

## **CHAPTER – 1**

### **INTRODUCTION**

- The objective of National Statistical System is to provide relevant, comprehensive, accurate and objective (politically untainted) statistical information.
- Collection of relevant and reliable statistics on a phenomenon should keep pace with the developments in our understanding of the phenomenon.
- In the ambit of the National Statistical System Collecting data regularly or on an ad-hoc basis may be compelled to follow accepted definitions and procedures. Database on some undergoing topics not currently covered by official statistics will be taken up with a head start so as integrate comprehensive statistical database in future.
- Statistics should be treated as part of Information Science apart from for Planning and Evaluation as viewed at present.

#### **1.1. Background of the Hand Book**

Right to Information for citizen is an Act, 2005 implemented with the assent of the President of India – In order to promote transparency and accountability in the working of every Public authority, the Public have the right to access for the information in a democratic ideal.

#### **1.2. Objective / Purpose of this Hand Book**

Organizational structure, duties and responsibilities and various types of information / data that are collected, compiled and approved for

dissemination are made available in this Hand Book for public legitimate use.

### **1.3. Intended users of this Hand Book**

Public/Citizens/Data users/Research persons/Scholars etc. Misusing the information against the constitutional rights is liable for prosecution.

### **1.4. Organisation of the information in this Hand Book**

Statistical information / data as shown in the organizational chart and activities of the Directorate vide Chapter – 2 of this Hand Book.

### **1.5. Definitions**

All the words used in the manual are self-explanatory.

### **1.6. Contact Person**

- |  |   |                    |
|--|---|--------------------|
| 1. Thiru. S.Vaithianadane,<br>Director,<br>Directorate of Economics and Statistics,<br>Pondicherry.                              | } | Pondicherry Region |
| 2. Dr. R. Ramakrishnan<br>Joint Director of Economics and Statistics<br>Directorate of Economics and Statistics,<br>Pondicherry. |   |                    |
| 3. Deputy Director of Economics & Statistics.<br>Directorate of Economics and Statistics,<br>Regional Office,<br>Karaikal.       |   | Karaikal Region    |
| 4. Regional Administrator,<br>Regional office,<br>Mahe.  |   | Mahe Region        |
| 5. Regional Administrator,<br>Regional office,<br>Yanam.   |   | Yanam Region       |

### **1.7.Procedure and Fee Structure for getting information**

- i. Office Administration will admit the registration / demand for particulars information/data only based on Statistical system in vogue.
- ii. Application in plain paper with address of the applicant shall be given in the receipt section.
- iii. On verifying the genuiness/reasonableness of the applicant's demand the data/information pertaining to statistics and subject to availability of data source the information shall be furnished with a minimum time limit of a week from the date of receipt of application.
- iv. Fees as prescribed by the Government from time to time.

## **CHAPTER – 2 (Manual –1)**

### **Particulars of Organization, Function & Duties**

#### **2.1. Objective/purpose of the public authority:**

#### **2.2. Mission/Vision Statement of public authority:**

#### **2.3. Brief History of Public Authority:**

The Directorate of Economics & Statistics was established in this Union Territory administration with the nomenclature as Bureau of Statistics & Evaluation in 1957. In early stage the functions and duties of the Bureau was to serve as a focal point of information on various subject matter in the field of Statistics. Now, the mechanism of delivery system and the style of functions have been dynamically designed to offer effective information service to the user agencies/organization/public. The Statistical techniques used for collection of data and applications used for compilations have been simplified with sustained effort and enormous visual aids have been introduced so that any common man can understand the basic statistics. The organizational set up is depicted in the annexure in respect of the Directorate and the Statistical Cell/Unit's functioning in the other Department/Offices (vide Annexure I & II)

#### **2.4. Duties of the public authority:**

#### **2.5. Main activities/functions of the public authority.**

#### **2.6. List of services being provided by the public authority**

Directorate of Economics and Statistics is functioning as the Nodal Agency and Statistical Authority for collection, compilation and dissemination of statistical data/information on the Socio-economic characteristics of the Union Territory of Pondicherry.

- Directorate of Economics and Statistics functions under the guidance of:

- i. Central Statistical Organization
- ii. National Sample Survey Organization,

- iii. National Building Organization
- iv. Labour Bureau (Simla)

and keeps close liaison with various Ministries at the Centre and Implements the Centrally sponsored statistical schemes apart from the state level activities.

