



GOVERNMENT OF MANIPUR

**Status Report on the Accessibility of the Public to the
Obligatory Information**

**SECTION 4(1) (B)
RIGHT TO INFORMATION ACT, 2005**

**DIRECTORATE OF ECONOMICS & STATISTICS
GOVERNMENT OF MANIPUR
IMPHAL**

Manual -1

Particulars of the Organization, functions and duties

1. Name of the Organization: Directorate of Economics and Statistics, Government of Manipur, Lamphelpat.

1.1 Aims and objectives of the organisation.

The Directorate of Economics and Statistics is responsible for providing the necessary data-base for planning in the State. Statistical data on diverse socio-economic activities of the state are being collected, processed and published from time to time. While the Directorate of Economics and Statistics is responsible for collecting directly some amount of information through its own functionaries, a major part of the Statistical information is being mobilized with the help of other Departments. The main functions of the Directorate of Economics and Statistics can broadly be classified as follows:-

- (i) Collection, Compilation, Processing, analysis and presentation of data on various socio-economic aspects of the State in a systematic manner and dissemination of the same through periodic publications,
- (ii) Conducting sample surveys and other ad-hoc field enquiries etc., on various aspects and problems of socio-economic development.
- (iii) Coordinating the Statistical activities of various departments of the State Government and rendering them technical advisory services,
- (iv) Organisation of post-recruitment training to Statistical personnel,
- (v) Liaison with the Statistical organisations of the Government of India and of other State Governments,
- (vi) Assisting in the evolution of a sound Statistical system,
- (vii) Standardisation of all questionnaires/schedules/formats etc. meant for data collection, Ensuring elimination or otherwise minimization of duplications of statistical work among the departments and
- (viii) Ensuring adoption of uniform concepts, definitions and procedures by providing consultancy and advisory support to other agencies, departments.

2. **Mission/Vision-** The Directorate is planning to open Sub-Division/Block level Statistical cell by 2015 and Panchayat/Circle level by 2020.

3. Brief history and background for its establishment:

The initial nomenclature of the Directorate of Economics & Statistics was "State Statistical Bureau (SSB)". It was set up in Manipur in the month of July, 1958 with a skeleton staff of 18 members under the initiation of Mr. Thangkhopao Kipgen, the then Planning Secretary to the Government of Manipur. From a small beginning during the 2nd Five Year plan, the State Statistical Bureau had been expanded gradually.

The State Statistical Bureau (SSB), Manipur started participation in the survey programmes of National Sample Survey(NSS) from the 5th sub-round of the 17th round (1962-63) of NSS. With the increase in work load and responsibility both in terms of scope and coverage with the participation in the National Sample Survey Programme, the expansion of the State Statistical Bureau started from 1963-64 (18th round of NSS). During 1963-64 there were 10 sub-divisions in Manipur of which 3 sub-divisions such as Mao, Tamenglong and Ukhrul were not covered by the All India Programme of National Sample Survey due to disturbed conditions in those days. From 1970-71 onwards the whole of Manipur was covered by the NSS Programme.

The then Lt. Governor of Manipur wrote a letter to the Director, Central Statistical Organisation, Department of Statistics, Cabinet Secretariat, new Delhi on the 5th June, 1970 to depute one of the Sr. Technical Officer to Imphal to study the workings of the State Statistical Bureau, Manipur with a view to suggesting improvements to make the working of the Bureau more efficient and purposeful. A team of technical officers visited Imphal from the 24th to 29th August, 1970 under the leadership of Shri K.L. Saxena, Jt. Director, CSO. The Team of Technical Officers from CSO submitted its report on the 5th September, 1970 and recommended among other things, the desirability of creating the post of Director of Economics & Statistics. Accordingly one post of Director of Economics & Statistics was created during 1971-72 and the then SSB become a Directorate. The total strength of the Directorate as on the 31st March,1972 was 162 which rose to 408 in 1987-88 but Government has taken a decision to abolish 99 posts as and when the specified posts are rendered vacant due to promotion/retirement/expiry under the down/right sizing policy of the Government. Up to the year 2005-06 altogether 36 posts were abolished and the total staff strength as on 31-1p2006 stood at 372 of which 39 posts were lying vacant and therefore effective strength of manpower in respect of the directorate was 333 only.

