

REPORT ON
TRAINING NEEDS ASSESSMENT
of
THE DEPARTMENT OF ECONOMICS AND STATISTICS



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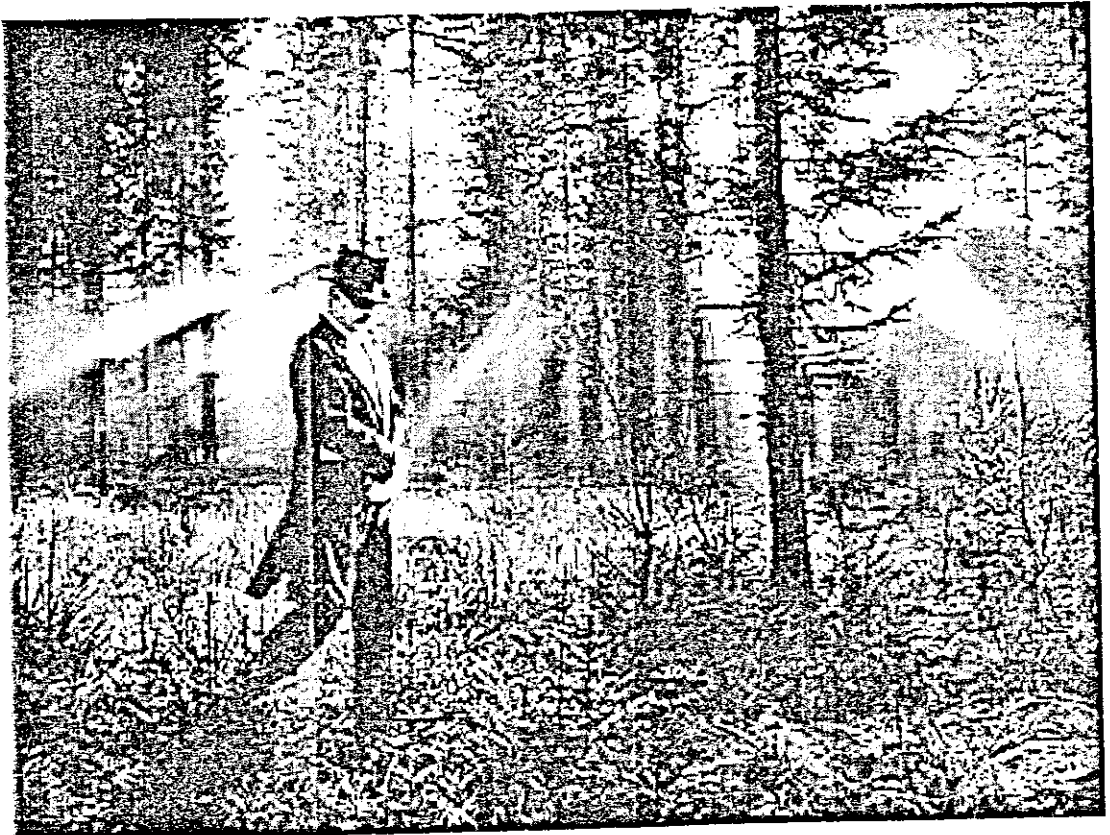
Prepared by

TRAINING NEEDS ASSESSMENT COMMITTEE
DEPARTMENT OF ECONOMICS & STATISTICS
THIRUVANANTHAPURAM
APRIL-2004

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TRAINING NEEDS ASSESSMENT

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**TRAINING NEEDS ASSESSMENT COMMITTEE
DEPARTMENT OF ECONOMICS & STATISTICS
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TRAINING NEEDS ASSESSMENT COMMITTEE

1. Sri. P.C.Jain (Additional Director)
2. Sri. P.Kochunarayana Pillai (Additional Director)
3. Sri. C. Sureshkumar (Deputy Director & Training Manager)
4. Sri. B.Sreekumar (Assistant Director)
5. Sri. K.Vimalan (Assistant Director)

IMG Faculty : 1. Sri. R. Muralidharan Pillai
2. Dr. Sajeev.

TRAINING CO-ORDINATION COMMITTEE

Chairman : Sri. M. R. Balakrishnan Director

1. Sri. Gangadhara Murugan Additional Director (General)
2. Sri. P.C.Jain (Additional Director)
3. Sri. P.Kochunarayana Pillai (Additional Director)
4. Sri. C. Sureshkumar (Deputy Director & Training Manager)

Ex-officio Member : Sri. R. Muralidharan Pillai, IMG

CATEGORY OF OFFICIALS SELECTED FOR T.N.A

- (1) Investigators/Compilers (Primary Level Officials)
- (2) Research Officers (Middle Level Officials)
- (3) Taluk Statistical Officers / Deputy Directors (Supervisory Level Officials)

CHAPTER- I
INTRODUCTION

1. The Department:

The Department of Economics & Statistics (DES) is the authentic data producing and disseminating agency in the state. It is the nodal agency for collection, compilation, dissemination and reporting of official statistics. The department, through its field network, collects primary data on core sectors like population, agriculture, industries, state income, prices, social indicators etc on a regular basis. The DES has field officials at taluk and district levels for collection of data and the Directorate with officials for compilation, tabulation, and analysis of data and generation of reports. This department has been declared as the "State Agricultural Statistics Authority" (SASA) by Government of India. DES also does the data co-ordination in state statistical system. The statistical cells working in other major departments generate data required for planning purpose in respective sectors. An understanding of the main functions of the Department of Economics & Statistics (DES) would be most essential to determine the training needs of various categories of officials working in the department. The table below furnishes the present statistics of human resource position in the department.

Human resource position in DES as on 1-1-2004

<i>Sl.No</i>	<i>Human Resource Category</i>	<i>DES</i>	<i>Other. Depart ments</i>	<i>Total</i>	<i>%</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
1	Senior Level Officials (DIR, ADDL.DIR, JD, DD)	26	29	55	2
2	Middle Level Officers (AD, DO, RO, Etc)	99	39	138	5
3	Supervisory Officers (TSO, RA, SI, PI, Etc)	234	271	505	20
4	Primary Workers (Investigators/Compilers)	1310	348	1658	64
5	Office Staff (Clerks, Typists, Draftsmen etc)	73	2	75	3
6	Other Staff (Drivers, Peons, Watchers etc)	160	3	163	6
	Total	1902	692	2594	100

(Legend: DIR= Director, ADDL.DIR= Additional Director, JD= Joint Director, DD= Deputy Director, AD= Assistant Director, DO= District Officer, RO= Research Officer, TSO= Taluk Statistical Officer, RA= Research Assistant, SI= Statistical Inspector, PI= Price Inspector)

CHAPTER-2

TRAINING NEEDS ASSESSEMENT OF D.E.S

1. *Why this TNA*

The training strategy declared by Government of Kerala has recognized training as a "natural right". The Department of Economics & Statistics (DES) do recognize that training is an essential pre-requisite for their officials "to demonstrate the required degree of efficiency, effectiveness and behavioral propriety expected of them both towards the public and to others in their work organizations". The Department of Economics & Statistics is most keen to use the present opportunity of "modernizing government" to strengthen its training capacities and also to improve its institutional and infrastructural facilities in the non-training front.

2. *Selection of Representative Group of Officials for TNA:*

In order to assess the training and non-training needs of the department, it has been decided to ascertain the performance problems of three category of officials-the primary level field officials, the middle level officials and supervisory officials, who represent the major manpower group in DES. Investigators/Compilers represented the primary category, Research Officers the middle level category and Taluk Statistical Officers and Deputy Directors the supervisory level of officials for purposes of this TNA exercise.

3. *The Client and Stakeholders:*

The Client: The Director, Department of Economics & Statistics,
Vikas Bhavan, Thiruvananthapuram

The Stakeholders:

- (1) Compilers/ Investigators
- (2) Research Officers
- (3) Taluk Statistical Officers and Deputy Directors
- (4) Data using Departments/Organizations
- (5) Research Institutions/ Research Scholars
- (6) Non-governmental Agencies
- (7) All other data users

4. *Terms of Reference (ToR)*

- 1) To understand the working environment and job requirement of primary, middle and supervisory level officials in the department.
- 2) To identify the performance problems of primary, middle and supervisory level officials in the department.
- 3) To identify the field problems faced by the primary level Investigators and the supervisory level officials.
- 4) To identify the training needs and non-training needs of primary, middle and supervisory level officials in the department.
- 5) To suggest methods to improve the professional competencies of the above category of officials in the department.

