

## MANUAL – 1

### THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

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

#### ORGANIZATION:

The Directorate of Labour, Employment & Training at Port Blair alongwith one sub-office at Rangat & Hut Bay. One sub-office of Employment Exchange is functioning at Campbell Bay and Mayabunder. The ITI extension center is functioning at Bakultala

#### FUNCTIONS & DUTIES:

- a. Enforcement of various Labour Laws notified by the Govt. of India in A&N Islands.
- b. Extending Labour Welfare Schemes.
- c. Imparting Vocational training by way of conducting regular courses on various trades through ITI
- d. Imparting skill Development Training
- e. Issuance/renewal of ID of unemployed youth by Employment Exchange and sponsoring of candidates.
- f. Providing of career guidance.

MANUAL 2  
**POWER AND DUTIES OF OFFICERS AND EMPLOYEES**  
 [Section 4(1)(b)(ii)]  
**Powers and duties of officers and staffs**

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 Admin	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.		<ol style="list-style-type: none"> <li>1. Conciliation Officer under ID Act</li> <li>2. Registration &amp; Licensing authority Under Contract Labour/S&amp;E/Building &amp; Other Construction Act.</li> <li>3. Controlling authority Under Payment of Gratuity.</li> <li>4. Authority of Payment of Wages Act.</li> <li>5. Cess Assessment. Officer for BOCW(RE&amp;CS) Act.</li> <li>6. Beneficiary Registering Officer under A&amp;N Bld &amp; oth Const Workers Welfare Board.</li> </ol>		<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. Beneficiary</p> <p>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,		

				Providing vocational guidance & career counseling programmes to educated unemployed youth		Holding of Vocational Guidance programme /Job melas/Training Programmes
	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
	LABOUR INSPECTOR	NIL	NIL	Inspector(Shops & Estt) and under labour enhancements Nodal Officer(Court Cases) Handling of Non-Payment Wages Complaints.		Enforcement of Labour Laws through Conduct of Inspections Under various Labour laws
	FACTORY INSPECTOR	NIL	NIL	Assistant Apprenticeship Advisor of Inspector(Factories) and other Labour Acts and In-Charge for Child Labour Cell.		

