

# **DEPARTMENT OF ECONOMIC AND STATISTICAL ANALYSIS, HARYANA**

## **Information relating to Section 4(l)(b) of Right to Information Act, 2005**

### **(i) the particulars of Department of Economic and Statistical Analysis, Haryana, functions & duties ;**

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The Department of Economic and Statistical Analysis, Haryana works under the administrative control of the Planning Department, Haryana. This Department undertakes multifarious activities relating to the collection, compilation and analysis of data on socio-economic aspects of the State economy and preparation of various Reports/Publications; evaluation of development programmes; and formulation of Annual/ Five Year Plans and District Plans.

#### **Main functions and duties of the Department are as under :-**

- (i) To collect, compile and analyze data regarding various socio-economic aspects of the State;
- (ii) To serve as a store-house for all types of statistics required for planning and formulation of development programmes;
- (iii) To undertake surveys and enquiries regarding various socio-economic problems of the State;
- (iv) To co-ordinate statistical activities of various departments of the State Government;
- (v) To advise the Govt. on economic and statistical matters;
- (vi) To work in liaison with the Central Statistical Organisation, Govt. of India and various State Statistical Bureau;
- (vii) To carry out evaluation studies of development programmes/ projects/ schemes;
- (viii) To undertake formulation and implementation of Five Year/Annual Plans; and
- (ix) To monitor the progress of various programmes being implemented under 20-Point Programme.

The working of the Department can be broadly classified under three divisions, namely (a) Statistical (b) Planning and (c) Plan-Evaluation. Broad functions/duties under these three divisions are given as under :-

#### **a) STATISTICAL WING :**

The main functions of the Statistical Wing are collection, compilation, analysis and dissemination of statistical data on all socio-economic aspects of the development of the State for use of Administrators, Planners, Researchers and the like. The preparation of State Statistical Abstract of Haryana is an annual feature of the Department. Economic Survey of Haryana indicating status of development in various sectors of the State economy is also published annually. This wing compiles Staff Statistics of Haryana Government employees,

statements of agricultural labour wages and monthly rural retail prices, retail and wholesale prices and working class consumer price index numbers and index numbers of industrial production based on data collected through annual survey of industries, preparation of estimates of State Income/Per Capita Income, Economic and Functional Classification of Haryana Government Budget, Economic and Functional Classification of Budgets of Municipal Committees, Analysis of State Revenues, Index Numbers of Agricultural Production in Haryana and release of reports namely Economics of Farming and Family Budget of Cultivators in Haryana. Preparation of Annual Administrative Report, training of statistical personnel of other departments, maintaining liaison with the Central Statistical Organization and other State Directorates of Economics and Statistics etc. are also the other important functions of this wing.

**In the field, there exists a District Statistical Office in each district of the State.**

**Main functions of the District Statistical Offices are as under :-**

- i) To collect, compile and maintain all types of statistics relating to socio-economic conditions of the district;
- ii) To guide and supervise the reporting agencies in the matter of collection and compilation of statistics;
- iii) To render necessary assistance in connection with surveys and enquiries undertaken at the district level;
- iv) To co-ordinate the statistical activities of the various departments at the district level;
- v) To conduct periodical training of officials concerned with collection and maintenance of statistical data in various offices;
- vi) To prepare District Statistical Abstract, Municipal Year Book and District Socio-Economic Review;
- vii) To conduct survey assigned by headquarter or district administration from time to time; and
- viii) To conduct field survey of various rounds of National Sample Survey (State Sample) regularly by selected District Statistical Offices in the State.

