

MANUAL 2  
**POWER AND DUTIES OF OFFICERS AND EMPLOYEES**  
 [Section 1(4)(b)(ii)]

**Powers and duties of officers and staff**

S.No	Designation of Post	Power				Duties attached
		Administrative	Financial	Statutory	Others	
1.	LABOUR COMMISSIONER & DET	Head of Department	As conferred for Head of Office by A&N Admn	1.Authority under W.C Act & MW Act 2.Registrar of Trade Unions under TU Act 3.Licensing Authority under Factories Act 4. Certifying authority of Standing orders under I.E (SO) Act. 5. Appellate Authority under PG Act. 6. State Apprenticeship Advisor. 7.Secretary and CEO of A&N Building and other Constructions Workers welfare Board		Effective implementation of Labour Laws.  Extending of Labour welfare schemes.  Supervision of functioning of Employment Exchange.  Overall head of Training wing.

2.	ASSISTANT LABOUR COMMISSIONER	Head of Office at Outstation.		<p>1. Conciliation Officer under ID Act</p> <p>2. Registration &amp; Licensing authority under Contract Labour/S&amp;E/Building &amp; Other Construction Act.</p> <p>3. Controlling authority under Payment of Gratuity.</p> <p>4. Authority of Payment of Wages Act</p> <p>5. Cess Assessment. Officer for BOCW(RE&amp;CS) Act</p> <p>6. Beneficiary Registering Officer under A&amp;N Bld &amp; oth Const Workers Welfare Board</p>	<p>Settlement of Industrial disputes and maintaining of Industrial harmony.</p> <p>Registration/licensing under various Labour Laws in time bound manner.</p> <p>Handing of cases pertaining to Non-payment of wages/ less payment of wages/ delayed payment of wages.</p> <p>Assessment of cess collected under Building &amp; other Construction Act.</p> <p>Beneficiary Registering Officer.</p>
3.	EMPLOYMENT OFFICER	Head of Office	Upto 01 lakhs	Strengthening employment services, Issuance of certificate of registration/renewal to unemployed in far off places,	Issuance of certificate of registration/renewal to unemployed.

				providing vocational guidance & career counseling programmes to educated unemployed youth		Holding of Vocational Guidance programme/Job melas/Training programmes
4.	PRINCIPAL ITI	Head of Office	Upto 01 lakhs	Admission, Conduct & Supervision of classes, Promoting skill development and providing of qualitative training through regular ITI courses		Maintenance of academic activities/discipline at ITI
5.	LABOUR INSPECTOR	NIL	NIL	Inspector(Shops & Estt) and other labour enhancements Nodal Officer(Court Cases) Handling of Non-Payment Wages Complaints.		Enforcement of Labour Laws through conduct of Inspections under various Labour laws
6.	FACTORY INSPECTOR	NIL	NIL	Assistant Apprenticeship Advisor Inspector(Factories) and other Labour Acts And Office In-Charge for Child Labour Cell.		Conduct of Inspections under Factories act.

