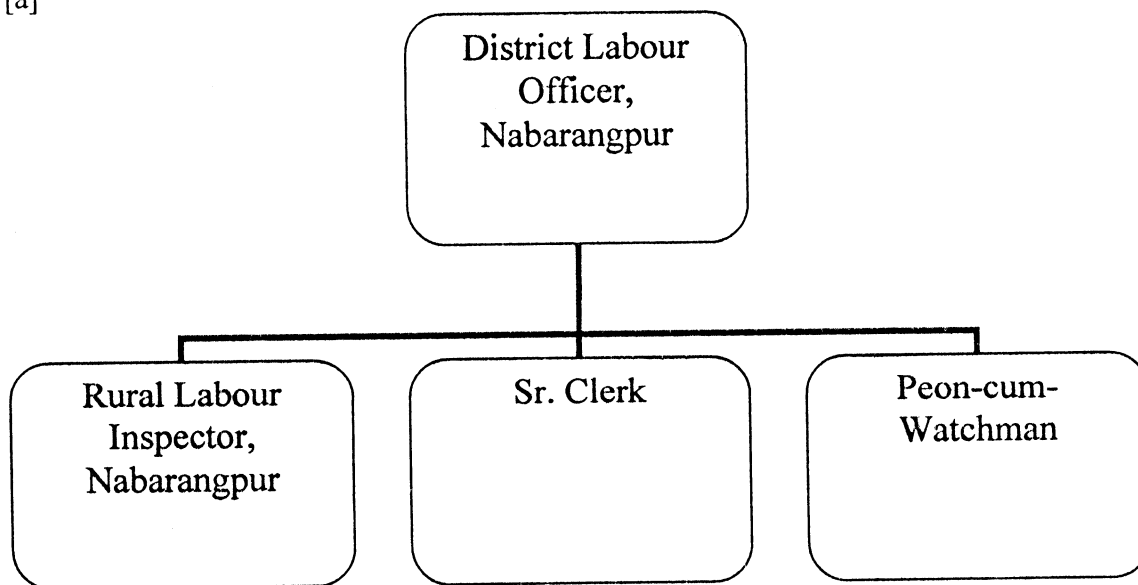


**INFORMATIONS ON 17 POINTS U/S 4 [1] OF RTI ACT, 2005 OF O/o DISTRICT LABOUR OFFICER,
NABARANGPUR**

The Particulars of its organisation, Function & Duties

[Section 4 [1] [b] [i]

[a]



[b] The primary function of the Office is to enforce different labour laws either through inspections or disposal of complaints received from different sources regarding non provisions of benefits under the Acts and Rules and maintainance of industrial relations in different industrial establishments of the District.

The Powers & Duties of its officers & employees

[Section 4 [1] [b] [ii]

Sl No	Designation of Post	Power			Duties Attached
		Administrative	Finance	Statutory	
1	Dist. Labour Officer	Yes	Yes	Yes	1. Over all supervision of Office & functioning of Officer & Staff attached to the office 2. See enforcement of different labour laws and deal and dispose of complaints & Conciliations.
2	Rural Labour Inspector	-	-	-	1. See enforcement of different labour laws and deal and dispose of complaints as and when entrusted by the D.L.O.
3	Senior Clerk	-	-	-	Maintenance of Files / Records and Duties allotted from time to time.
4	Peon-cum-watchman	-	-	-	Office & Watchman Duty.

The Procedure followed in the decision making process, including channels of supervision and accountability.

[Section 4 [I] [b] [iii]

The DLO, being the Head of Office takes decision on any matter relating functioning of the office. In the event of any requirement the immediate higher officials i.e. Dy. Labour Commissioner, Jeypore & Asst. Labour Commissioner, Jeypore are consulted for taking decisions.

The Norms set by it for the discharge of its Functions

[Section 4 [1] [b] [iv]

Official norms and procedures are followed for discharging functions.

The Rules, Regulations, Instructions, Manuals & Records, held by it or under its control or used by its employees for discharging its functions

[Section 4 [1] [b] [v]

The functions of the office are discharged in accordance with rules, regulations, instructions etc.

A statement of the categories of Documents that are held by it or under its control

[Section 4 [1] [b] [vi]

1. Registers of registration and licenses issued under different Acts.
2. Registers and Records required to be maintained as a D.D.O. under the finance Rules.
3. Register of complaints, Conciliations, Settlement, Awards, Prosecutions etc
4. Files relating to inspections complaints, disputes and other correspondents

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.

[Section 4 [1] [b] [vii]

-----NIL-----

A statement of the boards, Councils, committees, and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Section 4 [1] [b] [viii]

A District level task force committee on the child labour is functioning in the district of Nabaranpur where Collector is the Chairman and the D.L.O. the convener.

Directory of its officers and employees

Section 4 [1] [b] [ix]

Sl No	Name & Designation	Phone No	Mobile No
1	S.K. Sahu, D.L.O.	06858-223091	9437206770
2	S.K. Nayak, R.L.I.	-do-	9437340572

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

[Section 4 [1] [b] [x]

Sl. No.	Designation	Pay-scale
1	D.L.O.	Rs. 9,300/- to Rs. 34,800/-
2	R.L.I.	-do-
3	Senior Clerk	Rs. 5,200/- to Rs. 20,200/-
4	Peon-cum-Watchman	Rs. 4,440/- to Rs. 7,440/-

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] [xi]

This office is not implementing any development works or schemes. Funds are only received towards salary of officers and staffs attached to this office as well as for making misc. expenditure for running the day to day functioning of the office.

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

[Section 4 [1] [b] [xii]

No such programmes are undertaken by the Dist. Labour Office.

Particulars of recipients of concessions, permits or authorizations granted by it;

[Section 4 [1] [b] [xiii]

-----NIL-----

Details in Respect of the Information, available to or held by it, reduced in an electronic form;

[Section 4 [1] [b] [xiv]

-----NIL-----

The Particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

[Section 4 [1] [b] [xv]

Any public can contact to the office during working hours i.e. 10 a.m. to 5 p.m. for obtaining informations. No library or reading room is available in the office for general use.

The names, Designations and other particulars of the Public Information Officers;

[Section 4 [1] [b] [xvi]

Sl. No.	Designation of the officer [P.I.O.]	Appellate Authority
1	Sri S.K. Sahu, D.L.O., Nabarangpur	Dy Labour Commissioner, Jeypore

Such other information as may be prescribed;

[Section 4 [1] [b] [xvii]

-----NIL-----


3/09/2019
District Labour Officer, Nabarangpur