

DEPARTMENTAL MANUAL
(UNDER SECTION 4 OF RTI ACT, 2005)

THE LABOUR AND EMPLOYMENT DEPARTMENT
GOVT. OF ARUNACHAL PRADESH
NAHARLAGUN

**PARTICULARS OF ORGANNISATION,
FUNCTION AND DUTIES OF
LABOUR AND EMPLOYMENT
DEPARTMENT,
GOVT. OF ARUNACHAL PRADESH,
NAHARLAGUN**

Particulars of organisation, functions and Duties of Labour and Employment Department.

Under the constitution of India, Labour is a subject in the concurrent list where both the Central and the State Governments are competent to enact legislation, the matters covered under the concurrent list are as follows: -

1. Entry No. 22: Trade Unions industrial and labour disputes.
2. Entry No. 23: Social security and insurance, employment and unemployment.
3. Entry No. 24: Welfare of labour including conditions of work, provident funds, employees invalidity and old age pension and maternity benefits.

Keeping in view its constitutional obligations, the Govt. of Arunachal Pradesh constituted a separate state labour department w.e.f 01/04/1982 with a few staff. Subsequently, the Employment Branch, which was hitherto attached to the Directorate of Social and Cultural Affairs was transferred to the Labour Department at the instance of the Planning Commission.

At present the Labour and Employment Deptt is functioning under overall supervision and administrative control of the Ex-officio Secretary (Labour). However all works of the Labour Secretariat are done in the Labour Commissionerate headed by Labour Commissioner.

The Labour Commissioner is assisted by one Deputy Labour Commissioner, one Assistant Labour Commissioner, one Labour Officer and two Labour Inspectors in labour matter at the State headquarters. Whereas, in employment matters, there are one Asst. Director (Employment) and one Employment Officer at State level to assist the Labour Commissioner cum ex officio Director (Employment).

The Labour and Employment Department has its own field establishments in only 13 out of 16 districts in Arunachal Pradesh. Districts having Labour set ups headed by Labour Officer are: - Tirap, Changlang, Lohit, Lower Dibang Valley, Lower Subansiri, Upper Subansiri, East Siang, West Siang, East Kameng West Kameng, Kurung Kumey, Upper Siang and Anjaw. Employment Exchanges in the Districts are presently manned by either Labour Officer or by Deputy Commissioner's staff where there is no Labour Officer. However, Districts of Lower Dibang Valley, Changlang, and West Siang have Asst. Employment Officers to man respective District Employment exchange.

- (a) Payment of Wages Act, 1936.
- (b) Minimum Wages Act, 1948
- (c) Payment of Bonus Act, 1965
- (d) Equal Remuneration Act, 1976
- (e) Child Labour (R & A), 1970
- (f) Contract Labour (R&A) Act, 1970
- (g) Workmen Compensation Act, 1923
- (h) Inter-State Migrant Workmen (RE&CS) Act, 1976
- (i) Building and Other Construction Workers (RE&CS) Act, 1976
- (j) Building and Other Construction Workers Cess Act, 1996

2. Maintenance of Industrial Peace and Harmony:

Industrial peace and harmony is one of the main pre-requisites to the smooth development of economy of a state/country. The Labour Deptt is charged with the responsibility of maintaining peace and harmony through its industrial relations machinery headed by the Labour Commissioner. As such the Labour Commissioner and his subordinate officers are responsible to play their effective role as mediator/conciliator for prevention, investigation and settlement of industrial disputes such as strike, lockout, closure, retrenchment or termination of service of workers. Thus enforcement of provisions of Industrial Dispute Act, 1947 and Industrial Employment (Standing Orders) Act, 1946 is an important function of the Labour Department.

3. Registration of Trade Unions

Trade Union Act, 1926 provides for registration and regulation of trade unions of workers and Employers. The Department registers trade unions under the aforesaid Act. For this purpose the Labour Commissioner and the Assistant Labour Commissioner have been notified/appointed as Registrar and Additional Registrar of Trade Unions respectively.

4. Regulation of minimum wages for workers:

The Minimum Wage Act, 1948 provides for fixation/revision of minimum wages by the Central Govt. and the State Govt/UT Govts. in their respective jurisdiction as per procedure laid down in the Act and the guideline issued by the Union Labour Ministry. The State Govt. had revised statutorily rate of minimum wages for various categories of workers/employees w.e.f 15/8/2005

5. Labour welfare scheme:

In the sphere of labour welfare, the Labour Department makes efforts to provide such services, facilities and amenities to working class that enable them to work in healthy and congenial environment. Labour welfares include both statutory and non-statutory measures.

6. Social Security:

Social Security measures in respect of industrial workers are taken care of by the Labour Department. The Department ensures that social security benefits provided under the labour laws more particularly under the Maternity Benefits Act, 1961, the Workmen's Compensation Act, 1923, the Payment of Gratuity Act, 1972 should readily reach to the targeted group of workers/employees.

7. Registration of establishments and licensing of contractors:
In order to protect interest of workers working in unorganized sectors, the Contract Labour (R&A) Act, 1970 and the Inter-State Migrant Workmen (RE&CS) Act, 1979 provide for registration of establishments wherein workers are engaged through contractors. The aforesaid Acts also make it mandatory that contractors engaging workers must obtain licence from the Govt. in whose jurisdiction they recruit workers and execute contract work with workers. Keeping in view these provisions, the State Govt. has appointed Labour Commissioner as registering officer and Licensing Officer under both the Acts.
8. Workers Educational Programme:
In order to enhance awareness amongst workers with regards to trade unions philosophy, their right and duties, collective bargaining etc the Labour Department is associated with the Central Board for Workers Education which evolves and conducts educational programme for the benefits of the workers.

II. Functions/duties relating to employment matters: -

A. The function and duties of employment exchanges.

The role of Employment Exchanges is to help and assist un-employed jobseekers to get employment opportunities through submission and placement activities, dissemination of employment information to the jobseekers, vocational guidance and counseling activities etc.

