

**MANUAL – 1**  
**THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES**  
**[Section 4(1)(b)(i)]**

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**ORGANIZATION**

The Directorate of Labour, Employment & Training at Sri Vijaya Puram operates along with sub-offices at Rangat and Hut Bay. Additionally, the Employment Exchange has sub-offices at Campbell Bay and Mayabunder. It is functioning at Dollygunj, Bakultala and Car Nicobar.

**FUNCTIONS & DUTIES**

- a. Enforcing various labour laws notified by the Government of India in the A&N Islands.
- b. Implementing labour welfare schemes.
- c. Providing vocational training by conducting regular courses in various trades through ITI.
- d. Conducting skill development training.
- e. Issuing and renewing ID cards for unemployed youth through the Employment Exchange and sponsoring candidates.
- f. Providing career guidance.

**MANUAL 2**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**[Section 4(1)(b)(ii)]**

Sl. No	Designation	Powers			Duties attached
		Admin.	Financial	Statutory	
1.	Labour Commissioner and Director of Employment & Training	Head of Department	As conferred for Head of Office by A & N Administration	<ol style="list-style-type: none"> <li>1. Authority under the Employees Compensation Act, 1923 &amp; the Minimum Wages Act, 1948.</li> <li>2. Registrar of Trade Unions under the Trade Unions Act, 1926.</li> <li>3. Licensing Authority under the Factories Act, 1948.</li> <li>4. Certifying authority of Standing Orders under the Industrial Employment (Standing Orders) Act, 1946.</li> <li>5. Appellate Authority under the Payment of Gratuity Act, 1972.</li> <li>6. State Apprenticeship Advisor.</li> <li>7. Secretary and CEO of A &amp; N Islands Building and Other Constructions Workers' welfare Board.</li> </ol>	<ol style="list-style-type: none"> <li>1. Effective implementation of labour laws.</li> <li>2. Extending of labour welfare schemes.</li> <li>3. Supervision of functioning of Employment Exchange.</li> <li>4. Overall head of Training wing.</li> </ol>

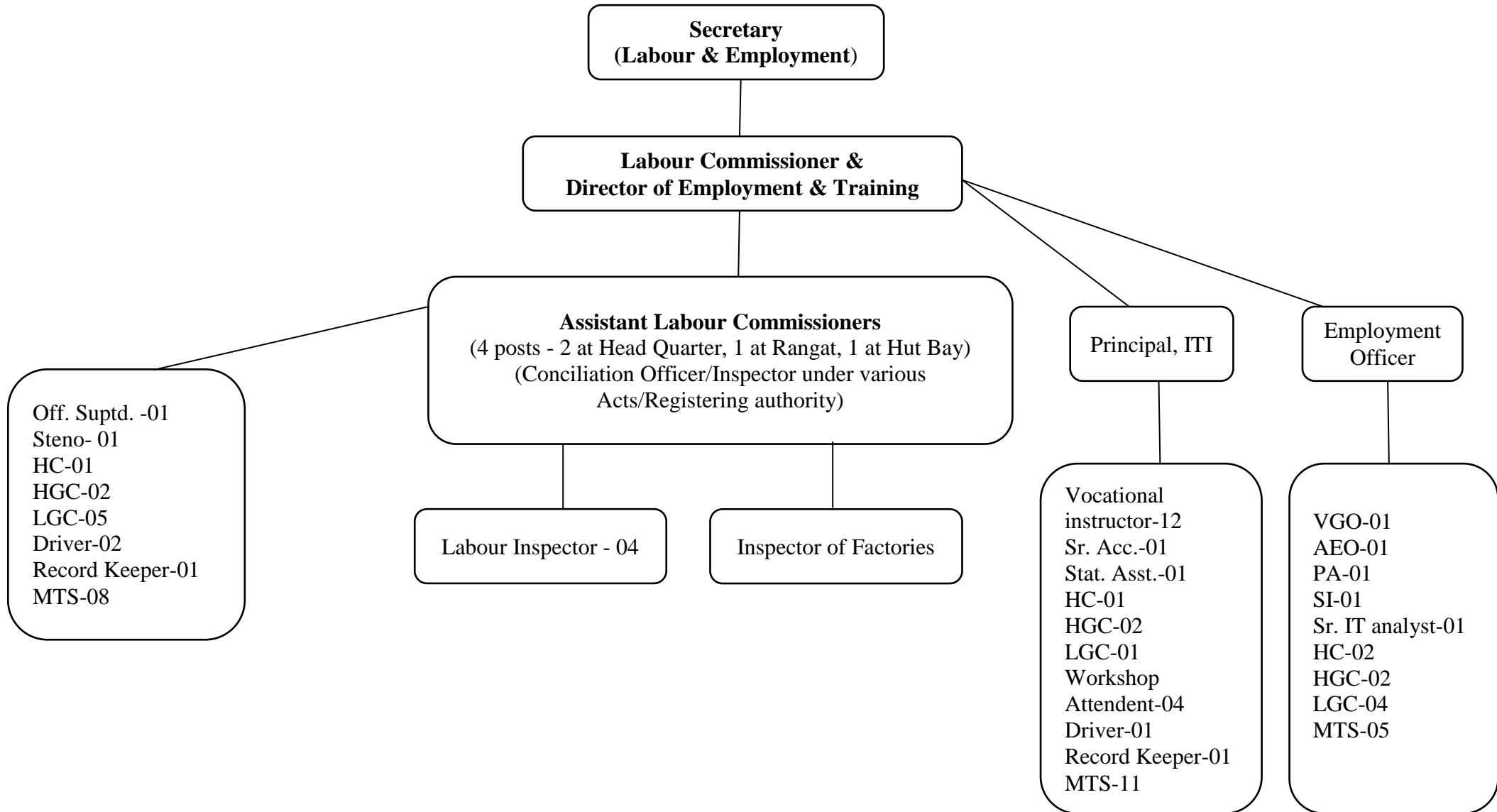
2.	Assistant Labour Commissioner	Head of Office at Outstation	Nil	<ol style="list-style-type: none"> <li>1. Conciliation Officer under the Industrial Disputes Act, 1947</li> <li>2. Registration &amp; Licensing authority Under the Contract Labour (Regulation &amp; Abolition) Act, 1970,) the Andaman &amp; Nicobar Islands Shops &amp; Establishment Regulation, 2004 and the Building and Other Construction Workers (Regulation of Employment &amp; Conditions of Service) Act, 1996.</li> <li>3. Controlling authority under the Payment of Gratuity Act, 1972.</li> <li>4. Authority of Payment of Wages Act 1936.</li> <li>5. Cess Assessment officer under and the Building and Other Construction Workers (Regulation of Employment &amp; Conditions of Service) Act, 1996.</li> <li>6. Beneficiary Registering Officer under A &amp; N Building &amp; Other Construction Workers' Welfare Board.</li> </ol>	<ol style="list-style-type: none"> <li>1. Settlement of Industrial disputes and maintaining of Industrial harmony.</li> <li>2. Registration/licensing under various Labour Laws in a time bound manner.</li> <li>3. Handing of cases Pertaining to Non-Payment of wages/Less payment of wages/ delayed payment of wages.</li> <li>4. Assessment of Cess Collected under Building &amp; other Construction Act.</li> <li>5. Beneficiary Registering Officer.</li> </ol>
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3.	Employment Officer	Head of Office	Up to 01 lakhs	<ol style="list-style-type: none"> <li>1. Strengthening employment services</li> <li>2. Issuance of certificate of registration/renewal to unemployed in far off places,</li> </ol>	Officer in charge of the Model Career Centre
4.	Principal, ITI	Head of Office	Up to 01 lakhs	<ol style="list-style-type: none"> <li>1. Providing vocational guidance &amp; career counseling programs to educated unemployed youth.</li> <li>2. Admission, Conduct &amp; Supervision of classes, promoting skill development and providing qualitative training through regular ITI courses.</li> </ol>	<ol style="list-style-type: none"> <li>1. Holding of Vocational Guidance program/Job melas/Training programs.</li> <li>2. Maintenance of academic activities/discipline at ITI</li> </ol>
5.	Labour Inspector	Nil	Nil	<ol style="list-style-type: none"> <li>1. Inspector under various labour laws.</li> <li>2. Building in charge.</li> <li>3. Handling complaints of non-payment of wages.</li> <li>4. In-Charge of Child Labour Cell.</li> </ol>	Enforcement of labour laws through conduct of inspections under various labour laws.
6.	Inspector of Factories	Nil	Nil	<ol style="list-style-type: none"> <li>1. Assistant Apprenticeship Advisor.</li> <li>2. Inspector of Factories and other Labour Acts</li> <li>3. In-Charge of the IT Cell</li> </ol>	

