



TRAINING MANUAL

OF

**ECONOMICS AND STATISTICS DEPARTMENT
HIMACHAL PRADESH**

**ECONOMICS AND STATISTICS DEPARTMENT
Government of Himachal Pradesh**

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1. Introduction

The Department of Economics 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 & studies.

The requirement of training of Govt. employees barely needs to be emphasised keeping in view the public debate frequently on this issue in different platforms. One common proposition resulting of different discussions comes out that need for training the government employees not only at the time of induction in government employment but also at regular intervals thereafter. Training can do much to improve the technical and administrative effectiveness so that in improving employee's functioning, generate interest in work, develop positive attitude and cultivate a sense of involvement in achieving goals of the government.

Keeping in view, a conscious training policy for the development of human resources in the Department of Economics and Statistics is prepared for harvesting desired results.

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

2.1 Vision

To develop the best and most innovative State Statistical System, for effective policy formulation and decision making.

2.2 Mission

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

2.2.2 To cater to the emerging data needs in the dynamic socio-economic context, to reduce respondent burden and to avoid unnecessary duplication in data collection and publication.

2.2.3 To adopt and evolve standards and methodologies for statistics generated by various elements of the state statistical system and to steer its development for further improvement and bridging data gaps.

2.2.4 To continue to assess skill requirement, and develop human recourse capacity at all levels of the statistical system.

2.3 Objective

- 2.3.1 To make available data/statistics on some key parameters to planners and policy makers in government and outside.
- 2.3.2 To improve the quality and reliability of existing data sets.
- 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 Statistics.
- 2.3.5 To conduct survey and studies as per the priorities of state government.
- 2.3.6 To analyse the collected data, prepare report/findings, recommendations and conclusions.
- 2.3.7 To communicate findings, facilitating wanted results to the stakeholders.

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 Domestic Product/State 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 subjects 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 Computerisation of data
- 2.4.21 District Income Estimation

2.4.22 Compilation of Pensioner's data.

2.4.23 Economic Census.

According to different subjects and assignments, the following work of the department is distributed under three divisions each headed by the Deputy Director:

1. Gross State Domestic Product /State Income Division

- a) Public Finance
- b) Capital Formation
- c) FRBM(Fiscal Responsibility and Budget management)
- d) Prices Statistics
- e) Training

2. National Sample Survey (NSS) Division

A. National Sample Survey

- a) National sample survey
- b) Surveys and Evaluation Studies.

B. Official Statistics

- a) State storehouse of Data
- b) Rural Development statistics
- c) Industrial Statistics
- d) Tribal statistics
- e) Urban statistics
- f) Housing & Building statistics
- g) Labour Statistics
- h) Library
- i) Documentation

3. Census Division

A. Census

- a) Census of H.P. government employees
- b) Population Census
- c) Economic Census
- d) Plan/20 Point Programme.

B. Administration Section

- a) Establishment
- b) Accounts

Detail of work done under different indicators

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 has 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/ 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 pre requisites, the department has to prepare the estimates of Capital Formation for Govt. sector only. Corporate and Households sector estimates could not be 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 making all efforts to cull out the data on plan and non-plan expenditure and classifying the budget asked from all government departments.

1.5 Collection of Prices Statistics

Containment of Inflation is on the priority list of the government. Price collection and compilation is an important assignment with Department Of Economics & 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 Half yearly basis, Building material prices on quarterly basis and Labour Bureau Prices for price indices. The department also supplies the prices of various building material to National Building Organisation. This price collection work is done by the District Statistical Officers of the department.

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 67th round in July, 2011. 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 scrutinised. This exercise needs sufficient man power. The department has now started the tabulation of these schedules at headquarters itself. The results of these surveys are used for estimation of Consumption Expenditure/ Poverty line and other Plan Indicators.

2.2 Surveys and Evaluation Studies

Many ad-hoc surveys/studies etc. are being conducted by the department which provides a bench mark/ base to various projects and programmes of the Govt

2.3 Official Statistics

2.3.1 State Storehouse of Data

Department is making concerted efforts to collect, scrutinise, analyse and interpret all sorts of General/official Statistics which is disseminated to planners /policy makers and scholars through various publications viz; (i) Statistical Outline (ii) Brief Facts (iii) Statistical Abstract of State and Pamphlets/ handouts of various types and other district/ block level Statistical publications etc.

2.3.2 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.

2.3.3 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 Distt. Statistical offices.

2.3.4 Industrial Statistics

The department compiles all type of half yearly/annual labour returns of various factories for submission to Labour Bureau and has also initiated the work regarding the construction of Index of Industrial Production. Compiles Annual and Half Yearly Labour Returns received from Chief Inspector of Factories which after compilation is transmitted to Labour Bureau, Govt. of India.

2.3.5 Tribal Statistics

Department collects and compiles data relating to tribal areas and prepares the publication Tribal Out-Line. The tribal outline was published and is being updated for the latest years.

2.3.6 Urban Statistics

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

2.3.7 Housing and Building Statistics

Under the three tier system of collection of Housing and Building Statistics of National Building Organisation, GOI (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.

2.3.8 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 analysed and improvements made to present the data in a better format on department's website.

3. Census

3.1 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.

3.2 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 guideline of Government of India after a span of 5 years.

4. Other Important assignments

Besides, bringing out its regular publications, annual publications viz; "**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 is also brought out every year.

5. Additional work

Central Statistical Organisation under (CSO), Ministry of Statistics & Programme Implementation Government of India/World Bank/State Finance department have also directed to take up the assignments from time to time. Besides the supervision of regular/adhoc assignments Economic Adviser dispensed the following duties:

1. Officer on special duty on behalf of the Government of India
2. Price Collection Authority in the State.

3. Competent Authority to ascertain to ascertain cost of living index for employee in scheduled employment in Himachal Pradesh.
4. Member of the group on Environment Statistics at the National level.
5. Member Secretary of the High Powered Statistical Committee for Himachal Pradesh.
6. Member of the Governing Council of NSSO, Govt. Of India.

In addition to the above the following indicators under the State Strategic Statistical Plan(SSSP) are also required to be undertaken:-

1. Gross State Domestic Product Estimates
2. Estimates of Capital Formation and savings.
3. Estimates of District Domestic Product
4. Estimates of contribution of local bodies.
5. Data on major fiscal variables.
6. Annual survey of industries.
7. Index of industrial production
8. Crop area and production statistics.
9. Whole sale price index
 - 9A. Consumer price index
10. Health, Morbidity, Mortality and Family Welfare statistics
11. Education and literacy statistics
 - 11A. Statistics on educational institutions
 - 11B. School enrolment data
12. Labour and employment statistics
 - 12A. Labour statistics
 - 12B. Employment statistics
13. Housing
14. Birth and death registration statistics and population
15. Electricity production and distribution statistics
16. Environment and Forestry statistics
 - 16A. Forestry statistics
 - 16B. Water supply and sanitation statistics
17. Participation in the surveys of National Sample Survey Office (NSSO)
18. Transport statistics
 - 18A. Motor Vehicle registration statistics
 - 18B. Road statistics
 - 18C. Traffic Accident statistics
 - 18D. Passenger traffic statistics
20. Statistics for local area planning

Administration

1. Establishment

All administrative and personnel matters of the staff were taken care by this section. The seniority lists were updated and circulated during the year under review. Inspection of District statistical offices by Economic Adviser/officer's were made during the year and meetings with the staff associations to sort out their grievances/demands were adhered to.

2. Accounts/Budget

This unit of the section mainly settles all matter related to departmental budget and Accounts. Distribution and control of budget to district offices. Prepare all financial bills of the head quarter and made payments accordingly.