The Employment Exchange functions and discharges the various activities as per the programmes and policies laid down in the National Employment Service Manual Vol – I & II which are as under: -

1. Registration in Employment Exchanges:
All citizens of India resident in the country are eligible for registration in any of the employment exchanges in the state for availing employment assistance. The documents required at the time of registration are all original certificates of educational/technical qualifications, proof of date of birth, castes/tribe and experiences.
2. Renewal of Registration:
Registration is valid for a period of three years and can be renewed for subsequent period of three years on request by person failing which the registration card will be lapsed.
3. Transfer of registration of an applicant from one exchange to another exchange;
If an applicant registered in a particular exchange wants to settle down temporarily/permanently in another exchange area, then, his/her registration card will be transferred to that exchange on his/her request in writing with due intimation to the applicant.
4. Submission and sponsoring of candidates:

Candidates registered in the employment exchanges are sponsored to various suitable vacancies on the basis of seniority of registration subject to fulfillment of minimum prescribed qualification, age and reservation etc against submitted

vacancies by the applicants as and when such vacancies are notified to the employment exchanges by the employers under the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.

5. Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959:

The E.Es (CNV) Act, 1959 has already been enforced in the state of Arunachal Pradesh. Under the provisions of the Act, every employer both public and private (except those exempted by the Act) are required to notify all types of vacancies to the employment exchanges for filling up through employment exchanges and furnish quarterly and biennial occupational return to the employment exchanges.

6. Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960:

Under these rule, the form and manner in which the employers are required to notify vacancies to the employment exchanges and to furnish quarterly and biennial occupational returns have been prescribed.

B. Collection of Employment Market Information:

Employment Exchanges are responsible for collecting regularly information about employment in the private sector as well in the public sector. All establishments in the public sector and selected establishment in the private sector (those employing 25 or more persons) are required to furnish regularly details about the number of persons they are employing, vacancies that have occurred therein and the type of person they find to be in short supply under the provisions of E.Es (CNV) Act, 1959 which has made it obligatory on them to render to the local employment exchanges occupational returns.

The employment information and occupation returns so collected from the employers are compiled, tabled in the exchanges and disseminate to the needy jobseekers or any individual or group of individuals or organisation who require such data.

C. Vocational Guidance (Counseling):

Vocational guidance is a method of helping an individual in planning his career, choosing an occupational course of education, training, apprenticeship etc and in making effective adjustments for a productive or satisfying career.

Guidance programmes are conducted through following activities: -

- (a) Group discussion
- (b) Individual guidance
- (c) Review of old cases
- (d) Counseling interview
- (e) Case studies
- (f) Career talks
- (g) Career exhibitions
- (h) Career conference etc

**THE POWERS AND DUTIES OF OFFICERS
AND EMPLOYEES OF LABOUR AND EMPLOYMENT
DEPARTMENT.**

Powers and duties of officers and employees of Labour and Employment Department.

A. Secretary (Labour).

Secretary (Labour) is administrative head of Labour and Employment Department. He is, therefore, overall incharge of the Department and has control over the establishment of the Labour Commissioner. In fact, he is responsible for advising the State Govt. on all labour policy matters and their implementation in the state.

The Secretary (Labour) has been empowered to act as “Appellate Authority” under the following labour and industrial Acts: -

- (i). Industrial Dispute Acts.1947.
- (ii). Trade Union Act, 1923.
- (iii). Equal Remuneration Act, 1979.
- (iv). Contract Labour (R&A) Act, 1970.
- (vi). Inter – State Migrant Workmen (RE&CS) Act, 1979.

B. Labour Commissioner

Labour Commissioner is head of the Labour Commissionerate which is field wing of the Labour Department. However, he is under over – all supervision and control of the Secretary (Labour). His powers and duties are as follows: -

- (i) Acting as ex-officio Director (Employment)
- (ii) Heading the State labour enforcement machinery responsible for enforcement of labour laws.
- (iii) Heading the State Industrial relations machinery for investigation and settlement of labour and industrial disputes as required under Industrial Dispute Act, 1947.
- (iv) Acting as “Authority” for whole of the State to hear and decide cases under the Payment of Wages Act, 1936.
- (v) Acting as “Authority” for whole of the state to hear and decide cases under the Minimum Wages Act, 1948.
- (vi) Acting as Commissioner for Workmen’s Compensation for whole of the state to hear and dispose of compensation cases under Workmen Compensation Act, 1923.
- (vii) Acting as Certifying Officer under Industrial Employment (Standing Orders) Act, 1946 to certify standing orders of the industrial establishment covered under the Act.
- (viii) Acting as Registrar of Trades Union under the Indian Trade Union Act, 1923 to register or deregister Trade Unions under the Act.
- (ix) Acting as Registering Officer for whole of the State under the Contract Labour (R&A) Act, 1970 and the Inter - State Migrant Workmen (RE&CS) Act, 1979 to register the establishment covered under the Acts.

- (x) Acting as Licensing Officer for whole of the State under the CL (R&A) Act, 1970 and the Inter – State Migrant Workmen (RE & CS) Act, 1979 to grant license to the contractor covered under the Acts.
- (xi) Assisting Secretary (Labour) in secretariat work as there is no secretariat wing of Labour and Employment Department in the State Civil Secretariat.
- (xii) Acting as appointing and disciplinary authority in respect of Group C & D staff of the Department.
- (xiii) Acting as “Authority” under the Equal Remuneration Act, 1976.

C. Deputy Labour Commissioner.

- (i) Assisting the Labour Commissioner in labour matters and to function as Labour Commissioner I/C in his absence on tour or leave.
- (ii) Performing as branch officer of the establishment branch of the department.
- (iii) Acting as Conciliation Officer for whole of the State under the Industrial Dispute Act, 1947.
- (iv) Acting as Commissioner for Workmen Compensation for whole of the state to handle workmen’s compensation cases.
- (v) Acting as “Authority” under Equal Remuneration Act, 1976.
- (vi) Acting as “Authority” under Payment of Wages Act to hear and decide labour complaints arising out of less or non payment of wages to workers covered under the Act.
- (vii) Exercising powers of “Inspector” under various labour laws to ensure implementation of labour laws.
- (viii) Dealing with departmental High Court and Supreme Court cases.
- (ix) Assisting Labour Commissioner in the matters of registration of establishment and licensing of contractors under the CL (R&A) Act, 1979 and IMSW (RE&CS) Act, 1970.
- (x) Monitoring & Enforcement of Labour Laws
- (xi) To function as Public Information Officer (PIO) for State Labour Department.

