

ANNEXURE - 1		
ORGANISATIONAL SET UP OF THE O/O. THE JOINT COMMISSIONER OF LABOUR,		
	JCL	
	DCL	
	ACL	
	ALOs	

ANNEXURE - 2

NAMES OF THE OFFICERS HELD / HOLDING THE POST OF ACL/ DY. /Jt. COMMISSIONER
OF LABOUR.....FROM.....TO

Sl. No.	Name of the Officer	From	To
1	2	3	4

ANNEXURE - 3

STAFFING PATTERN OF THE O/O. THE DY. COMMISSIONER OF LABOUR,

Sl. No.	Name of the Post	Permanent	Temporary	G.O.No. and Date
1	2	3	4	5

ANNEXURE - 4

STATEMENT SHOWING THE DISTRIBUTION OF WORK IN THE DY. COMMISSIONER OF LABOUR (AS PER No.....DATED..... OF
THE D.C.L

Sl. No.	Name and Designation	Seat No.	Subjects allotted	Date From which working in the present Seat.	If continuing in the present for a period exceeding 3 years, justification for such retention.	Remarks if any
1	2	3	4	5	6	7

ANNEXURE - 5

**STATEMENT SHOWING THE AVERAGE OUT TURN OF THE STENO / TYPIST FOR THE PERIOD
FROM..... TO**

Sl. No.	No.of Pages Typed	No. of working Days	Average No. of pages typed	If the average out-turn is less than the yardstic justification for continuing the post.	Remarks if any
1	2	3	4	5	6

ANNEXURE - 6

STATEMENT SHOWING THE AVERAGE NUMBER OF CURRENTS RECEIVED AND AVERAGE OUT TURN FOR PERIOD FROM
..... TO

Sl. No.	Section / Seat No.	Designation	Mo. Of currents received	Average No. of currents received per day	If average out-turn is less than the yardstic, justification for continuing the post	Remarks if any
1	2	3	4	5	6	7

Note : Average out turn yardstic prescribed

Senior Assistants - 9 currents per day

Junior Assistants - 6 currents per day

ANNEXURE - 7

STATEMENT SHOWING THE DISPOSAL OF FILES FROM..... TO.....

SI.No.	Seat No.	No. of files pending as on	No. of files newly opened	Total	No.of files disposed off	No. of files pending and	No. of files pending				
							over 1 year	over 6 months	over 3 months	over 1 month	Less than 1 month
1	2	3	4	5	6	7	8	9	10	11	12

ANNEXURE - 8

STATEMENT SHOWING THE FILES PENDING OVER ONE YEAR AS ON

Sl.No.	File No. / Date	Subject in brief	Where pending	Date of last reminder	Reasons for pendency
1	2	3	4	5	6

ANNEXURE - 9

STATEMENT SHOWING THE LIST OF STOCK FILES MAINTAINED

(OFFICE ORDER NO: Dated.....

Sl.No.	Stock file for (Subject)	Whether index written upto date	Whereether being checked by DCL every month	Remarks, if nay whether obselate orders are removed.
1	2	3	4	5

Note: A copy of office order indicating the list of subjects on which stock files should be maintained has to be furnished.

ANNEXURE - 10

STATEMENT SHOWING THE STAMP ACCOUNT AS ON :

Denomination	No. of Stamps	Value of stamps
1	2	3

ANNEXURE - 11

RECONCILED AND UNRECONCILED STATEMENTS OF EXPENDITURE FOR THE MONTH ENDING:

Note: Separate statements for Plan and Non Plan have to be furnished.

ANNEXURE - 12

STATEMENT SHOWING THE LIST OF AUDIT OBJECTIONS PENDING AS ON

Year and Para No. of A.Gs. Report.	Subject	Amount covered by objection	pending with whom	Reasons for pendency	Actnion taken
1	2	3	4	5	6

ANNEXURE - 13																						
STATEMENT OF INSPECTIONS FOR THE PERIOD FROM																	TO					
(T - Target; A - Achievement; S - Shortfall)																						
Month	P.B. ACT			APSE ACT			MW ACT			MTW ACT			CL (R&A) ACT			B&C ACT			AGL. VILLAGES			Reasons for shor fall & action taken
	T	A	S	T	A	S	T	A	S	T	A	S	T	A	S	T	A	S	T	A	S	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

NOTE: 1) Separate statement for each officer shall be furnished.
2) Remarks in Col. 23 shall be specific and brief.
3) Targets fixed and achievements in respect of those not mentioned above for any officer shall also be furnished.

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3) Targets fixed and achievements in respect of those not mentioned above for any officer shall also be furnished.

