

MANUAL OF LABOUR WELFARE ORGANISATION, JABALPUR REGION
4(1)(b)(i) ORGANISATION, ITS FUNCTIONS AND DUTIES

The Labour Welfare Organization, Jabalpur Region under the Ministry of Labour & Employment, Government of India deals with the administration of Welfare Funds for certain specified categories of workers in the States of (Madhya Pradesh & Chhatisgarh) Separate legislations have been enacted by the Parliament to set up Welfare Funds to provide medical care, social security, housing, education and recreation facilities to the workers engaged in the Beedi Industry, Iron Ore, Manganese Ore, Chrome Ore Mines, & Limestone & Dolomite Establishments . The Welfare Funds administered by this region are as under: -

- (1) The Beedi Workers Welfare Fund Act, 1976;
- (2) The Limestone & Dolomite Mines Labour Welfare Fund Act, 1972;
- (3) The Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act, 1976

These funds have been created for levy of Cess either on production, consumption of minerals, or on manufacture of Beedis for financing the Welfare Schemes. The Labour Welfare Organization which administers these Funds is headed by a Director General (Labour Welfare) /Joint Secretary to Govt. of India. He is assisted by the Welfare Commissioner (Hqrs.) who supervises the nine Regional Welfare Commissioners for purpose of Administration of these Funds. This Region was created in the year 1972 and is headed by Welfare & Cess Commissioner for levy of Cess and administration of various Welfare Schemes. Three administrative field offices have been established, one at Raipur (Chhatisgarh) headed by Dy. Welfare Commissioner and others at Indore & Sagar headed by Welfare Administrators. These field offices are also looking after functioning of the dispensaries and implementation of Welfare Schemes according to their area of jurisdiction, respectively. The Addresses of the Welfare Commissioner/Dy. Welfare Commissioner/Welfare Administrator Offices are given below:-

1. Office of the Welfare & Cess Commissioner,
Govt. of India, Ministry of Labour & Employment,
Labour Welfare Organisation, M.P. & C.G. Region,
797, Shanti Kunj, South Civil Lines, Jabalpur,
Jabalpur (M.P.) 482001.
2. Office of the Dy. Welfare Commissioner,
Govt. of India, Ministry of Labour & Employment,
Labour Welfare Organisation, C.G. Region,
R-16, Anupam Nagar, P.O. Shankar Nagar,
Raipur (C.G.)
3. Office of the Welfare Administrator,
Govt. of India, Ministry of Labour & Employment,
Labour Welfare Organisation, Indore Region,
Malwa House, In front of G.P.O.,
Indore (M.P.)
4. Office of the Welfare Administrator,
Govt. of India, Ministry of Labour & Employment,
Labour Welfare Organisation, Central Hospital Premises,
Village Baghraj, Sagar (M.P.)

Implementation of welfare schemes in the sphere of health and medical care, education, housing, family welfare, social security, water supply and recreation, formulated under Limestone & Dolomite Mines Labour Welfare Fund Act, 1972, Beedi Workers Welfare Fund Act, 1976, and the Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act, 1976 and assessment/collection of Cess on Limestone & Dolomite under Limestone & Dolomite Mines Labour Welfare Fund Act, 1972 and Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act, 1976. There are Two Central Hospitals in this region one in Distt. Sagar (M.P.) (30 bedded) and the other is Bharveli Distt. Balaghat apart from 41 SCM/Static/Allopathic/Ayurvedic dispensaries which are located at different places in the states of Madhya Pradesh & Chhatisgarh. The address of the Central Hospital, Sagar & Bharveli is as under:-

Central Hospital,
Govt. of India,
Ministry of Labour & Employment,
Beedi Workers Labour Welfare Fund,
Post- Baghraj, Distt. Sagar (M.P.)

Central Hospital,
Govt. of India,
Ministry of Labour & Employment,
Limestone & Dolomite Mines Labour Welfare Fund,
Bharveli, Balaghat (M.P.)

The Central Hospital, Sagar caters to the general health care (both indoor and outdoor) of the Beedi workers and their dependants, while the mobile/static dispensaries attend to the patients visiting mining areas/residential areas of Mine/Beedi workers.

MANNUAL 4(1)(b)(ii)

THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

WELFARE AND CESS COMMISSIONER

1. Functions as Head of the Department and is responsible for overall administrative and financial control of the Labour Welfare Organization, Jabalpur (Madhya Pradesh & Chhatisgarh Region.)
2. He is responsible for proper implementation of various Welfare Schemes for Mine/Beedi/ workers and their dependents in the States of Madhya Pradesh & Chhatisgarh.
3. He is also performing the statutory functions as laid down under various Welfare Fund Legislations.
4. All matters pertaining to collection of cess under the relevant acts and rules framed there under.

DY. WELFARE COMMISSIONER

1. Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
2. All matters pertaining to collection of cess under the relevant acts and rules framed there under.
3. Financial and administrative functions to the extent such powers have been delegated.

4. Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
5. Any other duties assigned by the superior officers.

ASSTT. WELFARE COMMISSIONER/WELFARE ADMINISTRATOR

1. Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
2. Secretary of the Advisory Committee/Finance Sub-Committee.
3. Procurement, supply and maintenance of general stores/stationery/medicines/medical equipments etc. as required for day to day functioning of the various welfare institutions.
4. Survey of labour under his/her beat to ensure their needs as well as assist them in deriving benefits from various welfare schemes-proper scrutiny and verification of application received from beneficiaries with a view to ascertaining the deficiency/lapses/genuineness.
5. Function as Head of Office and is responsible for administrative and financial functions to the extent such powers have been delegated.
6. Responsible under the general financial rules as amended from time to time and any other special or general orders.
7. Supervision of and carrying out the work of the organization in the absence of the Welfare Commissioner on tour etc. to the extent as delegated by him.
8. Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
9. Monitoring the work of the staffs dealing with welfare scheme and provide necessary guidance for their proper functioning.
10. Ensuring supervision of periodical Returns/Reports and such other information as asked for in respect of welfare units/institution.
11. Any other duties assigned by the superior officers.

ADMIN-CUM-ACCOUNTS OFFICER

1. Maintenance of the Accounts of the Organization.
2. Preparation of the Budget.
3. Cheque Drawing Officer.
4. Drawing and Disbursing Officer.
5. Reconciliation of expenditure etc.
6. Settlement of Audit Paras and objections.
7. Advice on matters relating to Finance/Accounts.
8. Maintenance of GPF Accounts pertaining to Gr. 'D' Employees.
9. Joint Custody of Cash along with the Cashier.
10. Any other duties assigned by the superior officers.

ASSTT. WELFARE ADMINISTRATOR

1. Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
2. All matters pertaining to assessment & collection of cess under the relevant acts and rules framed there under.
3. Survey of labour under his/her beat to ensure their needs as well as assist them in deriving benefits from various welfare schemes-proper scrutiny and verification of application received from beneficiaries with a view to ascertaining the deficiency/lapses/genuineness.

4. Ensuring supervision of periodical Returns/Reports and such other information as asked for in respect of welfare units/institution.
5. Supervision of and carrying out the work of the organization in the absence of the Welfare Commissioner on tour etc. to the extent as delegated by him.
6. Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
7. Any other duties assigned by the superior officers.

HEAD-CLERK-CUM-ACCOUNTANT

1. Responsible for the work of the section in which posted.
2. Responsible for the correct and upto date maintenance of accounts both receipt and expenditure including their registers etc.
3. Control over expenditure against sanctioned grant-reconciliation of accounts.
4. Checking of Cash Book.
5. Proper checking of Bills/Cheques to be cashed etc.
6. Settlement of audit paras/objections.
7. Expeditious disposal of the work of the section-checking and submission of periodical returns/reports timely.
8. Recording and weeding of the files timely.
9. Any other duties assigned by the superior officers.

SENIOR CLERK

1. Scrutiny of complicated cases, noting thereon to facilitate the officer to take a decision and drafting.
2. Guidance to the Junior Clerk in the discharge of their work.
3. Up to date maintenance of various rules/orders/instructions/guard files.
4. Proper maintenance of the files under his charge including records.
5. Any other duties assigned by the superiors.

JUNIOR CLERK

1. Maintenance of files in the prescribed manner File Register-typing work-Despatch & Diary Work- Office records-placing of PUC's, docketing them etc.
2. Noting and Drafting of the files of simple nature.
3. Recording and weeding of old files.
4. Any other duties assigned by the superiors.

MEDICAL OFFICERS

1. Planning, medical supervision and co-ordination.
2. Medical consultation/ward work/outdoor patients/Department work/dispensary work/including proper functioning of the dispensary/Indoor/Outdoor wards.
3. Controlling/Maintenance and repair of the medical vans, if any.
4. Custody of medicines/medical equipments/general stores/maintenance of its account.
5. Financial and administrative functions so far as such powers have been delegated.
6. Any other duties assigned by the superior officers.

