

## 2. Powers and duties of officers and staff:

<b>Sr. No.</b>	<b>Designation of Post</b>	<b>Powers</b>	<b>Duties</b>
1.	Director General	Head of Department and overall incharge of the Labour Bureau Organization	Overall supervision and guidance on all activities of the Labour Bureau
2.	Deputy Director General	Technical Head of various divisions of Labour Bureau	Assisting HOD in discharging of its functions. Also providing technical guidance to the Functional Heads. Coordination and planning of the various surveys with the stake holders. To ensure timely completion of various projects.
3.	Director/Joint Director	Functional Head of the various schemes of Labour Bureau	Collection of all types of primary data through surveys undertaken by the Labour Bureau. Imparting training for conducting surveys. Planning of surveys, formulation of sample design, designing of enquiry schedule and preparation of reports based on survey results. To ensure smooth functioning of the groups concerned. Responsibilities of sample selections, software developments and processing and tabulating data collected through surveys. Coordinating different divisions of the Labour Bureau.
4.	Deputy Director	To assist the Functional Head of the respective scheme	To analyse/process and supervise the data and information.

5.	Assistant Director	To assist the Director/Deputy Director of the respective scheme	To analyse/process and supervise the data and information.
6.	Administrative Officer	To act as Divisional Head of the Administration	To oversee all administrative work and to ensure smooth and effective functioning of the Sections/Units under his/her control.
7.	EDP Manager	Branch Incharge of the Electronic Data Processing Unit	All supervising of the Electronic Data Processing work.
8.	Programmer	To assist the EDP Manager	To assist the Electronic Data Processing work.
9.	Hindi Officer	To take care in implementation of official work in Hindi	Supervising all of the Hindi work.
10.	Section Officer	Issue of administrative orders pertaining to section. Head of his section	Distribution of work among the staff; Training, helping and advising the staff; Management and co-ordination the work
11.	Assistants	Analyse the file noting of LDC/UDC	Work pertaining to all type of jobs undertaken by the section
12.	LDC/UDC	Prepare the note with complete detail of the case	Typing, Diary/Dispatch, maintenance of records and routine files
13.	Investigator Gr. I/ Statistical Inv. Gr. I		To collect and analyse/process initial level data and information
14.	Investigator Gr. II/ Statistical Inv. Gr. II		To collect and analyse/process initial level data and information
15.	Data Processing Assistant		Processing of data
16.	Data Entry Operator		Data entry works
17.	Personal Secretary / Assistant		To assist the concerned officer with whom attached
18.	Assistant Library & Information Officer		Maintenance & upkeep of Departmental Library
19.	Hindi Translator		To translate the work done in English to Hindi