

MANUAL OF LABOUR WELFARE ORGANISATION, KARMA REGION

4(1)(b)(i) ORGANISATION, ITS FUNCTIONS AND DUTIES

The Labour Welfare Organization, Karma Region under the Ministry of Labour & Employment, Government of India deals with the administration of Welfare Funds for certain specified categories of workers in the States of Bihar & Jharkhand Separate legislations have been enacted by the Parliament to set up Welfare Funds to provide medical care, social security, housing, education and recreation facilities to the workers engaged in the Beedi Industry, Iron Ore, Manganese Ore, Chrome Ore Mines, Mica Mines & Limestone & Dolomite Establishments and Cine Industries. The Welfare Funds administered by this region are as under: -

- (1) The Beedi Workers Welfare Fund Act, 1976;
- (2) The Limestone & Dolomite Mines Labour Welfare Fund Act, 1972;
- (3) The Mica Mines Labour Welfare Fund Act, 1948;
- (4) The Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act, 1976.

These funds have been created for levy of Cess either on production, consumption of minerals, or on manufacture of Beedis or on production of feature films for financing the Welfare Schemes.

The Labour Welfare Organization which administers these Funds is headed by a Director General (Labour Welfare) /Joint Secretary. He is assisted by the Welfare Commissioner (Hqrs.) who supervises the nine Regional Welfare Commissioners for purpose of Administration of these Funds.

The Region is functioning at Karma is headed by Welfare & Cess Commissioner for levy of Cess and administration of various welfare schemes. . The address of the welfare & cess commissioner/Dy.Welfare Commissioner/Welfare Administrator are given below: -

1. Office of the Welfare & Cess Commissioner
Government of India
Ministry of Labour & Employment
Labour Welfare Organisation,Karma
P.O-Jhumritelaiya,Dist-Koderma
(Jharkhand),Pin code No.825409.
1. Office of the Dy.Welfare Commissioner
Government of India
Ministry of Labour & Employment
Beedi Workers Welfare Fund,
I.G.Colony,Bhagwanpur Chowk,
At & P.O-Muzaffarpur
Dist-Muzaffarpur(Bihar)

2. Office of the Welfare Administrator
Government of India
Ministry of Labour & Employment
Beedi Workers Welfare Fund,
(Block Campus)
P.O-Sono,Dist-Jamui(Jharkhand).
3. Office of the Welfare Administrator
Government of India
Ministry of Labour & Employment
Iron Ore Manganese Ore & Chrome Ore
Mines Labour Welfare Organisation,Barajamda
At & P.O-Barajamda,Dist-West.Singhbhum
(Jharkhand),Pin Code No.833221.

Implementation of welfare schemes in the sphere of health and medical care, education, housing, family welfare, social security, water supply and recreation, formulated under Limestone & Dolomite Mines Labour Welfare Fund Act, 1972, Beedi Workers Welfare Fund Act, 1976, Mica Mines Workers Labour Welfare Fund Act,1948 and the Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act,1976 and assessment/collection of Cess on Limestone & Dolomite under Limestone & Dolomite Mines Labour Welfare Fund Act, 1972 and Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act,1976.

There are two hospitals functioning at Karma one is 100 bedded Central Hospital & another is 50 bedded T.B.Hospital. There is also functioning 50-bedded Central Hospital at Barajamda in the State of Jharkhand. There are 16 Nos of Static-Cum-Mobile Medical Unit (13 Nos in the State of Bihar and 03 Nos in the State of Jharkhand). There are 08 Nos of Static Dispensary (04 Nos in the State of Bihar and 04 Nos in the State of Jharkhand). There are also 02 Nos of Mobile Medical Unit (One is in the State of Bihar and another One is also in the State of Jharkhand).The address of the Hospitals are as under:-

1. Central Hospital,Karma
Government of India
Ministry of Labour & Employment
Labour Welfare Organisation,Karma
At & P.O-Jhumritelaiya,Dist-Koderma
(Jharkhand),Pin Code No.825409.
2. T.B.Hospital,Karma
Government of India, Ministry of Labour & Employment
Labour Welfare Organisation,Karma At &
P.O-Jhumritelaiya,Dist-Koderma
(Jharkhand),Pin Code No.825409.

