

**RTI MANUAL
UNDER
SECTION 4 OF THE RTI ACT 2005
DIRECTORATE GENERAL OF
EMPLOYMENT
MINISTRY OF LABOUR &
EMPLOYMENT**

Information under Section 4 of the RTI Act, 2005.

Section 4(1) (b) (i): the particulars of its organisations, functions and duties; - The subjects allotted to the Directorate General of Employment, Ministry of Labour & Employment, under the Government of India (Allocation of Business)

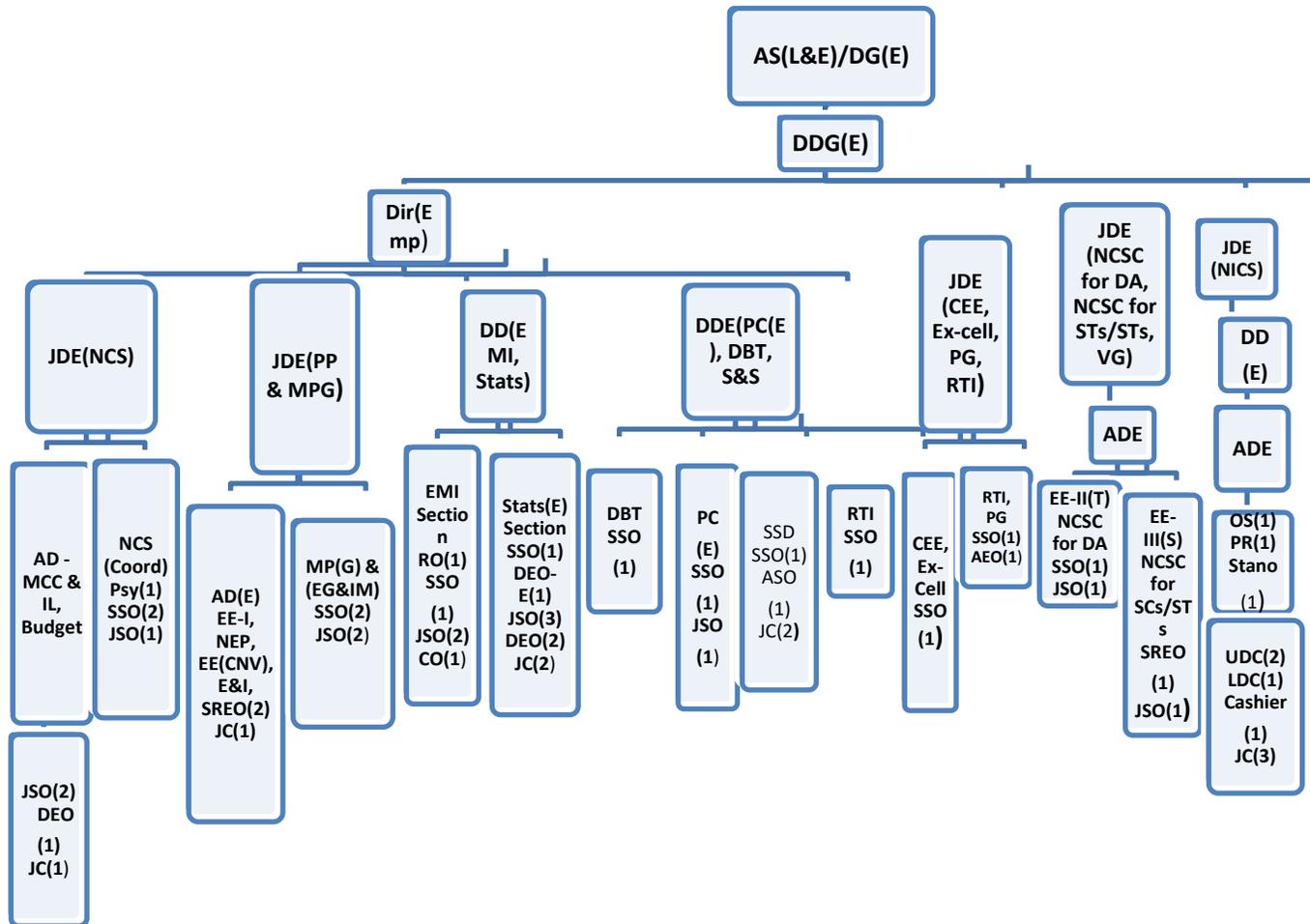
Rules, 1961 are as follows:

Union Subjects:

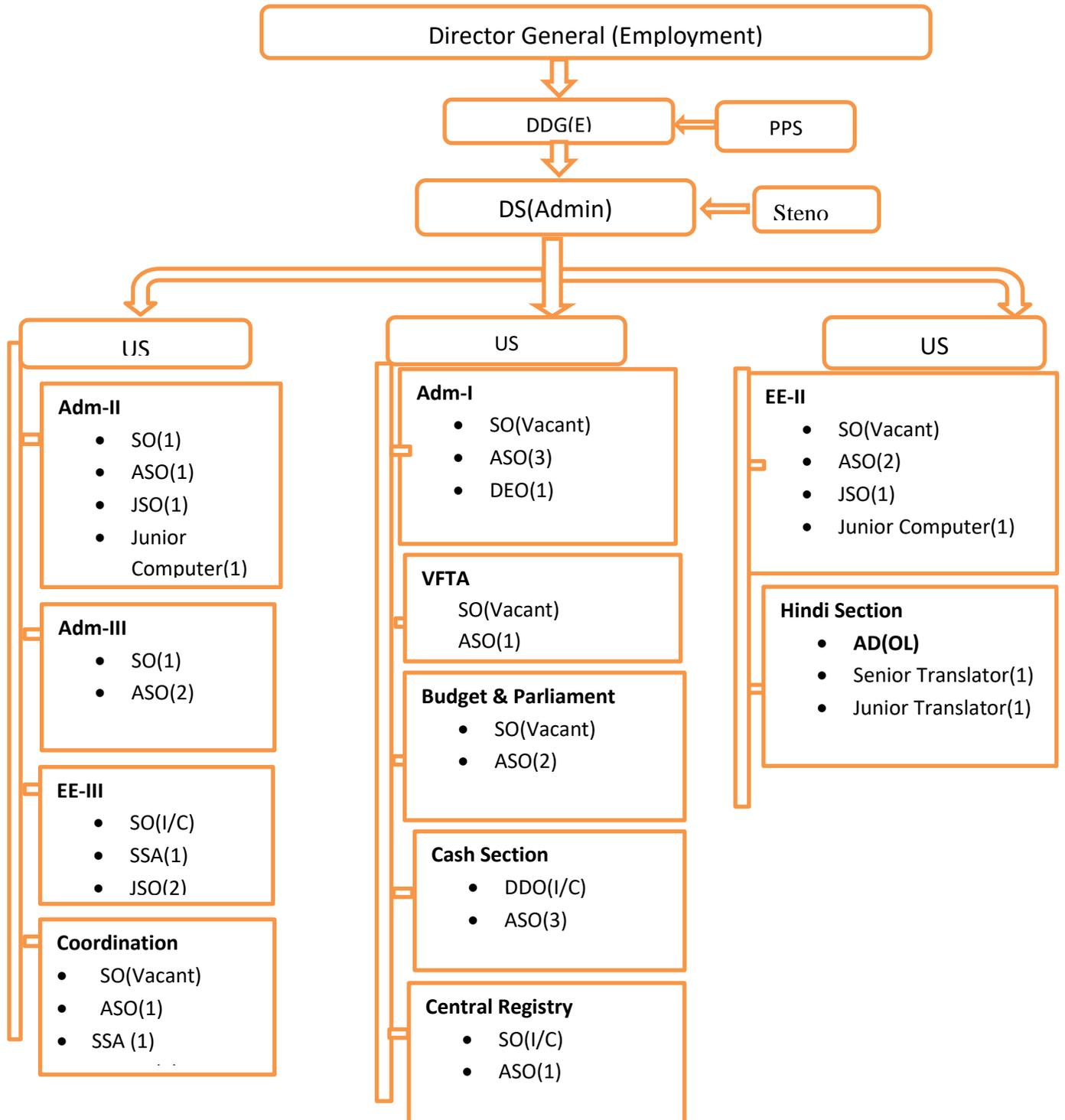
- 1) National Employment Services (NES)
- 2) National Career Service (NCS)
- 3) National Classification of Occupations (NCO) 2004 2015 Vol-I0 (Vol-II-A) (Vol-II-B)
- 4) Compulsory Notification of Vacancies (CNV) Act.
- 5) Publication/ Reports
- 6) National Employment Service Manual (NESM)
- 7) National Institute for Career Service (NICS)
- 8) DGE Staff Details
- 9) Citizen Charter (NCS,PMRPY, NCSC for DAs &NCSC for SC/STs)
- 10) PMRPY (Revised-23.02.2017) Guidelines
- 11) Lodge a Grievance
- 12) Employment exchanges

The Organisational Chart of the Directorate General of Employment, Ministry of Labour & Employment:

Directorate General of Employment (Technical Wing)



Directorate General of Employment (Administration Wing)



Minister of State for Labour and Employment (Independent Charge): Ministry of Labour & Employment fulfills its role/functions/duties through Directorate General, Employment and its various subordinate offices adjudicating bodies and arbitration bodies.

