



Training Calendar 2018-2019



Government of India
Ministry of Statistics & Programme Implementation
Central Statistics Office
National Statistical Systems Training Academy (NSSTA)
Plot No 22, Knowledge Park – II, Greater NOIDA,
Gautam Buddh Nagar, Uttar Pradesh - 201310

FOREWORD

The effectiveness of training depends not only on the design and implementation but also on awareness about the programme. As a core objective, National Statistical Systems Training Academy (NSSTA) has been presenting Training Calendar every year and it is the 7th in the series. We are proud that, more than 50 training programmes were organized by NSSTA last year.

Indeed, most of the training programmes would be organized at NSSTA besides holding certain modules at other prestigious institutions. NSSTA has taken a very important stride to engage national universities and institutions in different States to expose diverse participants to newer application of statistics. The opportunities for training will also be available through distance and e-learning in near future.

The continued feedback from participants led us to restructure the training programmes in a very effective manner to meet the expectations of the trainees from time to time. At a cursory glance at this Calendar one can note a wide range of subjects to cater to the specific need both at national and international level; from highly technical subjects like National Accounts to Communication skills, from traditional topics to emerging areas – those have been the scope of its offering.

The entire Training Calendar is based on the recommendations of the Training Programme Approval Committee (TPAC) headed by Director General (CSO), MoSPI. As has been the case in recent years, this calendar contains descriptions of the current training programmes, including international training courses, along with the programmes on “official statistics” for faculty of Universities, Post Graduate Students and internship programmes. NSSTA extends its hearty thanks to Director General (CSO) and other members of TPAC and other special invitees for their valuable support and guidance. The exact schedule of courses, venues and period of training is given in the table at the end.

While having a great pleasure in releasing this edition, my profound gratitude goes to the team of officers and staff of NSSTA and Training Division for putting in their sincere efforts for bringing out this Calendar.

I trust that this Calendar will throw value addition in trainings.

(B.N. Tiwari)
Additional Director General (Trg.)

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6	Shri Raushan Kumar Choudhary	Joint Director	<ul style="list-style-type: none"> • ISS Refresher Trainings; • State Training Programme; • TOT for State Statistical Personnel • JTS Induction Training; 	0120-2324959 Raushanbhu64@yahoo.com
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About NSSTA

OVERVIEW

National Statistical Systems Training Academy (NSSTA) formerly known as National Academy of Statistical Administration (NASA), established in February, 2009 is a premier institute fostering human resource development in Official Statistics at national and international level. The Academy, confronted with the challenges of keeping the statistical workforce abreast with the dynamics of evolving socio-economic environment and technological advances has been continuously striving not only to develop curriculum but also to implement effective delivery mechanisms by focusing on its pedagogy.

FACILITIES

2. The Campus of the Academy at Greater Noida is equipped with state-of-the-art training & boarding/lodging facilities.

Main Facilities at Academy includes:

Administrative/Teaching Block

- Reception-cum-Lounge
- 2 Lecture Halls for 40 persons each
- 2 Seminar Halls for 30 persons each
- 2 Training Halls for 20 persons each
- Two Computer Lab
- One Conference Hall for 100 persons
- Auditorium for 150 persons
- Well-equipped Library
- Common Lounge
- Water Treatment Plant

Hostel Block

- 40 single bedded rooms
- 30 double bedded rooms
- 5 VIP suits
- Common Lounge
- Canteen
- Table Tennis Room
- Badminton court
- Volleyball court

Outdoor Facilities

- One health club/gym/yoga room

Residential Block

- The residential block is having 20 quarters of types I – VI.

