

# Key Performance Area and Training Need Analysis of DES Tripura

Directorate of Economics & Statistics  
Planning ( Statistics) Department  
Government of Tripura  
[www.ecostat.tripura.gov.in](http://www.ecostat.tripura.gov.in)

**2022-23**



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# **PREFACE**

Employee training and development is a program that helps to learn a particular skill as well as knowledge to improve employee productivity & performance. It developed future performance & helps focused on more employee growth.

This publication "Key performance area and Training Need Analysis of DES, Tripura 2023", represents difference between the desired or expected performance, analyze the current performance of the departmental officials and therefore it will indicates the bridge required to build the gap between actual performance and desired performance.

I believe, this kind of analysis will be highly beneficial to Department to organize different forms of training like workshops, seminars, conferences, fieldwork etc. which improves the skills and knowledge of the officers/officials to boost up their confidence and abilities.

I appreciate the sincere efforts rendered by the officers and officials of Support for Statistical Strengthening (SSS) Unit of this Directorate for their tireless efforts. This publication is bring out under SSS-Scheme of the MoSPI, Government of India.

*19/07/2023*  
(N. Debbarma, IAS)

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Directorate of Economics & Statistics  
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### **SSS Section**

**Directorate of Economics & Statistics  
Government of Tripura**

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# INTRODUCTION

**T**rainning defines as ‘The organized procedure by which people learn knowledge and/or skill for a definite purpose’. Training is a program that helps staff learn or gain certain knowledge, skills and abilities which can make their current performance better. Training involves a new dimension in perspective, skills and information of an individual with the resultant improvement in the behavior.

Training could be a means to make sure that staff has information and right skills to be ready to do their work effectively and apply. Training could also be required once there's a difference between the desired or expected performance, and the current performance, and therefore the reason for that gap is lack of ability or information.

Technology is fast changing at a very quick pace. Along with that, the performance betterment of employees is needed. With correct training and development, the productivity will increase manifold. Training is crucial for organizational development and success. It is fruitful to both employers and employees of an organization. An employee will become more efficient and productive if he is trained well.

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## Why do we need training?

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**T**raining is needed because training is a means to ensure that government officials have the knowledge and right skills to be able to do their work effectively and competently. Training may be needed when there is a gap between the desired performance, and the current performance, and the reason for that gap is lack of skill or knowledge. Training may only be able to resolve part of the problem. The training need indicates the bridge required to build gap between standard performance and actual performance.

## The benefits of training can be summed up as

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**Improves morale of employees:-** Training helps the employee to get job security and job satisfaction. The more satisfied the employee is and the greater is his morale, the more he will contribute to organizational success and the lesser will be employee absenteeism and turnover.

**Less supervision:-** A well trained employee will be well acquainted with the job and will need less of supervision. Thus, there will be less wastage of time and efforts.

**Fewer accidents:-** Errors are likely to occur if the employees lack knowledge and skills required for doing a particular job. The more trained an employee is, the less are the chances of committing accidents in job and the more proficient the employee becomes.

**Chances of promotion:-** Employees acquire skills and efficiency during training. They become more eligible for promotion. They become an asset for the organization.

**Increased productivity:-** Training improves efficiency and productivity of employees. Well trained employees show both quantity and quality

performance. There is less wastage of time, money and resources if employees are properly trained.

## **Training is given on four basic grounds:**

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**Induction training:** -New candidates who join an organization are given training. This training familiarizes them with the organizational mission, vision, rules and regulations and the working conditions.

**Refresher training:** - The existing employees are trained to refresh and enhance their knowledge.

**Job training:** - If any updations and amendments take place in technology, training is given to cope up with those changes.. The employees are trained about use of new equipments and work methods.

**Training for promotions:-** When promotion and career growth becomes important. Training is given so that employees are prepared to share the responsibilities of the higher level job.

The main purpose of the training is to add-up to the existing knowledge of the employees Training focuses on developing skill and knowledge for the current job. Training has a limited scope; it is specific job oriented. There are different forms of training like workshops, seminars, conferences, fieldwork, etc. When employees undergo training, it improves their skills and knowledge of the job and builds their confidence in their abilities.

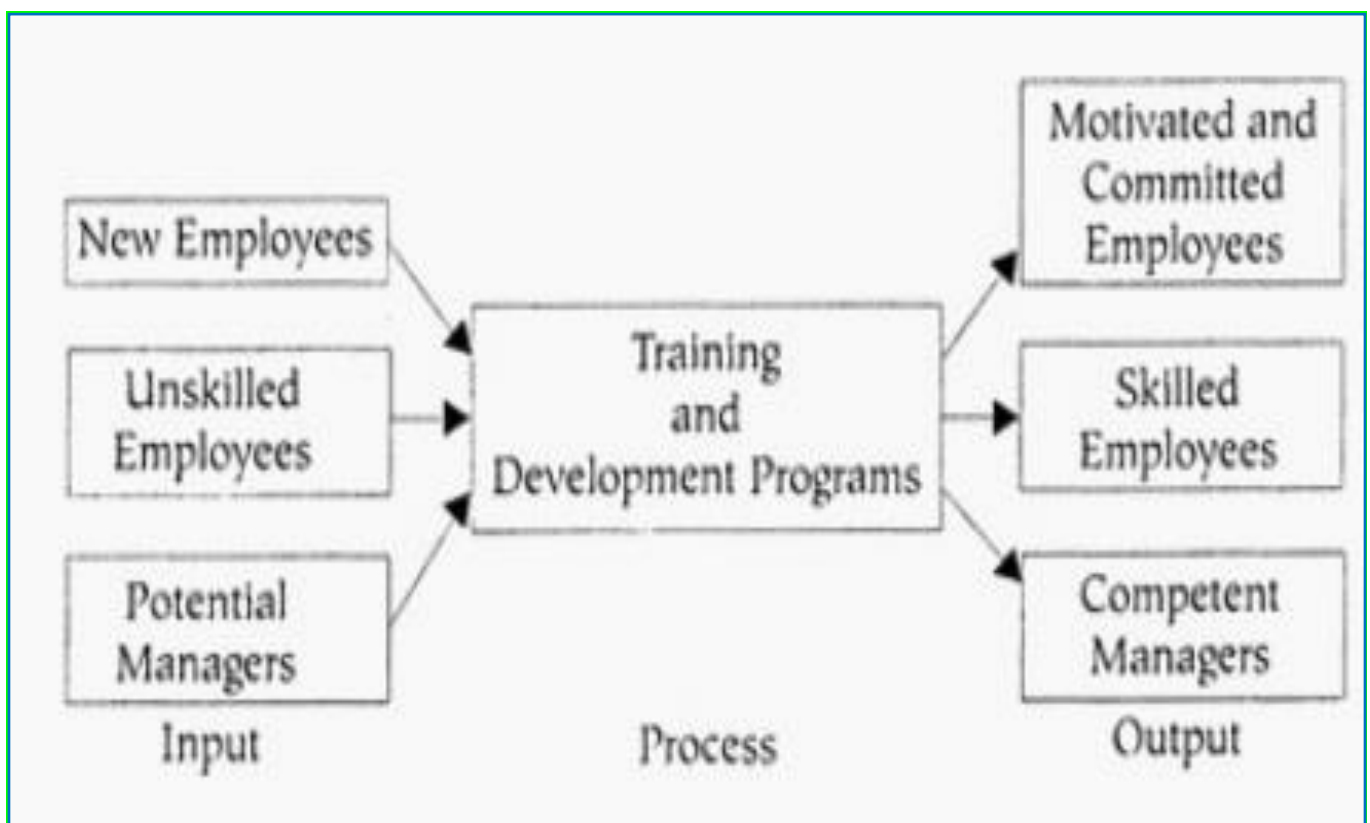
Employee training and development is a program that helps to learn a particular skill as well as knowledge to improve employee productivity & performance. It developed future performance & helps focused on more employee growth.

Departments that have a proper training and development process can retain more employees, and have more engaged employees. Furthermore, it helps the organization avoid the costs linked to losing talents.



Training and developing an employee doesn't simply help their growth but pushes the Government to grow as well. Likewise, it helps employees know that they are valued in the Departments.

In the present day knowledge based environment, things are changing at a very fast pace. Even to maintain its position, an organization has to do a lot as well as act very fast. Government Department achieves strategic advantages only due to its core competencies and core competence is developed only by the employees of the Government Department. Hence for achieving a level of excellence, Government Department are to invest in updating the skills of its employees. This is done through training and development process.



# History

**T**ripura introduced its State Statistical System in 1941 by the then Maharaja mainly for meeting the routine requirement of administration and conducting the Population Census, 1941. After India's independence, Tripura was merged with India on 15 October 1949. Tripura attained the status of a full-fledged state on 21<sup>st</sup> January, 1972. In the post independence era, the growing demand for data inputs for planning and policy decisions both at Central and State Governments level the statistical development in the state received an momentum. After liberalization and opening up of the economy during nineties, the requirement of economic statistics and demand for economic statistics have increased including from the potential investors, civil society groups, public at large and researchers apart from the Government. The State Government has initially established the Directorate of Statistics & Evaluation in 1978. In 1986, Evaluation wing has been merged with the Directorate of Planning & Co-ordination and this Directorate has been named as Directorate of Statistics. In 1999, the Directorate of Statistics converted and upgraded into the “Directorate of Economics & Statistics” (DES) and brought under the Planning Department for effective professional co-ordinated functioning especially for the planning & policy decisions of the Government. The Chief Secretary, Tripura has issued a notification in May, 2009 specifying the role of the DES-Tripura as “Nodal Agency” for an efficient professional system.

# Role of the organization

**Role of Organization :** Collection of various economic statistics relating to different socio-economic sectors of the State, compilation and comprehensive analysis of the said data and dissemination of various types of statistics required for planning and policy making both at State and Central levels are the main role of the organisation. Besides, maintain the close co-ordination with the Central Government in respect of statistical activities is another objective of this Department. The Directorate also acts as “Nodal Agency” for the statistical activities of the State Government including maintaining of co-ordination with other line Departments on the matter relating to economic statistics.

**Existing work pattern :** The Rules of Executive Business, Government of Tripura has been entrusted following works to the Directorate of Economics & Statistics under the Planning (Statistics) Department.

- State Income – Computation thereof.
- Socio-Economic Surveys including NSS.
- Price Statistics.
- Statistical Training.
- Co-ordination of Statistical work of various Department.
- Establishment Budget & Analysis matters.
- Census including Economic & Population censuses.
- Publication of Annual Economic Review.
- Sustainable Development Goals (SDGs).
- Implementation of SSS various scheme.

**The above work are being done through the following stages.**

Directorate of Economics & Statistics



District Statistical Organisation



Sub-division Level Statistical set-up.

**Organisationl set-up :**

The Planning (Statistics) Department is headed by Minister-in charge and the Secretary.

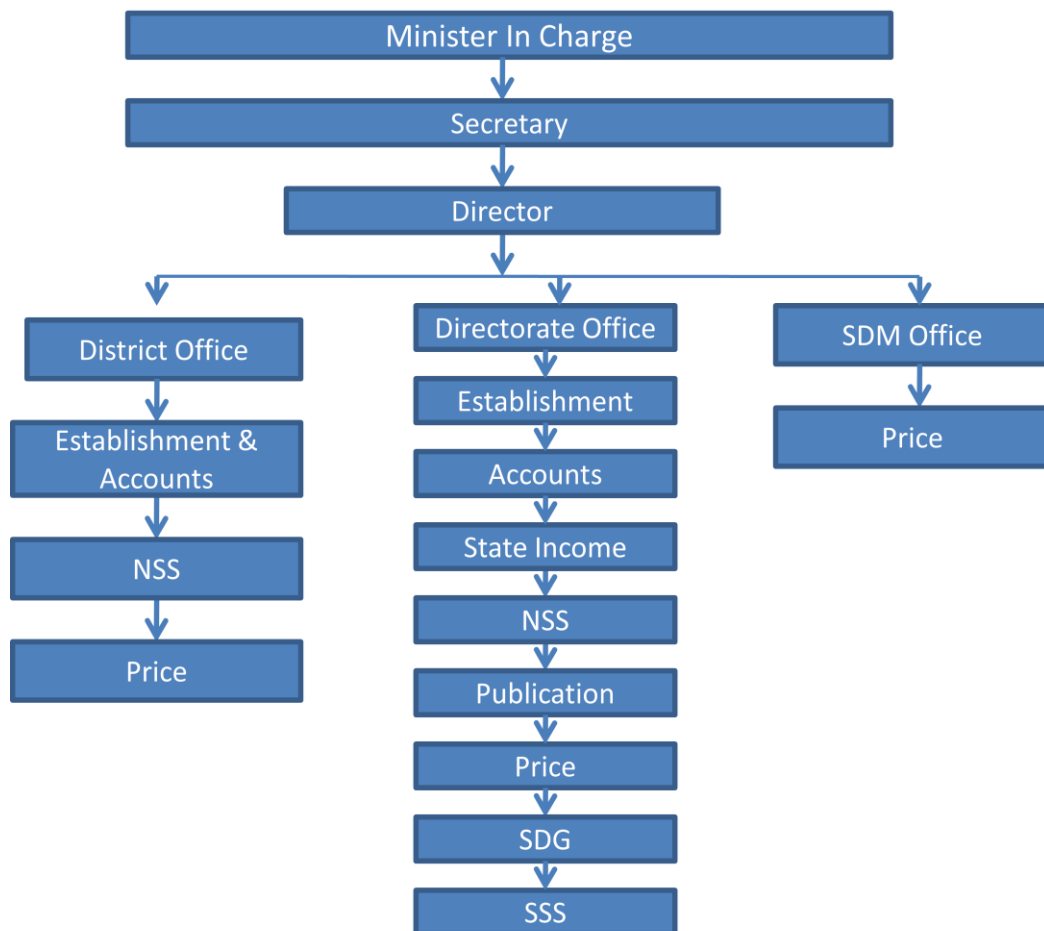
The Directorate of Economics & Statistics is functioning with 4 (four) District Statistical Offices in West District, South District, North District and Dhalai District. There is a small statistical unit in each Sub-Divisional Magistrate's Offices below the District Offices.

The Central Statistics Office (CSO), Ministry of Statistics & Programme Implementation (MoSPI) acts as the apex body/nodal agency for all statistical matters in the country. At the state level, the Directorate of Economics & Statistics has been acting as Nodal Agency for all Statistical activities. The Directorate of Economics & Statistics, Government of Tripura, is responsible for coordinating the statistical activities and for laying down as well as for maintaining statistical standard, providing consultancy and advisory supports to other statistical agencies and maintaining liaison with various Departments/Organizations of the state and also with CSO/other Statistical Organizations at the center/other states and Union Territories.

The Directorate of Economics & Statistics (DES) is responsible for providing the necessary data-base for planning in the State. Statistical data on diverse socio-economic activities of the state are being collected, processed and published from time to time. The main function of the Directorate is to build up a firm and broad database, which is essential for the formulation of sound policies and planning. In short, Directorate of Economics and Statistics acts as

a storehouse of statistical information in respect of the State and as a channel for feeding the statistical information to User Organizations.

DES is also responsible for collecting directly some amount of information through its own functionaries, a major part of the statistical information is being mobilized with the help of other Departments.



**The main functions of the DES can broadly be classified as follows:-**

- Collection, Compilation, Processing, Analysis and presentation of data on various socio-economic aspects of the State in a systematic manner and dissemination of the same through periodic publications.
- Conducting sample surveys and other ad-hoc field enquiries etc. on various aspects and problems of socio-economic development.
- Coordinating the Statistical activities of various departments of the State Government.

- Organization of post-recruitment training to Statistical personnel.
- Liaison with the Statistical organizations of the Government of India and of other State Governments.
- Ensuring adoption of uniform concepts, definitions and procedures by providing consultancy and advisory support to other agencies/ departments.

### **The powers and duties of its officers and employees :**

#### **A) At Sub-division level:**

There is a skeleton statistical unit attached with the each Offices of the Sub-Divisional Magistrate in the State. The unit is provided with Progress Assistant and Investigators for collecting market prices, compilation of quarterly progress reports of different blocks and also to assist the SDMs for compiling various statistical reports / returns of the respective Sub-Divisions. This unit also performs works relating to the Population / Economic Census etc.

#### **B) At District level:**

The District Statistical Offices are headed by the District Statistical Officers who are responsible for timely data collection as well as monitoring for generating reliable data collected particularly through National Sample Survey (NSS) for both state and central sector as a part of all India program .District Statistical Officers are also provide technical support to the Sub-Division, level staffs of the department and co-ordinate the over all statistical work in the respective Districts. Besides, they also work as Head of Offices and are delegated powers under the established rules / notification etc. of the Government. At the time of Economic Census / Population Census, they are designated as Deputy District Census Officer in the respective Districts. The District Statistical Officers are assisted by the Statistical Officer / Assistant Statistical Officers and Inspectors for timely completion, monitoring of the various surveys and census works as well as bringing out the district level statistical publications. The Investigators are primarily responsible for



collecting the data as per prescribed schedules after scientific selection of the households /enterprises for NSS Rounds. The District Statistical Offices have a accounts and establishment sections headed by Head Clerk / UDC and with 2 (two) LDCs. The 3 (three) Group - D Officials are also attached in these Offices.

**C) At Directorate level:**

The Directorate of Economics & Statistics is responsible for overall data collection, compilation, publication as well as implementation of various schemes and programs relating to statistics like NSS, Economic Census, Population Census etc. in the State. The Director is the HOD and empowered under the establish rules / notifications etc. of the Government. In order to compile, publish and release the reliable data for the planners, policy makers, academicians, researchers, this Directorate manages the works effectively and timely through following section.

**Section Engaged in various Statistical works**

**Price Unit :**

The collection of creditable prices for both wholesale and retail level from the selected markets of the State after supervision as well as their compilation, validation and generation of final price reports/ returns are main functions of the section. Besides, compilation and timely release of CPI-Middle Class Employees at Agartala (1961=100) is another function of the section. The section also co-ordinate and monitor the price collection works of CPI-Industrial worker (2016=100) of Labour Bureau, Ministry of Labour, Shimla.

- The Directorate of Economics & Statistics, Planning (Statistics) Department, Government of Tripura collects prices for both wholesale and retail level from the selected markets of the State.
- Supervision as well as their compilation, validation and generation of final price reports are the main functions of Price section of the Department.
- The section also co-ordinate and monitor the price collection works of CPI-Industrial worker of Labour Bureau, Ministry of Labour, Shimla

- The DES-Tripura collects the rural retail price on 138 nos. item essential commodities including goods and miscellaneous services.
- 148 nos. selected rural markets from 8-Districts and compile the average market price.
- Fortnightly market is a urban markets. There are 22 sub-divisional urban markets in Tripura. DES collect 1<sup>st</sup> Fortnight, every 15<sup>th</sup> day and 2<sup>nd</sup> Fortnight every last day of the month
- There are 17 items of wholesale prices and 116 items of retail prices.
- Half yearly price Bulletin is published every month and uploaded in the departmental web-site:- [www.ecostat.tripura.gov.in](http://www.ecostat.tripura.gov.in)
- Fortnightly price markets published every month (1<sup>st</sup> & 2<sup>nd</sup> fortnightly).
- Ministry of Labour. Government of India, Shimla has selected 11 Nos. market of Tripura State. This data are also collected by this office.
- Reports are collected weekly and monthly.
- Reports are submitted to the Labour Bureau, Shimla and Labour Bureau Kolkata office.

## **USERS OF PRICE REPORT**

- State Income (GSDP/NSDP), DES
- Line Departments ( like Home Department, Agriculture, Education etc).
- Sub-divisional offices.

## **NSS & Tabulation Unit :**

The section is responsible for timely implementation of NSS Socio-Economic Surveys in the State as a part of All India program . Timely providing quality training to the investigators/ inspectors/ Assistant Statistical Officers as well as other Officers. Besides, overall supervisions, co-ordinations of the work are being done. The Co-ordination with the different Divisions of National Sample Survey Organization (NSSO) is also been done by the section.

- The National Sample Surveys (NSS) are being conducted by the Government of India since 1950 to collect socio-economic data employing scientific sampling methods.

- Each survey extends over a period of 6 months or a year.
- NSS Work in two sectors Central Sector & State Sector.
- There are two types of Samples Rural and Urban Samples for both Central and State Sectors.
- Tripura has been conducting field level works for both Central sector and State sector.
- After field level work, Central samples forwarded to Data Processing Division (DPD), Kolkata for data processing and Tripura process the data for State samples only.
- The submitted Schedule are scrutinised as per guidelines .
- Data entry has been done in the software provide by National Sample Survey Office(NSSO) with first level validation.
- Data validate in phase-I validation,
- Data validate in phase –II validation,
- Data validation Phase –III ( in various round).
- Tabulation of validated data.
- Generate Report .
- Pooling of State sample and Central sample.

### **WHO USES NSS DATA**

- Planning
- Policy formulation
- Decision support
- Academicians
- Researchers
- Scholars
- Various Government Organizations

## **State Income Unit :**

The compilation of comparable” estimates of Gross State Domestic Product (GSDP) and Net State Domestic Product (NSDP) as well as Per Capita Income both at current & constant prices are the main works of the unit. The Economic and purpose classification of Govt. budget is another work of the unit. Besides, estimation of Gross Fixed Capital Formation (GFCF) as well as other macroeconomic indicators is also being done by the unit. The unit make close coordination for these comparable estimates with the Ministry of Statistics & Program Implementation, (MoSPI) New Delhi.

- Computation of State Income or Gross/Net State Domestic Product.
- Estimation of Per Capita Income
- State Budget Analysis
- Non-Departmental Commercial Undertaking (NDCU)

**1.State Income or Net State Domestic Product (NSDP)** is a measure of the volume of all goods and services produced in the State within a given period of time (generally a year) accounted without duplication.

- The estimation of NSDP are net of Consumption of Fixed Capital(CFC) and are obtained by subtracting the CFC from Gross State Domestic Product (GSDP).
- Most important single economic indicator to measure the economic development of a State
- Gross/Net State Domestic Product (GSDP/NSDP) is calculated both at current and constant year prices.
- Present Series of GSDP/NSDP are calculated with base year 2011-12 as per guidelines of Ministry of Statistics & Programme Implementation, Government of India.

## **2. State Budget Analysis :**

To measure

- (i) the rate of economic growth,
- (ii) the change in the consumption,
- (iii) saving,
- (iv) investment,
- (v) wealth for General Government Sector

### **3. Non-Departmental Commercial Undertaking (NDCUs)**

- The Annual Reports of 18 (eighteen) nos. NDCUs had been analyzed for 2019-20 as per software provided by MoSPI and submitted to NAD, MoSPI, Government of India on January, 2021.

#### **Annual Financial Statement (AFS) :**

- Annual Financial Statement is statement of estimated receipts and expenditure of the Government in respect of every financial year, from April 1 to March 31.
- It is divided into three parts, Consolidated Fund, Contingency Fund and Public Account

#### **USERS OF STATE INCOME REPORT**

- Estimation of State Budget
- Line Departments
- Academicians & Researchers

#### **Publication Unit :**

The collection, compilation as well as publication of data mainly in the form of Tripura At-A-Glance, Statistical Abstract, Some Basic Statistics and Economic Review are the main function of this unit. Besides, unit also collect and compiled the data relating to cost of building materials and wages and sent the data to the National Building Organization, Ministry of Urban Development & Poverty Alleviation, New Delhi.

- ▶ The Directorate of Economics & Statistics (DES) brings out the publication of various statistical reports on regular basis.
- ▶ Some publications are Economic Review, Some Basic Statistics of Tripura, Tripura at a Glance, Statistical Abstract of Tripura etc.
- ▶ This unit also work on National Building Organization (NBO) which includes Building Material Prices, Wages of Labour Details, and published Quarterly Report and send to the Ministry of NBO, GOI
- ▶ Tea Statistics which includes Details of tea garden, Area under tea garden, Number of plantation in different sizes, Production of tea/green tea etc.

## USERS OF THIS STATISTICAL REPORT

- Students
- Line Departments
- Academicians
- Researchers

## SDG Unit :

Tripura published its **Vision 2030**, 7 Year Strategy, 3 Year Action Plan & Indicators document in August 2019 for achieving the 16 SDGs out of 17 SDGs (excluding SDG14 - life below water, which applies only to nine coastal States) as adopted by United Nations (UN) and based on the guidelines of NITI Aayog.

- **89 State Indicators** were included in the Vision 2030 of Tripura.
- **Tripura finalised its State Indicator Framework (SIF)** in February 2020 comprising of total **172 indicators** as per the goals specific data highlighted in the SDG India Index & Dashboard of NITI Aayog, 2019-20.
- The **District Indicator Framework (DIF)** is also outlined in February 2020 comprising of total **79 indicators** for regular monitoring by the concerned DM & Collectors in the Districts for achieving the SDGs.
- The Planning Department has compiled the best practices covering all major development sectors to achieve the SDG
- SDG INDIA INDEX & DASHBOARD 2020-21 (INDEX – 3.0) Launched in March 2021
- Index 3.0 is based on the framework of 17 SDGs and 169 targets.
- The Index estimation is based on data on indicators for the first 16 goals while a qualitative assessment has been made for Goal 17.

It is constructed using 115 indicators which cover 70 targets from 16 Goals.

## USERS OF THIS REPORT

- Policy formulation
- Various Line Department



## **Support for Statistical Strengthening (SSS) Unit :**

Support for Statistical Strengthening (SSS) is an on-going central scheme to strengthen the capacity of operations of the Indian Statistical System by strengthening the capacity of the State Statistical Systems, assisting States in fulfilling centre's statistical requirement from the State as well as support the State to fulfill its own requirement. For strengthening and improving the capacity and operations of the State Statistical Systems the interventions basically fall under nine major categories.

The State High Level Steering Committee (SHLSC) headed by the Chief Secretary of the State is the approving authority at the State level and at the Central level, the High Level Steering Committee of SSS [HLSC] headed by the Secretary, MoSPI is the approving authority at Central.

Following are the activities performing under the scheme by DES Tripura :

- Directorate of Economics and Statistics has been developing a dynamic web-portal in-collaboration with NIC-UP which will provide a one stop solution for state database as a whole.
- A proposal is going-on with ISI-Kolkata through a MoU for undertaking 11-studies/surveys for generating creditable data.
- This Department organized 8 district level workshops (one in each district) on "Users of Data and other stakeholders for review of existing Statistical Products. Department has also organized induction trainings of newly recruited officials of DES-Tripura.
- Index of Industrial Production (IIP) for Tripura is under release in Support for Statistical Strengthening (SSS).
- The work related to preparation of the compendium of environmental statistics and climate changes for Tripura, is under process.
- Seminars in University / College Departments and Economics / Statistical Institutions on Developments in Administrative Statistics & Methodological Improvements will also been done immediately.

### **USERS OF THIS REPORT**

- Execution of State level planning and policy formulation tasks..
- Various Government organization

## Background of the survey

Training is a program that helps staff learn or gain certain knowledge, skills and abilities which can make their current performance better. Training involves a new dimension in perspective, skills and information of an individual with the resultant improvement in the behavior. Training could be a means to make sure that staff has information and right skills to be ready to do their work effectively and aptly. Training could also be required once there's a difference between the desired or expected performance, and the current performance, and therefore the reason for that gap is lack of ability or information. Technology is fast changing at a very quick pace. Along with that, the performance betterment of employees is needed. With correct training and development, the productivity will increase manifold.

For training to be effective, it must be a planned activity conducted with Training Need Analysis (TNA) at varied levels and target at bound competencies, and it ought to be conducted during a learning atmosphere. TNA is a type of a management system and also forms the basis of training programs for future. TNA is a type of process, where the techniques and tool used for analysis should be applied in a way that the Human Resource Development personnel is able to find and process the needs analyzed

“Training Needs Analysis” (TNA) is the method of determining if a training need exists and, if it does, what training is required to fill the gap. TNA seeks to identify accurately the levels of the present situation. The gap between the present status and desired status may indicate problems that in turn can be translated into a training need. Training can reduce, if not eliminate, the gap, by equipping the participants with knowledge and skills and by encouraging them

to build and enhance their capabilities.

It is essential to use TNA to spot performance gaps and whether the training material is on par. Overall, it is concluded that with a correct analysis and implementation, TNA approach bridges the gap between performances from expected or desired state to the current state. From this gap analysis, one can assume the resources needed and set up the budget consequently. The training need indicates the bridge required to build gap between standard performance and actual performance.

As Directorate of Economics and Statistics deals with several kinds of Socio-Economic surveys, continuous training of DES officials is prerequisite to cope up with several socio-economic changes.

Government is introducing several e-platform like e-office, eDak, HRMS for regular official works. Several accounting software like PMFS, CTOS for regular day to day Established & Accounts works. Regular training & updating regarding different modules of these software is also required.

In Support for Statistical Strengthening (SSS) scheme under subcomponent 4.8, it is mandate that DES Tripura will carry out Plan for the Development of the Human Resources of DES Tripura including determination of Key Performance Areas (KPA) and Training Needs Analysis activity. Keeping in this mind it is decided by the DES to do a survey on Employees of DES.

Accordingly a questioner was develop and circulated to the DES on the basis of response received

1. Situation Analysis of different parameter has been made which is describe in the report.
2. A TNA on NSS has also been made.