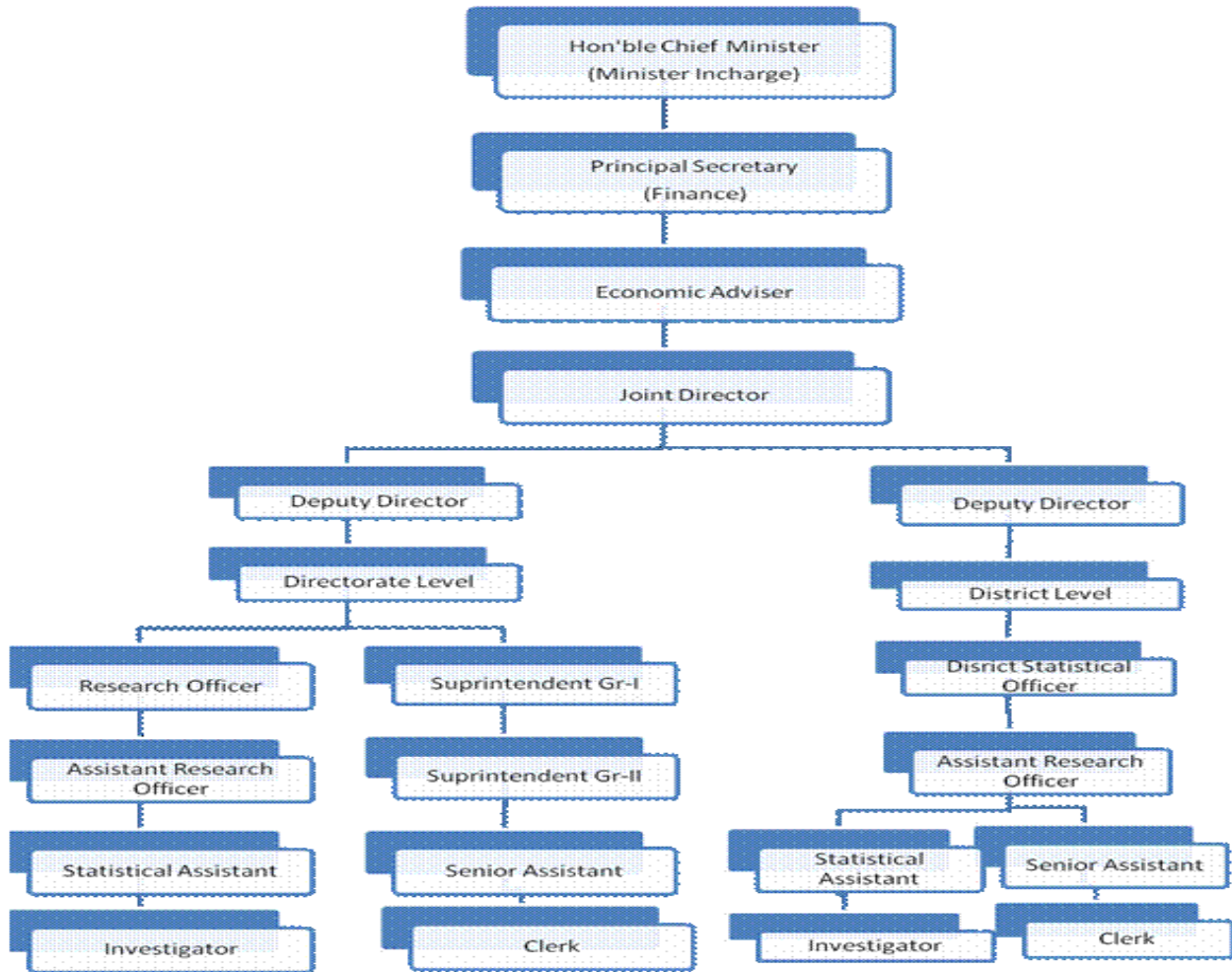
District Statistical Offices and State Headquarter:

All the above functions at the district level are done by the district offices all over Himachal Pradesh in all the districts. 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 fulfil all the requirements of Govt. for sound data base. For this purpose, the Department brings out a number of Publications on regular/adhoc basis, 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 deptt. in the state does through National Sample Surveys and other Adhoc 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.

3. Structure and Organisation Set Up



Organization Structure of the Department

Hon'ble Chief Minister is the minister-in-charge of the Department. The Principal Secretary (Fin and E&S) is the Secretary of this department and the administrative department at the Secretariat level is Planning branch. The Economic Adviser is the Head of Department.

Besides Economic Adviser there is one Joint Director, Two Dy. Directors, Two Research officers, three Statistician , 12 District Statistical Officers (out of which two are posted at Hqr.) and one Supdt. Grade-I Gazetted officers and other employees working in this department. There are 200 sanctioned posts in the department (Including gazetted officers) out of which 154 posts were functioning as on 31.3.2011.

3.1 Total Staff Position;

Detail of Sanctioned / filled in/ vacant posts in the department;

Sr. No.	Name of Post	Sanctioned	Filled in	Vacant
1.	Economic Adviser	1	1	-
2.	Joint Director	1	1	-
3.	Deputy Director	2	1	1
4.	Research Officer /DSO/Stat.	17	16	1
5.	Superintendent G-I	1	-	1
6.	Personal Assistant	1	1	-
7.	Superintendent G-II	2	2	-
8.	Assistant Research Officer	28	18	10
9.	Statistical Assistant	42	31	11
10.	Sr. Assistant	17	17	-
11.	Jr. Assistant/ Clerk	22	16	6
12.	Investigator	24	15	9
13.	Sr. Scale Stenographer	1	1	-
14.	Jr. Scale Stenographer	1	1	-
15.	Driver	3	2	1
16.	Photostat Machine Operator	1	1	-
17.	Daftri	1	1	-
18.	Peon	22	16	6
19.	Chowkidar	12	12	-
20.	Sweeper	1	1	-
Total		200	154	46

3.2 Technical Staff

Sr. No.	Name of Post	Sanctioned	Filled in	Vacant
1.	Economic Adviser	1	1	-
2.	Joint Director	1	1	-
3.	Deputy Director	2	1	1
4.	Research Officer /DSO/Stat.	17	16	1
5.	Assistant Research Officer	28	18	10
6.	Statistical Assistant	42	31	11
7.	Investigators	24	15	9
	TOTAL	115	83	32

3.3 Administrative Staff

Sr. No.	Category	Sanctioned	Filled in	Vacant
1.	Superintendent G-I	1	-	1
2.	Personal Assistant	1	1	-
3.	Superintendent G-II	2	2	-
4.	Sr. Assistant	17	17	-
5.	Jr. Assistant/ Clerk	22	16	6
6.	Sr. Scale Stenographer	1	1	-
7.	Jr. Scale Stenographer	1	1	-
8.	Driver	3	2	1
9.	Photostat Machine Operator	1	1	-
10.	Daftri	1	1	-
11.	Peon	22	16	6
12.	Chowkidar	12	12	-
13.	Sweeper	1	1	-
	TOTAL	85	71	14

4. Powers and Duties of Its Officers and Employees:

1. Economic Adviser :

- 1.1 Economic Adviser, Economics and Statistics Department, Himachal Pradesh, being administrative and professional head of the Economics and Statistics Department, shall exercise all administrative and financial powers as adjoined upon the Heads of the department in the Himachal Pradesh Government.
- 1.2 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.
- 1.3 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.
- 1.4 He shall submit to the Government budget and appropriation proposals in consolidated form for the whole department for consideration and approval.
- 1.5 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.
- 1.6 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.
- 1.7 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 :

- 2.1 The Joint Director, Economics and Statistics Department, Himachal Pradesh, shall assist the Economic Adviser in the performance of his duties and responsibilities.
- 2.2 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.
- 2.3 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.
- 2.4 Any other job assigned by the Head of Department.

