**DEPARTMENT OF ECONOMICS AND STATISTICS**
**GOVERNMENT OF KERALA**

## Statistical Assistant / Statistical Investigator - Gr II

# TRAINING
# REPORT'23

### 2023 – June 5 to July 12

**INSTITUTE OF MANAGEMENT**
**IN GOVERNMENT**

# Introduction

The purpose of this training report is to provide a comprehensive overview and analysis of the training program conducted at IMG Trivandrum in coordination with Department of Economics and Statistics. This report aims to highlight the key objectives, methodologies, outcomes, and observations from the training sessions.

The training program was designed to address specific skill gaps, enhance knowledge, and promote professional development among the participants. It was carefully tailored to meet the unique requirements of the participants and align with the goals and values of the department. The report will outline the training content, delivery methods, and the overall effectiveness of the program in meeting the intended objectives.

Additionally, this report will delve into the training evaluation process, including feedback mechanisms, assessment criteria, and the overall satisfaction of the participants. It will provide insights into the strengths and areas for improvement of the training program, facilitating future enhancements and modifications to optimize the learning experience.

The report will also shed light on any challenges or obstacles encountered during the training program, along with the strategies implemented to overcome them. This analysis will provide valuable insights into potential areas of improvement and guide future training initiatives within the organization.

Furthermore, this report will highlight the impact of the training program on the participants and the organization as a whole. It will examine the extent to which the acquired knowledge and skills have been transferred to the workplace and assess the tangible benefits realized as a result of the training.

Ultimately, the findings and recommendations presented in this report aim to support informed decision-making and continuous improvement in the design and delivery of future training initiatives. It is intended for the relevant stakeholders, including management, training coordinators, and individuals involved in the planning and execution of the training program.

By thoroughly examining the training program, this report aims to provide a comprehensive understanding of its effectiveness, impact, and areas for improvement. It serves as a valuable resource for ongoing learning and development efforts within the organization.

# Acknowledgement

We, the trainees of the Induction Training Program, would like to express our deepest gratitude and appreciation to everyone who has contributed to making this program a remarkable and valuable learning experience. We acknowledge and thank each individual and organization involved for their unwavering support, guidance, and dedication throughout this journey.

First and foremost, we would like to extend our heartfelt thanks to our esteemed trainers and mentors. Your expertise, passion, and commitment to our development have been instrumental in shaping our knowledge and skills. Your patience and willingness to go the extra mile to ensure our understanding are truly commendable. We are grateful for your invaluable insights, constructive feedback, and the countless hours you have dedicated to our growth.

We would also like to express our gratitude to the organizing committee and all the administrative staff who worked diligently behind the scenes to ensure the smooth execution of the training program. Your meticulous planning, attention to detail, and relentless efforts have made this program an organized and seamless experience for us.

Furthermore, we would like to thank our fellow trainees. Your collaboration, camaraderie, and shared enthusiasm have created a supportive and inspiring learning environment. We appreciate the diverse perspectives and experiences each one of you brought to the table, enriching our discussions and fostering a sense of unity among us.

Additionally, we extend our gratitude to the management and leadership of our organization for recognizing the importance of this induction training program. Your investment in our professional development demonstrates your commitment to nurturing talent and ensuring our success in our respective roles. We are honored to be part of an organization that values continuous learning and growth.

Last but not least, we would like to express our heartfelt appreciation to our families and loved ones. Your unwavering support, understanding, and encouragement throughout this training program have been crucial in our ability to focus and make the most of this opportunity. Your belief in us has been a constant source of motivation and strength.

In conclusion, this Induction Training Program has been a transformative and empowering experience, and we are sincerely grateful to all who have contributed to its success. We will carry the knowledge, skills, and connections we have gained here throughout our careers, and we commit to applying them effectively in our roles.

Thank you once again for this incredible opportunity and for shaping us into better professionals.

Batch I
Statistical Assistant/ Statistical Investigator Gr II

*Our Sincere thanks to ......*

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# INSTITUTE OF MANAGEMENT IN GOVERNMENT, THIRUVANANTHAPURAM

Induction Training to Statistical Assistant / Investigator Grade II for Officers of Economics and Statistics Department  (05.06.2023 to 12.07.2023)

Ravi Studio.2322965

# Daily Report

**DAY – 1**
**05/06/2023**
**SARITHA**

**Morning Session**
**Session I: National statistical system and State statistical system**
**Sri. Sreekumar B, Director, Department of Economics and Statistics, Government of Kerala.**
**D S Shibukumar, Deputy Director, DES Thiruvananthapuram.**

On the first day of Induction training Conducted for the candidates in the post of Statistical assistant Gr II in Economics and statistics department, the detail of the origin of statistics department were given by the faculties

To plan the rehabilitation activities after the second world war the statistics of the agricultural sphere was in need. Therefore, a scheme named *"Improvement of Agricultural statistics"* was begun in this way. This department changed its name in 1951 as Board of statistics, in 1954 as department of statistics, in 1958 as Bureau of Economics studies, in 1963 as Bureau of Economics and statistics, in 1980 as Department of Economics and statistics. After that detailed structure and important activities of the department were explained

To calculate the state income the statistics in the agricultural sphere, price data collection, data collection needed to execute people's welfare activities, data collection needed to increase the labour's quality of production thus to execute the laws etc. Are the important activities of this department

**Afternoon Session**
**Session II: Motivation and leadership**
**Sreenath S National Trainer of J C I**

More over the motivation and leadership class by Sreenath Sir, the national trainer of JCI to increase the efficiency of the candidates was another attractive thing of this day

**DAY - 2**
**06/06/2023**
**ANOOP T**

**Morning Session**
**Session I: KSR Part - 1**
**P. Salim, AA(RTD), Tec, Education Department**

It was the second day and we got a very effective and valuable class from Salim sir. The class was about KSR. Even though the subject was really tough he explained in a very interesting way. As we are starting our career as a government employee, we must know the rules and regulations regarding our service. During the discussion he explained the origin of KSR. Till 1968 it was a part of the Indian constitution, but in 1968, KPS act 19 came into effect and KSR then came under KPS act 19. KSR is published by the Finance Department for the government of Kerala. KSR consists of two volumes. In volume 1 there are two parts - part 1 and part 2, and in volume 2 there is one part i.e., part 3. Part 1 consists of rules regarding payment, leave and joining time etc. Part 2 consists of rules regarding various allowances. And at last part 3 deals with rules regarding pensions. He then explained the general conditions of service. After the discussion we came to know the real meaning of punctuality described under rule number 14. He explained the exact duration of lunch break, the definitions of dies-non, lean and acquisition of lean etc. Before winding up he extended his talk to the rules regarding increment in detail and the rules related to the joining time while an employee gets transferred from one place to another. The class was really amazing and his way of presentation was very interesting.

**Afternoon Session**
**Session II: Malayalam computing - practice session**
**Sachin Das & Murugan P**

Afternoon session was another very interesting session. As we all know, in Kerala our official language is Malayalam. Government has strictly directed all the Government employees and offices to use Malayalam as the official communication language. So, it is very necessary for us to learn to type Malayalam using a computer. As we are just starting our profession, it's very difficult for us to learn Malayalam typing. But after the Malayalam computing practice session, we all started typing in Malayalam. I am sure that, if we practice well, we will be able to type Malayalam with speed and accuracy. The class was very effective and interesting.

**DAY – 3**
**07/06/2023**
**HIBATH M S**

**Morning Session**
**Session I: KSR Part - 2**
**P. Salim, AA(RTD), Tec, Education Department**

The first discussion was about 'Increment' in KSR. 'Periods not counted for granting increment' and 'Stagnation increment ' were mentioned in it. Later 'probation ' was discussed. Very well explained about **duty period for probation** '. The next topic discussed was '*combination of appointments*'. After that he explained about ' regularization of the period of suspension '. The last one was about the' leave ' . Various types of leaves, the rules for taking them and how long the leaves can be taken are explained. He has clearly told us all the rules that we who are beginners in the service need to know in a short time. I thought the class was well organized, clear and easy to follow and the instructor was very knowledgeable with excellent presentation skills.