*The format in the next page is being design to access training requirement of Directorate of economics & Statistics*

# A study to access training requirement of Directorate of Economics & Statistics personals

*Block A, B, & C to be filled by the employee concern, D to be filled by concerned DSO/SO*

## **BLOCK –A [PERSONAL DETAILS]**

1.Name of the employee			
Title	Surname	First Name	Middle Name
Mr./Mrs./Miss			

2.Date of Birth (DD,MM,YYYY)	3.Date of Joining (DD,MM,YYYY)	4.Date of retirement (DD,MM,YYYY)
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5.Post Held	6.Present place of posting duration

7.Education qualification as per service book	
I)General	II)Technical

8.Qualification obtained after joining of services	
I)General	II)Technical

## **BLOCK-B [WORK DETAILS](Please Tick Mark in appropriate box)**

1.Section/sections attached:	

Nature of work	Duration
a)Establishment	
b)Accounts	

c)NSS			
d)Price			
e)Others specify if any			
<b>3.Previous work experience</b>		<b>Duration</b>	
a) Establishment			
b) Accounts			
c) NSS			
d) price			
e) Others			

**4. Computer Knowledge (put tick mark on appropriate item(s)):**

- a) Working knowledge with MS-Office (with certificate/without certificate)  
b) Working knowledge with specific Software (with certificate/without certificate)  
e.g. HRMS,CTOS,NSS etc.  
c) Working knowledge with specific computer language (with certificate/without certificate)

**5. Whether using Smartphone: - Y/N**

**BLOCK -C [Training requirement of the employee for current assaying or future.]**

(An employee can select multiple options)

**1. General training:-**

- a) Establishment (specify if any):- (Specific).....  
b) Accounts (specify if any):- (Specific).....  
c) Computer (specify if any):- (Specific).....  
d )Any others (specify if any):- (Specific).....

**2. Technical training :-**

NSS	PRICE	STATE INCOME	PUBLICATION	CENSUS/SURVEY	SDG

**3. Computer :-**

Basic	MS-Office	Software(specify)	Others

**9. Any other training (specify) :-**

Date

Place :

Signature of the employee

**BLOCK-D**

**[Recommendation of the controlling officer**

a) Nature of works performing by the employee:-

- 1.
- 2.
- 3.

**b) Recommended for training mentioned in Block-C(According to priority)**

i) ALL

ii) Specify

a)

b)

c)

d)

**Any other specific recommended for the employee by the authority:-**

**Place:**

**Date:**

**Signature of the Controlling Officer**



# ANALYSIS

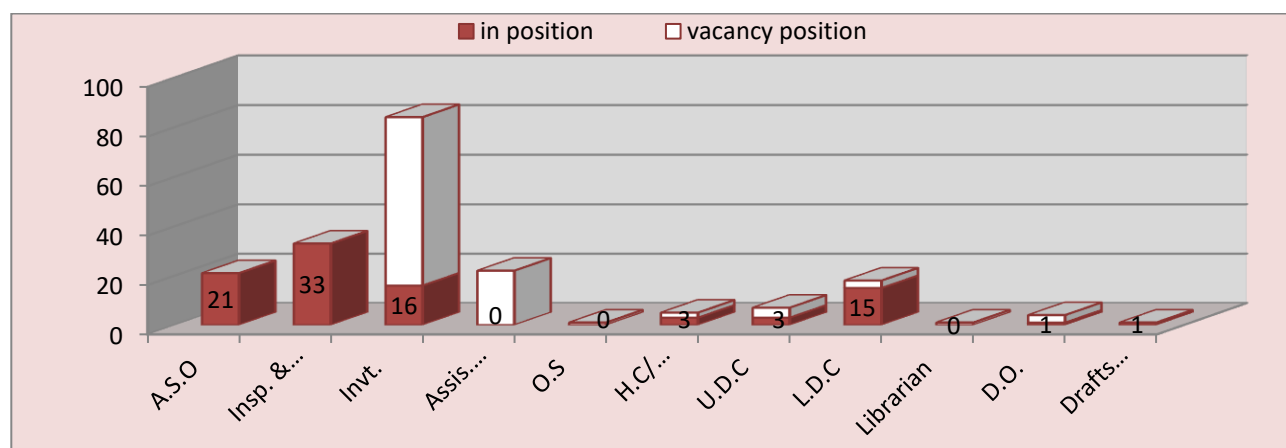
Directorate of Economics and Statistics is operating the whole statistical work throughout the state mainly from Directorate, 4 major districts and different SDMs. The Directorate and West district office are placed at the same office complex in Sankar Chowmuhani, Agartala, West Tripura . The Gomati district office is placed at Udaipur, South-Tripura, Dhalai district office is placed at DM complex, Jawharnagar, at Dhalai district and North district office is placed at Gournagar, Kailashahar of Unakoti-Tripura respectively.

## Employees Strength of Directorate of Economics & Statistics (Non-Gazetted)

**Table -1**

Sl. No	Name of Post	in position	vacancy position
1	Assistant Statistical officer	21	0
2	Inspector & Progress Assistant	33	2
3	Investigator	16	68
4	Assistant Investigator	0	22
5	Office Superintendent	0	1
6	Head Clerk/Accountant	3	2
7	Upper Division Clerk	3	4
8	Lower Division Clerk	15	3
9	Librarian	0	1
10	Duplicating Operator	1	3
11	Draftsman	1	0
Total		93	104

**Chart-1**



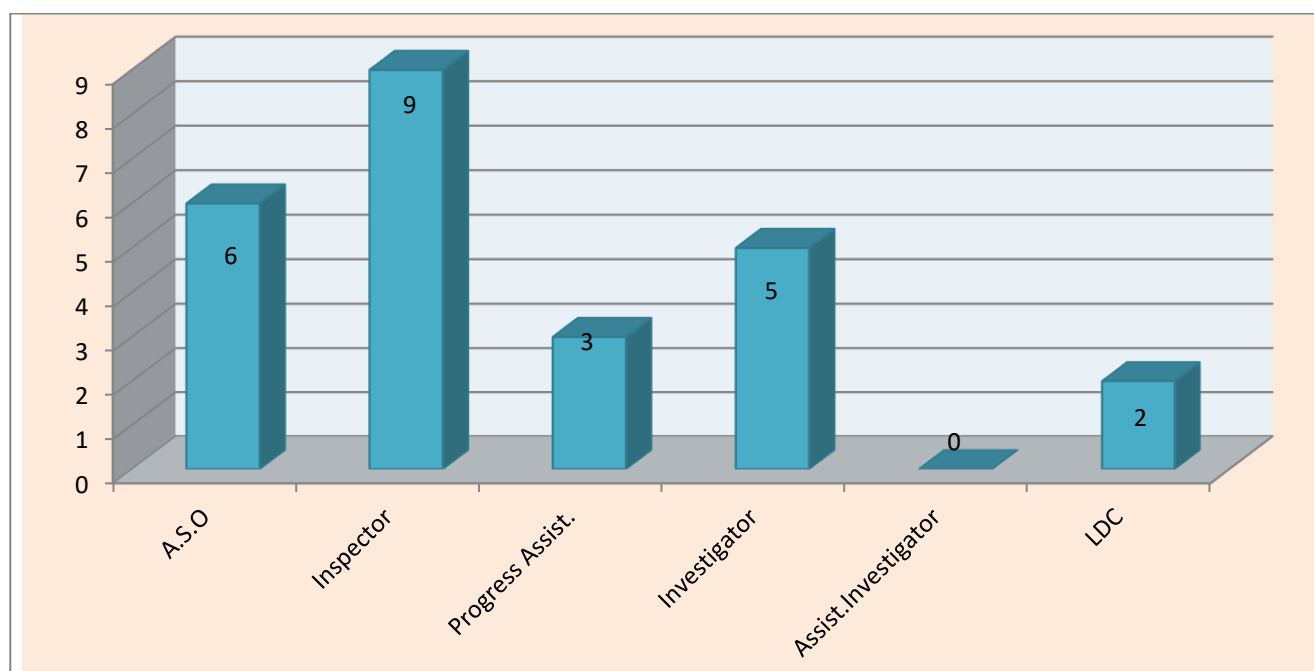
## A. Employees Strength of Directorate & Different Districts Offices(Non-Gazetted)

### Employees Strength of West-Tripura District (Non-Gazetted):

The West Tripura District Office has 25 Number of employees out of which Assitant Statistical Officer - 6 Inspector - 9, Progress Assistant – 3, Investigator - 5, Asst. Investigator- 0, and 2 no. of LDC in total.

West Tripura District	
Name of Post	No. of Employee
A.S.O	6
Inspector	9
Progress Assistant	3
Investigator	5
Assist. Investigator	0
LDC	2
<b>Total</b>	<b>25</b>

**Chart - 2**



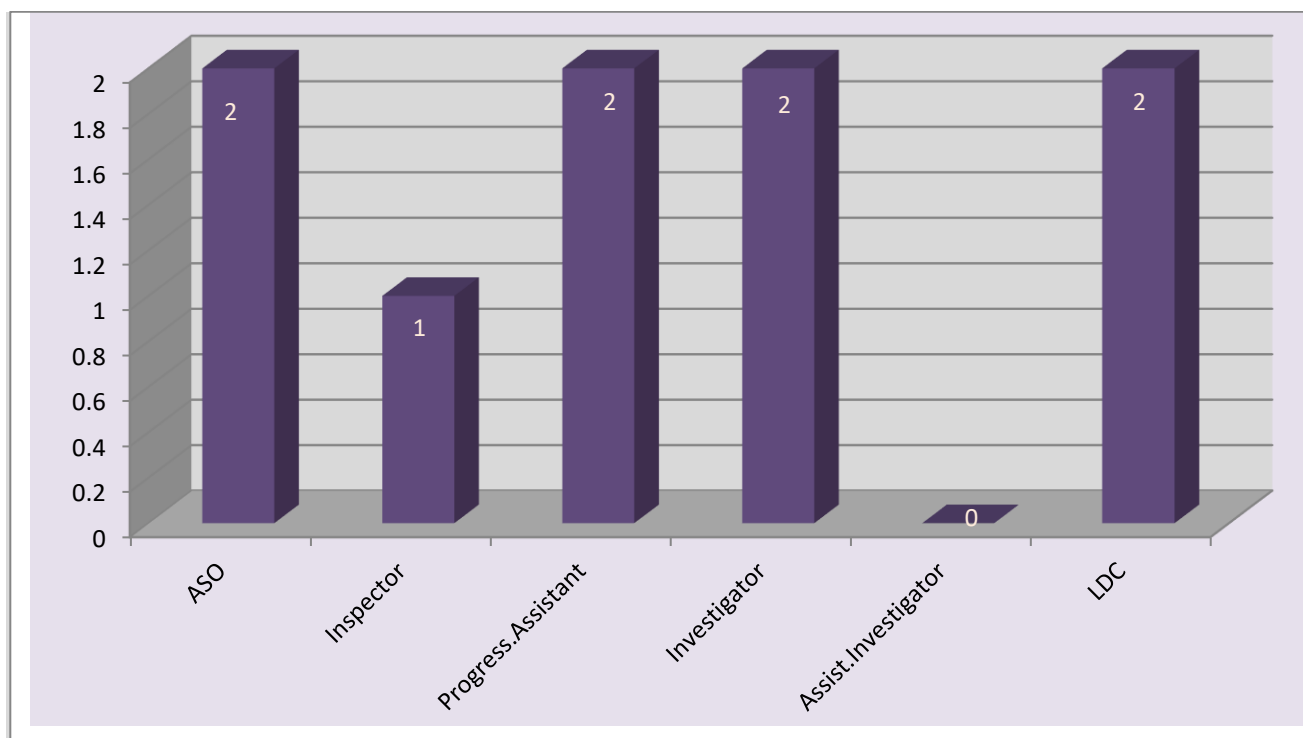
## Employees Strength of Dhalai Tripura (Non-Gazetted):

The Dhalai Tripura District Office has 09 Number of employees out of which Assistant Statistical Officer -2 Inspector -1, Progress Assistant-2 Investigator - 2, Asst. Investigator – 0, and 2 no. of LDC in total.

**Table-3**

Dhalai Tripura -District	
Name of Post	No. of Employee
ASO	2
Inspector	1
Progress Assistant	2
Investigator	2
Assist. Investigator	0
LDC	2
<b>Total</b>	<b>9</b>

**Chart - 3**



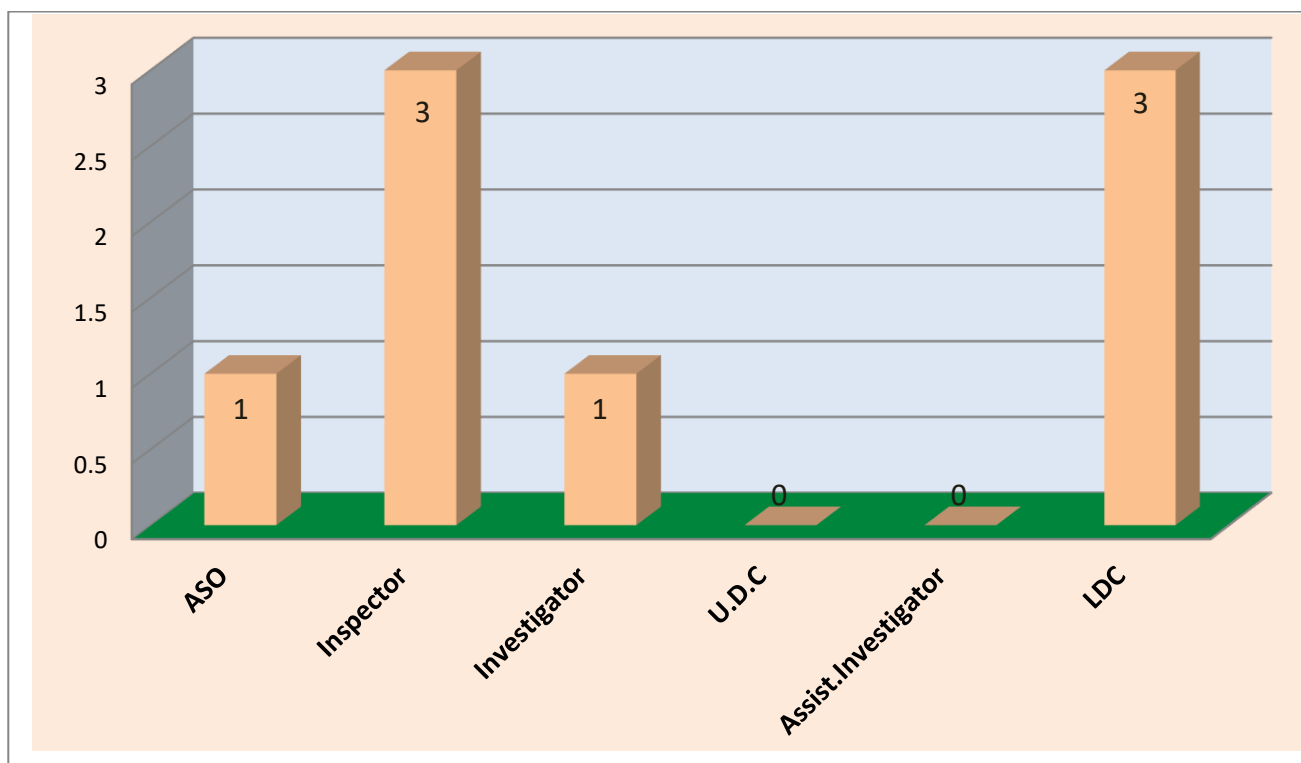
## Employees Strength of North Tripura District (Non-Gazetted):

The North Tripura District Office has 08 Number of employees out of which Assistant Statistical Officer -1, Inspector -3, Investigator - 1, Asst. Investigator – 0, and 3 no. of LDC in total.

**Table-4**

North Tripura-District	
Name of post	No. of Employee
ASO	1
Inspector	3
Investigator	1
U.D.C	0
Assist .Investigator	0
LDC	3
<b>Total</b>	<b>08</b>

**Chart - 4**



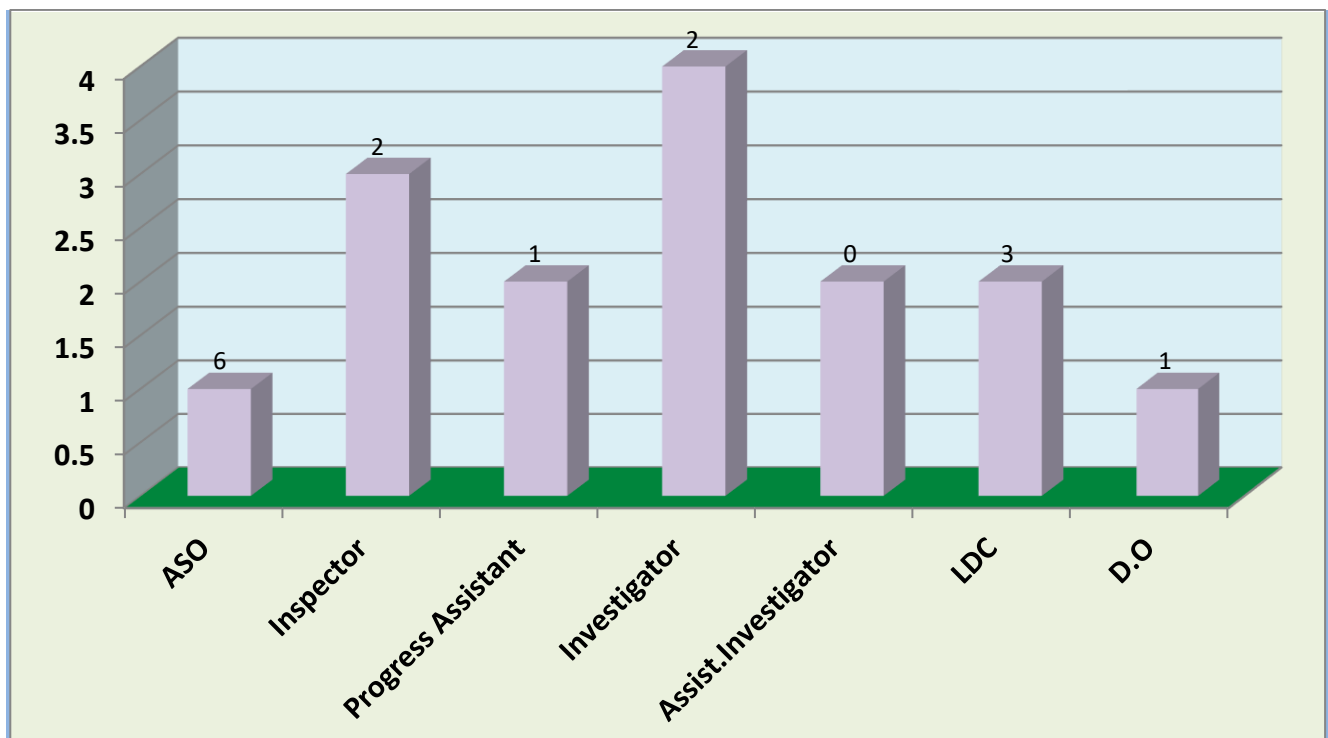
## Employees Strength of Gomati District (Non-Gazetted):

The Gomati Tripura District Office has 15 Number of employees out of which Assistant Statistical Officer -6, Inspector -2, Progress Assistant -1, Investigator - 2, Asst. Investigator – 0 and 3 no. of LDC and 1 no of D.O in total.

**Table-5**

Gomati -District	
Name of post	No. of Employee
ASO	6
Inspector	2
Progress Assistant	1
Investigator	2
Assist. Investigator	0
LDC	3
D.O	1
<b>Total</b>	<b>15</b>

**Chart - 5**



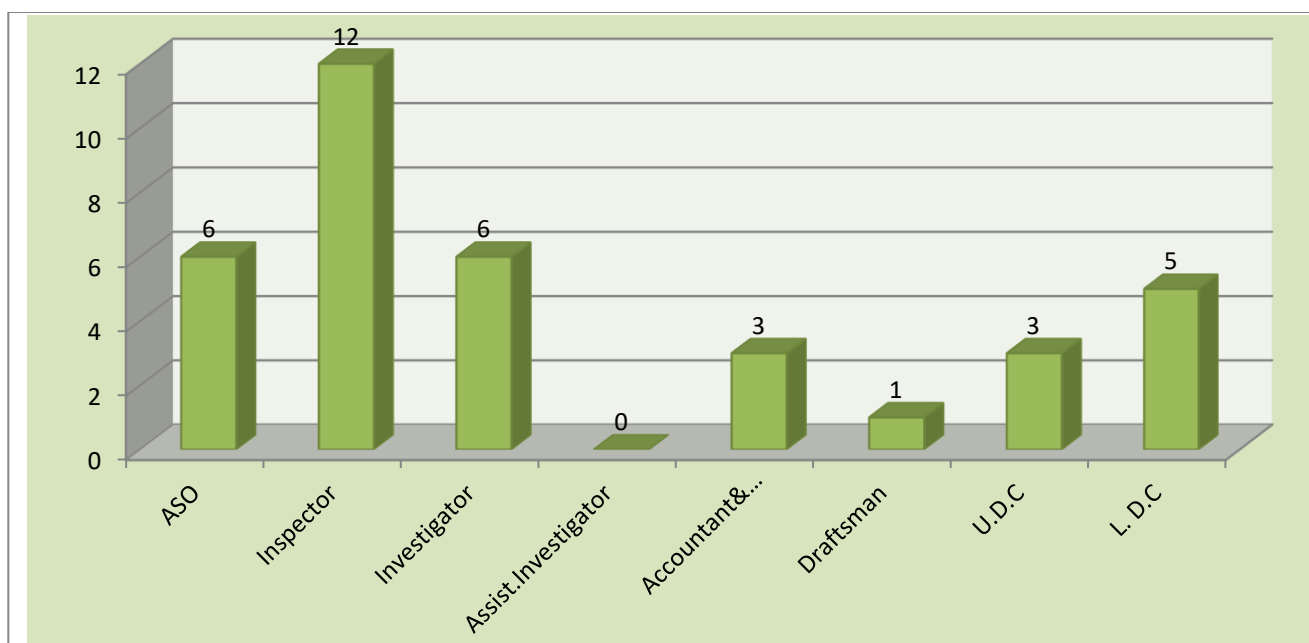
## Employees Strength of Directorate (Non-Gazetted)

The Directorate Office has 36 number of Employees out of which Assistant Statistical Officer -6, Inspector -12, Investigator - 6 Asst. Investigator- 0, Accountant & Head clerk- 3, Draftsman -1, UDC- 3 and LDC – 5 in total.

**Table -6**

Directorate of Economics & Statistics	
Name of Post	No. of Employee
Assistant Statistical Officer	6
Inspector	12
Investigator	6
Assistant Investigator	0
Accountant & Head clerk	3
Draftsman	1
U.D.C	3
L. D.C	5
<b>Total</b>	<b>36</b>

**Chart - 6**





**Directorate of Economic & Statistics employee are divided into two parts namely**

1. Technical Staff
2. Ministerial Staff

**Technical staffs are**

- Assistant Statistical Officer
- Inspector/ Progress Assistant
- Investigator
- Assistant Investigator.

**Ministerial staffs are :**

- Office Superintendent
- Accountant
- UDC
- LDC
- Draftsman

## **Assistant Statistical Officer**

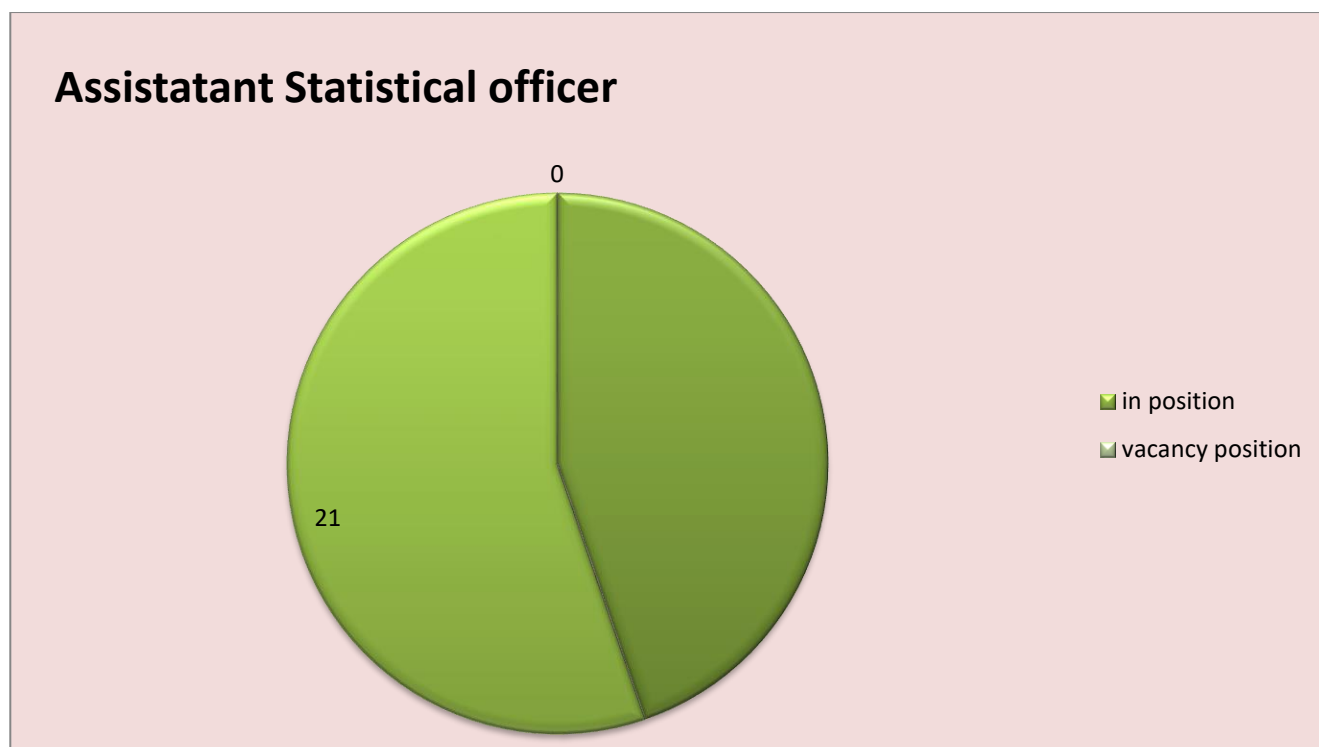
Total Strength of Assistant Statistical Officer in the Directorate of Economics & Statistics including all four District Statistical Offices is 21 (Twenty one), man in position 21 (Twenty one), and vacancy position is 0 (Zero).

**Table-7**

Sl. No	Name of Post (Technical)	Total strength	in position	vacancy position
1	Assistant Statistical officer	17 (17+4)*	21	Nil

\*including supernumerary post due to ad-hoc promotion.

**Chart – 7**



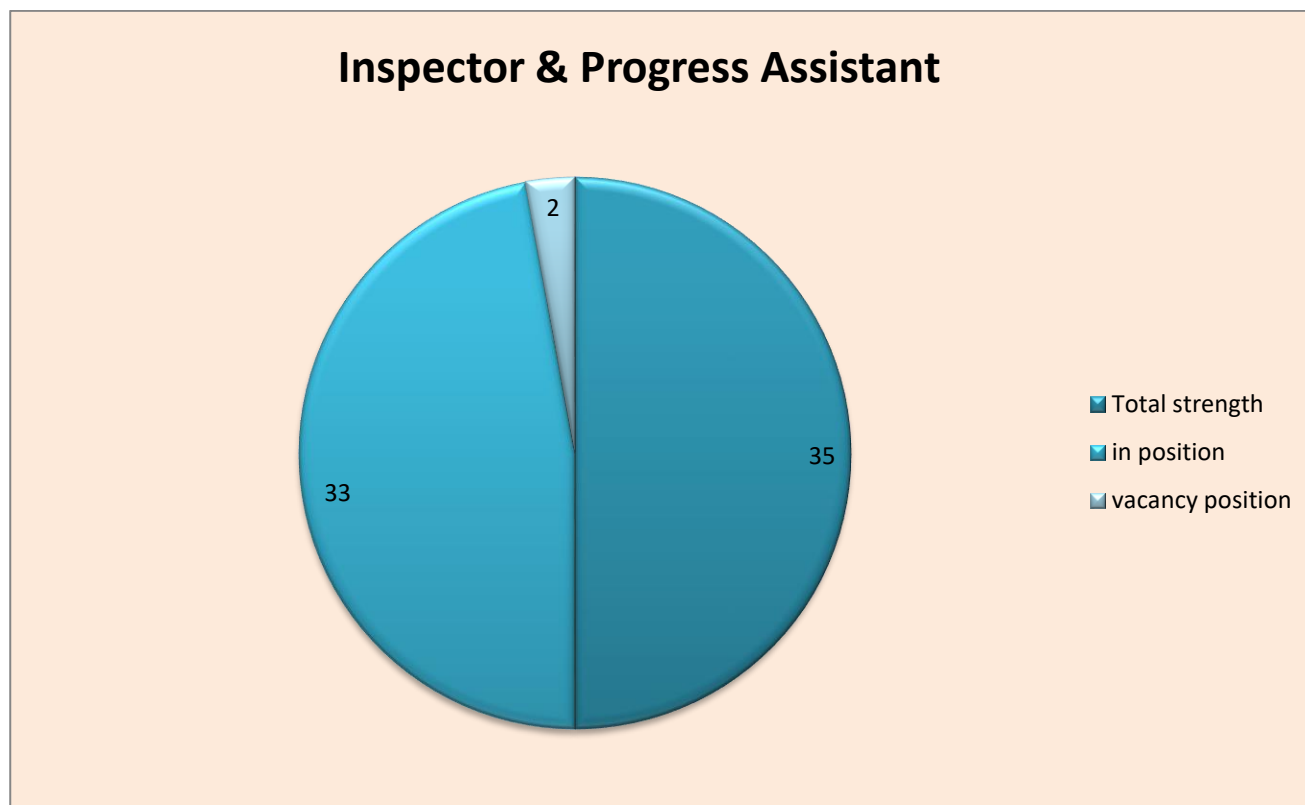
## **Inspector/ Progress Assistant**

The total Strength of Inspector/ Progress Assistant in the Directorate of Economics & Statistics including all four District Statistical Offices is 35 (Thirty five), in position 33 (Thirty three) and vacancy is 2 (Two).

