

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF PUBLIC AUTHORITIES**

**OFFICE OF THE COMMISSIONER OF LABOUR  
ANDHRA PRADESH**

**INFORMATION HAND BOOK  
[Refer to Chapter II Section 4(1) RTI Act, 2005]**

**Centre for Good Governance  
Road No. 25, Jubilee Hills, Hyderabad  
Andhra Pradesh**

## **CHAPTER – 1**

### **INTRODUCTION**

#### 1.1 Background

The Right to Information Act (22 of 2005) of Parliament received the assent of the President on the 15<sup>th</sup> June, 2005 and published for general information on the 21<sup>st</sup> June 2005. The Govt. of Andhra Pradesh made Andhra Pradesh Right to Information (Regulation of fee & cost) Rules, 2005 vide GO.Ms.No.454, GA(I & PR-II) Dept., Dt:13.10.2005 .

The key objective of this Act is to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

#### 1.2 The purpose of this information hand-book is to describe the provisions of Sec 4(1) (b) which are mandatory Suomotu disclosure of every public authority for understanding by the public and can be used as an effective tool in a regime of good governance.

#### 1.3 The intended users of the handbook are Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

#### 1.4 The words and expressions such as 'information', 'record', 'Right to Information' etc., used in this hand book shall have the meaning as defined to them in the RTI Act, 2005.

#### 1.5 Organization of information

This hand book contained information about the organization, functions and its duties, powers & duties of its officers and employees, procedure followed in decision making process, normal set for discharge of functions, Boards and Committees constituted, directly of officers and employees along with their remunerations and names, designations of Public Information Officers & Appellate Authorities of this organization.

#### 1.6 Getting additional information

The sources, procedures and fees structure for getting information is not available in this hand book. For any additional information refer the following Government orders.

1. Go.Ms.No.454, GAD dt:13.10.05
2. Go.Ms.No.545, GAD dt:12.12.05
3. Go.Ms.No.740, GAD dt: 01.10.07

#### 1.7 Names & Address of key contact persons-Refer chapters 10 and 17 of this Hand Book.

**CHAPTER 2**  
**Organisation, Functions and Duties**  
**[Section 4(1 ) (b) (i) ]**

2.1 Particulars of the organization, functions and duties:

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	O/o Commissioner of Labour, A.P., Vijayawada	D.No 33-6-7 Papaiah Street Seetharamapuram Vijayawada-520002	<p>This department is dealing with the following enactments:-</p> <p><b><u>CENTRAL ENACTMENTS:-</u></b></p> <ol style="list-style-type: none"> <li>1. Employees Compensation Act, 1923</li> <li>2. Trade Unions Act. 1926</li> <li>3. Payment of Wages Act. 1936</li> <li>4. Industrial Employment (Standing Orders) Act, 1946.</li> <li>5. Industrial Disputes Act, 1947</li> <li>6. Minimum Wages Act, 1948.</li> <li>7. Motor Transport Workers Act, 1965</li> <li>8. Payment of Bonus Act, 1965.</li> <li>9. Contract Labour (Regulation and Abolition) Act, 1970.</li> <li>10. Payment of Gratuity Act, 1972</li> <li>11. Beedi and Cigar Workers (Condition of Employment) Act., 1976</li> <li>12. Equal Remuneration Act, 1976</li> </ol>	<p><b><u>COMMISSIONER OF LABOUR:-</u></b></p> <p>The Commissioner of Labour is the Head of the Department and he is drawn from IAS, cadre. Besides administrative work he discharges statutory functions as:-</p> <ol style="list-style-type: none"> <li>1. Registrar of Trade Unions under the Trade Unions Act. 1926.</li> <li>2. Chief Inspector under A.P. Shops and Establishments Act. 1966.</li> <li>3. Appellate Authority to transfer the appeal from one authority to another authority.</li> <li>4. Commissioner under Workmen's Compensation Act. 1923.</li> <li>5. Appellate Authority under Payment of Gratuity Act. 1972.</li> <li>6. Appellate Authority under Payment of Wages Act, 1936.</li> <li>7. Conciliation Officer under the Industrial Disputes Act. 1947.</li> <li>8. Estate Officer under the A.P. Public Premises (Eviction of un-authorised occupants) Act, 1968 in respect of premises constructed under Industrial Housing Scheme.</li> <li>9. Certifying Officer under Industrial Employment (Standing Orders) Act, 1946 for the State.</li> <li>10. Inspector under working journalists (Conditions of Service) and Miscellaneous Provisions Act, 1955 for the whole State.</li> </ol>

			<p>13. Sales Promotion Employees (Conditions of Service) Act. 1976</p> <p>14. Working Journalists and other News Paper Employees (Conditions of Service) and Miscellaneous Provisions Act.1976.</p> <p>15. Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.</p> <p>16. Child Labour (Prohibition and Regulation) Act. 1986.</p> <p>17. Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.</p> <p>18. Building and Other Construction Workers Welfare Cess Act, 1996.</p> <p>19. Unorganized Workers Social Security Act, 2008.</p> <p><b><u>STATE ENACTMENTS:-</u></b></p> <p>1. A.P. Factories and Establishments (National Festivals and other Holidays) Act. 1974</p> <p>2. A.P. Muttah Jattu Hamal and other Manual Workers (Regulation of Employment and Welfare) Act. 1976.</p> <p>3. Andhra Pradesh Welfare Fund Act., 1987.</p> <p>4. A.P. Shops and Establishments Act. 1988.</p> <p>Administration-Service Matters relating to Gazetted and Non-Gazetted Officers (Except Class-IV Employees) and maintenance of their Personal Files.</p>	<p>11. Inspector under Payment of Bonus Act, 1965.</p> <p>12. Inspector under Contract Labour (Regulation and Abolition) Act. 1970 for the State.</p> <p>13. Chairman of the Medical Appellate Tribunal under ESI Act.</p> <p>14. Chairman of the A.P. Coal Fields Sub-Committee.</p> <p>15. Welfare Commissioner under iron Ore Mines Labour Welfare Fund Act for the State and;</p> <p>16. Appellate Authority under Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act. 1979.</p> <p>17. Authority under Minimum Wages Act.</p> <p>18. Appellate Authority under Equal Remuneration Act.</p> <p>19. Chief Inspector under Motor Transport Workers Act.</p> <p>20. Competent Authority under Section 25 M of Industrial Disputes Act.</p> <p>21. Competent Authority under Section 25 N of Industrial Disputes Act</p> <p>Appointments, Transfers and Seniorities etc., relating to Service Matters to Gazetted and Non-Gazetted Officers</p>
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**CHAPTER 3**  
**Powers and Duties of Officers and Employees**  
**[Section 4(1) (b) (ii)]**