CHAPTER-3

THE SWOT, EMB, FISHBONE AND FUNCTIONAL ANALYSIS

1. The SWOT Analysis

<u>STRENGTHS</u>	<u>WEAKNESSES</u>
<ol style="list-style-type: none">1. High academic qualification & experience of officials at primary, middle and supervisory levels.2. Professional freedom and academic nature of job3. Availability of professionally qualified/skilled personnel in computer application and software development4. Availability of computer based advanced statistical packages and application software's in the market5. Availability of Study Reports, periodicals & publications of national and international standards in the department6. Status of DES as the State Statistical Authority7. Existence of statistical units in all major departments8. Existence of a well-equipped data collection network in the field with Thaluk and District level offices9. Expertise in execution of field surveys10. Expertise in data validation, scrutiny/ and processing.	<ol style="list-style-type: none">1. Lack of induction training2. Lack of systematic training in project formulation, data processing techniques, data analysis tools, report writing techniques, computer application and use of statistical packages, PRA & PRM exercises3. Lack of job chart/Departmental manual/Scheme instructions4. Output target not fixed5. Performance standard not fixed6. Lack of public awareness & job satisfaction7. Inadequate infrastructure facilities & working environment8. Inadequate delegation of powers9. Lack of training in administration & management10. Area of specialization/ special interest/ initiative not identified and not properly encouraged11. Lack of attempt to develop the communication skills as part of the job12. Organizational/Leadership skills not identified and adequately promoted13. Lack of knowledge of all schemes by all staff14. Unsatisfactory access of officials to books, Periodicals and study reports.15. Lack of proper interaction and coordination with data statistical staff in other departments and organizations16. Lack of proper guidance- technical and managerial17. Lack of team approach18. Lack of opportunity for officials to work in various schemes/subjects in the department19. Lack of proper data storage/retrieval facility20. Lethargic attitude and lack of confidence to take up responsibilities21. Ambiguity in special rules and different modes of appointment22. Lack of public acceptance23. Lack of statutory backing24. Lack of an emergency setup to quick data demands

OPPORTUNITIES

1. Data availability (Department is a treasure house of raw data)
2. Increasing demand for local level data
3. Increasing demand for case studies and data on topics of current interest
4. Increasing demand of Local Bodies for conduct of PRA & PRM exercises in connection with implementation of participatory watershed based development programmes
5. Increasing demand for organisation of awareness campaigns by local bodies and other development agencies
6. Opportunity to function as the statutory "Online Nodal Data Centre" for all departments, Organisation and other data users.
7. Opportunity to work as the data expert of Local Bodies , major departments and other development organizations
8. Availability of qualified man power to be developed as "Master Trainers"
9. Availability of officials with potential for initiatives & leadership
10. Immense potential for cost-effective IT application in data processing
11. Opportunity to coordinate national and international seminars/workshops/exposure visits in the field of Data Management Techniques and Practices
12. Opportunity for the development of an accredited "Research & Training Institution" in the field of data management

THREATS

1. Intervention of private data producers/consultants/ Initiatives
2. Non acceptance of the importance of statistics by other departments/ organizations and the consequent tendency to identify statistical posts in other departments/organizations as surplus posts.
3. Non use of data support for allocation/distribution of development funds to lower units.

2. EMB ANALYSIS:

1) Environmental Factors

- i. Inadequate infrastructure facilities/ technology support/ working environment
- ii. Lack of public awareness & job satisfaction
- iii. Lack of departmental manual and inadequacy of guidance
- iv. Lack of proper data storage/ retrieval facility
- v. Inadequate procedural setup
- vi. Lack of statutory backing
- vii. Inadequate training infrastructure
- viii. Under utilization of available resources (manpower and data)
- ix. Ambiguity in special rules

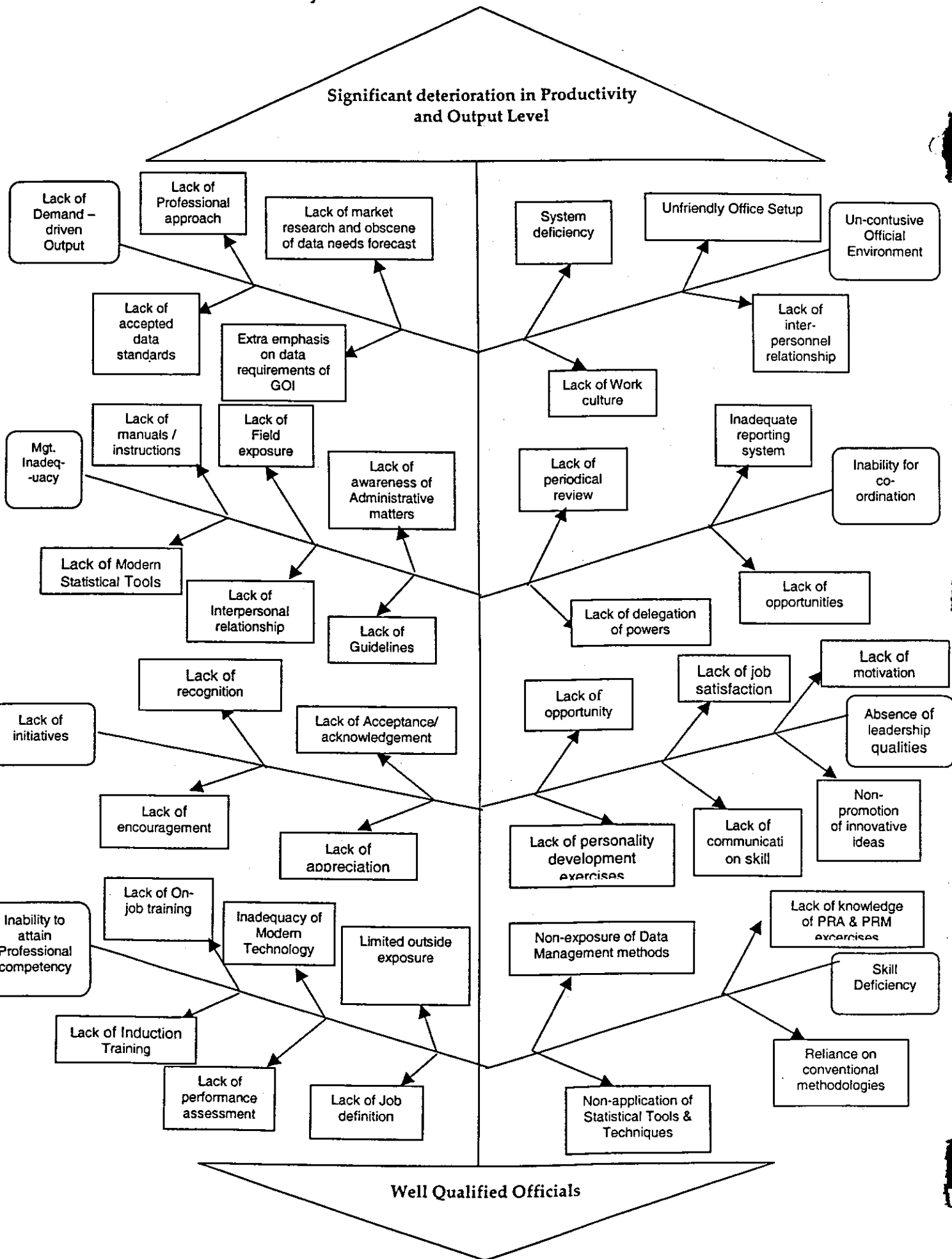
2) Motivational Factors

- i. Lack of incentives/ motivation/ encouragement
- ii. Lack of proper delegation of powers
- iii. Lack of accountability
- iv. Complexity of fixation of standards
- v. Lack of a system of performance appraisal
- vi. Inadequate working condition
- vii. Job dissatisfaction and connected discontents
- viii. Lack of team culture
- ix. The mismatch of qualification, Pay and Promotional avenues
- x. Un-acceptance of running TA Concept for the field functionaries

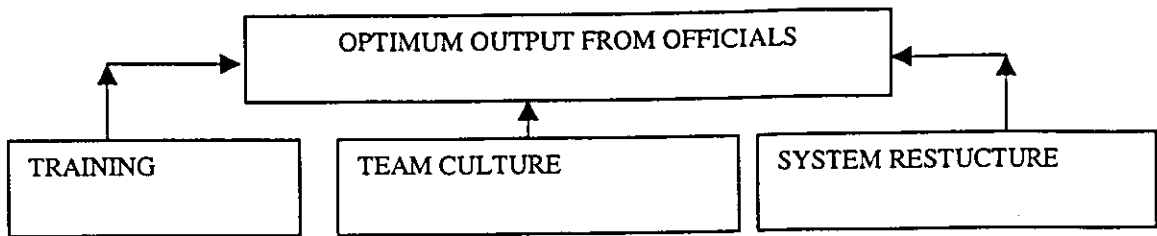
3) Behavioral Factors

- i. Lack of induction training
- ii. Lack of on job training in design, processing, analysis, interpretation, report writing etc.,
- iii. Job standards not adequately fixed
- iv. Lack of exposure to demand-driven data/ statistics
- v. Inadequacy of specialized guidance
- vi. Inadequate use of application/customized software
- vii. Lack of performance feedback
- viii. Hesitation for decision making
- ix. Incompetence of situation / work management

4. Fish Borne Analysis:



5. Functional Analysis:



- | | | |
|------------------------------------|--------------------------------|-------------------------------|
| 1. Induction | 1. Motivation | 1. Manual & Procedures |
| 2. Behavioural | 2. Team spirit | 2. Environment |
| 3. Project formulation | 3. Initiatives/leadership | 3. Supervision |
| 4. Design & sampling | 4. Recognition/Acknowledgement | 4. Infrastructure |
| 5. Data collection | 5. Communication | 5. Delegation of powers |
| 6. Data processing | 6. Co-ordination | 6. Job chart |
| 7. Data scrutiny | 7. Personal relationship | 7. Accountability |
| 8. Data analysis | 8. Interdisciplinary knowledge | 8. Vision |
| 9. Data interpretation | 9. Professional ethics | 9. Documentation |
| 10. Report-writing | 10. Willingness and aptitude | 10. Standardisation |
| 11. Data management | 11. Transparency | 11. Modern technology |
| 12. Modern tools/software | 12. Mutual respect | 12. Demand based statistics |
| 13. Participatory Rural Appraisal | | 13. Statutory support |
| 14. Participatory Resource Mapping | | 14. Administrative efficiency |
| 15. Situation management | | 15. Public awareness |
| 16. Exposure visits | | |
| 17. Administrative matters | | |

CHAPTER-4

THE PERFORMANCE PROBLEMS

The Three Level of Officials

- A. *Primary Level Officials (Investigators/Compilers):*
 - i. Inability to collect quality data within stipulated time.

- B. *Middle Level Officials (Research Officers)*
 - i. Difficulty in generating standard statistical interpretations and useful analytical reports in a time bound manner with the huge volume of raw data collected from the field.

- C. *Supervisory Level Officials (Taluk Statistical Officers/Deputy Directors)*
 - i. Ineffective field supervision, inadequate data scrutiny in respect of routine surveys and inability to provide demand driven data for local needs.

