



Government of Odisha
Housing and Urban Development Department

* * *

OFFICE ORDER

Bhubaneswar, Dated the

18.06.2025

No.HUD-OE-ADM-0001-2025- 13923 /HUD., In pursuance of Planning and Convergence Department Letter No.6833/P, dated 09.05.2025, a **DATA TEAM** in respect of H & UD Department is hereby constituted with following officers for implementation of data governance protocols and ensuring high data quality, proper data management and effective data use for decision making with immediate effect until further orders.

- (1) DMA & Ex-Officio Additional Secretary to Govt. (Team Lead)
- (2) Sri Digbijayee Hial, ASO (Data Officer)
- (3) Ms. Rashmishree Kar, ASO (Coordination Section)
- (4) Sri Shivdatt Mohapatra, ASO (Municipal Section)
- (5) Sri Malay Nayak, ASO (Funds: SFS & CFC)
- (6) Ms. Hemangini Patra, ASO (Funds: other than SFS & CFC)
- (7) Ms. Kabita Rani Behera, ASO (Sanitation Section)

By orders of the Principal Secretary

Sauah
18.06.25

Under Secretary to Government

Memo No. 13924 /HUD, Date: 18.06.2025

Copy forwarded to the Planning and Convergence Department for information and necessary action with reference to their Letter No.6833/P, dated 09.05.2025.

Sauah
18.06.25

Under Secretary to Government

Memo No. 13925 /HUD, Date: 18.06.2025

Copy along with copy of Letter No.6833/P, dated 09.05.2025 and No. 5865/P, dated 17.04.2025 and their enclosures forwarded to officers concerned for information and necessary action.

Sauah
18.06.25

Under Secretary to Government

(Contd....)

Memo No. 13926 / HUD, Date: 18.06.2025

Copy forwarded to the Sr. PS to Principal Secretary/ PS to all Special Secretaries / PS to DMA & Ex-Officio Additional Secretary / PS to FA-cum-Additional Secretary/ PS to all Additional Secretaries/ PS to CE-cum-Additional Secretary / All Officers/ All Sections for information and necessary action.

Saugh
18.06.25

Under Secretary to Government

Memo No. 13927 / HUD, Dated: 18.06.2025

Copy forwarded to the P.M.U. Cell & Issue Section of this Department with a request to upload the notice on Government website (www.urban.odisha.gov.in) of the Department.

Saugh
18.06.25

Under Secretary to Government

2824
IS(DS)
16/05/2025
No. 6833 (23)
GOVERNMENT OF ODISHA

PLANNING & CONVERGENCE DEPARTMENT

/P., Bhubaneswar, Dated 9th May, 2025.

PC-STC-MISC-0015-2020

From

Shri D.K. Jena,
OSD-cum-Special Secretary to Government.

To

45
OE
The Additional Chief Secretaries to Government/
The Principal Secretaries to Government/
The Commissioner-cum-Secretary to Government/
(Except A&FE/ C&T(T)/ Finance/ WR/ Works/ W&CD/ PR&D Department)



Sub: Establishment of Data Team and nomination of a Data Officer in every Department for implementation of data governance protocols and ensuring high data quality, proper data management and effective data use for decision making.

Madam/ Sir,

I am directed say that in a meeting held on April 8, 2025 with Data, Policy, and Innovation Centre (DPIC), under the Chairpersonship of the Development Commissioner-cum-Additional Chief Secretary, it was decided for establishment of Data Team and nomination of a Data Officer in every Department.

The Data Officers and Data Teams are responsible for implementation of data governance protocols and ensuring high data quality, proper data management and effective data use for decision making in the Departments.

The Director, Economics & Statistics will assign an Odisha Statistics & Economics Service (OS&ES) Officers working in DE&S to each Department to extend handholding support to the non-OS&ES Officers nominated as "Data Officers". The Director, Economics & Statistics is being intimated for nomination of Odisha Statistics & Economics Service (OS&ES) Officers to your Department to provide handholding support.

It is, therefore, requested to nominate an Officer having knowledge/ dealing with data as "Data Officer" of the Department who will be supported by the Odisha Statistics & Economics Service (OS&ES) Officers, of Directorate of Economics & Statistics.

Yours faithfully,

OSD-cum-Special Secretary to Government.

P.T.O.

Memo No. 6834/P., Dated 9th May, 2025.

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

You are requested to assign an Odisha Statistics & Economics Service (OS&ES) Officers working in DE&S to each Department to extend handholding support to the non-OS&ES Officers nominated as "Data Officers".



