

ADMINISTRATION - I SECTION

Head of Section:	Section Officer
Channel of Submission:	Administrative Officer/Dy.CLC(S)/CLC(C)
Telephone No:	23716930 23001214
Auto Tel. No:	2214
Room No.	501

Subjects dealt with:

1. All establishment matters relating to Gazetted Officers except Vigilance and Disciplinary Cases.
2. All matters concerning nominations of C.I.R.M. Officers/ Gazatted Officers for Training/ Courses/ Seminars etc. conducted in the country and abroad.
3. Creation of Gazetted posts under Non-Plan, continuance of all temporary posts (Gazetted and Non-Gazetted) and conversion of temporary Gazetted posts into permanent ones.
4. Issue of Identity Cards to C.I.R.M. Officers/Pensioners.
5. History sheets of Gazetted Officers.
6. All advances to Gazetted Officers.
7. Entitlement work in respect of Gazetted Officers consequent upon the Departmentalisation of Accounts.
8. Deputation of C.I.R.M. Officers/ Gazatted Officers to various Public Sector Undertakings.
9. Grant of permission for acceptance of remuneration and Delivery of lectures by Gazetted Officers.
10. Declaration of D.D.O. of field Organisations.
11. Payment of fees etc. in legal matters concerning Adm.I Section.
12. Reference/Circulars of DOPT/ISTM
13. Creation of posts of officers under Plan/Non-Plan Schemes.

ADMINISTRATION-II SECTION

Head of Section: Under Secretary (P.G)/Dy.CLC(S)/CLC(C)
Telephone No: 23716702 / 23001455
Auto Tel No: 2455
Room No: 613

Subject dealt with:

1. All establishment matters regarding appointments, Promotions, Seniority, Grant of ACP etc, pertaining to Non-gazetted staff in CLC(C)'s officer and Regional & field offices.
2. Training of Non-gazetted staff in ISTM/ Regional Hqrs.
3. Liveries to Class-III and IV staff of CLC(C) office Hqrs.
4. Staff Associations, Office Council & Departmental Council mater.
5. CLC(C)'s office Library
6. CGHS for Gazetted & Non-gazetted staff of CLC(C)'s office
7. Issue of Ministry of Home Affairs Identity Cards to officers and staff of the CLC(C)'s office (Hqrs).
8. Children's Education Allowance to Non-gazetted staff of CLC(C)'s office (Hqrs)
9. All advances i.e. HBA/ Scooter advance, Computer advance etc. to Non-gazetted staff of CLC(C)'s office (Hqrs) and Non-gazetted staff of Regional Offices.
10. Returns and Reports on Administrative matters concerning Non-gazetted staff.
11. Court cases filed by Non-gazetted staff in (Hqrs) and regional offices.
12. Medical reimbursement & appointment of A.M.A. for Non-gazetted staff.
13. Clarifications to reference received from Regional Offices on Establishments & other matters
14. Sanction of Cash Handling allowance to cashiers of field offices.
15. Enhancement of wage in respect of part-time sweeper and other Group 'D' staff engaged in Regional Offices.
16. Engagement of Security Guard & Other Group 'D' staff through out-sourcing in the field offices.
17. Holding of Limited Departmental Competitive Examination for UDC in the field office.
18. Framing/ Amendment of recruitment rules in respect of Non-gazetted posts in the field offices.
19. Inter region/ Inter departmental transfers of Non-gazetted staff of Regional Offices.
20. VIP references and parliament questions relating to establishment matters dealt with in AdmII Section.
21. Compassionate appointments in Field Offices.
22. Re-imbusement of newspaper bills of officers of CLC(C) (Hqrs).
23. Engagement of Daily-wage wonders for CLC(C) office.
24. Engagement of non-Gazetted staff through outsourcing in the CLC(C) Office.
25. Creation of posts of staffs in field offices under Plan/Non-Plan Schemes.

ADMINSTRATION- III SECTION

Head of the Section: Section Officer/Admn. Officer/Dy.CLC(S)/ CLC(C)
Telephone Number: 23719147 / 23001178
Auto Tel. Number: 2178 / 2385
Room No: 333-C Wing

Subjects dealt with:

1. Accommodation:

- i) Office/ Office-cum-residential accommodation allotment, hiring, shifting, construction etc.
- ii) Allotment of Govt. residential accommodation to Officers & Staff of CLC (C)'s HQ.

2. Furniture & Fixtures, Hqrs. & Field offices.

3. Telephone, Telex & Telegrams and connected matters including verification of bills of both CLC (C) Hqrs. & field offices.