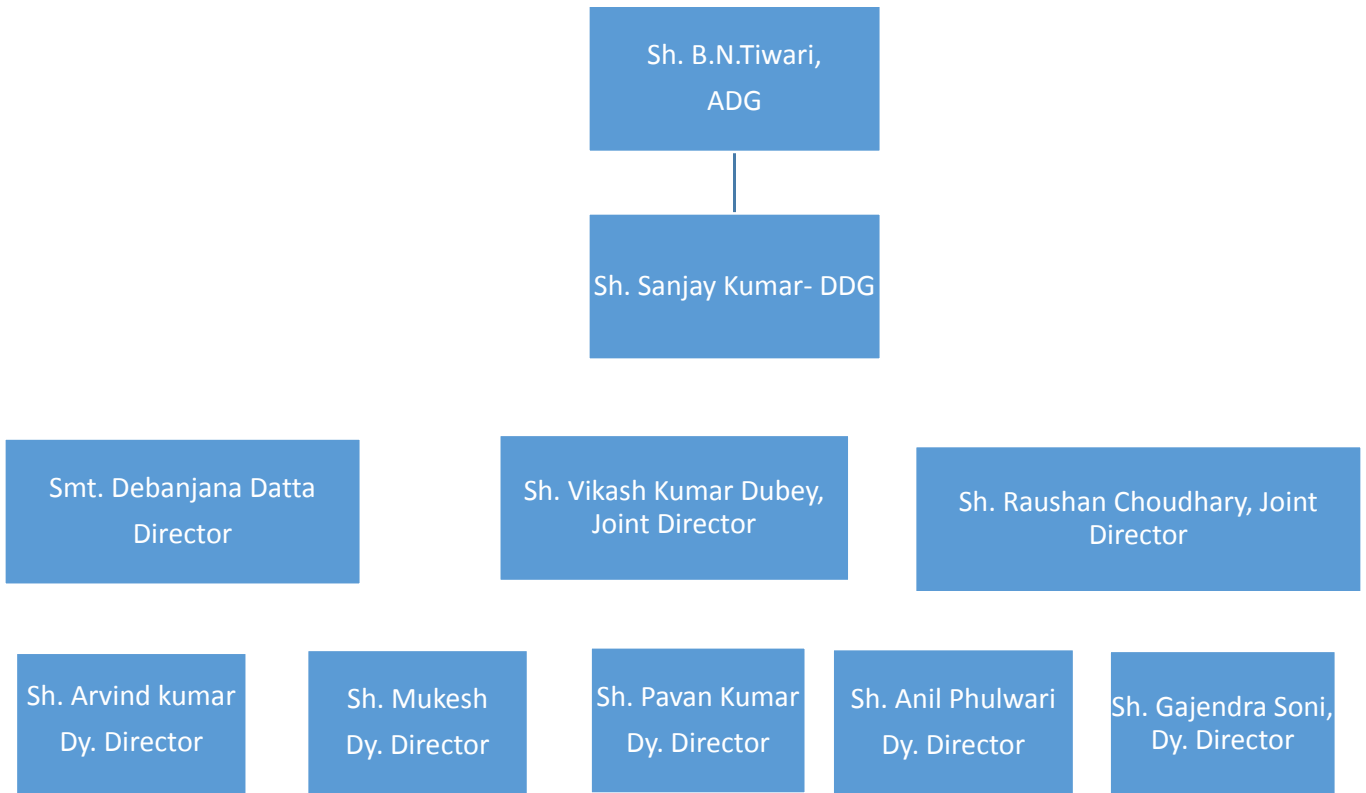
REGULAR TRAINING SCHEDULES AT NSSTA

3. NSSTA provides two types of training programmes: Those which cater to specific target groups, and modular programmes that are open to all the participants, who may nominate themselves to such programmes. Generally, statistical personnel from both within country (mainly from the National and State governments) and foreign participants can join such programmes, by sending their nominations to NSSTA. Most of the programmes are designed by NSSTA in consultation with user groups, subject experts and institutions of repute in the country keeping in view the job requirement and the latest developments in the subjects, within the overall broad recommendations of the Training Programme Approval Committee (TPAC), under the chairmanship of Director General (Social Statistics), Central Statistics Office, MoSPI.

4. The training programmes that are proposed to be organized by NSSTA during 2018-19 for ISS, SSS, State DES, University Professors/Students, International participants are as follows:

- (i) Intensive class room/ field training and 12 weeks 'on the job training' for Indian Statistical Service (ISS) probationers (39th Batch).
- (ii) Intensive class room/ field training for Indian Statistical Service (ISS) probationers (40th and 41st batches).
- (iii) Refresher Training Programmes including mandatory Mid-Career Training Programme (MCTP) and Domain Specific Courses for the in-service Indian Statistical Service officers and senior officers from the States/UTs: **14 programmes & 1 seminars /workshops;**
- (iv) Exclusive Training Programmes for statistical personnel of States/UTs Governments: **3 Programmes and 2 Training of Trainers (TOT) programmes and 3 request/demand based training programmes;**
- (v) Six Weeks Induction Training Programme for Junior Time Scale (JTS) officers, promoted from the Subordinate Statistical Service: **1 Programmes;**
- (vi) Six/Seven Weeks Induction Training Programme for the newly recruited Subordinate Statistical Service (SSS) officials, first module of 3 weeks at NSSTA and the other 3/4 weeks at respective FOD Zonal Offices: **5 Programmes;**
- (vii) 8-day exposure module on official statistics for M. Stat. Students of Indian Statistical Institute (ISI);
- (viii) One week Official Statistics Awareness Programmes-
 - a) One-week interaction with Professors/Faculty from the different Universities: **One programme;**
 - b) One-week training on official statistics/awareness programme for Students from Statistics department of different Universities: **One programme;**
- (ix) One-day Awareness Workshops at Universities: **At least two programmes;**
- (x) **International Trainings:**
 - a. Five/Six weeks Training on official statistics & related methodology for the international students of International Statistical Education Centre (ISEC) course, sponsored by the ISI, Kolkata;

Organogram of NSSTA



Training Programmes

1. 97 WEEKS INTENSIVE CLASS ROOM/ FIELD TRAINING AND 8-WEEKS 'ON THE JOB TRAINING' FOR INDIAN STATISTICAL SERVICE (ISS) PROBATIONERS

Course Directors —Smt. Debanjana Datta, Director

Course Coordinators—Sh. Arvind Kumar, Deputy Director

The probationary training aims at enhancing professional knowledge by providing job oriented skills and building appropriate attitudes and values. We try to achieve these objectives through a harmonious blend of academic and extra – curricular inputs.

The training at the Academy would be organized with the help of in-house faculty besides holding certain modules at other prestigious institutions. Very recently, the ISS training coverage has undergone a paradigm shift with more emphasis on the on-the-job training and field attachments. Additional emphasis is also being brought in to make the learning of 'Official Statistics' module more interesting - wherein the probationers would be involved in practical aspects of basic concepts and understanding about a particular area/field in detail through class room lectures, internet surfing and intelligent reading / reviewing of journals, magazine, newspapers. With a view to augment the efficacy and ensure the active involvement, features like Quiz/Debates/Panel Discussions/Experience sharing/Preparation of Term papers have been accorded due priority in the training schedule. Attempts will be made to conduct more and more resource person/s based workshop to avoid duplication as much as possible.