**Note:** Substantive powers and duties for each position may be defined.

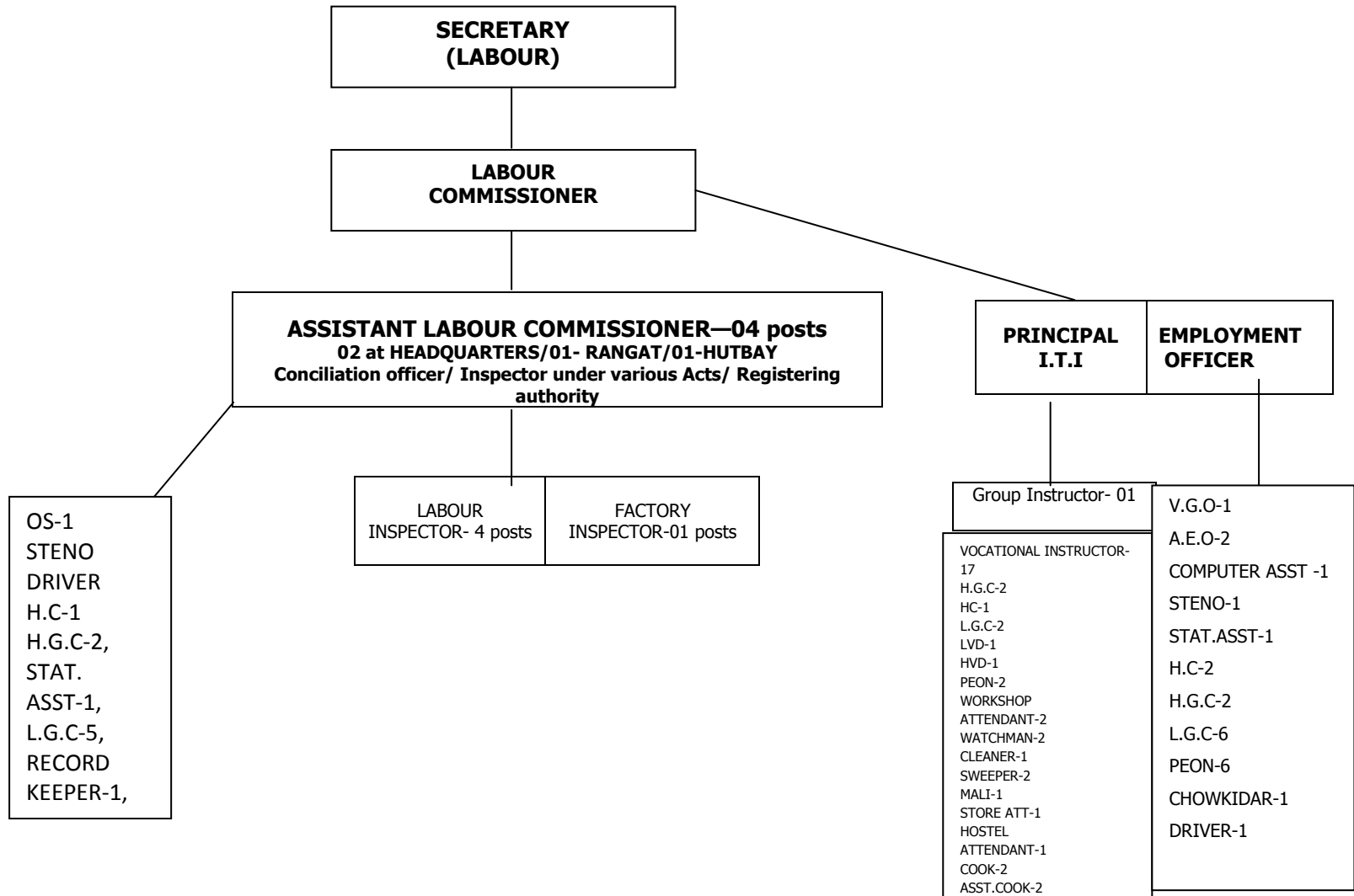
MANUAL 3

**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 stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

**ORGANISATIONAL CHART OF OFFICE OF LABOUR COMMISSIONER AND DIRECTORATE OF EMPLOYMENT AND TRAINING.**



**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

**Main Services/Transactions**

Sl.No.	Services/Transaction	Responsible Person(Designation)	Process	Document Required
1.	1.Claims under W.C Act & MW Act 2.Registration of Trade Unions under TU Act 3.Issuance of license under Factories Act 4. Certification of Standing orders under I.E (SO) Act. 5. Appellate Authority under PG Act. 6. State Apprenticeship Advisor. 7.Secretary,under BOCW Act	Labour Commissioner & DET	Disposal of applications for claims/registration/license/certification after adherence of norms laid down under respective Labour Laws as within time frame as adhered under citizen charter. And under BOCW sanction of social assistance to registered Building construction workers.	All statutory documents as enlisted under respective Labour enactments and under BOCW.
2.	1. Conciliation under ID Act 2. Issuance of licenses/registration under Labour Laws. 3. Controlling authority under PG.	Assistant Labour Commissioner	Disposal of ID cases/issuance of Registration/license after adherence of norms laid down under respective laws and with in time frame as adhered under citizen charter.	All statutory documents as enlisted under respective Labour enactments.

	4. Authority of PW Act 5. Assessment. Officer for BOCW(RE&CS) Act 6. Beneficiary Registering Officer under A&N Bld & oth Const Workers Welfare Board			
5.	Inspector under Labour Laws	Labour Inspector	Disposal of NPW complaints within time frame as mentioned in Citizen Charter and attending Court matters within time frame as directed by the court.	All statutory documents as enlisted under respective Labour enactments.
7.	Assistant Apprenticeship Advisor Inspector(Factories) and other Labour Acts And Office In-Charge for Child Labour Cell.	Inspector of Factories.	Handling of Apprenticeship issues as per time frame as mentioned in the Apprenticeship Act & attending Child Labour matter on.	All statutory documents as enlisted under respective Labour enactments.
8.	Admission, Conduct & Supervision of classes, Promoting skill development and providing of qualitative training through regular ITI courses	Principal, ITI	Admission, conduct & supervision of classes and declaration of results within the time and providing training based Modular Employable Skills (MES) framework under Skill Development Initiative Imparting Vocational Training and upgrading ITI into Centre of Excellence/CoE) through World Bank assistance.	Documents mentioned in the Academic prospectus
9.	Strengthening employment services, Issuance of certificate	Employment Officer	Registration through Exchanges and holding	

of registration/renewal to unemployed in far off places, providing vocational guidance & career counseling programmes to educated unemployed youth		spot registration camps, conducting vocational guidance & career counseling programmes in different parts of the A & N Islands and strengthening employment services in A & N Islands. Up gradation of Modernization of Employment Exchange	All statutory documents as enlisted under respective Employment enactments.
--	--	---	---