3.1 Please provide details of the powers and duties of employees of the authority by designation as follows:

**WORK DISTRIBUTION OF OFFICE OF THE COMMISSIONER OF LABOUR::ANDHRA PRADESH, VIJAYAWADA**

<b>Sl. No</b>	<b>Section</b>	<b>Subjects</b>	<b>Superintendent/ Sr. Assistant/ Jr.Asst./ Office Sub. Etc.</b>	<b>Flow Chart for circulation of files</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	A	Gazetted and Non Gazetted Officers Service matters, , Disciplinary and Vigilance Cases, Pensions (Gazetted Officers) Cadre Strength, Attendance	Shaik Ahamed Ali, :Superintendent D.Asha, :Sr. Assistant B.Rajesh Babu, :Sr. Assistant Mohd Ishaq :Office Subordinate	ADDL.COL / COL
2	B	Budget, Audit, Sanction of Loans and Advances, Medical reimbursements of Gazetted and Non Gazetted Officers, 610 GO, RTI Act.	B.Hari Krishna :Superintendent S.Sarada Rani :Sr.Assistant	ACL-III/ Addl.COL/ COL
3	C	HRC, CMP, LAQs, LSQs, RSQs, Maintenance of Registers of Court Matters and Coordinate work of Head Office, Re-Organization and related matters excluding employees allocation and cadre strength),	D.S.Ramakrishna :Superintendent	ACL-II/Addl.COL/ COL
4	D	Delegation of Financial Powers, Salary and all bills of Gazetted and Non Gazetted Officers, Stores and Purchases, Maintenance of Computers and Vehicles, Rents, House Keeping, Departmental properties. (Drawing and Disbursing officer). Utilization of funds of B&OCWWB allotted to Chief Inspector and COL for implementation of enforcement of the Act.	K.Venkateswarlu :Superintendent ASV Naidu :Sr.Assistant S.Lakshmi :Sr.Asst A.V.Charmila : Jr.Asst M.Mohan Rao: Office Sub ordinate	ACL-II/ ADDL.COL/ COL
5	E	All matters in respect of Building and Other Construction Workers Act, 1996 and Cess Act, 1996 including Cess Notices, Statistics on the said Act. Correspondence with SOs and APB&OCWW Board, Review meetings in connection with the Act.	(I/C). B. Anand paul :Superintendent	ACL-I/JCL/ COL

6	F	Unorganized Workers Social Security Act, 2008,	M.Anuradha :Spl.Cat.Steno Sk.Salma Begum : Jr.Assistant M.Nagarani :Sr.Steno	ACL-I/Addl.COL/COL
7	G	Inward and Outward, Maintenance of Library and Records Room, Telugu Amalu.	A.Seetha Lakshmi :Superintendent L.S.K Varma : Sr.Asst P.Madhu Krishna : Office Subordinate : (Outward)	ACL-II/JCL / COL
8	H	ID Act, 1947, Trade Union Act, 1926, Code of Discipline, SEZs, May Day Celebrations.	Shaik Nazeer Basha :Superintendent K.S.Prasanna Kumari :Sr.Assistant Fasi Masood Qureshi :Office Subordinate	ACL-I/Addl.COL / COL
9	I	Statistical Cell, Labour Bulletins, DCB, Conducting of review and Departmental meetings. Computerization, Website and Online Services, Review of Diaries, Trainings,,	K.Raghunath : Statistical Officer M.Sai Sekhar :Dy.S.O Husunuddin Mohd : Jr.Assistant P.Vamsikrishna Kanth: Jr.Assistant Ravi Teja Muni Reddy : Jr.Assistant	ACL-II/ JCL / COL
10	J	Minimum Wages Act, 1947, Industrial Employment Standing Orders Act, Payment of Wages Act, 1936	K.K.Durga Bhavani : Superintendent K.Srinivas : Sr.Assistant A.V.Radhika : Jr.Assistant	ACL-III/ JCL / COL
11	K	<u>Child Labour Cell:</u> SRC, NCLP, NCPCR, Enforcement, advertisements and awareness of Acts, Bonded Labour	B.Anand Paul :Superintendent Ch.Srinivas :Sr.Assistant	ACL-II/Addl.COL / COL
12	L	Contract Labour Act, 1970, Interstate Migrant Workers (RE&CS) Act, 1979, Beedi and Cirgar Workers (COE) Act, 1966, Beedi Workers Housing and Industrial Housing (SIHS), LWCs, Employees Compensation Act, 1923, Payment of Gratuity Act, Mat Cases	K.Vasanth Rao :Superintendent T.Omprakash Reddy : Sr.Assistant	ACL-III/ JCL / COL
13	M	Building and Other Construction Workers Court Cases, Vigilance Alert Notes	(I/C) E.V. Ramanamma : Superintendent V.Veni : Jr.Assistant K.Srinivas : Jr.Assistant Y.Jyothi Kumari : Sr.Assistant	ACL-I/JCL/ COL
14	N	Mutta Jattu, Hamalies & other Manual Workers (RE&W) Act, 1979, Mutta Jattu, Hamalies & Other Manual Workers (RE&W) Act, 1979 and other Acts not related to the Labour Department. Grant in-Aid, All Social Security Schemes,	E.V. Ramanamma :Superintendent Y. Dhanunjayudu :Senior Assistant	ACL-III/JCL /COL

		Payment of Bonus Act, 1965, Equal Remuneration Act, 1976, Motor Transport Workers Act, 1961, A.P.Labour Welfare Fund Act, 1987, Maternity Benefit Act, 1961, Sales Promotion Employees (COS) Act, 1976, Working Journalists & Other News Paper Employees (Conditions of Service), Cine Workers and Cinema Theaters Workers (ROE) Act, 1981,		
15	0	A.P.Shops and Estt.Act, 1988, A.P.Factories & Estt. (National Festival & Other Holidays Act, 1974), Quasi Judicial cases in MW and other allied Labour Enactments. (Quasi Judicial case work under all Enactments will be attend by COL or to any officer as directed by COL)	A.V.N Mani : Superintendent	ACL-III/ JCL / COL
Peshi to the Commissioner of Labour			Ch.V.R.Gupta- Superintendent Mohd.Akram, Office Subordinate	
Peshi to the Addl. Commissioner of Labour			Mohd.Jani : Office Subordinate K.Praveen : Office Subordinate	
Asst. Commissioner of Labour-I (Smt. S.Mohana Lakshmi) Asst. Commissioner of Labour-II (Smt. RVSS Ramalakshmi) Asst. Commissioner of Labour-III ( Kum. Ch.Alochana			B.Gnaneshwar :Office Subordinate	

**CHAPTER 4**  
**Procedure Followed in Decision-making Process**  
**[Section 4 (1) (b) (iii)]**

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision making authority
Goal-setting & Planning	Government 1. To maintain harmonious industrial relations 2. Industrial Growth 3. Social Justice to the Workers 4. Enforcement of Labour Acts 5. Labour Welfare 6. Registration and Regulation of Trade Union		Commissioner of Labour
Budgeting	Preparation of 1. Budget Estimates under Plan & Non-Plan 2. Distribution of Budget Plan and Non-Plan to all subordinate controlling officers in the State 3. Preparation of Number statements Plan a& Non-Plan 4.Reconciliation work between the Departmental figures and AG Figures	Proposals will be submitted to the Commissioner of Labour through Controlling Officers for taking decision.	Commissioner of Labour
Formulation of programmes, schemes and projects	If any requisition received from the related Sections about the Budget for implementation of Schemes &Programmes pertaining to their sections, Necessary proposals will be submitted to the Government for consideration 2. Insurances Scheme to Rickshaw Pullers and Auto Drivers under social security scheme. 3. Beedi Housing Scheme	---	
Recruitment/ hiring of personnel	Direct Recruitment / Promotion / Transfer	---	Commissioner of Labour
Release of funds	On receipt of the budget release order from the		



	government, the funds will be distributed to all the Subordinate Officers in the State		
Implementation/ delivery of service/utilization of funds	By way of reviews with the Sub-ordinate officers		Commissioner of Labour
Monitoring & evaluation	By way of periodicals prescribed under all enactments and preparation of annual administration reports		Commissioner of Labour
Gathering feedback from public	--	--	---
Undertaking improvements	---	---	---