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

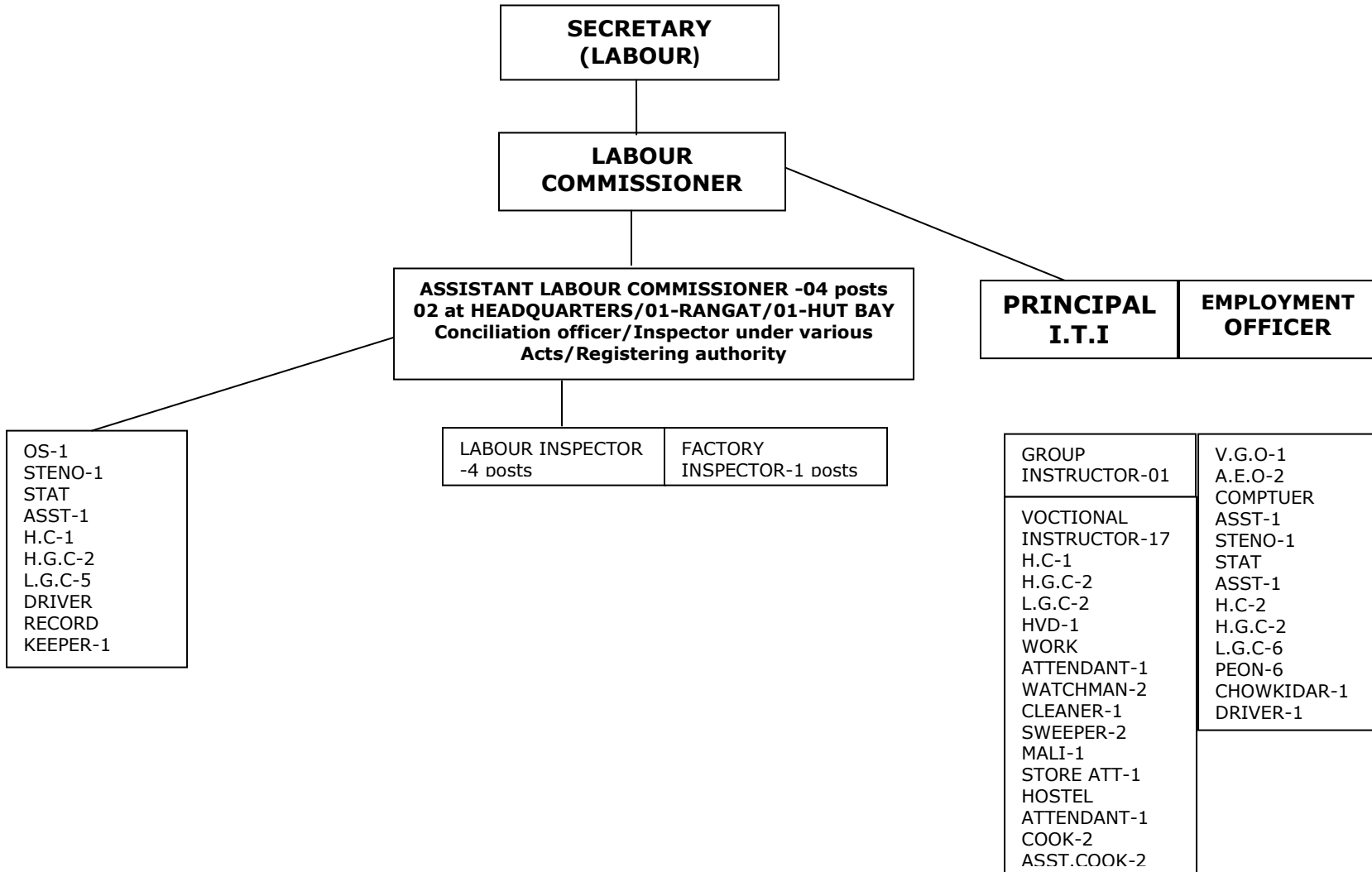
MANUAL 3

**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. 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		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 character	All statutory documents as enlisted under respective labour enactments.

3.	Inspector under Labour Laws		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.
4.	Assistant Apprenticeship Advisor Inspector(Factories) and other Labour Acts And Office In-Charge for Child Labour Cell.		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.
5.	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 under CTS/PMKVY 2.0	Documents mentioned in the Academic Prospectus
6.	Strengthening Employment services, Issuance of certificate of registration/renewal to unemployed in far off places, providing vocational guidance & career counseling programmes to educated unemployed youth	Employment Officer	Registration through Exchanges and holding 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. Assessment 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. 4. Authority of PW Act 5. Assessment Officer for BOCW(RE&CS) Act	<b>15 days</b>
	Assistant Apprenticeship Advisor and 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 and unauthorized deductions from wages to employees employed in Factories and Industrial Establishments.		
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 1 Rules:	It applies to every Motor Transport undertaking employer or more motor Transport Workers. The Act makes itobl for every employer of Motor Transport undertaking t theundertaking registered under the Act. The main pr of the Act relate to Welfare and health (ii) hours of w 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:	<p>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.</p> <p>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.</p>		
11.	The Plantations Labour Act, 1951 and Rules:	<p>The object of this act is to provide for welfare of labour and to regulate the condition of work in Plantations.</p>		
12.	The Equal Remuneration Act, 1976:	<p>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.</p>		
13.	The Interstate Migrant Workmen Act, 1979:	<p>It regulates the employment of Inter-State migrant workmen. It applies to every contractor who employer 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.</p>		

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 Establish which twenty or more persons are employed on any day an accounting year with effect from 1975 in A&N Island Act has been applicable to Establishment/shops Employee. The Act has also been applicable to employees employed in Building Construction.		
17.	The Shops and Establishments Regulation 2004	The Regulation provides for registration of Shop Establishments and regulates the hours of work, payment of wages, leave, holidays, terms of service and other condition of work of persons employed in Shop Establishments..		

