

**Manual - 1**  
[Section 4 (1) (b) (i)]

**THE ORGANIZATION, FUNCTIONS AND DUTIES:**

The Directorate of Economics & Statistics is the Apex Statistical Organization of A&N Administration for co-ordination of statistical activities in the UT. It has been declared as the Nodal Agency for coordination of all statistical matters in A & N Islands. There are 136 statistical posts in different departments in the A & N Islands. The Strength of Statistical Cadre is as under:

Director	-	1
Research Officer	-	2
Statistical/Evaluation Officer	-	11
Senior Investigator/ ASO	-	91
Junior Investigator	-	31

The Department is headed by Director who is assisted by one Research Officer, one Statistical Officer, twelve Senior Investigators, three Junior Investigators, two Head Clerks, one Personal Assistant, one Computer Assistant Grade 'B', five Lower Grade Clerks, one Light Vehicle Driver, one Gestetnor Operator, one Daftry, three Peons and one Safai Karmachari-cum-Chowkidar.

A District Statistical Cell is functioning at the Office of the Deputy Commissioner, Car Nicobar with One Statistical Officer, two Senior Investigators and one Junior Investigator from the strength of this Directorate besides one Senior Investigator of DC's establishment for collection and compilation of data at District level. At Tehsil level, one Senior Investigator each at Rangat, Mayabunder and Diglipur in North & Middle Andaman District and one Junior Investigator at Campbell Bay in Nicobar District have also been posted.

Statistical personnel have been posted at various Departments of the A&N Administration under the control of the respective Head of Departments/ Offices concerned spread across the Islands for collection, compilation of data pertaining to the activities of respective department. The sanctioned strength of Statistical personnel in different departments is at Annexure-I. The vision of the department is to reduce data gaps in various sectors.

During the 12<sup>th</sup> Five Year Plan, two schemes were merged and renamed as "Strengthening of Statistical System" is being implemented by DES under sub sector 'Survey and Statistics'.

At present, the Directorate is implementing one Central Sector Plan Scheme 'Agricultural Census' with the strength of one Research Officer, Senior Investigator, one LGC / Typist and one peon.

The major functions include - bringing out Statistical Publications, Estimation of the State Domestic Product at Current & Constant Prices, conducting of Agricultural Census, Input Survey and Economic Census, Collection of Disaster Statistics, Pilot survey on Basic Statistics for Local Level Development, Non Profit Institution Survey, Price Statistics, Employment-Unemployment Survey, etc. besides providing assistance to the Population Census and other Census/Survey being carried out by GOI as and when required.

The following sections are functioning in the Directorate.

1. Administration
2. State Income
3. Publication & Planning
4. Price Index & Economic Census
5. Establishment
6. Accounts
7. Confidential
8. Agricultural Census

The Directorate is functioning as Nodal Agency for official statistics and its endeavor is to make available such statistics and indicators for the use of the Administrators, Planners, Stakeholders, Research Scholars, Policy makers, Educationalists, Govt. Offices, other Organizations and public in general.

As a Nodal Statistical Agency, the Directorate of Economics & Statistics is responsible for the following functions:

- (i) Coordination of statistical activities of various line Departments/Organizations of the UT;
- (ii) Maintenance/ generation of the data required in different sectors and suggesting measures to improve the quality and coverage of data series in the UT;
- (iii) Taking measures to avoid duplication in collection and compilation of data;
- (iv) Adoption of accepted standards in collection, classification, processing and dissemination of data both within DES and in the line Departments of the UT;
- (v) Identification of gaps in the availability of Statistics in different sectors and suggesting suitable measures for improving the coverage;
- (vi) Developing/advising sampling designs and methodologies for collection of data by various line Departments of the UT;

- (vii) Scrutinizing and examining all statistical schemes relating to various departments/organizations of the UT.
- (viii) Auditing the statistics generated by line departments before they are released and suggesting measures for improving the quality/coverage of data collected; and
- (ix) Any other activities related to the collection, compilation, analysis and dissemination of data relating to the A & N Islands.

Following works are being carried out at present in the Directorate:

- (i) Collection of data on various sectors from all the Govt. Departments.
- (ii) Publication of Basic Statistics, "A&N Islands at a Glance", Island-wise Statistical Outline, Metrological Statistics, District Statistical Hand Book, Transport Statistics, Price Statistics and other Statistics as per need.
- (iii) Estimation of State Gross and Net Domestic Products.
- (iv) Collection of Crop Production, area and landuse Statistics.
- (v) Collection of prices of essential commodities from market also through Tehsils.
- (vi) Conducting of Agriculture Census and Economic Census as per direction of Govt. of India.
- (vii) Census of Government Employees.
- (viii) Conducting various Surveys as and when needed by Govt.