**Table- 8**

Sl. No	Name of Post (Technical)	Total strength	in position	vacancy position
1	Inspector & Progress Assistant	35	33	2

**Chart - 8**



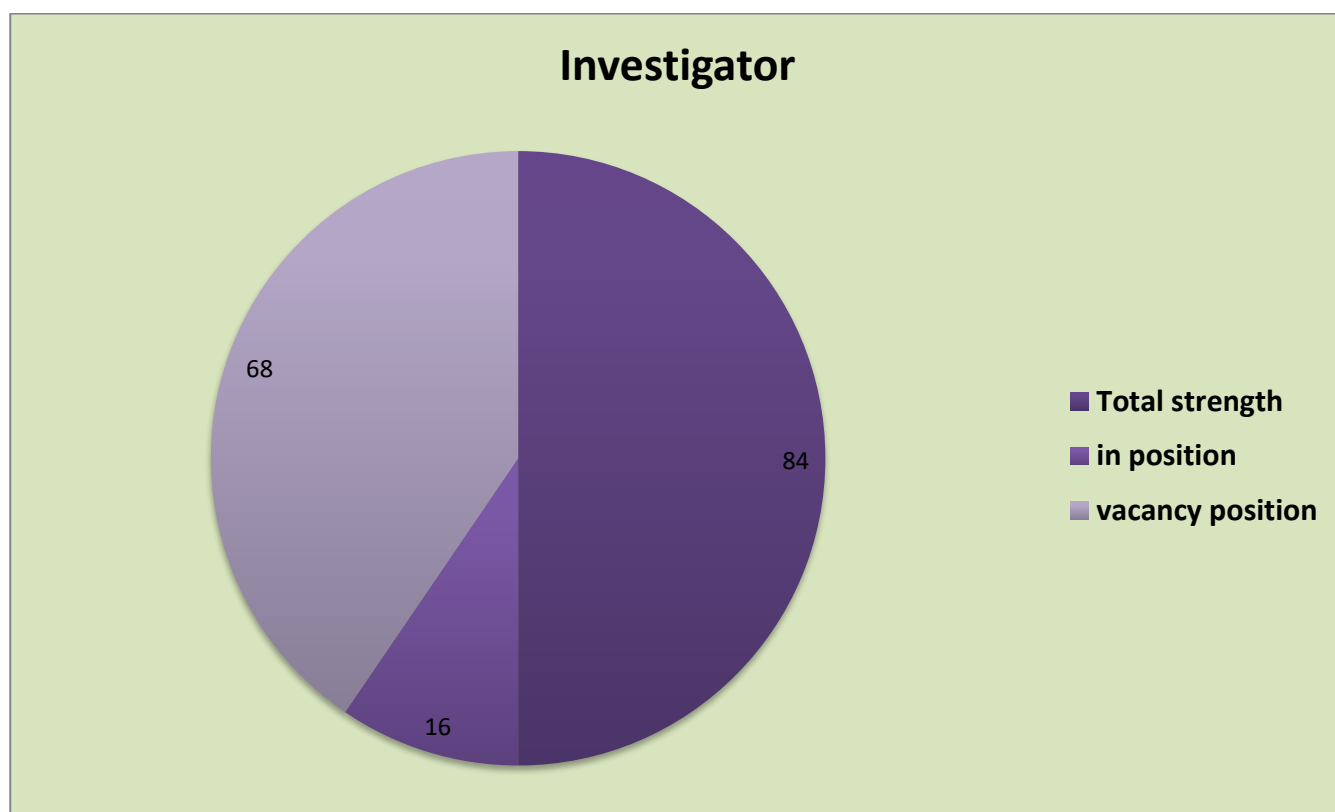
## **Investigator**

The total Strength of Investigator of the Directorate of Economics & Statistics including all four District Statistical Offices are 84 (Eighty four), in position 16 (Sixteen) and vacancy position is 68(sixty eight).

**Table-9**

Sl. No	Name of Post (Technical)	Total strength	in position	vacancy position
1	Investigator	84	16	68

**Chart – 9**



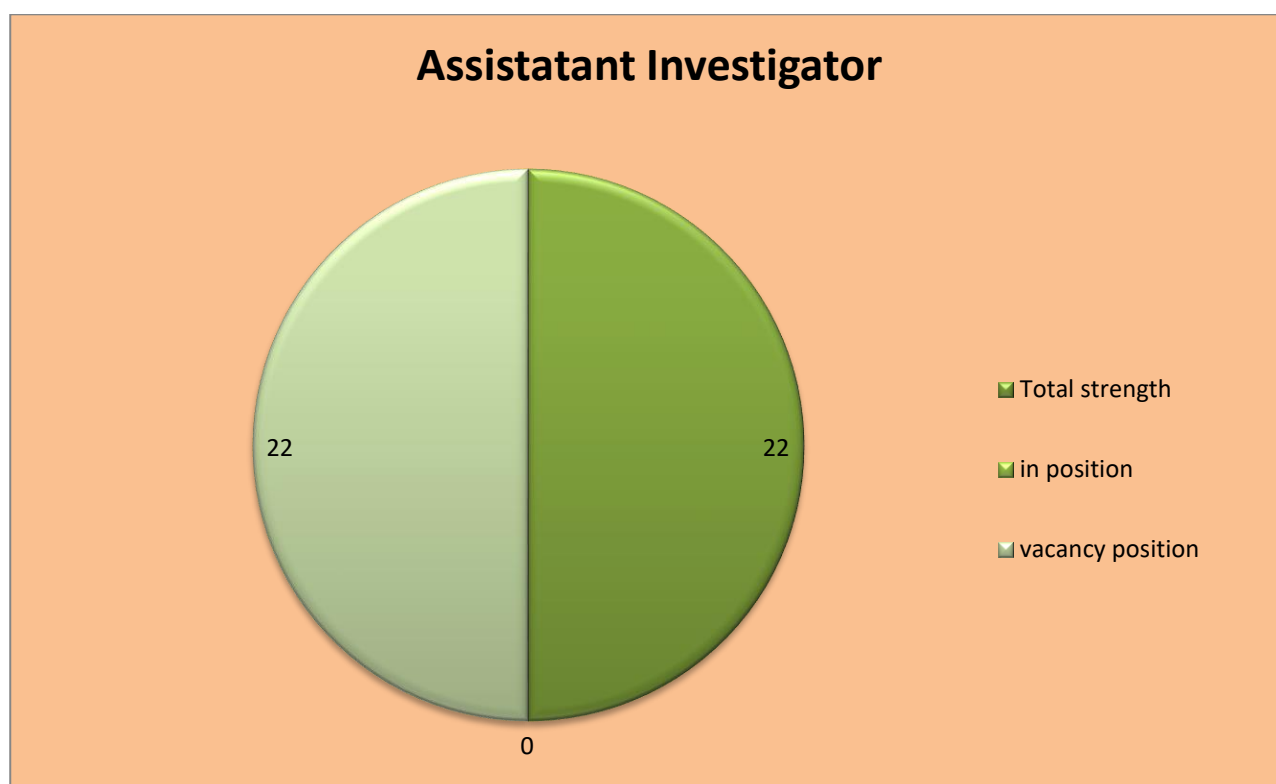
## **Assistant Investigator**

The total Strength of Assistant Investigator in the Directorate of Economics & Statistics including all four District Statistical Office is 22(Twenty two), in position 0 (Zero) and vacancy is 11(Eleven) nos.

**Table- 10**

Sl.No	Name of Post (Technical)	Total strength	in position	vacancy position
4	Assistant Investigator	22	0	22

**Chart - 10**



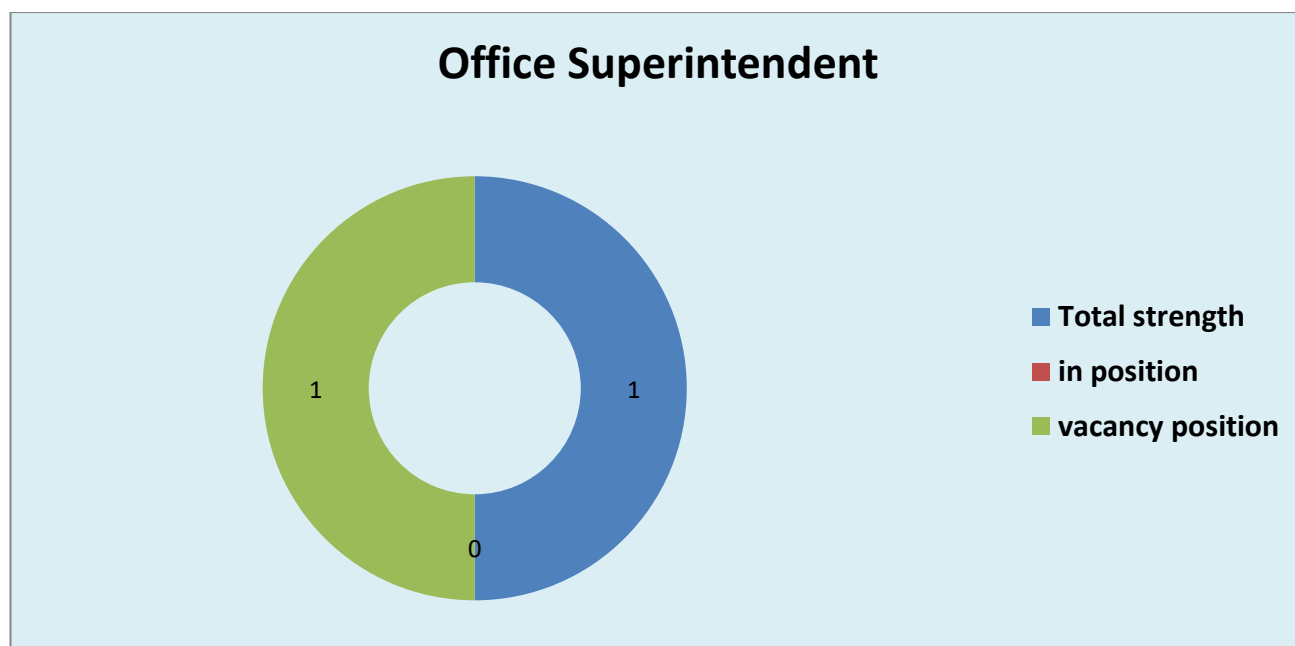
## **Office Superintendent**

The total Strength of Office Superintendent in the Directorate of Economics & Statistics is 1(one)and man in position 0 (Zero) so the vacancy is 1(one).

**Table-11**

Name of Post (Ministerial)	Total strength	in position	vacancy position
Office Superintendent	1	0	1

**Chart – 11**

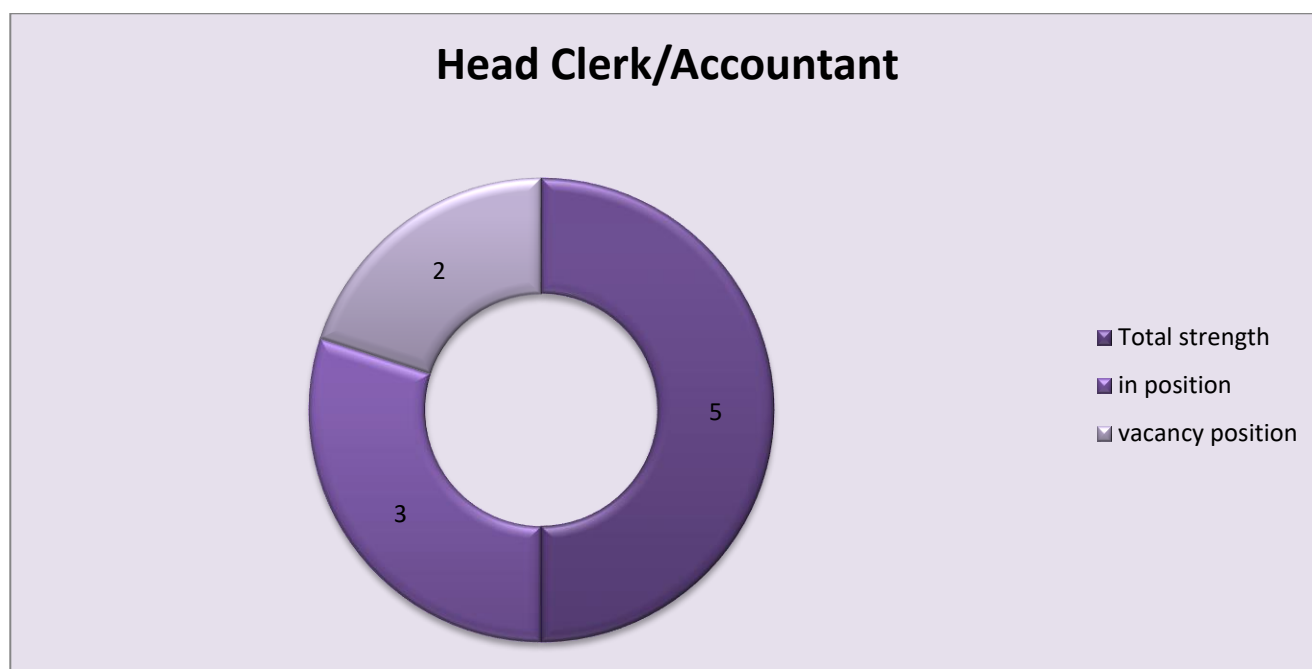


## **Head Cleark/Accountant**

The total Strength of Head Clerk/Accountant in the Directorate of Economics & Statistics is 5 (Five) and man in position 3 (Three) so the vacancy is 2 (Two).

**Table- 12**

Name of Post (Ministerial)	Total strength	in position	vacancy position
Head Clerk/Accountant	5	3	2

**Chart - 12**

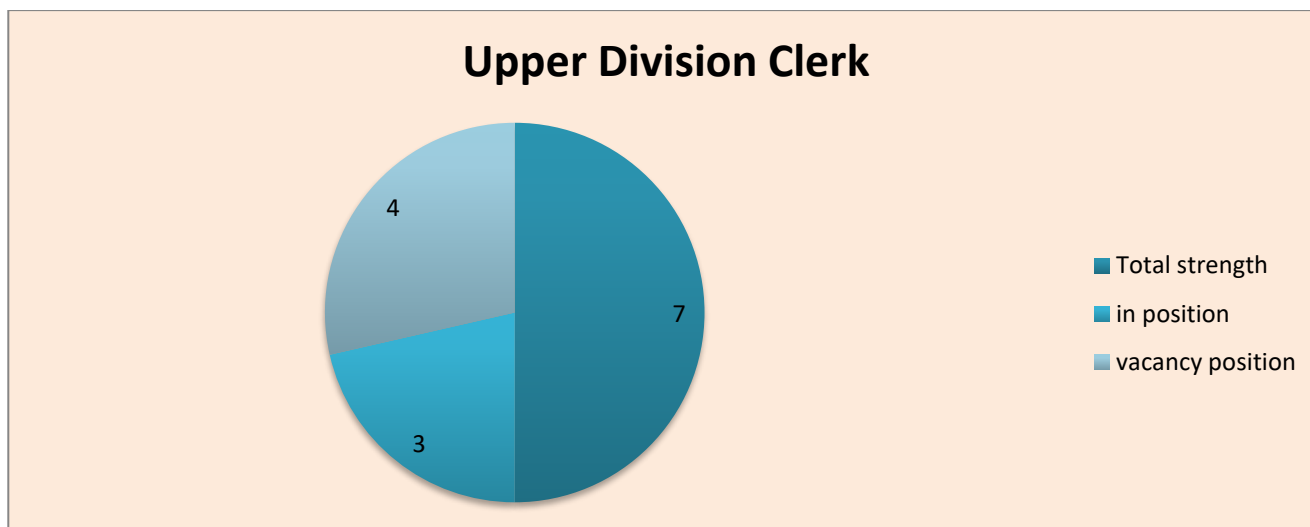
### **Upper Division Clerk**

The total Strength of Upper Division Clerk in the Directorate of Economics & Statistics is 7 (Seven) , man in position 3 (Three) & the vacancy position 4 (Four).

**Table – 13**

Name of Post (Ministerial)	Total strength	in position	vacancy position
Upper Division Clerk	7	3	4

**Chart - 13**



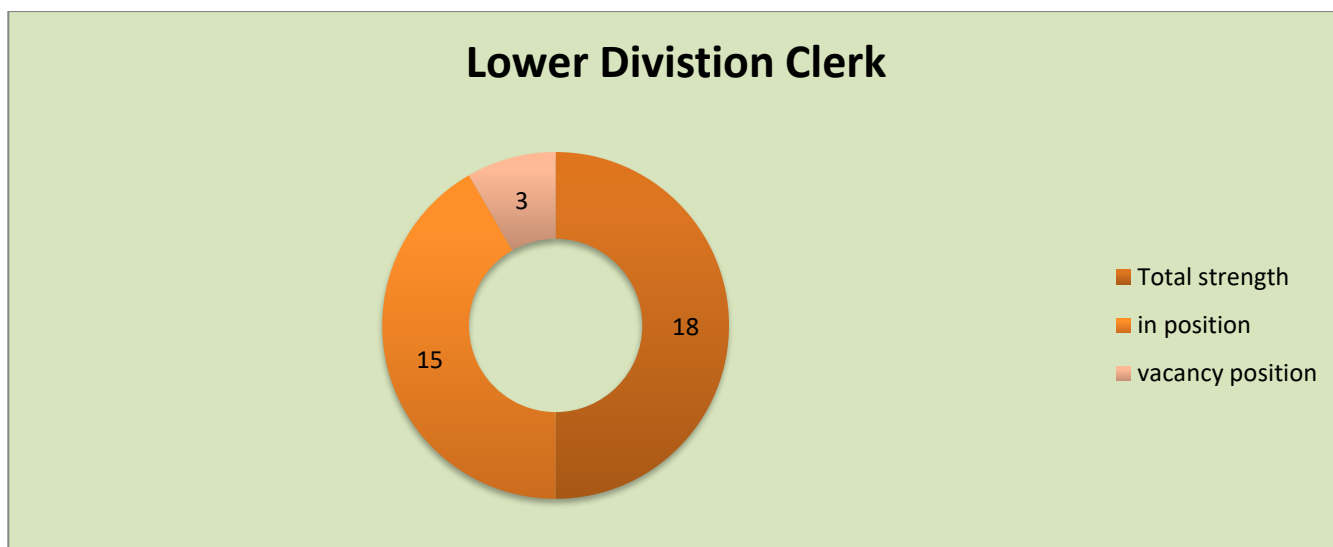
### **Lower Division Clerk**

The total Staff Strength of the Directorate of Economics & Statistics, Lower Division Clerk 18 (Eighteen) and the man in position 15 (fifteen) & the vacancy is 3 (Three).

**Table – 14**

Name of Post (Ministerial)	Total strength	in position	vacancy position
Lower Division Clerk	18	15	3

**Chart - 14**





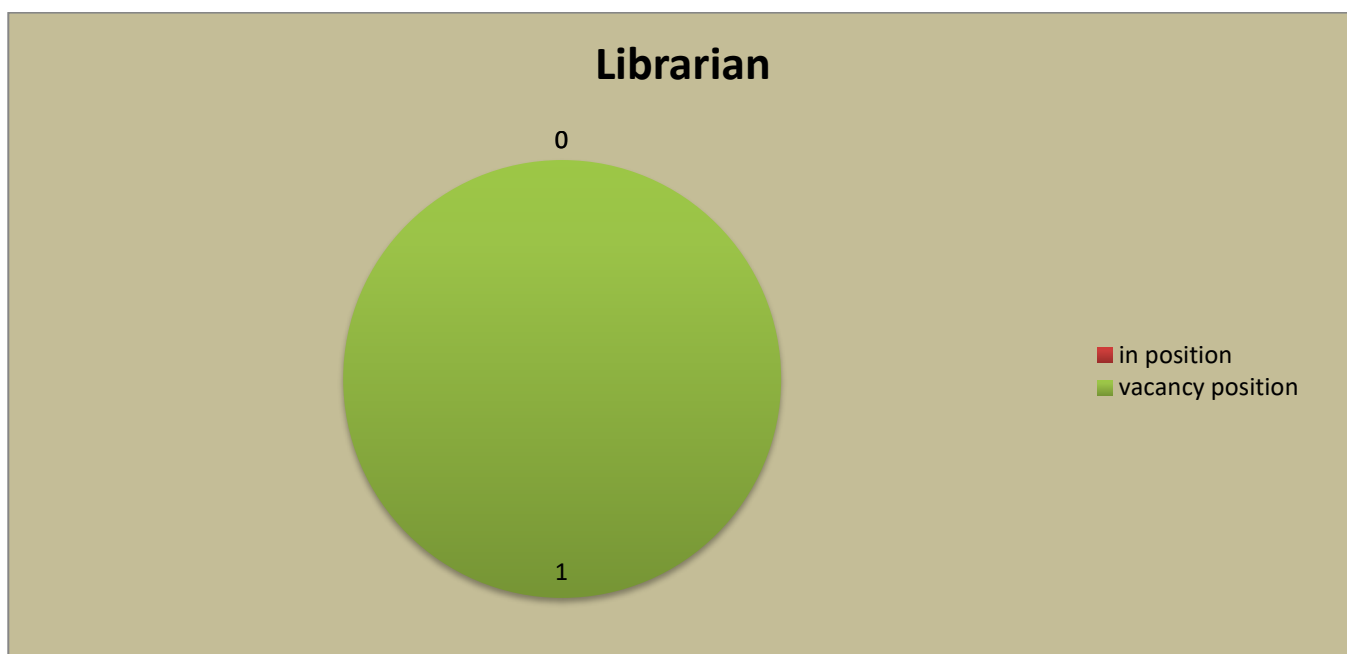
## **Librarian**

The total Ministerial Staff Strength of the Directorate of Economics & Statistics, Librarian 1(one) and the current number in position 0 (Zero) & the vacancy position 1(one).

**Table– 15**

Name of Post (Ministerial)	Total strength	in position	vacancy position
Librarian	1	0	1

**Chart - 15**



## B.Qualifications of the employees in Directorate and in different Districts (Non-Gazetted)

### Educational Qualification as per Service book

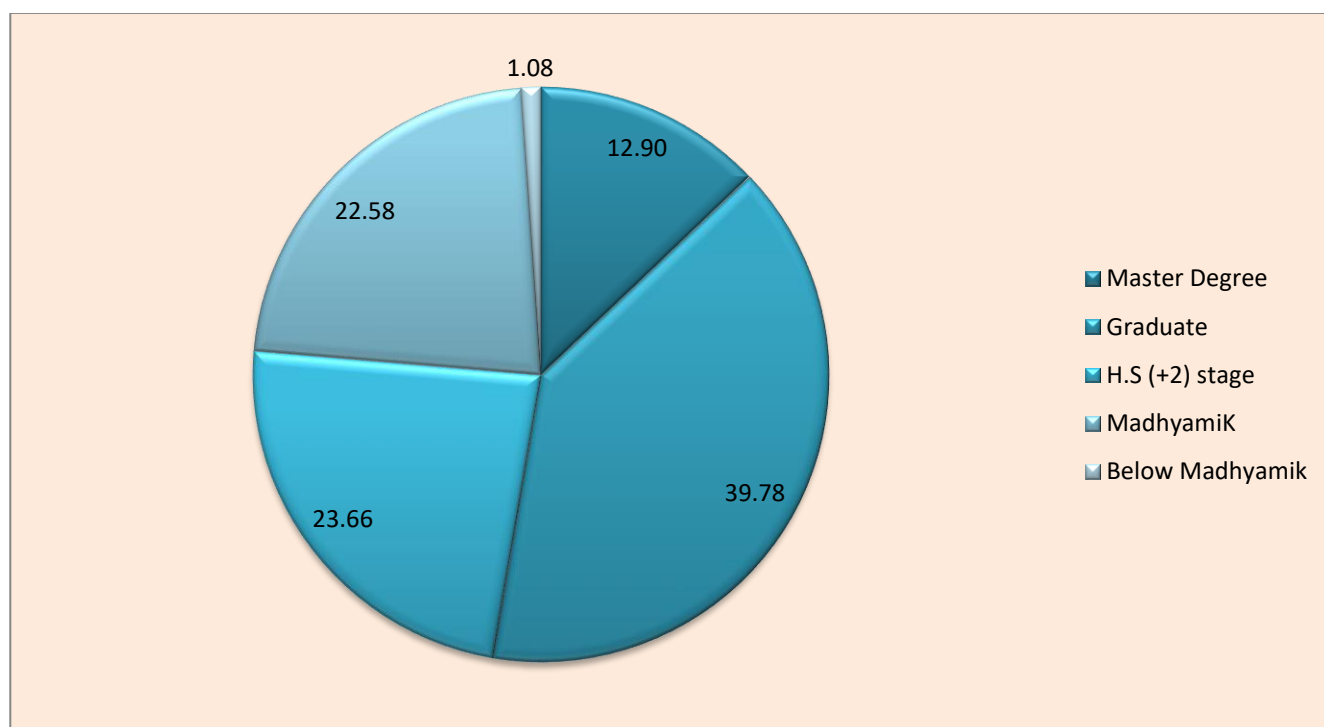
#### Directorate of Economics & Statistics :

Directorate of Economics & Statistics has 93 Employees as on March 2023.Out of which No. of employees with Master degree -12, Graduate -37, H.S.(+2) - 22, Madhyamik - 21, & VIII-01 as per service Book.

**Table – 16**

Sl. No	Qualification as per Service Book	Person	Total No. of Employees
1	Master Degree	12	93
2	Graduate	37	
3	H.S (+2) stage	22	
4	MadhyamiK	21	
5	Below Madhyamic	01	

**Chart - 16**



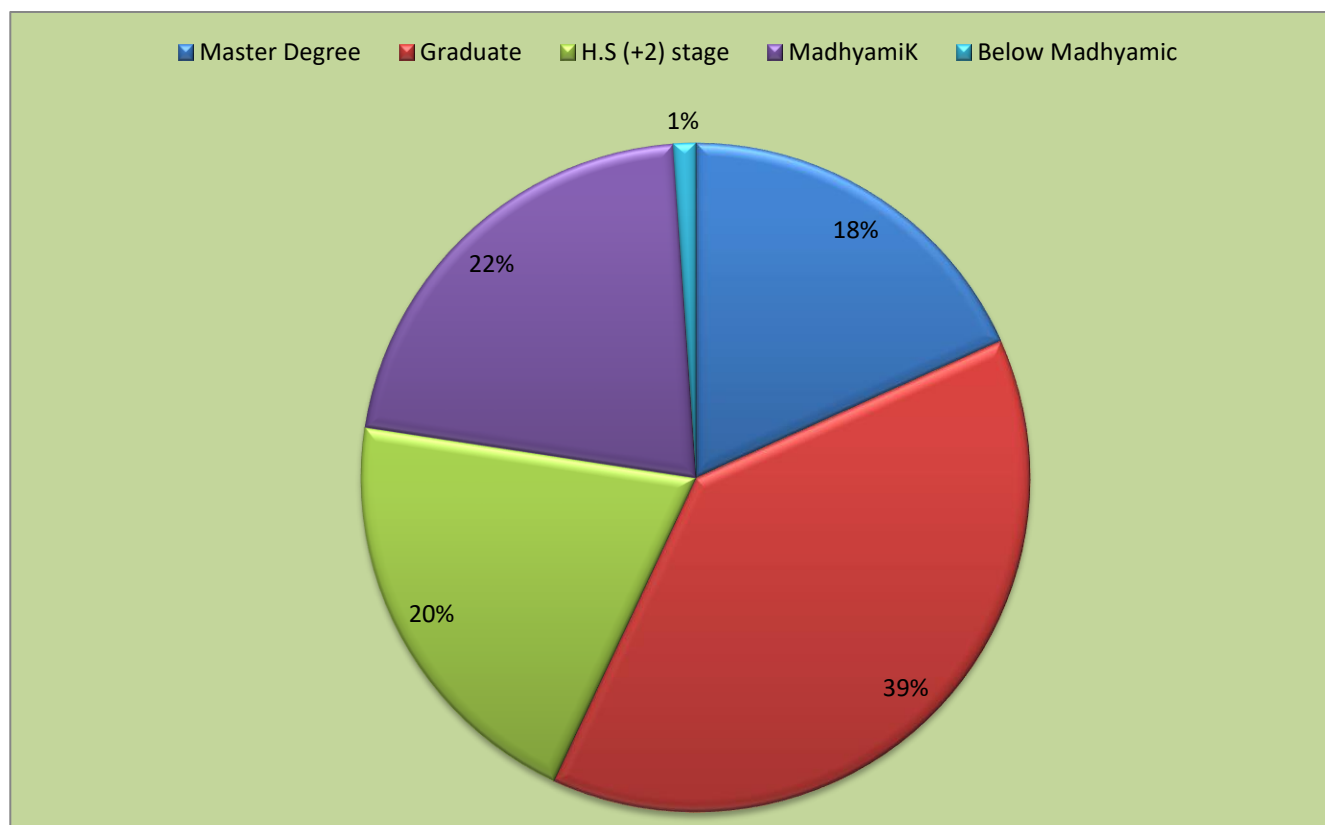
## **QUALIFICATION OF EMPLOYEES AFTER JOINING(Non-Gazetted)**

Directorate of Economics & Statistics has 93 Employees as on March 2023. Out of which No. of employees with Master degree - 17, Graduate - 36, H.S.(+2)- 19, Madhyamik - 20, & VIII-01 after joining the service.

