No.Y-18020/9/2017-CAP
Government of India
Ministry of Statistics and Programme Implementation
Central Statistics Office
(Coordination and Publication Division)

Sardar Patel Bhavan,
Sansad Marg, New Delhi-01,
Dated: 15.02.2019

OFFICE MEMORANDUM

Subject: Guidelines for Statistical Data Dissemination (GSDD) of Ministry of Statistics and Programme Implementation -reg.

The undersigned is directed to circulate the Guidelines for Statistical Data Dissemination (GSDD) in respect of Ministry of Statistics and Programme Implementation for information and compliance.

2.   This issues with the approval of the Competent Authority.

Encl: As above.

(Cyriac George)
Joint Director (CAP)

To

1. All Divisions of Ministry of Statistics and P. I.
2. DDG (DSDD), CSO, MoSPI with request to upload the same on the website of MoSPI

Ministry of Statistics & Programme Implementation

Guidelines for Statistical Data Dissemination (GSDD)
(in accordance with NDSAP, 2012)

1.   Background

Official statistics are key inputs for decision making and policy interventions and become public assets for conducting research both in public and private spheres. A culture of data sharing and collaboration amongst producers of official statistics may not only lead to saving in resources by avoiding duplication and redundancy but has great potential for creating a wealth of new knowledge. Recognizing the requirement and potential of dissemination of data, Ministry of Statistics & Programme Implementation (MoSPI), Government of India announced a comprehensive National Policy on Dissemination of Statistical Data in May, 1999 to streamline the statistical data dissemination system. With the passage of time and technological advancements, the modes of data dissemination have undergone major transformation requiring a modification of the existing guidelines. Further, in March 2012, Ministry of Science & Technology, Government of India formulated the "National Data Sharing and Accessibility Policy (NDSAP)" with an objective to facilitate access to Government of India owned shareable data (along with its usage information) in machine readable form through a wide area network all over the country. In compliance, Open Government Data (OGD) Platform (*www.data.gov.in*), an integrated repository of datasets, documents, services, tools and applications of various Ministries / Departments, was launched in October 2012 for public use. As per NDSAP, Ministries/Departments are required to classify their different types of data sets generated both in geospatial and non-spatial form in terms of 'shareable data' and 'non-shareable data', and come out with a pricing policy of the data under restricted access.

2.   Objective

In the above backdrop, the **Guidelines on Statistical Data Dissemination** are being laid down to define shareable and non-shareable statistical data generated by MoSPI and other statistical agencies, specify the terms and conditions for its dissemination and pricing within the overall framework laid down in NDSAP 2012. The objective of these guidelines is to make available national Statistics to the widest possible community, and where appropriate, with a choice of format, to facilitate users in getting access to statistical data and reports.

3.   Scope

These guidelines apply to all data collated, compiled and produced by MoSPI either directly or received from various Ministries/Departments by MoSPI.

4.   Data Classification

MoSPI collects, compiles and disseminates data on a number of sectors on a regular basis, besides conducting a variety of large scale surveys across the country and publishing their results. All such data may be categorized as under:

A. **Shareable data :** All data sets, which do not compromise national security, if made public, or those which do not contain identification particulars of individual informants as well as establishments, are considered shareable. The shareable datasets are further categorized as follows:

   1)   **Category A (open access data)**:   Aggregated/analyzed information and publications which will be shared free of cost with users. This includes the following type of data:

      (i)   Data relating to National Accounts

      (ii)   Consumer Price Index (CPI)

      (iii)   Index of Industrial Production (IIP) -at NIC 2 digit level

      (iv)   Annual Survey of Industries (ASI) Volume I

      (v)   Reports of Central Statistics Office

      (vi)   Reports of National Sample Surveys (NSS).

   2)   **Category B (Restricted access data free of cost)**:   Primary unit level data collected by MoSPI through surveys / censuses, and item level data collected from secondary sources, after suppression or anonymisation of the identification details of individuals/ establishments. Such data can be accessed by registration. This includes the following type of data:

      (i)   Unit level data of Economic Census

      (ii)   Unit level ASI data

      (iii)   Unit level NSS survey data

      (iv)   Item level IIP data

      (v)   ASI Vol II

      (vi)   Urban Frame Survey (UFS) summary data with town-wise complete information of Investigator Units, UFS block numbers, number of households, area type along with metadata except for the areas for which field work of the UFS has been carried out only with the specific permission from military / para-military authorities etc.

3) **Category C (Restricted access data which is priced)** : The maps of UFS blocks would be provided to users after registration and on payment of charges as below:

(i) The maps for not more than 25% of total UFS blocks in a particular town would be provided at a price of Rs.10/- per UFS block, subject to a minimum price of Rs.500/-. Incidental charges such as for photocopying, stationery, etc. would also be borne by the user. However, the UFS maps of areas for which the field work of UFS was carried out only with the specific permission from military/para-military authorities etc., would not be provided.

