

## **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR**

- ✚ Director DES is the Head of Department
- ✚ Direction, Supervision and Overall in charge of the activities of the DES and controlling officer of the Joint Director/Deputy Director/other Statistical Officials of the DES and guides them for better implementation of the statistical schemes/activities
- ✚ Nodal Officer for all Statistical activities in the U.T of Puducherry under the collection Statistics Act -2008 and Collection of Statistics Rules 2011.
- ✚ Statistical authority for collection, compilation and dissemination of statistical information relating to various sectors of the U.T Economy through Regular/Adhoc Publications.
- ✚ Cadre control i.e Recruitment/Appointment and other related service matters of Statistical personnel in the Administration.
- ✚ Co-ordination of all statistical activities in the U.T of Puducherry
- ✚ Provides technical guidance and advice to other statistical cells in the administration, whenever necessary
- ✚ Edits various statistical publications brought out by the Directorate
- ✚ Conduct of Review meeting
- ✚ Responsible for liaison with Central Statistical Organisation
- ✚ Additional Agriculture Census Commissioner for conducting Quinquennial Agriculture Census
- ✚ Additional Census Commissioner for Conduct of Economic Census
- ✚ Member Secretary of the high-level co-ordination committee for improvement of Crop Statistics.
- ✚ Member of the High Powered Price Monitoring Cell
- ✚ Officer on Special Duty for Annual Survey of Industries
- ✚ Nodal officer for the Union Territory of Puducherry to correspond with the Tariff Commission
- ✚ Member representing all the U.Ts. in the Technical Advisory Board of the COCSSO (Conference of Central and State Statistical Organisation)
- ✚ Nodal Officer for uploading RTI returns
- ✚ Deputy Collector (Census) for Population Census 2011.

## **DUTIES AND RESPONSIBILITIES OF THE JOINT DIRECTORS**

- ✚ Joint Director is the Head of Office in charge of establishment and administration.
- ✚ He is also overall in-charge of all statistical work done by the Statistical staff i.e., Monitoring, Inspection and Supervision of the work of the Statistical Officers, Statistical Inspectors and Field supervisors
- ✚ Assist the Director in the conduct of Review Meeting and supervision
- ✚ Assist the Director in all technical matters in the field of Statistics
- ✚ Conduct of In-service Training to Statistical Officials
- ✚ Planning & Designing and conduct of Agriculture/Economic Census/Input Survey
- ✚ Planning & Designing and devising of formats and conduct of various adhoc surveys
- ✚ Providing technical guidance in the preparation of State Income Estimates, Classification of the Budget, Input Output transaction Table and Index of Industrial Production and in the presentation of the various Publications
- ✚ Acts as the Public Grievance Officer
- ✚ Acts as the Public Information Officer
- ✚ Acts as the Web Master for the website of DES.
- ✚ Member Secretary of the high- level Committees.
- ✚ Member for Departmental Committee for grant of MACP to SO's, SI's and FS's.

## **DUTIES AND RESPONSIBILITIES OF THE DEPUTY DIRECTORS**

- ✚ All functions relating to DDO in DES
- ✚ In charge of Accounts and audit of DES
- ✚ Preparation of the GSDP Estimates
- ✚ He is also overall in-charge of all statistical work done by the Statistical staff i.e., Monitoring, Inspection and Supervision of the work of the Statistical Officers, Statistical Inspectors and Field supervisors
- ✚ Assist the Director/Joint Director in the conduct of Review Meeting and supervision
- ✚ Assist the Director/Joint Director in all technical matters in the field

of Statistics

- ✚ Conduct of In-service Training to Statistical Officials
- ✚ Conduct of Evaluation Studies
- ✚ Planning & Designing and conduct of Agriculture /Economic Census
- ✚ Planning & Designing and devising of formats and conduct of various adhoc surveys
- ✚ Preparation and Publication of Reports
- ✚ Preparation of Price Bulletin

### **DUTIES AND RESPONSIBILITIES OF THE STATISTICAL OFFICERS**

- ✚ The Statistical Officer is in-charge of the section under whom Statistical Inspectors and Field Supervisors are working.
- ✚ The Statistical Officer has to guide, supervise and co-ordinate the works relating to collection of Statistical data/estimation/preparation of reports etc.
- ✚ Furnishes Information under RTI Act
- ✚ Web Editor for the Website of DES
- ✚ Convening of Review Meetings
- ✚ Assisting the Joint Director and Deputy Director in the discharge of their functions

### **DUTIES AND RESPONSIBILITIES OF THE STATISTICAL INSPECTORS**

- ✚ Collection of Statistical data on various socio-economic sectors of the U.T through field work and correspondence.
- ✚ Undertaking field visits to check and verify the data collected by the primary enumerators.
- ✚ Computation of GSDP Estimates and Index of Industrial Production
- ✚ Collection and Compilation of Agricultural Statistics
- ✚ Preparation and release of Statistical Publications
- ✚ Preparation of Analytical Reports as and when necessary
- ✚ Supervision of the work done by the Field Supervisors
- ✚ Assist the Joint Director/Deputy Director and Statistical officer in the conduct of various Census and Surveys
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## **DUTIES AND RESPONSIBILITIES OF THE FIELD SUPERVISORS**

- ✚ Field Supervisors are the field functionaries of the DES
- ✚ Act as primary enumerators for collection of Agricultural statistics, Agriculture Census and allied Surveys and various adhoc surveys conducted by DES
- ✚ Conduct of crop cutting experiments at the time of harvest.
- ✚ Collection of land utilization statistics as per nine fold classification and irrigation statistics as prescribed by the Ministry of Agriculture in each village under their jurisdiction.
- ✚ Collection of statistical information on various surveys.