



**Government of Odisha**

**Planning and Convergence Department**

Resolution No.....<sup>14613</sup>...../P., Dated 5<sup>th</sup> October, 2024.

*PC-STC-MISC-0008-2023*

**Data Dissemination Policy of Official Statistics-2024  
in respect of  
Directorate of Economics & Statistics, Odisha**



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# Abbreviations

ASI	Annual Survey of Industries
CPI	Consumer Price Index
DE&S	The Directorate of Economics and Statistics
EARAS	Establishment of an Agency for Reporting Agricultural Statistics
GSBPM	Generic Statistical Business Process Model
GSDP	Gross State Domestic Product
IIP	Index of Industrial Production
IMF	International Monetary Fund
MoSPI	Ministry of Statistics and Programme Implementation
NSS	National Sample Survey
NQAF	National Quality Assurance Framework
OECD	Organisation for Economic Cooperation and Development
RTI	Right to Information
UN	United Nations
UNECE	United Nations Economic Commission for Europe

## **1 Introduction**

Official statistics play a pivotal role within the information infrastructure of any democratic society. It provides key inputs for evidence-based decision making and policy interventions and act as public assets for conducting research in both public and private sectors. These statistics, encompassing economic, demographic, social, and environmental realms, furnish vital insights to government bodies, the economy, and the populace alike. They are essential for modern societies with respect to planning, development, research, and analysis, effectively contributing to policy-setting and decision-making in all sectors of government and industry.

The Constitution of the Republic of India recognises the right of its citizens to information in Article 19 (1); the Right to Information Act (2005) further empowers this by promoting transparency and accountability in the workings of public authorities.

The Directorate of Economics and Statistics (DE&S) is the designated Nodal Agency for developing an efficient statistical system and coordinating statistical activities in the State of Odisha. The DE&S carries out its functions through its own staff as well as in collaboration with other departments. These functions broadly involve collecting, compiling, processing, analysing, and disseminating various types of statistical data related to socio-economic, industrial, environmental, and agricultural activities in the State. Additionally, DE&S collects data on consumer prices, wholesale prices, farm harvest prices, wages, and livestock prices. DE&S conducts large scale census like Agriculture Census, Minor Irrigation Census, Economic Census. DE&S conducts sample surveys on crop area, crop yields, Annual Survey of Industries, Index of Industrial Production, and socio-economic round as per the guidelines of National Sample Surveys on regular basis. Besides, DE&S has large repository of secondary source data in terms of its effort to produce economic surveys, estimates of state income and related aggregates, District Statistical Handbook, Statistical Abstracts, Districts at a glance, Climatological Data, State Profile, Gender statistics etc. The above-mentioned repository of Statistical data needs to disseminate to the public for use. Therefore, DE&S strives to ensure that available resources and institutional arrangements are always in place for the effective implementation of the dissemination of Official Statistics Data to the various users – Govt. Departments/ Offices /Agencies, planners, researchers, and larger public in an understandable and easily accessible format with metadata descriptions.

The purpose of this policy is to set guiding principles regarding:

- ❖ What are the data to be and not to be disseminated?
- ❖ When the data to be disseminated?
- ❖ How the data will be disseminated?
- ❖ To whom the data will be disseminated?
- ❖ What will be the institutional arrangements for data dissemination?
- ❖ What are the quality assurance standard of data dissemination?

### **1.1 GSBPM to produce Official Statistics**

Globally recognised guidance on the dissemination of Official Statistics can be found in the **Generic Statistical Business Process Model (GSBPM)**, created by the Conference of European Statisticians in 2010<sup>1</sup>.

