

## **Karnataka Statistical System Development Agency (KSSDA)**

### **Manual 1**

#### **Particulars of organization, functions and duties**

##### **[Section 4(1)(b)(i)]**

The Government of Karnataka has established the ‘‘Karnataka Statistical System Development Agency (KSSDA)’’ vide G.O No.PD 64 SMC dated 25.03.2009. This society is registered under the Karnataka Societies’ Registration Act 1960 on 20.04.2009.

#### **1. Aims and objectives of the Society :**

- To implement the Karnataka State Strategic Statistical plan (KSSSP)
- To design and implement the State Strategic Statistical Plan (SSSP) for strengthening the State statistical system in accordance with the National Strategic Statistical Plan (NSSP).

#### **2. Mission/Vision**

- a) Develop a coherent and consistent system of data collection, analysis and dissemination within the present structure of a decentralized set of responsibilities under the constitutional framework and ensure that official statistics matches the data needs at all levels of aggregation from nation level down to sub district level and that it would be comparable both across time and space.
- b) Evolve, wherever required, suitable standards and methodologies and further make them dynamic as the process of strengthening state capacities progresses.
- c) To strengthen the coordination mechanism among the data producers taking advantage of the status of DES as the nodal agency and the authority managing the statistical cadre.
- d) Develop expertise among statistical personnel for independent design of surveys and studies.
- e) Generate base line data and provide subsequent data sets for carrying out meaningful evaluation of development programmes.

**3. Brief history and background for its establishment:**

- a) The National Statistical Commission recommended to strengthen National and State Statistical Systems. The Ministry of Statistics and Programme Implementation (MOSPI) launched the India Statistical Strengthening Project (ISSP) with the assistance of the World Bank.
- b) The Government of Karnataka decided to Participate in ISSP and prepared Karnataka State Strategic Statistical Plan( KSSSP) to strengthen State Statistical System as a whole and focus on 20 key statistical activities to provide reliable, credible and timely statistics
- c) The State government constituted a high level Steering Committee under the chairpersonship of the Chief Secretary and also constituted Karnataka Statistical System Development Agency to co-ordinate with all participating agencies of the State government in the process of formulation and implementation of the KSSSP.

**4. Organisation Charts:**

Given in Manual 3

**5. Allocation of Business :**

Given in Manual 2

**6. Duties to be performed to achieve the mission:**

Given in Manual 2

**7. Details of service rendered:**

Given in Manual 4 & 5

**8. Citizen interaction**

The information is provided through the website [www.des.kar.nic.in](http://www.des.kar.nic.in) and the information is also provided to the citizens approaching agency.

9. Postal address of the main office, attach/sub-ordinate office/field units etc.,

The postal address is as follows:

**O/o of the Project Director,**

**Karnataka Statistical System Development Agency (KSSDA)**

Directorate of Economics and Statistics office building premises

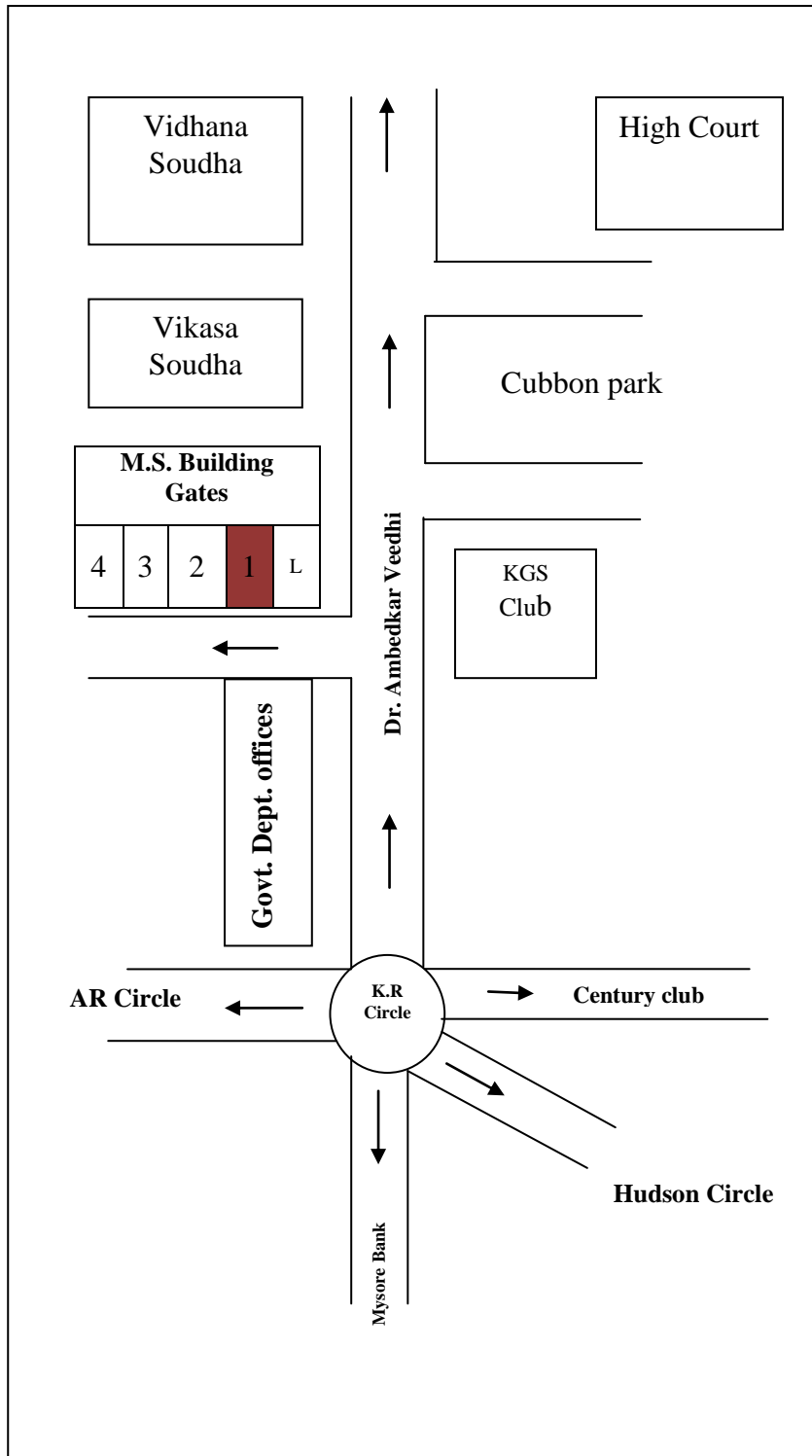
# 425, 4th floor,1st Gate,

M.S.Buiding, Dr. Ambedkar Veedhi,

Bangalore,

This is a project office and it has no attached or sub-ordinate offices. It works in co-ordination with the Directorate of Economics and Statistics and other line departments.

**10. Map of office location :**



Note

L = Lokayukta office  
 1 = Gate-1, 4<sup>th</sup> floor – KSSDA office

**11. Working hours both for office and public:**

Working hours :

Office - 10.00 am to 5.30 pm (1.30 pm to 2.15 pm lunch break)

Public - 3.00 pm to 5.00pm

**12. Public interaction, if any:**

Data users meetings & awareness programmes are conducted by KSSDA, DES and line departments.

**13. Grievance redress mechanism:**

Grievances are attended on top priority

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**Karnataka Statistical System Development Agency (KSSDA)**  
**Manual 2**

**4(b) (II) Powers and duties of employees.**

**[Section 4(1)(b)(ii)]**

ಕ್ರಮ ಸಂಖ್ಯೆ	ಹೆಸರು ಮತ್ತು ಧಾರಣೆ ಮಾಡಿದ ಹುದ್ದೆ ಶ್ರೀ/ಶ್ರೀಮತಿ	ಆಡಳಿತಾತ್ಮಕ	ಆರ್ಥಿಕ	ಶಾಸನಬದ್ಧ	ಇತರೆ	ಕಾರ್ಯ ಹಂಚಿಕೆ ಮಾಡಿರುವ ವಿಷಯಗಳ ವಿವರ
<1>	<2>	<3>	<4>	<5>	<6>	<7>
1.	ಕೆ.ಎಸ್.ಶಂಕರ್ ಯೋಜನಾ ನಿರ್ದೇಶಕರು	ಸರ್ಕಾರಿ ಆದೇಶ ಸಂಖ್ಯೆ PD 64 SMC 2008 ದಿನಾಂಕ 25.03.2009ರಲ್ಲಿ ಅಡಕವಾಗಿರುವ ಅಧಿಕಾರ ಮತ್ತು ಪ್ರಾಕಾರ್ಯಗಳಂತೆ ನಿರ್ವಹಿಸುವುದು. ಹಾಗೂ ಗಳಿಕೆ/ ಪರಿವರ್ತಿತ ರಜೆಗೆ ಶಿಫಾರಸ್ಸು ಮಾಡುವುದು ಮತ್ತು ಸಾಂದರ್ಭಿಕ ರಜೆಯನ್ನು ಮಂಜೂರು ಮಾಡುವುದು	ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ FD 2 TFP 2010, ದಿನಾಂಕ 30.04.2010 ರಂತೆ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರಿಗೆ ನೀಡಿದ ಅಧಿಕಾರಕ್ಕೆ ಸಮನಾದ ಅಧಿಕಾರಗಳು	-	-	ಕರ್ನಾಟಕ ಸಾಂಖ್ಯಿಕ ವ್ಯವಸ್ಥೆ ಅಭಿವೃದ್ಧಿ ಸಂಸ್ಥೆಯ ಮುಖ್ಯಸ್ಥರಾಗಿ ರಾಜ್ಯದಲ್ಲಿ ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕಾರ್ಯತಾಂತ್ರಿಕ ಸಾಂಖ್ಯಿಕ ಯೋಜನೆಯನ್ನು ರೂಪಿಸುವುದು ಮತ್ತು ಅನುಷ್ಠಾನದ ಹೊಣೆಗಾರಿಕೆ.