**b) PLANNING WING :**

**Main functions of the Planning Wing are :-**

- i) To assess the level of development in important sectors for the State as a whole as well as for various districts and regions;
- ii) To assess the financial, manpower and material resources and organizational and institutional capabilities;
- iii) To determine the priorities for the State in the lights of the overall national objectives;
- iv) To assist the State Government in the formulation of the Budget of Welfare and Development Schemes;
- v) To suggest policies and programmes for removing the imbalances prevailing in various regions in the State and assist in formulation of District Plans;

- vi) To make critical appraisal of ongoing programmes leading to determination of the extent to which some of the identified ongoing programmes or projects would need to be continued; and
- vii) To advise on such other matters connected with the economic development as may be assigned by the State Government.

**At the district level, the work relating to District Plan is looked after by District Planning Unit.**

**The functions of District Planning Units are :-**

- i) To collect basic data and prepare a status report with regard to various development parameters;
- ii) To identify problems of different areas and steps required for tackling such problems keeping in view the potential for development at the local level; and
- iii) To draw up Schemes of Local Importance at district level and prepare District Plans.

**c) PLAN EVALUATION WING :**

Departments concerned with Plan Schemes suggest programmes/schemes to be evaluated to this Department. Evaluation Wing of this Department starts the process of evaluation of programme/scheme so proposed after seeking approval from Administrative Secretary, Planning Department.

The Evaluation Wing after collecting the requisite data about the scheme/ project, undertakes field studies in order to find out the impact, benefits, weaknesses, shortcomings and gaps in the implementation of the project. Based on the findings corrective measures are also suggested. The Evaluation Reports are forwarded to the implementing departments for their comments and for taking remedial measures, wherever necessary. The Evaluation Wing keeps a watch over the follow up action taken by the departments.

**(ii) the powers and duties of its officers and employees ;**

**DIRECTOR:**

Director is the Head of Department and is responsible for the effective implementation of economic and statistical matters in the State and administrative/ financial and technical control over the staff and ensure that the staff undertake their assigned tasks effectively and efficiently. He supervises the field activities of District Statistical Offices and District Planning Offices as well as Headquarter. He also supervises the socio-economic aspects of the Evaluation Studies, assists in formulating Budget of Welfare and Development Schemes and District Plans. He advises the State Government on economic and statistical matters.

**DUTIES:**

1. He is the Head of the Department and exercises administrative, financial and technical control over the staff.
2. He supervises the staff to undertake their assigned tasks effectively and efficiently.

3. He supervises field activities of District Statistical Agencies and District Planning Offices.
4. He organizes and participates in meetings of States, Districts and other Committees in respect of District Plan from time to time.
5. Through formal meetings and individually, he liases with various activities of the Department (including research, input agencies and Government Departments).
6. He assists in formulating Five Year/Annual Plans and District Plans of the State and advises the State Government on economic and statistical matters.
7. He supervises the statistical data which is collected, compiled and analyzed by the staff in respect of various surveys on socio-economic aspects of the State.
8. He reviews periodically the activities of monitoring and evaluation units.
9. He co-ordinates with C.S.O. and Planning Commission, Government of India in respect of Five Year and Annual Plans of the State.

#### **ADDITIONAL DIRECTOR:**

Additional Director is next to Director in the hierarchy of the Department and he assists the Director in respect of work allotted to him. He supervises, guides and co-ordinates the work of the Joint Director(s) and Deputy Directors working under him.

#### **DUTIES:**

1. He assists Director in respect of work allotted to him.
2. He supervises, guides and co-ordinates the work of Joint Director(s) and Deputy Directors working under him.
3. By virtue of his long and varied experience and expertise, he trains his officers in understanding their duties and discharging these in an effective and proper manner.
4. He gives final touch to the various publications of the Department.
5. He looks after the functioning of the District Statistical Agencies and District Planning Units also.

#### **JOINT DIRECTOR:**

Joint Director is next to Additional Director in the hierarchy of the Department and he supervises, guides and co-ordinates the work of all the Deputy Directors working under him.

#### **DUTIES:**

1. He assists the Additional Director in respect of the work assigned to him from time to time.
2. He supervises, guides and co-ordinates the work of all the Deputy Directors working under him.
3. He trains his officers in understanding their duties and discharging these in an effective and proper manner.

