

# **FUNCTIONAL FILE INDEX**

**DEPARTMENT OF LABOUR & EMPLOYMENT  
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**WORK STUDY UNIT  
DEPARTMENT OF LABOUR & EMPLOYMENT  
GOVT OF INDIA**

DEPARTMENT OF LABOUR AND EMPLOYMENT  
(MAIN SECRETARIAT)

FUNCTIONAL FILE INDEX

For

HOUSE-KEEPING & SUBSTANTIVE  
FUNCTIONS FUNCTIONS

1971

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## DEPARTMENT OF LABOUR AND EMPLOYMENT

### EXPLANATORY NOTE DESCRIBING

#### FUNCTIONAL FILE INDEX

1. The existing filing system of the Central Secretariat offices has been laid down in detail in Manual of Office Procedure. It suffers from the following disadvantages:

- (i) There is no uniformity, since different sections allot different numbers to identical subjects or sub-subjects.
- (ii) Tracing of files is a time-consuming search through the file registers and the officers are dependent on record clerks.
- (iii) Indexing by subject as well as by individual name is necessary.

2. To overcome these disadvantages, a functional, subject-wise and sub-subject-wise file index could be prepared as follows: -

- 2.1 The main subjects under a function, say establishment, common office services, budget, are first listed under functional group headings which are respectively identified by capital letters 'A', 'D' and 'G' of Part I of the Functional File Index. Similarly, the main subjects under substantive activities of this Department, say, labour Relations, Social Security, I.L.O., are first listed under Functional group heading, which are respectively identified by 'L', 'R' and 'W' of Part II of the Functional File Index.
- 2.2 Each main subject or main head under each functional group is assigned consecutive, Arabic numerals beginning with '11' which may go up to '99'.
- 2.3 Similarly, the sub-subjects or sub-heads under each main head are assigned consecutive Arabic numbers beginning with '11' which also could go up to '99'.
- 2.4 The identifying subject numerals and sub-subject numerals are separated by '0', the group of numerals to the left of '0' refer to the main subject while that to the right to its sub-subjects, topic, aspect or factor.
- 2.5 Files opened under the same subject, etc. are given serial numbers 1, 2, 3 and so on, and separated from the groups of numerals identifying the main subject and the sub-subject by a slant stroke/.

- 2.6 The year in which the file is opened is shown separately from the file number by a slant stroke/.
- 2.7 At the end of each file code number is to be indicated the dealing administrative office, division or unit by a suitably chosen abbreviated group of letters separated from the year by a hyphen.
- 2.8 Each subject and sub-subject thus having been identified by an alpha-numeric code mark, a brief content part of the subject viz. question, issue or specific institution or person involved is indicated in the rectangle on the file cover marked "Subject".

## 2.9 **Illustrations**

- (i) In a file numbered D 11013/3/66-Est., 'D' stands for the functional or activity group heading, viz. common office services. The first group of Arabic numerals '11' stands for the main subject heading 'accommodation'. The figure 'o' is a separating sign. The second group of Arabic numerals '13' stands for the subordinate subject or aspect heading, 'shifting arrangements'. The number '3' between slant strokes denotes 3<sup>rd</sup> file opened under this subordinate heading. The figure '66' indicates the year of opening the file and the abbreviating letters 'Estb'. Stands for establishment section. If the file relates to shifting of the Department of Mines and Metals from its present accommodation in Udyog Bhavan to Shastri Bhavan, the following only need be indicated in the 'subject' box on the file cover:

“Department of Mines & Metals from Udyog Bhavan to Shastri Bhavan”.

- (ii) In a file numbered L 12011/1/71-LR.III, 'L' stands for the group heading 'Labour Relations' '12' stands for the main head 'Industrial dispute in Banks', 'O' is the separating sign, '11' stands for the sub-head 'Charter and general demands', '1' indicates the first file opened under this sub-head, '71' will indicate the year of opening the file, and the abbreviation LR.III denotes the Labour Relations-III Section.