D. Assistant Labour Commissioner.

Asst. Labour Commissioner is Branch Officer of Labour Welfare Branch of Labour and Employment Department. Besides, his other powers and duties are as follow: -

- (i) Acting as Additional Registrar of Trade Union in the absence of the Registrar of Trade Unions.
- (ii) Acting as Conciliation Officer for whole of the State under Industrial Dispute Act.
- (iii) Acting as Commissioner for Workmen Compensation for Papum Pare District under the Workmen’s Compensation Act, 1923.
- (iv) Performing duties of Inspectors under various Labour Laws.

- (v) Supervising works of Labour Officer and Labour Inspectors at the head quarter.
- (vi) Assisting the Labour Commissioner in the matter of framing State labour Acts and rules etc.

E. Labour Officer (HQ)

- (i) Supervising the working of Labour Inspectors
- (ii) Dealing with all Labour matter which are specifically not assigned to either Dy. Labour Commissioner or Asst. Labour Commissioner
- (iii) Acting as Conciliation Officer for Papum Pare district under the Industrial Dispute, Act, 1947.
- (iv) Performing duties of Inspectors under various labour laws within the Papum Pare district.
- (v) Dealing with statutory and non – statutory reports and returns
- (vi) Handling with labour complaints
- (vii) Fixation/revision of minimum wage

F. Labour Officers in the Districts:

A Labour Officer in the district is head of District Labour Set up solely under the control of Deputy Commissioner. His powers and function are as follows: -

- (i) Acting as Commissioner for Workmen Compensation within the district
- (ii) Acting as Conciliation Officer for prevention, investigation and settlement of labour and industrial disputes in the district.
- (iii) Carrying out inspection of establishments/organisation to ensure compliances with the provision of labour laws.
- (iv) Conducting survey of child labour and bonded labour etc.
- (v) Functioning as ex – officio Employment Officer in such adistrict where there is no Asst. Employment Officer.
- (vi) Issuing identity cards to workers in the district.

G. Labour Inspector:

There are two Labour Inspectors in the office of the Labour Commissioner. Their powers and duties are enumerated below: -

- (i). Handling labour complaints received in the head quarter.
- (ii) Performing duties of Inspector under various labour laws in Papum Pare District.
- (iii) Collection of labour statistics.
- (iv) Collection and compilation of reports and return from industries.
- (v) Filling of prosecution/claim application within Papum Pare District.
- (vi) Assisting Labour officer (HQ) in labour matter assigned to him.

H. Assistant Director (Employment):

- (i) Branch officer of the Employment Section.
- (ii) To assist the Labour Commissioner – cum – Ex – officio Director of Employment, Govt. of Arunachal Pradesh in the matters like implementation and monitoring of various programme and policies of National Employment Service Manual in the Employment Exchanges of the state.
- (iii) Training matters of officers and staff.
- (iv) Registration of job seekers, renewal of registration, transfer of registration of an applicant to other exchanges etc
- (v) Collection of Employment Market Information., documentation of vacancies, sponsoring of job seekers, follow up action on the sponsored list
- (vi) Rendering of various periodical statistical returns/reports to the Govt.
- (vii) Implementation of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Employment Exchanges (Compulsory Notification of Vacancies) Rule 1960.
- (viii) Vocational guidance activities (counseling)
- (ix) Establishment of coaching – cum guidance centre for SC/ST candidates,
- (x) Establishment of special employment exchange for handicapped person at Naharlagun.
- (xi) Computerization of Employment Exchanges
- (xii) Technical valuation of the Employment Exchanges in the state.
- (xiii) Attending all parliamentary and Assembly question.
- (xiv) To conduct the meeting of the State Advisory Committee on employment to advise the functioning of Employment Exchanges as constituted vides Notification No. LAB/EMPL/88/2005 dated 20/5/2005,
- (xv) To conduct the meeting of a committee as constituted vide No. LAB/EMPL/118/2004 dated 19/5/2005 to determine the cases for issue of employment potential certificate within Papum Pare District.
- (xvi) To act as regular member of a Board to conduct interview for selection of beneficiaries under PMRY Schemes.

I. Employment Officer

- (i) In the absence of the Assistant Director (Employment) he will discharge all the powers and duties as mentioned above.
- (ii) Drawing and disbursement officer of the Department
- (iii) In charge of the Budget and Planning Section of the Department.
- (iv) Prepare Department's Annual Operating Plan.
- (v) In charge of the Nazareth Section of the Department.

J. Assistant Employment Officer:

- (i) Office – in – charge of the District Employment Exchange.
- (ii) Registration of job seekers, renewal of registration, transfer of registration of applicant to other exchanges etc
- (iii) Collection of Employment market information., documentation of vacancies, Sponsoring of job seekers, Follow up action on the sponsored list,
- (iv) Rendering of various periodical statistical returns/reports to the Govt.
- (v) Implementation of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Employment Exchanges (Compulsory Notification of Vacancies) Rule 1960 in the district
- (vi) Vocational guidance activities (Counseling)
- (vii) To conduct the meeting of the State Advisory Committee on employment to advise the functioning of Employment Exchanges as constituted vides Notification No. LAB/EMPL/88/2005 dated 20/5/2005,
- (viii) To conduct the meeting of a committee as constituted vide No. LAB/EMPL/118/2004 dated 19/5/2005 to determine the cases for issue of employment potential certificate within Papum Pare District.
- (ix) To act as regular member of a Board to conduct interview for selection of beneficiaries under PMRY Schemes.

K. Statistical Assistant:

- (i) Rendition of various statistical reports/returns.
- (ii) Collection and compilation of various statistical returns/report from the district employment exchanges
- (iii) Publication of yearly achievement of employment exchanges
- (iv) All Assembly and Parliamentary Questions.
- (v) Computerization of the Employment Exchanges.
- (vi) Evaluation of Employment Exchanges.
- (vii) Other miscellaneous correspondence with the Govt.

L. Other Group C & D Staff:

To assist the Officers for effective functioning of the branches and attending the work assigned to them from time to time.