PERFORMANCE PROBLEMS OF PRIMARY LEVEL OFFICIALS (INVESTIGATORS/COMPLERS)

Performance problem: Inability to collect quality data within stipulated time.

Symptoms of problem: Delay in timely submission of primary data

Causes of Problem: Lack of conceptual clarity, Difficulties in field operation, Additional workload, Non-cooperation of public

Inadequate understanding of data application, Ineffective field inspection, Lack of proper guidance, Ineffective review and communication, Lack of statutory backing, Reluctance to impose penalty for bogus data, monotony of repetition, Monitor loss, Lack of job satisfaction, lack of professional ethics, non-use of IT tools

Training Implications

1. *Lack of conceptual clarity* – Periodical training on survey concepts
2. *Difficulties in field operation* – Periodical training on Data collection methods, PRA & PRM Exercises.
3. *Inadequate understanding of data application* – Periodical exposure workshops on data application
4. *Ineffective field inspection* – Training on field inspections
5. *Lack of job satisfaction* - Motivational training, Exposure visits.
6. *Lack of professional ethics* –behavioural training
7. *Non-use of IT tools* – Training on the basics of computer operations, internet applications and web-enabled services.

Non-training Implications

1. *Difficulties in field operation* – Preparation of field manuals, Instructions, Guidelines, Ensured availability of maps, forms, stationery and other ancillary items for field work
2. *Additional workload* – Non-assignment of field work of adhoc surveys and that of vacant zones.
3. *Non-cooperation of public* – Awareness creation and adequate publicity
4. *Ineffective field inspection* – Posting of supervisory staff and periodic review of inspection works and follow-ups by higher authorities.
5. *Lack of proper guidance* – Preparation of job/activity charts, Periodic interaction with field staff
6. *Ineffective review and communication* – Effective conduct of periodical meetings and follow-ups.
7. *Lack of statutory backing* – Enactment of necessary legislation
8. *Reluctance to impose penalty for bogus data* – Disciplinary proceedings and imposition of penalties for proven cases of reporting bogus data, System for fixation of responsibility for delay in submission of primary data.

9. *Monotony of repetition* – Rotation of work once in 3 years

10. *Monitory loss* - Reasonable enhancement of PTA and PCA, revision of crop-cutting charges

11. *Lack of job satisfaction*- Organisation of discussions / seminars/workshops, incentives for excellence and outstanding works

12. *Non-use of IT tools*- computerization of Taluk/District offices, supply of palmtops and modern equipments, facility for on-line data transmission and storage

PERFORMANCE PROBLEMS OF MIDDLE LEVEL OFFICIALS (RESEARCH OFFICERS)

Performance problem: Difficulty in generating standard statistical interpretations and useful analytical reports in a time bound manner.

Symptoms of problem: Public criticism of DES as outdated data generator

Causes of problem: Skill deficiency and lack of professional competency, Management inadequacy, Lack of leadership qualities/initiatives, co-ordination inability, official environment barriers, Lack of modern technology and IT applications, Lack of manuals/instructions, guidelines, Lack of proficiency in service rules, Improper reporting system, Lack accepted data standards, Unfriendly office environment and accommodation, Inadequacy of personal relationship, Extra emphasis on data for National Statistical System, Stagnation of staff.

Training Implications

1. *Skill deficiency & Lack of Professional Competency* – Induction and refresher trainings on Design of surveys, Project formulation, Data processing, Analysis, Interpretation, Data management, Report-writing, PRA & PRM exercises, Exposure visits to latest statistical techniques and research methodologies
2. *Management Inadequacy*- Training in Management Skills, Office procedures, Service rules, Training in Noting and Drafting skills.
3. *Lack of leadership qualities/initiatives*- Training in communication skills, leadership qualities and behavioral aspects, Training in-group dynamics.
4. *Co-ordination inability*- Training in project monitoring, Training in PERT CPM tools
5. *Lack of modern technology and IT applications*- Training in Computer and internet applications- Training on computer based Statistical tools/techniques, Training in use of advanced statistical

Non-training Implications

1. *Skill deficiency & Lack of Professional Competency*– Setting up well-equipped library at Directorate with internet browsing facility.
2. Organization of discussion forums, debates, workshops
3. Acknowledgement/Awards/Incentives for excellence in performance
2. *Management Inadequacy*- Delegation of administrative and monitoring powers, Periodic evaluation of management aptitudes of officials by higher officials, System for fixing responsibility for delay in output generation.
3. *Lack of leadership qualities/initiatives*- Formation of Activity Groups like Survey Design Group, Report Writing Group, Training Group, Crisis Management Group etc, Performance freedom, Acknowledgement/Incentives/Recognition
4. *Co-ordination inability*- Delegation of powers, Periodic review meetings and follow-ups
5. *Lack of modern technology and IT applications*- Providing Computer and office automation facilities for all officials, Procurement and use of advanced

software packages.

6. *Lack of manuals/instructions, guidelines- Training in preparation of manuals/instructions/guidelines and documentation techniques*
7. *Lack of proficiency in service rules- on job raining in service matters & office procedure.*
8. *Inadequacy of personal relationship- Training in personal relations, Behavioral Training*

statistical packages, Development of application software for data management all in respect of all schemes, Development and maintenance of an "Online Data Centre", Establishment of a fully computerized Data Processing Division managed by qualified computer professionals, Conversion of the typing pool in directorate in to a full fledged DTP Centre, Creation of Computer LAN in all Taluk Statistical Offices, District Offices with connectivity for online data transmission (The Computerization details are given separately in chapter-6)

6. *Lack of manuals/instructions/guidelines-Preparation/Revision of manuals, instructions/guidelines for all surveys regular and adhoc, Development of the present department press into a good Documentation Centre.*

7. *Improper reporting system: Email based reporting system to be popularized, Thapal system in Thaluk, District and Directorate to be modernized and computerized.*

8. *Lack accepted data standards- Data standards have to be fixed and maintained for each category of statistics generated, Incorporate provision for major penalty in CCA rules for reporting of bogus data, Fixing of responsibility for low quality data,*

9. *Unfriendly office environment and accommodation- Providing basic infrastructure facilities like standard furniture, enough office stationery, access to computer support and communication facilities, Healthy sanitation and drinking water and recreation facilities*

10. *Extra emphasis on data for National Statistical System- Entrusting one Investigator for each local body and generation of basic data for local development, Revision of EARAS methodology for generating agricultural data at local body levels, Dry land second visit under EARAS to be limited to once in five years and save time.*

11. *Stagnation of staff.- Steps to avoid stagnation*

PERFORMANCE PROBLEMS OF SUPERVISORY LEVEL OFFICIALS (TSO & DDS)

Performance problem: Ineffective field supervision, inadequate data scrutiny in respect of routine surveys and inability to provide demand driven data for local needs.

Symptoms of problem: Constant reminders from HQ

Causes of problem: Unfilled vacancies, Heavy establishment work, Management inability, Inadequate delegation of financial powers, Non-receipt of orders/circulars on time, Lack of communication, computer and office automation facility in Thaluk Statistical Offices, Absence of regular inspection by higher officials, Lack of field inspection formats.

Training Implications

1. *Management inability*-Training in office management skills, Refresher training in service matters, In service training on all schemes, Training on computer application.
2. *Field inspection formats*- Refresher training In survey inspection and data scrutiny techniques- Training on data quality standards.

Non-training Implications

1. *Unfilled vacancies*-Steps for time bound filling up all vacant posts
2. *Heavy establishment work*: Providing adequate office assistance in Thaluk and District Offices
- 3 *Inadequate delegation of financial powers*- Enhancement of financial powers of Deputy Director and Thaluk Statistical Officer.
4. *Non-receipt of orders/circulars on time*-System for monitoring sending of orders and circulars on time
5. *Lack of communication*: Providing telephone and E-mail facility in Thaluk Offices and ensuring proper working of E-mail facility in District Office, Empowering DD s for arranging maintenance of Computers and other electronic equipment locally,
6. *Computer and office automation facility in Thaluk Statistical Offices*- (Please see details in chapter-6)
7. *Absence of regular inspection by higher officials*- Entrusting each Districts to a group of senior officials for personal supervision, Orders for conducting

review meetings by senior officials in districts once in every two months.

8. Convening of district level conference of all statistical staff once in 6 months to be attended by senior officials of Directorate.

9. *Field inspection formats*- Introduction of field inspection formats for each surveys/schemes-Introduction of data scrutiny formats for each surveys/schemes- Steps for strict adherence to monthly inspection quota for supervisory officials and random super check by higher authorities- Reasonable TA for inspecting officials-

PRIORITY LIST-1

PROBLEM	TRAINING IMPLICATIONS	OTHER IMPLICATIONS	PRIORITY
<p>1. Inability to collect quality data within stipulated time.</p>	<p>1. <i>Lack of conceptual clarity</i> – Periodical training on survey concepts</p> <p>2. <i>Difficulties in field operation</i> – Periodical training on Data collection methods, PRA & PRM Exercises.</p> <p>3. <i>Inadequate understanding of data application</i> – Periodical exposure workshops on data application</p> <p>4. <i>Ineffective field inspection</i> – Training on field inspections</p> <p>5. <i>Lack of proper guidance</i> – Orientation training</p> <p>6. <i>Lack of job satisfaction</i> - Motivational training, Exposure visits.</p> <p>7. <i>Lack of professional ethics</i> – behavioural training</p> <p>8. <i>Non-use of IT tools</i> – Training on the basics of computer operations, internet applications and web-enabled services.</p>	<p>1. <i>Difficulties in field operation</i> – Preparation of field manuals, Instructions, Guidelines, Ensured availability of maps, forms, stationery and other ancillary items for field work</p> <p>2. <i>Additional workload</i> – Non-assignment of field work of adhoc surveys and that of vacant zones.</p> <p>3. <i>Non-cooperation of public</i> – Awareness creation and adequate publicity</p> <p>4. <i>Ineffective field inspection</i> – Posting of supervisory staff and periodic review of inspection works and follow-ups by higher authorities.</p> <p>5. <i>Lack of proper guidance</i> – Preparation of job/activity charts, Periodic interaction with field staff</p> <p>6. <i>Ineffective review and communication</i> – Effective conduct of periodical meetings and follow-ups.</p> <p>7. <i>Lack of statutory backing</i> – Enactment of necessary legislation</p> <p>8. <i>Reluctance to impose penalty for bogus data</i> – Disciplinary proceedings and imposition of penalties for proven cases of reporting bogus data, System for fixation of responsibility for delay in submission of primary data.</p> <p>9. <i>Monotony of repetition</i> – Rotation of work once in 3 years</p> <p>10. <i>Monitory loss</i> - Reasonable enhancement of PTA and PCA, revision of crop-cutting charges</p> <p>11. <i>Lack of job satisfaction</i>- Organisation of discussions / seminars/workshops, incentives for excellence and outstanding works</p> <p>12. <i>Non-use of IT tools</i>- computerization of Taluk/District offices, supply of palmtops and modern equipments, facility for on-line data transmission and storage</p>	