## 3. **Instruction**

If a paper requiring filing is such as apparently does not relate to any of the lists viz. functional (primary, group heading), subject (Secondary heading) or sub-subject etc. (tertiary heading), the following points should be considered: -

Whether they come under any sub-factor or sub-aspect of a tertiary heading as related to a secondary heading.

If not, whether they could be brought under an additional heading placed at appropriate point in the list of primary headings.

If not, whether they could be brought under an additional heading placed at appropriate point in the list of primary headings.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.

4. Advantages of the proposed file index

- (i) A coded file index drawn up on a functional basis establishes an easily recognisable, systematic filing sequence under a comprehensive list of pre-identified subjects and their various sub-subjects, topics or aspects, concerning established activities.
- (ii) The symbols and numbers used are convenient substitutes for lengthy file designations; also, a standardised index based on them furnishes better aid in a hunt which sometimes has to be made to locate relevant papers,
- (iii) Such a file index has also the advantages of providing files on the same functional subject and its sub-subject common identifying symbols.
- (iv) Ensuring ease in reference, this standardisation greatly facilitates opening of new files, systematic sorting, pick up and storage of files which may be required subsequently for reference, and thus enables the officers to pick up any file on their own and with speed.
- (v) Further, only one additional index slip (by specified name or question) need be made, and not two, i.e. both name-wise and subject-wise as is found necessary under the conventional system.
- (vi) Besides, the proposed coded index can serve as a standard table of contents for the sectionals note-book which, although a necessary requirement for its effective use, is by an large not prepared.
- (vii) It would also help in compiling orientation, instruction material on the activity dealt with, for a comprehensive understanding of it.

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DEPARTMENT OF LABOUR AND EMPLOYMENT  
(MAIN SECRETARIATE)  
FUNCTIONAL FILE INDEX  
FOR  
HOUSE-KEEPING & SUBSTANTIVE  
FUNCTIONS

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PART-I

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- 31 Grant of pay advance
- 32 Grant of TA advance
- 33 Grant of LTC advance
- 34 Grant of other advances
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- 38 Miscellaneous
  - 11 Air passage bills
  - 12 Cancellation charges
  - 13 Contingent expenditure
  - 14 Electric charges-recovery
  - 15 GPF annual statements
  - 16 GPF membership
  - 17 Grants-in-aid, contributions and donations
  - 18 Hospitality fund
  - 19 House rent and other allowances
  - 20 Last pay certificate
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  - 22 Pay claims
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  - 24 Refunds
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  - 26 Rent demand statements
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  - 28 TA/Transfer TA claims
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  - 30 Reimbursement of legal expenses

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34 *Miscellaneous*



## H - PARLIAMENT

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11	Parliament matters	11	General aspects
		12	Assurances and undertakings
		13	Committees
		14	Cut motions/Resolutions/calling Attention notices-Lok Sabha
		15	Cut motions/Resolution/Calling Attention notices-Rajya Sabha
		16	Questions-Lok Sabha
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12	Reports and returns	11	Fortnightly
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## I-MANAGEMENT SERVICES

NOTE:- Main Heads are as under and till such time as sub-heads are developed for each main head, the file numbering system will be the same as in the functional file index for cases relating to establishment, etc, except that there will be no identification for the sub-head but the files opened under the main head will be consecutively numbered.

