

**RTI MANUAL**  
**UNDER**  
**SECTION 4 OF THE RTI ACT 2005**

**MAIN SECRETARIAT**  
**MINISTRY OF LABOUR & EMPLOYMENT**

## **Information under Section 4 of the RTI Act, 2005.**

**Section 4(1)(b) (i): the particulars of its organisations, functions and duties;- The subjects allotted to the MINISTRY OF LABOUR & EMPLOYMENT, under the Government of India (ALLOCATION OF BUSINESS) RULES, 1961 are as follows:**

### **PART- I. UNION SUBJECTS:**

- 1) In respect of Union Railways - Payment of wages, trade disputes, hours of work for employees not covered by the Factories Act, and regulation of employment of children.
- 2) In respect of Docks - Regulation of safety, health and welfare measures concerning dock labour.
- 3) Regulation of labour and safety in mines and oilfields.

### **PART II. CONCURRENT SUBJECTS:**

- 4) Factories.
- 5) Welfare of Labour - Industrial, commercial and agricultural conditions of labour, provident funds, family pension, gratuity, employer's liability and workmen's compensation, health and sickness insurance, including invalidity pensions, old age pensions, improvement of working conditions in factories; canteens in industrial undertakings.
- 6) Unemployment Insurance.
- 7) Trade Unions Act, 1926 and Industrial Disputes Act, 1947.
- 8) Labour statistics.
- 9) Employment and unemployment except rural employment and unemployment.
- 10) Vocational and technical training of craftsmen.

### **PART III: ADDITIONAL BUSINESS FOR STATES OF HIMACHAL PRADESH, MANIPUR, TRIPURA AND UNION TERRITORY OF DELHI:**

- 11) Items mentioned in Part II above.

**PART IV: INCIDENTAL BUSINESS WITH RESPECT TO ANY OF THE MATTERS MENTIONED IN PARTS I, II AND III ABOVE:**

- 12) The implementing of treaties and agreements with other countries.
- 13) Jurisdiction and powers of all Central Government Industrial Tribunals/Labour Courts.

**PART V: MISCELLANEOUS BUSINESS:**

- 14) Employment exchanges.
- 15) Schemes for training of instructors, craftsmen, technicians and foreman at supervisory level both in India and abroad, apprentice training.
- 16) International Labour Organisation (ILO)
- 17) Tripartite Labour Conferences.
- 18) The War Injuries (Compensation Insurance) Act, 1943 (23 of 1943) and Scheme.
- 19) Administration of laws connected with safety and welfare in mines other than coalmines; organizations of the Chief Inspector of Mines. Administration of Beedi and Cigar Labour Welfare Act and Rules framed there under, Lime Stone & Dolomite Mines Labour Welfare Fund Act & Rules framed there under, Iron ore, Manganese ore, Chrome Ore Mines Labour Welfare Fund Act & rules framed there under, Mica mines Labour Welfare fund Act & rules framed there under, Cinema workers Welfare fund Act & rules framed there under.
- 20) Administration of the Indian Dock Labourers Act, 1934 and the Regulations made there under and the Dock Workers (Safety, Health and Welfare) Scheme, 1961 framed under the Dock Workers (Regulation of Employment) Act, 1948 (9 of 1948).
- 21) Administration of the Tea Districts Emigrant Labour (Repeal) Act, 1970 (50 of 1970) and the Organisation of the Controller of Emigrants Labour.
- 22) Administration of the Minimum Wages Act, 1948 (11 of 1948).
- 23) Administration of the Employees' State Insurance Act, 1948 (34 of 1948), the Employees Provident Funds and Miscellaneous Provisions Act, 1952 (19 of 1952) and the payment of Gratuity Act, 1972 (39 of 1972).
- 24) Administration of Labour Laws in central sphere undertakings.
- 25) Labour Statistics: Organisation of Director Labour Bureau.
- 26) Organisation of Chief Labour Commissioner and Constitution and administration of Central Government Industrial Tribunal, Central Government Labour Courts, National Industrial Tribunal.
- 27) Organisation of Chief Advisor Factories, Staff Training Division, including Central Labour Institute, productivity and Training within industry Centres and Regional Museums of Safety, Health and Welfare.
- 28) Plantation Labour and administration of the Plantations Labour Act, 1951 (69 of 1951).

- 29) Recruitment, Posting, Transfer, Vigilance and Training of Central Government Assistant Labour Welfare Commissioner (Central), Assistant Labour Commissioner (Central), Assistant Welfare Commissioner (Central), Deputy Labour Welfare Commissioner (Central), Regional Labour Commissioner (Central), Deputy Welfare Commissioner (Central), Welfare Commissioner, Labour Welfare Commissioner, Deputy Chief Labour Commissioner (Central).
- 30) Administration of the Working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 (45 of 1955).
- 31) Schemes regarding Workers' Education.
- 32) Schemes regarding Workers' Participation in Management.
- 33) Discipline in Industry.
- 34) Constitution of Wage Boards for individual industries.
- 35) Regulation of working conditions of motor transport workers,.
- 36) Evaluation of the implementation of Labour Laws in the country.
- 37) Administration of laws relating to the working conditions and welfare of cinema workers and cinema theatre workers.
- 38) Prime Minister Shram Awards, National Safety Awards (for Mines and Factories) Rashtriya Vishwakarma Puraskar.
- 39) The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (27 of 1996) Other Construction Workers Welfare Cess Act, 1996 (28 of 1996).
- 40) Sales Promotion Employees (Conditions of Services) Act, 1976 (11 of 1976).