District Statistical Offices had been opened from 1972-73 in all the erstwhile 5(five) districts of Manipur viz. Manipur Central District, Manipur North District, Manipur West District, Manipur South District and Manipur East District. The District Statistical Offices are engaged mostly in mobilizing the Statistical Data required by the Government. After making reorganizations of the erstwhile Manipur Central District on the 25th May,1983, 2(two) more District Statistical Offices such as Bishnupur DSO and Thoubal DSO were opened during the year 1983-84. From the year 1998-99, Manipur has been divided into 9(nine) Districts. Each district has a District Statistical Office headed by a District Statistical Officer (DSO). The DSOs are transferable with Dy. Directors of the State Head Quarters Office of the Directorate of Economics & Statistics. Under the scheme of expansion and strengthening of District machineries, one sub-Inspector of Statistics each has been created for collection of Sub-divisional/block level Statistical Data. However, they are posted at the District Statistical Offices.

4. Organisation Chart- Annexure-II
5. Allocation of business- Clubbed under planning
6. Duties to be performed to achieve the mission- A proposal is included in the 11th Plan under the Scheme of “Small Area Statistics”.
7. Details of Services rendered- To collect, process and supply data on Socio- economic cultural activities of the people of Manipur to data users.
8. Citizen interaction- Data users desire to have grass root level information.
9. Postal address of the main office, attached/subordinate office/field units etc.- Directorate of Economics & Statistics, Lamphelpat -795004.
10. Map of office location-Revenue village No.91(A), Lamphelpat sheet No.2 Day No. 2053 (old)/1329 (new) measuring 0.6750 hect.
11. Working hours both for office and public-
 - a) Summer season: From 9.30 a.m. to 5.00 p.m.
(March to October)
 - b) Winter season From 9.30 a.m. to 4.30 p.m.
(November to February)
12. Public interaction, if any-Data users
13. Grievance redress mechanism-“Departmental Complaint Committee for Harassment Against Working Women”- proposal for constitution was submitted vide letter No.DES/1(28)/98-GA dated 27-7-2006.

1. Director

- i) To act as the administrative and technical head of the Directorate.
- ii) To act as the Nodal Agency of all statistical activities in the State.
- iii) Liaising between the Central and State Departments in Statistical matters.
- iv) Dissemination and publication of important statistical information pertaining to the economy of the State.
- v) Standardisation of Economic and Statistical concepts and definitions used by the various departments/officers for conducting sample surveys.

2. Additional Director

- i) To assist Director in all Statistical activities.
- ii) To coordinate the District Statistical Officers.
- iii) To prepare annual plans and future plans of statistical activities.
- iv) To monitor the timely execution of statistical activities.
- v) To generate Sampling Design, Schedules, Field Instructions and estimation procedures for various survey/evaluation studies.

3. District Statistical Officer

- i) To act as the Administrative and Technical Head at the District level.
- ii) To assist the State Head Quarter in collection and compilation of Primary and secondary data.
- iii) To coordinate the statistical activities with the various development and non-development departments at the district level.
- iv) To assist the Deputy Commissioners of their respective districts in the preparation of District plan and in carrying plan reviews.
- v) To prepare & publish District Economic Review, District Statistical Handbook, At –A-Glance, District profiles etc.
- vi) To maintain block level/District level Statistical data as a source of data inventory at the district level.

4. Deputy Director

- i) To assist the Additional Director and give guide lines to the Asstt. Directors in various technical subjects.
- ii) To prepare Pre-Budget Economic Review.
- iii) To conduct Training programme of the Primary and Intermediate Statistical personnel of various departments of Manipur.
- iv) To conduct State level Training Programmes for Crop Estimation Survey and Socio-Economic Survey of the National Sample Survey Organisation, Government of India.
- v) To carry out Socio-Economic Research and analysis of data.
- vi) To initiate and generate data inventory.
- vii) To give guide lines both for manual and machine tabulation.

Assistant Director

- i) To give guidance to the Inspectors/Sub-Inspectors/Primary Investigators/Computers.
- ii) To act as a Divisional Officer of each Division in the State Hqrs. and to have checks of various field work and initiate corrective measures in the District Officers.
- iii) To generate sampling designs of various studies/surveys.
- iv) To design various schedules of enquiry of different ad-hoc/evaluation surveys.
- v) To prepare field Inspection of various surveys/studies.
- vi) To generate tabulation programmes/estimation procedures..

