



सत्यमेव जयते



# Compendium Of Roles and Responsibilities Of Divisions/Units of MoSPI



**Government of India**  
**Ministry of Statistics and Programme Implementation**

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Government of India  
**Ministry of Statistics & Programme Implementation**

## **PREFACE**

Ministry of Statistics and Programme Implementation (MOSPI) is the nodal agency for planning and facilitating the integrated development of the statistical system in the country. Over time, the mandate of MoSPI has increased manifold in order to strengthen India's National Statistical System by providing real-time inputs for policy-making and improving dissemination practices for the public.

2. MoSPI has more than 25 divisions including its field formations i.e. Field Operations Division, Regional and Sub-Regional Offices, putting their concerted efforts to fulfill the mandate of the Ministry. Each of the Division/ Unit within the MoSPI has been entrusted with specific roles and responsibilities.

3. The very objective of bringing out this Compendium is to bring clarity of the purpose and provide a comprehensive overview on activities & functions undertaken by all the Divisions / Units within MoSPI to facilitate easy accessibility of the said details including its core functions as defined in 'The Government of India (Allocation of Business) Rules, 1961' and the Organizational structure of the Ministry.

4. I hereby wish to acknowledge the efforts of all Divisions and Units of the MoSPI whose cooperation has been instrumental in bringing out this work of compilation. I would also like to acknowledge the hard work and dedication demonstrated by all the Team Members of Administration Division during this exercise.

  
(Dr. Saurabh Garg)  
Secretary

## List of Acronyms

1.	ACBP	Annual Capacity Building Plan
2.	ADG	Additional Director General
3.	AIWOT	All India Workshop of Trainers
4.	ASI	Annual Survey of Industries
5.	ASPD	Administrative Statistics and Policy Division
6.	ASSSE	Annual Survey of Services Sector Enterprises
7.	ASUSE	Annual Survey of Unincorporated Sector Enterprises
8.	C&QCD	Coordination and Quality Control Division
9.	CAPEX	Capital Expenditure
10.	CAPI	Computer Assisted Personal Interview
11.	CBC	Capacity Building Commission
12.	CCEA	Cabinet Committee on Economic Affairs
13.	CD	Capacity Development
14.	CDD	Capacity Development Division
15.	CFPI	Consumer Food Price Index
16.	CICD	Coordination & International Cooperation Division
17.	CoS	Collection of Statistics
18.	CPC	Central Product Classification
19.	CPI	Consumer Price Index
20.	CU	Coordination Unit
21.	DDG	Deputy Director General
22.	DES	Directorates of Economics & Statistics
23.	DG	Director General
24.	DGI	Data Gaps Initiative
25.	DI	Data Innovation
26.	DIID	Data Informatics and Innovation Division
27.	DSTP	Domain Specific Training Programme
28.	EC	Economic Census
29.	EDP	Electronic Data Processing
30.	EnSD	Enterprise Survey Division

## List of Acronyms

31.	ESCAP	Economic & Social Commission for Asia & Pacific
32.	ESD	Economic Statistics Division
33.	FDES	Framework for Development of Environment Statistics
34.	FOD	Field Operations Division
35.	GDP	Gross Domestic Product
36.	GFCF	Gross Fixed Capital Formation
37.	GVA	Gross Value Added
38.	HLCC	High-Level Coordination Committees
39.	HSD	Household Survey Division
40.	ICP	Internal Comparison Programme
41.	ICU	International Cooperation Unit
42.	IIP	Index of Industrial Production
43.	IOTT	Input-Output Transaction Tables
44.	IPMD	Infrastructure and Project Monitoring Division
45.	IQAF	Internal Quality Assessment Framework
46.	IS	Industrial Statistics
47.	ISEC	International Statistical Education Centre
48.	ISIC	International Standard Industrial Classification
49.	ISS	Indian Statistical Service
50.	ITEC	Indian Technical Economic Cooperation
51.	JPS	Joint Statistical Publication
52.	JTS	Junior Time Scale
53.	LIMBS	Legal Information Management & Briefing System
54.	MACP	Modified Assured Career Progression
55.	MCTP	Mid-Career Training Programme
56.	MoSPI	Ministry of Statistics and Programme Implementation
57.	MoU	Memorandum of Understanding
58.	MPLADS	Members of Parliament Local Area Development Scheme
59.	NAD	National Accounts Division
60.	NEZ	North East Zone

### List of Acronyms

61.	NIC	National Industrial Classification
62.	NIF	National Indicator Framework
63.	NPCMS	National Product Classification for Manufacturing Sector
64.	NPCSS	National Product Classification for Services Sector
65.	NPOS	National Policy on Official Statistics
66.	NSC	National Statistical Commission
67.	NSCSTI	National Standards for Civil Service Training Institutions
68.	NSO	National Statistics Office
69.	NSS	National Sample Survey
70.	NSSO	National Sample Survey Office
71.	NSSTA	National Statistical Systems Training Academy
72.	OOMF	Output Outcome Monitoring Framework
73.	PI	Programme Implementation
74.	PIMD	Policy Implementation and Monitoring Division
75.	PLI	Price Level Indices
76.	PMI	Permanent Mission of India
77.	PPPs	Purchasing Power Parities
78.	PSD	Price Statistics Division
79.	RAU	Research and Analysis Unit
80.	RFP	Request for Proposal
81.	ROs	Regional Offices
82.	RPC	Rural Price Collection
83.	RTC	Regional Training Camps
84.	RTI	Right to Information
85.	SCROs	State Capital Regional Offices
86.	SDGs	Sustainable Development Goals
87.	SDP	State Domestic Product
88.	SEEA	System of Environmental Economic Accounting
89.	SGOS	Sectoral Group of Secretaries
90.	SIAP	Statistical Institute for Asia & Pacific

### List of Acronyms

91.	SLCC	State Level Coordination Committee
92.	SNA	System of National Accounts
93.	SNA	System of National Accounts
94.	SOM	Senior Officers Meeting
95.	SPCL	Statistics of Prices and Cost of Living
96.	SPOC	Single Point of Contact
97.	SROs	Sub-Ordinate Offices
98.	SSB	State Statistical Bureau
99.	SSD	Social Statistics Division
100.	SSS	Subordinate Statistical Service
101.	SUT	Supply-Use Tables
102.	SWS	Social and Welfare Statistics
103.	TAC	Technical Advisory Committee
104.	TAG	Technical Advisory Group
105.	TPP	Twenty Point Programme
106.	UNSC	United Nation Statistical Commission
107.	UNSD	United Nations Statistical Division
108.	WPI	Wholesale Price Index
109.	ZOs	Zonal Offices



## Government of India (Allocation of Business) Rules, 1961 in respect of Ministry of Statistics and Programme Implementation

### I. Statistics Wing

- Act as the nodal agency for planning integrated development of the statistical system in the country.
- Coordination of statistical work with a view to identifying gaps in data availability or duplication of statistical work in respect of Departments of the Government of India and the State Statistical Bureaux (SSBs) and to suggest necessary remedial measures.
- Laying down and maintenance of norms and standards in the field of statistics, evolving concepts, definitions and methodology of data collection, processing of data and dissemination of results.
- Advising the Departments of the Government of India on statistical methodology and on statistical analysis of data.
- Preparation of National Accounts as well as publication of annual estimates of national income, gross/net domestic product, Government and private final consumption expenditure, capital formation, savings, capital stock and consumption fixed capital, quarterly estimates of Gross Domestic Product, preparation of National Input-Output Transactions Table, State level estimates of domestic product and fixed capital formation of supra-regional sectors, preparation of comparable estimates of State Domestic Product (SDP) at current prices.
- Compilation and release of the Index of Industrial Production (IIP) every month in the form of Quick Estimates, conducting Annual Survey of Industries (ASI) and providing statistical information, to assess and evaluate the changes in the growth, composition and structure of the organized manufacturing (factories) sector.
- Development of Environment Statistics, development of methodology, concepts and preparation of National Resource Accounts for India.
- Organization and conduct of periodic all India economic census and follow-up sample surveys.
- Conducting nation-wide sample surveys on various socio-economic aspects, such as, employment, consumer expenditure, housing conditions, debt and investment, land and livestock holdings, literacy, education, health, family welfare, un-organized

manufacturing and services etc, to provide the database needed for development, research, policy formulation and economic planning.

- Conducting quality checks and auditing of statistical surveys and data sets through technical scrutiny and sample checks and generate correction factors and alternative estimates, if required.
- Undertaking the processing of survey data collected through various socio-economic surveys and follow up surveys of Economic Census and Annual Survey of Industries by the National Sample Survey Organization and the Central Statistical Organization.
- Dissemination of statistical information through a number of regular or adhoc publications to Government, semi-Government or private data users/agencies, and dissemination of data, on request, to United Nations Agencies like United Nations Statistics Division, Economic and Social Commission for Asia and the Pacific, International Labour Organization and other relevant international agencies.
- Giving grants-in-aid to registered non-governmental organizations and research institutions of repute for undertaking special studies or surveys, printing of statistical reports and finance seminars, workshops or conferences relating to different subject areas of official statistics.
- Functioning as the Cadre Controlling Authority and dealing with all aspects of managing the Indian Statistical Service including all matters pertaining to training, career planning and manpower planning.
- The Indian Statistical Institute and ensuring its functioning in accordance with the provisions of the Indian Statistical Institute Act, 1959 (57 of 1959).
- Compilation and release of monthly Consumer Price Index Numbers for Urban Non-Manual Employees.
- Undertaking methodological studies and pilot surveys for evolving better sampling techniques and estimation procedures including small area estimates.

## **II. Programme Implementation Wing**

- Monitoring of 20-point programme.
- Monitoring of Central Sector Projects of Rs. 150 crore and above.
- Monitoring of the performance of Infrastructure Sectors.
- Member of Parliament Local Area Development Scheme (MPLADS)

## Introduction

1.1 Ministry of Statistics and Programme Implementation (MoSPI) came into existence as an independent Ministry on 15<sup>th</sup> October 1999 after the merger of the Department of Statistics and the Department of Programme Implementation. The Ministry is the nodal agency for planned and organized development of the statistical system in the country and coordination of statistical activities among different stakeholders in Government of India, State Governments, Union Territories as well as meeting requirements of the International Agencies.

1.2 MoSPI has two wings viz. the Statistics Wing and the Programme Implementation (PI) Wing. There is one Autonomous Body known as the Indian Statistical Institute (ISI), which is an institute of national importance declared by an Act of Parliament, viz. the Indian Statistical Institute Act 1959, which is a renowned and premier institute in the field of Statistics in the country. In addition, there is a National Statistical Commission (NSC), which was created through a Resolution of Government of India with effect from 12<sup>th</sup> July 2006 with a mandate to evolve policies, priorities and standards in statistical matters.

1.3 The Statistics Wing, called National Statistics Office (NSO), coordinates the statistical activities in the country and is responsible for evolving and laying down statistical standards. The activities of NSO *inter alia* include compilation of National Accounts, Index of Industrial Production, Consumer Price Indices for Urban/Rural/Combined, Human Development Statistics including Gender Statistics and Economic Census and imparting training in Official Statistics. NSO conducts National Sample Survey (NSS) activities through a subordinate office viz. Field Operations Division (FOD). NSO also assists in development of statistics in the States and Union Territories and disseminates Energy Statistics, Social and Environmental Statistics and prepares the National Industrial Classification.

1.4 The Programme Implementation (PI) Wing has two Divisions, namely (i) Members of Parliament Local Area Development Scheme (MPLADS) and (ii) Infrastructure and Project Monitoring Division (IPMD). The MPLAD Scheme is a Central Sector Scheme, fully funded by the Government of India, which was announced on 23<sup>rd</sup> December 1993 by the then Prime Minister of India in the Parliament. Hon'ble Members of Parliament are allocated annual authorization of Rs. 5 crore at the beginning of each financial year subject to certain conditions. The main objective of the Scheme is to enable each Member of Parliament to recommend works of developmental nature with emphasis on the creation of durable community assets based on the locally felt needs of the people. The

Infrastructure projects Monitoring Division (IPMD) undertakes the monitoring of projects above Rs. 150 crore.

## **I. Statistics Wing**

The Statistics Wing is the Nodal agency for planning integrated development of the statistical system in the country. The main functions of the Wing include:

1. Coordination of statistical work with a view to identifying gaps in data availability or duplication of statistical work in respect of Departments of the Government of India and State Statistical Bureau (SSBs) and to suggest necessary remedial measures.
2. Laying down and maintenance of norms and standards in the field of statistics, evolving concepts, definitions and methodology of data collection, processing of data and dissemination of results.
3. Advise the Departments of the Government of India on statistical methodology and on statistical analysis of data.
4. Preparation of National Accounts as well as publication of annual estimates of national income, gross/net domestic product, Government and private final consumption expenditure, capital formation, savings, capital stock and consumption of fixed capital, quarterly estimates of Gross Domestic Product, preparation of National Input-Output Transactions Table, State level estimates of domestic product and fixed capital formation of supra-regional sectors, preparation of comparable estimates of State Domestic Product (SDP) at current prices.
5. Compilation and release of the Index of Industrial Production (IIP) every month in the form of Quick Estimates, conducting Annual Survey of Industries (ASI) and providing statistical information, to assess and evaluate the changes in the growth, composition and structure of the organized manufacturing (factories) sector.
6. Compilation and release of monthly Consumer Price Index Numbers for Urban Non-Manual Employees.
7. Development of Environment Statistics, development of methodology, concepts and preparation of National Resource Accounts for India.
8. Organization and conduct of periodic all India Economic Census and follow-up sample surveys.
9. Conducting nation-wide sample surveys on various socio-economic aspects, such as, employment, consumer expenditure, housing conditions, debt and investment, land

and livestock holdings, literacy, education, health, family welfare, unorganized manufacturing and services etc, to provide the database needed for development, research, policy formulation and economic planning.