**Table – 17**

Sl. No	Qualification after Joining	Person	Total No. of Employee
1	Master Degree	17	93
2	Graduate	36	
3	H.S (+2) stage	19	
4	MadhyamiK	20	
5	Below Madhyamic	01	

**Chart – 17**



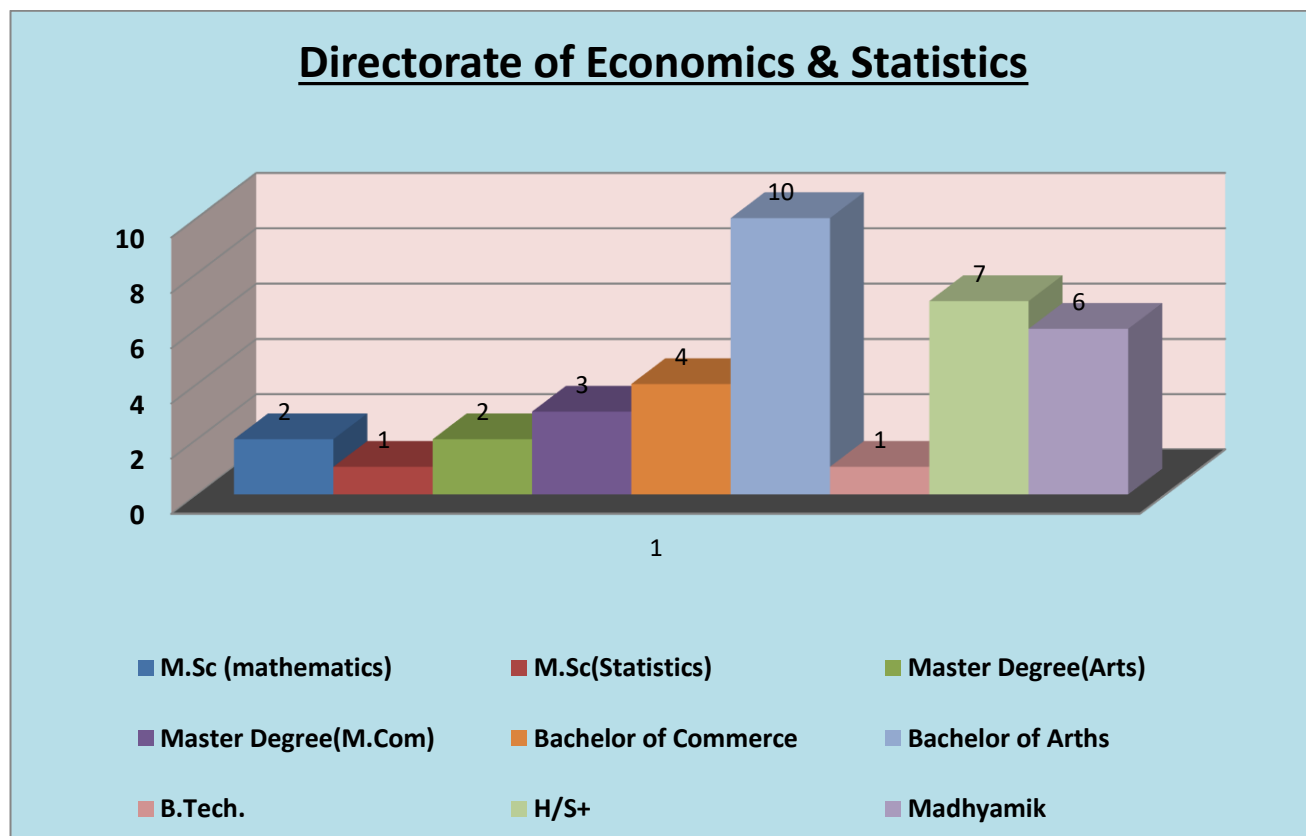
### **Directorate Office :**

There are 36 employees in Directorate office out of which 2 are M.Sc. (Mathematics), 1 is M.Sc.(Statistics), 3 are Master Degree(M.Com), 2 are Master of Arts, 4 Bachelor of Commerce, 10 are Bachelor of Arts, 1 is B.Tech., 8 are H.S.(+2) and 6 are Madhyamik passed.

**Table – 18**

Directorate of Economics & Statistics	
Qualification	No. of Employee
M.Sc.(Mathematics)	2
M.Sc.(Statistics)	1
Master Degree(Arts)	2
Master Degree(M.Com)	3
Bachelor of Commerce	4
Bachelor of Arts	10
B.Tech.	1
H.S.(2+)	7
Madhyamik	6

**Chart - 18**



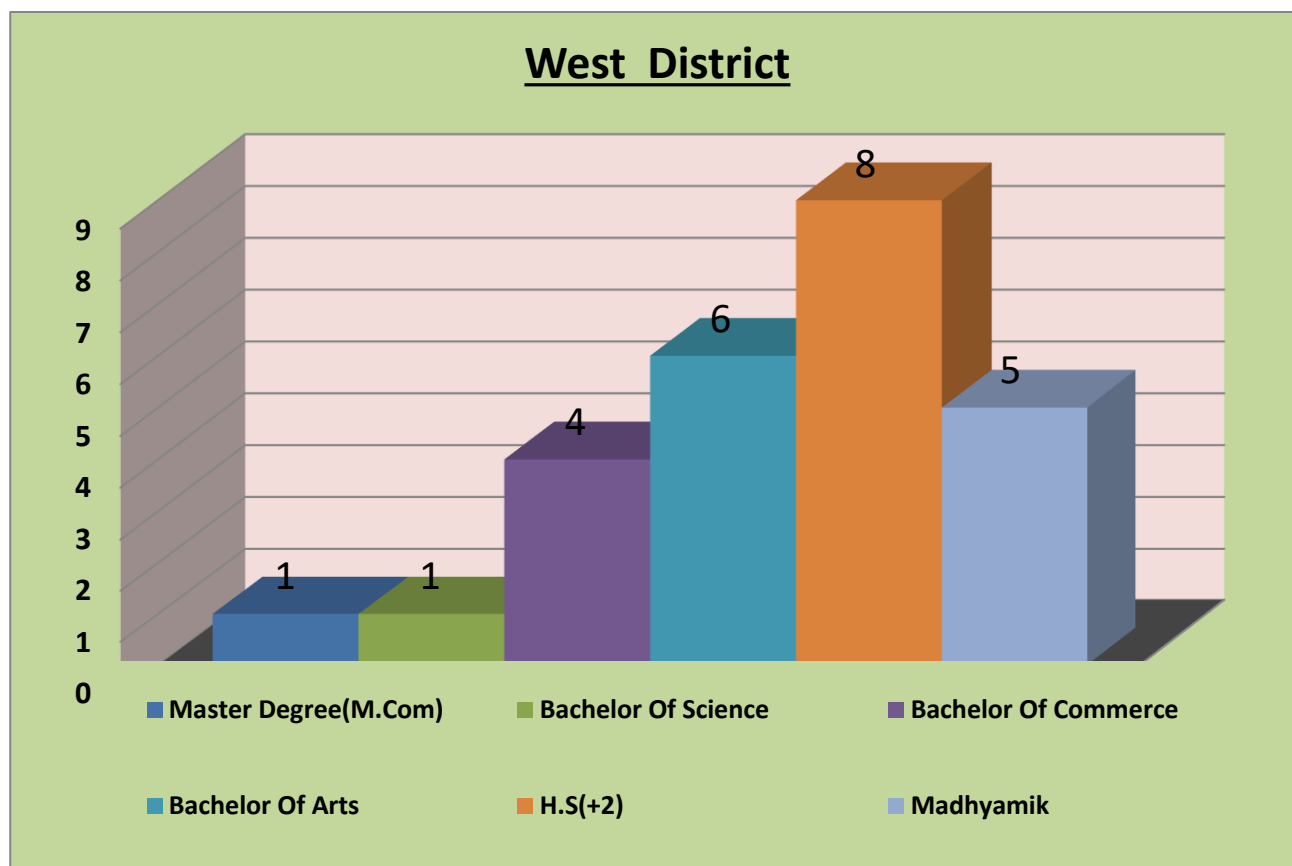
## **District Statistical Office (West Tripura)**

The District Statistical Office (West Tripura) has 25 employees out of which 1 is Master Degree(M.com), Bachelor of Science-1, Bachelor of Commerce- 4,& 6 are Bachelor of Arts, H.S(2+) pass are 8 and Madhyamik pass-5.

**Table - 19**

West-Tripura	
Qualification	No. of Employee
Master Degree(M.Com)	1
Bachelor Of Science	1
Bachelor Of Commerce	4
Bachelor Of Arts	6
H.S(+2)	8
Madhyamik	5

**Chart - 19**



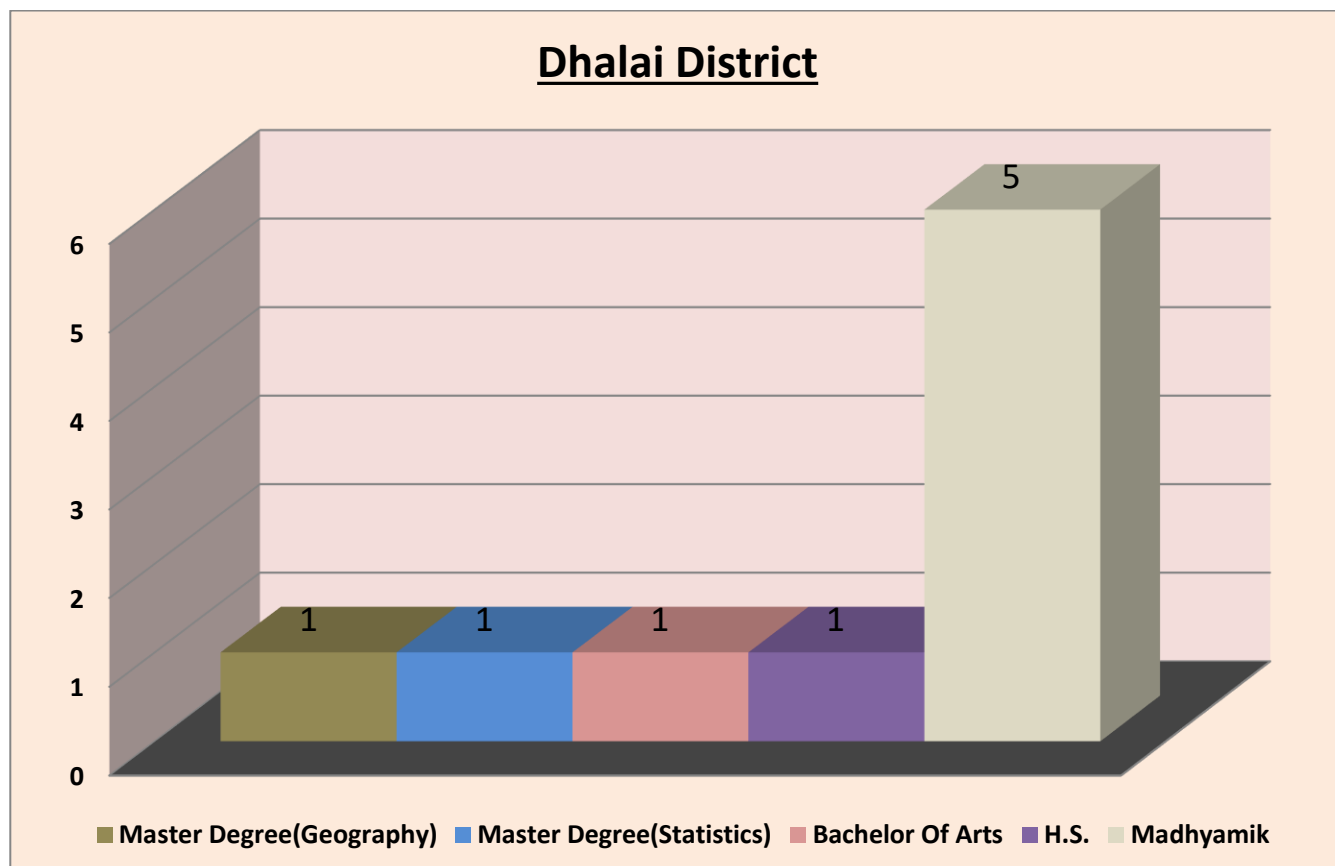
## **District Statistical Office (Dhalai Tripura)**

The District Statistical Office (Dhalai Tripura) has 09 employees, out of which 1 is Master Degree (Geography), 1 is M.Sc.(Statistics), 1 is Bachelor of Arts, 1 is H.S(+2) stage and 5 are Madhyamik passed.

**Table - 20**

Dhalai District	
Qualification	No. of Employee
Master Degree(Geography)	1
Master Degree(Statistics)	1
Bachelor Of Arts	1
H.S (+2) stage	1
Madhyamik	5

**Chart - 20**



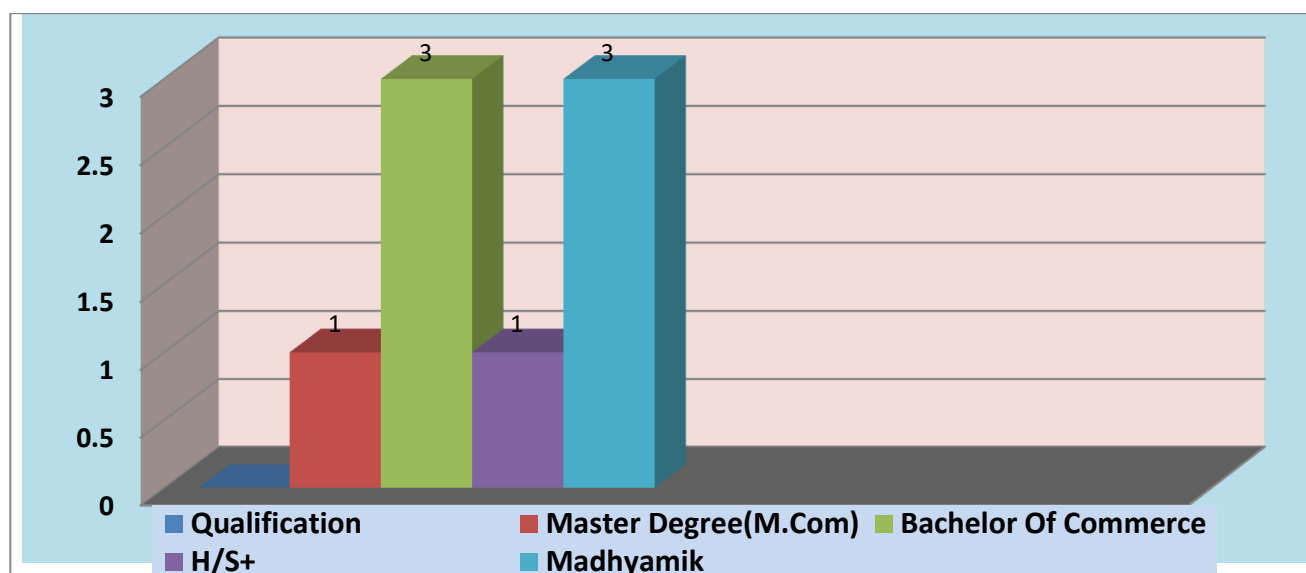
### **District Statistical Office (North Tripura)**

The District Statistical Office (North Tripura) has 08 employees, out of which Master Degree – 1, Bachelor of Commerce- 3 H.S.(+2) -1 and 3 are Madhyamik passed.

**Table - 21**

North District	
Qualification	No. of Employee
Master Degree (M.com)	1
Bachelor Of Commerce	3
H.S.(+2)	1
Madhyamik	3

**Chart - 21**

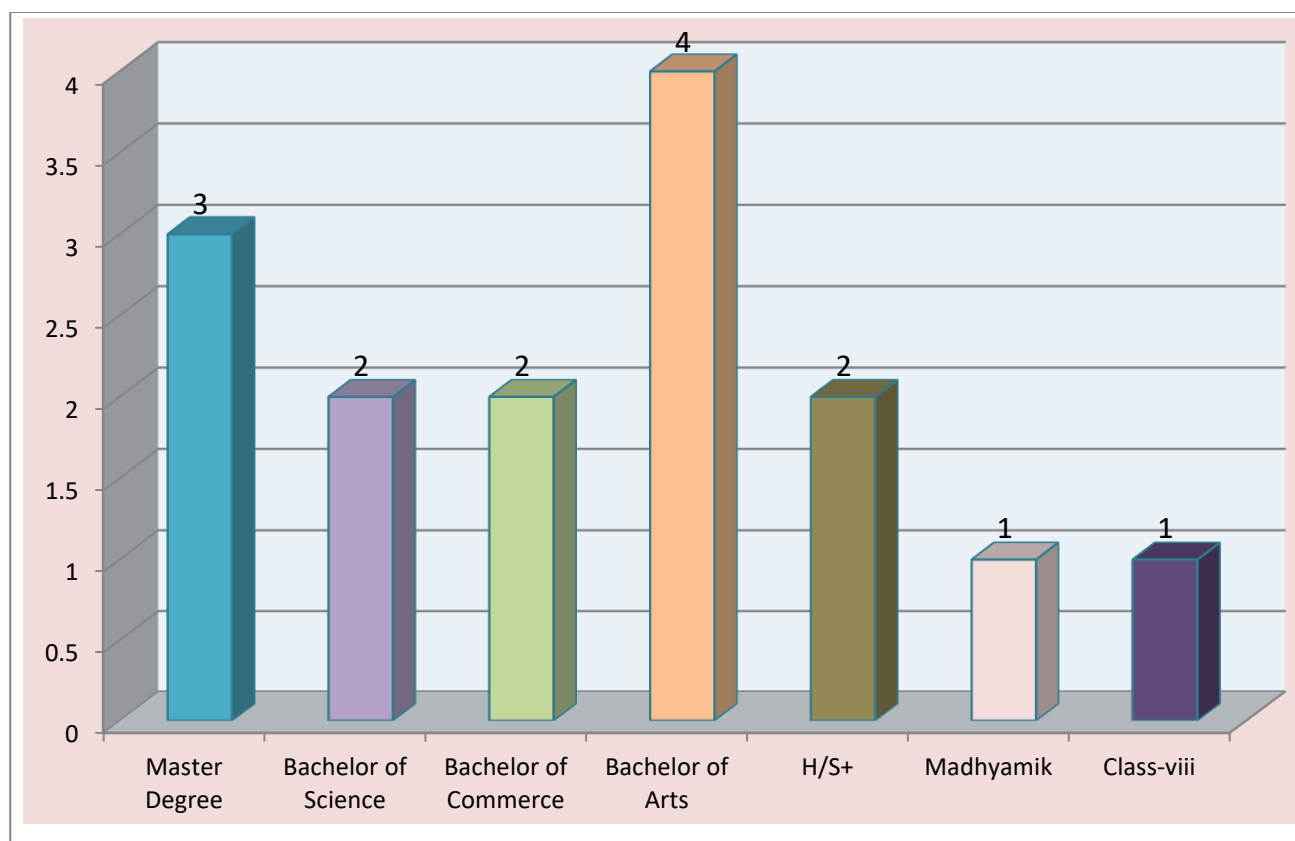


### **District Statistical Office (South Tripura)**

The District Statistical Office (South Tripura) has 15 employees, out of which Master Degree are 3, Bachelor of Science –2, Bachelor of Commerce -2, Bachelor of Arts - 4, H.S.(+2)-2 , Madhyamik-1 and 1 is VIII passed.

**Table - 22**

Gomati- District	
Qualification	No. of Employee
Master Degree	3
Bachelor of Science	2
Bachelor of Commerce	2
Bachelor of Arts	4
H/S+	2
Madhyamik	1
Class-viii	1

**Chart – 22**



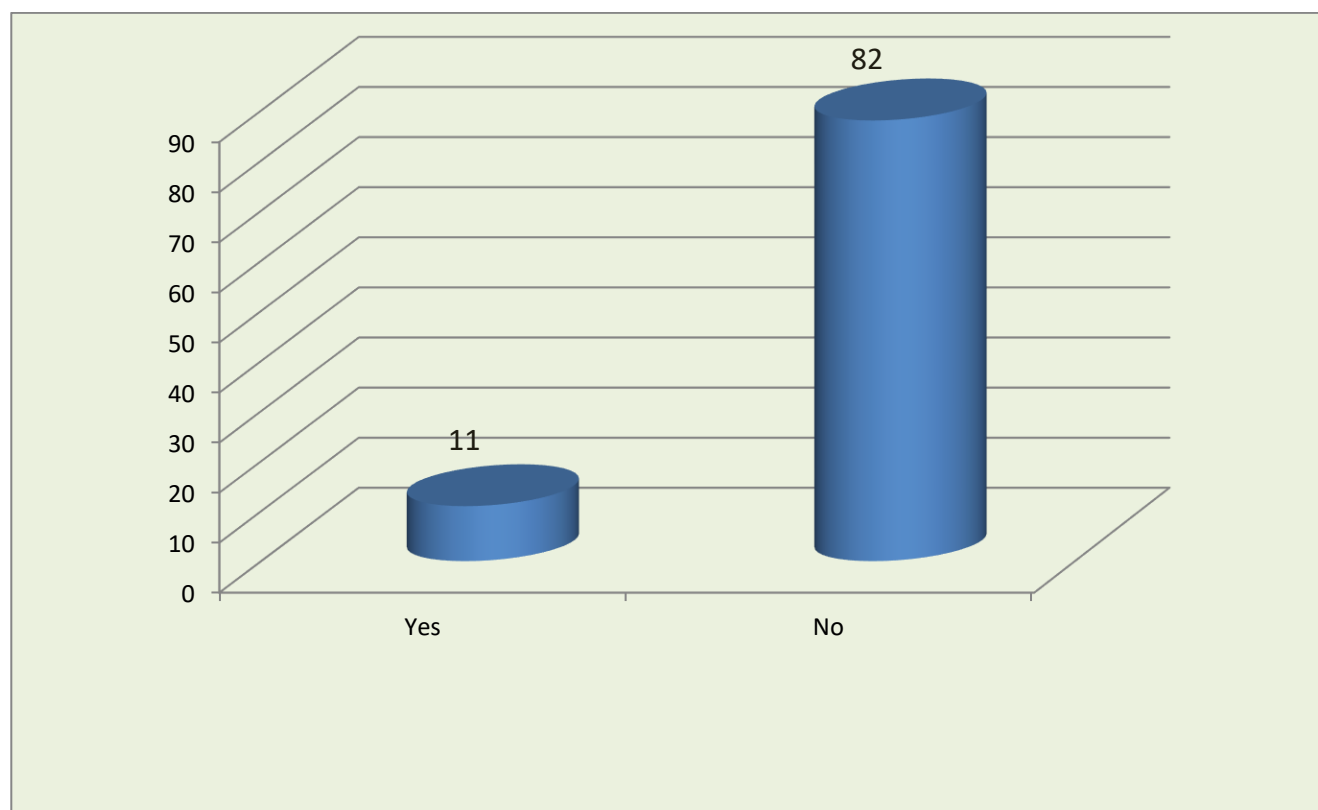
## C.Technical Qualification

Technical qualification as per service book of the employees in Directorate and in different Districts.

**Table - 23**

<b>Persons who have any Technical Knowledge as per service book</b>	<b>Persons who do not have any Technical Knowledge as per service book</b>
<b>11</b>	<b>82</b>

**Chart-23**



## D. Computer Knowledge of the employees in Directorate and in different District (Non-Gazetted)

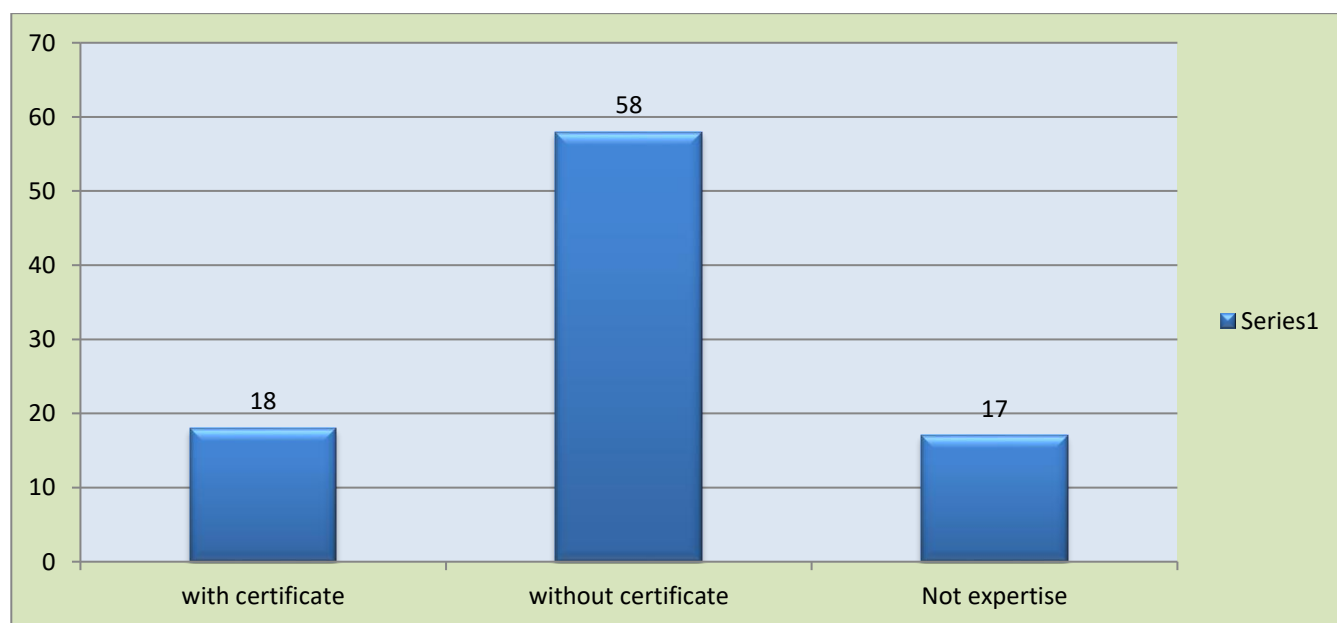
### Computer Knowledge :

Here the information about computer Knowledge of the employees of Directorate of Economics & Statistics. Out of 93 employees of the Department 18 Number of person have knowledge in computer with certificate, 58 Number of person have knowledge in computer without certificate, and 17 number of person are not expertise in computer related work

**Table - 24**

With certificate	Without certificate	Not expertise
18	58	17

**Chart – 24**



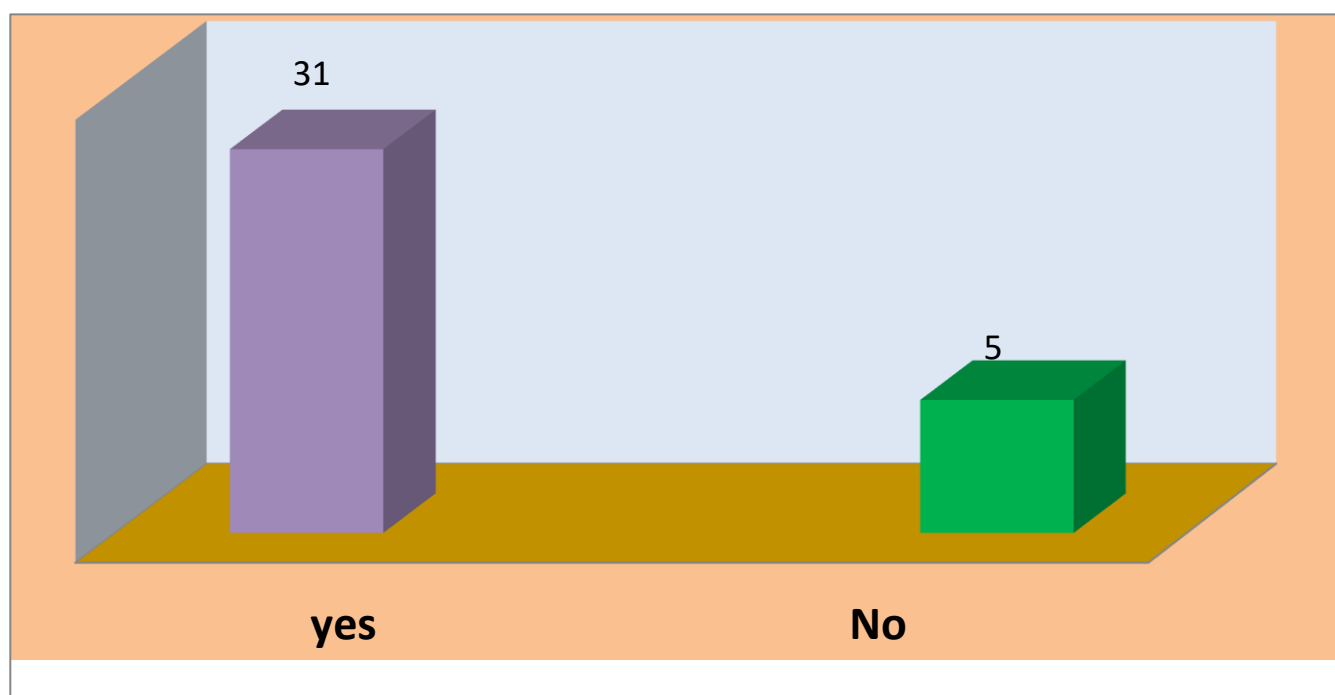
## **Directorate Office**

Out of 36 employees of Directorate, 31 Number of person have knowledge in computer and rest 5 are not expertise in computer related work.

