



**GOVERNMENT OF GOA**

**CITIZEN'S CHARTER 2009**

**DIRECTORATE OF PLANNING,  
STATISTICS AND EVALUATION**

**AND**

**OFFICE OF THE CHIEF REGISTRAR OF  
BIRTHS AND DEATHS**

**PANAJI - GOA**

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**CITIZEN'S CHARTER  
OF  
DIRECTORATE OF PLANNING,  
STATISTICS AND EVALUATION**

**INTRODUCTION**

The Directorate of Planning, Statistics & Evaluation (DPSE) comprises of three broad Divisions, namely Planning, Statistics & Evaluation.

The Planning Division is responsible for formulating the Five Year Plan, Annual Plans, assisting the State Planning Board and its Sub-Committees.

The Statistics Division is responsible for collection, compilation and analysing of data, for planning and decision making.

The Evaluation Division is concerned with evaluation of various schemes/programmes/projects undertaken by the Government. In addition to the above activities, the Directorate carries out regular monitoring of plan programmes and schemes.

The DPSE also functions as the Office of the Chief Registrar of Births and Deaths for effective implementation of the Registration of Births and Deaths Act, 1969. For administrative purposes, the DPSE is organized in to eight Divisions as follows:

- Division**
- I - Administration and Accounts
  - II - Publication
  - III - Planning
  - IV - State Income and Co-ordination
  - V - Evaluation
  - VI - National Sample Survey, Annual Survey of Industries and Index of Industrial Production.
  - VII - Registration of Births and Deaths & Price Index.
  - VIII - Western Ghats & Twenty Points Programme

At present, the Directorate is functioning in three different premises. The above mentioned Divisions are located in the three premises as follows:

1. Junta Annexe:- 3<sup>rd</sup> Floor, IV Lift : Head Office
  - i) Division I (Administration)
  - ii) Division IV (State Income & Co-ordination)
2. Junta House :- 5<sup>th</sup> Floor, 1<sup>st</sup> Lift,
  - i) Division III Planning.
  - ii) Division VIII – Western Ghats & Twenty Points Programmes.
3. Pundalik Niwas:- 3<sup>rd</sup> Floor (Corte de Oiteiro)
  - i) Division I - Accounts.
  - ii) Division II – Publication.
  - iii) Division V – Evaluation.
  - iv) Division VI – National Sample Survey, Annual Survey of Industries, and Index of Industrial Production.
  - v) Division VII - a) Registration of Births & Deaths.  
b) Prices.

## Activities of various divisions of the Directorate

**Division I** deals with all administrative aspects and accounts related matters in respect of officers and staff of the Directorate.

**Division II** is responsible for bringing out the annual publications like Statistical Handbook of Goa, Goa at a Glance, Indicator's of Socio-Economic Development, Goa Economy in figures, Census of Government Employees, Citizen's Charter etc which are very useful for the Government functionaries as well as general public.

### Publications released by Div II

- a) Statistical Handbook of Goa:- The Statistical Handbook is a pocket size yearly publication. It is an important venture in dissemination of useful information about the State. Wherever possible data have been provided district wise for North Goa & South Goa District. It is widely used by Government Departments, Educational Institutions, Researchers, Scholars etc.
  
- b) Goa Economy in Figures:- Goa Economy in Figures gives important Statistical Indicators of Goa State at the time of attaining Statehood in

1987 and the data for two consecutive years preceding the year of publication. The publication is released on 30<sup>th</sup> May every year being Goa Statehood day. The wide array of Socio Economic Indicator's presented in the brochure enables readers to comprehend at a glance the impressive progress registered by the State since it attained Statehood.

- c) **Indicator's of Socio-Economic Development:-** It is a yearly brochure containing data on important Indicator's of Socio Economic Development prior to Liberation or immediately after Liberation as also at the time of attaining Statehood in 1987, and the year for which the brochure is published. This brochure commemorates the Goa liberation Day on the 19<sup>th</sup> December.
  
- d) **Goa at a Glance:-** It is a one page publication containing the talukawise data of the important indicator's of Goa's economy for the year, for which the data is published.
  