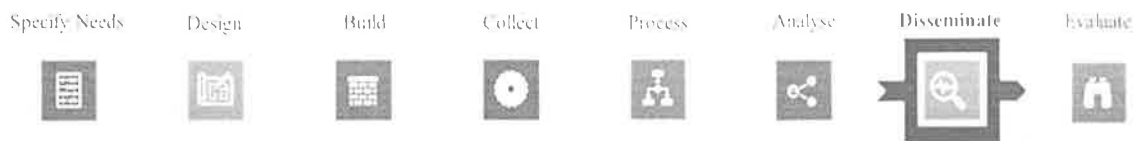
The GSBPM is a framework that describes and defines the set of business processes needed to produce Official Statistics. It provides a standard framework and harmonised terminology to support statistical organisations in modernising their statistical production processes, and in

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<sup>1</sup> [https://unstats.un.org/unsd/methodology/dataquality/meetings/NQAF-Beijing-Jan-2022/01%20GSBPM%20Intro%20\(UNECE\).pdf](https://unstats.un.org/unsd/methodology/dataquality/meetings/NQAF-Beijing-Jan-2022/01%20GSBPM%20Intro%20(UNECE).pdf)

sharing methods and components. The GSBPM is used both within and between statistical offices as a common basis for quality assurance, enhancing efficiency, standardisation, and process-orientation. The GSBPM has 8 steps (**Figure 1**)

**Figure 1:** The Generic Statistical Business Process Model – high level



**Specify Needs:** This is the phase when a need for new statistics is identified, and it is important to determine whether there is a presently unmet demand for the identified statistics and whether that can be produced.

**Design:** This phase describes the development and design activities, and any associated work needed to define the statistical outputs, variables, data collection methods and instruments, sampling frame and operational processes.

**Build:** This phase builds and tests the production solution (collection instruments, new and enhance existing software components, configure workflows, managing a field test or pilot etc.) to the point where it is ready for use in the "live" environment.

**Collect:** In this phase all necessary data are collected or gathered using different collection modes (including extractions from administrative and statistical registers and databases) and loaded them into the appropriate environment for further processing.

**Process:** This phase describes the cleaning of data and their preparation for analysis. It is made up of sub-processes that check, clean, and transform input data, so that they can be analysed and disseminated as statistical outputs.

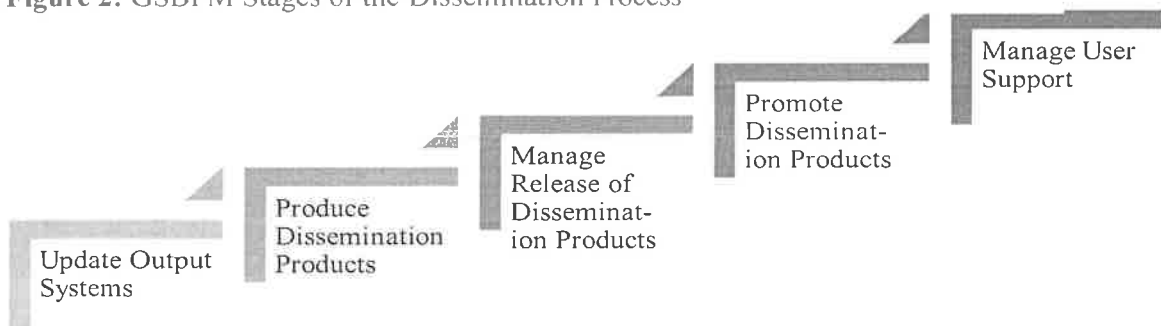
**Analyse:** In this phase, statistical outputs are produced, examined in detail, and made ready for dissemination. It includes preparing statistical content and ensuring outputs are "fit for purpose" prior to dissemination to customers.

**Disseminate:** The activities in this phase support users to access and use the outputs released by the statistical organisation.

**Evaluate:** This phase manages the evaluation of a specific instance of a single process, as opposed to the more general over-arching process of statistical quality management. It logically takes place at the end of the instance of the process but relies on inputs gathered throughout the different phases.

The GSBPM details further guidelines for each stage in the process above. The statistical data dissemination policy for DE&S is structured according to the Dissemination stage, as mentioned in (**Figure 2**):

**Figure 2:** GSBPM Stages of the Dissemination Process



**Update output systems** - This sub-process manages the update of systems where data and metadata are stored for dissemination purposes, including formatting data and metadata ready to be put into output databases; loading data and metadata into output databases; ensuring data are linked to the relevant metadata.