10. Conducting quality checks and audit of statistical surveys and data sets through technical scrutiny and sample checks and generate correction factors and alternate estimates, if required.

11. Dissemination of statistical information through a number of regular or *ad hoc* publications to Government, semi-Government or private data users/agencies, and dissemination of data, on request, to United Nations Agencies like United Nations Statistics Division, Economic and Social Commission for Asia and the Pacific, International Labour Organization and other relevant international agencies.

12. Administration of the Grants-in-aid scheme to provide grants to registered non-governmental organizations and research institutions of repute for undertaking special studies or surveys, printing of statistical reports and finance seminars, workshops or conferences relating to different subject areas of official statistics.

13. Undertaking methodological studies and pilot surveys for evolving better sampling techniques and estimation procedures including small area estimates.

## **II. Programme Implementation Wing**

The main functions of the PI Wing include:

14. Administration and implementation of the Members of Parliament Local Area Development Scheme (MPLADS)

15. Monitoring of projects of Rs.150 crores and above<sup>1</sup>

16. Monitoring of the performance of Infrastructure Sector

17. Monitoring of 20-point programme

18. Coordination and policy issues relating to National Common Minimum Programme excluding sectoral policies allocated to other Ministries/Departments<sup>2</sup>

## **National Statistical Commission**

19. The National Statistics Commission (NSC) was constituted with effect from 12 July 2006 with a mandate to evolve policies, priorities and standards in statistical matters. The NSC has four Members besides a Chairperson, each having specialization and

<sup>1</sup> Modified vide Amendment series no.296 dated 22.02.2010

<sup>2</sup> Inserted vide Amendment series no.276 dated 22.09.2004

experience in specified statistical fields. The Chief Statistician of India, the post created specifically as the Head of the National Statistical Office is the Secretary of the Commission. He is also the Secretary to the Government of India in the Ministry of Statistics and Programme Implementation.

### **Indian Statistical Institute**

20. The Indian Statistical Institute (ISI) is an academic institute under the administrative jurisdiction of MoSPI, devoted to the research, teaching and application of statistics, natural sciences and social sciences. Founded by Professor P.C. Mahalanobis in Kolkata on 17 December 1931, the institute gained the status of an Institution of National Importance by an act of the Indian Parliament viz. the Indian Statistical Institute Act, 1959 (57 of 1959).

The Headquarters of ISI is located in Kolkata. There are four centres located in Delhi, Bangalore, Chennai and Tezpur. Research in Statistics and related disciplines is the primary activity of the Institute. Teaching activities are undertaken mainly in Kolkata, Delhi and Bangalore. Offices of the Institute located in several other cities in India are primarily engaged in projects and consultancy in Statistical Quality Control and Operations Research.

## Roles and responsibilities of Divisions/Units in MoSPI

### 1. National Accounts Division (NAD)

The functions of NAD are as follows:

- (i) Preparation of national accounts, which includes the estimates of Gross Domestic Product (GDP), National Income, Government/Private Final Consumption Expenditure, Capital Formation and Savings along with details of transactions of institutional sectors.
- (ii) Bringing out annual publication 'National Accounts Statistics'.
- (iii) Providing technical guidance and support to the State/UT Directorates of Economics & Statistics (DESSs) on compilation and release of State Accounts, including estimates of State Domestic Product. State level estimates of Gross Value Added (GVA) and Gross Fixed Capital Formation (GFCF) in respect of supra-regional sectors, viz., Railways, Communication, Banking & Insurance and Central Government Administration.
- (iv) Liaison with international organizations like UNSD, IMF, ADB, World Bank, etc. on national accounts matters.
- (v) Preparation and release of Supply-Use Tables (SUT) and Input-Output Transaction Tables (IOTT) from time to time.
- (vi) Setting up of Advisory Committee on National Accounts comprising eminent economists, statisticians and other experts, including Departmental representatives, to look into and advise on all methodological aspects of compilation and dissemination of national accounts, base year revision and back series calculations.
- (vii) Discussions with the staff of IMF on GDP compilation as per guidelines under Article IV of the IMF Articles of Agreement.
- (viii) Coordination with Ministry of Finance and other line Ministries/Departments, RBI, NITI Aayog, TRAI, Finance Commission of States and UTs, etc. on compilation and dissemination of National accounts statistics.
- (ix) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

## 2. Social Statistics Division (SSD)

SSD is responsible for coordinating development of social, environment and multi-domain statistics. The division is responsible for development of National Indicator Framework (NIF) for monitoring of Sustainable Development Goals (SDGs). Further, the division is also mandated to develop the methodology as well as compilation of environment account using United Nations System of Environmental Economic Accounting Framework (UN SEEA Framework) and compilation of Environment Statistics using the United Nations Framework for Development of Environment Statistics (UN FDES, 2013). The division compiles and puts together information available with various offices under Government of India (GoI) on different social aspects and disseminates it in the form of an annual publication. “Women and Men in India” is brought out every year while publications on other subjects, like, Youth, Elderly, Children etc. are brought out on an *ad hoc* basis.

The main activities of SSD include:

- (i) Implementation of recommendations of Goal 1 and 4 of the reform initiatives of the National Statistical System
- (ii) Monitoring and liaisoning work for 28 Global indices pertaining to Different Ministries/Departments for which MOSPI is the line Ministry and to provide inputs for the indicators assigned to them or take an action in improving of rank for India in respect of these indicators.
- (iii) 2030 Agenda: National & Global indicators for Sustainable Development Goals (SDGs)
- (iv) Environmental Economic Accounting
- (v) Environment, Climate, Disasters & related Statistics
- (vi) Gender Statistics; Population and Vital Statistics; Elderly, Youth and Child Statistics
- (vii) Disability Statistics
- (viii) Crime and Judicial Statistics
- (ix) Matters related to BRICS and SAARC
- (x) Global Indices

There are three verticals in SSD. Vertical-wise details of roles and responsibilities are as follows:



#### **a. Sustainable Development Goals<sup>3</sup> (SDG) Unit**

- Development of the National Indicator Framework (NIF) for SDGs following due consultation with concerned Ministries/Departments, UN Agencies and other stakeholders, to facilitate monitoring of SDGs at national level.
- Release of SDG Progress Report on 29th June, every year providing a benchmark, for assessing the progress made towards achieving the SDGs.
- Technical support to States/UTs in developing the sub-national level monitoring framework for SDGs.
- Disability Statistics and certain global indices.

#### **b. Environment Unit**

- Environment Accounting, dealing with various ecosystems and assets viz. land, water, soil, minerals, energy, forests, ocean etc.
- Environmental Economic Accounting in understanding the linkages between environment and the economy using the Internationally accepted standard 'System of Environmental Economic Accounting (SEEA)'.
- Compilation of SEEA compliant accounts since 2018 - EnviStats India: Environment Accounts
- Collation and compilation of estimates ensuring consistency between the SEEA and the other international frameworks such as System of National Accounts (SNA), Framework for Development of Environment Statistics (FDES) etc. and publishing the results in the Annual publication
- Exploring new dimensions pertaining to the environment, reviewing of the literature, working out road maps for compilation of Environment Accounts suggested under the SEEA, reviewing the international accounts / datasets available to devise formats of tables suitable for the Indian context.
- Understanding the concepts, identifying data sources, development of formats, metadata and methodological documents, as relevant, for the different indicators in consultations with the stakeholders.

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<sup>3</sup> The Sustainable Development Goals (SDGs), were adopted by the United Nations in 2015 as a universal call to action to end poverty, protect the planet, and ensure that by 2030 all people enjoy peace and prosperity. They are a set of 17 Goals, 169 targets and presently 231 unique indicators.

- Organization of the capacity development programme at the sub-national level for creation of awareness and for enabling initiation of the compilation of environment accounts at the sub-national level.
- BRICS related activities including collating and compiling tables for the BRICS Joint Statistical Publication (JSP) with coordination with the around 37 line Ministries, providing inputs for technical meeting of BRICS NSO held in March/April and Heads of NSOs meeting held in October /November of every year, arranging bilateral meetings with other countries and coordinating with MEA, Indian mission in other countries, representatives from host country, and other divisions/other Ministries and also all arrangements when the chairship comes to India.

### **c. Social and Welfare Statistics (SWS) Unit**

- An aggregator of information of multi-domain statistics, including Gender statistics to pursue the SDG's underlying objective of 'Leaving No One Behind'.
- Bring out the publication "Women and Men in India" on annual basis since 1995 to bring out gender-disaggregated data on various socio-economic aspects including health, education, participation in economy, decision making and impediments in empowerment.
- Bring out adhoc publications viz. Children in India, Youth in India and Elderly in India.
- Publish Statistics related to the environment in its publication titled "EnviStats India: Environment Statistics" following the 'Framework of Development of Environment Statistics (FDES) - 2013' developed by UNSD since 2018 and provide information on 6 major components of the environment: (i) Environment Conditions and Quality (ii) Environment Resources and their Uses (iii) Residuals (iv) Extreme Events and Disasters (v) Human Settlements and Environment Health (vi) Environment Protection, Management and Regulations.
- Work related to Disasters & Related Statistics, Geospatial Statistical Framework, National Data Bank, social statistics pertains to sectors like Population, Health, Labour & Employment, Migration, Social Protection, Culture and Tourism Statistics, Education, Housing Statistics, etc., matters related to SAARC Activities.

In addition, SSD is also responsible for handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including

Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

### **3. Price Statistics Division (PSD)**

PSD is responsible for ensuring accurate and timely price data collection and dissemination, essential for policymaking and economic analysis at both the national and state levels. The main functions of PSD are as follows:

- (i) **Compilation of Consumer Price Index (CPI) numbers**
  - Compiling and releasing All-India and State wise Inflation, Consumer Price Index (CPI) and Consumer Food Price Index (CFPI) figures, including Inflation, CPI and CFPI for Rural, Urban, and Combined categories.
  - It is a critical monthly macroeconomic indicator and is released on the 12th of each month, or the next working day if the 12th is a holiday.
  - Base year revision of the CPI, involving the selection of sample areas, item baskets, deriving weights and price data collection processes.
- (ii) **Working as Secretariat to the Technical Advisory Committee (TAC) on Statistics of Prices and Cost of Living (SPCL)**
  - TAC is an apex Committee of the country for Price Statistics related matters which examines schemes prepared by the Central Government, State Governments and Union Territory Administrations for the construction and revision of price indices and
    - recommends improvement and standardization of the concepts, definitions and methods of price collection and compilation of said indices, revision of base for all price indices, including methods of appropriate weighting for each type of indices.
    - reviews organizational arrangements and the machinery for price collection with a view to rationalize and develop an integrated system of collection, compilation and dissemination of price statistics.
- (iii) **Technical guidance to States in the field of Price Statistics**
  - Provides technical guidance to States in the compilation of Price Statistics, especially in developing sub-state level CPI. The proposals for such indices are examined and approved after review by TAC-SPCL.

- Conducts training programs and workshops for state-level officials and other stakeholders involved in price data collection and analysis.
- (iv) Planning, Coordination and Implementation of the activities related to Internal Comparison Programme (ICP)
- ICP is the largest statistical initiative, under the guidance of UN Statistical Commission (UNSC), with the goal of producing Purchasing Power Parities (PPPs) which are vital for converting measures of economic activities to be comparable across economies.
  - ICP also produces Price Level Indices (PLI) and other regionally comparable aggregates of GDP expenditure.
  - PSD, NSO is the nodal agency for implementation of ICP in India and providing data for India under this Programme.
  - ICP-related activities are conducted by PSD in seven key sectors, such as Housing, Machinery, Construction, and Household Consumption, ensuring cross-country validation and submission of data to the Asian Development Bank (ADB), which is the regional implementing agency.
- (v) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

#### **4. Economic Statistics Division (ESD)**

The main functions of ESD are as follows:

- (i) Monthly Release of Index of Industrial Production
- (ii) Maintenance and updation of economic classifications like, the National Industrial Classification (NIC), National Product Classification for Manufacturing Sector (NPCMS and the National Product Classification for Services Sector (NPCSS). The activity classification, NIC is maintained and updated as per the International Standard Industrial Classification (ISIC) for all Economic Activities published by the UNSD. The NIC is presently being updated as per the structure of ISIC Rev 5.
- (iii) Conduct of Economic Census and maintaining Statistical Business Register providing the total count of all non-farm economic establishments, both in the

formal and informal sector, and number of workers working therein within the geographical boundary of India.

- (iv) Annual publication on “Energy Statistics”: The energy statistics database provides a comprehensive overview of India's energy landscape, including key metrics on reserves, capacity, production, consumption, and trade (imports/exports) of various energy products like coal, petroleum, natural gas, and renewables for the last financial year. The publication also contains the *Energy Balance table*, *Sankey Diagram* and *Sustainable Energy Indicators* which aims to delict the flow of energy and its impact on the Economy of a Nation. These get computed as per the International Standards and are widely used by different policy makers and researchers.
- (v) Preparation of National Factsheet containing data (Quarterly/Monthly) and metadata including release calendar, lags, data source Ministry/Department etc. about the 30 indicators divided into the following eight (8) broad categories:
- National Account Statistics (information on GVA, GDP, consumption expenditure etc.);
  - Industry Indices (information on IIP, Index of Eight Core Indices etc.)
  - Price indices (information on WPI, CPI etc.);
  - Fiscal statistics (information on GST collection, gross receipt and expenditure of govt. etc.);
  - External sector statistics (information on gross import/export, foreign reserve etc.);
  - Production statistics (information on production of Agri. Products, Coal, Natural Gas etc.);
  - Labour statistics (information related to FPF, Unemployment Rate etc.) and
  - Telecom statistics
- (vi) Infrastructure Statistics
- (vii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

## **National Sample Survey (NSS)**

NSS is responsible for undertaking sample surveys on various socio-economic subjects. NSS has a Field Operations Division and various Regional Offices and Sub-Regional Offices which undertake field work, Enterprise and Household Survey Divisions, which design the survey methodology, process data collected and prepare reports and Coordination and Quality Control Division, which coordinate the survey related work.