PHARMACIST

1. Compounding and dispensing prescriptions according to the hospital/formulary of prescriptions of doctors.

2. Being responsible for initiating the indents, stores and maintenance of stock and accounts of medical supplies and appliances under his charge.
3. Providing first aid treatment of the injured and repeat prescription of the physicians when ordered in the absence of the doctors.
4. Compiling statics of hospital/dispensary in accordance with instruction, submission of periodical report/returns.
5. Attending to work of the clinical side and doing the routine test of urine, stool and blood provided he has undergone adequate training.
6. Any other duties assigned by the superior officers.

RADIOGRAPHER

1. Taking diagnostic radiographs of patients as required by medical officers.
2. Advising patients of ward staff regarding prescription of patients before X-Ray.
3. Developing and drying the exposed X-Ray films .
4. Loading unexposed X-Ray films and other supplies.
5. Storing unexposed X-Ray films properly
6. Keeping accounts of X-Ray films and other supplies.
7. Maintaining record of X-Ray reports of the patients.
8. Sending radiographs to the wards.
9. Receiving back the X-Ray films after the discharge of the patients and filing them in such a way that retrieval easy.
10. Taking precaution to protect himself, patients and other workers of the department from hazards of X-Ray.
11. Assisting the radiologist in the deep X-Ray treatment.
12. Wearing the films badge at all times of working in the department.
13. Keeping the premises of the department clean and adequately stocked with forms and stationery required.
14. Any other duty assigned by the superior officers.

STAFF NURSES

1. General care of the patients.
2. Responsible for the complete nursing care of the patients assigned to her .
3. Admission & instructions to patients and their relations.
4. Bathing patients including daily care of mount, nails, pressure point.
5. Four hourly of more frequent to pressure points.
6. Giving and removing of bed pans and urine pots.
7. Giving and removing hot water bottles.
8. Bed making .
9. Feeding of patients.
10. Distribution of diets. Milks & Preparation of special foods, eggs, milks etc.
11. Technical nursing care patients .
12. Administration of medicine.
13. Administration of injections.
14. Assistance in administration of intra venous injections.
15. Preparation of injection and cleaning up.
16. Recording of medicines and injections given.
17. Taking and charting T.P.R.
18. Rounds with doctors.
19. Technical procedures e.g.enema, cauterization dressing, irrigations, oxygen therapy, preparing for and cleaning after procedures.
20. Preparation for and assistance in clinical tests and medical procedures.
21. Pre and post operative care.

22. Urine testing.
23. Collecting labelling and dispatching of specimens.
24. Escorting patients to and fro departments.
25. Giving and receiving reports.

STENO-GRAPHER

1. Hindi Translator.

B. Ward Management.

1. Handing over and taking charge of shift.
2. Keeping the ward clean and tidy.
3. Preparation of surgical supplies, bandage splints.
4. Routine care and cleaning of dressing trolleys, cupboards, apparatus, mackintosh etc.
5. Care of clean and soiled linen.
6. Disinfection of linen, beds, floor and bedpans.
7. Any other duty assigned by the superior officers.

LABORATORY TECHNICIAN

1. Doing clinical tests like blood sugar, blood urea, blood protein, cholesterol, urine, stools etc.
2. Collecting specimens for the purpose.
3. Doing related clinical and public relations work to the task.
4. Any other duty assigned by the superior officers.

COOK

1. To receive food articles from the store keeper/warden.
2. Preparation of food as required.
3. Store the cooked food properly till distribution.
4. Distribute the food to the ward-boys for supply to the patients.
5. Maintenance of the cooking appliances in good condition
6. Observe personal hygiene while cooking
7. Maintenance of cleanliness of the kitchen and utensils
8. Precaution of prevent fire and injuries.
9. Any other duty assigned by the superior officers.

WARD BOY/AYAH

1. Will receive the patients on admission and assist them in getting into or out of the bed.
2. Will attend to the personal hygiene of patients washing and cleaning teeth, changing cloth, giving enema etc.
3. Will prepare the patients for operations, laboratory X-ray and other investigations.
4. Will transport patients to various departments of the hospital.
5. Will help in feeding patients and giving drinking water to the patients and washing utensils.
6. Will assist the nurse in handling and observation of patients and in simple basic nursing procedures.
7. Will assist the nurse or doctor in diagnostic and treatment procedures.
8. Will assist in collection and handling of pathological specimen.

9. Will assist the nurse in receiving supplies by running errands to other departments of the hospital and in carrying messages to other departments and individuals in the hospitals.
10. Will make beds for ambulatory patients and assist nurse in making beds of nonambulatory cases.
11. Will assist the nurse in getting supplies from the laundry, disinfecting mattresses and dispatching dirty linens to the laundry.
12. Will clean and do dusting of beds, doors, windows and other furniture. He will assist in debugging and pest control of wards.
13. Will wash walls and doors in wards.
14. Will assist in the sterilization of instruments and appliances and dressings of post operative wounds.
15. Will render first aid to the patients in case of emergency.
16. Will prepare dead bodies, arrange their transportation to the mortuary and assist in terminal disinfection.
17. Any other duty assigned by the superior officers.

SWEEPER

1. Will clear wards, floors, strikes, lavatories and toilet seats, windows, walls and other area in the ward/hospital/dispensary/welfare institutions/office and their ancillary rooms and keep the hospital/dispensary/welfare institutions/office grounds clean and free from stray dogs, cats, pigs etc.
2. Will clean urine/pots/beds pans and other soiled or contaminated appliances
3. Will provide bedpans and urine pots to the patients with promptness and prepare patients for operations and diagnostic tests.
4. Will assist in collection and handing urine and stool specimen.
5. Will transport dead bodies to the mortuary and dispose of specimen and organs removed during operations.
6. Will assist in disinfections of soiled lines, mattresses and terminal disinfections of the ward and conveyance of soiled linens to the laundry.
7. Will attend to such other duty allotted to him by the superior officers.

CHOWKIDAR

1. Will be on duty punctually at the approved area. He will be alert throughout the period of duty and perform the duties diligently and with vigilance.
2. Will be responsible for scrutiny of the building equipments and patients.
3. Will check that all doors and windows which have to be kept locked during the nonworking hours of the hospital/dispensary/welfare institutions/office(s) are securely locked.
4. Will check daily and see that the fire fighting equipment is kept in good working conditions and take immediate steps in fire fighting in case there is an incident of fire.

CINEMA OPERATOR

1. To exhibit films at the specified places for the recreation of the workers.
2. Upkeep of the Projector/Amplifier/Generator/Other allied equipments/stores and maintenance of their accounts.
3. Ensure safe use of the prints of the films.
4. Controlling, maintenance and repairs of the Cinema Van.
5. Maintenance of the logbook of cinema van and other accessories including projector.
6. Any other duties assigned to him by the superior officers.

VAIDYA

1. Planning, Medical supervision and co-ordination.
2. Medical consultation/treatment of patients at the dispensary as well as work sites where ordered.
3. Custody and maintenance of medicines/medical equipment/general stores and their accounts.
4. Supervision and controlling of the activities of the sub-centers, if any.
5. Survey work.
6. Any other duties assigned to him by the superior officers.

UP-VAIDYA

1. Compounding and dispensing prescriptions according to the formulary or prescription of the Vaidya.
2. Responsible for initiating the indents, stores and maintenance of stocks and account of medical supplies and appliances under his charge.
3. Providing first aid treatment to the injured and repeat prescriptions when ordered in the absence of the Vaidya.
4. Compiling statistics of the dispensary in accordance with the instruction and submission of reports and returns.
5. Any other duties assigned to him by the superior officers.

ACCOUNTANT

1. Responsible for correct and upto date maintenance of accounts both of receipts and expenditure and their registers.
2. Preparation of Budget.
3. Control over expenditure against sanctioned grant, reconciliation of accounts.
4. Cent percent checking of the various bills to be drawn and paid including cheques etc.
5. Checking of Cash Books.
6. Settlement of audit paras and objections.
7. Internal auditing.
8. Responsible for the proper functioning of the budget and accounts section-checking and guiding the staff under him-submission of periodical returns etc. expeditious disposal.
9. Recording and weeding of the files/bills/and other records of the accounts section.

PEON

1. Will be on duty half an hour before the working hours of the office and leave half an hour after office hours.
2. Will attend to the dusting of the tables and walls and furniture in the area of the office allotted to him and see that the stationary items kept on the desk are always ready for us.
3. Will see that the sweeper allotted to the area clean floor, walls, toilets etc. daily before the office hours.
4. Will be on call during allotted time.
5. Will announce the arrival of the visitors to the officer concerned and help them to see the officer concerned in an orderly manner.
6. Will attend to the telephone when the officer is not in the room.
7. Will carry 'IN' correspondence and files from the main office to the officers desk and carry 'OUT' correspondence to the main office from the officers desk.
8. Will run errands on official business within and outside the office/hospital/dispensary/welfare institutions etc.