**Produce dissemination products** - This sub-process produces the products, to meet user needs. The products can take many forms including printed publications, press releases and web sites. The steps included in this stage are:

- Preparing the product components (explanatory text, tables, charts etc.);
- Assembling the components into products.
- Editing the products and checking that they meet publication standards.

**Manage release of dissemination products** - This sub-process ensures that all elements for the timely release of data/reports are in place. It includes briefings for specific groups such as, Ministers, Government departments and officials, and press. It also includes the provision of products to subscribers.

**Promote dissemination products** – This sub-process involves the active promotion of the statistical products generated within a specific statistical business process, to ensure they reach a broad audience. It includes the use of user engagement, management tools, to better target potential users of the products, as well as the use of tools including web sites, wikis, and blogs to facilitate the process of communicating statistical information to users.

**Manage user support** - This sub-process ensures that users queries are recorded, and responses are provided within agreed deadlines. These queries should be regularly reviewed to provide an input to the over-arching quality management process, as they can indicate new or changing user needs.

## **2 Aim of the Policy**

In the context of the relevant legal provisions and international standards, the Statistical Data Dissemination Policy for DE&S aims to direct the release of Official Statistics that is accessible, comprehensible, effective, responsible, and beneficial to all the users.

## **3 Scope and Applicability of this Policy**

This policy shall be applicable to all data and information created, generated, collected, and archived using public funds by the DE&S, Planning and Convergence (P&C) Department, Government of Odisha either directly through different census and surveys or received by the DE&S from various departments / offices / agencies / institutions etc.

The DE&S classifies the beneficiaries of their statistical data as follows:

- Government Agencies: All Ministries, Govt. Departments, Offices, Universities, Institutions etc.
- International Organisations: United Nations Offices, World Bank, International Monetary Funds, OECD etc.,
- Business Houses: Public Sector Undertakings, Private Sector Business Venture, and Institutions etc. and;
- Individuals: Researchers, Students, investors, and Entrepreneurs.

## **4 Principle of Statistical data dissemination**

### **4.1 Statistical Quality Assurance**

The statistical products of the DE&S should adhere to the standard set by the United Nations National Quality Assurance Frameworks Manual for Official Statistics (NQAF) as customised by the DE&S, Odisha in alignment with the Ministry of Statistics and Programme Implementation (MOSPI), Government of India (GoI). These products should fulfil the requirements of users, ensuring accuracy, credibility, reliability, timeliness,

consistency, relevance, coherence, clarity, and accessibility, all grounded in robust methodologies.

### National Quality Assurance Framework (NQAF)

United Nations National Quality Assurance Frameworks Manual for Official Statistics- issued in October 2019 provides a coherent and holistic system for statistical quality management which assures trust and quality of official statistics. The Quality is the degree to which a set of inherent characteristics of an object fulfils requirements. In the context of Statistical organisations, the object is the statistical output or product, the process, the institutional environment or the whole statistical system.

The framework is a template consists of 19 statements of quality with 250 quality elements and its supporting documents.

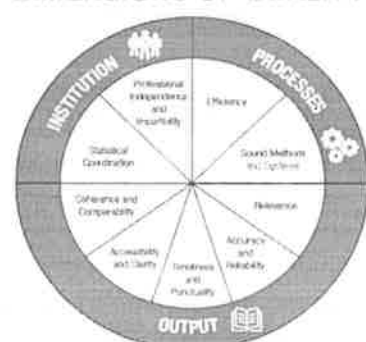
The template covers all aspects related to:

- Managing the statistical system,
- Managing the institutional environment,
- Managing statistical processes and
- Managing statistical outputs.

#### Benefits of NQAF

- Provides a generic model for the members of the NSS to adopt, develop or revisit their own quality assurance framework;
- Offers a mechanism for the systematic monitoring and ongoing identification of risks and quality issues across the NSS to develop timely corrective measures.
- Gives greater transparency to the processes by which quality is assured and reinforces the credibility of statistics producers and the coordinating agency within the NSS.

