

Labour Documents & Reference Centre (LDRC - Library)

Items of Work

A: Acquisition:

1. **Acquisition and maintenance of books/ Magazines/ Publication.**
2. **Acquisition of Central Government/State Gov. Publication/Institution.**
3. **Acquisition maintenance of periodicals/Newspapers.**
4. **Acquisition of Gazette of India.**
5. **Acquisition of Reference books for Senior Officers and various sections.**

B: LDRC Services: -

6. **Press Clipping.**
7. **Clipping from periodicals.**
8. **Reference Services.**
9. **Maintenance profile of Important Labour articles.**

C: Technical Services: -

10. **Classification of All documents.**
11. **Cataloguing of All documents.**
12. **Processing of All documents.**
13. **Binding.**
14. **Weeding out.**

D: LDRC Publications: -

Other Information

Section Name: Labour Documents & Reference Centre (Library)

Room No.: 229'C'

Telephone No.: **Auto**
 23001162 : 2161
 23001169 : 2169

Officers in Channel:

Smt. Renu Khera – Assistant Librarian & Information Officer
 Shri Anil Kumar– Under Secretary
 Shri H.C. Gaur – Deputy Secretary
 Shri S.K. Srivastav – Joint Secretary

[Additional Secretary](#)

[Secretary](#)

Visit also at :
www.labour.gov.in

15. **Current Awareness Services on Labour Economics.**
16. **List of Latest Additions.**
17. **Navintam Pustakon ki suchi.**

D: Circulations: -

18. **Books and publications.**
19. **Periodicals/News papers.**
20. **Press Clipping.**

E: Distribution of Gazette of India, Labour Law Journal, Digest of Labour Cases, Labour News, Current Labour Reports etc. to various Sections of the Ministry, as per their requirements.

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