**PROCEDURE FOLLOWED IN THE DECISION
MAKING PROCESS INCLUDING CHANNEL
OF SUPERVISION AND ACCOUNTABILITY.**

Procedure followed in the decision making process including channel of supervision and accountability

In order to dispose of papers and correspondences received in the Department, they are examined at both the levels of ministerial and non – ministerial staff as per guidelines and instruction contained in the office manual circulated by the Department of Administrative Reform, Govt. of Arunachal Pradesh. The papers and correspondences so examined are submitted by the branch officers to the Labour Commissioner for taking a decision either at his level or at Govt. level depending upon nature of matters involve therein. However, the officer of the Department namely, Dy. Labour Commissioner, Asst. Labour Commissioner, Labour Officer, Labour Inspector can take decision at their own level in those matter in respect of which they have statutory powers to do so. Same practice is also followed by the officers of the Employment wing of the Department.

**NORMS SET BY THE DEPARTMENT FOR
THE DISCHARGE OF ITS FUNCTION.**

Norms set by the department for the discharge of its function.

Keeping in view the norms set and contained in the Office Manual published and circulated by the Department of Organisation and Method, Govt. of Arunachal Pradesh with regards to discharging functions by the Government Department, the Labour and Employment Department has not set its own norms for the discharge of its function. However, it is ensured on the part of the Department that no papers/correspondences/files should remain pending for a period of seven days.

**RULES, REGULATION, INSTRUCTION, MANUALS AND
RECORDS HELD BY THE DEPARTMENT OR ITS CONTROL OR
USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

Rules, regulation, instruction, manuals and records held by the department or its control or used by its employees for discharging its functions.

Department of Labour and Employees is basically an enforcement department and as such it has considerable number of Acts, Rules, Regulations, Instructions, Manuals and records to regulate its functioning. These Acts/Rules etc are broadly divided into two categories.

1. Acts/Rules/Regulation etc meant for establishment and financial matters. These are common to all Govt. Department.
2. Acts/Rules/Regulation/Instructions/Manuals related to labour and required to be implemented by the Labour Department. are as follows: -
 - (i) Bonded Labour System (Abolition) Act, 1976
 - (ii) Beedi and Cigar Workers (Condition of Employment) Act, 1966
 - (iii) Child Labour (Prohibition and Regulation) Act, 1986
 - (iv) Contract Labour (Regulations and Abolition) Act, 1970
 - (v) Industrial Dispute Act, 1947
 - (vi) Industrial Employment (Standing orders) Act, 1946
 - (vii) Inter – State Migrant Workmen (RE & CS) Act, 1979
 - (viii) Maternity Benefit Act, 1961
 - (ix) Minimum Wages Act, 1948
 - (x) Motor Transport Workers Act, 1961
 - (xi) Payment of Gratuity Act, 1972
 - (xii) Payment of Bonus Act, 1965
 - (xiii) Payment of Wages Act, 1936
 - (xiv) Plantation Labour Act, 1951
 - (xv) Sales Promotion Employees Act, 1976
 - (xvi) Weekly Holidays Act, 1942
 - (xvii) Trade Union Act, 1926
 - (xviii) Working Journalist and Other News paper Employees (Condition of Service) and Miscellaneous Act, 1955
 - (xix) Workmen’s Compensation Act, 1923
 - (xx) Labour Laws Exemption Act, 1978
 - (xxi) Building and Other Construction Workers (RE & CS) Act, 1996
 - (xxii) Building and Other Construction Workers Welfare Cess Act, 1996.

Rules

- (i) Arunachal Pradesh Payment of Wages Rules 1988
- (ii) Arunachal Pradesh Payment of Wages (Procedure) Rules, 1988
- (iii) Arunachal Pradesh Child Labour (Prohibition & Regulation Act, 1993
- (iv) Arunachal Pradesh Minimum Wages Rules, 1993
- (v) Arunachal Pradesh Contract Labour Rules, 1995
- (vi) Arunachal Pradesh Building and Other Construction Workers Rules, 2005 (Under Process).

Regulations

Arunachal Pradesh Trade Union Regulations, 1982.

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS
THAT ARE HELD BY LABOUR DEPARTMENT OR
UNDER ITS CONTROL.**

A statement of the categories of documents that are held by labour department or under its control.

The Labour and Employment Department have certain documents pertaining to labour and employment matters. These documents are contained in the closed or current files. However, important documents are on statistical data on child and bonded labour which were collected and compiled by the Department through surveys. Besides, the Department holds original reports of High Power Committee on Bonded Labour. Important notification/manual relating to labour and employment matters.

**PARTICULARS OF ARRANGEMENTS THAT EXIST FOR
CONSULTATION WITH OR REPRESENTATION BY THE
MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION
OF ITS POLICY OR ADMINISTRATION THEREOF.**

Particulars of arrangements that exist for consultation with or representation by the members of the public in relation to formulation of its policy or administration thereof.

At present there exist no arrangement in Labour and Employment Department for consultation with or representation by the members of public in relation to formulation of its policy and administration thereof. However, as per statutory requirement members of the public have been included in the following board and committee constituted by the Department.

- (a) District and Sub – Divisional Vigilance Committees constituted under the Bonded Labour Act. 1976
- (b) Arunachal Pradesh State Advisory Board on Minimum Wages under the Minimum Wages Act. 1948

MANUAL – VIII & IX

STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED BY THE LABOUR DEPARTMENT AND AS TO WHETHER THEIR MEETINGS ARE OPEN TO THE PUBLIC OR MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.

Statement of the board councils, committees and other bodies consisting of two or more persons constituted by the labour department and as whether their meetings are open to the public or minutes of such meeting are accessible for public.

In pursuance of provision of the labour laws, the State Labour Department has constituted several boards, committee with the representatives from State Government, employers, employees/workers and public. The Boards/Committee so constituted by the Departments are as follows: -

A. Boards:

- (i) State Advisory Board under the Minimum Wages, Act, 1948 to advise the State Govt. in the matters of fixation and revision of minimum wages under the Act.
- (ii) State Advisory Board under the Working Journalist and other news paper employees Act, 1952 to ensure effective implementation of the Act.
- (iii) State Welfare Board under the Building and Other Construction Workers (RE & CS) Act, 1996 to take up welfare scheme for building and other construction workers by maintaining a statutory welfare funds.