### **Service Standards:**

<b>Sl.No</b>	<b>Services/Transaction</b>	<b>Service Standard</b>
1.	1.Claims under W.C Act & MW Act 2.Registration of Trade Unions under TU Act 3.Issuance of license under Factories Act 4. Certification of Standing orders under I.E (SO) Act. 5. Appellate Authority under PG Act. 6. State Apprenticeship Advisor.	<b>30 days</b>
2.	1. Conciliation under ID Act 2. Issuance of licenses/registration under Labour Laws. 3. Controlling authority under PG. 4. Authority of PW Act 5. Assessment Officer for BOCW(RE&CS) Act	<b>15 days</b>
3.	1. Conciliation under ID Act 2. Issuance of licenses/registration under Labour Laws. 3. Controlling authority under PG. 4. Authority of PW Act 5. Assesment.Officer for BOCW(RE&CS) Act	<b>15 days</b>
4.	1. Conciliation under ID Act 2. Issuance of licenses/registration under Labour Laws. 3. Controlling authority under PG.	<b>15 days</b>

	4. Authority of PW Act 5. Assesment.Officer for BOCW(RE&CS) Act	
7.	Assistant Apprenticeship Advisor & other labour Acts Inspector(Factories)	<b>15 days</b>

**Indicative Expectations from Service Recipients**

<b>Sl.No</b>	<b>Indicative Expectations from Service Recipients</b>
1.	Submit duly completed application forms in all respect regarding Industrial dispute, Claims of compensation under Workmen's Compensation Act, Non-Payment of Wages & Less payment, Registration and Licenses for its timely disposal with in the time limit.
2.	Please show courtesy to Officers/Officials
3.	Always keep proper records of your letters and communications with Labour Department
4.	If you have an appointment with an officer in the Labour department, Please arrive 15 minutes prior to the appointment
5.	If you want to cancel an appointment, please give a written notice via fax or email at least two days in advance
6.	Send reports in the prescribed format as per prescribed timelines
7.	To check the website regularly for updates on policies, programs and procedures
8.	Give their suggestions/inputs on drafts placed on Labour department's website
9.	The participants to the meetings/conferences should attend the meeting/conferences with complete information



**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 regulation, 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.	The Workmen's Compensation Act, 1923	It provides for payment of compensation by employers to their workers for injury caused to a workman by accident, arising out and in the course of employment, resulting in death or in total/partial disablement compensation is also payable for some occupational diseases contracted by workmen during the course of employment.		
2.	The Trade Unions Act, 1926	The main provisions of the Act relates to (i) Registration of Unions (ii) rights and privileges (iii) obligation and liabilities of registered Trade Unions. For Registration, any seven or more members can apply to the Registrar for registration		
3.	The Payment of wages Act, 1936	The Act aims at ensuring regular and prompt payment of wages to employees employed in Factories and Industrial Establishments. This Act was applicable to employees whose wages were upto Rs. 1600/- per month. The Act has now been amended to cover employees whose wages are now upto Rs. 10000 per month.		
4.	The Industrial Employment (Standing orders) Act, 1946	The main objectives of the Act besides maintaining harmonious relationship between the employers and		

		the employees are to regulate the conditions of recruitment, discharge, disciplinary action leave, holidays etc. of the workers employed in Industrial establishments.		
5.	The Industrial Disputes Act, 1947:	It provides for investigation and settlement of Industrial Disputes by Conciliation Officer and upon failure, it provides for reference to Labour Court for adjudication. The Act also provides for regulation of strikes, lockouts, lay off & Retrenchment of workmen employed in the Industries		
6.	The Minimum Wages Act, 1948:	Provides for payment of Minimum wages as fixed by State govt's from time to time. The Minimum wages incorporating VDA were for the first time introduced in Islands on 20 <sup>th</sup> Oct 2010. Under the Notification method a revision of Minimum wages is to take place every six months i.e.; January and July.		
7.	The Factories Act, 1948:	This Act provides for ensuring Health Safety, Welfare and Working hours of workers employed in the Factories.		
8.	Motor Transport Workers Act 1948: Rules:	It applies to every Motor Transport undertaking employing or more motor Transport Workers. The Act makes it obligatory for every employer of Motor Transport undertaking to register the undertaking under the Act. The main provisions of the Act relate to Welfare and health (ii) hours of work (iii) Wages, payment of overtime and leave etc.		
9.	The Maternity Benefit Act, 1961:	It regulates the employment of women in certain establishments for certain periods before and after child-birth and to provide for maternity benefit and		

		certain other benefits. It is applicable to every establishment being a factory, mine or plantation and to every shop or establishment in which ten or more persons are employed or were employed on any day of the preceding twelve months.		
10.	The Contract Labour (R&A) Act, 1970:	The object of the Act is to regulate the employment of contract labour in certain establishments and to provide for its abolition in certain circumstances. The Act applies to (i) every establishment in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour and (ii) every contractor who employs or who employed twenty or more workmen on any day of the preceding twelve months. The Act also provides for registration and licensing of principal employers and contractors establishments respectively.		
11.	The Plantations Labour Act, 1951 and Rules:	The object of this act is to provide for welfare of labour and to regulate the condition of work in Plantations.		
12.	The Equal Remuneration Act, 1976:	The object of the Act is to provide for the payment of equal remuneration to men and women workers in such establishments for performing the same work or work of similar nature. Same work or work of similar nature has been defined as work in respect of which the skill, effort and responsibility required are the same when performed under similar working conditions, by a man or a woman.		
13.	The Interstate Migrant Workmen Act, 1979:	It regulates the employment of Inter-State migrant workmen. It applies to every contractor who employs or who employed five or more inter-State Migrant		

