

MANUAL
OF
RIGHT TO INFORMATION ACT

ECONOMIC AND STATISTICS DEPARTMENT
Government of HIMACHAL PRADESH

(IN PURSUANCE TO PARA 4 (1) b OF
CHAPTER II OF
THE RIGHT TO INFORMATION ACT, 2005)

(Manual updated upto 31-3-2018)

CONTENTS

SR. NO.	ITEM	PAGE
1.	INTRODUCTION;	1-12
2.	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;	12-24
3.	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;	24
4.	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;	24
5.	RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROLS OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;	24
6.	STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;	25-28
7.	PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;	28
8.	STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS IT'S PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH	28-29

9.	MEETINGS ARE CESSIBLE FOR PUBLIC; BUDGET ALLOCATED TO EACH OF ITS AGENCY,INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;	30
10.	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF ENEFICIARIES OF SUCH PROGRAMMES;	30
11.	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;	31
12.	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;	31
13.	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;	31-32
14.	DIRECTORY OF ITS OFFICERS AND EMPLOYEES;	32-35
15.	OTHER INFORMATION AS MAY BE PRESCRIBED AND HEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;	36-39
16.	NAMES, DESIGNATIONS OR OTHER PARTICULARS OF THE APIO.PUBLIC INFORMATION OFFICERAS AND APPELLATE AUTHORITY;	39-41
17.	OTHER INFORMATION AS MAY BE PRESCRIBED AND HEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;	41

ECONOMIC AND STATISTICS DEPARTMENT, HIMACHAL PRADESH.

1. Introduction

The Department of Economic and Statistics in Himachal Pradesh is functioning since the year 1955-56. The Directorate of Economics & Statistics came into being with the objective to advise the state government on Economic and Statistical matters for formulation of policies and plan. The mandate of the department is to assess the economic development of the state through the estimation of State Domestic product presentation of economic scenario of the state through fact and figures, census and survey and studies.

2. Vision, Mission, Objective and Function of the Department;

2.1 Vision

"To develop the best and most innovative State Statistical System to enable timely inputs for effective use in policy formulation, decision making and monitoring programmes and projects for efficient use of State resources."

2.2 Mission

2.2.1 To make available reliable and timely statistics through appropriate use of information technology and to undertake regular assessment of data needs for informed decision making.

2.2.2 To adopt and evolve standards and methodologies for statistics and cater to the emerging data needs.

2.2.3 To continue to assess skill requirement and develop human resource capacity at all levels of the statistical system and Government.

2.3 Objective

2.3.1 To make available data/statistics on some key parameters to Planners and Policy makers and decision makers in Government and outside.

- 2.3.2 To improve the quality and reliability of existing data sets and to simplify and standardize data collection, compilation and analysis method.
- 2.3.3 To make available new data sets on emerging fields to meet the demand of policy makers and planners.
- 2.3.4 To reduce time lag in bringing out Statistical information.
- 2.3.5 To conduct survey and studies as per the priorities of the State Government.
- 2.3.6 Human Resource Development with special reference to effective use of Information Technology in collection, compilation and analysis of statistical data.

2.4 Functions of the Department;

The subject allotted to this department according to "The Business of the Government (Allocation) Rules 1971" is as below:

- 2.4.1 Gross State/District Domestic Product, State/District Income estimation
- 2.4.2 Public Finance
- 2.4.3 Socio-Economic Surveys
- 2.4.4 Rural Development statistics
- 2.4.5 Census of H.P. Employees
- 2.4.6 Official Statistics
- 2.4.7 Prices Statistics
- 2.4.8 Labour Statistics
- 2.4.9 Statistical Training
- 2.4.10 Evaluation of Programmes
- 2.4.11 Co-ordination between Statistical work of other departments
- 2.4.12 Establishment, Budget & Account matters.
- 2.4.13 Classification of H.P. Government Budget and Budget of Local Bodies.

Besides above the department was allotted some additional subject after the year 1971:

- 2.4.14 National Sample Survey
- 2.4.15 Tribal research studies

- 2.4.16 Housing & Building Statistics
- 2.4.17 Capital Formation
- 2.4.18 Collection of all types of statistics at block level
- 2.4.19 Index of Industrial Production
- 2.4.20 Computerization of data
- 2.4.21 District Income Estimation
- 2.4.22 Economic Census.
- 2.4.23 13th Finance Commission indicators
- 2.4.24 14th Finance Commission
- 2.4.25 Surveys on employment & unemployment

The main functions of the Department is to build firm and broad data bank for the Pradesh so as to serve as useful data base for all plan and policy formulations, bring out the estimates of GSDP State Income and the economic growth, conduct of various studies and Surveys and coordinate various Statistical activities of different departments in the state.

1. GSDP (State Income)

1.1 Estimation of GSDP(State Income) and DDP (District Income)

The most important work of the department is to estimate the GSDP(State Income), DDP (District Income) which is now being recognized significant and reliable indicators to measure the economic growth of the state. These estimates are presented in the Economic Survey during budget session of Vidhan Sabha every year. Special expertise is involved in this very voluminous and huge calculation work to find out the income generated, contribution and rate of growth under different sectors of the economy. No developmental scheme can be made successful without properly assessing the contribution, growth scenario of the sector to which the schemes pertains. The state income estimates also help in studying the sectoral, regional development imbalances, formulation of taxation policies and receiving central grants etc.

1.2 Public Finance:

The economic and purpose classification of Govt. Budget and Local Bodies is done every year by the department which is very important for understanding and analyzing the flow of Govt. funds under various heads.

sub-heads. For the understanding of Govt. Budget at a glance, a publication "Budget-in-Brief" is prepared for presentation in Budget session which depicts a summarized picture of state budget. Besides this the publication "Economic Classification of Himachal Pradesh Govt. Budget" & "Local Bodies Budget" are also brought out every year.

1.3 Estimation of Capital Formation

Department also undertakes the work of estimation of Capital Formation every year. Due to paucity of staff and other essential prerequisites, the department prepares only the estimates of Capital Formation for Govt. sector only. Estimation of Corporate and Households sector has been initiated.

1.4 FRBM (Fiscal Responsibility Budget Management)

Under FRBM Act 2005, Himachal Pradesh government is committed to bring down the fiscal deficit to achieve the objective. This department is preparing the data on plan and non-plan expenditure and classifying the budget asked from all government departments.

2. National sample survey (NSS) and other surveys

2.1 National Sample Survey

Himachal Pradesh started participating in the National Sample Survey programme from 27th round i.e. 1972 and has now entered into 75th round in July, 2017. The National Sample Survey work involves the field study on various subjects assigned during the round which is done on sample matching basis as allotted by Govt. of India. This voluminous work involves door to door approach for which large number of field functionaries is required. After field work the filled in schedules are thoroughly scrutinized. This exercise needs sufficient man power. The department has now started the tabulation and preparation on report of these surveys at headquarters level. The results of these surveys are used for estimation of Consumption Expenditure, Poverty line and other Planning Indicators.

2.2 Surveys and Evaluation Studies

Many ad-hoc surveys/studies etc. are being conducted by the department which provides a bench mark of various projects and programmes of the Govt. as per the priorities of the State Government.

3 Official Statistics

3.1 Economic Survey of H.P."and "Budget in Brief"

Besides, bringing out its regular publications and ad-hoc publications the department prepare "**Economic Survey of H.P.**" and "**Budget in Brief**", which is presented every year in the budget session of Vidhan Sabha one day before the presentation of budget by the Hon'ble Chief Minister.

3.2 State Storehouse of Data

Department is making concerted efforts to collect, scrutinize, analyze and interpret all sorts of Official Statistics which is disseminated to planners, policy makers and scholars through various publications viz (i) Statistical Year Book (ii) Statistical Abstract of State and Pamphlets/Handouts of various types and other district, block level statistical publications etc.

3.3 Rural Development Statistics

The department collects block wise data to be presented in Block Level Publications. Block level Development Indicator publications are brought out by District Statistical Offices.

3.4 Tribal Statistics

Department collects and compiles data relating to tribal areas and prepares the publication Tribal Out-Line, which represents the data of Tribal areas.

3.5 Urban Statistics

Department collects and compiles data relating to urban areas and prepares the publication. The urban statistics was published and is being updated.

3.6 Prices Statistics

Containment of Inflation is on the priority list of the government. Price collection and compilation is an important assignment with Department of Economic and Statistics and well knit mechanism is being maintained for ensuring correctness in reported prices. The department is engaged in collection of prices in different formats i.e. 16 essential items of daily needs on weekly basis like food grains, major pulses, sugar, oil etc., Whole Sale & Retail prices of 104 items on monthly basis, Live stock Prices on yearly and quarterly basis, Building material prices on quarterly basis and Labour Bureau price indices. The department also supplies the prices of various building material to National Building Organization. The price collection work is done by the District Statistical Offices of the department.

3.7 Housing and Building Statistics

Under the three tier system of collection of Housing and Building Statistics of National Building Organization, Govt. of India (N.B.O.), the department collected and compiled the Housing and Building Statistics for all the newly constructed buildings in both public and private sectors and forwarded it to N.B.O.