During 2018-19, two batches of ISS probationers (39th and 40th Batches) will be undergoing training at NSSTA. The probationers of 41st batch would also join during the 3rd quarter of the year. **The course curriculum for ISS Probationers may be seen at Annexure-I.**

Briefly the training will cover the following areas:

- **Course 1 –Proficiency in Official Statistics**
 - Module 1.1 - Official statistics
 - Module 1.2 - Economics and Financial Statistics
 - Module 1.3 - Survey Methodology
 - Module 1.4 – Multivariate Analysis
 - Module 1.5 - Monitoring and Evaluation

- **Course 2 – IT and data analytics**
 - Module 2.1 - Advance IT
 - Module 2.2 - Data Analysis through statistical packages
 - Module 2.3 - Working with unit level data using SPSS and R
 - Module 2.4 – Data Mining and applications
 - Module 2.5 - Big Data Analysis

- **Course 3 – Management and administrative skills**
 - Module 3.1 - Basic management concepts
 - Module 3.2 - Leadership and strategic management
 - Module 3.3 - Communication and presentation skills
 - Module 3.4 - Office procedure, establishment and Fundamental Rules
 - Module 3.5 - Parliamentary procedure

- **Course 4 –Practical experience through attachment with various offices**

- Module 4.1 - Foundation Course
- Module 4.2 - Field Operation Division Attachment
- Module 4.3 - State DES attachment
- Module 4.4 – Statistical divisions / units of other ministries
- Module 4.5 - Attachment to foreign National Statistics Offices (NSOs)

2. REFRESHER TRAINING COURSES FOR IN SERVICE ISS OFFICERS

Course Directors —Sh. Raushan Kumar Choudhary, Joint Director.

Course Coordinators—Sh. Gajendra Soni, Deputy Director

2.110 mandatory Mid-Career Training Programmes for in-service ISS officers are to be conducted during FY 2018-19. The design of the MCTP, as approved by Hon'ble minister of State is given below:

- a. The first phase of MCTP would be for ISS officers of 8-10 years of service. The MCTP would be for duration of four weeks without any foreign component. The MCTP may comprise
 - (i) Two weeks of training on Data Mining techniques & Data Analytics
 - (ii) One week training programme on Advanced Sampling Techniques with practical examples from NSSO Surveys, Health Surveys etc.
 - (iii) One week training programme on Management Development
- b. The second phase of MCTP would be for ISS officers of 17-19 years of service seniority. The MCTP would comprise 4 programmes of one week duration each including one week of foreign component as follows
 - (i) One week training programme on Design , Evaluation and Execution of Projects
 - (ii) One week training programme on Advanced Management Programme
 - (iii) One week training programme on Recent Developments in Survey Methodology with applications.
 - (iv) One week exposure to National Statistics Offices of developed countries. (This could be considered as one week foreign component.)
- c. The third phase of MCTP would be for HAG/ SAG level ISS officers of 31-33 years of service. The eligibility condition would include 3 years of service left. In this phase the MCTP would be for duration of two/three weeks without any foreign component. It may comprise
 - (i) one week training on Leadership and Strategic Management
 - (ii) one week on Managing ICT projects
 - (iii) one week on Current Economic Issues.

2.2 At least 4 out of following 7 Domain Specific Training Programme will be conducted during FY 2018-19. This is open to all ISS officers. The detail of course content and the proposed institutes are given below(**Interested participants from State Govt. /UT Administration / International Agencies /Foreign countries can also apply for participating in the Domain Specific Training Programmes**):

Domain specific training programmes for in-service ISS Officers				
Srl. No.	Course Title	Proposed Institute	Content	Duration
1.	Planning and Designing of large scale sample surveys	NSSTA	Review of sample survey techniques, Survey Planning- Frame, selection of sampling scheme, sample size, , Survey Preparation- Design of questionnaire etc, Post Survey Operations- field scrutiny, Computer scrutiny, multipliers, report writing, surveys using network sampling/quota sampling etc	One week
2.	Handling Large Scale Data & Data Analysis using R	IIT, Kanpur & IASRI	Practical orientation to data analysis in R including basic descriptive analysis, regression analysis, logistic / log-linear analysis, factor analysis, cluster analysis - preferably using live NSSO / Census data, Handling of unit level data of NSSO including understanding concept and use of multipliers and estimation procedure.	One Week
3.	GFR with special emphasis on Procurement of Goods & Services	NIFM, Faridabad	Basics of General Financial Rules pertinent to office work of ISS officers with emphasis on rules on procurement of goods and services.	One week
4.	Methods and Approaches to Research on Migration Issues	Centre for Development Studies, Thiruvananthapuram, Kerala	Emerging issues, and consequences of internal and international migration and familiarization with the research tools of conducting surveys as well as of assessing the magnitudes, characteristics, flows and implications of migration, based on types and sources of data.	One week

