

## **CHAPTER – 2 (Manual –1)**

### **Particulars of Organization, Function & Duties**

#### **2.1. Objective/purpose of the public authority:**

#### **2.2. Mission/Vision Statement of public authority:**

#### **2.3. Brief History of Public Authority:**

The Directorate of Economics and Statistics was established in this Union Territory administration with the nomenclature as Bureau of Statistics & Evaluation in 1957. In early stage, the functions and duties of the Bureau was to serve as a focal point of information on various subject matter in the field of Statistics. Now, the mechanism of delivery system and the style of functions have been dynamically designed to offer effective information service to the user agencies/organization/public. The Statistical techniques used for collection of data and applications used for compilations have been simplified with sustained effort and enormous visual aids have been introduced so that any common man can understand the basic statistics. The organizational set up is depicted in the annexure in respect of the Directorate and the Statistical Cell/Unit's functioning in the other Department/Offices (vide Annexure I & II)

#### **2.4. Duties of the public authority:**

#### **2.5. Main activities/functions of the public authority.**

#### **2.6. List of services being provided by the public authority**

Directorate of Economics and Statistics is functioning as the Nodal Agency and Statistical Authority for collection, compilation and dissemination of statistical data/information on the Socio-economic characteristics of the Union Territory of Puducherry.

- Directorate of Economics and Statistics functions under the guidance of:

- i. Central Statistical Organization
- ii. National Sample Survey Organization,
- iii. National Building Organization
- iv. Labour Bureau (Simla)

and keeps close liaison with various Ministries at the Centre and Implements the Centrally sponsored statistical schemes apart from the state level activities.

- 'Kiosk' – touch screen installed in all the four regions of this territory is rendering yeoman service to the Society. The Statistical personnel in the grade posts were appointed/posted in accordance with the Recruitment Rules notified by the Government of Puducherry.

## **Duties and Responsibilities of the Statistical Personnel**

### **Director**

- Direction, supervision and control of the Directorate of Economics & Statistics
- Nodal Officer for all Statistical activities
- Co-ordination of all statistical activities in the Union Territory of Puducherry and functions as the statistical authority
- Provides technical guidance and advice to other statistical cells in the administration, whenever necessary
- District Agricultural Census Officer for conducting Quinquennial Agricultural Census.
- Member Secretary of the high-level co-ordination committee for improvement of Crop Statistics
- Member of State Level Co-ordination Committee on Annual Survey of Industries.
- Officer on Special Duty for implementation of Annual Survey of Industries in this Union Territory.
- Member of the High Powered Price Monitoring Cell
- Nodal officer for the Union Territory of Puducherry to correspond with the Tariff Commission.
- Head of the Editorial Board of statistical publications of this Directorate.
- Cadre control i.e. Recruitment/Appointment and other related service matters of Statistical personnel in the Administration.

### **Joint Director and Deputy Director**

- Assisting the Director in all technical matters and also in the administration of the Directorate.
- Organizing various training and refresher courses pertaining to statistical techniques in data collection.
- Planning & Designing of various surveys and also devising of schedules
- Providing technical guidance in the preparation of estimates/reports.
- Editing various statistical publication brought out by the Directorate

### **Statistical Officer**

The Statistical Officer is in-charge of the section under whom Statistical Inspectors and Field Supervisors are working. The Statistical Officer has to guide, supervise and co-ordinate the works relating to collection of statistical data/scrutiny/compilation/ estimation / preparation of reports etc.

### **Statistical Inspector**

The Statistical Inspectors are responsible for the statistical data collection on various socio-economic activities through field work and correspondence. They have to perform field visit to check and verify the data collected by the primary enumerators. They also compile reports on the subjects dealt with by them.

### **Field Supervisor:**

Field Supervisors are the field level functionaries and act as primary enumerators for collection of field level data and Agricultural Statistics and allied Censuses and Surveys and responsible for the conduct of Crop Cutting Experiments. They also collect Land Utilization Statistics as per nine fold classification and Irrigation Statistics as prescribed by the Ministry of Agriculture in each village under their jurisdiction.

## **2.7. Organizational Structure:**

The Director is the Head of the Directorate with the status of “Head of Department”. He is assisted by three Joint Directors, and four Deputy Directors and a Programmer with different Technical sections and establishment/Accounts Section.

A Regional Office functions at Karaikal under a Deputy Director. He is provided with necessary staff to carry out the activities in the region. From 1996-97, Statistical Cells at Mahe and Yanam are functioning under the control of the respective Regional Administrators with the staff strength of one Statistical Inspector and 2 Field Supervisors in each Cell. The organizational chart of the Directorate is given in the Annex-I. This Directorate is the cadre controlling authority of all statistical posts in this Administration. The organizational chart of the statistical cells existing in different Departments is given in Annex – II.