3. Deputy Director:

- 3.1 To assist the authority's in decision making and formulation of plans, schemes and programmes;
- 3.2 To present all the cases, matters, surveys and schemes to the Economic Adviser in a precise manner with all possible solutions and suggestions;
- 3.3 To take effective measures for building up and maintaining all essential records;
- 3.4 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;
- 3.5 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.
- 3.6 To issue orders in accordance with the decisions of the Economic Adviser and under proper authentication.
- 3.7 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.

- 3.8 To make arrangements to monitor and evaluate the progress of Surveys and Studies and suggest changes, if needed;
- 3.9 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/Statistician:

- 4.1 Analysis and interpretation of Statistical data.
- 4.2 Preparation of reports, reviews memoranda etc.
- 4.3 Supervision of surveys/studies/price inspections in the fields.
- 4.4 Participation in the State level, district level meetings/ conferences in and outside the state.
- 4.5 Coordinating the statistical activities within the department and with outside agencies.
- 4.6 Preparation of survey schedules/studies.

5. District Statistical Officer:

- 5.1 Analysis and interpretation of Statistical data.
- 5.2 Preparation of reports, reviews memoranda etc.
- 5.3 Supervision of surveys/studies/price inspections in the fields.
- 5.4 Participation in the State level, district level meetings/ conferences in and outside the state.
- 5.5 Coordinating the statistical activities within the department and with outside agencies.
- 5.6 Preparation survey schedules/studies.
- 5.7 District Statistical Officers performs the duties of D.D.O./Head of Office/controlling officer in their respective district.

5.8 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. Supdt. Grade-I

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

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 Para required action by other section/dealing hand have been given to the concerned section/dealing hand for further action;

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;

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;

The file (correspondence portion or the noting portion) has not become unwieldy i.e., exceeded 200 pages and it so next volume is started;

Relevant Acts/Rules/Manuals/Regulations or instructions have been added with the case or relevant extracts of the same are added duly flagged;

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;

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.

8. Supdt. Grade-II

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

- 8.1 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.
- 8.2 Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers;
- 8.3 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.;
- 8.4 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

- 9.1 Scrutiny, reconciliation, tabulation, analysis and interpretation of statistical data.
- 9.2 Preparation of technical reports, reviews, memoranda, etc.

- 9.3 Conduct of Surveys/ studies and supervision of collection of data in the field.
- 9.4 Supply of data to various Govt., semi Govt., Universities, Research organizations and scholars.
- 9.5 Preparation of manuscripts of various statistical publications.
- 9.6 Any other assignment as may be given from time to time.

10. Statistical Assistant

- 10.1 To assist the Assistant Research Officer in the collection, scrutiny, tabulation and analysis of Data.
- 10.2 On the spot inspections of data, surveys/ studies etc. and collection of data.
- 10.3 Proof reading of various statistical publications.
- 10.4 Any other assignment as may be given from time to time.

11. Investigator

- 11.1 Conduct of socio-economic studies/surveys.
- 11.2 Collection of data from the various government and semi-Govt. departments.
- 11.3 Preparation of tabulation sheets and proformae for posting of data
- 11.4 Computation of statistical data manually and with the help of calculating machines and computer
- 11.5 Any other assignment/job as may be given by the concerned Divisional Head.

12. Senior Assistant

- 12.1 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.

- 12.2 Acquisition, maintenance and up-keep of stores, stocks, stationery articles, accounts and registers;
- 12.3 Preparation of all types of bills such as pay, traveling allowance, medical re-imbursement, contingencies, contractors, suppliers and advances etc. etc. and handling of cash, maintenance of cash books and connected accounts/bills registers etc.;
- 12.4 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.;
- 12.5 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. etc.;
- 12.6 Assisting in planning and monitoring of developmental social and welfare schemes;

13. Sr. Scale Stenographer

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

- 13.1 Receipt of all dak including files meant for the Joint Director.
- 13.2 To diaries the personal dak to be maintained for the purpose.
- 13.3 To take dictation in both English and Hindi Stenography from the Joint Director, to transcribe the same on English/Hindi typewriters.
- 13.4 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.
- 13.5 Legislative matter i.e. Collection of information before the commencement and during the Assembly session
- 13.6 Arrangements for tours/pay etc.

14. Jr.Scale Stenographer

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

- 14.1 Receipt of all dak including files meant for the Deputy Director.
- 14.2 To diarise the personal dak to be maintained for the purpose.
- 14.7 Maintenance of engagement diary.
- 14.8 Arrangements for tours/pay etc.

15. Clerk:

- 15.1 Receipt and miscellaneous work in such section
- 15.2 Typing and Comparison work:
- 15.3 Record work
- 15.4 Control Room/Emergency Service
- 15.5 Despatch work

16. Photostat Machine Operator

17. Daftri

18. Peon

19. Chowkidar

20. Sweeper

5. Present Status of Training

If to visualize in general, training is hardly among priorities of Govt. Depts. & Govt. It only left to initiative of individual officers which results in reluctance or in-difference to training at individual level for their own up Gradation/development. Training expenditure not considered essential and very little funds are earmarked for training.

In the Department of Economics & Statistics, training division has been created with a vision to promote good governance by providing to the staff quality training & learning related to performance towards building a professional statistical service which is efficient, accountable and responsive. Senior and lower level staff were trained with an objective to make officers to acquire professional approach, make them aware about the challenges and opportunities within the statistical services, to enable the officers to understand and learn the system, role and functions of the statistical advisor's to the Government departments, to enhance and upgrade the knowledge and skills of staff to cope up with dynamics and dimension of financial and statistical management in the department, acquaint the personnel with typing, word processing, office work and to prepare them for handling higher level of duties and responsibilities consequent upon promotion.

The assignment of conducting in-service Basic Statistical Training Course for lower level Statistical personnel of the Directorate of Economics & Statistics, Himachal Pradesh and of other Line departments of the State Govt. and public sector undertakings in the Pradesh has been transferred to the Institute of Public Administration (HIPA). Two training courses on statistics and data use were organized at HIPA. Most of the faculty for these training courses are being provided by this department. Besides above, department participated in all type of training programmes as per the training calendar of the HIPA.

6. Training Objective

- i. To contribute towards enrichment of knowledge, skill development and positive attitudinal orientation at all levels keeping in line with vision of the Economics and Statistics Department.
- ii. To develop specialized cadres in various areas like Estimation of GSDP, DDP, Capital Formation, Public Finance, National Sample Surveys, Price Indices, Official Statistics and Administration, etc.

- iii. To prepare employees for future by ensuring training and development inputs which are result oriented.
- iv. Every employee to receive training once in two years.

The Govt employees are required to be trained both at the time of their induction as well as in regular interval of different stages of jobs to promote, update and enhance better understanding of professional requirements, knowledge and skills.

The department being the central store house for all kind of data needs required complete updating of methods to collect the data by organising training from time to time for better carrying in to action as individual and organisation as whole.

This Department being a “Nodal-Agency” for the statistical activities of all the departments in the state, the training aspect to all the levels of employees in the department becomes necessary. The department is committed to fulfil its duties because of;

6.1 Responsiveness

To update and increase the professional knowledge and skills to challenging democratic needs and expectations of citizens

6.2 Commitment

To bring efficiency in delivery of better services in the democratic set up with high values, concept of partnership & participative decision making.

