

JOB PROFILE

DUTIES AND RESPONSIBILITIES

OF

VARIOUS POSTS IN THE

DEPARTMENT OF INDUSTRIES

HIMACHAL PRADESH

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DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE DEPARTMENT OF INDUSTRIES, HIMACHAL PRADESH

INDUSTRIAL WING

1. DIRECTOR OF INDUSTRIES

- i) Director of Industries is the head of department and responsible for the efficient working of the Department. He exercises all administrative and financial powers as adjoined upon the heads of the department in the Himachal Pradesh.
- ii) He is also acting as Controller of Stores, Himachal Pradesh.
- iii) All the consolidated budget and appropriation proposals of the department are submitted by him to the Government.
- iv) He exercises all the powers delegated to him by the Government from time to time and is directly answerable to the Government.

2. ADDITIONAL DIRECTOR OF INDUSTRIES (ADMN.)

Additional Director of Industries is looking after the following work in the department of Industries:-

- (i) Establishment of Gazetted/Non-Gazetted officers cases.
- (ii) Inspection and general supervision of Head Quarters Branches & District Industries Centre
- (iii) Planning.
- (iv) Follow up of Inspections reports of DIC's.
- (v) All matters relating to Budget, reconciliation, accounts, stores, record, Diary and Dispatch.
- (vi) Maintenance of Directorate Building.
- (vii) Monitoring of Court Cases on monthly basis.
- (viii) Controlling Officer for Vehicles.
- (ix) All residual matter not assigned to any other officer.
- (x) Any other matters as entrusted by the Head of Department from time to time.

3. INDUSTRIAL ADVISOR

Industrial Advisor is performing the following duties in the Department of Industries:-

- i) Industrial Policy.
- ii) SSI Registration and policy related issues.
- iii) Industrial Sickness.
- iv) Nodal officer for I.T. matters.
- v) All matters concerning different Industrial Associations and coordination with these Associations in the State of H.P.
- vi) All matters relating to Food Processing and coordination with the Govt. of India projects.
- vi) Governor's address and Finance Minister's and other Ministers speeches.

- vii) Matters related to Baddi -Brotiwala- Nalagarh Development Agency.
- viii) Employment Policy and Planning.
- ix) Any other matters as entrusted by the Head of Department from time to time.

4. SENIOR TECHNICAL OFFICER(INDUSTRIAL)

- (i) Senior Technical Officer(Industrial) assists the Director of Industries in implementation of Developmental Schemes.
- (ii) Any other matters as entrusted by the Head of Department from time to time.

5. Joint Director of Industries/Project Coordinator (I):

Joint Director of Industries/Project Coordinator (I) has been assigned the following work of the Department:-

- (i) Eligibility Certificates and other certificates including incentive eligibility.
- (ii) Registration and approval of Medium and Large Scale projects.
- (iii) Essentiality Certificate for the purchase of private land.
- (iv) Store Purchase with respect to Electrical, Chemical & miscellaneous items.
- (v) Matters related to Establishment of Cement Plants.
- (vi) Administration of incentives and subsidies .
- (vii) Implementation of provisions of Indian Boiler Act, 1923, as Deputy Chief Inspector of Boilers for the State of H.P.
- (viii) Implementation of Household electrical appliances quality control order, 1981.
- (ix) Executive Director, HPCED.
- (x) Capacity assessment.
- (xi) VIP references on employment generation.
- (xii) Any other matters as entrusted by the Head of Department from time to time.

6. Joint Director of Industries/Project Coordinator (II):

Joint Director of Industries/Project Coordinator (II) is looking after the following work of the Department:-

- (i) Entrepreneur Development Programme/Industrial Awareness Programme.
- (ii) Training/ IECs and Employment.
- (iii) Nahan Foundry.
- (iv) Ex-Servicemen Corporation, H.P. Women Welfare Corporation, H.P. Backward Classes & Financial Corporation.
- (v) GIC, HPSIDC, HPSEB, HP Housing Board.
- (vi) H.P. Pollution Control Board and other Corporations.
- (vii) NRTC (Common Testing Centre).
- (viii) Central Tool Room /Mini Tool Room.
- (ix) Setting up of SEZ.
- (x) All Industrial Developmental Schemes of the Govt. of India, its supervision control, Evaluation & Monitoring such as IID's/Growth Centre/EPIP/ ASIDE/Industrial Estates & Other Schemes of Infrastructural Development of Govt. of India.