- 'Kiosk' – touch screen installed in all the four regions of this territory is rendering yeoman service to the Society. The Statistical personnel in the grade posts were appointed/posted in accordance with the Recruitment Rules notified by the Government of Pondicherry.

### **Duties and Responsibilities of the Statistical Personnel**

#### **Director**

- Direction, supervision and control of the Directorate of Economics & Statistics
- Nodal Officer for all Statistical activities
- Co-ordination of all statistical activities in the Union Territory of Pondicherry and functions as the statistical authority
- Provides technical guidance and advice to other statistical cells in the administration, whenever necessary
- District Agricultural Census Officer for conducting Quinquennial Agricultural. Census
- Member Secretary of the high-level co-ordination committee for improvement of Crop Statistics
- Chairman of State Level Co-ordination Committee on Annual Survey of Industries
- Officer on Special Duty for implementation of Annual Survey of Industries in this Union Territory.
- Member of the High Powered Price Monitoring Cell
- Nodal officer for the Union Territory of Pondicherry to correspond with the Tariff Commission.
- Member represented all the Union Territories in the Technical Advisory Board of the COCSSO (Conference of Central and State Statistical Organization) under Ministry of Statistics and

Programme Implementation, Government of India.

- Head of the Editorial Board of statistical publications of this Directorate.
- Cadre control i.e. Recruitment/Appointment and other related service matters of Statistical personnel in the Administration.

### **Joint Director and Deputy Director**

- Assisting the Director in all technical matters and also in the administration of the Directorate.
- Organizing various training and refresher courses pertaining to statistical techniques in data collection.
- Planning & Designing of various surveys and also devising of schedules
- Providing technical guidance in the preparation of estimates/reports.
- Editing various statistical publication brought out by the Directorate

### **Statistical Officer**

The Statistical Officer is in-charge of the section under whom Statistical Inspectors, and Field Supervisors are working. The Statistical Officer has to guide, supervise and co-ordinate the works relating to collection of statistical data/scrutiny/compilation/ estimation / preparation of reports etc.

### **Statistical Inspector**

The Statistical Inspectors are responsible for the statistical data collection on various socio-economic activities through field work and correspondence. They have to perform field visit to check and verify the data collected by the primary enumerators. They also compile reports on the subjects dealt with by them.

**Field Supervisor:**

Field Supervisors are the field level functionaries and act as primary enumerators for collection of Agricultural Statistics and allied Census & Surveys and responsible for the conduct of Crop Cutting Experiments without lapse. They also collect Land Utilization Statistics as per nine fold classification and Irrigation Statistics as prescribed by the Ministry of Agriculture in each village under their jurisdiction.

**2.7. Organizational Structure:**

The Director is the head of the Directorate with the status of “Head of Department”. He is assisted by three Joint Directors, and four Deputy Directors and a Programmer with different Technical sections and establishment/Accounts Section.

A Regional Office functions at Karaikal under a Deputy Director. He is provided with necessary staff to carry out the activities in the region. From 1996-97, Statistical Cells at Mahe & Yanam are functioning under the control of the respective Regional Administrators with the staff strength of one Statistical Inspector and 2 Field Supervisors in each Cell. The organizational chart of the Directorate is given in the Annex-I. This Directorate is the cadre controlling authority of all statistical posts in this Administration. The organizational chart of the statistical cells existing in different Departments is given in Annex – II.

- Supply of statistical data and information to the Central Statistical Organization, National Buildings Organization, Labour Bureau, Central Organizations, State Directorate of Economics and Statistics, State and Central Government Departments, Semi-Government Organizations, Private Agencies and to Research scholars as per their requirements.
- Acting as a storehouse of important statistical information collected and maintained from the different departments of the State Government.
- Functionally the Directorate of Economics and Statistics has been organized into 14 units at the Head Quarters namely
  - i. Agricultural Statistics
  - ii. Annual Survey of Industries Unit.
  - iii. Census of Government Employees Unit.
  - iv. Electronic Data Processing Unit.
  - v. Evaluation Study Unit.
  - vi. Index Number of Industrial Production Unit
  - vii. National Sample Survey Unit.
  - viii. Census of Government Employees Unit
  - ix. Official Statistics Unit.
  - x. Publication and Co-ordination Unit
  - xi. Quinquennial Agricultural Census
  - xii. Quinquennial Economic Census
  - xiii. State Domestic Product and Public Finance Unit
  - xiv. Training Unit

**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 (7<sup>th</sup> Agriculture Census) 2000–01 had been conducted and results were made available. Input survey has also been conducted for 2001 – 02.