(ii) Bonafide non-commercial agencies that require UFS maps only for survey purpose may be considered for being provided maps of more than 25% of total blocks in a particular town with approval of Director General, National Sample Survey Office (DG, NSSO).

(iii) UFS maps may be provided to Government agencies free of cost with approval of DG, NSSO.

B. **Non-Shareable data:** All datasets which are outside the purview of shareable data. These include the following:

(i)The UFS data or maps of areas for which the field work of UFS was carried out only with the specific permission from military/para-military authorities etc.

(ii) Data sets containing identification particulars of individual informants/ establishments. Some examples in this category are identification particulars of informants/establishments in unit level data of Index of Industrial production (IIP), ASI and NSS sample surveys; and data on prices collected from different shops of various rural and urban markets selected for preparation of Consumer Price Index (CPI)

(iii) Any data which can be directly or indirectly used to reveal the identity or information of individual informant. To illustrate, data of two individual informants in an identifiable geographic unit would not be shareable. The non-shareable data will comprise of the Negative List (as specified under the provisions of NDSAP, 2012).

(iv) Intermediate worksheets on data scrutiny & tabulation etc., for preparation of results / technical documents of the Ministry of Statistics & PI.

(v) Sharing of data obtained from other sources or compiled by MoSPI based on such sources, will be regulated as per the data sharing protocol laid down by such sources.

5. **Dissemination**

Dissemination of shareable data will be guided by a set of internationally accepted principles of openness, equitableness, flexibility, transparency, legal conformity, quality, security, accountability, etc. and will be implemented without infringing the principles laid down in the Right to Information (RTI) Act, 2005. Further, keeping citizens' requirement as the

focus, the following guidelines are laid down to ensure easy, user friendly and timely dissemination:

(1) Access to all shareable data should be made available through the MoSPI's website.

(2) All shareable data should be presented in a clear and understandable form.

(3) Metadata of the shareable data should be made available in the standard format.

(4) Data should be made available on an impartial and objective basis.

(5) Calendar of release of data should be made available in advance on MoSPI's website.

(6) Changes in dissemination schedule, if any, should be publicly announced in advance.

(7) Requisition for the shareable data under Category 'B' should be made to the Additional Director General, Data Storage and Dissemination Division, MOSPI, East Block -10, R.K.Puram, New Delhi – 110066, Fax No. 011 26160053, email: adg.dsdd@mospi.gov.in as per **Annex**. Requisition for the shareable data under Category 'C' (relating to UFS maps) should be made to the respective Regional Office(s) of NSSO.

(8) Shareable data under Category 'B'or 'C' should be provided to the user on request in a convenient mode in a reasonable time on receipt of stipulated request/ payment. A provision should be made for quick acknowledgement of any request for restricted/ priced data.

(9) Multiple options for downloading the data file in popular formats (.csv, .xlsx, etc.)along with its metadata should be made available.

(10) Revision in final data, when deemed absolute necessary, should be publicly announced as soon as materially possible.

(11) Availability of revised final data along with specific reason for the revision should be expressly communicated in the website.

(12) In addition to MOSPI website for dissemination, social media may be used for generating wider awareness about the released data or reports.

5. Review of the Guidelines

Users may be encouraged to provide their feedback for improvements in future. These guidelines may be reviewed periodically duly considering users feedback.

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Application for Restricted Access Data

Category of applicant:	Individual/Organization
If the application from an organization,	

category of organization	Government Ministry/ Department
	Government agency (PSU, Autonomous body, etc.)
	      Specify _____
	University
	Research Centre
	Private Company
	International organization
	Indian Non-governmental organization
	Non-Indian Non-governmental organization
	Others
	      Specify _____

Estimated number of users of requested data	
Name of applicant	Title ____ First Name Middle Name Last Name
Designation	
Postal address	
Telephone No.	
Email	
Website	
Description of intended use of data	

Data Access Agreement

1. Access to requested data will be limited to the applicant, and in case of application made on behalf of an organization, to the bonafide users in the organization.
2. The data will be only for the stated purpose(s). Data will not be used for proprietary or law-enforcement purposes.
3. No attempt will be made to identify any individual person, family, business, enterprise, etc. If such a unique disclosure occurs inadvertently, the identification will not be revealed to anyone nor any use will be made of the identity of any person/ entity discovered, and full details in such cases will be reported to Ministry of Statistics & Programme Implementation (MoSPI).
4. The applicant will implement security measures to prevent unauthorized access to data acquired.
5. Any books, articles, papers, theses, reports, publications, etc. that employ data obtained under this request, will cite the data source in accordance with the established norms/ practices.
6. MoSPI bear no responsibility for use of the data or for any interpretation based on it.