

## Manual 6

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

[Section 4 (1) (b) (vi)]

A statement of the categories of documents held

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1.	No. of Insured persons covered under ESI Act / Scheme for 2004-05.	1,31,450/-	L & E., Department- Social Security Section (Details are available with Regional Director, ESI Corporation, Bhubaneswar)	Retention valid for One year.
2.	Government Notification on Minimum Wages fixed by Government for various Category of workers in 83 Scheduled Employments	Minimum Wages fixed for unskilled, semi skilled, skilled & highly skilled workers in 83 Scheduled Employments	Labour Law – I	Till next revision of wages.
3.	Government Notification on Piece Rate Minimum Wages in 15 Scheduled Employments	Rate of wages in piece rate the 15 Scheduled Employments	Labour Law- I	Till next revision of wages.
4.	Child Labour, both in hazardous and non-hazardous sectors surveyed by the State Labour Institute.	The Child Labour survey has been conducted through the collectors of all 30 districts & State Labour Institute since 1997 in response to the Hon'ble Supreme Court's Order, dt. 10.12.1996 in civil writ application No. 465/96-Sri M.C.Mehta vrs.	Labour Law-II	Permanent

		State of Tamil Nadu. The survey reports for 1997, 2000-2001, 2001-2002, 2002-2003, 2003-2004 & 2004-2005 are available.		
5.	Quarterly reports on accidents occurred in different factories in the State of Orissa.	Fatal accidents since 30.09.2000 up to 31.03.2005.	Labour Law-II	12 years

6.	S.S.B. Coaching programme for Women	For having better representation of Girls from Orissa in Defence Services as officers, coaching programme for services selection board interview are being conducted since 1996-97. So far 15 women candidates who received coaching have been selected as officers in Defence Services.	Employment Co-ordination Section	12 years
7.	Placement Service	Registration made, vacancies notified, number of submission made, placement achieved, and number of persons in the live register are reported by the Director of Employment Orissa	Employment Co-ordination Section	12 years

		to Labour & Employment Department annually.		
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