### **5. Coordination and Quality Control Division (CQCD)**

CQCD is responsible for strategizing, coordinating and managing NSS Surveys. From initial subject finalization to the release of the reports of the survey, C&QCD plays critical role in Administration, Management and co-ordination of all ongoing and forthcoming surveys of NSS. CQCD also functions as Secretariat to DG (NSS). The roles and responsibilities of CQCD are as follows:

- (i) Overall coordination of NSS with other divisions of MoSPI.
- (ii) Coordination of technical as well as administrative activities of different Divisions of NSS viz., HSD, EnSD and FOD.
- (iii) Single Point of Contact (SPOC) for all stakeholder's consultations with Central Ministries, States/UTs, institutions, agencies, etc in all matters relating to NSS.
- (iv) Organizing DG review meeting of NSS on regular basis in which all technical and administrative issues of all the divisions of NSS are discussed.
- (v) Organizing National Seminars on the results of various Socio-economic surveys undertaken by NSS.
- (vi) Nodal point for all Inter Ministerial consultations, Cabinet Notes, SFC, EFC, Legislation and Bills with respect to NSS.
- (vii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.
- (viii) Overall coordination of Court Cases of NSS and organizing DG review meeting of pending court cases of NSS on regular basis.
- (ix) Organizing regular dialogues with stakeholders through Brainstorming sessions/workshops/Data User Conferences after release of results of NSS surveys with an aim to engage stakeholders and enhance understanding of the

survey's findings, focusing on data access, interpretation, user concerns and survey methodology.

- (x) To enhance the quality assurance and capacity building of the NSS, MoSPI has transferred<sup>4</sup> the administrative control of all Zonal Offices of FOD to the Coordination and Quality Control Division.
- (xi) Extending requisite technical assistance in survey related activities to various Government Organizations / Institutions / Agencies, etc.
- (xii) Implementation of one of the sub-components of Ministry's Plan Scheme 'Capacity Development', namely, 'Strengthening of Survey Capabilities of NSSO'. Under this component, funds are released as Grants-in-Aid to five NE State namely Arunachal Pradesh, Manipur, Mizoram, Tripura in lieu of field work conducted by the Directorates of Economics & Statistics for the Central Samples along with State Samples and Sikkim only for State samples for the Socio-Economic surveys of NSS.
- (xiii) Coordination with international agencies such as ILO, ITU, etc in various matters related to NSS surveys.

## **6. Field Operations Division (FOD)**

Field Operations Division (FOD) is entrusted with collection of primary data for surveys undertaken by National Sample Survey (NSS). There are Regional and Sub-Regional Offices under FOD, who are responsible for field work relating to various surveys. Detailed functions of FOD Headquarters, Regional and Sub-Regional Offices are as follows:

### **6.1 FOD Headquarters**

- (i) The Headquarters Offices (at Delhi and Agricultural Statistics (AS) Wing at Faridabad) looks after overall technical coordination of survey activities with field offices and other Divisions of NSO. Headquarters Office at Delhi also looks after overall administration of FOD offices.
- (ii) Monitoring and technical coordination of the conduct of various types of surveys as per the work programme. Overall control and supervision as Headquarters in respect of officers and staff of Field Operations Division.
- (iii) Chairing or participating in various committees constituted by the Ministry of

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<sup>4</sup> vide Office Order no. A-46030/3/2024-Ad.I dated 22.10.2024

Statistics & Programme Implementation and other Ministries /Departments and High-Level Coordination Committees (HLCC) constituted in various states.

- (iv) Monitoring of various scheme and non-scheme activities and expenditure of Field Operations Division and formulation of plan & policies for overall improvement in the Organization.
- (v) Formulation of guidelines and policies on Human Resource Development and implementing them through six Zonal Training Centres and other field offices.
- (vi) Liaison with State Governments participating in the NSS Surveys.
- (vii) Co-ordination with other Divisions in MoSPI and other national/international organizations on matters related with different types of surveys.
- (viii) Agricultural Statistics (AS) Wing plays a significant role in the improvement of crop statistics through monitoring & Coordination of supervision of the area enumeration and crop estimation surveys of the State agencies, carried out by Regional/Sub Regional Offices of FOD.
- (ix) AS Wing is associated in improvement of Crop Statistics Scheme (ICS) and helps State Govt. in identifying deficiencies in their system of collection of area data and yield rate estimates of various crops. Under ICS, sample check is conducted on the area enumeration work done by State Primary workers and crop cutting experiments conducted by State worker for estimating yield rate with a view to identify deficiencies in the system. The status report on ICS work is presented to State Governments.
- (x) AS Wing also generates quick yield estimates of crops under improvement of Crop Statistics (ICS) Scheme which is used for triangulation of final crop estimates by Union Ministry of Agriculture and Farmers' Welfare.
- (xi) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.



## **6.2 Regional Offices**

Regional Offices (ROs) are entrusted with execution of surveys in the districts covered by the Regional Office and concerned Sub-Regional Offices under the RO. Their functions include:

- (i) Supervision of overall Technical, administrative and budgetary functions of the RO and SROs under it.
- (ii) The administrative work related to Regional and Sub-Regional Offices under the jurisdiction of RO concerned is being done by Regional Offices.
- (iii) Conduct of Regional Training Camps for various surveys.
- (iv) Planning and execution of field work and supervision of field operations for various surveys and pilots undertaken by the RO and SROs under it as per the survey instructions and operational guidelines.
- (v) Review of qualitative and quantitative progress through eSIGMA and progress reports, ensuring adherence to prescribed timelines and norms.
- (vi) Conducting pre-testing of survey instruments including CAPI software as required.
- (vii) Carry out and field inspections and super scrutiny of schedules of on- going surveys.
- (viii) Regular interaction with field staff for resolving operational and conceptual issues faced in field and sharing regular technical feedback with Headquarters and Zonal Offices including queries to be raised with other NSS Divisions for ensuring uniformity in the concepts and their implementation.
- (ix) Updation of ASI frame in respect of concerned units and sharing inputs with SCRO for further finalization.
- (x) Updation of ASI frame in respect of concerned units and review of frame updated by other ROs in the State for sharing consolidated inputs to Zonal Offices for finalization. (This function is for State Capital Regional Offices (SCROs).
- (xi) Selection of sample village for activities under the ICS Scheme. (This function is for State Capital Regional Offices (SCROs).
- (xii) Conduct of office inspections of ROs and SROs under it.

- (xiii) Cadre controlling in respect of non-technical staff in Group 'C' and 'D' official in the region, wherever applicable. Human Resource management within the Region. (This function is for State Capital Regional Offices (SCROs).
- (xiv) Liaison with Government functionaries at State/district level for smooth conduct of survey work and other activities of MoSPI.
- (xv) Participating in the State Level Coordination Committee (SLCC) and High-Level Coordination Committee (HLCC) meetings. (This function is for State Capital Regional Offices (SCROs).
- (xvi) Any other work assigned by FOD Headquarters/MoSPI.

### **6.3 Sub-Regional Offices**

The duties and functions of Sub-Regional Offices are as follows:

- (i) Execution of field work and supervision of field operations for various surveys and pilots undertaken by the SRO as per the survey instructions and operational guidelines as per the overall plan of work prepared by RO.
- (ii) Review of qualitative and quantitative progress through eSIGMA and progress reports, ensuring adherence to prescribed timelines and norms.
- (iii) Conducting pre-testing of survey instruments including CAPI software as required.
- (iv) Carry out and field inspections and super scrutiny of schedules of ongoing surveys.
- (v) Regular interaction with field staff for resolving operational and conceptual issues faced in field and sharing regular technical feedback with Regional Office including queries to be raised with other NSS Divisions for ensuring uniformity in the concepts and their implementation.
- (vi) Updation of ASI frame in respect of concerned units and sharing inputs with RO for further finalization.
- (vii) Liaison with Government functionaries at district level for smooth conduct of survey work and other activities of MoSPI.

## 7. Household Survey Division (HSD)

Household Survey Division (HSD) was created by an order of the MoSPI<sup>5</sup> and is responsible for carrying out large-scale sample surveys through household-based enquiry, on various socio-economic subjects. It is responsible for conceptualizing, designing, processing, analyzing and publishing survey results in a comprehensive manner. The roles and responsibilities of HSD include the following:

- (i) Technical planning of surveys:** The survey cycle at HSD begins with assessing the feasibility of conducting the surveys. The survey requisitions received from stakeholder Ministries and Departments of Government of India are analyzed to understand the feasibility of collecting required information through a survey. Once the subject coverage for a round or periodic survey is decided, the Technical Advisory Group (TAG) for household surveys, comprising academicians with expertise in the relevant field, finalizes the survey modalities. In addition, the survey period/ survey duration is decided considering various factors such as seasonality.
- (ii) Designing of schedules / questionnaires:** The TAG, with representatives from stakeholder Ministries and officials with field knowledge, plays a crucial role in finalizing the schedules or questionnaires. Survey questionnaires tailored to the objectives are prepared, ensuring clarity, relevance, and completeness of questions. In some cases, pilot surveys or pre-testing of schedules are conducted, requiring HSD to plan and prepare schedules for pre-testing. These pilot studies are undertaken to test new methodologies, validate concepts and definitions, and reduce non-sampling bias.
- (iii) Sampling design:** A critical step in survey design is the careful selection of an appropriate sampling design, which is based on the requirements of key indicators and aims to minimize sampling bias. Typically, a multistage stratified sampling approach is followed, ensuring the sample is representative. The validity, reliability, unbiasedness, and variance of the estimates are governed by the survey design.
- (iv) Formulation of concepts and definitions:** It is essential to maintain consistency and uniformity in the data collection process in nationwide surveys. To ensure the same a detailed documentation of concepts and definitions for the surveys are prepared.
- (v) Sample selection and continuous updation of sampling frame:** The sample list for each and every survey is drawn independently considering the sampling design

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<sup>5</sup> No.A-11011/02/2024-Ad.III [E-69937] dated 07.08.2024

adopted. Further, the sampling frames, based on which sample list is generated, are updated continuously, for both rural and urban areas.

- (vi) Drawing up of tabulation plan:** The tabulation plan provides a structured framework for summarizing unit-level data collected on various socio-economic aspects of household surveys. It is developed for key indicators in consultation with the Technical Advisory Group and based on the requirements of stakeholder ministries and departments.
- (vii) Software development for data collection:** To enhance the accuracy and timeliness of data collection, household surveys are being conducted using Computer Assisted Personal Interview (CAPI). The software developed for this purpose has inbuilt validation checks and separate storage for further processing and scrutiny of data. Development of other peripheral modules related to survey administration of eSIGMA and monitoring, maintaining technical aspects of eSIGMA for household surveys.
- (viii) Processing, validation of data collected:** Data validation techniques are applied on the collected data both during and after the data collection period. Deviations from validation checks are carefully reviewed, and inconsistencies within the entries are scrutinized. In cases of non-consistencies, further clarification is sought from field functionaries. After finalizing the data from the field, howler checks and edit rules are applied to the data set at the processing stage for finalization.
- (ix) Tabulation of the data collected:** The sampling weights/ multipliers are calculated for estimating the population proportions. In-house software is then used to generate estimates of key indicators and classificatory variables, resulting in the final tabulation of the data.
- (x) Analysis of survey results and preparation of report of household surveys:** Once the estimates of key indicators are generated using multipliers, the trends are analyzed by comparing them with similar estimates from previous rounds of NSS or other surveys conducted by ministries and departments of the Government of India. This process ensures the consistency of the estimates. Finally, reports are prepared highlighting the key indicators, in consultation with the Technical Advisory Group. Preparation of unit level data and metadata for the surveys undertaken by HSD and dissemination through DIID.
- (xi) Training and field queries:** Before the commencement of large-scale surveys, HSD plays a critical role in ensuring that all personnel involved in the data collection

process are thoroughly trained. This training is essential to ensure uniformity in data collection methodologies, adherence to survey protocols, and a clear understanding of the objectives and procedures of the survey. Once the survey begins, it is common for field staff to encounter challenges or questions that may not have been fully addressed during the training sessions. To ensure that these issues do not impact the quality of data collection, HSD provides continuous support throughout the survey's fieldwork phase.

