

Administration – II (Adm.II Section)

Items of Work

1. House Rent Allowance of non-gazetted staff.
2. Medical Service Rules, Reimbursement of medical expenses and C.G.H.S.
3. Identity Cards and Token Cards.
4. Office and residential accommodation.
5. Telephones and telephone bills.
6. Sanctions pertaining to Air Travel and Payment of Air Travel Bills.
7. Loans for purchases of conveyances house building etc. and Advances from G.P.F.
8. Office equipment and furniture.
9. Delhi Official Directory.
10. Purchases, procurement and distribution of Stationery and Liveries.
11. Children's Education Allowance and reimbursement of tuition Fee.
12. Staff cars and overtime Bills of staff car drivers.
13. Central Secretari at and EducationMinistry Libraries - Membership etc.
14. Committee Room - Booking of.
15. All advances.
16. Allotment of Cycle Stand.
17. Leave Travel Concession.

Other Information

Section Name: Administration
– II

Room No.: 518

Telephone No.: Auto
23719413 : 2202
: 2203
: 2204

Officers in Channel:

Shri Rajesh Kumar Gope–
Section Officer

Shri Nirmal Kumar Bhagat–
Under Secretary

Shri Rahul Bhagat – Director
Additional Secretary
Secretary

Visit also at :
<https://labour.gov.in/>

18. Telex/PABX-maintenance and payment.
19. Issue of 'No Demand' Certificate to Government Servants Transferred/retired.
20. All Administrative matters relating to JCM like Arbitration, Meetings of JCM etc
21. Canteen.
22. Payment of Employees' Insurance Amount.
23. Meetings relating to Office Council.
24. Passes for Independence Day and Republic Day celebrations.
25. Allocation of cement for Labour Ministry by Cement Controller (Reports).
26. Organizing social and welfare activities by way of establishment of clubs and recreational centres for members of staff.
27. Administration of Departmental Canteen of the Ministry of Labour & Employment.
28. Assistance to Government employees in relation to Contributory health scheme, housing, transport, educational Facilities for children of employees etc.
29. Induction of new members of staff and advising them in their Initial difficulties.
30. Central Government Employees Cooperative Society.
31. Family Planning Scheme - Popularisation amongst staff of the Ministry of Labour & Employment.
32. Collection for Armed Forces Day, TB Seals etc.

33. Maintaining First Aid Box.
34. General sanitation of the building.
35. Opening and closing of rooms.
36. Liaison with CPWD, NDMC etc. in respect of maintenance of the Building.
37. Arrangement for official meetings.
38. Decoration and maintenance of indoor and outdoor plants.
39. Visits of foreign dignitaries and arrangements for their Meeting in the Ministry.
40. Work relating to Hospitality.

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