		workmen on any day of the preceding twelve months. The Act also provides for registration, licensing of contractors, duties and responsibilities of contractors, wages and other condition of service of workmen.		
14.	The Building and Other Construction Workers Act (RE&CS) 1996.	The legislation seeks to provide for regulation of employment and condition of the building and other construction workers including fixing of hours of work, wages, overtime, welfare like drinking water, latrine, urinals, crèches, first aid, canteen and safety of the workers. The A&N Islands Building and Other Construction Workers Welfare Board started functioning from 2009 and various welfare schemes for the workers engaged in Construction activities and those who are registered as Beneficiary under the above board are extended benefits like: Maternity benefit/ educational assistance/Health benefits/Funeral assistance/ pension benefits etc.		
15.	The Payment of Gratuity Act, 1972	It applies to all factories, shops & establishments employing more than 10 workers. Minimum 5 years of continuous service in a establishment is required for getting gratuity @ 15 days wages for each completed year of employment.		
16.	The Payment of Bonus Act, 1965	This Act applies to all factories and to all other Establishments which twenty or more persons are employed on any day in an accounting year with effect from 1975 in A&N Islands. The Act has been applicable to Establishment/shops employing more persons. The eligibility limit of this Act has been from Rs 3500/- to Rs 10000/-. The Act has also been applicable to employees employed in Building Construction.		
17.	The Shops and Establishments	The Regulation provides for registration of Shop		

	Regulation 2004	Establishments and regulates the hours of work, paym wages, leave, holidays, terms of service and other condition of work of persons employed in Shop Establishments..		
18.	The Child Labour (Pr & Regulatio 1986:	The main object of the Act is to prohibit the engagem children who have not completed fourteenth year of certain employments and to regulate the conditions of v children in certain other employments. The Act envisag no child shall be employed or permitted to work in any occupations set forth in Part A and Part B of the Schedule to the Act Central Government has issued a notification last year banning employment of child Hotels, Dhaba, Restaurant and as Domestic Servant. Inspectors of the Labour Department been conducting inspection of Hotels, restaurant, Dhabas and other Establishment regu ensure compliance of the Act (Rules).		
19.	The Apprentice Act, 1961	The object of the Act is to provide for the regulation and control of training of Apprentices in trades and makes it obligatory on the part of employers both in Public Sector and private Sector establishments having requisites training infrastructure as laid down in the Act to engage apprentices in 254 group of industries covered under the Act.		

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.

**A statement of the categories of documents held**

S. No	Name of Record	Details of information available	Unit/section where available	Retention period, where available
1.	Details of Employees; educational qualification; etc		Establishment Section	
2.	Conciliation proceedings		ID section	
3.	Case files of Non-payment or less payment of wages.		Enforcement section	

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.

S. No	Name and address of the Consultative Committees/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings
1.	A&N Islands Minimum wages Advisory Committee		To fix Minimum wages in 06 schedules of employment in A&N Islands	05 yrs
2.	A&N Building & Other Construction Workers Welfare Advisory Board.	Trade Union members/ eminent members of civil society/Andaman Chamber of Commerce/Employers/ Govt deptt's	To frame welfare schemes for Construction workers	02 yrs
3.	A&N Building & Other Construction Workers Welfare Board.		To extend the welfare benefits to construction workers	Quarterly

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

S. No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5
1.	A&N Islands Minimum wages Advisory Committee	To fix Minimum wages in 06 schedules of employment in A&N Islands	Trade Union members/ eminent members of civil society/Andaman Chamber of Commerce/Employers/ Govt deptt's	05-05-2006
2.	A&N Building & Other Construction Workers Welfare Advisory Board.	To frame welfare schemes for Construction workers		02-09-2008
3.	A&N Building & Other Construction Workers Welfare Board.	To extend the welfare benefits to construction workers		16-05-2012

Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
15-05-2015	No , but public representative are core to the committees	Yes	05 yrs  02 yrs  Quarterly	



