Prov. In charges Ms. Sana Habib Mr. Abdul Haseeb, SA</p>	<ul style="list-style-type: none"> • Letter to Chief Secretaries • Chief Secretaries Directives to relevant Secretaries • SMBR • Nomination of Secretary BoR as focal Person • Secretary BoR, Agriculture, Livestock, Education for BoS,LG,IGP, Commissioners, Deputy Commissioners, Relevant Secretaries directives to line departments • DG Agriculture / District Officers (Agri.) • DG Crop reporting Service / District Officers • DG Livestock / District Officers • EDO Education / District Officers • DIG/DPOs/ / District Officers • Letter to Provincial DGs for staff list • Secretary Board of Revenue • DG Agriculture • DG Crop reporting Service • DG Livestock • DG BoS to District Incharge Officers • Meeting of Provincial Focal Persons at Islamabad • follow-up Province-wise District-wise enumerators list • Receipt of HR lists from provinces • Sharing Lists with DPC for data entry • Entry in HR Module • Nomination of Div and Dist Coordinators and from PBS • Nomination of District Focal Person from Revenue Dcs/ ADCs (R) • Progress Review Meeting • Mechanism for tablet dispatch and receive at CSC
<p>6. Software Development</p>	<p>MS. Sobia Munawar, Director DP Mr. M. Yasir Ishfaq, Director DP Mr. Abdul Waheed Channa, ACC Mr. Tahir Mehmood (CSA) Mr. Nadeem Baig GA Mr. Asif Khattak CSA Mr. Muddasir Akhtar CSA Mr. Arslan Bashir, DPO</p>	<ul style="list-style-type: none"> • Decision on software modules required • Listing Application • Enumeration Application • NCH application and related matters • Quality assurance testing and load testing • Nomination of IT Trainers

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	Ms. Sumaira Yasmeen, System Analyst Mr. Irfan Haider, Mr. Saddam,DPA, Mr.Muhammad Zubair, DPO Ms.Mehreen Syed,DPA Ms.Alina Qadeer, DPA <u>Subject Team</u> Dr. Naveed Iqbal JACC Mr. Muhammad Saeed, ACC Mr. Saqib Sultan Khawar, SO Mr. Muhammad Jawaid, DACC Mr. Rafiq Talpur, Director Mr. Asif Khawaja, DPO	<ul style="list-style-type: none"> • Provision of manual and audio video tutorials • Complete documentation • Provision of training material Presentation, Slides etc. • Any other Requirement
7. Administrative Modules	Mr. M. Yasir Ishfaq, Director DP Mr. Rafiq Talpur, Director Mr. Tahir Mehmood (CSA) Mr. Muddasir Akhtar CSA Ms. Nadia Mehnaz, System Analyst Ms. Sumaira Yasmin, System Analyst Mr. Sarfaraz Asghar, DPA Ms. Marium Shahzadi, DPA Mr. Abdul Waheed Channa, ACC Mr. Muhammad Saeed, ACC Mr. Saqib Sultan Khawar, SO Mr. Asif Khawaja, DPO	<ul style="list-style-type: none"> • HR and task Assignment Module • Inventory Management System • Training Management System, TMS • Complaint Management System, CMS • Data Cleaning Module and Testing • Tabulation Module and Testing • GIS field Monitoring (FM) for Enumerator & Management • Map related issues • Provision of manual and audio video tutorials pertaining to administrative modules • Any other Requirement
8. Infrastructure	Mr. Muhammad Ehtesham, Director Mr. Zaheer Ahmed, DPO Mr. Irfan Haider, DPO Mr. Ali Raza, System Analyst Mr. Zameer, System Analyst Ms. Samra Iqbal, System Analyst Ms. Sumaira Yasmin, System Analyst Mr. Anwarzaib Khan, DPA	<ul style="list-style-type: none"> • Infrastructure Requirement Finalization • Tendering Process for Establishment of Datacenter • Establishment of Datacenter at PBS • Allocation of BareMetal Servers • Hardware Hardening • Installation of Hypervisor (virtualize environment) • Clustering of Nodes • Provision of centralized virtual platform (Vcenter or equivalent) • Production of VM's with baseimage • Formulation of Backup retention policy • Selection of backup software • Installing and configuration of Backup software • DR Assessment and documentation • Setting Mechanism for DR operation • High Level Diagram • Traffic Flows