B. Committees:

- (i). State Advisory Committee under Equal Remuneration Act, 1976.
- (ii) State Advisory Committee, Under Building and Other Construction Workers (RE&CS) Act, 1996
- (iii) Expert Committee under the Building and other Construction Workers (RE & CS) Act, 1996 to advise the State Govt. in relation to framing of state rules under the Act,
- (iv) District Vigilance Committee and Sub – Divisional Vigilance Committee under the Bonded Labour System (Abolition) Act, 1976 to take steps to ensure effective implementation of the Act.

Meeting of above board and committee are not specifically open to public in view of their statutory nature of work. However, minutes of meeting of such boards and committee may be accessible for public subject to permission from the Govt.

**DIRECTORY OF OFFICERS AND EMPLOYEES
OF THE LABOUR AND EMPLOYMENT DEPARTMENT**

Directory of Officers and employees of the Labour and Employment Department

Sl. No.	NAME AND DESIGNATION	RESIDENTIAL ADDRESS	Tel. No. (Office)	Tel. No (Residence.)
1.	Shri Ojing Darung Labour Commissioner	Qtr No. – 22, “D” Sector Naharlagun.	2244398	2244126 2244422 9436042503 (m)
2.	Dr. S.P Bhardwaj Dy. Labour Commissioner	Qtr No. 20/T – III Polo Colony, Nlg	2244518	2244895
3.	Shri Khoda Hinda Asst. Labour Commissioner	Qtr Nil/T – IV Papu – Hill, Nlg	2244358	-
4.	Shri Sapbi Yomcha	Itanagar	-	9436044208 (m)
5.	Shri Sonyung Modi Asst. Director (Empl)	Qtr No. 26/T – IV Senki View, Itanagar	2244448	2215929 9436050251 (m)
6.	Shri Dhiman Bhattacharjee Employment Officer	Naharlagun	2244448	-
7.	Smti Bengia Parwati Statistical Assistant	Qtr No. 625/T – II D Sector, Naharlagun.	-	2245324 9436041626 (m)
8.	Shri Neelam Tan Labour Inspector	Qtr No. 362/T – I F Sector Naharlagun	-	9436235014 (m) 9862175880 (m)
9.	Shri Gyamar Tajik Labour Inspector	Pvt. Resident, Dam site Naharlagun	-	9862060267 (m)
10.	Shri S.R Bal Superintendent	Pvt. Resident, C Sector Naharlagun	-	-
11.	Shri R. Nambiar Assistant	Qtr No. 92/T – II C Sector Nlg	-	2247017
12.	Shri Michi Bida Asst.	Qtr No. 13/T – II G Extension, Naharlagun	-	2245495
13.	Shri Dogin Chobin Asst.	Qtr No. -/T – II Itanagar	-	-
14.	Shri Koj Tami Asst.	Pvt. Building, Nlg G Extension, Naharlagun.	-	2100627
15.	Shri Johny Yekar UDC	Pvt. Building Papu - Nallah	-	20022367 9436095218 (m)
16.	Smti Gedey Yomcha UDC	Pvt Buildingg D Sector Nlg	-	2248059 9436041506 (m)
17.	Smti Sujala Choudhury UDC	Pvt Buildingg Near RQ Stadium Nlg	-	-
18.	Shri M.K Roy UDC	Qtr No. 96/T – II C Sector Nlg	-	2248706
19	Smti Bamin Ado LDC	Qtr No. 2/T – II R.K Mission, Itanagar	-	2214150 9436040101 (m)
20	Miss Hamar Nalo	Itanagar	-	-

**BUDGET ALLOCATION TO EACH AGENCY OF LABOUR AND
EMPLOYMENT DEPARTMENT. INDICATE PARTICULARS OF
ALL PLAN, PROPOSED EXPENDITURE AND REPORTS ON
DISBURSEMENT MADE.**

**BUDGET ALLOCATION FOR
LABOUR AND EMPLOYMENT DEPARTMENT
NAHARLAGGUN, 2006 – 07**

- | | | |
|----|-------------------------|----------------|
| 1. | Labour Welfare | Rs 68.00 Lakhs |
| 2. | Employment and Training | Rs 30.00 Lakhs |

Total Rs 98.00 Lakhs

Scheme No. LAB/1

Maintenance of posts and vehicles and other committed liabilities of 7 th , 8 th and 9 th Five year plan	Rs 63.00 Lakhs
Posts - 35	
Vehicles - 7	

Break up of expenditure

	Rs in Lakhs
1. Salary	Rs 44.50
2. Medical Treatment	Rs 1.00
3. Wages	Rs 5.00
4. Overtime Allowance	Rs 0.02
5. DTE	Rs 1.00
6. OE	Rs 6.00
7. RRT	Rs 0.50
8. Publication	Rs 0.40
9. Other Charges	Rs 6.08

Total Rs 64.50 Lakhs

Scheme No. LAB/2

Creation of post to start the organizational set up of Kurung Kumey and Upper Siang District	Rs 0.50 Lakhs
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- | | | | |
|-------|-----------------|--|------|
| (i) | Labour Officers | 3 posts (for Kurung Kumey/Upper Siang/Anjaw) | |
| (ii) | LDC | 3 Posts | -Do- |
| (iii) | Peon | 3 posts | -Do- |

Total 9 Posts

Scheme No. LAB/3

Construction of boundary wall for the offices of headquarter as well as district establishment.	Rs 1.5 Lakhs
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Scheme No. LAB/4

Purchases of a computer server	Rs 1.5 Lakhs
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EMPLOYMENT AND TRAINING**Actual Outlay****Rs 30.00 Lakhs****1. Scheme No. EMPL/01**

Maintenance of posts and vehicle being
committed liabilities of 7th, 8th and 9th
Five year plan

Rs 28.90 Lakhs

Post 24 posts

Vehicles 02 Nos

Break up of Expenditure

1. Salaries	Rs 24.00
2. Overtime Allowance	Rs 0.02
3. Medical Treatment	Rs 0.50
4. Wages	Rs 1.00
5. DTE	Rs 0.30
6. O.E	Rs 1.60
7. RRT	Rs 0.20
8. Publication	Rs 0.20
9. Other Charges	Rs 1.08

 Total Rs 28.90 Lakhs
Justification:

The assets and liabilities created during the 9th five year plan and earlier plans have not been converted to non – plan till date. Therefore, the lion's share of plan allocation is incurred on maintenance of the existing post and vehicles from the plan allocation. Hence the proposal

2. Scheme No. EMPL/02**Rs 0.60**

Modernization of Employment Exchange through Computerizations
(For the Employment Exchange at Headquarter/District)

Justification:

As emphasized by the DGE&T, Govt. of India, all the Employment Exchange of the State are to be computerized for catering optimum services to the job seekers. Hence, it is proposed to procure one desk top computer for the headquarter Employment Exchange.