18.	The Child Labour (Pr & Regulation 1986:	<p>The main object of the Act is to prohibit the engagement children who have not completed fourteenth year of certain employments and to regulate the conditions of children in certain other employments. The Act envisage 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</p> <p>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 regulations ensure compliance of the Act (Rules).</p>		
19.	The Apprentice Act, 1961.	<p>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.</p>		

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**

SL.No	Name of Record	Detail 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.

SL.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 A&N Building & Other	Trade Union members/ eminent members of civil society/Andaman Chamber of Commerce/Employers/ Govt.dept's	To the minimum wages in 06 schedules of employment in A&N Islands	05 yrs
2.	Construction Workers Welfare Advisory Board. A&N Building & Other		To frame welfare schemes for Construction workers	02 yrs
3.	Construction Workers Welfare Advisory 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.**

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
1.	A&N Islands Minimum wages Advisory Committee A&N Building & Other	To the 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.dept's	25.07.17
2.	Construction Workers Welfare Advisory Board. A&N Building & Other	To frame welfare schemes for Construction workers		25.05.16
3.	Construction Workers Welfare Advisory Board.	To extend the welfare benefits to construction workers		24.08.18

Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	10
15.05.2021	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**

SL.No	Name and Designation	Office Phone No.	E-mail address
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. K.Srinivasa Rao, Assistant Labour Commissioner		
4.	Shri. R.L.Rishi, Assistant Labour Commissioner	03192-245511(Off.)	
5.	Shri. Nitai Roy, Factory Inspector	03192-245832(Off.)	
6.	Smti. P. Maya, Labour Inspector	03192-232547 (Off.)	
7.	Smti. Vijita Devi, Labour Inspector	03192-232547 (Off.)	
8.	Smti. Ragini Devi, Head Clerk	03192-232547 (Off.)	
9.	Smti. G. Savitri, Head Clerk	03192-232547 (Off.)	
10.	Smti. Nancy Percy, Personal Assistant	03192-232547 (Off.)	
11.	Smti.Arul Selvi, Higher Grade Clerk	03192-232547 (Off.)	
12.	Shri. S. Saravana Kumar, Higher Grade Clerk	03192-232547 (Off.)	
13.	Smti. Shabana.K., Higher Grade Clerk	03192-232547 (Off.)	
14.	Shri. Madhu Srikanth, Lower Grade Clerk	03192-232547 (Off.)	<a href="mailto:madhusrikanth24@yahoo.com">madhusrikanth24@yahoo.com</a>
15.	Shri. Ravi Kumar, Lower Grade Clerk	03192-232547 (Off.)	
16.	Shri. K. John Babu, Lower Grade Clerk	03192-232547 (Off.)	
17.	Shri. Appa Rao, Staff Car Driver	03192-232547 (Off.)	
18.	Shri. Mohammed Rafique, Staff Car Driver	03192-232547 (Off.)	
19.	Shri. Thomas, MTS (Peon)	03192-232547 (Off.)	
20.	Shri. Santosh Kumar Bala, MTS (Peon)	03192-232547 (Off.)	

21.	Shri. M. Rajeswar Rao, MTS (Peon)	03192-232547 (Off.)	
22.	Shri. Ram Moorthy, MTS (Peon)	03192-232547 (Off.)	
23	Shri. Bharat Singh, MTS (Daftary)	03192-232547 (Off.)	
24	Shri.S.Achaiah, MTS (Peon)	03192-232547 (Off.)	
25	Shri.Y.Devadanam, MTS (SCC)	03192-232547 (Off.)	
26	Shri.Devarakkam, MTS (Peon)	03192-232547 (Off.)	