DIMENSIONS OF QUALITY



#### 4.2 Conforming to national and international standards

The DE&S also upholds the standard laid down by MoSPI's, GoI and UN Statistical Commission Fundamental Principles of Official Statistics<sup>2</sup>, as pertinent to dissemination:

- Dissemination of Official Statistics should meet the test of practical utility.
- Official Statistics should be impartially made available to uphold citizens' right to public information.
- To facilitate a correct interpretation of the data, DE&S should present information according to scientific standards on the sources, methods, and procedures of the statistics, also known as metadata.
- The limitations of data and analysis should be clearly spelt out.
- Individual data collected by DE&S must be strictly confidential.
- The laws, regulations, and measures under which the statistical systems operate, should be made public.

<sup>2</sup> <https://unstats.un.org/unsd/dnss/gp/FP-Rev2013-E.pdf>



#### **4.3 Web first principle for data dissemination**

The DE&S should have statistical portal for data dissemination. This portal should include features for data migration, data ingestion, data warehousing, data archiving. Additionally, the portal should enable users to search and filter data via a search bar or dropdown menu, with the option to download data in a machine-readable format.

#### **4.4 Accessibility & Inclusivity**

The DE&S should take steps to make the statistical data accessible and understandable for all irrespective of their digital skills or disabilities. This could be facilitated through multiple formats and tools and ensuring website compatibility with assistive technologies.

#### **4.5 Secondary data from other Govt. Departments/ offices etc.**

DE&S has the authority to publish secondary data collected from other Departments / agencies / offices etc. for various reports and publications. Responsibility for correctness of data with consistencies will be with the respective departments/ agencies.

### **5 Data classification**

DE&S collects, compiles, and disseminates data on several sectors on a regular basis and conducts censuses and large-scale surveys across the districts and publishing their results in the forms of various reports. These data may be classified as follows:

#### **5.1 Shareable data**

Data that do not compromise with national security and do not include personal or establishment identifiers are classified as shareable data. These data are further divided into three sub-categories as mentioned below:

##### **5.1.1 Open Access data**

Aggregated and analysed information and publications that can be shared on the portal for the users, that constitute statistical reports and publications relating to surveys and census, secondary data collected by the DE&S.

##### **5.1.2 Restricted Access Data free of cost.**

Data collected by DE&S at the primary unit level through surveys and census, as well as item/indicator level data obtained from secondary sources after anonymising or suppressing individual/establishment identification details, are classified as restricted access data. These data can be accessed by registration in the portal. Such data can be at the unit level data from different census and surveys as decided by the DE&S from time to time.

##### **5.1.3 Restricted Access data which is priced:**

Reports and data falling under this category will be accessible to users upon approval by DE&S, subject to request and payment of costs as determined by DE&S from time to time.

#### **5.2 Non-shareable data**

All data which are outside the purview of shareable data are known as non-shareable data. This includes:

- Data containing identification particulars of individual informants / establishments,
- Intermediate worksheets on data scrutiny, tabulation, estimation etc
- Data obtained from other sources and compiled by DE&S will be regulated as per data sharing protocol laid down by the concerned agencies.

### **6 Dissemination Products**

#### **6.1 Aggregate Statistics**

DE&S publications including data at aggregate level, reports and instruction manuals constitute aggregate statistics. Some of the important publications are:

- Economic Survey of Odisha
- Annual Survey of Industries

- Gross State Domestic Product and related aggregates,
- Gross Fixed Capital Formation, public sector, and private sector
- Economic and purpose classification of budget
- Price Statistics (consumer price, farm harvest price, wholesale price, livestock products and biproducts etc.)
- Agricultural Labour Wages Statistics
- Agricultural Census
- Minor Irrigation Census
- Economic Census
- Business Register
- Index of Industrial Production
- Technical reports on the Establishment of an Agency for Reporting Agricultural Statistics (EARAS)
- Basic Statistics for Local Level Development
- District Statistical Handbooks
- Statistical Abstract of Odisha
- Environment Statistics

DE&S will systematically envisage to design, develop data reports etc. to cover new and emerging areas of socio-economic importance to cater to the requirements of its target users.

