

MANUAL - 1
Particulars of organization, functions and duties
[Section 4(1) (b) (i)]

1 Aims and objectives of the Organization.

2 Mission / Vision

The aims and objectives of the District Labour Office is to maintain industrial harmony and enforcement and implementation of various labour laws enacted by the Government from time to time.

3 Brief history and background for its establishment

After creation of District, the District labour Office has been functioning in Gajapati with effect from 18.05.1993 with an aim and objective to enforce the labour laws and to maintain industrial harmony in the district.

4 Organization Charts

The Government of Orissa has been pleased to sanction the following posts in District Labour Officer, Gajapati.

- (i) District Labour Officer - 1
- (ii) Assistant Labour Officer - 1
- (iii) Rural Labour Inspector – 1
- (iv) Senior Clerk - 1
- (v) Peon - 1

At present the posts i.e., the Assistant Labour Officer & Rural Labour Inspector are lying vacant.

5 Allocation of business

Nil

6 Duties to be performed to achieve the mission

7 Details of services rendered

The duties performed by the Officers of this office is to maintain industrial harmony, enforcement of various labour laws, collection of Govt. revenue and deal complaints relating to labour issues.

8 Citizens interaction

The District Labour Office, Gajapati has been keeping good relation with the citizens of this District and the Office also getting cooperation from them.

9 Postal Address of the Main Office, attached / subordinate office / field units etc.

10 Map of office location

District Labor Office,
Mutyalu Street, Near C.T. Training School,
At/Po. Parlakhemundi, Dist. Gajapati

11 Working hours both for office and public

This office has been functioning from 10 AM to 5 PM with a launch break from 1.30 PM to 2 PM daily

12 Public interaction, if any

The public of this district are coordinating in each activities of labour office

13 Grievance redress mechanism

Soon after receipt of grievance from public it is being redressed immediately by this office.

MANUAL - 2
Powers and duties of Officers and employees
 [Section 4(1) (b) (ii)]

Powers and duties of officers and staff

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	D.L.O.	Office Administration	D.D.O	Enforcing labour laws	Keeping report with District Administration	Addl. Charge as P.D., NCLP, Gajapati
2	Sr. Clerk	Keep all establishment, Accounts and other official records of this office				
3	Peon	Assist in official works as and when required				

Note: Substantive powers and duties for each position may be detailed

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Procedure followed in decision – making process

[Section 4(1) (b) (iii)]

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stage through which a proposal passes, the level at which it gets examined and the final authority to which it has to go for approval may be explained.

The Flow Process Charts can give a comprehensive process as may be seen from the following illustration of preparing a food card.

Flow Process Chart for issue of Food Card

SL. No.	Activity	Level of action	Time frame
The District Labour Officer is the Head of Office and takes decision as per law for proper functioning of office.			

Such charts may be prepared for major functions.

MANUAL - 4

Norms set for the discharge of functions

[Section 4(1) (b) (iv)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration:

Illustration

SL. No.	Activity	Time frame / Norm	Remarks
All the office works are dealt immediately			

MANUAL - 5

Rules, regulations, instructions, manuals and records for discharging functions

[Section 4(1) (b) (v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions

List of regulations, instructions, manuals and records

SL. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1	M.W.Act.	Minimum wages		
2	P.W. Act.	Payment of wages		
3	C.L. (R & A) Act.	Contractor Labour		
4	I.S.M.W. (R&ECS) Act.	Inter state Migrant workers		
5	OS & CE Act.	Shops & commercial		
6	C.L. (P & R) Act.	Child Labour		
7	OIE (N & F) H Act.	Holidays Act.		
8	E.R. Act.	Equal Remuneration		
9	Beedi & Ciger Act.	Beedi workers		
10	P.B. Act.	Bonus		
11	Factories Act.	Factory workers		
12	W.C. Act.	Compensation		
13	M.B. Act	Maternity Benefit		
14	I.D. Act.	Industrial dispute		
15	T.U. Act.	Trade Union		
16	P.G. Act.	Gratuity		
17	M.T.W. Act.	Motor workers		
18	Building & other works Act.	Building works		

MANUAL - 6

A statement of the categories of documents that are held by it for under its control

[Section 4(1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued. (An illustrative list is given below)

A statement of the categories of documents held

SL. No.	Nature of Record	Details of information available	Unit / section where available	Retention period, where available
All the related official records are available with D.A. of this office				

MANUAL - 7

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation
[Section 4(1) (b) (vii)]

Details of consultative committees and other bodies with which consultations are held

SL. No.	Name and address of the consultative committees / bodies	Constitution of the committee / body	Role and responsibility	Frequency of meetings
NIL				

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare associations, etc.