### EMPLOYMENT EXCHANGE, PORT BLAIR.

SL.No	Name and Designation	Office Phone No.	E-mail address
1.	Shri. Piyush Rohankar, (DANICS), Employment Officer	03192-238135(Off.) 03192-232462(Fax) 09312865026(Cell)	<a href="mailto:employmentpb@yahoo.com">employmentpb@yahoo.com</a>
2.	Smti. Vimla Venkateshwar, Vocational Guidance Officer	03192-232462(Off.)	-
3.	Smti. Binu. K., Assistant Employment Officer	03192-232462(Off.)	-
4.	Shri. Dinesh Moorthy, Assistant Employment Officer	03192-232462(Off.)	-
5.	Shri.Sukumar Mondal, Senior Investigator	03192-232462(Off.)	-
6.	Smti.Babita Devi, Computer Assistant	03192-232462(Off.)	<a href="mailto:Devibabita297@gmail.com">Devibabita297@gmail.com</a>
7.	Smti. P.R.Sheeja, Personal Assistant	03192-238135(Off.)	-
8.	Smti. Sheela Suresh, Head Clerk	03192-238135(Off.)	-
9.	Smti.V.S.Jai Kumari, Head Clerk	03192-238135(Off.)	-
10.	Smti. Aleyamma P.Roy, Higher Grade Clerk	03192-238135(Off.)	-
11.	Shri. Vijay Kumar, Lower Grade Clerk	03192-238135(Off.)	<a href="mailto:mohan150456@gmail.com">mohan150456@gmail.com</a>
12.	Shri. Abdul Shakir, Lower Grade Clerk	03192-238135(Off.)	<a href="mailto:ashakir421@gmail.com">ashakir421@gmail.com</a>
13.	Shri.Amit Kumar Biswas, Lower Grade Clerk	03192-238135(Off.)	-
14.	Smti. Uma,MTs	03192-238135(Off.)	-
15.	Shri.Thompson, MTS	03192-238135(Off.)	-
16.	Smti.Vazida Tabassum, MTS	03192-238135(Off.)	-
17.	Shri.Bifal Xalxa, MTS	03192-238135(Off.)	-

## PRINCIPAL,ITI

SL.No	Name and Designation	Office Phone No.	E-mail address
1.	Shri. C.H. Venketeswar Rao, Principal	09434262620	<a href="mailto:venketesh_ch@rediffmail.com">venketesh_ch@rediffmail.com</a>
2.	Shri. D.N Choudhary, Training Officer	09474260538	<a href="mailto:dnc.portblair@gmail.com">dnc.portblair@gmail.com</a>
3.	Shri. Shakeel Akther, Vocational Instructor(WCS)	09434281323	<a href="mailto:sakhterportblair@yahoo.co.in">sakhterportblair@yahoo.co.in</a>
4.	Shri. M. A. Khizar, Vocational Instructor(MMV)	09434281714	
5.	Shri. T. Subodh, Vocational Instructor (DC)	09434287833	<a href="mailto:subbu.srm66@gmail.com">subbu.srm66@gmail.com</a>
6.	Shri. Ashok Kr. Saha, Vocational Instructor (ED)	09434267127	
7.	Shri. K.Sokkalingam, Vocational Instructor (SURVEYOR)	09434266116	<a href="mailto:sindhuslingam@yahoo.co.in">sindhuslingam@yahoo.co.in</a>
8.	Shri. R. Ramachandran, Vocational Instructor (ICTSM)	09434286905	<a href="mailto:rritpb@gmail.com">rritpb@gmail.com</a>
9.	Shri.C.H.Simcha Rao, Vocational Instructor (FITTER)	09434261850	
10.	Shri.T.Narendranath, Vocational Instructor (DRIVING)	09434266855	<a href="mailto:friendnarendra@yahoo.co.in">friendnarendra@yahoo.co.in</a>
11.	Shri.L.Senthil, Vocational Instructor (FITTER)	09434287101	
12.	Shri.S.C.DAS, Vocational Instructor (ALLIED)	09434264034	
13.	Shri.E.V. Rao, Vocational Instructor (SURVEYOR)	09434280505	<a href="mailto:evritpb@yahoo.com">evritpb@yahoo.com</a>
14.	Smti.A.Selvi, Vocational Instructor (STENOGRAPHY)	09474213991	
15.	Shri.P.Dilli Rao, Vocational Instructor (R & TV)	09933270203	<a href="mailto:mailonrao@gmail.com">mailonrao@gmail.com</a>
16.	Shri. Mathias, Vocational Instructor (ELECTRICIAN)	09476057808	
17.	Shri. Jagdish Kishen, Vocational Instructor (MMV)	09434288981	
18.	Miss.Grace, Senior Investigator		
19.	Smti.Naseem Banu, Head Clerk	09933290626	
20.	Smi.G.Subha Laxmi, Sr.Accountant	09474224425	
21.	Smti.L.Meena, Higher Grade Clerk	09434295954	
22.	Smti. H.Bindu Nair, Higher Grade Clerk	09476024002	
23.	Shri. Tapan Kumar Halder, Lower Grade Clerk	09474235244	
24.	Shri.Sujesh Kumar Ghose, Lower Grade Clerk	09434285542	
25.	Shri. Samir Kr.Saha, Workshop Attendant	09434285542	<a href="mailto:sam.saha1994@gmail.com">sam.saha1994@gmail.com</a>
26.	Shri. K.Seetha Ram, Workshop Attendant	09933253391	<a href="mailto:killseetharam@gmail.com">killseetharam@gmail.com</a>
27.	Shri. Harpal Singh, Workshop Attendant	09531882308	
28.	Shri. M.Karunanidhi, Workshop Attendant	09932172183	<a href="mailto:karunanidhi.4u@gmail.com">karunanidhi.4u@gmail.com</a>
29.	Shri.G.Anoop, Workshop Attendant	09679591906	<a href="mailto:ganoop84@gmail.com">ganoop84@gmail.com</a>
30.	Shri.Gopal Ch.Das, Hostel Attendant	09474259701	

