

Procedure for handling exceptional situations - NAS 2021

Authorization: DLC*

(This authorization is also meant for DDSE (in case of Arunachal Pradesh) DNO in certain districts holding dual charge of DLC due to non-availability of DLC in districts)

(DLCs to take all necessary decisions on field as per the protocols mentioned below in order to conduct NAS in all sampled schools in their respective districts with all fairness)

1. **Make local appointments (in case of shortage / genuine medical cases / change due to females being appointed in difficult locations / minor interchange) in the interest of conduct of NAS.** The DLC will have to make sure that Observer must report to collect the NAS packet. In extreme circumstances the FI maybe assigned the task of collection of NAS packet to ensure that no sample school is left out. In such cases DLCs should maintain proper record of local appointments. For genuine cases, please follow the procedure as below for local appointments:

- 1.1. Check and download the school wise FI and Observer deployment list from the NAS Portal
- 1.2. Keep proper records of the local adjustments
- 1.3. Circle the FI / Observer to be changed (with RED INK)
- 1.4. Write the details of substitute FI/ Observer against his / her name
- 1.5. Use the reserve list of FIs/ Observers for substitutes
- 1.6. Download Blank [LOA from NAS Portal](#) and issue LOA to substitute FI / Observer.
- 1.7. Ensure correct packet of sample school is handed over to the Observer

2. **DLCs to note the following additional protocols:**

- 2.1. Appointment should not be made from the same school
- 2.2. Avoid making any appointment that would potentially compromise the sanctity
- 2.3. Prepare **Excel sheet** for all changes made for FIs and Observers.

3. **Organize Pre-NAS Meeting with FIs/ Observers** on the 9th / 10th Nov. (or as decided by DLC) to plan for conduct of survey and distribution of material.
4. DLCs to communicate the **distribution plan** to Observers and ensure that no school remains unattended and survey materials reach all sampled schools. **They may take help from Regional Offices for any strong direction (required for any non-cooperating schools)**
5. **Create WhatsApp group** with FIs and Observer for instant communication.

Protocol for REPLACEMENT SCHOOLS

1. **Download the district wise REPLACEMENT schools list from the NAS Portal.** DLCs to inform the Observers and FIs. FIs will report to the new (REPLACEMENT) school. Observers will collect the materials (of replaced school and move to the new (REPLACEMENT) school for conduct of NAS.