### **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 & 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 these Industries registered under section 2m (i) and 2m (ii) of the Factories Act 1948. The data are compiled from the survey schedules 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 Pondicherry, Karaikal, Mahe & Yanam on weekly basis. Daily prices of commodities are also collected and furnished to Government of India, as the Union Territory of Pondicherry is one of the centers for computation of All India Consumer Prices Index Number for Industrial Workers – Prices data are made available in monthly bulletin and on National Informatics Centre website.<http://www/pon.nic.in>.

**Municipal Year Book:**

Statistical data are presented in the publication of Municipal year Book in respect of Municipal limits of the Union Territory of Pondicherry such as Pondicherry, Oulgaret, Karaikal, Mahe and Yanam.

**State Domestic Product:**

As per the standards of internationally accepted System of National Accounts, 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 1993 – 94. 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 Pondicherry & Karaikal regions for every quarter of a year and the data are forwarded to National Building 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 Building 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 proposed website to be hosted by the Directorate of Economics and Statistics with the Joint Director (ASI) as Web Master and the Programmer as Web Editor. The web board will function under over all guidance of the Head of the Department.

**Publications brought out:**

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

<b>Sl. No</b>	<b>List of Annual Publications</b>	<b>Periodicity</b>	<b>Cost of Publication (Price/copy)</b>
1	Abstract of Statistics	Annual	Rs.500/-
2	Hand Book of Statistics	”	Rs.200/-
3	Pondicherry 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/-

<b>Sl. No</b>	<b>List of Annual Publications</b>	<b>Periodicity</b>	<b>Cost of Publication (Price/copy)</b>
14	Index of Industrial production	”	Rs.100/-
15	Input Survey Report	Quinquennial	Rs.250/-
16	Women & Men in Pondicherry (A characteristic report)	Special	Rs.200/-

**2. 8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:**

**2. 9. Arrangements and methods made for seeking public participation /contribution:**

At the time of conduct of Studies/Surveys/Census, involvement of general public as respondent is needed for collection of information/data on the prescribed subject.



## **2.10. Mechanism available for monitoring the service delivery and public grievance resolution.**

A Public Grievance Officer has been appointed in this Directorate to review the public grievances whenever such petitions received from them.

## **2.11. Address of the main office and other officers at different levels:**

Main Office: Director,  
Directorate of Economics & Statistics,  
505. Kamaraj Salai,  
Saram,  
Pondicherry – 605 013.

Regional Office: Deputy Director,  
Directorate of Economics & Statistics,  
Regional Office,  
Peuthalaivar Kamaraj Complex,  
Amma Chattaram,  
Karaikal.

Regional Office: Statistical Inspector,  
Directorate of Economics & Statistics,  
Regional Office,  
Administrator Office Complex,  
Mahe.

Regional Office: Statistical Inspector,  
Directorate of Economics & Statistics,  
Regional Office,  
Administrator Office Complex,  
Yanam.

**2.12. Morning session – office hours:** 08.45 A.M to 01.00 P.M.

Lunch Break

01.00 P.M. to 02.00 P.M.

**Afternoon Session – office hours:** 02.00 P.M to 05.45 P.M.

## CHAPTER – 3 (Manual – 2 )

### Powers and Duties of Officers & Employees

#### 3.1. Details of the powers and duties of officers and employees of the Organization

Sl. No	Designation	Powers	Duties
(A)	<b>Technical Officials</b>		
1	Director (Group-A)	Head of the Department. Administrative & Financial	Overall control, Direction, Supervision, Nodal officer for statistical activities in this Union Territory
2	Joint Director (Group – A) (Three Officers)	One Joint Director has declared as Head of Office. Administrative & Financial	Supervision, direction & control of subordinate staff regarding collection, Data entry and compilation, processing of statistical data on various subjects and analysis and report writing.
3	Deputy Director (Group – B) (Four Officers and Programmer)	One Deputy Director has declared as Drawing & Disbursing Officer Administrative Financial and Computing	
4	Statistical Officers (Group – C)		
5	Statistical Inspectors/		Collection of Statistical data / information on various topics / subjects as per the duties and responsibilities attached to the post – pl. vide chapter-2. The categories of statements and documents/reports to be prepared are also given in (VI) of the chapter-2. Data entry
6	Field Supervisors		

## CHAPTER – 4 (Manual – 3)

### Rules, Regulations, Instructions, Manual and Records, for discharging Functions.

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 Pondicherry – 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.