Note: Substantive powers and duties for each position may be defined.

**MANUAL 3**  
**PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS**  
[Section 4(1)(b)(iii)]

**Organizational Chart of Department of Labour, Employment & Training**



**MANUAL 4**  
**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**  
**[Section 4(1)(b)(iv)]**

**Main Services/Transactions**

Sl.No.	Services/Transaction	Responsible Person (Designation)	Process	Document Required
1	<ol style="list-style-type: none"> <li>1. Claims under the Employees Compensation Act, 1923 &amp; the Minimum Wages Act, 1948.</li> <li>2. Registration of Trade Unions under the Trade Unions Act, 1926.</li> <li>3. Issuance of License under the Factories Act, 1948.</li> <li>4. Certification of Standing Orders under the Industrial Employment (Standing Orders) Act, 1946.</li> <li>5. Appellate Authority under the Payment of Gratuity Act, 1972.</li> <li>6. State Apprenticeship Advisor.</li> <li>7. Secretary and CEO of A &amp; N Islands Building and Other Constructions Workers' welfare Board.</li> </ol>	Labour Commissioner & DET	<ol style="list-style-type: none"> <li>1. Disposal of applications for claims/registration/license/certification after adherence of norms laid down under respective labour laws as within time frame as adhered to under citizen charter.</li> <li>2. Sanction of social assistance to registered building construction workers under A &amp; N Islands Building and Other Constructions Workers' welfare Board.</li> </ol>	All statutory documents as enlisted under Respective Labour enactments and under ANIBOCWWB.