**Manual - 2**  
[Section 4 (1) (b) (ii)]

**POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES:**

The Hon'ble Lt. Governor is the appointing Authority for group 'A' posts and the Chief Secretary is the appointing authority for group 'B' posts of the Cadre. The Principal Secretary (Economics & Statistics) is the Cadre Controlling authority of the Amalgamated Statistical Cadre of the A&N Administration. He is empowered to make transfers and postings amongst the Group 'B' & Group 'B' (N/G) employees. Director of Economics & Statistics is the appointing authority in respect of Group 'C' posts of the Cadre as well as department. He is empowered to make transfers and postings amongst the Group 'C' employees.

The Director (Economics & Statistics) is functioning as Head of the Organization for carrying out the functions of the Department both technical and administrative works and coordination with other departments of the Administration, other State/Central Govt. organizations.

The Research Officer is the Officer-in-charge for the Agriculture Census Scheme and the India Statistical Strengthening Project in the A & N Administration. Responsible for conducting Agriculture Census, Input Survey, Economic Survey as entrusted by the Department/Administration.

The Statistical Officer (HQ) is functioning as Head of Office and discharging the duties of Drawing and Disbursing Officer of the Department. He is responsible for overall supervision of all the works of the Directorate being undertaken by the supporting staff.

The senior most Senior Investigators are functioning as Section In-charges and responsible to supervise the works of staff posted under their section. They are responsible for collection, compilation, analysis and interpretation of statistical data relating to the sphere where they are posted. Their main duties are to organize the activities of the section in a systematic manner and extract the work from the supporting staff to the utmost satisfaction of their Superiors.

The Junior Investigators are responsible for collection, compilation, scrutiny and analysis of various statistical data which are used for bringing out of the publications and other related activities of the Directorate. They are also being deputed to other offices / field for collection of data.

Computer Assistant Grade -B is designated as Nodal officer (IT) of the department and responsible for up-keeping of Computers, Peripherals and other office machineries viz. Photocopier, Fax, UPS etc of the department and its maintenance. Providing assistance to all section in-charges especially in Agricultural Census, Economic Census, Publication and Accounts regarding computerization of various statistical data/ information.

Head Clerks are functioning as Section In-charges of Establishment and Accounts matters and responsible to supervise the works of staff posted under their section. Their main duties are to organize the activities of the section in a systematic manner and extract the work from the supporting staff to the utmost satisfaction of their Superiors.

Personal Assistant is attached to the Director and responsible for taking dictation and typing the materials, maintenance of ACRs and correspondences thereof.

Lower Grade Clerks are responsible for dealing with the Establishment, Diary, Dispatch and Accounts matters of the department. The LGC (Cashier) is responsible for preparation of Pay Bills and all other Bills, drawing and disbursement of Salaries to the staff and maintenance of Cash Book.

Driver is responsible for driving the departmental vehicle in safe way as per traffic rules, maintain accounts of journey of vehicle in the Log book and maintenance of the vehicle.

The Gestetner Operator is responsible for operating and maintaining the digital printer and upkeep of the machine in good condition.

The Daftry is responsible for proper maintenance of records in the section/office and stitch/ mend files/ records/ vouchers etc.

The Peons is for general purpose and will work as directed by the officers.

The Safai Karmachari-cum-Chowkidar keeps the office and its premises neat and clean and attends the duties of watch and ward in the night.

Group 'C' post of Daftry, Peon and Safai Karmachari-cum-Chowkidar have been designated as 'Multi Tasking Staff' vide this Directorate's Order No. 104 dated 26.3.2013. Framing of Recruitment Rules for the post of Multi Tasking Staff is in process.

**Manual - 3**

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

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The dealing assistants process the matter and put up the files to their respective Section in-charges who in turn submit the file to the Branch Officers and Director of Economics & Statistics after duly scrutinized the matter with comments (if any) for taking decision in the matter which are within their delegated powers. The matters which are not within the powers of HoD / Head of Office are sent to the Principal Secretary (Economics & Statistics) being the Cadre Controlling Authority for taking advice / approval. Each and every officer / official is accountable for the work entrusted to him/her.

**Manual - 4**

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

**THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION.**

The Directorate is responsible for bringing out certain publications on annual/ biannual/ quinquennial basis, which are time bound in nature and all required actions are taken to publish the publication in time. The norms set under the RTI Act and norms set for disposal of Public Grievances / Staff Grievances by the Govt. of India / Administration are being followed strictly.

**Manual - 5**

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

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;**

All the rules, regulations as framed by the A & N Administration and GOI are being maintained and followed for regulating the service matters of its employees. The Directorate is having recruitment rules in respect of various posts under the Cadre which are followed in the matter of appointment and promotion of its employees. The Directorate has also issued work allotment order in respect of each category of employees in the Directorate and the officials are duty bound to perform the work in accordance with the works allotted to them.

