



Summary Report

One-Day Training Workshop on Interactive Report Writing for Planning & Policy

Date: January 13, 2026

Organised by:

Asian Development Research Institute (ADRI), Patna

In Collaboration with:

Planning and Development Department, Government of Bihar

Table of Content

SI no.	Particular	Page No
1	Workshop Schedule	3
2	Summary Report	4
3	Questions asked during the Presentation	7
4	Feedback Analytics	9
5	Photo Gallery	11
6	Media Coverage	15
7	Appendix 1 : Pre-Training Diagnostic Test	18
8	Appendix 2 : Facilitator Handout	20
9	Appendix 3 : Attendance Sheet	21

One-Day Training Workshop on Interactive Report Writing for Planning & Policy

Target Participants: Officials of Government of Bihar

Date: 13.01.2026 // **Time:** 10:00 AM – 5:00 PM

Venue: ADRI Seminar Hall

Workshop Schedule

Time	Session	Focus
10:00 – 10:30	Registration, Pre-Test & Opening Session	Pre-training assessment and expectations mapping
10:30 – 11:45	Session I: Types of Reports and Their Policy Relevance	Macro and micro reports; impact evaluations; quick policy notes; dashboards and photo essays; choosing the appropriate report for different planning needs
11:45 – 12:00	Tea Break	—
12:00 – 01:15	Session II: Methods of Analysis for Different Reports	Descriptive, comparative, qualitative and causal methods; matching analytical approaches to policy questions
01:15 – 02:00	Lunch Break	—
02.00 -02:15	Chief Guest Shree Bijendra Prasad Yadav Hon'ble Minister, Planning and Development Department, GoB	Overview of workshop objectives & Felicitation and Certificate Distribution
02.15-02.30	Esteemed Guest Dr N. Vijaya Lakshmi, IAS Additional Chief Secretary Planning and Development Department, GoB	
02:30 – 03:15	Session III: Data Collection for Planning Reports	Administrative data, surveys, and field methods; data quality, validation, and ethical considerations
03:15 – 03:30	Tea Break	—
03:30 – 04:15	Session IV: Mapping and GIS for Planning and Monitoring	Use of spatial data in planning; GIS outputs for policy analysis; integrating maps into reports
04:15 – 04:45	Session V: Data Security and Responsible Use of Data	Data confidentiality, anonymisation, secure handling, and responsible dissemination of government data
04:45 – 05:00	Closing Session	Post-training reflection, feedback, and key takeaways

Summary Report

1. Background and Objectives

The Asian Development Research Institute (ADRI), Patna organised a one-day training programme on 'Interactive Report Writing for Planning & Policy' for officials of the Government of Bihar on January 13, 2026 at ADRI Seminar Hall. The programme was designed to strengthen analytical thinking, research orientation, and report-writing capacities of officials engaged in planning, policy formulation, monitoring, and evaluation.

The primary objective was to familiarise participants with structured research methodologies, ethical data practices, and modern analytical tools, enabling the preparation of clear, concise, and policy-relevant reports that support evidence-based governance and informed decision-making.

2. Registration and Opening Session

The programme commenced with registration and expectations mapping to gauge participants' baseline understanding of research methods and analytical reasoning.

Opening remarks were delivered by Dr Ashmita Gupta, Senior Economist & Member Secretary, ADRI, and Dr Deepak Kumar, Senior Research Officer (Law and Governance). The speakers welcomed participants and highlighted the critical role of effective report writing in public administration, inter-departmental coordination, and transparent governance. Emphasis was placed on producing analytically rigorous yet accessible reports for senior decision-makers.

3. Pre-Training Assessment

A structured pre-training assessment was conducted through a timed, MCQ-based Google Form, including a reasoning component. Based on performance, the following participants were recognised:

- **1st Prize:** Shri Kumud Singh, Sector Expert, State Transformation Cell, Patna
- **2nd Prize:** Shri Shashank Kumar, Assistant Director, Planning and Development Department, GoB
- **3rd Prize:** Ms Nidhi Kumari, Assistant Director, Planning and Development Department, GoB

4. Technical Sessions

4.1 Session I: Types of Reports and Their Policy Relevance

Speakers:

- Dr Ashmita Gupta, Senior Economist & Member Secretary
- Dr Deepak Kumar, Senior Research Officer (Law and Governance)

This session introduced participants to macro and micro reports, impact evaluations, quick policy notes, dashboards, and photo essays, focusing on selecting appropriate formats for different planning and policy needs. The discussion emphasised report writing for policy impact, highlighting how structure, language, and presentation must vary by audience and purpose. The importance of concise executive summaries for senior leadership was reinforced.