## **CHAPTER – 5 (Manual 4)**

### **Particulars of any arrangement that costs for consultation work or representations by the members of the Public in relation to the formulation of its Policy or implementation thereof.**

No such set up exists as the schemes are staff oriented and the work related to collection of statistical data/Information are as per the pattern of Central Statistical Organization, New Delhi. There is no such scheme implemented for providing aid/subsidy directly or issue of any kind of certificate to the Public. The data are used by the Union Territory Administration for Policy making and implementation of development schemes. Hence, the arrangement for seeking Public Participation may not be mandatory.

## CHAPTER – 6 (MANUAL – 5)

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

<b>Sl. No</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under the control of</b>
1	Publications as listed in Chapter – 2	Statistical data / information on various topics as mentioned in Chapter – 2.	By written application in plain paper and cost to be paid as indicated in the Chapter 2 and 4	Directorate of Economics and Statistics, Pondicherry and the regional offices

## CHAPTER – 7 (Manual – 6)

### A Statement of Boards, Councils, Committees and other Bodies constituted as its part.

<b>Sl. No</b>	<b>Name of Committee</b>	<b>Composition</b>	<b>Role</b>	<b>Frequency of Meeting</b>
1	A High level Co-ordination Committee	Secretary (Statistics) as Chairperson Director of Economics & Statistics, as Member Secretary	Information on Implementation of Crop Statistics.	Once in a Year
2	State level Co-ordination Committee	Director, Directorate of Economics & Statistics, Chairman, Constituted in 1998	Annual Survey of Industries – Technical advice	Twice in a year
3	High powered Prices Monitoring Cell	Secretary (Statistics) as Chairperson, Director of Economics & Statistics, as Member Secretary Constituted in 2000	Prices Monitoring and Review	Every year
4	Steering Committee for Economic Census	Secretary (Statistics) as Chairperson & Census Commissioner, Director of Economic & Statistics, as Additional Census Commissioner	For Conduct of Economic Census	Quinquennial
5	State Co-ordination Committee for Agricultural Census	Secretary (Statistics) as Chairperson & Agricultural Census Commissioner, Director of Economic & Statistics, Member Secretary Constituted in 2002	Co-ordination and Monitoring Agricultural Census	Quinquennial

(contd)

**CHAPTER – 7 (Manual – 6)**  
**(contd)**

- Public participation in the Committee meeting has not prescribed in the Government order of the Committee constitution, as the matters are related to working of the Directorate as per Central Statistical Organisation directions.
- Minutes of the meetings prepared and communicated to Government of India, Concern Ministry as affiliated with them.
- Minutes need not be served to the public, as there has been no public participation.



## CHAPTER – 8 (Manual – 7)

### Names, Designations and other particulars of the Public Information Officers

**Name of the Public Authority: Director of Economics & Statistics**

Sl. No	Name	Designation	Phone No.	Fax No.	Address
1.	<b>Department Appellate Authority:</b>	Secretary (Statistics)	2335512 2334145	2337575	Chief Secretariat Government of Pondicherry
2.	<b>Public Information Officer</b>  Thiru. S.Vaithianadane	Director	Off: 2248816 Res: 2242475  Mobile 9443242574	2246709	Directorate of Economics & Statistics, Third Floor, 505.Kamaraj Salai, Saram, Pondicherry – 13
3.	<b>Assistant Public Information Officer Pondicherry Region</b>  Dr.R.Ramakrishnan	Joint Director	Off: 2242061 Res: 2210726	2246709	Directorate of Economics & Statistics, Third Floor, 505.Kamaraj Salai, Saram, Pondicherry – 13
4.	<b>Assistant Public Information Officer Karaikal Region</b>  Thiru M. Srinivasan (DD in charge of Karaikal Regional Office	Deputy Director	(04368) 2225800		Regional Office, Directorate of Economics and Statistics, Perunthalaivar Kamarajar Valagam, Karaikal