2	<ol style="list-style-type: none"> <li>1. Conciliation under the Industrial Disputes Act, 1947.</li> <li>2. Issuance of Registration &amp; Licensing under the Contract Labour (Regulation &amp; Abolition) Act, 1970,) the Andaman &amp; Nicobar Islands Shops &amp; Establishment Regulation, 2004 and the Building and Other Construction Workers (Regulation of Employment &amp; Conditions of Service) Act, 1996.</li> <li>3. Controlling authority under the Payment of Gratuity Act, 1972.</li> <li>4. Authority of Payment of Wages Act 1936.</li> <li>5. Cess Assessment officer under and the Building and Other Construction Workers (Regulation of Employment &amp; Conditions of Service) Act, 1996.</li> <li>6. Beneficiary Registering Officer under A &amp; N Building &amp; Other Construction Workers' Welfare Board.</li> </ol>	Assistant Labour Commissioner	Disposal of ID cases/issuance of Registration/license after adherence of norms laid down under respective laws and withintime frame as adhered under citizen character.	All statutory documents as listed under respective labour enactments.
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3	Inspector under Labour Laws In-Charge of Child Labour Cell.	Labour Inspector	Disposal of NPW complaints within the timeframe mentioned in Citizen Charter and attending Court matters within time frame as directed by the court.	All statutory documents as enlisted under respective labour enactments.
4	Assistant Apprenticeship Advisor. Inspector of Factories and other Labour Acts.	Inspector of Factories	Handling of Apprenticeship issues as per time frame as mentioned in the Apprenticeship Act & attending Child Labour matter.	All statutory documents as enlisted under respective labour enactments.
5	Admission, Conduct & Supervision of classes, Promoting skill development. and providing qualitative training through regular ITI courses	Principal, ITI	Admission, conduct & supervision of classes and declaration of results within the time and providing training under CTS/PMKVY	Documents mentioned in the Academic Prospectus
6	Strengthening Employment services. Issuance of certificate of registration/renewal to unemployed in far off places providing vocational guidance & career counseling programs to educated unemployed youth.	Employment Officer	Registration through Exchanges and holding spot registration camps. Conducting vocational guidance & Career Counseling programs in different parts of the A & N Islands. Strengthening Employment services in A & N Islands. Upgradation of Modernization of Employment Exchange.	All statutory documents as enlisted under respective labour enactments.



### Service Standards

Sl. No.	Service/Transaction	Service Standard
1	Claims under the EC and MW Acts. Registration of Trade Unions under the TU Act. Issuance of License under the Factories Act. Certification of Standing Orders under the IE (SO) Act. Appellate Authority under the PG Act. State Apprenticeship Advisor.	<p>Please refer to Citizen Charter</p> <p>(<a href="https://labour.and.nic.in/webPages/pdf/CITIZEN_CHARTER_2025.pdf">https://labour.and.nic.in/webPages/pdf/CITIZEN_CHARTER_2025.pdf</a>)</p>
2	Conciliation under the ID Act. Issuance of Registration & Licensing under various Labour Laws. Controlling authority under the PG Act. Authority of PW Act. Cess Assessment & Beneficiary Registering Officer under BOCW (RE & CS) Act.	
3	Inspector of Labour Acts. Attending complaints of NPW. Office In-Charge of Child Labour Cell.	
4	Assistant Apprenticeship Advisor. Inspector of Factories and other Labour Acts.	
5	Issuance of certificate of registration/renewal to unemployed.	

## **INDICATIVE EXPECTATIONS FROM SERVICE RECIPIENTS**

### **Indicative Expectations**

1. Submit duly completed application forms in all respect regarding Industrial dispute, Claims of compensation under Workmen's Compensation Act, Non-Payment of Wages & Less payment, Registration and Licenses for its timely disposal within the time limit.
2. Please show courtesy to Officers/Officials.
3. Always keep proper records of your letters and communications with the Labour Department.
4. If you have an appointment with an officer in the Labour department, please arrive 15 minutes prior to the appointment.
5. If you want to cancel an appointment, please give a written notice via fax or email at least two days in advance.
6. Send reports in the prescribed format as per prescribed timelines.
7. Check the website regularly for updates on policies, programs and procedures.
8. Give their suggestions/inputs on drafts placed on Labour department's website.
9. The participants to the meetings/conferences should attend the meeting/conferences with complete information

**MAN UAL 5**  
**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS**  
**[Section 4(1)(b)(v)]**

**List of Regulation, Instructions, Manuals and Records**

<b>SL. No</b>	<b>Name of the Act/Rule/Regulation</b>	<b>Brief Gist of the Contents</b>
1.	The Employees Compensation Act, 1923	It provides for payment of compensation by employers to their workers for injury caused to a workman by accident, arising out and in the course of employment, resulting in death or in total/partial disablement compensation is also payable for some occupational diseases contracted by workmen during employment.
2.	The Trade Unions Act, 1926	The main provision of the Act relates to (i) Registration of Unions (ii) rights and privileges (iii) obligation and liabilities of registered Trade Unions. For Registration, any seven or more members can apply to the Registrar for registration
3.	The Payment of wages Act, 1936	The Act aims at ensuring regular and prompt payment of wages and unauthorized deductions from wages to employees employed in Factories and Industrial Establishments.
4.	The Industrial Employment (Standing orders) Act, 1946	The main objectives of the Act besides maintaining harmonious relationships between the employers and the employees are to regulate the conditions of recruitment, discharge, disciplinary action, leave, holidays etc. Of the workers employed in Industrial establishments.
5.	The Industrial Disputes Act, 1947	It provides for investigation and settlement of Industrial Disputes by Conciliation Officer and upon failure, it provides for reference to Labour Court for adjudication. The Act also provides for regulation of strikes, lockouts, lay off & Retrenchment of workmen employed in the industries
6.	The Minimum Wages Act, 1948	Provides for payment of Minimum wages as fixed by State govt's from time to time. The