9. Will bring the tea and other refreshments to the officers concerned whenever required.
10. Will expeditiously deliver the outgoing mail to the addressees and post office and bring the incoming mail from the post office and other office.
11. Will assist in moving stores from one place to another within the hospital/dispensary/welfare institution/office(s) when ordered by responsible personnel. Will move stores from and to the hospital/dispensary/welfare institutions/office(s), go to the bank to cash cheques etc.
12. Will assist in packing parcels, closing and stamping letters.
13. Whenever necessary and authorized by the responsible personnel, he will also do the duties of the Chowkidar.
14. Will take half an hour for his midday lunch and return to duty promptly after the lunch break.
15. Will do such other duties as may be allowed to him by the responsible personnel/officers.

CLEANER

1. Will perform the duties of a peon at the mobile dispensary.
2. Will assist the driver in upkeep and maintenance of the Govt. Vehicle.
3. Will attend to the duties allotted to him by his superior officers.

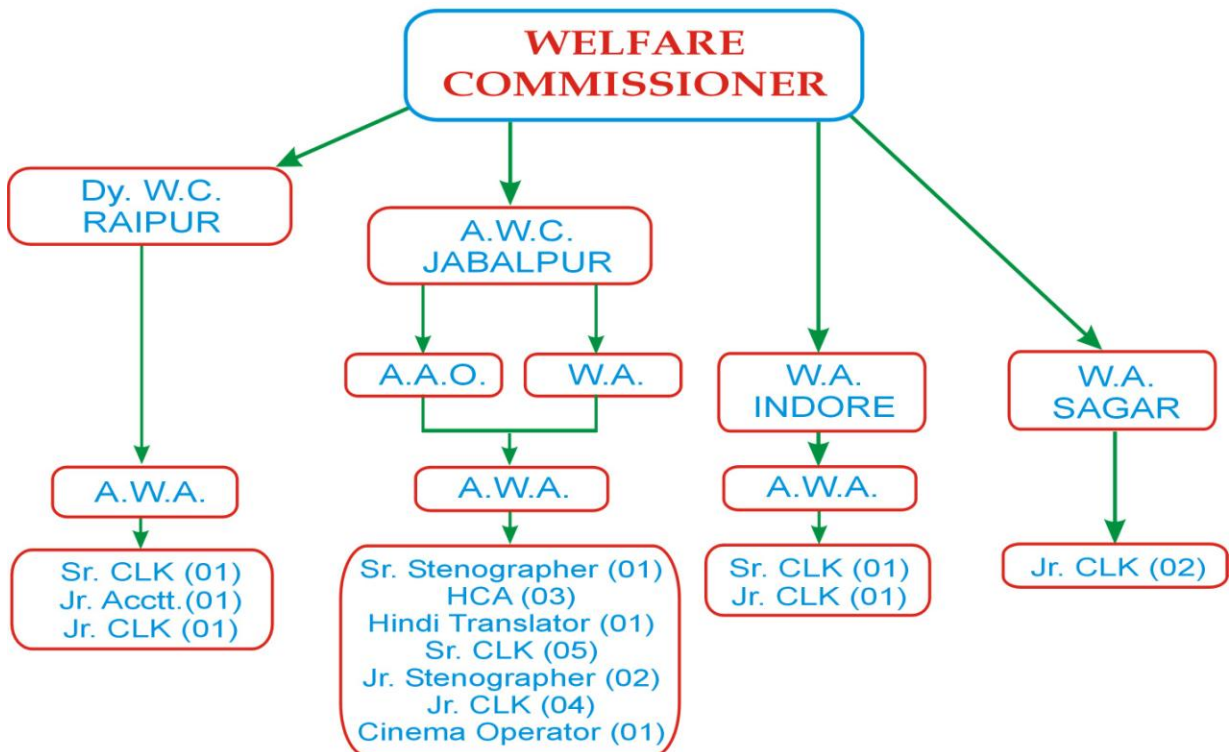
MANNUAL 4 (1)(b)(iii)

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

Procedures prescribed by the headquarters (Labour Welfare Division, Ministry of Labour) in the welfare schemes are followed. Powers have been delegated at various levels as per functional needs.

Channel of supervision and accountability:

**ORGANISATION CHART
LWO, JABALPUR**



4(1)(b)(iv)

NORMS SET FOR DISCHARGE OF FUNCTIONS UNDER HEALTH SCHEMES:

Sl No.	Name of Scheme	Time taken by Medical Officers/Field Offices to forward the application	Time taken for settling of claims by Office of the Welfare Commissioner	
01	CANCER/HEART/KIDNEY/MINOR DISEASES LIKE HERNIA, APPENDECTOMY, ULCER, GYNAECOLOGICAL AND PROSTRATE ISEASES	15 DAYS	1. Issuance of permission 2. Issuance of Sanction order after receipt of complete claim forms	1 week 1-2 week
02	SPECTACLES/DOMICILLIARY TREATMENT OF TB / MONETARY COMPENSATION FOR STERILISATION	15 DAYS	Scrutiny of Application and issuance of sanction order	15-20 days
03	MATERNITY BENEFIT	15 DAYS	Scrutiny of Application and issuance of sanction order	30 days
04	GROUP INSURANCE SCHEME	10 DAYS	Scrutiny & forwarding of application to LIC	2-3 weeks

UNDER EDUCATION SCHEME.

Scholarship/Grant for purchase of books etc.

1. Scrutiny/verification of applications: within 30 days of closing date of receipt of applications.
2. Issuing of sanctions for eligible applicants : within 30 days of verification.
3. Actual disbursement of the scholarships/grants : As per annual programme to be drawn by Welfare Commissioner.

4(1)(b)(v)

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS

1. Limestone & Dolomite Mines Labour Welfare Fund Rules 1973.
2. Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Rules 1978.
3. Beedi Workers Welfare Fund Rules 1978

WELFARE SCHEMES : HEALTH SCHEMES

1. **Free Medical Treatment** - Free Medical Care is extended to the Beedi/ Mine workers through the Hospitals, Static Dispensaries , Static-cum-Mobile Dispensaries and 6 Aurvedic dispensaries run by the Labour Welfare Organization.

**2 Reimbursement of entire expenditure for treatment of cancer :
(Scheme was introduced on 01-12-1984)**

CANCER TREATMENT:

(for workers & dependents –
6 months continuous service is
essential)

- (a) Reimbursement of full expenditure ** for the treatment taken in Govt. hospital /govt. recognized hospitals.
- (b) Subsistence allowance shall be paid @ Rs.600-750 per month. Conveyance charges will be reimbursed from residence to hospital and back.

**3 Reimbursement of expenses for treatment of heart diseases:
(Scheme was introduced on 18-09-1984)**

HEART DISEASES:

(for workers & dependants –
3 years continuous service is essential)

- (a) Reimbursement of expenditure upto Rs.1.3 Lakh **for the treatment taken in govt. hospital / Govt.recognised hospital.
- (b) Subsistence allowance shall be paid @ Rs.750-1000/- per month. Conveyance charges will also be reimbursed from residence to hospital & back.

**4 Reimbursement of expenses for treatment of Kidney Transplantation etc:
(Scheme was introduced on 10-02-1992)**

KIDNEY TRANSPLANTATION:

(for workers & dependants –
3 years continuous service is
essential)

- (a) Reimbursement of expenditure upto Rs.2 lakh **for the treatment taken in govt. hospital /govt. recognised hospital essential)

**5 Financial Assistance for minor diseases like Hernia, Appendectomy, Ulcer, Gynecological diseases and prostrate diseases:
(Scheme was introduced on 13-12-2003)**

Minor Diseases like :
Hernia, appendectomy, Ulcer,
Gynecological diseases, Prostrate
diseases.
(3 years continuous service)
(Only for Workers)

- (a) Reimbursement of expenditure upto Rs.30,000/- for the treatment taken in govt. hospital /govt. recognized hospital.

For availing the benefits of the above schemes, the worker has to take prior permission of /inform the Welfare Commissioner for taking treatment in Govt. Hospital or Govt. recognized Hospitals in the prescribed form through the nearest Medical Officer of LWO dispensary and the claims have to be submitted in the prescribed form.

**6 Financial assistance for purchase of Spectacles:
(Scheme was introduced on 14-09-1984)**

PURCHASE OF SPECTACLES:

(for workers only)-

- (a) Reimbursement of expenditure upto Rs.300/- for purchase of spectacles.

- (b) Reimbursement of expenditure upto Rs.70/- for change of lens.

The worker has to procure the spectacle and send the original receipt alongwith the application to the Welfare Commissioner.

**7 Maternity Benefit Scheme for Female Workers:
(Scheme was introduced in 1988)**

MATERNITY BENEFIT:

(for Female workers only –
6 months continuous service is
essential)

Financial Assistance of Rs.1000/- will be given
for the first two deliveries.

The female worker shall submit the claim of Maternity benefit after delivery alongwith birth certificate in the prescribed format.]

**8 Monetary Compensation for Sterilization:
(Scheme was introduced on 29-07-1988)**

**MONETARY COMPENSATION
FOR STERILISATION**

(for worker & his or her spouse–
6 months continuous service is
essential)

Rs.500/- will be paid if the worker or his/her
spouse undergoes Sterilization having two
or less living children.