- e) **Census of Government Employees:-** The report analysis the census results as on 31<sup>st</sup> March of the respective year in terms of the no. of employees and their distribution across departments in various categories classified by sex, SC/STOBC , employees status, pay scale etc. in respect of Government Departments, Grant-in-Aid institutions and State Public Sector undertakings for analytical purpose.

**Division III** is entrusted with the work of formulation of Annual Plan and Five Year Plans. It also brings out other publications namely Economic Survey and Explanatory Memorandum. All works relating to Planning, monitoring and liaison with various State Government Departments, Planning Commission and various central ministries are being coordinated. It assists the State Planning Board which is constituted under the Chairmanship of the Hon'ble Chief Minister of the State comprising eminent personalities from different field like Industry, Trade, and Commerce with the objective of advising the Government on policy issues best suited for the development of the State.

Regular monitoring of financial and physical achievements of the schemes implemented by the developing departments of the state has been carried out. Scrutiny, edition and consolidation of the same is being done and reported to various agencies of Government of India on monthly and quarterly basis. Plan review meetings are held periodically to review the plan performance of various departments of the State and necessary action is being initiated.

#### **Publications brought out by Div. III**

The Planning division brings out publication like a) Five Year Plans b) Annual Plans c) Economic Survey and above all prepares the Budget Document "Explanatory Memorandum" on the plan schemes included in the budget".

**Division IV** is responsible for compilation of estimates of State Domestic Product for Goa annually both at current and constant prices. The estimates of State Domestic Product serve as a useful indicator of the overall economic changes in the State. The income generated in different sectors of the economy over a period of time and the changes in the inter-sectoral growth throw light on the direction in which the economy of the State has been moving.

#### **Publications brought out by Div. IV**

**Rural Wages:** This brochure presents data on wages paid to workers engaged in various agricultural and non-agricultural operations in all the talukas of the State of Goa. The data is broadly indicative of the wage pattern prevalent in rural areas of the State.

**Budget in Brief:** This brochure seeks to present the salient features of the budget of the State Government for reference year and facilities comparison of key parameters which contain the actual receipts and expenditure of the Government for the preceding year, revised estimates for the current year and budget estimates for the ensuring year.

**Credit Deposit Ratio:** This brochure of credit Deposit Ratio presents the trend in aggregate bank deposit and credit in the State with 1980-81 as the base year.

**Economic and Purpose Classification:** In order to assess the economic purpose significance of the budgetary transaction a reclassification of the budget

account which would throw light on the extent of capital formation out of the budgetary resources saving of the Government and contribution of the Government to the income generation etc. is very much necessary. With these objectives in view, the economic and purpose classification of the budget is prepared.

**Estimates of Gross fixed Capital Formation:**

The estimates of gross fixed capital formation provide and indicator of the growth of productive potential of the economy. The report gives a broad picture of the annual creation and addition to the fixed capital by type of assets and industry of use in public sector separately for the State Government, departmental enterprises, non departmental enterprises, local bodies including supra regional sectors.

**Agricultural census:** This brochure covers the information on number and area of operational holdings according to size classes, land utilization, crop wise and source wise irrigated area, cropping pattern, tenancy etc. Also the report gives a narrative account of the historical background, physical and demographic features.

**Minor irrigation:** It presents the statistics of area irrigated under different crops according to the seasons. Minor irrigation schemes include all schemes of ground water development and surface water development (Flow and lift) which individually have a cultivable command area of up to 2000 hectares.

**Division V:** also known as Evaluation Division and has a vital role to play. The Evaluation division is concerned with both evaluation of on going as well as post facto evaluation of various programmes projects undertaken by the Government. This helps the Government and the planners to identify the deficiencies if any in the implementation of any development programme so that remedial measures can be taken up at the appropriate level and time. There are 39 different reports on record as on today brought out by this particular division under the supervision and guidance/co-operation of the officers/officials who were manning this division.

**Division VI** comprises of three different subjects  
a) National Sample Survey (NSS) b) Annual Survey of Industries (ASI) & Index of Industrial Production (IIP).