**CHAPTER 5**  
**Norms set for the Discharge of Functions**  
**[Section 4(1) (b) (IV)]**

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl.No	Function/ Service	Norms/Standards of Performance set	Time frame	Reference document describing the norms (Citizen's Charter, Service Charter etc)
1) COL	STATE WIDE JURISDICTION (STATUTORY/ QUASI JUDICIAL/ SUPERVISORY FUNCTIONS)	Ensuring the Norms/Standards of performance indicators prescribed to the subordinate officers under various Labour laws. Holding monthly review meetings with subordinate officers on the achievements of the targets fixed.	The Commissioner of Labour is the specified authority under section 25-M, 25-N of the I.D. Act. Whenever the managements seeking permission for lay-off, retrenchment under sections 25-M & N of the I.D. Act respectively, the orders on the said application has to be issued within 60 days from the date of receipt of the application.	
2) ADDL.COL	STATE WIDE JURISDICTION (STATUTORY/ QUASI JUDICIAL/ SUPERVISORY	Ensuring the Norms/Standards of performance indicators prescribed to the subordinate officers under various Labour laws. Holding monthly review meetings with subordinate officers on the achievements of the targets fixed.		
3) JCLS [2]	STATE WIDE JURISDICTION (STATUTORY/	Ensuring the Norms/Standards of performance indicators prescribed to the subordinate officers under various Labour		

	QUASI JUDICIAL/ SUPERVISORY	laws. Holding monthly review meetings with subordinate officers on the achievements of the targets fixed.		
5) ACLS [2]	STATE WIDE JURISDICTION (STATUTORY/ QUASI JUDICIAL/ SUPERVISORY	I.D Act (MZ-III) including implementation of awards and settlements residuary work of ILO Project, CL Act work relating to Contract Labour Advisory Board, Interstate Migrant Workers Act Public relations, library including news magazines, Labour bulletin, Beedi& Cigar Act, Welfare Schemes for Beedi Workers including Beedi Housing, Building Construction workers ordinance and its consequential work, wage boards and Wage committees		
6) STATISTICAL OFFICER	LABOUR STATISTICS	Preparation of Labour Statistics and Periodicals to be submitted to Labour Bureau, Shimla		

**CHAPTER 6 & 7**  
**Regulations, Instructions, Manual and Records, for Discharging Functions**  
**[Section 4(1)(b)(v) & (vi)]**

6.1 A list and gist of rules, regulations, instructions, manuals and records held by public authority are under its control are used by its employees for discharging functions in the following format:-

Sl.No	Description	Gist of contents	Price of the publication if priced
<b>Rules &amp; Regulations</b>			
<b><u>1.A.P.Civil Services (CCA) Rules,1991</u></b>	These rules came into force wef. 1.10.992. These rules are intended to be applicable to every government servant. These rules define disciplinary authority as one who is competent to impose any of the penalties specified in rule 9 or 10 and the procedure to be followed. The appointing authorities are the disciplinary authorities under these rules. The Commissioner of Labour is the disciplinary authority for the categories of ACLs and Los in the State and the staff working in the Commissionarate of Labour and also Appellate authority in respect of ALOs and subordinate staff working in the districts.	<ul style="list-style-type: none"> <li>• Part-I of the Act deals with the interpretation ,application power to exclude from operation.</li> <li>• Part-II of the Act deals with the classification of services.</li> <li>• Part-III of the Act deals with the suspensions.</li> <li>• Part-IV of the Act deals with the Penalties and Disciplinary Authorities.</li> <li>• Part-V of the Act deals with the Procedure for imposing major penalties.</li> <li>• Part-VI of the Act deals with the Appeals and period of implementation for appeal etc.,</li> <li>• Part-VII of the Act deals with the revision and review of appeals.</li> <li>• Part-VIII of the Act deals with the miscellaneous provisions and Schedules.</li> </ul>	Publication of the Acts and Rules is not taken up by the Department. The Copy of the Act and Rules are available in the local Book Stalls.

<p><b><u>2 A.P. Civil Services (Conduct) Rules, 1964.</u></b></p>	<ul style="list-style-type: none"> <li>• These rules shall apply to every person who is a member of a civil service of the State.</li> <li>• Every Govt. employee shall be devoted to his duties and shall maintain absolute integrity, discipline impartiality and a sense of propriety.</li> <li>• These rules deal with the conduct of the public servant not only in his official life but also in his private life.</li> </ul>	<ul style="list-style-type: none"> <li>• Under Rule 3 Every Govt. employee shall be devoted to his duties and shall maintain absolute integrity, discipline impartiality and a sense of propriety.</li> <li>• Under Rule 6 Every Govt. employee shall intimate to the Competent Authority with in 15 days from the date of receipt of any Foreign Currency, Foreign Goods tec., if the value of those articles is more than Rs.10,000.</li> <li>• Under Rule 9 very Govt. employee shall get prior permission from the appropriate authority ( as prescribed under rule 9 (10) )for acquiring and disposing of movable Or immovable properties , if the value of the property is more than Rs.20,000/-</li> </ul>	
<p><b><u>3. A.P. Last Grade Service Rules, 1992.</u></b></p>	<p>The rules are framed for appointment and regulation of service matters relating to last grade services in the state. As per these rules, the head of the office is the appointing authority for the posts comes under last grade services .</p>	<p>Rule 4 deals with the method of appointment and qualifications for the posts of Last Grade Services.</p>	
<p><b><u>4. Industrial Disputes Act, 1947</u></b></p>	<ul style="list-style-type: none"> <li>• The Industrial Disputes Act, 1947 is a Central Legislation. It is an important instrument to maintain industrial tranquility</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter –II of the Act deals Authorities under this Act such as Conciliation Officers may appoint by the appropriate Govt., by notification in Official Gazette.</li> </ul>	