Other details whether the meetings are open to public, minutes are accessible to public etc may also be indicated.

MANUAL - 8
A Statement of boards, council, committees and other bodies constituted
 [Section 4(1) (b) (viii)]

List of boards, councils, committees etc.

SL. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
NIL				

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
NIL				

MANUAL - 9
Directory of officers and employees
[Section 4(1) (b) (ix)]

List of boards, councils, committees etc.

Directory

SL. No.	Name and designation	Office Phone No.	Email address
1	Sri N.Mishal, D.L.O.	--	
2	Sri P.K.Samal, Sr. Clerk	--	
3	Sri P.C.Sabar, Peon	--	

MANUAL - 10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations

[Section 4(1) (b) (x)]

List of boards, councils, committees etc.

SL. No.	Name and Designation	Pay scale / Monthly remuneration
1	N.Mishal, D.L.O., Gajapati	Rs. 6500/- – 200/- – 10500/-
2	P.K.Samal, Sr. Clerk	Rs. 4000/- – 100/- – 6000/-
3	P.C.Sabar, Peon	Rs. 2610/- – 60/- – 65/- – 3540/-

MANNUAL - 11
The budget allocated to each agency
 [Section 4(1) (b) (xi)]

Non – Plan Budget

Major head	Activities to be performed	Sanctioned budget for 2007 - 08	Budget estimate of 2007 – 08	Revised estimate approximately	Expenditure for the last year 2007 - 08
Demand No. 14-2230 Labour and Employment – 01 – Labour Non – Plan – 001 Direction and Administration – 0308 District Establishment	Salary, contingent, RCM, T.E., RRT, Electric	5,01,145/-	5,01,145/-	5,10,000/-	5,01,145/-

Plan Budget

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / spent
NIL					

MANUAL - 12
The manner of execution of subsidy program
[Section 4(1) (b) (xii)]

List of institutions given subsidy

SL. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
NIL						

List of individuals given subsidy

SL. No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No of time subsidy given in past with purpose
NIL					

Details of schemes under which subsidies are granted should be given

MANUAL - 13

Particulars of recipients of concessions, permits or authorizations granted
[Section 4(1) (b) (xiii)]

List of beneficiaries

SL. No.	Name and address of the beneficiary	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose
NIL					

Note: Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

MANUAL - 14
Information available in an electronic form
[Section 4(1) (b) (xiv)]

Details of information

SL. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
NIL				

MANUAL - 15
Particulars of facilities available to citizens for obtaining information
[Section 4(1) (b) (xv)]

Facilities available for obtaining information

SL. No.	Facility available	Nature of information available	Working hours
1	Information Counter	Labour Office related informations are available in District Labour Office	10.00 AM to 5.00 PM

MANUAL – 16

Name designation and other particulars of Public Information Officers

[Section 4(1) (b) (xvi)]

List of Public Information Officers

SL. No.	Designation of the officer designated as PIO	Postal Address	Telephone No.	e-mail Address	Demarcation of Area / Activities, if more than one PIO is there
1	D.L.O.	Parlakhemundi	--	--	Revenue Dist. of Gajapati District

List of Assistant Public Information Officers

SL. No.	Designation of the officer designated as PIO	Postal Address	Telephone No.	e-mail Address
NIL				

First appellate authority with in the department

SL. No.	Designation of the officer designated as first appellate authority	Postal Address	Telephone No.	e-mail Address	Demarcation of Area / Activities, if more than one appellate authority is there
1	A.L.C., Berhampur	Berhampur	0680 225092	--	Gajapati Dist.

MANUAL – 17
Other information as may be prescribed
[Section 4(1) (b) (xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

Sd/-
District Labour Officer
Gajapati, Parlakhemundi