5.	<b>Assistant Public Information Officer</b> <b><u>Mahe &amp; Yanam Regions</u></b>  Thiru. K.Ulaganathan	Joint Director	Off: 2248685 Res: 2220506 Mobile 9345676016	2246709	Directorate of Economics & Statistics, Third Floor, 505.Kamaraj Salai, Saram, Pondicherry – 13
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## **CHAPTER – 9 (Manual – 8)**

### **Procedure followed in Decision Making Process**

#### **9.1. Procedure followed:**

As regards the administration matters the Head of Department/Head of Office exercise the powers conferred on them under Rules and Regulations of Government

#### **9.2. Documented procedures:**

As concerned with the technical matters such as Survey, Census, Study and Preparation of reports etc., the guidelines/instructions issued by the Central Statistical Organization, New Delhi is followed.

#### **9.3. Communication to the public on the decisions made:**

As there is no direct bearing for public beneficiary and the schemes are staff oriented and work related to collection, compilation, processing / analysis and report preparation of data / information, no arrangement is needed to communicate the procedures adopted and the decision of the Central Statistical Organization to the Public.

#### **9.4. Level of Officers opted for decision-making:**

Secretary (Statistics) is the decision-making authority on the views and recommendations of the Director of Economics and Statistics, who is the Head of the Department and Appellate Authority.

#### **9.5. Final Authority vets the decision:**

The information furnished under para 9.1 and 9.2 holds good for this item also

**9.6. Decision taken by public authority:**

This is not applicable to this Department, as per the Organization, New Delhi. No Public review is required, since the schemes are not involved any beneficiary activity.

**CHAPTER -10 (Manual -9)**

**DIRECTORY OF OFFICERS AND EMPLOYEE**

Sl. No.	Name	Designation	STD Code	Tel. No.			E-Mail	Address
				Office	Residence	Fax		
1	2	3	4	5	6	7	8	9
1	S. Vaithianadane	Director	0413	2248816	2242574	2246709	<a href="mailto:dires@pondy.pon.nic.in">dires@pondy.pon.nic.in.</a>	DES, Pondicherry
2	Ramakrishnan. R	Joint Director		2242061	2210726		<a href="mailto:jdes-is @pondy.pon.nic.in">jdes-is @pondy.pon.nic.in.</a>	
3	Ulaganathan. K	Joint Director		2242061	2205206		<a href="mailto:eands@pondy.pon.nic.in">eands@pondy.pon.nic.in</a>	
4	Srinivasan. M	Deputy Director		2242061	2251248		<a href="mailto:eands@pondy.pon.nic.in">eands@pondy.pon.nic.in</a>	
5	Marguerite. D	Deputy Director		2242061	2221780		<a href="mailto:eands@pondy.pon.nic.in">eands@pondy.pon.nic.in</a>	
6	S. Cobalakirouchenane	Programmer		2242061	2242342		<a href="mailto:eands@pondy.pon.nic.in">eands@pondy.pon.nic.in</a>	
7	Adele. R	Statistical Officer		"	2202522			
8	Diagasundaram. G	Statistical Officer		2248685				
9	Mariappan.G	Statistical Officer		"				
10	Raghuraman.G	Statistical Officer		"				
11	Janarthanane. K	Statistical Officer		"	2666665			
12	Sivaraman. G	Statistical Officer		"	2251560			
13	Vaithilingam. V	Statistical Officer		"	2251263			

14	Bethou.P	Statistical Officer		"	2274469			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
15	Rajaganapathy.M.	Statistical Officer		"				
16	Anandaraj.D	Statistical Inspector		"				
17	Anandarajan. R	Statistical Inspector		"	2252218			
18	Balasubramani.K	Statistical Inspector		"				
19	Desingu.R	Statistical Inspector		"				
20	Karunakaran.M	Statistical Inspector		"				
21	Muhamed Muthafa.A.J	Statistical Inspector		"				
22	Nalinikandan.S	Statistical Inspector		"				
23	Natarajan.P	Statistical Inspector		"				
24	Natarajarathinam. J	Statistical Inspector		"				
25	Nithyanandhan. S	Statistical Inspector		"				
26	Palanivel.N.	Statistical Inspector		"				
27	Paquirissamy. S	Statistical Inspector		"	2243996			
28	Parthasarathy. R	Statistical Inspector		"	2290483			
29	Pourouchottamane. P	Statistical Inspector		"	2277602			
30	Sathiyamoorthy. T	Statistical Inspector		"				
31	Shanmugam. G	Statistical Inspector		"				
32	Sinnarasou.V.K	Statistical Inspector		"				