3.8 Documentation

To present the data in more presentable form. similarity and consistency, documentation of all the publications is being done at the headquarters. In this section, the publications received from districts are comparatively analyzed and improvements made to present the data in a better format on department's website.

3.9 Library and Reference Room

The department is maintaining well equipped Library and reading room in the premises of Directorate. The reference/reading room is equipped with books on Economics, Mathematics, Commerce, Statistics and other related subjects. Various publications of this department and other line departments are also displayed in the reference/ reading room. The Researchers/ University students visit the Library for collecting and culling out relevant data information from these books, publications and periodicals.

4. Census

4.1 Census of Himachal Pradesh Employees

Department conducts an annual census of all Himachal Pradesh Government Employees as on 31st March. The information as received from different Departments, Corporations, Boards, Public Undertakings and Local Bodies is scrutinized and tabulated and presented in a compact form. In this context publication viz; "*Census of Himachal Pradesh Government Employees*" is brought out every year.

4.2 Economic Census

Economic Census is the official count of all the economic enterprises under both organised and un-organised sectors (excluding crop production and plantation) and is conducted in the states as per guidelines of Government of India after a span of 7 years. The report of the Economic Census was prepared on the basis of revised table received from MOSPI Govt. of India and got released from Hon'ble Chief Minister and results were disseminated through a press conference and circulated hard copies to State Bureaus. The initial preparatory work relating to 7th Economic Census is in progress.

5. Training:

To meet the objective "Human Resource Development with special reference to effective use of Information Technology in collection, compilation and analysis of statistical data", training division has been created with a vision to promote good governance by providing to the staff quality training and learning related to performance towards building a professional statistical service which is efficient, accountable and responsive. During the year nearly 4 personnel have got training at National Statistical System Training Academy (NSSTA), 1 person has got training at SARTTAC, two persons at Labour Bureau Shimla and 57 persons have got training HIPA.

6. Other Misc. Work

Department has also important involvement in other misc. works like Population Census, Crop Cutting experiments, other surveys and studies conducted by other departments.

7. Other Important assignments

7.1.1 Additional work

Central Statistical Organization (CSO), under, Ministry of Statistics & Programme Implementation, Government of India has also directed all the states to take up the following assignments.

A. Recommendations of 13th Finance Commission

For improving the Statistical infrastructure in state Headquarter and District is under progress. Some indicator (listed below) has also prescribed by 13th Finance Commission on which work is under progress.

- Need to measure the GSDP at market prices instead of factor cost.
- Need for the initiation for estimating the green GDP/GSDP.
- Estimates of District Income are also be prepared for the intra-state income disparities for proper plan policy and programme interventions.
- The cost of services varies across the states due to large number of factors such as geographical location, population size and distribution and demographic characteristics. To estimates the cost of delivery of services, two types of data are required (a) quantifiable measure of the level of various services available in different states and (b) corresponding unit cost.
- Measurement of inter- regional trade data.
- In view of the 73rd and 74th constitutional amendments, Directorate of Economic and Statistics needs to develop a data base to facilitate local level governance both in urban and rural areas. This should be done in consultation with local administration including the Panchayats.

In addition to above and detail guidelines issued by the Department of Expenditure, Ministry of Finance, the following milestones be addressed in the Action plan.

1. Preparation and maintenance of Business Register at District Level.
2. Preparation of Local Bodies (Rural + Urban) Accounts by collecting data on receipts and payments of these bodies.
3. Improvement of data in respect of Farm Activities.
4. Pooling of Central and State sample data for generating district level parameters.
5. Providing network connectivity among districts and with State Headquarters.

With I, II, III, IV & V installments, earmarked targets has been achieved. The DES H.P initiated some other indicators beyond 13th Finance Commission recommendations and the target fixed with all installments have been achieved. The indicators wise achievements are as under:-

1. **Inter Net**:-Connectivity of all Districts with Headquarter has been made in LAN & WAN.
2. **Business Register**: - The Department of Economics & Statistics in Himachal Pradesh is the Member of Working Group constituted for development of Business Register at Ministry level and has done all Pilot Studies which were assignment by the Working Group from time to time. Major milestone in this direction achieved by the State are as follows:-
 - i) Identification of Registration Authorities has been completed in all 12 Districts.
 - ii) Sensitization workshops were conducted at Headquarter as well as District headquarters for the Officers of Economic and Statistics Department and Registration Authorities to make them familiar with the vision, scope and initiative in the direction of Development of the Business Register in the State of Himachal Pradesh.
 - iii) Sensitization Workshops was conducted at Headquarter as well as district hqrs. level for the sensitization all field offices of DES and Registering Authorities.

- iv) Data base of 7 Major Registration Authorities were collected and submitted to MOSPI i.e. Companies Act, 1956, Factories Act, 1948, Shops and Commercial Establishments Act,1969, Societies Registration Act,2006, Cooperative Societies Act, Khadi and Village Industries Board & Directorate of Industries (District Industries Centre)-MSME Act,2006
- v) Updated Business register upto 31.03.2017 of all 12th Districts has been prepared and send to Govt. of India updation upto 31.03.2018 will be initiated in the financial year 2018-19.

3. Farm Activities:- Data from 2013-14 to 2016-17 on major crops collected and used for DDP/GSDP estimates.

4. Rural Local Bodies Accounts:

The data for the years 2015-16(A) & 2016-17 (A) collected from each Panchayat through Panchyat Secretaries/Sahayak with the consent of their headquarter, collected data was classified as per SNA-2008 and tabulated to prepare accounts for their contribution in Net State Domestic Product (NSDP) and Gross State Domestic Product (GSDP) annually.

5. Pooling of the Central and State Sample Survey Data :- Under this assignment, pooling of 69th round of National Sample Survey has been completed and report submitted to National Sample Survey Organization, Kolkata and the same process for 71st round of NSS is in progress.

6. District Income Estimates:- District Income estimated for the year 2015-16 has been prepared and published.

7. Construction of Building Cost Index Number :- Building Cost Index is being prepared quarterly and submitted up to March,2017 to stakeholder and National Building Organisation, Govt. of India.

8. Annual Survey of Industries/Index of Industrial Production:- Annual Survey of Industries returns has been collected for the year 2014-15 and 2015-16 and 100 percent data entry of 2014-

15 has been done and 2015-16 is in progress. Index of Industrial Production (IIP) upto quarter ending December, 2017 has been prepared and sent to I.S., Wing, Kolkata and for the quarter ending March, 2018 work is in progress.

9. Quarterly estimates of Gross State Domestic Product (GSDP):-
Subject to the availability of quarterly data from respective agencies.

10. Estimation of Capital Formation in Household & Corporate sector:- The work has been initiated and is in progress.

B. India Statistical Strengthening Project (ISSP) Now renamed as Support for Statistical Strengthening (SSS)

Under this, the Department is working on 20 key indications with the help of other line departments. It is a World Bank assisted project under which strengthening of this Department and other line departments is proposed. The draft MoU on revised guidelines has been finalized and after getting it approved from the Chairperson of HLSSC sent to MOSPI for approval.

C. National Statistical Commission:- Action taken report on COSA was prepared for the year 2013-14, 2014-15 & 2015-16 and sent to MOSPI, Govt. of India.

District Statistical Offices:

All the above functions at the district level are done by the district offices. DSOs are also doing the other works which are being assigned to them by the District Administration.

The department being the central store house for all kind of data tries to fulfill all the requirements of Govt. for sound data base. For this purpose, the Department brings out a number of publications on regular, ad-hoc basis and based on the secondary data collected from different Government Departments, which give Statistical information on various sectors of economy. The data is somewhat easily available from Govt. and the organised sectors but for unorganized sectors the data is to be collected from the primary sources through various surveys and studies

which this department in the state does through National Sample Surveys and other ad-hoc surveys and studies.

This Department also has been declared as the "Nodal-Agency" for the statistical activities of all the departments in the state. All the requisite help and guidance in their statistical activities is made available to them from time to time whenever required. Such help is also made available to them through the District Statistical Officers.

2. POWERS AND DUTIES OF IT's OFFICERS AND EMPLOYEES:

1. ECONOMIC ADVISER :

- 1) Economic Adviser, Economic and Statistics Department, Himachal Pradesh, being administrative and professional head of the Economic and Statistics Department, shall exercise all administrative and financial powers as adjoined upon the Heads of the department in the Himachal Pradesh Government.
- 2) He shall act as Economic Adviser to the State Government on all matters relating to growth of Economy, Gross State Domestic Product (GSDP) Per Capita Income, Price collection (inflation), Budget documents i.e. Economic Survey and Budget -in- Brief and other various Economic and Statistical and allied matters.
- 3) He shall control all affairs of the Department in the State and allied activities, for which any special instructions considered necessary for administrative and professional reason, shall be issued from time to time to subordinate staff.
- 4) He shall submit to the Government budget and appropriation proposals in consolidated form for the whole department for consideration and approval.
- 5) All the reports and returns to the Government, monthly, quarterly, yearly, as required by the Government from time to time in respect of the Department shall be submitted by him or under his authority by any officers to whom he shall delegate the powers on his behalf.

