

Co-ordination Section (Coord Section)

Items of Work

1. **Circulation of orders, notifications and other material issued by various Ministries/Departments (except circulars from DOP&T and Ministry of Finance).**
2. **Compilation and printing of Annual Report of the Ministry of Labour & Employment.**
3. **Parliament Questions, Bills, Cut Motions, Resolutions etc. when no other Section in the Ministry is concerned or when the subject matter of the reference is concerning more than two Sections of different Divisions in the Ministry which require consultations/ coordination with different Sections on policy aspects. (If a reference pertains to more than two Sections under the same Divisional Head/ Wing Head, it will be handled by one of the related Section as may be decided by the concerned Divisional/ Wing Head).**
4. **Coordination work in respect of references received from MPs/VIPs etc. when no other Section in the Ministry is concerned or when the subject matter of the reference is concerning more than two Sections of different Divisions in the Ministry which require consultations/ coordination with different Sections on policy aspects. (If a reference pertains to more than two Sections under the same Divisional Head/ Wing Head, it will be handled by one of the related Section as may be decided by the concerned Divisional/ Wing Head).**
5. **Translation into English of communications received in Hindi and regional languages.**

Other Information

Section Name: Coordination

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Officers in Channel:

Shri J.P. Meena – Section Officer
Shri N.C. Bhatia – Under Secretary
Shri Devender Singh – Director
Dr. Ashok Sahu – Economic Adviser
Shri R.C. Ray – Labour & Employment Adviser
[Secretary](#)

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