- (xii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

## 8. Enterprise Survey Division (EnSD)

Enterprise Survey Division (EnSD) was created by an order of the MoSPI<sup>6</sup> with overall responsibility to undertake Annual Survey of Industries (ASI), Annual Survey of Service Sector Enterprises (ASUSE), Annual Survey of Service Sector Enterprises (ASSSE), Forward-Looking Survey on Private Corporate Sector Capex Investment Intentions (CAPEX) and any other future enterprise surveys. Broad roles and responsibilities of EnSD can be classified into following categories: Technical work, work related to eSIGMA and Administration. The roles and responsibilities of HSD include the following:

### 8.1 Roles and responsibilities relating to Technical Work

EnSD is entrusted with the responsibility to undertake the enterprise surveys and to provide turnkey services starting from conceptualisation of the surveys to release of the survey results. The major steps in this process along with the role of EnSD are outlined below:

- (i) **Conceptualising and Planning the Survey:** For undertaking any new survey or to include additional questions in any existing survey, the primary data requirements of the stakeholder Ministries/Departments are studied to understand the feasibility of collecting the requisite information. Extensive discussions with stakeholders, study of international best practices, NSS survey experiences in the past on similar subjects are undertaken at this stage by EnSD.
- (ii) **Preparation of Survey Instruments:** After analysing the primary indicators to be generated from the survey, questionnaire is designed by considering the

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<sup>6</sup> No.A-11011/02/2024-Ad.III [E-69937] dated 07.08.2024

questions/items to be included to collect information in the survey, the code structure to be used in case information to be collected in codes, the reference period to be used for collection of information. Besides the preparation of the questionnaire, the detailed Instructions to the Field Staff are prepared by EnSD wherein concepts, definitions, sample design and other operational aspects are elaborated.

- (iii) Conducting Pilot Study before launching full-fledged survey, wherever necessary:** To firm up the survey and data processing instruments (CAPI/web-portal, validation etc.), test the appropriateness of the frame to be used in the survey, collectability of the desired information, to study the magnitude of the indicators and other operational aspects, pilot studies are conducted by EnSD as and when required.
- (iv) Finalising Sample Design, Frame for the Survey and Sample Size:** Depending on the subjects of the surveys and respondents of the survey, the frame and sampling strategies are appropriately firmed up by EnSD, so as to ensure proper representation of the population units in the sample and to generate reliable estimates. Apart from that, frames for the enterprise surveys like ASI, CAPEX, ASSSE, etc. are maintained and regularly updated in consultation with the stakeholders. For each enterprise survey, sample sizes are determined by EnSD to generate indicators from the surveys with desired level of reliability and level of disaggregation.
- (v) Finalising Estimation Procedure and Preparation of Tabulation Plan:** On the basis of sampling design, the estimation procedure to be used for the generation of the indicators from the surveys is prepared by EnSD. The tabulation plan is also finalised at this stage taking into account the requirement of the stakeholders.
- (vi) Presentation and deliberation in Technical Committees:** All the aspects of the survey as outlined above, are deliberated in detail in the Technical Advisory Group (TAG) and Steering Committee. EnSD prepares all the technical documents including agenda notes related to these aspects and make presentation in such meetings. On the basis of the decisions taken in such meetings, necessary modifications are made in the survey instruments/sampling design by EnSD.
- (vii) Development of Software for the Survey:** EnSD is entrusted with the task of development of Web-portal/Computer Assisted Personal Interview (CAPI) and other peripheral modules related to survey administration of eSIGMA for the enterprise surveys, in consultation with the SI. This includes in-house testing of the

software and doing the UAT before go-live. The operational guidelines for the users are also prepared by EnSD at this stage. The validation rules that are embedded in this software are also provided by EnSD.

- (viii) Preparation of other Data Processing Instruments:** EnSD prepares data processing instruments that include in-house software development for data processing, validation, multiplier generation, tabulation, etc. for finalisation of data.
- (ix) Data Processing:** Data received from FOD are thoroughly scrutinized by EnSD to identify intra/inter-block inconsistencies, extreme values, doubtful cases etc. and necessary clarifications are obtained/corrections are incorporated to ensure data quality and reduce non-sampling error.
- (x) Providing Technical Support to FOD:** For the entire survey period, EnSD provides all kind of technical support to FOD by replying to field queries and CAPI related clarifications in real-time basis. In addition to that, EnSD imparts training to the field officials during AIWOT, RTC, zone-wise training programs and data quality workshops.
- (xi) Finalisation of the Results of the Survey:** For finalisation of the results of the survey, detailed analysis of the indicators and their reliability are undertaken. At this stage, the results of the surveys are compared with past survey results (if any) as well as available alternative data sources. On the basis of the final data, Factsheet and Reports are prepared providing in-depth analysis with adequate visualisation for improved readability. EnSD presents the results of the survey in the TAG/Steering Committee and detailed deliberation is held before releasing the results in public domain.
- (xii) Dissemination of Results:** The results of surveys are released in the form of Factsheet, reports and unit-level data through Press Release. EnSD prepares the metadata and the results in machine readable format and shares these along with unit-level data with DIID for releasing in public domain. EnSD also makes presentation of the results in Press Conference, if held.
- (xiii) Preparation of Technical Documents, Inputs to Parliaments Questions and Assistance to Stakeholders:** EnSD prepares all kind of technical documents related to its surveys for discussions and presentation in various committees, conferences and workshops. Inputs for Parliament Questions are prepared for matters relating to EnSD. Besides, whenever any clarifications/assistance is

sought by any stakeholder/user relating to the survey methodology, indicators/unit-level data etc., EnSD provides necessary assistance.

**(xiv) Work Relating to Rural Price Collection:** Data on rural price and wages collected through RPC are processed and tabulated by EnSD.

**(xv) Providing Technical Support to States:** EnSD provides technical guidance and assistance to state DES for conducting the enterprise surveys on state sample in the form of software support, training and handholding etc. For this purpose, state samples are drawn by EnSD.

## **8.2 Roles and Responsibilities relating to e-SIGMA**

**(xvi)** EnSD is entrusted with the preparation of RFP, hiring and monitoring the cloud server, and liaising with the vendor and other administrative work related to eSIGMA.

## **8.3 Roles and Responsibilities relating to Administrative Work**

**(xvii)** In addition to the routine and regular administrative work, EnSD is also responsible for:

- Maintenance of office building (Mahalanobis Bhavan, Kolkata) and NSO, Guest House, Kolkata
- Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.
- Cadre management of administrative staff of HSD and EnSD

## **9. Capacity Development Division (CDD)**

CDD mainly looks after Implementation of Grant-in-Aid component of Capacity Development Scheme, matters related to National & International Awards in Statistics, implementation of Internship Programme and nomination of officers for Foreign Training Programmes / Meetings / Workshops, etc. The roles and responsibilities of CDD are as follows:

- (i) Implementing the internship scheme for post-graduate students/research scholars of recognized universities/ institutes with the objective to create awareness amongst the students about statistical system of India. Internship under the scheme is offered for duration of two months and a token stipend of ₹10,000/- is provided to students on successful completion of internship.



- (ii) Providing financial assistance for promoting research studies and seminars/workshops in the field of official statistics and also Travel Grant Assistance for presenting papers abroad under the 'Grant-in-aid' component of the Scheme 'Capacity Development of CSO'. Financial assistance up to ₹20 lakh is provided for the research studies/ surveys, up to ₹ 2 lakh for organization of the National Seminars/Workshops/Conferences and up to ₹ 5 lakh for organization of International Seminars/Workshops/Conferences is provided under the scheme. The Scheme guidelines have been revised and the quantum of financial assistance under the above heads are being revised to ₹50 lakh (₹ 100 lakh with the approval of Secretary (S&PI) on the specific recommendations of the Screening Committee in exceptional cases), ₹10 lakhs and Rs. 20 lakhs respectively.
- (iii) Processing of nominations for the two awards in Tier-II category<sup>7</sup> viz. Prof. P.V. Sukhatme award for Life Time Contribution in the Field of Statistics and Prof. C.R. Rao awards to young statistician for significant work in the field of official statistics, which are given in alternate years. Prof. P.V. Sukhatme award carries cash prize of ₹10 lakhs, along with a citation, shawl and a memento, whereas Prof C. R. Rao Award carries a cash prize of ₹5 lakh along with a citation and memento.
- (iv) An International award in Statistics in the memory of eminent Indian Statistician Prof. P.C. Mahalanobis has also been instituted, which is conferred to a selected Statistician of developing country for life time contribution in Statistics and carries a cash prize of USD 10,000/-, a Citation, a Memento and round-trip economy class air fare and per diem as per UN rates to cover the expenses to participate in the felicitation function and is given on biennial basis. A Memorandum of Understanding (MoU) has been signed between Ministry of Statistics & Programme Implementation and ISI, Netherlands on 22.02.2002 and subsequently revised on 24.09.2004 and 21.07.2017 for the institution and management of the Prof P. C. Mahalanobis International Award.
- (v) Processing of nomination of officers from MoSPI to participate in various international training programmes, workshops, seminars, conferences etc. through the Screening Committee to facilitate maintaining liaison with International Statistical bodies like UN, IMF, FAO, UNCTAD, World Bank, ILO, SAARCSTAT, BRICS, WHO etc. including interchange of statistical intelligence, sharing of expertise for improving the statistical system.

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<sup>7</sup> As per classification of awards in the "Best Practice Manual for Awards Ecosystem" of the Ministry of Home Affairs

- (vi) Organizing the annual All India on the Spot Essay writing Competition on subjects relevant to Statistics/official Statistics for the post graduate student of statistics studying in the recognized universities/ colleges/institutions to commemorate the birth anniversary of eminent statistician Prof P. C. Mahalanobis. The competition is held at various offices of MoSPI and the winners of the competition are felicitated on Statistics Day Celebration held every year on 29<sup>th</sup> June. One 1st Prize of ₹15,000/-, two 2nd Prizes of ₹12,000/-, three 3rd Prizes of ₹10,000/- and five Consolation Prizes of ₹5,000/- are given under the competition.
- (vii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

### **10. National Statistical Systems Training Academy (NSSTA)**

National Statistical Systems Training Academy (NSSTA), located at Greater Noida, Uttar Pradesh came into existence on 13<sup>th</sup> February 2009. It is a premier institute which has been created for fostering human resource development in Official Statistics at national as well as state level. The Academy is actively engaged in building capacities in the area of Official Statistics and related disciplines at the National, State/UTs level and also to international participants.

- (i) The training programmes organized by NSSTA include the following:
- Two-year Probationary Training Programme for the officers of the Indian Statistical Service (ISS).
  - Refresher Training Courses - Mid-Career Training Programme (MCTP) and Domain Specific Training Programme (DSTP), Seminars/Workshops for the in-service ISS Officers and senior Officers of Central Ministries/Departments, State/ UT-Directorates of Economics & Statistics & other Line Departments.
  - Four weeks Induction training Programme for the JTS Officers (Promoted from SSS to ISS).
  - Three weeks Induction Training Programme for the newly recruited Junior Statistical Officers of the Subordinate Statistical Service (SSS).
  - Refresher training courses for in-service SSS Officers.
  - Demand-based Training Programmes for officers of Directorates of Economics & Statistics (DES)/ Planning Divisions/Ministries/ Departments, etc. and tailor-

- made training courses, based on specific requests received from the States and UT's.
- Support for exposure programme on Official Statistical System to the M. Stat. Students from the Indian Statistical Institute (ISI), Kolkata and other centers; and
  - Awareness programmes in official statistics for students and faculty members of universities.
- (ii) Organising regular as well as demand-based and/or tailor-made Training Programmes for State Governments /UTs in certain specified subjects and areas of their interest.
- (iii) Organising International Training Programmes in active collaboration with International Statistical Education Centre (ISEC) under the aegis of Indian Statistical Institute (ISI), Kolkata; Ministry of External Affairs under Indian Technical Economic Cooperation (ITEC) scheme and V. V. Giri National Labour Institute (VVGNI), Noida, U.P.; IIPA, New Delhi; etc. for international participants.
- (iv) Handling multifarious responsibilities under Mission Karmayogi in coordination with Capacity Building Commission (CBC) which includes accreditation of NSSTA for Civil Service Training Institutions (NSCSTI) portal, preparation of Annual Capacity Building Plan (ACBP) for MoSPI, to get all the officers / officials of MoSPI to be registered on iGOT platform and monitor their progress with respect to consumption of courses available on iGOT platform and developing of e-content.
- (v) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

## **11. Coordination and International Cooperation Division (CICD)**

There are three units under CICD viz. Coordination Unit (CU), International Cooperation Unit (ICU) and State Unit (SU).

### **11.1 Coordination Unit (CU)**

The Coordination Unit handles coordination work within the Ministry. The main functions are as follows:

- (i) Coordination relating to Capacity Development (CD) Scheme<sup>8</sup>
- a. Co-ordination of budgetary matters related to CD Scheme of MoSPI (*including consolidation of Division wise requirement of BE/ RE, consolidation of Supplementary Demands, consolidation of statement on saving/excess, consolidation of expenditure of various Divisions, ascertaining of fund availability to Subject Matters Divisions on their proposals under various heads of CD Scheme, consolidation of expenditure incurred in NER, etc.*)
  - b. Consolidation of material for Demand for Grants relating to CD Scheme
  - c. Co-ordination of matters in respect of CD Scheme for Parliamentary Standing Committee on Finance (*including consolidation of list of points for CD Scheme, updation of presentation on CD Scheme for oral evidence, preparation of action taken report in respect of the recommendations of the Committee, etc.*)
  - d. Co-ordination of matters related to EFC Memo/CCEA Note for continuation of CD Scheme
  - e. Coordination of matters related to CAG & other Audit pars of CD scheme for firming up the replies in case of involvement of two or more Divisions
- (ii) Drafting of National Policy on Official Statistics (NPOS) and matters related thereto, etc.
- (iii) Co-ordination with concerned Divisions of MoSPI and other Stakeholder Ministries/ Departments regarding implementation of Rangarajan Commission Recommendation for improvements in the Indian Statistical System.
- (iv) Overall coordination of Roadmap for reforms in National Statistical System for consolidated inputs and presentations to be sent to PMO
- (v) Nodal Division for Goal 7 of Roadmap & Co-ordination for some of the recommendations of Goal 5
- (vi) All matters relating to the Collection of Statistics (CoS), 2008 and matters associated with Collection of Statistics Rules, 2011 under CoS Act, 2008 and amendments thereto.
- (vii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary

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<sup>8</sup> Para-3 of MoSPI's order No. M-12011/1/2019-CAP dated 11.02.2020 is being proposed for implementation regarding the budget related activities being handled by CAP Division (now CICD) by B&F Division.

Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases matters related relating to the Unit/Division.

(viii) Coordination relating to general matters on Statistics

- a. Consolidation of Achievements of MoSPI
- b. Organising Weekly Senior Officers Meeting (SOM) taken by Secretary, MoSPI
- c. Providing GeM Expenditure details to IFD on monthly basis for monthly DO letter from Financial Advisor
- d. Providing inputs for Monthly/Quarterly routine activities - Monthly D.O. letter, progressive use of Hindi, important Report, Plan, Programmes, etc.
- e. Monthly DO letter from Hon'ble Minister (S&PI) to Hon'ble PM and from Secretary (S&PI) to Cabinet Secretary
- f. Coordination of statistics related matters within MoSPI and coordination of statistical matters with Central Ministries / Depts.
- g. Updating the E-Samiksha portal by obtaining inputs from Divisions
- h. Matters related to Sectoral Group of Secretaries (SGOS) – 6 (Finance)
- i. Matters relating to comments of MoSPI on EFC / PIB / CEE / SFC / CCEA / Cabinet Notes on statistical matters of other Ministries / Departments
- j. Co-ordination of activities related to organization of Statistics Day in Ministry
- k. Drafting/revision/amendment of guidelines for Statistical Data Dissemination
- l. Coordination workshop with Statistical Advisers in Central Ministries /Departments
- m. Compilation and Preparation of Annual Report of the Ministry
- n. Laying of Annual Report of National Statistical Commission

**International Cooperation Unit (ICU)**

- (i) Co-ordination with United Nations Statistics Division (UNSD) for agenda items for annual sessions of United Nations Statistical Commission<sup>9</sup>.

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<sup>9</sup> including firming of India's stand on different agenda items during yearly session of the UNSC, preparation of written and oral statements from India in consultation with stakeholder Ministries/Departments including MEA; Nodal Divisions of MoSPI coordinate with the concerned Ministries/Departments and Permanent Mission of India -PMI-UN

- (ii) Co-ordination with UN-Economic & Social Commission for Asia & Pacific (ESCAP) for the meetings/sessions of Committee on Statistics<sup>10</sup>.
- (iii) Co-ordination with UN-Statistical Institute for Asia & Pacific (SIAP) for the meetings/sessions of its Governing Council<sup>11</sup>.
- (iv) Co-ordination with stakeholder Ministries/Departments/Agencies of Govt. of India for sending comments/response of Govt. of India to DGI Secretariat, IMF on the recommendations of Data Gaps Initiative (DGI)-3 of Finance Ministers' and Central Bank Governors of G-20 countries<sup>12</sup>.
- (v) Co-ordination with DEA for article IV consultations of IMF.
- (vi) Co-ordination with various Divisions of MoSPI and Asian Development Bank (ADB) for updating the statistical table for India for the yearly Key Indicators.
- (vii) Co-ordination with MEA on matters related to elections of various international bodies, such as UNSC, UNESCAP, SIAP, etc.<sup>13</sup> on Statistical matters.
- (viii) Co-ordination of meetings with other countries on statistical matters as referred to by MEA.
- (ix) Co-ordinating with MEA and processing of various study requests received from different countries.
- (x) Processing MoU requests in consultation with MEA/ DEA/MHA other concerned agencies on matters related to signing of MoUs involving two or more Divisions of MoSPI.
- (xi) Co-ordinating and consolidating response on various international surveys involving two or more Divisions of MoSPI.
- (xii) Preparation of draft documents / briefing material on international matters involving two or more Divisions of MoSPI.
- (xiii) Other international statistical matters<sup>14</sup> involving two or more Divisions of MoSPI.
- (xiv) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court

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<sup>10</sup> including preparation of written and oral statements from India in consultation with stakeholder Ministries/ Departments/ Division including MEA and PMI-UN

<sup>11</sup> including preparation of comments from India in consultation with stakeholder Ministries/Departments including MEA

<sup>12</sup> this work has recently been allocated to MoSPI from DEA

<sup>13</sup> excluding International Statistical Institute

<sup>14</sup> the matters of International Statistical Institute are dealt by Capacity Development Division (erstwhile Training Unit), MoSPI

Cases related matters relating to the Unit/Division.

## **State Unit**

The roles and responsibilities of State Unit are as follows:

- (i) Activities related to Support for Statistical Strengthening (SSS) sub-scheme for States/UTs
  - Approval of State programs, Revision of guidelines, release of funds, setting up of CNA
  - Budget utilization and DoNER meetings.
  - PMO Recommendation in Goal 5 and Preparation for revamped scheme.
- (ii) Coordination and handholding with States/UTs for technical matters
- (iii) Overall coordination of Conference of Central and State Statistical Organizations (CoCSSO).
- (iv) Coordination with NITI Aayog for Output Outcome Monitoring Framework (OOMF), its annual review, report preparation, framework preparation.
- (v) Internal Coordination for matters related to Department of Economic Affairs and NITI Aayog. 12. Administrative Statistics and Policy Division (ASPD)
- (vi) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

## **12. Administrative Statistics and Policy Division (ASPD)**

Administrative Statistics and Policy Division (ASPD)<sup>15</sup>, formerly known as Policy Implementation and Monitoring Division (PIMD)<sup>16</sup> has the mandate to:

- (i) Steer and oversee implementation of various components of the proposed National Policy on Official Statistics through the functional Divisions of NSO/Ministries where applicable<sup>17</sup>.

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<sup>15</sup> Restructuring Order No. A-46030/3/2024-Ad.I dated 14 October 2024

<sup>16</sup> PIMD was established vide Office Order No. A-46030/17/2020-Ad I dated 18 January 2021

<sup>17</sup> Various elements included in NPOS are taken up in the reforms agenda of the statistical system

- (ii) Put in place a governance structure i.e. policies, directives, guidelines, practices and tools that will support acquisition management and efficient use of administrative data.
- (iii) Coordinate with other Departments / Ministries (through the Statistical Advisors) in examining the statistical potential of the administrative records held by those organizations to help in building statistical requirements into administrative system then creation or redeveloping their administrative records system.
- (iv) Examine the legal framework that exist with regard to access to access of data from the custodial organization.
- (v) Examine the policies on privacy, information management and sharing of information among government departments.
- (vi) Lay down principles and protocols that explicitly addresses the statistical use of data.
- (vii) Establish inter-ministerial statistical liaison group as a forum for statistical issues of common interest, including the statistical use administrative data.
- (viii) Develop approaches to statistical data integration and promoting common data quality frameworks and tools.
- (ix) Explore the potential of linking administrative data to survey data or other administrative data, or linking administrative data longitudinally to promote the concept of “statistical data integration”.
- (x) Facilitate creation of repository of information including meta data about administrative datasets available with all the Ministries/ Departments within MoSPI.
- (xi) As approved in Nov 2024, the Standardization Cell<sup>18</sup> in ASPD would help the Ministry/Departments/Organizations in-
  - a. Identification of the new areas and subjects related to Data/Statistics<sup>6</sup> for development of standards
  - b. Preparation of the annual programme for standardization of Data/Statistics
  - c. Identifying and nominating experts to the technical committees on standardization of Data/Statistics.

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<sup>18</sup> Included through the Restructuring Order No. A-46030/3/2024-Ad.I dated 14th October, 2024



- d. Examination of the Indian standards relating to Data/Statistics with a view to taking up of review of standards.
  - e. Preparing the plan of action for capacity building on quality control in respect of Data/Statistics and provide training on the basic quality assurance conditions including the following:
    - Legal institutional environment.
    - Statistical institution resources
    - Relevance
    - Modification policy and practices
    - Ease of access to statistical data and metadata
- (xii) Act as nodal division for statistical audits for statistical products generated in the Indian Official Statistics.
- (xiii) Evolving framework for conducting statistical audits.
- a. Assess the current quality of statistical products, including the collection, processing, dissemination, and the review of statistics by comparing them with global standards, and considering international minimum and maximum caps of international standards;
  - b. Set up mechanisms for audit and quality assurance of statistical output at all levels of collection, processing and dissemination of statistics.
  - c. Apply basic quality assurance methods in compliance with the resources of the statistical institution, objectivity, relevance, methodology, accuracy, credibility, and ease of access.
  - d. Provide necessary technical support to ensure quality control of projects and statistical surveys using latest methodologies;
  - e. Provide necessary technical support for continued cooperation with the various government agencies to ensure the quality of data produced from the various entities.
- (xiv) Liaising with National/International agencies relating to Standards and Quality of Statistics.
- (xv) Publication of various Reports

- (xvi) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

### **13. Data Informatics and Innovation Division (DIID)**

The roles and responsibilities of DIID are as follows:

- (i) Formulating and overarching framework for digital transformation of the MoSPI, including the plan for modernization of IT architecture.
- (ii) Providing technical inputs / advice to various divisions on hardware, software and technology stack specifications and also in conceptualizing and planning of projects of divisions, as needed.
- (iii) Coordinate with other divisions on digital initiatives, as needed.
- (iv) Guidelines and policy input on Cyber Security and related issues.
- (v) Design, Development, Updation and Maintenance of the Ministry's website.
- (vi) Maintenance and Updation of e-Sankhyiki Portal & CPI Portal.
- (vii) Dissemination of Microdata of the Surveys and Census conducted by the Ministry.
- (viii) Implementation of Data Innovation-Lab (DI Lab) Component of the Capacity Development (CD) Scheme.
- (ix) Facilitating NIC Cloud Services for hosting and maintenance of the applications/ portals of the Ministry and Delegated Administrator for the creation and updation of official E-mail ID of all officers/ officials of Ministry.
- (x) Publication of Compendium of Datasets/ Registries of various organizations including Ministries /departments.
- (xi) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

### **14. Indian Statistical Institute (ISI) Unit**

The roles and responsibilities of ISI Unit are as follows:

- (i) Administering matters related to Indian Statistical Institute (ISI) Act, 1959.

- (ii) Processing of proposals related to Administrative/ Budget matters of Grant-in-aid to ISI in consultation with IFD, DoE, DoPT etc. including SFC, EFC etc.
- (iii) Release of Grant in Aid to ISI and RC Bose Centre under Non-Scheme.
- (iv) Matters relating to Recruitment Rules/Category Manual of ISI.
- (v) Constitution of Review Committees under Section 8 and Section 9 of ISI Act, the issue of Notifications on constitution and amendments thereto.
- (vi) Laying Annual Report and Audited Accounts of ISI in both the Houses of Parliament.
- (vii) Monitoring the update on DoE web portal (mofapp.nic.in/abpr) on autonomous bodies (ISI – financial matters.).
- (viii) Monitoring DBT portal uploaded with Stipend and fellowship scheme of ISI on a monthly basis and coordination with DBT Mission, Cabinet Secretariat on the behalf of ISI & MoSPI.
- (ix) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.
- (x) Furnishing information on various subject matters to the other Divisions, as sought from time to time.

### **15. Research and Analysis Unit (RAU)**

The roles and responsibilities of RAU are as follows:

- (i) To analyses various statistical products of MoSPI and suggest improvements as research and policy inputs.
- (ii) To study various survey data for assessment of quality of the surveys and suggest possible improvements.
- (iii) To analyze publicly available datasets and share the finding of the analysis with government stakeholders as research and policy inputs.
- (iv) To encourage various reputed Institutes / organizations for various research work utilizing official statistics or for development of official statistics, etc.
- (v) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints,

Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

## 16. MPLADS Division

The roles and responsibilities of Member of Parliament Local Area Development Scheme (MPLADS) Division include monitoring and implementation of the MPLAD Scheme across the country.

### 16.1 Allocation of entitlement in the portal of Hon'ble Members of Parliament

The work of allocation of entitlements of Members of Parliament is being done by dividing the country in six zones viz. East, Northeast, North, West, UTs and South. Zone-wise number of MPs are as follows:

**East:** Bihar, WB, Jharkhand, Orissa =  $56+58+20+31=165$

**NE:** Assam, Sikkim Meghalaya, Arunachal, Manipur, Mizoram, Nagaland, Tripura =  $21+18=39$

**North:** UP, Uttarakhand, HP, Punjab, Haryana, =  $111+8+7+20+15=161$

**West:** Maharashtra, Rajasthan, Gujarat, MP, Chhattisgarh =  $67+35+37+40+16=195$

**UT:** Chandigarh, Delhi, Daman Diu and Dadra NH, Lakshadweep, A&N

Islands Puducherry, J&K, Ladakh =  $1+10+1+1+1+1+2+9+1=27$

**South:** Karnataka, Andhra, Telangana, Tamilnadu, Kerala, Goa =  $40+36+24+57+29+3=189$

### 16.2 Function and responsibilities of MPLADS Division

- (i) Communications and coordination with MPs/NDAs/IDAs/ SNAs for smooth implementation of the scheme.
- (ii) Handling all communications/ queries/ references/ grievances received from different Stakeholders regarding eSAKSHI Portal and MPLAD Scheme Guidelines.
- (iii) Development and maintenance of MPLADS Portal including old portal and related coordination and coordination with PFMS, TCS and SBI
- (iv) Guideline related (old and new) and revision and clarifications thereof.
- (v) Preparation of EFC, Cabinet Note related to MPLADs etc.
- (vi) Preparation of Annual Report.