- 6) Any major policy matter relating to the professional activities for example different type of Nationwide surveys, studies and reports writing thereof shall be undertaken by the Economic Adviser in consultation with the Govt.
- 7) He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.

2. JOINT DIRECTOR :

- 1) The Joint Director, Economic and Statistics Department, Himachal Pradesh, shall assist the Economic Adviser in the performance of his duties and responsibilities.
- 2) He will be responsible for getting finalized all the establishment matters. He will also exercise all the administrative and financial powers in the capacity of being controlling officer.
- 3) He shall be required to inspect all the District offices once in a year under his control and after inspecting the offices will record inspection notes. He will also ensure that instructions/guidelines given by him during the course of his inspection will be complied by the concerned staff.
- 4) Any other job assigned by the Head of Department.

3. DEPUTY DIRECTOR :

- i) To assist the authority's in decision making and formulation of plans, schemes and programmes;
- ii) To present all the cases, matters, surveys and schemes to the Economic Adviser in a precise manner with all possible solutions and suggestions;
- iii) To take effective measures for building up and maintaining all essential records;

- iv) To effectively supervise the work and conduct of all District Offices, Sectional heads and be a source of guidance to lower functionaries in all official matters;
- v) To discharge responsibilities delegated by superior officers so as to leave them free from day to day minor issues in order to devote attention to more important matters.
- vi) To issue orders in accordance with the decisions of the Economic Adviser and under proper authentication.
- vii) To take effective steps for organizing the implementation of Government decisions, policies and programmes and to identify bottlenecks or impediments in their implementation in liaison and coordination with all concerned Department. corporations. Board etc.
- viii) To make arrangements to monitor and evaluate the progress of Surveys and Studies and suggest changes, if needed;
- ix) To represent the Department or office concerned and watch Govt. interest, departmental interest in meetings etc. according to directions of the Economic Adviser.

4. RESEARCH OFFICER:

- i) Analysis and interpretation of statistical data.
- ii) Preparation of reports, reviews memoranda etc.
- iii) Supervision of surveys, studies, price inspections in the fields.
- iv) Participation in the State level, district level meetings. conferences in and out side the state.
- iv) Coordinating the statistical activities within the department and -with outside agencies.
- vi) Preparation of survey schedules, studies.

5. RESEARCH OFFICER IN DISTRICT STATISTICAL OFFICES:

- i) Analysis and interpretation of Statistical data.
- ii) Preparation of reports, reviews memoranda etc.
- iii) Supervision of surveys, studies, price inspections in the fields.
- iv) Participation in the State level, district level meetings. conferences in and out side the state.
- iv) Coordinating the statistical activities within the department and with outside agencies.

- v) Preparation survey schedules, studies.
- vi) District Statistical Officers performs the duties of D.D.O..Head of Office. Controlling officer in their respective district.
- vii) District Statistical Officer has to make liaison with the Deputy Commissioner in respect of their district with regard to planning and implementation of Schemes.

6. SUPERINTENDENT GRADE-I:

The Superintendent Grade-I has to take the following measures to discharge his duties efficiently.

- i) The dealing assistant has taken all preliminary steps on the receipt completed the short-comings and placed the receipt(s) in the correct and relevant file and extracts of relevant paras required action by other section, dealing hand have been given to the concerned section, dealing hand for further action.
- ii) The receipt has been duly diarized, placed at proper place, duly serial numbered and page numbered and all communications referred to in the receipt have been referenced and flagged and the other relevant files, if any, have been linked in the right manner. All data information required for proper submission of the case has been collected.
- iii) In cases where lengthy back-history, facts of the facts of the case are required to be submitted, the same has been prepared as an "Appendix to Notes" and placed in a separate cover. Lengthy enclosures to a receipt which are likely to make the correspondence portion of the file unwieldy have been kept in an "Index to Correspondence" and placed in a separate cover;
- iv) The file (correspondence portion or the noting portion) has not become unwieldy i.e., exceeded 200 pages and if so next volume is started.
- v) Relevant Acts, Rules, Manuals, Regulations or instructions have been added with the case or relevant extracts of the same are added duly flagged.

- vi) The note prepared by the dealing hand is in accordance with instructions as in para 12.4 of Chapter XII in office manual; the draft has been added in fair or in draft for wherever considered proper; the note contains all essential features of the i.e. the issues involved, factual position supported with essential data, information, provisions of Acts. Rules. Regulation. Manuals. instructions, all viable solution suggestions practicable and the best possible course of action, solution with reasons and procedure for adoption of the same.
- vii) Superintendent, Grade-I has to inspect the administrative. Accounts work in all District Offices.

7. PRIVATE SECRETARY:

The Private Secretary has to handle files, records of confidential or secret nature and as such they have to retain the faith reposed in him by maintaining secrecy. The confidential reports, in majority of cases are processed and retained in the custody of the Private Secretary and he has to properly maintain. He is also supposed to be fully equipped with knowledge of both Hindi and English shorthand and type-writing to assist the Economic Adviser in quick decision making through dictation and typing. Being a Private Secretary of Economic Adviser, he can be asked to attend to any appropriate official work on the behalf of Economic Adviser. The main duties, functions and responsibilities of the Private Secretary are, in brief, as under:-

1. Receipt of all dak including files meant for the Economic Adviser.
2. To diarize the personal dak to be maintained for the purpose.
3. Preparation of notes or drafts.
4. To take dictation in both English and Hindi Stenography, to transcribe the same on English and Hindi typewriters.
5. To ensure that the telephones installed in the office and residence of Economic Adviser is in order and to lodge complaint and to pursue the same if there is any defect in any telephone.
6. To attend to the office telephones courteously and politely and to connect the outside calls with the Economic Adviser keeping in view the engagement of the Economic Adviser.
7. Maintenance of engagement diary.

8. Legislative matter i.e. before the commencement and during the Assembly session to collect copies of:-
 1. Starred, Un-starred and Postponed Assembly Questions.
 2. Short-notice questions or other material as fixed for the day.
 3. Daily list of business of the house.
 4. He has to maintain Register of Assembly Questions etc. for monitoring the submission of required data and information to the Govt.
 5. Arrangements for tours and pay etc.
 6. Maintenance of data, information and statistics.
 7. Stationery articles, heating, lighting and cooling arrangement.

8. SUPERINTENDENT GRADE-II:

The post of Superintendent Grade-II has to initiate the following measures to discharge his duty:

- 1 Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers.
- 2 Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers;
- 3 Personnel service, establishment matters, including recruitment and promotion rules, conditions of service, posting, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc. etc.;
- 4 Budget preparation including appropriation, re-appropriation, supplementary demands for grants, addition grants, contingency fund, all matters relating to Public Accounts Committee Estimates Committee, Audit paras, Economy in expenditure, etc. etc.;

9. ASSISTANT RESEARCH OFFICER:

1. Scrutiny, reconciliation, tabulation, analysis and interpretation of statistical data.

2. Preparation of technical reports, reviews, memoranda, etc.
3. Conduct of surveys, studies and supervision of collection of data in the field.
4. Supply of data to various Govt., Semi Govt., Universities, Research organizations and scholars.
5. Preparation of manuscripts of various statistical publications.
6. Any other assignment as may be given from time to time.

10. STATISTICAL ASSISTANT:

1. To assist the Assistant Research Officer in the collection, scrutiny, tabulation and analysis of Data.
2. On the spot inspections of data, surveys, studies etc. and collection of data.
3. Proof reading of various statistical publications.
4. Any other assignment as may be given from time to time.

11. INVESTIGATOR:

1. Conduct of socio-economic studies, surveys.
2. Collection of data from the various government and semi-Govt. departments.
3. Preparation of tabulation sheets and proformae for posting of data.
4. Computation of statistical data manually and with the help of calculating machines and computer.
5. Typing work.
6. Any other assignment, job as may be given by the concerned Divisional Head.

12. SENIOR ASSISTANT:

Receipt, diary-dispatch, typing, records maintenance.

1. Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance

- and updating of various types of data, statistics and information and maintenance of various registers.
2. Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers.
 3. Preparation of all types of bills such as pay, traveling allowance, medical re-imbusement, contingencies, contractors, suppliers and advances etc. etc. and handling of cash, maintenance of cash books and connected accounts, bills registers etc.
 4. Personnel, service, establishment matters, including recruitment and promotion rules, conditions of service, posting, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc. etc.
 5. Budget preparation including appropriation, re-appropriation, supplementary demands for grants, addition grants, contingency fund, all matters relating to Public Accounts Committee, Estimates, Committee, Audit paras, Economy in expenditure, etc.
 6. Assisting in planning and monitoring of developmental social and welfare schemes.