PRIORITY LIST-2

PROBLEM	TRAINING IMPLICATIONS	OTHER IMPLICATIONS	PRIORITY
<p>2. Difficulty in generating standard statistical interpretations and useful analytical reports in a time bound manner with the huge volume of raw data collected from the field.</p>	<p>1. <i>Skill deficiency & Lack of Professional Competency</i> – Induction and refresher trainings on Design of surveys, Project formulation, Data processing, Analysis, Interpretation, Data management, Report-writing, PRA & PRM exercises, Exposure visits to latest statistical techniques and research methodologies</p> <p>2. <i>Management Inadequacy</i>- Training in Management Skills, Office procedures, Service rules, Training in Noting and Drafting skills.</p> <p>3. <i>Lack of leadership qualities/initiatives</i>- Training in communication skills, leadership qualities and behavioral aspects, Training in-group dynamics.</p> <p>4. <i>Co-ordination inability</i>- Training in project monitoring, Training in PERT CPM tools</p> <p>5. <i>Lack of modern technology and IT applications</i>- Training in Computer and internet applications- Training on computer based statistical tools/techniques, Training in use of advanced statistical software packages.</p>	<p>1. <i>Skill deficiency & Lack of Professional Competency</i>– Setting up well-equipped library at Directorate with internet browsing facility.</p> <p>2. Organization of discussion forums, debates, workshops</p> <p>3. Acknowledgement/Awards/Incentives for excellence in performance</p>	
	<p>2. <i>Management Inadequacy</i>- Training in Management Skills, Office procedures, Service rules, Training in Noting and Drafting skills.</p> <p>3. <i>Lack of leadership qualities/initiatives</i>- Training in communication skills, leadership qualities and behavioral aspects, Training in-group dynamics.</p> <p>4. <i>Co-ordination inability</i>- Training in project monitoring, Training in PERT CPM tools</p> <p>5. <i>Lack of modern technology and IT applications</i>- Training in Computer and internet applications- Training on computer based statistical tools/techniques, Training in use of advanced statistical software packages.</p>	<p>2. <i>Management Inadequacy</i>- Delegation of administrative and monetary powers, Periodic evaluation of management aptitudes of officials by higher officials, System for fixing responsibility for delay in output generation.</p> <p>3. <i>Lack of leadership qualities/initiatives</i>- Formation of Activity Groups like Survey Design Group, Report Writing Group, Training Group, Crisis Management Group etc, Performance freedom, Acknowledgement/Incentives/Recognition</p> <p>4. <i>Co-ordination inability</i>- Delegation of powers, Periodic review meetings and follow-ups</p> <p>5. <i>Lack of modern technology and IT applications</i>-</p>	

	<p>6. <i>Lack of manuals/instructions, guidelines</i>- Training in preparation of manuals/instructions/guidelines and documentation techniques</p> <p>7. Lack of proficiency in service rules- on job raining in service matters & office procedure,</p> <p>8. <i>Inadequacy of personal relationship</i>- Training in personal relations, Behavioral Training</p>	<p>Providing Computer and office automation facilities for all officials, Procurement and use of advanced statistical packages, Development of application software for data management all in respect of all schemes, Development and maintenance of an "Online Data Centre", Establishment of a fully computerized Data Processing Division managed by qualified computer professionals, Conversion of the typing pool in directorate in to a full fledged DTP Centre, Creation of Computer LAN in all Thaluk Statistical Offices, District Offices with connectivity for online data transmission (The Computerization details are given separately in chapter-6)</p> <p>6. <i>Lack of manuals/instructions/guidelines</i>- Preparation/Revision of manuals, instructions/guidelines for all surveys regular and adhoc, Development of the present department press into a good Documentation Centre.</p> <p>7. <i>Improper reporting system</i>: Email based reporting system to be popularized, Thapal system in Thaluk, District and Directorate to be modernized and computerized.</p> <p>8. <i>Lack accepted data standards</i>- Data standards have to be fixed and maintained for each category of statistics generated, Incorporate provision for major penalty in CCA rules for reporting of bogus data,</p>	
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		<p>Fixing of responsibility for low quality data, 9. <i>Unfriendly office environment and accommodation-</i> Providing basic infrastructure facilities like standard furniture, enough office stationery, access to computer support and communication facilities, Healthy sanitation and drinking water and recreation facilities</p> <p>10. <i>Extra emphasis on data for National Statistical System-</i> Entrusting one Investigator for each local body and generation of basic data for local development, Revision of EARAS methodology for generating agricultural data at local body levels, Dry land second visit under EARAS to be limited to once in five years and save time.</p> <p>11. <i>Stagnation of staff-</i> Steps to avoid stagnation</p>
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PRIORITY LIST-3

PROBLEM	TRAINING IMPLICATIONS	OTHER IMPLICATIONS	PRIORITY
<p>3. Ineffective field supervision, inadequate data scrutiny in respect of routine surveys and inability to provide demand driven data for local needs.</p>	<p>1. <i>Management inability</i>. Training in office management skills, Refresher training in service matters, In service training on all schemes, Training on computer application.</p>	<p>1. <i>Unfilled vacancies</i>- Steps for time bound filling up all vacant posts 2. <i>Heavy establishment work</i>: Providing adequate office assistance in Thaluk and District Offices 3 <i>Inadequate delegation of financial powers</i>- Enhancement of financial powers of Deputy Director and Thaluk Statistical Officer. 4. <i>Non-receipt of orders/circulars on time</i>- System for monitoring sending of orders and circulars on time 5. <i>Lack of communication</i>: Providing telephone and E-mail facility in Thaluk Offices and ensuring proper working of E-mail facility in District Office, Empowering DD s for arranging maintenance of Computers and other electronic equipment locally, 6. <i>Computer and office automation facility in Thaluk Statistical Offices</i>- (Please see details in chapter-6) 7. <i>Absence of regular inspection by higher officials</i>.- Entrusting each Districts to a group of senior officials for personal supervision, Orders for conducting review meetings by senior officials in districts once in every two months. 8. Convening of district level conference of all statistical staff once in 6 months to be attended by senior officials of Directorate.</p>	

CHAPTER-5

TRAINING PLAN FOR DEPARTMENT OF ECONOMICS & STATISTICS

Priority	Job or Person	Aim	Method	Target	Responsibility
1	2	3	4	5	6
1	<p>Induction Training Programme in;</p> <ol style="list-style-type: none"> 1) Basic statistical theories, Methods & techniques 2) Field work of all major schemes 3) PRA & PRM Tools 4) Manual of all scheme 5) Office procedure and basics of service rules 6) Basics of computer operation and E-mail 	<p>Familiarization State Statistical System to new entrants in all category of technical posts</p>	<p>Theoretical Field & Practical</p>	<p>3 Months</p>	<p>Training Division of DES using guest faculty if necessary</p>
2	<p>On job training in;</p> <ol style="list-style-type: none"> 1) Statistical tools (sampling techniques, design, analysis, interpretation, drafting skill, report-writing, 2) Data management, processing and storage 3) Training in management tools 	<p>Skill development and updating of all category of technical staff</p>	<p>Theoretical (class room method)</p>	<p>15 days</p>	<p>Training Division of DES, Guest Faculty, Other training organizations within and outside</p>
3	<p>Advanced Data Management Training for Higher Officials</p>	<p>System Improvement</p>	<p>Theoretical or practical</p>	<p>1 month</p>	<p>Specialized Agencies within or outside</p>
4	<p>On job training in PRA & PRM tools for supervisory level officials</p>	<p>Skill development</p>	<p>Theoretical and practical</p>	<p>10 days</p>	<p>DES Training Division with outsourcing of faculty</p>

5	Refresher training on all ongoing schemes for middle level officials	System improvement and adaptability	Theoretical (class room method)	15 days (once in 5 years)	Department officials and outsourcing of faculty
6	Behavioural, Motivational & Leadership Training for all category of officials	System improvement and interpersonal relation	Theoretical (class room method)	5 days	Outsourcing
7	Training in Management Tools and Communication Skills Middle level and supervisory level officials	System improvement	Theoretical (class room method)	5 days	Outsourcing
8	Workshops for Selected Officials of DES for preparation of manuals, instructions and guidelines on all schemes/programmes	System improvement	Theoretical and practical	10 days	Department officials
9	Training on Project Monitoring and Evaluation for Statistics Officials working in other Departments/Agencies	Improvement of working environment	Theoretical (class room method)	1 week	Outsourcing
10	Training on Market Research for the members of Special Groups in DES	System improvement	Theoretical (class room method)	1 week	Outsourcing
11	In-service Training on IT for all category of officials	System improvement	Theoretical and practical	15 days	Department officials/Outsourcing
12	Training on Administrative Matters and Service Rules for officials posted in Establishment and office work	System improvement	Theoretical (class room method)	2 weeks	Department officials/Outsourcing

13	Organisation of Discussions and Workshops on current topics for Middle level and higher officials	Knowledge upgradation	Paper presentation	One in every month at Directorate and District/ Taluk levels.	DES, District Office, Taluk Statistical Offices
14	Regional Seminars on Statistical System associating all statistical staff in the district/HQ/other departments	Better interaction	Seminar mode	Annual	DES, and District Offices

CHAPTER-6 THE TRAINING BUDGET

A budget for the training plan proposed for DES is furnished below. The total anticipated expenditure towards the total training needs of DES works out to be Rs.61 (Sixty-one) lakh (rounded). The cost of refresher training furnished in item no.5 below would be required only after 5 years. Thus an annual financial commitment of Rs.43 lakhs (rounded) is anticipated for the proposed training programmes which are found most essential to ensure full use and optimum output of its resources. A detailed break-up of the cost involved is given below. The department should be provided a budget allocation of Rs.43 lakhs every year under plan heads to meet the training expenses mentioned below.