The worker has to submit the claim in the prescribed format.

**9 Reservation of Beds in TB Hospital/ Sanatoria and Domiciliary treatment of TB:
(Scheme was introduced on 12-04-1978 & 06-08-1985)**

TREATMENT FOR T.B.:

(for workers & dependents - b)
6 months continuous service is c)
essential.

- (a) Free treatment in T.B. Hospital
(b) Rs.50/- per month or purchase of medicines
(c) Subsistence allowance shall be paid
@ Rs.750/- to workers only

Worker has to avail treatment at the recognized TB Hospitals and submit the claims in the prescribed format. Subsistence allowance will be paid for the period of non payment of wages to the worker.

**10 Providing treatment for mental diseases
(Scheme was introduced on 28-09-1987)**

MENTAL DISEASES

(For workers & dependants)
6 months continuous service is)
essential)

- (a) Monthly expenditure of Rs.180 - Rs.900/- per
patient per month is paid to the mental
hospital Subsistence Allowance shall be paid
@ is Rs.600/- to Rs.750/- per month.

**11 Providing treatment for leprosy for workers.
(Scheme was introduced on 26-08-1986)**

LEPROSY RELIEF

For workers & dependants
6 months continuous service

Subsistence Allowance shall be paid
@ Rs.200/- to Rs. 300/- per month

12. Scheme for financial assistance to a widow/widower of beedi/cine/ mine worker as well as to widow/widower worker (mine/beedi/cine) for meeting the wedding expenses of their daughters.

- Rs. 5000/- in each occasion for marriage of 1st two daughters.
- 13. Providing financial assistance towards funeral expenses of beedi/cine/ mine workers.**
- Rs. 1500/- is given in cash as to the family members of the deceased beedi/cine/mine worker to meet the funeral expenses.
- 14 Grant in aid to mine management for maintenance of standard dispensary services: Applicability** Any Mine management which maintains Standard Dispensary/Hospital.
Benefits: Grant in aid is payable @10 paise per Metric Tonne of Iron Ore/Manganese Ore/Chrome Ore and Limestone & Dolomite produced or 75% of the expenditure on Medicines charges, whichever is less.
- 15. Financial assistance to mine workers involved in serious accident Applicability**
Any mine worker who meets with fatal accident or is totally /permanently incapacitated in mine accident.
Benefits A lump sum grant of Rs.10,000/- . An amount of Rs. 1000/- per month for a maximum period of five years. A monthly scholarship of Rs. 250/- to each of the school going child till the age of 21 years or his her marriage whichever is earlier. (The children availing this will not be eligible for scholarship under Financial assistance for Education.)
- 16. Financial assistance to mine workers for artificial limbs Applicability** Any mine worker
Eligibility Worker who lose their limb while on duty.
Benefits The worker is entitled for supply of artificial limb from any of the recognised /approved centres of Government of India. The total expenditure including the cost of limbs and travelling expenses to the centre is borne by Labour Welfare Organisation.

EDUCATION SCHEME: FINANCIAL ASSISTANCE FOR EDUCATION

- 1. Financial Assistance for providing Scholarship to the wards of Beedi Workers.**
Under the Education Scheme financial assistance is provided to the school going children of workers studying from Class 1 to professional courses ranging from Rs.250/- to Rs.8000/- per annum.
- BOYS, GIRLS**
- | | |
|------------------------------------|-----------------|
| 1. Class 1 to IV | 250/- 250/- |
| 2. V to VIII Std..... | 500/- 940/- |
| 3. IX Std..... | 700/- 1,140/- |
| 4. X..... | 1,400/- 1,840/- |
| 5. XI, XII/PUC I & II..... | 2,000/- 2,440/- |
| 6. 3yrs diploma/Graduation/PG..... | 3,000/- 3,000/- |
| 7. Professional degree..... | 8,000/- 8,000/- |
- BE/MBBS/BSc. (Agri.)**
The worker has to submit the application through the School where the children of the worker is studying in the prescribed form along with seal and signatures of the school, copy of Marks Card with a copy of identity card within the prescribed time limit.
- 2. Financial assistance for purchase of vehicle for school going children Applicability**
Mine management (Lime Stone & Dolomite Mine & Iron/Manganese/Chrome ore mine)
Eligibility Minimum children (studying in school/college or other institutions) to be benefited should not be less than 50 for a normal bus and 30 for mini bus.
- Benefits** Financial assistance limited to 75% of the actual or Rs.5 lakh for normal bus/3 lakh for a mini bus.

I. HOUSING SCHEME:

Revised Integrated Housing Scheme 2007 for Beedi and Mine workers:

The Scheme will be funded by the Central Government and implemented by the State Government through the District Collector / Deputy Commissioner of the concerned District. Individual

Cost:

Minimum cost of construction would be Rs.45,000/- per tenement (Rs. 40,000/- Central subsidy plus Rs.5,000/- workers contribution). A dwelling unit costing up to Rs.1.00 lakh would be admissible under the scheme.

Mode of Application:

Applications in the prescribed form completed in all respects alongwith or undertaking for contribution of the workers @ Rs.5,000/- per tenement from the eligible beneficiary shall be submitted in case of EWS component and all undertaking to deposit of Rs.5000/- in case of BYOHS & CHS component submitted Rs.5000/- should have been deposited F.D. in his/her name by the as ----- W.C. receiving of Administrative Approval (only schedule Bank or Post Office) with the District Collector / Deputy Commissioner of the concerned district or any authority nominated / appointed by him.

Subsidy:

A uniform Central subsidy of Rs.40,000/- per worker per unit will be granted. The 1st installment of the subsidy of Rs.20,000/- would be released at the time of grant of administrative approval. The 2nd installment of subsidy will be released on the construction reaching the roof level.

Eligibility:

Beedi Mine worker engaged in Beedi industry Mine for not less than One year. The monthly income of the Beedi worker family should not exceed Rs.6500/- per month. No such limit of income for mine worker. The applicant Beedi / Mine worker should not have a House in his/her own name or in the name of his/her spouse or any of the dependents. The applicant beedi / mine worker or his/her spouse or any of the dependants should not have earlier availed the facility of financial assistance under any housing scheme of the Government. The house / flat will be completed within a period of 18 months. All the above conditions of eligibility would be applicable to Iron Ore / Limestone Ore, Dolomite Ore, Chrome / Mica Ore & Manganese Ore Mine workers except in their cases.

2. Type I housing scheme for mine workers

Applicability Mine workers employed in the Iron Ore/Manganese ore/Mica/Chrome Ore/Limestone & Dolomite mining industry. The land to be provided by the Mine management at mine site.

Eligibility The life of the Mine should not be less than 15 years. The management must be employing regular mine workers and having residential provision for contract workers more than the houses applied for.

Benefits A subsidy of Rs.40,000/- or 75% of the actual cost whichever is less will be given to the Mine management who will construct the house.

3. Type II housing scheme for mine workers.

Applicability Mine workers employed in the Iron Ore/Manganese Ore/Mica/Chrome Ore /Limestone and Dolomite mining Industry. The land to be provided by the Mine management at the mine site.

Eligibility The life of the mine should not be less than 15 years. The management must be employing regular mine workers and having residential provision for contract workers more than the houses applied for.

Benefits A subsidy of Rs.50,000/- or 75% of actual cost whichever is less is given to the management who will construct the house.

II. Grant-in-aid to registered Co-op. Societies of Beedi Workers with 75 or more members for Construction of Work shed & Godown:

- Minimum area of the work shed and godown should not be less than 750 sq.ft. and 600 sq.ft. respectively with a minimum life of 20 years.
- Subsidy of maximum of Rs.1.50 lakh or 75% of actual cost of construction after completion of construction.
- Amount is released after inspection by the officers nominated by Welfare Commissioner.

SOCIAL SECURITY SCHEME:

Beedi and Cine Workers in the age group of 18-60 years and who are not subscribers of Employees Provident Fund scheme are covered under the Group Insurance Scheme. The benefits under the scheme are as under.

Natural Death	Rs.10,000/-
Accidental Death	Rs.25,000/-
Partial Disability	Rs.12,500/- (Not applicable for Mine Workers)
Total Disability	Rs.25,000/-

WATER SUPPLY SCHEMES FOR MINE WORKERS

Applicability Mine managements

Eligibility In area of concentration of mine workers houses.

Benefits 75 % of the actual cost of the scheme providing water supply to the mine workes.

GRANT IN AID FOR LIBRARIES FOR MINE WORKERS

Applicability Mine managements

Eligibility Managements should run libraries for the benefit of minimum 100 workers.

Benefits Grant-in-aid of maximum of Rs.5000/- per annum.

RECREATIONAL SCHEMES

1. Supply of TV sets

Applicability Mine and Beedi Workers

Eligibility Mine managements and Beedi Workers Co-operative Societies

Benefits Rs.10,000/- for colour TV set and Rs.4000/- for B&W TV Set.