31.	Shri.P.Aboobacker, Heavy Vehicle Driver	09434288537	
32	Shri.Abdul Salam, Staff Car Driver	09474201097	
33.	Shri.Shyam Narayan, Peon	09434286089	
34.	Smti.Saida Bibi, Peon	09933213631	
35	Shri. Bipin Kumar Tirkey, Record Keeper	09474274698	
36.	Shri.R.L.Kondal Rao, Sweeper	09679507979	
37.	Shri.V.Mallikarjuna Rao, Sweeper	09474215737	
38.	Shri.Sunil Gain, Watchman	09474205200	
39.	Shri. Ajit Mistry, Watchman	09476067008	
40	Shri.Kundu Pada Ray, Cook	09933287823	
41.	Smti.Dulai Dutta, Cook	09933212769	
42.	Shri.K.V.Ramaiah, Asst Cook	09933218184	
43.	Smti.Banumathi, Asst.Cook	09474282221	
44.	Shri.A.Latheef, Cleaner	09434286580	
45.	Shri. Nirmal Mondal, Mali	09474205532	

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	₹ 1,56,635/-
2.	Shri. C.J.Antony, Assistant Labour Commissioner	₹ 1,28,527/-
3.	Shri. K. Srinivasa Rao, Assistant Labour Commissioner	₹ 96,332/-
4.	Shri. R.L.Rishi, Assistant Labour Commissioner	₹ 91,747/-
5.	Shri. Nitai Roy, Factory Inspector	₹ 97,862/-
6.	Smti. P. Maya, Labour Inspector	₹ 59,927/-
7.	Smti. Vijita Devi, Labour Inspector	₹ 59,927/-
8.	Smti. Ragini Devi, Head Clerk	₹ 76,262/-
9.	Smti. G. Savitri, Head Clerk	₹ 63,167/-
10.	Smti. Nancy Percy, Personal Assistant	₹ 63,167/-
11.	Shri. S. Saravana Kumar, Higher Grade Clerk	₹ 52,367/-
12.	Smti. Shabana.K, Higher Grade Clerk	₹ 46,022/-
13.	Shri. Madhu Srikanth, Lower Grade Clerk	₹ 47,579/-
14.	Shri. Ravi Kumar, Lower Grade Clerk	₹ 38,562/-
15.	Shri. K. John Babu, Lower Grade Clerk	₹ 37,002/-
16.	Shri. Appa Rao, Staff Car Driver	₹ 48,069/-
17.	Shri. Mohd. Rafique, Staff Car Driver	₹ 53,717/-
18.	Shri. Thomas, MTS (Peon)	₹ 46,522/-
19.	Shri. Santosh Kumar Bala, MTS (Peon)	₹ 49,376/-
20.	Shri. M. Rajeshwara Rao, Peon	₹ 46,522/-
21.	Shri. Ram Moorthy, Peon	₹ 53,924/-
22.	Shri. Bharat Singh, MTS (Daftary)	₹ 51,962/-
23.	Shri. S. Achaiah, MTS (Peon)	₹ 46,522/-
24.	Shri. Y. Devadanam, MTS (SCC)	₹ 50,612/-
25.	Shri. Devarakkam, MTS (Peon)	₹ 48,562/-