**Afternoon Session**
**Session II: e-Office**
**Sonu, IT Mission**

     e-Office class was the practical session. Instructor started explaining the basics of the e-Office. Explained how we can make an E-receipt of a physical tapal. He told us how to convert an e-receipt into a new E-file. Later he explained how to send E-files and how to reply to incoming E-files. Taught how to prepare a letter in draft of the E-Office. A lot of doubts while doing E-Office are cleared through this section. It was a very useful class. The instructor did a great job in conveying the course material.

**DAY – 4**
**08/06/2023**
**PRASEEDA P**

**Morning Session**
**Session I: KS & SSR PART I**
**Sri. V V Moidunni, Addl. Secretary (Rtd)**

     Forenoon session began by introducing the definition of KS & SSR. After that he mentioned two types of service- State and Subordinate services. KSR, KCS(CS&A) rules 1960 (9 parts) were explained briefly. Next he explained KS & SSR rules ( Part I and Part II) in simple language. He said that it is very useful in your service life. Every topic in two sessions was explained in a short time. His presentation style was very excellent.

**Afternoon Session**
**Session II: How to make communication effective**
**Smt. Parvathi Sivadas, Soft skill trainer**

     Afternoon session was a very impressive class. It was very useful for us. Nowadays our society spends more time on mobiles. Today this subject gave a message to us to keep a healthy relationship through communication. We did two activities. Through this activity we got to know each other. Also, we made good friends. The instructor did a great job in conveying the topic.

**DAY – 5**
**09/06/2023**
**ANJALI MOHAN**

**Morning Session**
**Session I: Kerala Treasury Transactions**
**Xavier M J, Accounts Officer (Rtd)**

     In the last day of the first week of induction training, we got two amazing class. First one was the class by Xavier sir. He explained the Kerala treasury transactions in detail. He started the class by explaining how treasury came to our financial setup by describing the RBI Act of 1934.Treasury at first was the part of revenue department. Kerala Treasury rules came into force on 1st July 1963.Treasury functions are based on rules and regulations. It is cash based single entry system that works on the consolidated fund of the state of Kerala. Treasury is the unit of fiscal transactions. There are 14 district treasuries and many sub treasuries. He then explained about treasury, sub treasury officer, senior account, superintendent and how they works in treasury. Next, he explained how Bill became voucher and head of accountant, receipt, challan etc. His class was really helpful for us to understand the functioning of treasuries and his way of presentation was different because in the whole lecture he added beautiful quotes related to topic that made the presentation unique.

**Afternoon Session**
**Session 2: KS&SSR**
**V V Moidunni, Addl. Secretary (Rtd)**

In the afternoon session, Moidunni sir explained various rules in KS & SSR. He discussed conduct rules, gazette Cadre classification, KPS Act. Rule 27 discuss seniority and how to determine seniority. Next, he explained about joining time and the rules related to it. Then he discussed about rules that related to promotion, temporarily promotion, DPC (department promotion committee) and their members. Last he explained rules regarding posting and transfer, consequences of resignation, re-employment of pensioners, relinquishment of rights and power of govt in relaxing rules. Moidunni sir's class was very interesting as he explained all things in a simple language.

The both sessions were very effective and we all understood the functioning of treasuries and important rules in KS&SSR that are related to us.

<table>
<tr><td><strong style="color:red">DAY – 6<br>12/06/2023<br>SARIKA N V</strong></td><td><strong>Morning Session</strong><br><strong>Economics and Budget manual</strong><br><strong>Sri. Xavier MJ</strong></td></tr>
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As usual, the fifth day of the training started on a very huge and vast topic. This topic is very current and relevant. The first section was, "what is economics and how the term became the backbone of our country". India follows a mixed economy and it was an outcome of Adam Smith's wealth economy (Capitalism) and Alfred Marshall's welfare economics (Socialism). When the Prime Minister Jawaharlal Nehru started five-year plans, planning in India dreamed for the future. The planning commission now changed to NITI AAYOG, the vision by 2030. Sir then explained about the government funds (Consolidated Fund constituted tax revenue, non-tax revenue and Grants). These are spent as Plan and Non Plan expenditure. And the department of statistics plays an important role in reporting vital statistics, GDP, cost of cultivation, prices, CPI, etc. The report of the department helps in making different plans for the society and by converse the government got awareness about how each plan benefited the people. And last the section helped to understand a clear-cut picture of Budget, Budget Preparation and its presentation. These complex subjects are presented in a poetic way.

**Afternoon Session**
**Session III: Excel**
**Shri Mubashir E, Assistant Professor, IMG, TVM**

The afternoon session started with MS Office – Excel. He gave awareness of the interface of excel and how to manage tools and made the preparation of excel sheets.

**Afternoon Session**
**Session IV: Change Management**
**Ninumol P M, Assistant Professor, IMG, TVM**

The afternoon session continued with the topic "Change Management". The teacher explained well how to manage the process of change imposed in a short period. The first step in any change management process is to define the change that

you want to make. Determine the purpose and scope of the change, along with any objectives and benefits. How will this change align with our organizational vision? The teacher ended the class with the quote "Change is a Chance".

**DAY – 7**
**13/06/2023**
**SREEJITH T S**

**Morning Sessions: Emotional Intelligence**
**Mr. Suresh Kumar (Psychologist & Life Skill Trainer)**

Today 13/06/ 2023 Tuesday was the seventh day of induction training. As usual today we had two very useful classes.

Today's first class was in two sessions from 10 AM to 1.10 PM. The topic was Emotional Intelligence. We got a very valuable class from Shri. Suresh Kumar sir. We got a lot of helpful suggestions from him for our professional and personal life. He explained the classes very deeply about emotional intelligence through practical session and theory class. He was able to convey the idea that every person needs EQ more than IQ.

**After Noon Session**
**Manual of office Procedure**
**Mr. Mohana Nadha Babu (Additional Secretary (Rtd))**

Second class was in two sessions from 2 pm to 5 pm. The topic was Manual of Office Procedure. The classes were conducted by Retired Additional Secretary Shri. Mohana Natha Babu Sir. This was a very important class for us as beginners in the service. Communication Systems in an Office, Managing Registers, Noting, Drafting, File Numbering, Handling of Mail, were very useful for us when he presented them with enthusiasm. Moreover, We were able to learn more about the office procedures.

**DAY – 8**
**14/06/2023**
**RESHMA T S**

**Morning Session**
**Topic: Gender Laws**
**Adv. Rekha Prasad**



The 8th day of our induction training started with a session on 'Gender Laws' by Adv. Rekha Prasad. Gender laws in India have played a crucial role in Women empowerment & gender equality by addressing issues such as dowry, domestic violence, sexual harassment etc. We began our session by discussing formulation of Indian Penal Code. The draft for Indian Penal laws were prepared by Thomas Babington Macaulay. It came into force from 1860 & consists of 511 Sections. Then she

explained about LGBTIQ communities clearly. Then we moved into our most important topic - Special laws made for women. It includes Prohibition of Child Marriage Act, 2006; Special Marriage Act, 1954; Dowry Prohibition Act, 1961; Indian Divorce Act,1869; Medical Termination of Pregnancy Act,1971; Maternity Benefit Act,1961; Equal Remuneration Act, 1976 etc. The latest amendments in MTP Act were also discussed. Then we discussed some important IPC sections which deals with crimes related to assault or use of criminal force against women - IPC Section 354, IPC Section 354A, IPC Section 354B, IPC Section 354C & IPC Section 354D . The next topics discussed were PoSH Act, 2013 or Sexual Harassment of women at Work place (Prevention, Prohibition & Redressal) Act. At the end we discussed about Internal Complaints Committee (ICC) and its importance in each organization. She engaged the session in a very entertaining way which made the participants so attentive.

**Afternoon session**
**Topic: Government Servants Conduct Rules and Disciplinary Procedures**
**Shuja R**



The afternoon session was by R. Shuja, Associate Fellow, IMG, on the topic Government Servants Conduct Rules & Disciplinary procedures. The session was so attention seeking. We discussed about KGSC Rules 1960 & KCS (CC & A) Rules 1960 in detail. Both these Rules comes under Kerala Public Service Act (KPS Act), 1968. KGSC Rules deals with the Do's & Don'ts of a Government Servant while KCS (CC&A) rules deal with the Disciplinary Actions against Government Servants when they violate service rules. Then she explained the terms MOC & statement of Allegation. Then we discussed about suspension, subsistence, deemed suspension etc. One of the important topic that we discussed in this session was "Penalties". Then she briefly explained about the Minor & Major penalties and also explained about the procedures to take disciplinary actions against a Government Servant. The class was so effective and will always be useful for a government servant throughout his/her service life.

