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Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

Room No.604, Shram Shakti Bhawan,
Rafi Marg, New Delhi-110001
Dated the 29th January, 2009

N O T E

Subject:- Forwarding compilation of Channel of Submission in the Ministry
of Labour & Employment.

I am to enclose herewith a copy of the Revised and Updated version of the
compilation on Channel of Submission and final level of disposal of various cases in the
Ministry of Labour and Employment for information/perusal.

Suggestions for improvement of this compilation, for future edition, would be
highly appreciated.

This issue with the approval of Secretary (L&E)



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To,

1. LEA/JS(SKS)/JS(DV)/JS(DGE&T)/DG(LW)/LEA/EA/CLC(C)
 2. OSD to MOS, L&E (IC)/ Senior PPS to Secretary (L&E)/PS to Special Secretary.
 3. All Officers/Sections/ Desks/ Units of Ministry of Labour and Employment (MS).
 4. IWSU (DGE&T)/LDRC.
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CHANNELS OF SUBMISSION OF FILES AND LEVELS OF FINAL DISPOSAL OF VARIOUS CATEGORIES OF CASES

Section: Administration-I

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	FA	SECY	Nodal Ministry /Deptt.
1.	Honorarium									
	a. Where amount is within powers of HOD	Y	Y	Y or Y		-	-	-	-	-
	b. Where amount is beyond the powers of HOD but within the powers of Ministry/ Deptt.	Y	Y	Y or Y		Y or Y		Y	Y	-
	c. Where amount is beyond the powers of Ministry/ Deptt./where any relaxation is required.	Y	Y	Y or Y		Y or Y		Y	Y	DOP&T

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
2.	Framing of Recruitment Rules Group 'C' & 'D' posts.	Y	Y	Y	Y	Y	-	-	-
3.	Postings and transfers:								
	a. Group 'C'	Y	Y	Y or Y		-	-	-	-
	b. Group 'D'	Y	Y	-	-	-	-	-	-
4.	Leave sanctions								
	a. Upto Group 'B' (Non-gazetted)	Y	-	-	-	-	-	-	-
	b. Group 'B' (Gazetted) & above	Y	Y	-	-	-	-	-	-
5.	Pay Fixation								
	a. Upto Group 'B' (Gazetted)	Y	Y	-	-	-	-	-	-
	b. Group 'A'	Y	Y	Y or Y		-	-	-	-
6.	Appointment								
	a. Group 'C'	Y	Y	Y or Y		-	-	-	-
	b. Group 'D'	Y	Y	-	-	-	-	-	-
7.	Promotions Group 'C' & 'D'	Y	Y	Y or Y		-	-	-	-
8	Counting of EOL for increments:								
	a. Group 'A'	Y	Y	Y or Y		Y	-	-	-
	b. Group 'B' & 'C'	Y	-	Y or Y		-	-	-	-
	c. Group 'D'	Y	Y	-		-	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
9	Study Leave Groups 'C' & 'D'	Y	Y	Y or Y		-	-	-	-
10.	Transfer to Foreign Service in India/Deputation abroad:								
	a. Group 'B'	Y	Y	Y or Y		Y or Y		-	-
	b. Group 'C' & 'D'	Y	Y	Y or Y		-	-	-	-
11	Permission and acceptance of fee for outside work								
	a. Group 'B' (Gazetted) & above	Y	Y	Y or Y		Y	Y	-	-
	b. Others	Y	Y	Y or Y		-	-	-	-
12.	Approvals etc. under conduct rules								
	a. Group 'A'	Y	Y	Y or Y		Y or Y		-	-
	b. Group 'B' (Gazetted)	Y	Y	Y or Y		Y	-	-	-
	c. Group 'B' (Non-gazetted) & 'C'	Y	Y	Y or Y		-	-	-	-
	d. Group 'D'	Y	Y	-	-	-	-	-	-
13.	Investigation of arrear claims								
	a. Where it is within the powers of HOD.	Y	Y	Y	Y	-	-	-	-
	b. Where it is beyond the powers of HOD but within the power of Min./Deptt.	Y	Y	Y or Y		Y or Y		-	-
14.	Miscellaneous								
	a. Acceptance of surety bond to be executed by a Govt. Servant for handling stores etc.	Y	Y	-	-	-	-	-	-
	b. Preparation of Seniority Lists.	Y	Y	Y or Y		-	-	-	-
	c. Miscellaneous reports/returns	Y	Y	-	-	-	-	-	-
	d. reports/returns	Y	-	-	-	-	-	-	-
	e. Detailing of officials for verbatim reporting, night duty, holiday duty.	Y	-	-	-	-	-	-	-
	f. Pension	Y	Y	-	-	-	-	-	-
	g. Preparation of APS and issue of order	Y	Y	Y or Y		-	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
15.	Confirmation								
	a. Group 'B' (Non-Gazetted) & 'C'	Y	Y	Y or Y		-	-	-	-
	b. Group 'D'	Y	Y	-	-	-	-	-	-
16.	Forwarding of applications & issue of NOCs.								
	a. Group 'A'	Y	Y	-	Y	-	-	-	-
	b. Group 'B', 'C' & 'D'	Y	Y	-	-	-	-	-	-
	c. Forwarding of applications for transfer to other Central Govt. offices on the basis of NOC's issue.	Y	-	-	-	-	-	-	-
17.	Acceptance of resignation								
	a. Group 'C'	Y	Y	Y or Y		-	-	-	-
	b. Group 'D'	Y	Y	-	-	-	-	-	-
18.	Detailing of officials for election duty								
	a. Upto Group 'B'	Y	Y	Y or Y		-	-	-	-
	b. Group 'A'	Y	Y	Y or Y		Y	-	-	-

Section: Administration-II

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Expenditure on contingencies (DRPR-13):								
	i. Recurring & Non-recurring expenditure within the powers of Head of Office.	Y	Y	-	-	-	-	-	-
	ii. Recurring & Non-recurring expenditure within the powers of HOD.	Y	Y	Y or Y		-	-	-	-
	iii. Recurring & Non-recurring expenditure within the powers of the Ministry.	Y	Y	Y or Y		Y or Y		-	-
2.	Misc. expenditure (recurring & non-recurring)								
	i. Within the power of HOD.	Y	Y	Y	Y	-	-	-	-
	ii. Within the powers of the Ministry.	Y	Y	Y or Y		Y or Y		-	-
3.	Write off of losses								
	i. Those within the powers of HOD	Y	Y	Y	Y	-	-	-	-
	ii. Those beyond the powers of HOD but within the powers of the Ministry.	Y	Y	Y or Y		Y or Y		-	-
4.	Advances								
	i. House Building Advance	Y	Y	Y or Y		-	-	-	-
	ii. Motor Car/Motor Cycle Advance	Y	Y	Y or Y		-	-	-	-
	iii. Cycle Advance	Y	Y	-	-	-	-	-	-
	iv. Festival/Fan/Flood Advance	Y	Y	-	-	-	-	-	-
	v. G.P.F. – under Rule 12(1)	Y	Y	-	-	-	-	-	-
	vi. G.P.F. – under Rule 12(2)	Y	Y	-	-	-	-	-	-
	vii. G.P.F. – where special reasons required	Y	Y	Y or Y		Y or Y		-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
5.	Miscellaneous								
	i. Leave Travel Concession	Y	Y	-	-	-	-	-	-
	ii. Medical re-imburement.	Y	Y	Y or Y		-	-	-	-
	iii. Photo Passes	Y	Y	-	-	-	-	-	-
	iv. Photo Passes : Daily wagers/Canteen employees	Y	Y	-	-	-	-	-	-
	v. Photo Passes Non-Officials	Y	Y	Y or Y		Y or Y		-	-
	vi. C.G.H.S. Cards	Y	-	-	-	-	-	-	-
	vii. Liveries	Y	Y	Y or Y		-	-	-	-
	viii. L.T.C. Claims – Non-Gazetted & Gazetted upto lowest rung of Group ‘A’	Y	Y	-	-	-	-	-	-
	ix. L.T.C. Claim – Gazetted above lowest rung of Group ‘A’	Y	Y	-	-	-	-	-	-

Section: Administration-III

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	FA	SECY	Nodal Ministry /Deptt.
1.	Honorarium									
	a. Where amount is within powers of HOD	Y	Y	Y or Y		-	-	-	-	-
	b. Where amount is beyond the powers of HOD but within the powers of Ministry/ Deptt.	Y	Y	Y or Y		Y or Y		Y	Y	-
	c. Where amount is beyond the powers of Ministry/ Deptt./where any relaxation is required.	Y	Y	Y or Y		Y or Y		Y	Y	DOP&T

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
2.	Framing of recruitment rules Group 'C' post	Y	Y	Y or Y		Y	Y	Y	Y
3.	Postings and transfers								
	i. Group 'A' 'B' (Gaz.)	Y	Y	Y or Y		Y or Y		-	-
	ii. 'C' & 'D'	Y	Y	Y or Y		-	-	-	-
4.	Leave sanctions								
	i. Upto Group 'B' (Non-gazetted)	Y	-	-	-	-	-	-	-
	ii. Group 'B' (Gazetted) & above	Y	-	-	-	-	-	-	-
5.	Pay Fixation								
	i. Upto Group 'B' (Non - Gazetted)	Y	Y	-	-	-	-	-	-
	ii. Group 'A'	Y	Y	-	-	-	-	-	-
6.	Appointments								
	i. Group 'C'	Y	Y	Y	Y	-	-	-	-
	ii. Group 'A' & 'B'	Y	Y	Y or Y		Y or Y		Y	-
7.	Promotions Group 'A' 'B' & 'C'	Y	Y	Y or Y		Y or Y		Y	Y
8.	Counting of EOL for increments								
	i. Group 'A' 'B' & 'C'	Y	Y	Y or Y		-	-	-	-
	ii. Group 'D'	Y	Y	-	-	-	-	-	-
9.	Study Leave								
	i. Group 'A' & 'B'	Y	Y	Y or Y		Y	Y	-	-
	ii. Group 'C' & 'D'	Y	Y	Y or Y		-	-	-	-
10.	Transfer to Foreign Service in India/Deputation abroad - Group 'B'	Y	Y	Y or Y		Y	Y	-	-
11	Permission for acceptance of fee for outside work								
	i. Group 'B' (Gazetted) & above.	Y	Y	Y or Y		Y	Y	-	-
	ii. Others (except Group 'A')	Y	Y	Y or Y		-	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
12.	Approvals etc. under conduct rules								
	i. Group 'A'	Y	Y	Y or Y		Y or Y		-	-
	ii. Group 'B' (Gazetted)	Y	Y	Y or Y		-	-	-	-
	iii. Group 'B' (Non-gazetted) & 'C'	Y	Y	Y or Y		-	-	-	-
	iv. Group 'D'	Y	Y	-	-	-	-	-	-
13.	Investigation of arrear claims								
	i. Where it is within the powers of HOD	Y	Y	Y or Y		-	-	-	-
	ii. Where it is beyond the powers of HOD but within the powers of Min./Deptt.	Y	Y	Y or Y		Y or Y		-	-
14.	Miscellaneous								
	i. Acceptance of surety bond to be executed by a Government servant of handling stores etc.	Y	Y	-	-	-	-	-	-
	ii. Preparation of Seniority Lists	Y	Y	Y or Y		-	-	-	-
	iii. Miscellaneous reports/returns (Mix.)	Y	Y	-	-	-	-	-	-
	iv. Pension	Y	Y	-	-	-	-	-	-
	v. Preparation of APS & issue of orders	Y	Y	Y or Y		-	-	-	-
15.	Confirmation Group 'B' (Non-Gazetted and 'C')	Y	Y	Y or Y		-	-	-	-
16.	Forwarding of applications & issue of NOCs								
	a. Group 'A' & 'B' (Gaz.)	Y	Y	Y or Y		-	-	-	-
	b. Group 'B', 'C' & 'D'	Y	Y	-	-	-	-	-	-
	c. Forwarding of applications for transfer to other Central Government offices on the basis of NOCs issued	Y	-	-	-	-	-	-	-

