

MANUAL 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

SI. NO.	DESIGNATION/ POST	POWERS				DUTIES ATTACHED
		ADMINISTRATIVE	FINANCIAL	STATUTORY	OTHERS	
1.	Director	In-charge of DES and Chief Registrar Births and Deaths	As Head Of Dept. (HOD)	Chief Registrar as per RBD Act, 1969		Overall supervision of DES and to provide guidance on various activities of DES to officers/ official besides coordinating work of vital statistics as chief Registrar Births and Deaths
2.	Joint Director	As In-charge/ Head of various units	As Head of Office			Overall supervision of administration, accounts and various activities relating to statistical works under taken by various branches of this Directorate as Joint Director/H.O.O
3.	Dy. Director					To supervise the work of State Income, Planning, Price & Co- ordination, Vital statistics, Socio economic survey, Annual survey of Industries (ASI), Index of Industrial production (IIP) and Data processing & analysis branch (DPA). To assist head of office in various administrative works.
4.	Assistant Director					Branch In-charge and to assist senior officers.
5.	Statistical Officers					To assist senior officers.
6.	Sr. System Analyst					Supervision of the work of EDP branch
7.	System Analyst	In-charge of EDP and Nodal IT officer				Software development and analysis for tabulation of data pertaining to Socio-economic survey, report of Births and Deaths registration, ASI, IIP and for various other reports and publications of this Directorate, etc. and updating of website of the Department.
8.	Assistant Programmer					To assist System Analyst.

9.	Section Officer	In-charge of Administration and caretaking branches				Supervision of Administrative work related to employees, store items and maintenance of stock.
10.	Assistant Accounts Officer (AAO)	In-charge of Accounts branch	DDO			Supervision of Accounts and Audit work related to DES.
11.	Statistical Assistants (SA)					Data collection, survey, price collection and also working as dealing hand in various branches, assisting senior officers and miscellaneous work.
12.	Assistant Section Officer, Senior Assistant & Junior Assistant					Dealing hand in Accounts, Administration and Caretaking branches dealing with the matters related to these branches and Miscellaneous work.
13.	Data Entry Operators (DEO) Gr. B & C					Data entry and editing of Socio- Economic, IIP data, ASI data and also work related to other publications/ Reports. To assist programmer/ Asst. programmer.
14.	Class – IV/ machine operator/ Drivers					Supporting services like maintenance of office vehicles, photocopy, movement of files/dak, etc.