**Manual - 6**  
[Section 4 (1) (b) (vi)]

**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

**CATEGORY OF DOCUMENTS**

**PUBLICATIONS**

<b>Sl. No</b>	<b>Title of the Publication</b>	<b>Periodical Data Coverage</b>	<b>Remarks</b>
1.	A & N Islands at a Glance	Calendar Year	
2.	Basic Statistics	Financial Year	
3.	Island Wise Statistical Outline	Calendar Year	
4.	Basic Transport Statistics	Financial Year	
5.	Meteorological Statistics	Calendar Year	
6.	District Wise Hand Book	Financial Year	
7.	Publication on Price Statistics	Financial Year	
8.	Agriculture Census Report	Quinquennial	
9.	Economic Census Report	Quinquennial	
10.	Economic Survey	Biannual	Priced Publication

RECRUITMENT RULES - Recruitment Rules Notified for all the Statistical posts

Copies of following recruitments rules are available in the website:

<http://www.and.nic.in/stats/recruitment.htm>

- Director of Economics & Statistics
- Research Officer
- Statistical/ Evaluation Officer
- Senior Investigator
- Junior Investigator
- Driver
- Gestetner Operator
- Daftry
- Peon
- Safai Karmachari-cum-Chowkidar

**Manual - 7**  
[Section 4 (1) (b) (vii)]

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF;**

The Director / Statistical Officer are devoting time for meeting the general public in any matter related to the department as and when they come. However, representation from the general public or any other agency is welcome for improvement in the functioning of the Directorate of Economics & Statistics.

**Manual - 8**  
[Section 4 (1) (b) (viii)]

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

There are certain committees exist such as Departmental Promotion Committee for considering promotions and appointments and confirmation of employees, Screening Committee for recommending grant of Modified Assured Career Progression (MACP) Scheme, Purchase Committee, Official Language Implementation Committee, Technical Coordination Committee for database on Disaster Statistics, State High Level Steering Committee for preparation of State Strategic Statistical Plan (SSSP) in A & N Islands, Project Management Team to assist the State Steering Committee in preparation of SSSP, Committee to deal complaints of Sexual Harassment against women employees, State Coordination Committee for coordinating the Statistical activities between Centre and State/UT agencies pertaining to different issues on Annual Survey of Industries, Committee for improvement of Agriculture Statistics in A & N Islands, Condemnation Committee for disposing the non-functional computers, peripherals and machineries and their composition is given below.

**STATEMENT OF BOARDS, COUNCILS, COMMITTEES**

**Technical Co-ordination Committee for database on Disaster Statistics**  
(Order No. 319 dated 15.12.2008)

- |  |                    |
|--|--------------------|
| 1. Relief Commissioner                 | - Chairman         |
| 2. Deputy Commissioner (South Andaman) | - Member           |
| 3. Deputy Commissioner (N & M Andaman) | - Member           |
| 4. Deputy Commissioner (Car Nicobar)   | - Member           |
| 5. Director of Economics & Statistics  | - Member Secretary |

**High Level Steering Committee for preparation of State Strategic Statistical Plan (SSSP) in A & N Islands**

(Order No. 284 dated 24.11.2009)

- |  |                    |
|--|--------------------|
| 1. Chief Secretary of A & N Administration         | - Chairman         |
| 2. Pr. Secretary (Statistics/Planning, A & N Admn. | - Member           |
| 3. Pr. Secretary (Education)                       | - Member           |
| 4. Development Commissioner                        | - Member           |
| 5. Secretary (PWD)                                 | - Member           |
| 6. Secretary (Social Welfare)                      | - Member           |
| 7. Representative of the MoSPI                     | - Member           |
| 8. Principal Chief Conservator of Forests          | - Member           |
| 9. Director of Education                           | - Member           |
| 10. Director of Transport                          | - Member           |
| 11. Director of Agriculture                        | - Member           |
| 12. Director of Tribal Welfare                     | - Member           |
| 13. Superintending Engineer, Electricity           | - Member           |
| 14. Director of Health Services                    | - Member           |
| 15. Director of Fisheries                          | - Member           |
| 16. Director of Finance                            | - Member           |
| 17. Director of Census operations, Port Blair      | - Member           |
| 18. Officer in-charge, NSSO, Port Blair            | - Member           |
| 19. Director of Economics & Statistics             | - Member Secretary |

**Project Management Team to assist the State Steering Committee in preparation of State Strategic Statistical Plan (SSSP) for this UT.**

(Order No. 225 dated 12.11.2010)

