

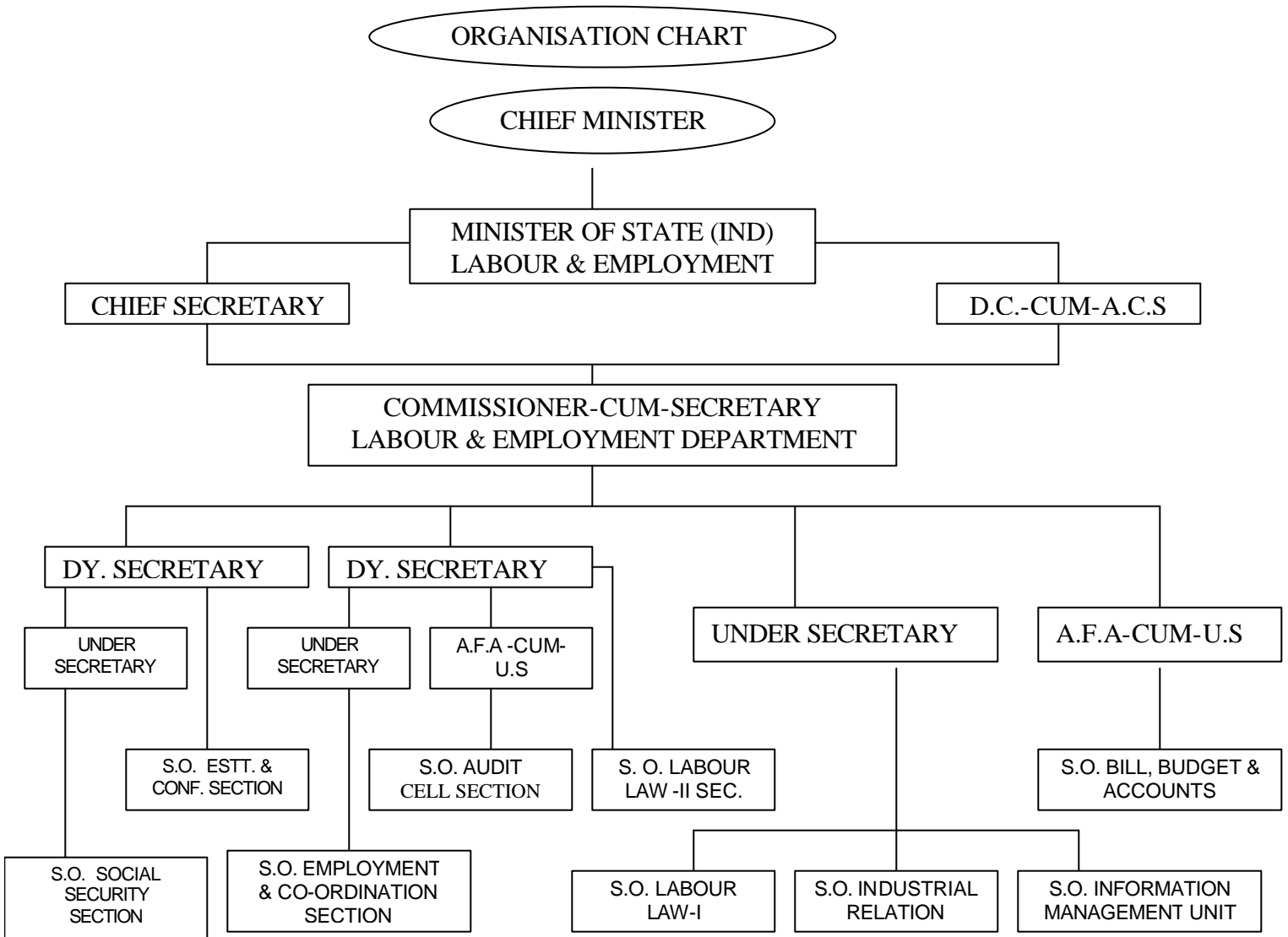
LABOUR AND EMPLOYMENT DEPARTMENT

Manual - 1

Particular of Organisation, functions and duties

The Labour and Employment was originally known as Labour, Employment and Housing Department. During the year 1980, the Housing wing was separated from this Department and since then it is called as Labour and Employment Department.

It is the Nodal Department for formulating Plans, Policies and programmes for development of Labourers including child labourers (engaged under both organized and unorganized sectors) / unemployed youths / for security measures in Factories and Boilers and the social security of Industrial workers.