**BUDGET ALLOCATION UNDER NON-PLAN FOR LABOUR AND
EMPLOYMENT DEPARTMENT, NAHARLAGUN, 2005 – 06**

Total Outlay **Rs 34.70 Lakhs**

Break up **Rs In Lakhs**

1.	Salaries	Rs 25.55
2.	Wages	Rs 0.00
3.	Overtime	Rs 0.5
4.	Medical Treatment	Rs 2.00
5.	Domestic Travel Expense	Rs 1.00
6.	Office expenses	Rs 1.50
7.	Rent, Rates and Taxes	Rs 0.00
8.	Publication	Rs 0.00
9.	Other Charges	Rs 4.600.78

Total Rs 34.70 Lakhs

**MONTHLY REMUNERATION RECEIVED BY EACH OF LABOUR
AND EMPLOYMENT DEPARTMENT'S OFFICERS AND
EMPLOYEES, INCLUDING THE SYSTEM OF COMPANSATION
AS PROVIDED IN ITS REGULATIONS**

**MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES
OF LABOUR AND EMPLOYMENT DEPARTMENT AS ON 01.03.2007**

Sl. No.	Name	Designation	Present Basic Pay	D.P 50%	Total Present Basic	D.A 21%	Washing Allowance	S.C.A	Gross Total	Deduction	Net Payable
GROUP 'A' OFFICER (GAZATTED)											
1.	Sh Ojing Darung	Labour Commissioner	13,875	6,938	20813	4,371	-	1050	26309	11,848	14,461
2.	Dr S.P Bhardwaj	Dy. Labour Commissioner	11,950	5975	17925	3764	-	1050	22739	16438	6301
3.	Sh. Khoda Hinda	Asst. Labour Commissioner	9650	4825	14475	3040	-	1050	18565	5385	13180
GROUP 'B' OFFICER (GAZETTED)											
4.	Sh S. Modi	Asst. Director (Employment)	8575	4288	12863	2701	-	800	16364	4072	12292
5.	Sh D. Bhattacharjee	Employment Officer	8100	4050	12150	2552	-	800	15502	2283	13219
6.	Sh S. Yomcha	Labour Officer	8500	4250	12750	2678	-	800	16228	2294	13934
GROUP 'B' (NON - GAZATTED)											
7.	Smt B. Parvati	Statistical Asst.	7425	3713	11138	2399	-	800	14277	3123	11154
8.	Sh. S.R Bal	Superintendent	7300	3650	10950	2300	-	800	14050	360	13690
GROUP 'C' STAFF											
9.	Sh. . Nambiar	Assistant	6050	3025	9075	1906	-	800	11781	2455	9326
10.	Sh. M. Bida	Assistant	6050	3025	9075	1906	-	800	11781	2955	8826
11.	Sh. N. Tan	Labour Inspector	5000	2500	7500	1574	-	550	9625	-	9625
12.	Sh Gyamar Tajik	Labour Inspector	5000	2500	7500	1574	-	550	9625	-	9625
13.	Sh. Koj Tami	Assistant	5300	2650	7950	1670	-	550	10170	3126	7044
14.	Sh. D. Chobin	Assistant	5300	2650	7950	1670	-	550	10170	3435	6735
15.	Smti Papia Deb	Steno	5600	2800	8400	1764	-	550	10714	4443	6271
16.	Smt G. Yomcha	UDC	5125	2563	7688	1644	-	550	9825	2171	7681
17.	Sh. M.K Roy	UDC	4750	2375	7125	1496	-	550	9171	2095	7076
18.	Smt. S. Chaudhury	UDC	4750	2375	7125	1496	-	550	9171	2511	6660
19.	Sh. Johny Yekar	UDC	4750	2375	7125	1496	-	550	9171	-	9171
20.	Smt Bamin Ado	LDC	3725	1863	5588	1173	-	400	7161	3132	4029
21.	Ms Hamar Nalo	LDC	3050	1525	4575	961	-	400	5936	-	5936
22.	Shri Minki Ette	Driver	3575	1788	5363	1126	-	400	6889	1276	5613
GROUP 'D' STAFF											
24.	Shri Hamar Engo	Duftry	3605	1803	5408	1136	15	400	7001	1857	5144
25.	Sh Taga Siyum	Chowkidar	2550	1275	3825	803	15	250	4893	108	4785
27.	Sh S. Nyemu	Peon	3410	1705	5115	1074	15	400	6616	1832	4784
28.	Smt D. Ngoba	Peon	3475	1738	5213	1095	15	400	6735	1704	5031
26.	Sh O. Darung	Peon	2550	1275	3825	803	15	250	4878	-	4878
29.	Smt M. Pisa	Peon	3345	1673	5018	1054	15	400	6487	1830	4675

**PARTICULARS OF RECIPIENT OF CONCESSION, PERMITS OR
AUTHORISATIONS GRANTED BY THE LABOUR DEPARTMENT.**

Particulars of recipient of concession, permits or authorisations granted by the Labour Department.

