

PART-2

Duties and Responsibilities of Officers and Staffs working in Chemical Laboratories {Section 4(1)(b)(ii)}

Sl.	Name of Officer/Staff	Designation	Duties and Responsibilities	Officer
1	Sumathi. K.N.	Chief Chemist	<ul style="list-style-type: none"> ❖ Distribution of Groundwater and Mineral samples for the analysis to the Chemists. ❖ Chief Chemist shall be responsible for administration of the persons placed under their control. ❖ Technical supervision, coordination and assessment of all laboratories of the department. ❖ Procurement of equipments for upgradation and modernization of laboratories. ❖ Selection and adoption of suitable analytical procedures for analysis of water, ore, mineral and rock sample analysis. ❖ To provide technical guidance to the staff working in the laboratory so as to ensure accuracy and authenticity of the experiments conducted by them. ❖ To undertake chemical analysis of the water and mineral samples having complex nature. ❖ Any other work assigned by superiors ❖ Data validation, preparation of report. 	Head of the Chemical Laboratory Section

2	Dr. Deepa.M.B	Chemist	<ul style="list-style-type: none"> ❖ Maintenance of Laboratory. ❖ Responsible for preparation of laboratory reagents, stock solutions and standard solutions. ❖ Chemical analysis of mineral, water, ore and rock samples including trace elements. ❖ Assisting senior officers in day today analysis work. ❖ Maintaining the registers pertaining to mineral samples receipt & sending them to pulverising unit for powdering ❖ Maintain the equipments and other assets of the laboratory in the best working condition. ❖ Any other work assigned by superiors. 	
3	Shivakumar. N.	Attender	<ul style="list-style-type: none"> ❖ Powdering of Ores, Minerals and Rocks samples received for analysis. 	
4	Saraswathamma. B.V.	Attender	<ul style="list-style-type: none"> ❖ Cleaning and Washing of Glass wares used for Chemical analysis and Any other work assigned by superiors. ❖ Maintain cleanliness of Laboratory working tables and instruments. 	