4.2 Session II: Methods of Analysis for Different Reports

Speaker:

- Dr Deepak Kumar, Senior Research Officer (Law and Governance)

Participants were oriented to descriptive, comparative, qualitative, and causal methods, with guidance on aligning analytical approaches to specific policy questions. The session covered secondary data analysis, diagnostic studies, and impact evaluations, including an introduction to Randomised Controlled Trials (RCTs) supported by real-world policy case examples.

5. Address by the Chief Guest and Esteemed Guest

The programme was graced by Shree Bijendra Prasad Yadav, Hon'ble Minister, Planning and Development Department, Government of Bihar, who addressed participants and underscored the importance of data-driven planning and modern research methodologies in accelerating Bihar's development and strengthening policy outcomes.

Dr N. Vijaya Lakshmi, IAS, Additional Chief Secretary, Planning and Development Department, Government of Bihar, delivered an address highlighting the role of effective reporting in institutional strengthening, holistic development, and progress towards the Sustainable Development Goals (SDGs). The session included felicitation and certificate distribution.

6. Technical Sessions (Continued)

6.1 Session III: Data Collection for Planning Reports

Speaker:

- Shri Munish Sharma, GRAMA

This session focused on administrative data, surveys, and field methods, with emphasis on data sensitivity, validation, and quality assurance. Participants were introduced to quality-control mechanisms such as Computer-Assisted Personal Interviewing (CAPI) and Computer-Assisted Telephone Interviewing (CATI) to improve data reliability and minimise bias in government datasets.

6.2 Session IV: Mapping and GIS for Planning and Monitoring

Speaker:

- Dr Arpan Sharma, GIS Research Expert

Through practical demonstrations using QGIS and Google Earth, the session showcased advanced research tools for planning and policy analysis. Participants learned how spatial analysis, geospatial visualisation, and satellite data can strengthen analytical insights, monitor programmes, and integrate maps effectively into government reports.

6.3 Session V: Data Security and Responsible Use of Data

Speakers:

- Dr Mousumi Gupta, Research Lead (Computer Science)
- Dr Deepak Kumar, Senior Research Officer (Law and Governance)

The session addressed data confidentiality, anonymisation, secure handling, and responsible dissemination of government data. Participants were oriented on informed consent, data minimisation, and the implications of the Digital Personal Data Protection (DPDP) Act, 2023 for government research and reporting, with emphasis on balancing transparency and privacy obligations.

7. Closing Session: Post-Training Reflection and Feedback

The programme concluded with post-training reflection, feedback collection, and key takeaways. A post-training assessment indicated improved understanding of research methodologies, ethical data practices, and effective report writing.

Based on performance, the following participants were recognised:

- **1st Prize:** Smt Sujata Kumari, Assistant Director, Planning and Development Department
- **2nd Prize:** Smt Shipra, Senior Research Officer, Planning and Development Department, GoB
- **3rd Prize:** Ms Kumari Khushboo, Assistant Director, Planning and Development Department, GoB

Feedback responses indicated strong engagement with the sessions and appreciation for the practical orientation of the programme with scope for addressing specific knowledge areas in more depth in future.

8. Conclusion

The training programme successfully strengthened participants' capabilities in policy-oriented report writing, modern research methodologies, geospatial tools, and ethical data practices. It reinforced the importance of evidence-based governance and equipped officials with practical skills directly applicable to their planning and policy responsibilities.

Questions asked during the Presentation

Q1. In report writing, you mentioned protocols. Could you elaborate on what protocols are followed?

Response: The discussion clarified that while formal presentation slides were not prepared, protocols related to data sharing, structuring, and organization were followed. For instance, during a study on Socio-Economic Development in Bihar assigned by the Planning Department, a structured framework was developed. The study was organized across key sectors such as industrial growth, agricultural productivity, and healthcare, with specific teams assigned to each domain. The protocol involved organizing data in multiple formats to enable systematic analysis and interpretation.

Q2. Will government programmes be discussed in the study?