**Table - 25**

Having Computer Knowledge		
Directorate Office	yes	No
Number of Employees having Computer knowledge	31	5

**Chart-25**



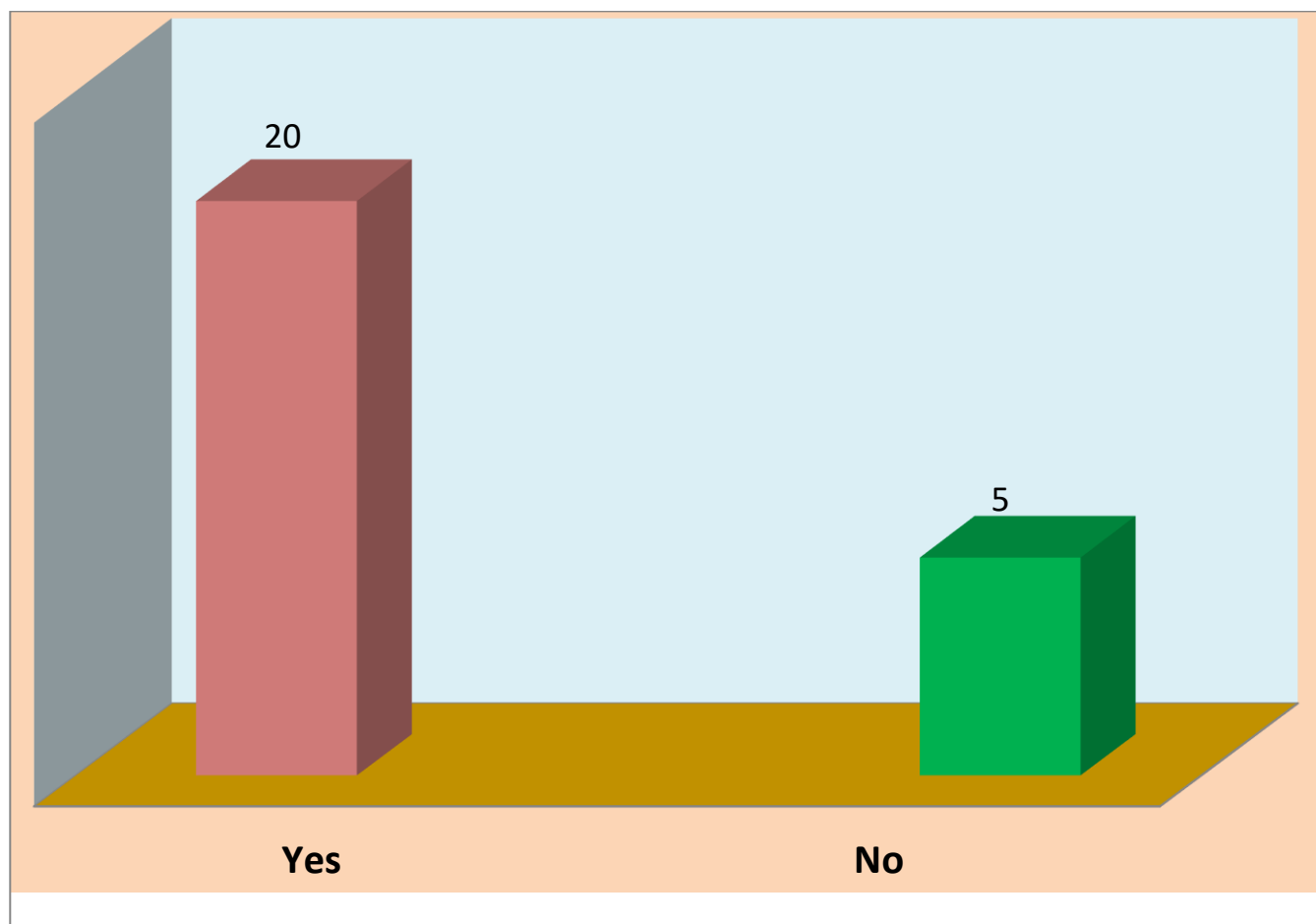
## **District Statistical Office (West Tripura)**

Out of 25 employees of West-Tripura district, 20 have knowledge in computer and rest 5 are not expertise in computer.

**Table-26**

Having Computer Knowledge		
West District	Yes	No
Number of Employee having Computer knowledge	20	5

**Chart-26**

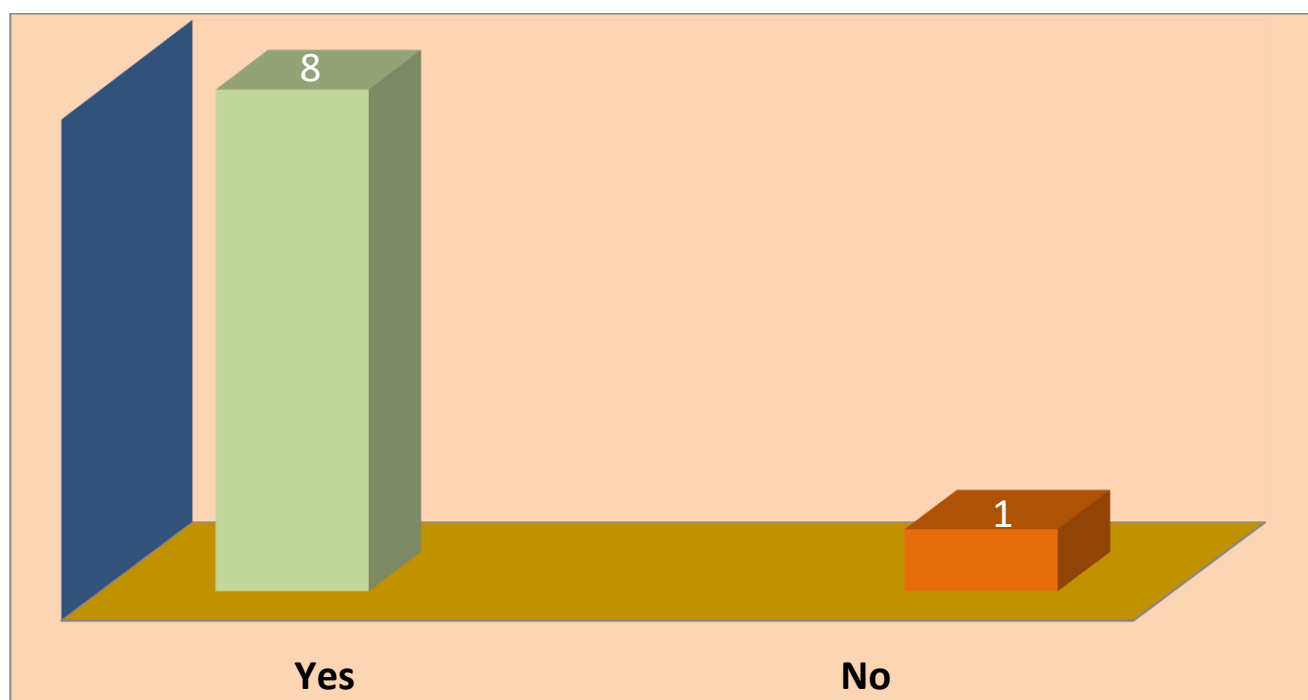


**District Statistical Office (Dhalai Tripura)**

Out of 09 employees of Dhalai district, 8 have knowledge in computer and rest1 are not expertise in computer.

**Table-27**

Having Computer Knowledge <sup>e</sup>		
Dhalai District	Yes	No
Number of Employee having Computer knowledge	8	1

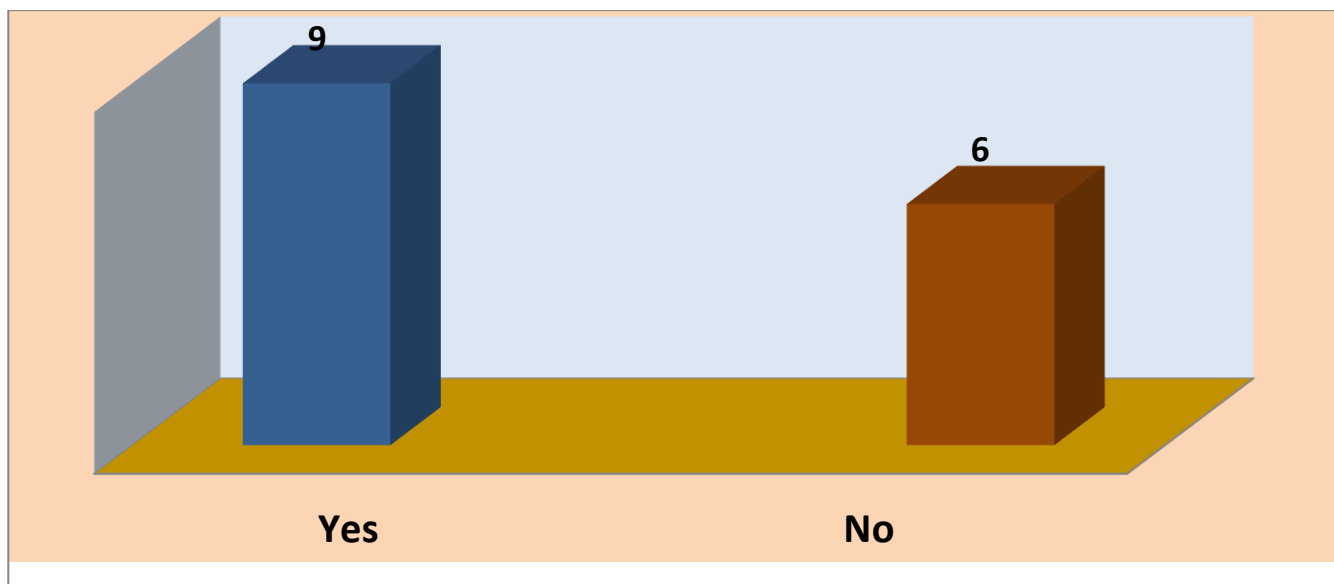
**Chart-27****District Statistical Office (South Tripura)**

Out of 15 employees of Gomati District, 9 have knowledge in computer and rest 6 are not expertise in computer.

**Table-28**

Having Computer Knowledge		
Gomati District	Yes	No
Number of Employees having Computer knowledge	9	6

**Chart-28**



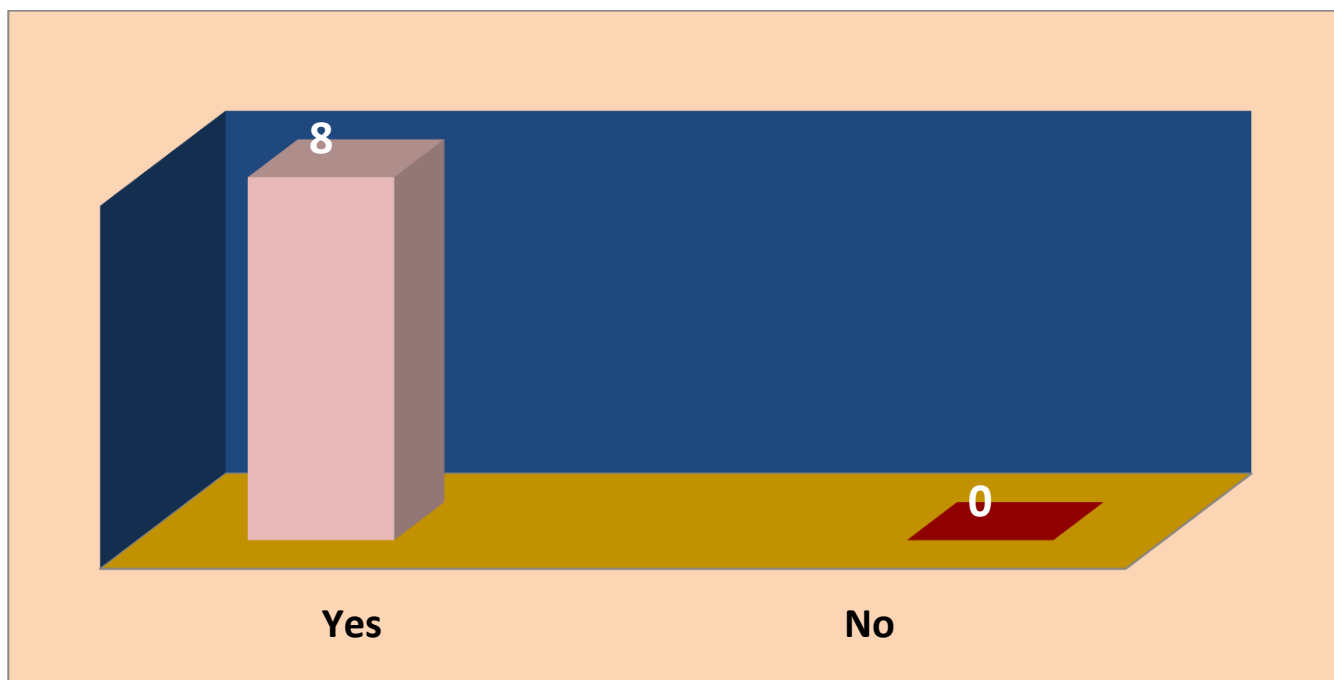
**District Statistical Office (North Tripura)**

Out of 8 employees of North Tripura District, 8 have knowledge in computer.

**Table- 29**

Having Computer Knowledge		
North	Yes	No
Number of Employees having Computer knowledge	8	0

**Chart- 29**

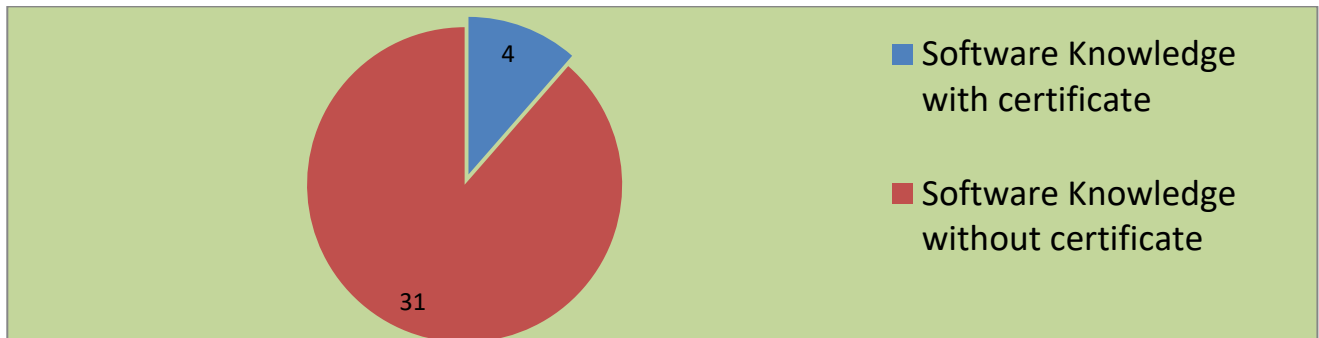


## Persons having software Knowledge in this Department :

**Table - 30**

Having Software Knowledge		
Number of Employee having Computer knowledge	with certificate	without certificate
	4	31

**Chart-30**

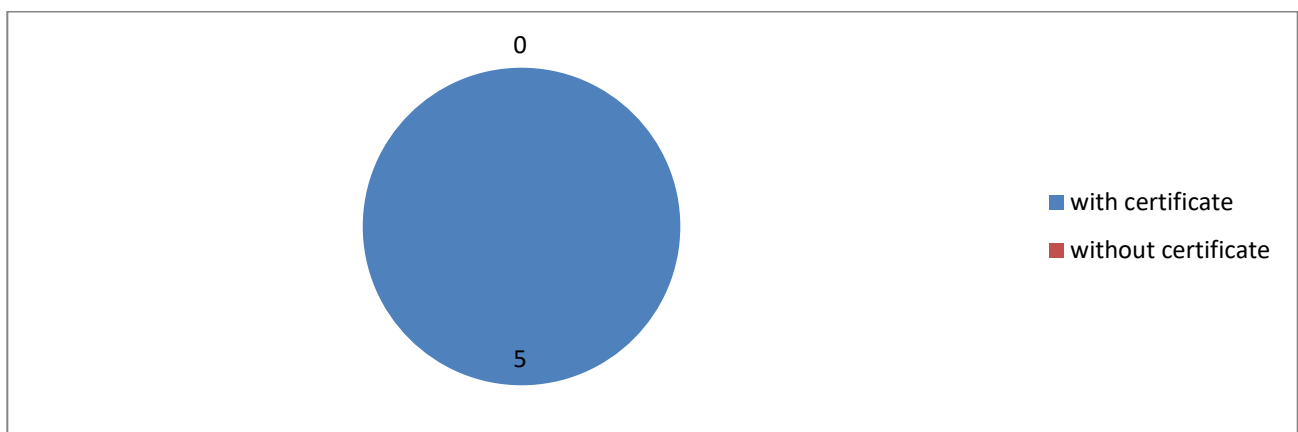


## Persons having Computer Language Knowledge in this Department

**Table - 31**

Having Computer Language Knowledge	
with certificate	without certificate
5	0

**Chart - 31**



## E. Using Smartphone of the employees in Directorate of Economics & Statistics and different districts (Non-Gazetted)

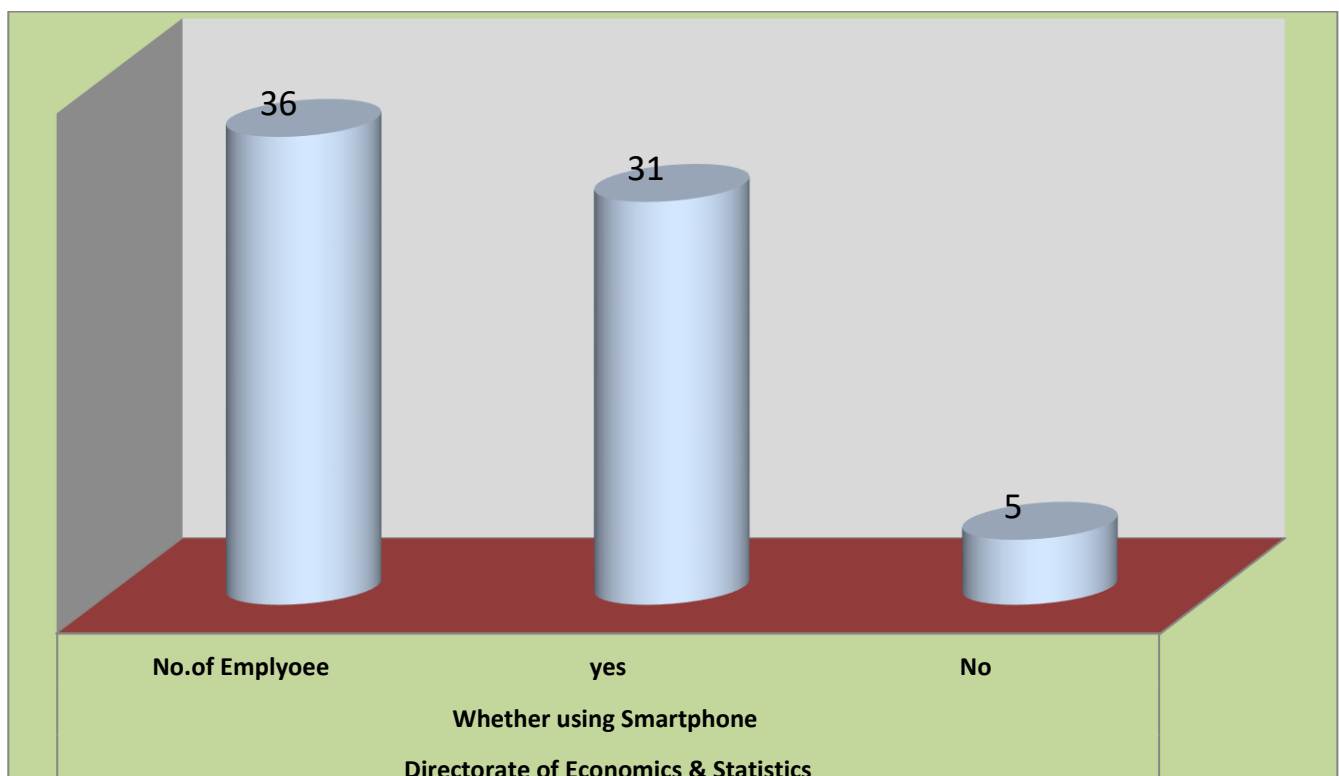
### Directorate Office

Out of 36 employees of Directorate office, 31 have operating knowledge in Smartphone and rest 5 are not having knowledge of Smartphone..

**Table – 32**

Directorate of Economics & Statistics		
Use of Smartphone		
No. of Employee	yes	No
36	31	5

**Chart – 32**





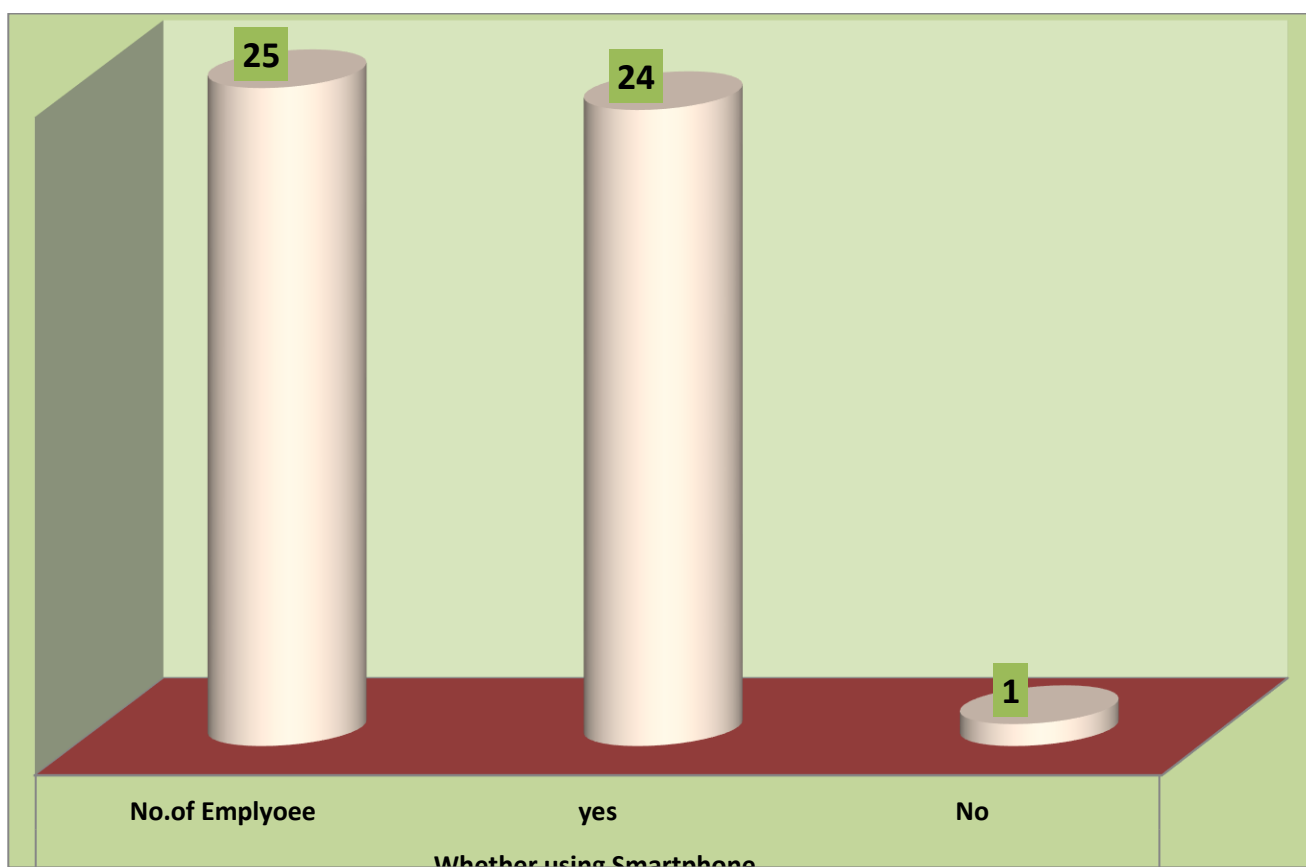
## District Statistical Office (West Tripura)

Out of 25 employees of West District, 24 have operating knowledge of Smartphone and rest 1 are not having knowledge of Smartphone.

**Table – 33**

West District		
Use of Smartphone		
No. of Employee	yes	No
25	24	1

**Chart- 33**



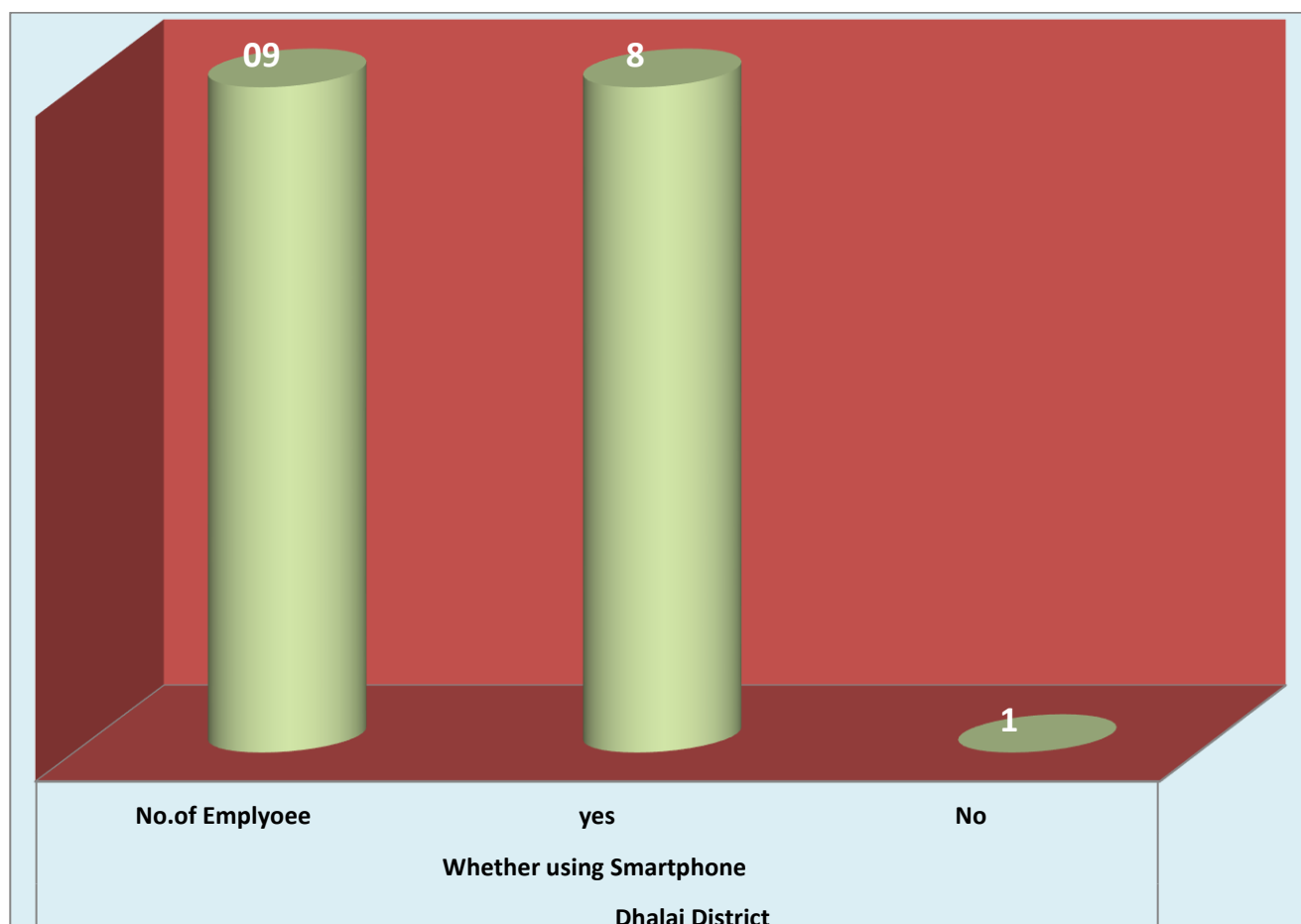
## District Statistical Office (Dhalai Tripura)

Out of 09 employees of Dhalai District, 8 have operating knowledge of Smartphone and rest 1 are not having knowledge of Smartphone.