3. Central Hospital, Barajamda
Government of India
Ministry of Labour & Employment
Labour Welfare Organisation, Barajamda
At & P.O-Barajamda, Dist-Koderma
(Jharkhand), Pin Code No.822331.

The Central Hospital caters to the general health care (both indoor and outdoor) of the workers (Mine/Beedi/Cine) and their dependants while the dispensaries attend the patients visiting mining areas/residential areas of Mine/Beedi/Cine workers.

MANNUAL 4(1)(b)(ii) **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

WELFARE COMMISSIONER

- 1.Functions as Head of the Department and is responsible for overall administrative and financial control of the Labour Welfare Organization, Karma Region.
- 2.He is responsible for proper implementation of various Welfare Schemes for Mine/Beedi/Cine workers and their dependents in the States of Bihar & Jharkhand.
- 3.He is also performing the statutory functions as laid down under various Welfare Fund Legislations.
- 4.All matters pertaining to collection of cess under the relevant acts and rules framed there under.

ASSTT. WELFARE COMMISSIONER

- 1.Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
- 2.Secretary of the Advisory Committee/Finance Sub-Committee.
- 3.Function as Head of Office and is responsible for administrative and financial functions to the extent such powers have been delegated.
- 4.Procurement, supply and maintenance of general stores/stationery/medicines/medical equipments etc. as required for day to day functioning of the various welfare institutions.
- 5.Responsible under the general financial rules as amended from time to time and any other special or general orders.
- 6.Supervision of and carrying out the work of the organization in the absence of the Welfare Commissioner on tour etc. to the extent as delegated by him.
- 7.Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
- 8.Any other duties assigned by the superior officers.

ADMIN-CUM-ACCOUNTS OFFICER

- 1.Maintenance of the Accounts of the Organization.
- 2.Preparation of the Budget.
- 3.Cheque Drawing Officer.
- 4.Drawing and Disbursing Officer.
- 5.Reconciliation of expenditure etc.
- 6.Settlement of Audit Paras and objections.
- 7.Advice on matters relating to Finance/Accounts.
- 8.Maintenance of GPF Accounts pertaining to Gr. 'D' Employees.
- 9.Joint Custody of Cash along with the Cashier.
- 10Any other duties assigned by the superior officers.

WELFARE ADMINISTRATOR

- 1.Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
- 2.All matters pertaining to assessment & collection of cess under the relevant acts and rules framed there under.
- 3.Survey of labour under his/her beat to ensure their needs as well as assist them in deriving benefits from various welfare schemes-proper scrutiny and verification of application received from beneficiaries with a view to ascertaining the deficiency/lapses/genuineness.

4. Monitoring the work of the staffs dealing with welfare scheme and provide necessary guidance for their proper functioning.
5. Ensuring supervision of periodical Returns/Reports and such other information as asked for in respect of welfare units/institution.
6. Educate the labourer to give up social evil like drinking, adopt small family norms, cleanliness etc.
7. Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
8. Any other duties assigned by the superior officers.

ASSTT. WELFARE ADMINISTRATOR

1. Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
2. All matters pertaining to assessment & collection of cess under the relevant acts and rules framed there under.
3. Survey of labour under his/her beat to ensure their needs as well as assist them in deriving benefits from various welfare schemes-proper scrutiny and verification of application received from beneficiaries with a view to ascertaining the deficiency/lapses/genuineness.
4. Ensuring supervision of periodical Returns/Reports and such other information as asked for in respect of welfare units/institution.
5. Supervision of and carrying out the work of the organization in the absence of the Welfare Commissioner on tour etc. to the extent as delegated by him.
6. Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
7. Any other duties assigned by the superior officers.

MEDICAL OFFICERS

1. Planning, medical supervision and co-ordination.
2. Medical consultation/ward work/outdoor patients/Department work/dispensary work/including proper functioning of the dispensary/Indoor/Outdoor wards.
3. Controlling/Maintenance and repair of the medical vans, if any.
4. Custody of medicines/medical equipments/general stores/maintenance of its account.
5. Financial and administrative functions so far as such powers have been delegated.
6. Any other duties assigned by the superior officers.