		Minimum wages incorporating VDA were for the first time introduced in Islands on 20 <sup>th</sup> Oct 2010. Under the Notification method a revision of Minimum wages is to take place every six months i.e., January and July.
7.	The Factories Act, 1948	This Act provides for ensuring Health Safety, Welfare and Working hours of workers employed in the Factories.
8.	The Motor Transport Workers Act, 1961	It applies to every Motor Transport undertaking employer or more motor Transport Workers. The Act makes it obligatory for every employer of Motor Transport undertakings registered under the Act. The main provisions of the Act relate to (i) Welfare and health, (ii) hours of work, (iii) Wages, payment of overtime and leave etc.
9.	The Maternity Benefit Act, 1961	It regulates the employment of women in certain establishments for certain periods before and after child-birth and to provide for maternity benefit and certain other benefits. It is applicable to every establishment being a factory, mine or plantation and to every shop or establishment in which ten or more people are employed or were employed on any day of the preceding twelve months.
10.	The Contract Labour (R&A) Act, 1970	The object of the Act is to regulate the employment of contract labour in certain establishments and to provide for its abolition in certain circumstances. The Act applies to (i) every establishment in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour and (ii) every contractor who employs or who employed twenty or more workmen on any day of the preceding twelve months. The Act also provides for registration and licensing of principal employers and contractors' establishments respectively.
11.	The Plantations Labour Act, 1951	The object of this act is to provide for welfare of labour and to regulate the condition of

		work in Plantations.
12.	The Equal Remuneration Act, 1976	The object of the Act is to provide for the payment of equal remuneration to men and women workers in such establishments for performing the same work or work of similar nature. Same work or work of similar nature has been defined as work in respect of which the skill, effort and responsibility required are the same when performed under similar working conditions, by a man or a woman.
13.	The Interstate Migrant Workmen Act, 1979	It regulates the employment of Inter-State migrant workmen. It applies to every contractor who employer or who employed five or more inter-State Migrant workmenon any day of the preceding twelve months. The Act also provides for registration, Licensing of contractors, duties and responsibilities of contractors, wages and other condition of service of workmen.
14.	The Building and Other Construction Workers Act (RE & CS) Act, 1996	<p>The legislation seeks to provide for regulation of employment and condition of the building and other construction workers including fixing hours of work, wages, wages, overtime, welfare like drinking water, latrine, urinals, creches, first aid, canteen and safety of the workers.</p> <p>The A&amp;N Islands Building and Other Construction Workers Welfare Board started functioning from 2009 and various welfare schemes for the workers engaged in Construction activities and those who are registered as beneficiary under the above board are extended benefits like: Maternity benefit/educational assistance/Health benefits/Funeral assistance/ pension benefits etc</p>
15.	The Payment of Gratuity Act, 1972	It applies to all factories, shops & establishments employing more than 10 workers. Minimum 5 years of continuous service in an establishment is required for getting gratuity @ 15 days wages for each completed year of employment.
16.	The Payment of Bonus Act, 1965	This Act applies to all factories and to all other Establish which twenty or more persons

		<p>are employed on any day an accounting year with effect from 1975 in A&amp;N Island.</p> <p>The act has been applicable to Establishment/shops Employee and employees employed in Building Construction works.</p>
17.	The Andaman & Nicobar Islands Shops & Establishment Regulation, 2004	<p>The Regulation provides for registration of Shop Establishments and regulates the hours of work, payment of wages, leave, holidays, terms of service and other conditions of work of persons employed in Shop Establishments..</p>
18.	The Child Labour (Prohibition and Regulation) Act, 1986	<p>The main object of the Act is to prohibit the engagement of children who have not completed fourteenth year of certain employments and to regulate the conditions of children in certain other employments.</p> <p>The Act envisages no child shall be employed or permitted to work in any occupations set forth in Part A and Part B of the Schedule to the Act Central Government has issued a notification banning employment of children in Hotels, Dhaba, Restaurant and as Domestic Servant. Inspectors of the Labour Department been conducting inspection at hotels, restaurant, Dhabas and other Establishment regulations ensure compliance of the Act (Rules).</p>
19.	The Apprentice Act, 1961	<p>The object of the Act is to provide for the regulation and control of training of Apprentices in trades and makes it obligatory on the part of employers both in Public Sector and private Sector establishments having requisites training infrastructure as laid down in the Act to engage apprentices in 254 groups of industries covered under the Act.</p>

**MANUAL 6**  
**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL**  
**[Section 4(1)(b)(vi)]**

**A statement of the Categories of Documents Held**

<b>Name of Record</b>	<b>Details of Information Available</b>	<b>Unit/Section Where Available</b>	<b>Retention Period Where Available</b>
Details of Employees, educational Qualification, etc	All details are available	Establishment Section	Perpetual Period
Conciliation proceedings		ID Section.	
Case files of Non-payment or less payment of wages		Enforcement section.	