- |  |                    |
|--|--------------------|
| 1. Research Officer (Agriculture Census), DES          | - Chairperson      |
| 2. Statistical Officer, Directorate of Education       | - Member           |
| 3. Statistical Officer, Directorate of Health Services | - Member           |
| 4. Evaluation Officer, Secretariat                     | - Member           |
| 5. Statistical Officer(Monitoring), Secretariat        | - Member           |
| 6. Statistical Officer, Directorate of Agriculture     | - Member           |
| 7. Statistical Officer(PIg), Directorate of AH&VS      | - Member           |
| 8. Statistical Officer(HQ), DES                        | - Member Secretary |

**Committee for improvement of Agriculture Statistics in A & N Islands**

(Order No. 218 dated 27.10.2010)

- |                                       |                    |
|---------------------------------------|--------------------|
| 1. Secretary (Statistics)             | - Chairperson      |
| 2. Secretary (Agriculture)            | - Member           |
| 3. Secretary (Revenue)                | - Member           |
| 4. DC, South Andaman                  | - Member           |
| 5. DC, N & M Andaman                  | - Member           |
| 6. DC, Nicobar                        | - Member           |
| 7. Director of Economics & Statistics | - Member Secretary |

**State Level Coordination Committee (SLCC) for coordinating the Statistical activities between Centre and State/UT agencies pertaining to different issues on Annual Survey of Industries**

(Order No. 217 dated 26.10.2010)

- |  |                    |
|--|--------------------|
| 1. Secretary (Industries), A & N Admn.                   | - Chairperson      |
| 2. Labour Commissioner, A & N Admn.                      | - Member           |
| 3. Chief Inspector of Factories, A & N Admn.             | - Member           |
| 4. Director of Industries, A & N Admn.                   | - Member           |
| 5. Director of Economics & Statistics, A & N Admn.       | - Member           |
| 6. Chief of the Regional Office of NSSO, FOD, Port Blair | - Member Secretary |

**Purchase Committee for purchase of Stationary, Furnitures, Computers & Accessories etc.**

- |   |            |
|---|------------|
| 1. Research Officer (Agriculture Census), DES | - Chairman |
| 2. Statistical Officer (HQ), DES              | - Member   |
| 3. Senior Investigator (Admn), DES            | - Member   |
| 4. Head Clerk (Accounts)                      | - Member   |

**Condemnation Committee for disposing the non-functional Computers, Peripherals and Machineries**

- |   |                   |
|---|-------------------|
| 1. Research Officer (AC)                                    | - Chairman        |
| 2. Statistical Officer (HQ)                                 | - Member          |
| 3. Statistical Officer (P)                                  | - Member          |
| 4. State Informatics Officer (NIC)<br>or his representative | - Member (expert) |

**Committee to deal with complaints of sexual harassment against women employees in the DES**

- |   |               |
|---|---------------|
| 1. Smti Niloofur Begum Khan, Research Officer | - Chairperson |
| 2. Shri Raju Thomas, Statistical Officer (HQ) | - Member      |
| 3. Smti Zeenat Noor, Head Clerk (Estt)        | - Member      |

**Official Language Implementation Committee**

(Order No.1 dated 20.2.2007)

- |                                       |                    |
|---------------------------------------|--------------------|
| 1. Director of Economics & Statistics | - Chairperson      |
| 2. Research Officer (AC)              | - Member           |
| 3. Statistical Officer (HQ)           | - Member           |
| 4. Senior Investigator (Admn.)        | - Member           |
| 5. Senior Investigator (Publication)  | - Member           |
| 6. Head Clerk (Estt.)                 | - Member           |
| 7. Head Clerk (Accounts)              | - Member           |
| 8. Hindi Translator                   | - Member Secretary |

**Manual - 9**  
[Section 4 (1) (b) (ix)]

**DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Email : [dires@and.nic.in](mailto:dires@and.nic.in)  
[agcensus@and.nic.in](mailto:agcensus@and.nic.in)