Response: Yes, government programmes will be covered as part of the discussion.

Q3. How effective is the use of night-time light data in correlating development and industrial growth?

Response: The analysis revealed that there are several pockets showing high levels of development despite the absence of industrial presence. It was suggested that these regions be identified as potential areas for future investment, which could help in diversifying growth beyond traditional industrial hubs.

Q4. What methodology was used for identifying study units?

Response: In the case of the Mid-Day Meal (MDM) study, a selection criterion was applied. Schools located within a 5 km radius were initially identified for inclusion in the study.

Q5. Was the selection non-random?

Response: After quantifying the data, the final selection followed a stratified random sampling approach, ensuring representation across different categories.

Q6. Why was night-time light used as an indicator of development instead of road networks?

Response: It was clarified that the analysis was not causal in nature. Night-time light was used as an indicator, not as a definitive measure of development.

Q7. How do you differentiate between causal analysis and indicative analysis?

Response: The distinction lies in combining qualitative understanding with empirical data. Initial insights often come from people-to-people interactions and field knowledge. Empirical sources are increasingly being integrated, but at the macro level, only indicative measures are possible.

Detailed causal understanding requires extensive field-level data, which was acknowledged as a current limitation.

Q8. What variables are considered while assessing social impact?

Response: Key variables include income levels, literacy levels, living conditions, vulnerability, and fear factors.

Q9. What about behavioural aspects of social impact?

Response: Behavioural change is reflected through improved access to education, credit facilities, and similar interventions, which can positively influence individual and community behaviour.

Q10. How are qualitative aspects handled in Social Impact Assessment (SIA) reports?

Response: SIA reports do not strictly follow academic research rigour. Instead, they focus on ground-level impact, prioritizing real-world outcomes over extensive literature reviews.

Q11. In land acquisition cases, land is often the most valuable asset for owners. What additional financial security is provided under SIA?

Response: Beyond monetary compensation, SIA recommendations often include alternative livelihood options, especially in cases of displacement. The aim is to ensure long-term economic security, rather than limiting support to one-time financial compensation.

Q12. Social impact varies significantly across socio-economic groups. How is such diverse data presented?

Response: A mixed-method approach is adopted, combining quantitative and qualitative data. Attachment to land, for example, is strong across both educated and uneducated groups. The reports include case studies and multiple forms of evidence to make the findings accessible and meaningful to diverse stakeholders.

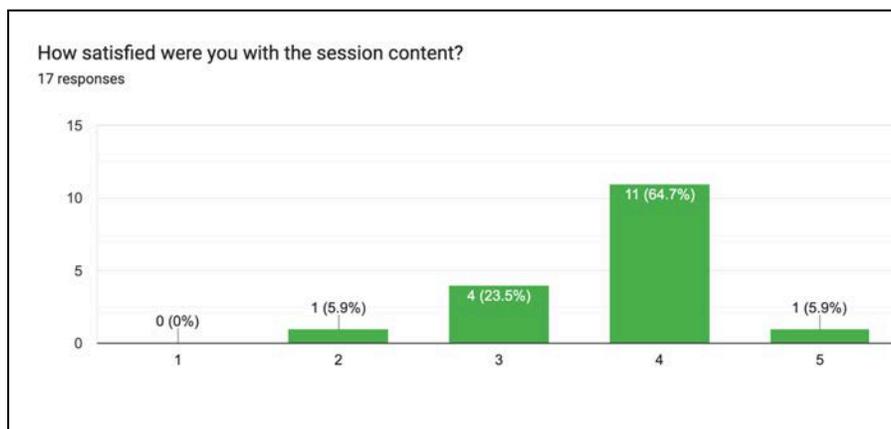
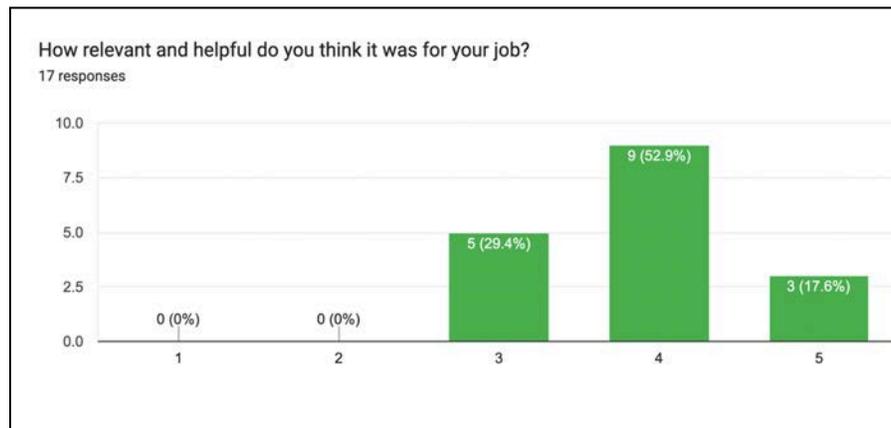
Q13. Can you provide an example where the government did not proceed with land acquisition?