6.3 Awareness

Awareness of technological, economic & social developments to promote better understanding of professional requirements to generate interest in their work.

6.4 Accountability

To ensure higher performance and cost-effective methods of delivery which cultivate a responsibility of participation in achieving the desired goals.

7. Training Policy

7.1 Main features of Training Policy

Training policy of Himachal Pradesh State govt-2009 directs that every personnel from class I to class-IV required undergoing training for improvement of skill at the time of induction in service and at least once in five years or before promotion.

All the employees are updated on their knowledge periodically and are acquainted with the latest developments in the changing environment of governance. Training can help one to get beyond the daily routine and stimulate one to do better work. The training policy has following main features.

7.2 Training for all

The main objective of the training policy is to impart training to all the govt servants in regular intervals as well as at the time of induction to the service career. Since this Department also has been declared as the “Nodal-Agency” for the statistical activities of all the departments in the state, the training aspect to all the levels of employees in the department becomes necessary.

7.3 Training Coverage

In the context of training, it can do much to improve administrative and technical effectiveness by training Govt. employees, not only at induction level, but also at regular intervals there after. The training framed for the Department of Economics and Statistics is such that it would help them in;

- Improving performance for lowest operating level comprising FI, Data Operators, SA and ARO's and other supervisory employees.
- Generate greater interest in work
- Develop a positive attitude towards with people with whom they interact
- Cultivate a sense of participation in achievement of Govt. goals especially for top and middle management level comprising RO, DSO, Statisticians, DD and JD to focus on professional excellence, policy formulation, analysis and work monitoring.

In the present scenario there is necessity to take stock of available human resources both qualitatively and quantitatively because **competence**, skills and attitudes of state Govt. employees has a direct bearing on their output as well as Govt. duty.

8. Need of the Training

To fulfil the training need gaps, Department of Economics and Statistics is already well aware since the department is the **Nodal Department** of the govt for statistical activities and regular trainings are organised time to time in and outside the department. The department is regularly sending employees of the line department as well as its own employees to the National Statistical Academy (NASA) at Delhi under Ministry of Statistics & Programme Implementation (MOSPI) and other states of the country.

Training is needed to develop skills, enhancing productivity and quality of work, and building capacity of the personnel. Enhancing employee skills can increase individual and organizational performance and help to achieve desired results. Other factors involved in determining whether training is needed include the complexity of the work environment, the rapid pace of organizational and technological change. In addition, advances in learning theory have provided insights into how people learn and how training can be organized most effectively.

The 13th Finance Commission recommendations involves measurement, monitoring and reporting on progress i.e. the measurement of GSDP across states should be standardized, all states should generate District Income Statistics in accordance with the guidelines of the CSO, estimate green GDP/GSDP to evaluate the depreciation of natural resources and consider loss of income due to environmental degradation, measure cost disabilities and measure inter-regional trade data to provide insights in an inter regional framework.

Under the World Bank assisted ISSP project, “Capacity Development” through training is one of the major component for human resources.

Critical to achievement of development results is the ability to measure and closely monitor it for “*If you can’t measure it, you can’t manage it.* It is, therefore, the case that statistics are needed “to drive the outcomes that policies are aiming to achieve and not just to measure progress towards those outcomes”.

In order to produce good statistics, the state of Himachal Pradesh needs to enhance the skill/capabilities of the statistical personnel of the Department of Economic and Statistics to increase data quantity and improve data quality and their use at all levels especially for the indicators recommended in the 13th Finance Commission.

There is, in fact, broad consensus among all about the need for better training of statisticians and other data producers if states have to produce the needed quality statistics for mentioned indicators.

The detail of training requirements/needs of the department is as follow:

8.1 Top Level Officers

Economic Adviser, Joint Director and Deputy Director.

8.1.1 Training needs

- Top level officers are needed to concentrate on highly important strategic planning, policy formulation and analysis for the whole department so that the desired objectives of the department and Govt are accomplished.
- The top level officers are required to be trained in latest economical scenario of the state, policy analysis to upgrade their technical as well as administrative skill.

8.2 Middle Level Officers

Research Officer, Statistician, Distt. Statistical Officer Asst. Research Officer, Superintendent Gr.I & Gr.II.

8.2.1 Training needs

- Middle level officers of the department are the backbone of any department and are responsible for supervising and conducting the direction and orders of Top level officers. The officers are required to be trained in framing of questionnaire/schedules to conduct different type of surveys and studies, to impart instructions to the field functionaries. They are required to be well conversant with the latest economy and different tools applied to get this work accomplished. In addition, they are also to be trained in implementation of rules and acts applicable in administration work.
- They are all required to be trained to learn the latest tools applied for the other statistical work and to encounter with changed technology and working environment of the department.

8.3 Lower Level Officers

Statistical Assistant, Field Investigator, Sr.Scale Stenograher, Sr.Asst.Jr.Asst./Clerk, PMO & Driver.

8.3.1 Training needs;

- The Lowest Operating staff as mentioned above are responsible for carrying out the official work i.e. collection of data, canvass the questionnaire in the field, other field duties, audit work, to know the various acts and rules, instructions issued by the govt in time to time, Accounts work, typing work, diary despatch, keeping of office record, duplication and other allied duties to be performed in the office.
- This type of employees are required to be trained in learning of basic statistical tools, to learn in attitudinal orientation, use of computers, office procedure with complete knowledge of acts and service rules with other functional skills so that efficient delivery in govt plans and assigned jobs.

8.4 Class IV Employees

Daftri, Peon and Chowkidar.

8.4.1 Training needs

- These employees are required to be trained with other day to day functional skills so that efficient delivery in govt work is done.

8.5 Other Line Departments

Although the CSO at the Centre and the DESs in the states are performing the statistical coordination functions, in reality there is a much closer organic relationship between the line Ministries at the Centre and their counterpart line Departments in the states especially in respect of Social Statistics & Agriculture Statistics. In order to produce good statistics on all the required indicators, the department of Economics and Statistics also needs to enhance the skill/capabilities of the statistical personnel of the line departments to increase data quantity and improve data quality and their use at all levels.

Training Needs Analysis of the Department

1. Number of Personnel

LEVEL OF OFFICIALS	TECHNICAL		LEVEL OF OFFICIALS	NON-TECHNICAL	
	SANCTIONED	IN POSITION		SANCTIONED	IN POSITION
1. Investigators	24	14	1. Jr.Scale Steno	1	1
2. SA/ARO	70	52	2. Sr.Scale Steno	1	1
3. Research Officer/ District Statistical Officers/Deputy Director	19	17	3. Clerk	22	18
4. Joint Director/Director			4. Sr Assistant	17	17
			5. Supdt Gr-II	2	2
			6. PA	1	1
			7. Supdt Gr-I	1	-
Total	115	85		45	40

2. Educational Qualification of the officer/officials at the entry level

Level Of Officials	Min. Educational Qualification At Entry Level	Level Of Officials	Min. Educational Qualification At Entry Level
1. Investigators	+2	1. Jr. Scale Steno	+2
2. SA/ARO	Graduation with Economics	2. Sr. Scale Steno	In this category 100 % promotion is made from Jr. Scale Steno level category
3. Research Officer/ District Statistical Officers/ Deputy Director	Post Graduation in Economics, Commerce, Mathematics & Statistics	3. Clerk	+2
4. Joint Director/Director	In this category 100 % promotion is made from middle level category	4. Sr Assistant	In this category 100 % promotion is made from Clerk level category
		5. Supdt Gr-II	In this category 100 % promotion is made from Sr Assistant level category
		6. PA	In this category 100 % promotion is made from Sr. Scale Steno level category
		7. Supdt Gr-I	In this category 100 % promotion is made from Supdt Gr-II level category