SI. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
17.	Acceptance of resignation								
	i. Group 'C'	Y	Y	Y or Y		-	-	-	-
	ii. Group 'A' & 'B'	Y	Y	Y or Y		Y or Y		Y	-
18.	Matters relating to Board of Arbitration								
	a. Continuation of Temporary posts except Group 'A'	Y	Y	Y or Y		-	-	-	-
	b. Constitution of the Board	Y	Y	Y or Y		Y or Y	Y or Y	Y	Y
19.	Matters relating to SC/ST/OBCs	Y	Y	Y or Y		-	-	-	-

SECTION: RAJBHASHA NEETI & ANUVAD ANUBHAG

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Translation	Y	-	-	-	-	-	-	-
2.	Implementation of Official Languages Act/ Rules	-	Y	-	Y	Y	-	-	-
3.	Hindi Advisory Committee Meetings	-	Y	-	Y	Y	Y	-	Y
4.	Department of Official Languages – Meetings of the Implementation Cell	-	Y	-	Y	Y	-	-	-
5.	Other items of non-routine nature	-	Y	-	Y	Y	-	-	-

SECTION: AUDIT CELL (DGLW)

Sl. No.	Subject	SO/ DO/ AO	US/ DD	DS/ JD	DIR	JS	AS	SECY	LEM
1.	Watching the receipts of cess collection and reconciliation with the concerned authorities	Y	-	Y	-	Y	-	-	-
2.	Settlement of Inspection Report of Internal Audit (CA) and A.GS of the concerned states on the accounts of Welfare Commissioners	Y	-	Y	-	Y	-	-	-
3.	Review of petitions of assesses on fines/ penalties etc. under iron ore/M.O./Chrome ore & LSDM Acts/Rules.	Y	-	Y	-	Y	-	-	-
4.	Settlement of inspection reports of A.O. (Audit Cell) on the accounts of welfare Commissioners.	Y	-	Y	-	Y	-	-	-
5.	Watching the progress of expenditure in respect of all Welfare Funds.	Y	-	Y	-	Y	-	-	-
6.	Preparation of Budget Estimates and Revised Estimates.	Y	-	Y	-	Y	-	-	-
7.	Follow up on inspection reports of DG/WC (HQ) relevant to Audit Cell.	Y	-	Y	-	Y	-	-	-
8.	Preparation of performance Budget of Labour Welfare Wing.	Y	-	Y	-	Y	-	-	-

SECTION: RAJBHASHA NEETI & ANUVAD ANUBHAG

Sl. No.	Subject	SO/AD	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Translation from Hindi to English and English to Hindi.	Y	-	-	-	-	-	-	-
2.	Implementation of Official Languages Act/ Rules	Y	-	Y	-	Y	-	-	-
3.	Department of Official Languages – Meetings of the Implementation Cell	Y	-	Y	-	Y	-	-	-
4.	Hindi Advisory Committee Meetings	Y	-	Y	-	Y	-	-	-

SECTION: BUDGET & ACCOUNTS

Sl. No.	Subject	SO/DO	US/DD	DS/JD	CA/DIR	FA/JS	AS	SECY	LEM
1.	All cases of finalization of budget estimates/revised estimates.	Y	-	-	Y	Y	-	Y	Y
2.	i. Cases of appropriation/re-appropriation under NER activities.	Y	-	-	Y	Y	-	Y	-
	ii. Other cases of apparition/re-appropriation	Y	-	-	Y	Y	-	-	-
	iii. Supplementary Demands for Grants	Y	-	-	Y	Y	-	Y	-
3.	All cases relating to Audit Objections.	Y	-	-	Y	Y	-	-	-
4.	Audit Paras of PAC of Parliament.	Y	-	-	Y	Y	-	-	-
5.	Cut Motions	Y	-	-	Y	Y	-	-	-
6.	Outcome Budget	Y	-	-	Y	Y	-	-	-
7.	Other miscellaneous matters	Y	-	-	Y	Y	-	-	-

SECTION: BONDED LABOUR

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Amendment of Acts/Rules, Parliamentary matters, VIP/MP references.	Y	Y	-	Y	Y	Y	Y	Y
2.	General matters pertaining to Bonded Labour Section.	Y	Y	-	Y	Y	-	-	-

SECTION: CASH SECTION

SI. No.	Subject	SO/D DO	US/AO/PAO	DS/CA	DIR	JS/FA	AS	SECY	LEM
1.	Pay bill of all Officers & Staff in the Ministry.	Y	Y	-	-	-	-	-	-
2.	GPF Advance & withdrawal.	Y	Y	-	-	-	-	-	-
3.	Medical Reimbursement Bill.	Y	Y	-	-	-	-	-	-
4.	Arr. Of Pay & Allowances.	Y	Y	-	-	-	-	-	-
5.	Maintenance of GPF Accounts and preparation of GPF Statement.	Y	-	-	-	-	-	-	-
6.	Calculation and deduction of Income Tax and issue of TDS Certificates.	Y	-	-	-	-	-	-	-
7.	Preparation of Annual Income Certificates.	Y	-	-	-	-	-	-	-
8.	Bills for Retirement benefits:								
	a. Gratuity	Y	Y	-	-	-	-	-	-
	b. Comutation	Y	Y	-	-	-	-	-	-
	c. Leave in cashment	Y	Y	-	-	-	-	-	-
	d. Final payment under CGEGS-1980	Y	Y	-	-	-	-	-	-
9.	OTA Bills.	Y	Y	-	-	-	-	-	-
10.	Festival Advance Bills.	Y	Y	-	-	-	-	-	-
11.	Motorcycle Advance Bills.	Y	Y	-	-	-	-	-	-
12.	Computer Advance Bills.	Y	Y	-	-	-	-	-	-
13.	D.A. Arrear Bills	Y	Y	-	-	-	-	-	-
14.	Ad-hoc Bonus Bills.	Y	Y	-	-	-	-	-	-
15.	Preparation and submission of Income Tax Returns both quarterly and annually in Electronic Forum.	Y	Y	-	-	-	-	-	-
16.	Grants-in-aid and NCLP.	Y	Y	-	-	-	-	-	-
17.	TA/DA & LTC Contingency: TA/DA bills of officials of Ministry of Labour and NOMS for the meetings, TA/DA bills of MOS (L&E), Air Travel bills of Air India, Baikner Lawrie & co., India International Tours & Travels, LTC bills of officials of Ministry of Labour & Employment Issue of Demand Drafts to NOMS.	Y	Y	-	-	-	-	-	-

Sl. No.	Subject	SO/ DDO	US/ AO/ PAO	DS/ CA	DIR	JS/ FA	AS	SECY	LEM
18.	<p>Preparation of all type of contingency Bills i.e.: Payment of coolie charges Telephones Reimb. Of Tel., Newspaper Bills. All payment Bills for purchases to run Ministry/office. The following types of bills are also prepared in r/o</p> <ol style="list-style-type: none"> i. Wages ii. Publications iii. OAE, Advertisement & Publicity iv. Professional Services v. Grant-in-aid vi. Other Charges (PM Shram Awards vii. Other charges (Wage Cell) viii. Dev. Of information Technology ix. Seminar, Symposia & work shop. x. Iron, Magnese & Chrom Mines xi. L.S. DM – GE. xii. Beedi workers Welfare Fund (OE) xiii. Cine workers Welfare (OE) xiv. Social Security – Bill xv. Deposit linked insurance for Tea Plantation workers. xvi. International – co – op – contribution – Bills. xvii. ILO contribution bills. xviii. Bills of Eight various sub. Heads under social security for un-organised sector workers under RSBY. xix. Calculations of TDS and issue of TDS certificates. xx. Preparation DD'S etc. xxi. Proper distribution of cheques/DDS to concerned official/officer/parties. 	Y	Y	-	-	-	-	-	-

Sl. No.	Subject	SO/ DDO	US/ AO/ PAO	DS/ CA	DIR	JS/ FA	AS	SECY	LEM
19.	Cashier is entrusted other work of receipt and disbursal of cash as per prescribed rules and keeps records of payment/receipt of payment.	Y	-	-	-	-	-	-	-
20.	Administrative matters & Cases of disputes/staff/members.	Y	Y	Y	-	Y	-	-	-

SECTION: CHILD & WOMEN LABOUR – I

SI. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Grants-in-aid to voluntary agencies	Y	Y	-	Y	Y	-	-	-
2.	References received from other Ministries/Departments	Y	Y	-	Y	-	-	-	-
3.	National Child Labour Projects	Y	Y	-	Y	Y	-	-	-
	a. Release of 1 st instalment (where there is no complication)	Y	Y	-	-	Y	-	-	-
	b. Release of 2 nd instalment	Y	Y	-	Y	Y	-	-	-
4.	Meetings of Advisory Boards/Committees	Y	Y	-	Y	Y	-	-	-
5.	Any other reference	Y	Y	-	Y	Y	-	-	-
6.	Returns, O&M Meetings, Numerical Abstracts, Weekly arrears statements	Y	Y	-	Y	-	-	-	-
7.	Routine Matters	Y	Y	-	-	-	-	-	-
8.	Parliament matters								
	a. Unstarred Question	Y	Y	-	Y	Y			
	b. Starred Question	Y	Y	-	Y	Y	-	-	-
9.	VIP/PMO reference	Y	Y	-	Y	Y	-	-	-