Response: An example cited was the Ganga Nawada Water Reservoir project. Additionally, in a Katihar study, consent was obtained from all villages involved. However, the final decision to proceed rests with the government.

Feedback Analytics

Participant Analytics

- **Total registered:** 30
- **Attendance:** 28 present (93% turnout)
- **Feedback responses:** 17/28 participants (61% response rate)



Insight Summary

What Participants Valued Most - Key Learning Areas (Based on Responses)

- Strong interest in GIS & spatial data integration
- High appreciation for advanced research methodologies
- Clear demand for structured report writing frameworks
- Request for more theory
- Activity based learning exercises

Participant Feedback → Program Design Actionable Insight

Feedback Theme	What ADRI Can Do
Hands-on learning	Add GIS labs, activity-based exercises
Interactivity	Case studies, group tasks, live demos
Advanced research methods	Separate modules on DiD, IV, Impact evaluation
Report writing	Govt-format templates & examples
Overloaded agenda	Limit to 1–2 themes per day
Learning support	Provide handouts & Improve AV setup

Photo Gallery









Media Coverage

औद्योगिक क्रांति लायें अधिकारी : बिजेन्द्र

पटना (आससे) । पटना स्थित एशियन रिसर्च इंस्टीच्यूट (आद्री) द्वारा बिहार सरकार के अधिकारियों

के लिए डेटा विज्ञान का जोर शोर से उपयोग किया जा रहा है । उन्होंने आशा व्यक्त की कि डेटा एनालिटिक्स को

को संबोधित किया । उन्होंने इस तथ्य पर खेत व्यक्त किया कि सतत विकास लक्ष्यों (एसडीजी) की प्राप्ति के संदर्भ में बिहार में पर्याप्त जानकारी अभी तक नहीं हो पायी है, जबकि योजना विभाग एसडीजी तक पहुंचने के लिए नोडल विभाग है । उन्होंने कहा कि केवल प्रभावी रिपोर्ट लेखन के माध्यम से ही वास्तविक सफलता प्राप्त की जा सकती है । इससे पूर्व आद्री की सदस्य, सचिव डा. अशिमता गुप्ता एवं अन्य फैकल्टी सदस्यों ने सरकारी अधिकारियों के लिए पांच इंटरएक्टिव प्रशिक्षण सत्र आयोजित किए । इन सत्रों में विभिन्न प्रकार की रिपोर्टों के लिए अलग-अलग विधियों पर चर्चा की गयी । सत्रों में डेटा संग्रह, विश्लेषण, जीआईएस मैपिंग, डिजिटल टूल्स का निर्माण तथा डेटा के नैतिक उपयोग जैसे विषय शामिल थे । इस कार्यक्रम में कुल ४५ प्रतिभागियों ने भाग लिया । धन्यवाद ज्ञापन डा. दीपक कुमार ।



के लिए आयोजित एक दिवसीय प्रशिक्षण कार्यशाला को संबोधित करते हुए योजना एवं विकास मंत्री बिजेन्द्र प्रसाद यादव ने अधिकारियों का आह्वान किया कि वे बिहार में बदलते अनुकूल हालातों का लाभ उठाते हुए औद्योगिक क्रांति लाएं । उन्होंने इस बात पर बल दिया कि आधुनिक विश्व में सभी तरह की प्रगति

संसाधनों से लैस बिहार के सतत बिहार के लिए एक समेकित दृष्टि विकसित की जाएगी । इस दिशा में जाने के लिए उन्होंने सरकार के योजना एवं विकास विभाग से विशेष आग्रह किया । बिहार सरकार के योजना एवं विकास विभाग की अपर मुख्य सचिव डा. एन. विजय लक्ष्मी ने भी योजना एवं नीति के लिए इंटरएक्टिव रिपोर्ट लेखन कार्यशाला