- Supply of statistical data and information to the Central Statistical Organization, National Buildings Organization, Labour Bureau, Central Organizations, State Directorates of Economics and Statistics, State and Central Government Departments, Semi-Government Organizations, Private Agencies and to Research scholars as per their requirements.
- Acting as a storehouse of important statistical information collected and maintained from different departments of the State Government.
- Functionally the Directorate of Economics and Statistics has been organized into 14 units at the Head Quarters namely
  - i. Agricultural Statistics
  - ii. Annual Survey of Industries Unit.
  - iii. Census of Government Employees Unit.
  - iv. Electronic Data Processing Unit.
  - v. Evaluation Study Unit.
  - vi. Index Number of Industrial Production Unit
  - vii. National Sample Survey Unit.
  - viii. Census of Government Employees Unit
  - ix. Official Statistics Unit.

- x. Publication and Co-ordination Unit
- xi. Quinquennial Agricultural Census
- xii. Quinquennial Economic Census
- xiii. State Domestic Product and Public Finance Unit
- xiv. Training Unit

**Rules Regulations, instruction, manuals and record, held by it or under its control or used by its employees for discharging the functions**

Office procedure, Rules and Regulations as prescribed in the general office manual are implemented strictly. A display board has been set up in the premises of the Directorate indicating the name of the Officers and designation along with the subjects dealt by them for easy access of information to public.

Data on the subjects seriatim in the publications viz. ***‘Abstract of Statistics and ‘Hand Book of Statistics’*** are made available by disseminating in the web and kiosk touch screen installed in the regional offices of the Directorate for use of the public and data users. The statistical technique has been drastically simplified over the past decades of sustained effort with introduction of enormous visual aids so that any common man can easily access/understand and utilize the results of such modernized presentation/dissemination.

**A statement of categories of documents that are held by it or under its control**

Supply of statistical data and information on the subjects are listed below:

**Agriculture Statistics:**

Collection of data on Agriculture Statistics by plot to plot complete enumeration is carried out for each and every season for Crop and Land Utilization particulars and estimation of production of various crops like Paddy, Sugarcane & Groundnut etc.

### **Agriculture Census**

A Centrally Sponsored Scheme of Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India for conducting census on Agriculture activities quinquennially as per their guidance – The last census (8<sup>th</sup> Agriculture Census) 2005–06 had been conducted and results were made available. Input survey has also been conducted for 2006 – 07.

### **Timely Reporting Scheme**

A Centrally Sponsored Scheme of Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India for Timely and reliable estimates of area under major crops, is made available for every crop season of an Agricultural Year just after sowing operation is completed.

### **Improvement of Crop Statistics**

A Centrally Sponsored Scheme of Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India. in which Sample check is carried out on a matching basis both by National Sample Survey Organization & Directorate of Economics and Statistics to improve the quality of crop production estimates.

### **Crop Cutting Experiment**

Crop Cutting Experiments are also conducted on principle crops like paddy, sugarcane, etc. The reliable estimates of average yield per hectare and production of rice at state level with reasonable degree of precision.

## **Annual Survey of Industries**

ASI is conducted every year under the statutory provisions of Collection of Statistics Act 1953 & Collection of Statistical Rules 1959 to provide information on the changes in the growth and composition of structure of organized manufacturing (factory) sector which relates to manufacturing processes, repair services, generators, transmission of electricity, gas and water supply undertaking and cold storage. The survey is conducted by Field Operation Division of National Sample Survey Organization and covers only those Industries registered under section 2m (i) and 2m (ii) of the Factories Act 1948. The data are compiled from the unit level data supplied by CSO and the report on Annual Survey of Industries prepared and dissemination of results are made on Industrial Sector of the Economy.

## **Index of Industrial Production:**

Index of Industrial Production shall provide the most up-to-date indicator of industrial growth of the state economy. As per the Technical Advisory Committee constituted by Central Statistical Organization, the required data for generation of weighting diagram and to compile the Annual, Quarterly, and monthly Index of Industrial Production are collected.

## **Prices Statistics:**

Under Market Intelligence Scheme prices of essential commodities (wholesale and retail) are collected from the markets of Puducherry, Karaikal, Mahe & Yanam on weekly basis. Daily prices of commodities are also

collected and furnished to Government of India, as the Union Territory of Puducherry is one of the center for computation of All India Consumer Prices Index Number for Industrial Workers. Data on Prices are made available in monthly bulletin and on the Directorate's website. <http://statistics.puducherry.gov.in/>

**Municipal Year Book:**

Statistical data are presented in the publication of Municipal year Book in respect of Municipal limits of the Union Territory of Puducherry such as Puducherry, Oulgaret, Karaikal, Mahe and Yanam.

**State Domestic Product:**

As per the standards of internationally accepted System of National Accounts(SNA), the State Income is estimated as one of the important indicators of economic growth to study the impact of various developmental activities implemented by the State. The Per Capita Income is used to determine both the absolute and relative performance of the economy of the state. Estimates of State Domestic Product for every year are computed both at current and constant prices with base year 1999-2000. Annual discussion is also made with Central Statistical Organization, the Apex body of Indian National Accounts on the comparability of the estimates compiled.