**MANUAL 9**  
**DIRECTORY OF OFFICERS AND EMPLOYEES**  
[Section 4(1)(b)(ix)]  
**Directory**

**LABOUR DEPARTMENT**

<b>S. No</b>	<b>Name and Designation</b>	<b>Office Phone No</b>	<b>E-mail address</b>
1	Shri. Madhu Sudhan Baidya, Labour Commissioner	03192-233138(Off.) 03192-231774(Fax)	<a href="mailto:madhusudhanbaidya@gmail.com">madhusudhanbaidya@gmail.com</a>
2	Shri. C.J.Antony, Assistant Labour Commissioner	03192-245539(Off.)	
3	Shri. R.L.Rishi, Assistant Labour Commissioner	03192-245511(Off.)	
4	Shri. Srinivasa Rao, Assistant Labour Commissioner (Rangat)	03192-274257(Off.)	
5	Shri. Sahadevan, Assistant Labour Commissioner		
7	Shri. Surajan Mukhapadhaya, Labour Inspector	03192-245511(Off.)	<a href="mailto:surajan71@rediffmail.com">surajan71@rediffmail.com</a>
8	Shri. Nitai Roy, Factory Inspector	03192-245832(Off.)	
9	Smti. K.Subaider, Personal Assistant		
10	Smti. Lilly Anand, Head Clerk	03192-232547(Off.)	
11	Smti. P.R.Kumari, Head Clerk	03192-232547(Off.)	
12	Smti. V.S.Jai Kumari, Higher Grade Clerk	03192-232547(Off.)	
13	Shri. Vasu Dev, Higher Grade Clerk	03192-232547(Off.)	
14	Smti. Rumana Aziz, Lower Grade Clerk	03192-232547(Off.)	
15	Shri. Madhu Srikanth, Lower Grade Clerk	03192-232547(Off.)	<a href="mailto:madhusrikanth42@yahoo.com">madhusrikanth42@yahoo.com</a>
16	Shri. Jado Pahan, Lower Grade Clerk	03192-232547(Off.)	
17	Shri. Chandrasekhar, Lower Grade Clerk	03192-232547(Off.)	
18	Shri. Rama Krishna, Lower Grade Clerk	03192-232547(Off.)	
19	Shri. N.Unnin, Lower Grade Clerk	03192-274257(Off.)	
20	Shri. Vinay Kumar, Hindi Translator	03192-232547(Off.)	
21	Shri. Appa Rao, Staff Car Driver	03192-232547(Off.)	
22	Shri. Mohd. Rafique, Staff Car Driver	03192-232547(Off.)	
23	Shri. Srinivasan, Stat. Investigator	03192-232547(Off.)	

24	Shri. Bipin Kumar Tirkey, Record Keeper	03192-232547(Off.)	
25	Shri. Bharat Singh, Daftry	03192-232547(Off.)	
26	Shri. Thomas, Peon	03192-232547(Off.)	
27	Shri. M. Rajashwara Rao, Peon	03192-232547(Off.)	
28	Shri. Ram Moorthy, Peon	03192-232547(Off.)	
29	Shri. Y. Devadanam, SCC	03192-232547(Off.)	
30	Shri. Achaiah, Peon		
31	Shri. B.Mohan Rao, SSC		
32	Shri. Devarkkam, SSC		
33	Shri. Lucus, Peon	03192-232547(Off.)	

#### **EMPLOYMENT EXCHANGE**

<b>S. No</b>	<b>Name and designation</b>	<b>Office Phone No</b>	<b>E-mail address</b>
1	Shri. (DANICS), Employment Officer	03192-238135(Off.) 03192-232462(Fax) 09312865026(Cell)	<a href="mailto:employmentofficerpb@yahoo.com">employmentofficerpb@yahoo.com</a>
2	Smti. Vimla Venkateshwar, Vocational Guidance Officer	03192-238135(Off.)	
3	Smti. Binu. K., Assistant Employment Officer		
4	Shri. Dinesh Moorthy, Assistant Employment Officer		
5	Shri. Sukumar Mondal, Senior Investigator	03192-238135(Off.)	
6	Shri. Lab Mandal, Computer Assistant Gr. 'B'	03192-238135(Off.)	
7	Smti. Bhanu Devi, Head Clerk	03192-238135(Off.)	
8	Shri. Hussain, Head Clerk	03192-238135(Off.)	
9	Smti. G. Lakshmi Bai, Personal Assistant	03192-238135(Off.)	
10	Smti. Sarita Pandey, Higher Grade Clerk	03192-238135(Off.)	
11	Smti. Shamsun Nisa, Higher Grade Clerk	03192-238135(Off.)	-
12	Smti. Silvia Nathan, Lower Grade Clerk	03192-238135(Off.)	

13	Shri. S. Shankar, Lower Grade Clerk	03192-238135(Off.)	
14	Miss. S. Shanthi, Lower Grade Clerk	03192-238135(Off.)	
15	Shri. Sushanta Das, Lower Grade Clerk		
16	Shri. Salman Khan, Lower Grade Clerk		
17	Smti. Uma, Peon	03192-238135(Off.)	
18	Shri. K. K. Jain, Peon	03192-238135(Off.)	
19	Shri. Bifal Xalxo, Sweeper-cum-Chowkidar	03192-238135(Off.)	
20	Shri. Parishad Ram, Peon		
21	Shri. Thompson, Peon		