33	Siranjivi. S	Statistical Inspector		"	2256307			
34	Anandakumar. A	Field Supervisor		"	2275593			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
35	Kankeyan. L	Field Supervisor		"				
36	Kannan. T	Field Supervisor		"				
37	Lawrence Louis David	Field Supervisor		"				
38	Pandian. S.D	Field Supervisor		"	2666247			
39	Selvaraj. R	Field Supervisor		"				
40	Janagan.M	Data Entry Operator		2248685				
41	Ramadevi. K	Superintendent Gr.II		2248685	2251825			
42	S. Kubera Sivakumaran	Stenographer Gr.II		2248816	2290372			
43	Jayamohan	Upper Division Clerk		"				
44	Muthukrishnan	Upper Division Clerk		"				
45	Santhi. S	Upper Division Clerk		2248685	2253914			
46	Vasanthi. N	Upper Division Clerk		"				
47	Vidjealatchoumy. P	Upper Division Clerk		"				
48	Zanarthanane. D	Upper Division Clerk		"	2248460			
49	Kubera Kandipan. G.	Lower Division Clerk		"				
50	Ramesh. S	Lower Division Clerk		"	2342768			
51	Revathy. M	Lower Division Clerk		"				

52	Selvam. V	Lower Division Clerk		"	2272252			
53	Gulam Hussain. S	Driver Gr.III		"				
54	Udayakumar. S	Driver Gr.III		"				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
55	Jayaprakash. R	Attender		"				
56	Aariharavedanayagam. S	Peon		"	2666449			
57	C.Kasambu	Peon						
58	Govindarasu. R	Peon		"	-			
59	Munisamy. T	Peon		"	2667754			
60	Saravanan. R	Peon		"				
61	Arunasalam. R	Sanitary Assistant		"	2273563			
62	Rameshmoorthy. A	Watachman		"				
63	Lakshmi. P	Part-time Sanitary Assistant		"				
64	Nagammal. K	Part-time Sanitary Assistant		"				



**CHAPTER-11 (Manual – 10)**

**The monthly remuneration received by each of its officers and Employees, including the system of Compensation as provided in regulations.**

**11.1. Please provide information in following format.**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Actual salary drawn including DPA+DA+HRA+CCA+TA +Spl.Pay</b>
1	Vaittianadane.S	Director	10000 – 325 -15200	21114
2	Ramakrishnan. R	Joint Director	8000-275-13500	16604
3	Ulaganathan. K	Joint Director	8000-275-13500	16301
4	Srinivasan. M	Deputy Director	6500-200-10500	18727
5	Marguerite. D	Deputy Director	-do-	18727
6	Cobalakirouchenane. S	Programmer	7500-250-12000	18073
7	Adele. R	Statistical Officer	5500-175-9000	14216
8	Diagasundaram. G	Statistical Officer	-do-	13090

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Actual salary drawn including DPA+DA+HRA+CCA+TA +Spl.Pay</b>
9	.Mariappan.G	Statistical Officer	-do-	12612
10	.Raghuraman.G	Statistical Officer	-do-	11695
11	Janarthanane. K	Statistical Officer	-do-	13852
12	.Rajaganapathy. M	Statistical Officer	-do-	13359
13	.Bethou. P	Statistical Officer	-do-	12770
14	Sivaraman. G	Statistical Officer	-do-	12244
15	Vaithilingam. V	Statistical Officer	-do-	12542
16	.Anandaraj. D	Statistical Inspector	5000-150-6500-	10675
17	.Balasubramani. K	Statistical Inspector	-do-	13315
18	.Desingu. R	Statistical Inspector	-do-	10625
19	.Karunakaran. M	Statistical Inspector	-do-	10625
20	.Muhamed Muthafa. A.J	Statistical Inspector	-do-	10473
21	.Nalinikandan. S	Statistical Inspector	-do-	10525
22	.Natarajan. P	Statistical Inspector	-do-	12770