5.	Big Data Analysis (1 week programme)	MCRHRD	Data Science, Concept of Big Data, Fundamental knowledge on Analytics and how it assists in data driven decision making Data visualization, predictive analytics, data mining techniques, forecasting, survival analysis, cluster analysis, linear and logistic regression, missing value patterns, optimization of data effectively using tools in R, SAS, SPSS and Excel.	One week
6.	Poverty Analysis and Mapping and measuring Inequality	JNU	Definition of Poverty, Poverty Prevalence and Estimates, Historical background, Impact and Causes of Poverty, Measuring Poverty, Income Inequality, Poverty Line Definition and Estimation, NSSO data in relation to Poverty Measures, Poverty Alleviation Programmes in India and their impact.	One Week
7.	Labour Force and Employment	NSSTA	Labour market trends, labour market segmentation theory, different concepts related to labour force and employment catering to national as well as international issues such as underemployment, visible and invisible employment, working poor, informal, unpaid work among others different sources of data, concepts related to skills, national and international practices in compiling labour statistics data, trends in data etc.	One Week

2.3: At least 1 one-day Workshop/ Seminars will be conducted for ISS officers on any two of the following topics:

1. Population Census-learnings from 2011 Census and challenges for 2021 Census
2. Official Statistics-Challenges and Issues
3. Result of ASER 2017
4. Social Consumption Patterns in India
5. Uses and Issues of National Accounts
6. Any Other relevant topic

2.4: At least one 2-3 days' awareness workshops will be conducted to make very senior level officers of ISS (viz. DDG and above) aware about recent developments like Big Data Analytics, Data mining, Statistical Disclosure control and about challenges and issues of official statistics namely in National Accounts, Agriculture Statistics, labour Statistics, NSSO Surveys etc.

3. SIX WEEKS INDUCTION TRAINING PROGRAMME FOR PROMOTEE JUNIOR TIME SCALE (JTS) OFFICERS, PROMOTED FROM THE SUBORDINATE STATISTICAL SERVICE (SSS)

Course Director — Sh. Raushan Kumar Choudhary, Joint Director

Course Coordinator—Sh. Anil Phulwari, Deputy Director

Transition from Subordinate Statistical Service to Indian Statistical Service requires reorientation of officers. The JTS induction trainings prepare these officers for managerial roles & decision making required by them in future. During the training, the Officers are provided adequate exposure to the existing official statistical setup and their skills in Statistics and Computers are also sharpened. The proposal for conducting 1 Six weeks Induction Training for promotee JTS level officers during 2018-19 was approved. The batch size would be 20-25 and ISS Cadre will nominate the participants as per seniority list and the training will be organized at NSSTA. The detail of course content and the venue are given below as under:

Course Title	Contents	DURATION
Statistical Methods	Measures of Central Tendency, dispersion, correlation regression, time series, sampling methodology, basics of probability distributions, testing of hypothesis)	One week
Official Statistics & Related Methodology	National Accounts Statistics, Industrial Statistics, Agriculture & Allied Sector Statistics, Finance & Trade Statistics, Social Sector Statistics (Education, health) Labour Statistics	One Week
Office Management including Office Procedures & Communication	Overview of the Office Administration, Office Management,- Travel Rules, LTC, Medical Rules and Leave Rules, Basics of Noting and Drafting in slightly more details, Just exposure on Right to Information Act, Rajbhasha Policy, Conduct Rules, Vigilance Rules, CCS Rules, Management of Files and Diarisation including PUC, Familiarisation of APAR	One Week
Field Training / Project	Visit to Ministries and FOD offices, etc	One Week

Fundamentals of Computer and EDP (Including Data Management & Analysis)	Introduction to MS Office - MS Word, Mail Merge, MS Power Point, MS Excel, Working with internet and Cyber Security	Two weeks
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4. SIX/SEVEN-WEEKS INDUCTION TRAINING PROGRAMME FOR THE NEW RECRUITS SUBORDINATE STATISTICAL SERVICE (SSS)

Course Director —Sh. Raushan Kumar Choudhary, Joint Director.

Course Coordinator- Sh. Gajendra Soni, Dy. Director.

The Induction Training Programme is mandatory training for all new recruits in Subordinate Statistical Service (SSS) Cadre. The course content of Induction Training Programme has been designed and developed, keeping in view the minimum requirement of a SSS Official to deliver official work in an effective manner from the beginning of their career.

During 2018-19, NSSTA has planned 5 Induction Training Programmes for New Recruits in SSS. The training course has been divided into two modules A & B. Module A comprises the components: Basic statistics and sample survey techniques and official statistics whereas Module B comprises office procedures and computer applications and FOD field training. The former training will be organized at NSSTA, Gr. NOIDA for three weeks whereas the latter training will be conducted at FOD Zonal Offices for three or four weeks for FOD SSS officials or Non-FOD SSS officials respectively.

Sr. no.	Module	Duration	Venue
A.	Basic Statistical Techniques & Sample Survey Techniques Official Statistics,	3 weeks	NSSTA, NOIDA
B.	(i) Office Procedures Computer & its Applications (ii) FOD Field Training*	3 weeks 1 week	NSSO(FOD) Respective Zonal Office
	Total Duration	6/7 weeks	

‘*’ One-week *Field Training* would be arranged only for Non-FOD (NSSO) trainees.