**DAY – 9**
**15/06/2023**
**SIJILRAJ**

**Morning Session I: RTI ACT 2005**
**Mohana Nadha Babu, Additional secretary (Rtd)**

Today, 15/06/2023 Thursday was the 9th day of our induction training. Unlike usual, there were three sessions of class today. Two sessions in the morning and one in the afternoon. All these sessions are very important. As a beginner, it is very useful for us.

Today's first session topic was RTI Act 2005. We got a very valuable class from Mr. Mohana Nadha Babu sir. Right To Information Act is a very important thing that every Indian citizen should know. The session began with a brief introduction about RTI Act, 2005; the situations prevailed in our state before and after RTI Act. Then he explained the structure of RTI Act. It consists of 6 chapters and 31 sections. The most important sections of RTI Act are S.2(f) and S.2(j). S.2(f) is the definition of Information and S.2(j) deals with Right to Information. Then the duties of SPIO, APIO and other officers were discussed in detail.



**Morning Session-II: Good Governance**
**Dr. Ram Mohan R (Professor, IMG)**



Topic of the second session was Good Governance. The session was conducted by Ram Mohan Sir. He explained the definition of Governance, Good Governance, and 8 Good Governing Principles. These principles are Accountable, Transparent, Responsive, Effective and efficient, Equitable and inclusive, Follows the rules of Law, Participatory and Consensus-oriented. He explained these concepts through his own personal experiences.

**Afternoon Session: Time Management**
**Mr Mohanachandran (Law Officer, Labour Commissionerate)**

Afternoon session was conducted by Mohanachandran sir. The topic was Time Management. This was a very important class for us. Time management is a very important subject in our daily life as a government servant. It is crucial in both personal and professional aspects of life as it helps individuals make the most of the limited time available to them. He engaged the classes with life inspiring stories of Dr. APJ Abdul Kalam Sir and Mother Theresa. Then he stated the importance of preparing a to-do list every day. Also, the importance of 4D technique in time management were explained. The key factors behind effective time management are Schedule, Pro - active, Focus, Appreciation and self-appreciation.

Overall, all the three sessions were very interesting, informative and useful throughout our service life.

**DAY – 10**
**16/06/2023**
**MAYA MOHANAN**

**Morning session: IPR (Inter Personal Relationship) & Team Building**
**Mr M C Rajilan (Master Trainer)**



The 10th day of our induction training started with a session on 'Inter Personal Relationship (IPR) & Team Building' by M C Rajilan sir. From the class we were able to understand how important IPR is in one's family life and professional life and thus we can make team building successful. IPR plays a major role in how we handle the issues in our everyday life. Components of IPR consists of Acquaintance, Buildup Continuation, Deterioration and Termination. We all belongs to Horizontal level (The

group which consists of people of same rank or power). If we have better IPR, we can maintain good relation with top level officers. The reason behind breaks down of IPR is miss-communication. Listening skill also important for the success of a team. Tuckman's theory states that teams would go through five stages of development – Forming, Storming, norming, performing and adjourning. The team become more successful when we work for a common goal under a team leader. The class was very effective and conveyed us the importance of IPR in our day-to-day life.

**Afternoon session: Stress Management**
**Mr Arun Kumar (Crime Branch DYSP)**



Second session of our class was about 'Stress Management ' and the class was led by Arun Kumar sir. He started the class by sharing the importance of food stress in our life. Stress is the nonspecific response of the body to demand. Source of stress includes Health problems, Emotional problem s, Problems in relationships, Major life change, Unemployment etc. If there is no stress there is no output in our life. Stressor is the reason behind stress. In our class Arun Kumar sir pointed out Max Gregor's X theory and Y theory. High officials belong to Y theory. Stress can be reduced through following technique – Keep moving, regular exercise, spend time with friends, pets & nature. The class was very useful and he shared additional points to control stress which includes praying, seeking passive & active social support, assertiveness, ignoring, escaping etc. we all need EQ more than IQ.

**DAY – 11**
**17/06/2023**
**SREESHA P K**

**Morning Session: Tax Rules & Calculation of e-Filing**
**Dr Manesh kumar**

On 17/6/2023 Saturday, the 11th day of our induction training, we had 4 sessions the first and second session was about income tax rules, calculations, e-filing by Dr Manesh kumar sir 3rd & 4th session was about citizen centric service delivery by M.R. Anoop sir.

In the morning session sir explained different aspects of income tax structure and how we can calculate it by old regime and new regime with their different slabs, and rates. Income tax is calculated in a financial year and Jully 31 is the last date of filing. After he explained what is income and taxable income, how to attain taxable income by appropriate deductions. Deductions is possible in old regime only but standard deduction is possible in both regimes. At last sir explained income tax return

e-filing different steps and the forms, form 16, form- 26AS and form AIS (Annual information statement). After this session we got an idea to file income tax personally and what are the things we want to care while filing. Overall, the session was really useful.

**Afternoon Session: Citizen Centric Service**
**Mr M.R. Anoop**

     In afternoon session Sir explained well about the difference between governance and good governance. Governance always based on rules and procedure but good governance is result oriented, the four pillars of e- governance are people, process, technology and resources. Sir added his different experiences in service life and how the act become a governance act and how to make it as good governance. The way of presentation was beautiful and interesting. We all inspired by the class.

**Morning session: Official Language**
**Dr. Sivakumar**

     വായനാദിനമായ ഇന്ന് വളരെ അനുയോജ്യനായ വ്യക്തിയെയാണ് ക്ലാസ്സ് എടുക്കാനായി ഞങ്ങൾക്ക് കിട്ടിയത്. ഭരണഭാഷയെ പറ്റി ക്ലാസ് എടുത്തത് കേരള ഭാഷാ വിദഗ്ധനായ ഡോക്ടർ ശിവകുമാർ സാർ ആണ്. ക്ലാസ്സിന്റെ തുടക്കത്തിൽ തന്നെ ഭാഷയും, ഭരണഭാഷയും തമ്മിലുള്ള പ്രധാനമായ വ്യത്യാസം ചെറിയ ഉദാഹരണങ്ങളിലൂടെ വ്യക്തമാക്കി തന്നു. ഒരു രീതിയിൽ വ്യാഖ്യാനിക്കപ്പെടുന്നതായിരിക്കണം ഭരണഭാഷ എന്ന് തുടക്കത്തിൽ തന്നെ അദ്ദേഹം വ്യക്തമാക്കി. പിന്നീട് ഔദ്യോഗിക ഭാഷ നിയമങ്ങൾ ഇന്ത്യൻ ഭരണഘടനയിലെ പതിനേഴാം ഭാഗത്ത് 343 മുതൽ 351 വരെയുള്ള ആർട്ടിക്കിളിൽ വിവരിച്ചിരിക്കുന്നു എന്നും അതിൽ പ്രധാനപ്പെട്ടവയെ ചൂണ്ടിക്കാണിക്കുകയും ചെയ്യു. 2015 നിലവിൽ വന്ന ഭേദഗതി പ്രകാരം ഇന്ന് നിലവിലുള്ളതും ഇനി നിലവിൽ വരുന്നതുമായ എല്ലാ സർക്കാർ സ്ഥാപനങ്ങളിലും ഭരണഭാഷ മാതൃഭാഷയായിരിക്കണം എന്നുള്ള കാര്യം എടുത്തു പറയുകയുണ്ടായി. മലയാളമല്ലാതെ മറ്റു ഭാഷകൾ ഭരണരംഗത്ത് ഉപയോഗിക്കാവുന്ന ഏഴ് സന്ദർഭങ്ങൾ എടുത്തു കാണിക്കുകയുണ്ടായി,അവയെപ്പറ്റി വിശദമാക്കുകയും ചെയ്യു. ഭരണഭാഷയുമായി ബന്ധപ്പെട്ട പ്രധാനമായും വന്ന ഉത്തരവുകളും പരിചയപ്പെടുത്തി. ശേഷം ഭരണഭാഷയുടെ പ്രത്യേകതകളായിരുന്നു വിവരിക്കുകയുണ്ടായത്. അതിൽ ഭരണഭാഷ എത്രത്തോളം കൃത്യതയുള്ളതാവണം, വളച്ചുകെട്ടില്ലാത്തതാകണം, ലഘു വാക്യങ്ങൾക്കുള്ള പ്രാധാന്യം , അലങ്കാരഭാഷ ഭരണഭാഷയിൽ ഉണ്ടാകരുത്, അർത്ഥശങ്കയുള്ളതാകരുത്, കാര്യകാരണബന്ധം ഉള്ളതാകണം എന്നിവയെല്ലാം ഉദാഹരണസഹിതം വ്യക്തമാക്കി തന്നു. ക്ലാസിന്റെ അവസാനഭാഗത്ത് ഒരു പ്രവർത്തനമായിരുന്നു. ഈ പ്രവർത്തനത്തിൽ എങ്ങനെയാണ് ശരിയായ മലയാളഭാഷ എഴുതുന്നതെന്നും മലയാളഭാഷയുടെ ഇംഗ്ലീഷ് ട്രാൻസ്ലേഷൻസും ഇംഗ്ലീഷിന്റെ ശരിയായ മലയാള വാക്യങ്ങളും ഏതെല്ലാം എന്നും ആ പ്രവർത്തിയിലൂടെ ഞങ്ങൾക്ക് മനസ്സിലാക്കി തന്നു. വളരെ മികച്ചതും ജീവിതത്തിൽ ഉടനീളം ഉപകാരപ്രദവുമായ ഭരണഭാഷ എന്ന വിഷയത്തിൽ അതിമനോഹരമായ ഒരു അറിവ് ആയി ഇതിനെ കണക്കാക്കാം.