2. Grant in aid for purchase of dish antenna

Applicability Mine Managements

Eligibility Mine managements who provide housing facilities to their workers and where such houses form a colony of at least 100 houses.

Benefits Payment limited to 50% of the actual cost of the dish antenna including all the accessories or Rs.30,000/- whichever is less.

3. Organising sports/games social & cultural activities

Applicability Mine and Beedi workers

Eligibility -

- a) Each mine management with a group of mines under their control will be eligible for reimbursement of expenditure.
- b) Beedi managements or social and cultural organisation of repute.
- c) Prior approval of the competent authority is required to be obtained.

Benefits

A For mine managements -

- 1) For purchase of sports gear : 75% of the actual expenditure subject to a limit of Rs.20000/- in a financial year.
- 2) For Sports/Games/Tournaments activity : 75% of the actual expenditure subject to limit of Rs.20000/- in a financial year .
- 3) For social & cultural activities : Expenditure limited to Rs.2000X7= 14000/- or 75% of the actual expenditure, whichever is less
- 4) For National Festival activities : Expenditure limited to Rs. 2500X3= 7500/-or 75% of the actual expenditure, whichever is less.

B For Beedi Managements -

- 1) 75% of the actual cost of the event subject to a maximum of Rs.2500/- per event.

4. Grant in aid for sports ground

Applicability Mine workers only.

Eligibility The grant-in-aid will be admissible only for provision of Sports Ground where the concentration of workers is not less than 250. Detailed estimate with site plan indicating the place where the sports ground is proposed to be located should be furnished alongwith application.

Benefits Financial assistance will be a grant-in-aid payable subject to a maximum of Rs.5000/- on matching basis.

5. Excursion cum study tour

Applicability Mine Workers

Eligibility -

- 1) All permanent and temporary workers.
 - 2) His/her name should be in the Form 'B' register and has put in continuous service of atleast two years.
 - 3) He should possess a valid Identity Card on the date of tour.
 - 4) The period of tour and total distance to and from should not exceed ten days and 3000 Km respectively.
 - 5) The number of workers in one trip should not be less than 10 and not more than 50 in any case.
 - 6) To obtain prior approval of Welfare Commissioner before the tour is undertaken.
- Benefits** Grant-in-Aid payable on matching basis subject to a maximum of Rs.20000/- per tour.

6. Motor vehicle for transportation of mine workers

Applicability Mine Workers

Eligibility –

- 1) The number of mine workers to be benefited should not be less than 75 in case of a normal bus and 40 in case of mini bus.
- 2) Assistance will be paid to the mine managements.

Benefits Financial assistance will be as follows:

- 1 Normal bus 75% of the actual cost of Rs.5 lakh whichever is less.
- 2 Mini Bus 75% of the actual cost or Rs.3 lakh- whichever is less.

8. Grant in aid for setting up of community centres for benefit of beedi workers

- Benefit is available for setting up of Community Centre in beedi Workers Housing Colony having minimum 50 houses.
- The State Government should submit the plan and estimate for construction of Community Hall duly approved by competent authorities.
- The minimum covered area not less than 50 sq. metres with a life of more than 20 years.
- An amount of Rs.1.00 lakh is released on completion of construction after inspection by the Officers of Labour Welfare Organisation.

4(1)(b)(vi)

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

**Documents pertaining to the implementation of the schemes are held
by the Labour Welfare Organisation.**

4(1)(b)(vii)

PARTICULARS OF 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

The policies are formulated considering the recommendations of the Central Advisory Committees under different funds and the State Advisory Committees recommends the implementation part thereof.

4(1)(b)(viii)

STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES OR OTHER BODIES ARE OPEN TO PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Notifications pertaining to the constitution of State Advisory Committees under different Labour Welfare Funds in Jabalpur Region for the concerning States published in the extra ordinary Gazette of India.

(To be published in the Gazette of India, Extraordinary, Part II, Section 3, sub – Section (ii)

Government of India
Ministry of Labour and Employment

New Delhi, the 4th May, 2006

Notification S.O. 648 (E) In exercise of the power conferred by section 6 of the Limestone and Dolomite Mines Labour Welfare Fund Act. 1972 (62 of 1972) read with sub-rule (2) of rule 3 of hereby constitutes and Dolomite Mines Labour Welfare Fund Rules, 1973, the Central Government hereby constitutes the advisory committee for Limestone and Dolomite Mines Labour Welfare Fund for the State of Madhya Pradesh and appoints the following persons as members of the said committee for a period of three years from the date of publication of this notification in the Official Gazette namely :-

(1) Minister for Labour Chairman
Government of Madhya Pradesh.
Bhopal.

Welfare Commissioner appointed under sub-clause (a) of sub-rule (2) of rule 3

(2) Welfare Commissioner Vice-Chairman
Government of India. (*ex-officio*)
Jabalpur

Representative of the Central Government appointed under sub-clause (iii) of clause (a) of sub-rule (2) of rule 3

(3) Regional Labour Commissioner Member
(Central) (*ex-officio*)
Jabalpur

Member of Legislative Assembly appointed under sub-clause (iv) of clause (a) of sub-rule (2) of rule 3

(4) Shri Ajay Vishnoi Maan Member
M.L.A. Majholi Constituency
36, Naya Gaon, Rampur
District- Jabalpur (M.P.)

Representatives of Employers appointed under sub-clause (v) of clause (a) of sub-rule (2) of rule 3

(5) (a) President, Member
Diamond Cement Factory, Narsingh Garh
District- Damoh (M.P.)

(b) Shri Ajay Sharma Member
Senior Vice President
J.P. Cement
J.P. Nagar, Rewa. (M.P.)

Representatives of Employers appointed under sub-clause (vi) of clause (a) of sub-rule (2) of rule 3

- (6) (a) Shri Brijraj Singh, Member
General Secretary
Zila Mines and Chuna Mazdoor Congress, Satna
Behin Murni Bhavan,
Krishna Nagar,
District- Satna (M.P.)
- (b) Shri Dharamdas Shukla, Member
Pradeshik Mantri
Bharatiya Mazdoor Sangh,
10/302 Keshav Niwas Hospital Chowk,
Rewa. (M.P.)

Women representative appointed under sub-clause (vii) of clause (a) of sub –rule (2) of rule 3

- (7) Dr. (Smt.) Meena Pimplapure Member
President
All India Mahila Parishad, (M.P.)

Secretary appointed under clause (b) of sub-rule (2) of rule 3

- (8) Welfare Administrator Secretary
Labour Welfare Organisation.
Jabalpur.

2. The headquarters of the said Advisory Committee shall be at Jabalpur.

[No.U-19012/06/89-W.II(c)]

(Manohar Lal)
Director General (Labour Welfare)
Joint Secretary to the Government of India

To
The Manager
Government of India Press
Mayapuri New Delhi.

(To be published in the Gazette of India, Extraordinary, Part II Section 3. Sub-Section (ii))

Government of India
Ministry of Labour and Employment

New Delhi, Dated the 14th June, 2006

Notification S.O. 897 (E) In exercise of the power conferred by section 5 of the Beedi Workers Welfare Fund Act. 1976 (62 of 1976) read with sub-rule (2) of rule 3 and rule 16 of the Beedi Workers Welfare Fund Rules, 1978, the Central Government hereby constitutes an Advisory committee for Beedi Workers Welfare Fund for the State of Madhya Pradesh and appoints the following persons to the said Committee for a period of three years from the date of publication of this notification in the Official Gazette namely :-

Chairman appointed under rule 3 (2) (a) (i)

- (1) Minister for Labour Chairman
Government of Madhya Pradesh.
Bhopal. 462016

Officer appointed under rule 3 (2) (a) (ii)

- (2) Welfare Commissioner Vice-Chairman
Government of India. (*ex-officio*)
Labour Welfare Organisation
797, Shanti Kunj,
South Civil Lines, Rani Durgawati University Road
Jabalpur-482001

Nominee of the State Government appointed under rule 3 (2) (a) (iii)

- (3) Secretary Member
Labour Department
Government of Madhya Pradesh.
Bhopal. 462016

Member of Legislative Assembly appointed under rule 3 (2) (a) (iv)

- (4) Shri Narayan Prasad Kabirpanthi, Member
M.L.A. Majholi Constituency
36, Naya Gaon, Rampur
District- Jabalpur (M.P.)
Member of Legislative Assembly,
Naryavali
Sagar -470001.

Representatives of Employers appointed under rule 3 (2) (a) (v)

- (5) Dr. (Smt.) Meena Pimplapure Member
Chairperson
Madhya Pradesh Beedi Udyog Sangh
1. Civil Line, Sagar-470001.

- (6) Shri Birendra Jain Member
General Secretary
Madhya Pradesh Beedi Udyog Sangh
1. Civil Line, Sagar-470001.

Representatives of Workers appointed under rule 3 (2) (a) (vi)

- (7) Shri Amar Singh Rathour, Member
Hindi Mazdoor Sabha,
House No. 68/9-A Saket Nagar,
Bhopal- 462016.