Details of the contents of the course modules are given in Annexure–II

5. FIVE/SIX WEEKS COURSE ON 'OFFICIAL STATISTICS & RELATED METHODOLOGIES' FOR STUDENTS OF ISEC ORGANISED BY ISI, KOLKATA

Course Director — Sh. Vikash Kumar Dubey, Joint Director
Course Coordinator— Sh. Pavan Kumar Dy. Director

CSO has been conducting this course more than 30 years and it forms a part of the ISI's Diploma Course in Statistics organized by the International Statistical Education Centre [ISEC], Kolkata. The participants of the course belong to various developing countries and are selected by ISI, Kolkata. The course is likely to be organized during Dec 2018 /Jan 2019. The programme will be conducted at NSSTA, Gr. NOIDA and Labour Bureau, Shimla.

Course Coverage:

Module I: Official Statistics and Related Methodology.

Duration: 4 weeks

Statistical System & Organisation, Population Statistics, Labour and Employment Statistics, Agricultural Statistics, Allied Statistics, Industrial Statistics, Transport & Communication Statistics, Finance & Banking Statistics, Price & Cost of Living Statistics, Social Statistics, National Accounts Statistics, Foreign Trade Statistics, Education Statistics, Organization of Large Scale Surveys, Data Requirements for Planning Environment Statistics and Data Processing.

Module II: Project work on specialization as per the option given by the participants.

Duration: 2 weeks

6. INTERNATIONAL TRAINING PROGRAMMES

Course Director —Sh. Vikash Kumar Dubey, Joint Director
Course Coordinator— Sh., Mukesh, Dy. Director

NSSTA has the mandate to organize or conduct international training programmes based on MOUs signed with some neighbouring countries and request received from SAARC, Asian and African countries. NSSTA has received requests from various international organizations and other countries to conduct / organize two programmes for SAARC countries and UNSIAP. NSSTA may also consider organizing international training programmes for other countries if agreed through a MOU. The cost of

the programme will be borne by the concerned International Agency or in accordance with the terms and conditions signed in MOU. In general the duration of the programme will be of one week. NSSTA conducts various training programmes for the benefit of statistical personnel working in SAARC member countries. The nominations are invited from participants working in statistical system of the SAARC countries through their respective Governments. The training is demand based and will be conducted as and when demand is raised.

7. AWARENESS PROGRAMMES ON OFFICIAL STATISTICS FOR UNIVERSITY PROFESSORS AND PG STUDENTS

Course Director — Sh. Raushan Kumar Choudhary, Joint Director

Course Coordinator — Sh. Gajendra Soni, Dy. Director

7.1 The Academy has started a series of Awareness Programmes for popularising Official Statistics amongst the Faculty and students of Universities. The awareness programme for senior faculty from the Departments of Statistics (mostly HOD's) are expected to facilitate the introduction of official statistics at the PG level. The programme for the PG students has been designed with an objective to promote interest amongst the students about application of statistics in Government's functioning.

It is proposed to have One Training of Trainers programme for the University faculty and one programme for the PG students **during 2018-19**. The programme for University faculty may be organized in September, 2018 and for student, it may be organized in June, 2018. **Interested faculty as well as the students may write to NSSTA, well in advance. Both the trainings are free of cost.**

7.2 Awareness seminars at Universities

As an initiative to popularize official statistics among students, NSSTA has decided to support organizing outreach programmes/ workshops on Official Statistics, wherein Senior Officers from CSO or other Ministries would interact with the faculty and students at Universities. NSSTA would support the Universities to conduct at least two such workshops during 2018-19. These workshops would be of 1-day duration. **Universities may send their proposal to NSSTA well in advance.**

7.38 days module on official statistics for M.Stat students of Indian Statistical Institute (ISI)

CSO has been conducting this course since more than 30 years and it is part of the ISI's MSc. degree course. The course content has been designed, so as to make it more application oriented rather than theoretical, thereby making the course more interesting and useful. During 2018-19, this module will comprise of 8 days of classroom sessions which may include some practical hands-on sessions.

8.SPECIALLY DESIGNED TRAINING PROGRAMMES FOR STATE/UT STATISTICALPERSONNEL

Course Director -Sh. Raushan Kumar Choudhary, Joint Director

Course Coordinator —Sh. Anil Phulwari, Dy. Director

8.1 3 out of the following 5 courses have been designed for State/UT officials, on the basis of demands from State DES. Two Training of Trainers (TOT) Training Programmes are proposed to be held during 2017-18 based on the Training Need Assessment Regional Workshops. Expected batch size for each of the courses would be about 20-25 participants. For TOT programmes, the nominations will be called for from JointDirector and above levelofficers from State Directorates and faculty from State Training Institutes.

<i>CourseCode</i>	<i>Name & duration of Training Course</i>	<i>Venue</i>
1.	Index Numbers&Price Statistics - one week	NSSTA, GR. NOIDA
2.	Social Statistics - one week	NSSTA, Gr. NOIDA /Labour Bureau, Shimla
3.	National Accounts Statistics – one week	NSSTA, GR. NOIDA
4.	Sampling Methods and Techniques used in Large Sample Surveys- one week	NSSTA GR. NOIDA
5.	Demography and Population Studies- one week	NSSTA Gr. NOIDA
6.	TOT Programmes: Index Numbers& Price Statistics – one week National Accounts Statistics – one week	NSSTA, GR. NOIDA

For course content and other details, please see Annexure-III

Nominations of eligible officers/ officials should be sent to the Course Director/Coordinator. All training programmes under this category would be residential in nature, with free boarding & lodging

facility. In case a large number of nominations are received, the short-listing criteria would be based on the following parameters:

- a. Representation to all States/UTs, Central Govt. offices /Depts. and PSUs etc. with preference to officials/officers of north-east States.
- b. Preference to the candidate's present job profile.

