

RTI MANUAL
UNDER
SECTION 4 OF THE RTI ACT 2005

MAIN SECRETARIAT
MINISTRY OF LABOUR & EMPLOYMENT

Information under Section 4 of the RTI Act, 2005.

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

PART- I. UNION SUBJECTS:

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

PART II. CONCURRENT SUBJECTS:

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

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

- 11) Items mentioned in Part II above.

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

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

PART V: MISCELLANEOUS BUSINESS:

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

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

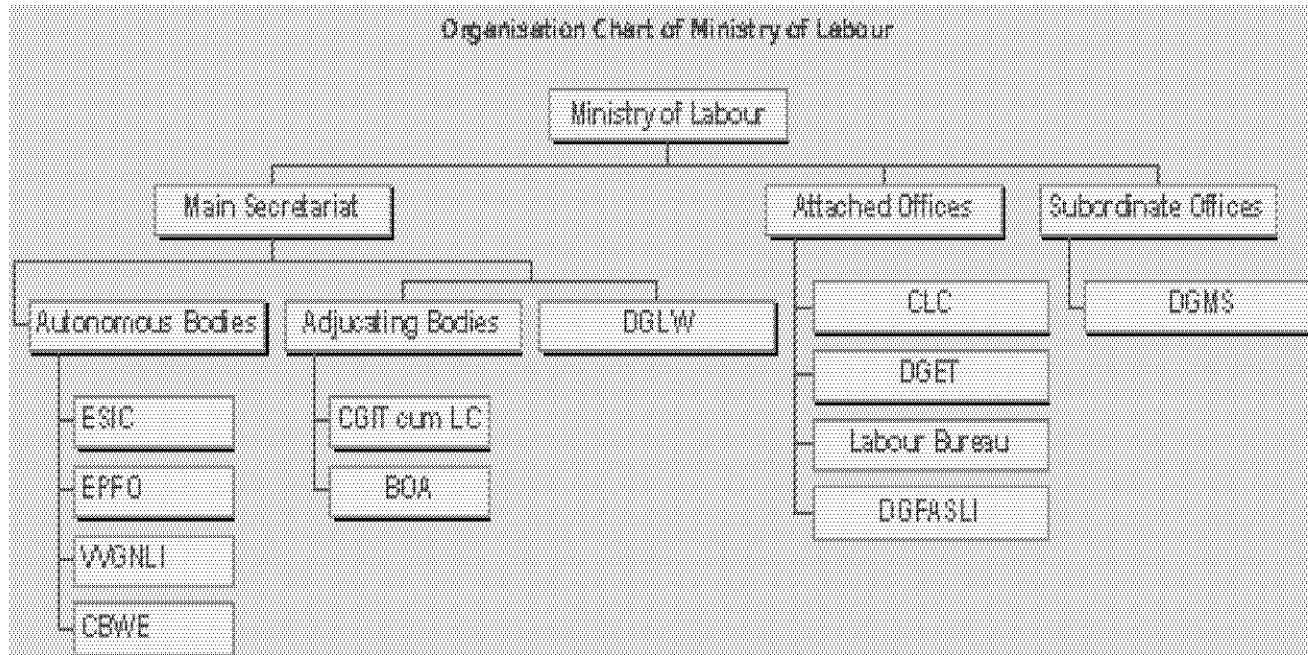
THURST AREA OF THE MINISTRY OF MINISTRY OF LABOUR & EMPLOYMENT

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

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

The Organisational Chart of the Ministry of Labour & Employment:

Minister of State for Labour and Employment (Independent Charge): [Shri Bandaru Dattatreya](#)



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

Main Secretariat

Attached Offices

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

Subordinate Offices

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

Adjudicating Bodies

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

Arbitration Bodies

- Board of Arbitration (JCM), New Delhi

Autonomous Organizations

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

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

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

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

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

Section 4(1) (b) (ii): the powers and duties of the officers and employees of Main Secretariat, Ministry of Labour & Employment: Available on Ministry's website i.e. www.labour.nic.in under the heading 'Information Services > Work Distribution'.