- (8) Shri Dharamdas Shukla, Member
Bharatiya Mazdoor Sangh
10/302 Kishan Niwas Hospital Chowraha,
Rewa. 486001

Women representative appointed under rule 3 (2) (a) (vii)

- (9) (Smt.) Manju Borekar. Member
Ward No. 29 (In front of Women's College)
Jai Prakash Colony, Balaghat-481001.

Secretary appointed under rule 3 (2) (b)

- (10) Welfare Administrator Secretary
Labour Welfare Organisation.
Jabalpur. 482001. (M.P.)

2. The headquarters of the said Advisory Committee shall be at Bhopal.
3. The term of office of the members of the said Advisory Committee shall be for a period of three form the date of publication of this notification in the official Gazette.

[No.U-19012/06/89-W.II(c)]

(Manohar Lal)
Director General (Labour Welfare)
Joint Secretary to the Government of India

To
The Manager
Government of India Press
Mayapuri New Delhi.

**(To be published in part II, Section 3 Sub-Section (ii) of the Gazette of India,
Extraordinary)**

Government of India
Ministry of Labour and Employment

New Delhi, the 18th November, 2003

Notification

S.O (E) In exercise of the power conferred by section 6 of the Limestone and Dolomite Mines Labour Welfare Fund Act. 1972 (62 of 1972) read with sub-rule (2) of rule 3, rule 4 and rule 18 of the Limestone and Dolomite Mines Labour Welfare Fund Rules, 1973, the Central Government hereby constitutes the Advisory committee for Limestone and Dolomite Mines Labour Welfare Fund for the State of Chhatisgarh and appoints the following persons of the said committee with effect from the date of publication of this notification in the Official Gazette namely :-

- | | | |
|-----|--------------------------------------------------------------------|----------------------------------------------------------------------------|
| (1) | Minister for Labour
Government of Chhatisgarh
Raipur | Chairman |
| (2) | Welfare Commissioner
Government of India.
Jabalpur | Vice-Chairman
(<i>ex-officio</i>) |
| (3) | Regional Labour Commissioner
(Central)
Jabalpur | Member
(<i>ex-officio</i>)
Central Government Representative |
| (4) | Shri Lokendra Yadav,
ML.A.Balod
1-5 MLA Rest House
Raipur | Member
Member of the
Legislative Assembly |

Representative of Employers

- | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| (5) | Shri S.N. Toshniwal
President (Commerecial) and Unit Head,
Ambuja Cement Eastern Limited.
Post Office- Rawan. Tehsil- Bhopal Bazar
District-Raipur. Chhatisgarh | |
| (6) | Shri Vinod Maheshwari
Proprietor,
M/s Maheshwari Marketing Company
J-90 Textile Market, Pandari
Post Office- District-Raipur. Chhatisgarh | |

Representative of Employees

- (7) Shri J.D. Goswami,
General Secretary (INTUC)
Lafarz India Limited, Sonadih
Village – Reseda Balouda Bazar
District-Raipur. Chhatisgarh
- (8) Shri Santram Devangan,
General Secretary (BMS),
Cement Khadan Kamgar Sangh,
Mantar Cement Factory, Mantar,
District – Raipur.
- (9) Smt. Pratima Chandrakar, ... Member
M.L.A., Khertha, Woman Representative
C/o Shri Basudev Chandrakar,
Station Road, Durg,
District – Durg.
- (10) Welfare Administrator, ... Secretary
Labour Welfare Organisation,
Raipur
2. The headquarters of the said Advisory Committee shall be at Raipur.
3. **The tenure of the members (other than ex-officio members) shall be for a period of three years.**

[No. U.19012/17/2002-W.II(C)]

(Manohar Lal)
Director General (Labour Welfare)
Joint Secretary of the Government of India

To,
The Manager,
Government of India Press,
Mayapuri
New Delhi.

4(1)(b)(ix) & (x)

DIRECTORY OF OFFICERS AND EMPLOYEES & MONTHLY RENUMERATION

OFFICE OF THE WELFARE COMMISSIONER, JABALPUR

Sl. No.	Name of Incumbent	Designation	Total Monthly Remuneration
1	Shri M.A. Chowdhury	Welfare Commissioner	70203
2	Shri S.K. Jha	Asstt. Welfare Commissioner	42294
3	Shri S.P. Jhariya	Adm.-cum- Accounts Officer	37969
4	Shri N.P. Choubey	Welfare Administrator	26822
5	Smt Padma Menon	Sr. Steno	28052
6	Smt Dipali Dey	AWA	25571
7	Shri Karun Rajput	HCA	25571
8	Shri P.B. Ranade	HCA	26393
9	Shri P.S. Bilkhu	HCA	23096
10	Shri S.S. Bhalavi	Jr. Steno	22660
11	Smt Mary Saji	Jr. Steno	23904
12	Shri H.C. Tiwari	Hindi Translator	27154
13	Shri P.P. Shrivastava	Sr. Clerk	18064
14	Shri B.D. Binzlekar	Sr. Clerk	18002
15	Shri B.R. Yadav	Sr. Clerk	22191
16	Shri A.K. Sahare	Sr. Clerk	19376
17	Shri Sita Ram Prasad	Sr. Clerk	18350
18	Shri Rajesh Sharma	Jr. Clerk	15167
19	Shri G.P. Kachchi	Jr. Clerk	17221
20	Smt Shrilatha A. Kumar	Jr. Clerk	15861
21	Smt Jyoti Shukla	Jr. Clerk	15861
22	Shri R.P. Wali	Asstt. Librarian	26203
23	Shri R.K. Sharma	Cinema Operator	25993
24	Shri Abdul Hakeem	Driver	25039
25	Shri Arvind Yadav	Driver	28129
26	Shri S.P. Tiwari	Driver	19688
27	Smt Arti Swamy	Chowkidar	11614
28	Shri Kodulal	Chowkidar	14398
29	Shri Anand Mani	Chowkidar	12658
30	Shri Kailash Sripal	Chowkidar	14281
31	Shri Bharat Lal	Chowkidar	10807
32	Shri P.S. Rawat	Chowkidar	11431
33	Md. Rafique	Chowkidar	14398
34	Shri Babu Khan	CCA	14194
35	Shri S.K. Patel	DCA	12838
36	Shri Om Prakash	DCA	14281
37	Jaquab Dilraj	DCA	14426
38	Shri S.K. Nema	DCA	11431
39	Shri Sanjay Kumar	Safai Wala	11530

OFFICE OF THE Dy. WELFARE COMMISSIONER, RAIPUR

1	Shri G.P. Bhatia	Dy. Welfare Commissioner	45821
2	Shri D.P. Lodhi	Jr. Acctt.	19544
3	Shri P.P. Tiwari	Sr. Clerk	15812
4	Shri Ujjaval Kumar	Jr.Clerk	12783

5	Shri S.K. Nigam	Driver	17116
6	Shri K.P. Verma	Peon	12737
7	Shri Santram Thakur	Chowkidar	13009
8	Smt Meera Bai	Cleaner	12434
<u>OFFICE OF THE WELFARE ADMINISTRATOR, INDORE</u>			
1	Shri Navin Vaidya	Welfare Administrator	27366
2	Smt M.S. Tomar	Staff Nurse	33848
3	Smt M.K. Paniker	Sr. Clerk	16738
4	Shri R.R. Jain	Jr. Clerk	13607
5	Shri G.P. Kahar	Jr. Clerk	11346
6	Shri A.R. Chavan	Driver	17478
7	Shri D.N. Yadav	Peon	12671
8	Shri Rajkumar Kale	Sweeper	10884
<u>OFFICE OF THE WELFARE ADMINISTRATOR, SAGAR</u>			
1	Shri Raghvendra Kuraria	Welfare Administrator	20393
<u>BWWF DISPENSARY HATTA</u>			
1	Shri A.K. Tiwari	Pharmacist	28769
2	Shri Ram Br. Singh	Driver	21975
3	Shri Rakesh Kumar Sen	DCA	14029
<u>BWWF DISPENSARY BHARVELI</u>			
1	Shri D.R. Sinha	Chowkidar	
<u>BWWF DISPENSARY RAJNANDGAON</u>			
1	Dr. (Smt) Neelam Malhotra	MO	54493
2	Smt A.D. Mahajan	Staff Nurse	30741
3	Shri K.K. Chand	Pharmacist	28519
4	Shri Awadh Ram	Driver	19743
5	Shri Padum Lal	Safai Wala	14102
6	Shri B.S. Soni	DCA	14571
<u>BWWF DISPENSARY PATAN</u>			
1	Smt E.S. Nety	Staff Nurse	33895
2	Shri Rajesh Tiwari	Pharmacist	27625
3	Shri M.K. Burman	Driver	19533
4	Shri J.P. Koshta	DCA	15947
5	Shri Sunil Kumar	Safai Wala	14102
<u>BWWF DISPENSARY KHURAI</u>			
1	Vacant	Staff Nurse	
2	Ku. Anjali J. Uikay	Pharmacist	21705
3	Shri Kuldeep Shrivastava	Driver	13251
4	Shri Mahesh Kumar Sharma	DCA	14129
<u>BWWF DISPENSARY DAMOH</u>			
1	Vacant	Staff Nurse	
2	Shri P.L. Kori	Pharmacist	26329
3	Shri Chhotelal	Driver	21765
4	Shri Abdul Nayeem	DCA	15913
5	Shri Ram Prasad	Safai Wala	14102
<u>BWWF DISPENSARY UJJAIN</u>			
1	Dr. N.S. Gehlot	CMO	74263
2	Ku. R.K. Gautam	Staff Nurse	33896
3	Shri B.S. Sharma	Pharmacist	28519
4	Shri G.K. Vyas	DCA	14547
5	Shri Ajmeri Khan	Chowkidar	13338
6	Shri Leeladhar	Safai Wala	13886