- (xi) Banks & Financial Institutions.
- (xii) Dev. of Industrial Areas/Estates.
- (xiii) Organization of Job and job career fairs.
- (xiv) Any other matters as entrusted by the undersigned from time to time.
- (xv) Any other matters as entrusted by the Head of Department from time to time.

7. DEPUTY DIRECTOR OF INDUSTRIES (DIC)

Deputy Director of Industries (DIC) has been assigned the following work:-

- i) Maintenance of District Industries Centers including District Industries Center Buildings.
- ii) Prime Minister Employment Generation Programme/ PMEGP/ Rajiv Gandhi Udyami Mitat Yojana.
- iii) Monthly report/ Quarterly Progress reports to be sent to Director (PMRY), New Delhi.
- (v) Rural Artisan Programme/Rural Industries Programme Progress Report.
- (vi) Industrial / Rural Development Progress Report.
- (vii) Annual Administrative Report, Rural Planning Committee Estimate Committee, 20 Point and Governor Secretariat Report.
- (viii) Monitoring of employment, creation of Data Cell and information with respect to employment generation.
- (ix) Any other matters as entrusted by the Head of Department from time to time.
- (x) All type of allotment/cancellation of Plots/ sheds/shops.
- (xi) Transfer of lease hold rights.
- (xii) Rent permission.
- (xiii) Determination of premium of plots/sheds.
- (xiv) Damage caused by floods.

8. DEPUTY DIRECTOR OF INDUSTRIES (HANDLOOM)

Deputy Director of Industries (Handloom) has been assigned the following work of the Department:-

- (i) Handloom Handicrafts, Khadi Programme and Institutions related with Programme.
- (ii) Matter relating with Handicraft and Handloom Corporation and all India Institutions of Handicrafts and Handloom.
- (iii) Matter relating with H.P. State Khadi & Village Industries Board and all India Khadi Commission.
- (iv) Implementation & monitoring of centrally sponsored Schemes relating to Handicrafts and Handloom sector.
- (v) Administration of Central/ State Awards pertaining to Handlooms and Handicrafts) and National awards to Small Scale entrepreneurs.
- (vi) Any other matters as entrusted by the Head of Department from time to time.

9. GENERAL MANAGER, DISTRICT INDUSTRIES CENTRES

- (i) General Manager, District Industries Centre is the Head of office in District Industries Centre and responsible for the efficient working of the office. He exercises all administrative and financial powers as adjoined upon the heads of the offices by the Head of Department.
- (ii) All the consolidated budget and appropriation proposals of the office are submitted by him to the Directorate.
- (iii) He exercises all the powers delegated to him by the Head of Department from time to time and is answerable to the Head of the Department.
- (iv) He ensures implementation of the centrally and State sponsored schemes.
- (iv) He is appointed as Public Information Officer to provide information under Right to Information Act, 2005 in the concerned District Industries Center.

10. MANAGER (DIC)

- (i) There are 2-4 posts of Managers sanctioned in each District Industries Centre. These posts are functional and assist the General Manager, District Industries Centre in implementation of various Development Schemes of the Department. Manager (DIC) also performs the following duties:-
 - (a) Registration of Micro Small and Medium Enterprises.
 - (b) Issuance of RM-I and RM-II Forms.
 - (c) Delegated with Administrative, Drawing and Disbursement powers.
 - (d) Implementation of all the Central and State sponsored schemes.
 - (e) The implementation of Handloom Schemes.
 - (f) Manager (DIC) also acts as the Member Secretary of Single Window Clearance Agency.
 - (g) Any other matters as entrusted by the General Manager from time to time

11. INDUSTRIAL PROMOTION OFFICER.

- (i) Industrial Promotion Officers assist the Manager (DIC) in implementing all the Schemes sponsored by the Central and State Government from time to time.

12. ECONOMIC INVESTIGATOR

- (i) Economic Investigators maintain Statistical Information in respect of the Department and submit all type of Development Progress Report to the Directorate through concerned General Manager.