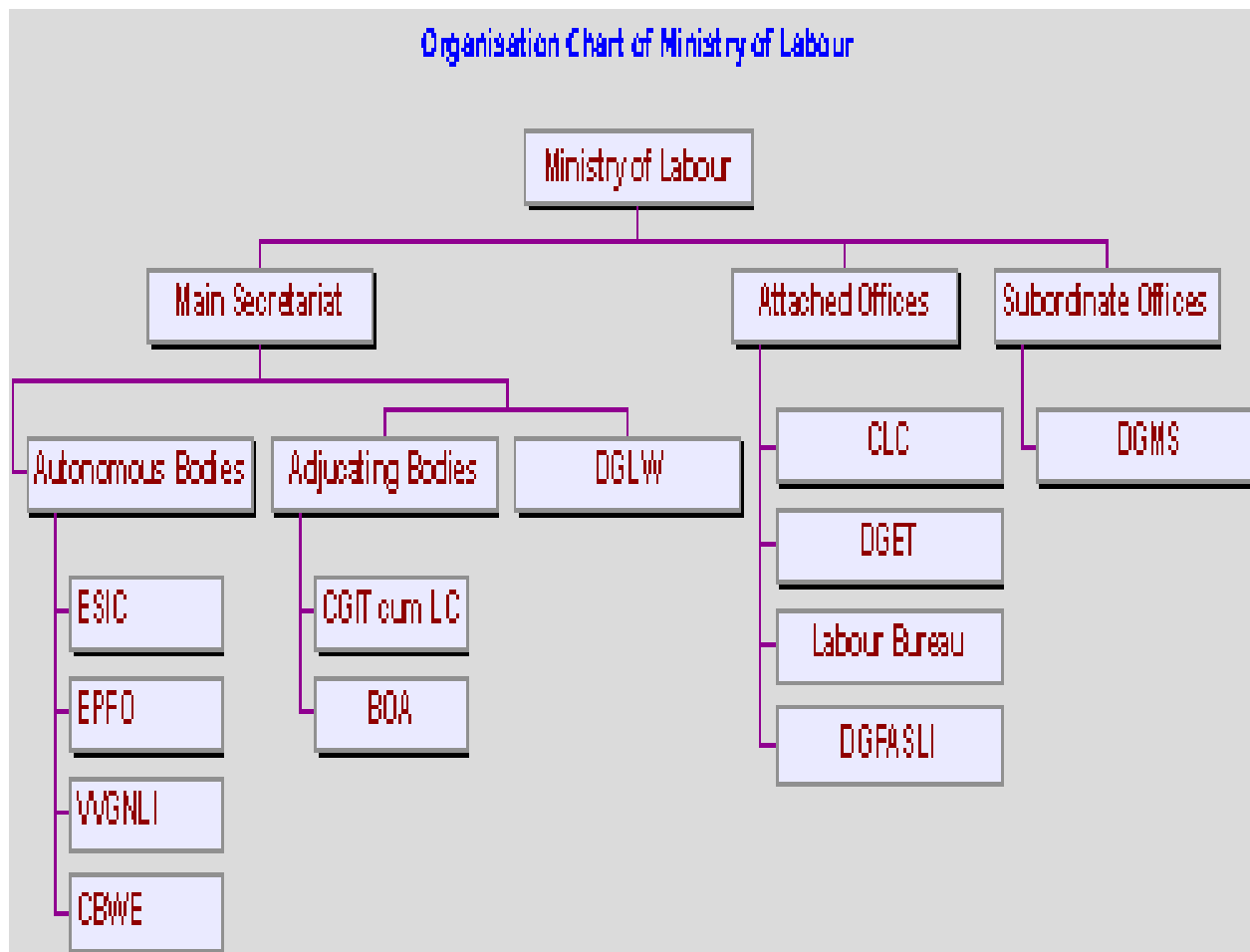
#### **THURST AREA OF THE MINISTRY OF MINISTRY OF LABOUR & EMPLOYMENT**

- **Labour Policy and legislation;**
- **Safety, health and welfare of labour;**
- **Social security of labour;**
- **Policy relating to special target groups such as women and child labour;**
- **Industrial relations and enforcement of labour laws in the Central sphere;**
- **Adjudication of industrial disputes through Central Government Industrial Tribunals cum Labour Courts and National Industrial Tribunals;**
- **Workers' Education;**
- **Labour and Employment Statistics;**
- **Emigration of Labour for employment abroad;**
- **Employment services and vocational training;**

- **Administration of Central Labour & Employment Services;**
- **International co-operation in labour and employment matters;**
- **Labour Policy and legislation;**
- **Safety, health and welfare of labour;**
- **Social security of labour;**
- **Policy relating to special target groups such as women and child labour;**
- **Industrial relations and enforcement of labour laws in the Central sphere;**
- **Adjudication of industrial disputes through Central Government Industrial Tribunals cum Labour Courts and National Industrial Tribunals;**
- **Workers' Education & Labour and Employment Statistics;**
- **Emigration of Labour for employment abroad;**
- **Employment services and vocational training;**
- **Administration of Central Labour & Employment Services & International co-operation in labour and employment matters;**

## The Organisational Chart of the Ministry of Labour & Employment:

Union Minister of Labour & Employment : [Shri Mallikarjun Kharge](#)



Ministry of Labour & Employment fulfils its role/functions/duties through Main Secretariat and its various attached & subordinate offices/ autonomous organizations/adjudicating bodies and arbitration bodies. The details are as follows:

#### Main Secretariat

#### Attached Offices

- [Office of the Chief Labour Commissioner \( Central\), New Delhi](#)
- [Directorate General, Employment and Training, New Delhi](#)
- [Labour Bureau, Simla](#)
- [Directorate General,Factory Advice Service and Labour Institutes, Bombay](#)

#### Subordinate Offices

- Directorate General, Mines Safety, Dhanbad
- Office of the Welfare Commissioner, Allahabad, Bangalore, Bhubaneshwar, Calcutta, Hyderabad,Jabalpur, Karma(Bihar) and Nagpur

#### Adjudicating Bodies

- [Central Government Industrial Tribunal-cum-Labour Court No.1 Dhanbad\(Bihar\) and No.1Mumbai and at Asansol, Calcutta, Jabalpur, New Delhi, Chandigarh, Kanpur, and Banglore](#)

#### Arbitration Bodies

- Board of Arbitration (JCM), New Delhi

#### Autonomous Organizations

- [Employees' State Insurance Corporation, New Delhi](#)
- Employees' Provident Fund Organisation, New Delhi
- V.V.Giri National Labour Institute, NOIDA, (U.P)
- [Central Board for Workers' Education, Nagpur](#)

Main Secretariat, Attached & Subordinate offices and Autonomous Organizations have their own website which are linked with the Ministry's website i.e. [www.labour.nic.in](http://www.labour.nic.in) .

The Main Secretariat is sub-divided into the following sections/units/desks which details i.e. functions etc are available on the Ministry's website [www.labour.nic.in](http://www.labour.nic.in) under the heading sections/divisions > Internal Work Study Unit > Work Distribution.

Sl.No.	Sections	Brief Name
1	<a href="#">Administration - I Section</a>	Adm.-I
2.	<a href="#">Administration - II Section</a>	Adm.-II
3.	<a href="#">Administration - III Section</a>	Adm.-III
4.	<a href="#">Audit Cell</a>	AC Cell
5.	<a href="#">Bonded Labour Section</a>	BL Section
6.	<a href="#">Budget &amp; Accounts Section</a>	B&A Section
7.	<a href="#">Career Management and Training Unit</a>	CMT Unit
8.	<a href="#">Cash Section</a>	Cash Section
9.	<a href="#">Central Labour Service-I</a>	CLS-I Section
10.	<a href="#">Central Labour Service-II</a>	CLS-II Section
11.	<a href="#">Central Registry Section</a>	CR Section
12.	<a href="#">Child &amp; Woman Labour-I Section</a>	C&WL-I Section
13.	<a href="#">Child &amp; Woman Labour-II Section</a>	C&WL-II Section
14.	<a href="#">Coordination Section</a>	Coord. Section
15.	<a href="#">Economic and Statistical Analysis Unit</a>	ESA Unit
16.	<a href="#">Finance-I Section</a>	Fin-I Section
17.	<a href="#">Finance-II Section</a>	Fin.-II Section
18.	<a href="#">Industrial Relations Desk (Bank- I)</a>	IR (B-I) Desk
19	<a href="#">Industrial Relations Desk (Bank- II)</a>	IR (B-II) Desk
20.	<a href="#">Industrial Relations Desk (Coal Mines- I)</a>	IR (C-I) Desk
21.	<a href="#">Industrial Relations Desk (Coal Mines-I I)</a>	IR (C-II) Desk
22.	<a href="#">Industrial Relations Desk (Departmental Undertakings)</a>	IR (DU) Desk

23.	<a href="#">Industrial Relations Desk (Miscellaneous)</a>	IR (Misc) Desk
24.	<a href="#">Industrial Relations Desk (Implementation- I)</a>	IR (Imp-I) Desk
25.	<a href="#">Industrial Relations Desk (Implementation-II)</a>	IR (Imp-II) Desk
26.	<a href="#">Industrial Relations Desk (Policy General)</a>	IR (PG) Desk
27.	<a href="#">Industrial Relations Desk (Policy Legal)</a>	IR (PL) Desk
28.	<a href="#">Industrial Safety &amp; Health -I</a>	ISH-I Section
29.	<a href="#">Industrial Safety &amp; Health-II</a>	ISH-II Section
30.	<a href="#">Internal Work Study Unit</a>	IWSU Unit
31.	<a href="#">International Labour Affairs Section</a>	ILAS Section
32.	<a href="#">Labour Conference Section</a>	LC Section
33.	<a href="#">Labour Document &amp; Reference Centre</a>	LDRC/ Library
34.	<a href="#">Labour Welfare Section</a>	LW Section
35.	<a href="#">Parliament Unit</a>	PU Unit
36.	<a href="#">Planning Unit</a>	PU Unit
37.	<a href="#">Rajbhasha Niti Anubhag and Anuvad Anubhag</a>	Hindi Unit
38.	<a href="#">Right to Information &amp; L Cell</a>	RTI&L Cell
39.	<a href="#">Rural Workers Cell</a>	RW Cell
40.	<a href="#">Social Security-I Section</a>	S.S-I Section
41.	<a href="#">Social Security -II Section</a>	S.S.- II Section
42.	<a href="#">Vigilance Section</a>	Vig Section
43.	<a href="#">Wage Board Section</a>	WB Section
44.	<a href="#">Wage Cell (Minimum Wages)</a>	WC(MW) Cell
45.	<a href="#">Welfare -I Section</a>	W-I Section
46.	<a href="#">Welfare -II Section</a>	W-II Section
47.	<a href="#">Welfare-III Section</a>	W.III Section
48.	<a href="#">Welfare-IV Section</a>	W.IV Section
49.	<a href="#">Welfare-V Section</a>	W.V Section

