

CHAPTER – 4 (Manual – 3)

Rules Regulations, instruction, manuals and record, held by it or under its control or used by its employees for discharging the functions

Office procedure, Rules and Regulations as prescribed in the general office manual are implemented strictly. A display board has been set up in the premises of the Directorate indicating the name of the Officers and designation along with the subjects dealt by them for easy access of information to public.

Data on the subjects seriatim in the publications viz. ***‘Abstract of Statistics and ‘Hand Book of Statistics’*** are made available by disseminating in the web and kiosk touch screen installed in the regional offices of the Directorate for use of the public and data users. The statistical technique has been drastically simplified over the past decades of sustained effort with introduction of enormous visual aids so that any common man can easily access/understand and utilize the results of such modernized presentation/dissemination.

A statement of categories of documents that are held by it or under its control

Supply of statistical data and information on the subjects are listed below:

Agriculture Statistics:

Collection of data on Agriculture Statistics by plot to plot complete enumeration is carried out for each and every season for Crop and Land Utilization particulars and estimation of production of various crops like Paddy, Sugarcane & Groundnut etc.

Agriculture Census

A Centrally Sponsored Scheme of Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India for conducting census on Agriculture

activities quinquennially as per their guidance – The last census (8th Agriculture Census) 2005–06 had been conducted and results were made available. Input survey has also been conducted for 2006 – 07.

Timely Reporting Scheme

A Centrally Sponsored Scheme of Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India for Timely and reliable estimates of area under major crops, is made available for every crop season of an Agricultural Year just after sowing operation is completed.

Improvement of Crop Statistics

A Centrally Sponsored Scheme of Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India. in which Sample check is carried out on a matching basis both by National Sample Survey Organization & Directorate of Economics and Statistics to improve the quality of crop production estimates.

Crop Cutting Experiment

Crop Cutting Experiments are also conducted on principle crops like paddy, sugarcane, etc. The reliable estimates of average yield per hectare and production of rice at state level with reasonable degree of precision.

Annual Survey of Industries

ASI is conducted every year under the statutory provisions of Collection of Statistics Act 1953 & Collection of Statistical Rules 1959 to provide information on the changes in the growth and composition of structure of

organized manufacturing (factory) sector which relates to manufacturing processes, repair services, generators, transmission of electricity, gas and water supply undertaking and cold storage. The survey is conducted by Field Operation Division of National Sample Survey Organization and covers only those Industries registered under section 2m (i) and 2m (ii) of the Factories Act 1948. The data are compiled from the unit level data supplied by CSO and the report on Annual Survey of Industries prepared and dissemination of results are made on Industrial Sector of the Economy.

Index of Industrial Production:

Index of Industrial Production shall provide the most up-to-date indicator of industrial growth of the state economy. As per the Technical Advisory Committee constituted by Central Statistical Organization, the required data for generation of weighting diagram and to compile the Annual, Quarterly, and monthly Index of Industrial Production are collected.

Prices Statistics:

Under Market Intelligence Scheme prices of essential commodities (wholesale and retail) are collected from the markets of Puducherry, Karaikal, Mahe & Yanam on weekly basis. Daily prices of commodities are also collected and furnished to Government of India, as the Union Territory of Puducherry is one of the center for computation of All India Consumer Prices Index Number for Industrial Workers. Data on Prices are made available in monthly bulletin and on the Directorate's website. <https://statistics.py.gov.in/>

State Domestic Product:

As per the standards of internationally accepted System of National Accounts(SNA), the State Income is estimated as one of the important indicators of economic growth to study the impact of various developmental activities implemented by the State. The Per Capita Income is used to determine both the absolute and relative performance of the economy of the state. Estimates of State Domestic Product for every year are computed both at current and constant prices with base year 1999–2000. Annual discussion is also made with Central Statistical Organization, the Apex body of Indian National Accounts on the comparability of the estimates compiled.

