

MANUAL – 2

Powers and Duties of Officers and Employees (Section 4(1) (b) (ii))

Details of the powers and duties of officers and employees of the organization:

Sr. No.	Designation	Powers & Duties
1	Director	<ul style="list-style-type: none">• Delegated with the powers of the Commissioner of Food, under Food Safety Standard Act 2006.• To carry out superintendence over the implementation of the Drugs & Cosmetics Act 1940 as well as Food Safety & Standard Act 2006 & regulations there under.• Appointed as Licensing and Controlling Authority under the Drugs & Cosmetics Rules for the sale and manufacture of drugs and Cosmetics for the entire State of Goa.
2	Deputy Director	<ul style="list-style-type: none">• To enforce the implementation of the various drugs related legislation enforced by the Directorate viz Drugs & Cosmetic Act 1940 and Rules there under.• Drugs Price Control order 2013, Drugs & Magic Remedies (Objectionable Advertisement) Act 1954 and Rules 1955.• To carry out inspection to various drugs manufacturing units for verifying the compliance of the Drugs Act. Investigation of any complaints as regards to the quality of drugs manufactured and sold in the State.• To exercise superintendence over work performed by the Drugs Inspectors, Technical Officers etc. Deputy Director is also appointed as the Public Information Officer, Vigilance Officer and Public Grievances Officer of the Directorate.• Chairperson of screening committee for NSQ drugs.• Chairperson of committee under Sexual harassment.

3	Dy. Director (Admn.)	<ul style="list-style-type: none"> • Overall in-charge of the day-to-day administrative matters of this Directorate including maintenance of service matters of all staff recruitment process of staff deployment and other general office administrative matters.
4.	Designated Officer	<ul style="list-style-type: none"> • To assist the Food Safety Commissioner in the administration and enforcement of the provisions of the Food Safety & Standard Act 2006; Rules & regulation 2011. • To issue food licences for the manufacture for sale, sell or distribution of food articles in the State of Goa; to monitor and supervise the functioning of the Senior Food Safety Officers and Food Safety Officers and designing plan for the sampling of all categories of food articles for assessing its quality. • To promote Eat Right Initiative of Food Safety and Standard Authority of India.
5.	Senior Scientific Officer (Food)	<ul style="list-style-type: none"> • To perform the duties of the Food Analyst under the Food Safety and Standards Act 2006 and Rules thereunder. • To supervise the analytical work of Jr. Scientific Officer Chemist/Assistant Chemist; to ensure proper maintenance of records of samples received for analysis, samples analysed and reports issued etc, and liquor samples referred by the Excise Department and overall administration of the food laboratory.
6	Senior Scientific Officer (Drug)	<ul style="list-style-type: none"> • To perform the duties of the Government Analyst under the Drugs & Cosmetics Act 1940 and Rules thereunder. • To supervise the analytical work of Chemist/Assistant Chemist; to ensure proper maintenance of records of samples received for analysis, samples analysed and reports issued also and overall administration of the drug laboratory.
7	Assistant Drugs Controller	<ul style="list-style-type: none"> • To enforce the implementation of the various drugs related legislation enforced by the Directorate viz Drugs & Cosmetic Act 1940 and Rules there under, Drugs Price Control order 2013, Drugs & Magic

		<p>Remedies (Objectionable Advertisement) Act 1954 and Rules 1955.</p> <ul style="list-style-type: none"> • To carry out inspection of various drugs manufacturing units for verifying the compliance of the drugs Act. • Investigation of any complaints as regards to the quality of drugs manufactured and sold in the State. • To inspect all the drugs selling establishment for verifying the compliances to the provisions of the Drugs and Cosmetics Act 1940 & Rules thereunder as well as Drugs Price Control Order 2013.
8	Accounts Officer	<ul style="list-style-type: none"> • To monitor and regulate the financial disciplines of the staff of this Directorate including the salaries and various purchases undertaken by this Directorate. • To monitor and prepare budgetary requirements of this Directorate on annual basis; overall in-charge of the accounts section of this Directorate.
9	Junior Scientific Officer (Food)	<ul style="list-style-type: none"> • To perform the duties of Food analyst under the Food Safety & Standard Act 2006 and Rules there under;. • Implementation of various schemes regarding upgrading of the laboratory facilities sponsored by Government of India; procurement of chemicals, glassware, instruments, equipments and other materials and maintenance of their stock.
10	Junior Scientific Officer (Drug)	<ul style="list-style-type: none"> • To undertake analysis of all drug samples referred by the Drugs Inspectors in the capacity as a Government Analyst, to assist the Sr. Scientific Officer in the administration of laboratory related matters.
11	Drugs Inspectors	<ul style="list-style-type: none"> • To enforce the implementation of the various drugs related legislation enforced by the Directorate viz Drugs & Cosmetics Act 1940 and Rules there under, Drugs Price Control order, Drugs & Magic Remedies (Objectionable Advertisement) Act 1954 and Rule 1955. • To carry out inspections to various drugs manufacturing units for verifying the compliance of the drugs Act. • Investigation of any complaints as regards to the quality of drugs and cosmetics manufactured and