Number of statistical (technical) personnel to be trained:

1. Investigators

SR. NO.	SUBJECTS	NUMBER OF PERSONNEL TO BE TRAINED
1	Statistical Techniques and Official Statistics	14
2	Sample Survey Techniques	14
3	Training on Computers and Computer Applications	14
4	Integrated Training Programme	14
5	Collection, compilation, editing and complaining of data.	14

2. SA's/ARO's

SR. NO.	SUBJECTS	NUMBER OF PERSONNEL TO BE TRAINED
1	Statistical Techniques and Official Statistics	52
2	Sample Survey Techniques	52
3	Training on Computers and Computer Applications	52
4	Integrated Training Programme	52
5	Official Statistics popularization programmes	52

3. Research Officer/District Statistical Officers/Deputy Director

SR. NO.	SUBJECTS	NUMBER OF PERSONNEL TO BE TRAINED
1	Data Analysis & Report Writing using SPSS/Stata	17
2	National Accounts/ Environment Statistics & Natural Resource (water) Accounting	17
3	Applied Econometrics including Time series Analysis and Forecasting	17
4	Advanced Training in IT	17
5	Gender Issues, Gender Statistics and Gender Budgeting/ Statistics Act	17

4. Joint Director/Director

SR. NO.	SUBJECTS	NUMBER OF PERSONNEL TO BE TRAINED
1	Management	2
2	Current Economic Issues	2
3	Advanced Training in IT	2
4	Financial Statistics	2
5	National Accounts Statistics	2

Number of non-technical personnel to be trained:

1. Jr.Scale Steno; Sr.Scale Steno; Clerk ;Sr Assistant ;Supdt Gr-II; PA; Supdt Gr-I

SR. NO.	SUBJECTS	NUMBER OF PERSONNEL TO BE TRAINED
1	Establishment Rules, Leave Rules, TA/DA Rules, Conduct Rules, Vigilance , RTI etc	40
2	Fundamentals of Computer	40
3	Disciplinary Proceedings	40
4	E-Goverence	40
5	Leave Rules, TA/DA Rules, RTI, pay fixation, pension rules, financial rules, GPF rules etc E-Governess E-salary E-dispatch PMIS Official manual Budget manual	40

Provision for Induction Level Training

Type of Personnel	Induction Training
1. Investigators	1. Elementary Statistics ➤ Methods of data collection ➤ Census and sampling surveys ➤ Organization of data ➤ Presentation of data 2. Basic computer ➤ Ms Office ➤ Internet etc.
2. SA/ARO	1. BASIC STATISTICS ➤ Statistical Methods: Measures of Central Tendency, dispersion, correlation regression, time series, sampling methodology, basics of probability distributions, testing of hypothesis , Official Statistics & Related Methodology 2. Official statistics 3. National Accounts Statistics 4. Industrial Statistics 5. Agriculture & Allied Sector Statistics 6. Finance & Trade Statistics 7. Social Sector Statistics (Education, health) 8. Labour Statistics 9. Housing & Building Statistics 10. Fundamentals of Computer and EDP Including MS Office, Data Management & Analysis.
3. (Research Officer/District Statistical Officers/Deputy Director)	1. Data Analysis & Report Writing using SPSS/Stata 2. National Accounts Statistics

	<ol style="list-style-type: none"> 3. Gender Statistics , 4. Environment Statistics & Natural Resource (water) Accounting 5. Planning & Designing Of Sample Surveys 6. Data Processing & Data Analysis using unit level data 7. Demography & Population Studies 8. Econometrics 9. Statistics Act 10. Report Writing 11. Data Processing Orientation and Office Procedures 12. Advanced Training in IT and computer
4. Clerk	<ol style="list-style-type: none"> 1. Leave Rules, TA/DA Rules, RTI, pay fixation, pension rules, financial rules, GPF rules etc 2. Fundamentals of Computer 3. E-Goverence 4. E-salary 5. E-dispatch 6. PMIS
5. Sr Assistant	<ol style="list-style-type: none"> 1. Fundamentals of Computer 2. FRSR,CCS & CCA rules, GPF rules, RTI etc. 3. Disciplinary Proceedings 4. E-Goverence 5. Official manual 6. PMIS 7. Income Tax Rules
6. Jr.Scale Steno	<ol style="list-style-type: none"> 1. Fundamentals of Computer 2. E-Goverence 3. E-dispatch 4. Official manual 5. ACR's
7. Superintendent	<ol style="list-style-type: none"> 1. FRSR, CCS & CCA rules, RTI etc. 2. Disciplinary Proceedings 3. E-Goverence 4. Budget manual 5. Official manual

9. Training Plans and Modules:

Training division has been created with a vision to promote good governance by providing to the staff quality training & learning related to performance towards building a professional statistical service which is efficient, accountable and responsive. Senior and lower level staff were trained with an objective to make officers to acquire professional approach, make them aware about the challenges and opportunities within the statistical services, to enable the officers to understand and learn the system, to enhance and upgrade the knowledge and skills of staff to cope up with dynamics and dimension of financial and statistical management in the department, acquaint the personnel with typing, word processing, office work and to prepare them for handling higher level of duties and responsibilities consequent upon promotion.

Training module has been developed with the different Contents of module like Job responsibility of different Division/Section heads of the Department both of administration and Technical.

9.1 Other Line departments

In the state total number of statistical personnel in the line departments is depicted below:

Level of Officials	Other Line Departments (including Regional/District/Sub-District Level & Below)	
	Sanctioned	In Position
Primary	176	82
Junior	301	176
Middle	42	21
Senior	2	0
Professional/ Executive	0	0
Total	521	279

The training modules which have been prepared for the Department can also be replicated for the line departments.

9.2 Training received by each employee since the date of induction in service:

Training received by each employee since the date of induction in service-Technical

Name of Department Economics And Statistics Department										
Address: SDA Complex-38, Kasumpti ,Shimla -1710009										
No of employee trained since induction										
Sr.No	Name	Designation	Training received							
			1	2	3	4	5	6	7	8
1	Sh.Pradeep Chauhan	Economic Adviser	Training course on Housing & Building Statistics	Computer Language & EDPC	Computer Awareness for GO's	In country- Training Course on software Package	Official Procedure & Financial Mngt. For GO's	Computer fundamentals, D OS, Networking window-95, with office 97	Computer Course on moving toward "e" Governance	Course on "Right to information Act"
2.	Sh. Pankaj Sharma	J.D	Course on computer awareness	Course on computer awareness	Working concept with windows	Awareness workshop on IPR	GIS Mapping	Budget Software Application		
3.	Sh. N.B. Sharma	D.D	Course on Official Procedure & Financial Mngt.	Seventh TOT on Strengthening Distt. plan for Human Dev.	Remote Sensing & GIS Application	Training for Nodal Officer, Supervisor for BPL Pilot.	Human Development Indicators	Training for Mangers		
4.	Smt. Anita Rajan	R.O	In Service Basic Statistical	Course on computer awareness	Computer Training in Aptech-II	GIS Mapping	Course on Official Procedure & Financial Mngt	Course on Official Procedure & Financial Mngt	Gender statistics & Gender Budgeting	

