

**MANUAL-I**  
**Particulars of Organizations, functions & Duties**  
**[Section-4(1)(b)(i)]**

**1. Aims & objectives of the Organization:**

To safeguard the interest of poor labourers through different labour laws.

**2. Mission/Vision:**

To ensure minimum wages/Timely Payment/Peaceful Industrial relation.

**3. Brief History & Background of its Establishment :**

The office of the Dist. Labour Officer, Malkangiri has been opened since 15.11.1993 for the benefit of Labourers of Malkangiri District Prior to that it was being looked after by the Assistant Labour Office, Malkangiri.

**4. Organization Chart : Attached**

**5. Allocation of Busuines:**

The Officers are the Inspector under various labour laws. They have to conduct inspection of different Establishment under various labour Laws. They have to dispose the complaints as per Law. The Clerk assists him. The Peon & Choukidar performs their service to this office.

**6. Duties to be performed to achieve the Mission:**

Inspection/Legal Action/by way of claim applications and prosecution/Revenue collection.

**7. Details of Service Rendered:**

Available in different Register.

**8. Citizen Interaction:.**

Held during delivery of complaints/ conciliation.

**9. Postal Address of the Main Office Attached/Subordinate Office/Field Units etc.**

i) Labour Commissioner, Orissa,  
Unit-III, Kharabelanagar, Bhubaneswar,

II) Dy. Labour Commissioner, Jeypore,  
Bapujinagar, Jeypore.

**10. Map of the Office Location: Attached**

**11. Working Hours both for office & Public:**

10.00A.M.to 5.00 P.M. on week days/Working Days

**12. Public interaction, if any;**

All Complaints needs Public interaction.

**13. Grievance Redress Mechanism:**

The officers has to deal with complaints field by Labourers against employers. This is done as per the provision of different Labour Laws.

**MANUAL-2**  
**Powers & Duties of the Officers & Employees**  
**[Section-4(1)(b)(ii)]**

SI No	Designation	Powers				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	D.L.O., Malkangiri	Head of the Office	DDO	Inspector under different Labour Laws		Inspection, Conciliation, enquiry duties of office of the DDO

**MANUAL-3**  
**Procedure Followed in Decision Making Process**  
**[Section-4(1)(b)(iii)]**

SI No	Activity	Level of Action	Time Frame
1	The Clerk put up the concerned files & the D.L.O. , Malkangiri examines and approve it	Head of the Office	
2	The clerk prepare the Bills, Budgets etc. & the DLO, Malkangiri passes it	DDO function	
3	The Officers conduct inspections, Take follow-up action and finally take legal actions by way of claims Suo motu and by way of prosecution with approval of D.L.C., Jeypore/L.C., Bhubaneaswar	Statutory function	
4	The D.L.O.-cum-Conciliation Officer takes up Conciliation of different industrial dispute & sent the reports of Conciliation, Settlements/failure to Govt. for necessary actions.	Conciliation	

MANUAL-4  
Norms for Discharge of functions  
[Section-4(1)(b)(iv)]

SI No	Activity	Time Frame/Norm	Remarks
1	2	3	4
1	Inspection and follow up actions legal actions	6 months from the date of inspection	
2	Conciliations	2 month from the date of admission of the Conciliation	
3	Diary of Letters	3 minutes per letter	
4	Dispatch of Letters	5 minute per letter	
5	Typing job	Work done as per availability	
6	Complaints	2 months from receipt of the complaints	

**MANUAL-5**  
**Rules, Regulations, Instructions, Manuals & Records for Discharging Functions**  
**[Section-4(1)(b)(v)]**

SI No	Name of the Act, Rules Regulations etc.	Brief gist of the contents	Reference NO., if any	Price in case of Priced Publications
1	Minimum Wages Act, 1948	To ensure Minimum Wages		
2	Orissa Shops and Commercial Establishment Act,1956	Benefits to the employees in Shops and CEs in urban areas		
3	Payment of Bonus Act,1965	Payment of Bonus to employees of applicable establishments		
4	Child Labour (P & R) Act,1986	Prohibition and Regulation of child Labours in hazardous/ non-hazardous establishment		
5	Payment of wages Act,1936	Timely Payment of Wages without unauthorized deductions		
6	Maternity Benefit Act, 1961	Maternity Benefit to female employees in establishments		
7	Working Journalists and other newspaper employee(C of S) and MP Act,1955	Benefits to Newspapers Employees		
8	Motor Transport Worker's Act, 1961	Benefits to Motor Transport workers		
9	Beedi & Cigar workers(C & E) Act,1966	Benefits to Beedi workers		
10	Orissa industrial Establishments (National & festival)Act,1969	To ensure National & Festival holidays to employee		
11	Contract Labour(R & A) Act, 1970	Benefits to Contract Labour		
12	Payment of Gratuity Act, 1972	Payment of gratuity to employee eligible		
13	Inter State Migrant Workmen (RE & CS) Act, 1979	Benefits to Dadan Labours		
14	Equal Remuneration Act, 1976	Payment of equal rate of wages to male/female labourers for same and similar nature of work		
15	Sale Promotion Employees(C & S) Act, 1976	Benefits to sales promotion employees		
16	Building & Other Construction Workers(Re & CS) Act, 1976	Registration of the Establishment & beneficiary and to as certain the payment of w.w.		
17	Building & Other Construction Workers Welfare Cess Act, 1996	Collection of Cess tax		