## 6.2 Microdata

Microdata refers to small-scale data collected at an individual or household level. It typically includes detailed information about specific entities such as individuals, households, or businesses. Microdata can encompass a wide range of variables, including demographic characteristics, economic indicators, health information, educational attainment, and more. Producers of Official Statistics throughout the world are facing a growing demand for individual microdata of household surveys and economic establishments surveys, particularly from academics in universities and research centres so that they may perform data analysis and study links between variables and their implications.

However, there is technical challenge in providing such data that, requires specific procedures to ensure the confidentiality of information obtained from households and companies both in the public and private sectors. The DE&S is dedicated to upholding its commitment to data privacy and security for respondents throughout the processes of data collection, compilation, and dissemination.

There are two types of Microdata files that should be produced for each survey and census:

- Public-use Microdata: These are fully anonymized microdata files, with all identifiers removed.
- Scientific-use files (Licensed Microdata): These files are less anonymized and are transferred to other organisations based on a comprehensive description of the data exchange and conditions to be adhered to by the recipient.

All specific confidentiality and data security requirements of the NQAF are to be observed:

- Strict protocols to safeguard data confidentiality apply to users with access to Microdata for research or statistical purposes.
- The security and integrity of data and their transmission are guaranteed by appropriate policies and practices.
- Risks associated with the potential identification of individual respondents may be identified and assessed.

In addition to NQAF, DE&S will comply with all relevant national and state policies and legislations related to personal data privacy and confidentiality including the Personal Data Protection Act, 2023 and Right to Information Act, 2005.

### **6.3 Metadata**

Metadata refers to definitions of the statistical variables, indicators and classifications used in the statistical process, as well as in presenting and delivering data to users. Relevant Metadata will be provided along with statistical data to facilitate users' understanding and determination of the suitability of the data for their requirements.

## **7 Data dissemination process**

### **7.1 Dissemination Process**

- i. Shareable data will be available to users in shape of hard copy (physical reports) and soft copy (digital mode) either free of cost or in lieu of fee payment, determined by a committee appointed by the Directorate of Economics and Statistics, Odisha. The statistical web portal of DE&S will be the primary platform of data dissemination.
- ii. The State or Central Government Department/ offices/agencies/undertakings etc. are exempted from paying any cost for data or publications of DE&S for official use.
- iii. Concerned departments/agencies have the authority to address and rectify any issues arising from the data supplied by them to the DE&S, if necessary
- iv. Data from Government of India-sponsored surveys or censuses will be shared after approval of results by the Government of India.
- v. Any revision or updating of data in future should be communicated with specific reasons on the website well in advance.
- vi. Dissemination of shareable data will be guided by a set of internationally accepted principles of openness, equitableness, flexibility, transparency, legal conformity without infringing the principles laid down in the right to information (RTI) act, 2005. Further keeping citizen' requirements as the focus the following guidelines are laid down to ensure easy, user friendly and timely dissemination.
- vii. Calendar pertaining to release of data should be available on DE&S website. Changes in dissemination schedules should be published on website well in advance.
- viii. Multiple options for downloading the data file in popular formats along with its metadata should be available.
- ix. Social media platforms will be utilised to raise awareness about newly released data or reports, in addition to the DE&S website.
- x. Data Visualisation techniques can have a transformative impact in distilling large datasets into graphics for easy understanding of complex relationships within the data. The DE&S should strive to make use of data visualization techniques utilising infographics, interactive dashboard, spatial data (GIS) wherever possible, statistical APIs etc for their statistical outputs with intuitive and innovative technique.
- xi. Data warehouse is to be created for facilitating the users and public for easy access to the data.
- xii. It will be ensured that websites and data portals are secured from potential cyber-attacks and data breaches and in compliance with relevant cyber security laws and regulations.

### **7.2 Mode of Payment**

The users of data dissemination portal can make direct cash payment at DE&S or online payment using debit card / Net banking facilities.

