

### Annexure III – Roles and responsibilities of SDA

The roles and responsibilities of the SDA shall be as follows:

- i. It shall set up the Data Units in the administrative departments and their field offices and District level offices.
- ii. The SDA shall ensure collection, interpretation and recording of data in accordance with data policy standards.
- iii. It shall lead cross-department analytics initiatives for enhanced performance by departments and improved delivery of public service and benefits to citizens.
- iv. It shall coordinate and align with policies, protocols at State and Centre level with respect to open data standards.
- v. It shall define and implement policies and procedures for the day-to-day operational and administrative management of data – including the intake, storage, processing and transmission off the data.
- vi. It shall establish data-quality metrics and requirements including defining the values, ranges and parameters that are acceptable for each element.
- vii. The SDA shall develop and maintain the open data access platform and develop the framework for all departments.
- viii. It shall guide technically to concern departments along with their field offices and district level data units in generating, processing and maintaining validated data.
- ix. It shall ensure citizen engagement creating awareness regarding data sharing, transparency and trust.

#### **Detailed Roles and Responsibilities**

Sr.No.	Designation	Roles and Responsibilities	Additional Support
1	Chief Data Officer	Overarching leadership and strategic direction for data management and analytics initiatives.	-
2	Joint Secretary, Coordination	Coordination across divisions, ensuring alignment of data activities and priorities.	-
3	Director, Policies and Guidance	Develops policies, notes, data flows, documentation, and training programs.	4 YPs, 2 Data Scientists
4	Director, Standards	Establishes standards for data, metadata, privacy, and APIs.	4 YPs, 2 Data Scientists
5	Director, Data Security	Ensures robust data security measures and frameworks are in place.	4 YPs, 2 Data Scientists
6	Director, Data Management	Handles data quality, curation, technology management, application, and tool testing.	4 YPs, 2 Data Scientists, 1 IT Expert
7	Director, Data Analytics	Focuses on advanced analytics, insights, and visualization to support decision-making.	4 YPs, 2 Data Scientists
8	Director, Communications and User Engagement	Engages proactively with users, gathers feedback, and ensures active communication and outreach.	4 YPs, 2 Data Scientists
9	Divisional Level (Addnl. Comm Revenue Revenue)	Acts as the enforcing authority for data management policies and practices at the divisional level.	-
10	District Level (Resident Deputy Collector)	Enforcing authority supported by district-level experts to implement data practices and monitoring & evaluation (M&E).	District Data Expert, M&E Expert

Serial no. 3 to 8 to be appointed through MITRA