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11	Programmes of studies	11 12 13 14 15
12	Organisational studies	11 12 13 14 15
13	Work simplification studies	11 12 13 14 15
14	Simplification Studies	11 12 13 14 15
15.	Studies of orientation-education needs	11 12 13 14 15
16	Paper work simplification studies	11 12 13 14 15
17	Work norms, and work measurement studies	11 12 13

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18	Studies of functional (management) system	11
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19	Research studies	11
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20.	Management education	11
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21.	Modernisation studies	11
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22.	Comprehensive Studies	11
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23.	Suggestions Scheme	11
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24.	AR recommendations re; machinery of Govt, of India and its procedures of work	11
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25.	O & M Charts, reports and returns	11
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26	O & M Inspections	11

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27	O & M and work study meetings	11
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28	Central O & M	11
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29	Staff Inspection Unit	11
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30.	O & M techniques	11
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31.	Work Study techniques	11
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33	Training in O & M and work study	11
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34	Miscellaneous	11
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J & K

J  
and  
K

(Reserved for future Housekeeping jobs)

**PART-II**

## L- LABOUR RELATIONS

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11. Industrial disputes in Air Corporations	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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12. Industrial disputes in Banks	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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13 Industrial disputes in Cantonment Boards	11	Charter and general
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14. Industrial disputes in Defence Establishments	11	Charter and general demands Individual cases
	12	Arbitration agreements
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15. Industrial disputes in Employees' State Insurance Corporation	11	Charter and general demands Individual cases
	12	Arbitration agreements
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16. Industrial disputes in Government of India Presses	11	Charter and general
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18	Industrial disputes in coal mines in Bombay Region	11	Charter and general
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18	Industrial disputes in coal mines in Bombay Region	11	Charter and general
		12	demands Individual cases
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		25	Miscellaneous
19	Industrial disputes in coal mines in Calcutta Region	11	Charter and general
		12	demands Individual cases
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		25	Miscellaneous
20	Industrial disputes in coal mines in Dhanbad Region	11	Charter and general demands Individual cases
		12	Arbitration agreements
		13	Awards (arising out of direct applications)
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		25	Miscellaneous
21.	Industrial disputes in coal mines in Hyderabad Region	11	Charter and general demands Individual cases
		12	Arbitration agreements
		13	Awards (arising out of direct applications)
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22. Industrial disputes in coal mines in Jabalpur Region	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous
23. Industrial disputes in coal mines in Tamil Nadu Region	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous
24. Industrial disputes covering coal mines (more than one Region)	11	Charter and general demands Individual cases
	12	Arbitration agreements
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25. Industrial disputes in gypsum mines	11	Charter and general demands
	12	Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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26. Industrial disputes in iron ore mines	11	Charter and general demands
	12	Individual cases
	13	Arbitration agreements
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27. Industrial disputes in manganese mines	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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28. Industrial disputes in mica mines	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous

29. Industrial disputes in quarries and other mines	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
30. Industrial disputes in Oil fields	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
31. Industrial disputes in Bombay Ports and Docks	11	Charter and general
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	14	Awards (arising out of direct applications)
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32. Industrial disputes in	11	Charter and general
Calcutta Ports and Docks	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of
		direct applications)
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	25	Miscellaneous
33. Industrial disputes in	11	Charter and general
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	13	Arbitration agreements
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	25	Miscellaneous
34. Industrial disputes in Vishakhapatnam Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous
35. Industrial disputes in Cochin Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous
36. Industrial disputes in Marmugao Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
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	25	Miscellaneous
37. Industrial disputes in Kandla Ports and Docks	11	Charter and general demands
	12	Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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38. Industrial disputes in Paradip Ports and Docks	11	Charter and general demands
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39. Industrial disputes in more than one ports and Docks	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
40. Industrial disputes in Posts and Telegraphs	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous

41. Industrial disputes in Railways	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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25	Miscellaneous	

42. Industrial disputes in other Government establishments/undertakings in Central sphere	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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25	Miscellaneous	

**Heading 43 to 50**

Kept reserved for other industries etc., if any, to come up.