SECTION: CHILD & WOMEN LABOUR – II

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Grants-in-aid to voluntary agencies	Y	Y	-	Y	Y	-	-	-
2.	References received from other Ministries/Departments	Y	Y	-	Y	-	-	-	-
3.	Meetings of Boards/Committees	Y	Y	-	Y	Y	-	Y	Y
4.	Any other reference	Y	Y	-	Y	Y	-	-	-
5.	Follow up action on various reports seminars etc.	Y	Y	-	Y	Y	-	-	-
6.	Follow up action on the proceedings of Advisory Committee.	Y	Y	-	Y	Y	-	Y	Y
7.	Returns, O&M Meetings, etc.	Y	Y	-	Y	Y	-	-	-

SECTION: CENTRAL LABOUR SERVICE – I

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Central Labour Service Rules – Interpretation	Y	Y	-	Y	Y	-	-	-
2.	Processing of cases for DPCs	Y	Y	-	Y	Y	-	-	-
3.	Appointments, Transfer/ Posting of CLS Officers	Y	Y	-	Y	Y	-	Y	Y
4.	Forwarding of applications of CLS Officers for outside employment.	Y	Y	-	Y	Y	-	-	-
5.	Pension, Counting of Service, leave salary contribution etc.	Y	Y	-	Y	Y	-	-	-
6.	Reports/Returns	Y	Y	-	Y	Y	-	-	-
7.	Routine matters	Y	Y	-	Y	-	-	-	-

SECTION: CENTRAL LABOUR SERVICE – II

Sl. No.	Subject	SO/DO	US/DD	DS / JD	DIR	JS	AS	SECY	LEM
1.	Property returns	Y	Y	-	-	-	-	-	-
2.	Disciplinary matters relating to CLS Officers	Y	Y	Y or Y		Y	-	Y	Y
3.	Appeals relating to CLS Officers before Appellate Authority.	Y	Y	Y or Y		Y	-	Y	Y
4.	General matters relating to LEOs.	Y	Y	Y or Y		Y	-	-	-
5.	Matters relating to CLC(C)'s organization.	Y	Y	Y or Y		Y	-	-	-
6.	Administrative matters relating to Tribunals.	Y	Y	Y or Y		-	Y	-	-
7.	Monthly review of disposal of cases by CGIT-cum-Labour Courts.	Y	Y	Y or Y		-	Y	-	-
8.	Budget provisions.	Y	Y	Y or Y		-	Y	-	-
9.	Audit Objections -								
	a. Where HOD is competent to incur expenditure in accordance with the DFPRs, 1978 but clearance of Finance had to be sought on account of ban orders.	Y	Y	Y or Y		-	Y	-	-
	b. Where the power was vested in the Ministry only and HOD incurred expenditure without sanction of the Ministry.	Y	Y	Y or Y		-	Y	-	-
	c. Petty objections	Y	Y	Y or Y		-	-	-	-
10.	Reports and returns	Y	Y	Y or Y		-	-	-	-
11.	Routine matters	Y	Y	Y or Y		-	-	-	-

SECTION: CAREER MANAGEMENT & TRAINING (CMT) UNIT

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Training programmes for IAS/IES & other Gr..A officers	Y	Y	Y	-	Y	Y	Y	-
2.	Nomination and sponsoring of officers for training courses At ISTM & other institutes	Y	Y	Y	-	Y	-	-	-
3.	Training of Gr. 'B' & 'C' staff at ISTM.	Y	Y	Y	-	-	-	-	-
4.	Decentralised training programmes for LDCs/UDCs/Stenos.	Y	Y	Y	-	Y	-	-	-
5.	Computer training for Officers/staff of the Ministry.	Y	Y	Y	-	Y	-	-	-
6.	Training of Gr. 'D' Staff.	Y	Y	Y	-	Y		-	-
7.	Material for Annual Report & Budget for CMT.	Y	Y	Y	-	Y	-	-	-

SECTION: COORDINATION

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/EA	AS/LEA	SECY	LEM
1.	Compilation and printing of Annual Report of the Ministry.	Y	Y	-	Y	Y	Y	Y	-
2.	Matters relating to Parliamentary standing Committee, questions, bills, MP/VIP/PMO references etc.	Y	Y	-	Y	Y	Y	Y	Y
3.	Monthly summary for the cabinet on implementation of Cabinet decisions & monthly D.O. letter to Cabinet/PM Office.	Y	Y	-	Y	Y	Y	Y	-
4.	Amendment in the Acts dealt by this Section.	Y	Y	-	Y	Y	Y	Y	Y
5.	Circulation of orders, Notification, etc. received from other Mins./Deptts.	Y	Y	-	Y	-	-	-	-
6.	Material for Presidents Address to Parliament	Y	Y	-	Y	Y	Y	Y	-
7.	Messages for Minister	Y	Y	-	Y	Y	Y	Y	Y
8.	Comments on state Legislature bills, Cabinet notes of Central Ministries/Departments.	Y	Y	-	Y	Y	Y	Y	Y
9.	Special achievements /working of the Ministry.	Y	Y	-	Y	Y	Y	Y	-
10.	Matters arising out of NCL Report.	Y	Y	-	Y	Y	Y	Y	-
11.	Matters relating to Minorities/SC/STs/OBCs/NHRC.	Y	Y	-	Y	Y	Y	-	-
12.	Issues concerning to the Facilitation Centre & Citizen Charter.	Y	Y	-	Y	Y	Y	-	-
13.	Requisition of Calendar & Diaries.	Y	Y	-	Y	-	-	-	-
14.	Matters pertaining to working group constituted in the Ministry to suggest ways moving forward in important labour matters.	Y	Y	-	Y	Y	Y	Y	Y
15.	Court Cases.	Y	Y	-	Y	Y	Y	Y	-
16.	Miscellaneous work having routine nature.	Y	Y	-	Y	-	-	-	-

SECTION: CENTRAL REGISTRY (CR)

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/EA	AS/LEA	SECY	LEM
1.	To fill numerical in the franking machine.	Y	Y	Y or Y		-	-	-	-
2.	Speed Post letter Bill and Financial sanction.	Y	Y	Y or Y		-	-	-	-
3.	Misc. Work.	Y	Y	Y or Y		-	-	-	-

SECTION: ECONOMIC AND STATISTICAL ANALYSIS (ESA)

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
A.	Central Board for Workers' Education								
1.	Appointment of Addl. Director/ Director of CBWE.	Y	Y or Y		-	Y or Y		-	Y
2.	Budget Proposals	Y	Y or Y		-	Y	Y	-	-
3.	Release of grants-in-aid	Y	Y or Y		-	Y	Y	-	-
4.	Material for inclusion in the Annual Report	Y	Y or Y		-	Y	Y	-	-
5.	Grievances of employees of the CBWE regarding service matters	Y	Y or Y		-	-	-	-	-
6.	Vigilance cases	Y	Y or Y		-	Y or Y		-	Y
7.	Monthly statements regarding physical/ financial targets and expenditure of Plan and Non-Plan Schemes.	Y	Y or Y		-	-	-	-	-
8.	Reconstitution of CBWE; nomination of members	Y	Y or Y		-	Y or Y		-	Y
9.	Amendments to Rules of the CBWE.	Y	Y or Y		-	Y	Y	-	-
10.	Annual Report of the CBWE	Y	Y or Y		-	Y or Y		-	Y
11.	Returns fortnightly/ monthly on implementation of Workers' Education Scheme.	Y	Y		-	-	-	-	-
12.	Routine matters	Y	Y	-	-	-	-	-	-
B.	National Labour Institute (NLI)								
1.	Appointment of Officers to the posts carrying pay more than Rs.2000/- (pre-revised)	Y	Y or Y		-	Y	Y or Y		Y
2.	Appointment of Director, NLI	Y	Y or Y		-	Y	Y or Y		Y
3.	Release of grants-in-aid to NLI	Y	Y or Y		-	Y	Y	-	-
4.	Amendments to Memorandum of association, Rules and Regulations	Y	Y or Y		-	Y	Y or Y		-
5.	Framing of various rules/ regulations of the NLI	Y	Y or Y		-	Y	Y or Y		-
6.	Examination/ interpretation of Rules etc.	Y	Y or Y		-	Y	Y	-	-
7.	Constitution/reconstitution of the NLI	Y	Y or Y		-	Y	Y or Y		Y
8.	Routine matters	Y	-	-	-	-	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS / JD	DIR	JS	AS	SECY	LEM
C.	Labour Bureau (LB)								
1.	Establishment matters in respect of employees of LB, which are beyond the powers of Dir.(LB) and other matters requiring clarifications.	Y	Y or Y		-	Y	Y	-	-
2.	Continuance of Group 'C' & 'D' posts.	Y	Y or Y		-	Y	-	-	-
3.	Budget proposals	Y	Y or Y		-	Y	Y	-	-
4.	Proposals requiring financial sanctions of Integrated Finance on various matters	Y	Y or Y		-	Y	Y	-	-
5.	Material for Performance Budget/ Annual Report	Y	Y or Y		-	Y	Y	-	-
6.	Matters relating to Office accommodation	Y	Y or Y		-	Y	Y	-	-
7.	Routine matters relating to the CP Index	Y	Y or Y		-	-	-	-	-
8.	Other routine matters	Y	Y	-	-	-	-	-	-
D.	Other matters								
1.	Labour/Economic Studies and statistics	Y	Y or Y		-	Y	Y	-	-
2.	Introduction of Management Information System	Y	Y or Y		-	Y	Y	-	-
3.	Introduction Computerisation	Y	Y or Y		-	Y	Y	-	-
4.	RTI Act matters	Y	Y	-	-	Y	Y	-	-
5.	Court cases	Y	Y	-	-	Y	Y	-	-