ANNEXURE - 14

STATEMENT SHOWING THE VACANCY POSITION IN THE ZONE - OFFICE - WISE

Sl.No.	Name of the Office	Name of the Post vacant	No. of Posts vacant	Date from which vacant	Action taken to fill up the post with ref. No. and Date	Any other Remarks
1	2	3	4		5	6

ANNEXURE - 15

STATEMENT SHOWING THE TEMPORARY APPPOINTMENT FOR THE PERIOD FROM **TO**

Sl.No.	Name of the person appointed	Post Recruiting Agency	Whether Spl. Repn. Under General Rule 22 followed	Whether fully qualified (Specify qualification also)	Date of Appointment	Date of Regularisation	Whether anticidents verification etc., completed.	If not regularised therefor	Whether release increment upto date.
1	2	3	4	5	6	7	8	9	10

ANNEXURE - 16						
STATEMENT SHOWING LIST OF PROBATIONERS						
Sl.No.	Name of the Probationers	Date of regularisation	Date of completion of probation	Whethr declared probation No. & Date of order & the date from which declared	Whether made relavant entries in the S.R. concerned	Remarks
						Here furnish reasons for not declaring probation or not making entires in
1	2	3	4	5	6	7

ANNEXURE - 17

STATEMENT SHOWING LIST OF SERVICE BOOKS MAINTAINED

Sl.No.	Name of the Individual	Designation	Whether maintained upto date	If S.R. is not maintained in the office where it is	Date of last verification by Officer	Remarks, if any
1	2	3	4	5	6	7

Note: In Col.2 mention the names of all the individuals on the pay rolls of the office.

ANNEXURE - 18

STATEMENT SHOWING LIST OF DISCIPLINARY CASES DISPOSED OF FURING AND PENDING AS ON

Sl.No.	File No.	Name of the Individual & Designation	Charges in brief	Date of receipt of enquiry report	Date of receipt of enquiry report	Date of issue of final orders No & Date	Punishment imposed	If pending reasons therefor	Whether recorded the punishment in S.R. and filed in P.F. Concerned.
1	2	3	4	5	6	7	8	9	10

ANNEXURE - 19

STATEMENT SHOWING PENSION AND FAMILY PENSION CASES DISPOSED OF DURING THE PERIOD FROM								
TO								
AND PENDING AS ON:								
Sl.No.	Name of the individual retired	Date of retirement	Date of submission of pension papers	Whether aniticipatory pension was sancitioned	Whether pension sancitioned No. & Date of Order	Terminal Benefits		If the case it is pending action taken and Stage
						Given	To be Given	
1	2	3	4	5	6	7	8	9

STATEMENT SHOWING DESTRUCTION OF RECORDS FROM				Annexure - 20			
				TO			
Files and records up to which year destroyed	Yet to be destroyed	If destroyed order No. & Date of authority	Mode of destruction	Amount realised in the process of destruction	Whether the amount was remitted in Govt. Treasury No. & Date of Cahllan	If not remitted reasons therefor	Action taken for destruction of records mentioned in Colum-2
1	2	3	4	5	6	7	8

ANNEXURE - 21

STATEMENT SHWOING SUBMISSION OF DIARIES

Month	Due date	date of submission	Period of delay	Reasons for delay	Action taken against the defaulters.
1	2	3	4	5	6

ANNEXURE - 22

ANNUAL INSPECTIONS OF THE OFFICERS OF THE SUBORDINATE OFFICES FROM					TO		
SI.No.	Name of the Office	Inspecting Officer	Date of Inspection	Date of sending inspection Report	Whether compliance report is received, if so	Action taken against the defaulting Officer	Remarks, if any
1	2	3	4	5	6	7	8

ANNEXURE - 23

CASUAL INSPECTIONS OF THE OFFICES OF THE SUBORDINATE OFFICES FROM

TO

**Whether
compliance
report is
received**

**Action taken against
the defaulting Officer**

Remarks, if any

Sl.No.	Name of the Office	Inspecting Officer	Date of Inspection	Date of sending inspection Report	Whether compliance report is received	Action taken against the defaulting Officer	Remarks, if any
1	2	3	4	5	6	7	8

ANNEXURE - 24

RENEWAL OF FEDILITY GUARANTEE BONDS AS ON:

Sl.No.	Name of the Bond holder and desingation	Period covered		Whether renewed		If not renewee action taken	Remarks, if any
		from	to	from	to		
1	2	3	4	5	6	7	8

ANNEXURE - 25

STATEMENT SHOWING THE SECURITY DEPOSITS OBTAINED

Sl.No.	Name and Designation	S.B.A/c. No.	Amount deposited
1	2	3	4

ANNEXURE - 26**STATEMENT SHOWING THE PERSONS WHO HAVE TO FURNISH FIDELITY GUARANTEE BONDS / SECURITY BONDS BUT NOT SUBMITTED**

Sl.No.	Name of the person and Designation	Reasons for not furnishing the security	Action taken	Remarks
1	2	3	4	5

ANNEXURE - 27

STATEMENT SHOWING THE IMPLEMENTATION OF TELUGU DURING THE PERIOD

Total No. of references issued	Total no. of references issued in Telugu and its percentage	Remarks
1	2	3

ANNEXURE - 28**LIST OF REGISTERES MAINTAINED UNDER VARIOUS LABOUR ENACTMENTS**

Act	Statutory registers	Non- statutory Registers
1	2	3

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**10 THE BUILDING & OTHER CONSTRUCTION
WORKERS (REGULATION OF EMPLOYMENT &
CONDITIONS OF SERVICE) ACT, 1996**