2.	ಉಪ ನಿರ್ದೇಶಕರು ಖಾಲಿ ಹುದ್ದೆ	-	-	-	-	-
3.	ಎಂ. ವೆಂಕಟಚಲಪತಿ, ಸಹಾಯಕ ಸಾಂಖ್ಯಿಕ ಅಧಿಕಾರಿ	-	-	-	-	<p>1) ಈ ಕೆಳಕಂಡ ಚಟುವಟಿಕೆಗಳ ಅನುಷ್ಠಾನಕ್ಕೆ ಸಂಬಂಧಿತ ಕಡತಗಳ ನಿರ್ವಹಣೆ</p> <ol style="list-style-type: none"> <li>1. Human Resources and Development</li> <li>2. Crop Area and Production Estimates</li> <li>3. Estimates of State Domestic Product</li> <li>4. Estimates of Capital Formation and Savings</li> <li>5. Estimates of District Domestic Product (DDP)</li> <li>6. Estimates of Contribution of Local Bodies</li> <li>7. Wholesale Price Index</li> <li>8. Statistics for Local Area Planning</li> <li>9. Registration of Marriage Statistics</li> <li>10. Transport Statistics <ol style="list-style-type: none"> <li>a) Motor vehicle registration statistics</li> <li>b) Road Statistics</li> <li>c) Traffic Accident Statistics</li> <li>d) Passenger Traffic Statistics</li> </ol> </li> <li>11. Health, Morbidity, Mortality and Family Welfare Statistics</li> <li>12. Education and Literacy Statistics <ol style="list-style-type: none"> <li>a) Primary and secondary education</li> <li>b) Pre University Education</li> </ol> </li> <li>13. Housing statistics</li> <li>14. Electricity production and distribution statistics</li> <li>15. Environment and Forestry statistics <ol style="list-style-type: none"> <li>a) Forestry statistics</li> </ol> </li> </ol>

						b) Water supply and sanitation statistics
						16. ಯೋಜನಾ ನಿರ್ದೇಶಕರು ಮತ್ತು ಉಪ ನಿರ್ದೇಶಕರು ವಹಿಸುವ ಇನ್ನಿತರೆ ಕೆಲಸಗಳು.
4.	ಮೀನಾ ತಿಶೋಲಿ, ಸಹಾಯಕ ಸಾಂಖ್ಯಿಕ ಅಧಿಕಾರಿ ಮತ್ತು ಜೆ.ಹೇಮಾವತಿ ಕಂಪ್ಯೂಟರ್ ಆಪರೇಟರ್					<p>1. ಭಾರತ ಸರ್ಕಾರ ಇತರೆ ರಾಜ್ಯಗಳೊಂದಿಗಿನ ಪತ್ರವ್ಯವಹಾರ, ವರದಿ ಮತ್ತು ತತ್ಸಂಬಂಧದ ಕಾರ್ಯಭಾರಗಳು;</p> <p>2. ಸಾಂಖ್ಯಿಕ ಮತ್ತು ಕಾರ್ಯಕ್ರಮ ಅನುಷ್ಠಾನ ಮಂತ್ರಾಲಯ, ರಾಜ್ಯ ಸರ್ಕಾರದ ಆರ್ಥಿಕ ಇಲಾಖೆ, ಯೋಜನಾ ಇಲಾಖೆ, ಸಹಕಾರ ಇಲಾಖೆ ಮುಂತಾದವುಗಳಿಗೆ ರವಾನಿಸಬೇಕಾದ ನಿಯತಕಾಲಿಕ ವರದಿಗಳು ಮತ್ತು ವಿವರಗಳ ಕುರಿತ ಕಾರ್ಯಭಾರಗಳು;</p> <p>3. ಸಾಂಖ್ಯಿಕ ಮತ್ತು ಕಾರ್ಯಕ್ರಮ ಅನುಷ್ಠಾನ ಮಂತ್ರಾಲಯ, ಕೆಎಸ್‌ಎಸ್‌ಡಿಎ ಯ ಸಾಮಾನ್ಯ ಪರಿಷತ್ತು ಮತ್ತು ಆಡಳಿತ ಪರಿಷತ್ತು, ಉನ್ನತ ಮಟ್ಟದ ಚಾಲನಾ ಸಮಿತಿ ಸಭೆ, ಐ.ಸಿ.ಐ, ಟ್ಯಾಪ್, ಎನ್‌ಐಸಿ ಮುಂತಾದ ಸಭೆಗಳಿಗೆ ಮಾಹಿತಿ ತಯಾರಿಸುವುದು ಮತ್ತು ಸಭೆಯ ಸುಸೂತ್ರ ನಿರ್ವಹಣೆಯ ಬಗ್ಗೆ ಕ್ರಮ ವಹಿಸುವುದು, ಅನುಪಾಲನಾ ವರದಿ ಹಾಗೂ ಸಂಬಂಧಿಸಿದ ಕಾರ್ಯಭಾರಗಳು;</p> <p>4. ಕೆಎಸ್‌ಎಸ್‌ಡಿಎ ವತಿಯಿಂದ ಕೈಗೊಳ್ಳುವ ಸಭೆ, ಸಮಾಲೋಚನೆ, ಕಾರ್ಯಾಗಾರ, ಕಮ್ಮಟ, ಸಮಾವೇಶ ಮುಂತಾದವುಗಳ ವ್ಯವಸ್ಥಾಪನೆ ಮತ್ತು ಉಸ್ತುವಾರಿ ಕುರಿತಂತೆ ಕ್ರಮ ವಹಿಸುವುದು;</p> <p>5. ಎನ್.ಐ.ಸಿ, ಇ-ಆಡಳಿತ, ಐ.ಸಿ.ಐ., ಇ-ಲೈಬ್ರರಿ ಗೆ ಸಂಬಂಧಪಟ್ಟ ಕಾರ್ಯಭಾರಗಳು;</p> <p>6. ಸಂಸ್ಥೆಯ ವಾರ್ಷಿಕ ವರದಿ, ವಾರ್ಷಿಕ ಯೋಜನೆ,</p>