**Section 4(1)(b) (ii): the powers and duties of the officers and employees of Main Secretariat, Ministry of Labour & Employment are as follows:**

S.No.	Name & Designation of the Officer	Allocated work
<b>Sh. P.C. CHATURVEDI, IAS (U.P:75): SECRETARY, LABOUR &amp; EMPLOYMENT</b>		
1.	Sh. Ravi Mathur, IAS(RJ:79) Additional Secretary	<ol style="list-style-type: none"> <li>1. All matters relating to Industrial Relations</li> <li>2. Official Language</li> <li>3. Public Grievances</li> <li>4. Public Relations/Media</li> <li>5. Appellate Authority for Railways (HOER)</li> <li>6. All Legal Matters</li> <li>7. Monitoring of Plan/Non-Plan Expenditure of Ministry</li> <li>8. Special invitee to all Statutory or Advisory Boards/ Committees/ Meetings of the Ministry where he is not a member.</li> <li>9. Organization of all Regional/Zonal meeting of the Ministry.</li> <li>10. Social Security</li> <li>11. Adm.I/II/III</li> <li>12. CR/MMO/LDRC/CMT</li> <li>13. Public Grievances</li> <li>14. Central Labour Service</li> <li>15. Nodal officer AVMS</li> </ol>
2.	Smt. Vinita Kumar, IES LEA	<ol style="list-style-type: none"> <li>1. ESA (Labour Bureau)</li> <li>2. Wage Board</li> <li>3. Wage Cell</li> <li>4. Coordination/2nd NCL</li> <li>5. Planning Unit</li> <li>6. Parliament Unit.</li> </ol>

<b>3.</b>	Shri Anil Swarup, IAS (UP:81) Director General (Labour Welfare)/JS	Labour Welfare – Rural and Unorganized Labour, Bonded Labour
<b>4.</b>	Shri Sharda Prasad, IAS(U.P:81) DGE&T/JS	Director General, Employment & Training (DGE&T)
<b>5.</b>	Sh. A.C. Pandey, IAS (UP:84)	1. LC/ILAS 2. Industrial Safety & Health Division 3. Public Relations/Media 4. Child & Woman Labour 5. ESA (CBWE/VVGNLI) 6. All IT &NIC matters 7. Appellate Authority under RTI 8. Chief Vigilance Officer
<b>6.</b>	Dr. Harcharan Singh, IES DDG	1. Wage Board 2. Wage Cell 3. ESA (work relating to Labour Bureau)
<b>7.</b>	Sh. K.M. Gupta, Economic Adviser	1. Co-ordination/2nd NCL(ICNCL) 2. Planning Unit 3. Parliament Unit 4. Official Language.
<b>8.</b>	Sh. S.R. Joshi, DDG	Labour Welfare
<b>9.</b>	Sh. Chaman Kumar, AS &FA	1. Finance 2. Budget & Accounts (B&A) 3. Cash 4. Internal Work Study Unit (IWSU)

<b>10.</b>	Sh. B.L. Choudhary Additional Legal Adviser	Legal matters
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**Distribution of work amongst Directors/Deputy Secretaries of the Main Secretariat,  
Ministry of Labour & Employment**

<b>S. No.</b>	<b>Name of the Director/DS</b>	<b>Work allocated</b>
<b>1.</b>	S.K. Verma, Director	1.Social Security 2.Public Grievances officer
<b>2.</b>	Sh. Ranbir Singh, Director	1. Adm.I/Adm.II/MMO 2. HOD 3. Staff Grievance Officer for Pension matters 4. ESA(VVGNLI & CBWE)
<b>3.</b>	Shri Vikas, Director	1. Labour Conference(LC) 2. International Labour Affairs Section (ILAS) 3. CPIO
<b>4.</b>	Shri V.B.Singh, Director	1. Industrial Relations (IR (C.I)/IR(C.II)/IR(PL) including ITCs on Plantations, Road Transport and Sugar Industry. 2. CLS.-I.
<b>5.</b>	Sh. Harish Kumar Jethi, Director	Child & Woman Labour Division Media & Publicity
<b>6.</b>	Smt. Vandana Sharma, Director	1. Vigilance 2. Industrial Safety & Health(ISH- I & II)

		3. Disaster Management
<b>7.</b>	Sh. Animesh Bharti, IES, Director	1. Industrial Relations(IR(BII)/IR(M)/IR(PG) including ITCs on Cotton Textiles, Jute and Electricity Generation & Distribution 2. CLS-II
<b>8.</b>	Sh. Gautam Roy, CPES(87) Director	1. Child & Woman Labour Division 2. IT Manager/NIC 3. Chief Information Security Officer
<b>9.</b>	Sh. T.N. Dwivedi, Deputy Secretary	Finance
<b>10.</b>	Sh. B.L. Tikania, Deputy Secretary	1. Admn.III 2. Canteen 3. LDRC 4. CR/Record Room 5. Parliament/CMT 6. Co-ordination 7. Liaison Officer for SC/ST 8. HOD, Board of Arbitration
<b>11.</b>	Sh. B.K. Sanwaria, Welfare Commissioner(Hq.)	W-II, IV, V, W-II(C), RTI
<b>12.</b>	Shri Babu Cherian Deputy Secretary	1. Industrial Relations (IR.B.I)/IR(DU)/IR(Imp.I&II) 2. ITCs on Engineering & Chemical Industry 3. Coordination in respect of IR (Division) other than Desks.