OSD-cum-Special Secretary to Government.

Memo No. 6835/P., Dated 9th May, 2025.

Copy forwarded to Ms. Urmila Chatterjee, Data, Policy, and Innovation Centre (DPIC) e-mail: uchatterjee@uchicagotrust.org for information and necessary action.



OSD-cum-Special Secretary to Government.

Memo No. 6836/P., Dated 9th May, 2025.

Copy forwarded to the Sr. Private Secretary to the DC-cum-ACS for kind information of Development Commissioner-cum-Additional Chief Secretary.



OSD-cum-Special Secretary to Government.

GOVERNMENT OF ODISHA
PLANNING & CONVERGENCE DEPARTMENT

No. 6911 (40) /P., Bhubaneswar, Dated 13th May, 2025.
PC-STC-MISC-0015-2020

From

Shri D.K. Jena,
OSD-cum-Special Secretary to Government.

To

The Additional Chief Secretaries to Government,
The Principal Secretaries to Government/
The Commissioner-cum-Secretaries to Government
all Depts.



Sub: Nomination of Data Officer for participation in kick-off workshop for capacity building during May 23-24, 2025 at Indian Institute of Science, Bengaluru.

Madam/ Sir,

I am directed say that seven Departments vide P&C Department letter No. 6829/P, Dated 9th May, 2025 were requested to nominate the Odisha Statistics & Economics Service (OS&ES) Officer as Data Officer and thirty-three Departments, where no OS&ES Officer available, were requested vide P&C Department letter No. 6833/P, Dated 9th May, 2025 to nominate an Officer having knowledge/ dealing with data as "Data Officer" of the Department.

The Data, Policy, and Innovation Centre (DPIC) is proposing a series of capacity building session for the nominated Data Officers starting with kick-off workshop during May 23-24, 2025 at Indian Institute of Science, Bengaluru. The workshop will feature interactive classroom sessions and focus on conducting in-depth capabilities assessments across Departments including producing data inventories, conducting data quality checks and assessing data use. The Data, Policy, and Innovation Centre (DPIC) will bear all associated costs, including travel and accommodation and make all arrangements for the kick-off workshop.

It is, therefore, requested to nominate the Data Officer to participate in capacity building workshop scheduled to be held during May 23-24, 2025 at Indian Institute of Science, Bengaluru to be organized by Data, Policy and Innovation Centre (DPIC).

Yours faithfully,

OSD-cum-Special Secretary to Government.

P.T.O.

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Memo No. 6912/P., Dated 13th May, 2025.

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

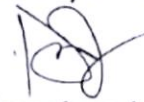
You are requested to participate in the said workshop along with one/ two officers of DE&S.



OSD-cum-Special Secretary to Government.

Memo No. 6913/P., Dated 13th May, 2025.

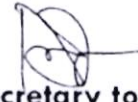
Copy forwarded to Ms. Urmila Chatterjee, Data, Policy, and Innovation Centre (DPIC) e-mail: uchatterjee@uchicagotrust.org for information and necessary action with reference to her e-mail dated April 29, 2025.



OSD-cum-Special Secretary to Government.

Memo No. 6914/P., Dated 13th May, 2025.

Copy forwarded to the Sr. Private Secretary to the DC-cum-ACS for kind information of Development Commissioner-cum-Additional Chief Secretary.



OSD-cum-Special Secretary to Government.

GOVERNMENT OF ODISHA
PLANNING & CONVERGENCE DEPARTMENT

No. 5865 (14) / P., Bhubaneswar, Date 17.04.2025
PC-STC-MISC-0015-22

From

Shri D.K. Jena,
OSD-cum-Special Secretary to Government.

To

Principal Secretaries to Government,
L&ESI/ A&FE/ Energy/ E&IT/ C&T/ H&UD Department
Commissioner-cum-Secretary to Government,
S&ME/ PR&DW/ H&FW/ HE/ SD&TE Department
Member Secretary,
Odisha State Pollution Control Board
Managing Director,
Odisha State Disaster Management Authority
Director Economics & Statistics

Sub: Minutes of the meeting to discuss the findings of Data Capabilities Assessment by Data, Policy, and Innovation Centre (DPIC) held on April 8, 2025.

Madam/ Sir,

I am directed to enclose herewith the minutes of the meeting to discuss the findings of Data Capabilities Assessment by Data, Policy, and Innovation Centre (DPIC) held on April 8, 2025 under the Chairpersonship of the Development Commissioner-cum-Additional Chief Secretary for kind information and necessary action.