4. Computers and other office equipments (including electrical & mechanical appliances)

5. Provision of AC & Coolers, heaters, glass-tumbler etc. for Hqrs.

6. Cycles- purchase, repair and maintenance for Hqrs. & field.

7. Vehicles & Staff cars & connected matters for Hqrs. & field.

8. Stores, purchase and distribution of Stationery in Hqrs. and Printing of forms for Hqrs. and field office.

9. The unserviceable obsolete and surplus stores, their condemnation, disposal etc. in both Hqrs. & field offices.

10. Black- listing firms.

11. Service contingencies of both CLC(C)'s Hqrs. & field offices.

12. Preparation of budget in respect of the sub – head “office expenses” in respect of Hqrs. & field offices and scrutinizing of the same and RRT of field offices.

13. Permission for purchase of stationery etc. for field offices.

14. Settlement of Audit paras pointed out by Internal Audit parties/State Audit parties etc. connected with the above subjects in the Hqrs. and field offices.

15. Shifting of regional offices and logistics consequent to approval of the same.

CASH BUDGET & PLANNING SECTION

Head of Section: Section Officer/RLC(B)/Dy.CLC(S)/CLC(C)
Telephone No.: 23001410 / 23001409
Auto No.: 2410 / 2409
Room No: 605

Subjects dealt with:

1. Preparation of Pay Bills and various other bills of Gazetted and Non Gazetted staff at Hqrs and their disbursement.
2. Maintenance of G.P.F. Account of Class-IV staff at Hqrs.
3. T.A. Bills ,L.T.C. Bills and Medical Bills of Dy.CLCs(C)/RLCs(C) at Hqrs and Filed Offices in whose cases CLC(C) is the Controlling Authority.
4. Indian Airlines Corporation Bills.
5. Preparation of T.A./T.A. Advances /Medical Bills of Gazetted and Non Gazetted Officers at Hqrs.
6. Preparation of Contingent Bills, GPF Advance Bills, LTC Bills, Final Payment of GPF, DCRG Bills, Leave Encashment Bills, Other Advances Bills, Leave Salary and T.A.Bills,etc.
7. Calculation of Income Tax, Preparation of Income Tax Returns, Issue of Income Certificates and also Income Tax Certificates.
8. Verification of GPF Balances for the purpose of GPF Advance and Final withdrawals.
9. Verification of License fee for Govt. Accommodation.
10. Preparation of Budget Estimates of CLC's Organization both under Plan and Non Plan, Revenue Receipt Budget, Loan & Advances, Final Estimates, all matters regarding budgeting, Re-appropriation of Funds.
11. Collection & Compilation of monthly/Quarterly/Annual Expenditure statements.
12. Collection & Compilation of Monthly Progress Report on Annual action Plan.
13. Allocation of Funds to various offices, departmentalization of accounts, Monitoring of expenditure flow.
14. Allocation of funds for Loans, Advances, Permanent Advances including verification of their availability.
15. Audit and Audit Objections.
16. Co-ordination with field offices regarding reconciliation of accounts, budget, etc.
17. Preparation of Annual and Five Year Plan.
18. References/circular from Ministry of Finance regarding financial matters.
19. Monthly/Quarterly progress report on implementation of Annual Action Plan.
20. Planning and development including plan schemes and allied matters required by Planning Commission from time to time.
21. Parliament Questiuons.

COORDINATION SECTION

Head of Section: Section Officer/RLC(B)/Dy.CLC(P)/CLC(C)
Telephone No: 23716702 / 23001434
Auto No: 2434
Room No: 615 (Cabin)

Subjects dealt with:

1. Circulars received from various Ministries/ Departments except from DOPT, ISTM & Ministry of Finance (regarding financial matters).
2. General Matter relating to I.L.C., S.L.C. and Industrial Committees.
3. I.L.O. reference.
4. Collection and compilation of material for the Annual Report of the Ministry.
5. Preparation of Annual General Report of the working of C.I.R.M. including Vision India.
6. Any mater pertaining to more than two Sections.
7. Standard Note on the working of C.I.R.M. and on Labour Management relations in the Central Sphere.
8. Any other item of work not specifically assigned to any Sections.
9. Dy. CLCs (C)/ RLCs(C) Conference/ Conferences/ Seminars & follow-up action.
10. Consultative Committee.
11. Industrial Committee
12. All RTI Matters.
13. Parliament Questions.