13. SENIOR SCALE STENOGRAPHER :

The main duties, functions and responsibilities of the Senior Scale Stenographer are, in brief, as under:-

1. To Receipt of all dak including files meant for the Joint Director.
2. To diaries the personal dak to be maintained for the purpose.
3. Preparation of notes or drafts.
4. To take dictation in both English and Hindi Stenography from the Joint Director, to transcribe the same on English and Hindi typewriters.
5. To ensure that the telephones installed in the office/residence of Joint Director is in order and to lodge complaint and to pursue the same if there is any defect in any telephone.

6. To attend to the office telephones courteously and politely and to connect the outside calls with the Joint Director keeping in view the engagement of the Joint Director.
7. Maintenance of engagement diary.
8. Legislative matter i.e. Collection of information before the commencement and during the Assembly session.
9. Arrangements for tours pay etc.
10. Maintenance of data, information and statistics.
11. Stationery articles, heating, lighting and cooling arrangement.

14. JUNIOR SCALE STENOGRAPHER :

The main duties, functions and responsibilities of the Junior Scale Stenographer are, in brief, as under:-

1. Receipt of all dak including files meant for the Deputy Director.
2. To diarise the personal dak to be maintained for the purpose.
3. Preparation of notes or drafts.
4. To take dictation in both English and Hindi Stenography from the Deputy Director, to transcribe the same on English and Hindi typewriters.
5. To ensure that the telephones installed in the office/ residence of Deputy Director is in order and to lodge complaint and to pursue the same if there is any defect in any telephone.
6. To attend to the office telephones courteously and politely and to connect the outside calls with the Deputy Director keeping in view the engagement of the Deputy Director.
7. Maintenance of engagement diary.
8. Arrangements for tours and pay etc.
9. Maintenance of data, information and statistics.
10. Stationery articles, heating, lighting and cooling arrangement.

15. CLERK/JUNIOR ASSISTANT:

1 Receipt and miscellaneous work in such section

- i) To receive the dak from the Central Registry, other sources, give acknowledgement for the some and submit the entire dak to the Section Officer, Superintendent for making.

- ii) To diaries all dak in the diary register of the Section. The Branch's diary number and date is to be indicated in the provided for the purpose in the rubber stamp affixed on the receipt in the Central Registry. Separate rubber stamps to be used for the communications of the types, categories as mentioned in Para 11.4 (h) of Chapter XI are not be diarised.
- iii) To see that Inter-Departmental notes, telegrams, saving grams, Telex messages sought to be distinguished from the other category of receipts are entered in the red ink and the communications from V.I.Ps, Assembly, Parliament Questions are entered in separate registers as well.
- iv) To distribute all dak after diarizing to the dealing hands as per marking by the Section Officer. Superintendent against proper receipts of the dealing hands.
- v) To circle in red ink, diary numbers of communications bearing dispatch more than 15 days earlier that date of receipt.
- vi) To see that papers referred to another department are diarised each time they are received back. Those communications, papers which are diarised twice or more, will, however, be properly referenced by linking the previous and later entries in the diary register by giving the earlier and the later diary number against each entry.
- vii) To maintain attendance register.
- viii) To produce stationary articles for the sections and to distribute the same.
- x) To do type work of the section, neatly, cleanly and accurately. In many offices now, computers are being introduced. Clerks should learn Word Processing work as it saves a lot of time especially in column work or in retyping fair drafts or making corrections and additions to drafts.
- xi) Comparison of letters and other communications typed in the Section.
- xii) To maintain casual leave account of the entire staff posted in the section in the form given in para 13.1.9 of Chapter XIII and to forward applications for other type of leave to the administrative section of the Department/Office.
- xiii) To open files in the manner stated in Chapter IX and do page numbering of the papers to be placed in correspondence part

and noting portion and adding extra blank note sheets etc, at the end of notes.

- xiv) Referencing and flagging of Papers Under Consideration (P.U.C.) and Fresh Receipts (F.Rs.) with reference to all the communications referred to in the P.U.C or F.R. and the Serial No. and Page No. thereof in the current or closed files(s); locating and adding files, papers, reference books and their extracts to files to enable the dealing hand to process cases in the manner prescribed in Chapter IX.
- xv) Maintain reminder register and to put reminders on due dates; and
- xvi) Properly maintain record and files as required, in the Section/ Office of posting and to maintain all registers, prepare returns as stated in Chapter XIII

16. JUNIOR OFFICE ASSISTANT :

- i) To receive the dak from the Central Registry, other sources, give acknowledgement for the same and submit the entire dak to the Section Officer, Superintendent for making.
- ii) To diarise all dak in the diary register of the Section. The Branch's diary number and date is to be indicated in the provided for the purpose in the rubber stamp affixed on the receipt in the Central Registry. Separate rubber stamps to be used for the communications of the types, categories as mentioned in Para 11.4 (h) of Chapter XI are not to be diarised.
- iii) To see that Inter-Departmental notes, telegrams, saving grams, Telex messages sought to be distinguished from the other category of receipts are entered in the red ink and the communications from V.I.Ps, Assembly, Parliament Questions are entered in separate registers as well.
- iv) To distribute all dak after diarizing to the dealing hands as per marking by the Section Officer, Superintendent against proper receipts of the dealing hands.
- v) Some Junior Office Assistants perform data entry and payroll tracking. While office assistants may perform many of the same job duties on a daily basis, some responsibilities can

change from day to day according to the needs of the Department.

- vi) Most Junior Office Assistant jobs entail using a variety of office equipment, such as fax machines, printers and copiers, as well as computers and business software.
- vii) All Computer work/ typing work.

17. PHOTOSTAT MACHINE OPERATOR:

Photostat Machine Operator has to work on the machine to get the photocopy of all documents, publications, surveys report, etc. as assigned to him by the Economic Adviser.

18. DAFTRI:

- i) to mend, trim, stitch, bind etc, old records, files etc. in Record Room and in the sections;
- ii) to paste correction slips in the official reference books of various officers and those of the branches/sections;
- iii) to affix service postage stamps on envelopes, maintain their accounts, prepare envelopes, packets and parcels, dispatch dak and telegrams and help the dispatchers in the circulation of all printed matter etc. and
- iv) to sort-out and properly keep the record section.

19. PEON:

- i) to carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 kg.);
- ii) to ensure the cleanliness and general up-keep of the section. office wherein posted and of the furniture, fixture and equipment;
- iii) to perform miscellaneous and odd jobs for officers/officials;
- iv) to attend to any other work that may be assigned; and
- v) to attend the officers/ officials at headquarters.

20. CHOWKIDAR:

- i) to keep watch and ward during and after the office hours; and
- ii) to take precautionary measures relating to prevention of the fire and damage to Government property.

21. SWEEPER:

- i) To sweep, clean and mop the rooms, corridors, verandahs and compound.
- ii) to clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- iii) to light the stoves, angithies and to perform the allied work relating to this job.
- iv) to collect and dispose of all waste in the office.

3. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

Economic Adviser is the "Head of Economic and Statistics Department. Besides Directorate as the Headquarters of the department each district is having the office of District Statistical Officer. The department presently is having in its cadre strength 1 Joint Director, 2 Deputy Directors, 17 Research Officers, 28 Assistant Research Officers, 42 Statistical Assistants and 24 Investigators as Technical Staff and on Administration side 1 Superintendent Grade-I, 1 Private Secretary, 2 Superintendent Grade-II, 17 Senior Assistants and 22 Clerk, 1 Senior Scale Stenographer, 1 Junior Scale Stenographer and 35 Class IV employees are functioning in the department. The total staff strength at the State Headquarters is 59, there are 7 sections to discharge the functions and duties as assigned under the rules of business of Himachal Pradesh Government.

4. NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;

The Department discharges its functions as prescribed by the H.P. Govt. through Administrative Department from time to time and prescribed in Rules of Business.

5. RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROLS OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;

H.P. Govt. Rules, regulations, instructions, manuals and records and guidelines from state .Central Govt., are utilized to discharge the functions of the department in terms of presentation of Economic Scenario of the state through facts and figures, state income estimation and survey and studies.

6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

The main function of this department is to build up a firm and broad data base. For this purpose Department brings out number of publications on regular, Ad-hoc basis viz:

The following publications have been brought out by the department upto 31.3.2018.