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		<ul style="list-style-type: none"> • Low Level Diagram • Monitoring and Alerting System • Load/Stress Testing of Servers • Bandwidth Testing of Links • Monitoring of Backups health • Disaster Recovery Operation • Detail of MiFi devices to be used for activity • Approval of Proposal for activation of devices • Data Bundle activation
9. Tablet Devices and IT Support	Mr. Muhammad Ehtesham, Director Mr. Zaheer Ahmed, DPO Ms. Asma Hamza, System Analyst Ms. Samra Iqbal, System Analyst Mr. Arsalan Bashir, DPO Mr. Anwarzaib Khan, DPA Raja Aurangzeb Khan, DPA Mr. Sarfaraz Asghar, DPA	<ul style="list-style-type: none"> • List with detail of tablet devices sims bifurcated by TELCOs • Approval of Proposal by committee • Data Bundle activation • Assembly Line - Start Milestone • Deputation of Team for Assembly Line • Training of Team on preparation of Devices • Furniture and Fixture • Provision of IT Equipment • Connectivity with Infrastructure • Health Check and Charging • Customization of Tablets • Configuration of MDM • Installation of Software • Quality Check • Inventory and Storage • Data SIMs • Preparation of Tablets • Handing over of Tablets to F.S. Section for dispatch • Assurance of HR Data Accuracy and Task Assignment Batch • Preparation of Tablets • Handing over of Tablets to F.S. Section for dispatch • Deployment of District IT Assistants • Training of District IT Assistants • Provision of Support by IT Assistants during activity managed by Divisional Leads
10. GIS Related Matters	Mr. Asif Khawaja, DPO Mr. Nadeem Baig, GA Mr. Rafaqat Mehmood, GA Mr. Ammar Khan, SA Mr. Izhar-ul-Haq, SA Mr. Khalid Masood, Cartographer Mr. Muhammad Asif, JDM Mr. Zaheer Ahmed, JDM Mr. Shiraz Akhtar, FMO	<ul style="list-style-type: none"> • Preparation of kml file of selected blocks • Supply of kml files to the quarter concerned • Preparation of Map Layouts • Printing of Maps (02 sets) • Preparation of sets • Dispatching of maps to the quarter concerned • Other related assignments
11. Preparation of Manual and	Dr. Wasim Abbas, Director Mr. M Jawaid, DACC	<ul style="list-style-type: none"> • Preparation of draft Manual of Instructions (urdu)

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Questionnaire (IT Manuals)	<p>Ms. Haseena Murad, SO Mr. Saeed Ahmed, ACC Mr. Saqib Sultan Khawar, SO</p> <p><u>IT MANUAL</u> Ms. Sobia Munawar, Director DP Mr. M Yasir Ishfaq, Director DP</p>	<ul style="list-style-type: none"> • Preparation of Day-wise training schedule (Day-4 & Day-3) • Field Operation monitoring Mechanism • Review of Manual and Training Schedule by HQ • Approval of Instruction Manual and Day-wise schedule by HQ • Preparation of pre-training test • Preparation of post training test • Training monitoring Mechanism • Performa's for training monitoring • Presentation of Training Presentation • Approval of Training Presentation by HQ
12. Training Audio Vide/Media working Group	<p>Mr. Amjad Sandhu, DG Admn Mr. M Ehtisham, Director DP Ms. Sobia Munawar, Director DP Mr. Yasir Ishfaq, Director DP</p> <p>Mr. Imran Saleem, Director Mr. A. Waheed, AE. Mr. M Sarfaraz, CSO Mr. Saqib Sultan, SO Ms. Sana Habib, SO Mr. Saeed Ahmad, DD Admin Media Team</p> <p>IT RELATED VIDEO TUTORIALS Mr. Ghufraan ullah, DPO Mr. Arslan Bashir, DPO</p>	<ul style="list-style-type: none"> • 7th Agricultural Census Logo scheme and concept • Finalization of Logo • Material for Standees, Backdrop and Brochures • Designing & Printing of Standees, Backdrop and Brochures • Finalization of video scripts • Audio recorded Messages • Selection of Videos from Population Census for Agri census • Selection of topics for video clips • Preparation of scripts Videos on Agricultural Census • Approval of Audio & Visual Material • Preparation of Press Releases and General Advertisements • Preparation of communication strategy • Provision of material to print/ electronic/social media for awareness, information, advertisement and publicity • Preparation of phase wise plan for education, motivation, action and dissemination phase • Preparation of Social media Post and posting after seeking approval from Competent Authority
13. Liaison and Sensitization Workshops	<p>Dr. Amjad Javaid Sandhu, DG Admn Ms. Rabia Awan, DDG, CPMU Dr. Naveed Iqbal, JACC Dr. Syed Waseem Abbas, Director</p>	<ul style="list-style-type: none"> • Provincial Engagements meetings Karachi, Lahore, Peshawar, Quetta, Muzaffarabad and Gilgit • Preparation of Presentation for Minister, Provincial Meeting etc. • Preparation of Presentation to Sensitization Workshop