### EMPLOYMENT EXCHANGE, PORT BLAIR.

S.No	Name and Designation	Monthly remuneration
1.	Shri. Piyush Rohankar, (DANICS), Employment Officer	₹72,059
2.	Smti. Vimla Venkateshwar, Vocational Guidance Officer	₹1,03,397
3.	Smti. Binu. K., Assistant Employment Officer	₹80,582
4.	Shri. Dinesh Moorthy, Assistant Employment Officer	₹78,222
5.	Shri.Sukumar Mondal, Senior Investigator	₹97,862
6.	Smti.Babita Devi, Computer Assistant	₹85,172
7.	Smti. P.R.Sheeja, Personal Assistant	₹71,750
8.	Smti. Sheela Suresh, Head Clerk	₹70,322
9.	Smti.V.S.Jai Kumari, Head Clerk	₹70,322
10.	Smti. Aleyamma P.Roy, Higher Grade Clerk	₹50,687
11.	Shri. Vijay Kumar, Lower Grade Clerk	₹41,653
12.	Shri. Abdul Shakir, Lower Grade Clerk	₹33,076
13.	Shri.Amit Kumar Biswas, Lower Grade Clerk	₹33,076
14.	Smti. Uma,MTs	₹48,047
15.	Shri.Thompson, MTS	₹43,071
16.	Smti.Vazida Tabassum, MTS	₹33,552
17.	Shri.Bifal Xalxa, MTS	₹38732

## PRINCIPAL,ITI

SL.No	Name and Designation	Monthly remuneration
1.	Shri. C.H. Venketeswar Rao, Principal	₹ 56,900/-
2.	Shri. D.N Choudhary, Training Officer	₹ 81,200/-
3.	Shri. Shakeel Akther, Vocational Instructor(WCS)	₹ 81,200/-
4.	Shri. Ashok Kr. Saha, Vocational Instructor (ED)	₹ 81,200/-
5.	Shri.E.V. Rao, Vocational Instructor (SURVEYOR)	₹ 81,200/-
6.	Shri. Jagdish Kishen, Vocational Instructor (MMV)	₹ 81,200/-
7.	Shri. M. A. Khizar, Vocational Instructor(MMV)	₹ 78,800/-
8.	Shri. T. Subodh, Vocational Instructor (DC)	₹ 78,800/-
9.	Shri. K.Sokkalingam, Vocational Instructor (SURVEYOR)	₹ 78,800/-
10.	Shri. R. Ramachandran, Vocational Instructor (ICTSM)	₹ 78,800/-
11.	Shri.C.H.Simcha Rao, Vocational Instructor (FITTER)	₹ 78,800/-
12.	Shri.T.Narendranath, Vocational Instructor (DRIVING)	₹ 78,800/-
13.	Shri.S.C.DAS, Vocational Instructor (ALLIED)	₹ 78,800/-
14.	Shri.L.Senthil, Vocational Instructor (FITTER)	₹ 74,300/-
15.	Shri.P.Dilli Rao, Vocational Instructor (R & TV)	₹ 72,100/-
16.	Smti.A.Selvi, Vocational Instructor (STENOGRAPHY)	₹ 68,000/-
17.	Smi.G.Subha Laxmi, Sr.Accountant	₹ 66,000/-
18.	Shri. Mathias, Vocational Instructor (ELECTRICIAN)	₹ 60,400/-
19.	Miss.Grace, Senior Investigator	₹ 52,000/-
20.	Shri.Abdul Salam, Staff Car Driver	₹ 52,000/-
21.	Smti.Naseem Banu, Head Clerk	₹ 49000/-
22.	Shri. K.Seetha Ram, Workshop Attendant	₹ 45400/-
23.	Smti.L.Meena, Higher Grade Clerk	₹ 39200/-
24.	Shri. Harpal Singh, Workshop Attendant	₹ 39200/-