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

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

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

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

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

Section 4(1) (b) (v): the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions: The manual followed by the Sections is **Manual of Office Procedure**. All

the work performed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time. Beside this, functions are also discharged according to various labour acts/laws/rules/regulations which are administered by the Main Secretariat, Ministry of Labour & Employment. A **List of Acts administered by various sections/divisions of the Main Secretariat, Ministry of Labour & Employment is as follows:**

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

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| 15 | The Building and Other Construction Workers Welfare Cess Act, 1996. | Bonded Labour (DGLW) |
| 16 | Employees' State Insurance Act, 1948. | Social Security – I (SS-I Section) |
| 17 | Workmen's Compensation Act, 1923. | Social Security – I (SS-I Section) |
| 18 | Maternity Benefit Act, 1961. | Social Security – I (SS-I Section) |
| 19 | Employers' Liability Act, 1938. | Social Security – I (SS-I Section) |
| 20 | Fatal Accidents Act, 1855 | Social Security – I (SS-I Section) |
| 21 | The Employees' Provident Fund Scheme, 1952. | Social Security – II (SS-II Section) |
| 22 | The Employees' Provident Funds & Misc Provisions Act, 1952. | Social Security – II (SS-II Section) |
| 23 | The Employee's Deposit Linked Insurance (EDLI) Scheme, 1976. | Social Security – II (SS-II Section) |
| 24 | The Payment of Gratuity Act, 1972 and the Payment of Gratuity (Central) Rules, 1972. | Social Security – II (SS-II Section) |
| 25 | Employees Pension Scheme 1995 | Social Security – II (SS-II Section) |
| 26 | Assam Tea Plantation Provident Fund Act | Social Security – II (SS-II Section) |
| 27 | Payment of Bonus Act, 1965. | Wage Board Section (WB Section) |
| 28 | Working Journalist and Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1965. | Wage Board Section (WB Section) |
| 29 | Working Journalists (Fixation of Rates of Wages) Act, 1958. | Wage Board Section (WB Section) |
| 30 | Minimum Wages Act, 1948. | Wage Cell [Minimum Wages] |
| 32 | Payment of Wages Act, 1936. | Wage Cell [Minimum Wages] |
| 33 | The Mica Mines Labour Welfare Fund Act, 1946. | Welfare-II (W.II Section) |
| 34 | The Limestone and Dolomite Mines Labour Welfare Fund Act, 1972. | Welfare-II (W.II Section) |
| 35 | The Iron Ore Mines, Manganese Ore | Welfare-II (W.II Section) |

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| | Mines and Chrome Ore Mines Labour Welfare Fund Act, 1976. | |
| 36 | The Iron Ore Mines, Manganese Ore Mines and Chrome Ore Mines Labour Welfare Cess Act, 1976. | Welfare-II (W.II Section) |
| 37 | The Beedi Workers Welfare Fund Act, 1976. | Welfare-II (W.II Section) |
| 38 | The Beedi Workers Welfare Cess Act, 1976. | Welfare-II (W.II Section) |
| 39 | The Cine Workers Welfare Fund Act, 1981. | Welfare-II (W.II Section) |
| 40 | The Cine Workers Welfare Cess Act, 1981 | Welfare-II (W.II Section) |
| 41 | The Beedi & Cigar Workers (Conditions of Employment) Act, 1966. | Welfare-II (W.II Section) |
| 42 | The Cine Workers and Cinema Theatre Workers (Regulation of Employment) Act, 1981. | Welfare-II (W.II Section) |
| 43 | Industrial Disputes Act, 1947 and Industrial Disputes (Central) Rules, 1957. | Industrial Relations (Policy Legal) (Desk) (IR-PL) |
| 44 | Trade Unions Act, 1926. | Industrial Relations (Policy Legal) (Desk) (IR-PL) |
| 45 | General issues connected with taking action under the E.S.M. Act, 1981 | Industrial Relations (Policy Legal) (Desk) (IR-PL) |
| 46 | Plantation Labour Act, 1951 and related matters. | -do- |
| 47 | Weekly Holidays Act, 1942. | Industrial Relations (Policy Legal) (Desk) (IR-PL) |
| 48 | National and Festival Holidays Act and Matters relating thereto. | Industrial Relations (Policy Legal) (Desk) (IR-PL) |
| 49 | Shops and Establishments Act. | Industrial Relations (Policy Legal) (Desk) (IR-PL) |
| 50 | Industrial Employment (Standing Orders) Act, 1946 and Industrial Employment (Standing Orders) Central Rules, 1946. | Industrial Relations (Policy Legal) (Desk) (IR-PL) |
| 51 | Industries (Development and Regulation) Act, 1951. | Industrial Relations (Policy General) (IR-PG) |
| 52 | Industrial Disputes Act, 1947. | Industrial Relations (Policy General) (IR-PG) |

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| 53 | The Apprentices Act, 1961. | DGE&T |
| 54 | The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 | DGE&T |
| 55 | The Motor Transport Workers Act, 1961. | Coordination |
| 56 | The Sales Promotion Employees (Conditions of Services) Act, 1976 | Coordination |
| 57 | Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishments) Act, 1988. | Coordination |
| 58 | Labour Laws (Maintenance of Registers, Submission of Annual Returns by Establishments) and Miscellaneous Provisions Bills, 2003. | Coordination |

However various labour acts are available on the Ministry's website i.e. www.labour.nic.in under the heading 'Acts of Labour Ministry'.