1. Economic Survey-2017-18
2. Budget Classification of Local Bodies -2016-17 (BE)
3. Economic Classification of H.P. Budget-2017-18 (BE)
4. Statistical Year Book of H.P. -2016-17
5. Statistical Abstract of H.P-2016-17
6. H.P. in Figures-2016-17
7. Employees Census of H.P.as on 31-3-2015
8. Women and Men in Himachal Pradesh- 2014.
9. Socio Economic Indicators of Himachal Pradesh other Major States and all India 2008-09
10. Statistical Abstract of Distt. Bilaspur- 2016-17
11. Statistical Abstract of Distt. Chamba- 2016-17
12. Statistical Abstract of Distt. Hamirpur- 2016-17
13. Statistical Abstract of Distt. Kullu- 2016-17
14. Statistical Abstract of Distt. Kinnaur- 2016-17
15. Statistical Abstract of Distt. Shimla-2016-17
16. Statistical Abstract of Distt. Sirmour-2016-17
17. Statistical Abstract of Distt. Mandi-2016-17
18. Statistical Abstract of Distt. Lahaul Spiti-2016-17
19. Statistical Abstract of Distt.Solan-2016-17
20. Statistical Abstract of Distt. Kangra-2016-17

21. Statistical Abstract of Distt Una- 2016-17
22. District Una at a *Glance*-2016-17
23. District Kullu at a *Glance*-2016-17
24. District Mandi at a *Glance*-2016-17
25. District Bilaspur at a *Glance* 2016-17
26. District Kangra at a *Glance*-2016-17
27. District Solan at a *Glance*-2016-17
28. District Kinnaur at a *Glance*, 2016-17
29. District Shimla at a *Glance*, 2016-17
30. District Sirmour at a *Glance*, 2016-17
31. District Chamba at a *Glance*-2016-17
32. District Hamirpur at a *Glance*, 2016-17
33. Block Development Indicator-Distt.Kinnaur 2016-17
34. Block Development Indicator-Distt.Mandi-2016-17
35. Block Development Indicator-Distt.Sirmour-2016-17
36. Block Development Indicator-Distt.Solan 2016-17
37. Block Development Indicator-Distt.Una-2016-17
38. Block Development Indicator-Distt.Kangra 2016-17
39. Block Development Indicator-Distt.Hamirpur-2016-17
40. Block Development Indicator-Distt.Chamba-2016-17
41. Block Development Indicator-Distt.Lahaul Spiti-2016-17
42. Block Development Indicator-Distt.Shimla-2016-17
43. Block Development Indicator-Distt.Kullu-2016-17
44. Block Development Indicator-Distt.Bilaspur-2015-16
45. District Domestic Products (New Series)-2004-05 to 2012-13
46. Tribal Statistical Outline-2016-17
47. Budget -in- Brief-2018-19
48. State Domestic Products (Base 2011-12) to 2017-18
49. Important Statistics - 2014-15
50. Comparative study of State Finance 2015-16 (BE)
51. Women unpaid Economic contribution in Himachal Pradesh.

PUBLICATONS REMAINED UNDER PROGRESS:

1. Statistical Year Book of H.P-2017-18
2. Statistical Abstract -2017-18
3. H.P. in Figures 2017-18
4. Tribal Statistical Outline 2017-18
5. Economic Survey 2018-19.

6. Women and Men in H.P.
7. Employees Census of H.P.-31-3-2016
8. Budget Classification of Local Bodies-2017-18.
9. Statistical Abstract of District Chamba -2017-18
10. Statistical Abstract of District Hamirpur -2017-18
11. Statistical Abstract of District Kangra -2017-18
12. Statistical Abstract of District Kinnaur -2017-18
13. Statistical Abstract of District Lahaul-Spiti 2017-18
14. Statistical Abstract of District Shimla-2017-18
15. Statistical Abstract of District Una -2017-18
16. Statistical Abstract of District Bilaspur-2017-18
17. Statistical Abstract of District Kullu -2017-18
18. Statistical Abstract of District Solan -2017-18
19. Statistical Abstract of District Mandi-2017-18
20. Statistical Abstract of District Sirmour-2017-18
21. Block Development Indicator Distt Bilaspur-2017-18
22. Block Development Indicator Distt Chamba -2017-18
23. Block Development Indicator Distt Hamirpur 2017-18
24. Block Development Indicator Distt Kangra -2017-18
25. Block Development Indicator Distt Kinnaur -2017-18
26. Block Development Indicator Distt Shimla -2017-18
27. Block Development Indicator Distt Sirmaur -2017-18
28. Block Development Indicator Distt Una -2017-18
29. Block Development Indicator Distt. Mandi -2017-18
30. Block Development Indicator Distt Kullu -2017-18
31. Block Development Indicator Distt. Lahaul-Spiti- 2017-18
32. Block Development Indicator Distt. Solan 2017-18
33. District Bilaspur at a *Glance* -2017-18
34. District Chamba at a *Glance* -2017-18
35. District Hamirpur at a *Glance* -2017-18
39. District Kangra a *Glance* -2017-18
40. District Shimla at a *Glance* -2017-18
41. District Sirmaur at a *Glance* -2017-18
42. District Una at a *Glance* -2017-18
42. District Kinnaur at a *Glance* -2017-18
43. District Kullu at a *Glance* -2017-18
44. District Mandi at a *Glance* 2017-18
45. District Solan at a *Glance*- 2017-18
46. District Lahaul-Spiti at a *Glance*- 2017-18

- 47 District Domestic Products (New series)
(Base 2011-12) -2011-12 onwards
estimation has been initiated parallel to GSDP.
48. Prices of essential commodities in Himachal Pradesh
and Index Numbers 2010-11 to 2013-14.

7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;

Being a Govt. department, the exercise of inviting public representative for policy making, determination and implementation thereof, is not done. However, due care is taken to attend to the requirements, suggestions of public representative whenever needed/ received.

8. STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

The following Committees have been constituted in the Department.

- i) Expert Group on State Income Aggregates for improvements in State Income Estimates, comprising of the following officers of Himachal Pradesh.
- | | | |
|----|---|----------|
| 1. | Addl. Chief Secretary/Principal Secretary (Fin., Eco. & Stat.) to the Govt. of H.P. | Chairman |
| 2. | Addl. Chief Secretary/Principal Secretary (Forest) | Member |
| 3. | Addl. Chief Secretary/Principal Secretary (Transport) | Member |
| 4. | Addl. Chief Secretary/Principal Secretary (Agriculture, A.H. & Fisheries) | Member |
| 5. | Addl. Chief Secretary/Principal Secretary (MPP & Power & Horticulture) | Member |

6.	Addl. Chief Secretary/Principal Secretary (PWD)	Member
7.	Addl. Chief Secretary/Principal Secretary (Urban Dev. & Housing)	Member
8.	Principal Secretary (Ind., Labour & Employment)	Member
9.	Principal Chief Conservator (Forests)	Member
10.	Director (Agriculture)	Member
11.	Director (Horticulture)	Member
12.	Director (Tourism)	Member
13.	Director (Land Records)	Member
14.	Director (Industries)	Member
15.	Director (Transport)	Member
16.	Director 9Fisheries)	Member
17.	Engineer-in-chief (PWD)	Member
18.	Representative of H.P. University	Member
19.	Representative of H.P.K.V.	Member
20.	Representative of UHF.	Member
21.	Dy. Director General (NAD)	Member
22.	Dy. Director General (NSSO)	Member
23.	Economic Adviser, H.P.	Member Secy.

A High Powered Statistical Committee was also constituted in the State vide letter No. PLG(G)13-11.75, dated 30th December,1976.

1.	Chief Secretary	Chairman
2.	Agricultural Production Commissioner	Member
3.	Secy. (Planning & Eco & Stat.)	Member
4.	Secretary(Finance)	Member
5.	Secretary (Education & HPP)	Member
6.	Director, C.S.O. Govt. of India	Member
7.	Director, Economics & Statistics Himachal Pradesh.	Member Secy.

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

9. BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

i) The budget allotment and expenditure for the Financial year 2016-17 is as under:-

	<u>Budget</u>	<u>Expenditure</u> (` in lakh)
Demand No. 29	1044.64	811.42
Demand No. 31	78.47	54.69
Demand No. 19	12.13	25.13

ii) The budget allotment and expenditure for the Financial year 2017-18 is as under:-

	<u>Budget</u>	<u>Expenditure</u> (` in lakh)
Demand No. 29	971.01	885.81
Demand No. 31	63.76	54.28
Demand No. 19	26.24	24.76

iii) The budget allotment and expenditure for the Financial year 2018-19 is as under:-

	<u>Budget</u>	<u>Expenditure</u> (` in lakh)
Demand No. 29	1226.00	----
Demand No. 31	75.25	----
Demand No. 19	14.67	----

10. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

11. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;

The department does not implement subsidy oriented programmers.

12. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

1. Gross State Domestic Product
2. Per capita Income and Growth Rate.
3. Economic Survey
4. Budget-in-Brief
5. Statistical Year Book (English version only)
6. Statistical Abstract
7. District in Figures.
8. District Domestic Product
9. Economic Classification of H.P. Govt. Budget.
10. Classification of Local Bodies Budget
11. Capital Formation-Public Sector.
12. Census of H.P. Govt. Employees
13. Census of H.P. Autonomous Bodies Employees
14. Census of H.P. Public Undertaking Employees
15. Tribal Statistics.
16. District Abstract (All District)
17. District Glance (-do-)
18. Block Level Indication (-do).
19. Consumption Expenditure of NSS Round.

13. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

The department is maintaining well equipped Library and reading room in the premises of Directorate. The reference / reading room is equipped with books on Economics, Mathematics, Commerce, Statistics and other related subjects. Various publications of this department and other line departments are also displayed in the reference / reading room. The Researchers, University students visit the Library for collecting and culling out relevant data/ information from these books, publications and periodicals.