ENFORCEMENT SECTION-I

Head of section: RLC(C)/Dy.CLC(J)/CLC(C)
Telephone No: 23001432
Auto No: 2432.
Room No: 611

GENERAL ENFORCEMENT:

1. Processing & examination of prosecution proposals under various labour laws.
2. Recommendation and forwarding of PPs under section 197 of Cr. P.C. to Ministry of Labour & Employment for obtaining permission of the concerned employing Ministry and their follow up action.
3. Dropping of P.Ps and issuance of orders of re-inspection of the Estts. Under various enactments.
4. Grant of permission to field officers for attending court cases as prosecution witnesses through out the country.
5. Permission to engage advocates/ CGSC etc. in revision/ appeal cases in various courts, if the prosecution is challenged.
6. Withdrawal of prosecution cases from the courts under para 9.106 of the Dept. Manual.
7. Processing and examination of various cases of acquittals for filing revision, appeal etc. in various Distt. & Session Courts, High Court and Supreme Court including vetting of parawise comments and affidavits submitted by field officers.
8. To file and conduct Appeals and S.L.Ps. arising out of complaints/ prosecution cases/ Claim cases.
9. To take follow up action in relation to V.I.P. references, M.P. references and Parliament Questions pertaining to Enforcement section only.
10. Realising of decretal amount awarded by the courts.

ENFORCEMENT SECTION-II

Head of section: ALC(T)/RLC(C)/Dy.CLC(J)/CLC(C)
Telephone No: 23001431
Auto No: 2431
Room No: 611

BOCW (RE & CS) Act.:

1. Processing of PPs u/s 47, 48, 49 & 50 of BOCW Act. and giving sanctions thereto.
2. Handling of fatal, non-fatal accidents. Reports received by the employers.
3. To process and approve safety health and environment policy received from the employers.
4. Handling of WP's under BOCW Act.

HINDI UNIT

Head of Section: Asst. Director (O.L.)/Admn. Officer/Dy.CLC(S)/CLC(C)
Telephone No: 23001459
Auto No: 2459
Room No: 602-B

Subjects dealt with:

1. Translation of General Orders, Administrative and other reports etc. from English to Hindi.
2. Hindi Teaching Scheme.
3. Submission of quarterly and annual reports regarding use of Hindi as official language.
4. Implementation of Hindi Orders in the Subordinate Offices.
5. Preparation of model drafts for the various sections and offices under the CLC's Organisation.
6. Parliament Questions and assurance relating to Hindi as Official Language.
7. Calling of meeting and preparation of minutes of the Official Language Implementation Committee in the CLC(C)'s as follow-up action in its decisions.
8. Implementation of official Language Act and rules made thereunder.
9. Submission of material etc. for the meeting of the Hindi Salahakar Samiti of the Ministry of Labour and follow-up action on the decisions thereof.
10. Submission of half-yearly report on the progress of Hindi teaching Scheme.
11. Review of Staff Strength of Jr. Hindi Translators etc. In Headquarters as well as regional offices.
12. Incentive Schemes for programme use of Hindi in official work.
13. Coordination between CLC(C) Hqr. and Ministry of Labour & Employment and Deptt. Of Official Language, MHA.

INDUSTRIAL RELATION SECTION

Head of Section: Section Officer/RLC(C)/Dy.CLC(P)/CLC(C)
Telephone No: 23001208 / 23001209
Auto No: 2208 / 2209
Room No: 501

Subject dealt with:

- 1 Industrial Dispute (IDs) and Conciliation in matter of Major Ports, Railways, Defence Undertakings, Food Corporation of India, Post & Telegraph, CPWD, Banks, Insurance, Air Transport Corporations, Coal Mines and Non Coal Mines including oil fields and controlled industries i.e. Oil Refinery, Atomic, Minerals, Mines and Projects under Industrial Dispute Act 1947.
2. Implementations of Settlements and Awards on industries mentioned as (1) above.
3. Important Strikes and Lockouts in the industries mentioned as (1) above.
4. Complaints/ Grievances received from any union or individual pertaining to industries mentioned as (1) above.
5. Parliament Questions/ Writ Petitions on industries mentioned as (1) above.
6. FOCs & offer regarding above matters referred by Ministry of Labour & Employment for opinion in respect of Industries mentioned as (1) above.
7. Any other matter concerning to Coal Mines and Non –Coal mines not specifically assigned to any other Section.
8. Submission of weekly Review of Labour Situation.
9. Monthly report for Cabinet on Labour Situation/ Monthly statistical report to Cabinet/ Weekly Statement regarding important strikes/ Lockouts continuing for more than seven days in central sphere. Matters relates to State Sphere.
10. Complaints/ Grievance's received from any Union or Individual pertaining to industries mentioned as (1) above.
11. Parliament Questions/ Writ Petitions on industries mentioned as (1) above.
12. F O Cs referred by Ministry of Labour for opinion in respect of Industries mentioned as (1) above.