		<p>sold in the State.</p> <ul style="list-style-type: none"> • To carry out inspections to the drugs selling establishment for verifying the compliances to the provisions of the Drugs & Cosmetics Act 1940 as well as Drugs Price Control Order etc.
12	Technical Officer	<ul style="list-style-type: none"> • To process all applications received for Narcotic allotment of quota, administrative functioning of reports and keeping records of monthly reports & statistics. • Maintenance of records for drugs manufacturing as well as drugs selling establishment. • To act as Nodal Officer in the management and maintenance of the website of this Directorate and also other website. • IT related matters. • Handle correspondence received from Central Drugs Standard Control Organisation, New-Delhi and other State Regulatory.
13	Senior Food Safety Officer	<ul style="list-style-type: none"> • To perform duties under the Food Safety & Standards Act 2006 Rules & Regulations there under. • To discharge the functions of Registering Authority under the Food Safety & Standard Rules 2011. • To undertake the inspections of all food establishment in the State, to verify compliance of Food Safety & Standard Act 2006 and regulations there under. • To draw samples of food articles to check their quality and conforming to the standards of the quality. • To investigate any complaint as regards to the food articles. • To institute any prosecution before the court of law for any contraventions of the provisions of the Food Safety & Standard Act by the defaulters. • To supervise the field work conducted by the Food Safety Officer. • To implement and enforce the Goa Public Health (Amendment) Act 2005 in regards to the ban on the

		manufacture sale and distribution of tobacco containing Food Articles.
14	Chemist (Food)	<ul style="list-style-type: none"> • To perform analysis of food samples allotted to them. • Calibration and validation of all instruments in the food lab. • Preparations of reagents and the standardization required for the analysis.
15	Chemist (Drug)	<ul style="list-style-type: none"> • To perform analysis of drug samples allotted to them. • Calibration and validation of all instruments in the drug lab. • Preparations of reagents and the standardization required for the analysis of drugs.
16	Assistant Chemist (Food)	<ul style="list-style-type: none"> • To perform analysis of the Food samples under the Food Safety & Standards Act 2006 and rules there under. • To validate and calibrate periodically all the instruments in the Microbiology Section as per GLP requirements. • Prepare the list of Chemicals, glassware and other accessories required for the laboratory. • To perform the analysis of the food samples under the Food Safety & Standard Act & Rules there under. • Preparation of the reagent and their standardization required for the analysis of the food article.
17	Assistant Chemist (Drug)	<ul style="list-style-type: none"> • To perform analysis of the Drugs samples. • To validate and calibrate periodically all the instruments in the Lab. • Prepare the list of Chemicals, glassware and other accessories required for the laboratory.
18	Food Safety Officer	<ul style="list-style-type: none"> • To perform duties under the Food Safety & Standards Act 2006 Rules & Regulations there under. • To undertake the inspection of all food establishments in the area allotted. • To draw the samples of the food articles to check their quality and conforming to the standards of quality. • To investigate any complaints as regards to the food