	<p>between Employer and the workers in India. The Act has passed in the year 1947 and brought into force from 1.4.1947. The object of the Act to make provision provides the machinery and procedure for the investigation and settlement of industrial disputes and other purposes.</p> <ul style="list-style-type: none"> <li>• Certain provisions of the Act were subsequently amended and adoption of laws, whereby the scope of the Act was widened and the defects noticed in the original enactment, were removed. The Act applies to any person (including an apprentice) employed in any industry to do any manual, unskilled, skilled, technical, operational, clerical or supervisory work for hire or reward, whether the terms of employment be express or implied, and for the purpose of any proceeding under this Act in relation to an industrial dispute, includes any such person who has been dismissed, discharged or retrenched in connection with or, as a consequence of, that dispute, or whose dismissal, discharge or retrenchment has led to that dispute. This Act contains 40 Sections and 5 schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter – II-A deals with Conditions of service for change of which notice is to be given.</li> <li>• Chapter –III deals with Reference of disputes to Boards, Courts or Tribunals.</li> <li>• Chapter – IV deals with procedure powers and duties of authorities.</li> <li>• Chapter – V deals with Strikes and Lock-outs.</li> <li>• Chapter – V-A deals with Lay-off and retrenchment.</li> <li>• Chapter – V-B deals with Special provisions relating to lay-off retrenchment and closure in certain establishments.</li> <li>• Chapter – V-C deals with unfair labour practices.</li> <li>• Chapter – VI deals with Penalties</li> <li>• Chapter – VII deals with such as offences by companies recovery of money due from an employer, power to make rules etc.,</li> <li>• Schedule –I – The List of Industries which may be declared to be Public Utility Services under Sub-clause (vi) of Clause (n) of Section 2.</li> <li>• Schedule –II – Matters within the jurisdiction of Labour Courts.</li> <li>• Schedule –III – Matters within the jurisdiction of Industrial Tribunals.</li> <li>• Schedule – IV – Conditions of service for change of which notice is to be given.</li> <li>• Schedule – V – I. On the part of the Employers and trade unions of employers.</li> <li>• Schedule – V-II. On the part of workmen and trade unions of workmen.</li> </ul> <p>The State Government has made the Rules known as Industrial Disputes (A.P) Rules, 1958.</p> <ul style="list-style-type: none"> <li>• Part –I application for reference to Boards of conciliation, Courts of enquiry, Labour Courts and Industrial Tribunals and notification of appointment</li> </ul>	
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		<p>of Board, Court, Labour Court or Tribunal.</p> <ul style="list-style-type: none"> <li>• Part –II- Arbitration agreement.</li> <li>• Part – III – Powers, procedures and duties of conciliation officers, Boards,</li> <li>• Courts, Labour Courts, Tribunal arbitrators.</li> <li>• Part –IV – Remuneration of Chairman and members of Courts, Presiding officers of Labour Courts and Tribunals, assessors and witness.</li> <li>• Part-V – Notice of change.</li> <li>• Part –VI – Representation of parties</li> <li>• Part –VII – Works Committee.</li> <li>• Part –VIII – Miscellaneous and protected workmen.</li> <li>• Part -IX – Rules for the reservation and destruction of records.</li> </ul> <p>Implementation of awards of Labour Courts and Industrial Tribunals: Under section 29 of ID Act, the Commissioner of Labour is competent to prosecute the erring managements for non-implementation of the awards.</p> <ul style="list-style-type: none"> <li>• Delegation of powers vested with the Govt. to the Commissioner of Labour/Joint Commissioner of Labour and their superiors in the Labour Department under sub section (1) &amp; (2) of Sec.10,sub-section(1) of Sec.33-C,and sub-section(1) of Sec.34 of the I.D.Act,1947(G.O.Ms.No.63,Dated:2.08.08 of LET &amp; F Dept.</li> <li>• To include the sales promotion employees U/s 2(S) of I.D.Act through Gazette Notification No.28 Dated: 24.07.2008.</li> </ul>	
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<p><b><u>5.Trade Union Act,1926</u></b></p> <p><b><u>Code of Discipline</u></b></p>	<p>The Act enacted to provide for the registration of trade unions and to define the law relating to trade union. It also deals with the right to form an association etc.</p> <p>Under the Code of Discipline the mode of conduct elections in the Establishments, Companies and Factories, so as to avoid Labour unrest</p>	<p>Chapter-I deals with the extent and commencement of the Act. Chapter-II deals with the registration of trade unions. Chapter-III deals with the rights and liabilities of registered trade unions. Chapter-IV deals with power to make regulation. Chapter-V deals with the penalties and procedures.</p> <p>On the representation of President or General Secretary, the appropriate authority conduct verification of Membership of the Union and conduct Elections as prescribed under Code of Discipline.</p>	
<p><b><u>1.Employees Compensation Act, 1923</u></b></p>	<p>The Workmen's Compensation Act is a Central Legislation. It is an important piece of Social security Legislation in India. The Act was passed in the year 1923 and was brought into force from 1924. The object of the Act was to impose an obligation upon the employers to pay compensation to the workers injured arising out of and in the course of employment and resulting in death or total or partial disablement. Compensation was also made payable for certain occupational diseases enumerated in the Act.</p> <p>Certain provisions of the Act were subsequently amended, whereby the scope of the Act was widened. The Act also applies to Railway servants and casuals workers.</p>	<ul style="list-style-type: none"> <li>• Chapter –II of the Act deals with employers liability for compensation, amount of compensation, compensation to be paid when due and penalty for default , method of calculation and distribution of compensation etc.,</li> <li>• Chapter – III deals with appointment of Commissioners, form of applications powers and powers of Commissioners, method of recording evidence registration of agreements, appeals and recovery.</li> <li>• Chapter –IV deals with powers of the state Governments to make Rules, publication of Rules, transfer of money paid as compensation.</li> <li>• Schedule –I – List of injuries deemed to result in permanent, total and partial disablements.</li> <li>• Schedule –II – List of persons included in the definition of workmen.</li> <li>• Schedule –III – List of occupational diseases.</li> <li>• Schedule – IV – Compensation payable in certain cases.</li> </ul>	



<p style="text-align: center;"><b><u>Employees Compensation (A.P) Rules, 1953</u></b></p>		<p>The State Government has made the Rules known as Workmen's Compensation (A.P) Rules, 1953.</p> <ul style="list-style-type: none"> <li>• Part –I of the Rules deals with review of half monthly payments and computation thereof.</li> <li>• Part –II- deposit of compensation.</li> <li>• Part – III – Repots of accidents.</li> <li>• Part –IV – Medical examination.</li> <li>• Part-V – Procedures.</li> <li>• Part –VI – Transfer of reports and money to another Commissioners.</li> <li>• Part –VII –Appointment of representatives.</li> <li>• Part –VIII – Record of Memorandum of agreements.</li> <li>• Part -IX – Costs and scale of court fees.</li> <li>• Part –X – Notice to the employer by the Commissioner and statement of reply by the employer and notice book.</li> </ul> <p>Part –XI – Maintenance of register, certified copies and allowance to witnesses by the Commissioner.</p>	
<p><b><u>2. Payment of Wages Act, 1936</u></b></p>	<p>This Act was enacted by the Central Government in the year 1936. It regulates payment of wages to certain classes of employees employed in industries as defined under the Act. The Act applies to the employees engaged in industrial establishments drawing the wages of Rs 6500/- p.m. An amendment has been carried out and a Gazette notification no.1173 dated 08.11.2005 has been issued enhancing the wage limit.</p> <p style="text-align: center;">All officers in the</p>	<p>Sec.1 deals with the commencement and application of the Act.</p> <p>Sec.3 deals with the responsibility for the payment of wages.</p> <p>Sec.5 deals with the time of payment of wages.</p> <p>Sec.7 to 13 deals with the amount of deductions from wages.</p> <p>Sec.13 (a) deals with the maintenance of registers and records.</p> <p>Sec.15 deals with the claims.</p> <p>Sec.17 deals with the appeals.</p> <p>Sec.18 &amp; 20 deals with the powers of authorities and penalties for offences.</p>	

<p><b>Andhra Pradesh. Payment of Wages Rules, 1937</b></p>	<p>Commissionerate, all Deputy Commissioners of Labour, all Assistant Commissioners of Labour, all Labour officers and all Assistant Labour officers in the Labour department are notified as Inspectors under the Act.</p> <p>The Joint Commissioners of Labour all Deputy Commissioners of Labour, all Assistant Commissioners of Labour are notified as claim Authorities under the Act.</p> <p>Whenever there is delay in payment of Wages, or unauthorized deductions from the salaries of the employees occur, the affected employees can approach the authorities for their redressal.</p> <p>The State Government has made the Rules called the Andhra Pradesh. Payment of Wages Rules, 1937.</p>	<p>Rule 6 deals with the presentation of documents. Rule 12 deals with the appeals. Rule 13 deals with the inspection of documents and forms.</p>	
<p><b><u>3.Industrial Employment (Standing Orders) Act, 1946</u></b></p>	<p>This Act applies to all the industrial establishments wherein 50 or more workmen are employed on any day of the preceding 12 months. This Act require employers in industrial establishments formally to define the conditions of employment under them and to make the conditions known to workmen employed by them. Provisions shall be made in Standing orders for every matter set out in the Schedule.</p> <p>The Government have notified the Commissioner of Labour, Additional</p>	<p>Section 1 deals with the extent and application of the Act. Section 3 deals with the Submission of standing orders. Section 5 deals with the certification of standing orders. Section 6 deals with the appeals. Section 14 deals with the power to exemption. Section 15 deals with the power to make rules and other schedules.</p>	