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Actual salary drawn including DPA+DA+HRA+CCA+TA +Spl.Pay</b>
23	Anandarajan. R	Statistical Inspector	-do-	10525
24	Natarajarathinam. J	Statistical Inspector	-do-	12265
25	Nithyanandhan. S	Statistical Inspector	-do-	10625
26	Palanivel. N.	Statistical Inspector	-do-	9978
27	Paquirissamy. S	Statistical Inspector	-do-	12041
28	Parthasarathy. R	Statistical Inspector	-do-	13090
29	Pourouchottamane. P	Statistical Inspector	-do-	10525
30	Sathiyamoorthy. T	Statistical Inspector	-do-	10386
31	Shanmugam. G	Statistical Inspector	-do-	10625
32	Suresh	Statistical Inspector	-do-	10128
33	Sinnarasou. V.K.	Statistical Inspector	-do-	11991
34	Siranjivi. S	Statistical Inspector	-do-	11823
35	Udayakumar	Statistical Inspector	-do-	10775
36	Anandakumar. A	Field Supervisor	4000-100-6000	7970

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Actual salary drawn including DPA+DA+HRA+CCA+TA +Spl.Pay</b>
37	Sivaradjane	Field Supervisor	-do-	10517
38	Kankeyan. L	Field Supervisor	-do-	9804
39	Kannan. T	Field Supervisor	-do-	8175
40	Amirthalingam	Field Supervisor	-do-	9932
41	Lawrence Louis David	Field Supervisor	-do-	7986
42	Pandian. S.D	Field Supervisor	-do-	9728
43	Selvaraj. R	Field Supervisor	-do-	8793
44	Janagan.M	Data Entry Operator	4500-125-7000	9080
45	Ramadevi. K	Superintendent Gr.II	5500-175-9000	12377
46	Kubera Sivakumaran. S.	Stenographer Gr.II	5000-150-8000	10525
47	Jayamohan	Upper Division Clerk	4000-100-6000	10251
48	Muthukrishnan	Upper Division Clerk	-do-	8064
49	Santhi. S	Upper Division Clerk	-do-	8841
50	Vasanthi. N	Upper Division Clerk	-do-	8429

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Actual salary drawn including DPA+DA+HRA+CCA+TA +Spl.Pay</b>
51	Vidjealatchoumy. P	Upper Division Clerk	-do-	8139
52	Zanarthanane. D	Upper Division Clerk	-do-	8429
53	Kubera Kandipan. G.	Lower Division Clerk	3050-70-4590	7590
54	Revathy. M	Lower Division Clerk	-do-	7053
55	Ramesh. S	Lower Division Clerk	-do-	6506
56	Selvam. V	Lower Division Clerk	-do-	5959
57	Gulam Hussain. S	Driver Gr.III	-do-	6139
58	Udayakumar. S	Driver Gr.III	-do-	6416
59	Jayaprakash. R	Attender	2610-60-3450	7138
60	Munisamy. T	Peon	2550-55-3200	6289
61	Govindarasu. R	Peon	-do-	6494
62	Aariharavedanayagam. S	Peon	-do-	6034
63	Saravanan. R	Peon	-do-	5742
64	C.Kasambu	Peon	-do-	7219

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Monthly remuneration</b>	<b>Actual salary drawn including DPA+DA+HRA+CCA+TA +Spl.Pay</b>
65	Arunasalam. R	Sanitary Assistant	2550-55-3200	5207
66	Rameshmoorthy. A	Watchman	-do-	5672
67	Lakshmi. P	Part-time Sanitary Assistant		2181
68	Nagammal. K	Part-time Sanitary Assistant		1635

**CHAPTER -12 (Manual -11)**  
**THE BUDGET ALLOCATED TO EACH AGENCY**

**(Particulars for all Plans, proposed expenditure and report on Disbursement made)**

**For Public Authorities responsible for developmental, construction, Technical works.**

**12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.**

**Year 2004-05:-**

Sl. No.	Name of the Scheme / head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount released / disbursed (No. of installments)	Actual expenditure for the last Year	Responsible Officer for the quality and the complete execution of the work
								# As in the Annexure

# The Directorate of Economics & Statistics has no agency or subsidiary Directorates under its Control. Only one Plan scheme is operated by this Directorate viz., Modernisation of Statistical System and Management Information System. Rs.15.00 lakh is allocated for the Annual Plan The Objective of the scheme is to revamp the statistical system in the U.T. of Pondicherry and to identify the data gaps in various sectors of the economy. The programmes envisaged for the Annual Plan 2005-06 is to updation of statistical publications.