Inspector

- i) To give guidance to Primary Investigators/Sub-Inspectors.
- ii) To carry out the table scrutiny of the filled-in-schedules canvassed by the Primary Investigators to make error free filled-in schedules.
- iii) To give guidance to Computers about the data sheets/tabulation programmes as per the prescribed estimation procedures of the various sample surveys.
- iv) To prepare reports such as Budget Analysis, Economic Review, Price Bulletins, etc.
- v) Estimation of State Domestic Products/Capital formation/human and livestock population.
- vi) To give guidance to sub-Inspectors in the preparation of various publications such as
 - a) Statistical Abstract,
 - b) Statistical Hand Book
 - c) Economic Survey Etc.

Sub-Inspector

- i) Compilation, processing, analysis, interpretation, consolidation and preparation of various reports, publications such as
 - a) Manipur AT-A-Glance
 - b) Manipur's Economic Progress in Figures.
 - c) Population Statistics
 - d) District Statistical Hand Book
 - e) Statistical Hand Book of Manipur
 - f) Statistical Abstract of Manipur
 - g) Pre Budget Economic Review of Manipur
 - h) Census of Manipur Govt. Employees, etc.
- ii) Construction of Index numbers such as consumer price index, farms harvest price index, index of area under crops, index of crop intensity, index of productions, etc.
- iii) To collect and maintain block and lower level profiles.
- iv) To maintain minimum essential statistics at district and lower level.

- v) To inspect and supervise the field works conducted by the Primary Investigators.
- vi) Conduct field scrutiny by visiting the spots of enquiry.

Primary Investigator

- i) Collection of socio economic data from various sampling units such as household, establishment, institutions, etc. by spot enquiry every year on different subjects.
- ii) To conduct Land Utilization Survey (LUS) and Crop Cutting Experiment (CCE) in the selected plots/sub-plots both in the hill and valley areas of Manipur for all the seasons.
- iii) To collect price data from various various shops/traders.
- iv) To conduct Annual Surveys of Industries (ASI).
- v) To carry out the field works of ad-hoc surveys/evaluation studies from time to time in the subjects of interests.
- vi) To collect official statistics from various Govt. Offices and Local Bodies.

Note: Primary Investigators are the field workers. They have to visit different places of enquiry all through the year. It involves strenuous physical works and also brain tracing problems/situations. They have to use different techniques/approaches of interview/observations/measurements etc. to extract the required information from whatever the sources may be. They have to be given intensive training for every types of surveys. In short, their's is thankless but utmost important job.

Computer

- i) To carry out pre-tabulation scrutiny of all the schedules sent for tabulation.
- ii) To codify and classify the data according to the prescribed tabulation programmes.
- iii) To perform different operations of computation manually in order to tabulate the data collected in the following types of schedules of
 - a) Land Utilisation Survey (LUS)
 - b) Crop Cutting Experiment (CCE)
 - c) National Sample Survey (NSS)
 - d) Annual Survey of Industries (ASI)
 - e) Evaluation Studies/ad-hoc surveys.
- iv) To carry out the post tabulation scrutiny.
- v) To generate different tables of various reports.

Note: The computers' job are mostly of table works which involves lots of manual operations. They have to know all the concepts and definitions used in conducting various survey thoroughly otherwise they may not be able to carry out the processing works. Besides the concepts and definitions, they have to have thorough idea of various estimation procedures/formulae employed in tabulating the survey results. Therefore, they must have sufficient mathematical background.

CARTOGRAPHY SECTION

Draftsman

- i) To prepare graphs, charts and maps showing Socio-Economic Progress in various fields of the economy of the State for use of the various offices and also for incorporating in the publications issued by the Directorate.
- ii) To prepare pictographs and cartographs depicting socio-economic indicators.
- iii) To trace out urban Frame Survey maps and cadastral survey maps for use in surveys of the National Sample Survey programme, Land Utilisation Survey, Crop Cutting Experiments and other Tenement Sample Surveys.

Statistical officer (Graphics)

- i) To supervise the works of the Draftsman.
- ii) To advise the Draftsman in the art of presenting graphs, charts, maps, etc.
- iii) To design suitable mode of diagrammatic and graphic presentation various socio-economic data.

Assistant Director(Graphics)

- i) To give guidance to the Draftsman/Statistical Officer (Graphics) in the matter of Graphics & diagrammatic presentation.
- ii) To Co-ordinate the other sections/units in the matters of graphic & diagrammatic presentation.

