

#### 4(1)(b)(ii)

### Powers and duties of officers and employees.

**Director General:** Director General (HAG Level & ISS cadre) is the administrative and technical head of this Directorate. He is the principal adviser of the office in all matters of policy and administration and his responsibility is complete and undivided.

**Deputy Director General:** SAG level (ISS cadre) officers in charge of divisions and work under overall guidance of Director General.

**Economic Advisor:** Economic Advisor is a SAG level (IES cadre) officer in charge of Division and work under overall guidance of Director General.

**Director/Joint Director:** Directors/Joint Director (ISS/IES cadre) work under the guidance and supervision of Deputy Director General/EA. They hold charge of a Division and is responsible for discharge of assigned work of the Division by associating other officers and staffs of the Division.

**Deputy Manager:** Is responsible for supervision of the work relating to Data entry, Operation and maintenance of Computer Systems, Network management, Website administration & maintenance in the EDP division.

**Deputy Director (Admin):** Is responsible for all administrative work and Branch officer of all administrative sections. Also functions as Head of Office.

**Deputy Director:** Deputy Directors (ISS/IES cadre) is in charge of a Branch consisting of two or more Sections and control both in regard to discharge of assigned work and maintenance of discipline. The Deputy Directors are supervise the work of sections under their charge.

**Assistant Director:** Assistant Directors (ISS cadre) assist Deputy Director/Director/DDG in discharging the assigned duties and responsibilities. They are in charge of two or more Sections. They act under the guidance and supervision of Deputy Director or higher officers. These officers belong to ISS cadre.

**Statistical Officer:** They are involved in supervision and monitor the work assigned to the Senior Investigators, DPAs for scrutiny, checking of trade data and finalization of Quick Estimate, Principal commodity wise data, and 8- digit HS code wise trade data for export & import. They also supervise the work relating to receipt, batch preparation, data entry etc. in export/import Division. In Ancillary and other divisions, they supervise and monitor the works of the staff working under them and submit the matter to the higher authority.

**Hindi Officer:** - Is responsible for supervision of Hindi Unit of the Directorate. He/ She is required to acquaint the officers and staff of the Directorate with the provision of the Official Language Act, Government Rules and Orders relating to Official Language.

**Librarian (Grade-I):-** Is responsible for supervision of day to day running, maintenance of and preservation of documents including procurement of books, journals and periodicals of Commercial Library.

**Senior P.A.:-** Senior P.A to Director General performs works of routine nature like mailing correspondence, filing papers, making an appointment, arranging meeting and collection information for Director General.

**Stenographer:** Is involved in taking dictation in shorthand and its transcription, maintaining proper order of the files/ papers required to be retained by the Officer and keeping a note of the movement of files, passed by his officer.

**Senior Translator: -** Performs translation from Hindi to English and vice-versa of the documents under section 3(3) of Official Language Act and other rules and assists in implementation of Official Language Policy of the Indian Union in the Directorate including organization of Official Language Implementation Committee meeting.

**Junior Translator: -** Is entrusted with translation from Hindi to English and vice-versa of the documents under section 3(3) of Official Language Act and other rules and assistance in implementation of Official Language Policy of the Indian Union in the Directorate including organization of Official Language Implementation Committee meeting.

**Office Superintendent:** Performs duties related to distribution and monitoring of work among the staff of the assigned Section, scrutinizes the work of the dealing hand, submits the case to the appropriate higher officer and maintains order and discipline in the Section.

**Senior Investigator:** Senior Investigator works under the guidance and supervision of the Statistical Officer. Their work relates to Scrutiny of DTRs, rectification of wrong commodity codes and wrong quantity figures due to reporting in non-specified unit of quantity etc. in export & import Divisions. Non receipt of DTRs, clarifications etc. are also done by Senior Investigator. In other divisions, their works are similar to those of DPA's and also to supervise the work of DPA's.

**Assistant: -** Assistant works under the guidance and supervision of the Office Superintendent. Their work relates to preparation of draft with a brief note as per instructions given by the Branch officer or higher authorities

**Upper Division Clerk:-**UDC works under the supervision of the Assistant. Their work relates to preparation of draft with a brief note and disposal of routine cases.

**Data Processing Assistant:** DPA works under the supervision of the Senior Investigator/Statistical Officer. Their work relates to Data entry, scrutiny and compilation of DTRs received from different Ports in Export and Import divisions. In other divisions, their works are of primary nature..

**Lower Division Clerk : -** Lower Division Clerk are ordinarily entrusted with work of routine nature like registration of Dak, maintenance of Section Diary, File Register, typing and submission of routine and simple drafts.

**Multi-Tasking Staff:** They are responsible for physical maintenance of records of the Section, General cleanliness & upkeep of the Section/Unit, carrying of files & other papers within the building, photocopying, sending of FAX etc. and other non-clerical work in the Section/Unit. They also assist in the routine office work like diary, dispatch etc., and any other work assigned by the superior authority.