

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers & Employees

As per the directions of Govt. of India's decisions from time to time and according to the Manual of Office Procedures published by the Department of Administrative Reforms and as per Government of Puducherry administration, financial and legal Rules

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)		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
5	Statistical Inspectors/		
6	Field Supervisors		

Duties and Responsibilities of the Statistical Personnel

Director

- Direction, supervision and control of the Directorate of Economics &

Statistics

- Nodal Officer for all Statistical activities
- Co-ordination of all statistical activities in the Union Territory of Puducherry and functions as the statistical authority
- Provides technical guidance and advice to other statistical cells in the administration, whenever necessary
- District Agricultural Census Officer for conducting Quinquennial Agricultural Census.
- Member Secretary of the high-level co-ordination committee for improvement of Crop Statistics
- Member of State Level Co-ordination Committee on Annual Survey of Industries.
- Officer on Special Duty for implementation of Annual Survey of Industries in this Union Territory.
- Member of the High Powered Price Monitoring Cell
- Nodal officer for the Union Territory of Puducherry to correspond with the Tariff Commission.
- Head of the Editorial Board of statistical publications of this Directorate.
- Cadre control i.e. Recruitment/Appointment and other related service matters of Statistical personnel in the Administration.

Joint Director and Deputy Director

- Assisting the Director in all technical matters and also in the administration of the Directorate.
- Organizing various training and refresher courses pertaining to statistical techniques in data collection.
- Planning & Designing of various surveys and also devising of schedules
- Providing technical guidance in the preparation of estimates/reports.
- Editing various statistical publication brought out by the Directorate

Statistical Officer

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/scrutiny/compilation/ estimation / preparation of reports etc.

Statistical Inspector

The Statistical Inspectors are responsible for the statistical data collection on various socio-economic activities through field work and correspondence. They have to perform field visit to check and verify the data collected by the primary enumerators. They also compile reports on the subjects dealt with by them.

Field Supervisor:

Field Supervisors are the field level functionaries and act as primary enumerators for collection of field level data and Agricultural Statistics and allied Censuses and Surveys and responsible for the conduct of Crop Cutting Experiments. They also collect Land Utilization Statistics as per nine fold classification and Irrigation Statistics as prescribed by the Ministry of Agriculture in each village under their jurisdiction.

2.7. Organizational Structure:

The Director is the Head of the Directorate with the status of “Head of Department”. He is assisted by three Joint Directors, and four Deputy Directors and a Programmer with different Technical sections and establishment/Accounts Section.

A Regional Office functions at Karaikal under a Deputy Director. He is provided with necessary staff to carry out the activities in the region. From 1996-97, Statistical Cells at Mahe and Yanam are functioning under the control of the respective Regional Administrators with the staff strength of one Statistical Inspector and 2 Field Supervisors in each Cell. The organizational chart of the Directorate is given in the Annex-I. This Directorate is the cadre controlling authority of all statistical posts in this Administration. The organizational chart of the statistical cells existing in different Departments is given in Annex – II.