						<p>ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕಾರ್ಯತಾಂತ್ರಿಕ ಸಾಂಖ್ಯಿಕ ಯೋಜನೆ ಪರಿಷ್ಕರಣೆ, ಕೇಂದ್ರ ಸರ್ಕಾರ ಮತ್ತು ರಾಜ್ಯ ಸರ್ಕಾರದಿಂದ ಅನುದಾನ ಒಡುಗಡೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಕಾರ್ಯಭಾರಗಳು ಹಾಗೂ ಸಂಬಂಧಿಸಿದ ಆರ್ಥಿಕ ಮತ್ತು ಭೌತಿಕ ವರದಿಗಳ ತಯಾರಿಕೆ;</p> <p>7. ಕಚೇರಿ ಪತ್ರಗಳ ರವಾನೆ ಮತ್ತು ಸ್ವೀಕೃತಿ ನಿರ್ವಹಣೆ</p> <p>8. ಪತ್ರಗಳ ಉಳಿಕೆ ಪಟ್ಟಿಯನ್ನು, ನಿಯತಕಾಲಿಕವಾಗಿ ತಯಾರಿಸುವುದು, ಮೇಲಧಿಕಾರಿಗಳ ಗಮನಕ್ಕೆ ತರುವುದು, ಸರ್ಕಾರದ ಪತ್ರಗಳ ತೀರುವಳಿ ಬಗ್ಗೆ ಪತ್ರ ತಯಾರಿಸುವುದು;</p> <p>9. ಭೌತಿಕ ಮತ್ತು ಆರ್ಥಿಕ ವಿವರ ಸಲ್ಲಿಸುವ ಎಂಪಿಕ್ ವರದಿ ತಯಾರಿಸುವುದು ಹಾಗೂ ಸರ್ಕಾರ, ನಿರ್ದೇಶನಾಲಯ, ಮತ್ತಿತರಿಂದ ಯೋಜನೆ ಬಗ್ಗೆ ಮಾಹಿತಿ ಕೋರಲ್ಪಡುವ ಇತರೆ ವಿಷಯಗಳ ನಿರ್ವಹಣೆ</p> <p>10. ಈ ಕೆಳಕಂಡ ಚಟುವಟಿಕೆಗಳ ಅನುಷ್ಠಾನಕ್ಕೆ ಸಂಬಂಧಿತ ಕಡತಗಳ ನಿರ್ವಹಣೆ</p> <ol style="list-style-type: none"> <li>Improving Statistical environment, legislation, Co-ordination, institutional organizational management and consultation framework</li> <li>Information and Communication Technology</li> <li>Statistical infrastructure development</li> <li>Investment in physical infrastructure and equipment</li> <li>Index of Industrial Production (IIP)</li> <li>Consumer Price Index</li> </ol>
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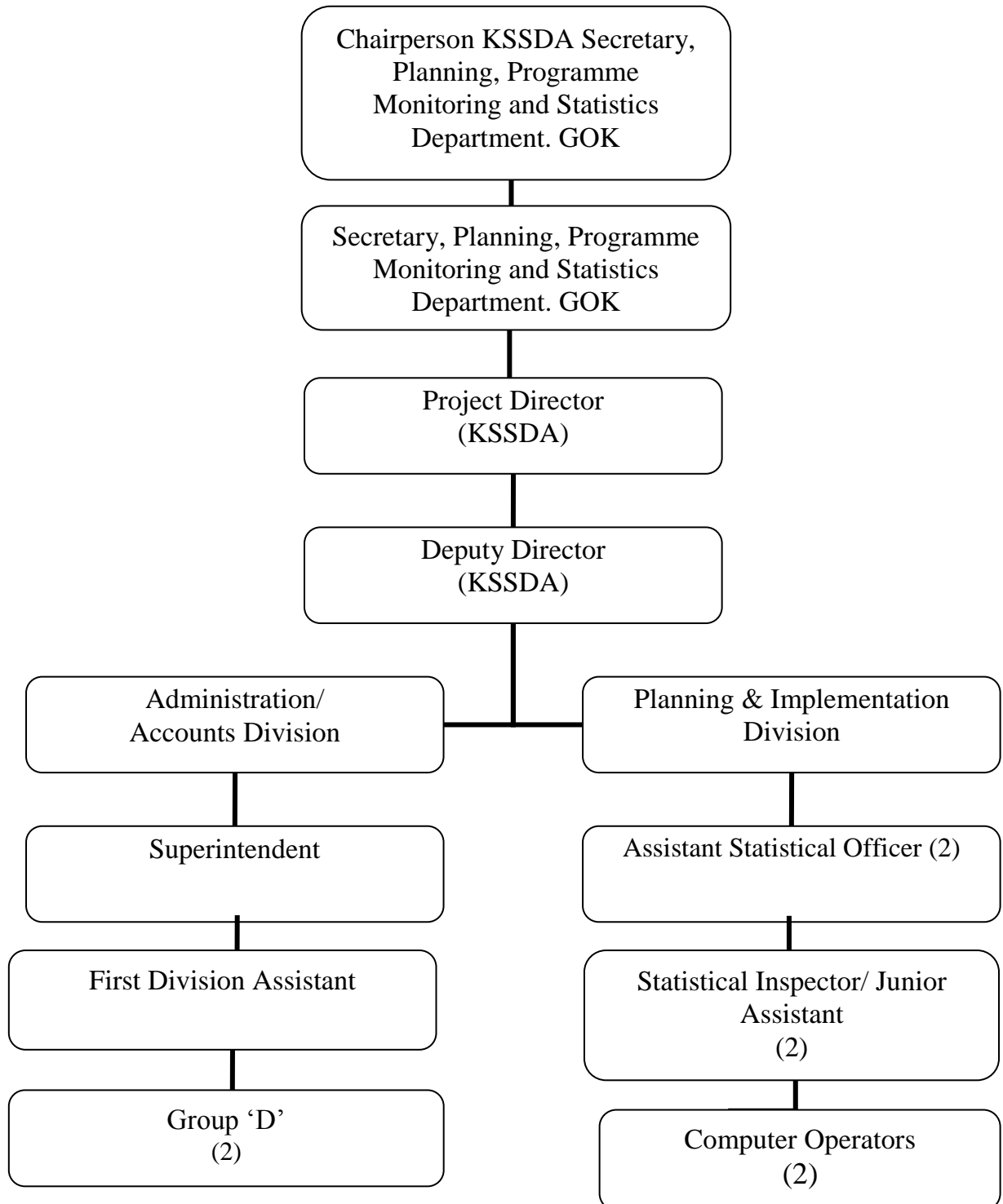