S. No	Name and Designation	Office Phone No	E-mail address
1	Shri. C.H. Venketeswar Rao, Principal	09434262620	<a href="mailto:venky_hitler@yahoo.com">venky_hitler@yahoo.com</a>
2	Shri. Shasi Devi, Higher Grade Clerk	09474249095	
3	Shri. S. Shailaja, Higher Grade Clerk	09933259417	
4	Shri. Rakhee Devi, Lower Grade Clerk	09531867594	
5	Shri. Srinivasan, Stat. Investigator	09531850460	
6	Shri. Ashok Kr. Saha, VI	09434267127	
7	Shri. Abdul Salam, SCD	09474201097	
8	Shri. P. Aboobaker, HVD	09434288537	
9	Shri. D.N Choudhary, TO	09474260538	<a href="mailto:dnc.portblair@gmail.com">dnc.portblair@gmail.com</a>
10	Shri. Shakeel Akther, VI	09434281323	<a href="mailto:sakhterportblair@yahoo.co.in">sakhterportblair@yahoo.co.in</a>
11	Shri. R. Ramachandran, VI	09434286905	<a href="mailto:rritpb@gmail.com">rritpb@gmail.com</a>
12	Shri. K. Sokkalingam,	09434266116	<a href="mailto:sindhuslingam@yahoo.co.in">sindhuslingam@yahoo.co.in</a>
13	Shri. C. H. Simcha Rao, VI	09434261850	
14	Shri. M. A. Khizar, VI	09434281714	
15	Shri. T. Narendranath, VI	09434266855	<a href="mailto:friendnarendra@yahoo.co.in">friendnarendra@yahoo.co.in</a>
16	Shri. T. Subodh, VI	09434287833	<a href="mailto:Subbu.srm66@gmail.com">Subbu.srm66@gmail.com</a>
17	Shri. L. Senthil, VI	09434287101	
18	Shri. S. C. Das, VI	09434264034	
19	Shri. E. V. Rao, VI	09434280505	<a href="mailto:evritpb@yahoo.com">evritpb@yahoo.com</a>
20	Smti. A. Selvi, VI	09474213991	
21	Smti. S. Sangeeta Devi, Sr. Accountant	09933215965	
22	Shri. P. Dilli Rao, VI	09933270203	<a href="mailto:mailonrao@gmail.com">mailonrao@gmail.com</a>
23	Shri. Mathias, VI	09474057808	
24	Shri. M. Karunanidhi, W/S Attendant	09932172183	<a href="mailto:Karunanidhi.4u@gmail.com">Karunanidhi.4u@gmail.com</a>
25	Shri. G. Anoop, W/S Attendant	09679591906	<a href="mailto:Ganoop84@gmail.com">Ganoop84@gmail.com</a>
26	Shri. Harpal Singh, W/S Attendant	09531882308	
27	Shri. Shyam Narayan, Peon	09434286089	

28	Smti. Saida Bibi, Peon	09933213631	
29	Shri. Samir Kr. Saha, W/S Attendant	09434285542	<a href="mailto:Sam.saha1994@gmail.com">Sam.saha1994@gmail.com</a>
30	Shri. K. Seetha Ram, W/S Attendant	09933253391	<a href="mailto:killisetharam@gmail.com">killisetharam@gmail.com</a>
31	Smti. V. Padma, Store Attendant	09474205369	
32	Shri. R. L. Kondal Rao, Sweeper	09679507979	
33	Shri. Sunil Gain, Watchman	09474205200	
34	Shri. A. Latheef, Cleaner	09434286580	
35	Shri. Ajit Mistry, Watchman	09476067008	
36	Shri. V. Mallikarjuna Rao, Sweeper	09474215737	
37	Shri. Nirmal Mondal, Mali	09474205532	
38	Shri. Kundu Pada Ray, Cook	09933287823	
39	Smti. Dulali Dutta, Cook	09933212769	
40	Shri. K. V. Ramaiah, Asst. Cook	09933218184	
41	Shri. Banumathi, Asst. Cook	09474282221	
42	Shri, Gopal Ch. Das, Hostel Attendant	09474259701	
43	Shri. Lucus, Peon	09476081632	
44	Smti. Naseem Banu, Head Clerk	09933290626	<a href="mailto:naseembanu10@gmail.com">naseembanu10@gmail.com</a>
45	Shri. Jagdish Kishen, VI	09434288981	
46	Shri. Bipin Kumar Tirkey, Record Keeper	09474274698	
47	Shri. Deep Nath, LGC	09531804224	<a href="mailto:Deep.portblair@gmail.com">Deep.portblair@gmail.com</a>
48	Shri. Altamash Mustafa, VI	09476089909	
49	Shri. M Satish, VI (contract)	09933269025	<a href="mailto:Satish.me.portblair@gmail.com">Satish.me.portblair@gmail.com</a>
50	Shri. Nawazuddin, VI (contract)	09531878383	
51	Shri. Abdul Arif, VI (contract)	09679555264	<a href="mailto:enchanteranf@yahoo.com">enchanteranf@yahoo.com</a>
52	Shri. Shibu Simon, VI (contract)	09474226997	<a href="mailto:shibusmn@gmail.com">shibusmn@gmail.com</a>
53	Smti. Subulaxmi, VI (contract)	09476021466	<a href="mailto:Subu.raj16@gmail.com">Subu.raj16@gmail.com</a>
54	Miss. Nazia Rafique, VI (contract)	09476050078	<a href="mailto:Nazia22rafique56@gmail.com">Nazia22rafique56@gmail.com</a>
55	Miss. Janeera T, VI (contract)	09933220442	
56	Smti. K. Sabira, VI (contract)	09474214597	

57	Shri. Rozer David, VI (contract)	09474268330	
58	Shri. R Tirupathi, VI (contract)	09476045947	
59	Shri. Bimal Kr. Singh Kuswaha, VI (contract)	09476084001	
60	Shri. Apurba Lall Mazumdar, VI (contract)	09434298607	
61	Shri. Avijit Das, PTI	09679546258	
62	Shri. Dilip Kr. Shakhari, PTI	09474222790	
63	Shri. Utpal Gain, PTI	09476011752	<a href="mailto:utpaltourism@gmail.com">utpaltourism@gmail.com</a>
64	Miss. Divya, PTI	09474201790	<a href="mailto:2351987diviya@gmail.com">2351987diviya@gmail.com</a>
65	Smti. Mandakini Madan, PTI	09474233258	