25.	Shri.G.Anoop, Workshop Attendant	₹ 39200/-
26.	Shri.P.Aboobacker, Heavy Vehicle Driver	₹ 38600/-
27.	Shri. Samir Kr.Saha, Workshop Attendant	₹ 35000/-
28.	Shri.Shyam Narayan, Peon	₹ 35000/-
29.	Smti.Saida Bibi, Peon	₹ 35000/-
30	Shri.Kundu Pada Ray, Cook	₹ 35000/-

31.	Smti.Dulai Dutta, Cook	₹ 35000/-
32	Shri. Nirmal Mondal, Mali	₹ 35000/-
33.	Smti. H.Bindu Nair, Higher Grade Clerk	₹ 34300/-
34.	Shri.Gopal Ch.Das, Hostel Attendant	₹ 34000/-
35	Shri. Bipin Kumar Tirkey, Record Keeper	₹ 34000/-
36.	Shri.V.Mallikarjuna Rao, Sweeper	₹ 34000/-
37.	Shri.Sunil Gain, Watchman	₹ 34000/-
38.	Shri. Ajit Mistry, Watchman	₹ 34000/-
39.	Shri.K.V.Ramaiah, Asst Cook	₹ 34000/-
40	Smti.Banumathi, Asst.Cook	₹ 34000/-
41.	Shri.A.Latheef, Cleaner	₹ 34000/-
42.	Shri.M.Karunanidhi, Workshop Attendant	₹ 29200/-
43.	Shri. Tapan Kumar Halder, Lower Grade Clerk	₹ 26000/-
44.	Shri.Sujesh Kumar Ghose, Lower Grade Clerk	₹ 26000/-
45.	Shri.R.L.Kondal Rao, Sweeper	₹ 25600/-

**Note:-** Details above system of compensation provided in regulations may be given.

MANUAL11  
THE BUDGET ALLOCATED TO EACH AGENCY  
[Section4 (1) (b)(xi)]

**Non-plan budget (Rs in Lakhs)**

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
2230	To meet salary & Other expenditure of personnel /staff	7,4300	7,4300	0	7,2094

### 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	Mar-19	197.80	150.56
2. Strengthening of Labour infrastructure & rehabilitation	Extending Social Security benefits & to provide remuneration to working class	1997	Mar-19	32..50	23.99
3. Establishment & Strengthening of Employment Exchange in A&N Islands	To boost up vocational & carrier guidance & to register job sector	Since implementation	Mar-19	163.70	119.51
4. Establishment & Strengthening of ITI/VTI in A&N Islands	Extending training activates developing and upgrading	1988	Mar-19	8.7500	545.86

	skills of youths				
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MANUAL12  
THE MANNER FOR EXECUTION FOR SUBSIDY PROGRAM  
[Section4(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
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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 subsidy given in part with purpose
N.A					

MANUAL 14

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

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

S.No	Activities for which electronic data available	Natur 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 the Department are available in electronic format	Application for Registration Forms for logging	Yes	YES on the website <b>www.labour.and.nic.in</b>
		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	8.30am to 5.00pm Monday –Fridays
2.	Website <b>www.labour.and.nic.in</b>	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**

S.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.	Labour Commissioner/ Director of Employment & Training	Office of the Labour Commissioner/ Director of Employment & Training, Andaman & Nicobar Administration, Supply Line, Port Blair – 744101	03132-233138 / 231774 (Fax)	<a href="mailto:lcdet@and.nic.in">lcdet@and.nic.in</a>	



**List of Assistant Public Information officer**

S.No	Designation of the officer designated as 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	0192.-274257	
3.	Assistant Labour Commissioner, Hut Bay	Hut Bay, Little Andaman	03192-284305	
4.	Employment Officer	Employment Exchange, Port Blair.	03192-238135/232462 (Fax)	employmentofficerpb@yahoo.com
5.	Principal	Govt. Industrial Training Institute, Dollygunj, Port Blair	03192-251270/251271 (Fax)	

**First Appellate Authority within the Department**

S.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.	Shri. D.Manikandan, IAS Secretary (labour0	Andaman & Nicobar Administration, Port Blair – 744101	03192-233345 03192-244206 (Fax0	secend.and@nic.in	