SECTION: FINANCE I

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	All cases relating to deputations/delegations abroad.	Y	Y	-	Y	Y	-	-	-
2.	Deputation from one department to another – approval therefore.	Y	Y	-	Y	-	-	-	-
3.	Sanction of new Plan Schemes	Y	Y	-	Y	Y	-	-	-
4.	Sanction for new Schemes under Welfare Funds	Y	Y	-	Y	Y	-	-	-
5.	Amendments to existing schemes under Welfare Funds	Y	Y	-	Y	Y	-	-	-
6.	Sanction for setting up of dispensaries, hospitals under welfare funds.	Y	Y	-	Y	Y	-	-	-
7.	Expenditure sanctions in respect of approved schemes of the Welfare Fund Organisations (for which budget provision exists) when expenditure is:								
	a. Upto Rs.1,00,000/-	Y	Y	-	-	-	-	-	-
	b. Between Rs.1,00,000/- to 10,00,000/-	Y	Y	-	Y	-	-	-	-
	c. Rs.10,00,000/- and above	Y	Y	-	Y	Y	-	-	-
8.	Sanctioning of subsequent instalments of subsidy/ grants-in-aid where first instalment has been released with the approval of F.A.	Y	Y	-	Y	-	-	-	-
9.	Sanctioning TA/DA advance for non-official members of various Committees/ Boards	Y	Y	-	Y	-	-	-	-
10.	Purchase of stationery items by Ministry.	Y	Y	-	Y	-	-	-	-
11.	Incurring of expenditure on high tea/lunch etc. when the expenditure is within the prescribed limit of Rs.55/- per head.	Y	Y	-	Y	-	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS / JD	DIR	JS	AS	SECY	LEM
12.	Referring cases to the M/o Finance/ M/o Urban Affairs and Employment for relaxation of rules for approval of estimates for construction work.	Y	Y	-	Y	-	-	-	-
13.	Release of Central Govt. share of contribution/ administrative charges under the EDLI/EF Pension Schemes.	Y	Y	-	Y	Y	-	-	-
14.	Approval of Budget of EPFO/ESIC	Y	Y	-	Y	Y	-	-	-
15.	Amendments to Acts/Rules of EPFO/ESIC	Y	Y	-	Y	Y	-	-	-
16.	Condemnation of old vehicles/ furniture/ fixtures (as per DFP Rules).	Y	Y	-	Y	-	-	-	-
17.	Sanction for purchase of new vehicle	Y	Y	-	Y	Y	-	-	-
18.	All work relating to Pay Commission	Y	Y	-	Y	Y	-	-	-
19.	Civil Works upto Rs.1,00,000/-	Y	Y	-	Y	-	-	-	-
20.	All cases relating to Pay Fixation, Gratuity, Pension etc.	Y	Y	-	Y	-	-	-	-
21.	Condonation of break in service etc.	Y	Y	-	Y	-	-	-	-
22.	All cases relating to delegation of financial powers.	Y	Y	-	Y	-	-	-	-
23.	Returns and other miscellaneous items.	Y	Y	-	Y	-	-	-	-

SECTION: FINANCE II

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS&FA	AS	SECY	LEM
1.	All cases relating to deputations/delegations abroad.	Y	Y	-	Y	Y	-	-	-
2.	Deputation from one department to another – approval therefore.	Y	Y	-	Y	Y	-	-	-
3.	Sanction of new Plan Schemes	Y	Y	-	Y	Y	-	-	-
4.	Sanction for new Schemes under Welfare Funds	Y	Y	-	Y	Y	-	-	-
5.	Amendments to existing schemes under Welfare Funds	Y	Y	-	Y	Y	-	-	-
6.	Sanction for setting up of dispensaries, hospitals under welfare funds.	Y	Y	-	Y	Y	-	-	-
7.	Expenditure sanctions in respect of approved schemes of the Welfare Fund Organisations (for which budget provision exists) when expenditure is:								
	a. Upto Rs.1,00,000/-	Y	Y	-	-	Y	-	-	-
	b. Between Rs.1,00,000/- to 10,00,000/-	Y	Y	-	Y	Y	-	-	-
	c. Rs.10,00,000/- and above	Y	Y	-	Y	Y	-	-	-
8.	Sanctioning of subsequent instalments of subsidy/ grants-in-aid where first instalment has been released with the approval of F.A.	Y	Y	-	Y	Y	-	-	-
9.	Sanctioning TA/DA advance for non-official members of various Committees/ Boards	Y	Y	-	Y	Y	-	-	-
10.	Purchase of stationery items by Ministry.	Y	Y	-	Y	Y	-	-	-
11.	Incurring of expenditure on high tea/lunch etc. when the expenditure is within the prescribed limit of Rs.150/- per head.	Y	Y	-	Y	Y	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS&FA	AS	SECY	LEM
12.	Referring cases to the M/o Finance/ M/o Urban Affairs and Employment for relaxation of rules for approval of estimates for construction work.	Y	Y	-	Y	Y	-	-	-
13.	Release of Central Govt. share of contribution/ administrative charges under the EDLI/EF Pension Schemes.	Y	Y	-	Y	Y	-	-	-
14.	Approval of Budget of EPFO/ESIC	Y	Y	-	Y	Y	-	-	-
15.	Amendments to Acts/Rules of EPFO/ESIC	Y	Y	-	Y	Y	-	-	-
16.	Condemnation of old vehicles/ furniture/ fixtures (as per DFP Rules).	Y	Y	-	Y	-	-	-	-
17.	Sanction for purchase of new vehicle	Y	Y	-	Y	Y	-	-	-
18.	All work relating to Pay Commission	Y	Y	-	Y	Y	-	-	-
19.	Civil Works upto Rs.10 Crores.	Y	Y	-	Y	Y	-	-	-
20.	All cases relating to Pay Fixation, Gratuity, Pension etc.	Y	Y	-	Y	Y	-	-	-
21.	Condonation of break in service etc.	Y	Y	-	Y	Y	-	-	-
22.	All cases relating to delegation of financial powers.	Y	Y	-	Y	Y	-	-	-
23.	Returns and other miscellaneous items.	Y	Y	-	Y	-	-	-	-

SECTION: INTERNATIONAL LABOUR AFFAIRS

Sl. No.	Subject	SO/DO/AD	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Industrial and other Committees of ILO.								
	a. Circulation of questionnaires	Y	Y	- or Y		Y	-	-	-
	b. Finalisation of replies to Questionnaires	Y	Y	- or Y		Y	-	Y	-
	c. Preparation of briefs on Items on the Agenda of the meetings of the Industrial Committees.	Y	Y	- or Y		Y	-	Y	-
	d. Follow up action on the Conclusions of meetings of the Industrial Committees.	Y	Y	- or Y		Y	-	-	-
2.	ILO Governing Body and its Committees.								
	a. Circulation of documents for Comments	Y	Y	-	Y	-	-	-	-
	b. Briefs on Agenda items	Y	Y	- or Y		Y	-	Y	-
3.	International Labour Conference etc.								
	a. Circulation of documents	Y	Y	-	Y	-	-	-	-
	b. Finalisation of replies to questionnaires	Y	Y	- or Y		Y	-	Y	-
	c. Resolutions submitted to the Conference finalisation thereof	Y	Y	- or Y		Y	-	Y	-
	d. Finalisation of briefs for the Conference	Y	Y	- or Y		Y	-	Y	Y

Sl. No.	Subject	SO/DO/AD	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
4.	Maritime Conference								
	a. Circulation of documents	Y	Y	- or Y		Y	-	-	-
	b. Finalising replies to questionnaires	Y	Y	- or Y		Y	-	Y	-
	c. Resolutions submitted to The Conference finalisation thereof.	Y	Y	- or Y		Y	-	Y	-
	d. Finalisation of briefs for the Conference	Y	Y	- or Y		Y	-	Y	Y
5.	Human Rights	Y	Y	- or Y		Y	-	Y	Y
6.	International Labour Ministers Conference								
	a. Circulation of documents	Y	Y	- or Y		-	-	-	-
	b. Finalisation of briefs	Y	Y	- or Y		Y	-	Y	Y
	c. Preparation/ Finalisation Of draft resolutions	Y	Y	- or Y		Y	-	Y	-
	d. Preparation/ Finalisation Of country papers	Y	Y	- or Y		Y	-	Y	-
7.	Periodical Reports under Article 19 & 22 of the ILO								
	a. Preparation/ Finalisation of reports	Y	Y	- or Y		Y	Y	Y or Y	
	b. Supply of statistics to ILO	Y	Y	-	Y	-	-	-	-
8.	Miscellaneous matters								
	a. Supply of material for Inclusion in the Indian Labour Year Book	Y	Y	-	Y	-	-	-	-
	b. Supply of material for Annual Report	Y	Y	- or Y		Y	-	-	-

SECTION: INDUSTRIAL RELATIONS (DESKS)

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS&FA	AS	SECY	LEM
1.	Management of Failure of Conciliation Reports (routine matters)	Y	-	-	-	-	-	-	-
2.	Consultation with Administrative Ministry in case of PSUs in respect of prima facie disputes on FOC Reports.	Y	-	-	-	-	-	-	-
3. (a)	Referring disputes covering individual cases relating to dismissal, termination, retrenchment, non-promotion, non-payment of allowances etc. for adjudication:								
	I. In agreement with the recommendations of the Conciliation	Y	-	-	Y	-	-	-	-
	II. Against the recommendation of the Conciliation Officer	Y	-	-	Y	-	Y	-	-
(b)	Referring disputes covering other cases for adjudication:								
	I. In agreement with the recommendations of the conciliation	Y	-	-	Y	-	-	-	-
	II. Against the recommendation of the conciliation Officer	Y	-	-	Y	-	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS&FA	AS	SECY	LEM
(c)	Declining adjudication after examining comments received from the concerned administrative Ministry on expiry of 2 months from the date of issue of communication whichever is earlier.								
	I. In agreement with the recommendations of the conciliation	Y	-	-	Y	-	-	-	-
	II. Against the recommendation of the Conciliation Officer	Y	-	-	Y	-	Y	-	-
4.	Other disputes in PSUs where prima-facie non ground exists for referring the dispute for adjudication.	Y	-	-	Y	-	Y	-	-
5.	Issue of orders for making a reference to adjudication or declining adjudication.	Y	-	-	-	-	-	-	-
6.	Permission for retrenchment; lay-off under Industrial Disputes Act, 1947 :								
	a) Application for retrenchment	Y	-	-	Y	-	Y	Y	-
	b) Application for lay-off	Y	-	-	Y	-	Y	Y	-
	c) Application for closure	Y	-	-	Y	-	Y	Y	Y
7.	Compliance of Court directions.	Y	-	-	Y	-	-	-	-

SECTION: IR (IMPLEMENTATION-I)

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Recognition of Unions under the code of discipline in respect of industries/ undertakings in the central sphere.	Y	Y	Y	-	-	Y	-	-
2.	Rendering assistance in securing recognition to Unions in multi-state establishments in the State sphere.	Y	Y	Y	-	-	Y	-	-
3.	Verification of membership of Unions in major Ports & Docks for the purpose of allocation of seats in the Port Trust Boards and Dock Labour Boards.	Y	Y	Y	-	-	Y	-	-
4.	Verification of membership of Unions in Nationalized Banks for appointment of workmen Directors on their Boards.	Y	Y	Y	-	-	Y	-	-
5.	Criteria for recognition of Unions, verification procedure, rights and privileges of recognized/ unrecognized Union.	Y	Y	Y	-	-	Y	-	-
6.	General verification of membership of Central Trade Union Organisations.	Y	Y	Y	-	-	Y	-	-
7.	Implementation of Code of Discipline.	Y	Y	Y	-	-	Y	-	-
8.	Implementation of Awards/ Settlements.	Y	Y	Y	-	-	-	-	-
9.	Screening procedure regarding challenging of IT/ Labour Court Awards by the Administrative Ministry before High Courts.	Y	Y	Y	-	-	Y	-	-
10.	Writ Petitions/Prosecution cases related to the above subjects.	Y	Y	Y	-	-	Y	-	-

