

GOVERNMENT OF TRIPURA  
DEPARTMENT OF LABOUR & EMPLOYMENT  
AGARTALA

No. F.1(8)-D/ESMP/2005/\_\_\_\_\_ Dated, Agartala The 7 th October, 2005.

**NOTIFICATION**

As per provision of section 4(1) (b) of the Right to Information Act, 2005 the required informations in respect of the Directorate of Employment Services & Manpower Planning, Government of Tripura which is the Public Authority, are published as follows: -

**POWER OF DUTIES OF EACH OFFICERS & EMPLOYEES:**

- a. **Director:** The State Director will be at the apex of the organization in the States. In larger States, he will be assisted by an Additional Director who will also deputies for him. The State Directorates will have adequate administrative and technical staff to ensure efficiency in performance and timely collection and publication of data. The State Directorate will also function as a manpower organization and planning agency for the State. Further it will provide leadership, guidance and expertise in such technical fields as:
- (i) Surveys and studies relating to employment and unemployment;
  - (ii) Manpower planning and forecasting;
  - (iii) Enforcement of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, Collection of Employment Market Information and Public Relations;
  - (iv) Vocational Guidance and Career advice;
  - (v) Occupational Research and Information; and
  - (vi) Staff Training.

b. **Joint Director:** He is the Head of Offices of the Directorate, Leave sanctioning authority of Group-'B' (non Gazetted) & all Group-'C' & 'D' Employees. He is also controlling authority of the Directorate.

c. **Sub-Regional Employment Officer:** Normally four District Employment Exchanges will be under one Regional Employment Officer who will also be in charge of one of the four Exchanges in the region which is located centrally and in an important town of the region. The Regional Employment Officer will be responsible for inspection of the Exchanges in the region, Staff training, special problems of the Physically Handicapped applicants, Ex-servicemen, Scheduled Castes and Scheduled Tribes applicants, job development efforts and enforcement of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 within the region. He will also supervise and assist in carrying out special studies and surveys within the region.

d. **Employment Officer (Special)**: He is Head of office and D.D.O. of the Special Employment Exchange for Physically Handicapped, Leave sanctioning authority of Group-'B' (non Gazetted) and all Group-'C' & 'D' Employees under his control. He also is controlling authority of the said Exchange. He is also responsible for providing Employment Assistance to the Job-seekers.

Assistant Employment Officer of District Employment Exchanges:

a) **Assistant Employment Officer**, District Employment Exchange, Udaipur, South Tripura.

b) **Assistant Employment Officer**, District Employment Exchange, Ambassa, Dhalai.

c) **Assistant Employment Officer**, District Employment Exchange, Kailashahar, North Tripura,

d) Assistant Employment Officer, Town Employment Exchange, Dharmanagar. - are the Head of office and D.D.Os of their respective Employment Exchanges.

" They are leave sanctioning authority of Group-'B' (non Gazetted) and all Group-'C' & 'D' Employees under his control.

" They are also responsible for providing Employment Assistance to the Job-seekers as per Employment Manual.

" Responsible for running day-to-day business of the concerned offices.