- (vii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.
- (viii) Liaison with NITI and various Ministries/Departments and coordination with PAO, IFD, CCA and other Divisions of MoSPI/
- (ix) Coordination with CNA on behalf of the Ministry.

### **16.3 MPLADS CNA & CNA Admin**

- (i) Procurement of goods and services
- (ii) Organizing workshops and meetings
- (iii) All Miscellaneous administrative matters and internal coordination
- (iv) Communication with SBI/TCS /PFMS regarding Fund Management system, Compilation of data in the portal, Portal Management and working on defects in the portal if any.
- (v) Work related to integration of external system with the MPLADS – SBI portal (PFMS, Darpan, Sansad portal, etc.)
- (vi) Sharing of user credentials with stakeholders and related activities
- (vii) Processing of e-files for approval under CNA-MPLADS regarding annual limit allocation of MPs. etc.
- (viii) Authorization/ enhancement of fund limit on the MPLADS SBI Portal.

### **17. Infrastructure and Project Monitoring Division (IPMD)**

The roles and responsibilities of IPMD are as follows:

- (i) Project Monitoring – Flash Report / QPISR
- (ii) Monthly DO Letters to the Cabinet Secretariat / PMO e-Samiksha
- (iii) Co-ordination with Line Ministries for monthly updation & Project Initiation (OCMS) or related subjects
- (iv) Preparation of the Background note based on OCMS data for monthly PRAGATI review meetings
- (v) Report preparation for State/ UT s visit of Hon'ble PM
- (vi) Reference from PMO, Cabinet Secretariat, NITI Aayog etc.

- (vii) Monthly Performance review report
- (viii) Social Media (Project & Performance)
- (ix) Redevelopment/ integration of OCMS with IIG/ PMG/ NIP portal of DEA/ DPIIT.
- (x) Project/Scheme Appraisal Meetings, PIB/SFC/ EFC/ EBR/ DIB/ Cabinet Note etc.
- (xi) Redevelopment of software for Infrastructure Performance Monitoring.
- (xii) MoU evaluation meetings or related matters.
- (xiii) Annual Action Plan/ Budget related works.
- (xiv) CSPCC related matters.
- (xv) Trainings in Project management and monitoring.

#### Twenty Point Programme (TPP)

- (i) Quarterly & Monthly Report Preparation
- (ii) RTI & Monthly Report preparation
- (iii) Other matters related to the subject

The Division is also responsible for handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit matters and Court Cases related relating to the Unit/Division.

### **18. Media and Publicity Unit (MPU)**

Media and Publicity Unit (MPU) is responsible for overall media and publicity related matters of the Ministry under the overall supervision of Additional Secretary (MoSPI). The functions of MPU include the following:

- (i) To maintain official social media handles of the Ministry.
- (ii) To coordinate with various Divisions of Ministry and post updates and infographics regarding various activities, data releases and reports of the Ministry on social media.
- (iii) Enhance outreach of the Ministry by creating awareness about the role and activities undertaken by the Ministry and the data and reports released by the Ministry through social media.
- (iv) Prepare and implement an Annual Media Plan to ensure comprehensive media and publicity activities.

- (v) Liaison with Press Information Bureau (PIB), Central Bureau of Communication (CBC) for media and publicity related activities.
- (vi) Prepare Annual Release Calendar for MoSPI.
- (vii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

## **19. Budget and Finance (B&F) Division**

The roles and responsibilities of B&F Division are as follows:

### **19.1 Financial Advice** - Advising the Ministry on all financial matters including

- (i) Procurement of Goods and Services
- (ii) Release of funds to States/ UTs under Capacity Development and MPLAD Scheme
- (iii) Vetting RFPs / tender documents
- (iv) Hiring of accommodation, lease renewal etc.
- (v) Hiring of manpower
- (vi) Medical Reimbursement Cases
- (vii) Release of Grants-in-Aid to Indian Statistical Institute and RC Bose Centre
- (viii) Scrutiny of foreign deputation proposals of officers of the Ministry
- (ix) Seeking advice on various matters from Department of Expenditure, Ministry of Finance

### **19.2 Budget Matters**

- (i) Coordination of Budgetary Matters of the Ministry viz., preparation of BE, RE, Supplementary Demand for Grants etc.
- (ii) Preparation of Detailed Demand for Grants of the Ministry and its printing.
- (iii) Review and monitoring of the Expenditure in the Ministry.
- (iv) Furnishing of Information on 1<sup>st</sup> Stage of Appropriation of Accounts, 2<sup>nd</sup> Stage of Appropriation of Accounts, 3<sup>rd</sup> Stage of Appropriation of Accounts etc.
- (v) Furnishing Information for the Parliamentary Standing Committee on Demands for Grants.

- (vi) Coordination with Department of Economic Affairs and the Department of Expenditure on budgetary and other matters.
- (vii) Re-appropriation and Reallocation of Funds in the Ministry.
- (viii) Co-ordination of PAC, CAG and Audit paras of the Ministry.
- (ix) References received from the Ministry of Finance / Departments of North-East regions.
- (x) Preparation of Monthly DO to Secretary (Expenditure).

## **20. Administration Division**

### **20.1 Admin. I Section**

- (i) All Service and Establishment matters of Group 'A' (Gazetted) Officers of Ministry i.e. Director General (DG), Additional Director General (ADG), Deputy Director General (DDG), Director, Joint Director (JD), Deputy Director (DD), Assistant Director (AD) of Indian Statistical Service (ISS), officers under Central Staffing Scheme, Director, Deputy Secretary (DS), Under Secretary (US), Section Officers (SO) of Central Secretariat Service (CSS), Principal Staff Officer (PSO), Senior Principal Private Secretary (Sr. PPS), Principal Private Secretary (PPS), Private Secretary (PS) of Central Secretariat Stenographers Service (CSSS), Officer of IES and CSOL Services, Senior Statistical Officers (SSO) of Subordinate Statistical Service (SSS), including
  - a. Issue of Notification /Strength Orders, Promotion, Non-Functional Selection Grade (NFSG), Leave, transfer and posting, Preparation and Maintenance of Service Book, Service Verification of officials under Rule 30 of Central Civil Services (Pension) Rules, 2021, deputation, Resignation/Voluntary Retirement requests, acceptance of nomination, link officers' arrangement etc.
  - b. Pay Fixation on Appointment/Promotion/grant of Non-Functional Upgradation (NFU)/Non-Functional Selection Grade (NFSG), annual increment etc. and its verification/audit through Internal Audit Wing (IAW)/ PAO.
  - c. Verification of Forms for grant of Leave encashment on Leave Travel Concession (LTC), advance of LTC, General Provident Fund (GPF) withdrawal, Children Education Allowance etc.
  - d. Management of e-HRMS Portal including Creation and updation of workflow for all Gazetted Officers of MoSPI, leave records, Transfer of leave account to different Ministries on promotion/transfer/deputation, Creation of accounts on



- e-HRMS portal for newly appointed officers, Profile updation of Gazetted Officers of MoSPI, vigilance status and APAR on e-HRMS Portal, compilation of weekly attendance reports of various divisions/field offices.
- e. Sanction for expenditure on training expense to the Institute of Secretariat Training and Management (ISTM) / Department of Personnel & Training (Department of Personnel & Training) and processing the same on Public Financial Management System (PFMS).
  - f. Updation of family details in service records on addition or deletion of family members. Updation in common nomination forms for gratuity, GPF, and CGEGIS benefits in the service book.
  - g. Restructuring of sections/divisions in MoSPI
- (ii) Processing of Pension/ Family Pension cases which includes detailed scrutiny of Service books, and forwarding of pension papers including all related forms. Sanction of Gratuity, GPF, CGEGIS and Leave Encashment Orders on retirement/death. Revision of pension, Payment of arrears for commutation and gratuity amount on the basis of revision of pay.
  - (iii) Review of Group-B Gazetted Officers of CSS and CSSS cadre under Rule 56(j).
  - (iv) Appointment and other service matters in respect of personal staff (co-terminus) of the Hon'ble Minister
  - (v) APAR related work which includes generation of APAR, issuing No Report Certificate in respect of all ISS and SSS officers. Dealing with representations received from ISS and SSS officers regarding APAR. Information to the Nodal Officer of CSS/CSSS for APARs of CSS & CSSS officers.
  - (vi) Work related to Vigilance includes providing service particulars for matters related to foreign training, deputation, promotion, grant of NFU and transfer and seeking vigilance status for relieving purposes, passport, NOC and identity certificates from Vigilance Section, MoSPI.
  - (vii) Monitoring of Public Grievance (PG) portal and Right To information (RTI) portal in respect of Central Public Information Officer (CPIO) and Appellate Authority of Admin.I Section and dealing with PG/RTI in respect of Gazetted Staff.
  - (viii) Preparation and submission of reports regarding quarterly and annual budget estimates of staff strength and in-position data, monthly report on information or Order/direction of ACC, Monthly report on appointment of non-Indian under Govt. of India, Ministry/Departments and attached and subordinate Office, Monthly

report Ad-hoc appointment of Group "A & Group "B" Post/Service, Timahi Report, Probity Portal, disposal of pendency report.

- (ix) Revised Estimate for the previous financial year and Budget Estimate for the current financial year under Major Head "2071- Pension & Other Retirement Benefits" and Major Head "2235-Social Security & Welfare" to the Pay and Accounts Office.
- (x) Work related to Notification includes issuance of notification as per DoPT's guidelines, printing of notification on e-Gazetted, payment of gazette notification bills.
- (xi) Issuance of NOC/ Identity Certificate for employees and their dependent family members, attestation of official/diplomatic passport forms, issuance of safe custody certificate of passport.

## **20.2 Admin. II Section**

- (i) All Service and Establishment matters of Group 'B' (Non-Gazetted) & Group 'C' Staff of Ministry i.e. Assistant Section Officers (ASO) of Central Secretariat Service (CSS), Personal Assistants(PA) of Central Secretariat Stenographers Service (CSSS), Senior Translation Officers(STO) & Junior Translation Officers(JTO) of Central Secretariat Official Language (CSOL), Junior Statistical Officers (JSO) of Subordinate Statistical Service (SSS), Stenographers Grade 'D' of Central Secretariat Stenographers Service (CSSS), Senior Secretariat Assistant (SSA) & Junior Secretariat Assistant (JSA) of Central Secretariat Clerical Service (CSCS) and Multi-Tasking Staff (MTS), Staff Car Drivers (SCD), Canteen Staff, Librarian/Asst. Librarian & Despatch Rider of General Central Service Group 'C'.
  - a. Service and Establishment matters includes issuance of Appointment /Strength Orders, Promotion, Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG), Leave, No Objection Certificate for various purposes, Preparation and Maintenance of Service Book, Service Verification of officials under Rule 30 of Central Civil Services (Pension) Rules, 2021, deputation, Resignation/Voluntary Retirement requests, acceptance of nomination etc.
  - b. Pay Fixation on Appointment/Promotion/grant of Modified Assured Career Progression Scheme (MACP)/Non-Functional Selection Grade (NFSG)/

- Stepping up of pay/Pay Protection, annual increment etc. and its verification/ audit through Internal Audit Wing (IAW)/ PAO.
- c. Leave encashment on Leave Travel Concession (LTC), verification of LTC, General Provident Fund (GPF) withdrawal verification, Children Education Allowance verification etc., issuing sanction for expenditure on training expense as desired by Institute of Secretariat Training and Management (ISTM) / Department of Personnel & Training (Department of Personnel & Training) and processing the same on Public Financial Management System (PFMS).
  - d. Management of e-HRMS Portal including Creation and updation of workflow for all Non-Gazetted Officers of MoSPI, leave records, Transfer of leave account to different Ministries on promotion/transfer/deputation, Creation of accounts on e-HRMS portal for newly appointed officers, Profile updation of non-Gazetted Officers of MoSPI, vigilance status and APAR on e-HRMS Portal.
- (ii) Processing of Pension/ Family Pension cases which includes detailed scrutiny of Service books, checking of service verification entries, missing entries, nominations & CGEGIS entries for preparation of pension cases and forwarding of pension papers including Form-8, Form-7, Form-A, Form-1, Form-3, Form-5, and other relevant documents through Bhavishya Portal as well as in physical form to the Pay and Accounts Office for payment of commutation. Issuance of Gratuity, GPF, CGEGIS and Leave Encashment Orders on retirement/death. Revision of pension, Payment of arrears for commutation and gratuity amount on the basis of revision of pay.
  - (iii) Framing and Revision of Recruitment Rules in respect of Multi-Tasking Staff (MTS) & Staff Car Drivers (SCD) Cadres of this Ministry.
  - (iv) Review of performances of eligible officials/officers under FR 56(j)/(l) & Rule 42 of CCS (Pension) Rules, 2021, respectively.
  - (v) Processing of applications in respect of employees of this Ministry for Appointments on Compassionate grounds on the basis of 100 points merit list.
  - (vi) All Disciplinary Proceedings and Court Matters relating to Non-Gazetted staff posted in MoSPI (Hqrs) (except Junior Statistical Officers).
  - (vii) Monitoring of Public Grievance (PG) portal and Right To information (RTI) portal in respect of Central Public Information Officer (CPIO) and Appellate Authority of

Admin.II Section and dealing with PG/RTI/VIP reference cases in respect of Non-Gazetted Staff.