<p><b><u>A.P. Industrial Employment Standing Orders</u>Rules 1953.</b></p>	<p>Commissioner of Labour and Joint Commissioner of Labour as state wide certifying officers and Deputy Commissioners of Labour in the state are notified as certifying officer in their respective jurisdictions.</p> <p>As per section 3 of the Act, the employer has to submit to the certifying officer five copies of the draft standing orders proposed by him for adoption in his Industrial establishment within six months from the date on which this Act becomes applicable to the establishments in conformity with model standing orders prescribed under the Act</p> <p>The State Government has made the rules under the act as A.P. Industrial Employment Standing Orders Rules 1953.</p>	<p>Under the rules specimens of model standing orders and other schedules are incorporated.</p>	
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<p><b><u>4. Working Journalists and other news paper employees conditions of service) and Miscellaneous Act,1955.</u></b></p>	<p>This Act regulates certain conditions of service of working Journalist and other persons employed in news papers establishments throughout the country.</p> <p>All the officers of the Labour department are notified as Inspectors under Section 17B of the Act. The Commissioner of Labour, Additional Commissioner of Labour and Joint Commissioners of Labour are notified as statewide Claim Authorities and Deputy Commissioners of Labour in the state are notified as Claim Authorities in their respective jurisdictions under 17(1) of the Act.</p>	<p>Chapter 1 deals with the extent and application of the act.</p> <p>Chapter 2 deals with the working journalist, fixation of the revision of rates of wages, payment of Gratuity, recommendations of the board and powers and procedures of the board.</p> <p>Chapter 2(a) deals with the Non- journalist news paper employees, fixation of the revision of rates of wages, payment of Gratuity, recommendations of the board and powers and procedures of the board.</p> <p>Chapter 3 deals with the application of other acts to the news paper employees.</p> <p>Chapter 4 deals with the Miscellaneous provisions of the act such as recovery of the money due from the employer, power to make rules, schedules etc.,</p>	
<p><b><u>Contract Labour (R&amp;A) Act, 1970 and Rules 1971</u></b></p>	<p>This Act deals with the regulation of service conditions of Contract Labour. The Act is applicable to workmen who engaged on contract based by the contractor</p>	<p>Contract Labour (R&amp;A) Act, 1970 and Rules 1971</p> <ol style="list-style-type: none"> <li>1. Contract Labour (Regulation &amp; Abolition) (A.P. Amendment) Act, 2003 (Annexure-1)</li> <li>2. Minimum Rates of Wages revised under the provisions of Contract Labour (R&amp;A) Act, 1970 and Rules 1971. (Revision made in the years 2000, 2002 and 2005 (Annexure-2)</li> <li>3. abolition of Contract Labour system in certain Industries (Annexure-3)</li> <li>4. Instructions issued to all Subordinate Officers, for effective implementation of Act and rules (Annexure-4)</li> <li>5. Procedures prescribed for obtain the Registration Certificate/Contract Labour License under the Act. <ol style="list-style-type: none"> <li>a) Every Employer should obtain Registration Certificate under Section 7 of the said Act for engaging Contract Labour by furnishing the necessary details.</li> <li>b) Every Contractor should apply for licenses under</li> </ol> </li> </ol>	

		<p>for IV and V as stipulated under Section 12 of the above Act. And Rules made there under.</p> <p>c) The details of Fee to be paid towards Registration Certificate and License as ordered by the Government vide under G.O.Ms.No.68 LET&amp;F (L.II) Department, dt. 17-11-2003. (Annexure-5)</p> <p>d) (i)The security deposits pertains to Contract Workers shall be remitted to the following Head of Accounts by principal Employer and Contractor as the case may be</p> <p><u>Details of Head of Accounts</u>  <u>Security Deposit- 8443-Civil Deposits</u>  116-Deposits under various Central &amp; State Acts.  01-Deposits not bearing interest under Labour Laws.  (Deposits related to Contract Labour Act, 1970)  DDO Code.....  D(ii) The fee pertains to Registration Certificate &amp; License shall be remitted to the following Head of Accounts by principal Employer and Contractor.  FEES:  Main Head 0230-Labour &amp; Employment  Minor Head 101-Receipts under Labour laws  Sub-Head 01 – Receipts under Labour Laws  Detail Sub Head 001 – Other Receipts (Fees related to Contract Labour Act, 1970)</p>	
<p><b><u>Contract Labour (R&amp;A) (A.P.Amendment) Act, 2003</u></b></p>	<p>Certain amendments to the Contract Labour Act, 1970 which are applicable to the State of Andhra Pradesh.</p>	<p>Defined the Core and Non-core activities in the Amendment Act, 2003</p>	--
<p><b><u>A.P.Shops and Establishments Act, 1988 and Rules</u></b></p>	<p>Provisions relating to Registration and renewal of Shops and Establishments and working conditions of the employees of shops and establishments</p>	<p>Chapter II deals with registration and renewal of establishments  Chapter III deals with opening and closing hours of Shops.  Chapter V deals with employment of women and children.</p>	

		Chapter VIII deals with wages, conditions for termination of services, appeals, suspension and terminal benefits.	
<b><u>Motor Transport Worker Act and Rules</u></b>	Provisions relating to Registration and renewal of Motor transport undertakings and defined the working conditions of the Motor Transport Workers.	Chapter II deals with registration of Motor Transport Worker Undertakings. Chapter V deals with working hours and limitation of employment. Chapter VII deals with wages and leave to the workers.	
<b><u>A.P.Shops and Establishments (National Festival and Other Holidays) Act and Rules, 1974</u></b>	Provisions relating to National Holidays and other holidays to be given to the employees of factories and establishments. The Dy.Commissioners of Labour of the zone concerned are declared holidays in consultation with the unions and managements.	The Regional Officers are the authorized officers to notify the holidays to the workers under this Act.	
<b><u>Sales Promotion Employees (Condition of Employment) Act, 1976</u></b>	This Act deals with the service conditions of medical representatives.	Section 1 deals with the commencement and application of the Act. Section 5 deals with the Issue of appointment letter. Section 7 deals with the Maintenance of registers. Sections 9 and 10 deals with the Penalties and Offences by the Companies	
<b><u>Minimum Wages Act, 1948</u></b>	Fixation /revision of minimum rates of wages in the Scheduled employments covered under Part I & II of schedule of MW Act, 1948.	Section 5 deals with procedure for fixing and revising minimum wages with the advice of members of Advisory Board. Under Section 19 of the Act Inspectors are notified. Powers are vested with them to file the claims for non payment of minimum wages. Under Section 20 claim authorities are notified. The Commissioner of Labour is the authority to declare the variable dearness allowance on the 1 <sup>st</sup> April and 1 <sup>st</sup> October every year based on the consumer price index.	

<p><b><u>INDUSTRIAL HOUSING</u></b>  1.Subsidised Industrial Housing Scheme Rules And Regulations vide G.O.MS.NO. 161,H.H.M.A.Dept,dt.28.8.1961</p>	<p>Procedure for allotment of tenements to the Industrial workers.</p>	<p>Eligibility to allot the quarter, Rental agreements, cancellations of Quarter ,in case of violation of rules, under SIHS.</p>	
<p>2. Subsidised Industrial Housing Scheme – Hire Purchase Regulations vide Go.MsNo. 597 LEN&amp;TE, dt.27.8.1979 and Go.MsNo. 1152 LEN&amp;TE, dt.6.10.1979</p>	<p>Lease – cum- sale agreement under – Hire Purchase Scheme.</p>	<p>Payment of Hire Purchase Installments, and Transfer of Quarter in favour of allottee.</p>	
<b>Instructions</b>			
<p>1. Registration of Quarters in favour of Legal heirs in case of death of original allottee through memo No.1065 dt.23.10.1981.</p>	<p>Procedures to be followed to transfer the quarters in favour of Successors / Legal heirs.</p>	<p>Registration of quarters in favour of Legal heirs.  <b>Brief note on Subsidized Industrial Housing Scheme:-</b>  1. Go.Ms.No 161,dt 28.8.1961:-Government have framed Rules Subsidized Industrial Housing Scheme for allotment of tenements to the eligible Industrial workers. The houses constructed under the Scheme to the bonafide employees governed by the Factories Act, 1948 or Indian Mines Act, 1952. The wage limit was fixed for allotment of tenement not exceeding Rs.350/-PM under rental basis.  2.G.O.Ms.No.597,dt.27.8.1979 :- Government have framed the regulations for sale of tenements constructed under Subsidized Industrial Housing Scheme in the state sector</p>	