<b>S.No.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>TELEPHONE NUMBER</b>
1	Shri Gaurang Mishra	Director (E&S)	232476 (O)/ 234181 (Fax)/ 200749
2	Smti Niloofur Begum Khan	Research Officer(AC)	232476 (O)/ 234181 (Fax)/ 9434281353
3	Shri Raju Thomas	Statistical Officer (HQ)	232476 (O)/ 234181 (Fax)/ 9434287753
4	Shri A. Ganesan	Senior Investigator	9734487522
5	Shri S. Ramakrishna	Senior Investigator	9474208566
6	Shri Sunil Kumar Haldar	Senior Investigator	9434262752
7	Shri Martin Lakra	Senior Investigator	9474256578
8	Smti Ragini Sakthi	Senior Investigator	9434262753
9	Shri Sudev Kumar	Senior Investigator	9474216051
10	Shri M.P.Muthappa	Senior Investigator	9434283723
11	Shri M.Papa Rao	Senior Investigator	9434263838
12	Shri M. Anand Kumar	Senior Investigator	9734483795
13	Smti D. Susaiammal	Senior Investigator	9933274636
14	Smti Nalini K. Nair	Senior Investigator	9434281308
15	Shri S. Baskaran	Senior Investigator	9434264446
16	Miss Radha Kumari Rai	Junior Investigator	9476012322
17	Shri K. Abdul Rasheed	Junior Investigator	9476007425
18	Shri Alwyn Richardson	Junior Investigator	9474212082
19	Shri Ravinder Singh	Computer Assistant-Gr.A	9531801008
20	Smti Laxmi Narsamma	Personal Assistant	9933202606
21	Smti Zeenat Noor	Head Clerk	9933268334
22	Smti Renuka Nagar	Head Clerk	9434294276
23	Smti S.Choti	Lower Grade Clerk	9933254340
24	Smti Sentina Mona	Lower Grade Clerk	9474230639
25	Smti Poongodi	Lower Grade Clerk	9474245770
26	Shri B.M.Kondaiah	Staff Car Driver	9933224412
27	Smti Parwati	Gestetner Operator	9933234423
28	Shri Sanjay Krishna	Daftry	9933219677
29	Smti Kasthuri	Peon	9474230612
30	Shri Ramesh Chand Yadav	Peon	9434297529
31	Shri Bijoy Mazumder	Peon	9474275693
32	Shri O.Sulaiman	Safai Karmachari-Cum- Chowkidar	9933282583

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

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

Monthly remuneration received by each of officers and employees of the Directorate. The Directorate does not have its own regulations for providing compensation to its officers and employees. The details of monthly remuneration received by each of officers and employees are given below:

<b>S.No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>GROSS SALARY (Rs.) As on April 2013</b>
1	Shri Gaurang Mishra	Director (E&S)	54,913/-
2	Smti Niloofur Begum Khan	Research Officer(AC)	65,273/-
3	Shri Raju Thomas	Statistical Officer (HQ)	62,760/-
4	Shri A. Ganesan	Senior Investigator	52,967/-
5	Shri S. Ramakrishna	Senior Investigator	52,967/-
6	Shri Sunil Kumar Halidar	Senior Investigator	51,127/-
7	Shri Martin Lakra	Senior Investigator	46,457/-
8	Smti Ragini Sakthi	Senior Investigator	51,127/-
9	Shri Sudev Kumar	Senior Investigator	47,671/-
10	Shri M.P.Muthappa	Senior Investigator	41,433/-
11	Shri M.Papa Rao	Senior Investigator	38,673/-
12	Shri M. Anand Kumar	Senior Investigator	34,480/-
13	Smti D. Susaiammal	Senior Investigator	34,480/-
14	Smti Nalini K. Nair	Senior Investigator	38,059/-
15	Shri S. Baskaran	Senior Investigator	38,510/-
16	Miss Radha Kumari Rai	Junior Investigator	26,218/-
17	Shri K. Abdul Rasheed	Junior Investigator	23,376/-
18	Shri Alwyn Richardson	Junior Investigator	23,376/-
19	Smti Babita Devi	Computer Assistant-Gr.B	37,977/-
20	Smti Laxmi Narsamma	Personal Assistant	40,902/-
21	Smti Zeenat Noor	Head Clerk	38,561/-
22	Smti Renuka Nagar	Head Clerk	35,687/-
23	Smti S.Choti	Lower Grade Clerk	24,255/-
24	Smti Sentina Mona	Lower Grade Clerk	22,128/-
25	Smti Poongodi	Lower Grade Clerk	19,477/-
26	Shri B.M.Kondaiah	Staff Car Driver	31,355/-
27	Smti Parwati	Gestetner Operator	24,005/-
28	Shri Sanjay Krishna	Daftry	23,845/-
29	Smti Kasthuri	Peon	23,206/-
30	Shri Ramesh Chand Yadav	Peon	19,901/-
31	Shri Bijoy Mazumder	Peon	19,901/-
32	Shri O.Sulaiman	Safai Karmachari-Cum-Chowkidar	20,933/-

\*Against S.No. 19, Shri Ravinder Singh, Computer Assistant-Gr.A is working on diverted capacity.