Functions and Duties of Officials

1. Commissioner-cum-Secretary

- (a) Full powers in the matters of administration, supervision and control of subordinates.
- (b) Chief Officer of the Department for regulating, monitoring and execution of both office and field functionaries as well as their works.
- (c) Chief Officer suggesting policy formulation, framing of rules and regulation etc. by the Government.

2. Deputy Secretary

- (a) Initiate proposal for the decision of the Government on the appropriate subject.
- (b) Exercise powers delegated to him under Delegation of Financial Power Rules, service rules etc.
- (c) Exercise control and supervision over subordinates.

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Preparation of Budget, control of financial expenditure, allocation of funds and monitoring of submission of utilization certificate.

4. Under Secretary

- (a) Examine and bring out full facts of related services in concerned file for decision of appropriate authority.
- (b) Supervise and control of subordinates.
- (c) Communicate the Government orders and discharge the duties as assigned from time to time.

5. Section Officers

- (a) Exercise Supervision and control over the Assistants.
- (b) Submit files to next higher authority for necessary action.

6. Assistants

- (a) Maintain, up-keep, preserve the official records and registers.
- (b) Catalogue the letters, examine and process the file to Section Officer for appropriate Orders.

Activities :-

The activities of Labour and Employment Department are being implemented through 6 Heads of Departments including 2 Presiding Officers of Industrial Tribunal as under.

1. Labour Commissioner, Orissa.
2. Chief Inspector of Factories and Boilers Orissa.
3. Director, Employees State Insurance Scheme, Orissa.
4. Director of Employment-cum Mission Director, Employment Mission, Orissa.
5. Presiding Officer, Industrial Tribunal, Bhubaneswar.
6. Presiding Officer, Industrial Tribunal, Rourkela.

In addition 3 Presiding Officers of Labour Courts at Bhubaneswar, Sambalpur and Jeypore are engaged in adjudication of Industrial Disputes.

1. The Labour Commissioner, Orissa, who is the administrative head for implementation of various Labour Legislations/ Schemes is assisted by Joint labour Commissioners, Assistant labour Commissioners and labour Officers at Directorate Level. There are 4 Zonal offices at Cuttack, Sambalpur, Rourkela and Jeypore, headed by Deputy Labour Commissioners, who are assisted by Assistant labour Commissioners, District Labour Officers, Assistant Labour Officers and Rural Labour Inspectors for effective implementation of the programmes throughout the State.
2. The Chief Inspector of Factories and Boilers, Orissa is entrusted with effective implementation of Factories Act & Industries Boilers Act. He is assisted by Joint Chief Inspector of Factories and Boilers, Deputy Chief Inspector of Factories and Boilers and three Inspectors of Factories and Boilers, one each for Safety, Medical and Chemical Wing respectively at Headquarters level. There are 3 zones at Cuttack, Rayagada and Rourkela, headed by 3 Deputy Chief Inspectors of Factories and Boilers with 21 Inspectors of Factories and Boilers at field level execution of public business.
3. The Director, Employees State Insurance Scheme Orissa looks after full medical care of Insured Industrial Workers and their families in the State. At headquarters level, one Joint Director, two Deputy Directors, one Assistant Director and one Insured Medical Officer (I.M.O) are engaged for effective implementation of the programme. In the field, 3 Joint Directors are in position at Choudwar, J.K.Pur and Kansbahal, 2 Deputy Directors at Bhubaneswar and Brajaraj Nagar and 190 I.M.Os at different E.S.I. Hospitals and dispensaries for attending to the medical needs of Insured Industrial Workers and their families.

4. The Director of Employment-cum-Mission Director, Employment Mission, Orissa who is in charge of the employment organizations in the State is assisted by 2 Deputy Directors and 2 Assistant Directors at Headquarters level. There are 3 Zonal officers at Bhubaneswar, Sambalpur and Berhampur, headed by 3 Regional Assistant Directors, who are co-ordinating the functions of 35 employment exchanges and 4 university Employment Information and Guidance Bureaus with Employment Officers and Junior Employment Officers, covering all the districts and subdivisions of the State.

5. The Presiding Officer, Industrial Tribunal, Bhubaneswar and the Presiding Officer, Industrial Tribunal, Rourkela are entrusted with adjudication of Industrial Disputes, referred to them and other miscellaneous cases, filed with them. Besides, there are 3 Labour Courts at Bhubaneswar, Sambalpur and Jeypore for administration of justice in Industrial Sector.