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)]

S. No	Name and Designation	Monthly remuneration
1	Shri. Madhu Sudhan Baidya, Labour Commissioner	₹ 76700/-
2	Shri. C.J.Antony, Assistant Labour Commissioner	₹ 75886/-
3	Shri. R.L.Rishi, Assistant Labour Commissioner	₹ 53540/-
4	Shri. Sahadevan, Assistant Labour Commissioner	₹ 88569/-
6	Shri. Surajan Mukhapadhaya, Labour Inspector	₹ 52203/-
7	Shri. Nitai Roy, Factory Inspector	₹ 53560/-
8	Smti. K.Subaider, Personal Assistant	₹ 47820/-

9	Smti. Lilly Anand, Head Clerk	₹ 46196/-
10	Smti. P.R.Kumari, Head Clerk	₹ 45795/-
11	Smti. V.S.Jai Kumari, Higher Grade Clerk	₹ 35916/-
12	Shri. Vasu Dev, Higher Grade Clerk	₹ 32979/-
13	Smti. Rumana Aziz, Lower Grade Clerk	₹ 23364/-
14	Shri. Madhu Srikanth, Lower Grade Clerk	₹ 24504/-
15	Shri. Jado Pahan, Lower Grade Clerk	₹ 22209/-
16	Shri. Chandrasekhar, Lower Grade Clerk	₹ 23364/-
17	Shri. Rama Krishna, Lower Grade Clerk	₹ 23169/-
18	Shri. Appa Rao, Staff Car Driver	₹ 27680/-
19	Shri. Mohd. Rafique, Staff Car Driver	₹ 29828/-
20	Shri. Bharat Singh, Daftry	₹ 28925/-
21	Shri. M. Rajashwara Rao, Peon	₹ 26418/-
22	Shri. Ram Moorthy, Peon	₹ 30089/-

S. No	Name and Designation	Monthly remuneration
1	Shri. S.S. Mondal (DANICS)	₹ 63366/-
2	Smti. Vimla Venkateshwar, Vocational Guidance Officer	₹ 55051/-
3	Smti. Binu. K. Assistant Employment Officer	₹ 71757/-
4	Shri. Dinesh Moorthy, Assistant Employment Officer	₹ 43577/-

5	Shri. Sukumar Mondal, Senior Investigator	₹ 51936/-
6	Shri. Lab Mondal, Computer Assistant Gr. 'B'	₹ 42302/-
7	Smti. Bhanu Devi, Head Clerk	₹ 41123/-
8	Shri. Hussain, Head Clerk	₹ 41263/-
9	Smti. G. Lakshmi Bai, Personal Assistant	₹ 41256/-
10	Smti. Sarita Pandey, Higher Grade Clerk	₹ 35938/-
11	Smti. Shamsun Nisa, Higher Grade Clerk	₹ 35525/-
12	Smti. Silvia Nathan, Lower Grade Clerk	₹ 26058/-
13	Shri. S. Shankar, Lower Grade Clerk	₹ 26241/-
14	Miss. S. Shanthi, Lower Grade Clerk	₹ 21584/-
15	Shri. Sushanta Das, Lower Grade Clerk	₹ 23169/-
16	Shri. Salman Khan, Lower Grade Clerk	₹ 21026/-
17	Smti. Uma, Peon	₹ 26223/-
18	Shri. K. K. Jain, Peon	₹ 23744/-
19	Shri. Bifal Xalxo, Sweeper-cum-Chowkidar	₹ 20390/-
20	Shri. Parishad Ram, Peon	Salary not released
21	Shri. Thompson, Peon	₹ 26004/-



<b>S. No</b>	<b>Name and Designation</b>	<b>Monthly remuneration</b>
1	Shri. C.H. Venketeswar Rao, Principal	₹ 45773/-
2	Shri. Shasi Devi, Higher Grade Clerk	₹ 35938/-
3	Shri. S. Shailaja, Higher Grade Clerk	₹ 28658/-
4	Shri. Rakhee Devi, Lower Grade Clerk	₹ 28072/-
5	Shri. Srinivasan, Stat. Investigator	₹ 43458/-
6	Shri. Ashok Kr. Saha, VI	₹ 63475/-
7	Shri. Abdul Salam, SCD	₹ 37793/-
8	Shri. P. Aboobaker, HVD	₹ 29333/-
9	Shri. D.N Choudhary, TO	₹ 63425/-
10	Shri. Shakeel Akther, VI	₹ 63425/-
11	Shri. R. Ramachandran, VI	₹ 62357/-
12	Shri. K. Sockalingam,	₹ 59556/-
13	Shri. C. H. Simcha Rao, VI	₹ 62357/-
14	Shri. M. A. Khizar, VI	₹ 57075/-
15	Shri. T. Narendranath, VI	₹ 62357/-
16	Shri. T. Subodh, VI	₹ 62357/-
17	Shri. L. Senthil, VI	₹ 56399/-
18	Shri. S. C. Das, VI	₹ 62357/-
19	Shri. E. V. Rao, VI	₹ 58047/-
20	Smti. A. Selvi, VI	₹ 54614/-