<b>13.</b>	Sh. Balbir Singh, Deputy Secretary	W-1/W-1(Vig.)/LW, Audit Cell
<b>14.</b>	Shri Rakesh Kumar Dwivedi, JD(OL)	Official Language

**Distribution of work among Under Secretaries of the Main Secretariat, Ministry of Labour & Employment**

<b>S.No</b>	<b>Name of the Officer S/Sh./Smt.</b>	<b>Work allocated</b>
<b>1.</b>	Pradeep Gaur	Adm.I
<b>2.</b>	Jagdish Kumar	(i) ESA(VVGNLI/CBWE) (ii) Adm.III/Record Room/CR/Canteen/LDRC
<b>3.</b>	Ishwar Singh	Welfare-II, IV, V
<b>4.</b>	P.K. Tamrakar	CLS.I/CLS.II
<b>5.</b>	S.D. Xavier	SS Division
<b>6.</b>	Naresh Jaiswal	SS Division
<b>7.</b>	Shersha	Wage Board/Labour Bureau
<b>8.</b>	Subhash Chand	ISH-I & II
<b>9.</b>	Sh. S.K. Tripathi	(i) Cash (ii) Co-ord./RFD (iii) PU/CMT
<b>10.</b>	Ashok Kumar	I.R. (Imp.I)/IR(PL)/CLS-II(Vig.)
<b>11.</b>	Sh. A.K. Thakur	Admn.II(Gen.)/MMO
<b>12.</b>	K.M.S. Khalsa	LC/Vigilance
<b>13.</b>	Indrani Gupta	ILAS
<b>14.</b>	Dinesh Singh	W-I, W-II-C, RTI

<b>15.</b>	Urmila Goswami	RW, BL, W-III
<b>16.</b>	D.C. Bijalwan	LW
<b>17.</b>	Nisha Gaur	IFD
<b>18.</b>	Raj Kumar	IFD
<b>19.</b>	Johan Topno	IR (DU)(Desk)
<b>20.</b>	Sh. G.A. Raghuvanshi	Child Labour

**Distribution of work amongst Deputy Director level officers of the Main Secretariat, Ministry of Labour & Employment**

<b>S.No.</b>	<b>Name of the Deputy Director</b>	<b>Work allocated</b>
<b>1.</b>	Sh. V. Ashok	Industrial Relations (PG)/IR(Imp.II)
<b>2.</b>	Smt. Sameera Saurabh	ILAS
<b>3.</b>	Sh. Kishori Lal	Wage Board
<b>4.</b>	Sh. Ramesh Singh	Planning Unit
<b>5.</b>	Ms. Ashwini Lal Kotasthane	ILAS

**Section 4(1) (b) (iii): the procedure followed in the decision making process, including channels of supervision and accountability:**

The receipts received in the section are processed for necessary action as per the standard Manual of Office Procedure. Normally the channel of submission is as under:-

- (i) Dealing Hand
- (ii) Section Officer
- (iii) Under Secretary/Deputy Director
- (iv) Director/Deputy Secretary
- (v) Joint Secretary/Deputy Director General/Economic Adviser
- (vi) Additional Secretary/Labour & Employment Adviser
- (vii) Secretary
- (viii) Hon'ble Union Minister for Labour & Employment.

However section-wise details of the procedure followed in the decision making process, including channels of supervision and accountability may be seen at the Ministry's website i.e [www.labour.nic.in](http://www.labour.nic.in) under the heading Sections/Divisions > Internal Work Study Unit > Channel of Submissions of Files.

**Section 4(1) (b) (iv): the norms set by it for the discharge of its functions:** The Sections take prompt action, with utmost urgency on the reference received in the section, as per the time schedule and urgency of the matter.

**Section 4(1) (b) (v): the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:** The manual followed by the Sections is **Manual of Office Procedure**. All the work performed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time. Beside this, functions are also discharged according to various labour acts/laws/rules/regulations which are administered by the Main Secretariat, Ministry of Labour & Employment. A **List of Acts administered by various sections/divisions of the Main Secretariat, Ministry of Labour & Employment is as follows:**

<b><u>Sr. No.</u></b>	<b><u>Name of Act</u></b>	<b><u>Section/Division</u></b>
1	Child Labour (Prohibition and Regulation) Act, 1986.	Child Labour-I
2	Children (Pledging of Labour) Act,1933	Child Labour-I
3	Equal Remuneration Act,1976.	Child & Labour -II
4	The personal Injuries (Emergency) Provisions Act, 1962.	Industrial Safety and Health-II (ISH-I Section)
5	The personal Injuries (Compensation Insurance) Act, 1963.	Industrial Safety and Health-II (ISH-I Section)
6	The War Injuries Ordinance Act, 1941.	Industrial Safety and Health-II (ISH-I Section)
7	The War Injuries (Compensation Insurance) Act, 1943.	Industrial Safety and Health-II (ISH-I Section)
8	Mines Act, 1952.	Industrial Safety and Health-II (ISH-II Section)
9	Factories Act, 1948.	Industrial Safety and Health-II (ISH-II Section)
10	Dock Workers (Safety, Health and Welfare) Act, 1986.	Industrial Safety and Health-II (ISH-II Section)
11	Contract Labour (Regulation & Abolition) Act, 1970.	Labour Welfare Section (LW Section)
12	Bonded Labour System (Abolition) Act, 1976, and the Rules framed there under.	Bonded Labour (DGLW)
13	Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.	Bonded Labour (DGLW)
14	The Building and Other Construction Workers (Regulation of Employment and Conditions of Services) Act, 1996.	Bonded Labour (DGLW)
15	The Building and Other Construction Workers Welfare Cess Act, 1996.	Bonded Labour (DGLW)
16	Employees' State Insurance Act, 1948.	Social Security – I (SS-I Section)
17	Workmen's Compensation Act, 1923.	Social Security – I (SS-I Section)
18	Maternity Benefit Act, 1961.	Social Security – I (SS-I Section)