### **7.3 Re-dissemination of Data**

Data dissemination aims to provide users with a diverse range of data for official use, planning & policy decisions, research, and further analysis. However, the users are prohibited

from disseminating DE&S data, in any form as their own publications whether physical or digital. If data extracted is used in any document, the report/publication from DE&S should be cited as the source.

## **8 Manage User Support**

The DE&S provides email and phone contact details on their website for user comments, enquiries, and requests.

### **8.1 Feedback Mechanism**

Feedback received through feedback mechanisms are used to continuously improve the data dissemination process.

### **8.2 Usage Tracking**

Efforts will be made to make use of analytics to understand how users are interacting with the data, which datasets are being accessed the most, which formats are more popular etc . Accordingly, steps will be taken to improve the services and allocate resources efficiently.

Also, in order to maintain visibility of the needs and satisfaction of users of statistical products and services, the DE&S conducts a user satisfaction survey on a regular basis and announces its results on the website.

## **9 Institutional Arrangement**

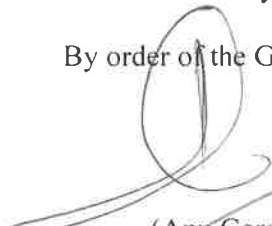
A dissemination wing will be set up within DE&S to implement and monitor the progress of this Policy. At DE&S level, one nodal officer will be designated to keep liaison with other line departments on transfer of data and issues relating to such transfer.

## **10 Timeframe and Manner of Implementation**

The policy will be implemented within three months from the date of approval of the policy by the Cabinet in its meeting held on 28<sup>th</sup> September, 2024. Detailed guidelines will be formulated by Directorate of Economics & Statistics/ Planning & Convergence Department.

**ORDER:** Ordered that the Resolution be published in the Extraordinary Issue of Odisha Gazette.

By order of the Governor.



57x/24

(Anu Garg)

Development Commissioner-cum-  
Additional Chief Secretary, Odisha.

Memo No. 14614 /P., Dated

05-10-2024

Copy forwarded to the Director, Printing Stationary & Publication, Odisha, Cuttack with a request to publish this Resolution in the Extraordinary Issue of Odisha Gazette and supply 100 (one hundred) copies to this Department.

 5.X.24

Memo No. 14615 /P., Dated

05-10-2024

OSD-cum-Special Secretary to Government.

Copy forwarded to the Officer-in-Charge, Odisha Gazette Cell, Commerce & Transport (Commerce) Department with a request to publish this Resolution in the Extraordinary Issue of Odisha Gazette.

 5.X.24

Memo No. 14616 (130) /P., Dated

05-10-2024

OSD-cum-Special Secretary to Government.

Copy forwarded to All Departments/ All Heads of Departments/ All Revenue Divisional Commissioners (RDCs)/ All Collectors/ All Deputy Directors (P&S), District Planning & Monitoring Units (DPMUs) for information and necessary action.

 5.X.24

Memo No. 14617 (19) /P., Dated

05-10-2024

OSD-cum-Special Secretary to Government.

Copy forwarded to Private Secretary to Hon'ble Chief Minister/ Private Secretary to All Ministers/ OSD to Chief Secretary/ Private Secretary to DC-cum-ACS for kind information of Hon'ble Chief Minister/ Hon'ble Ministers/ Chief Secretary/ DC-cum-ACS.

 5.X.24

Memo No. 14618 /P., Dated

05-10-2024

OSD-cum-Special Secretary to Government.

Copy forwarded to Director, Economics & Statistics, Odisha, Bhubaneswar for information and necessary action.

He is requested to formulate necessary operational guidelines for implementation of this Data Dissemination Policy of Official Statistics – 2024.

 5.X.24

Memo No. 14619 /P., Dated

05-10-2024

OSD-cum-Special Secretary to Government.

Copy forwarded to Joint Secretary to Government, Parliamentary Affairs Department for information with reference to his Memo No. 5595/PA, Dated 30<sup>th</sup> September, 2024.

 5.X.24

OSD-cum-Special Secretary to Government.