SECTION: IR (IMPLEMENTATION-II)

Sl. No.	Subject	SO/DO	US/DD	DS / JD	DIR	JS	AS	SECY	LEM
1.	Monitoring of information on industrial relations in the state sphere and analysis of statistics and general appraisals on industrial relations from time to time.	Y	Y	Y	-	-	Y	-	-
2.	Furnishing comments of the Central Government on the necessity of making reference by the State Governments of industrial disputes pertaining to CPUs falling in the state of adjudication.	Y	Y	Y	-	-	Y	-	-
3.	Studies on industrial relations in selected industries/ sectors.	Y	Y	Y	-	-	Y	-	-
4.	Field studies to assess effectiveness of implementation of labour laws.	Y	Y	Y	-	-	Y	-	-
5.	Routine references.	Y	Y	Y	-	-	-	-	-

SECTION: IR (POLICY GENERAL)

Sl. No.	Subject	AD/ SO	US/ DD	DS / JD	DIR	JS	AS	SECY	LEM
1.	Monitoring and compiling data on industrial relations on the basis of the information received from Labour Bureau pertaining to strikes, lockouts, man-days lost etc. Analysis of trends in Industrial sickness and its impact on employment.	Y	Y	-	Y	-	-	-	-
2.	Monitoring and compiling data on status of non payment of statutory dues in respect of workers in Central Public Sector Undertakings on the basis of the information collected from the administrative Ministries/Departments.	Y	Y	-	Y	-	-	-	-
3.	Examination of Proposals/Cabinet Notes on restructuring/revival./closure of Central Public Sector Undertakings (CPSU), repeal of sick industries company act, competition bill, companies amendment bill, etc. with a view to assess the impact of such proposals on labour.	Y	Y	-	Y	-	Y	Y	Y
4.	Processing of application for permission for lay closure and retrenchment received from the non-mining Industry/Central Public Sector Undertakings for which the Central Government is the appropriate Government under chapter V-B of the industrial disputes act, 1947.	Y	Y	-	Y	-	Y	-	Y

Sl. No.	Subject	AD/ SO	US/ DD	DS / JD	DIR	JS	AS	SECY	LEM
5.	Four industrial tripartite Committee on – Sugar Industry, Cotton Textile Industry, Electricity Generation and Distribution, Jute Industry	Y	Y	-	Y	-	Y	Y	Y
6.	Work relating to Group Of Ministers (GOM) on Liquidation of outstanding dues and the GOM on action plan for sick subsidiaries of National Textile Corporation(NTC)	Y	Y	-	Y	-	Y	Y	Y
7.	Issues on disinvestments of Central Public Sector Undertakings.	Y	Y	-	Y	-	Y	Y	Y
8.	Issues related to Voluntary Retirement Scheme/ Voluntary Separation Scheme and representations received regarding grievances of the workers unions in respect of issues related to Central Public Sector Undertakings.	Y	Y	-	Y	-	Y	-	-
9.	Examination of proposals received from Central Ministries and State Governments in the matter of nationalization, notification/de-notification of industries under the industries (development and regulation) Act, 1951 including cases received from State Governments for concurring in proposals for the promulgation of ordinances and introduction of Bills for the take-over of establishments.	Y	Y	-	Y	-	Y	-	Y
10.	Preparation of notes on industrial relations in specific industries (e.g. textiles , jute) and notes for discussions In Industrial Committees, Consultative Committees etc.	Y	Y	-	Y	-	Y	Y	Y

Sl. No.	Subject	AD/ SO	US/ DD	DS / JD	DIR	JS	AS	SECY	LEM
11.	Examination of proposals received from State Government or Central Ministries for referring Industrial Disputes (in the state sphere for adjudication by a National Tribunal.	Y	Y	-	Y	-	Y	-	Y
12	Matters relating to Business Process Outsourcing Industry.	Y	Y	-	Y	-	Y	-	-

SECTION: IR (POLICY LEGAL)

Sl. No.	Subject	AD/ SO	US/ DD	DS / JD	DIR	JS	AS	SECY	LEM
1.	Policy, formulation and amendment of Industrial Disputes Act, 1947, Trade Unions Act, 1926, Plantations Labour Act, 1951. The Participation of Workers in Management Bill, 1990, Shops & Establishment Act, Weekly Holiday Act, 1942, National & Festival Holiday Act and Industrial Employment (Standing Orders) Act, 1946 in respect of Fixed Term Employment Workman. Industrial Disputes Act, 1947.	Y	Y	-	Y	-	Y	Y	Y
2.	Grant of exemption from I.D. Act and Declaration of Industries as controlled Industries under the Act.	Y	Y	-	Y	-	Y	Y	Y
3.	Furnishing clarifications of provisions of the above Acts.	Y	Y	-	Y	-	Y	-	-
4.	Writ Petitions challenging the vires of I.D. Act, T.U. Act, Plantations Labour Act etc. Pertaining to IR(PL)	Y	Y	-	Y	-	Y	-	-
5.	General issues relating to the ESMA and Defence and internal security of India Rules.	Y	Y	-	Y	-	Y	Y	Y
6.	Job security to supervisory and middle management personnel.	Y	Y	-	Y	-	Y	-	-
7.	Grievances redressal of employees of hospitals and educational institutions.	Y	Y	-	Y	-	Y	-	-
8.	Workers participation in Management Bill, 1990.	Y	Y	-	Y	-	Y	Y	Y

Sl. No.	Subject	AD/ SO	US/ DD	DS / JD	DIR	JS	AS	SECY	LEM
9.	Policy regarding Works Committees and functioning of Works Committees in the Central Sphere.	Y	Y	-	Y	-	Y	-	-
10.	Matters relating to Declaration of various Industries as Public Utility Services after every six month under Industrial Disputes Act, 1947.	Y	Y	-	Y	-	Y	-	-
11.	Amendment proposals received from various State Governments through Ministry of Home Affairs on the Industrial Disputes Act, 1947, Trade Union Act, 1926 and Plantations Labour Act, 1951 etc. In respect of IR (PL).	Y	Y	-	Y	-	Y	Y	Y
12.	Administrative/O&M/routine returns/various issues received from Coord. Section and various other Sections.	Y	Y	-	Y	-	Y	-	-
13.	Parliament questions/ Assurances in respect of various subjects dealt in IR(PL)	Y	Y	-	Y	-	Y	-	Y

SECTION: INDUSTRIAL SAFETY & HEALTH - I & II

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Plan Schemes of DGFASLI & DGMS	Y	Y	Y	-	Y	-	Y	-
2.	Estt. Matters of DGFASLI and DGMS (Appointments, Promotions, Transfers & Disciplinary Proceedings in respect of Group 'A' Officers).	Y	Y	Y	-	Y	-	Y	Y
3.	Nomination for training abroad in respect of DGMS and DGFASLI Officers.	Y	Y	Y	-	Y	-	Y	Y
4.	Review meeting of Plan Schemes	Y	Y	Y	-	Y	-	Y	-
5.	Civil Works-administrative approval and expenditure sanction in respect of DGMS & DGFASLI.	Y	Y	Y	-	Y	-	-	-
6.	Misc. financial sanctions for office expenses beyond the powers of HOD in respect of DGMS & DGFASLI.	Y	Y	Y	-	Y	-	-	-
7.	Financial sanction of DGMS & DGFASLI	Y	Y	Y	-	Y	-	-	-
8.	Annual Plan/Budget/Action Plan/Performance Budget/Annual Report.	Y	Y	Y	-	Y	-	-	-
9.	Assignment of Consultants under approved projects of ILO/UNDP sponsored by these agencies.	Y	Y	Y	-	Y	-	Y	-
10.	Court cases on establishment matters of DGMS&DGFASLI and court cases on policy matters with regard to the administration of the Mines Act, 1952; Factories Act, 1948 and the Dock Workers (Safety, Health & Welfare) Act, 1986.	Y	Y	Y	-	Y	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
11.	Processing of applications for the Prime Minister's Shram awards and finalization of awards	Y	Y	Y	-	Y	-	Y	Y
12.	National Safety awards & Vishwakarma Rashtriya Puraskar and National Safety Awards (Mines).	Y	Y	Y	-	Y	-	Y	Y
13	Policy matters on the factories Act, 1948; Mines Act, 1952 and the Dock Workers (Safety, Health & welfare) Act, 1986 and the rules and regulations framed thereunder.	Y	Y	Y	-	Y	-	Y	Y
14	Policy matters on occupational safety & health in respect of workers working in mines, factories and docks/ports.	Y	Y	Y	-	Y	-	Y	Y
15	Matters pertaining to National Safety Council, Navi Mumbai.	Y	Y	Y	-	Y	-	Y	-
16.	Parliament matters	Y	Y	Y	-	Y	-	Y	Y
17	Projects of ILO /UNOP/AUS-AID etc. handling by DGMS/DGFASLI.	Y	Y	Y	-	Y	-	Y	Y
18	Matters relating to holding of conferences, meetings, workshops and seminars on occupational safety & health.	Y	Y	Y	-	Y	-	Y	-
19	Matters of reports/returns as required in the O&M manual	Y	Y	Y	-	-	-	-	-
20	Complaints received against DGMS/DGFASLI Group 'A' officers	Y	Y	Y	-	Y	-	-	-
21	Public grievances on safety and health (OSH) of workers working in mines, ports, factories; grievances of officers of DGMS/DGFASLI about their service matters.	Y	Y	Y	-	Y	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
22.	Matters which are received under the RTI Act in respect of DGMS and DGFASLI.	Y	Y	Y	-	-	-	-	-
23.	Matters received on OSH in respect of DGMS and DGFASLI from various commissions like National Human rights Commission, National Commission for Women, National Commission for SC/ST/OBC and minorities.	Y	Y	Y	-	Y	-	Y	-
24.	Complaints of DGMS/DGFASLI officers of Group 'B' , Group 'C' and Group 'D'.	Y	Y	Y	-	-	-	-	-
25	Processing of complaints /public grievances of DGMS/DGFASLI Staff/Officers.	Y	Y	Y	-	-	-	-	-