**Table-34**

Dhalai District		
Use of Smartphone		
No. of Employee	yes	No
09	8	1

**Chart- 34**



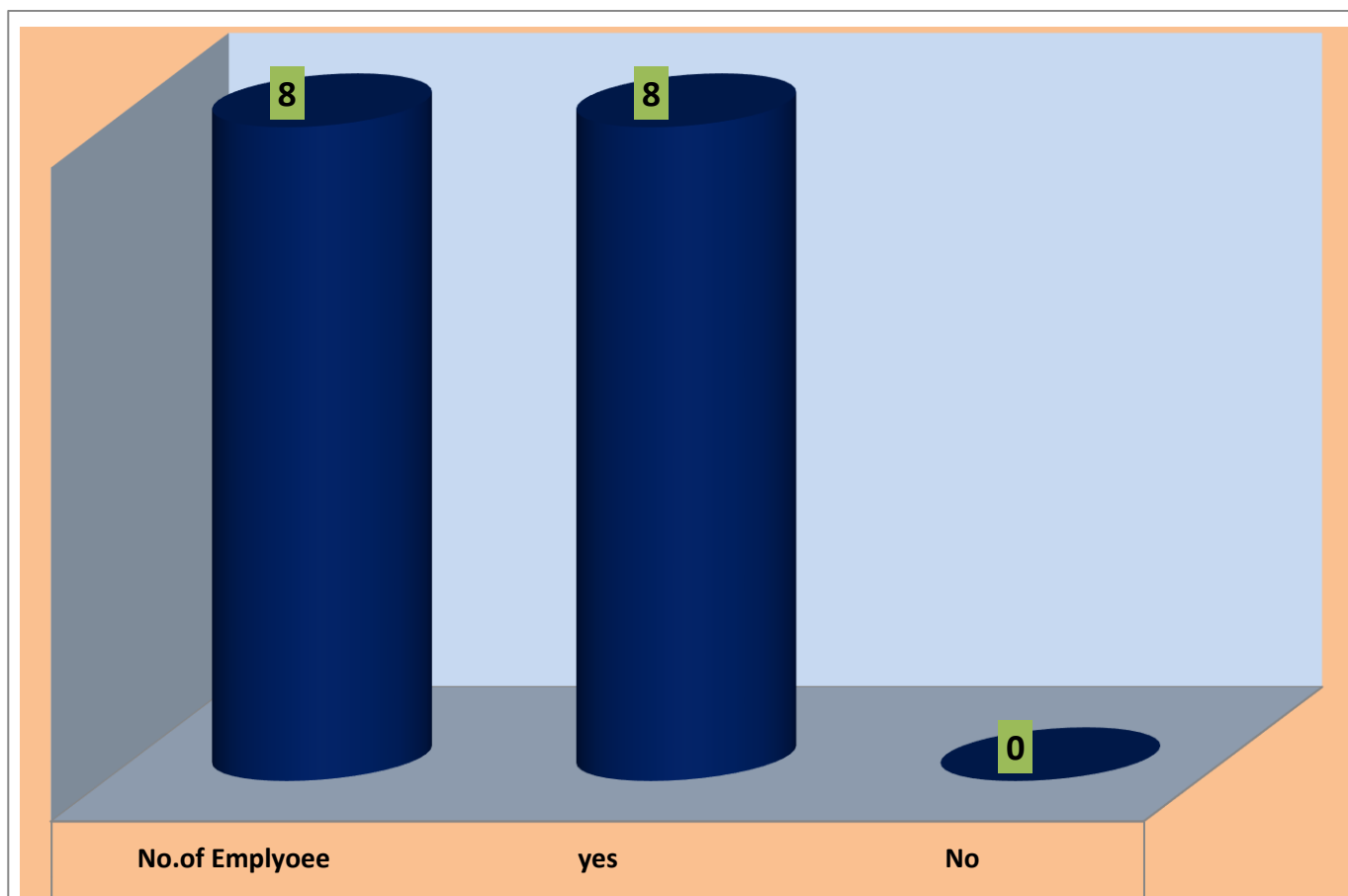
## District Statistical Office (North Tripura)

Out of 8 employees of North District all 8 have operating knowledge of Smartphone.

**Table- 35**

North District		
Use of Smartphone		
No. of Employee	yes	No
8	8	0

**Chart- 35**



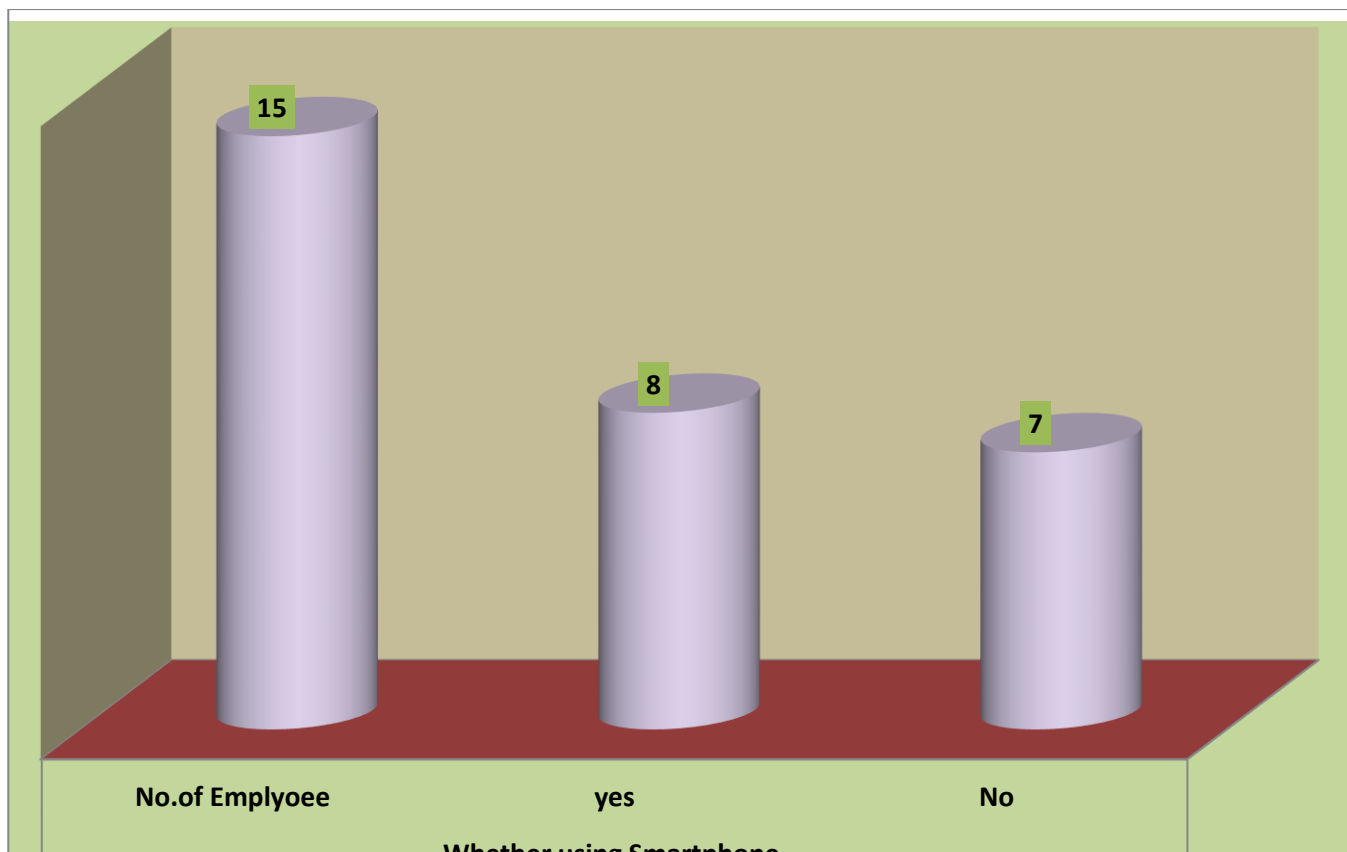
## **District Statistical Office (Gomati Tripura)**

Out of 15 employees of Gomati District, 8 have operating knowledge of Smartphone and rest 7 are not having knowledge of Smartphone..

**Table-36**

Gomati District		
Use of Smartphone		
No. of Employee	yes	No
15	8	7

**Chart- 36**

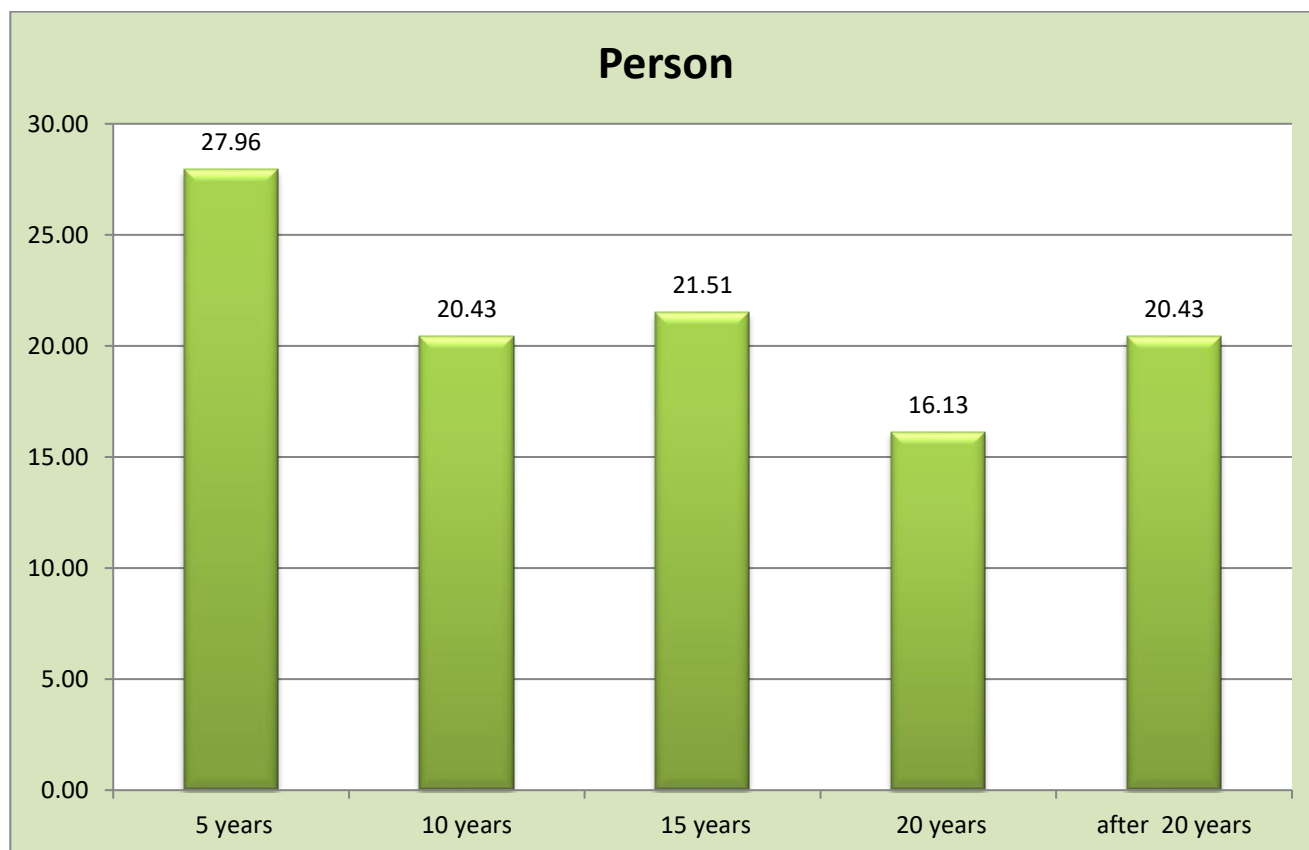


## F. Details of the retirement of employees in the Department (Non-Gazetted)

**Table – 37**

Retirement within	Persons in Number	Percentage
5 years	26	27.96
10 years	19	20.43
15 years	20	21.51
20 years	15	16.13
after 20 years	19	20.43

**Chart – 37**



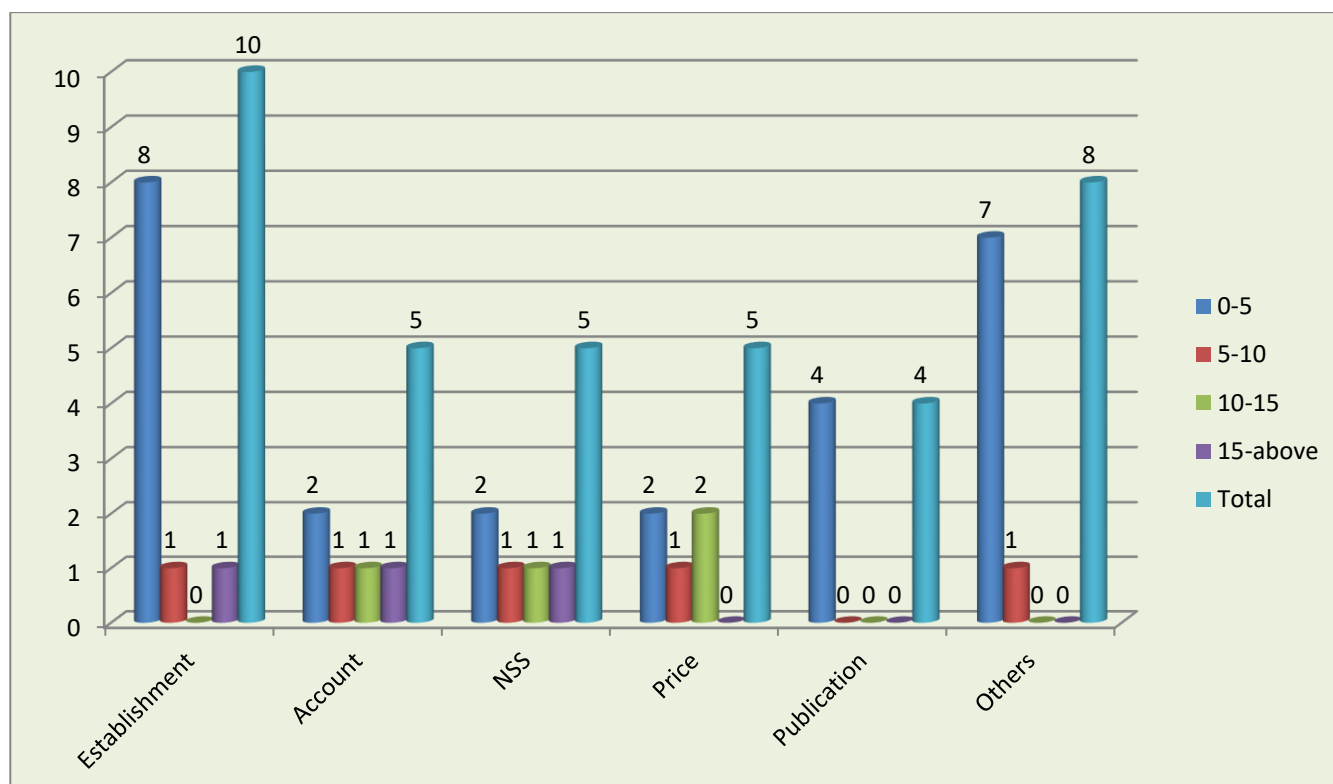
## G. Experience of the Employees in various section of this Department (Non-Gazetted)

**Directorate Office :** Details of Experience of the employees of Directorate office in various section and years of Experience are given in the table.

**Table-38**

Sections	0-5 Years	5-10 Years	10-15 Years	15-above Years	Total
Establishment	8	1	0	1	10
Account	2	1	1	1	5
NSS	2	1	1	1	5
Price	2	1	2	0	5
Publication	4	0	0	0	4
Others	7	1	0	0	8

**Chart - 38**



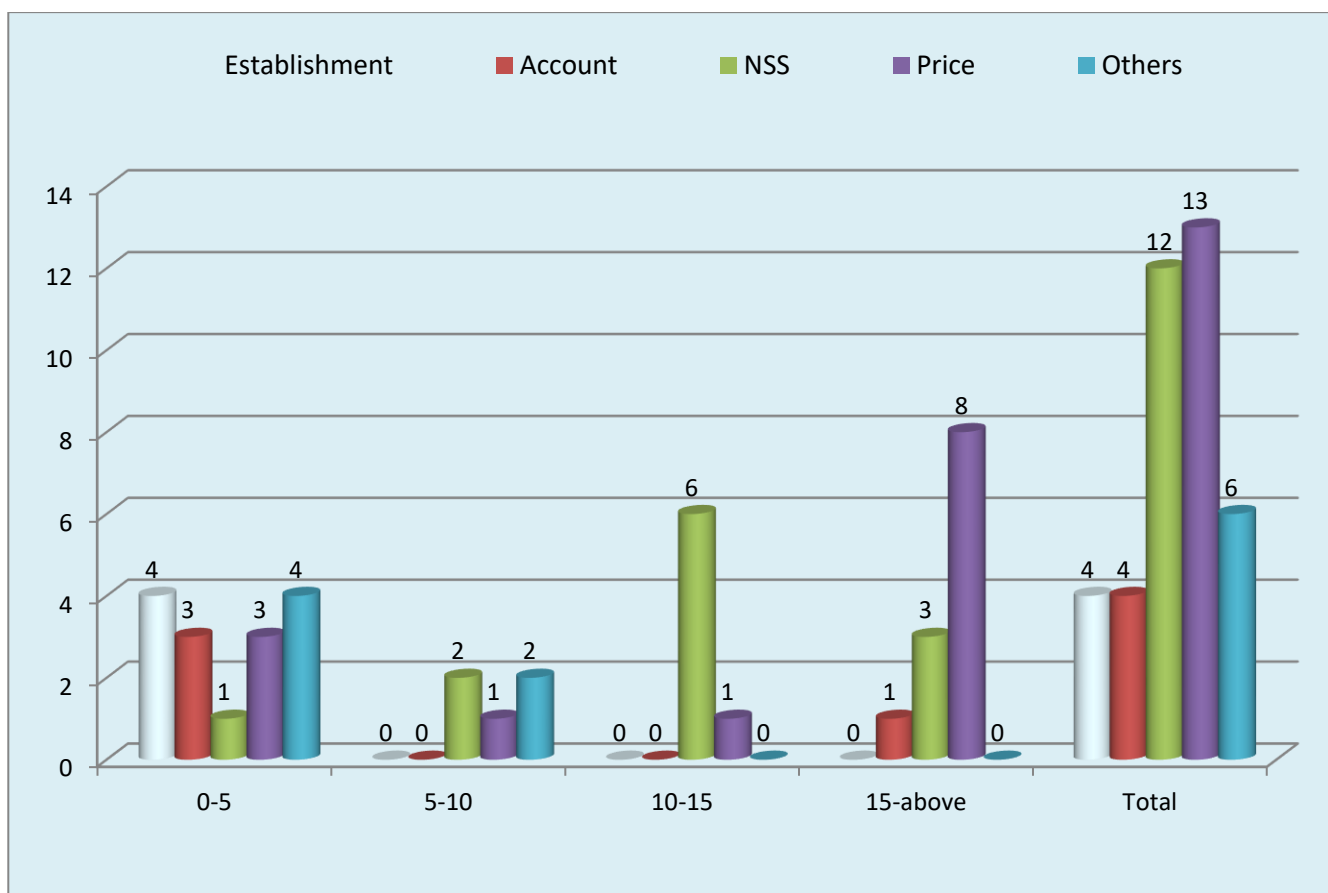
### **District Statistical Office (West Tripura) :**

Details of Experience of the employees of West District office in various section and years of experience are given in the table.

**Table-39**

Sections	0-5 years	5-10 Years	10-15 Years	15-above Years	Total
Establishment	4	0	0	0	4
Account	3	0	0	1	4
NSS	1	2	6	3	12
Price	3	1	1	8	13
Others	4	2	0	0	6

**Chart - 39**



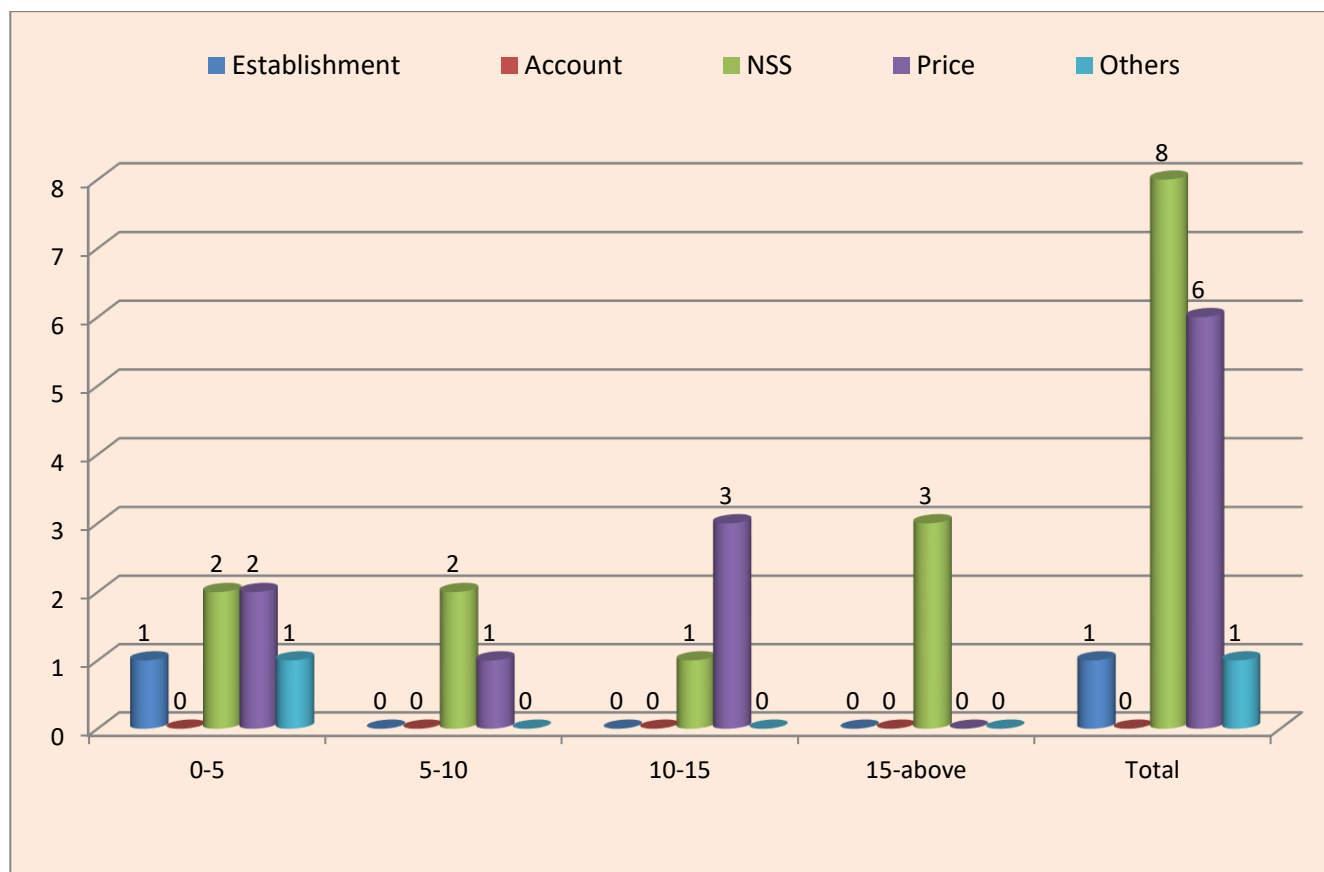
### **District Statistical Office (Dhalai Tripura) :**

Details of Experience of the employees of Dhalai District office in various section and years of experience are given in the table.

**Table- 40**

Sections	0-5 years	5-10 Years	10-15 Years	15-above Years	Total
Establishment	1	0	0	0	1
Account	0	0	0	0	0
NSS	2	2	1	3	8
Price	2	1	3	0	6
Others	1	0	0	0	1

**Chart - 40**





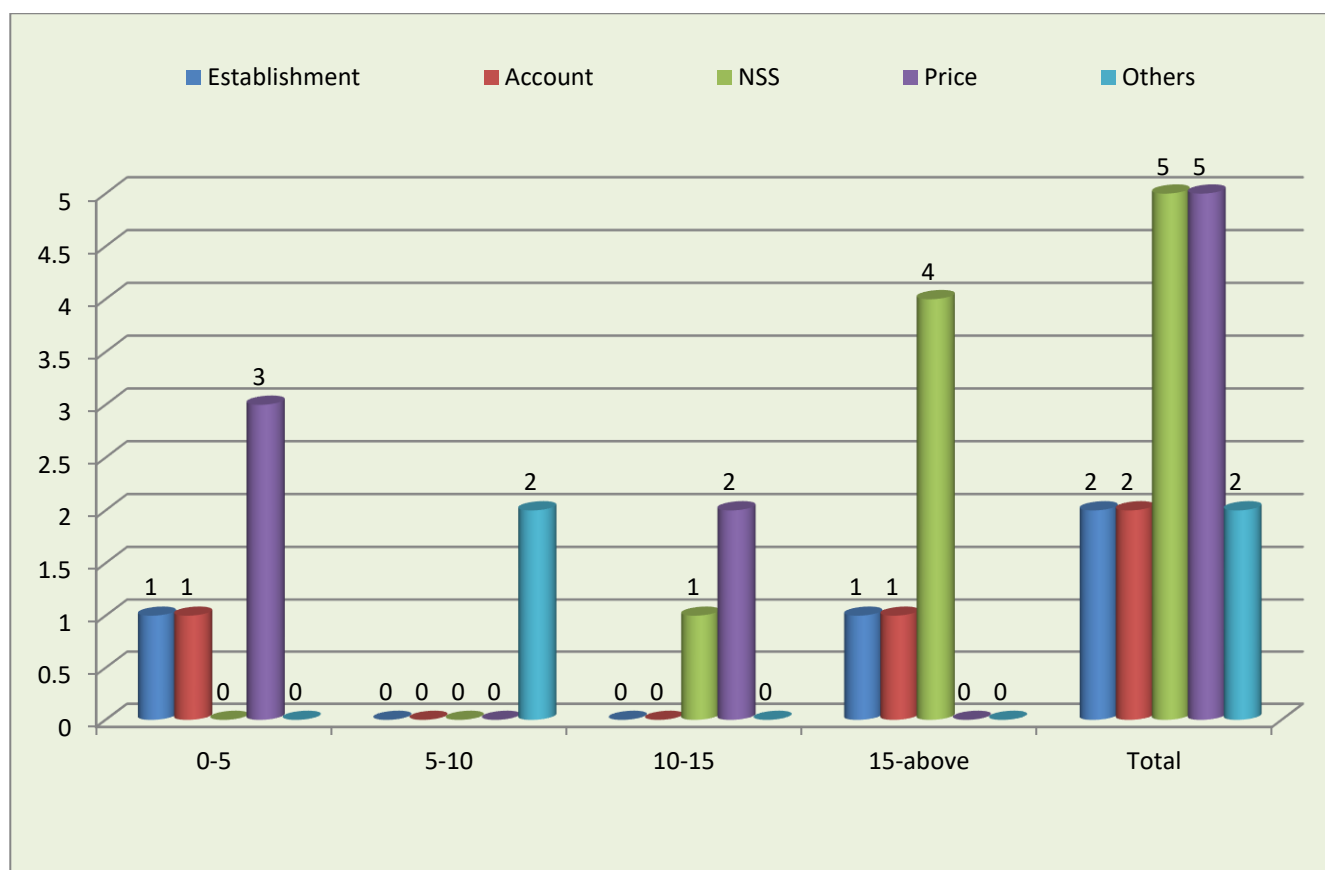
### **District Statistical Office (North Tripura) :**

Details of Experience of the employees of North District office in various section and years of experience are given in the table.