**Manual - 11**  
[Section 4 (1) (b) (xi)]

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

The following are the Budget Estimate and Expenditure under sub-sector 'Survey and Statistics' for this Directorate:

11<sup>th</sup> Five Year Plan

(Rs. In Lakhs)

Annual Plan	Budget Estimates	Expenditure	% of expenditure
2007-08	50.00	47.14	94.28
2008-09	53.00	63.94	120.64
2009-10	80.00	78.83	98.53
2010-11	73.00	79.32	108.65
2011-12	90.00	87.19	96.88

12<sup>th</sup> Five Year Plan

(Rs. In Lakhs)

Annual Plan	Budget Estimates	Expenditure	% of expenditure
2012-13	98.00	100.72	102.78

The DDO-wise allocation of fund for the year 2012-13 to meet expenditure on Pay & Allowances of Statistical Personnel is given below:

BE 2012-13

(Rs. In Lakhs)

Agency	3454			2052	Grand Total
	Plan	NP	Total	NP	
Statistical Officer (HQ)	55.00	62.70	117.70	29.00	146.70
Assistant. Commissioner, Mayabunder	15.30	-	15.30	-	15.30
Assistant. Commissioner, C/Bay	1.50	-	1.50	-	1.50
Assistant. Commissioner, Car Nicobar	22.00	-	22.00	-	22.00
Assistant Commissioner, Nancowry	4.20	-	4.20	-	4.20
Total	98.00	62.70	160.70	29.00	189.70

**Manual - 12**

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

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

The Directorate of Economics & Statistics does not have any subsidy scheme / programme.

**Manual - 13**

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

**PARTICULARS OF RECIPIENT OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;**

No concession, permit or authorization is granted by this Directorate.

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

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

The following publications brought out by the Directorate of Economics & Statistics are available in the web site of the A&N Administration which can be accessed by the users at <http://www.and.nic.in/stats/index.htm>

1. Basic Statistics 2011
2. A & N Islands at a Glance – 2005, 2007, 2009, 2010, 2011 & 2012
3. Meteorological Statistics – 2007, 2008, 2009, 2010, 2011, 2012 & 2013 (upto Feb.)
4. Hand Book of South Andaman District, North & Middle Andaman District and Nicobar District – 2007-08 to 2009-10 & 2010-11
5. Island-wise Statistical Outline – 2006 & 2008
6. Transport Statistics – 2008-09 to 2009-10
7. 5<sup>th</sup> Economics Census Results
8. Economic Survey of A & N Islands 2007-08
9. Recruitment Rules
10. Seniority List

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

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

The Directorate is located at Quarry Hill in Phoenix Bay and a separate publication unit is functioning in the Directorate. All the information / publication are being given to the citizen whenever they approach the Directorate. The person can meet the Officers in the Directorate during working hours to obtain information.

**Facilities available to public for collecting information under RTI Act 2005**

- (i) A person seeking information can approach the PIO on all working days.
- (ii) The person shall make a written request either in prescribed format or in a simple paper
- (iii) Specifying the information required in precise terms. It shall also be clarified whether the request is for inspection of supply of copy. He / She shall not be required to give any reason for seeking the information.
- (iv) He / She shall mention his / her name / address / telephone number / email address clearly.
- (v) He / She shall deposit a fee of Rs.10 /- by way of cash against proper receipt along with the application.
- (vi) The PIO shall provide the information within a period of 30 days from the date of receipt of request.
- (vii) Where a request has been rejected, the PIO shall communicate the reason to the applicant with particulars of Appellate Authority and the time limit for appeal.
- (viii) For providing information under sub-section (1) of the Section 7, the fee shall be charged by way of cash against proper receipt at the following rates:
  - Rs. 2 for each page (in A4 or A3 size paper) created or copied
  - Actual charges or cost price of a copy in large size paper
  - Actual cost or price of samples or models and
  - For inspection of records, no fee for the first hour and a fee of Rs.5 for each 15 minutes (or fraction thereof) thereafter.

- (ix) For providing information under sub-section (5) of the Section 7, the fee shall be charged by way of cash against proper receipt at the following rates:
- For information provided in diskette or floppy, Rs.50 per diskette or floppy and
  - For information provided in printed form, at the price fixed for such publication or Rs.2 per page of the photocopy for extract from the publication.

No fee will be charged from the applicants under BPL category. However, the applicant seeking the information has to enclose a Xerox copy of the BPL certificate in support of the claim failing which application will be summarily rejected without giving any reason.

- (x) The public information officer shall give him / her a receipt specifying reasonable date and time not exceeding four weeks for collecting the information.
- (xi) In case of any further grievances, the application can approach the appellate authority (AA) with a written request for redressal of grievances. The application shall be disposed off in two weeks time by the appellate authority.

## Form 'A'

Form of Application for seeking information

I.D.No.....  
(For official use)

To,

The Statistical Officer (HQ),  
(Public Information Officer),  
Directorate of Economics and Statistics,  
Port Blair, Andaman

1. Name of the Applicant
2. Address
3. Particulars of information –

Concerned department

Particulars of information required:

- i. Details of information required :
- ii. Period for which information asked for
- iii. Other details:

4. I state that the information sought does not fall within the restrictions contained in section ..... of the Act and to the best of my knowledge it pertains to your office.