PHARMACIST

1. Compounding and dispensing prescriptions according to the hospital/formulary of prescriptions of doctors.
2. Being responsible for initiating the indents, stores and maintenance of stock and accounts of medical supplies and appliances under his charge.
3. Providing first aid treatment of the injured and repeat prescription of the physicians when ordered in the absence of the doctors.
4. Compiling statics of hospital/dispensary in accordance with instruction, submission of periodical report/returns.
5. Attending to work of the clinical side and doing the routine test of urine, stool and blood provided he has undergone adequate training.
6. Any other duties assigned by the superior officers.

RADIOGRAPHER

1. Taking diagnostic radiographs of patients as required by medical officers.
2. Advising patients of ward staff regarding prescription of patients before X-Ray.
3. Developing and drying the exposed X-Ray films .
4. Loading unexposed X-Ray films and other supplies.
5. Storing unexposed X-Ray films properly
6. Keeping accounts of X-Ray films and other supplies.
7. Maintaining record of X-Ray reports of the patients.
8. Sending radiographs to the wards.
9. Receiving back the X-Ray films after the discharge of the patients and filing them in such a way that retrieval easy.
10. Taking precaution to protect himself, patients and other workers of the department from hazards of X-Ray.
11. Assisting the radiologist in the deep X-Ray treatment.
12. Wearing the films badge at all times of working in the department.
13. Keeping the premises of the department clean and adequately stocked with forms and stationery required.
14. Any other duty assigned by the superior officers.

DRIVER

1. To drive Government vehicle.
2. Proper upkeep and maintenance of the Govt. vehicles to ensure safe running as well as readiness to undertake journey.
3. Proper and safe maintenance of tools/spares and its accountability.
4. Any other duty assigned by the superior officers.

STAFF NURSES:

1. General care of the patients.
2. Responsible for the complete nursing care of the patients assigned to her .
3. Admission & instructions to patients and their relations.
4. Bathing patients including daily care of mouth, nails, pressure point.
5. Four hourly of more frequent to pressure points.
6. Giving and removing of bed pans and urine pots.
7. Giving and removing hot water bottles.
8. Bed making .
9. Feeding of patients.
10. Distribution of diets. Milks & Preparation of special foods, eggs, milks etc.
11. Technical nursing care patients .
12. Administration of medicine.
13. Administration of injections.
14. Assistance in administration of intra venous injections.
15. Preparation of injection and cleaning up.
16. Recording of medicines and injections given.
17. Taking and charting T.P.R.
18. Rounds with doctors.

19. Technical procedures e.g. enema, cauterization, dressing, irrigations, oxygen therapy, preparing for and cleaning after procedures.
20. Preparation for and assistance in clinical tests and medical procedures.
21. Pre and post operative care.
22. Urine testing.
23. Collecting, labelling and dispatching of specimens.
24. Escorting patients to and from departments.
25. Giving and receiving reports.

B. Ward Management.

1. Handing over and taking charge of shift.
2. Keeping the ward clean and tidy.
3. Preparation of surgical supplies, bandage splints.
4. Routine care and cleaning of dressing trolleys, cupboards, apparatus, mackintosh etc.
5. Care of clean and soiled linen.
6. Disinfection of linen, beds, floor and bedpans.
7. Any other duty assigned by the superior officers.

LABORATORY TECHNICIAN

1. Doing clinical tests like blood sugar, blood urea, blood protein, cholesterol, urine, stools etc.
2. Collecting specimens for the purpose.
3. Doing related clinical and public relations work to the task.
4. Any other duty assigned by the superior officers.

ACCOUNTANT.

1. Responsible for correct and upto date maintenance of accounts both of receipts and expenditure, and their registers.
2. Preparation of Budget.
3. Control over expenditure against sanctioned grant, reconciliation of accounts.
4. Cent percent checking of the various bills to the drawn and paid, including cheques etc.
5. Checking of cashbooks.
6. Settlement of audit papers and objections.
7. Internal auditing.

ASSISTANT

1. Responsible to the section in which posted.
2. Responsible for expeditious disposal-timely submission of various returns, reports, etc, proper and up to date registers and records etc.
3. Checking of the work of the staff under him and guide them in the discharge of their duties.
4. Recording and weeding of the records of the section.
5. Any other duty assigned to him by the superior officers.

SENIOR CLERK

1. Scrutiny of complicated cases, noting thereon to facilitate the officer to take a decision and drafting.
2. Guidance to the Junior Clerk in the discharge of their work.
3. Up to date maintenance of various rules/orders/instructions/guard files.
4. Proper maintenance of the files under his charge including records.
5. Any other duties assigned by the superiors.