						<p>g) Annual Survey of Industries(ASI)</p> <p>11. ಯೋಜನಾ ನಿರ್ದೇಶಕರು ವಹಿಸುವ ಇನ್ನಿತರೆ ಕೆಲಸಗಳ ನಿರ್ವಹಣೆ.</p> <p>12. ಕೆಎಸ್‌ಎಸ್‌ಡಿಎ ಗೆ ಸಂಬಂಧಿಸಿದ ಸಭೆ ಮುಂತಾದವುಗಳಿಗೆ ಅಗತ್ಯತೆಯನ್ನು ಅನುಸರಿಸಿ ನಡವಳಿಗಳನ್ನು ಹೊರಡಿಸುವುದು.</p>
5.	ಅಧೀಕ್ಷಕರು ಖಾಲಿ ಹುದ್ದೆ ಕೆ.ಮೋಹನಕುಮಾರಿ, ದ್ವಿತೀಯ ದರ್ಜೆ ಸಹಾಯಕರು					<p>1. ಅಧಿಕಾರಿ ಮತ್ತು ಸಿಬ್ಬಂದಿಯವರ ಆಡಳಿತಾತ್ಮಕ ವಿಷಯಗಳು, ಸೇವಾ ವಹಿಗಳ ನಿರ್ವಹಣೆ, ವಾರ್ಷಿಕ ವೇತನ ಬಡ್ಡಿ, ರಜೆ, ಇತ್ಯಾದಿಗಳ ನಿರ್ವಹಣೆ;</p> <p>2. ವೇತನ, ಪ್ರವಾಸ, ನಗದೀಕರಣ, ಇನ್ನಿತರೆ ಉಲ್ಲಗಳನ್ನು ನಿಯಮಾನುಸಾರ ತಯಾರಿಸುವುದು, ವೇತನ ಬಟವಾಡೆ, ಕಟಾವಣೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಲೆಕ್ಕಗಳ ವ್ಯವಸ್ಥಾಪನೆ, ಮತ್ತು ಬ್ಯಾಂಕಿಗೆ ಮತ್ತು ಇನ್ನಿತರೆ ಸಂಸ್ಥೆಗಳಿಗೆ ಪಾವತಿಸುವ ಸಂಬಂಧದ ಕಾರ್ಯಭಾರಗಳು;</p> <p>3. ಕರ್ನಾಟಕ ರಾಜ್ಯ ಕಾರ್ಯತಾಂತ್ರಿಕ ಸಾಂಖ್ಯಿಕ ಯೋಜನೆಯ ಜಾರಿಗೆ ಸಂಬಂಧಿಸಿದ ಆದೇಶಗಳನ್ನು ಅನುಸರಿಸಿ ಸಂಬಂಧಪಟ್ಟ ಉಲ್ಲ ತಯಾರಿಸುವುದು ಮತ್ತು ಪಾವತಿಗೆ ಸಂಬಂಧಿಸಿದ ಚೆಕ್ ಮುಂತಾದವುಗಳ ಕಾರ್ಯಭಾರಗಳು ಮತ್ತು ಉಸ್ತುವಾರಿ;</p> <p>4. ಕಚೇರಿ ಚಟುವಟಿಕೆಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ಟೆಂಡರ್, ದರಪಟ್ಟಿ ಆಹ್ವಾನ ಆದೇಶ, ಉಲ್ಲ, ಪತ್ರ ಇತ್ಯಾದಿಗಳ ಕಾರ್ಯಭಾರಗಳು;</p> <p>5. ಕಚೇರಿ ಸ್ವಚ್ಛತೆ, ಭದ್ರತೆ ಮತ್ತು ಸುಸಂಗತೆಯ ಬಗ್ಗೆ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನೆಯ ಬಗ್ಗೆ ನಿರಂತರ ಉಸ್ತುವಾರಿ;</p> <p>6. ಕಚೇರಿಗೆ ಅಗತ್ಯವಾಗುವ ಲೇಖನ ಸಾಮಗ್ರಿ, ಬಹುಪ್ರತಿಗಳು; ದೂರವಾಣಿ ಮತ್ತು ಕಚೇರಿ</p>