5. A fee of Rs..... has been deposited in the office of the competent authority vide No..... dated .....

Place :

Date :

Signature of Applicant  
E-mail address:  
Tel No. :

**Acknowledgement of Application in Form – A**

I.D.No..... dated

1. Received an application in Form A from Shri / Ms..... resident of ..... under Section 28 of the A & N Islands Right to Information Rules, 2005.
2. The information is proposed to be given normally within 15 days and in any case within 30 days from the date of receipt of application in case it is found that the information asked for can not be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on ..... between 11 AM and 1 PM.
4. In case the applicant fails to turn up on the scheduled date(s), the competent authority not be shall be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.
6. The applicant may also consult Website of the department from time to time to ascertain the status of his application.

Signature and Stamp of the  
Statistical Officer (HQ) (PIO)  
[dires@and.nic.in](mailto:dires@and.nic.in)  
03192-232476

Dated .....

**Form 'B'**

Outside the jurisdiction of Competent Authority

From,

\_\_\_\_\_  
\_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

Please refer to your application with I. D. No..... dated .....  
Addressed to the undersigned regarding supply of information on .....  
.....

The requested information does not fall within the jurisdiction of this Competent Authority, your application is being returned herewith.

This is in super session of the acknowledgement given to you on .....  
You are requested to apply to the concerned Competent Authority.

Yours faithfully,

Statistical Officer (HQ) (PIO)  
[dires@and.nic.in](mailto:dires@and.nic.in)  
03192-232476

**Form 'C'**

Form of supply of information to the Applicant

From,

\_\_\_\_\_  
\_\_\_\_\_

To,

\_\_\_\_\_  
\_\_\_\_\_

Sir / Madam,

Please refer to your application with I.D.No..... dated ..... Addressed to the undersigned regarding supply of information on .....  
.....

2. The information asked for is enclosed for reference

Or

The following partly information is being enclosed

- i)
- ii)

and / or

The remaining information about the other aspects cannot be supplied due to following reasons –

- i)
- ii)
- iii)

and / or

The following requested information does not fall within the jurisdiction of this Competent Authority

- i)
- ii)

3. As per Section 19 (1) specified in section (1) or clause (a) of sub section (3) of section 7 of the Right to Information Act 2005, you may file an appeal to the immediate superior to the Public Information Officer as first appeal and second appeal to Central Information Commissioner, Government of Andaman & Nicobar Administration, within 30 days of the issue of this order.

Yours faithfully,

Statistical Officer (HQ) (PIO)  
[dires@and.nic.in](mailto:dires@and.nic.in)

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

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AND APPELLATE AUTHORITY ;**

Shri Raju Thomas Statistical Officer (HQ)	- Public Information Officer.
Shri Gaurang Mishra Director (Eco. & Stat.)	- Appellate Authority

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

**OTHER INFORMATION IN RESPECT OF DIRECTORATE OF ECONOMICS & STATISTICS;**

Shri Raju Thomas, Statistical Officer (HQ)	i	Public Grievances Officer
	ii	Staff Grievances Officer
	iii	Contact Officer on Citizen Charter
	iv	Nodal Officer (Hindi)
	v	Nodal Officer (Court Case)
	vi	Web Information Leader
	vii	Nodal Officer for exercising powers and performing the duties under Collection of Statistical Rules, 2011

**Sanctioned & Filled strength of Statistical Personnel in various Departments  
under A & N Administration as on April 2013.**