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	Mr. Muhammad Sohaib, Director (FS-II) Mr. Faraz Muslim, CSO (PBS Karachi) Mr. Rohullah Shah, CSO (PBS Quetta) Mr. Muhammad Waseem, CSO Mr. M Sarfaraz, CSO Mr. Rahat Ali, CSO Mr. Saqib Sultan, SO Ms. Sana Habib. SO Ms. Hina Kanwal, SO Ms. Ehsana Irum, SO	<ul style="list-style-type: none"> • Sensitization of Agricultural Census Workshop at Islamabad, Lahore, Karachi, Quetta, Peshawar, Muzaffargarh, Gilgit • Schedule of District Meeting in Islamabad with Minister & Secretary PD & SI • Schedule of District Meeting in Punjab • Schedule of District Meeting in Sindh • Schedule of District Meeting in Balochistan • Schedule of District Meeting in KPK • Schedule of District Meeting in AJ&K • Schedule of District Meeting in Gilgit Baltistan • University seminars schedule + presentation
14. Training of Master Trainers	Ms. Rabia Awan, DDG CPMU Dr. Naveed Iqbal, JACC Dr. Wasim Abbas, Director Directors FS-I, FS-II Mr. A. Waheed, AE Ms. Sana Habib, SO Mr Saqib Sultan, SO Qazi Saeed ul Hassan, DD (Adm) <u>IT TRAINERS</u> Ms. Sobia Munawar, Director DP Mr. Yasir Ishfaq, Director DP Mr. Arslan Bashir, DPO Ms. Mehreen , DPO Mr. Irfan Haider, DPO Mr. Irfan Bajwa, DPO Ms. Aleena, DPO Mr. Kibriya, DPO Ms. Mariyam Shezadi Ms. Nadia Mehnaz	<ul style="list-style-type: none"> • Nomination of Super Trainers • Selection of MT from PBS and provinces • Selection of Super trainer & Master Trainers • Topic-wise super Trainers • Discussion session among Super Trainers • Brain storming session on Training • Letters to Super Trainers and Master Trainers for training • Further Breakup of Activities for MT Training • Training of Master Trainers (Batch-I) • Training of Master Trainers (Batch-II) • Booking of Training Venues for 250 participants • Lunch and other session arrangements (250 participants) • Preparation of FAQs and resolving queries