Yours faithfully,

Encl: As above.


OSD-cum-Special Secretary to Government.

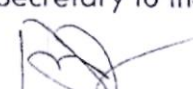
Memo No. 5866 / P., Dated 17.04.2025

Copy along with enclosure forwarded to Ms. Urmila Chatterjee, DPIC for information and necessary action.


OSD-cum-Special Secretary to Government.

Memo No. 5867 / P., Dated 17.04.2025

Copy along with enclosure forwarded to the Sr. Private Secretary to the DC-cum-ACS for kind information of DC-cum-ACS.


OSD-cum-Special Secretary to Government.



**MINUTES OF THE MEETING TO DISCUSS THE FINDINGS OF DATA CAPABILITIES
ASSESSMENT BY DATA, POLICY, AND INNOVATION CENTRE (DPIC) HELD ON
APRIL 8, 2025.**

A meeting to discuss the findings of Data Capabilities Assessment by Data, Policy, and Innovation Centre (DPIC) was held on April 8, 2025 at 3:00 PM in the 2nd Floor Conference Hall of Lok Seva Bhawan, Bhubaneswar under the Chairpersonship of the Development Commissioner-cum-Additional Chief Secretary.

The meeting was attended by the Principal Secretaries and Senior Officials from select line departments, officials from Directorate of Economics & Statistics and the Chief Secretary's office. The list of departments that participated is in the Annexure.

At the outset, the Development Commissioner-cum-Additional Chief Secretary welcomed all participants to the meeting and emphasized the importance of high-quality data in decision-making and the need for periodic evaluation of data capabilities in Government. She highlighted the importance of Data for governance and evidence-based policy making. She emphasized the need for adoption of state-of-the art technology in collection, analysis and dissemination of administrative Data and also use of advanced analytics tools for decision making. She also laid stress on strengthening Data Governance system in all departments through a common and standardized protocol. Following this, Dr. Urmila Chatterjee, Executive Director, DPIC, made a presentation on the main findings of the Data Capability Assessment that was conducted across select line departments during the period from February to March 2025. The Assessment focused on four main themes: (i) data team composition; (ii) data governance protocols; (iii) data management practices; and (iv) data use and analytics. The presentation highlighted common data gaps and proposed trainings to address them. Discussions were held on the way forward, resulting in the following key decisions:

1. **Establishing Data Teams:** Every department will establish a dedicated data team led by a staff member. The data team will be responsible for implementing data governance protocols and ensuring high data quality, proper data management and effective data use for decision making.
2. **In-Depth Data Capabilities Assessment:** The newly formed data teams will conduct comprehensive data capabilities assessment in their respective departments with DPIC's support. These assessments will produce an inventory of all department datasets and portals, assess the current state of data collection, management and use practices and identify areas for training and capacity building.
3. **Governance Protocol Development:** DPIC will collaborate with the Ministry of Statistics and Programme Implementation (MoSPI), the Directorate of Economics & Statistics, Odisha, and other relevant partners such as the Centre of Data for

Public Good, Indian Institute of Science (IISc), Bangalore, to develop data governance protocols and train the data teams in their implementation.

4. **Data Analytics Training:** DPIC will provide training on data analytics to dedicated data teams and nominated officials to enhance data analytics proficiency.
5. **State Data Centre Strengthening:** The E&IT Department will upgrade the infrastructure and manpower at the State Data Centre to meet the expanding governance data needs.

Development Commissioner-cum-Additional Chief Secretary in her closing remarks emphasised on the importance of enhancing data capabilities across departments for **"Transforming Data and Using Data for Transformation"** and advised DPIC to present the findings of the study on the Data Management and Analytics capability of the Government Departments with identified areas for improvement and capacity building in next All Secretaries Meeting.

{Approval of Development Commissioner-cum-Additional Chief Secretary has been obtained in Planning & Convergence Department OSWAS File No. PC-STC-MISC-0015-2020}.

ANNEXURE

List of Attendees:

1. Agriculture & Farmer's Empowerment,
2. Commerce & Transport,
3. Electronics & Information Technology,
4. Energy,
5. Health & Family Welfare,
6. Higher Education,
7. Housing & Urban Development,
8. Labour & Employee's State Insurance,
9. Panchayati Raj & Drinking Water,
10. Planning & Convergence,
11. School & Mass Education,
12. Skill Development & Technical Education,
13. Directorate of Economics & Statistics,
14. State Pollution Control Board, Odisha,
15. Odisha State Disaster Management Agency.