JUNIOR CLERK

1. Maintenance of files in the prescribed manner File Register-typing work-Despatch & Diary Work-Office records-placing of PUC's, docketing them etc.
2. Noting and Drafting of the files of simple nature.
3. Recording and weeding of old files.
4. Any other duties assigned by the superiors.

STENOGRAPHER

1. To take dictation from the officer(s) and transcribe the same in office, SACs, etc.
2. Computerization work, typing, faxing, guidance of MS Office to other staff members.
3. Maintenance of confidential records/files.
4. Furnishing of Vigilance Reports>Returns in computerized form.
5. Any other duty assigned by the superior officers.

JUNIOR ENGINEER

1. As laid down in the C.P.W.D. Manual.
2. Maintenance of Departmental residential and non residential buildings.
3. Inspection of sites/houses under various housing schemes for beedi/mine workers.
4. Inspection of water supply schemes for mine workers.

COOK

1. To receive food articles from the store keeper/warden.
2. Preparation of food as required.
3. Store the cooked food properly till distribution.
4. Distribute the food to the ward-boys for supply to the patients.
5. Maintenance of the cooking appliances in good condition
6. Observe personal hygiene while cooking
7. Maintenance of cleanliness of the kitchen and utensils
8. Precaution of prevent fire and injuries.
9. Any other duty assigned by the superior officers.

WARD BOY/AYAH

1. Will receive the patients on admission and assist them in getting into or out of the bed.
2. Will attend to the personal hygiene of patients washing and cleaning teeth, changing cloth, giving enema etc.
3. Will prepare the patients for operations, laboratory X-ray and other investigations.
4. Will transport patients to various departments of the hospital.
5. Will help in feeding patients and giving drinking water to the patients and washing utensils.

6. Will assist the nurse in handling and observation of patients and in simple basic nursing procedures.
7. Will assist the nurse or doctor in diagnostic and treatment procedures.
8. Will assist in collection and handling of pathological specimen.
9. Will assist the nurse in receiving supplies by running errands to other departments of the hospital and in carrying messages to other departments and individuals in the hospitals.
10. Will make beds for ambulatory patients and assist nurse in making beds of non-ambulatory cases.
11. Will assist the nurse in getting supplies from the laundry, disinfecting mattresses and dispatching dirty linens to the laundry.
12. Will clean and do dusting of beds, doors, windows and other furniture. He will assist in debugging and pest control of wards.
13. Will wash walls and doors in wards.
14. Will assist in the sterilization of instruments and appliances and dressings of postoperative wounds.
15. Will render first aid to the patients in case of emergency.
16. Will prepare dead bodies, arrange their transportation to the mortuary and assist in terminal disinfections.
17. Any other duty assigned by the superior officers.

PEON

1. Will be on duty half an hour before the working hours of the office and leave half an hour after office hours.
2. Will attend to the dusting of the tables and walls and furniture in the area of the office allotted to him and see that the stationary items kept on the desk are always ready for us.
3. Will see that the sweeper allotted to the area clean floor, walls, toilets etc. daily before the office hours.
4. Will be on call during allotted time.
5. Will announce the arrival of the visitors to the officer concerned and help them to see the officer concerned in an orderly manner.
6. Will attend to the telephone when the officer is not in the room.
7. Will carry 'IN' correspondence and files from the main office to the officers desk and carry 'OUT' correspondence to the main office from the officers desk.
8. Will run errands on official business within and outside the office/hospital/dispensary/welfare institutions etc.
9. Will bring the tea and other refreshments to the officers concerned whenever required.
10. Will expeditiously deliver the outgoing mail to the addressees and post office and bring the incoming mail from the post office and other office.
11. Will assist in moving stores from one place to another within the hospital/dispensary/welfare institution/office(s) when ordered by responsible personnel. Will move stores from and to the hospital/dispensary/welfare institutions/office(s), go to the bank to cash cheques etc.
12. Will assist in packing parcels, closing and stamping letters.
13. Whenever necessary and authorised by the responsible personnel, he will also do the duties of the Chowkidar.
14. Will take half an hour for his midday lunch and return to duty promptly after the lunch break.
15. Will do such other duties as may be allowed to him by the responsible personnel/officers.

