

DUTIES AND RESPONSIBILITIES OF THE DIRECTOR

- ✚ Director DES is the Head of the 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
- ✚ Release of various statistical publications brought out by the Directorate
- ✚ Responsible for liaison with Central Statistical Organisation
- ✚ Additional Agriculture Census Commissioner for conducting Quinquennial Agriculture Census and Input Survey.
- ✚ 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
- ✚ Statistic Authority for Annual Survey of Industries-Residual Units
- ✚ 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

DUTIES AND RESPONSIBILITIES OF THE JOINT DIRECTORS

- ✚ Joint Director is the Head of Office in charge of establishment and administration.
- ✚ 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 activities of Directorate of Economics 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, 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
- ✚ 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 RESPONSIBILITES 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 RESPONSIBILITES 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

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.