1. Induction Training (100 persons per year for one month)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Training materials	50x100	5000
2	Tea (Two times)	50x100x26	130000
3	Miscellaneous Expense for faculty	100 X30	3000
4	Honorarium for Experts	250x30Hrs.	7500
5	TA for Trainees	450x100	45000
6	DA for Trainees	50x100x30	150000
7	Contingents for Training		5000
Total:			345500

2. On Job Training (200 Persons in the cadre of RA and above)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Training materials	50x200	10000
2	Tea (Two times)	50x200x15	150000
3	Miscellaneous Expense for faculty	100 X15	1500
4	Honorarium for Experts	250/Hrsx30	7500
5	TA for Trainees	1000x200	200000
6	DA for Trainees	100x200x15	300000
7	Contingents for Training		10000
Total:			679000

3. Advanced Data Management Training for Higher Officials (20 Persons for 20 Days)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	10000x20	200000
2	TA for Trainees	2000x20	40000
3	DA for Trainees	100x20x20	40000
Total:			280000

4. On Job Training in PRA and PRM Tools for Supervisory Officers (10 Days for 20 persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	10000x20	200000
2	TA for Trainees	2000x20	40000
3	DA for Trainees	100x100x20	60000
Total:			300000

5. Refresher Training on all on going Schemes for Middle Level Official (15 Days, 500Person, Once in 5 years)*

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Training materials	100x500	50000
2	Tea (Two times)	50x500x15	375000
3	Miscellaneous Expense for faculty	300 X15	4500
4	Honorarium for Experts	250/Hrsx300	75000
5	TA for Trainees	1000x500	500000
6	DA for Trainees	100x500x15	750000
7	Contingents for Training		25000
Total:			1779500

* Refresher Training will be started in the Second phase (after 5 years)

6. Behavioural, Motivational and Leadership Training for all Categories (5 Days)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	3500X20	70000
2	TA for Trainees	1000x20	20000
3	DA for Trainees	100x20x5	10000
Total:			100000

7. Training in Management Tools and Communication Skills (5 Days, 20 Persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	3500X20	70000
2	TA for Trainees	1000x20	20000
3	DA for Trainees	100x20x5	10000
Total:			100000

8. Workshop for selected Official for Preparation of Manuals, Instructions, Guidelines etc. (10 Days, 20 Persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	5000X20	100000
2.	Miscellaneous Expenditure (In house Discussion)	100x20x2	4000
3	TA for Trainees	1000x20	20000
4	DA for Trainees	100x20x5	10000
Total:			134000

9. Project Monitoring and Evaluation for Officials working in Other Departments (One week, 20 Persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	3500x20	70000
2	TA for Trainees	1000x20	20000
3	DA for Trainees	100x7x20	14000
Total:			104000

10. Market Research for the special groups in DES (One week, 20 Persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	3500x20	70000
2	TA for Trainees	1000x20	20000
3	DA for Trainees	100x7x20	14000
Total:			104000

11. Computer Training for Trainers (15 days, 150 Persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	3000x150	450000
2	TA for Trainees	1000x150	150000
3	DA for Trainees	100x15x150	225000
Total:			825000

12. Advanced Computer Training (including Computer Networking, 15 days, 20 Persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	10000x20	200000
2	TA for Trainees	2000x20	40000
3	DA for Trainees	100x15x20	30000
Total:			270000

13. Training on Administrative matters. (15 Days, 50 Persons)

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Agency cost	2500x50	125000
2	TA for Trainees	1000x50	40000
3	DA for Trainees	100x15x50	75000
Total:			240000

14. External/Exposure Programme

Sl.No.	Item	Unit Cost in Rs.	Total Cost in Rs.
1	Organisation of Workshop, Seminars etc on Current Topics	25000x12	300000
2	Experts from National/International Levels		200000
3	Foreign Training for Senior Level Officers		300000
Total:			800000

Training Budget - Abstract

Sl.No.	Item	Total Cost in Rs.
1	Induction Training	345500
2	On Job Training	679000
3	Advanced Data Management Training for Higher Officials	280000
4	On Job Training in PRA and PRM Tools for Supervisory Officers	300000
5	Refresher Training on all on going Schemes for Middle Level Official	1779500
6	Behavioural, Motivational and Leadership Training for all Categories	100000
7	Training in Management Tools and Communication Skills	100000
8	Workshop for selected Official for Preparation of Manuals, Instructions, Guidelines etc.	134000
9	Project Monitoring and Evaluation for Officials working in Other Departments	104000
10	Market Research for the special groups in DES	104000
11	Computer Training for Trainers	825000
12	Advanced Computer Training	270000
13	Training on Administrative matters	240000
14	External/Exposure Programme	800000
Grand Total		6061000

(Rupees Sixty Lakhs and sixty one thousand only)

CHAPTER-7

NON -TRAINING PLAN

The following non-training plan is also suggested as a part of this exercise.

(1) Formulation of Statistics Policy.

The government, incorporating rational priorities for generation and transmission of data for various sectors of data application, may formulate a policy on statistics generation in the state. Government may introduce necessary legislation for ensuring statutory backing for data collection in the state. The provisions of Statistical Act `1953 or suitable statutory provisions may be invoked afresh. In this connection an expert committee may be constituted with experts from Law Department, Ministry of Statistics and Programme Implementation, Government of India, ISI, Kolkotta, etc.

(2) Programme for public awareness:

A campaign through all the media should be introduced to generate public awareness on the statistical system of the state and its importance for planning needs.

(3) Steps to fill data gaps

Adhoc surveys may be undertaken to fill the data gaps in the following and other identified sectors.

1. Agriculture Statistics

- 1) Data on horticulture production.
- 2) Data on marketable surplus and post-harvest losses of food grains
- 3) Data on Agriculture Market Research Surveys

2. Industrial Statistics

- 1) Data on terms of trade
- 2) Data on unregistered manufacturing units
- 3) Data on Small Scale Industries (SSI) sector.

3. Trade Statistics

- 1) Data on trade and inter-state movement/flows of goods.
- 2) Data on Road Transport

4. Services Sector Statistics

5. Infrastructure Statistics

- 1) Data on infrastructure facilities like construction, water supply, electricity supply, roads & bridges, pipelines for water, telephone lines, water ways or canal networks for irrigation, housing etc.
- 2) Construction of infrastructure indices

6. *Socio Economic Statistics*

- 1) Data for preparation of human development index
- 2) Data on gender statistics
- 3) Indicators of gender disparity such as equity index.
- 4) Data on the aged and destitute

7. *Environment Statistics*

8. *Financial & External Sector Statistics*

9. *Corporate Sector Statistics*

(4) *Generation of Panchayath level Statistics*

One field Investigator of DES could be assigned the statistical responsibilities of a Panchayath/municipality to generate local level essential data. The field Investigator of DES could be equipped and motivated to be the "Statistical Expert" of each local bodies in the state. A re-structuring of the field set up of DES could establish a permanent system for generation of local level data on a regular basis and this can be implemented without much of extra cost.

(5) *Programme to furnish demand determined data*

The Department of Economics & Statistics may develop Sample Survey capacities to provide data demanded by data users and the public.

(6) *Fixation of scientific standards data quality.*

Strict scientific standards on procedure for collection, processing, storage, and presentation of data may be fixed and followed by DES.

(7) *Arrange interaction with data users:*

DES may arrange periodic interaction with data users in government and public to take timely corrective action for streamlining the data generation and distribution system.

(8) *Conduct of methodological studies*

DES may develop capacities to conduct methodological studies and action research.

(9) Arrangements for effective technical coordination with CSO/NSSO

Steps may be taken for effective technical coordination with national organizations like CSO, NSSO, ISI etc.

(10) Full use of NSS Data:

NSS data generated by state (matching) samples of NSS surveys on various topics should be effectively utilized through special efforts for data processing of all pending rounds and releasing reports with the help of Report Generation Group created in the Department.

(11) Preparation of operational guidelines/Statistics manual

DES may take special efforts for preparation of well defined operational guidelines clearly specifying the vision and mission of official statistics, reiterating the duties, responsibilities, quality and time frame of various sectors of official statistics and specification of standards and output from various level of officials remains to be a major limitation of the state statistical system of our state. Penalty for incorrect/bogus data collected by the field staff should also be specified in the statistics manual/operational guidelines for generation of official statistics. Operational methodologies for generation of quality data in respect of core statistics sectors must be clearly specified in the proposed guidelines.

(12) Delayed preparation of results

Development of the analytical competence of Statisticians in DES may be done to rectify the delay in publication of survey results. Responsibility may be fixed for delay points in the official structure.

(13) Crop cutting and labour charges may charges may be enhanced.