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

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

- j) Index Numbers
- k) Minimum Wages
- l) Safety and Accident Statistics
- m) EPFO Operational Statistics

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

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

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

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| 07. | Minimum Wages Advisory Board under Section 8 of the Minimum Wages Act, 1948 | Wage Cell |
| 08. | Two Wage Boards one for Working Journalists and another for Non-Journalists Newspaper Employees | Wage Board |
| 09. | Central Apprenticeship Council (CAC) | DGE&T |
| 10. | Central Advisory Contract Labour Board under Contract Labour (Regulation and Abolition) Act, 1970 | LW |
| 11. | Central Advisory Committee under Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 | BL |
| 12. | National Social Security Board | RW |
| 13. | Central Advisory Committee on Beedi Workers Welfare Fund | W-II |
| 14. | Central Advisory Committee on Limestone & Dolomite Mines Labour Welfare Fund | W-II |
| 15. | Central Advisory Committee on Iron Ore, Manganese Ore and Chrome Ore Mines Labour Welfare Fund | W-II |
| 16. | Central Advisory Committee on Cine Workers Welfare Fund | W-II |
| 17. | Advisory Committee under Section 9 of the Dock Workers (Safety, Health & Welfare) Act, 1986 | ISH-II |
| 18. | Committee under Section 12 of the Mines Act, 1952 | ISH-II |
| 19. | Board of Mining Examinations constitutes under Section 11 of Coal Mines Regulations, 1957 | ISH.II |

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| 20. | Board of Mining Examinations constitutes under Section 11 of the Metalliferous Mines Regulation | ISH-II |
| 21. | Child Labour Technical Advisory Committee | C&WL-I |
| 22. | Central Advisory Committee under Equal Remuneration Act, 1976 | C&WL-II |
| <i>NON-STATUTORY</i> | | |
| 01. | Tripartite Industrial Committee on Plantation Industry | IR(PL) |
| 02. | Industrial Tripartite Committee on Road Transport Industry | IR(PL) |
| 03. | Industrial Tripartite Committee on Cotton Textile Industry | IR(PG) |
| 04. | Industrial Tripartite Committee on Jute Industries | IR(PG) |
| 05. | Industrial Tripartite Committee on Engineering Industry | IR(PG) |
| 06. | Industrial Tripartite Committee on Electricity Generation and Distribution | IR(PG) |
| 07. | Hindi Salahkar Samiti | RBN |
| 08. | National Council for Vocational Training (DGE&T) | DGE&T |
| 09. | Indian Labour Conference (ILC) | LC |
| 10. | Standing Labour Committee (Standing Labour Committee) | LC |
| 11. | National Safety Awards (Mines) Committee | ISH-I |
| 12. | Vishwakarma Rashtriya Puraskar & National Safety Awards Committee | ISH-I |
| 13. | National Committee on Safety | ISH-II |

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| 14. | Central Advisory Board on Child Labour | C&WL-I |
| 15. | Governing Body of Central Board for Workers Education | ESA |
| 16. | General Council, V.V. Giri National Labour Institute, NOIDA | ESA |
| 17. | Executive Council, V.V. Giri National Labour Institute, NOIDA | ESA |

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

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

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

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

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|-----|--|--------------|-----------|---------|----|
| 4. | Joint Secretary PB-4/10000 | Gazetted | Regular | Group A | 02 |
| 5. | Joint Secretary PB-4/10000 | Gazetted | Temporary | Group A | 01 |
| 6. | Director/ Deputy Secretary PB-4/8700/PB-3/7600 | Gazetted | Regular | Group A | 11 |
| 7. | Under Secretary <u>PB-3/6600</u> | Gazetted | Regular | Group A | 23 |
| 8. | Section Officer PB-2 & 3*/4800 & 5400* | Gazetted | Regular | Group B | 46 |
| 9. | Section Officer PB-2 & 3*/4800 & 5400* | Gazetted | Temporary | Group B | 01 |
| 10. | Assistant PB-2/4600 | Non-Gazetted | Regular | Group B | 87 |
| 11. | Senior Principal Private Secretary PB-3/7600 | Gazetted | Regular | Group A | 01 |