<u>BWWF DISPENSARY NOHTA</u>			
1	Dr. S.K. Gangale	M.O.	53450
2	Smt Dayamani Marry	Staff Nurse	31163
3	Shri Vipin Jain	Pharmacist	27625
4	Shri Deepak Rajak	Driver	13251
5	Shri R.R. Burman	DCA	14361
6	Shri Mahesh Prasad	Safai Wala	14506
<u>BWWF DISPENSARY GARHAKOTA</u>			
1	Smt S. Wahab	Staff Nurse	31641
2	Shri N.N. Sharma	Pharmacist	28519
3	Smt Rajrani	Safai Wala	12806
<u>BWWF DISPENSARY SAGAR</u>			
1	Dr. H. Deka	CMO (NFSG)	93866
2	Dr. H.A. Soman	MO	54493
3	Dr. (Ku.) R.K. Barwa	MO	54493
4	Smt Sulochana Naidu	Staff Nurse	29703
5	Ku. Anjana Sen	Pharmacist	20187
6	Shri Indraj Singh	Driver	13251
7	Shri R.K. Sondhiya	DCA	14361
8	Shri Badri Prasad	Chowkidar	15546
9	Smt Champa Bai	Safai Wala	9626
10	Shri Lakhan Lal Lodhi	DCA	15025
11	Smt Parvati Bai	Aya	13151
<u>CENTRAL HOSPITAL SAGAR</u>			
1	Smt Ratna D. Wadekar	Staff Nurse	28844
2	Smt Rajkishori Lal	Staff Nurse	27934
3	Smt Vimla Chouhan	Staff Nurse	33830
4	Smt Saji Thomas	Staff Nurse	27934
5	Smt Shirin Daya	Staff Nurse	32181
6	Smt Vineeta Suna	Staff Nurse	27934
7	Smt Anita P. John	Staff Nurse	30025
8	Shri R.S. Prajapati	Driver	14967
9	Shri G. Sirpurkar	Pharmacist	23537
10	Shri Suleman Anchal	Driver	18943
11	Shri Samson Charles	X-Ray Tech.	25253
12	Shri Sheshrao Bisne	Lab. Tec.	22612
13	Shri Bhagwandeem	Cook	13698
14	Shri N.M. Sharma	DCA	12287
15	Smt Laxmi Gontiya	Aya	12146
16	Smt Vandna Raut	Aya	12146
17	Shri Kailash Chandra	W/E	14051
18	Shri Ram Praveesh	W/E	12836
<u>BWWF DISPENSARY DAMOH – II</u>			
1	Ku. Rajkishori Lal	Staff Nurse	17904
2	Shri V.B. Sharma	Pharmacist	29325
3	Shri Chotelal	Driver	15735
4	Shri Madan Kumar Sinha	DCA	14029
<u>BWWF DISPENSARY GUNA</u>			
1	Smt Sadhana Sharma	Staff Nurse	29703
2	Shri V.K. Bhardwaj	Pharmacist	28519
3	Shri K.K. Shrivastava	DCA	16163
4	Shri R.S. Bairagi	Chowkidar	10546

<u>BWWF DISPENSARY BURHANPUR</u>			
1	Dr.(Smt) Sheela Dalal	SMO	67009
2	Smt Rajni Bhadoriya	Staff Nurse	28725
3	Shri R.S. Bhadoriya	Pharmacist	21705
4	Shri Vijay Singh Thakur	DCA	15919
5	Shri S.S. Thakur	Chowkidar	13886
6	Shri Heeralal	Safai Wala	13886
<u>BWWF DISPENSARY GADARWARA</u>			
1	Smt Simlin Pathak	Staff Nurse	29629
2	Shri Shishir Porwal	Pharmacist	21705
3	Shri Sandeep Swami	Driver	13251
<u>BWWF DISPENSARY DHAMTARI</u>			
1	Smt Rashmi Das	Staff Nurse	29599
2	Shri A. Rama Rao	Pharmacist	27625
3	Shri Anwar Bachcha	Driver	20731
4	Shri R.P. Verma	DCA	15299
5	Shri Kamleshlal Sen	Chowkidar	15258
<u>BWWF DISPENSARY SATNA</u>			
1	Dr. Mukhtar Ahmed	CMO	82243
2	Smt Maya R. Rajput	Staff Nurse	32163
3	Shri Shriniwas	Pharmacist	27625
4	Shri Badri Prasad Yadav	DCA	14245
5	Smt Laxmi Vishwakarma	Ward Boy	12108
<u>BWWF DISPENSARY SIHORA</u>			
1	Smt Susan M. Gawan	Staff Nurse	32137
2	Shri Sushil Kumar Kaurav	Pharmacist	21705
3	Shri Babun Sarkar	Driver	13251
4	Shri Narendra Rao	DCA	16115
5	Shri Latorilal	Chowkidar	15960
<u>BWWF DISPENSARY REWA</u>			
1	Dr. S.L. Agrawal	CMO	109079
2	Smt Anjali Agrawal	Staff Nurse	30103
3	Shri A.N. Singh	Pharmacist	28519
4	Shri Santu Singh	Driver	19071
5	Shri R.K. Kamalvanshi	Chowkidar	12834
6	Smt Indrawati	Aya	13088
7	Shri R.K. Choutel	Safai Wala	14096
<u>BWWF DISPENSARY BHOPAL</u>			
1	Dr. V.S. Tomar	CMO (NFSG)	97247
2	Smt A.P. Anthony	Staff Nurse	32755
3	Shri Sanjay Kapoor	Pharmacist	29406
4	Shri Rajesh Kumar Patil	Driver	21200
5	Shri A.K. Dubey	DCA	16657
6	Shri O.P. Rathore	Chowkidar	15326
7	Shri P. Kalyane	Safai Wala	14761
<u>BWWF DISPENSARY INDORE</u>			
1	Dr. R.C. Chourasia	CMO	114360
2	Smt Ashalata Gehlot	Staff Nurse	32045
3	Shri N.K. Sharma	Pharmacist	31224
4	Shri Babulal Parihar	DCA	13530
5	Shri R.K. Bagora	Chowkidar	13221
6	Shri Sudesh Kumar Tank	Safai Wala	

<u>BWWF DISPENSARY GWALIOR</u>			
1	Dr. R.K. Vyas	CMO	103099
2	Smt Sarita Titarmare	Staff Nurse	30999
3	Shri N.K. Swarnkar	Pharmacist	30612
4	Shri Sachin Dehariya	Driver	13251
5	Shri R.B. Carpentar	DCA	16651
6	Shri Sugreev Prasad	Chowkidar	14175
<u>BWWF DISPENSARY BHARVELI</u>			
1	Shri Namdeo Dongre	Chowkidar	12732
<u>MOBILE MEDICAL UNIT, RAJHARA-I</u>			
1	Dr. (Smt) Shalini Ramtake	SMO	61268
2	Smt Shefali Singha	Staff Nurse	32953
3	Shri Amreesh Padhi	Pharmacist	25493
4	Shri Hariram Thakur	Driver	18116
5	Shri Sanjay Sharma	DCA	12619
6	Shri Govardhan Dasmer	Chowkidar	13461
7	Shri Konuram	Safai Wala	14256
<u>MOBILE MEDICAL UNIT, RAJHARA-II</u>			
1	Dr.(Smt) Madhuri Ramtake	MO	52788
2	Vacant	Staff Nurse	
3	Shri G.R. Manthapurwar	Pharmacist	25743
4	Shri K.R. Kosre	DCA	16403
<u>MOBILE MEDICAL UNIT, KIRANDUL</u>			
1	Contingent	SMO	15000
2	Smt U. Muralidharan	Staff Nurse	30546
3	Shri D.P. Dahariya	Pharmacist	24380
4	Shri K.R. Sahu	Driver	20822
<u>MOBILE MEDICAL UNIT, BACHELI</u>			
1	Shri M.S. Upadhyay	DCA	13482
<u>CENTRAL HOSPITAL BHARVELI</u>			
1	Shri Namdeo Dongre	Chowkidar	12732
<u>BWWF DISPENSARY DEORI (Against CH, Bharveli)</u>			
1	Smt Vimla Chowdhary	Sister Incharge	33830
<u>BWWF DISPENSARY HATTA (Against CH, Bharveli)</u>			
1	Shri Likhan Lal Matre	Chowkidar	14102
<u>BWWF DISPENSARY SATNA (Against CH, Bharveli)</u>			
1	Smt L. Vishwakarma	Ward Boy	12108
<u>BWWF DISPENSARY SAGAR (Against CH, Bharveli)</u>			
1	Smt Champa Bai	Safai Wala	13221
<u>MULTIPURPOSE INSTITUTE RAJAHARA</u>			
1	Smt Suraj Bai	Aya	14344
2	Shri N.L. Thakur	Peon	14986
<u>MULTIPURPOSE INSTITUTE KIRANDUL</u>			
1	Smt Nanda Roy	Welfare Worker	19281
2	Shri M.L. Sahu	Peon	12410
3	Shri Rikhi Ram	Peon	13968
<u>CENTRAL LIBRARY, RAJHARA</u>			
1	Shri S.C. Jain	Asstt. Lib.	15941
<u>CENTRAL LIBRARY, KIRANDUL</u>			
1	Shri V.N. Thenge	Asstt. Lib.	18381
<u>CENTRAL LIBRARY, HILTOP, KIRANDUL</u>			
1	Shri D.C. Thorat	Asstt.Lib.	17979

