



CITIZEN'S CHARTER 2010

ISSUED BY:

**DEPARTMENT OF ECONOMIC & STATISTICAL ANALYSIS,
HARYANA
CHANDIGARH**

**DEPARTMENT OF ECONOMIC & STATISTICAL ANALYSIS,
HARYANA**

CITIZEN'S CHARTER

The Department of Economic & Statistical Analysis, Haryana is store house of all types of socio-economic statistics. This department also coordinates the plan formulation work of the line departments executing the plan schemes in the State. It also allocates untied funds to the districts under District Plan scheme for grass root level planning and development. It provides upto-date socio-economic statistics to Planners, Policy Makers, Research Scholars and Institutions working for overall economic development of the State. The department also conducts evaluation studies of the developmental plan schemes.

Commitment to provide Statistical Information

Type of data available	Socio-Economic Statistics and Statistical data related to State Income, Capital Formation, Public Finance, Index of Industrial Production, Wholesale & Retail Price Index, Consumer Price Index for Industrial Workers and other developmental activities.
From where to get the published information	Publications of the Department are available in the Departmental Library maintained at its Headquarter and also on the website www.esaharyana.gov.in District Statistical Offices are nodal agencies at district level for district level data/information.
Procedure to procure information	It may be procured personally or through post from Director, Department of Economic & Statistical Analysis, Haryana by making a request for the same.
Time limit for supply of information	Normally 15 days, if required data is enormous, time schedule may extend to one month .
When requirement of data is urgent	Deputy Director in person may be contacted on all working days or on Telephone No. 2713769 during Office Hours between 9.00 AM to 5.00 PM. The data can also be collected personally from the Publications of Department placed at Departmental Library maintained at its Headquarter. Office Library remains open on all working days. Publications are also available on website www.esaharyana.gov.in

Whom to complain when time schedule is not adhered to Director may be contacted on Telephone. No. 2701244.

Punishment for delay Responsibility of the concerned Officers/Officials will be fixed in such cases and suitable disciplinary action will be initiated accordingly.

Formulation of Development Plans

Formulation of Annual/ Five Year Plan Keeping in view the felt needs and aspiration of the people, the schematic proposals are submitted to this department by concerned departments. Size of the plan is approved in consultation with Planning Commission.

Publication schedule Plan documents are published every year.

Review of plan schemes Implementation of plan schemes is reviewed on the basis of quarterly/yearly reports.

Modification in schemes and enhancement of allocation Proposals submitted by concerned departments are examined and are accordingly conveyed to the department.

Who is competent authority The Financial Commissioner & Principal Secretary to Govt., Haryana, Planning Department is competent to sanction a scheme and allocation of Budget.

Time schedule prescribed for sanction of a scheme Fifteen days.

Whom to complain in case of delay Deputy Director may be contacted on Tel. No. 2713769 after the lapse of prescribed time schedule. Director may also be approached through Telephone No. 2701244 and thereafter Financial Commissioner and Principal Secretary to Govt., Haryana, Planning Department, may also be contacted on Telephone No. 2740884.

Responsibility/
Accountability for delay Responsibility will be fixed in such cases & disciplinary action will be taken by Financial Commissioner & Principal Secretary to Govt., Haryana, Planning Department.

District Plan Allocation

Allocation of funds The gap of financial resources of different departments at district level for executing various development works is met out under District Plan to take up the projects/works of local importance. Funds are allocated to the districts on the basis of total population, Sc. population, number of villages and literacy level in the districts.

Where to submit The proposals approved by Panchayati Raj Institutions/BDPOs/Municipalities are submitted to Additional Deputy Commissioner-cum-Chief Planning & Development Officers, being the ex-officio Member Secretary of the District Planning Committee for examining the viability of works.

Who is sanctioning authority District Planning Committee sanctions the proposals/works at district level. These are strictly in accordance with the guidelines. Funds are released to implementing departments/agencies by ADC-cum-CPDOs for the execution of works.

Publications

Cost of Publications Free of Cost

Whether each user is entitled to get a copy of published material No. There are limited copies. The published material is generally provided to the Universities, Research Organisations, District Libraries, Planners, Policymakers, various departments etc. if needed as per their requirement. However, Pamphlet containing basic information could be provided to the users free of cost subject to availability.

Provision for revision The Charter can be revised for bringing continuous improvement in providing quality service.

Nodal Officers

a) State Level

Deputy Director Telephone No. 2713769.

b) District Level

District Statistical Officers at all District Headquarters.