5.	Sh. Vinod Rana	R.O	Course on Official Procedure & Financial Mngt	Advance computer course on presentation ,Internet etc.	Training of Trainer on Human Dev.	Remote Sensing &GIS Application	Course on information technology for data processing	Formulation and updation on Disaster management	IT Roadmap training	Training for Training Manager
6.	Sh. Anupam Sharma	R.O	Course on Official Procedure & Financial Mngt	Advance computer course on presentation ,Internet etc	Training of Trainer on Human Dev	Course on information technology for data processing	Training for Nodal Officer, Supreviser for BPL Pilot.	Course on "Right to information Act"	Disaster Management	
7.	Sh.Hem Chand Kashyap	R.O	In Service Basic Statistical	Basic Computer	Disaster Management		Training regarding NSS Field work operation, Data Processing every year			
8.	Sh. Chander Mohan	R.O	Labour Employee ment & Price Statistics	Course on Official Procedure & Financial Mngt						
9.	Smt. Indra Vij	R.O	In Service Basic Statistical	Computer fundamentals,						
10.	Sh .Rajeev Bhatnagar	D.S.O Shimla	Computer Training in Aptech-II	Basic Statistics Course						
11.	Sh. P.K.Rana	D.S.O Mandi	Fundamental Statistical Course							
12.	Sh. P.C.Sharma	D.S.O Hamirpur	Course on "Statistical data use,Application & management in Govt"							

13.	Sh. O.P. Singh	D.S.O Nahan	Foundation Statistical course for Eco. Investigator etc	Course on computer awareness		
14.	Sh. Jagdish Chand	D.S.O Chamba	In Service Basic Statistical			
15.	Sh. Tarlok Chand	D.S.O Bilaspur	Computer Training in Aptech-II	Application of Statistics and use of data in Govt.	Course on "Right to information Act"	
16.	Sh. Maya Ram	D.S.O Kullu	Regarding conduct Rules & Regulation	Application of Statistics and use of data in Govt.	Course on Official Procedure & Financial Mngt	
17.	Sh. Jagat Ram	D.S.O Una	Course on "Right to information Act"			
18.	Kr. Anjla	D.S.O Kangra	Application of Statistics and use of data in Govt.	Basic Computer	Gender Budgeting & Gender Statistics	
19.	Sh. Shayam Bhatnager	D.S.O Solan	Foundation Statistical course for Eco. Investigator etc	Computer Fundamentals & Application for NGO	Application of Statistics and use of data in Govt	
20.	Sh. Bali Singh Bist	ARO	Advance computer course on presentation, Internet etc.	Training regarding NSS Field work operation, Data Processing every year		
21.	Sh. Jai Paul	ARO	Basic Computer	Advance computer course		

22.	Sh. Narin Singh	ARO	Basic Computer				
23.	Smt. Nishu Sharma	ARO	In Service Basic Statistical course	Computer fundamentals,DOS, Networking, window 95,with office97	Regional Training/ workshop of system of N.A-1993 and related topic	GIS Mapping	Gender Budgeting and Gender statistics
24.	Sh. Sunil Kumar	ARO	Statistical method				
25.	Sh. Sain Ram	ARO	Computer Training in Aptech-II		Basic Statistical course	Basic computer	
26.	Sh. Chain Singh	ARO	Basic Statistical Course for Research Asstt./Statistical Asstt.				
27.	Sh. Pawan Singh	ARO	Basic Statistical course		Course on Official Procedure & Financial Mngt	RTI Act-2005	
28.	Sh. Partap Suman	ARO	Course on Elementary Statistics				
29.	Sh. Murari Lal Rana	ARO	Course on Elementary Statistics				
30.	Sh. Beli Ram Thakur	ARO	Course on " Statistics and data use application and Management in Govt .		Advance computer course		
31.	Sh. Kahan Singh	ARO	Course on Elementary Statistics				
32.	Sh. Kulvinder Singh	ARO	Course on computer awareness		Basic Statistical course		Computer Training in Aptech-II
33.	Sh. Krishan Pal	ARO	Course on "Statistics and data use application and Management in Govt .		Basic Computer		
34.	Sh. Ratan Bir Azad	ARO	Elementary Statistical Method for Inv.	Foundation Course on Statistics for Investigator /Research Asstt/Technical Asitt	Application of Statistics and use of data in Govt.		Basic Computer

35.	Sh. Parmesh Kumar	ARO	In Service Basic Statistical course	Elementary Statistical Method for Inv.	Advance computer course	
36.	Sh. Suresh Kumar	ARO	Statistical Method			
37.	Sh. Roshan Lan	ARO	Elementary Statistical Method for Inv.	Computer Course		
38.	Sh. Hans Raj	ARO	In Service Basic Statistical course	Basic Computer		
39.	Smt. Veena Gupta	S.A	In Service Basic Statistical course	Basic Computer		
40.	Sh. A.L.Negi	S.A	Application of Statistics and use of data in Govt.			
41.	Sh. Ajay Mahajan	S.A	In Service Basic Statistical course	Basic Computer		
42.	Sh. Pritam Dass	S.A	Fundamental Statistical Course	Elementary Statistical Method for Inv.		
43.	Sh. Raj Kumar	S.A	Fundamental Statistical Course	In Service Basic Statistical course		
44.	Sh. Mohinder Singh	S.A	In Service Basic Statistical course	Course on Housing& Buliding Statistics Sponsored by Regional Building Dev. Centre	Basic Computer	
45.	Sh.Kuldeep Singh	S.A	Course on elementary Statistics	Course on elementary Statistics	Basic Computer	
46.	Sh. Madan Lal	S.A	In Service Basic Statistical course	Computer Training in Aptech-II	Training Programme on Disaster Data Base Management	
47.	Smt. Alka Thakur	S.A	In Service Basic Statistical course	Elementary Statistical Method for Inv.	Statistical Method	Basic Computer
46.	Sh. Ganshyam	S.A	Elementary Statistical Method for Inv.	Course on computer awareness	Computer Training in Aptech-II	
47.	Sh. Susheel Kumar	S.A	Computer Fundamentals & Application for NGO			

48.	Sh. Yog Raj	S.A	Elementary Statistical Method for Inv.	Short term Training course	Course on computer awareness	Computer Training in Aptech-II	Basic Statistical Course	Course on Information Technology for data processing
49.	Sh. Darshan Singh	S.A	Course on " Statistics and data use application and Management in Govt.					
50.	Sh. V.S. Mehta	S.A	Basic Computer					
51.	Sh. Udam Singh	S.A	Statistical method					
52.	Varinder Singh	S.A	In Service Basic Statistical course		Basic Computer			
53.	Smt. Mirdula	S.A	Elementary Statistical Method for Inv.		Statistical method			
54.	Sh. Rakesh Kumar	S.A	Elementary Statistical Method for Inv.		Basic Computer			
55.	Sh. Harminder Singh	S.A	Elementary Statistical Method for Inv.		Computer Training in Aptech-II			
56.	Smt. Champa	S.A	Elementary Statistical Method for Inv.		Computer Training in Aptech-II	Course on " Statistics and data use application and Management in Govt.		
57.	Sh. Ashwani Kumar	S.A	Elementary Statistical Method for Inv.		Computer Training in Aptech-II			
58.	Sh. Ashwani Chadha	S.A	Basic Computer		Statistical method	Basic Computer		
59.	Sh. Ashok Kumar	S.A	Course on " Statistics and data use application and Management in Govt.					