		<p>to the existing occupants as on 1.6.1970 and formats are prescribed to enter in to the Lease-Cum- sale agreement.</p> <p>3. G.O.Ms.No.1152, dt.6.10.1979:- Government have fixed the cost of the tenements constructed in twin cities which are offered under Hire Purchase scheme.</p> <p>4.. Memo No.1065, dt.23.10.1981 Government have issued detailed instructions on Registration of quarters along with encroachments, illegal occupants, and also allotment of Quarter to the dependants of the deceased allottees</p>	
<b><u>Payment of Gratuity Act-1972.</u></b>	<p>The P.G. Act is a Social Security enactment, provides a scheme for the Payment of Gratuity to employees engaged in Factories, Mines, Oil fields, Plantations, Ports, Railway Companies, Shops or other Establishments.</p> <p>The Parliament has enacted in the 23<sup>rd</sup> year of the republic of India to provide for the claim for Payment of Gratuity to the employees engaged in the afore said concerns. This is a Central Act implementing in the State. All the Asst. Commissioners of Labour in the State are the Controlling authorities and all the Dy. Commissioners of Labour in the State are the Appellate Authorities to hear and decide the claim applications arising out of termination, retirement, resignation, death or disablement due to accident or disease.</p>	<p>Section 1 deals with the application and commencement.</p> <p>Section 4 deals with the payment of gratuity</p> <p>Section 7 deals with the determination of amount of gratuity.</p> <p>Sections 8&amp;9 deals with the recovery of gratuity and penalties.</p> <p>Section 10 deals with the exemption of employer from liability.</p>	
<b><u>Building &amp; other Construction</u></b>	Building & other Construction Workers	This Act is basically welfare legislation for	



<p><b><u>Workers Act.1996</u></b></p>	<p>(RECS ) Act,1996 is a central Act applicable to all States, The A.P. State Government framed rules for the State and published on 16-03-2000 in A.P Gazette.</p>	<p>implementation of social security and welfare measures through a State Welfare Board. The A.P. Building and other Construction workers Welfare Board has been constituted by the Govt. of A.P. vide GO.Ms.No.41, L.E.T &amp; F Dept, Dt:29.04.2007 for implementation of various schemes for the benefit of workers. The Board has sanctioned the following Welfare Schemes for the (benefits) too the workers and their dependents.</p> <p><b><u>Name of the Schemes</u></b></p> <ol style="list-style-type: none"> <li>1. Accidental death relief to dependents.</li> <li>2. Partial/Permanent disability</li> <li>3. Natural death relief</li> <li>4. Maternity Benefit</li> <li>5. Funeral expenses</li> <li>6. Tem prey disability (Hospitalization)</li> </ol>	
<p><b><u>Beedi&amp; Cigar Workers (conditions of Employment) Act, 1966.</u></b></p>	<p>Beedi&amp; Cigar Workers ( conditions of Employment) Act, 1966 was enforced in A.P. from 01-04-1968 vide A.P. Gazette (Extraordinary) dated: 01-04-1968 . This act is for welfare of Labour. The true nature and Character of the legislation is to enforcing better conditions of Labour amongst those who are engaged in the manufacture of Beedi and cigars</p>	<p>Under this act, as a social security measure from time to time the Central Govt., issues orders for constructing of houses to Beedi workers in various Districts of the State. The Guidelines issued by the Govt. of India on the Revised Integrated Housing Scheme 2005, are enclosed herewith.</p>	

<p><b><u>1.Child Labour (P&amp;R) Act, 1986</u></b>  <b><u>2.Bonded Labour Act</u></b></p>	<p>The employment of child labour is prohibited in certain occupations as listed in the schedules (Part-A and Part-B).</p>	<p>As per this Act under section 2(ii) a child is defined as a person who has not completed 14 years of age. Engagement of child labour in hazardous occupation notified under Part-B of the schedule of the Act is prohibited.</p>	
<p><b><u>ocial Security Scheme</u></b></p>	<p>The scheme was implemented by the State Government for the benefit of Rickshaw Pullers and Auto Drivers</p>	<p>Premium of Rs.100/- per rickshaw-puller will be paid by the government of A.P. and another Rs.100/- per worker will be met from the Social Security Fund of Government of India. The Government of Andhra Pradesh has paid an amount of Rs.2 crores being the premium to the LIC to cover two lakh rickshaw pullers in the state. The Rickshaw pullers between the age group of 18 to 60 years are eligible under this scheme. Benefits:</p> <ol style="list-style-type: none"> <li>1. Natural Death-Rs.20,000</li> <li>2. Death due to accident – Rs.50,000</li> <li>3. Permanent total disability – Rs.50,000</li> <li>4. Loss of two eyes or two limbs or one eye and one limb due to accident – Rs.50,000</li> <li>5. Loss of one eye or one limb due to accident – Rs.25,000</li> </ol> <p>As per the scheme the children of rickshaw pullers are eligible for scholarship.</p>	
<p><b><u>Cine Workers and Cinema Theatres (Regulation of Employment ) 1981</u></b></p>	<p>The Act regulates the service conditions of the cine workers.</p>	<p>Government have issued orders for appointment of Officers of Labour Department as competent authorities and conciliation officers under Cine Workers and cinema Theatre workers (R&amp;E) Act, 1981 vide GO.Ms.No.46, L.E.T &amp; F Dept., Dt:20.06.2008.</p>	

<p><b><u>Payment of Bonus Act, 1965</u></b></p> <p><b><u>Payment of Bonus Rules, 1975</u></b></p>	<p>This Act provides for the payment of bonus to the persons who are drawing a monthly salary not exceeding Rs.10000/-. The Act applies to every Factory/ Establishment in which 20 or more persons are employed on any day during the accounting year. It also provides payment of minimum bonus @8.33%. It fixes a time limit for payment of bonus by the employers within the 8 months after the close of the accounting year. Government are competent authority to sanction of extension of time up to 2 years.</p> <p>Government of India has made Rules under the Act.</p>	<p>Section 2 deals with the extent and applicability of Act.</p> <p>Section 3 deals with the establishment to include departments, undertakings.</p> <p>Section 8 &amp; 9 deals with the eligibility of bonus and disqualification of bonus.</p> <p>Section 10 deals with the payment of bonus.</p> <p>Section 12 &amp; 13 deals with the calculation of bonus and proportionate reduction in bonus.</p> <p>Section 28 deals with the penalties.</p> <p>Section 30 deals with the cognizance with offences.</p> <p>Section 36 deals with the power of exemption.</p> <p><b>Rule 3</b> deals with the authority for granting permission for change of accounting year. <b>Rule 4</b> deals with the maintenance of the Registers and Forms.</p>	
<p><b><u>Interstate Migrant Workers Act, 1979</u></b></p>	<p>This Act regulates the employment of inter state migrant workmen and to provide for their conditions of their service and for matters connected with.</p>	<p>Section 1 deals with the extent, application and commencement.</p> <p>Section 4 deals with the Registration of Establishments.</p> <p>Section 7 deals with the appointment of liaison officers.</p> <p>Section 11 deals with the appeals.</p> <p>Section 13 deals with the wage rates and conditions of service.</p>	

<p><b><u>A.P.Labour Welfare Fund Act, 1987</u></b></p>	<p>This Act provides for the constitution of Fund for financing of activities to promote welfare of labour in the state of Andhra Pradesh and for the establishment of Board for conducting such activities and for matters connected with.</p>	<p>Section 1 deals with the Short title, extent and commencement.  Section 24 deals with the mode of recovery of sums payable into the fund.  Section 30 deals with the penalty for non compliance with the directions of the Board.  Section 36 deals with the exemptions.</p>	
<p><b><u>Equal Remuneration Act, 1976</u></b></p>	<p>This Act provides for payment of Equal Remuneration to men and women workers for prevention of discrimination and for matters connected with.</p>	<p>Section 1 deals with the extent, commencement and applicability.  Section 4 deals with the payment of equal remuneration to men and women workers for same work or work of a similar nature.  Section 8 deals with the duty of employers to maintain registers.  Section 10 deals with the penalties.  Section 15 deals with the act not to apply in certain special cases.</p>	

**CHAPTER 8**

**Arrangement for Consultation with, or Representation by Members of the Public  
in relation to the Formulation of Policy or Implementation thereof  
[Section 4(1) (b) viii]**

Describe arrangements by the Public Authority to seek consultation /participation of public or its representatives for formulation and implementation of policies?