The Library is open from 10.00 A.M. to 5.00 P.M. on all working days and is visited by student's research scholars and others interested in statistical information of the state.

14. DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS ON 31.3.2018.

Sr. No.	Name of the Officers/Officials	Designation	Date of Birth	Date of Joining in the present post	Pay Band	Gross Pay Per Month (Rs.)
1.	2.	3.	4.	5.	6.	7.
1.	Sh. Pradeep Chauhan	Economic Adviser	10.10.1960	01.01.2008	37400-67000	147024/-
2.	Sh. Vinod Kumar	Joint Director	10.2.1970	28.08.2015	15600-39100	87054/-
3.	Sh. Anupam Sharma	Dy. Director	11.11.1979	26.06.2006	15600-39100	84082/-
4.	Sh. Chander Mohan	Dy. Director	04.11.1979	26.11.2015	15600-39100	72120/-
5.	Sh. Ramesh Thakur	Supdt. Gr. I	01.12.1962	11.09.2014	15600-39100	90330/-
6.	Sh. Sukeen Daroch	Pvt. Secretary	18.06.1967	29.09.2014	15600-39100	72346/-
7.	Sh. Bali Singh Bist	Research Officer	10.01.1964	31.08.2012	15600-39100	90712/-
8.	Sh. Kulvinder Singh	Research Officer	13.12.1966	26.11.2015	10300-34800	91424/-
9.	Sh. Parmesh Kumar	Research Officer	27.04.1961	29.03.2017	10300-34800	89366/-
10.	Sh. Rattanbir Azad	Research Officer	30.11.1962	09.10.2017	10300-34800	81710/-
11.	Sh. Suresh Verma	Research Officer	31.12.1969	20.03.2018	10300-34800	59421/-
12.	Sh. Rajesh Sawant	Supdt. Gr. II	10.06.1964	13.02.2012	10300-34800	88706/-
13.	Sh. Prem Lal Kashyap	Supdt. Gr. II	07.03.1961	01.11.2014	10300-34800	84546/-
14.	Smt. Alka Thakur	A.R.O	01.04.1967	31.01.2012	10300-34800	78146/-
15.	Sh. Ghanshyam Sharma	A.R.O	23.11.1966	12.12.2012	10300-34800	78272/-
16.	Sh. Susheel Kumar	A.R.O	08.12.1966	12.12.2012	10300-34800	80432/-
17.	Sh. Yog Raj Gargay	A.R.O	19.02.1964	14.12.2012	10300-34800	76792/-
18.	Sh. Harminder Singh	A.R.O	12.04.1967	12.08.2014	10300-34800	61781/-
19.	Sh. Ashwani Kumar	A.R.O.	11.09.1968	13.09.2005	10300-34800	63484/-
20.	Smt. Mridula Saxena	A.R.O.	03.10.1968	18.06.2014	10300-34800	64700/-
21.	Sh. Sardari Lal	ARO (Cont.)	14.08.1993	03.03.2017	10300-34800	18085/-
22.	Sh. Rakesh Kumar	ARO (Cont.)	27.02.1989	06.03.2017	10300-34800	18085/-
23.	Sh. Dinesh Sharma	Sr. Asstt.	11.03.1961	17.11.1997	10300-34800	80676/-
24.	Sh. Sanjeev Sood	Sr. Asstt.	14.01.1965	6.11.2006	10300-34800	64278/-
25.	Sh. Naresh Kumar	Sr. Asstt.	01.04.1961	02.11.2016	10300-34800	49654/-
26.	Sh. Som Singh	Sr. Asstt.	05.03.1961	02.11.2016	10300-34800	48148/-
27.	Sh. Uggar Sain	Sr. Scale Steno	13.01.1969	30.10.2014	10300-34800	46474/-
28.	Sh. Madan Lal Sharma	Stat. Asstt.	22.02.1962	03.10.2000	10300-34800	77576/-
29.	Smt. Rama Gupta	Stat. Asstt.	11.11.1966	03.02.2012	10300-34800	65068/-
30.	Sh. Mohan Lal	Stat. Asstt.	27.01.1975	08.09.2009	10300-34800	51980/-
31.	Smt. Nirmal Sharma	Stat. Asstt.	21.08.1968	18.09.2014	10300-34800	44904/-
32.	Sh. Devender Shandil	Stat. Asstt.	27.05.1965	04.02.2012	5910-20200	42694/-
33.	Sh. Sanjay Kumar	Stat. Asstt.	15.04.1977	04.02.2018	5910-20200	44886/-
34.	Sh. Ankush Chauhan	Stat. Asstt.	13.10.1979	13.3.2014	10300-34800	44928/-
35.	Sh. Subhash Chand	Jr. Asstt.	02.05.1978	3.10.2017	10300-34800	40356/-
36.	Sh. Kewal Ram	Clerk	05.03.1968	20.08.2015	10300-34800	35940/-
37.	Sh. Yubant Lal	Inv.	25.04.1970	05.06.2012	10300-34800	35940/-
38.	Shri Sumit (Cont.)	Jr. office Asstt.	02.05.1986	29.03.2017	-	9323/-
39.	Shri Amit (Cont.)	Jr. office Asstt.	07.10.1990	29.03.2017	-	9323/-

40.	Km. Mamta (Cont.)	Jr. office Asstt.	27.03.1990	29.03.2017	-	9323/-
41.	Sh. Ranveer Chauhan	Driver (DW)	-	-	-	265/ day
42.	Sh. Prem Dutt	P.M.O.	25.09.1959	04.01.2008	4900-10680	45948/-
43.	Sh. Raj Pal Chauhan	Daftri	30.11.1965	21.10.2010	4900-10680	41936/-
44.	Smt. Sudha	Peon	04.05.1959	01.06.1988	4900-10680	40924/-
45.	Sh. Shyama Nand	Chowki dar	04.03.1969	21.07.2007	4900-10680	25948/-
46.	Sh. Bharat Bhushan	Chowki dar	26.05.1969	26.09.2007	4900-10680	25948/-
47.	Sh. Karam Singh	Chowki dar	15.08.1964	21.08.2007	4900-10680	25948/-
48.	Sh. Satish Kumar	Chowki dar	3.12.1969	07.04.2008	4900-10680	25265/-
49.	Smt. Shakuntla	Peon-cum-Sweeper	01.07.1959	23.09.1987	4900-10680	41000/-
50.	Sh. Kumbh Dass	Peon	31.12.1972	01.10.2014	4900-10680	23368/-
51.	Sh. Kundan Singh	Peon	10.02.1972	01.11.2014	4900-10680	24068/-
52.	Sh. Prem Singh	Peon	31.05.1974	01.11.2014	4900-10680	24068/-
53.	Sh. Ram Lal	Peon	01.04.1964	01.11.2014	4900-10680	24068/-
54.	Sh. Jai Singh	Peon	21.07.1978	18.08.2015	4900-10680	20744/-
55.	Smt. Sudha	Peon		16.10.2017	4900-10680	17188/-

District Statistical Office, Bilaspur.

1.	2.	3.	4.	5.	6.	7.
1.	Sh. Kahan Singh	Research Officer	25.07.1964	22.09.2015	15600-39100	89058/-
2.	Sh. Ashok Kumar	ARO	21.06.1969	12.06.2014	10300-34800	59400/-
3.	Sh. Baldev Singh	Sr. Assistant	28.12.1964	01.01.2014	10300-34800	56698/-
4.	Sh. Mazid Mohammand	Sr. Assistant	12.09.1978	10.03.2018	10300-34800	36509/-
5.	Sh. Sri Chand	Sr. Asstt.	27.06.1965	15.02.2018	10300-34800	39434/-
6.	Sh. Ram Pal	Investigator	18.12.1972	05.06.2012	10300-34800	34990/-
7.	Smt. Rukmani Devi	Peon	10.05.1970	22.05.1989	4900-10680	37892/-
8.	Smt. Phoola Devi	Peon	03.04.1967	04.10.2017	4900-10680	16868/-

District Statistical Office, Chamba

1.	2.	3.	4.	5.	6.	7.
1.	Sh. Hans Raj	Research Officer	30.12.1960	21.09.2017	10300-34800	82260/-
3.	Smt. Meena Mahajan	Sr. Asstt.	08.03.1962	30.11.1990	10300-34800	81006/-
4.	Sh. Virender Kumar	Stat. Asstt.	15.1.1961	09.01.2004	10300-34800	60788/-
5.	Sh. Lal Chand	Jr. Asstt.	26.12.1971	07.07.2012	10300-34800	39306/-
6.	Sh. Devender Singh	Investigator	03.02.1982	26.06.2015	5910-20200	21582/-
7.	Sh. Jarnail Singh	Peon	26.11.1958	03.07.1992	4900-10680	37158/-
9.	Sh. Lamboo Devi	Peon	01.01.1975	31.07.2017	4900-10680	16868/-

District Statistical Office, Hamirpur.

