

**GOVERNMENT OF PUNJAB
ECONOMIC & STATISTICAL ORGANISATION
S.C.O.No.35-36, Sector 17-E, Chandigarh**

Right to Information Act-2005

Manual IV The norms set by it for the discharge of its functions-

The Department prepares the following important annual Publications:-

1. State Statistical Abstract of Punjab
2. Economic Survey of Punjab
3. Village Directory (Village wise/Block wise)
4. Critical Indicators of Punjab-India
5. Block at a Glance

Punjab State, has so far been able to set up three tier statistical system i.e.

1. Block Level
2. District level
3. State Head Quarter Office

Investigator is the only functionary at the block level. He is engaged in the collection of village/block-wise routine statistics to meet the requirement of the District Statistical Office as well as the Headquarter. This village level data is disseminated in the form of publication i.e. village Directory, Block at a glance. His services are also utilised for conducting the Ad-hoc Socio-Economic Surveys at the block level. The detailed data on essential items is also maintained at block level in the form of tables. The data is scrutinised by Statistical Assistant/Assistant Research Officer/District Statistical Officer at district level and transmitted to State Head Quarter. It is then further examined, rectified and published at Head Office.

The Department observes the norms set by the Department of Statistics and Programme Implementation, Govt. of India. The other branches at the Head Quarter also collect the various type of data and then this data is disseminated in the form of Annual publications.

The other Branches at the Headquarter prepare their annual data. The Department prepares the data in consultation with other Departments of the State like Revenue, Agriculture, Education, Health, Rural Development, Animal Husbandry and such other Departments. The Staff i.e. Research Officers, Assistant Research Officers, Statistical Assistants and Investigators make field visits as per requirement. They interview villagers/Village level functionaries of different Departments and collect

data. The Department observes the norms set by the Department of Statistics & Programme Implementation.

An investigator is expected to collect information pertaining to the concerned Block during a year. Statistical Assistant checks the data collected by Investigators. Similarly, Assistant Research Officer/Research Officer makes test checks before finalizing the same.