						<p>ಪರಿಕರಗಳು ಮತ್ತು ಹೌಸ್ ಕೀಪಿಂಗ್ ಗೆ ಸಂಬಂಧಿಸಿದ ಪರಿಕರಗಳ ಸಂಗ್ರಹಣೆ, ವ್ಯವಸ್ಥಾಪನೆಗೆ ಸಂಬಂಧಿಸಿದ ಕಾರ್ಯಭಾರಗಳು</p> <p>7. ಆಡಳಿತ ಮತ್ತು ಲೆಕ್ಕ ಪತ್ರ ಹಾಗೂ ಯೋಜನೆಗೆ ಸಂಬಂಧಪಟ್ಟ ಕಾರ್ಯಭಾರಗಳನ್ನು KCSRs, KFC, KTC, MCE, etc., ಹಾಗೂ ಸರ್ಕಾರವು ಕಾಲಕಾಲಕ್ಕೆ ಪರಿಷ್ಕರಿಸಿದ ಸುತ್ತೋಲೆ, ಮಾರ್ಗಸೂಚಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರಿ ಸೇವಾ ನಿಯಮಾವಳಿಗಳನ್ವಯ ನಿರ್ವಹಿಸುವುದು;</p> <p>8. ಕಚೇರಿಗೆ ಸಂಬಂಧಪಟ್ಟ ಸಂಪೂರ್ಣ ಉಸ್ತುವಾರಿ, ಅಪಿಕ್, ಗ್ರೂಪ್‌ಡಿ' ನಿಬ್ಬಂದಿಯ ಕಾರ್ಯಭಾರಗಳ ಮೇಲ್ವಿಚಾರಣೆ;</p> <p>9. ಹೊರಗುತ್ತಿಗೆ, ಹೊರ ಮೂಲದಿಂದ ಪಡೆಯುವ ಸೇವೆಗಳಿಗೆ ಸಂಬಂಧಿಸಿದ ಆಡಳಿತಾತ್ಮಕ ಮತ್ತು ಲೆಕ್ಕಪತ್ರಗಳ ಕಾರ್ಯಭಾರಗಳು;</p> <p>10. ಸಂಸ್ಥೆಯಿಂದ ಕೈಗೊಳ್ಳುವ ಸಭೆ, ಸಮಾವೇಶ ಮುಂತಾದವುಗಳ ನಿರ್ವಹಣೆ ಬಗ್ಗೆ ಮುಂಗಡ ಕ್ರಮ ವಹಿಸುವುದು ಮತ್ತು ಉಸ್ತುವಾರಿ;</p> <p>11. ವಾಹನದ ಬಳಕೆಗೆ ಸಂಬಂಧಿಸಿದ ಕಾರ್ಯಭಾರಗಳು;</p> <p>12. ಯೋಜನಾ ನಿರ್ದೇಶಕರು ಮತ್ತು ಉಪ ನಿರ್ದೇಶಕರು ವಹಿಸುವ ಇನ್ನಿತರೆ ಕೆಲಸಗಳು.</p>
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**Karnataka Statistical System Development Agency (KSSDA)**  
**Manual 3**  
**Procedure followed in decision- making process**  
**[Section 4(1)(b)(iii)]**

The procedure followed in the decision making process is represented schematically and it is self explanatory, the accountability of each officer and staff is as per office procedure and KCSR, KFC, KTC etc as prescribed by the Government of Karnataka.