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अधिकारियों के लिए आद्री ने आयोजित की प्रशिक्षण कार्यशाला औद्योगिक क्रांति की दिशा में काम करें अधिकारी : बिजेन्द्र

पटना, हिन्दुस्तान ब्यूरो । योजना एवं विकास मंत्री बिजेन्द्र प्रसाद यादव ने बिहार की अनुकूल स्थिति का लाभ उठाते हुए अधिकारियों से यहां औद्योगिक क्रांति लाने का आह्वान किया है । वे मंगलवार को पटना स्थित आद्री (एशियन डेवलपमेंट रिसर्च इंस्टीच्यूट) में बिहार सरकार के अधिकारियों के लिए आयोजित एक-दिवसीय प्रशिक्षण कार्यशाला को संबोधित कर रहे थे ।

श्री यादव ने कहा कि आधुनिक विश्व में सभी तरह की प्रगति के लिए डेटा विज्ञान का जोर-शोर से उपयोग किया जा रहा है । उम्मीद है कि योजना एवं विकास विभाग भी बिहार के सतत विकास के



मंगलवार को आद्री में बिहार सरकार के अधिकारियों के लिए आयोजित कार्यशाला में विचार रखते योजना एवं विकास मंत्री बिजेन्द्र प्रसाद यादव । • हिन्दुस्तान

लिए डेटा एनालिटिक्स संसाधनों से लैस एक समेकित दृष्टि विकसित करेगा । कार्यशाला में योजना एवं विकास विभाग की अपर मुख्य सचिव डॉ. एन विजय लक्ष्मी ने निराशा जताई कि सतत विकास

लक्ष्यों (एसडीजी) की प्राप्ति के संदर्भ में बिहार में पर्याप्त जानकारी अभी तक नहीं हो पाया है, जबकि योजना विभाग एसडीजी तक पहुंचने के लिए नोडल विभाग है ।

बिहार में बदलते अनुकूल हालातों का लाभ उठाते हुये औद्योगिक क्रांति लायें: बिजेन्द्र यादव



योजना एवं विकास मंत्री बिजेन्द्र प्रसाद यादव ने अधिकारियों से आह्वान किया है कि वे बिहार में बदलते अनुकूल हालातों का लाभ उठाते हुए औद्योगिक क्रांति को यहां लायें.



By DURGESH KUMAR

Modified date: January 13, 2026
11:29 PM

Data-driven planning key to industrial growth: Minister

Adwitiya Deb / TNN / Updated: Jan 14, 2026,
18:22 IST

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Patna: State planning and development minister Bijendra Prasad Yadav on Tuesday called upon govt officials to capitalise on the state's current momentum to trigger a large-scale industrial transformation. He was speaking at a high-level training workshop organised for state govt officials.

The one-day workshop, titled "Interactive report-writing for planning & policy", was organised by the Asian Development Research Institute (ADRI) and focused on strengthening policy formulation through evidence-based documentation and analysis.

बिहार में औद्योगिक क्रांति की दिशा में काम करें अधिकारी : बिजेन्द्र यादव

संक्षेप: योजना एवं विकास मंत्री बिजेन्द्र प्रसाद यादव ने बिहार में औद्योगिक क्रांति लाने का आह्वान किया है। उन्होंने डेटा विज्ञान के महत्व पर जोर दिया और कहा कि इसे बिहार के सतत विकास के लिए उपयोग किया जाना चाहिए। कार्यशाला में अधिकारियों ने रिपोर्ट...

Jan 13, 2026 09:27 pm IST

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Appendix 1: Pre-Training Diagnostic Test

Workshop: Interactive Report Writing for Planning & Policy

Duration: 20–25 minutes

Purpose: To assess how participants diagnose policy problems, choose evidence, and design reports under real-world constraints.

(This is a diagnostic exercise, not an evaluation.)

Section A: Report Design and Purpose (6 minutes)

Q1. You are asked to brief the Chief Secretary within 48 hours on why outcomes under a flagship scheme vary sharply across districts.

Which report format would you choose **and why**?