13. EXTENSION OFFICER (INDUSTRIES)

- Extension Officer (Industries) is performing the following duties in the department of Industries:-
- (i) Providing technical guidance to industrialists/ rural entrepreneurs.
 - (ii) To study and assess the industrial potential with respect to raw material, spares, manpower, consumption pattern, potential and projected demand, market and skill available.

- (iii) To organise industrial co-operatives amongst the rural artisans and render help in preparation of loan cases and further scrutiny to have loan/credit facility from Banks to the industrial units.
- (iv) To prepare loan cases of the individual enterprises and industrial co-operatives and assist them in getting loans from Banks/Financial Institutions.
- (v) To prepare cases of hire purchase of machinery under scheme of National Small Industries Corporation.
- (vi) To identify languishing rural crafts and arrange for the training of rural artisans in such crafts.
- (vii) To maintain records of all types of industrial units.
- (viii) All duties of an organiser and extension worker for development of industries.
- (ix) Approval of Schemes of projects up to 2 lakhs and provisional registration of such projects.
- (x) Recovery of industrial and margin money loan.
- (xi) To prepare cases of Tiny/SSI units for incentives.
- (xii) To collect applications of educated unemployed for loans under PMRY help the youth in getting loan and physically verify the units so established.
- (xiii) To assist the bankers in loan recovery.
- (xiv) To prepare the cases of industrial units for permanent registration.
- (xv) Any other work, which may be assigned by the General Manager, DIC as well as the Block Development Officer of the Block concerned under whose control he is posted.

STORE PURCHASE ORGANISATION

14. ADDITIONAL CONTROLLER OF STORES

- (i) Store Purchase Organisation & other works relating with Store Purchase Organisation.
- (ii) Entire Coordination of Directorate of Industries in important matters assigned to him from time to time.
- (iii) Surprise inspection of the Head Quarter branches, DICs etc.
- (iv) Disposal of routine cases, meetings and general control of Directorate in the absence of Director of Industries.
- (v) Land acquisition Matters.
- (vi) Collector Recoveries.
- (vii) Ex-officio Vigilance Officer.
- (viii) Registrar of Firms under Partnership Act 1932.
- (ix) Any other matters as entrusted by the Head of Department from time to time.

15. SENIOR TECHNICAL OFFICER (MECHANICAL)

- (i) Senior Technical Officer(Mechanical) assists the Additional Controller of Stores in Store Purchase Organisation in respect of Mechanical codes.
- (ii) He is a member of the committee constituted for finalization of Tenders of Store Purchase Items related to Mechanical codes.
- (iii) He is also a member of condonation Board in respect of Store Articles.
- (iv) He does Technical scrutiny of samples of Mechanical code items.

16. SENIOR TECHNICAL OFFICER(CHEMICAL)

- (i) Senior Technical Officer(CheMical) assists the Addl. Controller of Store in Purchase Organisation & other works relating with Store Purchase Organisation of Chemical codes.
- (ii) He is a member of the committee constituted for finalization of Tenders of Store Purchase Items related to Chemical codes.
- (iii) He does Technical scrutiny of samples of Mechanical code items.

18. DEPUTY DIRECTOR OF INDUSTRIES(STORE PURCHASE)

- (i) Store Purchase Organization (Mechanical Items)
- (ii) Store purchase with respect to Electrical, chemical, Textile & miscellaneous items
- (iii) Fairs and Exhibitions including IITF.
- (iv) Any other matters as entrusted by the Head of Department from time to time.
- (v) He is also a Public Information Officer at Directorate Level.

19. SUPERINTENDENT GRADE-I

- (i) He is looking after the supervisory work of Store Purchase Section.

20. STORE INSPECTION OFFICER(TEXTILE)

- (i) Store Inspection Officer(Textile) assists Additional Controller of Stores in Store Purchase Organization in respect of Textile Code
- (ii) All matters pertaining to Handloom and Handicraft, Khadi Board and other correspondence of Handloom
- (iii) Section through through Industrial Advisor.
- (iv) Any other matters as entrusted by the Head of Department from time to time.

21. STORE INSPECTION OFFICER(ELECTRICAL)

- (i) Store Inspection Officer(Electrical) looks after the work of store purchase with Electrical Code in Store Purchase Organization.
- (ii) Any other matters as entrusted by the Head of Department from time to time.