SWEEPER

1. Will clear wards, floors, strikes, lavatories and toilet seats, windows, walls and other area in the ward/hospital/dispensary/welfare institutions/office and their ancillary rooms and keep the hospital/dispensary/welfare institutions/office grounds clean and free from stray dogs, cats, pigs etc.
2. Will clean urine/pots/beds pans and other soiled or contaminated appliances
3. Will provide bedpans and urine pots to the patients will promptness and prepare patients for operations and diagnostic tests.
4. Will assist in collection and handing urine and stool specimen.
5. Will transport dead bodies to the mortuary and dispose of specimen and organs removed during operations.
6. Will assist in disinfections of soiled lines, mattresses and terminal disinfections of the ward and conveyance of soiled linens to the laundry.
7. Will attend to such other duty allotted to him by the superior officers.

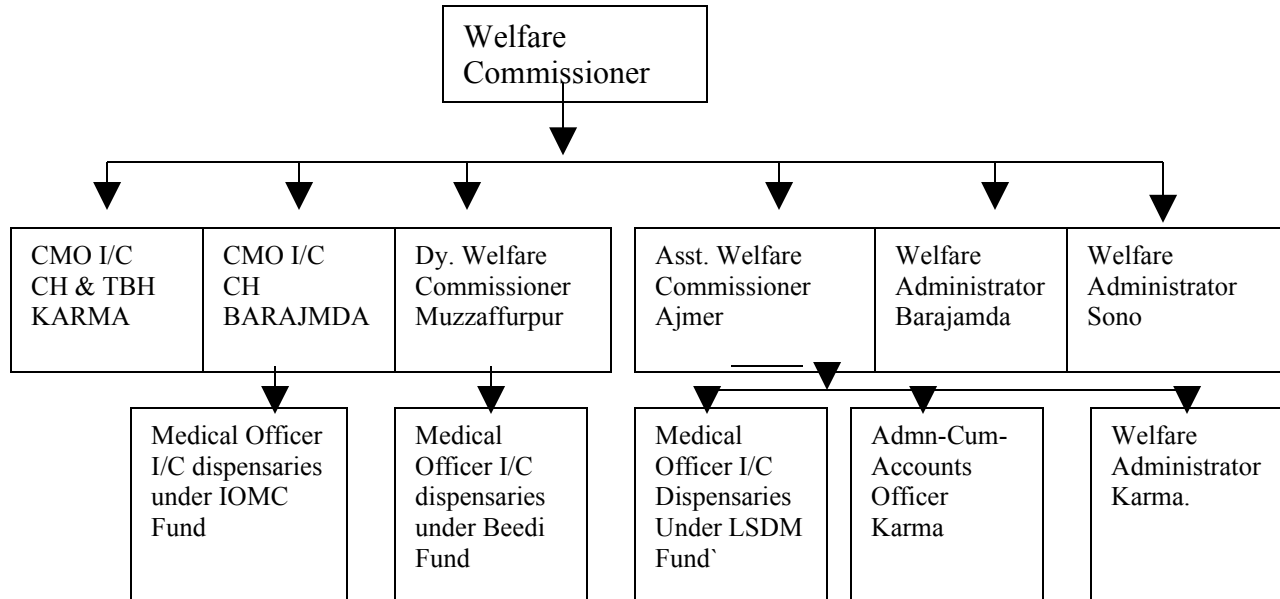
CHOWKIDAR

1. Will be on duty punctually at the approved area. He will be alert throughout the period of duty and perform the duties diligently and with vigilance.
2. Will be responsible for scrutiny of the building equipments and patients.
3. Will check that all doors and windows which have to be kept locked during the non-working hours of the hospital/dispensary/welfare institutions/office(s) are securely locked.
4. Will check daily and see that the fire fighting equipment is kept in good working conditions and take immediate steps in fire fighting in case there is an incident of fire.

MANNUAL 4(1)(b)(iii)**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

Procedures prescribed by the headquarters (Labour Welfare Division, Ministry of Labour) in the welfare schemes are followed. Powers have been delegated at various levels as per functional needs.