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

The NSS is set up by the Government of India in 1950 to collect Socio-economic data employing scientific sampling method. This division carries out regular surveys in the State to collect Socio-economic data on current topics on a matching sample basis with the central sample as per the guidelines of National Sample Survey Organisation (NSSO), Field Operation Division (FOD), and Government of India. Once the sample list is received from NSSO (FOD) the Dy. Director along with Statistical Assistants plans the field work. Dy. Director imparts training to both supervisory as well as field staff.

### **Annual Survey of Industries (ASI)**

Annual Survey of Industries (ASI) is the prime source of industrial statistics in India providing the basic statistics of industrial sector. It covers all factories registered under section 2m(i) and 2m(ii) under Factories act, 1948 employing 10 or more workers using power and those employing 20 or more workers without using power. It provides estimates of different variables of industrial statistics viz. capital structure, employment, input, output, value added by certain industry groups in manufacturing. The industries are arranged under various industry groups in terms of 2 digit code of National Industrial Classification. Based on the results of the survey received from Central Statistical Organisation, Kolkata report of Annual Survey of Industries for the year 2003-04 is being released.

### **Index of Industrial Production (IIP)**

The index of industrial production is an indicator of an economic development in the field of industries. The data for industrial sector is collected from factories registered under Factories Act, 1949. The same is scrutinized and tables are generated. The data for mining sector is received from Indian Bureau of Mines, Nagpur. Index of industrial & mineral production, which is prepared in accordance with the guidelines from CSO analyzing the structural changes in industrial and mining sector growth. At present report for the years 2002-05 is released.

**Division VII:**

**1) Implementation of Registration of Births and deaths Act, 1969:**

The Director of Planning, Statistics and Evaluation has been designated also as the Chief Registrar of Births and Deaths. He acts as Chief executive Officer for the implementation of the provisions of the Registration of Births and Deaths (RBD) Act, 1969. He is responsible for issuing suitable instructions, coordinating, unifying and supervising the work of registration in the State for securing an efficient system of Registration of Births and Deaths.

The Village Panchayats Secretaries in the rural areas and the Chief Officers of Municipal Councils in the urban areas have been appointed as Registrars who are responsible to register every birth and death which occurs in the area under their jurisdiction. A special registration unit has also been setup in Goa Medical College Bambolim, Goa.

The additional Collectors of North & South District, have been appointed as the District Registrar for the respective districts to monitor the work of the Registrars and to extend them necessary guidance and assistance in the implementation of RBD Act, 1969. Similarly all the eleven Block Development Officers have been appointed as the Additional District Registrars for the same purpose. The information furnished by all the registrars is scrutinized, compiled and published in the form of statistical reports annually.

The records prior to 1971 of registration of Births & Deaths were maintained by Civil Registrar Cum Sub Registrar in each taluka. These records were subsequently shifted to Archives Department for chemical treatment and scientific preservation. Presently all these records have been shifted to their respective talukas in order to facilitate the public in getting their certificates.

## **2) Price Division:**

Price Division is responsible for collection of retail as well as wholesale prices of essential commodities for the purpose of computing consumer Price Index Numbers for the middle class non-manual employees and for the industrial workers in Goa. For this purpose, prices of items consumed by the non-industrial workers are collected every week from the selected markets in Goa and the Consumer Price Index Numbers are computed using the methodology prescribed by the Central Statistical Organisation, New Delhi.

The Labour Bureau, Shimla, computes the Consumer Price Index Numbers for Industrial Workers for which, prices of the items consumed by the industrial workers in Goa are collected every month by the enumerators especially appointed for the purpose, and the returns sent to the Labour Bureau, Shimla, for computing the Index Numbers.

Consumer Price Index Numbers are useful for the Government and the planners to work out the inflation rate, cost of living Index, and to determining the dearness allowance for the non-manual employees as well as industrial workers. The indices are also useful to the Government to fix the minimum wages of workers in general.

This Division also makes available monthly wholesale and retail prices of selected commodities, which are generally useful for research purposes.

### **Division VIII**

#### **a)Western Ghats Cell:**

Under the Western Ghats Development Programme, survey and studies relevant to WGDP and also publicity to the programmes including monitoring of the schemes under WGDP by the Programme Implementing Departments is undertaken.

The project on “Plant and Fungus Biodiversity, Inventory and Conservation efforts for the western region of Goa” implemented by Goa University has already submitted Terminal Report of Phase I of the project and the work of Terminal Consolidated Project (TCP) of Phase II is in progress.

