



**CITIZEN'S CHARTER
2012**

**ISSUED BY:
DEPARTMENT OF ECONOMIC & STATISTICAL ANALYSIS, HARYANA**

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HARYANA**

CITIZEN'S CHARTER

The Department of Economic & Statistical Analysis, Haryana is the nodal department for collection, compilation, analysis, interpretation and dissemination of all types of statistical data relating to the socio-economic development of the State. It provides upto date statistics to planners, policy makers, research scholars and institutions working for overall economic development of the State. The department bring out the various annual and adhoc publications as per list attached and presents two publications namely "Statistical Abstract of Haryana" and "Economic Survey of Haryana" as Budget Document at the time of Budget Session of Vidhan Sabha. The department prepares Annual and Five Year Plan of the State by coordinating and monitoring the Plan Formulation work of the line departments and review the progress of 20 Point Programme in the State. It also allocates untied funds to the districts under District Plan Scheme for grass root level planning and development works. The department also conducts evaluation studies of the development 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 Yojana Bhawan 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**

Joint Director (Compilation/Public Finance) in person may be contacted on all working days or on Telephone No.0172-2521012 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 Yojana Bhawan. 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. 0172-2560139
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 Annual and Five Year Plan of the State	
Formulation of Annual/ Five Year Plan	Keeping in view the felt needs and aspiration of the people and priorities of State Govt., the schematic proposals are submitted to this department by concerned departments. Size of the plan is depend upon the resources available and is approved in consultation with Planning Commission.
Publication schedule	Draft and Approved Annual Plans 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 in detail by concerned departments are examined and are accordingly conveyed to the departments.
Who is competent authority	The Financial Commissioner & Principal Secretary to Govt., Haryana, Planning Department is competent to sanction a scheme and allocate the Budget.
Time schedule prescribed for sanction of a scheme	Fifteen days.
Whom to complain in case of delay	Additional Director (Plan Formulation) may be contacted on Telephone No.0172-2521014 after the lapse of prescribed time schedule . Director may also be approached through Telephone No.0172-2560139 and thereafter Financial Commissioner and Principal Secretary to Govt., Haryana, Planning Department, may also be contacted on Tel. 0172-2740884.
Responsibility/ Accountability for delay	Responsibility of the concerned Officers/Officials will be fixed in such cases and disciplinary action will be initiated accordingly.

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, S.c. 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 subject to availability

Whether each user is entitled generally to get a copy of published material

No. There are limited copies. The published material is provided to the Universities, Research Organisations, District Libraries, Planners, Administrators, 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

Additional Director (Compilation) Telephone No. 0172-2521014.

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 Feb./March)	Annual (In
3. A Booklet on "Haryana Economy" Annual (In March/April)	
4. A Folder on "Census of Haryana Govt. Employees" March/April)	Annual (In
5 Annual Plan of Haryana Jan./February)	Annual (In
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 same year	Annual (In May/June)
9. An Analysis of States Finances Annual (In May/June)	
10. Economic & Functional Classification of Budgets of March/April) Municipal Committees/Councils/Corporations in Haryana	Annual (In
11. Economics of Farming in Haryana Annual (In August/September)	
12. Family Budgets of Cultivators in Haryana August/September)	Annual (In
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 7-10 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 round)	(60 th , 61 st & 62 nd

Latest Evaluation Studies Conducted

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 Sonipat 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
