

# SECTION: INDUSTRIAL RELATIONS (DESKS)

Sl. No.	Subject	SO/ DO / AD	US/ DD	DIR / DS / JD	JS	AS	SECY	LEM
1.	Management of Failure of Conciliation Reports (routine matters)	Y	-	-	-		-	-
2.	Consultation with Administrative Ministry in case of PSUs in respect of prima facie disputes on FOC Reports.	Y	-	-	-		-	-
3. (a)	Referring disputes covering individual cases relating to dismissal, termination, retrenchment, non-promotion, non-payment of allowances etc. for adjudication:							
	I. In agreement with the recommendations of the Conciliation	Y	-	Y	-		-	-
	II. Against recommendation of the Conciliation Officer	Y	-	Y	Y		-	-
(b)	Referring disputes covering other cases for adjudication:							
	I. In agreement with the recommendations of the conciliation	Y	-	Y	-		-	-
	II. Against the recommendation of the conciliation Officer	-	-	Y	-		-	-

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(c)	Declining adjudication after examining comments received from the concerned administrative Ministry on expiry of 2 months from the date of issue of communication whichever is earlier.							
	I. In agreement with the recommendations of the conciliation	Y	-	Y	-	-	-	-
	II. Against the recommendation of the Conciliation Officer	Y	-	Y	Y		-	-
4.	Other disputes in PSUs where prima-facie non ground exists for referring the dispute for adjudication.	Y	-	Y	Y		-	-
5.	Issue of orders for making a reference to adjudication or declining adjudication.	Y	-	-	-	-	-	-
6.	Permission for retrenchment; lay-off under Industrial Disputes Act, 1947 :							
	a) Application for retrenchment	Y	-	Y	Y		Y	-
	b) Application for lay-off	Y	-	Y	Y		Y	-
	c) Application for closure	Y	-	Y	Y		Y	Y
7.	Compliance of Court directions.	Y	-	Y	-	-	-	-

# SECTION: IR (IMPLEMENTATION-I)

Sl. No.	Subject	SO/ DO/ AD	US/ DD	DIR / DS / JD	JS	AS	SECY	LEM
1.	Recognition of Unions under the code of discipline in respect of industries/ undertakings in the central sphere.	Y	Y	Y	Y	-	-	-
2.	Rendering assistance in securing recognition to Unions in multi-state establishments in the State sphere.	Y	Y	Y	Y	-	-	-
3.	Verification of membership of Unions in major Ports & Docks for the purpose of allocation of seats in the Port Trust Boards and Dock Labour Boards.	Y	Y	Y	Y	-	-	-
4.	Verification of membership of Unions in Nationalized Banks for appointment of workmen Directors on their Boards.	Y	Y	Y	Y	-	-	-
5.	Criteria for recognition of Unions, verification procedure, rights and privileges of recognized/ unrecognized Union.	Y	Y	Y	Y	-	-	-
6.	General verification of membership of Central Trade Union Organisations.	Y	Y	Y	Y	-	-	-
7.	Implementation of Code of Discipline.	Y	Y	Y	Y	-	-	-
8.	Implementation of Awards/ Settlements.	Y	Y	Y	-	-	-	-
9.	Screening procedure regarding challenging of IT/ Labour Court Awards by the Administrative Ministry before High Courts.	Y	Y	Y	Y	-	-	-
10.	Writ Petitions/Prosecution cases related to the above subjects.	Y	Y	Y	Y	-	-	-

**SECTION: IR (IMPLEMENTATION-II)**

Sl. No.	Subject	SO/ DO / AD	US/ DD	DIR / DS / JD	JS	AS	SECY	LEM
1.	Monitoring of information on industrial relations in the state sphere and analysis of statistics and general appraisals on industrial relations from time to time.	Y	Y	Y	Y	-	-	-
2.	Furnishing comments of the Central Government on the necessity of making reference by the State Governments of industrial disputes pertaining to CPUs falling in the state of adjudication.	Y	Y	Y	Y	-	-	-
3.	Studies on industrial relations in selected industries/ sectors.	Y	Y	Y	Y	-	-	-
4.	Field studies to assess effectiveness of implementation of labour laws.	Y	Y	Y	Y	-	-	-
5.	Routine references.	Y	Y	Y	-	-	-	-



# SECTION: IR (POLICY GENERAL)

Sl. No.	Subject	AD/ DS / AD	US/ DD	DIR / DS / JD	JS	AS	SECY	LEM
1.	Monitoring and compiling data on industrial relations on the basis of the information received from Labour Bureau pertaining to strikes, lockouts, man-days lost etc. Analysis of trends in Industrial sickness and its impact on employment.	Y	Y	Y	-	-	-	-
2.	Monitoring and compiling data on status of non payment of statutory dues in respect of workers in Central Public Sector Undertakings on the basis of the information collected from the administrative Ministries/Departments.	Y	Y	Y	-	-	-	-
3.	Examination of Proposals/Cabinet Notes on restructuring/revival./closure of Central Public Sector Undertakings (CPSU,), repeal of sick industries company act, competition bill, companies amendment bill, etc. with a view to assess the impact of such proposals on labour.	Y	Y	Y	Y	-	Y	Y
4.	Processing of application for permission for lay closure and retrenchment received from the non-mining Industry/Central Public Sector Undertakings for which the Central Government is the appropriate Government under chapter V-B of the industrial disputes act, 1947.	Y	Y	Y	Y	-	Y	Y