**MANUAL 7**

**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 OF IMPLEMENTATION**

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

**Details of Consultative Committees and other Bodies with which Consultations are Held**

<b>Sl. No.</b>	<b>Name and address of the Consultative Committees/Bodies</b>	<b>Constitution of the committee/body</b>	<b>Role and Responsibility</b>	<b>Frequency of Meetings</b>
1.	A&N Islands Minimum Wages Advisory Committee	Trade Union members/ eminent members of civil society/Andaman Chamber of Commerce/Employers/ Govt. dept's	To the minimum wages in 06 schedules of employment in A & N Islands	05 years
2.	A&N Building & Other Construction Workers Welfare Board		To extend the social security assistance to the eligible registered construction workmen.	Quarterly



**MANUAL 8**  
**A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED**  
**[Section 4(1)(b)(viii)]**

**List of Boards, Councils, Committees etc**

<b>Name &amp; Address of the Body</b>	<b>Main Functions of the Body</b>	<b>Constitution of the Body</b>	<b>Date of Constitution</b>	<b>Date up to Which Valid</b>	<b>Whether Meeting Open to Public</b>	<b>Whether Minutes Accessible to Public</b>	<b>Frequency of the Meetings</b>
1. A&N Islands Minimum Wages Advisory Committee	To recommend the minimum wages in 06 schedules of employment in A&N Islands	Trade Union members/eminant members of civil society/Andaman Chamber of Commerce/Employers/ Govt. Depts.	31.05.2023	30.05.2028	No	Yes	05 Years
2. A&N Building & Other Construction Workers Welfare Board	To frame welfare schemes for Construction workers		22.07.2022	21.07.2025			Quarterly

**MANUAL 9 - DIRECTORY OF OFFICERS AND EMPLOYEES****[Section 4(1)(b)(ix)]****Labour Department**

<b>S. No</b>	<b>Name &amp; Designation</b>	<b>Telephone (Off)</b>	<b>e-Mail ID</b>
1.	Shri. Srinivas Rao, Labour Commissioner	03192-233138	lcdet@and.nic.in
2.	Shri. Vishak OT, Assistant Labour Commissioner (HQ)	03192-233138	lcdet@and.nic.in
3.	Shri. Suranjan Mukhopadhyay, Assistant Labour Commissioner, Rangat	03192-274257	alcrangat@gmail.com
4.	Smti. P. Maya, Assistant Labour Commissioner - II	03192-233138	lcdet@and.nic.in
5.	Smti. Vijita Devi, Labour Inspector	03192-233138	lcdet@and.nic.in
6.	Shri. Ajay Kumar, Inspector of Factories	03192-233138	lcdet@and.nic.in
7.	Shri. Vn. Satya Narayan, Office Superintendent	03192-233138	lcdet@and.nic.in
8.	Smti. Nancy Percy, Personnel Assistant	03192-233138	lcdet@and.nic.in
9.	Shri. P. Abdul Aziz, Head Clerk	03192-233138	lcdet@and.nic.in
10.	Smti. Vimala, Higher Grade Clerk	03192-233138	lcdet@and.nic.in
11.	Shri. Shahir Mustaque, Higher Grade Clerk	03192-233138	lcdet@and.nic.in
12.	Smit. Rupam Kumari, Lower Grade Clerk	03192-274257	alcrangat@gmail.com
13.	Shri. G. Ravi Kumar, Lower Grade Clerk	03192-233138	lcdet@and.nic.in
14.	Shri. Suraj Prakash Barla, Lower Grade Clerk	03192-233138	lcdet@and.nic.in
15.	Smti. Nasrin Banu, Lower Grade Clerk	03192-233138	lcdet@and.nic.in
16.	Ms. Jaishree, Lower Grade Clerk	03192-233138	lcdet@and.nic.in
17.	Shri. P. Appa Rao, Staff Car Driver	03192-233138	lcdet@and.nic.in
18.	Shri. Mohd. Rafique, Staff Car Driver	03192-233138	lcdet@and.nic.in
19.	Shri. Bharat Singh, MTS	03192-233138	lcdet@and.nic.in
20.	Shri. J. Devarakam, MTS	03192-233138	lcdet@and.nic.in
21.	Shri. Dinobandhu Bairagi, MTS	03192-274257	alcrangat@gmail.com
22.	Shri. Santosh Kr. Bala, MTS	03192-233138	lcdet@and.nic.in
23.	Shri. A. Thameam Mohd, MTS	03192-233138	lcdet@and.nic.in
24.	Shri. Mohammed Ishan, MTS	03192-233138	lcdet@and.nic.in
25.	Shri. Ajay Kumar, MTS	03192-233138	lcdet@and.nic.in
26.	Smti. S. Bhavani, MTS	03192-233138	lcdet@and.nic.in
27.	Shri. Y. Devadanam, MTS	03192-233138	lcdet@and.nic.in

**Employment Exchange (Model Career Centre - MCC)**

<b>S. No</b>	<b>Name &amp; Designation</b>	<b>Telephone (Off)</b>	<b>e-Mail ID</b>
1.	Ms. Sapna Priya (DANICS), Employment Officer	03192-238135 (Off) 03192-232462 (Fax)	employmentofficerpb@yahoo.com
2.	Smti. Binu K, Vocational Guidance Officer	03192-238135 (Off)	employmentofficerpb@yahoo.com
3.	Smti. P. R. Sheeja, Personal Assistant	03192-238135 (Off)	employmentofficerpb@yahoo.com
4.	Shri. Dinesh Moorthy, Assistant Employment Officer	03192-238135 (Off)	employmentofficerpb@yahoo.com
5.	Smti. G Sreedevi, Senior Investigator	03192-238135 (Off)	employmentofficerpb@yahoo.com
6.	Shri. Alok Dutta, Sr. IT Analyst	03192-238135 (Off)	employmentofficerpb@yahoo.com
7.	Smti. Alima Shakeel, Head Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
8.	Smti. Sunita Biswas, Head Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
9.	Smti. Sakila Bano, Higher Grade Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
10.	Shri. M. Vijay Kumar, Higher Grade Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
11.	Smti. Supriya Biswas, Lower Grade Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
12.	Shri. Akhilesh Singh, Lower Grade Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
13.	Smti. A. P. Sajida Parveen, Lower Grade Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
14.	Miss. T Mamta, Lower Grade Clerk	03192-238135 (Off)	employmentofficerpb@yahoo.com
15.	Shri. Parishad Ram, Peon	03192-238135 (Off)	employmentofficerpb@yahoo.com
16.	Smti. Uma, MTS	03192-238135 (Off)	employmentofficerpb@yahoo.com
17.	Shri. Bifal Xalxo, SCC	03192-238135 (Off)	employmentofficerpb@yahoo.com
18.	Smti. Vazida Tabassum, MTS	03192-238135 (Off)	employmentofficerpb@yahoo.com
19.	Miss. Y Jyothi, MTS	03192-238135 (Off)	employmentofficerpb@yahoo.com