19	Employers' Liability Act, 1938.	Social Security – I (SS-I Section)
20	Fatal Accidents Act, 1855	Social Security – I (SS-I Section)
21	The Employees' Provident Fund Scheme, 1952.	Social Security – II (SS-II Section)
22	The Employees' Provident Funds & Misc Provisions Act, 1952.	Social Security – II (SS-II Section)
23	The Employee's Deposit Linked Insurance (EDLI) Scheme, 1976.	Social Security – II (SS-II Section)
24	The Payment of Gratuity Act, 1972 and the Payment of Gratuity (Central) Rules, 1972.	Social Security – II (SS-II Section)
25	Employees Pension Scheme 1995	Social Security – II (SS-II Section)
26	Assam Tea Plantation Provident Fund Act	Social Security – II (SS-II Section)
27	Payment of Bonus Act, 1965.	Wage Board Section (WB Section)
28	Working Journalist and Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1965.	Wage Board Section (WB Section)
29	Working Journalists (Fixation of Rates of Wages) Act, 1958.	Wage Board Section (WB Section)
30	Minimum Wages Act, 1948.	Wage Cell [Minimum Wages]
32	Payment of Wages Act, 1936.	Wage Cell [Minimum Wages]
33	The Mica Mines Labour Welfare Fund Act, 1946.	Welfare-II (W.II Section)
34	The Limestone and Dolomite Mines Labour Welfare Fund Act, 1972.	Welfare-II (W.II Section)
35	The Iron Ore Mines, Manganese Ore Mines and Chrome Ore Mines Labour Welfare Fund Act, 1976.	Welfare-II (W.II Section)
36	The Iron Ore Mines, Manganese Ore Mines and Chrome Ore Mines Labour Welfare Cess Act, 1976.	Welfare-II (W.II Section)
37	The Beedi Workers Welfare Fund Act,	Welfare-II (W.II Section)

	1976.	
38	The Beedi Workers Welfare Cess Act, 1976.	Welfare-II (W.II Section)
39	The Cine Workers Welfare Fund Act, 1981.	Welfare-II (W.II Section)
40	The Cine Workers Welfare Cess Act, 1981	Welfare-II (W.II Section)
41	The Beedi & Cigar Workers (Conditions of Employment) Act, 1966.	Welfare-II (W.II Section)
42	The Cine Workers and Cinema Theatre Workers (Regulation of Employment) Act, 1981.	Welfare-II (W.II Section)
43	Industrial Disputes Act, 1947 and Industrial Disputes (Central) Rules, 1957.	Industrial Relations (Policy Legal) (Desk) (IR-PL)
44	Trade Unions Act, 1926.	Industrial Relations (Policy Legal) (Desk) (IR-PL)
45	General issues connected with taking action under the E.S.M. Act, 1981	Industrial Relations (Policy Legal) (Desk) (IR-PL)
46	Plantation Labour Act, 1951 and related matters.	-do-
47	Weekly Holidays Act, 1942.	Industrial Relations (Policy Legal) (Desk) (IR-PL)
48	National and Festival Holidays Act and Matters relating thereto.	Industrial Relations (Policy Legal) (Desk) (IR-PL)
49	Shops and Establishments Act.	Industrial Relations (Policy Legal) (Desk) (IR-PL)
50	Industrial Employment (Standing Orders) Act, 1946 and Industrial Employment (Standing Orders) Central Rules, 1946.	Industrial Relations (Policy Legal) (Desk) (IR-PL)
51	Industries (Development and Regulation) Act, 1951.	Industrial Relations (Policy General) (IR-PG)
52	Industrial Disputes Act, 1947.	Industrial Relations (Policy General) (IR-PG)
53	The Apprentices Act, 1961.	DGE&T
54	The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959	DGE&T
55	The Motor Transport Workers Act, 1961.	Coordination
56	The Sales Promotion Employees	Coordination

	(Conditions of Services) Act, 1976	
57	Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishments) Act, 1988.	Coordination
58	Labour Laws (Maintenance of Registers, Submission of Annual Returns by Establishments) and Miscellaneous Provisions Bills, 2003.	Coordination

However various labour acts are available on the Ministry's website i.e. [www.labour.nic.in](http://www.labour.nic.in) under the heading 'Acts of Labour Ministry'.

**Section 4(1) (b) (vi): a statement of the categories of documents that are held by it or under its control:** The copy of the labour acts/laws/by-laws/rules/regulations/notifications etc are held by or under the control of the respective section/division who administer that labour act. Beside this, names of some important documents/reports are given as under which may be seen at the Ministry's website i.e. [www.labour.nic.in](http://www.labour.nic.in):

- a) Annual Report of the Ministry
- b) Citizen Charter of the ministry
- c) National Policy on HIV/AIDS
- d) National Policy on Safety, Health and Environment at Workplace
- e) National Policy on Skill Development
- f) Strategic Plan Document
- g) Draft Protocol on Prevention, Rescue, Repatriation and Rehabilitation of Trafficked and Migrant Child Labour
- h) Annual Report to the People on Employment
- i) Labour Statistics
- j) Index Numbers
- k) Minimum Wages
- l) Safety and Accident Statistics
- m) EPFO Operational Statistics

**Section 4(1) (b) (vii): the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:** Various appropriate forums/Tripartite committees meeting/Discussions with stakeholders are used to evolve consensus on relevant issues whenever called for. Besides this, comments are also invited from the citizens on draft through internet whenever required.