1.	Sh. Suneel Kumar	Research Officer	30.04.1964	07.11.2013	15600-39100	89386/-
2.	Sh. Harbans Lal	A.R.O.	25.11.1968	21.10.2015	10300-34800	59790/-
3.	Smt. Seema Devi	Stat. Asstt.	20.01.1978	03.2.2012	10300-34800	40660
4.	Sh. Bhupender Singh	Jr. Assistant	16.04.1963	06.11.2006	10300-34800	44116/-
5.	Shri Prem Chand	Inv.	29.12.1969	11.05.2017	5910-20200	20738/-
6.	Smt. Kaushalya Devi	Peon	24.09.1962	13.07.1995	4900-10680	34754/-
7.	Sh. Virender Kumar	Peon	14.11.1961	16.09.2008	4900-10680	24412/-
8.	Smt. Kaushalya (DW)	Peon	-	01.07.2015	-	210/-daily

District Statistical Office, Kangra at Dharmshala.

1.	Sh.Pawan Kumar	Research officer	12.01.1967	30.07.2014	10300-34800	89160/-
2.	Sh. Udham Singh	Stat. Asstt.	08.01.1962	14.01.2004	10300-34800	68526/-
3.	Sh.Ashwani Kumar	Stat. Asstt.	15.01.1967	31.07.2006	10300-34800	57742/-
4.	Jai Dyal	Stat. Asstt.	31.05.1967	05.04.2012	10300-34800	49448/-
5.	Sh. BR Kaundal	Sr. Assistant	26.07.1962	04.01.2014	10300-34800	62808/-
6.	Rajesh Kumar	Inv.	30.09.1970	24.01.2012	5910-20200	29020/-
7.	Smt. Sufla Devi	Clerk (D.W.)	02.02.1971	21.05.2015	5910-20200	7810/-
8.	Sh.Udham Singh	Chowki dar	20.07.1965	31.05.1988	4900-10680	39154/-
9.	Smt. Babli Devi	Peon	01.01.1970	09.06.2015	4900-10680	17508/-
10.	Smt. Veena Devi (D.W)	Sweeper	-	01.07.2015	-	200/- daily

District Statistical Office, Kinnaur.

1.	Sh.Rajender Kumar	Junior Asstt.	12.06.1967	03.02.2012	10300-34800	44596/-
2.	Sh. Virender Singh	Inv.	14.03.1967	05.06.2012	5910-20200	35460/-
3.	Smt. Asha Devi	Peon	3.10.1972	09.01.2012	4900-10680	23528/-
4.	Sh. Shyam Singh	Peon	08.02.1966	03.10.2017	4900-10680	17808/-

District Statistical Office, Kullu.

1.	Sh.Murari Lal Rana	Research officer	31.01.1964	18.06.2015	10300-34800	89134/-
2.	Smt.Swarn Lata	A.R.O.	27.04.1967	19.10.2015	10300-34800	60.26/-
4.	Sh. Gehar Singh	Investigator	15.03.1960	17.07.1995	5910-20200	47352/-
5.	Sh. Deepak Kumar	Jr. office Asstt.	02.09.1990	29.09.2017	5910-20200	9323/-
5.	Sh. Ratti Ram	Investigator	14.10.1975	7.7.2012	5910-20200	35.40/-
6.	Sh.Nanak Chand	Chowki dar	20.06.1961	23.08.2007	4900-10680	25148/-
7.	Smt. Gangi Devi	Peon	05.01.1964	04.10.2017	4900-10680	16488/-

District Statistical Office, Keylong Lahual & Spiti

1.	Sh. Mohinder Kumar	Jr. Asstt.	02.09.1974	07.07.2012	10300-34800	40976/-
2.	Sh. Sanjay Kumar (daily wager)	Peon	12.02.1989	01.01.2017	-	263/- daily

District Statistical Office, Mandi.

1.	Sh. P.C. Suman	Research officer	17.05.1962	18.06.2015	10300-34800	89284/-
2.	Sh. Raj Kumar	ARO	28.01.1962	02.06.2012	10300-34800	78798/-
3.	Sh. Shyam Singh	Sr. Asstt.	07.11.1960	03.11.2006	10300-34800	62362/-
4.	Sh.Sohan Lal	Stat. Asstt.	06.05.1967	03.02.2012	10300-34800	58728/-
5.	Sh. Ramkrishan	Clerk	15.08.1971	24.08.2015	10300-34800	34990/-
6.	Smt. Pushpa Devi	Investigator	30.01.1975	05.06.2012	10300-34800	34990/-
7.	Sh. Lal Singh	Investigator	11.04.1969	05.06.2012	10300-34800	34990/-
8.	Sh. Jagdev Singh	Chowki dar	4.08.1968	20.08.2015	4900-10680	20578/-
9.	Sh. Sunil Kumar	Chowki dar	16.11.1976	30.12.2016	4900-10680	16920/-

District Statistical Office, Sirmaur at Nahana.

1.	2.	3.	4.	5.	6.	7.
1.	Sh. Tarlok Chand	Research Officer	10.04.1960	02.06.2008	15600-39100	100206/-
2.	Smt.Krishna Devi	Sr.Assistant	01.04.1962	10.12.2008	10300-34800	62642/-
3.	Sh.Suresh Chand	Jr. Assistant	13.09.1962	01.06.2010	10300-34800	56292/-
4.	Sh.Radhey Shyam	Investigator	05.06.1962	06.01.2012	5910-20200	42364/-
5.	Sh.Dhanvir Singh	Chowki dar	23.10.1959	26.05.1988	4900-10680	39104/-
6.	Sh. Jagan Nath	Peon	24.08.1970	02.02.2015	4900-10680	25202/-

District Statistical Office, Solan.

1.	Sh. Vijender Singh Mehta	Research Officer	23.2.1968	13.04.2017	10300-34800	68992/-
2.	Smt.Padma Devi	ARO	13.03.1969	01.12.2015	10300-34800	54722/-
3.	Sh. Keshav Ram	SA	05.05.1960	16.12.2013	10300-34800	49996/-
4.	Sh.Sohan Lal	SA	23.08.1960	04.12.2015	10300-34800	43776/-
5.	Sh. Krishan Kant	Investigator	16.3.1967	07.07.2012	10300-34800	34990/-
6.	Sh. Sanjeev Kumar	JOA (Cont.)	08.11.1989	29.09.2017	5910-20200	9323/-
7.	Sh. Amar Singh	Peon	24.03.1964	12.09.2014	4900-10680	18852/-
8.	Smt. Sunita Devi	Peon	04.04.1969	27.05.2015	4900-10680	17428/-

District Statistical Office, Shimla.

1.	Smt. Nishu Sharma	Research officer	24.12.1962	01.11.2013	15600-39100	92820/-
2.	Smt.Champa	Stat. Asstt.	11.11.1970	15.09.2005	10300-34800	61198/-
3.	Smt.Madhu Bala	Stat. Asstt.	15.03.1964	04.02.2012	10300-34800	65058/-
4.	Sh.Bhim Sain	Stat. Asstt.	24.10.1966	04.02.2012	10300-34800	55534/-
5.	Sh. Prem Thakur	Sr. Asstt.	15.08.1962	01.05.2010	10300-34800	63102/-
6.	Sh .Nikka Ram	Sr.Asstt.	13.10.1964	30.04.2012	10300-34800	57388/-
7.	Sh.Ramesh Kumar	Clerk	16.05.1973	05.11.2016	5910-20200	25098/-
8.	Sh. Harish Chander	Inv.	06.07.1973	09.05.2017	5910-20200	21088/-
9.	Sh. Prakash Chand	Chowki dar	2.4.1967	19.9.2012	4900-10680	18040
10.	Sh. Surinder Kumar	Peon	29.12.1975	14.07.2014	-	210/- daily

District Statistical Office, Una.

1.	Sh. Rakesh Kumar	ARO	18.09.1965	15.01.2013	10300-34800	60246/-
2.	Sh. Kul dip Singh	Stat. Asstt.	15.05.1964	16.10.1998	10300-34800	77280/-
3.	Sh.Darshan Singh	Stat. Asstt.	08.08.1964	22.07.2002	10300-34800	71726/-
4.	Smt.Kavita Sharma	Clerk	24.10.1971	23.08.2017	10300-34800	39306/-
5.	Sh.Satpal	Peon	01.01.1962	01.08.1979	5910-20200	43453/-
6.	Smt. Indu Bala	Peon	19.01.1974	27.05.2015	4900-10680	17158/-
7.	Sh. Ajay Kumar (DW)	Peon	-	22.07.2014	-	200/- daily

15. OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR. STAFF STRENGTH AS ON 31.3.2018.

Officers	Nos. of Post
1. Economic Adviser	1
2. Joint Director	1
3. Deputy Director	2
4. Research Officer	17
5. Superintendent Grade-I	1
6. Private Secretary	1
7. Assistant Research Officer	28
8. Superintendent Grade-II	2
9. Statistical Assistant	42
10. Investigator	24
11. Senior Assistant	17
12. Clerk/ Junior Assistant	17
13 Junior Office Assistant	5
14 Senior Scale Stenographer	1
15. Junior Scale Stenographer	1
16. Driver	3
17. Daftri	1
18 Photostat Machine Operator	1
19. Peon/ Chowkidar	34
20. Sweeper	1

In addition to above, 60 post of following categories have been permitted to fill up w.e.f. 1.4.2016 to 31.03.2018 for achieving the target allotted under 13th Finance Commission by the Govt. of India:-

1. Assistant Research Officer	-	12
2. Statistical Assistant	-	12
3. Investigator/ Data Entry Operator	-	33
4. Programmer	-	1
5. Peon	-	2

STRATEGY PROPOSAL

1. PRESENT SHORT COMINGS

1. **No Regional/Zonal Office is in the Department**
2. **Inadequate trained computer staff.**
3. **Inadequate staff strength**

Due to shortage of staff the following new assignments could not be undertaken:-

- i) Estimation of Capital Formation in Household and Corporate sector.
- ii) Construction of Index of Industrial Production and Building Cost Index Nos.
- iii) Construction of Input Output tables.
- iv) Basic statistics for Block level.

