

**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT
LABOUR SECTION**

CITIZEN CHARTER OF LABOUR SECTION

Mission: **Disposal of Industrial Dispute cases by following the Acts and Labour laws.**

Organization, functions and duties

The Labour Section is in the Secretariat Complex and the function and duties of the section are as under:-

Disposal of Industrial Disputes cases.

Correspondence relating to RTI Act 2005.

Submission of Annual Returns (Quarterly basis) Progress Report in RTI.

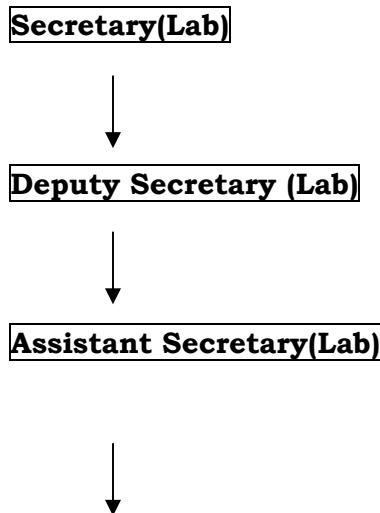
Submission of (quarterly basis) report on monitoring implementation of the judgement of CAT.

Correspondence of PGC matter.

Submission of Quarterly Progress Report in Official Language.

Sanction of leave of Labour Commissioner, ALCs and their correspondence etc.

Existing work distribution of Labour Section.



Head Clerk



Higher Grade Clerk

The Powers and duties of its officers and employees.

The Secretary (Lab) is the Competent Authority in all the matter related to Labour Department, Industrial Training Institute & Employment Exchange. The DS (Lab) / Assistant Secretary (Lab) assists the Secretary in his official duties.

In Labour Section the DS (Lab) / AS(Lab) & AIC/Head Clerk is monitoring and supervising the activities of Labour Section and all the correspondence matter dealt with file through DS (Lab)/Assistant Secretary (Lab).

1. Records maintained in the section

1.	MPR on implementation of Minimum wages Act 1998.
2.	Correspondence of Industrial Holidays.
3	Issue of Notification under the ID case Act 1947 and ID Central Rules1957.
4	Submission of quarterly report in RTI Act, 2005

5	Misc. matter of Labour department.
6	Notification on ID reference for adjudication for Labour Court
7	Administrative approval and expenditure sanction of estimates
8	General correspondence pertains to Labour.
9.	Correspondence related to LC & DET & ALC for sanction of Leave.

II. Registers maintained

1. Section diary
2. File movement register
3. File index
4. Bill register
5. Causal Leave register
6. Attendance register
7. Minimum Wages (monthly Report) Register
8. Register showing the details of Vigilance cases.
9. Register of Annual returns (Quarterly basis) status of implementation of RTI 2005 .
10. Register showing the details of Court Cases.
11. Register for communications received from Hon'ble MP.

A Directory of its Officers and employees

Name /Designation	Office	Phone No.	Intercom
Shri K.K.Jindal, Secretary (Lab)	Secretariat, A&N Admn, Port Blair	232579	213
Shri.Gabriel Martin, Deputy Secretary(Lab)	Old Wooden Building of Sectt..	239141	DS (Lab) 269
Shri.Walter Minj, Assistant Secretary(Lab)	New Building of Sectt.	-	236
Shri. M. Thirupathy Rao, AIC/HC	Old Wooden Building of Sectt..	232062	278
Smti Anju Vijay, HGC	- do -	-	-
Smti. Sharmishtha Ain, HGC	- do -	-	-