56.	Smt. Champa	S.A	Elementary Statistical Method for Inv.	Computer Training in Aptech-II	Course on " Statistics and data use application and Management in Govt.
57.	Sh. Ashwani Kumar	S.A	Elementary Statistical Method for Inv.	Computer Training in Aptech-II	
58.	Sh. Ashwani Chadha	S.A	Basic Computer	Statistical method	Basic Computer
59.	Sh. Ashok Kumar	S.A	Course on " Statistics and data use application and Management in Govt.		
60.	Sh. Anil Kumar	S.A	Statistical method	Basic Computer	
61.	Sh. Mohan Lal	S.A	Basic Computer		
62.	Sh. Harbansh Chaudhary	S.A	Elementary Statistical Method for Inv.	Basic Computer	
63.	Sh. Jai Krishan	S.A	Course on " Statistics and data use application and Management in Govt.		
64.	Sh. Ankush	Investigator	Course on " Statistics and data use application and Management in Govt.	Basic Computer	
65.	Smt. Nirmal Sharma	Investigator	Course on " Statistics and data use application and Management in Govt		
66.	Sh. Sanjay Kumar	Investigator	Basic Computer		
67.	Sh. Sri Chand	Investigator	Basic Computer		

9.3 Training received by each employee since the date of induction in service-Non-Technical

1.	Sh. B.R. Verma	Supdt Gr-II	Course on reservation for NGO	C.S.Conduct Rules and framing of Charge sheet	Pilot Cum Workshop on lease Rules	Disciplinary Proceeding	Budget Software Application
2.	Smt. Aruna Sood	Supdt Gr-II	Special Course on C.S.Rules and reservation in service	Course on Office Procedures and Financial Administration	C.C.S. Central Service Rules	Course on Computer	Basic Computer
3.	Sh. Surinder Singh Mankotia	P.A	Computer Training in Aptech-II				
4.	Smt. Tramkeshri	Senior Asstt.	Course on Office Procedures and Financial Administration		C.C.A & C.C.S Rules	Computer Training for Govt. Servant	
5.	Sh. Ramesh Thakur	Senior Asstt.	Computer Fundamentals & Application for NGO		Disciplinary Proceeding		
6.	Kr. Neelam	Senior Asstt.	Computer Training in Aptech-II		Computer Fundamentals & Application for NGO		
7.	Sh. Prem Lal	Senior Asstt.	Course on Official Procedure & Financial Mngt				
8.	Sh. Dinesh Kumar	Senior Asstt.	Course on Office Procedures and Financial Administration		Special Course on Office Procedures and Financial Administration		Computer Training for Govt. Servant

9.	Sh. Daya Ram	Senior Asstt.	Basic Computer			
10.	Sh. Ranjeet Singh	Senior Asstt.	Course on Office Procedures and Financial Administration	Basic Computer		
11.	Sh. Shayam Singh	Senior Asstt.	Course on Office Procedures and Financial Administration	Basic Computer		
12.	Smt. Krishna	Senior Asstt.	Settlement of Audit Para/Notes	Course on Office Procedures and Financial Administration	Course on Office Procedures and Financial Administration	
13.	Sh. Sukeen Chand Daroch	Sr. Scale Steno.	Computer Training in Aptech-II	Document Preparation & email handling under window		
14.	Sh. Uger Sen	Jr. Scale Steno	Basic Computer			
15.	Sh. Prem Kumar Thakur	Senior Asstt.	Basic Computer			
16.	Sh. Babu Ram	Jr. Asstt.	Computer Training for Govt. Servant	Basic Computer		
17.	Smt. Madu Bala	Jr. Asstt.	Computer Fundamental/Application for NGO's			
18.	Smt. Rama Gupta	Jr. Asstt.	Computer Fundamental/Application for NGO's			
19.	Sh. Suresh Chand	Jr. Asstt.	Training Programme on Noting & Drafting	Course on Office Procedures and Financial Administration		

20.	Sh. Baldev Singh	Jr. Asstt.	Course on Office Procedures and Financial Administration	Course on Office Procedures and Financial Administration	Training Programme for class-III	Basic Computer
21.	Sh. Nikka Ram	Jr. Asstt.	Computer Training in Aptech-II	Computer Fundamental/ Application for NGO's	Basic Computer	
22.	Sh. Kesar Singh	Jr. Asstt.	Training Programme on Noting & Drafting	Computer Training for NGO		
23.	Sh. Bhim Sen	Jr. Asstt.	Foundation course for newly recruited clerk			
24.	Smt. Seema Devi	Jr. Asstt.	Regarding Acts and Establishment	Typing		
25.	Sh. Dinesh	Clerk	Foundation course for newly recruited clerk			
26.	Sh. Naresh Sharma	Clerk	Basic Computer			
27.	Som Singh	Clerk	Basic Computer			
28.	Sh. Tara Dutt		Special Course on Office Procedures and Financial Administration	Course on Office Procedures and Financial Administration for class-III		

9.4 No. of Employees who have not trained or taken any training till date

1. Sh. Balwan Singh S.A
2. Smt. Swaran Lata S.A
3. Smt. Padma, S.A
4. Sh. Jai Dayal Inv.
5. Sh. Gehar Singh Inv.
6. Sh. Kesav Ram, Inv.
7. Sh. Rajesh Kumar, Senior Asstt.
8. Smt. Meena Mahajan Senior Asstt.
9. Sh. Husan Lal Senior Asstt.
10. Sh, Sanjay Sood. Senior Asstt.
11. Sh. Murki Lal Senior Asstt.
12. Sh. Sohan Lal. Senior Asstt.
13. Sh. Dhruv Raj Clerk
14. Sh. Bhupinder Singh Clerk
15. Sh. Mazid Mohamand clerk

9.5 Training Modules/Plan

Department has prepared comprehensive training modules/plan for the year 2012-13 which will be replicated over the next 5 years. The detailed features of the module/plan are given below:-

**TRAINING MODULES
2012-13**

Month	Course Title	Content
May,2012	<p>1. Basic Statistics Duration: 1 Week Level of participation : F.Is./S.As and Other Field Functionaries (NASA)*</p>	<ul style="list-style-type: none"> ➤ Introduction, Collection of Data (methods), Tabulation, Presentation of Data (various forms of data presentation), Bar Diagram, Pie Chart, Frequency Polygram, Cumulative Frequency Curve, Ogive, Measures of Central Tendency.
June,2012	<p>1. Fundamentals of Computer Duration: 1 Week Level of participation: S.A.s, A.ROs and R.Os. (HIPA)**</p> <p>2. Applications of GIS Duration: 1 Week Level of participation: R.Os. & D.Ds. (NASA)</p>	<ul style="list-style-type: none"> ➤ Fundamentals of computers, File management in computer, Concept of Operating system, Working under Windows, Use of MS-Office/MS-excel/MS-access/Power Point, Elements of Computer Networking, Use intranet and internet, Concept of Computer Virus & its prevention ➤ Basics of Remote Sensing and Geographical Information System Spatial Data Bases and their use in Natural Resources Management Integrated use of Remote Sensing and GIS technology in Agriculture and Soils Remote Sensing and GIS applications in Land Use and Forestry, Geological Studies, management of Urban and Rural Areas, Water Resources including Ground Water
July,2012	<p>1. Office Procedure and Financial Administration Duration: 1 Week Level of participation: R.O.s / D.S.Os., Supdt./ Sr. Asstts. (HIPA)</p>	<ul style="list-style-type: none"> ➤ Budgeting and Accounting in Govt. Stores Management in Govt. Regulatory mechanism for administering State Finance. Audit, its importance and Role of CAG with respect to audit, Financial Control and to equip the participants with the required knowledge relating to Financial Management to enable them to discharge their duties effectively and efficiently.