List of Publications

<u>Particulars</u>	<u>Periodicity (Availability)</u>
1. Statistical Abstract of Haryana	Annual (In Feb./March)
2. Economic Survey of Haryana	Annual (In Feb./March)
3. A Booklet on "Haryana Economy"	Annual (In March/April)
4. A Folder on "Census of Haryana Govt. Employees"	Annual (In March/April)
5. Annual Plan of Haryana	Annual (In Jan./February)
6. Five Year Plan of Haryana	(Five Yearly)
7. GSDP/NSDP/Per Capita Income of Haryana	Annual (In June/July)
8. Economic –cum- Purpose Classification of Haryana Government Budget	Annual (In May/June same year)
9. An Analysis of States Finances	Annual (In May/June)
10. Economic & Functional Classification of Budgets of Municipal Committees/Councils/Corporations in Haryana	Annual (In March/April)
11. Economics of Farming in Haryana	Annual(In Oct./November)
12. Family Budgets of Cultivators in Haryana	Annual(In Oct./November)
13. Estimates of Gross Fixed Capital Formation in Haryana	Annual (In June/July)
14. Index of Industrial Production of Haryana	Annual (In June/July)
15. Economic Census	(After 5/10 years)
16. District Statistical Abstract	Annual (In April)
17. Municipal Year Book	Annual (In April)
18. District Socio-Economic Review	Annual (In April)
19. Household Consumer Expenditure and Employment-Unemployment Situation in Haryana	(56 th & 58 th round)
20. Unorganised Manufacturing Enterprises in Haryana	(56 th round)
21. Condition of Slums in Haryana	(58 th round)
22. Disabled Persons in Haryana	(58 th round)
23. Availability of Selected Facilities in Rural Haryana	(58 th round)
24. Housing Condition in Haryana	(58 th round)
25. Household Consumer Expenditure in Haryana	(60 th & 61 st round)

Latest Evaluation Studies Conducted on

1. Decentralised Planning Scheme in Haryana
2. MPLAD Scheme
3. Integrated Child Development Service Scheme
4. Rehabilitation of Degraded Forests in Haryana
5. Impact of Activities of Mahila Mandals
6. Solar Lantern & SPV Home Lighting Systems in Haryana
7. Post Matric Scholarship to the Students belonging to Scheduled Castes
8. Field Channels/Water Courses constructed under CADWM Programme
9. Sarva Siksha Abhiyan

Statistical Monthly Returns

1. Agriculture Labour Wages and Rural Retail Prices
2. Review of Retail Prices of Ambala, Hisar, Sonapat and Bhiwani
3. Review of Wholesale and Retail Prices in Haryana
4. Wholesale Price Index of Agriculture Commodities
5. Consumer Price Index for Industrial Workers
6. Consumer Price Index for Rural, Haryana

From

The Director,
Department of Economic & Statistical Analysis,
Haryana.

To

1.All Planning Officers
2.All District Statistical Officers.

No.DESA (Trg.)-2010/
Dated Chandigarh, the

April,2010

Subject:- Citizen's Charter-2010

The Citizen Charter -2010 of the department is enclosed herewith. It is requested that the copy of the Citizen's Charter-2010 may please be displayed at the notice board of your office.

Deputy Director
for Director, Deptt. of Economic &
Statistical Analysis, Haryana

Endst. No. ESA(Trg.)-2010/

Dated:-

A copy of the Citizen's Charter 2010 is forwarded to the Research Officer (RU) Administrative Reforms Department, Haryana for information.

Deputy Director
for Director, Deptt. of Economic &
Statistical Analysis, Haryana

Subject:- Follow-up action on Citizen's Charter.

Deputy Director/Research Officers/PA to Director are requested to refer on the subject cited above.

A copy of Citizen's Charter-2010 is being sent to you for requisite follow-up-action.

Research Officer (Admn.) is requested to make arrangement for displaying the Citizen's Charter at the Notice Board of the Department.

Deputy Director
for Director, Deptt. of Economic and
Statistical Analysis, Haryana

Encl. Copy of Citizne's Charter-2010

U.O.No.DESA (Trg.)-2010/

Dated:-

To

1. Deputy Director
2. All Research Officers
3. PA to Director for information of Worthy Director

From

The Director
Department of Economic & Statistical Analysis,
Haryana.

To

No. DESA(Trg.)-2010/
Dated Chandigarh, the April, 2010.

Subject:- Regarding Citizen's Charter-2010.

It is to submit that Citizen's Charter-2010 is to be issued. Before it is submitted to higher authorities for its approval, draft of Citizen's Charter-2010 is being sent to you for your suggestions and amendment for its improvement.

Deputy Director
for Director, Deptt. of Economic &
Statistical Analysis, Haryana