**Table-41**

Sections	0-5 years	5-10 Years	10-15 Years	15-above Years	Total
Establishment	1	0	0	1	2
Account	1	0	0	1	2
NSS	0	0	1	4	5
Price	3	0	2	0	5
Others	0	2	0	0	2

**Chart - 41**



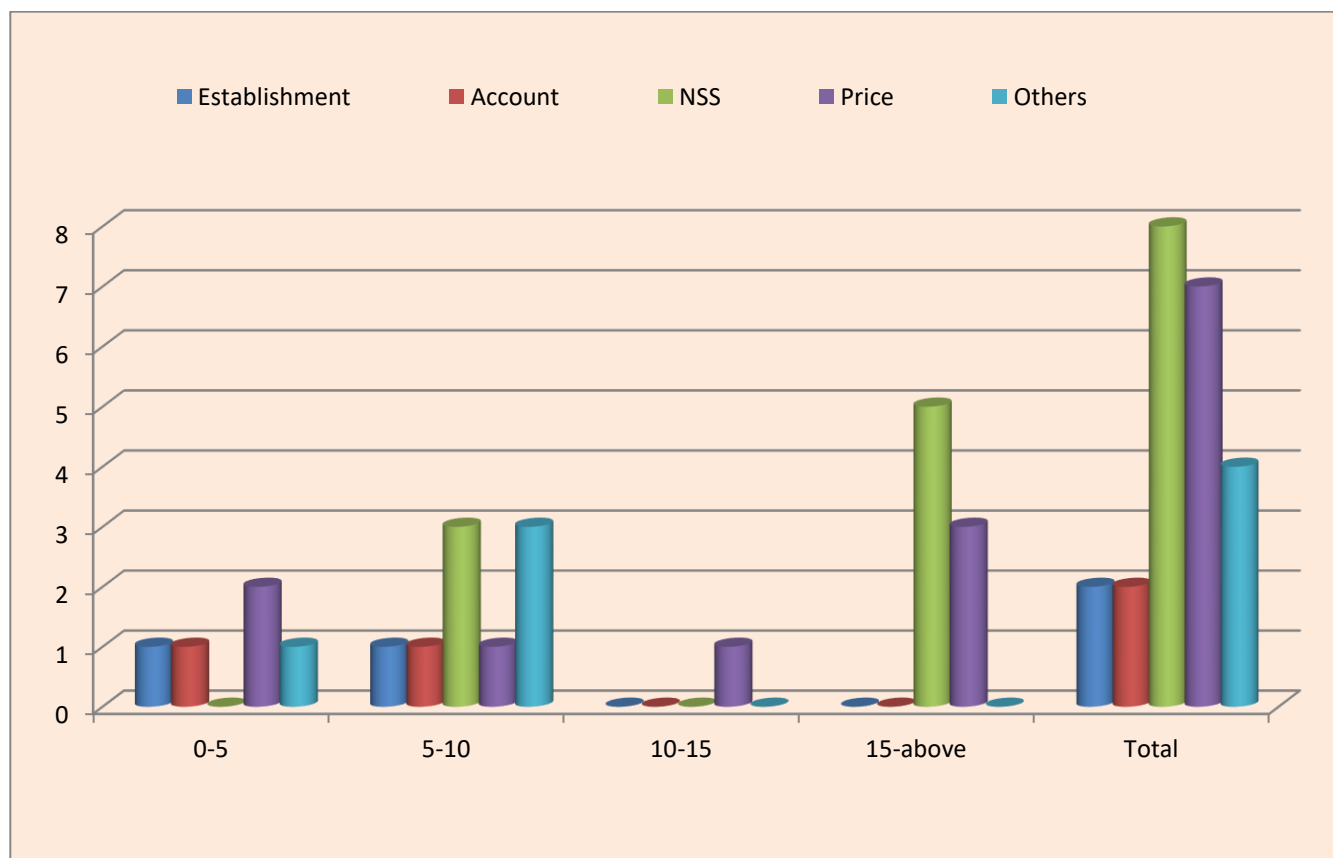
### **District Statistical Office (Gomati Tripura) :**

Details of Experience of the employees of Gomati District office in various section and years of experience are given in the table

**Table - 42**

Sections	0-5 years	5-10 Years	10-15 Years	15-above Years	Total
Establishment	1	1	0	0	2
Account	1	1	0	0	2
NSS	0	3	0	5	8
Price	2	1	1	3	7
Others	1	3	0	0	4

**Chart – 42**



# TRAINING

## H. Training required by the Employees of this Department (Non-Gazetted)

**Directorate Office :** Training required by the employees of this Department

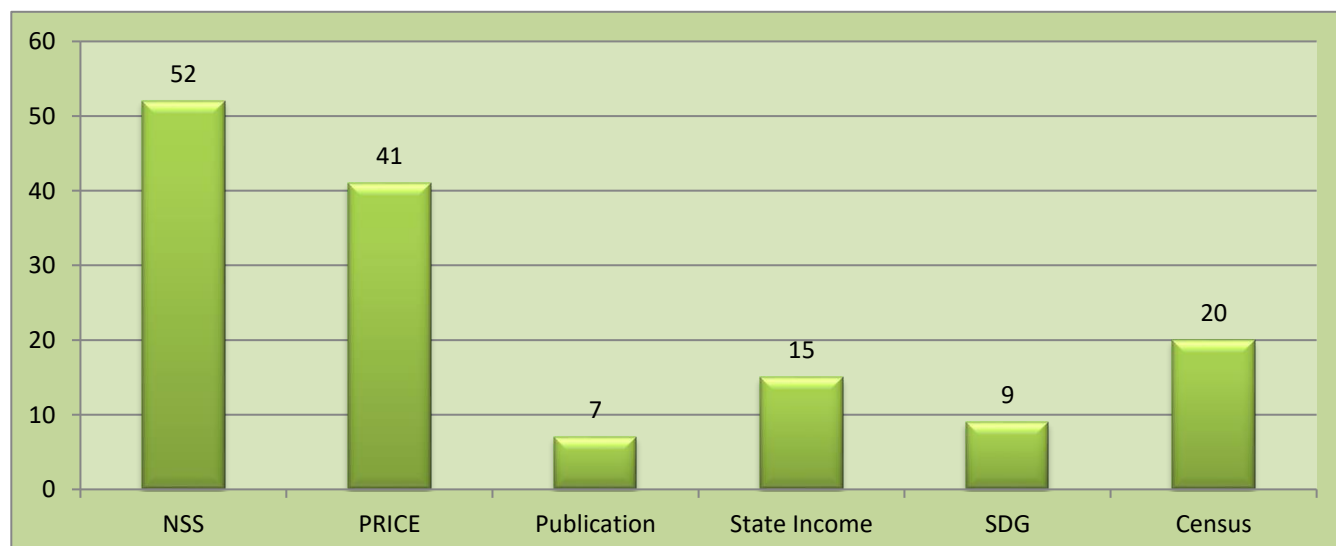
Details are given in the Table 43, 44 & 45.

### Technical Training

**Table – 43**

Section	No of Employee
NSS	52
PRICE	41
Publication	7
State Income	15
SDG	9
Census	20

**Chart – 43**

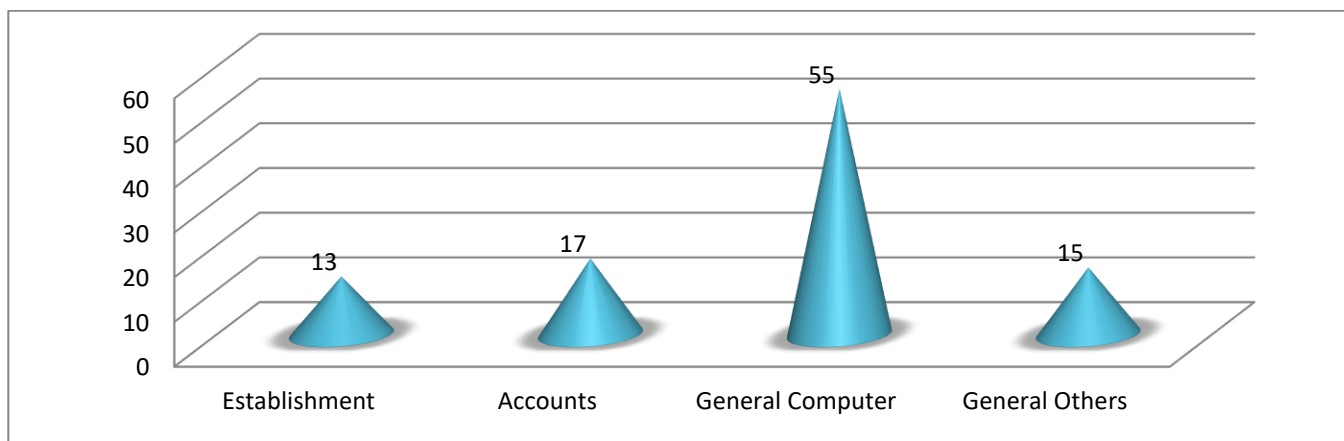


## General Training

**Table - 44**

Section	No. of Employee
Establishment	13
Accounts	17
General Computer	55
General Others	15

**Chart – 44**

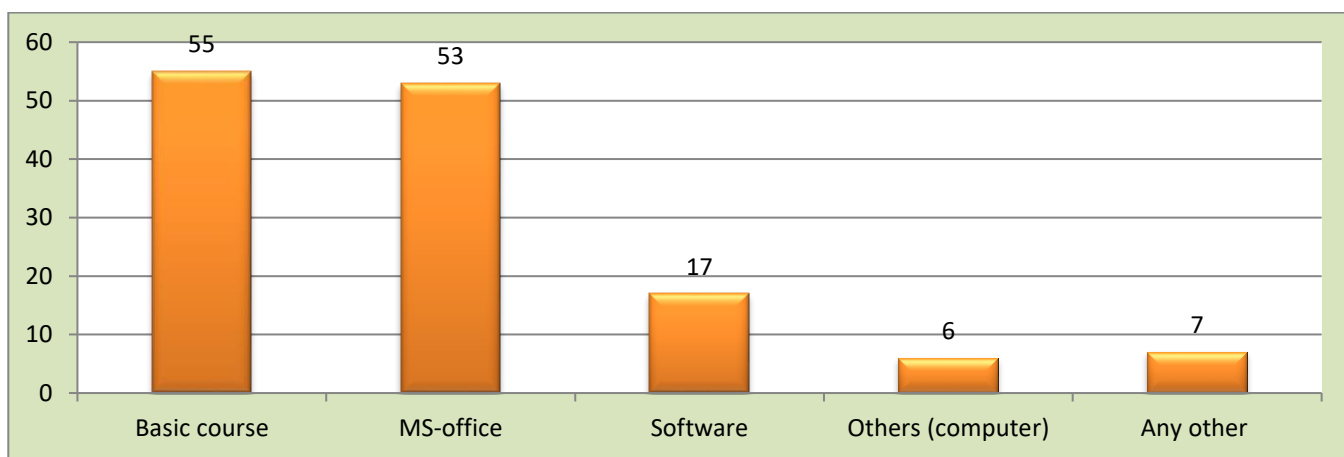


## Computer Training

**Table - 45**

Section	No of Employee
Basic course	55
MS-office	53
Software	17
Others (computer)	6
Any other	7

**Chart – 45**



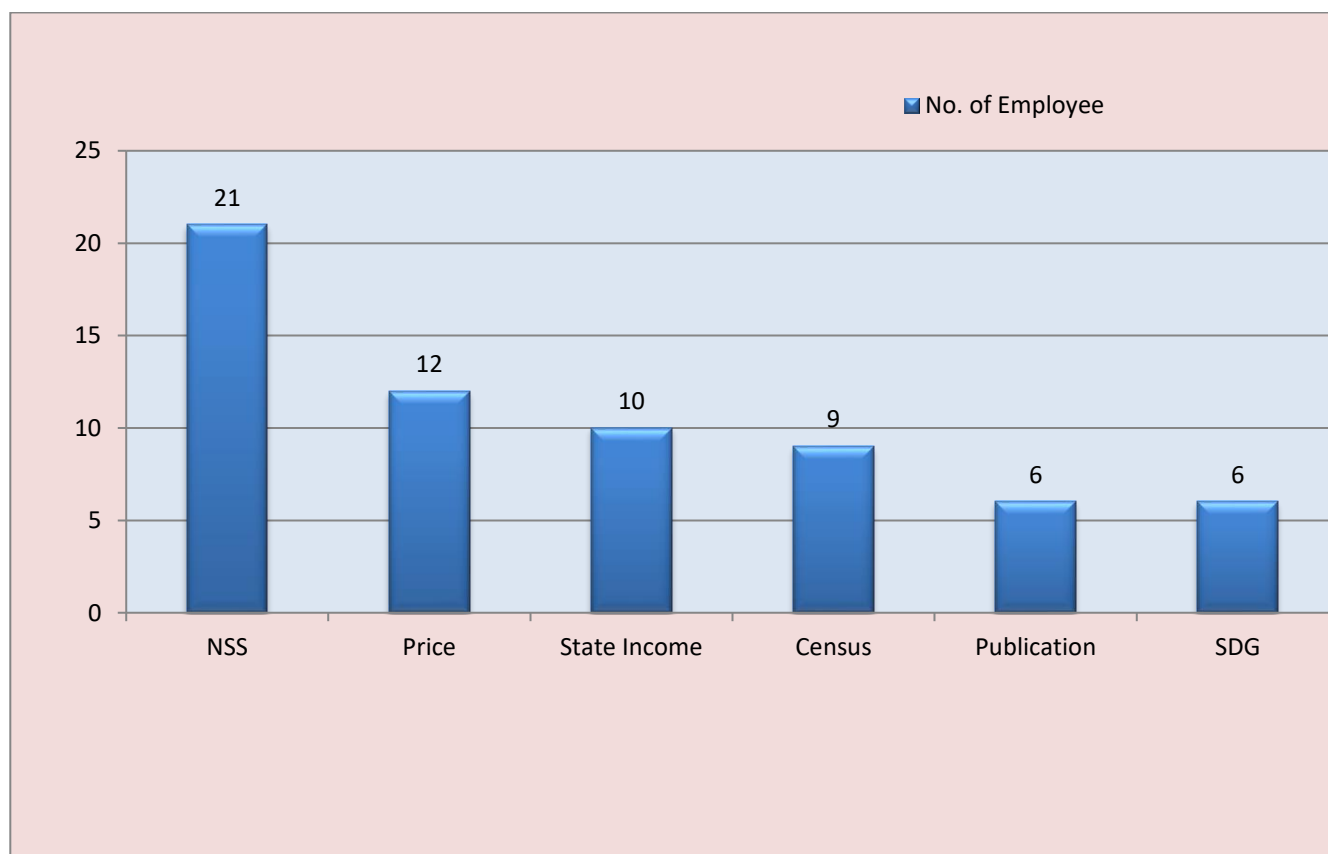
**District Statistical Office (West Tripura) :** Training requirement by the employees of this Department . Details are given in the Table 46 & 47

### Technical training

**Table - 46**

Section	No. of Employee
NSS	21
Price	12
State Income	10
Census	9
Publication	6
SDG	6

**Chart – 46**

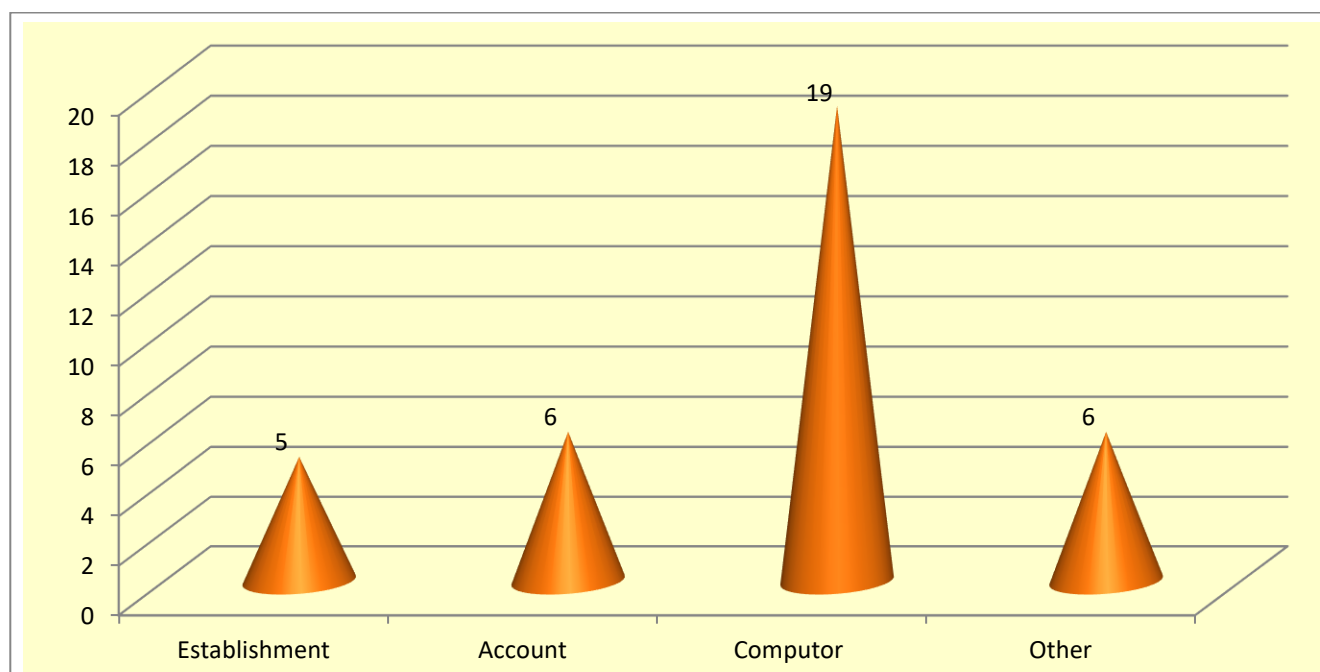


## General Training

**Table - 47**

Section	No. of Employee
Establishment	5
Account	6
Computor	19
Other	6

**Chart – 47**



**District Statistical Office (Dhalai Tripura)** : Training required by the employees of this Department .

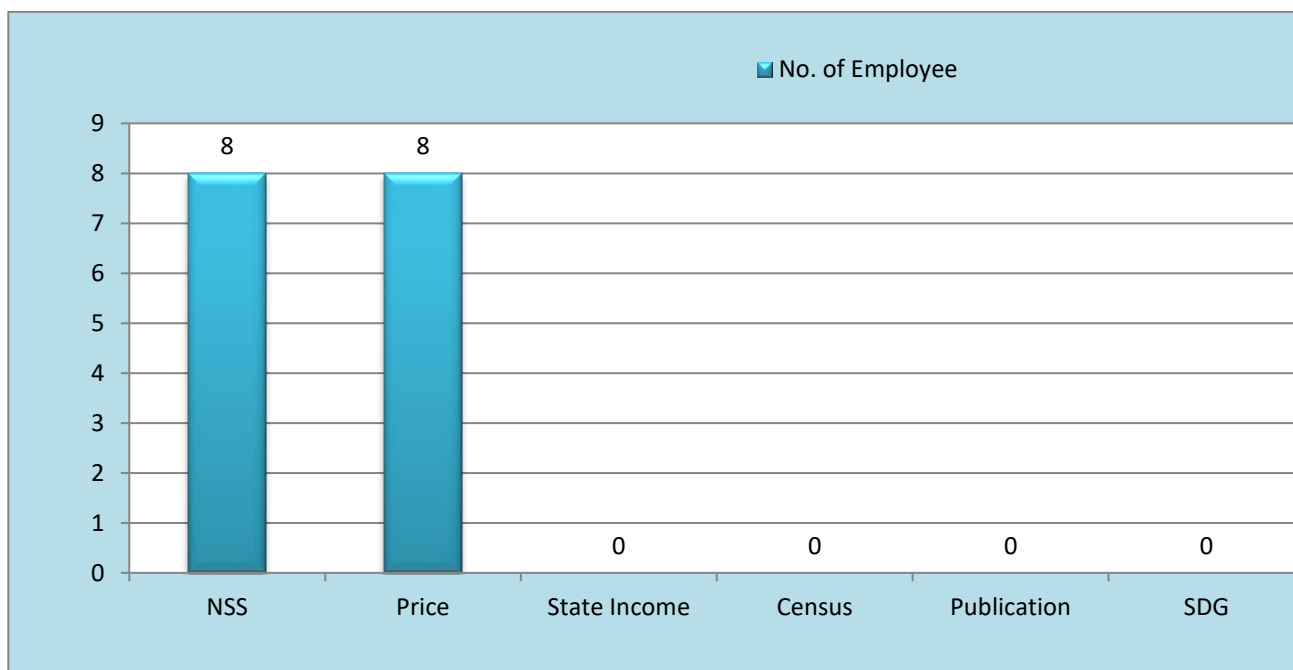
Details are given in the Table 48 & 49

## Technical training

**Table - 48**

Section	No. of Employee
NSS	8
Price	8
State Income	0
Census	0
Publication	0
SDG	0

**Chart- 48**

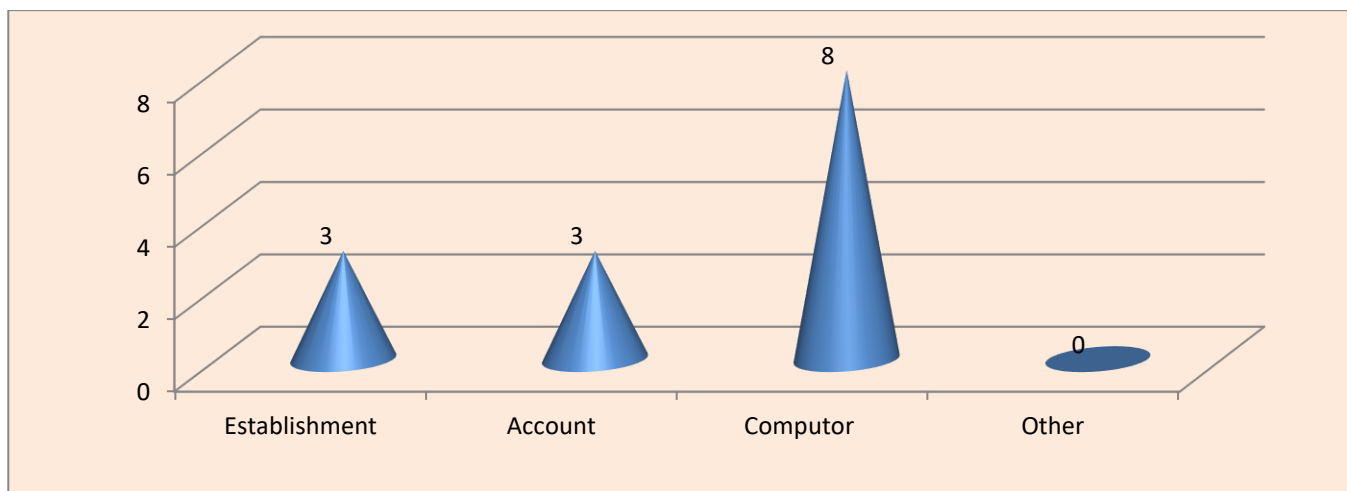


## General Training

**Table - 49**

Section	No. of Employee
Establishment	3
Account	3
Computer	8
Other	0

**Chart- 49**



**District Statistical Office (Gomati Tripura) :** Training requirement by the employees of this Department .

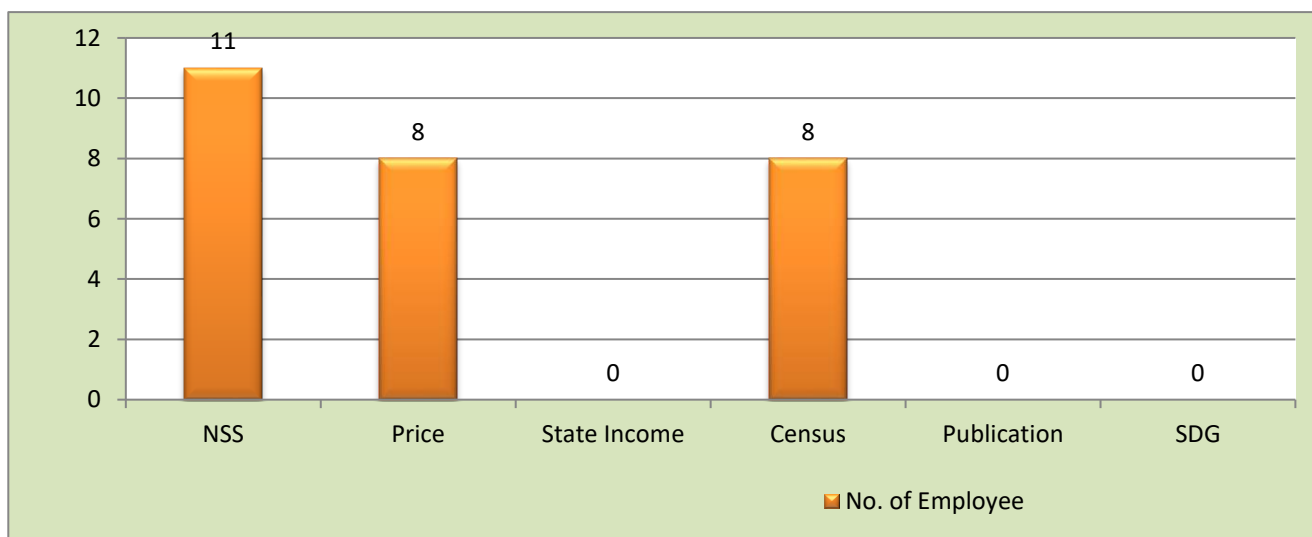
Details are given in the Table 50 & 51

**Technical training**

**Table - 50**

Section	No. of Employee
NSS	11
Price	8
State Income	0
Census	8
Publication	0
SDG	0

**Chart-50**



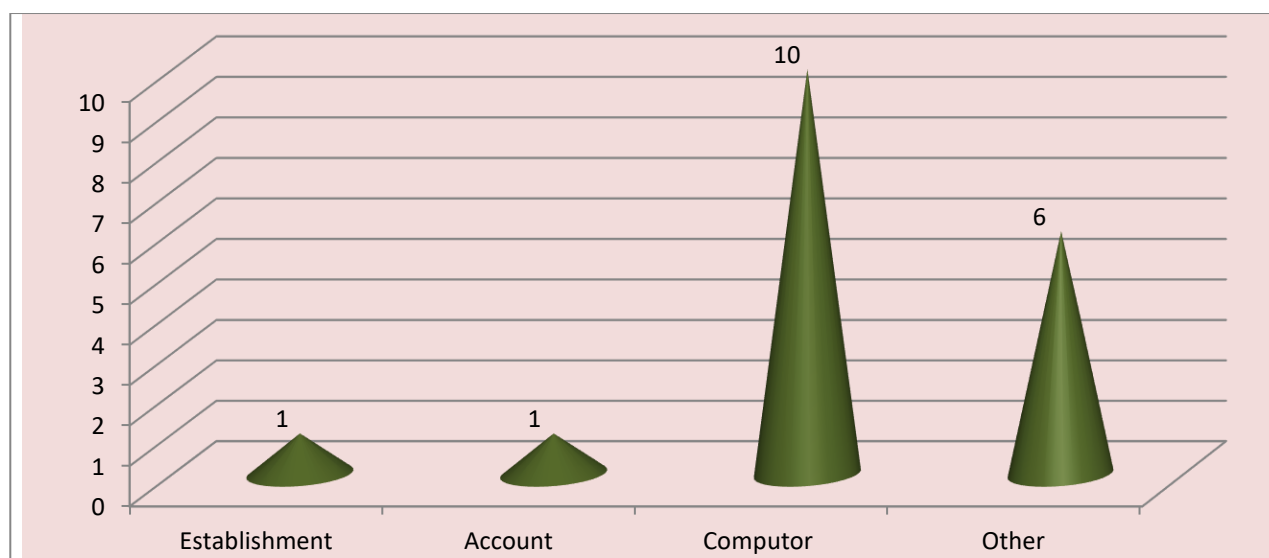


## General Training

**Table - 51**

Subject	No. of Employee
Establishment	1
Account	1
Computer	10
Other	6

**Chart-51**



# Training Need Analysis On NSS

## **Present Scenario**

### **National Sample Survey (NSS)**

The National Sample Survey (NSS) is one of the oldest continuing household sample surveys in the developing world. The survey is conducted on a regular basis by the National Sample Survey Organization (NSSO), India's premier data collection agency under the Ministry of Statistics and Program Implementation of the Government of India (GOI). The role of the NSS must be seen in the broader context of Indian economic development. The GOI launched the NSS to gather nationally representative information on household structure, consumption, and production.

The first NSS round was conducted in 1950–1951 and included information on land utilization, prices of essential commodities, and daily wages of skilled and unskilled laborers at the village level. At the household level, data was obtained on demographic characteristics as well as land ownership, cultivation, and utilization. In addition, detailed data was gathered on monthly and weekly consumption, as well as on entrepreneurial activities, from a subset of the sampled households. The expansion of the sample size, especially for the collection of data on consumption expenditure and employment, has allowed NSS estimates to be representative at the below-state (but not district) level. The NSSO is representative at the level of regions—collections of several districts grouped together on the basis of broadly similar agro-climatic conditions. Regions are not administrative units. The NSS has delineated a total of seventy-eight regions in the country.

The coverage of the NSS varies over the different rounds. Each round always obtains information on consumption and employment; however, the

rounds also cover other subjects, such as health, schooling, or disability, in the form of additional modules.

The huge field work of NSS is being conducted by NSSO with the help of State Directorate of Economics & Statistics of each state. The Directorate of Economics & Statistics (DES), Government of Tripura is the Nodal Department for statistical activities in the State of Tripura. Role of Executive Business of DES, Tripura includes calculate and publish Gross State Domestic Product (GSDP), Index of Industrial Production, Price Statistics, Conduction of different Census & Surveys, bringout publications in statistical matters etc. Among all the activities participation in NSS Rounds is one of the important activity of DES. DES participates in each and every round of NSS for both for the Central & State Sectors.