4. He is responsible for finalizing the reports and various publications of this Department.
5. He looks after the functioning of the District Statistical Agencies and District Planning Units also.

#### **DEPUTY DIRECTOR:**

Deputy Director is next to Joint Director in the hierarchy of the Department and he supervises, guides and co-ordinates the work of Research Officers working under him.

#### **DUTIES:**

1. Drafting of reports and various publications of this Department is the responsibility of the Deputy Director.
2. He supervises the work of two to three Research Officers working under his supervision and guidance.
3. He provides guidance to the sections under his control.
4. He provides guidance in designing of questionnaires/schedules etc. required for carrying out various surveys and research projects.
5. He also looks after the functioning of District Statistical Agencies and District Planning Units allotted to him.

#### **RESEARCH OFFICER:**

#### **DUTIES:**

1. He supervises the work of collection and compilation of statistical data.
2. He supervises the socio – economic surveys and inquiries etc.
3. He design questionnaires/schedules etc. required for carrying out various surveys and research projects.
4. Analysis of data is being done by this officer.
5. He also prepare draft reports/assists in drafting of reports and various publications of the Department.

#### **DISTRICT STATISTICAL OFFICER:**

#### **DUTIES:**

1. He is the head of the Office at the District level.
2. He supervises the work of Establishment, Accounts and Budget of the District Statistical Agencies.
3. He supervises the work of collection and compilation of statistical data.
4. He analyse the statistical data of socio – economic surveys and inquiries etc.
5. He prepares the monthly reports of 20 - Point Programme.

**PLANNING OFFICER:****DUTIES:**

1. He is responsible for planning of all socio-economic surveys in the district.
2. He works in close collaboration with the Chief Planning and Development Officer for preparing the District Plan.
3. He also assists in respect of Establishment, Accounts and Budget of the Chief Planning and Development Offices.

**ASSISTANT DISTRICT STATISTICAL OFFICER/ASSISTANT RESEARCH OFFICER/  
RESEARCH ASSISTANT/ SCRUTINY INSPECTOR:**

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Collection, compilation and analysis of statistical data.

**STATISTICAL ASSISTANT/INSPECTOR NSS/INVESTIGATOR:**

Collection, compilation and analysis of statistical data.

**FIELD ASSISTANT:**

Collection, compilation and analysis of statistical data.

**JUNIOR FIELD INVESTIGATOR:**

To collect and compile statistical data.

**ARTIST-CUM-DRAFTSMAN / CARTOGRAPHER:**

To prepare the Statistical Chart/Graph etc.

**TRACER:**

To prepare the Statistical Chart/Graph etc.

**ACCOUNT OFFICER:**

To Supervise the work of Accounts/Audit etc.

**SUPERINTENDENT:**

To supervise the work allotted to him regarding Establishment matters.

**DEPUTY SUPERINTENDENT:**

To supervise the work assigned to him related to Establishment, Budget and Accounts etc.

**ASSISTANT:**

To deal with the cases allotted to the official such as Establishment, preparation of Bills, Budget etc.

**PERSONAL ASSISTANT :**

To attend telephone and to keep movement register of important files.

**SR. SCALE STENOGRAPHER:**

To do his stenography work assigned to the job.

**JUNIOR SCALE STENOGRAPHER:**

To do his stenography work assigned to the job.

**STENO-TYPIST:**

To do type work assigned to the job.

**CLERK:**

To do the clerical job.

**DRIVER:**

To drive the Government vehicles.

**GESTETNER OPERATOR / MACHINE OPERATOR:**

To operate the Cyclostyle Machine/Photostat Machine.

**PEON / PEON –CUM- CHOWKIDAR:**

Usual work of Peon.

**SWEEPER:**

Sweeper's work.

**MALI :**

Usual work of Mali.

Apart from above any other work may be granted to any Officer / Official by the Competent Authority as per requirement.