PART-I : ENFORCEMENT:	JCL	DCL 1	DCL 2	DCL 3	DCL 4	Total
A) No. of Estts. at the beginning of the period	:					
B) No. of Estts. registered during the period	:					
C) No. of Estts. closed during the period	:					
D) No. of Estts. at the end of the period	:					
CATEGORISATION OF (D)	:					
i) State Departments	:					
ii) State Undertakings	:					
iii) Central Departments	:					
iv) Central Undertakings	:					
v) Commercial Constructions	:					
vi) Individual Residential Constructions (above Rs.10/	:					
INSPECTIONS	:					
i) No. of inspections conducted at the end of previous	:					
ii) No. of inspections conducted during the period	:					
iii) No. of cumulative inspections at the end of the period	:					
NO. OF PROSECUTIONS :/ COMPLAINTS	:					
A) Before Commissioner of Labour:	:					
i) Number pending at the beginning of the period	:					
ii) Number filed during the period	:					
iii) Number disposed during the period	:					
iv) Amount awarded	:					
v) Number pending at the end of the period	:					
B) Before Magistrate Court:	:					
i) Number pending at the beginning of the period	:					
ii) Number filed during the period	:					
iii) Number disposed during the period	:					
iv) Amount of fine	:					
v) No. of Employers convicted by imprisonment	:					
vi) Number pending at the end of the period	:					
PART-II : CESS COLLECTION	:					
DEMAND (Rs.)	:					
No. of establishments	:					
Amount	:					
COLLECTION (Rs.)	:					
No. of establishments	:					
Amount	:					
BALANCE (Rs.)	:					
No. of establishments	:					
Amount	:					
PART-III : SCHEMES (BOARD)	:					
i) No. of estimated workers eligible for registration	:					
ii) Number registered	:					
iii) Number renewed	:					
DETAILS OF SCHEMES IMPLEMENTED:	:					
Accident Insurance : Number benefitted	:					
Amount spent	:					
Natural Death : Number benefitted	:					
Amount spent	:					
MATERNITY ASSISTANCE : Number benefitted	:					
Amount spent	:					
OTHERS : Number benefitted	:					
Amount spent	:					
REPORT TO GOVT. OF INDIA (Cumulative)	:					
No. of workers benefitted	:					
Amount of cess collected	:					
Amount spent	:					
No. of inspections conducted	:					
Number of accidents reported	:					
Cases of violation of safety provision found	:					
No. of cases in which prosecutions launched	:					
Any other relevant information	:					

Annexure - 31
STATEMENT SHOWING REGISTRATIONS AND RENEWALS IN THE JURISDICTION OF
(INCLUDING SUBORDINATE OFFICES)

As on							
Sl. No.	Name of the Enactment	No. of Establishments in the Zone	No.yet to be Registered	No. to be renewed for	No. renewed for	Yet to be Renewed	% of Pending
1	2	3	4	5	6	7	8
1	A.P. Shops and Establishment Act.						
2	Motor Transport Workers Act.						
3	Beedi and Cigar Act.						
4	Contract Labour Act. - Principal Employer						
	- Contractors						
5	Building & Other Construction Workers Act						
	Inter State Migrant Workers Act - Principal						
6	Employers						
7	- Contractors						

Annexure - 31 A
STATEMENT SHOWING REGISTRATIONS AND RENEWALS IN THE JURISDICTION OF
As per G.O. 33

As on							
Sl. No.	Name of the Enactment	No. of Establishments in the Zone	No.yet to be Registered	No. to be renewed for	No. renewed for	Yet to be Renewed	% of Pending
1	2	3	4	5	6	7	8
1	A.P. Shops and Establishment Act.						
2	Motor Transport Workers Act.						
3	Beedi and Cigar Act.						
4	Contract Labour Act. - Principal Employer						
	- Contractors						
5	Building & Other Construction Workers Act						
	Inter State Migrant Workers Act - Principal						
6	Employers						
	- Contractors						

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Annexure 33
WORKMENS COMPENSATION ACT, 1923 - STATEMENT OF DEPOSITS AND DISBURSEMENTS MADE -

Classification	Opening Balance as on	Deposits during the period from To.....	Disbursements during the month		Closing Balance as on	No.of Cases in which deposits have been made but unclaimed.				No. of cases with the unclaimed amount have refunded to the employer U/S.8(4)	
			Amount.	No.of Workers/de pendents benefitted		Pending 1 year		Pending over 3 years			
						No.of Cases	Amount	No.of Cases	Amount	No.of Cases	Amount
1	2	3	4	5	6	7	8	9	10	11	12

Annexure 34
PARTICULARS UNDER TRADE UNION ACT AS ON

Sl. No.	Period	No. of Trade Union Applications pending as on	Applications received for Regd. During the period from	Total	Applications disposed of during the period & No. of Regd. Certificates issued.	No. of applications pending	Amount	Remraks
1	2	3	4	5	6	7	8	9

Annexure 35
STATEMENT SHOWING THE RECOVERY CASES PENDING AND DISPOSED OF DURING THE PERIOD
FROM TO

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