51. Industrial disputes in State	11	Charter and general
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sphere  
12 demands Individual cases  
13 Arbitration agreements  
14 Awards (arising out of  
direct applications)

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25 Miscellaneous

52. Code of Discipline

11 General aspects.

12 Violations/Complaints-coal  
mines.

13 Violations/Complaints-non-  
coal mines.

14 Violations/Complaints-  
Stats sphere.

15 Violations/Complaints-  
Insurance.

16 Violations/Complaints-  
Banks.

17 Violations/Complaints-Air  
Corporation.

18 Violations/Complaints-  
Government of India  
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19 Violations/Complaints-  
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20 Violations/Complaints-  
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21 Agreements

22 Acceptance of Code

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sphere

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		sphere.
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	26	Reviews-Central sphere/State sphere
	27	Screening procedure
	28	Out of court settlements of disputes
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	12	Violation/complaints
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54. Rationalisation and Automation	11	Policy
	12	Screening procedure
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	14	Introduction and replacement of automatic devices
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	25	Miscellaneous
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57. Workers	11	Policy / General aspects
Participation in Board of	12	Working in individual Units
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58. Workers	11	Policy / General aspects
Shareholding	12	Working in individual Units
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59. Joint Consultative	11	Policy / General aspects
Machinery and Board of	12	
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60. Verification of membership	11	General aspects
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25	Miscellaneous

## M-LABOUR WELFARE

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		13	Low cost Housing Scheme
		14	Subsidy-cum-loan Scheme
		15	Build your own house scheme
		16	Housing corporation Society
		17	Representations on housing matters
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12	Medical facilities	11	Policy/general aspects
		12	Central/Regional hospitals- matters relating to
		13	Dispensaries-matter relating to
		14	Sanction for purchase of medicines etc.
		15	Import of equipments/release of foreign exchange
		16	Disposal of unserviceable stores
		17	Family Planning programmes.
		18	Representations/complaints
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13.	Educational facilities	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	Policy/general aspects Scholarships Audio-visual aids Training matters Educational tours Uniforms Mid-day meals Children education allowance         Miscellaneous
14.	Recreational facilities	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	Policy/general aspects Institutes/Community Centres Films and mobile Cinema units Radio centres Bharat Darshan tours Sports and games Cultural activities         Miscellaneous
15.	Miscellaneous Welfare activities	11 12 13 14 15 16 17 18	General aspects Water supply Clothing Canteens Consumer Cooperative Stores Credit Societies Fair Price Shops Allocation of cess

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16.	Condition of Work	11	General aspects
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		14	Working hours/shift schedules
		15	Classification of workmen
		16	Discipline
		17	Improvement (Sweepers)
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17.	Job Security in Oil Companies	11	Policy matters
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20.	Construction Work	11	Policy /General aspects
		12	Plan Projects
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## N- LABOUR SAFETY

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11	Accidents	11	General aspects
		12	Nature of accidents
		13	(fatal/non-fatal)
		14	Compensation
		15	Inspections of mines
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12.	Safety	11	Policy / General aspects
		12	Audio-visual aids
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		14	Exhibitions
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		16	Protective footwear to mines
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P-WAGES AND BONUS

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11	Wages	11	Policy / General aspects
		12	Deductions from wages
		13	Claim/recovery of wages
		14	Complaints/representation s Fixation pf pay and allowances matters relating to
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## Q- WORKERS' EDUCATION

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11. Coverage of the Scheme	11	Policy / General aspects
	12	Industries/Establishments ( to be covered)
	13	Regional /Sub-Regional Centres ( opening/closing of)
	14	Categories of workers (to be covered)
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	25	Miscellaneous
12. Facilities/Concessions under the Scheme	11	Worker-teacher trainees
	12	Worker-trainees
	13	Whole-time courses
	14	Short term programmes.
	15	Educational tours
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	25	Miscellaneous
13. Evaluation and Review	11	General aspects
	12	Studies and Reviews
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14	Training Programmes	11	Education Officers Training Course
		12	Worker-teacher training courses
		13	Unit level classes
		14	Correspondence courses
		15	Short tern training Programmes
		16	Training of candidates nominated by foreign countries
		17	Training of the officers of the Board
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		25	Miscellaneous
15.	Syllabil	11	Education Officers Training
		12	Worker-teacher training
		13	Unit level classes of workers
		14	Special aspects of syllabi (i.e.g. industrial health) Safety, productivity, family planning, etc.)
		15	Recommendations of the Syllabii Committee
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		25	Miscellaneous