**Training (ITI)**

<b>S. No</b>	<b>Name &amp; Designation</b>	<b>Telephone (Off)</b>	<b>e-Mail ID</b>
1.	Shri. C. H. Venketeswar Rao, Principal	09434262620	venketesh_ch@rediffmail.com
2.	Shri. T. Subodh, Vocational Instructor (DC)	09434287833	subbu.srm66@gmail.com
3.	Shri.K. Sokkalingam, Vocational Instructor (SURVEYOR)	09434266116	sindhuslingam@yahoo.co.in
4.	Shri. R. Ramachandran, Vocational Instructor (ICTSM)	09434286905	rritpb@gmail.com
5.	Shri. C.H. Simcha Rao, Vocational Instructor (FITTER)	09434261850	chsimcharao1968@gmail.com
6.	Shri. T. Narendranath, Vocational Instructor (DRIVING)	09434266855	friendnarendra@yahoo.co.in
7.	Shri. L. Senthil, Vocational Instructor (FITTER)	09434287101	senthil.portmathblair@gmailcom
8.	Shri. E. V. Rao, Vocational Instructor (SURVEYOR)	09434280505	evritipb@yahoo.com
9.	Smti. A. Selvi, Vocational Instructor (STENOGRAPHY)	09474213991	aselviportblair@gmail.com
10.	Shri. P. Dilli Rao, Vocational Instructor (ICTSM)	09933270203	mailonrao@gmail.com
11.	Shri. Mathias, Vocational Instructor (ELECTRICIAN)	09476057808	mathiasiti1976@gmailcom
12.	Shri. R. S. Prabhuraj, Vocational Instructor (RAAC)	09679577293	prabhu.vi@and.nic.in
13.	Shri. Shib Sankar Baroi, Vocational Instructor	09474279664	shibsankarbaroi2107@gmail.com
14.	Shri. B. Eswara Rao, Sr. Accountant	09434285280	beswar.rao@and.nic.in
15.	Smti. Asha Singh, Head Clerk	7603918030	asha.s73@and.nic.in
16.	Smti. K. Vijay Lakshmi, Senior Investigator	09531812608	kvijaylakshmi1994@gmail.com
17.	Shri. B. Thirunvakkarasu, HGC	09474225778	thiru.1987@and.nic.in
18.	Shri. Shyam Babu, HGC	09474208736	shyam.1086@and.nic.in
19.	Shri. Sameer Salam, LGC	09679554564	sameer82salam@gmail.com
20.	Shri. K. Seetha Ram, Workshop Attendant	09933253391	killseetharam@gmail.com
21.	Shri. Harpal Singh, Workshop Attendant	09531882308	
22.	Shri. M. Karunanidhi, Workshop Attendant	09932172183	karunanidhi.4u@gmail.com
23.	Shri. G. Anoop, Workshop Attendant	09679591906	ganoop84@gmail.com
24.	Shri. Abdul Salam, Staff Car Driver	09474201097	
25.	Shri. Bipin Kumar Tirkey, Record Keeper	09474274698	
26.	Shri. R. L Kondal Rao, Sweeper	09679507979	
27.	Shri. V. Mallikarjuna Rao, Sweeper	09474215737	
28.	Shri. Sunil Gain, Watchman	09474205200	
29.	Shri. Ajit Mistry, Watchman	09476067008	ajitmistry10111967@gmail.com
30.	Smti. Dulai Dutta, Cook	09933212769	
31.	Shri. K. V. Ramaiah, Asst. Cook	09933218184	
32.	Smti. Banumathi, Asst. Cook	09474282221	
33.	Shri. A. Latheef, Cleaner	09434286580	
34.	Shri. Nirmal Mondal, Mali	09474205532	nirmalmondaliti692gmailcom
35.	Shri. Ram Moorthy, MTS	09434263418	rammoorthy041969@gmail.com
36.	Miss. Asha Kumari Kindo, MTS	06294140021	ashakum24@gmailcom

MANUAL 10  
**THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES INCLUDING THE  
SYSTEM OF COMPENSATION AS  
PROVIDED IN THE REGULATIONS**  
[Section 4(1)(b)(x)]