22. SECTION OFFICER(AUDIT)

- (i) The Duties of Section Officer (Audit) is to scrutinize the financial matters of the Store Purchase Organization and also to do Audit of the Organization.

NUCLEOUS CELL

23. RESEARCH OFFICER

- (i) Research Officer maintain Statistical Information in respect of the Department at Directorate level and submit all type of Development Progress Report to the Government through Director of Industries.
- (ii) He also carries out the census of Industrial Units.

24. INVESTIGATORS

- (i) Investigators assist the Research Officer in maintaining Statistical Information in respect of the Department.

LOAN RECOVERY CELL

25. TEHSILDAR(RECOVERY)

- (i) Loan Recovery and to assist the Additional Director of Industries in exercising powers of Collector.
- (ii) Any other matters as entrusted by the Head of Department from time to time.

LAND ACQUISITION CELL

26. NAIB TEHSILDAR

- i) All Revenue related matters and Acquisition matters through Addl. Director of Industries.
- ii) Any other matters as entrusted by the Head of Department from time to time.

27. KANOONGO

- (i) Kanoongo assists Naib Tehsildar in Revenue and Acquisition matters.

28. PATWARI

- (i) Patwari maintains the record of Revenue and Acquisition matters.

SERICULTURE WING

29. DEPUTY DIRECTOR OF INDUSTRIES (SERICULTURE)

- (i) Deputy Director of Industries (Sericulture) is performing the duties of Head of Sericulture Wing of the Department.
- (ii) Supervision and Control over all sericulture divisions of the Department.

30. SILK SEED PRODUCTION OFFICER

- (i) Performing the duties of the Head of Office of Sericulture Division.
- (ii) Production, procurement and distribution of Silkworm seeds and Supervision and control over Sericulture activities in the Division.
- 31. SERICULTURE OFFICER**
 - (i) Performing the duties of Head of Office of Sericulture Division.
 - (ii) Supervision and control of Sericulture activities in the Division.
- 32. DEVELOPMENT OFFICER (SERICULTURE)**
 - (i) Supervision and control of Sericulture activities over Government Sericulture Centres in the division and allotted area.
- 33. TECHNICAL OFFICER(TASSAR)**
 - (i) To assist and coordinate with the divisional Sericulture Officers for supervision and Control of Tassar Sericulture activities.
- 34. DEMONSTRATOR**
 - (i) To assist and coordinate with divisional Sericulture Officer for Sericulture Development activities.
- 35. MULBERRY SUPERINTENDENT**
 - (i) To assist Divisional Sericulture Officer for Sericulture Development including management of Mulberry Plantation.
- 36. RESEARSH ASSISTANT**
 - (i) To assist and coordinate with Divisional Sericulture Officer.
- 37. TECHNICAL SUPERVISOR**
 - (i) To assist and coordinate with the Divisional Officer.
- 38. SENIOR SERICULTURE INSPECTOR**
 - (i) To assist and coordinate with the Divisional Officer.
- 39. EXTENSION OFFICER (TASSAR)**
 - (i) To carry out and supervise Tassar Silk Development activities in the field area allotted.
- 40. REELING DEMONSTARTOR**
 - (i) Supervise and Control of host-cocoon related activities namely Silk reeling, Silk Wearing and training on these activities.
- 41. SERICULTURE INSPECTOR/FARM ASSISTANT/MOTH TESTER/ GRAINAGE SUPERVISOR**
 - (i) To carry out and supervise all the Sericulture activities over allotted field areas.
- 42. TECHNICAL ASSISTANT (TASSAR)**
 - (i) To carry out and supervise all Tassar-Sericulture activities in the field area allotted.
- 43. SERICULTURE OPERATOR (TASSAR)**
 - (i) To carry out and supervise all Tassar-Sericulture activities in the field area allotted
- 44. MULBERRY SUB-INSPECTOR/SEED EXAMINER/FIELD MAN/BUDDER**
 - (i) To assist in carrying out Sericulture activities in the allotted field area.

