

No.A-46030/35/2014-Ad.I  
Government of India  
Ministry of Statistics & P.I.  
(ISS Division)

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Sardar Patel Bhawan,  
Sansad Marg, New Delhi - 110001.  
Dated: 22<sup>nd</sup> August, 2014

OFFICE MEMORANDUM

**Subject: Handling of work relating to constitution, appointment and other administrative matters of National Statistical Commission –reg.**

1. The undersigned is directed to say that the historical institutional practice has been that the work related to constitution, appointment and other administrative matters of NSC has been dealt with in the National Statistical Commission (NSC) Secretariat. The NSC Secretariat comprises of government officials and is managed by a DDG rank (JS level) officer of the ISS. And, the NSC Secretariat reports to the Member Secretary of the Commission-cum-Secretary of the Ministry.
2. To put a regular system in place, the following has been decided :-
  - (i) The work related to constitution, appointment and other administrative matters of NSC will be dealt with in the NSC Secretariat, under the DDG (NSC). The DDG (NSC) will report to Member Secretary NSC-cum-Secretary MoSPI.
  - (ii) For certain matters, which require involvement of the Ministry (like issuance of notifications, etc.), the file will be referred to Administration Division by NSC Secretariat for necessary action. A single file system will be adopted. After the necessary action is taken by Administration Division (with competent approval), the file will be returned to NSC Secretariat.
  - (iii) All files will be maintained in NSC Secretariat. Following action will be undertaken by DDG (NSC), within one week (by 28.08.2014) :-
    - a) All original record will be kept and dealt with in NSC Secretariat, under the DDG (NSC).

- b) A search order to locate and transfer all missing files to NSC Secretariat will be issued by DDG (NSC) to all concerned Sections/Divisions of the Ministry and NSC Secretariat.
- c) In case any record is still not located, responsibility will be fixed.
- (iv) Member Secretary NSC-cum-Secretary MoSPI can refer any matter on file to AS, MoSPI and Administration Division, for examination and advice.
3. NSC Secretariat will obtain the relevant record from Administration and other Divisions, locate and obtain the missing files, and deal with the subject with immediate effect.
4. In addition, in the first instance, DDG (NSC) will put up the following within two weeks (by 05.09.2014) for information :-
- (i) A status note on constitution of the NSC and the appointment of its present Chairman and Members.
- (ii) A status note on appointments of CSIs, including the present incumbent.
5. This issues with the approval of Secretary (S&PI).

  
(J.S. Gupta)  
Deputy Secretary to the Govt. of India

To

1. DDG (NSC)
2. PS to Hon'ble Minister/PSO to Secretary/PPS to AS/PPS to JS
3. PPS to DG, NSSO/PPS to DG, CSO
4. All ADGs/ DDG(PI)
5. HOD/Director(Admn.)/Director(AKM)/DS(SSS)/DS(ISS)
6. Computer Centre for placing on the website of the Ministry
7. Master Set 2013