**Labour Department**

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Monthly Remuneration in ₹</b>
1.	Shri. Srinivas Rao, Labour Commissioner	159519
2.	Shri. Vishak OT, Assistant Labour Commissioner (HQ)	114986
3.	Shri. Suranjan Mukhopadhyay, Assistant Labour Commissioner, Rangat	155614
4.	Smti. P. Maya, Assistant Labour Commissioner - II	114796
5.	Smti. Vijita Devi, Labour Inspector	100294
6.	Shri. Ajay Kumar, Inspector of Factories	62962
7.	Shri. Vn. Satya Narayan, Office Superintendent	108895
8.	Smti. Nancy Percy, Personnel Assistant	100294
9.	Shri. P. Abdul Aziz, Head Clerk	92425
10.	Smti. Vimala, Higher Grade Clerk	74491
11.	Shri. Shahir Mustaque, Higher Grade Clerk	72478
12.	Smit. Rupam Kumari, LGC	53995
13.	Shri. G. Ravi Kumar, Lower Grade Clerk	53995
14.	Shri. Suraj Prakash Barla, Lower Grade Clerk	53995
15.	Smti. Nasrin Banu, Lower Grade Clerk	46083
16.	Ms. Jaishree, Lower Grade Clerk	42919
17.	Shri.P. Appa Rao, Staff Car Driver	90961
18.	Shri. Mohd. Rafique, Staff Car Driver	90961
19.	Shri. Bharat Singh, MTS	87484
20.	Shri. J. Devarakam, MTS	87484
21.	Shri. Santosh Kr. Bala, MTS	77968
22.	Shri. Dinobandhu Bairagi, MTS	47224
23.	Shri. A.Thameam Mohd, MTS	45847
24.	Shri. Mohammed Ishan, MTS	45847

25.	Shri. Ajay Kumar, MTS	41734
26.	Smti.S. Bhavani, MTS	47224
27.	Shri. Y. Devadanam, MTS	85105

**Employment Exchange (Model Career Centre - MCC)**

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Monthly Remuneration in ₹</b>
1.	Ms. Sapna Priya (DANICS),Employment Officer	100839
2.	Smti. Binu K, Vocational Guidance Officer	135979
3.	Smti. P. R. Sheeja, Personal Assistant	128659
4.	Shri. Dinesh Moorthy, Assistant Employment Officer	125905
5.	Smti. G Sreedevi, Senior Investigator	139822
6.	Shri. Alok Dutta, Sr. IT Analyst	128988
7.	Smti. Alima Shakeel, Head Clerk	108895
8.	Smti. Sunita Biswas, Head Clerk	92425
9.	Smti. Sakila Bano, Higher Grade Clerk	74491
10.	Shri. M. Vijay Kumar, Higher Grade Clerk	71572
11.	Smti. Supriya Biswas, Lower Grade Clerk	53995
12.	Shri. Akhilesh Singh, Lower Grade Clerk	49284
13.	Smti. A. P. Sajida Parveen, Lower Grade Clerk	50264
14.	Miss. T Mamta, Lower Grade Clerk	44107
16.	Smti. Uma, MTS	79981
17.	Shri. Bifal Xalxo, SCC	64792
18.	Smti. Vazida Tabassum, MTS	53995
19.	Miss. Y Jyothi, MTS	45847

**Training (ITI)**

<b>S. No.</b>	<b>Name &amp; Designation</b>	<b>Monthly Remuneration in ₹</b>
1.	Shri. C. H. Venketeswar Rao, Principal	137068
2.	Shri. T. Subodh, Vocational Instructor (DC)	192754
3.	Shri.K. Sokkalingam, Vocational Instructor (SURVEYOR)	192754
4.	Shri. R. Ramachandran, Vocational Instructor (ICTSM)	192754
5.	Shri. C.H. Simcha Rao, Vocational Instructor (FITTER)	192754
6.	Shri. T. Narendranath, Vocational Instructor (DRIVING)	192754
7.	Shri. L. Senthil, Vocational Instructor (FITTER)	187447
8.	Shri. E. V. Rao, Vocational Instructor (SURVEYOR)	82131
9.	Smti. A. Selvi, Vocational Instructor (STENOGRAPHY)	177537
10.	Shri. P. Dilli Rao, Vocational Instructor (ICTSM)	153388
11.	Shri. Mathias, Vocational Instructor (ELECTRICIAN)	125402
12.	Shri. R. S. Prabhuraj, Vocational Instructor (RAAC)	83092
13.	Shri. Shib Sankar Baroi, Vocational Instructor	83596
14.	Shri. B. Eswara Rao, Sr. Accountant	105967
15.	Smti. Asha Singh, Head Clerk	92425
16.	Smti. K. Vijay Lakshmi, Senior Investigator	72661
17.	Shri. B. Thirunvakkarasu, HGC	66988
18.	Shri. Shyam Babu, HGC	68818
19.	Shri. Sameer Salam, LGC	53995
20.	Shri. K. Seetha Ram, Workshop Attendant	125117
21.	Shri. Harpal Singh, Workshop Attendant	84163
22.	Shri. M. Karunanidhi, Workshop Attendant	93523
23.	Shri. G. Anoop, Workshop Attendant	93523
24.	Shri. Abdul Salam, Staff Car Driver	121705
25.	Shri. Bipin Kumar Tirkey, Record Keeper	87484
26.	Shri. R. L Kondal Rao, Sweeper	57757
27.	Shri. V. Mallikarjuna Rao, Sweeper	78784
28.	Shri. Sunil Gain, Watchman	76665
29.	Shri. Ajit Mistry, Watchman	76665
30.	Smti. Dulai Dutta, Cook	89863
31.	Shri. K. V. Ramaiah, Asst. Cook	87484
32.	Smti. Banumathi, Asst. Cook	87484
33.	Shri. A. Latheef, Cleaner	85105
34.	Shri. Nirmal Mondal, Mali	76665
35.	Shri. Ram Moorthy, MTS	90238
36.	Miss. Asha Kumari Kindo, MTS	40357