Sl.No	Function/Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
NOT APPLICABLE			

**CHAPTER 9**  
**Boards Councils, Committees and other Bodies Constituted as part of Public Authority**  
**[Section 4(1)(b) (viii)]**

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for Public
<b><u>A.P. Labour Advisory Board</u></b>	<p>Government after careful examination of the proposals submitted by the Commissioner of Labour, have constituted the Andhra Pradesh Labour Advisory Board.</p> <p>The term of the Committee will be for 3 three years</p>	<p>Chairman – Hon'ble Minister for Labour &amp; Employment  Vice-Chairman  Member – Prl. Secretary to Govt., L.E.T. &amp; F Dept.  Member – Commissioner of Labour  Member – Director of Factories, A.P., Hyderabad.  Member – Addl. Commissioner of Labour, A.P., Hyd.</p> <p>3 Members from Employers Representatives  4 Members from Employees Representatives  6 Special Invitees.</p>	
<b><u>Evaluation and Implementation Committee</u></b>	<p>Vide G.O. Rt. No. 856, Labour, Dated 25.04.2005, Employment, Training &amp; Factories (Lab.I) Department</p> <p>This Committee is for a period of Two Years.</p>	<p>Chairman – Hon'ble Minister for Labour, Employment  Vice – Chairman  Member – Prl. Secy to Govt., LET &amp; F Dept.  Member – Prl. Secy to Govt., Public Enterprises Dept.,  Member – Commissioner of Labour.  Member Secretary – Addl. Commissioner of Labour.</p>	

		1 Member from AP Federation of Chambers of Commerce and Industry. 2. Members from AP Federation of Chamber of Commerce and Trade 1 Member from Employees Organisation 6. Members from All India Trade Union Congress.	
<b><u>State Minimum Wages Advisory Board</u></b>	Vide G.O Ms. No.29 dt.25.04.2005 of LET & F (Lab.II) Department  The term of this Board is for 2 years.	Chairman 3 Members from Employers Representatives 9 Members from Employees Representatives 8 Members from Independent Members	
<b><u>State Resource Centre</u></b>	G.O.Ms.No.60, dated 23-08-2007 of School Education (SSA) Department, A.P., Hyd. <b>For the purpose of Elimination of Child Labour.</b>	Chair Person - Chief Secretary to Government. Ex-Officio Director - Director of State Resource Centre. Members from the Departments of Fin, Law, Home, Rural Development. SPD, SSA, Project Manager, ILO, Local Representatives of the UNICEF.	

**CHAPTER 10**  
**Directory of Officers and Employees**  
**[Section 4(1 )(b)(ix)]**

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

Sl.No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone &Fax Office Tel: Residence Tel: Fax:	Email Cell. No.
<b>OFFICERS</b>				
	COMMISSIONARATE OF LABOUR	SMT G.Rekha Rani, IAS., Spl.Commissioner of Labour	0866-2436313	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
1.	-do-	Sri B.Ajay, Addl.Commissionerof Labour		<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
2.	-do-	Sri. M.Rama Rao, Jt. Commissioner of Labour (FAC)	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
3.	-do-	Smt.R.V.S.S.Rama Lakshmi, Asst. Commissioner of Labour	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
4.	-do-	Smt S. Mohana Laxmi, Asst. Commissioner of Labour	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
5.	-do-	Sri M. Raghunath,Statistical Officer	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
6.	-do-	Asst.Labour Officer	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
<b>SUPERINTENDENTS</b>				
7.	-do-	K.Venkateswaralu	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
8.	-do-	A. Seetha Lakshmi	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
9.	-do-	K.VasanthaRao	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>



10.	-do-	Sk. Ahmed Ali	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
11.	-do-	Sk. NaseerBasha	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
12.	-do-	Ch.V.R Gupta	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
13.	-do-	Smt E.V.Ramanamma	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
14.	-do-	Smt A.V.N.Mani	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
15.	-do-	D. S. Rama Krishna	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
16.	-do-	B.Hari Krishna	--Do --	
17.	-do-	B. Anand Pal	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
18.		K.K.D.Bhavani	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
19.	-do-	Sri.D.SaiSekhar Dy.Statistical Officer	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
<b>Sr.Assistants</b>				
20.	-do-	Y.JyothiKumari	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
21.		K.PrasannaKumari		
22.	-do-	ASV Naidu	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
23.	-do-	D.Asha	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
24.	-do-	Y. Dhanunjayudu	--Do --	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
25.	-do-	LSK Varma	--do--	
26.	-do-	K.Srinivasu	--do--	

27.	-do-	T.Omprakash Reddy	--do--	
28.	-do-	Ch.Srinivas	--do--	
29.	-do-	S.Lakshmi	--do--	
30.	-do-	S.Sarada Rani	--do--	
31.	-do-	B.RajeshBabu	--do--	
32.	-do-	K.Trinath	--do--	
<b>Sr. Stenos</b>				
33.	-do-	M.Nagarani	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
<b>Outsourced Staff</b>				
34.	--do--	Y.Srinivasa Rao (O.S)	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
35.	--do--	Raghuvaran (Driver)	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
<b>Jr.Assistants</b>				
36.	A.Venkata Charmila	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
37.	A.Venkata Radhika	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
38.	V.Veni	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
39.	Shaik Salma Begum	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
40.	T.Ravi Teja Munireddy	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
41.	P.Vamsee Krishnakant	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
42.	K.Chaitanya	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>

43.	K.Srinivas	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
44.	Mohd. Husunuddin	Jr.Asst.	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
45.	--do--	Md.Jhony, Office Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
<b>Office Subordinates</b>				
46.	-do-	Md. Ishaq, Off. Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
47.	-do-	B. Gyaneshwar, Off. Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
48.	-do-	Md.Akram, Off. Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
49.	-do-	P.Madhukrishna, Off. Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
50.	-do-	K.Praveen Kumar, Off. Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
51.	-do-	K.Sirisha, Off. Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>
52.	-do-	M.MohanRao, Off. Subordinate	--do--	<a href="mailto:Col.labour@gmail.com">Col.labour@gmail.com</a>

**CHAPTER 11**  
**Monthly Remuneration received by Officers and**  
**Employees, including the System of Compensation as**  
**provided in Regulations**  
**[Section 4(1 ) (b) (x) ]**

11.1 Provide information on remuneration and compensation structure for officers and. employees in the following format

12 Name	Designation	Monthly remuneration including its composition	System of compensation to determine remuneration as given in regulation
Smt.G.Rekha Rani, IAS.	Special Commissioner of Labour, A.P. Vijayawada.		Monthly remuneration by way of salary
		148376	
B.AJAY	Addl.Commissioner of Labour	190571	--do--
Smt. RVSS.Rama Laxmi	ACL-II	120153	--do--
Smt Mohana Lakshmi.S	ACL	65096	--do--
Sri M.Raghunath	Statistical Officer,	128663	--do--
K.Venkateswarlu	Superintendent	83712	--do--
M. Anu Radha	Spl.CategorySteno	101222	--do--
Shaik Ahmed Ali	Superintendent	97976	--do--