**Afternoon session: Collection of statistics Act**
**Mr S Gopakumar**

     The afternoon session was conducted by Mr. Gopakumar sir, Deputy Director, Agricultural Census. First, he discusses the need of statistics not only for effective planning or policy making but also for qualitative data collection. The Collection of statistical Act 1953 provided a legal framework for the collection of statistics for the first time. Dr C Rangarajan former Andhra Pradesh governor found out the limitations of collection of statistics Act 1953, in their report submitted into government 2001. After that a new act, collection of statistical Act 2008 was implemented. This act will clearly say about use of information to be collected, mode of data connection, penalty, core statistics, duty of statistical officer, and duplication of a survey. Then he discusses what is the information contained in a notification and what are the restrictions in the choice of subject for the data collection. In the last part he discusses the amendment

in the collection of statistics act 2017 about appointing a nodal officer in each survey. He was a very experienced person in the field of statistics and he shared a lot of experience with us.

**DAY – 13**
**20/06/2023**
**POOJA**
**OMANAKUTTAN**

**Art of amassing data and Framing questionnaire.**
**Descriptive statistics, Inferential statistics and Decision theory.**
**M. Somasekharan Pillai (Prof Rtd)**

The 13th day of induction programme was led by M. Somasekharan Pillai Sir. In the morning session, he discussed on the topic "Art of amassing data and framing questionnaire". He started the session by explaining the definitions on population and sample. A population is the entire group that you want to draw conclusions about. A sample is the specific group that you will collect data from and must be a representative of the total data. Later he provided us the basic ideas on the measures of dispersion. Also, we got a clear idea on the relation between sampling design and experimental design. The key feature that separates statistics from mathematics is the uncertainty it holds. The session continued with discussions on the topics related to probability, mathematical expectation, definition of random variable, ANOVA and so on. Later he discussed on the steps related to conduct a survey.



Afternoon session was mainly focused on probability and non-probability sampling. Probability sampling involves random selection, allowing us to make strong statistical inferences about the whole group. Later he explained various probability sampling, systematic sampling, cluster sampling and so on. Moving on he also explained various non-probability sampling techniques which include purposive sampling, quota sampling, convenience sampling etc. He also provided us with a clear outline on various measurement scales i.e., nominal, ordinal, lateral and ratio. Towards the end, we discussed parametric and non-parametric tests. Overall, the class was very effective and it provided theoretical idea which will be useful for us in our future service life.

**Morning Session**
**Topic: Planning, Monitoring and Evaluation**
**Sri. Sreekumar B,**
**Director, Department of Economics and Statistics, Government of Kerala**



The 14th Day of Induction training programme began with an enriching session on the importance of Planning, Monitoring and Evaluation by the Honourable Director of Economics and Statistics Department, Government of Kerala, Sri. B Sreekumar. In this session participants were introduced to the core concepts of plan formulation, the factors that distinguish projects, programmes and schemes. The discussion also revolved around the historical evolution of planning in both pre and post Independent India under the title "From Dominance to Drain" and "Planning for Prosperity". The discussion also focussed on the significance of Monitoring and Evaluation i.e., for the successful implementation of any programme or scheme continuous and periodic review and surveillance should be conducted to make it more effective, objective and outcome based. This was clearly explained with the examples of MGNREGA and other poverty alleviation programmes.

In order to execute a result-based monitoring system the goals should be determined first followed by framing of objectives. Activities should be carried out based on inputs which will subsequently lead to output (short term benefits) and outcome (long term benefits). In this way the real impact of the scheme is achieved. Besides this "Indicators" also play a major role in determining output, outcome and impact of the scheme. The process of monitoring was also compared to a bus journey where destination represent goal, passengers represent target group, route map represent guidelines, crew represent project staff, fuel represents support system and monitoring represents a happy journey to the destination. The session ended by making the participants aware of the major differences between monitoring and evaluation, the different types of monitoring and the significance of online monitoring in the contemporary world.

**Afternoon Session**
**Sustainable Development Goals**
**Sri. Sreekumar B, Director, Department of Economics and statistics, Government of Kerala**

In the afternoon session the widely acclaimed SDG Goals were the point of discussion. The discussion began with the stories of sustainability in Easter Island, Chirapunji and the landslides of Kavalappara, Puthumala and Pettimudi in Kerala.

This was followed by the historical background of SDG goals. In this session different goals and targets of SDG, various dimensions of SDG (social, economic and environmental), Institutional Framework of SDGs in India and Kerala, Monitoring and Reporting of SDGs, Working of SDG Dashboard in India, Qualitative and Quantitative Indicators of SDG, Goal Scheme Mapping Pyramid, Components and Convergence of various schemes under SDG, Localisation of SDGs and monitoring of various schemes under SDGs were discussed. The session ended by making the participant understand the real vision behind the slogan of SDG Goals i.e., "Leave No One Behind" which focusses on wholistic development under five key principles: people, planet, prosperity, peace and partnership.

**DAY – 15**
**22/06/2023**
**SAJILA C**
**SAJEEVAN**

**Morning session**
**NSS-House hold surveys**
**FRANCIS THOMAS, Assistant Director, NSS**



The 15th day of our induction training started with a session on 'National Sample Survey by Francis Thomas sir. Sir gave a well description about National Sample Survey and how to conduct survey.

The National Sample Survey (NSS) which came into existence in the year 1950, is a multi-subject integrated continuing sample survey programme launched for collection of data on the various aspects of the national economy required by different agencies of the Government, both Central and States. The NSS now operates over the whole of rural and urban areas of India excepting only a few inaccessible and difficult pockets. The wide variety of subjects brought under the coverage of surveys conducted so far by the NSS can broadly be classified under four categories: (1) Household surveys on socio-economic subjects, (2) Surveys on land holding, livestock and agriculture, (3) Establishment surveys, and enterprise surveys (4) Village surveys.

Now 79th is going on. It is the collection of data for compilation of a number of SDG indicators through CAMS AND AYUSH.

The National Sample Survey (NSS) is a large-scale household survey conducted in India by the National Sample Survey Office (NSSO), which operates under the Ministry of Statistics and Program Implementation. It is one of the most important sources of data for studying various socio-economic aspects of the country.

The NSS aims to collect representative data from different strata of the population to provide insights into the living conditions, employment patterns, consumption patterns, education, health, and various other social and economic indicators. The survey covers both rural and urban areas and encompasses a wide range of topics, including agriculture, industry, services, employment, wages, education, health, and household consumption patterns.