**Karnataka Statistical System Development Agency (KSSDA)**  
**Manual 3**  
**Procedure followed in decision- making process**  
**[Section 4(1)(b)(iii)]**

**Flow Process chart:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time frame</b>
1	Important issues/correspondence	Project Director	Same day
2	All other letters and important issues	Deputy Director	Same day
3	All letters	Deputy Director	Same day
5	Mark to the concerned case worker	Deputy Director	Same day
6	To take action/reply/seek clarification	Unit concerned	Without loss of time depending upon each issue (as per office procedure 5 days)
7	Or else to file	Unit concerned	- Do -
8	To scrutinize the data	Unit concerned	- Do -
9	Compilation of data	Unit concerned	- Do -
10	Submission of draft report for approval	Unit concerned	- Do -

**Karnataka Statistical System Development Agency (KSSDA)**  
**Manual 4**

**Norms set for the discharge of functions**  
**[Section 4(1)(b)(iv)]**

Separate norms are not drawn for this agency. The bye-laws are framed for KSSDA and rules prescribed in KCSR and Office Manual to discharge the functions of this agency.

<b>Sl. No.</b>	<b>Activity</b>	<b>Time frame/Norm</b>	<b>Remarks</b>
1.	Diary of letter	3 minutes per letter	Including entry in the Dispatch book
2.	Dispatch of letter	5 to 10 minutes	Including entry in the Dispatch book

**Karnataka Statistical System Development Agency (KSSDA)**  
**Manual 5**  
**Rules, regulations, instructions, manuals and records for discharging functions**  
**[Section 4(1)(b)(v)]**

Sl. No.	Name of the Act, rules, regulations, etc.	Brief gist of the contents	Reference no. if any	Price in case of priced publication
1	<b>KSSDA bye-laws</b>	<p>Subject to provisions of the Memorandum of Association and the Rules &amp; Regulations, the Governing Council shall have the control and management of the business and affairs of the Society through the Project Director. All the duties, powers, functions and rights, whatsoever, consequential and incidental to the carrying of the objectives of the Society shall only be exercised or performed by the Governing Council. In particular and without prejudice to the generality of the foregoing provision, the Governing Council may:</p> <p>1) Make, amend or repeal any bye-laws relating to administration and management of the affairs of the Society and lay down Business Rules and Service Rules to regulate the transaction of business and working conditions of employees of the Society;</p> <p>2) Consider and approve the Annual Budget and the Annual Action Plan, placed before it by the Project Director from time to time and pass it with such modifications as the Governing Council may think fit;</p> <p>3) Accept grants, donations and endowment or give grants upon such terms and conditions as it may think fit, subject to the overall control of the State Government;</p> <p>4) Delegate its powers, other than those of making bye-laws to the Project Director;</p>	Government Order No. PD 64 SMC 2008 dated: 25-03-2009	Nil Available on website <a href="http://www.des.karn.nic.in">www.des.karn.nic.in</a>

		<p>5) Appoint Committees, Sub-Committees, Expert Panels, Task Force, Working or Study Groups and Boards etc., for such purpose and on such terms as it may deem fit;</p> <p>6) Create posts of various cadres required for the running of the Society and also for the implementation of various projects by the Society. However, the approval of the State Government shall be obtained for the creation of the posts of the regular staff for the Society, whereas it shall have full powers to procure services of consulting agencies, advisors and individual consultants required for the implementation of various projects;</p> <p>7) Appoint all categories of staff required for the Society and fix their remuneration and define their powers and duties;</p> <p>8) Formulate draft policy consistent with the principles and objectives enunciated in the Memorandum of Association of the Society for the consideration of the General Council;</p> <p>9) Organise conduct of studies to support supervision, monitoring and evaluation of the programmes;</p> <p>10) Monitor the physical progress of the programmes undertaken;</p> <p>11) Monitor the financial position of the Society in order to ensure smooth income flow and to review the Annual Audited Accounts;</p> <p>12) Authorise acquisitions by gift, purchase, lease or otherwise, any property movable or immovable and to construct, alter and maintain any building or buildings for purposes of the Society as deemed appropriate by it;</p> <p>13) Authorise investment of funds of the Society in such securities and/or to sell or</p>		
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		transfer such investments in such a manner as the Governing Council may consider necessary for the safety and benefit of the Society and to convert or change such investments, as required by the Governing Council subject to the laws applicable;		
2	Memorandum of understanding signed between GOI and GOK	Agreement made on implementation on Karnataka State Strategic Statistical Plan	10.12.2010	Nil Available on website <a href="http://www.des.kar.nic.in">www.des.kar.nic.in</a>



**Karnataka Statistical System Development Agency (KSSDA)**

**Manual 6**

**A Statement of the categories of documents that are held by it for under its control  
[Section 4(1)(b)(vi)]**

**A Statement of the categories of documents held**

<b>Sl. No.</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period, where available</b>
1	KSSSP	Booklet for implementation of KSSSP from 2009-10 to 2013-14	KSSDA	Permanent
2	MoU	Agreement between GOI and GOK with regard to implementation of KSSSP	KSSDA	Permanent