**Section 4(1) (b) (viii): a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public:** A list of Committee/Boards(Statutory/Non-Statutory) under the Ministry of Labour & Employment is given as under:

Sl.No.	Name of Committees / Boards under the Ministry of Labour and Employment ( Statutory / Non-statutory )	Section
<b>STATUTORY</b>		
01.	Employees State Insurance Corporation	SS-I
02.	Standing Committee (ESIC)	SS-I
03.	Medical Benefit Council (ESIC)	SS-I
04.	The Central Board of Trustees (Employees Provident Fund)	SS-II
05.	Executive Committee (Employees Provident Fund Organisation)	SS-II
06.	Central Advisory Board under Section 7 of the Minimum Wages Act, 1948	Wage Cell
07.	Minimum Wages Advisory Board under Section 8 of the Minimum Wages Act, 1948	Wage Cell
08.	Two Wage Boards one for Working Journalists and another for Non-	Wage Board

	Journalists Newspaper Employees	
09.	Central Apprenticeship Council (CAC)	DGE&T
10.	Central Advisory Contract Labour Board under Contract Labour (Regulation and Abolition) Act, 1970	LW
11.	Central Advisory Committee under Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996	BL
12.	National Social Security Board	RW
13.	Central Advisory Committee on Beedi Workers Welfare Fund	W-II
14.	Central Advisory Committee on Limestone & Dolomite Mines Labour Welfare Fund	W-II
15.	Central Advisory Committee on Iron Ore, Manganese Ore and Chrome Ore Mines Labour Welfare Fund	W-II
16.	Central Advisory Committee on Cine Workers Welfare Fund	W-II
17.	Advisory Committee under Section 9 of the Dock Workers (Safety, Health & Welfare) Act, 1986	ISH-II
18.	Committee under Section 12 of the Mines Act, 1952	ISH-II
19.	Board of Mining Examinations constitutes under Section 11 of Coal Mines Regulations, 1957	ISH.II
20.	Board of Mining Examinations constitutes under Section 11 of the Metalliferous Mines Regulation	ISH-II

21.	Child Labour Technical Advisory Committee	C&WL-I
22.	Central Advisory Committee under Equal Remuneration Act, 1976	C&WL-II
<b><i>NON-STATUTORY</i></b>		
01.	Tripartite Industrial Committee on Plantation Industry	IR(PL)
02.	Industrial Tripartite Committee on Road Transport Industry	IR(PL)
03.	Industrial Tripartite Committee on Cotton Textile Industry	IR(PG)
04.	Industrial Tripartite Committee on Jute Industries	IR(PG)
05.	Industrial Tripartite Committee on Engineering Industry	IR(PG)
06.	Industrial Tripartite Committee on Electricity Generation and Distribution	IR(PG)
07.	Hindi Salahkar Samiti	RBN
08.	National Council for Vocational Training (DGE&T)	DGE&T
09.	Indian Labour Conference (ILC)	LC
10.	Standing Labour Committee (Standing Labour Committee)	LC
11.	National Safety Awards (Mines) Committee	ISH-I
12.	Vishwakarma Rashtriya Puraskar & National Safety Awards Committee	ISH-I
13.	National Committee on Safety	ISH-II
14.	Central Advisory Board on Child Labour	C&WL-I
15.	Governing Body of Central Board for Workers Education	ESA

16.	General Council, V.V. Giri National Labour Institute, NOIDA	ESA
17.	Executive Council, V.V. Giri National Labour Institute, NOIDA	ESA

The minutes of the meetings of the above mentioned Committees/Boards are accessible for the public subject to section 8(1) of the RTI Act, 2005.

**Section 4(1) (b) (ix): a directory of its officers and employees;** Available on Ministry's website i.e. [www.labour.nic.in](http://www.labour.nic.in) under the heading 'Telephone Directory'.

**Section 4(1) (b) (x): the monthly remuneration received by each of its officers and employees, including the system of compensations as provided in its regulations;**- Pay structure in the Ministry of Labour & Employment is given in the following table:

S.No.	Pay Band/Grade Pay (in Rs.)	Status of Posts		Group of Posts Group A, B, C, Unclassified	Total Number of Posts
		Gazetted/ Non- Gazetted	Regular/ Temporary/ Adhoc		
<b>1</b>	<b>2</b>	<b>3</b>		<b>4</b>	<b>5</b>
1.	Secretary Rs.80000/-(Apex Scale)	Gazetted	Regular	Group A	01
2.	Addl. Secretary,HAG- 67000-79000/-	Gazetted	Temporary	Group A	01
3.	Addl. Secretary,HAG- 67000-79000/-	Gazetted	Temporary	Group A	01
4.	Joint Secretary PB-4/10000	Gazetted	Regular	Group A	02