The NSS follows a multistage stratified sampling design, where primary sampling units (villages or urban blocks) and secondary sampling units(households) are selected to form a representative sample. Trained field investigators visit the selected households to collect data through structured questionnaires and interviews.

The data collected through the NSS is utilized by policymakers, researchers, and academicians to assess the impact of government policies, monitor social welfare programs, and understand the changing dynamics of the Indian society and economy. It helps in identifying trends, making policy recommendations, and evaluating the effectiveness of various initiatives.

Overall, the National Sample Survey plays a crucial role in providing comprehensive and reliable data for evidence-based decision-making and research in India. Its rigorous sampling methodology and comprehensive coverage make it an invaluable tool for understanding the socio-economic fabric of the country.

Sir clearly explained about CAMS and AYUSH survey in Urban level. We were divided into six groups and discussed about its schedules.

**Afternoon session**
**Field Visit -Household survey**

Fortunately, we got chance to go field visit Of National sample survey. There were Thiruvananthapuram Deputy director, Research officer, Research assistant, Assistant Grade 1 officers. They told us you were lucky to get such this training. We were divided in to two groups and under the supervision of two grade one officers we interviewed 3 households. Two households rejected to cooperate with us. We understood that we may face some problems from field. After that we got snacks as the part of hospitality of our district officers. I would like to use this occasion to express my sincere gratitude to our department for giving this opportunity to participate in this great training.

**DAY – 16**
**23/06/2023**
**CHIPPY S**
**JEMSHEED**

**Morning Session**
**Topic: Prices-Introduction to price collection mechanism**
**Mr. Lal C V, Research Officer**

Today June 23, 2023 Friday was our sixteenth day of induction training. As usual we had two very useful and informative sessions.

Today's morning session was about the price collection. The class was so productive with a lot of useful information on current market updates. It helped us to have a general awareness about the departmental data collection, compilation of various market prices at Kerala state and Taluk levels. Also, it helped us to understand how the central, state government along with other agencies are achieving to have policy decisions, planning and research works with respect to the daily market price fluctuations.

**After noon Session**
**Topic: Market Intelligence Prices**
**Faculty: Mrs. Helen Mabel (RSO, MI Prices)**

The same day noon session provided all information about the market intelligence prices. The MI price instructions was so good which enable us to have a clear insight of the data collections, related with the association of market demand in line with the product quality. We learn how a farmer can achieve maximum commercial benefit by evaluating his crop demand in accordance to the market requirement and climate conditions.

**DAY – 17**
**24/06/2023**
**HEMA V**

**Morning Session**
**Topic: Prices – Retail Prices**
**Shamju B. K**

The 17th day of the induction training programme had two sessions. The first session was on "Prices - Retail Prices" by Smt. Shamju B. K. She discussed about the farm price, wholesale price and retail price. In addition, she delivered detailed concepts about retail prices, i.e. retail prices of essential commodities, ayurvedic products, dietary, waste paper, coir and husk etc. The daily retail prices of essential commodities will be uploaded from the Taluk and District offices using DESCAS software and the same will be used for preparing the price bulletin.

**After noon Session**
**Topic: Prices – Introduction to price index numbers**
**Mrs. Sharulatha**

The second session was taken by Smt. Sharulatha on "Prices – Introduction to price index numbers". In that session, she taught about various price index numbers and the calculations used for finding the same. She also discussed about the classification of items and the coding system for identifying the products. The main indices are price index, wage index, parity index, and wholesale price index. Among the price indices, WPI, CPI (R/U/C) and CPI (IW&AI) are calculated at the national level on a monthly basis. At the same time, WPI, CPI (IW&AI) are also estimated at the state level on a monthly basis. The CPI (R/U/C) calculated at the state and central level are pooled to find the CPI (R/U/C) at the state level. Kerala is the first state to calculate CPI (R/U/C). This data is collected from 149 centres (71 rural and 78 urban) in Kerala. The rules for selecting shops for price collection were also taught in this session. The main uses of price indices are to frame economic policies, and to forecast future economic activities. Price index is mainly used to measure inflation and cost of living.

In a nutshell, both the sessions were very effective and were successful in providing a clear idea about Prices.

| **DAY – 18** | **Morning Session** |
|---|---|
| **26/06/2023** | **Topic: EARAS - overview and methodology** |
| **AMEENA M** | **Haleema Beegam & Radhakrishnan** |

The 18th day morning session discussed the major scheme of our department, EARAS – Establishment of an agency for reporting agricultural statistics, which is purely a central sector scheme. We were offered with the best faculties ever, to introduce the scheme. Our joint director of EARAS, Haleema beegm madam gave a fine look through the evolution of DES and development of EARAS to its objectives. Madam talked about the first form of data collection, land utilization survey and implementation of EARAS in 1976.Through continual improvement in its methodology EARAS formed more better way of analysis and inference. The survey is done through area enumeration of the state, by dividing it into various zones. Madam discoursed the organogram of EARAS whose basics are the 811 zones of state.

Later the session was handled over to assistant director of EARAS, Radhakrishnan sir. We there got a detailed structure of EARAS. The session conveyed the strategy used in EARAS i.e., Multistage stratified Random sampling method. Sir discussed various functions of EARAS – firstly Area enumeration which includes 13-way land utilization classification, area of irrigation and source of irrigation. Then General crop estimation of 11 major and 8 minor crops. The third one was Improvement of crop statistics which aims at locating deficiencies and improving the system of agricultural statistics and role of NSO in this sample check. Finally, the agriculture insurance policy PMFBY and also about FASAL.

**Afternoon session**
**Topic: Key plot selection and Cluster formation**
**Saju K**

The afternoon session conversed about key plot selection and cluster formation. Sir began the session by indicating the chain of work: BTR updating, work allocation statement, key plot selection, cluster formation, season wise field visit, making entry in Form 1 diary, Preparation of season wise report. Further gave a detailed explanation on each. In his lecturing he pointed out that the in charged zone should be divided into 100 clusters of wet and dry according to proportion of area. There after how to calculate the number of wet and dry clusters, interval for key plot selection. Then moved on to selection of key plot using circular systematic random sampling method. And finally talked about cluster formation.

**Morning Session**
**Topic: EARAS – Area Enumeration**
**Saju K, Research Assistant, EARAS**



The nineteenth day of our induction programme started with the session on area enumeration which is an important functional process of the scheme EARAS. The class was taken by Saju   sir, the research assistant of EARAS wing in the directorate. In this session he gave a detailed picture about the process, area enumeration. The objective of the scheme is the collection of agricultural statistics which provides the estimates of area under crops, production and yield rate and land utilization pattern of agricultural sector.

The State and Central Government use this data for planning and development of policy formation. Area enumeration is carried out in selected clusters, which are randomly selected using appropriate sampling techniques. There are 811 Investigator Zones in the State of which one Zone consists of 100 clusters (Wet and Dry). Number of wet and dry clusters are determined as per the corresponding area in the Zone. Basic Tax Register (BTR) is taken as the basic document for cluster formation.

The wet lands be enumerated in three seasons accordingly. Annual crops may be reported in the season in which the harvest is done. The dry clusters are visited in two seasons. During the first visit area of seasonal crops of autumn and winter are enumerated and reported. In the second visit to the dry lands, annual crops, seasonal crops and perennial are enumerated. Details of irrigation are also collected during this visit.  The class was ended with the discussion of various forms and reports like form 1, form 2B, form 3B, form A and form 4 that has to be filled during and at the end of each visit.

**Afternoon Session**
**Topic: EARAS – CCE Schedules, CCE Preparation**
**K Suresh Babu, Assistant Director, EARAS**



The afternoon session was also about the scheme EARAS. In this session Suresh Babu sir gave an enriching description about CCE (Crop Cutting Experiments) schedules and CCE preparation which are the important parts of General Crop Estimation Survey (GCES). One of the important objectives of GCES is to obtain reliable estimates of average production of food and non-food crops in the state, which are prominent in view of crop production. In Kerala the CCE of 19 crops are conducted of which 11 are major crops and 8 are minor crops. During field visit CCE are being conducted. In respect of CCE (except Paddy and Sesamum) the required number of plots may be selected from the key plots using simple random sampling method. If the key plot selected does not grow the crop for which crop cutting experiment is to be conducted, the investigator should look for the crop in the first or second side plots on the left. If the crop is not grown in the entire cluster next cluster may be selected.

