

## **Finance - I Section (Fin.I Section)**

### **Items of Work**

#### **Examination of Financial Aspects of Proposals relating to:**

1. V.V. Giri National Labour Institute - release of GIA and other related matters
2. Dattopant Thengadi National Board for Workers Education and Development(DTNBWED) - release of GIA and other related matters
3. Release of GIA under NCLP
4. Engagement of consultants in the Ministry
5. Outsourcing of services of various personnel viz. DEO, Stenographers, Staff Car Drivers, MTS, Security Guards etc. including AMC of housekeeping.
6. Hiring and purchase of private vehicles/taxi
7. Proposal relating to modernization of offices
8. Proposal relating to SFC/EFC pertaining to various Schemes.
9. Examination of Cabinet Note and providing comments thereon.
10. Hiring of accommodation/enhancement of rent for various field offices.
11. Construction of office buildings for field offices.
12. Financial aspects relating to Directorate General Factory Advice Service and Labour Institutes (DGFASLI), Directorate General of Mines Safety (DGMS) and Directorate General of Employment (DGE).
13. Proposals relating to grant of honorarium to officers/staff exceeding powers of HODs.
14. Proposals relating to condemnation of office vehicles/furniture and other items.
15. Proposals relating to annual maintenance of office and residential buildings and Gensets and other equipment's etc.
16. Examination of Civil and Electrical works of Ministry and Subordinate and attached offices.

### **Other Information**

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#### ***Officers in Channel:***

Ms Ruchi Kaura – Section  
Officer

Shri Hemant Sharma –  
Under Secretary

Vacant – Deputy Secretary

Ms. G. Madhumita Das –  
Joint Secretary & Financial  
Adviser

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