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|-----|---|--------------|---------|---------|----|
| 12. | Principal Private Secretary PB-3/6600 | Gazetted | Regular | Group A | 01 |
| 13. | Private Secretary PB-2 & 3*/ 4800 & 5400 | Gazetted | Regular | Group B | 10 |
| 14. | Personal Assistant PB-2/4800** & 4600 | Non-Gazetted | Regular | Group B | 29 |
| 15. | Stenographer Grade "D" PB-2/2400 | Non-Gazetted | Regular | Group C | 42 |
| 16. | Senior Analyst PB-3/6600 | Gazetted | Regular | Group A | 01 |
| 17. | Junior Analyst PB-2&3*/4800 & 5400* | Gazetted | Regular | Group B | 02 |
| 18. | Research Assistant PB-2/4600 | Non-Gazetted | Regular | Group B | 02 |
| 19. | Upper Division Clerk PB-1/2400 | Non-Gazetted | Regular | Group C | 51 |
| 20. | Lower Division Clerk PB-1/1900 | Non-Gazetted | Regular | Group C | 30 |

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|-----|---|--------------|---------|---------|----|
| 21. | Joint Director(OL) PB-3/7600 | Gazetted | Regular | Group A | 01 |
| 22. | Assistant Director (OL) PB-3/5400 | Gazetted | Regular | Group B | 01 |
| 23. | Senior Hindi Translator PB-2/4600 | Non-Gazetted | Regular | Group C | 02 |
| 24. | Junior Hindi Translator PB-2/4200 | Non-Gazetted | Regular | Group C | 05 |
| 25. | Asstt. Library & Information Officer PB-2/4800 | Gazetted | Regular | Group B | 01 |
| 26. | Library & Assistant PB-2/4200 | Non-Gazetted | Regular | Group C | 04 |
| 27. | Library Clerk PB-1/1900 | Non-Gazetted | Regular | Group C | 01 |
| 28. | Senior Library Attendant PB-1/1800 | Non-Gazetted | Regular | Group C | 01 |
| 29. | Staff Car Driver (Grade-I) PB-1/2800 | Non-Gazetted | Regular | Group C | 01 |

| | | | | | |
|-----|---|--------------|---------|---------|----|
| 30. | Staff Car Driver (OG) PB-1/1900 | Non-Gazetted | Regular | Group C | 05 |
| 31. | Scooter Driver/Dispatch Rider PB-1/1900 | Non-Gazetted | Regular | Group C | 03 |
| 32. | M.M.O PB-2/4600 | Non-Gazetted | Regular | Group B | 01 |
| 33. | Senior Gestetner Operator PB-1/1900 | Non-Gazetted | Regular | Group C | 01 |
| 34. | Junior Gestet. Operator PB-1/1800 | Non-Gazetted | Regular | Group C | 01 |
| 35. | Senior Peon PB-1/1800 & 1900 | Non-Gazetted | Regular | Group C | 05 |
| 36. | Daftry PB-1/1800 & 1900 | Non-Gazetted | Regular | Group C | 28 |
| 37. | Peon PB-1/1800 | Non-Gazetted | Regular | Group C | 57 |
| 38. | Farash PB-1/1800 | Non-Gazetted | Regular | Group C | 05 |

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

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

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

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

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

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

Section 4(1) (b) (xiv): details in respect of the information, available to or held by it, reduced in an electronic form;- The ministry regularly take step to provide as much information suo moto to the public at regular intervals through various means of communication, including internet. Accordingly, all labour laws/rules/notifications/amendments/reports/labour statistics etc are maintained in electronic form.

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

And

Section 4(1)(b)(xvi): the names, designations and other particulars of the Public Information Officers: The Main Secretariat, Ministry of Labour & Employment has designated all Under Secretaries/Desk Officers/Deputy Directors/Equivalent Officers as Central Public Information Officer(CPIO) of the respective divisions in respect of the work handled by them. Besides this, a central RTI Cell has also been established which is headed by a Deputy Secretary level officer who will also be the Nodal Officer for the purpose of RTI Act, 2005 in respect to Ministry of Labour & Employment and its Attached/Subordinate offices/Autonomous organisations & adjudicating bodies. It is the responsibility of RTI Cell to receive the requests under the RTI Act, 2005 on behalf of all CPIOs and forward the same to the concerned CPIO. A request for obtaining information pertaining to Ministry of Labour & Employment (Main secretariat) under section (6)(1) of the RTI Act, 2005 shall be accompanied by an application fee of Rupees ten (Rs. 10/-) by way of Cash through proper receipt or by Demand Draft or Bankers Cheque or Indian Postal Order payable to Accounts Officer/PAO(MS), Ministry of Labour & Employment and may be submitted either personally or through post to Director/Nodal Officer under the RTI Act, 2005, Ministry of Labour & Employment, Shram Shakti Bhavan, Rafi Marg, New Delhi-110001.

All Directors/Deputy Secretaries shall be the Appellate Authorities for the purpose of Section 19(1) of the Right to Information Act, 2005 with respect to Main Secretariat, Ministry of Labour & Employment.