For paddy, stratified multistage random sampling design is followed to carry out the crop estimation survey. After Area Enumeration of wet land clusters, list all survey numbers having paddy in 4 categories for each panchayat i.e., HYV (High Yielding Variety) irrigated, HYV un irrigated, Local irrigated, Local un irrigated. Then a sample is selected from these listing using simple random sampling. Then we discussed about CCE plot selection of various crops like paddy, coconut, plantain, banana, pepper, cashew, jack, mango, cocoa, betel leaves and pineapple. We also introduced with the scheme PMFBY (Pradhan Mantri Fasal Bima Yojana). The objective of PMFBY scheme is to provide insurance coverage and financial support to the farmers in the event of failure of any of the notified crop as a result of natural calamities, pests and diseases and to encourage the farmers to adopt progressive farming practices, high value inputs, and higher technology in agriculture to help to stabilize farm incomes, particularly in disaster years. Overall, these sessions were every effective and we were able to understand the different process behind the scheme EARAS.

**Morning Session**
**EARAS – Filed Visit**

On 30 June 2023, 30 trainees with officers of department of economics and statistics went for a field visit at poojappura the field visit is headed by JD EARAS and DDO Trivandrum. We already had classes on EARAS methodology, key plot selection, cluster formation, area enumeration, CCE schedule and CCP preparation .so the aim of the field visit is to demonstrate the all these processes.

Trainees reached at poojappura around 10:30am. then Girija Madam, who is working as statistical assistant grade 2 in Trivandrum district office, explained the details regarding the block and they gave us a litho map and FMB and explained it well. After that 30 trainees were split into five groups of six members. She asked us to find the key plot and form a cluster. Firstly, we find out the key plot and found out the details of owner of the key plot. After identifying the key plot, we formed a cluster, visited the cluster. All the team members found out the seasonal crop's annual crops and perennial crops in that area.



In that particular cluster there was a plot which was already selected for crop cutting experiment of coconut. One of the officers of DES taught us how to conduct a crop cutting of coconut in that particular plot. we know that 5 plants are needed for crop cutting experiment of coconut. but there were six coconut plants so he asked us to draw that particular plot and mark all the coconut trees and then to select the 5 Coconut trees randomly.

**Afternoon Session**
**EARAS – Filed Visit – Form 1 diary**
**Mrs Girija**

Around 1:30 after completing the field visit, we returned to IMG in the afternoon session Girija Madam explained how to consolidate all these collected data into form one diary which is considered as the authentic document of statistical investigator. we know the investigator must visit the Wet field thrice in a year and dry field twice in a year. The first page of form and diary consists of details of zone and cluster and it consists of five blocks. madam narrated entire details regarding filling of form 1 diary

**DAY – 21**
**01/07/2023**
**NEENA J**

**Morning session**
**Topic: Agriculture census**
**S. Gopakumar, Deputy Director, AGC**

July 1,2023 Saturday was our 21th day of the induction training. We had two very useful and informative sessions on this day.
Today's morning session was about the agriculture census. The class was so productive with a lot of useful information on agriculture census. It helped us to get a general awareness about the data collection related to the agriculture census.

The main objective of agriculture census is to describe the structure and characteristics of agriculture sector based on number and area of operational holdings, land use, cropping pattern, pattern of input usage etc by operational holdings. we learnt how the data can be collected in the agriculture census.

**After noon session**
**Topic- Annual survey of Industries**
**Muraleedharan Nair. B, SSO, NSO**

This session provided all information about the annual survey of Industries. Annual survey of Industries provides statistical information to assess and evaluate objectively and realistically, the changes in the growth, composition and structure of organized manufacturing sector. He explained more information about ASI and ASI schedules.

**DAY – 22**
**03/07/2023**
**NITHYA G**

**Morning session**
**Prices- Field visit in a market**



The 23rd day of our induction training started with a field visit. Helen madam, Shamju madam and Lal sir came with us for field visit. We went to Chala Market as part of the field visit. Five officers from the taluk had reached there. We divided into five groups and collected the prices from the shops. The wholesale price was taken. We collected prices of goods from eight shops. It was a very good experience except for the heavy rain.

**Afternoon session**
**Index of Industrial Production**
**Sivalal M, Assistant Director**

Second session of our class was about IIP by Sivalal sir. Sir gave a well description about IIP. Index of Industrial Production (IIP) measures the relative changes in the volume of production in non-agricultural commodities and is an effective tool to measure the short-term changes in industrial production. The methodology and process of collection of data, selection of sample and compilation of IIP are as per the guidelines of Industrial Statistics Wing, MOSPI, Govt. of India. It measures the changes in the industrial production during a period compared to a fixed period, known as base period (current base period is 2011-12).

IIP is compiled for 3 major sectors Registered Manufacturing, Mining and Quarrying, Electricity. Kerala has received a list of 190 registered factory units for 134 products. For manufacturing sector monthly production data are collected at District Level and data entered at State Level Mining and quarrying and electricity data is being collected and entered at State Level. IIP has a wide range of users who assess the most recent economic situation of countries, regions and the Global economy and undertake international comparisons among these countries and regions. IIP summarize past development, facilitate forecasting of future trends and assist with evidence-based policy decisions.

The class was very useful and sir clearly explained IIP.

**DAY – 23**
**04/07/2023**
**SAJITHA S**

**Morning Session**
**Topic: Cost of cultivation and Evaluation of soil conservation.**
**K. Shailamma, Deputy Director, Department of Economics and Statistics, Government of Kerala.**

On the 23rd day of the Induction training, K. Shailamma discussed the survey of cost of cultivation and the evaluation of soil conservation. In the survey of agricultural expenses, farmers are chosen by the taluk office based on the lists from Krishibavan, the regional inspection of the EARAS investigator, and the list available from VFPCK sales centres. In each zone, five farmers are to be selected based on the circular systematic planning method.

Farmers classified as small, medium, and big, eligibility of crop, area of agricultural land, and number of trees will also be included. Zones chosen for EARAS will be used for this survey. In each taluk, it is divided into 4, 3, and 2 zone based on the crops. Four zones are using the systematic sampling method. It is also divided based on Concept cost into cost A, Cost B, Cost B1 and cost C.

In 1953, the Centre Soil Conservation Board was established. The UN General Assembly celebrated 2015 as the International Year of Soil. Fertile soil is an essential factor for the survival of food crops. The Department of Economics and Statistics conducts evaluation studies of soil conservation schemes based on the agricultural year. The department conducts soil conservation surveys in every district to assess the impact of production, water level, moisture content, etc. A list of projects implemented three years before the survey is collected, and a project is selected from among them using a simple random sampling method. The beneficiaries will be divided into four strata, and the investigator will collect the data using the prescribed schedules and prepare an annual report based on them.

**Afternoon Session**
**Topic: Microsoft Excell-2007/10**
**Murukan P, Programmer Cum Trainer IMG, Thiruvananthapuram.**



In the after-noon session, it was taught that there are 1048576 rows and 16384 columns in an Excel sheet. The round function, wrap text, aggregate function, custom series, and subtotal were also taught. It was also shown to us how to use average, total, maximum, and minimum functions using formulas in Excel. Training was also given on how to prepare graphs and operate Excel using short-cut keys. The class was taken considering both personal as well as office requirements in the future.

**Morning session**
**Labour and Housing section,**
**Sijith K.S. Research officer, DES**

First session of our class was about labour and Housing section. Housing statistics was established in 1967 under DES, the main function is to collect, codify and publish building statistics price of building material, labour wage rate in construction sector. Mainly 7 works are done in the section 4 works in housing section and 3 works in labour section.

Housing section

1. Building statistics report contain number of newly constructed buildings, type of ownership, type of roofing etc. its methodology, uses, type of building ownership, type of roof, data collection scheduled and total number of buildings constructed during the year 2015-16 to 2020 -21 were included.

2. Building material price and Labour wage collection collect 169 items of building material and wages of different category of building construction, its price collection methodology, aim, uses and 12 types of building materials and its different verity and collecting units were included.

