

**IMMEDIATE
TOP PRIORITY**

No. A-12026/1/2014-Admn.(G)
Government of India
Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner
(Micro, Small and Medium Enterprises)
Admn.(G) Section

Nirman Bhawan, New Delhi
Dated the 3rd April, 2014

OFFICE MEMORANDUM

Subject: Collection of information relating to roles and functions performed by ISS Officers in various Ministries/Departments of Government of India.

The undersigned is directed to forward herewith a copy of O.M. No.M-11016/2/2014-CAP, dated 13th February, 2014 of Ministry of Statistics and Programme Implementation, Central Statistics Office, Sardar Patel Bhawan, New Delhi on the above mentioned subject. The O.M. can also be viewed on website of this Office <http://www.dcmsme.gov.in> under employees' corner.

2. It is requested that the requisite information in **column 5 & 6** of the proforma may be furnished to this section urgently by **20th April, 2014** by fax 011-23061430/ e-mail: hsbishtmsme@gmail.com. The details of proforma for required information is given below:

Proforma for collection of information on Indian Statistical Service (ISS)
Posts/Officers

Grades of ISS	No. of posts sanctioned	No. of Officers in position	Name of the Officers	Work/Functions assigned/performed	Remarks (suggestions for upgrading etc.
(1)	(2)	(3)	(4)	(5)	(6)
JTS					
STS					
JAG					
NFSG					
SAG					
HAG-II					
HAG-I					

Encl.: as above

To

All concerned ISS Cadre Officers *as per List*

(H.S. Bisht)

Deputy Director (Admn)
Tel. No. 23061284

Copy to:

(i) Director, MSME-DI, Chennai/ Mumbai/ Gangtok/ Bangalore/ Hyderabad/ Ahmedabad/ Indore/ Guwahati/ Kolkata/ Kanpur.

(ii) *SENET Division, % DC (MSME) - with a request that the o.m/c along with enclosures may be displayed on the website of the DC (MSME).*

जारी किया
ISSUED
4/4/14

S. NO. 1 (R)

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No. M-11016/2/2014-CAP
Ministry of Statistics and Programme Implementation
Central Statistics Office
Coordination and Publication Division

1253/D
19/3/14

Sardar Patel Bhawan,
Sansad Marg, New Delhi-110001
Dated: 13th March, 2014

Office Memorandum

Subject: Collection of information relating to roles and functions performed by ISS officers in various Ministries/Departments of Government of India.

1. The Indian Statistical System presently functions within the overall administrative framework of the Ministry of Statistics and Programme Implementation (MoSPI). The Central Statistics Office (CSO) in the Ministry is the nodal agency for planned development of the statistical system in the country and for bringing about coordination in statistical activities amongst Government of India and State Directorates of Economics and Statistics. In most of the Ministries/Departments, officers of the Indian Statistical Service (ISS) and Subordinate Statistical Service (SSS) carry out the statistical functions of the Ministry/Department. They are also involved in a number of statistics related activities, such as Programme Monitoring and Evaluation (M&E), development and maintenance of Management Information System (MIS), analytical studies and report, etc. which are used for decision making and policy formulation.

2. In order to review the need of ISS posts in different Grades and develop an integrated information system to help effective management of ISS Cadre by this Ministry as the Cadre Controlling Authority of ISS, it has been decided to collect comprehensive information relating to the role and functions assigned to ISS officers in various Ministries/Departments.

3. In view of above, it is requested that details of the ISS posts sanctioned/operated in your Ministry/Department along with the functions and areas of work assigned to the incumbents of these posts may kindly be furnished in the attached proforma to this Ministry at the earliest. The name, designation, email and telephone number of the Nodal Officer dealing with the matter may also please be furnished while sending the required information.

To
The Secretary
Ministry of Micro, Small & Medium Enterprises
Udyog Bhawan, Rafi Marg,
New Delhi - 110011

(Dr P C Mishra)

Director

Tel. No. 23747133

[Signature]

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M (A. H.)

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✓ ASGDC (MSMG)
✓ JS (E&T.)

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20/3/14
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24. No. 396/20
20/3/14

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Proforma for collection of Information on Indian Statistical Service (ISS) Posts/Officers

Grades of ISS	No of posts sanctioned	No of Officers in position	Name(s) of the Officers	Work/Functions assigned/ performed	Remarks (suggestions for upgrading, etc
JTS					
STS					
JAG					
NFSG					
SAG					
HAG-II					
HAG-I					