- (viii) Reporting of vacancies in respect of Multi-Tasking Staff (MTS) to Admin-III Section for onwards reporting to Staff Selection Commission (SSC) and in respect of Assistant Section Officers (ASO)/ Personal Assistant (PA)/Senior Secretariat Assistant (SSA)/ Stenographer Grade 'D' and Junior Secretariat Assistant (JSA) to Department of Personnel & Training, further, in respect of Senior Translation Officers(STO) & Junior Translation Officers (JTO) to Department of Official Language (M/o Home Affairs).
- (ix) Preparation of Reservation Roster registers in respect of Senior Secretariat Assistant (SSA), Junior Secretariat Assistant (JSA) and Multi Tasking Staff (MTS) of this Ministry.
- (x) Continuation of temporary posts in Programme Implementation (PI) wing in consultation with concerned Divisions of this Ministry, Internal Finance Division (IFD) and Ministry of Finance.
- (xi) Election related matters in consultation with concerned Nodal officers of Election Commission/ State Election Commission for providing of Manpower, forwarding request for exemption/substitute, in General Election/ State Election/ Municipal Corporation of Delhi (MCD) Election.
- (xii) Monthly/ quarterly/ yearly returns/reports in respect of Prime Minister's new 15 point programme for welfare of Minorities, Representation of Scheduled Castes, Scheduled Tribes, Other Backward Castes and Persons with Benchmark Disability in Central Government services, Hindi, Disciplinary /Fundamental Rule 56 (j)(l) &Rule 42of Central Civil Services (Pension) Rules, 2021.
- (xiii) Increasing Efficiency in Decision Making related matters in collaboration with Coordination Section.
- (xiv) Preparation of data and generation of Annual Performance Assessment Report (APAR) on Sparrow portal and also in physical mode in respect of all Non-Gazetted staff of Ministry and their follow up and closing on the Sparrow portal.

### **20.3 Admin. III Section**

#### **20.3.1 Administrative matters**

- (i) All organizational matters of Field Operations Division (FOD), Household Survey Division (HSD) [erstwhile Survey Design and Research Division (SDRD)] and

Enterprise Survey Division (EnSD) [erstwhile Data Processing Division (DPD) and Industrial Statistics (IS) Wing] requiring approval of this Ministry and Nodal Ministries.

- (ii) All court cases of FOD, HSD and EnSD.
- (iii) Deals the Contempt cases of FOD, HSD and EnSD on top priority and efficiently so that no adverse orders passed against UoI in court matters.
- (iv) Thorough examination of all proposal/ file and prepare self-contained notes on files of the court cases before referring the files to Nodal Ministries such as DOPT, M/o Law, D/o Expenditure and D/o P&PW for seeking their advices/ concurrence.
- (v) Consistent efforts are made to reduce litigation in terms of Government of India guidelines.
- (vi) Issuing appropriate instructions to attached and subordinate offices of FOD, HSD and EnSD from time to time for defending / monitoring of the court cases appropriately before the Hon'ble Supreme Court / High Court/ CAT.
- (vii) Collection of vacancies for Group 'C' and 'D' post from FOD/ HSD/ EnSD and Ministry (proper) after examine the same, online submission of the consolidated requisition to the SSC.
- (viii) Creation and Revival of all Group 'A', 'B' & 'C' posts existing in FOD /HSD/EnSD of this Ministry.
- (ix) Appointment to Group 'A' posts by convening the DPCs for promotion.
- (x) Declaration of HODs in the Divisions / Units of MoSPI.
- (xi) Filling up of Group 'A' posts on deputation basis of HSD/EnSD in association with UPSC.

### **20.3.2 Policy matters**

- (i) Framing & revision of Recruitment Rules (RRs) of all Group 'A', 'B' & 'C' posts in FOD, HSD and EnSD in consultation with Nodal Agencies (DOPT/ UPSC/ DOLA)
- (ii) Framing/ review of guidelines on various subjects like deputation etc.
- (iii) Issuing instructions to all Divisions/ Units etc. on various matters/issues.

### **20.3.3 Financial matters**

- (i) Delegation of Financial Powers (DFPRs)

- (ii) Matters relating to MACPS in case of consultation with Nodal Agency
- (iii) Consultation with Nodal Agency with regard to cases of Medical Bills
- (iv) Purchase of Land for Field Offices/ lease Deed Matters
- (v) Processing of Bills for publication of various Notifications/ Rules in the Gazette of India.

#### **20.3.4 General Pool Residential Accommodation (GPRA) matters**

- (i) All various services in e-Sampada (General Pool Residential Accommodation) to facilitate staff & senior officials of the Ministry.
- (ii) Registration/ profile updation of DE-2 Form/ Forwarding of Application to Directorate of Estates of officer/officials of this Ministry.
- (iii) Receiving of Acceptance of allotment and issuance of Authority Slip and License Fee bills of officer/ officials of this Ministry.
- (iv) Retention of Accommodation/ Regularization of Accommodation/ Change of Accommodation/ Clearance Certificate/No Demand Certificate (for pension) of officer/ officials of this Ministry.
- (v) Processing of Name change request in E-Sampada of officer/ officials of this Ministry.
- (vi) Forwarding the application of officer/ officials of this Ministry to R.M.L. Hospital for issuing of Medical Certificate for GPRA on Medical Ground.
- (vii) Matters relating to EDP structure in HSD/EnSD/DIID (Non-Gazetted).
- (viii) Processing of all MP/VIP/PMO references/ cases of FOD, HSD and EnSD.

#### **20.3.5 Other Important Matters**

- (i) Disposal of Monthly/ Quarterly/ Yearly Reports/ Hindi Reports/ pendency reports etc. pertaining to this Section.
- (ii) Returns/various representations of HSD/EnSD of this Ministry.
- (iii) JCM matters and recognition of staff association under CCS (RSA) Rules 1993.
- (iv) Maintenance of files/VIP Register, RTI register, Public Grievances case register/MTS book.
- (v) Maintaining the records of dispatch/ receivables/ Hindi register of the Section.
- (vi) All financial matters of attached and subordinate offices of NSO (HSD/EnSD).

- (vii) All Administrative/Establishment/Policy matters of NSO (HSD/EnSD)
- (viii) Reform/ Restructuring matters of MoSPI
- (ix) Constitution of Committees to look into various issues of MoSPI
- (x) Review of Ministerial & Non-Ministerial staff deployed in various Cadres in Attached & Sub-Ordinate Offices of MoSPI
- (xi) Guidance/ advice on other policy matters.
- (xii) Issuing Compendium of roles & responsibilities.

#### **20.3.6 Miscellaneous Matters**

- (i) RTI Applications
- (ii) Public Grievances (PGs)
- (iii) Grant of NOC for GPRA Approval in respect of Field Offices
- (iv) Publication of various Notifications in the Gazette of India
- (v) Appropriate action and the Representations received in the Ministry etc.
- (vi) Nomination and participation of Officers of MoSPI (Hq.) in various DPCs in Divisions / Units.

#### **20.4 Admin. IV Section**

- (i) CGHS Card
- (ii) Medical Bills
- (iii) LTC matters
- (iv) TA / TTA advances
- (v) Reimbursement of Office bags
- (vi) Reimbursement of Newspaper bills
- (vii) Reimbursement of Telephone / Mobile / Broadband bills.
- (viii) Hospitality bills
- (ix) GPF Advances / GPF withdrawal
- (x) House Building Advance

## **20.5 Admin. V Section**

This section deals with the administrative and policy matters relating to Electronic Data Processing (EDP) Cadre posts in Data Informatics and Innovation Division (DIID) (erstwhile Computer Centre) and various Plan Posts in National Statistical Systems Training Academy (NSSTA) and other important policy matters of DIID / NSSTA wherein Ministry is the Competent Authority such as:

- (i) Creation and revival of posts
- (ii) Filling up the posts
- (iii) Framing and revision of Recruitment Rules (RRs)
- (iv) Grant of NOC for applying to deputation
- (v) Declaration of HOD
- (vi) Guidance / advice on important policy matters
- (vii) Other miscellaneous matters like RTI Applications, PGs, Representations etc.

## **20.6 Cash Section (Statistics)**

- (i) Salary bills of Officers/officials of Statistics Wing i/c personal staff of Hon'ble Minister and provisional pension bill and honorarium bill in respect of Chairman and Members of National Statistical commission. And retirement benefits' Bills.
- (ii) Transfer of Grant to ISI and States/UTs etc.
- (iii) Income tax, TDS & GST deduction related matters.
- (iv) NPS regarding matters.
- (v) Children Education Allowance, GPF & Medical Bills.
- (vi) TA/DA, TTA & LTC Bills. LTC Bills (Advance/ Adjustment/ Final)
- (vii) Advance TA, LTC, Medical, HBA, Computer, Motor Car etc.
- (viii) Maintenance of GPF of Statistics Wing.
- (ix) Expenditure Reports (Monthly, Quarterly & Annually) submission to M/o Finance, PAO and Budget Section. Any other reports related to this section.
- (x) Contingency Bills, Telephone Bills, GeM Bills, Hospitality Bills, Air Tickets Bills, MTS/Data Entry Operator on Daily wage salary Bills, remuneration bill for professional consultants other Bills received from General Section.



(xi) Cashier's duties i.e. Recoupment of Imprest Money. Maintenance of Cash book. To visit bank for encashment/ deposit of Cheques. Filling of challans and submission to bank.

### **20.7 Cash Section (PI Wing)**

- (i) Salary bills of Officers/officials of PI Wing i/c bills for provisional pension & retirement benefits.
- (ii) Income tax, TDS & GST deduction related matters.
- (iii) NPS regarding matters.
- (iv) Children Education Allowance, GPF & Medical Bills.
- (v) TA/DA, TTA & LTC Bills. LTC Bills (Advance/ Adjustment/ Final)
- (vi) Advance TA, LTC, Medical, HBA, Computer, Motor Car etc.
- (vii) MPLADS/IPMD related bills.
- (viii) Transfer of Grant to States/UTs etc.
- (ix) Expenditure Reports (Monthly, Quarterly & Annually) submission to M/o Finance, PAO and Budget Section.
- (x) Contingency Bills, Telephone Bills, GeM Bills, Hospitality Bills, Air Tickets Bills, other Bills received from General Section.
- (xi) To visit bank for encashment/ deposit of Cheques. Filling of challans and submission to Bank.

### **20.8 General Administration**

General Administration is responsible for ensuring smooth administrative functioning and facilitating the efficient delivery of services. It is responsible for overseeing and managing the internal operations of the Ministry, ensuring that all activities align with Government policies and contribute to the effective execution of Office work. Following are the key roles and responsibilities of General Administration:

- (i) Facilitating smooth communication and coordination among various departments and units within the Ministry.
- (ii) Managing the recruitment process of DEO, Daily wager, IT manpower etc. to meet the Ministry's requirements.

- (iii) Overseeing the procurement process for goods and services required by the Ministry, ensuring transparency and adherence to public procurement norms.
- (iv) Overseeing the day-to-day management of office resources, including office supplies, equipment, and facilities.
- (v) Managing the allocation and maintenance of official vehicles and ensuring compliance with Government guidelines for vehicle use.
- (vi) Organizing meetings, conferences and official events, ensuring logistical support, scheduling, and preparation of materials. Facilitating official meetings by booking conference halls and making arrangement for High Tea, lunch etc.
- (vii) Managing the Ministry's information technology equipment's, ensuring they are operational and secure.

## **21. Coordination (Admin.) / Hindi / RTI / PIGR / Parliament Sections**

### **21.1 Coordination (Admin.) Section**

- (i) Filling up of vacancies in Mission Mode. (however, Coordination cannot fill the vacancies of the Ministry.
- (ii) Re-constitution of Internal Complaints Committee (ICC) against the sexual Harassment in the Ministry.
- (iii) Handling Limbs portal in regard court cases
- (iv) Swachhata Pakhwada
- (v) Special Campaign launched by DARPG
- (vi) Vacancy position of Ministry to upload on Cabinet Secretariat's e-Samiksha Portal.
- (vii) Reducing Pending matters.
- (viii) Various periodic reports like Ad-hoc appointment, ACC directions, ER-I returns, appointment of Ex-servicemen in group C & D.
- (ix) Greater participation of Women in various events and activities.
- (x) Prepare quarterly reports on programmes, schemes and position of the Government etc. on issue of public interest.
- (xi) Nominations for Awards like Padma Awards, Good Governance Awards etc.
- (xii) Misc. administrative matters.

## **21.2 Hindi Section**

- (i) Implementation of Official Language policy, Official Language Act, 1963 and Rules made thereunder, administrative directions in respect of use of Hindi in the Department.
- (ii) Departmental Official Language Implementation Committee, Hindi Advisory Committee, Central Official Language Implementation Committee, Central Hindi Committee and matters related to other bodies in respect of use and propagation of Hindi, organizing Hindi workshops and matters related to inspection of subordinate offices of the ministry by the Committee of Parliament on Official Language and action taken on suggestions of/ assurances to the Committee.
- (iii) Matters related to various Hindi trainings such as Hindi Language, Hindi Typing/Hindi Stenography training etc.
- (iv) Matters related to attached/subordinate offices of the ministry regarding progressive use of Hindi.
- (v) Quarterly Progress Reports and Annual Assessment Report in respect of use of Hindi.
- (vi) Implementation of various incentive schemes to promote use of Hindi.
- (vii) Organizing various competitions on the occasion of Hindi Day /Fortnight and distribution of awards.
- (viii) To reply letters received from applicants under RTI Act, 2005.
- (ix) Translation of official document like parliament question and other parliament related matters, Annual Report, CPI, IIP, matters related to MPLADS, Demand for Grants, Notification, Press Notes, Cabinet Notes etc.
- (x) To monitor progress in achieving targets fixed in Annual Programme issued by the Department of Official Language from time to time.