A.Seetha Lakshmi	Superintendent	105812	--do--
Sk. Nazeer Basha	Superintendent	105822	--do--
K.Vasantha Rao	Superintendent	90585	--do--
Ch.V.R.Gupta	Superintendent	114251	--do--
A.V.N.Mani	Superintendent	111451	--do--
B.Anand Paul	Superintendent	81510	--do--
E.V.Ramanamma	Superintendent	105812	--do--
D.S.Rama Krishna	Superintendent	83712	--do--
B.Hari Krishna	Superintendent	81530	--do--
S.Ramesh	Superintendent	90545	--do--
K.K.D.Bhavani	Superintendent	60286	--do--
			--do--
D.SaiSekhar	Dy. Statistical Officer	105782	--do--

SR.ASSISTANTS			
Y JyothiKumari	Sr.Asst.	92885	--do--
K PrasannaKumari	Sr.Asst.	75197	--do--
D.Asha	Sr.Asst.	57043	--do--
ASV Naidu	Sr.Asst.	57043	--do--

Y.Dhanunjayudu	Sr.Asst.	55532	--do--
B.RajeshBabu	Sr.Asst.	44341	--do--
Ch.Srinivas	Sr.Asst.	44341	--do--
S.Sarada Rani	Sr.Asst.	45630	--do--
L.S.K.Varma	Sr.Asst.	44341	--do--
K.Srinivasu	Sr.Asst.	44341	--do--
S.Lakshmi	Sr.Asst.	45630	--do--
T.Omprakashreddy	Sr.Asst.	44341	--do--
K.Trinadha	Sr.Asst.	45630	--do--
<b>Sr. Stenos</b>			
M.Nagarani	SR. Steno	83922	--do--
<b>Jr.Asst.</b>			
A.Venkata Charmila	Jr.Asst.	29746	--do--
A.Venkata Radhika	Jr.Asst.	28827	--do--
V.Veni	Jr.Asst.	28827	--do--
Shaik Salma Begum	Jr.Asst.	28827	--do--
T.Ravi Teja Munireddy	Jr.Asst.	28827	--do--

P.Vamsee Krishnakant	Jr.Asst.	28827	--do--
K.Srinivas	Jr.Asst.	28827	--do--
Mohd. Husunuddin	Jr.Asst.	28827	--do--
<b>Attenders</b>			
B.Gyaneshwar	Attender	39716	--do--
Mohd.Akram	Attender	36528	--do--
P.Madhukrishna	Attender	29830	--do--
Md.Ishaq	Attender	24352	--do--
K.Sireesha	Attender	28092	--do--
M.MohanRao	Attender	28092	--do--
K.Praveen Kumar	Attender	35515	--do--
Shaik Md Jhony	Attender	40458	--do--
Fasi Masood Quereshi	Attender	41982	--do--

**CHAPTER 12**  
**Budget Allocated to Each Agency including Plans etc.**  
**[Section 4 (1 ) (b) xi ]**

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
<b>NOT APPLICABLE</b>				

**CHAPTER 13**  
**Manner of Execution of Subsidy Programmes**  
**[Section 4(1) (b) xii]**

13.1 Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

13.2 Provide Information on the nature of subsidy / eligibility criteria for accessing subsidy and designation fo officer component to grant subsidy under various programmes / schemes

Name of Programme / activity	Nature / scale of subsidy	Eligibility criteria of grant of subsidy	Designation of officer to grant subsidy
<b>NOT APPLICABLE</b>			



**CHAPTER 14**  
**Particulars of Recipients of Concessions, Permits or**  
**Authorization Granted by the Public Authority**  
**[Section 4 (1 ) (b) xiii ]**

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

**Institutional Beneficiaries**

Name of Programme / Scheme				
Sl.No	Name & Address of recipient intuitions	Nature / quantum of benefit granted	Date of grant	Name and designation of granting authority
Subsidised Industrial Housing Scheme	Bharat SevakSamaj, Guntakal	Rs.300000 (Rupees Three Lakhs)	1970	Government

**Individual Beneficiaries**

Sl.No	Name of Programme / Scheme	No. of Beneficiaries	Amount Sanctioned	Name and designation of granting authority
<b>No Individual Beneficiaries</b>				

**CHAPTER 15**  
**Information Available in Electronic Form**  
**[Section 4 (1 ) (b) x (iv) ]**

15.1 Please provide the details of information related to the various the department which are available in electronic formats(Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.) ,	Contents or title	Designation and address of the custodian of Information (held by whom?)
CD (Compact Disc)	www.labour.ap.gov.in	--	Addl.Commissioner of Labour, O/o Commissioner of Labour, Papaiah Street, Seetharamapuram, Vijayawada.

**CHAPTER 16**  
**Particulars of Facilities available to Citizens for Obtaining Information**  
**[Section 4 (1 ) (b) xv ]**

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	Notice Board is placed in the Office premises	All important Government orders, circulars and orders of the Commissioner of Labour are displayed in the notice board
News Paper Reports	All leading News paper	All Government notifications will be published in the News papers to bring awareness among the public/workmen.
Public Announcements	On Electronic media	Declaration of holidays in connection with elections etc.
Information Counter	Provided in the ground floor of the O/o COL	Information relating to officials and their jurisdiction.
Publications	Booklet on labour enactments Publication of Gazette Notifications	Brief note on labour enactments and welfare activities Minimum rates of wages under M.W Act, fixation and revision of wages under Contract Labour Act and declaration of holidays, declaration of industry as public utility services under I.D.Act etc.
Office Library	Library is maintained in the O/o COL	All labour enactments and case laws and gazette notifications are being maintained for reference
Websites	<a href="http://www.labour.ap.gov.in">www.labour.ap.gov.in</a>	--
Other Facilities (Name)	--	--

**CHAPTER 17**  
**Names, Designations and other Particulars of Public  
Information Officers**  
**[Section 4 (1) (b) xvi]**

17.1 Please provide contact information about the Public Information officers and Assistant Public Information Officers designated- for various Offices/administrative units and Appellate Authority/Officer(s) for the Public authority in the following format.

17.2

**Public Information Officer(s):-**

Sl. No.	Name of office/ administrative unit	Name & designation PIO	Office Tel: Residence Tel: Fax:	Email
1	O/o Commissioner of Labour, A.P., Vijayawada Head of the Department	N.Ramakrishna Asst., Labour Officer	Off. Cell.	Col.labour@gmail.com

**Appellate Authority**

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (offices/ Administrative units of the authority)	Office Tel: 'Residence Tel: Fax:	Email
	Sri B.AJAY, Addl.Commissioner of Labour, O/o Commissioner of Labour, A.P., Vijayawada Head of the Department	Where Jt.Commissioners of Labour act as PIOs. i.e., Visakhapatnam,Eluru,Guntur & Kurnool.	040-	Col.labour@gmail.com
	Smt R.V.S.S.RAMALAKSHMI Asst. Commissioner of Labour O/o Commissioner of Labour, A.P., Vijayawada Head of the Department	O/o Commissioner of Labour	04	Col.labour@gmail.com

**CHAPTER 18**  
**Other Useful Information**  
**[Section 4 (1) (b) (xvii )**

18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

1.

2.

**NIL**

3.

18.2 You may mention here information of your department which is exempted under 8(1) of the Act and or under rules of the State Government as guidance to the public seeking information from your department

Place : Vijayawada.

Date :-

Name and Designation of the Officer Department: **Smt G.Rekha Rani, IAS,**  
Spl.Commissioner of Labour,  
O/o. Commissioner of Labour,  
Andhra Pradesh, Vijayawada.







**Right to Information Act, 2005 (1<sup>st</sup> Appellate Authority), Co-Maintenance of Register of Court Matters, HRC, CMPs, LAQs, LSQs, RSQs and Co-ordination,**