The details are as follows: Directorate General of Employment / Subordinate Offices

- Directorate General, Employment (Hqs.) New Delhi
- NCSCs for DA Subordinate Offices
- NCSCs for SC/ST Subordinate Offices
- NICS, Noida Subordinate Offices

Directorate General of Employment & Subordinate offices have their own website which are linked with the DGE website i.e. **www.dge.gov.in**

The Directorate General of Employment is sub-divided into the following sections/units which details i.e. functions etc are available on the **DGE website www.dge.gov.in** under the heading sections.

Sl. No	Sections	Sl. No	Sections
1.	Administration - I Section	17.	M.P.(G)
2.	Administration - II Section	18.	P.C. (E)
3.	Administration – III Section	19.	CEE /E&I
4.	Coordination Section	20	EE-I Section
5.	Cash Section	21	EE-II (T)
6.	VFTA	22	EE-III (S)
7.	B.P Section	23	NCS (Coord.)
8.	Hindi Unit	24.	VGOI
9.	EE-II Section	25	VGGS
10.	EE-III Section	26.	SEPC
11.	EMI Section	27.	NCS
12	Stats (E) Section	28	PG Cell
13.	DP Unit	29	NCS (Budget)
14.	Survey & Study Div.	30	DBT Cell
15	NCS-KCR	31	MCC & ILExs.
16	EE (CNV) Act/Code Matters		

Section 4(1) (b) (ii): the powers and duties of the officers and employees of DGE, Ministry of Labour & Employment: Available on **DGE website** i.e. **www.dge.gov.in** under the heading in for mation Services>Work Distributions;

Section 4(1) (b) (iii): the procedure followed in the decision making process, including channels of supervision and accountability:

The receipts received in the section are processed for necessary action as per the standard Manual of Office Procedure.

Normally the channel of submission is as under:-

- Dealing Hand
- Section Officer
- Under Secretary/Deputy Director/ Joint Director
- Director/Deputy Secretary
- Deputy Director General

(vi) DG (E)/Additional Secretary
(vii) Secretary
(viii) Hon'ble Union Minister for Labour & Employment.

However section-wise details of the procedure followed in the decision making process, including channels of supervision and accountability may be seen at the **DGE website i.e www.dge.gov.in** under the heading Sections Channel of Submissions of Files.

Section 4(1) (b) (iv): the norms set by it for the discharge of its functions: The Sections take prompt action, with utmost urgency on the reference received in the section, as per the time schedule and urgency of the matter.

Section 4(1) (b) (v): the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions: The manual followed by the Sections is Manual of Office Procedure. All the work performed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time. Beside this, functions are also discharged according to The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 by the DGE, Ministry of Labour & Employment.

Section 4(1) (b) (vi): a statement of the categories of documents that are held by it or under its control: The copy of the labour acts/laws/by-laws/rules/regulations/notifications etc are held by or under the control of the respective section/division who administer that labour act. Beside this, names of some important documents/reports are given as under which may be seen at the Directorate General of Employment, Ministry of Labour & Employment website i.e. **www.dge.gov.in**:

- New Initiatives
- National Employment Services (NES)
- National Career Service (NCS)
- National Classification of Occupations (NCO) 2004 2015 Vol-I0 (Vol-II-A) (Vol-II-B)
- Compulsory Notification of Vacancies (CNV) Act.
- Publication/ Reports
- National Employment Service Manual (NESM)
- National Institute for Career Service (NICS)
- DGE Staff Details
- Citizen Charter (NCS,PMRPY, NCSC for DAs &NCSC for SC/STs)
- PMRPY (Revised-23.02.2017) Guidelines
- Lodge a Grievance

Section 4(1) (b) (vii): the 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 or implementation thereof: Various appropriate forums/Tripartite committees meeting/Discussions with stakeholders are used to evolve consensus on relevant issues whenever called for. Besides this, comments are also invited from the citizens on draft through internet whenever required.

Section 4(1) (b) (viii): a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public: No Committees / Boards under the DGE.

Section 4(1) (b) (ix): a directory of its officers and employees; Available on DGE website i.e. www.dge.gov.in. under the heading 'Telephone Directory'.