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15. Training of Enumerators	<p>Dr. Amjad Javaid Sandhu, DG, Admn Mr. Naveed Iqbal, JACC Mr. A. Waheed Channa, AE Mr. Rafique H. Talpur, Director FS-I Mr. Muhammad Suhaib, Director FS-II Ms. Sana Habib, SO Mr Saqib Sultan, SO Mr. Saeed Ahamad, ACC Mr. Haseeb ur Rahman, SO Ms. Haseena Murad, SO <u>IT TRAINERS</u> Ms. Sobia Munawar, Director DP Mr. Yasir Ishfaq, Director DP Mr. Arslan Bashir, DPO Ms. Mehreen , DPO Mr. Irfan Haider, DPO Mr. Irfan Bajwa, DPO Ms. Aleena, DPO Mr. Kibriya, DPO Ms. Mariyam Shezadi, System Analyst Ms. Nadia Mehnaz, System Analyst</p>	<ul style="list-style-type: none"> Assessment of required Training Venues Review of previous venues of ToE Ensure Training Venue along with facilities for Agri Census Placement of Backdrops/Standees at the training venue Certificate of confirmation of venues along with all facilities by the Divisional / District Coordinator Data entry in HR (pvt enumerators) Task Assignment (pvt enumerators) Ensure Receiving of Prepared Tablets from DP center Ensure Receiving of Training Material From PBS Ensure Delivery of Tablets at required destination Delivery of Training Material at required destinations Letters to Enumerators & supervisors for training Training of enumerators MOU/ Mechanism for dispatch of tablet Preparation of FAQs Timely resolution of query of participant
16. Printing & Procurement Group	<p>Dr. Amjad Javaid Sandhu, DG Admn Dr. Naveed Iqbal, JACC Qazi. Saeed ul Hassan, DD (Admn) Mr. Muhammad Jawaid, DACC Mr. Zubair Ahmad AD(G) Mr. Haseeb ur Rehman, S.O (ACPMU) Mr. Tajamul, Printing Press</p>	<ul style="list-style-type: none"> Assessment of Printing Requirements Arrangement of Printing Material (Paper, plates etc) Printing of Training Manual Printing of IT Manual Printing of Form-1 Printing of Form-2 Printing of Writing Pads Printing of Attendance Sheets Printing of Training Schedule Printing of ID Cards (Census Officer, Supervisor, Enumerator) Ensure Printing of training manuals, IT users Manuals, Questionnaires, training material, Identity Cards (Trainers, Supervisors, Enumerators others) and supportive material expected Q&A Purchases Standees, Panaflex etc. Procurement and Printing of Clear File (for documents) Procurement of Green Markers Procurement of Board Markers Procurement of permanent Markers

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		<ul style="list-style-type: none"> • Procurement of Ball Point • Procurement of pouch and neck ribbon for ID card • Procurement of Caps/ Hats, Jackets • Procurement of Cartons (also for tablets) • Procurement of Sacks and other packing material
<p>17. Logistic Support Group</p>	<p>Dr. Amjad Javaid Sandhu, DG Admn Mr. Rafique Hussain Talpur, Director (FS-I) Mr. Suhaib Ahmad, Director (FS-II) Mr. Muhammad Ehtesham, Director (DP) Dr. Naveed Iqbal, JACC Qazi. Saeed ul Hassan, DD (Admn) Mr. Zubair Ahmad AD(G) Mr. Haseeb ur Rehman, S.O (ACPMU) Mr. Tariq Mustufa, Statistical Officer Mr. M Jawad, Statistical Assistant</p>	<ul style="list-style-type: none"> • Preparation of material dispatch list • Preparation of training kits including tablets and preparation of plan for its dispatch • Provision of space for preparation of tablets • Receiving of tablets after preparation for storage • Finalization of dispatch plan of tablets with exact requirements census support centers • District-wise packing of Census Material including tablet • Supervision and assurance of dispatched Census Material • Mechanism for tablet retrieval from field to PBS HQ and storage
<p>18. Field Operations</p>	<p>Dr. Amjad Javaid Sandhu, DG Admn Mr. Rafiq Hussain Talpur Director FS-I Mr. M Suhaib, Director FS-II All Director DP Mr. A. Waheed Channa, AE Mr. Muhammad Jawaaid, DACC Mr. Saeed Ahmad, ACC Div/dist coordinators Mr. Saqib Sultan Khawar, SO Mr. Zubair Ahmad, DPO (Admn)</p> <p><u>Provincial Heads</u></p> <p>Syed Waseem Abbas, Director (PBS Lahore) Mr. Rohullah Shah, CSO (PBS Quetta) Mr. Faraz Muslim, CSO (PBS Karachi)</p>	<ul style="list-style-type: none"> • Nomination of Divisional and Dist Coordinators of PBS • Nomination of Field Operation Monitoring Teams • Ensure Task Assignment is complete • Ensure Login on the Tablets during ToE • Ensure Field Monitoring Mechanism • Budget disbursement to DC's Accounts • Field Operation • Completion certificates from DCs/AC • Monitoring of Field Operations • Provision of Tablet requirement for preparation to DP • Provision of SIM requirement to DP Centre • Preparation of tablet along with DP team • Mechanism for Tablet dispatch and receive in field