A reasonable increase in the crop cutting charges may be most essential to ensure cooperation of the cultivator and field laborers associated with the field experiments.

(14) Procurement of Modern equipments:

There should be provision to supply electronic balance and other modern equipments for conducting crop-cutting experiments in the field.

(15) Modification of EARAS methodology

The system of collecting agricultural data on perennial crops through regularly conducted second visit of dry land area is to be re-considered in consultation with GOI. As there is no substantial variation in the cropping and production pattern of perennial crops in the state this estimate can be collected at 5 year intervals. The field time thus saved can be used for collecting Panchayath level data on indicators of interest to the local body.

(16) Introduction of a regular data journal for DES

The DES is not having a regular data journal as the NSS journal of "Sarvekshana" to publish the quick results and make it available for data users. The present DES publication of "ECOSTAT NEWS" can be developed into this type of a regular statutory journal. The existing printing unit in DES may be strengthened and modernized.

(17) Insisting a data dissemination calendar

DES may design an advance data dissemination calendar for release of data relating to various sectors of the economy.

(18) Output targets may be fixed for all categories of Officials periodic reviews.

DES may introduce a system of fixing output targets at all level of official cadre and stringent penal action for non-performers may be specified in the proposed "Operational Guidelines for Statistics Generation".

(19) Lack of a "Quick Information Team" in DES:

A "Quick Information Team" incorporating committed officers may be constituted to meet the demand for quick data or information for immediate requirement in government administration and policy making in government.

(20) Strengthening of Research & Publication Wing in DES

DES may constitute a team of officials to conduct methodological research on applicable theoretical innovations empirical research based on statistics collected on various subjects. The publication division of DES at present could not undertake

publication of occasional papers on topic of interest consolidating the data and information available from various sources.

(21) Creation of a central data store/on-line data centre in DES

The DES may be made the authorized data warehouse from where any agency could access the required data on demand. An on-line data centre of a central store of data or a data warehouse with necessary lateral coordination of all programme-implementing departments is lacking in the state. Budget for the same is given in chapter-8 separately. Training Manager may be entrusted with the functioning and monitoring of the On-line data centre.

(22) Ensure effective interdepartmental coordination

There is lack of interdepartmental coordination among data supplying departments and DES. DES is often not recognized by many departments as the coordinating office in respect of official statistics. An effective coordinating mechanism at the level of department heads on a statutory basis may be essential.

(23) Setting up of training infrastructure in DES.

Establishment of the training hall in the Directorate may be completed urgently. Training /teaching aids have to be added to make the training wing operational at the earliest. Training Division may be created in DES with the "Training Manager" as its head.

(24) System for documentation

DES could not make any progress in documenting its activities in data collection, data processing and release of results. A documentary film on the activities and usefulness of the data may go a long way in building public interest and trust for the work undertaken by the department.

(25) Strengthening of DES library.

DES may set-up a modern library with leading journals and publications of statistical importance. A librarian may also be posted in DES library.

(26) Printing arrangement for DES.

The department faces the main problem of printing and publishing the reports on time in acceptable printing quality and standards. The printing machine with DES could be put to the maximum use with two staff specially trained and posted to attend printing duties. Provision for special financial allowance for these staff may be economical rather than appointing Printers in the department. DES must also be permitted to undertake printing of urgent and special reports through State Audio-Visual Reprographic Centre or such other government organizations for quick release of survey reports.

(27) Creation of employee database:

The Department may create computerized employee database of the department most urgently. Promotions transfer etc involves much delay due to the lack of well updated employee database.

(28) Use of accounting package:

The pay and salary disbursement of the employees is not computerized in DES and no accounting package is also developed for meeting this requirement.

(29) Enhanced delegation of powers.

Existing financial power of the head of department and that of the district heads of Economics & Statistics is very low. The financial powers of the Director, Deputy Directors of District Offices of Economics & Statistics may be enhanced from the present rates to Rs. 25000 & Rs.10000 respectively. The Additional Directors of Economics & Statistics may also be allowed an appropriate financial power. Delegation of administrative powers of all officers has to be redefined and modified reasonably. A Committee could look into these matters and recommend government in this regard.

(30) Filling up of vacancies

Vacancies of statistical personnel in the field and other department must also be filled up on an emergency basis. A system of maintaining a pannel of trained Investigators from Employment Exchange could be thought of to fill up immediately field vacancies as and when it arises.

(31) Development of application software.

DES may take special initiative to develop customized application software professionally to cater the data processing need of the department at various levels of its operation (Investigator Level, Taluk Level, District Level and Head Quarters Level)

(33) Strengthening of Communication System

The data communication system is unsound and not modern to cater the need of quick data transmission. There is no telephone in Taluk Statistical Offices. All statistical offices must be provided with Telephone, E-mail, FAX facilities for quick transfer of information to the user and processing end.

(34) Digitisation of Lithomap

The work of EARAS mainly depends on the very and outdated document lithomap available in the village offices. This may be converted to the digital format so as to interface with the palm tops to be used by the Investigators.

Non-Training Budget

Sl.No.	Item	Total Cost in Rs.
1	Formulation of Statistics Policy – constitution of expert committee and its connected expenses	100000
2	Programme for public awareness and publicity using PRA exercises covering all Panchayaths and production of documentary films.	1000000
3	Procurement of Modern equipments-electronic balance	200000
4	Introduction of a regular data journal for DES – strengthening and modernization of printing unit in DES	500000
5	Setting-up of a new library (including civil works)	2000000
6	Digitization of litho-map/ procurement of digital maps	1000000
7	Development/procurement of accounting package	25000
8	Setting-up of Communication system in Taluk offices (Telephone, e-mail)	675000
9	Fax machines to all districts and Head Office	500000
Total		6000000

(Rupees Sixty Lakhs only)

CHAPTER-8

DIGITIZATION & FORMATION OF ONLINE DATA CENTRE FOR D.E.S

The Department of Economics & Statistics being a department engaged exclusively in data production and data management could not yet effectively use information technology for improving the total efficiency of the statistical system in the state. IT tools are used for the limited purpose of data processing and word processing in this department. DES dealing in data has the potential to be fully automated, digitized and professionally managed. The efforts for successful introduction of "*Digitization and Formation of an Online Data Centre*" for DES based on a full fledged computer based data management system is the major proposal made under non-training needs of DES. Hence a full-fledged computerization of DES with adequate hardware, software and computer trained personnel and professionals is proposed as a part of the "Modernization Programme in Government" (MGP).

The obsolete and lower end computer hardware now available in DES, as given in the statement below, is inadequate for a comprehensive "digitization" and setting up an online data centre".

a) Hardware in the Head quarters

1.	PC - 386 nodes	4 Nos.
2.	PC 486	2 Nos.
3.	Pentium Machine	6 Nos.
4.	Pentium II Server (Windows NT)	3 No.
5.	Pentium III Server	3 No.
6.	Pentium III	6 Nos
7.	Pentium IV	11 Nos
8.	Thin Clients	19 Nos
9.	Printer (Laser)	1 No
10.	Printer (Dot Matrix)	5 Nos.
11.	UPS	5KVA-1, 2KVA-2 1 KVA-1,0 .5KVA7
12.	Modems	4 Nos.

b) Hardware in each District

1.. Pentium I Machine (Windows NT Server1)	4 Nos.
2. Printer (Ink Jet)	1 No.
3. Printer (Dot Matrix)	1 No.
4 Modems	1 Nos

Taluk Statistical Offices, the co-coordinating point of primary level data collection, are not provided with computer facility to ensure quick data entry and data transfer to the proposed online data system. The computer facility of district offices of the department too is very inadequate and have to be strengthened. Computer terminals could not be provided to all the data handling sections and supervisory officers in the Directorate for want of sufficient number of hardware. All sections and section heads have to be provided with computer facility for quick handling of their data management assignments.

Application of IT tools for primary level data generation and storage is the first step in this direction. Hand held PC/Palmtop PCs may replace the present "Forum-I Diary" used by field investigators to record field level data. The Taluk Statistical Offices have to be provided with computer networks as the next logical step. For speedy transfer of data from taluks or districts it should have modern computer based communication facilities. These facilities will reduce cost as well as risk of delayed supply of data. There is no effective computer networking between the Directorate and the District Offices, which affects the data transfer. Similarly the E-mail facility now available in district offices is not functioning properly. The need of the hour is the regular/timely up gradation of the hardware and software. The present need is to reach the data at the users as fast as possible. With the arrival of IT tools it is possible to provide the data to the users immediately. Web based operation is the only solution for this. If this department has a an "online Data Centre" data users can access and use the data already put in or request for data as per their need.

All the senior officials and sections in the Directorate should be provided with computer terminal to work with speed and accuracy. A computer based data management system has to be developed as a part of modernizing the functioning of this department dealing only in data. Qualified Computer professionals available in the

department may be re-deployed and entrusted with the task of efficient management of computer networks in the Directorate, Districts and the Taluk Statistical Offices.

The Computer Division of DES have to be manned with officials in the department qualified in IT to support the department in data processing . It should be developed into two wings (1) A Data Processing Wing and (2) Computer Training Wing. The main computer hall in DES could be developed as the Data Processing Wing with necessary modifications. The side hall of the present computer division could be developed as the Computer Training Wing with necessary terminals and other training infrastructure. The Data Processing Division should attend data processing in respect of all surveys of the department. Necessary technically qualified personnel in the department should be inducted into this wing to support the data processing efficiency of DES. The training wing should concentrate on imparting basic skills of computer operation to all the staff in DES on a continuous basis.