45. **BELDAR/MALI**
(i) All manual work related to Sericulture and allied activities as assigned to him.
46. **REARING ASSISTANT(TASSAR)**
(i) All manual work related to Sericulture and allied activities that is assigned to him from time to time.
47. **MANUAL ASSISTANT-CUM-CHOWKIDAR**
(i) All manual work related to Sericulture and allied activities including performing duty of Chowkidar.

GEOLOGICAL WING

48. **STATE GEOLOGIST**
(i) Overall administrative control of Geological Wing, Establishment and Mining activities in the State.
49. **GEOLOGISTS**
(i) Function of Geologists are to regulate Mining Activities and investigation of Minerals.
50. **ASSISTANT GEOLOGISTS**
(i) Function of Assistant geologist is to regulate Mining Activities and investigation of Minerals.
51. **CHEMIST**
(i) Chemist analysis minerals/samples received from Head Quarters and Fields.
(i) Function of Driller is to execute exploration of minerals by way of Drilling.
52. **ASSISTANT CHEMIST**
(i) Assistant Chemist assists the Chemist to analysis minerals/samples received from Head Quarters and Fields.
53. **MINING OFFICER**
(i) Mining Officer Regulates Mining Activities within their Jurisdictions and control over the Mining Staff in the District.
(ii) He also performs the duty of Drawing and Disbursing Officer in District.
54. **SECTION OFFICER (AUDIT)**
(i) The Duties of Section Officer (Audit) is to scrutinize the financial matters of the Geological Wing and also to do Audit in Field Offices.
55. **SENIOR DRAUGHTSMAN**
(i) Senior Draughtsman prepares the Geological and Survey Maps.
56. **SENIOR SURVEYOR**
(i) Senior Surveyor assists Techomatrist to control large area for survey and guide for detail mapping
57. **TECHOMATRIST**
(i) Techomatrist controls large area for survey and guide for detail mapping.

- 58. TECHNICAL ASSISTANT (GEOLOGY)**
(i) Technical Assistant(Geology) collects the sample of Minerals from the different areas of State and Assist Geologist and Assistant Geologist.
- 59. TECHNICAL ASSISTANT(CHEMISTRY)**
(i) Technical Assistant(Chemistry) analysis minerals/samples received from Head Quarter and field.
- 60. HEAD DRAUGHTSMAN**
(i) Head Draughtsman assists Senior Draughtsman to prepare the Geological and Survey Maps.
- 61. DRAUGHTSMAN**
(i) Draughtsman assists Head Draughtsman and Senior Draughtsman to prepare the Geological and Survey Maps.
- 62. SURVEYOR**
(i) Surveyor assists Assistant Geologist in preparing Geological Maps and Survey maps.
- 63. ASSISTANT DRILLER**
(i) Assistant Driller operates Drilling Rig for Mineral exploration.
- 64. DRILLING ASSISTANT**
(i) Drilling Assistant assists Assistant Driller in operating Drilling Rig for Mineral exploration.
- 65. RIGMAN**
(i) Rigman operates Drilling Rig for Mineral exploration.
- 66. MINING INSPECTOR**
(i) Mining Inspector regulates Mining activities in their respect jurisdiction and to file court cases.
- 67. ASSISTANT MINING INSPECTOR**
(i) Assistant Mining Inspector assists Mining Inspector in Mining activities in their respective jurisdiction and to file court cases.
- 68. LABORATORY ASSISTANT(CHEMISTRY)**
(i) Laboratory Assistant(Chemistry) assists Chemist to analysis the samples.
- 69. LABORATORY ASSISTANT (PETROLOGY)**
(i) Laboratory Assistant(Petrology) prepares section to Mineral samples.
- 70. FOREMAN (DRILLING)**
(i) Foreman(Drilling) Repair/Maintenance of Drilling equipments.
- 71. MECHANIC GRADE-I**
(i) Repairing/Maintenance of Drilling equipments.
- 72. MECHANIC**
(i) He assists the Mechanic Grade-I in Repairing/Maintenance of Drilling equipments
- 73. FERRO-PRINTER**
(i) Ferro-printer has duty to prepare the blue prints in the Drawing Branch.
- 74. SECTION CUTTER**
(i) Section assists to Laboratory Assistant(Petrology).

75. MINING GUARD

- (i) Mining Guard keep a check on the illegal extraction/transportation of the Minerals.

