

Manual 2
Power and duties of officers and employees

Powers of the Minister, Labour and Employment , Orissa, Secretary and other officers of Labour & Employment Department regarding disposal of cases are mentions in **Annexure I to IV.**

ANNEXURE - I

Cases to be disposed of by the Minister of State, Labour and Employment Department.

1. All matters involving policy decision.
2. All cases to be submitted to the Governor or Cabinet in accordance with the provisions of the Rules of Business and Instructions issued thereunder.
3. Parliament questions relating to policy matters and other important matters in connection with business in parliament.
4. Cases relating to Inter-State or Centre-State Matters.
5. All policy matters and important correspondences with Government of India and planning commission.
6. Deputation of Officers to foreign countries / training of officers abroad.
7. Constitution / re-constitution of statutory and non-statutory Boards, Committees and Authorities.
8. Amendment of all Acts and Rules Administered by the Department.
9. All matters relating to the business before the Legislative Assembly including Assembly Questions, Resolutions and Private Member's Bill etc.
10. Five year Plans and Annual Plans as also Budget Estimates.
11. Transfer and deputation of all Gazetted Officers.
12. Service Rules of all Class-I and Class-II Officers.
13. Petitions and memorials addressed to Minister / Chief Minister / Governor.
14. Strikes, lockouts and closure etc. and statutory Orders relating to the same.
15. All matters requiring statutory orders of Government under different Labour, Factories and Boilers, minimum wages, Employment and E.S.I. Enactments.
16. Sanction of E.L. and E.B. cases of all-Heads of Department.
17. Exemption from Departmental or professional Examinations.
18. Declaration of Public Utility Service under the Industrial Disputes Act.
19. All cases for reference and disputes to Industrial Tribunal and Labour Courts.
20. Approval for purchases of T & P including equipment beyond the codal powers of Heads of Departments.
21. Annual Administration Report.
22. Non-Official and Private Members Bills and Resolutions before the Assembly.

ANNEXURE- II

Cases to be disposed of by the Secretary, Labour and Employment Department.

1. All establishment matters relating to Class-I and II officers except those which are specifically required for submission to Minister of State / Chief Minister or specifically delegated to other officers.
2. For relinquishment of surplus land with or without payment of cost.
3. Materials for answering parliament questions.
4. Correspondences with Government of India and other States except those covered in Item No. 5 of annexure-I.
5. Appeals preferred by Class-III employees against orders passed in disciplinary proceedings.
6. Matters relating to public Accounts Committee and all others Committees constituted by Orissa Legislative Assembly.
7. Fixation of ceiling both under plan and Non-Plan Central allocation under centrally aided and sponsored schemes for Heads of Departments.
8. Approval of deviation statement.
9. Administrative Approval to projects / Schemes within the limit prescribed under the Financial Rules, in force.
10. Extension of time for utilization of grants / loans and diversion of loans.
11. Interpretation of Codal Rules on account of procedure.
12. Inspection and tours of Heads of Department.
13. Countersignature of T.A. particulars of all Gazetted Officers except Section Officers.
14. Sanction of G.P.F. advance to all Class –I and Class –II Officers.
15. Sanction of House Building Advance to all Gazetted Officers.
16. Investigation of arrear claims of class-I Officers.
17. Lease of land and removal of encroachment.
18. Creation of Class-III and Class-IV Posts.
19. Sanction of all contingent expenditure in respect of the Department exceeding Rs. 15,000/- (O.No. 6278/LE., dt. 11.05.2000 vide P.62/C.)
20. All suit matters including appeals, reviews, revisions and writs relating to the Department lying in Supreme Court, High Court, Administrative Tribunal and all other Courts.
21. Grant of permission under Government Servants conduct Rules in regard to acquisition and disposal of properties by Class-I and Class-II Officers.
22. Training of Class-I Officers outside the State.
23. Sanction of E.B. of all Class-I and Class-II Officers.
24. Deputation of Officers outside the State except to Foreign Countries.

ANNEXURE- III

Cases to be disposed of by the Addl. Secretary / Joint Secretary / Deputy Secretary, Labour & Employment Department (in respect of the Branches and Subjects assigned to him).