**Karnataka Statistical System Development Agency (KSSDA)**

**Manual 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.**

**[Section 4(1)(b)(vii)]**

**Details of consultative committees and other bodies with which consultations are held**

<b>Sl. No.</b>	<b>Name and address of the Consultative Committees/ bodies</b>	<b>Constitution of the committee/ body</b>	<b>Role and responsibility</b>	<b>Frequency of meetings</b>
- Nil-				

**Karnataka Statistical System Development Agency (KSSDA)**

**Manual 8**

**A Statement of boards, councils, committees and other bodies constituted**

**[Section 4(1)(b)(viii)]**

**List of boards, councils, committees, etc.**

Sl. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	KSSDA- (i) Governing council	As per item no. 4 of Annexure-1 of the GO No. PD 64 SMC 2008 Dated: 25.03.2009	As per Annexure-1 of the GO No. PD 64 SMC 2008 Dated: 25.03.2009	25.03.2009.	until further orders	No	Yes	Once in 3 months	
	ii) General Council	As per Annexure – II of GO No. PD 64 SMC 2008 Dated: 25.03.2009	Principal. Secretary, Planning & programme monitoring and Statistics Dept. is Chairman and Project Director as Member Secretary	25.03.2009.	until further orders	No	Yes	Yearly	
2	High Level Steering Committee to oversee the preparation & implementation of State Statistical Strengthening under ISSP	AS per G.O No. PD 64 SMC 2008 dated: 25.03.2009	G.O No. PD 64 SMC 2008 dated: 25.03.2009  Chief Secretary to Govt. is Chairmans and other Pr/Secretaries of 15 departments are members and Director, DES, Member Secretary	25.03.2009	until further orders	No	Yes	Once in 6 months	

**Karnataka Statistical System Development Agency (KSSDA)**  
**Manual 9**

**Directory of Officers and employees**  
**[Section 4(1)(b)(ix)]**

List of officers

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Office Phone No.</b>	<b>E-mail address</b>
1	K.S.Shankar Project Director	080-22340985	pdkssda@gmail.com
2	Deputy Director Vacant	-	-

**Karnataka Statistical System Development Agency (KSSDA)**

**Manual 10**

**The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.**

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

**As on 31.03.2017**

<b>SI No</b>	<b>Name and Designation</b>	<b>Monthly Remuneration (Gross) drawn</b>
1.	Sri.K.S. Shankar, Project Director	85119.00
2.	Deputy Director	Vacant
3.	Sri. M. Venkatachalapathy, Assistant Statistical Officer	39451.00
4.	Smt.Meena Thishori, Assistant Statistical Officer	36333.00
5.	Superintendent	Vacant
6.	First Division Assistant	Vacant
7.	Smt. Mohana Kumari, Second Division Assistant/ Jr Assistant	22473.00
8.	Statistical Inspector/ Junior Assistant	Vacant
9.	Sri. J. Hemavathi, Computer Operator (out sourced) with all taxes	14945.00
10.	Computer Operator (out sourced)	Vacant
11.	Group-D (out sourced)	Vacant
12.	Sri. Nareshbabu. N, Group -D (out sourced) with all taxes	10970.00

**Karnataka Statistical System Development Agency (KSSDA)  
Manual 14**

**Information available in an electronic form  
[Section 4(1)(b)(xiv)]**

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back_end data base
<b>State Income Section:</b>				
1	Karnataka State Strategic Statistical Plan (KSSSP)	In report & Electronic form	Yes	Yes
2	Progress reports	In report & Electronic form	Yes	Yes

**Karnataka Statistical System Development Agency (KSSDA)**  
**Manual 15**

**Particulars of facilities available to citizens for obtaining information**  
**[Section 4(1)(b)(xv)]**

**Facilities available for obtaining information of KSSDA**

<b>Sl. NO</b>	<b>Facility available</b>	<b>Nature of Information available</b>	<b>Working hours</b>
1.	Web Site Portion to KSSDA and KSSSP		24x7
2.	As per Right to Information Act		3-30 PM to 5 PM on working days

**Karnataka Statistical System Development Agency (KSSDA)**

**Manual 16**

**Name designation and other particulars of Public Information Officers**

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

**List of Public Information Officer**

<b>Sl. No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal address</b>	<b>Telephone No.</b>	<b>e-mail address</b>	<b>Demarcation of Area/Activities, if more than one PIO is there</b>
2	Deputy Director	The Project Director, KSSDA O/o Directorate of Economics and statistics, premises # 425, 4 <sup>th</sup> floor, M.S.bldg, Bangalore	080-22340986	pdkssda@gmail.com	

First appellate authority within the Department

<b>Sl. No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal address</b>	<b>Telephone No.</b>	<b>e-mail address</b>	<b>Demarcation of Area/Activities, if more than one PIO is there</b>
1	Project Director	The Project Director, KSSDA O/o Directorate of Economics and statistics, premises # 425, 4 <sup>th</sup> floor, M.S.bldg, Bangalore	080-22340985	pdkssda@gmail.com	Not applicable