SECTION: INTERNAL WORK STUDY UNIT

Sl. No.	Subject	JA/ SO	SA/ US	CA/DS /DIR	FA/ JS	AS	SECY	LEM
1	a. Annual Programme of Studies and Annual Action Plan	Y	Y	Y	Y	-	-	-
	b. Organisational Studies/Analysis	Y	Y	Y	Y	-	-	-
	c. Work Simplification/Method Studies	Y	Y	Y	Y	-	-	-
	d. Work Norms and Work Measurement Studies	Y	Y	Y	Y	-	-	-
	e. Numerical Abstract of Pending Cases/Receipts	Y	Y	Y	Y	-	-	-
	f. Periodical reports/returns	Y	Y	-	-	-	-	-
	g. Programme of O&M Inspections and Analysis of Inspection Reports.	Y	Y	Y	Y	-	-	-
	h. O&M Meetings	Y	Y	Y	Y	Y or Y		-
	i. Monitoring the implementation of SIU reports relating to the Ministry.	Y	Y	Y	Y	-	-	-
2.	Brochure on the Organisation of the Ministry of Labour.	Y	Y	Y	Y	Y or Y		-
3.	Review of Channel of Submission/fixation of time limits for disposal of cases.	Y	Y	Y	Y	Y or Y		-
4.	Compilation/consolidation of orders, review of rules, returns and reports.	Y	Y	Y	-	-	-	-
5.	Material for Annual Report.	Y	Y	Y	Y	Y or Y		

SECTION: LABOUR CONFERENCE

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Clearance of Government of India regarding award of fellowships to foreign trainees by ILO etc.	Y	Y	-	Y	Y	-	-	-
2.	Clearance of GOI for permitting trade union leaders to visit abroad when the person concerned is a M.P.	Y	Y	-	Y	Y	-	Y	Y
3.	Clearance of GOI for permitting trade union leader to visit abroad when the persons concerned is not a M.P.	Y	Y	-	Y	Y	-	Y	Y
4.	Delegation of officials/ non-officials to various meetings/ conferences of the ILO etc.	Y	Y	-	Y	Y	-	Y	Y
5.	Nominations of persons for courses etc. conducted abroad	Y	Y	-	Y	Y	-	Y	Y
6.	Clearance of projects/ studies/ sub-projects and award for consultancy appointments by the ILO.	Y	Y	-	Y	Y	-	Y	-
7.	Clearance of GOI to the visit of trade union leaders under USAID.	Y	Y	-	Y	Y	-	Y	Y
8.	Conducting of workshops/seminars by the ILO in India.	Y	Y	-	Y	Y	-	Y	-
9.	Composition of ILC/SLC.	Y	Y	-	Y	Y	-	Y	Y
10.	Nomination of Labour representatives on the Boards/Committees/ Councils etc. constituted by other Ministries/ Departments.	Y	Y	-	Y	Y	-	Y	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
11.	Decision regarding the dates of the meetings of the ILC/SLC.	Y	Y	-	Y	Y	-	Y	Y
12.	Finalising of agenda items for the meetings for ILC/SLC.	Y	Y	-	Y	Y	-	Y	-
13.	Material arrangements for meetings	Y	Y	-	Y	Y	-	-	-
14.	Approval of agenda notes.	Y	Y	-	Y	Y	-	Y	-
15.	Approval of minutes of meetings.	Y	Y	-	Y	Y	-	Y	Y
16.	Follow up action on minutes.	Y	Y	-	Y	Y	-	-	-
17.	Material arrangements in connection with International Conference held abroad.	Y	Y	-	Y	Y	-	-	-
18.	Clearance of GOI with regard to acceptance of foreign assignments.	Y	Y	-	Y	Y	-	Y	Y
19.	T.A. Bills of non-officials.	Y	Y	-	Y	Y	-	-	-
20.	Approval Budget Estimates, Material for Performance Budget, Annual Report and Standard Note.	Y	Y	-	Y	Y	-	-	-
21.	Acceptance of debits from PMI, Geneva.	Y	Y	-	Y	-	-	-	-
22.	Miscellaneous reports/returns.	Y	Y	-	Y	-	-	-	-

SECTION: LABOUR DOCUMENTATION & REFERENCE CENTRE

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Purchase of English & Hindi Books	Y	Y	Y	-	Y	-	-	-
2.	Acquisition of Central/State/Institution publication	Y	-	-	-	-	-	-	-
3.	Acquisition/Renewal of Magazines	Y	Y	Y	-	Y	-	-	-
4.	Acquisition of G.O.I. Publication	Y	Y	Y	-	-	-	-	-
5.	Acquisition of newspapers	Y	Y	Y	-	-	-	-	-
6.	Acquisition of Reference books for Various Sections from MOL&E.	Y	Y	Y	-	-	-	-	-
7.	Press Clipping Service.	Y	-	-	-	-	-	-	-
8.	Reference Service.	Y	-	-	-	-	-	-	-
9.	Writing off Losses on account of lost books.	Y	Y	Y	-	-	-	-	-
10.	Weeding out of obsolete books.	Y	Y	Y	-	-	-	-	-
11.	Binding of Books.	Y	Y	-	-	-	-	-	-
12.	Cost Charging for Lost books.	Y	-	-	-	-	-	-	-
13.	Issues of N.O.C.	Y	-	-	-	-	-	-	-
14.	Reminders for issued books.	Y	-	-	-	-	-	-	-
15.	Circulation of Magazine to Officers.	Y	-	-	-	-	-	-	-
16.	Classification of books.	Y	-	-	-	-	-	-	-
17.	Cataloguing of books.	Y	-	-	-	-	-	-	-
18.	Publication of Latest Additions for newly added English books.	Y	-	-	-	-	-	-	-
19.	Publication of Navintam Pustakoki Suchi for newly added Hindi books.	Y	-	-	-	-	-	-	-
20.	Current Awareness Service	Y	-	-	-	-	-	-	-
21.	O&M Dossier	Y	-	-	-	-	-	-	-
22.	Hindi quarterly report	Y	-	-	-	-	-	-	-
23.	Reimbursement of News Paper Bills of all Officers.	Y	Y	Y		-	-	-	-

SECTION: LABOUR WELFARE

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/DG (LW)	AS	SECY	LEM
1.	Notifications issued under the Contract Labour Act for appointment Inspectors.	Y	Y	-	Y	Y	Y or Y		Y
2.	Notification constituting the Contract Labour Advisory Board and changes therein	Y	Y	-	Y	Y	Y	or Y	Y
3.	Resolutions appointing Committee of the Contract Labour Board and other Committees.	Y	Y	-	-	-		-	-

SECTION: PARLIAMENT UNIT

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/EA	AS/LEA	SECY	LEM
1.	Making of LS/RS Notices Parliament Questions/Assurances/List of daily business of both Houses.	Y	-	-	-	-	-	-	-
2.	Arrangement for sessional entry Passes including car stickers.	Y	Y	-	-	-	-	-	-
3.	Arrangement for official gallery passes.	Y	Y	Y	-	-	-	-	-
4.	Sending of Starred Questions to PMO.	Y	Y	Y	-	-	-	-	-
5.	Proposal to convene Consultative Committee Meetings.	Y	Y	Y	-	Y	Y	Y	Y
6.	Preparation of Minutes and ATR's of Consultative Committee Meetings.	Y	Y	Y	-	Y	Y	Y	Y
7.	Marking of LS/RS Assurances.	Y	-	-	-	-	-	-	-
8.	Oral evidence of Secretary for Assurances.	Y	Y	Y	-	Y	Y	Y	-
9.	Legislative proposals for parliament Session.	Y	Y	Y	-	Y	Y	Y	-
10.	Issuing calendar of sitting of LS/RS.	Y	Y	Y	-	-	-	-	-
11.	Recommendations/observations of Committee on Subordinate legislations.	Y	Y	Y	-	-	-	-	-
12.	Budget proposal (BE/RE) of Parliament Unit.	Y	Y	Y	-	-	-	-	-
13.	Annual Report of Parliament Unit.	Y	Y	Y	-	-	-	-	-

SECTION: PLANNING UNIT

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/EA	AS/LEA	SECY	LEM
1.	Formulation of Five Year Plan	-	Y	-	-	Y	Y	Y	Y
2.	Formulation of Annual Plans (Central and State)	-	Y	-	-	Y	Y	Y	Y
3.	Formulation of Annual Action plan of the Ministry of Labour & Employment.	-	Y	-	-	Y	Y	Y	Y
4.	Formulation of Labour policy in the Five Year Plans/Annual Plans.	-	Y	-	-	Y	Y	Y	Y
5	Monitoring of Physical and Financial Progress of Plan Schemes and Annual Action Plan of the Ministry and attending all liaison work with the Planning Commission.	-	Y	-	-	Y	Y	Y	-
6	Attending meetings in the Ministry as well as in the Planning Commission relating to formulation of Five Year Plans & Annual Plans.	-	Y	-	-	Y	Y	Y	-
7	Formulation of Tribal Sub-Plan (TSP) and Component Plan (CSP)	-	Y	-	-	Y	Y	Y	-
8.	Formulation of Science & Technology Plan	-	Y	-	-	Y	Y	Y	-
9.	Formulation of Women Component Plan	-	Y	-	-	Y	Y	Y	-
10.	Preparation of material of Annual Report related to Plan Programmes, Parliament Questions and other Parliamentary Matters relating to above issues. Monthly /Quarterly returns to IWSU & Coordination Section.	-	Y	-	-	Y	Y	Y	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/EA	AS/LEA	SECY	LEM
11.	Coordination of material related with 20-point Prog.	-	Y	-	-	Y	Y	-	-
12.	Supply of material for Parliamentary Standing committee on Labour regarding Plan Schemes.	-	Y	-	-	Y	Y	Y	-
13.	Processing & Monitoring of Research Project under Grants-in-Aid Scheme	-	Y			Y	Y	Y	-
14.	Computerization of data	-	Y	-	-	-	-	-	-
15.	Inspection of the officers of NGOs/VOs as and when required.	-	Y	-	-	Y	Y	-	-
16	Liaison with the B&A Section for Plan BE and RE	-	Y	-	-	Y	-	-	-
17	Correspondence with Ministry of Urban Development for progress of Civil works.	-	Y	-	-	Y	-	-	-
18	Submission of Progress Report of Plan Schemes of the Ministry to PMO and Cabinet Secretariat	-	Y	-	-	Y	Y	Y	-
19	Other Miscellaneous Work	-	Y	-	-	Y	-	-	-