1. All establishment matters of Class-III employees of the Department (transfer, posting, joining time, extension and deputation etc.).
2. Sanction of leave of Class-II employees of the Department.
3. Appointment confirmation, promotion of all Class-III employees of the Department.
4. Acceptance of resignation of Class-III employees.
5. Journey of non-gazetted officers outside the State.
6. Sanction of E.B. to all Class-III employees of the Department.
7. Countersignature of T.A. particulars of Section Officers of the Department.
8. Grant of permission for acquisition and disposal of properties under Government Servants' conduct Rules in respect of Class-II and Class-III Officers.
9. Pay fixation of Gazetted and Non-Gazetted Officers.
10. Grant of continuance certificate in respect of all officers and staff of the Department.
11. Sanction of investigation of arrear claims of all Class-II Gazetted and all non-Gazetted Officers.
12. Extension of temporary posts other than those relating to secretariat Department.
13. Disciplinary proceedings against all Class-III employees.
14. Appeals arising out of disciplinary proceedings against Class-IV employees.
15. Creation and permanency of non-gazetted posts.
16. All other matters relating to service conditions of Class-III Officers.
17. Draft appropriation accounts / draft paras.
18. Economy proposal and follow up action.
19. Opening of new head and sub-heads (All matters as have been indicated in the Book of Delegation of Financial powers for the Financial Adviser should be done by the Financial Adviser).
20. Audit objections and inspection notes.
21. Sanction of all contingent expenditure in respect of this Department not exceeding Rs. 15,000/- (O. No. 6278 dt. 11.05.2000 vide P. 62/C.).
22. Sanction of rent for private house hired for Office accommodation or accommodation partly for office and partly for residence as also for stores etc. within the limits prescribed for Departments of Government.
23. Recovery of Government dues outstanding against other Departments.
24. Processing of matters for discussion before the State Level and Assembly Level Committees and Boards.
25. Sanction of advance for purchase of Moped and Scooters / Motor Cycles.

ANNEXURE- IV

Cased to be disposed of by the Under Secretary / A.F.A.-cum-Under Secretary, Labour and Employment Department (in respect of the Branches and subjects assigned to him).

1. Grant of leave and increment to Class-IV Government servants and Casual Leave to Class-III employees.
2. Extension of temporary posts after concurrence of Finance Department / Financial Adviser / Home Department.
3. Forwarding of applications of non-gazetted staff of the Department.
4. Grant of increment and leave of class-III Government servants in the Department.
5. Sanction of house building advance to non-gazetted staff.
6. Grant of reimbursement of cost of medicines of Class-III and Class-IV employees of the Department
7. Sanction of G.P.F. advance, medical advance, Trade deposits, Cycle advance and other such advances to Class-III and Class-IV employees.
8. Appointment and disciplinary proceedings against Class-IV employees of the Department.
9. Appointment, confirmation, resignation and relief of Class-IV employees of the Department.
10. Countersignature of T.A. particulars of all non-gazetted officers.
11. Cases relating to grant of permission of purchase / disposal of movable and immovable property of class-IV Government servants of the Department.
12. Passing of all Contingent Bills of the Department.
13. Issue of notifications for publication in the Gazette after approval by Deputy Secretary or Secretary.
14. Sanction of rent, rates and terms within the competency of the Administrative Department.
15. Sanction of pre-audit cases after concurrence by Financial Adviser / Assistant Financial Adviser as the case may be.
16. Sanction of land acquisition estimates and all matters relating to land acquisition.
17. Sanction of all contingent expenditure in respect of the Department not exceeding Rs. 10,000/-
18. Execution of agreements by Government employees for sanction of House Building Advance and other advances.
19. Processing of Plan and Budget.
20. Correspondence on audit and accounts matters.
21. Reference of proposals relating to finance and accounts to the Finance Department, Planning Department and Accountant General.
22. Issue of reminders to all Departments and authorities concerned.
23. Maintenance of Departmental vehicles.
24. Processing of all accounts matters in the Finance Cell.