	<p>2. Environment Statistics & Natural Resource(water) Accounting Duration: 1 Week Level of participation: R.O.s / D.S.Os., Supdt/ Sr. Asstts. (IIFM, Bhopal)</p> <p>3. Training Programme on Basic Statistics Duration: 2 Week Level of participation: A.R.O.s / D.S.Os., Supdt/ Sr. Asstts. (NASA)</p>	<ul style="list-style-type: none"> ➤ Evolution of the concept of green GDP, Accounting for depletion of natural resources, clean development & carbon trading, various indices like carbon foot print index, water stress index etc., water resource accounting etc. modeling of water resources using STELLA, WEAP software. ➤ Measures of Central Tendency, Dispersion etc., Correlation & Regression, Probability Distribution and Basics of Sample Survey.
August,2012	<p>1. Gender Statistics: Duration: 1 Weeks Level of participation: AROs/ ROs. (NASA)</p>	<ul style="list-style-type: none"> ➤ Engendering data, gender Index, Gender and health/ education/ policy making, women and work, gender budgeting, gender statistics, prominent gap etc.
September,2012	<p>1. Disciplinary Proceedings Duration: 1 Week Level of participation: Supdt./Sr. Asstts. (HIPA)</p> <p>2. Right to Information Act Duration: 2 days Level of participation: Supdt./ Sr. Asstts. and Junior Asstts. (HIPA)</p>	<ul style="list-style-type: none"> ➤ To appraise with various provisions of the Conduct Rules and CCS (CCA) Rules, effectively discharge their role as Inquiry/Presenting officers. ➤ To sensitize with the concept, rationale and importance of Information, Provisions of Right to Information Act, 2006 and the duties and obligations of government officials under the Act.

	<p>3. Agriculture Statistics Duration: 1 Week Level of participation: / ROs. (NASA)</p>	<p>➤ System of collection of Agricultural Statistics in India, Cost of cultivation of Principal Crops in India, Land Use and Areas Statistics, Agricultural Prices, Wages and Market Intelligence, Agricultural Census, Irrigation Statistics , Crop Forecasting and Crop Estimation, Animal Husbandry Statistics and Research and latest development in Agricultural Statistics.</p>
October,2012	<p>1. Industrial, Trade and Services Statistics (Including Transport Communication and Finance) Duration: 1 Week Level of participation: ROs. (NASA)</p>	<p>➤ Economic Census and Follow-up Surveys, Annual Survey of Industries0 Sample Frame, Design and system of data collection, Index of Industrial Production (IIPs): Concepts, Compilation Procedures and Related Issues, Transport Statistics, Money and Banking Statistics, Industrial Statistics- Small Scale/ Unorganized Sector, Income Tax Statistics and Tourism Statistics.</p>
November,2012	<p>1. Basic Computer Training Programme Duration: 1 Week Level of participation: Sr. Asstts. And Junior Asstts and Clerks (HIPA)</p> <p>2. E-Goverence Duration: 3 days Level of participation: Supdt./ Sr. Asstts. and Junior Asstts. (HIPA)</p> <p>3. Index Number and Price Statistics Duration: 1 Week Level of participation: R.Os./A.R.Os. (NASA)</p>	<p>➤ Fundamentals of computers, File management in computer, Concept of Operating system, Working under Windows, Use of MS-Office/MS-excel/MS-access/Power Point, Elements of Computer Networking, Use intranet and internet, Concept of Computer Virus & its prevention,</p> <p>➤ To apprise with the potential of ICT Tools and Technology for effective and efficient utilization in E-led Governance.</p> <p>➤ Price Statistics in India- Source of data, status and limitation, Price Indices-Concepts, methodology & Construction of WPI, CPI, Development Indices of different countries(e.g. SDI, HDI etc.), Labour Statistics-concepts, analysis and use for planning purposes,</p>

		Employment Statistics, Occupation classifications-Structure, uses, concepts and revision thereof, Employment Market Information and Program data collection, scrutiny, tabulation, analysis and uses of data EMI data and Statistics of Wages and Minimum Wages Act
December,2012	<p>1. Social Statistics Duration: 2 Week Level of participation: RO / DD (NASA)</p> <p>2. Planning and Designing of Sample Surveys Duration: 1 Week Level of participation: RO/DD & above. (NASA)</p>	<ul style="list-style-type: none"> ➤ Population Census in India; Civil and Sample Registration System, Concepts and definitions of mortality, fertility, life table, Health Statistics- Concepts, sources of data, its status and limitation, Education Statistics and Environment. ➤ Review of sample survey techniques, Survey Planning-Frame, selection of sampling scheme, sample size, Survey Preparation Design of questionnaire etc, Post Survey Operations-field scrutiny, Computer scrutiny, estimation procedure, multipliers, Report writing through Practical experiences of conducting sample surveys.
January,2013	<p>1. National Accounts Duration: 2 Week Level of participation: RO/DD & above. (NASA)</p> <p>2. Demography and Population Studies Duration: 1 Week</p>	<ul style="list-style-type: none"> ➤ Theoretical concepts and definitions of National Accounts Statistics; Estimation of GDP and other related aggregates Saving, Capital Formation, Private Consumption Expenditures etc. (including practical); Estimation of National Income for Primary, Secondary and Tertiary Sectors; Input-Output Analysis. Issues related with informal sector etc. ➤ Concepts of mortality, fertility, morbidity, Constructions of life tables and population projection-Mortpak and

	<p>Level of participation: RO/DD & above. (NASA)</p>	<p>Spectrum software Programmed response to address the population growth in India- population policies, family welfare programme, RCH and NRHM. Impact of population growth on the socio-economic development in country and vice-versa with special reference to poverty, gender, urbanization, employment, sustainable development etc. Internalization of population concerns in the planning for socio-economic development of the country.</p>
<p>January to April</p>	<p>Department remain busy in preparing G.S.D.P. Estimates, Economic Survey, Budget-in-Brief and Census of Himachal Pradesh Employees work.</p>	

HIPA: Himachal Institute of Public Administration

NASA: National Academy of Statistical Administration

9.6 Training Manager

The department has designated a nodal officer Sh.N.B.Sharma Deputy Director to be assisted by Sh.Vinod Rana, Research Officer to monitor, implementation and coordinating the training issues in the department.

9.7 Training Methodology

Trainings for department employees are proposed to be conducted both at Training Institutions and at District, Sub-District, Block levels which are based on the target groups.

The department has its own conference cum meeting hall and it is proposed that all available modern methods of training like lecture through audio visual materials, project work, group discussions, brain storming sessions and printed materials or instruction sets shall be used for the training of department and other line department employees.

9.8 Training Budget

The training budget is already marked by the state govt under the state plan scheme for providing training to the state govt employees. As per the state training policy 2009 approximately 1% of the salaries head of annual budget for incurring expenditure on training employees has been earmarked under training head-which amounts to be Rs. 39,000 for the year 2011-12.

Budget or trainings under different heads/schemes	Amount in Rs.
1. 1% of the salary from the budget head of the Deptt. for training.	39,000
2. 13 TH FC	25,00,000
TOTAL	25,39,000

9.9 Training Review Committee

The department has proposed the DTRC (Departmental Training Review Committee) headed by the Principal Secretary (Eco.& Stat.), which will review the annual action plan for training of departments employees. The committee shall meet at least once in every six month to review the work in this regard.

10. Training Institutes

The nature of work of Economics and Statistics Department is technical therefore its training institute are related with Economics and Statistics coverage.

10.1 List of Training Institutes;

1. National Academy of Statistical Administration (NASA): Grater Noida (U.P.)
2. Himachal Institute of Public Administration (HIPA): Shimla

11. Evaluation of Training

For progressive organisation, learning is considered an investment where 1% of total payroll is invested in training and development. The evaluation of training will be an essential part of our work to know the investment in training is justified.