

Internal Work Study Unit (IWSU)

Items of Work

1. **Study of the organisational structure; Methods of work and procedures of the Ministry and its attached/subordinate offices with a view to suggesting measures for reforms so as to improve the efficiency of the Organisation.**
2. **Study of the staffing of the establishments under the Ministry and its attached/subordinate offices with a view to suggest economy in staff consistent with administrative efficiency.**
3. **Study of the problems of records management, simplification of reports/returns, delegation of powers to subordinate authorities.**
4. **Keeping up-to-date information regarding the functions and organisation of the Ministry.**
5. **Preparation and circulation of consolidated list of subjects dealt with by each section in the Ministry of Labour & Employment.**
6. **Programming of Inspections of sections in the Ministry and scrutiny of inspection reports with a view to suggesting appropriate remedial action.**
7. **Filing system i.e. developing appropriate system of filling for various items of work for information and drawing up standardised file indexes.**
8. **Forms design and control.**
9. **Collection, consolidation and review of various O & M returns, such as recording**

Other Information

Section Name: Internal Work Study Unit (MS)

Room No.: 604

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Officers in Channel:

Shri Prem Chand – Junior Analyst

Shri Pushpender Kumar – Junior Analyst

Shri R. Joshi – Senior Analyst
 Dr. Shakuntla – Controller of Accounts

Shri – Joint Secretary & Financial Advisor

[Secretary](#)

Visit also at :
www.labour.gov.in

[Labour Acts in the Ministry](#)

[Subjects Allotted to Ministry as per Gol \(Allocation of Business Rules\)](#)

and indexing, statement of cases pending over a month etc.

IWSU Team

- 10. O& M meetings taken by Secretary/Additional Secretary.**
- 11. Modernisation of Government offices.**
- 12. Allocation of disputed receipts.**

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