

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers & Employees

3.1. Details of the powers and duties of officers and employees of the Organization

Sl. No	Designation	Powers	Duties
(A)	Technical Officials		
1	Director (Group-A)	Head of the Department. Administrative & Financial	Overall control, Direction, Supervision, Nodal officer for statistical activities in this Union Territory
2	Joint Director (Group – A) (Three Officers)	One Joint Director has declared as Head of Office. Administrative & Financial	Supervision, direction & control of subordinate staff regarding collection, Data entry and compilation, processing of statistical data on various subjects and analysis and report writing.
3	Deputy Director (Group – B) (Four Officers and Programmer)	One Deputy Director has declared as Drawing & Disbursing Officer Administrative Financial and Computing	
4	Statistical Officers (Group – C)		
5	Statistical Inspectors/		Collection of Statistical data / information on various topics / subjects as per the duties and responsibilities attached to the post – pl. vide chapter-2. The categories of statements and documents/reports to be prepared are also given in (VI) of the chapter-2. Data entry
6	Field Supervisors		