**Official Statistics:**

The official statistics is an instrument to measure the growth of economy of various social sectors and used for formulation of schemes to satisfy the public under special plan. It is pertinent to point out that the Government



Statistics on the achievements of various schemes and development activities / programmes with ground realities are explicated in the publication brought out by this Directorate such as Abstract of Statistics and Hand Book of Statistics. The Directorate is collecting data from various Department/Offices of the Administration and the information is furnished as time series data in the above publications.

**Census of Government Employees:**

To assess the strength of Government employees working in various Departments / Offices of this administration, the data are collected every year with pay scales of each category of posts. This information is very useful for the administration to know the focal point of volume of employment in the Public Sector.

**Housing & Building Statistics:**

Periodical Data on Prices of Building materials and wages of contract labourers are collected on various activities in Puducherry & Karaikal regions for every quarter of a year and the data are forwarded to National Buildings Organization, New Delhi. Housing & Building Statistics in respect of new constructions and additions/alterations have been collected from Public Sector & Private Sector and Local Bodies and furnished to National Buildings Organization, New Delhi.

**National Sample Survey**

The National Sample Survey Unit of this Directorate participates in the Socio-Economic Survey conducted by the National Sample Survey Organization. The survey is conducted in the form of rounds with specific subject

coverage as per the decision of the Governing Council of National Sample Survey Organization. The results of the survey are made available in the publication of viz. **Sarvakshana** brought out by Government of India, National Sample Survey Organization.

### **Training**

The Statistical officials at the Primary (field functionaries), Intermediary & Professional are sponsored for the Training Courses organized at state level and Central level (Central Statistical Organisation, New Delhi). The Training and workshops are of absolute necessity to make the officials to get acquainted to the ever growing/improving technical standards of collection, compilation and dissemination standards.

### **Computer Centre**

A full-fledged Computer Unit is established in the Directorate for storage, retrieval, and generation of various reports/information/data. Departmental Web Board was constituted for professional management of the website hosted by the Directorate of Economics and Statistics with Joint Director (ASI) as Web Master and the Programmer as Web Editor. The web board functions under over all guidance of the Head of the Department. The portal of the Directorate is <http://statistics.puducherry.gov.in/>.

### **Publications brought out:**

A separate section is functioning in this Directorate for bringing out the Statistical Publications at appropriate time.

<b>Sl. No</b>	<b>List of Annual Publications</b>	<b>Periodicity</b>	<b>Cost of Publication (Price/copy)</b>
1	Abstract of Statistics	Annual	Rs.500/-
2	Hand Book of Statistics	”	Rs.200/-
3	Puducherry at a Glance	”	Rs.100/-
4	Season & Crop Report	”	Rs.100/-
5	Budget in Brief	”	Rs.200/-
6	Economic-cum-purpose classification	”	Rs.250/-
7	Annual Administrative Report	”	Rs.50/-
8	Price Bulletin	Monthly	Rs.25/-
9	Census of Government Employees	Annual	Rs.100/-
10	Agricultural Census Report	Quinquennial	Rs.500/-
11	Economic Census Report	”	Rs.500/-
12	Annual Survey of Industries	Annual	Rs.250/-
13	Municipal year Book	”	Rs.50/-
14	Index of Industrial production	”	Rs.100/-
15	Input Survey Report	Quinquennial	Rs.250/-
16	Women & Men in Puducherry (A characteristic report)	Special	Rs.200/-

**2. 8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:**

**2. 9. Arrangements and methods made for seeking public participation /contribution:**

At the time of conduct of Studies/Surveys/Census, involvement of general public as respondent is needed for collection of information/data on the prescribed subject.

**2.10. Mechanism available for monitoring the service delivery and public grievance resolution.**

A Public Grievance Officer has been appointed in this Directorate to review the public grievances whenever such petitions received from them.

**2.11. Address of the main office and other officers at different levels:**

Main Office: Director,  
Directorate of Economics & Statistics,  
505. Kamaraj Salai,  
Saram,  
Puducherry – 605 013.

Regional Office: Deputy Director,  
Directorate of Economics & Statistics,  
Regional Office,  
Peuthalaivar Kamaraj Complex,  
Amma Chattaram,  
Karaikal.

Regional Office: Statistical Inspector,  
Directorate of Economics & Statistics,  
Regional Office,  
Administrator Office Complex,  
Mahe.

Regional Office: Statistical Inspector,  
Directorate of Economics & Statistics,  
Regional Office,  
Administrator Office Complex,  
Yanam.

**2.12. Morning session – office hours:** 08.45 A.M to 01.00 P.M.

Lunch Break

01.00 P.M. to 02.00 P.M.

**Afternoon Session – office hours:** 02.00 P.M to 05.45 P.M.