76. TECHNICAL BEARER

- (i) Technical Bearer assists Geologist and Assistant Geologist while in field to collect field samples.

77. LABORATORY ATTENDANT

- (i) Laboratory Attendant helps Assistant Chemist in preparing and analyzing Chemical Samples.

78. FIELD ATTENDANT

- (i) Field Attendant assists Geologist and Assistant Geologist while in field to collect samples.

ACCOUNTS WING

79. ASSISTANT CONTROLLER(F&A)

- i) Drawing and Disbursing Officer.
- ii) Draft replies to PAC/CAG reports.
- iii) Coordination of all correspondence with the Accountant General, Himachal Pradesh relating to Audit & Inspection Reports/Integrated Audit/Draft paras etc.
- iv) Internal Audit of Field Officers and Assistance in office inspection.
- v) Any other matters as entrusted by the Higher Authorities from time to time.

LEGAL WING

80. LAW OFFICER

The Law Officer performs the following duties in Directorate of Industries:-

- (i) Maintenance of record of Court Cases of Department and their follow up
- (ii) To pursue the Court Cases of Hon'ble H.P. High Court, H.P Administrative Tribunal and subordinate Courts for preparing, vetting and filing replies thereof and assisting Advocate General, Dy. Advocate General etc. during the hearing of cases.
- (iii) Preparation of status of Court matters for quarterly review.
- (iv) Any other matters as entrusted by the Head of Department from time to time.

MINISTRIAL WING

81. PERSONAL STAFF

Personal Staff working in the Department of Industries have been assigned the duties as per Office Manual of Himachal Pradesh Government.

82. SUPERINTEDENT GRADE-I

- (i) Superintendent Grade-I are the incharge of the Establishment, Budget and Accounts, Store Purchase Sections and Geological Wing in the Department of Industries.
- (ii) They also ensure the punctuality in their respective Sections.
- (iii) They go through the Dak of their Section and mark the same to the concerned dealing Assistants.
- (iv) Any other matters as entrusted by the Head of Department from time to time.

83. SUPERINTEDENT GRADE-II

- (i) Superintendent Grade-II supervises the work of the Officials of the Sections allotted to them and also ensures the discipline in the concerned branch and timely disposal of the dak.

84. ASSISTANTS

- (i) Assistants submit the proposals and cases to the concerned Branch incharge.

85. COMPUTER OPERATOR

- (i) Computer Operator feeds data in respect of the concerned Branch.

86. JUNIOR ASSISTANT/CLERKS

- (i) Junior Assistants/Clerks do the work assigned to them by the concerned Branch incharge and maintain the records.

87. DRIVERS

- (i) Drivers drive the vehicles of the concerned Officer and ensure maintenance of the vehicles from time to time.

CLASS-IV WING

88. GESTATNER OPERATOR

- (i) Gestatner Operator operates the Gestatner Machine of the Department and procure papers, ink-toner etc. for ensuring proper operation of the Machine.
- (ii) He also maintains the account of the papers consumed.
- (iii) He arranges timely repair of the Machine.

89. PHOTOSTAT MACHINE OPERATOR

- (i) Photostat Machine Operator operates Photostat Machine and maintain the record of papers consumed and also ensure timely repair of the machine.

90. JAMADAR

- (i) Jamadar attends the calls of Director of Industries.
- (ii) He carries and distributes the files and dak to the concerned.
- (iii) He also ensures the cleanness of the room of the Director of Industries.

91. DAFTARI

- (i) Daftri up keeps the record of the Directorate of Industries.
- (ii) He also assists the Dispatcher in preparing and envelops.

92. PEON

- (i) Peon carries files from one section to other and also deliver the within and out side the Office.

93. PROCESS SERVER

- (i) Process Server delivers summons pertaining to loan recovery cases.

94. KHALASH

- (i) Khalashi manages Mess Management to field parties.

95. MAIL-CUM-CHOWKIDAR/PEON-CUM-CHOWKIDAR/CHOWKIDAR

- (i) To watch and Work the Offices during off time of the offices.

96. SWEEPER/ SWEEPER-CUM-CHOWKIDAR

- (i) Sweeper sweeps and clean the Offices/Office premises.

97. UNSKILLED WORKER

- (i) Unskilled worker renders physical help and logistic support in Drilling operation.