As required under the Contract Labour (R&A) Act, 1970 and the Inter State Migrant Workmen (RE&CS) Act, 1979, the Labour Department has granted registration certificates to the employers and licenses to the contractors engaging contract and migrant labour. The details of such registration certificates and licenses so far granted by the Department are as follows: -

REGISTRATION OF ESTABLISHMENT

Sl. No	Registration Number	Name and Address of the Establishment
1.	No. LAB (W) – 73/97/1	M/s Rangakatu Tea Co. (P) Ltd, P.O/P.S Changlang, Dist. Changlang, A.P
2	No. LAB (W) – 171/98	Tangsa Hume pipe, oils India Road, P.O Kharsang, Dist Changlang, A.P
3.	No. LAB (W) – 174/98	Executive Engineer, Along Civil Dvn, Deptt of Power, Along A.P
4.	No. LAB (W) – 38/99/1	M/s Along Bricks Industry, Kambo – II Along, West Siang District, A.P
5.	No. LAB (W) – 182/2001	Executive Engineer (Civil) Along Dvn, Deptt. of Power Along, A. P
6.	No. LAB (W) - 78/2002/1	The Project Manager, State Project Implementation Unit, Deptt. of Education, Arunachal Pradesh Itanagar
7.	No. LAB (W) – 25/2002/1 No. LAB (W) – 25/2002/2	The Chairmen, Hostel Management Council, NERIST, Nirjuli
8.	No. LAB (W) - 22/2002	The National Building Construction Corporation, Teli Building Itanagar
9.	No. LAB (W) – 143/2005	M/S Satyam Ispat, Banderdewa
10.	No. LAB (W) -112/2003	The Chief Engineer, Dibang Multi-purpose Project, NHPC
11.	No. LAB (W) - 111/03	The Chief Engineer, Multi-purpose Project, NHPC, Lower Dibang Valley
12.	No. LAB (W) – 99/2003/2 No. LAB (W) – 99/2003/1	The General Manager (Civil) RHEP, NEEPCO, Yazali, Arunachal Pradesh
13.	No. LAB (W) – 93/2003/2 No. LAB (W) – 93/2003/1	The Power Grid Corporation, India Ltd, Nirjuli (A.P)
14.	No. LAB (W) – 89/2003	National Hydro Electric Power Corp. Middle Hydro Electric Project, Along, West Siang District
15.	No. LAB (W) – 180/2005	Executive Director, Siang and Dibang Basin Project, NHPC Ltd Pasighat, A.P
16.	No. LAB (W) – 159/2003/CL	HoP, Kameng Hydro Electric Project, NEEPCO Ltd, Bhalukpong

17.	No. LAB (W) – 179/2005/CL	Siang Lower Project, NHPC Ltd East Siang District, Pasighat.
18	No. LAB (W) – 57/2004/CL No. LAB (W) – 57/2004/ISMW	M/S SMS Smelters Ltd, Naharlagun, Arunachal Pradesh
19.	No. LAB (W) – 92/2004	M/s Ray Jewelers,, Bora Pani Bazaar, Naharlagun, Arunachal Pradesh
20.	No. LAB (W) – 56/2004	Chief Engineer (i/c), Middle Siang Hydro Electric Project, NHPC ltd Along, West Siang District.
21.	No. LAB (W) – 06/2004/CL No. LAB (W) – 06/2004/ISMW	Chief Engineer (Civil) Subansiri Lower Electric Project Gerukamukh, A.P
22.	No. LAB (W) – 5/2004/CL No. LAB (W) – 5/2004/ISMW	Chief Engineer (Civil) Subansiri Lower Electric Project Gerukamukh, A.P
23.	No. LAB (W) – 18/2004	Managing Director, Pasighat Large Size Multipurpose Co-operative Society Ltd, East Siang, Pasighat.
24.	No. LAB (W) – 74/2004/CL No. LAB (W) – 74/2004/ISMW	Chief Engineer, Sippi Small HE Project, NHPC Ltd, Daporijo
25.	No. LAB (W) – 81/2004	Chief Engineer, Upper Siang HE Project, NHPC Ltd, Yingkiong
26.	No. LAB (W) -55/2004/ISMW	Chief Engineer, Kameng Small HE Project, NHPC Ltd, Along
27.	No. LAB (W) – 152/2003	The Executive Engineer, PHED, Roing, Lower Dibang Valley, District, A.P
28.	No. LAB (W) – 127/2003	Chief Engineer, Subansiri Middle HE Project, NHPC Ltd, Boasimla, Lower Subansiri, A.P
29.	No. LAB (W) – 160/2005	The Executive Engineer, PWD, Doimukh, Arunachal Pradesh
30.	No. LAB (W) – 140/2005	Director, Urban Development, Moab – II, Itanagar, Arunachal Pradesh
31.	No. LAB (W) – 151/2005	Upper Siang Project, NHPC, Yingkiong Arunachal Pradesh
32	No. LAB (W) – 141/2005/CL No. LAB (W) – 141/2005/ISMW	Tawang PWD Division, Tawang, Arunachal Pradesh

LICENCE ISSUED

Sl. No.	Name & Address of Contractor	Licence No.	Validity
1.	M/S Prayag Jyoti Builders and Consultant Ltd, Amanda Nagar, Guwahati	LAB (W) - 110/203/1 LAB (W) - 110/203/2	24/04/2005 31/12/2004
2	M/S Lillen Construction, Kolapatar, Dolungmukh, L/S District	LAB (W) – 97/2005	10/02/2006
3	M/s Bini Tatam Enterprise, Village Sipu, Dollungmukh	LAB (W) – 66/2004	09/09/2005
4	M/s OMML & JSCJV, Kameng HE Bhalukpong	LAB (W) – 152/05/ISMW LAB (W) – 152/05/CL	09/06/2005