Computer facility should be made available to all the sections and officials attached to the Directorate/District and Taluk Offices. Professional experts should manage a net work of all these centers. Some PCs can be provided to the general pool to attend the day to day word processing need. The Computer Division should not entertain routine word processing and DTP works.

c) Software

The machines are operating under Windows 95, Windows 98 and Windows NT platforms in System Software level and MS - Office 97, MS-Office 2000, FoxPro for Windows, ISM packages, M.S SQL Server, V.B., Thoolika etc. in application Software levels. The Department staff in the Head Quarters Computer division develops necessary programs for data entry, validation, processing, table generation, analytical interpretation etc indigenously. The DTP works for major publications of the department are also done. For specific works, service of data entry operators on daily wages is engaged. Development of application software for all major items of data processing may be done on a professional basis is not done without which full benefit of computerization could be ensured in DES.

d) Computer Networking

The Computer divisions in the Directorate and District offices are functioning independently in the concerned offices with LAN system under Windows NT environment. The uninterrupted and efficient data flow between headquarters and the district offices delays the receipt of time bound data within reasonable time. At present, the service of NICNET connection is established in the Headquarters. NICNET is not found as a dependable communication support system for DES. Dedicated communication lines or such other arrangements for un interrupted flow of data has to be ensured for the successful implementation of IT application in DES. The price data are transferred daily through NIC from the districts to the State head quarters. Often the facility fails which in turn affects this department in giving daily price to All India Radio for broadcasting and the daily price of 50 important items to Chief Minister's office. Since this department deals with large volume of data, a permanent networking system is inevitable for efficient data transfer. Appointment of one or two qualified and professional network managers have to be ensured for a successful computer network in DES.

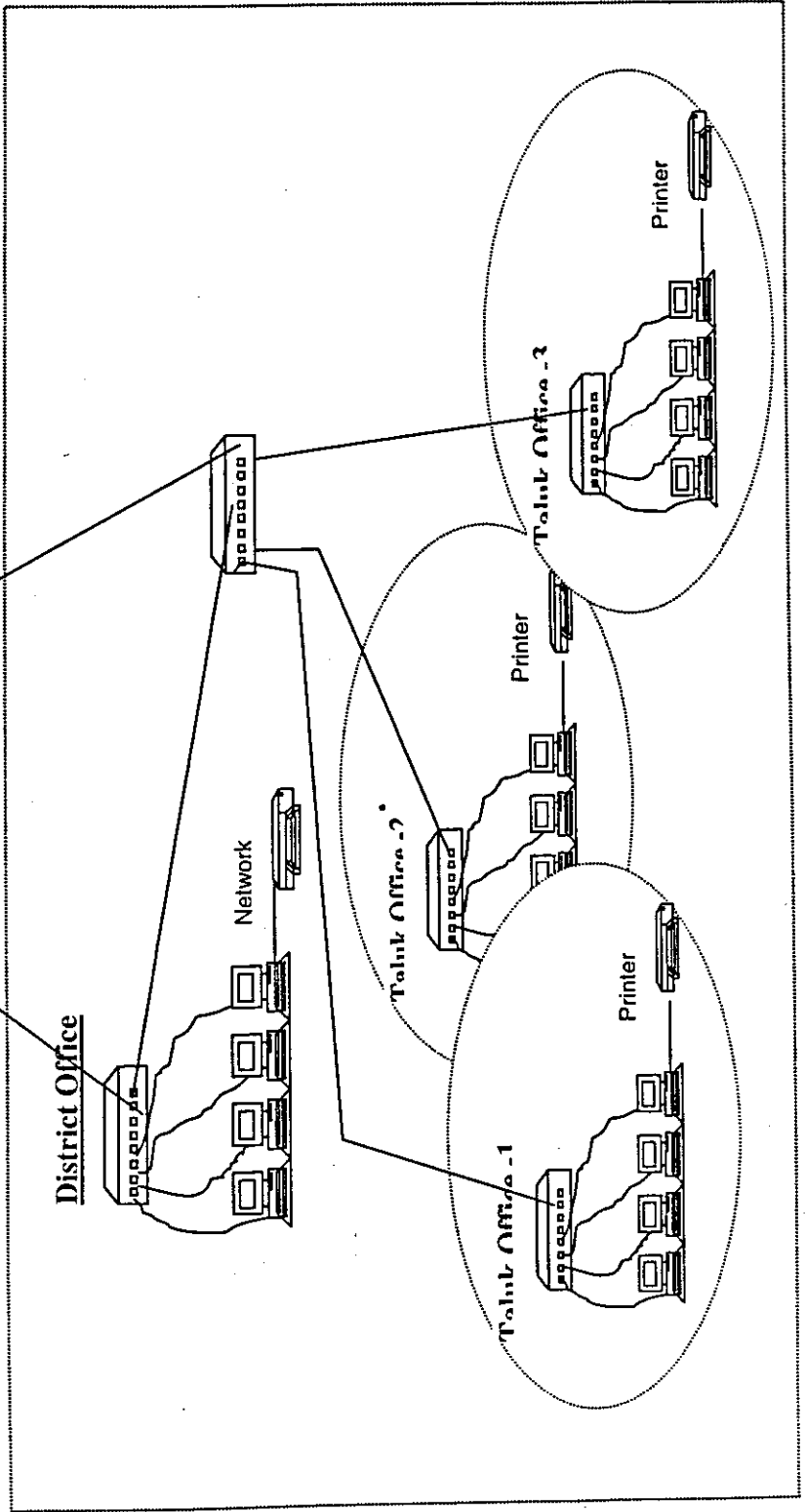
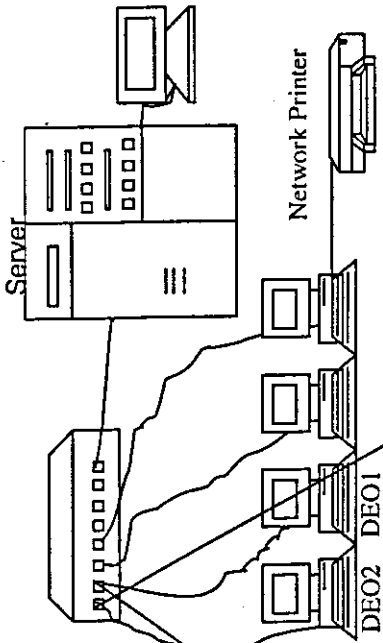
(e) Data volumes and capacity utilization

The existing capacity is fully utilized. This department handles large volume of data. For Example,

Vital statistics	8 lakhs records
Economic Census	17 lakhs records
Agricultural Census	8 lakhs records
Adhoc surveys	Usually 5 to 6 lakhs
Minor irrigation census	3 lakh records
DTP works	On an average 30 publications per year
NSS schedules	4000 records
Price data	CPI, Parity, WIP, Daily Price Etc.

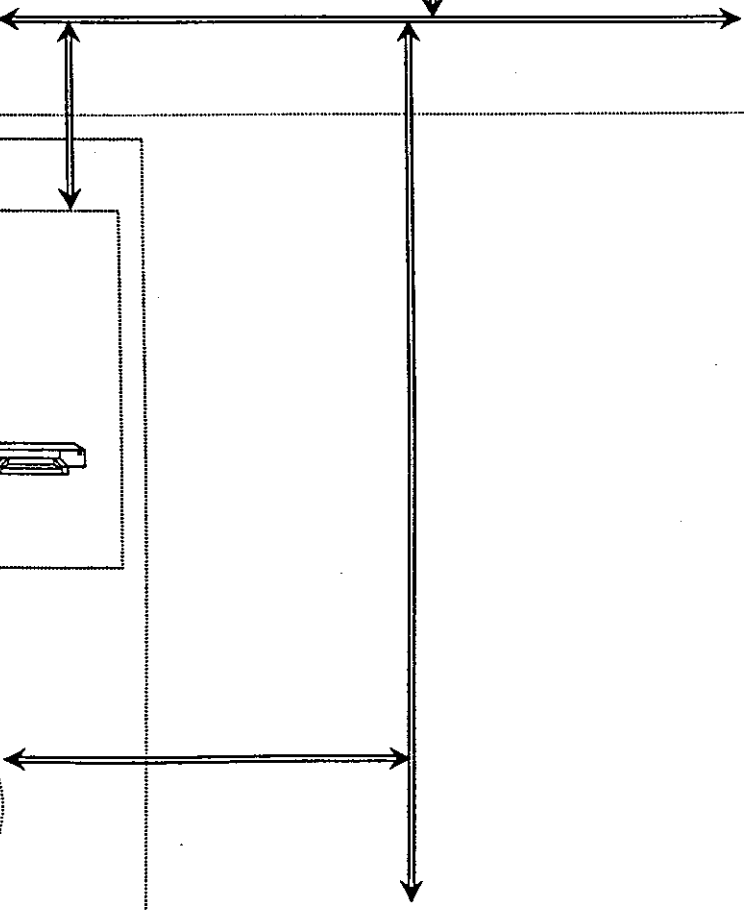
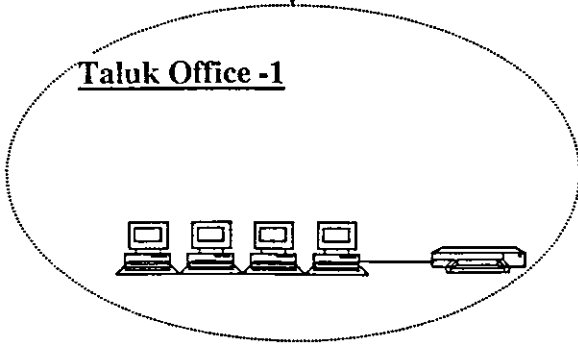
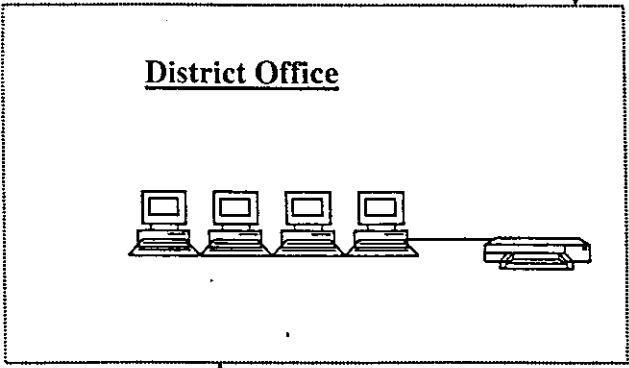
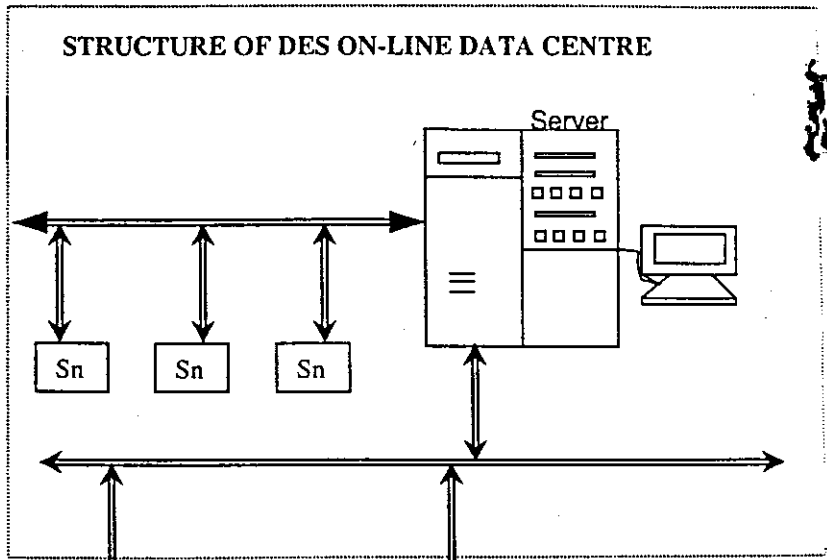
The existing infrastructure at the Directorate can be upgraded to the status of a Data Processing Centre. All the sections can be networked by placing a local server at the 5th floor and the main server at the Computer Division (Ground floor).