Sl. No	DES and Name of Line Deptt./Offices where statistical Unit/ Cell is functioning.	Name of Post							
		Statistical Officer/ Evaluation Officer		Senior Investigator/ Assistant Statistical Officer		Junior Investigator		Total	
		Sd	Fd	Sd	Fd	Sd	Fd	Sd	Fd.
1	Dte. of Eco. & Statistics (Director-1 & RO-1)	1	1	12	12	3	3	18	18
2	AC Office, Nancowry	-	-	1	1	-	-	1	1
3	AC Office, Campbell Bay	-	-	-	-	1	-	1	-
4	Tehsil Office, Rangat	-	-	1	1	-	-	1	1
5	Tehsil Office, Mayabunder	-	-	1	1	-	-	1	1
6	Tehsil Office, Diglipur	-	-	1	1	-	-	1	1
7	D.C Office, Car Nicobar	1	1	3	3	1	1	5	5
8	Dte. of Health Services (RO-1)	1	1	6	6	2	2	10	10
9	GB Pant Hospital	-	-	-	-	1	1	1	1
10	PHC, Garacharma	-	-	-	-	1	1	1	1
11	PHC, Chouldari	-	-	-	-	1	1	1	1
12	PHC, Baratang	-	-	-	-	1	1	1	1
13	PHC, Hut Bay	-	-	-	-	1	-	1	-
14	PHC, R.K.Pur	-	-	-	-	1	1	1	1
15	PHC, Manglutan	-	-	-	-	1	1	1	1
16	PHC, Tusnabad	-	-	-	-	1	1	1	1
17	PHC, Wimberly Gunj	-	-	-	-	1	1	1	1
18	PHC, Bambooflat	-	-	-	-	1	1	1	1
19	PHC, Long Island	-	-	-	-	1	1	1	1
20	CHC, Rangat	-	-	-	-	1	-	1	-
21	PHC, Kadamtala	-	-	-	-	1	1	1	1
22	PHC, Billiground	-	-	-	-	1	1	1	1
23	PHC, Tugapur	-	-	-	-	1	-	1	-
24	CHC, Diglipur	-	-	-	-	1	-	1	-
25	PHC, Kalighat	-	-	-	-	1	-	1	-
26	PHC, Radha Nagar, North Andaman	-	-	-	-	1	-	1	-
27	PHC, Katchal	-	-	-	-	1	-	1	-
28	PHC, Teressa	-	-	-	-	1	-	1	-
29	PHC, Campbell Bay	-	-	-	-	1	-	1	-
30	PHC, Gandhi Nagar, Great Nicobar	-	-	-	-	1	1	1	1
31	IDA & Monitoring, Secretariat	1	1	2	2	-	-	3	3
32	PIM, Secretariat	1	1	1	1	-	-	2	2
33	Planning, Secretariat	-	-	1	1	-	-	1	1
34	Dte. of AH & VS	2	2	6	6	-	-	8	8
35	Dte. of Agriculture	1	1	4	4	-	-	5	5
36	Dte. of Education	1	1	6	6	-	-	7	7
37	Adult Education	-	-	2	2	-	-	2	2
38	Education Officer, Car Nicobar	-	-	1	-	-	-	1	-
39	DEO, South Andaman	-	-	1	1	-	-	1	1

*Directorate of Economics and Statistics*

40	DEO, Diglipur	-	-	1	1	-	-	1	1
41	Dte. of Science & Tech.	-	-	1	1	-	-	1	1
42	Electricity Department	1	1	2	2	-	-	3	3
43	PCCF's Office, Port Blair	-	-	2	2	-	-	2	2
44	DCF (MD), Port Blair	-	-	1	1	-	-	1	1
45	DFO, Baratang	-	-	1	1	-	-	1	1
46	DFO, Rangat	-	-	1	1	-	-	1	1
47	DFO, Wimberly Gunj	-	-	1	1	-	-	1	1
48	Dte of Shipping Services	-	-	3	3	-	-	3	3
49	Dte. of Transport	-	-	3	3	-	-	3	3
50	Dte. of IP&T	-	-	3	3	-	-	3	3
51	DC Office, Port Blair	-	-	1	1	-	-	1	1
52	Dte. of Tribal Welfare	-	-	2	2	-	-	2	2
53	Dte. of Civil Supplies	-	-	1	1	1	-	2	1
54	Dte. of Fisheries	-	-	1	1	-	-	1	1
55	Regr. Of Co-op Societies	-	-	1	1	-	-	1	1
56	Port Management Board	-	-	3	3	-	-	3	3
57	Labour Department	-	-	1	1	-	-	1	1
58	Dte. of RD & LSG	-	-	2	2	-	-	2	2
59	Dte. of Social Welfare	-	-	3	3	-	-	3	3
60	ICDS, Ferrar Gunj	-	-	1	1	-	-	1	1
61	ICDS, Rangat	-	-	1	1	-	-	1	1
62	Employment Exchange	-	-	1	1	-	-	1	1
63	JNRM College, Port Blair	-	-	1	1	-	-	1	1
64	Res. Commr., New Delhi	-	-	1	-	-	-	1	-
65	Zilla Parishad, South Andaman	-	-	2	2	-	-	2	2
66	Zilla Parishad, N & M Andaman	-	-	1	1	-	-	1	1
67	Dte. of RR & DM, Port Blair	1	1	-	-	1	-	2	1
	<b>Total</b>	<b>11</b>	<b>11</b>	<b>91</b>	<b>89</b>	<b>31</b>	<b>19</b>	<b>136</b>	<b>122</b>

Note :

2 posts of Senior Investigator are temporarily vacant.

9 posts of Junior Investigator are clearly vacant and 3 posts of Junior Investigator are temporarily vacant.