16.	Society and its various bodies	11	Composition of the Society
		12	Composition of the Board of Governors
		13	Composition of different Committees of the Society
		14	Rules and Regulations of the Society
		15	Meeting of the Board of Governors
		16	Meeting of other committees
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		25	Miscellaneous
17.	Literature of the Board	11	Selection of authors and scripts
		12	Payment of remuneration to authors
		13	Production/Printing of booklets Pricing and sale of booklets etc. Monthly bullet in production/ distribution
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		25	Miscellaneous
18	Training Equipment	11	Provision of class room furniture
		12	Audio-Visual aids (workers' education)
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		25	Miscellaneous
19.	Grants-in-aid	11	Release of-by Government to Boards
		12	Release-by Board to the Unions
		13	Proposals for sanctioning grants-in-aid to the trade unions/organisations
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		25	Miscellaneous
20.	Activity Targets	11	Targets and achievements in the previous Plans
		12	Targets/achievements during the Fourth Plan
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		25	Miscellaneous
21.	Indian Institute of Workers' Education	11	Setting up of the Institute
		12	Construction of building for

	the Institute
13	Hiring of accommodation for the Institute
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25	Miscellaneous

**R- SOCAIL SECURITY**

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11. Employees Provident Fund	11	Policy/General aspects	
	12	Settlement of dues	
	13	Recoveries	
	14	Complaints/representations	
	15	Transfer of accounts	
	16	Grant of loans/advances	
	17	Rate of contributions	
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	25	Miscellaneous	
	12. Coal Mines Provident Fund	11	Policy/General aspects
		12	Settlement of dues
		13	Recoveries
		14	Complaints/representations
		15	Transfer of accounts
		16	Grant of loans/advances
		17	Rate of contributions
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25		Miscellaneous	
13. Gratuity		11	Policy/General aspects
		12	Settlement of dues
		13	Recoveries
		14	Complaints/representations
		15	Transfer of accounts
		16	Grant of loans/advances
		17	Rate of contributions
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	25	Miscellaneous
14. Pension	11	Policy/General aspects
	12	Settlement of dues
	13	Recoveries
	14	Complaints/representations
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	25	Miscellaneous
15. Family Pension Scheme	11	Policy/General aspects
	12	Settlement of dues
	13	Recoveries
	14	Complaints/representations
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16. Legal Fees	11	Policy/General aspects
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	25	Miscellaneous
17. Integrated Social Security	11	Policy/General aspects
	12	Unemployment Insurance
	13	Scheme
		Pilot Scheme of
	14	Unemployment
	15	Insurance (Coal Mines)
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	25	Miscellaneous
18. Health Insurance	11	General aspects
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	25	Miscellaneous

S-LABOUR LEGISLATION

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11	Industrial Disputes Act,1947	11.	Interpretation/clarification etc.
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		25.	Miscellaneous
12	Industrial Employment (Standing Orders) Act, 1946	11.	Interpretation/clarification etc.
		12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
13.	Indian Trade Unions Act, 1926	11	Interpretation/clarification etc.
		12.	Amendments
		13.	Enforcement
		14	Exemptions
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		25.	Miscellaneous
14.	Working Journalists	11.	Interpretation/clarification etc.
	(conditions of service and	12.	Amendments
	Miscellaneous Provisions)	13.	Enforcement
	Act, 1955	14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
15.	Working Journalists	11.	Interpretation/clarification etc.
	(Fixation of	12.	Amendments
	Rates of wages Act, 1958	13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16	Court cases/sit notices
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		25.	Miscellaneous
16.	Contract Labour	11.	Interpretation/clarification