13. Any other matter concerning to Coal Mines and Non Coal mines not specifically assigned any other section.

LABOUR LAWS I& II SECTION

Head of Section: Section Officer/RLC(P)/Dy.CLC(J)/CLC(C)
Telephone No: 23001433
Auto No: 2433
Room No: 611

Subject dealt with:

1. Matters relating to:

- i) Industrial Employment (Standing Orders) Act, 1946 & Rules 1946
- ii) Industrial Disputes Act, 1947 & Industrial Disputes (Central) Rules, 1957 & Industrial Relation Bill
- iii) Payment of Bonus Act 1965, & Rules, 1965

2. Work relating to

- i) Certification of draft Standing Order/Modifications
- ii) Appeals under the IE(S.Os) Act, 1946

3. Issuing of Notification declaring ALCs/ LEOs as Conciliation Officers under I.D. Act, 1947.

4. Maternity Benefit Act & Rules/ Circus Industries.

5. Payment of Gratuity, Act. 1972.

- i) Clarification/ interpretation under the above said Act.
- ii) Application filed for exemption under this Act.
- iii) Appeal/ Writ Petition filed against the decision of Controlling/ Appellate Authority under the Act.
- iv) Periodical returns under the Act.

6. i) Workmen Compensation Act, 1923 and Rules.

ii) The Sales Promotion Employees (Condition of) Act and Rules.

iii) Implementation of the Scheme of Workers

iv) Factories Act & Rules, 1948.

7. General matters of interpretation, amendment, clarification including issue of sanction letters relating to: -

i) M.W. Act, 1948, M.W(C) Rules, 1950

ii) P.W. Act, 1936, P.W (Rlys.) Rules, 1938 P.W. (Procedure), Rules, 1949 P.W. (ATS), Rules, 1958, P.W. (Misc.) Rules 1956

iii) Trade Union Act, 1926 Regulation

iv) Equal Remuneration Act. & Rules

v) Child Labour (P&R) Act 1986 & Rules,

a) Writ Petition/ Appeal relating to CL(R&A) Act, 1970 and Central Rules, 1971.

- b) Licensing of Contractors/ Registration of Principal employers/ Refund of Security Deposit references under CL.(R&A) Act.
 - c) Parliament Question in respect of above Acts and Rules.
 - d) Clarification of appropriate Government in respect of above Act.
 - e) Interpretation of the provision of CL(R&A) Act.
 - f) Periodical returns under these Acts.
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- vi) Chapter VIA of Indian Rlys Act, 1890, RS (H.O.E.R) Rules, 1961 and subsidiary instruction to Rlys. at RS (H.O.E.R)
 - vii) The Labour Laws (Exemption for furnishing returns and maintaining registers by certain Establishments) Act. 1988
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- 8. Preparation of Annual report/ Returns on the Acts dealt within the Section.
 - 9. Complaints & representations relating to Acts dealt with in the section
 - 10. Advisory Boards, Committees Etc, under M.W. Act, 1948.
 - 11. Consumer Price Index Number
 - 12. All matters relating to fixation, revision and verification of Minimum Wages

LABOUR LAWS III SECTION

Head of Section: Section Officer/RLC(C)/Dy.CLC(J)/CLC(C)
Telephone No: 23001430
Auto No: 2430
Room No: 611

Subject dealt with:

1. References received from Ministry of Labour and Employment in respect of Industrial Disputes pertaining to State Sphere.
2. Labour matter relating to State Sphere including individual complaints.
3. Inter State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979.