21	Smti. S. Sangeeta Devi, Sr. Accountant	₹ 43081/-
22	Shri. P. Dilli Rao, VI	₹ 52013/-
23	Shri. Mathias, VI	₹ 44475/-
24	Shri. M. Karunanidhi, W/S Attendant	₹ 20331/-
25	Shri. G. Anoop, W/S Attendant	₹ 20331/-
26	Shri. Harpal Singh, W/S Attendant	₹ 20331/-
27	Shri. Shyam Narayan, Peon	₹ 26842/-
28	Smti. Saida Bibi, Peon	₹ 29138/-
29	Shri. Samir Kr. Saha, W/S Attendant	₹ 26842/-
30	Shri. K. Seetha Ram, W/S Attendant	₹ 26401/-
31	Smti. V. Padma, Store Attendant	₹ 28693/-
32	Shri. R. L. Kondal Rao, Sweeper	₹ 18286/-
33	Shri. Sunil Gain, Watchman	₹ 26343/-
34	Shri. A. Latheef, Cleaner	₹ 28359/-
35	Shri. Ajit Mistry, Watchman	₹ 26343/-
36	Shri. V. Mallikarjuna Rao, Sweeper	₹ 26647/-
37	Shri. Nirmal Mondal, Mali	₹ 27052/-
38	Shri. Kundu Pada Ray, Cook	₹ 27052/-
39	Smti. Dulali Dutta, Cook	₹ 29348/-
40	Shri. K. V. Ramaiah, Asst. Cook	₹ 28903/-
41	Shri. Banumathi, Asst. Cook	₹ 28903/-



**Plan budget**

Name of the plan scheme	Activities to be undertaken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/ spent
1. Establishment & Strengthening of Labour department	Enforcement of Labour Laws	Since implementation	3/2017	30.00	24.10
2. Strengthening of Labour infrastructure & rehabilitation	Extending social security benefits & to provide remuneration to working class	1997	3/2017	20.00	14.84
3. Establishment & Strengthening of Employment Exchange in A&N Islands	To boost up vocational & carrier guidance & to register job sector.	Since implementation	3/2017	54.22	25.45
4. Establishment & Strengthening of ITI/VTI in A&N Islands	Extending training activates developing and upgrading skills of youths.	1988	3/2017	374.78	269.19

MANUAL 12

**THE MANNER FOR EXECUTION FOR SUBSIDY PROGRAM**

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

**List of institution given subsidy**

S. 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
<b>NIL</b>						

**List of individuals given subsidy**

S. No	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for the selection	No. of times subsidy given in part with purpose
N.A					

Details of schemes under which subsidies are granted should be given.

MANUAL 13

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED**

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

**List of Beneficiaries**

S. 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
N.A					

MANUAL 14

**INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

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

**Details of Information**

S. 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
1.	All forms pertaining to this Department are available in electronic format	Application for Registration Forms for lodging	Yes	YES on the website <a href="http://www.labour.and.nic.in">www.labour.and.nic.in</a>

		Complaints		
--	--	------------	--	--

MANUAL 15

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

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

**Facilities available for obtaining information**

S. No	Facility available	Nature of Information available	Working hours
1.	Office	All forms and applications and Official documents	8:30 am to 5:00 pm Monday-Friday
2.	Website <a href="http://www.labour.and.nic.in">www.labour.and.nic.in</a>	All forms and applications	24x7

MANUAL 16

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

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

**List of Public Information Officer**

Sl.	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
01	Labour Commissioner/ Director of Employment & Training	Office of the Labour Commissioner/ Directorate of Employment & Training, Andaman & Nicobar Administration, Supply Line, Port Blair -744101	03192-233138/ 231774 (Fax)	<a href="mailto:lcdet@and.nic.in">lcdet@and.nic.in</a>	

**List of Assistant Public Information Officer**

Sl.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No.	e-mail address
-----	--	----------------	---------------	----------------

1	Assistant Labour Commissioner (HQ)	Supply Line, Port Blair	03192-245539	-
2.	Assistant Labour Commissioner, Rangat	North & Middle Andaman Rangat	03192-274257	-
3.	Assistant Labour Commissioner, Hut Bay	Hut Bay, Little Andaman.	03192-284305	-
5	Employment Officer	Employment Exchange, Port Blair	03192-238135/ 232462 (Fax)	<a href="mailto:employmentofficerpb@yahoo.com">employmentofficerpb@yahoo.com</a>
6	Principal	Govt. Industrial Training Institute, Dollygunj, Port Blair	03192-251270/ 251271 (Fax)	-

**First Appellate Authority within the Department**

Sl.	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
01	Shri K.K.Jindal, IAS, Secretary (Labour)	Andaman & Nicobar Administration, Secretariat, Port Blair-744101	03192-233205 03192-232479 (Fax)	<a href="mailto:kkjindal31@gmail.com">kkjindal31@gmail.com</a>	