Sl. No.	Subject	AD/ SO / AD	US/ DD	DIR DS / JD	JS	AS	SECY	LEM
5.	Four industrial tripartite Committee on – Sugar Industry, Cotton Textile Industry, Electricity Generation and Distribution, Jute Industry	Y	Y	Y	Y	-	Y	Y
6.	Work relating to Group Of Ministers (GOM) on Liquidation of outstanding dues and the GOM on action plan for sick subsidiaries of National Textile Corporation(NTC)	Y	Y	Y	Y	-	Y	Y
7.	Issues on disinvestments of Central Public Sector Undertakings.	Y	Y	Y	Y	-	Y	Y
8.	Issues related to Voluntary Retirement Scheme/ Voluntary Separation Scheme and representations received regarding grievances of the workers unions in respect of issues related to Central Public Sector Undertakings.	Y	Y	Y	Y	-	-	-
9.	Examination of proposals received from Central Ministries and State Governments in the matter of nationalization, notification/de-notification of industries under the industries (development and regulation) Act, 1951 including cases received from State Governments for concurring in proposals for the promulgation of ordinances and introduction of Bills for the take-over of establishments.	Y	Y	Y	Y	-	Y	Y
10.	Preparation of notes on industrial relations in specific industries (e.g.. textiles , jute) and notes for discussions In Industrial Committees, Consultative Committees etc.	Y	Y	Y	Y	-	Y	Y

Sl. No.	Subject	AD/ SO / AD	US/ DD	DIR DS / JD	JS	AS	SECY	LEM
11.	Examination of proposals received from State Government or Central Ministries for referring Industrial Disputes (in the state sphere for adjudication by a National Tribunal.	Y	Y	Y	Y	-	Y	Y
12	Matters relating to Business Process Outsourcing Industry.	Y	Y	Y	Y	-	-	-

**SECTION: IR (POLICY LEGAL)**

Sl. No.	Subject	AD/ SO / AD	US/ DD	DIR DS / JD	JS	AS	SECY	LEM
1.	Policy, formulation and amendment of Industrial Disputes Act, 1947, Trade Unions Act, 1926, Plantations Labour Act, 1951. The Participation of Workers in Management Bill, 1990, Shops & Establishment Act, Weekly Holiday Act, 1942, National & Festival Holiday Act and Industrial Employment (Standing Orders) Act, 1946 in respect of Fixed Term Employment Workman. Industrial Disputes Act, 1947.	Y	Y	Y	Y	-	Y	Y
2.	Grant of exemption from I.D. Act and Declaration of Industries as controlled Industries under the Act.	Y	Y	Y	Y	-	Y	Y
3.	Furnishing clarifications of provisions of the above Acts.	Y	Y	Y	Y	-	-	-
4.	Writ Petitions challenging the vires of I.D. Act, T.U. Act, Plantations Labour Act etc. Pertaining to IR(PL)	Y	Y	Y	Y	-	-	-
5.	General issues relating to the ESMA and Defence and internal security of India Rules.	Y	Y	Y	Y	-	Y	Y
6.	Job security to supervisory and middle management personnel.	Y	Y	Y	Y	-	-	-
7.	Grievances redressal of employees of hospitals and educational institutions.	Y	Y	Y	Y	-	-	-
8.	Workers participation in Management Bill, 1990.	Y	Y	Y	Y	-	Y	Y



Sl. No.	Subject	AD/ JD / AD	US/ DD	DIR DS / JD	JS	AS	SECY	LEM
9.	Policy regarding Works Committees and functioning of Works Committees in the Central Sphere.	Y	Y	Y	Y	-	-	-
10.	Matters relating to Declaration of various Industries as Public Utility Services after every six month under Industrial Disputes Act, 1947.	Y	Y	Y	Y	-	-	-
11.	Amendment proposals received from various State Governments through Ministry of Home Affairs on the Industrial Disputes Act, 1947, Trade Union Act, 1926 and Plantations Labour Act, 1951 etc. In respect of IR (PL).	Y	Y	Y	Y	-	Y	Y
12.	Administrative/O&M/routine returns/various issues received from Coord. Section and various other Sections.	Y	Y	Y	Y	-	-	-
13.	Parliament questions/ Assurances in respect of various subjects dealt in IR(PL)	Y	Y	Y	Y	-	Y	Y