Working Group	Team Members	TORs
	Mr. M Anwar, CSO (PBS Peshawar) Mr. Rahat, CSO (PBS GB) Mr. Waseem.,CSO (PBS AJK)	
19. Data Processing and Report of Agriculture Census	Dr. Amjad Javaid Sandhu, DG (Admn) Dr. Naveed Iqbal, JACC Mr. Tariq Bashir, JACC Mr. Abdul Waheed Channa, DE Dr. Waseem Abbas, Director Mr. Saqib Sultan , SO Mr. M Saeed , ACC Mr. Haseeb ur Rehman, SO Ms. Haseena Murad, SO DP Team	<ul style="list-style-type: none"> • Data cleaning specification • Online Editing & Cleaning of Data • Tabulation & Quality Control • Key Findings Report • Report Writing & Publication
20. Quality Assurance / Trend analysis /Tabulation	Dr. Amjad Javaid Sandhu, DG (Admn) Mr. Tariq Bashir, JACC (PBS-LHR) Dr. Waseem Abbas, Director (PBS-LHR) Dr. Naveed Iqbal, JACC (ACPMU) Mr. Abdul Waheed, A.E (ACPMU) Mr. Saqib Sultan Khawar, S.O (PSLM) Mr. Saeed Ahmed, ACC Mr. Haseeb ur Rehman, S.O (ACPMU)	<ul style="list-style-type: none"> • Daily monitoring of dashboards generated reports, random calls and indication of appropriate follow up mechanism in case of data trending issue. • Follow up the cases for quality assurance of data and propose alternate criteria for Quality assurance and implementation of data consistency and validation rules • Analysis and Preparation of Tables datasets in different districts for prevalence of crops, cropped area, livestock etc. and Highlighting of Data anomaly if any • Validating and Finalization of data Quality Checks/ Edit /cleaning rules with close coordination with subject matter. • To ensure Incorporation of approved Quality / Edit Checks rules for data clearing module by Software Development Team • To ensure approved Tabulation Specifications of reports (each

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		<p>volume) as per approved Tabulation plan</p> <ul style="list-style-type: none"> • To act liaisons between PBS Subject matter and software Team regarding clarification/rectification in any report • To apprise the higher-ups about the statistics generated as per approved Tabulation plan
21. Security	<p>Dr. Amjad Javaid Sandhu, DG (Admn) Mr. Tariq Bashir, JACC (PBS-LHR) Mr. Bahadur Khan, Director (Admin) Mr. Altaf, Security Officer Provincial Incharhes Director DP /IT, CPMU/FS section, administration/ printing staff Qazi Saeed ul Hassan</p>	<ul style="list-style-type: none"> • Updation/sharing of security related Plans and advisories from central command at respective District and general instructions during field operation • Monitoring of the process and provision of space and facilities for storage and security • Ensure financial arrangements in lieu of provision transport facility in distant Mouza/areas to Supervisors and Enumerators. • All the related matters with Secutity, logistic and Dispatch of material.
22. Call Complaint Management Group (LAG&CCM)	<p>Mr. Muhammad Ehtesham, Director (DP) Director, FS-I&II Ms. Sobia Munawar, Director DP Mr. Yasir Ishfaq, Director, DP Mr. Abdul Waheed, A.E (ACPMU) Mr. Saeed Ahmed, ACC Mr. Hasseb ur Rehman, SO</p>	<ul style="list-style-type: none"> • Apprise senior management through incharge on daily report to senior management recording of calls, Complaints and Suggestions compulsorily. • Prepare controlled documents and file record keeping for effective calls, Complaints and Suggestions recording regarding Census Field Operation. • Transportation • Urgent purchases • Urgent printing • Facilitation to the all working groups during operation.

(Dr. Amjad Javed Sandhu)
DG (Admin)

Distribution:

All Concerned

Copy for information to:

- i) PS to Chief Statistician, PBS, Islamabad.
- ii) APS to Member (SS/RM), PBS, Islamabad.
- iii) APS to Member (C&S), PBS, Islamabad.
- iv) APS to DG (Admin/ACPMU), PBS, Islamabad.
- v) All Regional / Field Offices of PBS.