MANUAL-6  
Categories of Documents under Control  
[Section-4(1)(b)(vi)]

**MANUAL-7**  
**Particulars of Arrangement in Formulation of Policy**  
**[Section-4(1)(b)(vii)]**

**MANUAL-8**  
**Boards, Councils, Committees & Other Bodies Constituted**  
**[Section-4(1)(b)(viii)]**

**MANUAL-9**  
**Directory of Officers & Employees**  
**[Section-4(1)(b)(ix)]**

SI No	Name	Designation	Office Ph. No	Mobile No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Saroj Kumar Ranjito	D.L.O., Malkangiri	06861230454		06861230454	Dlomalkangiri@gmail.com	At/Po/District-Malkangiri
2	Sri Rama Chandra Nayak	Jr.Clerk-cum-Typist	-do-		-do-		-do-
3	Sri Sumant Kumar Behera	Data Entry Operator	-do-		-do-		-do-
4	Sri Gopinath Naik	Peon	-do-		-do-		-do-
5	Sri Keshab Badnayak	Choukidar-cum-Sweeper	-do-		-do-		-do-

MANUAL-10  
Directory of Officers & Employees  
[Section-4(1)(b)(x)]

SI No	Name	Designation	Scale of Pay(In rs.)
1	2	3	4
1	Sri Saroj Kumar Ranjito	Dist. Labour Officer	9,300-34,800
2	Sri Rama Chandra Nayak	Jr.Clerk-cum-Typist	5,200-20.200
3	Sri Sumant Kumar Behera	Data Entry Operator	Consolidated Pay
4	Sri Gopinath Naik	Peon	4,440-14,860
5	Sri Keshab Badnayak	Choukidar-cum-Sweeper	4,440-14,860

**MANUAL-11**  
**Budget Allocated to each Agency**  
**[Section-4(1)(b)(xi)]**

SI No	Major Head	Name of the Scheme	Activities to be Performed	Sanctioned Budget (In Rs.)	Budget Estimate (in Rs) 2011-12	Revised Estimate (in Rs.)	Expenditure for the Period from 01.04.2010 to 31.03.2011
1	2	3	4	5	6	7	8
1	Demand NO-14-2230-L & E-Non-plan-No.-Sector(X) 01-Labour-001-Direction & Administration-03008-District Establishment	Payment of salaries & Allowances	Pay & GP		6,51,590		6,26,850
			DA		3,32,310		2,73,064
			OA		1,020		765
			HRA		32,578		31,729
			RCM		5,000		6,956
			TE		15,000		9,997
			OC		20,000		15,000
			RRT		34,400		NIL
			Electricity		3,000		3,500
			Telephone		4,000		4,600
			FA		15,000		15,000
			Arrear Pay		NIL		1,08,013

MANUAL-12  
Manner or Execution of Subsidy Programmes  
[Section-4(1)(b)(xii)]

MANUAL-13  
Particulars of Recipients of Concessions, Permits or Authorizations Granted  
[Section-4(1)(b)(xiii)]

**MANUAL-14**  
**Information Available in an Electronic Form**  
**[Section-4(1)(b)(xiv)]**

**MANUAL-15**  
**Particulars of Facilities available to Citizen for obtaining Information**  
**[Section-4(1) (b) (xv)]**

<b>Sl. No.</b>	<b>Facility Available</b>	<b>Nature of Information available</b>	<b>Working Hours</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1</b>	<b>Information Counter</b>	<b>All files/Registers of the office</b>	<b>10.00A.M. TO 1.30P.M &amp; 2.00P.M. TO 5.00P.M</b>
<b>2</b>	<b>Notice Board</b>	<b>Manual 1 TO 17 Applicable</b>	<b>-do-</b>

## MANUAL-16

### Names, Designations & other Particulars of the Public Information Officers [Section-4 (1)(b)(xvi)]

#### Public Information Officer(PIO):-

SI No.	Name	Designaton	Office Ph. No	Mobil No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Saroj Kumar Ranjito	D.L.O., Malkangiri	06861230454		06861230454	dlomalkangiri@gmail.com	At/Po/Dit-Malkangiri

#### First Appellate Authotity(FAA):-

SI No.	Name	Designaton	Office Ph. No	Mobil No.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8
1	Sri Ranjan Kumar Behera	Dy. Labour Commissioner	06854232456		06854232456		At-Bapujinagar, PO-Jeypore, Dist-Koraput

MANUAL-17  
Other Useful Informaton  
[Section-4(1)(b)(xvii)]

List of PIO's Date Wise:-

SI No.	Name	Desiganaton	From	To
1	2	3	3	3
1	Sri Saroj Kumar Ranjito	D.L.O.,Malkangiri		