General Eligibility criteria for participants:

- a. Age: At least three years of service must be left before the commencement of the programme
- b. Course Capacity- Normally 25 participants per course, with lower ceiling of at least 15 participants; otherwise course will not be conducted.
- c. For TOT programmes, AD and above or faculty of state training institutes will only be considered.

8.2 Demand/ Request based Training programme for officials of DES.Line ministries/ Departments

Every year, some of the State Directorates/Line Ministries/Departments submit their requests to NSSTA to conduct one/two training programmes at NSSTA for their in-service or new recruits on different subjects in the area of Official Statistics at their cost. Some State Directorates also place their request to NSSTA to depute/deploy resource personnel to deliver lectures in their training programmes organized by them in their state training institutes. NSSTA, generally, honours such requests subject to the availability of hostel accommodation and/or resource persons, for conducting request based training programmes and/or for deployment of resource persons/faculty. If any request(s) are received from DES/Line Ministries/Departments during the year 2018-19, TPAC authorized NSSTA to honour the requests subject to the availability of hostel accommodation and or resource persons from other line Ministries/Departments or faculty of NSSTA. However, since the mandate of NSSTA includes strengthening the state statistical systems, the training programmes offered at NSSTA may be borne by MoSPI if requested so by the State Governments. TPAC approved organizing at least 3 Demand/Request Based training programme at NSSTA subject to the availability in hostel and/or for deployment of resource persons/faculty. Efforts will be made to invite more and more State to conduct such programme. 9 weeks training programme for Group B newly inducted Officers of Office of RGI has already been approved. Further, the training for Group A officers of ORGI namely Assistant Director Census Operation (ADCO) continued till 27th April, 2018.

9. INTERNSHIP PROGRAMME:

Course Director—Sh. B.N. Tiwari, ADG.

The Training Division continues to implement the internship programme of awarding Internship to Post Graduate Students/Research Scholars during 2018-19.

Annexure-I

Training Programmes for ISS Probationers (40th and 41st Batches)

S. No.	Training Module	Duration in Weeks	Venue
1	Joining Formalities & Fundamental of Official Statistical System	1	NSSTA
2	Official Statistics: <ul style="list-style-type: none">• Agriculture and Allied Statistics• Industrial Statistics• National Accounts• Labour Force Statistics• Price Statistics• Trade Statistics• Social Statistics (1 week)• Education Statistics (1 week)• Misc. Subjects like gender, Crime Statistics, Mineral Statistics	15	NSSTA
3	Basics of Macro Economic Theory (This may alternately be done before sessions on National Accounts)	2	ISI, New Delhi/ DSE/IEG
4	Poverty & Inequality Estimation	2	NSSTA/JNU

5	Time Series and Applied Econometrics	2	ISEC Bangalore
6	Population & Demography Statistics	2	IIPS Mumbai/NSSTA
7	Current economic Issues and sessions on Energy and Environment	1	IGIDR, Mumbai
8	Financial Statistics	1	NIBM, Pune/RBI
9	Project Identification (2 days), data source and methods identification (3days)	1	NSSTA
10	Survey methodology(4weeks) and Data Analytics(4 weeks) including aspects of Designing, Building, Collecting, Processing, Analyzing, Disseminating and evaluating data collected through surveys/census, techniques, data dissemination techniques with reference to NSSO surveys, NFHS surveys etc.	8	NSSTA,ISI, SDRD, DPD,FOD
11	Project Work	1	NSSTA
12	Foundation Course	15	MCRHRD, Hyderabad
13	Monitoring & Evaluation	1	ASCI, Hyderabad
14	Data Analysis and Interpretation	2	IASRI, New Delhi
15	Core IT including a part of Big Data , Data Warehousing and Data Analytics	12	NSSTA
16	Working on Project	4	NSSTA
17	Application of GIS, Environment Statistics and Activities of Labour Bureau, Shimla	2	IIRS & FSI, DehraDun and Labour Bureau Shimla
18	Management Training Programme	2	IIMs
19	Communication & Presentation Skill	2	IIPA/ NSSTA
20	Office Procedures	3	ISTM, New Delhi
21	Parliamentary Procedure, meeting with President, Prime Minister	1	BPST, New Delhi
22	Plan Monitoring and Budgeting Process in India & Financial Management	1	NIFM, Faridabad

23	NSSO (FOD) Attachment	2	Various ZOs/ROs/SROs
24	State DES Attachment	2	Various State DES
25	Foreign visit	1	International Institutes/NSOs
26	Project/Thesis work completion	10	NSSTA
27	On-the-job Training	8	Place of Posting
28	Ending Formalities at NSSTA	1	NSSTA
29	Total	105	

Annexure: II

**2. INDUCTION TRAINING PROGRAMME FOR THE NEW RECRUITS
INSUBORDINATE STATISTICAL SERVICE (SSS)**

The detail of course content and the duration of module A is given below as under:

Basic Statistics & Sample survey Techniques-One Week

Sl. No.	Course Content
1	Basic Statistical Techniques: Introduction to statistics & statistical data, Methods of presentation of statistical data, Probability, Frequency distribution, measures of central tendency/dispersion, Correlation & Regression, Time Series Analysis, Methods for compilation of index numbers,
2	Sample Survey Techniques: Basic Concepts Definitions & Notations, Sample Survey vs. Census, Simple Random Sampling, Systematic Sampling, Stratified Sampling, Cluster Sampling PSS Sampling, Concepts of Sampling & Non-Sampling Errors, Standard Error, Efficiency etc.
3	Examination/Review and Feed Back

Official Statistics - Two Weeks

Sl.No.	Course Content
1	Function and activities of M/o S & PI, Statistical Set up in other line Central Ministries, Sources of official statistics, The Collection of Statistics Act, 2008, Working in Hindi in Govt. Offices, Language classes
2.	Agricultural & Allied Statistics, System of Agricultural Statistics in India, including Animal Husbandry, Dairying and Fisheries Statistics
3	Industrial Statistics, Annual Survey of Industries, Index of Industrial Production, Economic Census & follow-up surveys
4	Economic Statistics: Basic Concepts & Definitions of National Accounts, Source of data & challenges, Price Statistics – CPI & WPI,
5	Demographic Statistics System in India-Population Census & related surveys, Civil Registration system, Sample Registration System, Labour and Employment Statistics, Health Statistics, Education Statistics,

6	Presentation/ Examination/Feedback/Book review/Sports Events/Cultural Programme, etc.
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The detail of course content and the duration of module B is given below as under:

Office Procedures: One Week

Sl.No.	Course Content
1	General outlook of the administrative structure of the statistical system and role of SSS officers
2.	Overview of the Office Administration, Office Management, Travel Rules, LTC, Medical Rules and Leave Rules, Basics of Noting and Drafting, Right to Information Act, Rajbhasha Policy, Conduct Rules, Vigilance Rules, CCS Rules, Management of Files and Diarisation including PUC, Familiarisation of APAR
3	Examination/Review and Feed Back

Training on Computers and Computer Applications - Two Weeks

Sl.No.	Course Content
1	Basics of Computer, Introduction to MS Office, MS Word, Mail Merge, MS Power Point, MS Excel, Introduction to Database System: MS Access (DBMS, RDBMS)
2.	Working with internet and Cyber Security
3	Examination/Review and Feed Back

Field Visit - One Week (Only for Non FOD officials) at FOD offices

Sl.No.	Course Content
1	Administrative and Functional Set up of NSSO with special emphasis on FOD, Functions and Duties of ASO in FOD, Preparation of tour programme, maintenance of tour diary and submission of tour report, Sampling Techniques adopted during various Large Scale Sample Surveys of NSSO, Briefing of different Schedules/Questionnaires being used during various surveys of NSSO,
2.	Field Visit, Exposure to all ongoing surveys & activities of NSSO(FOD)
3	Examination/Review and Feed Back

Annexure: III

3. Refresher Training Programmes for officials of State DES:

The detail of course title, course content and duration of the same are given below as under:

S. No.	Course Title (Duration)	Course Contents
1	Index Numbers and Price Statistics (1 Week)	Price Statistics in India -Source of data, status & limitation, Price Indices – concepts, methodology & construction of WPI, CPI, Development Indices of different countries (e.g. SDI, HDI etc.), Compilation of Index of Industrial Production (IIP)
2.	Social Statistics (1 Week)	Concepts & definitions of Social Statistics; Human Development Index & Socio– Economic Indicators, Gender Statistics; Statistics on Women & Child Development. Population Census in India; Civil and Sample Registration System; Vital Statistics – concepts & definitions of mortality, fertility, life table; Collection and compilation of Health, Morbidity& Mortality and Family Welfare Statistics; collection and compilation of Education and Literacy Statistics; collection and compilation of Labour and Employment Statistics; collection and compilation of Housing Statistics; collection and compilation of statistics for Local Area Planning. Measurement of Poverty and analysis and Poverty Mapping and Multi-dimension Poverty Index
3	National Accounts Statistics (1 Week)	Theoretical concepts of social and national and environmental accounting, the estimates of national income and other related aggregates like gross domestic product, saving, capital formation, private consumption expenditure, etc., for planning purposes and economic development of the country. Practical sessions on concepts, definitions and sources of data of National Accounts Statistics and their uses; preparation of estimates of national income from primary, secondary and tertiary sectors, Analysis of Government Budgets and Accounts of Public Sector Enterprises; Input-Output analysis, Estimation of Capital Formation, Private final Consumption Expenditure, 1993 System of National Accounts (1993 SNA).
4	Sampling Methods and Techniques	Review of sample survey techniques, Survey Planning- Frame, selection of sampling scheme, sample size, Survey Preparation - Design of questionnaire

	used in Large Scale Sample Surveys (1 Week)	etc, Post Survey Operations- field scrutiny, Computer scrutiny, estimation procedure, multipliers, Report writing through Practical experiences of conducting sample surveys: NSSO,NFHS,RCH,SRS. Etc.
5	Demography and Population Studies (1 Week)	Concepts of mortality, fertility, morbidity. Construction of Life Tables & Population Projection – Mortpak & Spectrum software programmed response to address the population growth in India – population policies, family welfare programmes, RCH and NRHM. Impact of population growth on the socio- economic development in the country and vice- versa with special reference to poverty, gender, urbanization, employment, sustainable development etc. Internalization of population concerns in the planning for socio economic development of the country.

