

Powers and duties of officers and employees.

Director General: Director General 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: They are SAG level officers in charge of divisions and work independently with respect to technical matter.

Director: Directors work under the guidance and supervision of Director General/Deputy Director General. 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: Deputy Director 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 supervise the work of sections under his charge.

Assistant Director: Assistant Director assists to Deputy Director/Director/DDG in discharging the assigned duties and responsibilities. He is in charge of two or more Sections. He acts under the guidance and supervision of Deputy Director or higher officers.

Statistical Officer: Supervision of the work of 'Export', 'Import'. Monitoring of overall receipts of DTRs, batch preparation for scrutiny and data entry. Distribution of work to the operators for scrutiny. Checking and finalization of Brochure and MSFTI tables.

Hindi Officer: - Supervision of Hindi Unit of the Directorate. 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):- 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 appointments, arranging meeting and collection information for Director General.

Stenographer: Taking dictation in shorthand and its transcription. Maintaining proper order of the files/ papers required to be retained by the Officer. Keeping a note of the movement of files, passed by his officer.

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

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

Office Superintendent: Performs duties related to distribution and monitor of work among the staff of the assigned Section. Scrutinize the work of the dealing hand. Submit the case to the appropriate higher officer. Maintenance of order and discipline in the Section.

Senior Investigator: Scrutiny DTRs, rectify the wrong commodity codes, wrong quantity figures due to reporting in non-specified unit of quantity etc.

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

Upper Division Clerk/DEO/DPA :-UDC works under the supervision of the Office Superintendent. Their work relates to preparation of draft with a brief note and disposal of routine cases. Data entry and compilation of DTRs received from different major Port.

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.