**MANUAL11**  
**THE BUDGET ALLOCATED TO EACH AGENCY**

[Section4 (1) (b)(xi)]

Rs in Lakhs

Major Head	Activities to be Performed	Sanctioned Budget (2024-25)	Budget Estimate (2024-25)	Revised Estimate (2024-25)	Expenditure for the Last Year (2023-24)
Revenue 2230	To meet salary & Other expenditure of personnel/staff	1,742	1,742	1,998	2,032
Capital 4250	Civil Works	300	300	300	545

Rs in Lakhs

Name of the Plan Scheme	Activities to be Undertaken	Date of Commencement	Expected Date for Completion	Amount Sanctioned	Amount Disbursed/Spent (up to Feb 2025)
Establishment & Strengthening of Labour Department	Enforcement of Labour Laws	Since implementation	Mar – 25	344.170	311.97
Strengthening of Labour infrastructure & rehabilitation	Extending Social Security benefits & providing remuneration to working class	1997	Mar – 25	46.63	26.48
Establishment & Strengthening of Employment Exchange in A&N Islands	To boost up vocational & carrier guidance & register job sector	Since implementation	Mar – 25	224.05	218.49
Establishment & Strengthening of ITI/VTI in A & N Islands	Extending training activates development. and upgrading skills of youths	1988	Mar – 25	1,383.15	1,121.84



**MANUAL12**  
**THE MANNER FOR EXECUTION FOR SUBSIDY PROGRAM**  
**[Section4(1)(b)(xii)]**

**List of Institution Given Subsidy**

<b>S. No</b>	<b>Name and Address of the Institution</b>	<b>Purpose for which Subsidy Provided</b>	<b>No. of Beneficiaries</b>	<b>Amount of Subsidy</b>	<b>Previous Years Utilization Progress</b>	<b>Previous Years Achievements</b>
Nil						

**List of Individuals Given Subsidy**

<b>S. No</b>	<b>Name and Address of the Beneficiary</b>	<b>Purpose for which Subsidy Provided</b>	<b>Amount of Subsidy</b>	<b>Scheme and Criterion for the Selection</b>	<b>No. of Times Subsidy Given in part with Purpose</b>
Nil					

**MANUAL 13**  
**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED**  
**[Section 4(1)(b)(xiii)]**

<b>S. No</b>	<b>Name and Address of the Beneficiary</b>	<b>Nature of Concession/Permit/ Authorization Provided</b>	<b>Purpose for Which Granted</b>	<b>Scheme and Criterion for Selection</b>	<b>No. of Times Subsidy Given in part with Purpose</b>
Nil					

**MANUAL 14**  
**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED**  
**[Section 4(1)(b)(xiv)]**

<b>Activities for which Electronic Data Available</b>	<b>Nature of Information Available</b>	<b>Can it be Shared withPublic</b>	<b>Is it Available on Website</b>
All forms pertaining to the Department are available in electronic format	Application for Registration Forms and for lodging complaints	Yes	Yes, on the website <a href="http://www.labour.and.nic.in">www.labour.and.nic.in</a>

**MANUAL 15**  
**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**  
**[Section 4(1)(b)(xv)]**

**Facilities Available for Obtaining Information**

<b>S. No.</b>	<b>Facility Available</b>	<b>Nature of Information Available</b>	<b>Working Hours</b>
1	Office	All forms and applications and Official Documents	8:30am to 5:00pm (Monday to Fridays)
2	Website <a href="http://www.labour.and.nic.in">www.labour.and.nic.in</a>	All forms and applications	24 x 7

**MANUAL 16**  
**NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**  
**[Section 4(1)(b)(xvi)]**

**List of Public Information Officer**

<b>Designation of the Officer Designated as PIO</b>	<b>Postal Address</b>	<b>Telephone</b>	<b>e-Mail ID</b>	<b>Demarcation of Area/Activities, if more than one PIO is there</b>
Labour Commissioner & Director of Employment & Training	Office of the Labour Commissioner & Director of Employment & Training, Andaman & Nicobar Administration, Supply Line, Sri Vijaya Puram – 744 101	03132 - 233138	lcdet@and.nic.in	NA

### List of Assistant Public Information Officers

S. No.	Designation of the Officer Designated as APIO	Postal address	Telephone	e-Mail ID
1	Assistant Labour Commissioner (HQ)	Supply Line, Sri Vijaya Puram – 744 101	03192 - 245539	lcdet@and.nic.in
2	Assistant Labour Commissioner, Rangat	North & Middle Andaman, Rangat	03192 - 274257	alcrangat@gmail.com
3	Assistant Labour Commissioner, Hut Bay	Hut Bay, Little Andaman	03192 - 284305	lcdet@and.nic.in
4	Employment Officer	Supply Line, Sri Vijaya Puram – 744 101	03192 - 238135	employmentofficerpb@yahoo.com
5	Principal	Govt. ITI, Dollygunj	03192 - 251270	venketesh_ch@rediffmail.com

### First Appellate Authority within the Department

Designation of the Officer Designated as First Appellate Authority	Postal Address	Telephone	e-Mail ID	Demarcation of Area/Activities, if more than one PIOs there
Secretary (Labour & Employment), A & N Administration	Secretariat, Sri Vijaya Puram – 744 101	03192 -230661	secy-sw@and.nic.in	NA