5	Romnia Enterprise, Village Kherbari, Dollungmukh, L/S A.P	LAB (W) - 69/04/CL	16/09/2005
6	Fallong Enterprise, Pakam – II, Along	LAB (W) – 112/2005/CL LAB (W) – 112/2005/ISMW	24/02/2006 31/12/2005
7	Evergreen Enterprises, E Sector, Itanagar	LAB (W) – 119/2005/1	11/03/2006
8	Sh. Khili Denu, Upper Jang, P.O Nafra, Bomdila, A.P	LAB (W) -77/2002	31/12/2003
9.	Green River Enterprises, Kolaptakur, Dollungmukh, A.P	LAB (W) – 99/2005	10/02/2006
10	Lakpa Tstring, For R.D construction, C Sector Itanagar	LAB (W) – 104/2005	31/12/2005
11	Capital Trade Wing, Itanagar	LAB (W) – 89/2004	6/12/2005
12	Papu Enterprise. Nirjuli A.P	LAB (W) – 61/2004/CL	10/09/2005
13	Donyi Enterprise, Kolaptukar, Dollungmukh	LAB (W) – 74/2004/CL	23/09/2005
14	Gora Lotak, For Sony Enterprise Itanagar, A. P	LAB (W) -93/2004	10/12/2005
15	Lullu Trade Agency, Kolaptukar, Dollungmukh, A. P	LAB (W) – 98/2005	10/02/2006
16	Nabum Tanyum, C/O EE (Civil), NERIST Nirjuli, A..P	LAB (W) – 162/03	31/12/2004
17	Mama Enterprise, Kolaptukar, Dollungmukh, A.P	LAB (W) – 65/2004	09/09/2005
18	Horizon Hi – Tech Engicom Ltd, G Extension Road Naharlagun	LAB (W) – 41/95 LAB (W) – 41/95/5	16/01/1997 16/01/1997
19	Umbroy Trade Agency, Roing A.P	LAB (W) – 76/2004/CL	01/10/2005
20	Kushal Singh, P.O Aluha, District Kongra, H/P	LAB (W) – 34/99/2	04/05/2000
21	Sh Dhilip Singh, Village, Gajundra, Dist. Hamirpur, H/P	LAB (W) – 34/99/5	31/12/1999
22	Prakash Chand, Village, Gajundra, Dist. Hamirpur, H/P	LAB (W) – 34/99/5	31/12/1999
23	MM Agency, Abotani Colony, Itanagar	LAB (W) – 70/2004/CL	16/09/2005
24	Trade and Technology, 1 st Floor, Khenka Building, Dibrugarh	LAB (W) -91/2003/2 LAB (W) -91/2003/6	24/04/2004 31/12/2003
25	P.E.S Engineer Pvt Ltd, Pancorn Chamber, 6-3-1090	LAB (W) -17/2004	29/03/2005
26	Gagan Singh, Village Balera, P.O Salihar, Dist Kagra, H.P	LAB (W) – 37/99/2 LAB (W) – 37/99/5	31/12/2001 02/07/2000
27	Rosan Lal Kishore Singh Village Balera, P.O Salihar, Dist Kagra, H.P	LAB (W) - 37/99/3 LAB (W) – 37/99/7	31/12/2001 02/07/2001
28	Sh Surandra Singh, Village Balera, P.O Salihar, Dist Kagra, H.P	LAB (W) – 37/99/4 LAB (W) - 37/99/8	31/12/2001 02/07/2000
29	Kamal Singh Village Balera, P.O Salihar, Dist Kagra, H.P	LAB (W) - 37/99/3 LAB (W) - 37/99/8	31/12/2001 02/07/2001
30.	Patel Engineering Ltd, Kameng HE Project Bhalukpong, W/Kameng	LAB (W) – 110/2005/1 LAB (W) – 110/2005/2 LAB (W) – 110/2005/3	13/03/2006 13/03/2006 13/03/2006

		LAB (W) – 110/2005/4 LAB (W) – 110/2005/5 LAB (W) – 110/2005/6	13/03/2006 13/03/2006 13/03/2006
31.	Lal Bihari Kishore, SMS Smelters, Lekhi Village Nlg	LAB (W) – 58/2004/ISMW	13/12/2004
32.	Kenli Karbak, SMS Smelters, Lekhi Village Nlg	LAB (W) – 58/2004/ISMW/1	13/12/2004
33.	Dasrath Sah, SMS Smelters, Lekhi Village Nlg	LAB (W) – 58/2004/ISMW/2	13/12/2004
34.	P.E.S Engineers (p) Ltd, Raj Bhawan Road, Samajiguda Hyderabad	LAB (W) – 34/2004	31/12/2005
35.	SAE India Ltd Vasant Vihar, Vasant Lok New Delhi	LAB (W) – 78/97/1 LAB (W) – 78/97/4 LAB (W) – 78/97/3	07/01/99 06/01/200 31/12/1999
36.	SAE India Ltd Vasant Vihar, Vasant Lok New Delhi, Office at Assam	LAB (W) – 78/97/2	31/12/1998
37.	Ejum Krabak, for KKKK Enterprises, Gumin Nagar, West Siang Along.	LAB (W) – 128/98 LAB (W) – 128/98	31/12/2001 19/07/1999
38.	Larson and Turbo Ltd, ECC Division, C/O Subansiri HEP, NHPC, Gerukamukh	LAB (W) – 30/2004/CL LAB (W) – 30/2004/ISMW	13/05/2005 31/12/2004

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

Manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes: -

At present, there are no subsidy programmes being run under the Labour and Employment Department.

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION INCLUDING WORKING HOURS OF
A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC
USES.**

Particulars of facilities available to citizens for obtaining information including working hours of a library or reading room, if maintained for public uses.

Citizens who want to obtain any relevant information from the Labour and Employment Department are free to meet concerned departmental officers for this purpose during the working hours. However, there is no library or reading room, in the Department for public uses because of lack of accommodation available to the Department.

**DETAILS OF THE INFORMATION AVAILABLE TO OR HELD BY
LABOUR AND EMPLOYMENT DEPARTMENT, REDUCED IN
ELECTRONIC FORM**

Details of the information available to or held by labour and employment department, reduced in electronic form:

At present, there is no information available to or held by the Labour and Employment Department in an electronic form. However, efforts are being made by the department to develop its website so as to provide relevant information reduced in an electronic form to the public.

**NAME, DESIGNATION AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS.**

Name, designation and other particulars of the public information officers:

The Govt. has so far appointed one of the officers of the Labour and Employment Department as State Public Information Officers. His particulars are given below: -

Name	: -	Dr. S.P Bhardwaj
Designation	: -	Deputy Labour Commissioner
Contact No.	: -	0360 – 2244518 (Office) 0360 – 2244895 (Residence)

- THE END -