		<p>articles.</p> <ul style="list-style-type: none"> • To institute any prosecution before the court of law for any contraventions of the provisions of the Food Safety & Standard Act by the defaulters.
19	Accountant	<ul style="list-style-type: none"> • Submitting of monthly expenditure statement to Directorate of Planning, Statistics and Evaluation. • Handling of correspondence received from different Departments pertaining to Accounts section from time to time. • Filing of Income Tax returns of the staff as well as vendors for every quarter. • Compilation of performance Budget, Explanatory Memorandum of the Department and submitting to Government for approval. • Obtaining approval from finance department pertaining to re-appropriation of funds and supplementary funds. • To handle the overall responsibility & scrutiny of budget.
20	Assistant Pharmacy Chemist	<ul style="list-style-type: none"> • Putting up of all application to respective DI's, ADC and renewal applications to Technical Officer. • Processing of application regarding certificate such as validity certificate, GMP certificates, performance certificate, free sale certificate, Who-GMP certificate, COPP's etc to the area Officer.
21	Pharmacist	<ul style="list-style-type: none"> • Registration of fresh applications, for grant of manufacturing licence, loan licence, for grant of additional products, Blood Bank licence etc. • Registration of renewal of licences in the respective registers. • Building up new files of fresh applications. Submission of monthly report pertaining to manufacturing area.
22	Laboratory Assistant	<ul style="list-style-type: none"> • To assist the Assistant Chemist & Chemist to perform the analysis of samples.
23	Superintendent	<ul style="list-style-type: none"> • Preparation of papers to be placed before the DSC/DPC and intimating the members for conduct of the subject meeting for selection/promotion of candidates.

		<ul style="list-style-type: none"> • Prepare the replies with information, to the various RTI matters pertaining to the Administration Section. • Receive and distribute the correspondence to the dealing hands of the section as per their allocation of work. • Supervision and control over the Drivers. • Dealing with any confidential matters. • Liasoning and follow up of files and pending matters with other Departments/ Secretariat. • Any other work allotted by the Superiors.
24	Head Clerk	<ul style="list-style-type: none"> • Prepare the papers and submit for writing the Annual Performance Assessment Report (APAR) of Gazetted and Non Gazetted employees. • Obtain Assessment Reports of the employees appointed on probation for satisfactory completion of their probationary period and confirmation. • Keep a check and list out the employees due for retirement, confirm that all entries are effected in the service books and forward the service books for verification to the Directorate of Accounts after eighteen years of service or before five years of retirement. • If observations are raised, comply and resubmit. • Issue the pension papers to the retiring employees on time. • Preparation and submission of proposals to the Government for revival of lapsed posts and creation of new posts.
25	Senior Stenographer	<ul style="list-style-type: none"> • Typing and taking dictation in shorthand writing, transcribing and compiling office documents. • Transcribing the typed materials accurately into common language. • Keeping careful records of files, documents and other official materials.
26	Junior Stenographer	<ul style="list-style-type: none"> • Maintenance and processing of files for submission of requested information pertaining to Elections, Census, MNIC etc.

		<ul style="list-style-type: none"> • Maintain the record and prepare the replies of LAQ's. • Issue of Office Memorandum as per directive of superior. • Deal with any confidential matters. • Any other work allotted by the Superior.
27	Upper Division Clerk	<ul style="list-style-type: none"> • Maintenance of service books and personal files and recording of service entries maintaining leave accounts. • Issue of leave orders/permission to leave the headquarters /country. • Affecting any other entries on the service books. • Issue of Periodical Increment of the Staff and recording entries in the Service Books. • Issue of NOC for Passport and other certificates. • Any other work allotted by the Superiors.
28	Lower Division Clerk	<ul style="list-style-type: none"> • Preparation and submission of proposals to the Government for Creation of new posts / lapsed post/Revival; framing/amending the Recruitment Rules for various posts as directed. • Issue of Seniority Lists. • Deal with the subject of listing out the employees due for satisfactory completion of probationary period and confirmation of all the staff. • Prepare and issue the Offers and Orders of appointment of the newly recruited staff, prepare and submit their papers for obtaining character and antecedents and enter all the necessary details on the service books on first appointment. • Compiling the date of the applications received from the applicants for the advertised posts for filling by direct requirement, for scrutiny and posting call letters to the applicants.
29	Data Entry Operator	<ul style="list-style-type: none"> • Feeding/entry of official data of this Directorate and typing work allotted by the superiors.
30	Driver	<ul style="list-style-type: none"> • Driving the official vehicle as per the tentative tour program and to perform VVIP food security duties.

31	Sampling Attendant	<ul style="list-style-type: none"> • The duty of sampling attendant is to assist Food Safety Officer on the field duties. • While in the office, attend to the office work and submit the sealed samples for analysis.
32	MTS	<ul style="list-style-type: none"> • Physical maintenance of records of the section, Delivering the dak outside the building, driving of vehicles, if in possession of valid driving licence. • Any other work assigned by the superiors.