			etc.
	Act,1976	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
17.	Indian Dock	11.	Interpretation/clarification etc.
	Labourers'	12.	Amendments
	Act, 1934	13.	Enforcement
		14.	Exemptions
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		16.	Court cases/sit notices
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		25.	Miscellaneous
18.	Dock workers	11.	Interpretation/clarification etc.
	(Regulation of Employment)	12.	Amendments
	Act, 1948	13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
19.	Personal Injuries	11.	Interpretation/clarification etc.
	(Compensation Insurance)	12.	Amendments
	Act, 1963	13.	Enforcement
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		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
20.	Personal Injuries	11.	Interpretation/clarification etc.
	(Emergency Provision)	12.	Amendments
	Act, 1962	13.	Enforcement
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		25.	Miscellaneous
21.	Coal Mines Labour Welfare	11.	Interpretation/clarification etc.
	Fund Act, 1947	12.	Amendments
		13.	Enforcement
		14.	Exemptions

		15.	Appeals
		16	Court cases/sit notices
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		25.	Miscellaneous
22	Mica Mines Labour Welfare	11.	Interpretation/clarification etc.
	Fund Act, 1946	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16	Court cases/sit notices
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		25.	Miscellaneous
23.	Iron Ore Mines Labour Welfare cess Act, 1961	11.	Interpretation/clarification etc.
		12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16	Court cases/sit notices
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		25.	Miscellaneous
24.	Beedi & Cigar Workers	11.	Interpretation/clarification etc.
	(Conditions of Employment) Act,1966	12.	Amendments
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		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
25.	Factories Act, 1948	11.	Interpretation/clarification etc.
		12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
26.	Plantations Labour Act, 1951	11.	Interpretation/clarification etc.
		12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices

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		25.	Miscellaneous
27.	Employment of Children	11.	Interpretation/clarification etc.
	Act, 1938	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16	Court cases/sit notices
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28.	Children(Pledging of Labour	11.	Interpretation/clarification etc.
	Act, 1933	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16	Court cases/sit notices
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		25.	Miscellaneous
29.	Mines Act 1952	11.	Interpretation/clarification

			etc.
		12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
30	Motor Transport Workers	11.	Interpretation/clarification etc.
	Act, 1961	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
31.	Payment of Wages	11.	Interpretation/clarification etc.
	Act, 1936	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
32.	Minimum Wages	11.	Interpretation/clarification etc.
	Act, 1948	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/suit notices
		17.	Additions/deletions of employments(Central sphere
		18.	Additions/deletions of employments (State sphere)
		19.	Fixation/revision of minimum wages (Central sphere
		20.	Fixation/revision of minimum wages (State sphere
		21.	Fixation /revision of wage rates for casual labour
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		25.	Miscellaneous
33.	Payment of Bonus	11.	Interpretation/clarification etc.
	Act, 1965	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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34.	Coal Mines Provident Fund	11.	Interpretation/clarification etc.
	and Bonus Schemes Act, 1948	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices
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		25.	Miscellaneous
35.	Employment Provident	11.	Interpretation/clarification etc.
	Fund Act, 1952	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Extension (to new industries)
		17.	Voluntary coverage (Maharashtra Region)
		18.	Voluntary coverage (West Bengal Region)
		19.	Voluntary coverage (Other Regions)
		20.	Court cases/Suit notices (recoveries)
		21.	Court cases/Suit notices (applicability)
		22.	Court cases/Suit notices (others)
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		25.	Miscellaneous
36.	Maternity Benefit	11.	Interpretation/clarification etc.
	Act, 1961	12.	Amendments