SECTION: RURAL WORKERS

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/DG (LW)	AS	SECY	LEM
1.	Status Note on Unorganised Sector Bill to PMO/NAC, various reports/returns on social security for unorganised sector.	Y	Y	-	Y	Y	-	Y	-
2.	Minutes of various meetings on Unorganised Sector workers.	-	Y	-	Y	Y	-	Y	Y
3.	Unstarred Parliament Questions.	Y	Y	-	Y	Y	-	-	Y
4.	Cabinet Notes/GOM Note and social Security Schemes for unorganised sector worker, VIP references, Starred Parliament Questions, Assurances, other parliamentary matters, PMO reference on social security for unorganised sector.	Y	Y	-	Y	Y	-	Y	Y

SECTION: RTI & L CELL

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR/CPIO	JS	AS	SECY	LEM
1.	RTI related matters.	Y	-	-	Y	Y	-	Y	-
2.	Court Cases.	Y	-	-	-	Y	-	Y	-
3.	IT related matters.	Y	-	-	Y	Y	-	Y	-

SECTION: SOCIAL SECURITY I & II SECTION

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Creation of posts in the ESIC & the EPFO the maximum salary of which exceeds Rs. 5700/- p.m.	Y	Y	-	Y	Y	-	Y	Y
2.	Amendment to recruitment DG & regulations for the posts of DG ESIC & FC in the ESIC & EPFC and FA & CAO in the EPFO	Y	Y	-	Y	Y	-	Y	Y
3.	Appointments to the posts of:								
	a. DG & FC in the ESIC	Y	Y	-	Y	Y	-	Y	Y
	b. CPFC and FA & CAO in EPFO	Y	Y	-	Y	Y	-	Y	Y
4.	Review of cases of Departmental officers of ESIC/EPFO holding the post of DG, FA, or CPFC, FA & CAO for continuance beyond 50/55 years of age.	Y	Y	-	Y	Y	-	Y	Y
5.	Proposals for initiating disciplinary action etc.								
	a. Officers holding the post of DG or FC in ESIC or FA & CAO in the EPFO	Y	Y	-	Y	Y	-	Y	Y
	b. All other officers of the EPFO who were initially appointed by the Central Government.	Y	Y	-	Y	Y	-	-	-
6.	Proposals for sanctioning prosecutions								
	a. DG or FC in ESIC or FA & CAO in EPFO	Y	Y	-	Y	Y	-	Y	Y
	b. All other officers of the EPFO who were initially appointed by the Central Government	Y	Y	-	Y	Y	-	-	-
7.	Consideration of appeals in disciplinary cases:								
	a. DG & FC in ESIC and FA & CAO in the EPFO	Y	Y	-	Y	Y	-	Y	Y (Only DG)
	b. All other officers of the EPFO against the orders of EPFO against the orders of JS.	Y	Y	-	Y	Y	-	-	Y (for EPFO)

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
8.	Reconstitution of:								
	a. The ESIC Medical Benefit council and standing committee.	Y	Y	-	Y	Y	-	Y	Y
	b. The Central Board of Trustees, EPFO and its Executive Committees.	Y	Y	-	Y	Y	-	Y	Y
9.	Extension of coverage to new sectors of employment:								
	a. The ESI Act	Y	Y	-	Y	Y	-	Y	Y
	b. The EPF Act	Y	Y	-	Y	Y	-	Y	Y
	c. The payment of gratuity Act.	Y	Y	-	Y	Y	-	Y	Y
	d. Workingmen's compassion Act.	Y	Y	-	Y	Y	-	Y	Y
	e. Maternity benefit Act 1961.	Y	Y	-	Y	Y	-	Y	Y
10.	Amendment Act:								
	a. ESIC Act.	Y	Y	-	Y	Y	-	Y	Y
	b. EPF Act.	Y	Y	-	Y	Y	-	Y	Y
	c. PG Act.	Y	Y	-	Y	Y	-	Y	Y
	d. WC Act.	Y	Y	-	Y	Y	-	Y	Y
	e. MB Act	Y	Y	-	Y	Y	-	Y	Y
11.	Enhancement of the rate of contribution in respect of any establishment covered under the EPF Act	Y	Y	-	Y	Y	-	Y	Y
12.	Revision in the pattern of investments of PF, FP & EDLI money as per advice of Ministry of Finance.	Y	Y	-	Y	Y	-	Y	Y
13.	Note for Labour Ministers' Conference	Y	Y	-	Y	Y	-	Y	-
14.	Deputations/Delegations abroad	Y	Y	-	Y	Y	-	Y	Y
15.	Declaration of rate of interest on PF accumulation at the credit of the members for approval by Ministry of Finance.	Y	Y	-	Y	Y	-	-	Y
16.	Approval of Budgets of ESIC and EPFO.	Y	Y	-	Y	Y	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
17.	Budget proposals on Government contributions release of funds:								
	a. Pension scheme under EPF Scheme	Y	Y	-	Y	Y	-	-	-
	b. Family Pension Scheme under the Assam Tea Plantation Provident Fund Act.	Y	Y	-	Y	Y	-	-	-
	c. Deposit Linked Insurance scheme under the Assam Tea Plantation Provident Fund Act.	Y	Y	-	Y	Y	-	-	-
	d. Membership Contribution to ISSA	Y	Y	-	Y	Y	-	-	-
18.	Approval of proposals recommended by ESIC/CPFC/CLC (C) for:								
	a. Implementation of the ESI Act in new areas under section 1 (3) of the ESI Act.	Y	Y	-	Y	Y	-	-	-
	b. Grant of exemption under section 87, 88 or 90 of the ESI Act to a factory establishment or class of employers	Y	Y	-	Y	Y	-	Y	Y
	c. Grant of exemption under section 17 of the EPF Act or para 27 of EPF Scheme to a factory establishment or class of employers	Y	Y	-	Y	Y	-	Y	Y
	d. Grant of exemption under sec 5 of the payment of Gratuity Act, 1972	Y	Y	-	Y	Y	-	Y	Y
	e. Sanctioning the prosecution of employers under payment of Gratuity Act.	Y	Y	-	Y	Y	-	-	-
19.	Grant of exemption to a factory/ establishment from the operation of the ESI Act, the EPF Act and payment of Gratuity Act by overruling objections of DG (ESIC)/CPFC/CLC (C).	Y	Y	-	Y	Y	-	Y	Y

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LM
20.	Grant of exemption to a class of establishments under section 16 (2) of EPF Act	Y	Y	-	Y	Y	-	Y	Y
21.	Information sought under RTI Act.	Y	Y	-	Y	-	-	-	-
22.	Appeal cases under RTI Act.	Y	Y	-	Y	Y	-	-	-
23.	Social Security Agreement with other countries.	Y	Y	-	Y	Y	-	Y	Y
24.	References received from ESIC/EPFO, Mins./Deptts.Secs. seeking clarifications	Y	Y	-	-	-	-	-	-
25.	Representations/complaints received from employers/employees on matters relating to Acts and Schemes except reports called for by higher officers.	Y	Y	-	-	-	-	-	-
26.	Changes in the representation of employers/employees etc. on the ESIC, MBCSC as recommended by concerned organization	Y	Y	-	-	-	-	-	-
27.	Appeals preferred by officers in disciplinary cases against the orders of DG (ESIC)	Y	Y	-	Y	Y	-	Y	-
28.	Proposals submitted by ESIC/EPFO regarding								
	a. Grant of Productivity bonus	Y	Y	-	Y	Y	-	Y	Y
	b. Grant of fixed Medical Allowance	Y	Y	-	Y	Y	-	Y	-
	c. Revision of Pay and Allowances	Y	Y	-	Y	Y	-	Y	-
	d. Encashment of leave etc.	Y	Y	-	Y	Y	-	Y	-
29.	Public Grievances	Y	Y	-	Y	Y	-	-	-

SECTION: VIGILANCE SECTION

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
1.	Complaints/ allegations of corruption reg.								
	a. Non-Gazetted officers of attached and subordinate offices including those of equivalent status of statutory corporations etc. under the Ministry.	Y	Y	- or Y		Y	-	-	-
	b. Gazetted officers of attached and subordinate offices including officers of equivalent status of statutory corporations etc. under the Ministry.	Y	Y	- or Y		Y	-	-	-
2.	Complaints/allegations of corruption in respect of all officers of the Ministry for whom the Main Sectt. is the cadre controlling authority.	Y	Y	- or Y		Y	-	-	-
3.	Conduct of preliminary investigations ancillary to disciplinary proceedings having vigilance angle only.	Y	Y	- or Y		Y	-	-	-
4.	Nomination of vigilance officer in attached/subordinate including statutory corporations and autonomous bodies	Y	Y	- or Y		Y	-	-	-
5.	Disciplinary proceedings against officers of the EPFO where the Central Govt. is the disciplinary authority.	Y	Y	- or Y		Y	-	-	-
6.	Disciplinary proceedings against Non-gazetted officers of CSS except where the President is the appointing authority.	Y	Y	- or Y		Y	-	-	-

SI. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS	AS	SECY	LEM
7.	Disciplinary proceedings against Gazetted Officers of CSS where the President is the appointing authority.	Y	Y	- or Y		Y	-	Y	Y
8.	Annual Vigilance Inspections of attached and subordinate offices	Y	Y	- or Y		Y	-	-	-
9.	Appeals/Petitions/Memorandum/Representations arising out of disciplinary proceedings launched by vig. Section	Y	Y	- or Y		Y	-	-	-
10.	Submission of various reports to DOPT/CVC etc. on Vigilance matters.	Y	Y	- or Y		Y	-	-	-
11.	Rules Manuals etc. pertaining to vigilance.	Y	Y	- or Y		Y	-	-	-
12.	Anti-corruption activities in consultation with CBI/CVC	Y	Y	- or Y		Y	-	-	-
13.	Scrutiny of property returns of officers of C.S.S.	Y	Y	- or Y		Y	-	-	-
14.	Grant of permission under Conduct Rules	Y	Y	- or Y		Y	-	-	-
15.	Court Cases pertaining to disciplinary cases instituted by vigilance section	Y	Y	- or Y		Y	-	-	-
16.	Interpretation, clarification, application of CSS (CC&A) Rules etc.	Y	Y	- or Y		Y	-	-	-
17.	RTI Cases	Y	Y	- or Y		Y	-	-	-