The co-ordination of the watershed development schemes under WGDP has been entrusted to the State Level Watershed Committee (SLWC) under the chairmanship of Chief Secretary to monitor implementation of all watershed development programmes including NWDPR, WGDP, programmes of rural development sector etc., on regular basis and make recommendation on all matters including allocation of funds.

**b) Restructured Twenty Point Programme (TPP-2006)**

The targets under various points are monitored regularly and reported to the Government of India on monthly/yearly basis under the Restructured Twenty Point Programme known as TPP-2006.

**Telephone Directory of State/District Taluka  
Officers of RBD.**

**Office of the Chief Registrar of Births and Deaths**

1. **Chief Registrar of Births and Deaths**      Shri Anand      2225983  
Sherkhane  
Director  
3<sup>rd</sup> Floor, Junta  
House, Panaji
2. **District Registrar of Births and Deaths**
  - a) Additional Collector (North)      2223612
  - b) Additional Collector (South)      2705333
3. **Additional District Registrars**

All eleven Block Development Officers

  1. B.D.O. Tiswadi      2426481
  2. B.D.O. Ponda      2312019
  3. B.D.O. Bardez      2262206
  4. B.D.O. Pernem      2291231
  5. B.D.O. Bicholim      2362103
  6. B.D.O. Sattari      2374250
  7. B.D.O. Salcete      2714869
  8. B.D.O. Sanguem      2604252
  9. B.D.O. Canacona      2643338
  10. B.D.O. Quepem      2662229
  11. B.D.O. Mormugao      2510638
4. **Registrars**
  - i) All the Village Panchayats Secretaries have been designated as Registrars of their respective Village Panchayat.
  - ii) Chief Officer of the Municipal Councils have been designated as Registrars of their Municipal Council.
  - iii) The Registrars appoint Sub-Registrar in their jurisdiction to assist them.

## PARTICULARS OF THE HEADS OF THE DIVISIONS

Sr. No.	Name of Officer and Division	Designation	Address	Ph.No.
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### HEAD OFFICE

- |    |                                                                                              |                    |                                                       |         |
|----|----------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------|---------|
| 1. | Shri Anand Sherkhane                                                                         | Director           | 3 <sup>rd</sup> Floor,<br>Junta Annexe<br>Panaji Goa. | 2225983 |
| 2. | Shri V.B. Saxena<br>(Div. I Admn &<br>Accounts)<br>(Div IV- State Income<br>& Co-ordination) | Joint.<br>Director | 3 <sup>rd</sup> Floor,<br>Junta Annexe<br>Panaji-Goa  | 2422516 |
| 3. | Shri V.B. Saxena<br>(Div II - Publication)<br>Pundalik Niwas                                 | Joint<br>Director  | 3 <sup>rd</sup> Floor,<br>Junta Annexe<br>Panaji-Goa  | 2422516 |
| 4. | Shri V.B. Saxena                                                                             | Joint<br>Director  | 3 <sup>rd</sup> Floor,<br>Junta Annexe<br>Panaji-Goa  | 2422516 |
|    | Shri.G.J.Gaundalkar<br>(Div V - Evaluation)<br>(Div VI - NSS)<br>(Div VII – RBD & Price)     | Deputy<br>Director | Pundalik<br>Niwas<br>Panaji-Goa                       | 2226375 |
| 5. | Shri V.B. Saxena                                                                             | Joint<br>Director  | 3 <sup>rd</sup> Floor,<br>Junta Annexe<br>Panaji- Goa | 2422516 |
|    | Shri.V.P. Signapurkar<br>(Div. III Planning)<br>(Div. VIII Western<br>Ghats & TPP)           | Deputy<br>Director | 5 <sup>th</sup> Floor<br>Junta House<br>Panaji Goa    | 2226433 |

**FIRST APPELLANT AUTHORITY**  
**Shri Anand Sherkhane**  
**Director Cum Chief Registrar**  
**of Births & Deaths**  
DIRECTORATE OF PLANNING,  
STATISTICS & EVALUATION  
**4<sup>th</sup> Lift Junta House 3<sup>rd</sup> Floor, Panaji Goa**  
**Ph.No. 0832-2225983/2424250**