2	Shri Heeru Ram	Peon	7580
CENTRAL LIBRARY, BACHELI			
1	Shri V.S. Shah	Asstt. Lib.	16081
2	Shri Jayant Kumar	Peon	10265
CENTRAL LIBRARY, AAKASHNAGAR, BACHELI			
1	Shri Radhe Lal	Peon	11569
STATIC-CUM-MOBILE DISPENSARY, PATHARIA			
1	Dr. D.N. Prasad	MO	54493
2	Smt Preeti B. Gwal	Staff Nurse	29703
3	Shri H.K. Verma	Pharmacist	27473
4	Shri Ajay Kumar Raikwar	Driver	20657
5	Shri Sanjay Sharma	DCA	12619
6	Shri Lekhi Ram	Chowkidar	13886
STATIC-CUM-MOBILE DISPENSARY, RAIPUR			
1	Smt J. Kerketta	Staff Nurse	31645
2	Shri R.L. Dhariya	Pharmacist	30362
3	Shri D.G. Prasad	Driver	21955
4	Shri C.R. Rajak	DCA	15567
5	Shri Agrahaj Ram	Chowkidar	14761
6	Shri Y. Kotaiah	Safai Wala	15202
GOVT. AYURVEDIC DISPENSARY, BAMHANI BANZAR			
1	Shri D.K. Tiwari	Up-Vaidya	19469
2	Shri Ram Lal Gond	Chowkidar	16260
GOVT. AYURVEDIC DISPENSARY, KATNI			
1	Contingent	Vaidya	8000
2	Shri R.P. Bilthare	DCA	16105
L.S.D.M. DISPENSARY, JHUKHEHI			
1	Smt Jessy Mathew	Staff Nurse	28725
2	Shri Shriniwas Sharma	Pharmacist	19595
3	Shri Shailendra Sahu	Driver	14072
4	Vacant	DCA	
5	Shri Ramdeen Kachi	Safai Wala	12806
L.S.D.M. DISPENSARY, MAIHAR			
1	Smt Routh S. Lal	Staff Nurse	29703
2	Shri S.P. Dwivedi	Pharmacist	28321
3	Shri Gajendra Deshmukh	Driver	13251
4	Shri Narayan Prasad	Chowkidar	16230
5	Shri Leeladhar	Safai Wala	NIL
GOVT. AYURVEDIC DISPENSARY, BILHA			
1	Shri Ramsingh Sona	Up-Vaidya	19789
2	Shri Mahanand Jha	Chowkidar	15468
GOVT. AYURVEDIC DISPENSARY, NANDNININAGAR			
1	Dr. R.C. Sharma	Vaidya	60031
GOVT. AYURVEDIC DISPENSARY, MATIYALALPUR			
1	Contract	Vaidya	8000
GOVT. AYURVEDIC DISPENSARY, MATIYALALPUR			
1	Dr. Lalji Pandey	Vaidya	58968

MANUAL 4(1)(B)(XI) BUDGET ALLOCATION B.E. 2008-09

ANNEXURE - E

**ALLOTMENT OF BUDGET ESTIMATES FOR 2008-2009
LABOUR WELFARE ORAGNISATION, MP & CG REGION, JABALPUR**

(Fig. in 000's)

Sub-head of A/c	Sanctioned BE 2008-09		
	IRON ORE	LSDM	BWWF
<u>ADMINISTRATION</u>			
Salaries	1700	3180	3000
Wages	50	50	50
O.T.A.	4	5	5
Med. Treatment	100	100	150
T.E.	100	100	300
O.E.	900	900	900
R.R. T.	30	150	250
PPSS	0	5	100
Publication	20	30	150
Advt. & Publicity	50	0	0
OC	3	2	10
TOTAL :	2957	4522	4915
<u>HEALTH</u>			
Salaries	6000	8240	35400
Wages	50	200	1500
Med. Treatment	150	100	500
T.E.	100	200	400
O.E.	1000	600	3000
RRT	0	100	800
Advt. & Publicity	0	0	50
Motor Vehicle	0	500	0
Mach. & Equipments	0	0	0
Supplies & Material	500	50	4500
G.I.A.	2660	1798	0
O.C.	50	50	10000
TOTAL :	10510	11838	56200
<u>EDUCATION</u>			
Salaries	1300	0	0
Wages	5	0	0
Med. Treatment	50	0	0
T.E.	5	0	0
O.E.	50	0	0
R.R. T.	50	0	0
Mat. & Supply	10	0	0
Advt. & Publicity	0	0	0
G.I.A.	0	600	0
Sch. & Stipend	7000	2800	59700
O.C.	850	418	8700
TOTAL :	9320	3818	68400
<u>RECREATION</u>			
Salaries	603	850	0
Med. Treatment	50	50	0
T.E.	1	30	0
O.E.	5	20	0
Mat. & Supply	50	200	0

O.C.	80	200	0
TOTAL :	789	1350	0
HOUSING			
LOW COST HOUSING	0	1	0
BYOHS	0	1	0
TOTAL :	0	2	0
WATER SUPPLY (GIA)			
	0	0	0
TOTAL :	0	0	0
RIHS – 2005 & 2007			
Subsidies	0	0	60000
TOTAL	0	0	60000
GRAND TOTAL :	23576	21530	189515

Manual 4(1)(b)(xii) SUBSIDY PROGRAMME

Not applicable to Labour Welfare Organisation

Manual 4(1)(b)(xii) PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.

Not applicable to Labour Welfare Organisation.

Manual 4(1)(b)(xiv) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE ORGANISATION REDUCED IN AN ELECTRONIC FORM.

- i) Details of organisation, its field units, function and duties
- ii) The powers and duties of officers and employees.
- iii) Channel of supervision.
- iv) Details of State Advisory Committees.
- v) Directory of officers and employees alongwith remuneration.
- vi) Budget allocation for the year 2008-2009.
- vii) Details of subsidy granted under Integrated Housing Scheme Names, designation and other particulars of the Central Public Information Officer/Assistant Central Public Information Officer of the Organisation.

Manual 4(1)(b)(xvi) PUBLIC INFORMATION OFFICERS

Organisation	Central Public Information Officer
Office of the Welfare & Cess Commissioner, Govt. of India, Ministry of Labour & Employment, Labour Welfare Organisation, 797, Shanti Kunj, South Civil Lines, Jabalpur (M.P.) (for M.P & C.G)	1. Shri G.P. Bhatiya, Dy. Welfare Commissioner, Office of the Dy. Welfare Commissioner, R/16, Anupam Nagar, P.O. Shankar Nagar, Raipur. Ph.No. 0771-2282409 E-Mail - dwc_raipur@rediffmail.com
	2. Shri Nishant P. Choubey, Welfare Administrator, Office of the Welfare & Cess Commissioner, Govt. of India, Ministry of Labour & Employment, Labour Welfare Organisation, 797, Shanti Kunj, South Civil Lines, Jabalpur (M.P.) Ph.No. 0761-2626021, 2678595 E-Mail - sbd2020@rediffmail.com
	Central Assistant Public Information Officer
	Shri Naveen Vaidya, Welfare Administrator, Office of the Welfare Administrator, Residency Area, Op. G.P.O., Malwa House, Indore
	Dr. K.R. Menon, CMO, B.W.W.F, Dispensary Jabalpur
	Smt (Dr.) Anuradha Tiwari, B.W.W.F, Dispensary Jabalpur
	Dr. N.S.Gehlot, S.M.O,I/c B.W.W.F, Dispensary, Indore
	Dr. M. Ahmed, C.M.O. I/c B.W.W.F, Dispensary, Satna
Dr. H.V. Soman, M.O., I/c B.W.W.F, Dispensary, Sagar	