Section 4(1) (b) (x): the monthly remuneration received by each of its officers and employees, including the system of compensations as provided in its regulations;- Pay structure in the Directorate General of Employment, Ministry of Labour & Employment is given in the following table:

Sl. No.	Group 'A' Gazetted	Name of the Post	No of Post	Level	Grade Pay Rs.	Pay Scale
1.		DG (E)	1	15	-	182200-224100
2.		DDG(E)	1	14	10000	144200-218200
3.		Director of Employment	1	13	8700	118500-214100
4.		Deputy Secretary	1	12	7600	78800-209200
5		Joint Director of Employment	4	12	7600	78800-209200
6.		Under Secretary	3	11	6600	67700-208700
7.		Deputy Director of Employment	2	11	6600	67700-208700
8.		PPS	1 (+2)	11	6600	67700-208700
9		Assistant Director of Employment	4	9	5400	53100-167800
	Group 'B' Gazetted					
10		Section Officer	2	8	4800	47600-151100
11		PS	2	8	4800	47600-151100
12		Sub-Regional Employment Officer/OSD	3	7	4600	44900-142400
13		Research Officer/ Planning Officer	1	7	4600	44900-142400
14		JSO/Psychologist	1	7	4600	44900-142400
15		Data Entry Operator Gr. E	1	7	4600	44900-142400
16		Assistant Employment Officer	1	6	4200	35400-112400
	Group 'B' Non-Gazetted					
17		Assistant Section Officer	15	7	4600	44900-142400
18		Steno Grade C	0	7	4600	44900-142400
19		Senior Hindi Translator	1	7	4600	44900-142400
20		Junior Statistical Officer	18	6	4200	35400-112400
21		DEO Gr. D	2	6	4200	35400-112400
22		Sr. Scientific Assistant	0	6	4200	35400-112400
23		Junior Hindi Translator	1	6	4200	35400-112400
	Group 'C'					
24		DEO Gr.B	2	5	2800	29200-92300
25		Steno Grade D	1	4	2400	25500-81100
26		SSA	0	4	2400	25500-81100
27		Staff Car Driver	2	2	1900	19900-63200
28		JSA	0	2	1900	19900-63200
29		Junior Computer	13	2	1900	19900-63200
30		Comptometer Operator	2	2	1900	19900-63200
31		MTS	16	1	1800	18000-56900
		Total	117 (+2)			

Section 4(1) (b) (xi): the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;-

Section 4(1) (b) (xii): the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Section 4(1) (b) (xiii): particulars of recipients of concessions, permits or authorisations granted by it;- Information with respect to Section 4(1)(b)(xi) to (xiii) is available on the DGE, Ministry's website i.e. www.labour.nic.in under the following headings: Principal Accounts Office Statement of Expenditure & Receipts Grants in Aid to States Detailed Demand for Grants and Outcome Budget DGE, Budget

Section 4(1) (b) (xiv): details in respect of the information, available to or held by it, reduced in an electronic form;- The ministry regularly take step to provide as much information suo moto to the public at regular intervals through various means of communication, including internet.

Section 4(1)(b)(xv): the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use; and Section 4(1)(b)(xvi): the names, designations and other particulars of the Public Information Officers: The DGE, Ministry of Labour & Employment has designated all Under Secretaries/Deputy Directors.

Directorate General of Employment, Ministry of Labour & Employment has designated all Under Secretaries/ Deputy Directors/Equivalent Officers as Central Public Information Officer(CPIO) of the respective Sections in respect of the work handled by them Besides this, , a central RTI Cell has also been established which is headed by a Deputy Secretary level officer who will also be the Nodal Officer for the purpose of RTI Act, 2005 in respect to DGE and Subordinate Officers.

It is the responsibility of RTI Cell to receive the requests under the RTI Act, 2005 on behalf of all CPIOs and forward the same to the concerned CPIO. A request for obtaining information pertaining to DGE, Ministry of Labour & Employment under section (6)(1) of the RTI Act, 2005 shall be accompanied by an application fee of Rupees ten (Rs. 10/-) by way of Cash through proper receipt or by Demand Draft or Bankers Cheque or Indian Postal Order payable to Accounts Officer/PAO(DGE), Directorate General of Employment, Ministry of Labour & employment and may be submitted either personally or through post to Deputy Secretary/Nodal Officer under the RTI Act, 2005, DGE, Ministry of Labour & Employment, Shram Shakti Bhavan, Rafi Marg, New Delhi-110001. Director/Deputy Secretary shall be the Appellate Authorities for the purpose of Section 19(1) of the Right to Information Act, 2005 with respect to DGE, Ministry of Labour & Employment.