### Administration-III (Adm.III Section)

#### Items of Work

1. Administrative matters relating to IES/ISS Officers and establishment matters (including framing of Recruitment Rules) in respect of Economic Officers, Investigators (Grade II) and Canteen employees working in the Main Secretariat of the Ministry of Labour & Employment.

2. Coordination work of IES and ISS cadre posts in the Ministry of Labour & Employment.

3. Maintenance of Service Books and sanctioning of leave of all Non-Gazetted staff including canteen employees working in the Main Secretariat of the Ministry of Labour & Employment.

4. All matters pertaining to the Board of Arbitration (JCM) including framing of Recruitment Rules in respect of Chairman, BOA.

5. Work relating to compilation of Statistical Statements and other information pertaining to Scheduled Castes/Tribes and Other Backward Classes (OBCs).

6. Quarterly report regarding welfare measures for Minorities Recruitment in respect of Group B, C & D.

7. Maintenance of Record Room of the Main Secretariat of the Ministry of Labour & Employment.


9. Work relating to compilation of Statistical Statements and other information pertaining to Physically Handicapped

#### Other Information

**Section Name:** Administration – III

**Room No.:** 6

**Telephone No.:** Auto

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**Officers in Channel:**

- **Shri Arvind Kumar** – Section Officer
- **Shri Jagdish Kumar** – Under Secretary
- **Shri H.C. Gaur** – Deputy Secretary
- **Shri S.K. Srivastav** – Joint Secretary

**Additional Secretary**

**Secretary**

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