Official Statistics:

The official statistics is an instrument to measure the growth of economy of various social sectors and used for formulation of schemes to satisfy the public under special plan. It is pertinent to point out that the Government Statistics on the achievements of various schemes and development activities / programmes with ground realities are explicated in the publication brought out by this Directorate such as Abstract of Statistics and Hand Book of Statistics. The Directorate is collecting data from various Department/Offices of the Administration and the information is furnished as time series data in the above publications.

Census of Government Employees:

To assess the strength of Government employees working in various Departments / Offices of this administration,

the data are collected every year with pay scales of each category of posts. This information is very useful for the administration to know the focal point of volume of employment in the Public Sector.

Housing & Building Statistics:

Periodical Data on Prices of Building materials and wages of contract labourers are collected on various activities in Puducherry & Karaikal regions for every quarter of a year and the data are forwarded to National Buildings Organization, New Delhi. Housing & Building Statistics in respect of new constructions and additions/alterations have been collected from Public Sector & Private Sector and Local Bodies and furnished to National Buildings Organization, New Delhi.

National Sample Survey

The National Sample Survey Unit of this Directorate participates in the Socio-Economic Survey conducted by the National Sample Survey Organization. The survey is conducted in the form of rounds with specific subject coverage as per the decision of the Governing Council of National Sample Survey Organization. The results of the survey are made available in the publication of viz. **Sarvakshana** brought out by Government of India, National Sample Survey Organization.

Training

The Statistical officials at the Primary (field functionaries), Intermediary & Professional are sponsored for the Training Courses organized at state level and Central level (Central Statistical Organisation, New Delhi). The Training and workshops are of absolute necessity to make the

officials to get acquainted to the ever growing/improving technical standards of collection, compilation and dissemination standards.

Computer Centre

A full-fledged Computer Unit is established in the Directorate for storage, retrieval, and generation of various reports/information/data. Departmental Web Board was constituted for professional management of the website hosted by the Directorate of Economics and Statistics with Joint Director (ASI) as Web Master and the Programmer as Web Editor. The web board functions under over all guidance of the Head of the Department. The portal of the Directorate is <https://statistics.py.gov.in/>.

Name / Titles of the document	Statistical Publications
Brief Write up on the Document	Statistical Information / data in the form of Statement with brief write-ups are available in the Publications as listed in Chapter – 2
From where one can get a copy of rules, regulations, instructions, manual & records.	Directorate of Economics & Statistics 505. Kamaraj Salai, Saram Puducherry – 605 013 Telephone: 2248685 2248816 2242016 Fax: 2246709
Fee Charged by the Department for a copy of rules, regulations, instructions, manual & records (if any)	Fee charged for a Rs. 20/- per copy of the information in statement for each & every page of rules, Manual and cost of Publications are noted against each vide Chapter – 2.

Publications brought out:

A separate section is functioning in this Directorate for bringing out the Statistical Publications at appropriate time.

Sl. No	List of Annual Publications	Periodicity	Cost of Publication (Price/copy)
1	Abstract of Statistics	Annual	Rs.500/-
2	Hand Book of Statistics	”	Rs.200/-
3	Puducherry at a Glance	”	Rs.100/-
4	Season & Crop Report	”	Rs.100/-
5	Budget in Brief	”	Rs.200/-
6	Economic-cum-purpose classification	”	Rs.250/-
7	Annual Administrative Report	”	Rs.50/-
8	Price Bulletin	Monthly	Rs.25/-
9	Census of Government Employees	Annual	Rs.100/-
10	Agricultural Census Report	Quinquennial	Rs.500/-
11	Economic Census Report	”	Rs.500/-
12	Annual Survey of Industries	Annual	Rs.250/-
13	Municipal year Book	”	Rs.50/-
14	Index of Industrial production	”	Rs.100/-
15	Input Survey Report	Quinquennial	Rs.250/-
16	Women & Men in Puducherry (A characteristic report)	Special	Rs.200/-