- Macro analytical note
- Rapid policy brief
- Dashboard with commentary
- Full impact evaluation
- Combination (specify)

Justification (3–4 lines):

Q2. Identify the *primary risk* of using a macro-level report for micro-level policy decisions.

- Data inadequacy
- Ecological fallacy
- Political sensitivity
- Delayed timelines
- Over-aggregation of heterogeneity

Section B: Methods and Inference (7 minutes)

Q3. A report documents an improvement in outcomes following the introduction of a scheme, based solely on before–after comparisons, with no explicit counterfactual or control group. Which of the following interpretations is the most methodologically defensible?

- The scheme directly caused the observed improvement
- The observed improvement may reflect the influence of the scheme but also concurrent policies or external factors
- Outcomes improved uniformly across all districts as a result of the scheme
- The improvement is entirely attributable to data quality issues

Q4. You have administrative data for all districts for five years, but no clear comparison group.

Which analytical strategy would you *not* recommend and why?

- Before–after comparison
- Trend analysis with contextual controls
- Difference-in-differences
- Qualitative triangulation

Reasoning (2–3 lines):

Section C: Data Collection and Quality (5 minutes)

Q5. During field checks, you find that districts with higher workload are reporting lower numbers than expected. What should be your first step?

- Exclude these districts from the analysis
- Adjust the numbers to correct the gap
- Examine how data is collected and what incentives or constraints affect reporting
- Postpone the report until complete and error-free data is available

Q6. Which trade-off is *most common* in government data collection?

- Accuracy vs timeliness
- Transparency vs accountability
- Scale vs ethical compliance
- Precision vs political acceptance

Section D: Mapping, Interpretation, and Misuse (4 minutes)

Q7. A map shows that poor outcomes are concentrated in certain areas. Which conclusion is incorrect?

- These areas may need special policy attention
- The pattern could be influenced by factors we have not measured
- Location by itself is the reason for poor outcomes
- Maps can help planners decide where to focus efforts

Q8. When is a map *less informative* than a table?

- When district numbers are small
- When spatial variation is minimal
- When indicators are multi-dimensional
- When the audience is non-technical

Section E: Data Security, Ethics, and Governance (3 minutes)

Q9. Which practice poses the *highest data security risk*?

- Sharing anonymised unit-level data internally
- Circulating draft reports on personal email
- Publishing aggregated indicators
- Using password-protected files

Q10. A report is technically sound but does not influence policy decisions. What should be reviewed first?

- The statistical methods used
- The way the problem has been defined
- The layout and presentation of the report
- The tools used to collect data

Appendix 2: Facilitator Handout

Section A: Report Design and Purpose

Q1. Report format for a 48-hour brief to the Chief Secretary

Expected response: *Combination – Rapid policy brief supported by a simple dashboard/visuals*

Q2. Risk of using macro reports for micro decisions

Correct answer: Ecological fallacy

Section B: Methods and Inference

Q3. Interpreting before–after improvements

Correct answer: Improvement may reflect the scheme *and* concurrent factors.

Q4. Strategy *not* recommended without a comparison group

Correct answer: Difference-in-differences

Section C: Data Collection and Quality

Q5. First step when high-workload districts under-report

Correct answer: Examine data collection processes, incentives, and constraints

Q6. Most common government data trade-off

Correct answer: Accuracy vs timeliness

Section D: Mapping, Interpretation, and Misuse

Q7. Incorrect conclusion from spatial clustering

Correct answer: Location by itself causes poor outcomes

Q8. When a map is less useful than a table

Correct answer: When spatial variation is minimal

Section E: Data Security, Ethics, and Governance

Q9. Highest data security risk

Correct answer: Circulating draft reports on personal email

Q10. First review point when a report has no policy impact

Correct answer: Problem definition

Appendix 3: Attendance Sheet

Sl No.	Name	Designation	Department/ Organisation	Contact No.	Email Id	Signature
1	Shri Abhishek Kumar	Assistant Statistical Officer	Directorate of Economics and Statistics, Patna	9006005088	abhishek3048@bhar.gov.in	
2	Shri Anil Kumar Pandit	Assistant Statistical Officer	Directorate of Economics and Statistics, Patna	8540825053	Anil Kumar Pandit@gmail.com	
3	Shri Mangaleshwar Dubey	Assistant Statistical Officer	Directorate of Economics and Statistics, Patna	8340537281	mangaleshwar.dubey@gmail.com	
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