SECTION: WAGE BOARD

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/DDG	AS/LEA	SECY	LEM
1.	Amendment to the Payment of Bonus Act.	Y	Y	-	Y	Y	Y	Y	Y
2.	Appeals/Court cases	Y	Y	-	Y	Y	Y	Y	-
3	Monitoring of implementation of Wage Board recommendations for working Journalists & Non-journalists Newspaper Employees.	Y	Y	-	Y	Y	Y	-	-
4.	Convening of meetings of the tripartite committee to oversee implementation of Wage Board recommendation for Working Journalists & Non Journalists Newspaper Employees.	Y	Y	-	Y	Y	Y	-	-
5.	Specific complaints regarding Non implementation of Wage Board recommendations under the Working Journalists and other newspaper Employees Act, 1955.	Y	Y	-	Y	Y	-	-	-
6.	Constitution of Wage Boards	Y	Y	-	Y	Y	Y	Y	Y
7.	Administration of Wage Boards Establishment (staff accommodation, budget, furniture, telephone etc.)	Y	Y	-	Y	Y	Y	Y	-
8.	Recommendations of Wage Boards	Y	Y	-	Y	Y	Y	Y	Y
9.	Reports and returns on general aspects	Y	Y	-	Y	-	-	-	-
10.	Right to Information Act, 2005	Y	Y	-	Y	Y	Y	-	-

SECTION: WAGE CELL

Sl. No.	Subject	SO/AD	US/DD	DS/JD	DIR	JS/DDG	AS/LEA	SECY	LEM
1.	Fixation/ revision of minimum wages								
	a. Proposal/ draft Notification	Y	Y	-	Y	Y	Y	Y	Y
	b. Final Notification	Y	Y	-	Y	Y	Y	Y	Y
2.	Exemptions under Minimum Wages Act, 1948.	Y	Y	-	Y	Y	-	-	-
3.	Exemptions under Payment of Wages Act, 1936.	Y	Y	-	Y	Y	-	-	-
4.	Approval of combined forms under the Payment of Wages Act, 1936.	Y	Y	-	Y	Y	Y	-	-
5.	State legislations under the Minimum Wages Act, 1948.	Y	Y	-	Y	Y	Y	Y	Y
6.	Constitution of the Advisory Boards:								
	a. Minimum Wages Advisory Board under Section 7 of the Minimum Wages Act, 1948.	Y	Y	-	Y	Y	Y	Y	Y
	b. Minimum Wages Central Advisory Board under Section 8 of the Minimum Wages Act, 1948.	Y	Y	-	Y	Y	Y	Y	Y
7.	Complaints regarding non-implementation of Minimum Wages in central sphere industries etc.	Y	Y	-	Y	Y	-	-	-
8.	Complaints regarding non-payment of minimum wages by State Govts./Uts	Y	Y	-	Y	Y	-	-	-
9.	Scrutiny of prosecution proposals requiring Govt. sanction received from CLC(C)	Y	Y	-	Y	Y	Y	-	-

Sl. No.	Subject	SO/AD	US/DD	DS/JD	DIR	JS/DDG	AS/LEA	SECY	LEM
10.	Examination of replies from Ministries/ Departments on prosecution proposals	Y	Y	-	Y	Y	Y	-	-
11.	Court cases under Minimum Wages Act, 1948 and Payment of Wages Act, 1936.	Y	Y	-	Y	Y	Y	-	-
12.	Compilation of Monthly/Yearly report under Twenty Point Programme	Y	Y	-	Y	Y	-	-	-
13.	References received from the Planning Unit/ Commission and other Ministries regarding physical targets achieved, financial assistance given to States, progress of implementation etc.	Y	Y	-	Y	Y	Y	-	-
14.	Budget – Plan & Non-Plan	Y	Y	-	Y	Y	Y	-	-
15.	Annual Report	Y	Y	-	Y	Y	Y	-	-
16.	Holding of Regional Labour Ministers Conference and Follow up action	Y	Y	-	Y	Y	Y	-	-
17.	Compilation of Minimum Wages State-wise	Y	Y	-	Y	Y	Y	Y	-
18.	T.A. Bills of members of Advisory Board	Y	Y	-	Y	Y	Y	Y	-
19.	Regional Conference of State Level Secretaries	Y	Y	-	Y	Y	Y	-	-

SECTION: WELFARE-I

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/DG (LW)	AS	SECY	LEM
1.	Appointments								
	i. Group 'B'	Y	Y	Y	-	Y	-	Y	
	ii. Group 'C'	Y	Y	Y	-	Y	-	Y	
2.	Framing/Amendment To recruitment rules								
	i. Group 'B'	Y	Y	Y	-	Y	Y or	Y	Y
	ii. Group 'C'	Y	Y	Y	-	Y	Y or	Y	Y
3.	Leave Sanction						-	-	-
	i. Group 'A'	Y	Y	-	-	Y	-	-	-
	ii. Group 'B', 'C' & 'D'	Y	-	-	-	-	-	-	-
4.	Pay fixation								
	i. Group 'A'	Y	-	Y	-	-	-	-	-
	ii. Up to Group 'B'	Y	Y	-	-	-	-	-	-
5.	DPC for Promotion of Group 'B' post.	Y	Y	Y	-	Y	-	-	-
6.	ACP								
	i. Group 'A'	Y	-	Y	-	Y	Y or	Y	Y
	ii. Group 'B'	Y	Y	-	-	Y	Y or	Y	Y
7.	Senior List of W.A.	Y	Y	-	-	-	-	-	-
8.	Maintenance of Sanctioned strength in regional office.	Y	-	-	-	-	-	-	-
9.	Posting/Transfer.								
	i. CHS Officers & Gr. 'A' Officers.	Y	-	Y	-	Y	-	-	-
	ii. WAs	Y	-	Y	-	Y	-	-	-
	iii. Inter regional Transfer of Group 'C' & 'D' staff in LWO.	Y	Y	-	Y	Y	-	-	-
10.	Grant of Increment.	Y	Y	-	-	-	-	-	-
11.	Grant of HBA/GPF Advance.	Y	Y	-	-	Y	-	-	-
12.	LTC	Y	Y	-	-	Y	-	-	-
13.	Revival of posts.	Y	Y	Y	-	Y	-	-	-

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR	JS/DG (LW)	AS	SECY	LEM
14.	Pension cases of WC's and Ex-Cadre staff at the H.Q.	Y	Y	Y	-	-	-	-	-
15.	Construction/Hiring of Accommodation for offices of WC's	Y	Y	-	-	Y	-	-	-
16.	Repair/Maintenance of office accommodation of WCs.	Y	Y	Y	-	Y	-	-	-
17.	Condemnation/Purchase of Vehicle.	Y	-	Y	-	Y	-	-	-
18.	Continuation of Temporary posts.	Y	Y	-	-	Y	-	-	-
19.	Information Sought Under RTI.	Y	Y	Y	-	-	-	-	-
20.	Complaints received Through CVO/Public Grievances	Y	Y	Y	-	Y	-	-	-
21.	Court Cases.	Y	Y	Y	-	Y	-	-	-
22.	Appeals.	Y	Y	Y	-	Y	-	-	-
23.	Disciplinary matters.	Y	Y	Y	-	Y	-	-	-
24.	Complaints.	Y	Y	Y	-	Y	-	-	-
25.	VIP References/PMO Reference.	Y	-	Y	-	Y	-	-	-
26.	Reports & Returns.	Y	Y	-	-	-	-	-	-
27.	Audit paras relating to the W.I.	Y	-	Y	-	Y	-	-	-
28.	ACR's								
	i. Maintenance of ACR of WA's.	Y	-	-	-	-	-	-	-
	ii. Review ACR of CHS Officers/DWC's/AWC'S/ AAO/Was	Y	Y	-	Y	-	-	-	-
	iii. Forwarding of ACR of CHS Officers/DWC's/AWC's/AAO Officers receives to the concerned authorities.	Y	Y	-	-	-	-	-	-

SECTION: WELFARE-II

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR/WC	JS/DG (LW)	AS	SECY	LEM
1.	In case of amendment of Acts/Rules, Parliamentary matters, VIP/MP References.	Y	Y	-	Y	Y	Y or Y		Y
2.	In case of general matters pertaining to Labour Welfare Organisation.	Y	Y	-	Y	Y	-	-	-

SECTION: WELFARE-II (C)

Sl. No.	Subject	SO/WA	US/DD	DS/JD	DIR/WC	JS/DG (LW)	AS	SECY	LEM
1.	Constitutions/Reconstitutions of CAC/SACs under four Welfare Funds i.e. (i) LSDM (ii) IOMC (iii) Beedi (iv) CWC Reconstitution of CACs/SACs	Y	Y	-	Y	Y	Y	Y	Y
2.	Holding of CACs Meetings.	Y	Y	-	Y	Y	Y	Y	-
3.	Coordination of work relating to RTI Act.	Y	Y	-	Y	Y	-	-	-
4.	Approval of Tour Programmes of all WCs.	Y	Y	Y	-	Y	-	-	-
5.	Caretaking of Office Building at Jaisalmer House.	Y	Y	Y	-	Y	-	-	-
6.	Internal transfer posting of Officials/Staffs.	Y	Y	Y	-	Y	-	-	-

SECTION: WELFARE-III

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR/WC	JS/DG (LW)	AS	SECY	LEM
1.	Sanction of subsidy under various housing schemes to Managements/ State Govts./ Workers if the amount of subsidy exceeds Rs.50,000/-.	Y	-	Y	-	Y	-	-	-

SECTION: WELFARE-IV

Sl. No.	Subject	WA/ SO	US/ DD	DS/ JD	DIR/ WC	JS/ DG (LW)	AS	SECY	LEM
1.	Amendment/introduction of new schemes.	Y	Y	-	Y	Y	-	Y	-
2.	Education Recreation and Water supply schemes.	Y	Y	-	Y	Y	-	-	-

Sl. No.	Subject	WA/ SO	US/ DD	DS/ JD	DIR/ WC	JS/ DG (LW)	FA	AS	SECY	LEM
3.	Financial approval under the schemes.	Y	Y	-	Y	Y	Y	-	-	-

SECTION: WELFARE-V

Sl. No.	Subject	SO/DO	US/DD	DS/JD	DIR/WC	JS/DG (LW)	AS	SECY	LEM
1.	Proposals from Welfare Commissioners for setting up Hospitals/dispensaries/Health Centres/Maternity-cum-Child Welfare Centres.	Y	Y	-	Y	Y	-	-	-
2.	Proposals for payment of grant-in-aid for purchase of Ambulance Vans by Mines Managements and proposals from WCs for payment of grant-in-aid for purchase of hospital equipment by Mine Managements in case amount exceeds Rs. 50,000/-	Y	Y	-	Y	Y	-	-	-
3.	Formulation/Amendments to health Schemes and general matters pertaining to Labour Welfare Organisation.	Y	Y	-	Y	Y	-	-	-
4.	Parliamentary matters, VIP/MP References.	Y	Y	-	Y	Y	Y or Y		Y