SPEED AND EFFICIENCY/ VIGILANCE SECTION

Head of Section: Section Officer/US(LD)/Dy.CLC(S)/CLC(C)
Telephone No: 23716930 / 23001215
Auto No: 2215
Room No: 501

Subject dealt with:

1. Enforcement of CCS (CCA) Rules, 1965.
2. Enforcement of CCS (Conduct) Rules, 1964.
3. Enforcement of CCS (Safeguarding of National Security) Rules.
4. Moveable and Immovable property, Acquisition/ Disposal.
5. Processing of Disciplinary cases. Appeals, Memorials and Petitions.
6. Annual Confidential Reports in respect of O.S. in field Offices/ LEOs(C)/All CLS officers posted in the CLC(C) org. and all officials at Hqrs. Office.
7. All O&M matters.
8. Work Flow Chart.
9. Delegation of Financial and Administrative Powers.
10. Jurisdiction including permission for shifting of regional and field offices.
11. Inspection of regional and field offices.
12. Matters relating to Work Study.
13. Analysing Assessment Reports of Dy.CLCs(C)/RLCs(C)/ALCs(C)/LEOs(C) working in field offices.
14. Tour programmes of Dy.CLCs(C)/RLCs(C) - Approval of/ permission for taking stenographers on tour – travel beyond jurisdiction.
15. Matters pertaining to Archival Policies.
16. Grievances: - Public/ Staff, Quarterly reports etc.

STATISTICS SECTION

Head of Section: AD/RLC(Trg)/Dir(Trg)/CLC(C)
Telephone No: 23389367
Room No: 33 Jaisalmer House

Subject dealt with:

1. Maintenance and interpretation, Collection, Scrutiny, Compilation of statistics in Central sphere (Monthly and Quarterly Return at the regional and national level.
2. Data on characteristics such as No. of Irregularities detected and Rectified, No. of Prosecutions launched & withdrawn, No. of Claims filed & withdrawn, No. of Decisions in favour & against on 'enforcement of various labour laws' such as P.W. (Mines), P.W. (Railways). H.O.E.R, Child Labour Act. (P& A) Act., P.W. Act. (Major Ports), P.W. Act. (ATS), ISMW Act, P.B. Act, .G. Act, E.R. Act and BOCW (RE&CS) Act.
3. Industries wise break up, Threatened Strike and Lock Out intervened and averted by CLC(C).
4. No. of Industrial disputes handled and settled.
5. Reconciliation of work stoppages statistics with labour Bureau Shimla (Bi-annual) & Compilation of No. of industrial disputes resulting in work stoppage particularly No. of Strikes, No. of Workers involved No. of man days lost, wages production lost.
6. Statistics (No. of Units/ cases and No. of workers affected) relating to Lay-off, Retrenchment and Closures.
7. Compilation, Tabulation and Supply of Statistical information relating to Statistics Section for inclusion in the following:
 - i) Ministry's Annual Report,
 - ii) L.M's Budget Speech
 - iii) Annual Report on the working of CIRM and
 - iv) Standard Reference Note on working of CIRM etc.
8. Improvements in the collection and compilation of statistics in the CLC(C) organization.

VERIFICATION-I SECTION

Head of Section: LEO/ALC(LKS)/CLC(C)
Telephone No: 23001207
Auto No: 2207
Room No: 503

Subjects dealt with:

1. General Verification of membership of trade unions affiliated to Central Trade Union Organisations.
2. Verification of membership of unions affiliated to workers organizations other than the recognized Central Trade Union Organisations.
3. Advice to the Ministry in the matters relating to allocation of Labour seats on Committees, Conferences, Boards, and Development Councils etc.

VERIFICATION-II SECTION

Head of Section: LEO/RLC(P)/Dy.CLC(S)/CLC(C)
Telephone No: 23001213
Auto No: 2213
Room No: 503

1. Nationalised Banks (Managements & Miscellaneous Provisions) Scheme, 1970 & 1980- Verification of unions operation in Nationalised Bank for the purpose of giving representation to the employees of banks on respective Boards of Directors.
2. State Bank of India (Appointment of Employee Directors), Rules, 1947 and Subsidiary Banks (Appointment of Employees Directors), Rule, 1947- Verification of unions operating in SBI and its seven subsidiaries for the purpose of giving representation to the employees of bank on respective Board of Directors.
3. Verification under the procedure of Code of Discipline and Secret Ballot for recognition under the Code of Discipline.
4. Ad-hoc verification of Major Ports etc.

WELFARE AND TRAINING SECTION

Head of Section: RLC(Trg)/Dy.CLC(G)/CLC(C)
Telephone No: 23389367
Room No: 32 Jaisalmer House

Subjects dealt with:

1. Monthly/ Annual Welfare Reports from the Labour officers.
2. Works Committees/ Returns and Reference thereof.
3. Service conditions of Labour Officers of the Central Pool.
4. Welfare Scheme in Central Sphere Undertakings.
5. References relating to canteens in Central Sphere Undertakings.
6. To organize Training Programme/ Workshop for the officers of the Central Labour Service on various matters under Plan Scheme.