Directorate of Economics and Statistics



NETWORK OF

Information Flow



(f) Digitization and on-line data centre:

The Department of Economics and Statistics is the nodal State Government agency in Kerala for collection of various primary as well as secondary data. It acts as an authentic data provider to administrators, planners, various government department and agencies and also shares and contribute to the data requirements and agencies and also share and contribute to the data requirements of Government of India. The Statistical system in Kerala is one of the best in the country, having district and taluk level field machinery. DES has the potential be fully digitized to be a total solution provider in management of official statistics. Computing and networking facilities of head quarters, districts, taluks and field offices have to be strengthened/established. A cost estimate of Information Technology application in DES id furnished below.

I. Computer set-up in Thaluk Statistical Offices:

SI No	Minimum Specification	Quantity Nos.	Rate in Rs.	Amount in Rs.
1	PIV PCs Higher end	1x61	50000	3050000
2	PIV PCs	2x61	35000	4270000
3	DMP(24 pin, 132 Column)	1x61	14000	854000
4	Modem(56KB,External)	1x61	2500	152500
5	Renovation (Civil & Electrical)	1x61	100000	6100000
6	Furniture(Table,Chair & Alamara)	1x61	20000	1220000
7	UPS (2 KV)	1x61	35000	2135000
8	Software Packages	1x61	10000	610000
9	Palmtops	20x61	10000	12200000
Total:				30591500

II. Computer set-up in District Offices of DES:

Sl No	Specification	Quantity Nos.	Rate in Rs.	Amount in Rs.
1	Server Class PCs (PIV 1.4 GHz or higher 2x80 GB SCSI HDD, 1 GB RAM etc.)	1x14	100000	1400000
2	PIV PCs	4x14	35000	1960000
3	DMP(24 pin, 132 Column)	1x14	14000	196000
4	A4-Laserjet Printer	1x14	25000	350000
5	Modem(56KB,External)	1x14	2500	35000
6	Scanner	1x14	6000	84000
7	Switch (16 Ports)	1x14	10000	140000
8	Renovation (Civil & Electrical)	1x14	200000	2800000
9	Furniture(Table,Chair & Alamara)	1x14	30000	420000
10	UPS (5KV)	1x14	90000	1260000
11	Software Packages	1x14	25000	350000
12	Photocopier and fax	1x14	150000	2100000
13	LCD projector with accessories	1x14	275000	3850000
Total:				14945000

III. Computer set-up in Directorate of Economics & Statistics:

(a) Data Processing Wing

Sl No	Specification	Quantity Nos.	Rate in Rs.	Amount in Rs.
1	Server Class PIV Machine (Raid Control with Hot Swappable)	1	400000	400000
2	PIV PCs	20	35000	700000
3	DMP(24 pin, 132 Column)	4	14000	56000
4	A4-Laserjet Printer	1	25000	25000
5	LCD Projector with Accessories	1	275000	275000
6	OHP	1	75000	75000
7	Laptop	2	100000	200000
8	Software – Windows 2000 server, Linux, SPSS, Oracle, Visual Studio, Malayalam Package etc.	1		700000
9	Renovation	1		500000
10	Furniture (Table, Chair & Almira)			200000
11	UPS (10 KV)	1	150000	150000
12	Advanced Training in IT	10	10000	100000
13	Colour laser printer with multiple facilities	1	300000	300000
14	Digital video camera	1	80000	80000
15	Hiring server space			100000
16	Website development and maintenance			200000
Total:				4061000

(b) Sections in Directorate

SI No	Name of Sections	No. of PCs	Printer(132Col-24 pin DMP)	Cost in Rs.
1	TRS (EARAS)	10	2	378000
2	Prices	10	2	378000
3	NSS	4	1	154000
4	Agricultural Census	3	1	119000
5	Publication	3	1	119000
6	Planning	2	1	84000
7	Library	1	1	49000
8	Information Centre	2	1	84000
9	Vital Statistics	5	1	189000
10	IIP	2	1	84000
11	ASI	2	1	84000
12	Labour & Housing	1	1	49000
13	Survey & Design	3	1	119000
14	State Income	6	1	224000
16	Establishment	10	2	378000
17	Accounts	5	1	189000
18	Budget	3	1	119000
19	Administrative Officer	1	1	49000
20	Additional Directors	3	3	147000
21	Director	1	Laser Printer - 1	60000
22	Furniture			1000000
23	UPS (5KVx4, 10KVx2)			500000
24	Renovation (Civil & Electrical)			1500000
Total :				65,56,000

(c) Networking between Taluk, District and Directorate

SI No	Specification	Quantity Nos.	Rate in Rs.	Amount in Rs.
1	Networking (Cabling, Switch/Hub etc) at Taluk, Districts and Directorate)			1000000
2	Web Server, ISDN Connection, Leased Line Internet Connection,			1500000
Total:				2500000

IV. Abstract of Budget for H/W and S/W

SI No.	Office/Item	Amount in Rs.
1	In the Taluk Office	30591500
2	In the District Offices	14945000
3	Data Processing Centre	4061000
4	Sections in Directorate	6556000
5	Networking	2500000
Total :		58653500

(Rupees Five crores eighty six Lakhs fifty three thousand and five hundred only)

V. Existing Computer facilities & Computer Experts in DES (as on 31.3-2004)

Sl. No	District	Computer	Inkjet Printer	DMP	Modem	UPS	Computer Experts	Computer Trained/Wo
1	Thiruvananthapuram	4	1	1	1	1	1	12
2	Kollam	4	1	1	1	1	3	11
3	Pathanamthitta	4	1	1	1	1	-	11
4	Alappuzha	4	1	1	1	1	1	9
5	Kottayam	4	1	1	1	1	1	19
6	Idukki	4	1	1	1	1	2	9
7	Eranakulam	4	1	1	1	1	2	11
8	Trissur	4	1	1	1	1	1	9
9	Palakkad	4	1	1	1	1	2	17
10	Malappuram	4	1	1	1	1	2	55
11	Kozhikode	4	1	1	1	1	1	12
12	Wayanad	4	1	1	1	1		3
13	Kannur	4	1	1	1	1	3	54
14	Kasargod	4	1	1	1	1		
15	Directorate of Economics & Statistics	35 & Thin Clients19	2	5	2	4 & 7 nos. of .5kva	9 MCA-3 MSc Com-1	60

CHAPTER-9 EXECUTIVE SUMMARY

Implementation of the recommendations of this training and non-training needs assessment in the department may lead to the development of professional competence in respect of collection, compilation, interpretation analysis and reporting of official Statistics. The department may acquire capabilities for inputs-out analysis, impact analysis, pre-budget and post-budget analysis and analysis of other current issues of public importance in a time bound manner. It is imperative to set an acceptable standard for the activities of the Department of Economics & Statistics. This can be achieved through intensive and regular training of its staff officials in advanced tools and techniques in the field of statistics. The benefits anticipated could be as detailed below;

1) Professional Approach through training:

Officials of the department may acquire more professional outlook in their work environment through regular and continued training process which may result in time bound completion of assignments. The training programmes envisaged in the plan may result in the formation of a well-trained and updated manpower in the department. The up-gradation of skills and the core competencies of its officials may be the right step for an appropriate HRD in the department. Data will be viewed as a competitive and priced product. The quality integrity and timeliness of the data will also to be ensured

2) Non-training solution for modernization:

The list of non-training needs listed in the report would bring in the spirit of modernization to the department which would be the basic of restructuring the department to make it useful and productive.

3) Centralized Data Management System:

Digitization of all data generated by the department and formation of an on-line data dissemination system may increase the relevance of the department and its product in the field of planning and administration.

4) Group approach should be the new style of operation:

Formation of professional groups like Survey Design Group, Report Writing Group, data Processing Group, In order to meet the challenges ahead formation of an in-house professional team may happen. Development of team spirit in the department may be a right solution for may performance problems in the department.

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