Up gradation and strengthening of Computer resources, purchase of four wheeler for Karaikal region, undertaking survey on residual Units of Annual Survey of Industries and purchase of two two wheelers to perform field works.

**For Other Public Authority**

<b>Sl. No.</b>	<b>Head</b>	<b>Proposed Budget</b>	<b>Sanctioned Budget</b>	<b>Amount released / disbursed (No. of installments)</b>
<b>NIL</b>				



## **CHAPTER – 13**

### **The Manner of Execution of Subsidy Programme**

There is no subsidy programme implemented in this Department.

**CHAPTER – 14 (Manual 13)**

**Particulars of Recipients of Concessions, permits or authorization  
granted by it.**

This is not applicable to this Department.

## **CHAPTER – 15 (Manual 14)**

### **Norms set by it for the discharge of its functions**

Data collection and dissemination norms as prescribed by Central Statistical Organization, New Delhi.

## CHAPTER – 16 (Manual 15)

### Information available in an electronic form

The data / information on statistical activities are made available in the Departmental Website, Touch Screen 'Kiosk' for Public utility at free of cost. Touch Screen 'Kiosk' is installed and maintained in the Directorate of Economics and Statistics and in the Regional Offices at Karaikal, Mahe and Yanam for public utility

A Web Committee has been constituted with the following composition to ensure the free flow of data

Sl.No.	Designation	Status
i	Director of Economics and Statistics	Chairman
ii.	Joint Director of Economics and Statistics	Web Master
iii.	Programmer	Web - Editor

National Informatics Centre is the source hosting Authority for enabling this Directorate to maintain the statistical information/data in the web site.0

## **CHAPTER – 17 (Manual 16)**

### **Particulars of the facilities available to citizen for obtaining information**

- (i) Office Library
- (ii) Kiosk Touch Screen
- (iii) Statistical Publications / Reports
- (iv) System of issuing copies of Publications on payment of the cost prescribed vide Chapter 2
- (v) Printed materials / Statement on payment of the cost prescribed vide Chapter 2 and 4.
- (vi) Website of the Public authority
- (vii) Advertisements made on specific Statistical Programmes / schemes.

## CHAPTER – 18 (Manual – 17)

### 18.1. Frequently asked questions and their answers by public

Does not arise.

### 18.2. Related to seeking Information

- i. Application in plain paper
- ii. a) Fees as prescribed by Government from time to time.  
b) Fees will be collected at the time of furnishing the data/information based on the quantum of information supplied.
- iii. Information Requested shall be in the form of statement with periodicity along with plain paper application
- iv. Information for about 10 years only will be made available with this Directorate. Appellate authority will be the Director of Economics & Statistics and the decision made by him shall be final.

### 18.3. Training imparted to public-by-public authority

No such Training Programme is organized for the public, as the schemes are the staff oriented.

### 18.4. Certificate, No Objection Certificate.

### 18.5. Registration Process

### 18.6. Collection of Tax

### 18.7. Issuing new connection Electricity/water supply/etc

### 18.8. Other public services

} Not  
Applicable  
to this  
Directorate

### **Limitations for furnishing information**

There has been no official policy for promoting easy access to unpublished data for users. Hence, the unpublished data cannot be given to any individual including interior user, resident abroad or any internal user outside the country.

The published data in the form of official record such as books / periodicals / publications / statements shall not be communicated to an individual for his/her use who is a Non Resident of India.

Individual Household level data canvassed in the Surveys/Studies/Censuses cannot be released / furnished to anyone even he/she sought for such information.

Any information/data made available with this Directorate should not be intended by drawing adverse attention or interpretation in News Papers/Magazines.

All data / information should be got clarified with the Public authority concerned about the interpretations of the data / information, whenever doubt arises.