5.	Joint Secretary PB-4/10000	Gazetted	Temporary	Group A	01
6.	Director/ Deputy Secretary PB-4/8700/PB-3/7600	Gazetted	Regular	Group A	11
7.	Under Secretary <u>PB-3/6600</u>	Gazetted	Regular	Group A	23
8.	Section Officer PB-2 & 3*/4800 & 5400*	Gazetted	Regular	Group B	46
9.	Section Officer PB-2 & 3*/4800 & 5400*	Gazetted	Temporary	Group B	01
10.	Assistant PB-2/4600	Non-Gazetted	Regular	Group B	87
11.	Senior Principal Private Secretary PB-3/7600	Gazetted	Regular	Group A	01
12.	Principal Private Secretary PB-3/6600	Gazetted	Regular	Group A	01

13.	Private Secretary PB-2 & 3*/ 4800 & 5400	Gazetted	Regular	Group B	10
14.	Personal Assistant PB-2/4800** & 4600	Non-Gazetted	Regular	Group B	29
15.	Stenographer Grade "D" PB-2/2400	Non-Gazetted	Regular	Group C	42
16.	Senior Analyst PB-3/6600	Gazetted	Regular	Group A	01
17.	Junior Analyst PB-2&3*/4800 & 5400*	Gazetted	Regular	Group B	02
18.	Research Assistant PB-2/4600	Non-Gazetted	Regular	Group B	02
19.	Upper Division Clerk PB-1/2400	Non-Gazetted	Regular	Group C	51
20.	Lower Division Clerk PB-1/1900	Non-Gazetted	Regular	Group C	30
21.	Joint Director(OL) PB-3/7600	Gazetted	Regular	Group A	01

22.	Assistant Director (OL) PB-3/5400	Gazetted	Regular	Group B	01
23.	Senior Hindi Translator PB-2/4600	Non-Gazetted	Regular	Group C	02
24.	Junior Hindi Translator PB-2/4200	Non-Gazetted	Regular	Group C	05
25.	Asstt. Library & Information Officer PB-2/4800	Gazetted	Regular	Group B	01
26.	Library & Information Assistant PB-2/4200	Non-Gazetted	Regular	Group C	04
27.	Library Clerk PB-1/1900	Non-Gazetted	Regular	Group C	01
28.	Senior Library Attendant PB-1/1800	Non-Gazetted	Regular	Group C	01
29.	Staff Car Driver (Grade-I) PB-1/2800	Non-Gazetted	Regular	Group C	01
30.	Staff Car Driver (OG) PB-1/1900	Non-Gazetted	Regular	Group C	05

31.	Scooter Driver/Dispatch Rider PB-1/1900	Non-Gazetted	Regular	Group C	03
32.	M.M.O PB-2/4600	Non-Gazetted	Regular	Group B	01
33.	Senior Gestetner Operator PB-1/1900	Non-Gazetted	Regular	Group C	01
34.	Junior Gestet. Operator PB-1/1800	Non-Gazetted	Regular	Group C	01
35.	Senior Peon PB-1/1800 & 1900	Non-Gazetted	Regular	Group C	05
36.	Daftry PB-1/1800 & 1900	Non-Gazetted	Regular	Group C	28
37.	Peon PB-1/1800	Non-Gazetted	Regular	Group C	57
38.	Farash PB-1/1800	Non-Gazetted	Regular	Group C	05

39.	Safaiwala PB-1/1800	Non-Gazetted	Regular	Group C	12
TOTAL					477

**Section 4(1) (b) (xi): the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;-**

**Section 4(1) (b) (xii): the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

**Section 4(1) (b) (xiii): particulars of recipients of concessions, permits or authorisations granted by it;-**

Information with respect to Section 4(1)(b)(xi) to (xiii) is available on the Ministry's website i.e. [www.labour.nic.in](http://www.labour.nic.in) under the following headings:

Principal Accounts Office  
Statement of Expenditure & Receipts  
Grants in Aid to States  
Detailed Demand for Grants and Outcome Budget  
Ministry Budget

**Section 4(1) (b) (xiv): details in respect of the information, available to or held by it, reduced in an electronic**

**form;-** The ministry regularly take step to provide as much information suo moto to the public at regular intervals through various means of communication, including internet. Accordingly, all labour laws/rules/notifications/amendments/reports/labour statistics etc are maintained in electronic form.

**Section 4(1)(b)(xv): the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

**and**

**Section 4(1)(b)(xvi): the names, designations and other particulars of the Public Information Officers:** The Main Secretariat, Ministry of Labour & Employment has designated all Under Secretaries/Desk Officers/Deputy Directors/Equivalent Officers as Central Public Information Officer(CPIO) of the respective divisions in respect of the work handled by them.

Besides this, a central RTI Cell has also been established which is headed by a Director level officer who will also be the Nodal Officer for the purpose of RTI Act, 2005 in respect to Ministry of Labour & Employment and its Attached/Subordinate offices/Autonomous organisations & adjudicating bodies. It is the responsibility of RTI Cell to receive the requests under the RTI Act, 2005 on behalf of all CPIOs and forward the same to the concerned CPIO. A request for obtaining information pertaining to Ministry of Labour & Employment (Main secretariat) under section (6)(1) of the RTI Act, 2005 shall be accompanied by an application fee of Rupees ten (Rs. 10/-) by way of Cash through proper receipt or by Demand Draft or Bankers Cheque or Indian Postal Order payable to Accounts Officer/PAO(MS), Ministry of Labour & Employment and may be submitted either personally or through post to Director/Nodal Officer under the RTI Act, 2005, Ministry of Labour & Employment, Shram Shakti Bhavan, Rafi Marg, New Delhi-110001.

Dr. A.C.Pandey, Joint Secretary to the Government of India shall be the Senior Officer for the purpose of Section 19(1) of the Right to Information Act, 2005 with respect to Main Secretariat, Ministry of Labour & Employment.