MANUAL 2

Sl. No	Designation of Post	Power				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
						Details given in Annexure-I

MANUAL 3

Procedure followed in decision-making process

Sl. No.	Activity	Level of Action	Time frame
1.	To receive the application and put a diary number	Counter clerk	Same day
2.	To submit the application to the Director	-do-	-do-
3.	To mark the application to the SPIO for necessary action	Director	Same day
4.	To assign the work of furnishing the information to the staff Coordination Section	SPIO	Same day
5.	To prepare the returns/information agreed for	Coordination Section	10 days
6.	To submit the report for supply to the SPIO	-do-	-do-
7.	To sign after approval and mark to the concerned staff	-do-	-do-
8.	To be issued to the applicant	Counter clerk	Same day

MANUAL 4

Norms set for the discharge of functions:

Sl. No.	Activity	Time Frame	Remarks
1.	2.	3	4.
1.	Diarizing the receipt	3 minutes per letter	
2.	Preparation of information to be furnished	01-10 days	Time taken depends on the nature/availability of information.
3.	Typing/Printing	01-48 hrs.	-do-
4.	Despatch of letter	5 minutes per letter	

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications.
1.	2.	3.	4.	5.
Rules, regulations etc. are yet to be framed.				

Manual 6

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

Sl. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	2.	3.	4.	5.
1.	Statistical data Booklets, publications etc. 1. Statistical Abstract, Manipur, 2005 2. Economic Survey, Manipur, 2005-06 3. State Domestic Product of Manipur by Industry of origin at current and constant (1993-94) Prices for the years 1993-94 to 2004-05 (P) 4. Price Statistics of Manipur, 2004 5. Crop Estimation Survey, Manipur, 2003-04	All Statistical data pertaining to the Socio-economic life of the people at State, District and Sub-Divisional level	Library/COP	Depend on the nature of data.

Manual 7

Particulars of any arrangement that exists for consultation with orrepresentation by the members of the public in relation to the formulation of its policy of implementation.

[Section 4(1)(b)(VII)]

Details of consultative committees and other bodies with which consultations held

Sl.No.	Name and address of the consultative committees/bodies	Constitution at the committees/bodies	Role and responsibility	Frequency of meetings
1.	2.	3.	4.	5
Committee and body, specified bodies are yet to be constituted				

Manual 8

A statement of boards, councils, committees and other bodies constituted

Sl. No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10

Boards, Council, Committees & Other bodies are yet to be constituted.

Manual 9

Directory of Officers and employees

Sl.No.	Name and Designation	Office Phone No.	E-mail address
1.	2.	3.	4.
1.	P. Ibomcha Singh, Additional Director-I	2414202	des-manipur@man.nic.in
2.	L. Ibo Singh, District Statistical Officer, Senapati		
3.	L. Bimol Singh, District Statistical Officer, Tamenglong		
4.	L.M. Sonna, Assistant Director, Churachandpur		
5.	A. Thaninjao Singh, District Statistical Officer, Chandel		

6.	N. Hongva Shimray, Assistant Director, Ukhrul		
7.	R.K. Jyotsana Devi, District Statistical Officer, Imphal East		
8.	N. Sumati Devi, District Statistical Officer, Imphal West		
9.	H. Heramani Singh, Assistant Director, bishnupur		
10.	I. Bilashini Devi, Assistant Director, Thoubal		

Manual 10

Sl.No.	Name and Designation	Pay Scale/Monthly Remuneration
1.	2.	3.
1.	P. Ibomcha Singh, Additional Director-I	
2.	L. Ibo Singh, District Statistical Officer, Senapati.	
3.	L. Bimol Singh, District Statistical Officer, Tamenglong	
4.	L.M. Sonna, Assistant Director, Churachandpur	
5.	A. Thaninjao Singh, District Statistical Officer, Chandel	
6.	N. Hongva Shimray, Assistant Director, Ukhrul	
7.	R.K. Jyotsana Devi, District Statistical Officer, Imphal East	
8.	N. Sumati Devi, District Statistical Officer, Imphal West	
9.	H. Heramani Singh, Assistant Director, Bishnupur	
10.	I. Bilashini Devi, Assistant Director, Thoubal	

- Note:1. The name of officers given above are State Public Information Officers designated Vide Govt. Orders No.4/2/2005-E&S dated 26th Oct.,2005
2. The system of paying honorarium to Public Information Officers under the RTI ACT-2005 is not yet introduced.