**(iii) the procedure followed in decision making process, including channel of supervision and accountability ;**

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For Establishment and Accounts/Budget related works the proposal of dealing Assistant is finalized through the channel of Deputy Superintendent, Superintendent, Accounts Officer, Incharge of these Branches and finally at the level of Head of the Department. For technical works the proposal of Class-III officials is finalized through the channel of Research Officer, Deputy Director, Joint Director, Additional Director and finally at the level of Head of the Department.

**(iv) the norms set by it for the discharge of its functions ;**

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Government norms, rules, regulations mentioned in the Government manuals and Government instructions received from time to time are kept in view while discharging

the functions of the Department.



**(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions ;**

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Besides rules regulating the recruitment and the conditions of service of persons appointed to the Department, instructions received from Government from time to time have also been kept in view while discharging its functions. Manuals formed by State Govt. regarding rules and regulations for the Government Departments are strictly complied. As far as records held or used by the Department is concerned, records like Annual/Five year Plans, Statistical Abstract, Economic Survey & various other publications of the Department and Personnel Records of the officers and officials of the Department are held .

**(vi) a statement of the categories of documents that are held by it or under its control ;**

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The relevant documents are available on the department's official website [www.esaharyana.gov.in](http://www.esaharyana.gov.in) and same can be downloaded from there.

**(vii) the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof;**

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**(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

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**(ix) directory of Department's officers and employees;**

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**(x) remuneration received by officers and employees, including the system of compensation as provided in its regulations ;**

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Name of Post	Group	7 <sup>th</sup> Pay Commission	Sanctioned Strength
Director	A	Level-15	1
Addl. Director	A	Level-13	2
Jt. Director	A	Level-11	2
Dy. Director	A	Level-11	10
R.O /DSO/PO	B	Level- 8/9	75
Superintendent	B	Level-7	1
Accounts Officer	B	Level-9	1
ARO/ADSO/APO	C	Level-6	91
SA	C	Level-6	45
FA	C	Level-6	69
JFI	C	Level-2	49
Artist	C	Level-6	1
Cartographer*	C	Level-6	7*
Tracer*	C	Level-2	2*
Dy. Supdt.	C	Level-6	2
Assistant	C	Level-6	36
Personal Assistant	C	Level-6	2
Sr. Scale Steno	C	Level-6	6
Jr. Scale Steno	C	Level-4	7
Steno-typist	C	Level-2	20
Clerk	C	Level-2	33

Driver	C	Level-4	4
G.O.	C	Level-2	2
Peon/Peon-cum-Chowkidar/Mali-cum-Chowkidar/Sweeper	D	DL	96

\* Posts are in dying/diminishing cadre.

Apart from above, DA, Medical allowance, House Rent Allowance and other allowances are given as per the Government notification from time to time.

**(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made ;**

**(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;**

-Not applicable-

**(xiii) particulars of recipients of concessions, permits or authorizations granted by it;**

-Not applicable-

**(xiv) details in respect of the information available to or held by it, reduced in an electronic form ;**

The relevant documents are available on the department's official website [www.esaharyana.gov.in](http://www.esaharyana.gov.in) and same can be downloaded from there.

**(xv) the particulars of facilities to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;**

Facility available through publications of the department which are maintained in the Library of the department. The Library remains open during the working hours. The relevant documents are available on the department's official website [www.esaharyana.gov.in](http://www.esaharyana.gov.in) also and same can be downloaded from there.

**(xvi) the names, designations and other particulars of the First Appellate Authority and Public Information Officers ;**

- a) Sh. R.S. Bhardwaj, Additional Director-cum-First Appellate Authority- 0172-5117211  
b) Sh. Manoj Kumar Goel, Joint Director-cum-State Public Information Officer- 0172-5117209

**(xvii) such other information as may be prescribed ;**

Information available on website [www.esaharyana.gov.in](http://www.esaharyana.gov.in) .

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