3.1 Training of Trainers (TOT) Programmes for Senior Officials of DES and faculty of State Training Institutes: The following two TOT programmes for officials of State DES and faculty of State Training Institutes have been approved by TPAC to be organized during the FY 2018-19 based on the nominations received from the various State Directorates:

S. No.	Course Title (Duration)	Course Contents
1	Index Numbers and Price Statistics (1 Week)	Price Statistics in India -Source of data, status & limitation, Price Indices – Concepts, methodology & construction of WPI, CPI, Development Indices of different countries (e.g. SDI, HDI etc.), Compilation of Index of Industrial Production (IIP)
2	National Accounts Statistics (1 Week)	Theoretical concepts of social and national and environmental accounting, the estimates of national income and other related aggregates like gross domestic product, saving, capital formation, private consumption expenditure, etc., for planning purposes and economic development of the country. Practical sessions on concepts, definitions and sources of data of National Accounts Statistics and their uses; preparation of estimates of national income from primary, secondary and tertiary sectors, Analysis of Government Budgets and Accounts of Public Sector Enterprises; Input-Output analysis, Estimation of Capital Formation, Private final Consumption Expenditure, 1993 System of National Accounts (1993 SNA).

Training Calendar : 2018-19

Month	ISS	SSS	State/DES	Other Trainings
April 2018	ISS(P) 40th Batch, Official Statistics, NSSTA	_____	DES-1	ORGI training for Group –A officers
May 2018	ISS (P) 39th Batch, IIPA/NSSTA	-----	DES-2	IPMD-1
	ISS(P) 40th Batch, Official Statistics at NSSTA, FSI Dehradun (Forest Statistics)//IIPA (Presentation & Communication Skills)			
June 2018	ISS (P) 39 th Batch/ Project Work/NSSTA.	-----	Demand based training-1	PG Student Training Programme
	ISS (P) 40 th Batch/ IT module/NSSTA.			
July 2018	ISS(P) 40th Batch/IT module/NSSTA	SSS Induction 1st batch/NSSTA	-----	_____
	ISS (P) 39 th Batch/On-the-Job Training	SSS Induction 2nd batch/NSSTA		
August 2018	ISS(R) Batch-1/ 1 weeks/ NSSTA, Gr. Noida	SSS Induction 2nd batch/NSSTA	-----	ORGI training for Group –B (Demand Based Training-2)
	ISS (P) 39 th Batch/On-the-Job Training	SSS Induction 3rd batch		
	ISS(P) 40th Batch/IT module/NSSTA			
September	ISS (P) 39th Batch/ Final Phase of Probationary Trg/ NSSTA	SSS Induction 3rd batch.	-----	HOD Refresher Trg.

2018	JTS-I/NSSTA			IPMD-2 ORGI training for Group -B (Demand Based Training-2)
	ISS(P) 40 th Batch/ Foundation Course/ MCRHRD, Hyderabad			
October 2018	JTS-I		TOT-1	IPMD-3
	ISS(P) 40 th Batch/ Foundation Course/ MCRHRD, Hyderabad	_____		
	ISS(R) Batch-2/ 1 weeks/ NSSTA, Gr. Noida			
November 2018	Domain Specific ISS Refresher Trg-2	-----	DES-3 & DES-4	IT batch -2/ 1 week/ NSSTA, Gr. Noida TOT HOD / 1week / NSSTA
	ISS(P) 40 th Batch/ Foundation Course/ MCRHRD, Hyderabad			
December 2018	ISS (P) 40 th batch Monitoring & Evaluation./ ASCI, Hyderabad & Data Analysis & Interpretation/IASRI/New Delhi	SSS Induction 4th batch, NSSTA, Gr. Noida	Demand Based Trg-3,	ISEC batch / NSSTA, Gr. Noida
	ISS(P) 41 st batch/Joining Formalities/Fundamental of Official Statistics/NSSTA			
January 2019	ISS(P) 40 th Batch/ Sample Survey Methodology & Estimation/ SOSU/ISI, Kolkata	SSS Induction batch-5/ 3 weeks/ NSSTA, Gr. Noida	TOT-2/ NSSTA, Gr. Noida	-----
	ISS (P) 41 Batch/Official Statistics/NSSTA			
February 2019	ISS(P) 40 th Batch/ Sample Survey Methodology & Estimation/ SOSU/ISI, Kolkata	-----	DES-5&Demand Based Trg-4	IPMD-4
	ISS (P) 41 Batch/Official Statistics/NSSTA			
March 2019	ISS (P) 40 th batch/ Big Data, Data Warehousing and Data Analytics/NSSTA	_____		_____
	ISS (P) 41 Batch/Official Statistics/NSSTA			

*ISS(P): Training for Probationers of Indian Statistical Services,

ISS(R): Refresher Training for In Service ISS officers/Sr. Officers of State Governments/UTs@

SSS(I): Induction Training for newly recruited Subordinate Statistical Service officers,

SSS(R): Refresher Training for In Service officers of Subordinate Statistical Services,

IT: International Training

JTS: Induction Training for Junior Time Scale level officers promoted from Subordinate Statistical service,

DES: Training Programmes for Officers of State Governments/UTs,

ISEC: International Statistical Education Centre (Kolkata),

NSSTA: National Statistical Systems Training Academy at GR. NOIDA

@ISS Refresher programme dates will be fixed once requisite approvals are obtained. Attempts will be made to conduct at least one programme every month