4. **Inadequate posts of Statistical Assistants at Block Level;**

The Block Level Statistical Assistants were provided only 23 blocks in the year 1988 with the assurance that the posts in remaining blocks will be filled in phased manner which could not be materialized so far. Without the proper infrastructure facilities at the Block level these Statistical Assistant were shifted to District Statistical Offices.

5. **No provision of law officer;**

With the increasing of pressure of employee and their service matters etc. no legal facility is available in the department for interpretation and other court cases etc.

6. **Filling up of vacant posts;**

Due to non-filling of posts of direct quota in the department the work is suffering badly.

The field work of N.S.S. which is to be done by the Field Investigators on regular basis is not being done as per time schedule for want of Field Investigators.

PROPOSED STRATEGY

- 1. Opening of Zonal/Regional Office at Dharamshala /Shimla & Mandi for efficient supervision/ monitoring of work in field offices. These Offices are urgently required by the Department:**

- 2. Sound Computer System :**

The department being data oriented organization requires sound computer system in the shape of complete Computerization in Hdqrs/District Offices and also by providing four Posts of Data operators and one post of programmer for quick release of N.S.S. and estimation of State Income under SNA 2008.

- 3. Staff provision for new assignment.**

The new assignment being very technical in nature, the following additional staff is proposed.

Deputy Director	-	1
Research Officer	-	3
Assistant Research Officer-		3
Data entry Operator	-	4
Peon	-	1

- 4. Posting of Block level Statistical Assistants;**

The remaining posts of Statistical Assistants at Block Level requires to be created on priority so as to create data bank at grass root level also.

- 5. No provision of Law Officer/Legal Assistant;**

A post of Law Officer/ Legal Assistant requires to be created for dealing with court cases, etc.

6. Filling up of vacant posts;

All the vacant posts as detailed below are required to be filled up on priority bases through direct recruitment. (The vacancy position is as on 31-3-2018).

i) D.S.O./R.O.	-	3
ii) A.R.O.	-	12
iii) Senior Asstt.	-	06
iv) Stat. Asstt.	-	15
v) Investigator	-	08
vi) Clerk/Jr.Asstt.	-	04
vii) Driver	-	03

At present Twelve posts of Investigators/ Clerks are lying vacant. The post of Investigator/Clerks is of the lowest rank in the department which is to be filled through direct recruitment. Besides collection of data then Investigator/Clerk are engaged in the field work of N.S.S. which is a time bound assignment. The post of Investigator/Clerks thus being very important functional post may be allowed to be filled up on priority basis through direct recruitment. Till then posts requires to be filled up on contract basis and these Investigators already engaged be continued for N.S.S. work.

7. Provision of additional class-IV employees;

One part time peon may be given to each District Statistical Office.

16. NAMES, DESIGNATIONS OR OTHER PARTICULARS OF THE ASSISTANT PUBLIC INFORMATION OFFICER/PUBLIC INFORMATION OFFICERAS AND APPELLATE AUTHORITY:

Name/Designation of 1 st Appellate Authority/ PIO/ APIO	Designation	Complete Office Address	Office Telephone Numbers	Email ID	Jurisdiction
PART-I					
A) Shri Pradeep Chauhan, Economic Adviser	Appellate Authority	Economic and Statistics Department, Block No. 38 S.D.A. Complex, Kasumpti, Shimla-9.	0177 2626302	pradeep.chauhan945@rediffmail.com or ecostat-hp@nic.in	Economic and Statistics Department, Kasumpti, Shimla-171 009.
B) Sh. Ramesh Thakur, Superintendent Gr.-I	P.I.O.	-do-	0177 2626205/	ecostat-hp@nic.in	Directorate of Economics and Statistics, Shimla
C) Sh. Sukeen Daroch, Private Secretary	A.P.I.O.		2626206		

PART-II					
DISTRICT BILASPUR					
1. Shri Kahan Singh, Research Officer	P.I.O.	District Statistical Office, Bilaspur	01978 224829	dso-blp-hp@nic.in	District Bilaspur
2. Sh. Baldev Singh, Senior Assistant	A.P.I.O.	-do-	-do-		-do-
DISTRICT CHAMBA					
1. Shri Hans Raj, Research Officer	P.I.O.	District Statistical Office, Chamba	01899 222301	dso-cha-hp@nic.in	District Chamba
2. Smt. Meena Mahajan, Senior Assistant	A.P.I.O.	-do-	-do-		-do-
DISTRICT HAMIRPUR					
1. Shri Sunil Kumar Research Officer	P.I.O.	District Statistical Office, Hamirpur	01972 222397	dso-ham-hp@nic.in	District Hamirpur
2. Sh. Harbans Lal, ARO	A.P.I.O.	-do-	-do-		-do-
DISTRICT KANGRA					
1. Sh. Pawan Kumar, Research Officer	P.I.O.	District Statistical Office, Kangra at Dharamshala	01892 223197	dso-kgr-hp@nic.in	District Kangra
2. Sh. B.R.Kaundal, Senior Assistant	A.P.I. O	-do-	-do-		-do-
DISTRICT KINNAUR					
1. Sh. Chander Mohan Sharma , Deputy Director	P.I.O.	District Statistical Officer, Kinnaur at Reckong Peo	01786- 222434	<a href="mailto:dso-kinnaur-
hp@nic.in">dso-kinnaur- hp@nic.in	District Kinnaur
2. Sh. Rajender Kumar, Junior Asstt.	A.P.I.O.	-do-	-do-		-do-
DISTRICT KULLU					
1. Sh. M.L.Rana, Research Officer	P.I.O.	District Statistical Office, Kullu	01902 222283	dso-kul-hp@nic.in	District Kullu
2. Smt. Swaran Lata Asstt. Research Officer	A.P.I.O	-do-	-do-		-do-
DISTRICT LAHAL SPITI					
1. Sh.Hira Nand, Project Officer	P.I.O	District Statistical Office Lahaul & Spiti at Keylong	01900 222010	dso-lsp-hp@nic.in	District Lahaul & Spiti
2. Sh. Mohinder Singh, Clerk	A.P.I.O	-do-	-do-		-do-
DISTRICT MANDI					
1. Sh. P.C. Suman, Research Officer	P.I.O	District Statistical Office, Mandi	01905 222129	dso-man-hp@nic.in	District Mandi
2. Sh. Shyam Singh, Sr. Asstt.	A.P.I.O	-do-	-do-		-do-
DISTRICT SHIMLA					
1. Smt. Nishu Sharma, Research Officer	P.I.O.	District Statistical Office, Shimla	2624576	dso-shi-hp@nic.in	District Shimla
2. Sh. Nikka Ram, Sr. Asstt.	A.P.I.O.	-do-	-do-		-do-
DISTRICT SOLAN					
1. Sh. Vijender Singh Mehta Research Officer	P.I.O.	District Statistical Office, Solan	01792 223740	dso-sol-hp@nic.in	District Solan
2. Smt. Padma ,	A.P.I.O.	-do-	-do-		-do-

Asstt. Research Officer					
DISTRICT SIRMOUR AT NAHAN					
1. Sh Tarlok Chand, Research Officer	P.I.O.	District Statistical Office Sirmaur at Nahan	01702 222341	dso-sir-hp@nic.in	District Sirmour
2. Smt. Krishna Devi, Senior Asstt.	A.P.I.O.	-do-	-do-		-do-
DISTRICT UNA					
1. Sh. Sunil Kumar, Research Officer	P.I.O.	District Statistical Office, Una	01975 226042	dso-una-hp@nic.in	District Una
2. Smt. Kavita, Junior Assistant	A.P.I.O.	-do-	-do-		-do-

**17. OTHER INFORMATION AS MAY BE PRESCRIBED AND HEREAFTER
UPDATE THESE PUBLICATIONS EVERY YEAR.**

This publication is being updated every year as on 31st March.