3. Building construction cost index is a tool used to measure relative changes in rate of construction of cost of building with respect to time and place. Item basket contain three components with base year 2011-12. BCCI calculation formula and its uses were specified.

4. USHA scheme (urban statistics for HR and assessment) is a hundred percentage Central sponsored scheme under PMAY. It's objective and its main centres in Kerala are specified. BRICKS software is used collect information.

Labour section

1. Report other than industrial dispute are three types its classification, five types of work stoppage, data Collection method and its data transmission procedure were specified.

2. Wage structure survey (WSS) shows fluctuation and trends in wages of labour in commercial and construction section. Its methodology, number of Data Collection centres in commercial sector and construction sector, workers category and schedules in commercial and construction sectors were included.

3. Maternity Benefit Act 1961 is for protect women employee during pregnancy period. The main criteria for implementing the act are mentioned. Its amendment in 2017 main points also included. At last gave a short point of NBO and Labour bureau.

Sujith sir gave a well description about all the points about labour and Housing section and the class was very useful to us.

**Afternoon session**
**Vital statistics**
**K. Sailamma, Deputy Director, DES**



Second session of our class was about Vital statistics it deals with human mortality morbidity and demography. The importance source is population census, civil registration system, sample registration system, demography sample survey conducted by NSSO and health survey. Vital statistics as three division. 1.Civil registration system (CRS)is a continuous and compulsory recording of vital events. Its objective is annual changes in population. Its features, present set up, main charges in panchayat, municipality, corporation, its publications, 14 type of vital rate calculation, formulas and its values in 2021 were main concepts. 2.Sample registration system (SRS) implemented central government contain 175 samples in rural and 105 sample in Urban Sector. Its objective is attaining sustainable development goal target 3.1 and 3.2. The work structure of SRS ,7 types of form used in enumerators and two types of form used in supervisors, reverification and finalisation of SRS, publications of SRS were included. Verbal autopsy is a questionnaire to collect information about death person. It contains four types of forms.3. spot check survey deals with birth and death events to be registered by the register at the time of occurrence within his or her Jurisdiction. Its objectives, the publication of sport check survey 'residential vital rate 'yearly published. Details of spot check survey shown. At last present staff position of vital statistics division was shown.

Sailamma madam give a well description about vital statistics and the class was very useful to us.

**DAY – 25**
**06/07/2023**
**JISHNA K**
**&**
**PRIYA G**

**Morning session**
**Topic: Medical Certification of Cause of Death (MCCD), Gender statistics**
**Preeth VS, Deputy Director, MCCD**

Prepared By Jishna K

On the 26th day of the Induction training, morning session was marked by an insightful presentation by Mr. Preeth VS. He covered two important topics during the session, namely "Medical Certification of Cause of Death" and "Gender Statistics." These topics are crucial in understanding and analyzing healthcare data and demographics.

## 1. MEDICAL CERTIFICATION OF CAUSE OF DEATH

The objective of the MCCD (Mandatory Use of International Classification of Diseases) scheme is to ensure the universal adoption of the international classification of diseases. This scheme has been proposed by the World Health Organization (WHO). To facilitate the international classification of diseases, the WHO has designed a specific code known as the ICD code.

In India, the current version of the ICD code being used is ICD-10. This code provides a standardized way to classify and code diseases, allowing for better comparability and analysis of health data on a global scale. In the unfortunate event of a death, it is mandatory for the attending medical practitioner to issue a Medical Certificate of Cause of Death (MCCD) in the prescribed form. The prescribed forms for issuing the MCCD are form no:4 and form no:4A. These forms have been designed by the World Health Organization to ensure consistency and accuracy in reporting the cause of death. In this form should write underlying cause of death. Based on this MCCD scheme is implemented According to the data for 2020, the total registered MCCD (Medical Certification of Cause of Death) death rate in India was recorded at 22.50%. In comparison, the state of Kerala reported a lower death rate of 11.20%. To ensure comprehensive healthcare coverage, the government of Kerala is planning to extend the existing scheme to all local bodies.

Mr. Preeth emphasized the importance of understanding how cause of death is determined and how it impacts mortality statistics.

## 2. GENDER STATISTICS.

The second topic, "Gender Statistics " shed light on the significance of collecting and analysing data based on gender. Discussed difference between Sex and Gender. Sex refers to the biological characteristics of an individual, such as their reproductive organs and genetic makeup. On the other hand, gender is a social and cultural construct that encompasses the roles, behaviours, and expectations society assigns to individuals based on their perceived sex. When it comes to achieving equality, it is important to note that providing everyone with the same opportunities and treatment may not necessarily result in fair outcomes. This is where the concept of equity comes into play. Equity recognizes that fairness may require different

treatment or resources based on individual circumstances. It aims to address the barriers that certain individuals or groups face due to systemic inequalities.

Gender statistics are essential for understanding, monitoring and addressing Gender inequalities. In an effort to revamp gender statistics programs around the world, UNSD is collaboration with the United Nations Population Fund and the World bank established the Inter-Agency and Export Group on Gender statistics (IAEG-GS) in 2006 to help to chart the path for further work in this field. Overall, the morning session of the 26th day of the Induction training proved to be informative and engaging, thanks to Mr. Preeth for comprehensive discussions on "Medical Certification of Cause of Death" and "Gender Statistics." The session provided participants with valuable insights into these two essential areas of study and their relevance in the field of healthcare and data analysis.

**Afternoon session - 1**
**Topic: Economic Census,**
**B. Anish Kumar, Deputy Director, TVM**

Prepared BY Priya G



Economic Census is a periodic count of all the economic entities functioning within the geographical boundaries of the country. This facilitates a comparative study of the performance of agricultural and non-agricultural enterprises and estimation of the contribution of unorganized sector to GDP through follow-up surveys. The first economic census was conducted in 1977 covering all non-agricultural establishments. The second, third, fourth, fifth and sixth census are conducted in the year 1980, 1990, 1998, 2005 and 2013 respectively. The current economic census is seventh in the series, is implemented in our state by common service centre (CSC) e-Governance service India limited with the support of NSO and state DES. Seventh economic census is the first mobile application-based census.

**Afternoon session - 2**
**Topic: Environment Statistics,**
**Geetha L, Deputy Director, Forest Department**



The objective of Environment Statistics is to improve knowledge of environment and to support evidence-based policy and decisions. This is required to put environment issues in context and to facilitate the integrated analysis of environmental social and economic processes. The main products are detailed in descriptive environment statistics series and environment indicators. The sources for these data are statistical surveys, administrative records, remote sensing and thematic mapping. After that Madam discussed about Biodiversity of Kerala, it's conservation and threats to Biodiversity of Kerala. Also, the achievements of Forest Department like schemes for afforestation, Vanasree, Nagaravanam, Theeravanam, etc.

**DAY – 26**
**07/07/2023**
**SREEJITH V P**
**&**
**AKSHAY M**

**Morning session**
**BSLLD, Mission Anthyodaya**
**Smt. Sudharsa R, Joint Director**

Prepared by Sreejith VP

The morning session started with the class on BSLLD by Smt. Sudharsa Ma'am. She explained the history of BSLLD. She explained that, Local level planning is a process of development from below which considers development to be based on optimum utilisation of own resources with the primary objectives of improving the socio-economic conditions of the people. She has given a brief description on Evolution of decentralised planning in Kerala and Processes in People's Planning.

She has explained the strategy adopted for BSLLD. She explained the data coverage in detailed. She explained application software.

Next, she explained, Mission Anthyodaya in detail. She had given the explanation of the mobile software used to complete the scheme.

**Afternoon session**
**State income-overview and estimation**
**Sumi AD – Assistant director, DES**

Prepared by Akshay M

The Department of Economic Statistics performs the vital task of calculating the state's income. It is carried out as per the guidelines of the Central Statistical Organization. CSO has prepared very detailed guidelines in this regard. It follows the footsteps of the National System of Accounts of the United Nations. Data on India's national income was first published in 1868-69 in the book "poverty and unbritish rule in India" by Dadabhai Navroji. But these figures were not scientific.