Manual-11

The budget allocated to each agency

NON-PLAN BUDGET

(Rs. In lakhs)

Major Head	Activities to be Performed	Sanctioned Budget 2006-07	Budget Estimate 2006-07	Revised Estimate 2006-07	Expenditure for the last year, 2005-06
1.	2.	3.	4.	5.	6
1. Direction & Administration	Collection compilation of data	264.74	264.74	Not yet	320.28
2. NSS	Socio-economic survey	109.60	109.60	-do-	126.53
3. Strengthening of Statistical Machinery	Processing of data	31.20	31.20	-do-	34.54
4. Computer	Generation of reports	3.78	3.78	-do-	4.34
5. Crop Estimation Survey (LUS/CCE)	Conduct of crop estimation survey	15.75	15.75	-do-	18.75
Total:-		425.07	425.07	-do-	504.44

PLAN BUDGET
(2006-07)

(Rs. In lakhs)

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/spent
1.	2.	3.	4.	5.	6
1. NSS	Socio-economic survey	1967-68	Likely to continue	35.00	NA
2. Computer Services	Processing of data/generation of reports	1987-88	-do-	6.00	-
3. Crop Estimation Survey	Survey at Sub-Divisional levels	1986-87	-do-	2.00	-
4. Strengthening of Statistical Machinery	Survey at Sub-dis-aggregated levels	1985-86	-do-	8.00	-
5. Collection of Environmental Statistics	Collection of Environmental Statistics	1985-86	-do-	4.00	-
Total:-	-	-	-	55.00	-

Manual 12

The manner of execution of subsidy program [Section 4(1)(b)(xii)]

List of institutions given subsidy

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
Does not arise						

List of individuals given subsidy

Sl. No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No. of time subsidy given in part with purpose
Does not arise					

Manual 13

Particulars of recipients of concession, permits or authorizations granted [Section 4(1)(b)(xiii)]

List of beneficiaries

Sl. No.	Name and address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times similar concession given in past with purpose
Not yet taken up					

Note: Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

Manual 14

Information available in an electronic form [Section 4(1)(b)(xiv)]

Details of information

Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1.	SDP/DDP	As indicated under Column-2	Not yet as connectivity is not established	Not yet
2.	Crop Estimation Survey			
3.	Prices data for selected commodities			
4.	Secondary data published in the publications like Statistical Abstract,2005			

Manual 15

Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]

Particular available for obtaining information

Sl. No.	Facility available	Nature of information available	Working hours
1.	Library/COP/EDP Unit	Statistical data	Office hour

Manual 16

Name designation and other particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

List of Public Information Officers

Sl. No	Designation of the Officer designated as PIO	Postal address	Tele- phone No.	e-mail address	Demarcation of area/Activities if more than one PIO is there
1	2	3	4	5	6
1.	P. Ibomcha Singh, Additional Director-I	Directorate of Economics & Statistics	2414202		
2.	L. Ibo singh, DSO, Senapati	District Statistical Office, Senapati			
3.	L. Bimol Singh DSO, Tamenglong	District Statistical Office, Churachandpur			
4.	L.M. Sonna Assistant Director, Churachandpur	District Statistical Office, Churachandpur			
5.	A. Thaninjao Singh, DSO, Chandel	District Statistical Office, Chandel			
6.	H. Hongva Shimray, Asstt. Director, Ukhrul	District Statistical Office, Ukhrul			
7.	R.K. Jyotsana Devi, DSO Imphal East	District Statistical Office, Imphal East			
8.	N. Sumati Devi, DSO Imphal West	District Statistical Office, Imphal West			
9.	H. Heramani Singh, Asstt. Director, Bishnupur	District Statistical Office, Bishnupur			
10.	I. Bilashini Devi Asstt. Director, Thoubal	District Statistical Office, Thoubal			

Manual 16
List of Assistant Public Information Officers

Sl. No	Designation of the officer designated as PIO	Postal address	Telephone no.	e-mail address
1	7	8	9	10
1	Does not arise			

First appellate authority within the department

Sl. No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more than one PIO is there
1	11	12	13	14	15
1	Director of Eco. & Statistics	Directorate of Eco. & Statistics, Lamphelpat -795004	2414419	Des-manipur@man.nic.in	District level PIO has its jurisdiction in his district only where the State level PIO covers all the districts as his jurisdiction

Manual 17
Other Information as may be prescribed
[Section 4(1)(b)(xvii)]

ORGANISATION CHART OF DIRECTORATE OF ECONOMICS & STATISTICS