## **21.3 RTI / PIGR / Parliament Section**

- (i) All matters relating to Public Grievance including operation of PG Portal in the Ministry.
- (ii) All matters relating to implementation of RTI Act in the Ministry including operation of RTI-MIS Portal.
- (iii) All matters relating to designating CPIOs/ FAAs and Grievance Redressal Officers.

- (iv) Compilation of Proactive Disclosure u/s 4 of the RTI Act 2005.
- (v) Transparency Audit of Suo-Moto Disclosure under RTI Act 2005.
- (vi) Issue of notices of LS / RS Parliament Questions to the concerned Division/Section.
- (vii) Coordination with the Divisions/Sections of this Ministry in respect of replies of Parliament Questions.
- (viii) Handling Digital Portal of Lok Sabha and Rajya Sabha and uploading final replies of Parliament Questions.
- (ix) Collection, Compilation of material related to Issues likely to be raised during the Parliament Sessions; Bills and other items of Government Business related to this Ministry.
- (x) Collection, Compilation of material related to President Address related to this Ministry and send to the Cabinet Secretariat / PMO.
- (xi) Issue of Parliament Session Calendar and passes for the officers/staff of the Ministry.
- (xii) Circulate and monitor the matters related to Rule 377 of Lok Sabha and by way of Special Mention in Rajya Sabha.
- (xiii) Sending updated Business of Lok Sabha and Rajya Sabha daily sharp 9.00 A.M. to Hon'ble Minister (I/C), S&PI.
- (xiv) Work relating to Standing Committee on Finance.

## **22. Subordinate Statistical Service (SSS) Division**

The main roles and responsibilities of the SSS Division are as follows:

- (i) Cadre Management of Subordinate Statistical Service Cadre (SSS Cadre Group "B" Gazetted (SSOs) and Non-Gazetted (JSOs) posts in various Ministries/Organizations/Departments.
- (ii) All matters related to the Recruitment of JSOs through Combined Graduate Level Examination conducted by the SSC including assessment and intimation of vacancies of JSO's, correspondence with SSC, monitoring of dossiers, medical examination of candidates, verification of character and antecedents of candidates through concerned authorities, document verification, issue of offers of appointment etc.

- (iii) Formulation of Policy relating to Postings and Transfers of SSS officers, facilitating TPC meetings, examination of representation/ requests regarding posting/transfers of SSS officers, issue of orders for Postings and transfers of SSS officers and handling all related issues.
- (iv) Convening/facilitating Designated Screening Committee meetings for confirmation SSS officers on completion of probation, issue of orders confirmation, examination and disposal of representation/requests related to confirmation and handling all related matters.
- (v) Convening/facilitating DPC meetings for promotion of SSS officers, issue of promotion orders. Examination and disposal of representations/requests related to promotion and handling all related matters.
- (vi) Convening/facilitating DSC meetings for grant of financial upgradation to SSS officers under ACP/MACP, issue of orders granting Financial upgradation to SSS officers under ACP/MACP, examination and disposal of representations/requests related to financial upgradation under ACP/MACP and handling all related matters.
- (vii) Framing/amending Recruitment Rules of SSS and matters related thereto.
- (viii) Preparation of reservation rosters of SSS officers, processing of reservation related issues and correspondence with concerned Commissions.
- (ix) Encadrement of statistical group posts in SSS cadre.
- (x) Handling Disciplinary and Vigilance cases of SSS officers including suspension matters and sanction of honorarium for IOs and POs.
- (xi) Training of SSS officers.
- (xii) Preparation of Seniority list and Civil list of SSS officers and examination and disposal of all related representations/requests/issues/matters.
- (xiii) Conducting the cadre review of Sub-ordinate Statistical Service periodically
- (xiv) Handling POSH matters related to SSS officers.
- (xv) Pay upgradation and other pay related issues of SSS officers.
- (xvi) All matters relating to technical resignation/resignation etc. of SSS officers.
- (xvii) Matters related to issue of 'NOC' for higher studies of SSS Officers.
- (xviii) All matters related to deputation of SSS Officers
- (xix) Periodic review of services of SSS officers under FR 56 (j).

- (xx) SPARROW, APAR Dossiers and related work of SSS officers.
- (xxi) Annual Property Returns/IPRs of SSS Officers.
- (xxii) Furnishing of miscall, Reports>Returns/information to Coordination Division, Vigilance Division, IICU, IFD, OL Division etc.
- (xxiii) Granting/ extending recognition to Association of SSS officers and handling other issues related to the Association.
- (xxiv) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

### **23. Indian Statistical Service (ISS) Division**

ISS Division is the Cadre Controlling Authority of the officers of Indian Statistical Service looking after their service-related matters such as recruitment, promotion, matters related to financial upgradations, transfer/ postings, empanelment, cadre reviews, recruitment rules, court cases, etc. The roles and responsibilities of ISS Division are summarized as under:

- (i) Recruitment of eligible officers into entry grade (JTS) through ISS Exam conducted by UPSC.
- (ii) Convening of DPCs for promotion from feeder cadre, i.e. Subordinate Statistical Service (SSS) into entry grade of ISS (JTS) and promotion of in-service ISS officers to subsequent grades.
- (iii) All the work related to transfer and postings of ISS officers on promotion or otherwise through an established mechanism of Transfer and Placement Committee (TPC).
- (iv) Processing of all matters related to financial upgradation of ISS officers such grant of NFU/ NFSG.
- (v) Framing and notification of Service/ Recruitment Rules laying the foundation of the principles guiding the Indian Statistical Service and drafting a suitable transfer and placement policy to manage the transfer and postings of in-service ISS officers.
- (vi) Processing and forwarding the deputation applications of eligible ISS officers.
- (vii) Conducting the cadre review of Indian Statistical Service periodically.

- (viii) All the work related to empanelment of ISS officers to the post of Joint Secretary, Additional Secretary and Secretary to the Government of India.
- (ix) Monitoring, maintenance and completion of APAR Dossiers. Maintenance of SPARROW portal and up-dation of officer profile.
- (x) Maintenance of grade-wise database in respect of ISS officers.
- (xi) Processing miscellaneous service matters in respect of ISS officers such as VRS, applications for Study Leave, applications regarding name change, preparation of seniority and civil list, e-HRMS portal, FR-56(j), monthly reports etc.
- (xii) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit and Court Cases related matters relating to the Unit/Division.

#### **24. Vigilance Division**

The Chief Vigilance Officer (CVO) heads the vigilance division in the Ministry and acts as an Advisor to the Chief Executive in all matters pertaining to Vigilance. The functions of Vigilance Division are as follows:

- (i) Processing complaints and disciplinary cases related to misconduct involving vigilance angle (as defined by Central Vigilance Commission (CVC)) and the court cases pertaining thereto.
- (ii) Preventive measures to curb misconduct involving vigilance angle in the Ministry along with all the attached and subordinate offices which involves reviewing and streamlining of existing procedures which appear to afford scope for such misconduct.
- (iii) Processing Vigilance Clearance of all officials of this Ministry including those posted across the Ministries/ Departments for various purposes like promotion, deputation, grant of MACP, grant of NFSG/NFU/NFS, ex-India leave, confirmation in service, transfer, review of service under Rule 56 (j), NOC/IC for passport, retirement including superannuation and VRS, resignation including technical resignation, NOC for recruitment processes etc. This includes collection and collation of data from various regional offices of this Ministry as well as various Ministries/Offices of the Govt. of India where the Officials of this Ministry are posted.

- (iv) Processing appointment of CVO in the Ministry (in consultation with CVC) as well as Vigilance Officers in the attached and subordinate Offices.
- (v) Furnishing information related to vigilance/ court matters inter alia as mentioned above in the various portals managed by Department of Personnel & Training (DoPT), Department of Legal Affairs (DoLA) & CVC which includes monthly and quarterly reports.
- (vi) Taking advice of the CVC, DoPT, UPSC & DoLA etc., as per the requirement of rules and guidelines or whenever the need arises.
- (vii) Observance of Vigilance Awareness Week in the Ministry along with all the attached and subordinate Offices and submitting the report of various activities to CVC via their VAW portal.
- (viii) Organizing training and capacity building programmes in respect of vigilance awareness as per the instructions of CVC.
- (ix) Preparation of Agreed List & its review.

## **25. Indian Statistical Institute (ISI)**

The Indian Statistical Institute (ISI), a premier and internationally acclaimed research, teaching and training Institute, founded in 1931, is recognized as an Institute of national importance by an Act of Parliament in 1959. The Institute has distinguished faculty in statistics, mathematics, computer science, economics and other disciplines of natural and social sciences. Many of them are fellows of the Indian National Science Academy, Indian Academy of Sciences, Indian National Academy of Engineering, National Academy of Sciences, India, Institute of Electrical & Electronics Engineers (IEEE) and many other distinguished scientific societies in India and abroad, and also recipients of prestigious awards like, S. S. Bhatnagar Prize, Homi Bhabha Award, Infosys Prize, etc. The vision of the ISI is '*To nurture Statistics as a unifying force across disciplines; encompass emerging areas of research in all our scientific divisions and strive towards advancing data-driven strategies for national development and social welfare.*'

### **25.1 Responsibilities and functions in ISI**

**General Body** – The GB in its Annual General Meetings consider the Annual Report of the Institute including the balance sheet and auditors' report to make them available to the Government of India for placement thereof in the Parliament within nine months from completion of each financial year, as required under the law.



**Governing Council** – The Council is the highest policy-making body of the Institute as per the Memorandum of Association. The Council also makes the final decision about the formal award of degrees and diplomas and the membership of the Institute. The Council is the Governing Body of the Institute and function as under:

- (i) To consider and approve the scientific and academic programmes of the Institute.
- (ii) To prepare and adopt the annual budget.
- (iii) To award degrees, diplomas and certificates to successful candidates appearing at the various examinations on the basis of recommendations of the Academic Council (A.C.).
- (iv) To take decision on any academic and administrative matters that may be referred to it by the Director.
- (v) To undertake any other activities that are consistent with the objects of the Institute or needed for the efficient management of the Institute.
- (vi) To set up such committees, working parties or boards other than these statutorily provided for and create and fill up such posts as it may considered necessary from time to time for the proper management of the affairs of the Institute.
- (vii) To receive grants from the Government and raise funds from other sources necessary for the Institute.

**Director** – The Director shall be the principal executive officer of the Institute and the head of all its academic and administrative activities. The Director shall be responsible for the administration of the affairs of the Institute subject to the control of the ISI Council. She shall also represent the Institute in business and legal transactions, shall receive on behalf of the Institute and disburse all funds of the Institute and shall sign all necessary documents on behalf of the Institute subject to the Bye-Laws and directions of the Council, if any.

**Divisions and Centres of ISI** – There are seven Division in ISI viz. Theoretical Statistics and Mathematics, Applied Statistics, Biological Sciences, Social Sciences, Computer and Communication Sciences Physics, Statistical Quality Control and Operations Research and Earth Sciences. There are three Centres of ISI at. Delhi, Bangalore and Chennai and a branch in Giridih. The Professor-in-Charge/Centre Head are the principal executive officer of the respective Divisions/Centres and the head of all its academic and administrative activities. Dean of Studies is responsible for all matters relating to admissions in ISI.

**Chief Executive (Administration & Finance)** – CEAF is the overall In-Charge of the General administration, personnel management, security, budget, finance and accounts of the Institute.

## **26. National Statistical Commission (NSC)**

As per Notification No. 478 dated 5<sup>th</sup> November, 2019, the functions of the National Statistical Commission are:

- (i) to identify the core statistics, which are of national importance and are critical to the development of the economy;
- (ii) to constitute professional committees or working groups to assist the Commission on various technical issues;
- (iii) to evolve national policies and priorities relating to the statistical system;
- (iv) to evolve standard statistical concepts, definitions, classifications and methodologies in different areas in statistics and lay down national quality standards on core statistics;
- (v) to evolve national strategies for the collection, tabulation and dissemination of core statistics, including the release calendar for various data sets;
- (vi) to evolve national strategies for human resource development on official statistics including information technology and communication needs of the statistical system;
- (vii) to evolve measures for improving public trust in official statistics;
- (viii) to evolve measures for effective co-ordination with State Governments and Union Territory Administrations on statistical activities including strengthening of existing institutional mechanisms;
- (ix) to exercise statistical co-ordination between Ministries, Departments and other agencies of the Central Government;
- (x) to exercise statistical audit over the statistical activities to ensure quality and integrity of the statistical products
- (xi) to recommend to the Central Government, or any State Government, as the case may be, measures to effectively implement the standards, strategies and other measures evolved under clauses (c) to (h)
- (xii) to advise the Government on the requirement of legislative measures on statistical

matters including the statute for the National Statistical Commission.

- (xiii) to monitor and review the functioning of the statistical system in the light of the laid down policies, standards and methodologies and recommend measures for enhanced performance.

## **27. National Statistical Commission (NSC) Secretariat**

In accordance with the Gazette Notification dated 19<sup>th</sup> December, 2019, the following roles and responsibilities are vested with the National Statistical Commission Secretariat:

- (i) To provide support to Secretary of the National Statistical Commission (NSC) for the work related to National Statistical Commission (NSC)
- (ii) To prepare draft Annual Report of NSC
- (iii) Conduct of NSC Meetings, including preparation of Agenda and Minutes of the Meetings
- (iv) Enable logistic support to NSC Chairperson/Members.
- (v) Handling RTI, Parliament Questions (Rajya Sabha & Lok Sabha), Parliamentary Assurances, VIP references, Cabinet Secretariat / PMO Matters, Complaints, Public Grievances, Budget matters including Outcome/Performance Budget, Audit matters and Court Cases related relating to the Unit/Division.

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सत्यमेव जयते

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**Ministry of Statistics and Programme Implementation**  
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