In 1931-32, Professor VKRV Rao, an economist, determined the national income using a scientific method. An official estimate of national income was first prepared in 1948-49 by the Ministry of Commerce of India. The National income Committee, headed by renowned economist Professor PC Mahalanobis, studied the figures prepared by the Ministry of Commerce in detail and gave its approval. This was the beginning of national income determination.

There are many purposes in calculating state income. State income is essential for a state to know which sectors to engage in and where to implement schemes. Not only that, the Centre gives loans to the states on the basis of national income. Income is calculated in three ways in the state-production approach, expenditure approach and income approach.

**DAY – 27**
**10/07/2023**
**GLEESON JOHN**
**&**
**SUNITHA**
**SURENDRAN**

**Morning session**
**EARAS- Area and Production Estimation**
**Bindu K R, Asst Director, EARAS**
**Suresh Babu, Asst Director, EARAS**

Prepared by Gleeson John:
The morning session was about EARAS Area and Production. Morning session 1 was handled by Bindu K R. The 28th day of our day of our induction training starts with EARAS Scheme which is important in our deportment. In the morning session Bindu madam explained about area estimation. She briefly described about estimation of area and forecast estimation. Forecast estimation is used for the planning and policy making in the agricultural sector of the Country. And also, she described about various equation relating to the forecast estimation. Advance estimation is prepared on the basis of forecast report. Final estimate is arrived on the basis of data collected through the area enumeration and crop estimation. First advance estimation done on 1st Week of August. Second advance estimate collected during 1st week of December. Third advance estimate. will be prepared on 1st welk march and fourth advance estimate will be prepared on last week may. And also, final estimate prepared and forwarded to Government of India by NOV 15.

The Second Session was handled by Suresh Babu sir. He explained the product estimation of different Crops. All the two Sessions were really nice.



**Afternoon session**
**EARAS- Sample check**
**Radhakrishna Pillai, Assistant director, EARAS**

Prepared By Sunitha Surendran:
Afternoon session of the class was about EARAS- Sample check. The class was conducted by a well experienced person in the EARAS- work, Radhakrishna pillai sir.

Sample check is a part of ICS (Improvement of crop statistical) which aims at locating deficiencies and suggesting improvements in the system of agricultural statistics through joint efforts of central and state authorities (1975-76 onwards). The scheme accomplishes its objectives by conducting sample check on the primary field work.



The sample selection for the sample check was explained. The sample check clusters of central samples are inspected by the supervisory officers of NSO and state samples by supervisory officers of DES (ADO's). The schedules viz. AS 1.0, AS 1.1, AS 2.0 were explained and showed how to fill them. For area enumeration in sample check, 80 investigator zones are selected each for central and state samples. The due dates of area enumeration and number of samples for crop cutting were also discussed. The joint study is conducted every year in two districts, one with the highest error recorded during last year and second with the lowest error recorded district during last year. The schedules prepared by NSO officials and ADO's are send to NSO, Faridabad and DES. The class was very effective and got an overall idea about EARAS- sample check.

# INDUCTION TRAINING TO
## STATISTICAL ASSISTANT/INVESTIGATOR GRADE II
### CODE NO: STP-205
Book Review by participants on 11-07-2023

| No | PEN | Name | Office | Report name |
|----|-----|------|--------|-------------|
| 1 | 950735 | Smt. Nithya G | Cost of Cultivation, Directorate of Economics & Statistics | Annual Vital Statistics Report 2020 |
| 2 | 950737 | Smt. Sajila C Sajeevan | Cost of Cultivation Section, Directorate of Economics & Statistics | Debt and Investment in Kerala 2013 |
| 3 | 950732 | Smt. Hibath M S | EARAS Section, Directorate of Economics & Statistics | Agricultural Statistics 2020-21 |
| 4 | 950728 | Sri. Sijilraj | BSLLD Section, Directorate of Economics & Statistics | Report of survey on flowers, vegetables, medicinal crops and fruits 2009 |
| 5 | 950730 | Smt. Maya Mohanan | EARAS Section, Directorate of Economics & Statistics | Report on private medical institutions in Kerala 2017-18 |
| 6 | 950734 | Smt. Reshma T S | MI Prices Section, Directorate of Economics & Statistics | Report on Thattukada survey 2015 |
| 7 | 951067 | Sri. Sreejith T S | Computer Division, Directorate of Economics & Statistics | Evaluation study on soil conservation in Thrissur district 2020-21 |
| 8 | 951918 | Sri. Akshay M | State Income Section, Directorate of Economics & Statistics | Report of survey on unrecognized schools 2009 |
| 9 | 951897 | Smt. Anjali Mohan | Tapal Section, Directorate of Economics & Statistics | Impact of COVID 19 on unincorporated nonagricultural enterprises in Kerala (2021 April to July) |
| 10 | 951971 | Smt. Sajitha S | Budget Section, Directorate of Economics & Statistics | Infrastructure statistics Kerala 2014-15 |
| 11 | 952211 | Smt. Rasma M | Prices Section, Directorate of Economics & Statistics | Price Bulletin February 2023 |
| 12 | 952529 | Smt. Saritha A G | Evaluation Section, Directorate of Economics & Statistics | Annual survey of industries 2018-19 Vol I |

| 13 | 933364 | Sri. Gleeson John | State TB Centre, Thiruvananthapuram | Compendium of environment statistics 2015-16 |
|---|---|---|---|---|
| 14 | 951907 | Smt. Jishna K | IDRB, Vikas Bhavan, Thiruvananthapuram | Report on working of the " Maternity Benefit Act-1961" (2011-17) |
| 15 | 952976 | Smt. Hema V | Taluk Statistical Office, Kottarakara, Kollam | Report on qualitative and quantitative condition in housing in Rural Kerala (2016-17) |
| 16 | 952144 | Smt. Swathi P | Scheduled Cast Development Directorate, Nandavanam, Palayam, Thiruvananthapuram | Report on Home nursing institutions in Kerala (Feb 2016) |
| 17 | 952000 | Smt. Praseeda P | Office of the Chief Town Planner, Swaraj Bhavan, Thiruvananthapuram | Building Statistics (2020-21) |
| 18 | 937522 | Sri. Sreejith V P | Office of the APCCF (Administration), Forest Headquarters, Thiruvananthapuram | Kerala Forest Statistics 2021 |
| 19 | 952302 | Smt. Priya G Kozhuppakkalam | Directorate of Animal Husbandry, Vikas Bhavan, Thiruvananthapuram | Gender Statistics 2017-18 |
| 20 | 952901 | Smt. Pooja Omanakuttan | Directorate of Agriculture Development and Farmers Welfare, Vikas Bhavan, Thiruvananthapuram | Pilot study report on non-availability of labourers in Agricultural Sector 2015-16 |
| 21 | 952816 | Smt. Sarika N V | Taluk Statistical Office, Kollam | Report on cost of cultivation of important crops in Kerala 2020-21 |
| 22 | 952863 | Smt. Sunitha Surendran | Taluk Statistical Office, Kollam | Report on Input Survey 2016-17 |
| 23 | 952749 | Sri. Anoop T | Taluk Statistical Office, Pathanapuram | Estimates of area under crops & land utilisation 2021-22 |
| 24 | 952750 | Smt. Divya D | Taluk Statistical Office, Pathanapuram | Report on persons with disabilities in Kerala (July 2018 - Dec 2018) |
| 25 | 952906 | Smt. Neena J | Taluk Statistical Office, Kottarakkara | Report of survey on farmers suicides in Kerala (2009) |

| 26 | 952333 | Smt. Sreesha P.K. | IDRB, Vikas Bhavan, Thiruvananthapuram | Kerala Tourism Statistics 2019 |
|---|---|---|---|---|
| 27 | 952926 | Smt. Chippi S Jamsheed | Taluk Statistical Office, Kottarakkara | Report on education in Kerala (June 2014) |
| 28 | 953206 | Sri. Chinthu U | Taluk Statistical Office, Karunagapally | Report on evaluation study on soil conservation in Kerala (2019-2020) |
| 29 | 953205 | Smt. Meera M S | Taluk Statistical Office, Karunagapally | Drinking water, sanitation, hygiene and housing condition in Kerala (July 2018- Dec 2018) |
| 30 | 953168 | Smt. Ameena M | Taluk Statistical Office, Karunagapally | Report on NPI - Orphanage/ Care Home Survey 2013-14 |