**PUBLIC GRIEVANCES OFFICER**  
**Shri V.B. Saxena**  
**Jt. Director**  
**4<sup>th</sup> Lift Junta House 3<sup>rd</sup> Floor, Panaji Goa**  
**Ph.No. 0832-2225983/2422516**

**PUBLIC INFORMATION OFFICER**  
**Shri V.B. Saxena**  
**Jt. Director**  
**4<sup>th</sup> Lift Junta House 3<sup>rd</sup> Floor, Panaji Goa**  
**Ph.No. 0832-2422516**

**ASST. PUBLIC INFORMATION OFFICER**  
**Shri Jagdish Shirodkar**  
**Research Assistant**  
**4<sup>th</sup> Lift Junta House 3<sup>rd</sup> Floor, Panaji Goa**  
**Ph.No. 0832-2225983/2436656**

**DIVISION WISE DETAILS OF OFFICERS IN  
THE DIRECTORATE**

**Shri V.B. Saxena Jt. Director overall incharge of all  
the 8 (eight) Divisions of this Directorate**

**Division I (Administration and Accounts)**

1. Smt. Maria Fatima  
Velho Pereira Drawing & Disbursing Officer

**Division II (Publication)**

1. Smt. Antonette L.  
Fernandes Research Assistant

**Division III (Planning)**

1. Shri.V.P. Signapurkar Deputy Director  
2. Shri Jose Veliath Research Assistant

**Division IV (State Income & Coordination)**

1. Smt. Anuradha Bhamaikar Statistical Officer  
2. Shri. Jagdish Shirodkar Research Assistant

**Division V (Evaluation)**

1. Shri.G.J.Gaundalkar Dy.Director

**Division VI (National Sample Survey, Annual Survey  
of Industries and Index of Industrial Production)**

1. Shri.G.J.Gaundalkar      Dy.Director

**Division VII (R.B.D. & Price Index)**

1. Shri.G.J.Gaundalkar      Dy.Director  
2. Smt. Maria Fatima  
    Velho Pereira              Research Assistant  
3. P.K. Shet                      Research Assistant

**Division VIII (Western Ghats & TPP)**

1. Shri.V.P. Signapurkar      Deputy Director  
2. Smt. Ruth D'Mello          Research Assistant

**LIST OF LATEST PUBLICATIONS BROUGHT  
OUT BY DIRECTORATE OF PLANNING,  
STATISTICS & EVALUATION**

Sr. No.	Name of Publication	Periodicity	Latest publication available
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**Div II**

1.	Statistical Hand Book	Yearly	2005-06
2.	Goa at a Glance	Yearly	2008
3.	Indicator's of Socio Economic Development	Yearly	2008
4.	Goa Economy in Figures	Yearly	2009
5.	Census of Government Employees	Yearly	2007

**Div III**

1.	Annual Plan	Yearly	2005-06
2.	Five Year Plan	Quinquennial	2002-07 (Tenth)
3.	Explanatory Memorandum	Yearly	2005-06
4.	Economic Survey	Yearly	2004-05

**Div IV**

1.	Rural Wages	Yearly	2002-03
2.	Budget in Brief	Yearly	2008-09
3.	Credit Deposit Ratio	Yearly	2005-06
4.	Economic & Purpose Classification	Yearly	2004-05
5.	Estimates of Gross Fixed Capital Formation	2000-01	

to1999-2000	Yearly	2002-03
6. Census of Minor Irrigation	Quinquennial	2000-01
7. Agricultural Census	Quinquennial	2000-01

**Div V**

1. Grant of Financial Assistance for Physically Handicapped	One- Time	2002
2. Opportunity Cost for SC Boys and girls education	One – time	2002
3. Hut/Houses Insurance for Weaker section	One-Time	2002

**Div VI**

1. Adequacy of food intake	One-Time	} 55 <sup>th</sup> Round
2. Nutritional intake	One-Time	
3. Sources of households Income	One-Time	
4. Household consumer expenditure	Yearly	
5. Annual Survey of Industries	Yearly	2001-02
6. Index of Industrial production	Yearly	2002-03