		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/suit notices
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		25.	Miscellaneous
37.	Workmen's Compensation	11.	Interpretation/clarification etc.
	Act, 1923	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/suit notices
		17.	Compensation cases
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		25.	Miscellaneous
38.	Employments' State Insurance	11.	Interpretation/clarification etc.
	Act, 1948	12.	Amendments
		13.	Enforcement
		14.	Exemptions (New cases)
		15.	Appeals/Representation
		16.	Court cases/suit notices
		17.	Exemptions (Renewals)
		18.	Exemptions (Withdrawals)
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		25.	Miscellaneous
39.	War Injuries (Compensation	11.	Interpretation/clarification etc.
	Insurance) Act, 1943	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/suit notices
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40.	Employers' Liability	11.	Interpretation/clarification etc.
	Act, 1938	12.	Amendments
		13.	Enforcement
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		16.	Court cases/suit notices
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41.	Weekly Holidays	11.	Interpretation/clarification etc.
	Act, 1942	12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Court cases/sit notices

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		25.	Miscellaneous
	<u>Headings 42 to 60</u>		Kept reserved for future Central enactments to come.
61.	Central Legislation	11.	New Legislative proposals
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62.	State Acts	11.	Andhra Pradesh
		12	Assam
		13.	Bihar
		14.	Gujarat
		15.	Haryana
		16.	Himachal Pradesh
		17.	Jammu and Kashmir
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		19.	Madhya Pradesh
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		21	Maharashtra
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		27.	Tamilnadu
		28.	West Bengal
		29.	Union territories
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63.	Shops and Establishment	11.	Policy/General aspects
		12.	Model Act
		13.	Model Rules
		14.	State Legislation
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64.	National and Festivals Holidays	11.	Policy/General aspects
		12.	Model Act
		13.	Model Rules
		14.	State Legislation
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		25.	Miscellaneous
65.	Rules	11.	Interpretation/clarification etc.

		12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Prosecutions
		17.	Framing of (rules)
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66.	Regulations	11.	Interpretation/clarification etc.
		12.	Amendments
		13.	Enforcement
		14.	Exemptions
		15.	Appeals
		16.	Prosecutions
		17.	Framing of (rules)
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67.	Listing Schemes for	11.	Policy/General aspects
	Dock Workers	12.	Bombay Ports and Docks
		13.	Calcutta Ports and Docks
		14.	Madras Ports and Docks
		15.	Vishakhapatnam Ports and docks
		16.	Cochin Ports and Docks
		17.	Mormugao Ports and Docks
		18.	Kandla Ports and Docks
		19.	Paradip Ports and Docks
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		25.	Miscellaneous
68.	Registration Schemes for	11.	Policy/General aspects
	Dock Workers	12.	Bombay Ports and Docks
		13.	Calcutta Ports and Docks
		14.	Madras Ports and Docks
		15.	Vishakhapatnam Ports and docks
		16.	Cochin Ports and Docks
		17.	Mormugao Ports and Docks
		18.	Kandla Ports and Docks
		19.	Paradip Ports and Docks
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69.	Dock Workers	11.	Policy/General aspects
	(Safety, Health and welfare	12.	Bombay Ports and Docks
	Schemes)	13.	Calcutta Ports and Docks
		14.	Madras Ports and Docks
		15.	Vishakhapatnam Ports and docks
		16.	Cochin Ports and Docks
		17.	Mormugao Ports and Docks
		18.	Kandla Ports and Docks
		19.	Paradip Ports and Docks
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		25.	Miscellaneous
70.	Other Schemes	11.	Interpretation/clarification etc.
		12.	Amendments
		13.	Enforcement
		14.	Exemptions

		15.	Appeals
		16	Recover/prosecutions
		17.	Framing of (rules)
		18	Coverage
		19.	Other aspects
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**T - TECHNICAL ASSISTANCE**

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	* for Board of Arbitration please see under "Labour Relations" (item 59) at page 79		

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		45.	Miscellaneous
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		12.	General instructions from the Department of Expenditure, Ministry of Finance
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17.	Statistics on Labour Situation	11.	Policy/General aspects
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12	Ministry of Health & Family Planning and Works, Housing and Urban Development (Department of Health
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15. Books and Periodicals

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Miscellaneous

Miscellaneous

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