For Central Sector samples, DES is responsible for data collection in prescribed schedules, Inspection/ field visit, convert paper schedules in electronic schedule (e-schedule) through prescribed software and to send error free filled-in e-schedules to Data Processing Centers (DPD), MoSPI, GoI. DPD then validate the data, generate report and published.

For State Sectors samples, role of DES is much more important. DES is responsible for data collection in prescribed schedules, Inspection/ field visit, convert paper schedules in electronic schedule (e-schedule) through prescribed software, data validation, report generation and then publication.

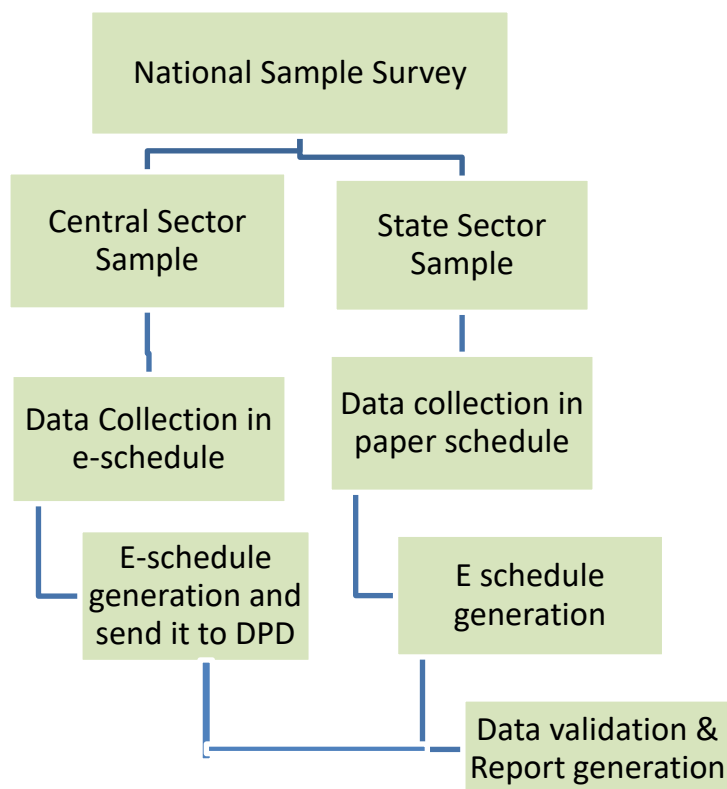


Chart 1: DES Role in NSS

The NSS schedules are voluminous in nature and one sample requires 13-15 working days for field work. The Directorate of Economics & Statistics (DES), Tripura has been allotted 250-300 samples to be covered in each round (one year) for both State & Central sectors. Conversion of paper schedules in e-schedule requires another 4-5 working days.

DES, Tripura has acute shortage of field functionaries (no recruitment has been made in last 14 years) and NSS is one of the responsibilities of DES. In view of the present situation, DES manages to complete only the field work of NSS within specified time period. There is time lag in NSS State Sector Report generation and publication. As NSS 78<sup>th</sup> Round already over, DES only able to published NSS 68<sup>th</sup> Round report.

### **1.b. Definition/ Description of Area Classification/ Categorization:**

DES, Tripura manages NSS fieldwork through four District Offices headed by District Statistical Officers. Data collection of NSS from field is done

through Assistant Investigators/ Investigators. They also do the e-schedule generation after field work.

After the field work e Schedules are send to DPD, Kolkata (for Central Sector samples) and to DES (for State Sector Samples) for data processing. NSS Section of DES is responsible for data processing as prescribed by MoSPI, GoI and finally Reports generation.

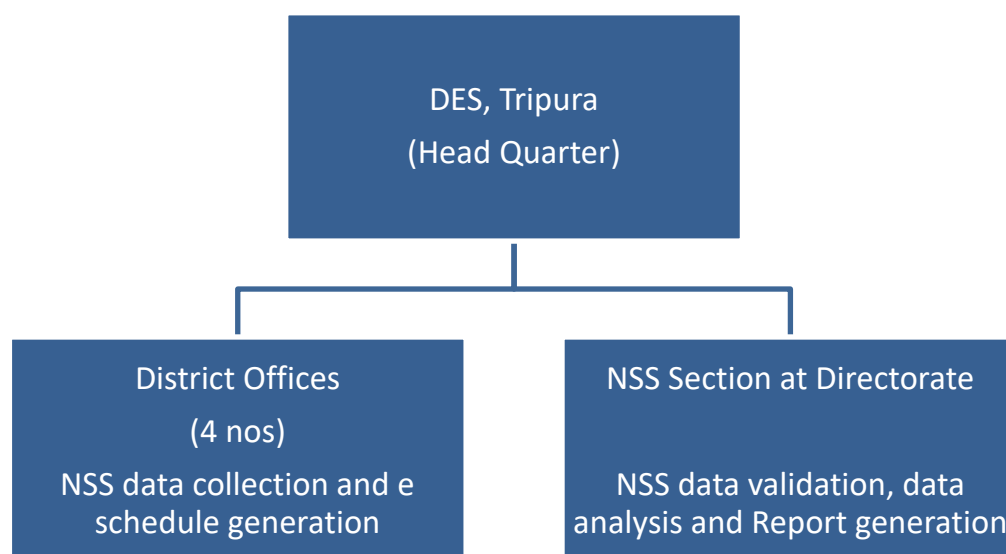


Chart 2: Area classification of NSS work

NSS is a team work. A dedicated team is required to complete the whole process of NSS. Starting with field data collection, e schedule generation, data validation, compilation and finally report generation, each state requires expert and dedicated man power. The important work of field data collection is vested upon trained Investigators / Assistant Investigator. Their work is then supervised by the Inspectors at District level. After data collection each Investigators / Assistant Investigator then convert the paper schedule into e schedule under the supervision of Inspectors. Assistant Statistical Officer (ASO) is responsible for coordinating the whole work at District Level.

At State level (DES), NSS Section received the e schedules from District Offices and validate the schedules. Validate schedules are then analysis by a complex mathematical process and Report generates through statistical

methods. The whole work of NSS section is supervised by Senior Inspectors and monitored by Senior Officers (Additional Director, Joint Director, and Statistician). Finally the Report of each round is approved by the Director, DES.

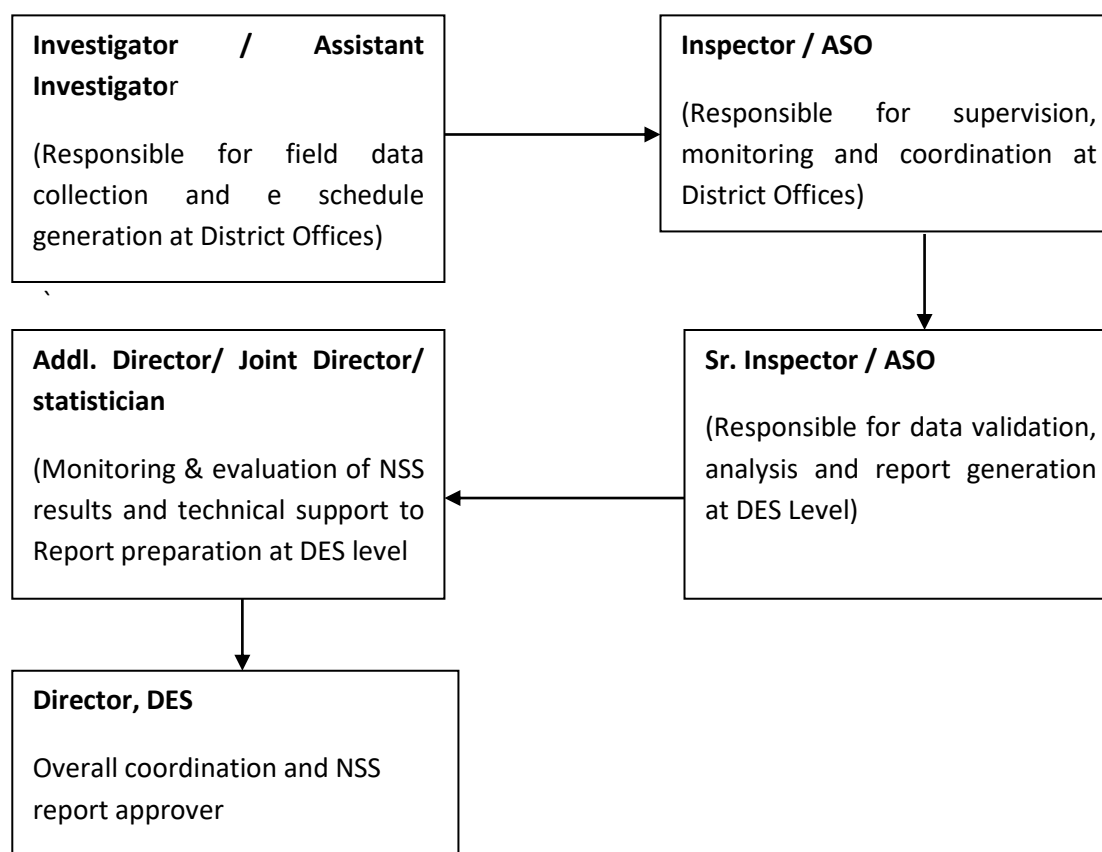


Chart 3 :Categorization of NSS work

## Price Section :

Market Prices affected all Section of Society and price statistics are regarded as the most important economic data which influential / reflect the change in economic activities. The change in prices can be measured both in absolute and relative terms.

As per amendment made in the 2nd Amendment of Tripura Agriculture produce markets Act 2007 there is provision for de-establishment of markets.

However, handing over of Agricultural Produce markets may be effected by Notification of the Government as per Government decision with condition that the local authority will manage the market as per of Agricultural produce market Act 1980. Average Rural /Urban markets Price of Selected items are different Districts and Sub-Division of Tripura.

The Directorate of Economics & Statistics Planning (Statistics) Department, Government of Tripura collects retail prices of 108 essential commodities including goods & miscellaneous Services from 148 Selected rural markets from 8-districts and compiles the average and index numbers to meet the various requirements of State Government and for estimation of Gross State domestic product (GSDP) and also widely used by the other organization for policy making purpose.

The important work of Market price data collection is vested upon trained Inspectors/ Investigator/ Assistants Investigator. Their work is them supervised by the A.S.O and D.S.O, Joint Director/ Additional Director and Director.

After market price data collection each converts the paper Schedule into e-Schedule. The whole of price Section is Supervised by Senior Inspectors and monitored by Senior Officers (Additional Director, & Joint Director& Statistician). Finally the Report of each round is approved by the Director (DES).

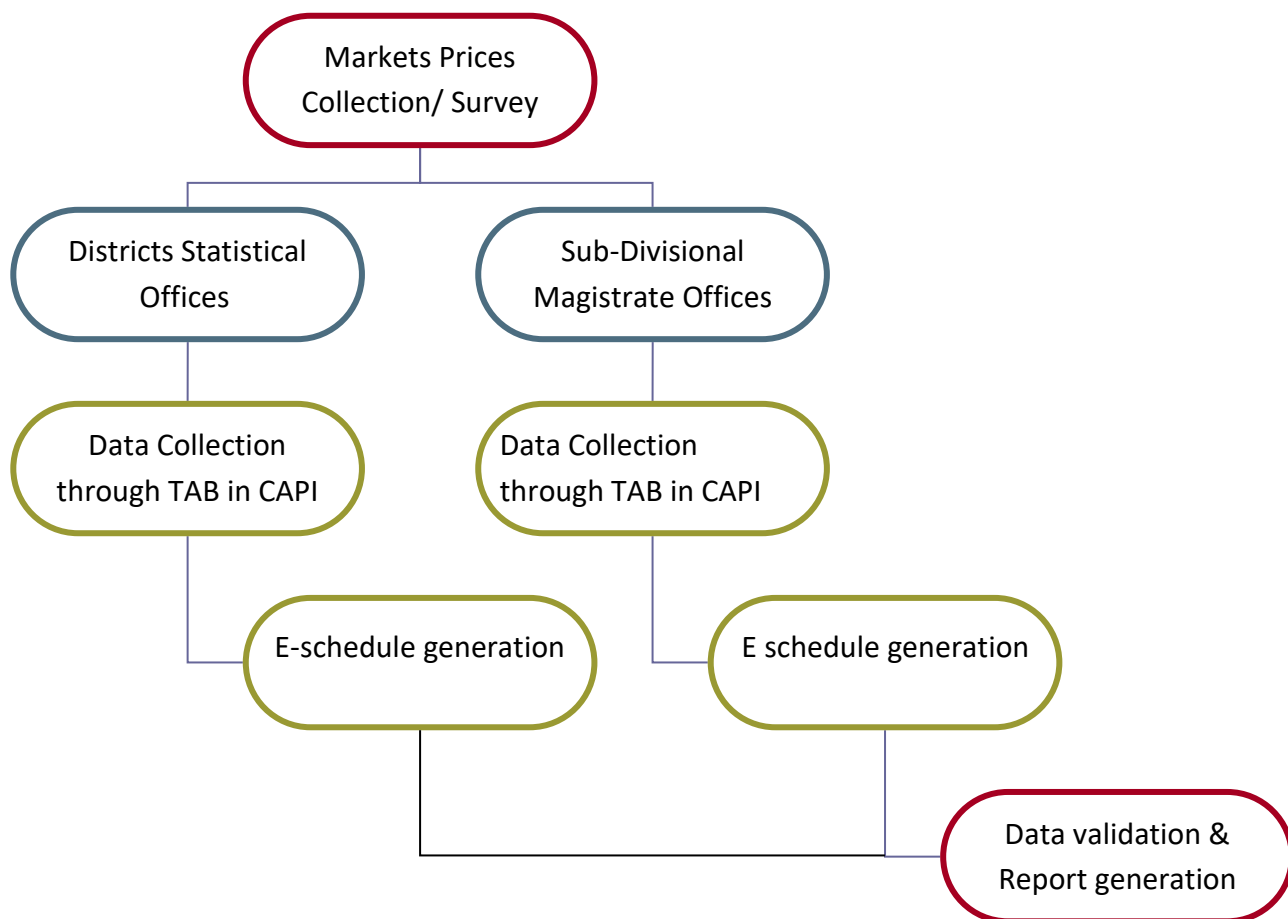


Chart 1: DES Role in Price Section

### **Publication:**

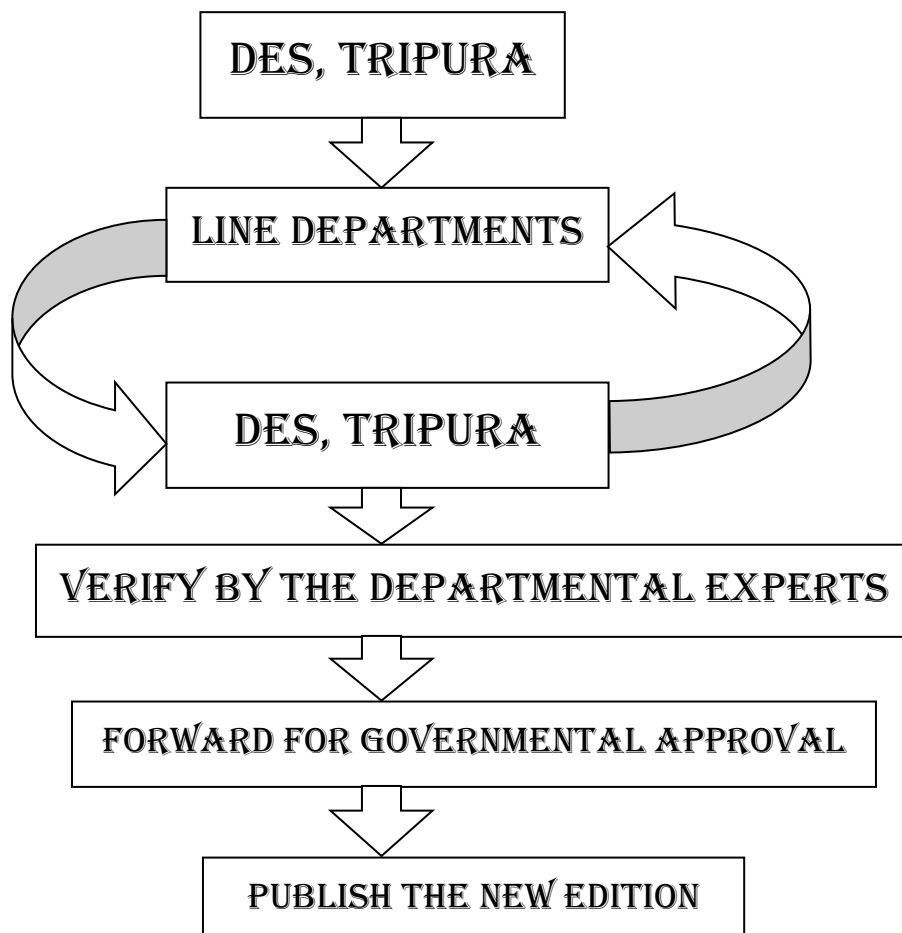
The Department is the Nodal Department to collect, compile, analyze data regarding various socio-economic aspects of the State. In this regard the Director circulate the letter to all line departmental head to generate the required data within stipulated time. The experts of the publication sections under the observation of the concern officer verify the data acceptability with different statistical norms and formula, make contact with the concern line departments if required and proceed for data entry to publish the data with required graphs and charts and also with analysis. The whole work is supervised by Senior Inspectors and monitored by Senior Officers (Additional Director, Joint Director, and Statistician). The draft copy is refined by the



departmental experts and sends for Governmental approval. The approved edition is publishing by the help of Tripura Government press.

The Directorate of Economics and Statistics (DES) brings out different publications on regular basis. Few of the important publications are Economic Review, Some Basic Statistics of Tripura, “Tripura at a glance” and Statistical Abstract. Economic Review, Some Basic Statistics, Tripura at a glance are publishing on yearly basis and Statistical Abstract is publishing on a spell of two year. The latest publication of Economic Review for the year 2019-20 and for 2020-21 is on the pipeline. The publication of ‘Some Basic Statistics of Tripura’ has been published for the year 2016-17 and for the year 2019-20 is almost done. ‘Tripura at a glance’ has been published on 2020 and for the 2021 waiting for approval to publish. All these publications are very useful to the planners, policy makers, academicians as well as researchers in studying the socio-economic aspect of Tripura.

This Directorate functions under the administrative control of the State Planning Department, Tripura. Function of State Government has increased tremendously. The concept of a State has changed from that of a simply maintaining law and order to that of welfare state. Statistical data and methods are of great help in promoting human welfare, framing suitable policies and efficient functioning of various departments of state government. This Department undertakes multifarious activities pertaining to the collection, compilation and analysis of data on socio-economic aspects of the State economy, evaluation of development programs and formulation of annual five year plans.



### State income Section:

**Gross domestic product** (GDP) is the total monetary or market value of all the finished goods and services produced within a country's borders in a specific time period. As a broad measure of overall domestic production, it functions as a comprehensive scorecard of a given country's economic health.

GSDP is the sum of all value added by industries within each state or union territory and serves as a counterpart to the national gross domestic product (GDP). The total value of goods and services produced during any given financial year within the geographical boundaries of a state/UT. The financial year in India runs from 1st April of the ongoing year to 31st March of the following year.

Gross State Domestic Product (GSDP) or State Income is the most important indicator for measuring the economic growth of a State. Gross State Domestic Product (GSDP) is a measure in monetary terms, the sum

total volume of all finished goods and services produced during a given period of time, usually a year, within the geographical boundaries of the State, accounted without duplication.

### **Importance of State Domestic Product**

The State Domestic Product (SDP) or State Income is the most important indicator for measuring the economic growth of a State. These estimates of economy, over a period of time, reveal the extent and direction of the changes in the levels of economic development. The State Domestic Product is classified under three broad sectors such as Primary sector, Secondary sector and Tertiary sector and is compiled economic activity wise as per the methodology prescribed by the Central Statistics Office (CSO), GOI and furnished to the Ministry of Statistics and Program Implementation (MOSPI).

The Per Capita Income represents the standard of living of residents of a State. These estimates not only serve as an indicator to assess the status of the economy among the States in the country but also throw light on the overall impact of various developmental programs implemented by the Government.

The Finance Department prepares a macroeconomic frame work statement and fiscal policy statement, every year, using the SDP estimates for placing before the Legislature during Budget Sessions as part of Fiscal Responsibility and Budget Management (FRBM) Act, 2005.

The national accounts provide a comprehensive, conceptual and accounting framework for analyzing and evaluating the performance of an economy. As the national accounts are designed to account for all economic transactions their compilation is a major exercise which draws information from several diverse data sources. For making the estimated comparable internationally and overtime the Central Statistical A Organization (CSO) maintain detailed, well documented methods and procedures unchanged till the revision of the base year. Normally major methodological changes and

incorporation of data from new surveys and censuses are made at the time of revision of base year.

The estimates of State Domestic Product (SDP), generally known as State Income, are considered as the most important macro-economic aggregates to measure the economic development of the state. The SDP of a State is defined as the aggregate money value of all goods and services produced within the geographical boundary of the state, counted without duplication with reference to a specific time period, usually a year. As SDP reflects the production capacity of any State, it simultaneously reflects the outcomes of the investments made, opportunities available and the likely impact of forthcoming economic policies. Thus, in the context of planned development of the economy of a state, the estimates of state domestic product and its derivative, per capita income plays a vital role since these estimates help government in formulating the policies and programs as per critical economic analysis. The broader utilities of the GSDP estimates are as follows:

- To know the growth of the economy.
- To workout per capita income.
- For allocation of funds.
- To study structural changes in economy.
- For fixing the plan targets.
- To study the inter-state comparison.

# OBSERVATION

Having worked through the analysis, we know have a better idea of the nature of the problem. We are facing a problem to bring out / publish the final Report of each NSS round in a time bound manner. As we come to know that bringing out NSS report is a combination of multiple tasks. If the officials are not able to collect data from field in effective manner then the whole process will get delayed. Also the field functionaries are over burden and collection of NSS data is a part of their job. The District offices suffer due to shortage of staff.

The solution of the problem is typical of many training interventions; it requires tasking what need to be done to resolve the problem. In the same way as many real issues, the answer is not automatically a training course; the best probable answer is multiple, and is a combination of changing the data collection technique, some training designed to make the job easier and an investment in changes in the environment of the NSS process.

At district level main data collection work is done with the help of the Investigators / Assistant Investigator. Their primary job is to collect data from household enquiry method. It is a lengthy process and requires a lot of dedication, knowledge, attitude, skill. To complete one NSS sample on paper schedule it takes 14-15 days. Considering the present situation of the State (transportation, lodging etc) the field investigators do not stay in the sample village. There is always a rush to complete the work somehow and back to HQ, which affects the quality as well as the purpose of NSS.

Second important aspect of price schedules is data quality. To ensure this the work of field investigator has to be checked by Inspector or ASO or Sr. Level Officials. Data collection through CAPI Mode, all level of enumerators needs proper digital training. If data entry generated properly, most of the checking work will be done by the system itself.

At DES, there is a dedicated section for Publication. Responsibility of Publication section is to coordinate the Nodal Departments to collect all State data. For this required a huge manpower and improved computers. Moreover Proper Training is required to upgrade the skill of the section to generate different Publications within stipulated time period.

We are facing a problem to bring out/ publish the final Report of each year GSDP/NSDP in a time bound manner. As we come to know that bringing out GSDP/NSDP report is a combination of multiple tasks. If the officials are not able to receive data from line department in effective manner then the whole process will get delayed. Also the official engaged are over burden due to shortage of staff. The DES yet to introduce modern techniques to solve the problem.

The solution of the problem is typical of many training interventions; it requires tasking what need to be done to resolve the problem. In the same way as many real issues, the answer is not automatically a training course; the best probable answer is multiple, and is a combination of changing the data receiving technique, some training designed to make the job easier and an investment in changes in the environment .

**Symptoms:**

- **Delay in submission of filled-in schedules (e-schedules) Supervisors for scrutiny and onward transmission by field investigators**
- **Quality of price data deteriorates.**
- **Generate different Publications within stipulated time period.**
- **Delay in submission of data from line departments**
- **Quality of data is not up to mark**
- **Shortage of time for proper supervision**
- **Publication of report generation delayed.**

**Causes:**

- **Lack of expertise in e-schedule generation.**
- **no accommodation facility in sample village**
- **lacking of proper knowledge, skill & techniques of NSS data collection**
- **field functionaries are over burden**
- **due to absence of publicity, informants don't cooperate**
- **Team work can yield better result**
- **Lack of motivation**
- **Insufficiency of feedback regarding quality of work**
- **Officers/officials are over burden**
- **to complete a large work in specified time mobility support required**
- **large number of senior level posts are vacant**
- **Officers/officials are not trained on specific software**

This is not an urgent situation and thus not required immediate action. A combination of training and non training intervention required to solve the performance problem of DES in bringing out NSS Reports in time bound manner. At organizational level there is a lot to do like filling up vacant posts, procurement of hardware etc. At Job level, the roles and responsibility may be clearly defined. Training can be imparted here as one of the solution.

**Observations:**

Based on the above analysis the causes (performance gap) are further classified in Environmental, Motivational & Behavioral (EMB) factors:

### EMD analysis

Environmental	<ul style="list-style-type: none"><li>• no accommodation facility in sample village</li><li>• field functionaries are over burden</li><li>• Inadequate TA / DA</li><li>• Lack of work publicity</li><li>• Official/officers are over burden</li><li>• to complete a large work in specified time mobility support required</li><li>• large number of posts are vacant</li></ul>
Motivational	<ul style="list-style-type: none"><li>• Lack of motivation</li><li>• Team work can yield better result</li><li>• Insufficiency of feedback regarding quality of work</li><li>• Officers/officials are not trained on specific software</li></ul>
Behavioural	<ul style="list-style-type: none"><li>• lacking of proper knowledge, skill &amp; techniques in scientific data collection through tablets</li><li>• Officers/officials are not trained on specific software</li></ul>

Based on the above classification we may now able to identify the training and non training needs.

#### Training Implications:

The training need identified is – **“To impart training on Investigators, Inspectors and ASO on modern data collection techniques on specified statistical software”**

On the basis of TNA of DES, Tripura it is found that the officers engage I different statistical work are lacking in direct knowledge. They have inadequate skills regarding data collection using modern method. These officers/officials are also not having proper knowledge of statistical methods and tools used in data analysis.

- lacking of proper knowledge, skill & techniques of data collection
- lacking of proper knowledge, skill & techniques in scientific data collection through tablets
- Officers/officials are not trained on specific software
- work is more statistical / mathematical

#### Non-Training Implications



As per TNA of DES some non-intervention implication points were also noticed. No proper field visit mechanism is there. Staffs are over burden. Shortage of staff in different categories. These Officials / officers are not engage full time in NSS.

### **Knowledge, Skill, Attitudinal Deficiencies:**

During training needs assessment, after the interaction with the client and the stakeholders it is evident that the staff engaged in the NSS is thoroughly skilled in their core competence area. But as discussed in the chart above it is clear that the staff in different Section of DES are lacking in the different areas, which can be classified into Knowledge, Skill and Attitudinal Differences.

### **Knowledge Deficiencies-**

The Inspectors engaged in different section is not having detail idea about statistical reports, how the statistical methods are used for estimation of statistical parameters. They don't have proper knowledge pooling, as how State & Central Sector data are pulled together to give more precise estimates.

- Inadequate knowledge of Statistics
- Lack of proper knowledge of Pooling
- No previous exposure to report writing
- inadequate knowledge of handling large data
- Lack of knowledge in Statistical package

**Skill Deficiencies-**District level officers/officials are not directly engaged except NSS works. They need proper skill development training in other statistical works of the departments. On the other hand DES Officers/Officials need knowledge on NSS work. Large scale data handling is required skill at highest level.

- No previous work experience
- Inadequate skills regarding statistical methods
- Lack of skill in report writing

**Attitudinal Deficiencies-** Casual attitude towards learning new skills and enhancing knowledge in new areas .

- Ad hoc approach towards learning new skills
- Self Content.
- Lack of initiation

Details of KSA deficiencies area summarised as below-

Knowledge Deficiencies	Skill Deficiencies	Attitudinal Deficiencies
➤ Inadequate knowledge of Statistic	➤ No previous work experience	➤ Ad hoc approach towards learning new skills
➤ Lack of proper knowledge of Pooling	➤ Inadequate skills regarding statistical methods	➤ Self Content. Lack of initiation
➤ No previous exposure to report writing	➤ Lack of skill in report writing	
➤ inadequate knowledge of handling large data		

## CONCLUSION

*It was observed that there existed a significant need for training among employees in both technical as well as non-technical areas. One of the reasons can be the age bracket and experience of current employees. Majority of the respondents belonged to age group of 35-45 years with less than 7 years of experience. Since the department is one of the most important departments of the State, hence with every new upcoming project/assignment the department recruits new employees. As a result, the workforce majorly comprises people are lack of work experience. The proper training in respect of technical and non-technical will improve the quality as well as quantity of work.*

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