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Channel of supervision and accountability:**4(1)(b)(iv) NORMS SET FOR DISCHARGE OF FUNCTIONS**

UNDER HEALTH SCHEMES:

Sl No.	Name of Scheme	Time taken by Medical Officers/ Field Offices to forward the application	Time taken for settling of claims by Office of the Welfare Commissioner	
01	CANCER/HEART/KIDNEY/ MINOR DISEASES LIKE HERNIA, APPENDECTOMY, ULCER, GYNAECOLOGICAL AND PROSTRATE DISEASES	15 DAYS	1 Issuance of permission 2 Issuance of Sanction order after receipt of complete claim forms	1 week 1-2 week
02	SPECTACLES / DOMICILLIARY TREATMENT OF TB / MONETARY COMPENSATION FOR STERILISATION	15 DAYS	Scrutiny of Application and issuance of sanction order	15-20 days
03	MATERNITY BENEFIT	15 DAYS	Scrutiny of Application and issuance of sanction order	30 days
04	GROUP INSURANCE SCHEME	10 DAYS	Scrutiny & forwarding of application to LIC	2-3 weeks

UNDER EDUCATION SCHEME.

Scholarship/Grant for purchase of books etc.

1. Scrutiny/verification of applications: within 30 days of closing date of receipt of applications.
2. Issuing of sanctions for eligible applicants : within 30 days of verification.
3. Actual disbursement of the scholarships/grants : As per annual programme to be drawn by welfare commissioner

4(1)(b)(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS

1. Mica Mines Labour Welfare Fund Rules
2. Limestone & Dolomite Mines Labour Welfare Fund Rules 1973.
3. Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Rules 1978.
4. Beedi Workers Welfare Fund Rules 1978
(Sl.No.4 above is priced publications)

WELFARE SCHEMES:

HEALTH SCHEMES

1 Free Medical Treatment

Free Medical Care is extended to the Beedi/Mica/ Mine workers through the Hospitals, Static Dispensaries and Static-cum-Mobile Dispensaries run by the Labour Welfare Organization.

There are two hospitals functioning at Karma one is 100 bedded Central Hospital & another is 50 bedded T.B.Hospital. There is also functioning 50 bedded Central Hospital at Barajamda in the State of Jharkhand. There are 16 Nos of Static-Cum-Mobile Medical Unit (13 Nos in the State of Bihar and 03 Nos in the State of Jharkhand). There are 08 Nos of Static Dispensary (04 Nos in the State of Bihar and 04 Nos in the State of Jharkhand). There are also 02 Nos of Mobile Medical Unit (One is in the State of Bihar and another One is also in the State of Jharkhand). The address of the Hospital/Dispensary. The Central Hospital caters to the General Health Care (both in door and outdoor of Beedi/Mica/LSDM/Iron Ore Manganese Ore Chrome Ore Mines Workers Welfare). The T.B.Hospital caters to the T.B.Patients of Indoor patients of Mica/Beedi/LSDM/I OMC.

2 Reimbursement of entire expenditure for treatment of cancer: (Scheme was introduced on 01-12-1984)

CANCER TREATMENT:
(for workers & dependents -
6 months continuous service is
essential)

- a) Reimbursement of full expenditure ** for the treatment taken in Govt. hospital /govt. recognised hospitals.
- b) Subsistence allowance shall be paid @ Rs.600-750 per month. Conveyance charges will be reimbursed from residence to hospital and back.

**3 Reimbursement of expenses for treatment of heart diseases:
(Scheme was introduced on 18-09-1984)**

HEART DISEASES:

(for workers & dependants -
continuous service is essential)

- a) Reimbursement of expenditure upto Rs.1.3 lakhs **for the treatment taken in govt hospital / Govt. recognised hospital. . 3 years
- b) Subsistence allowance shall be paid @ Rs.750-1000/- per month. Conveyance charges will also be reimbursed from residence to hospital & back.

**4 Reimbursement of expenses for treatment of Kidney Transplantation etc:
(Scheme was introduced on 10-02-1992)**

KIDNEY TRANSPLANTATION:

(for workers & dependants -
3 years continuous service is
essential)

- a) Reimbursement of expenditure upto Rs.2 lakh **for the treatment taken in govt. hospital /govt. recognised hospital.
- b) Subsistence allowance shall be paid @ Rs.750-1000/- per month. Conveyance charges will also be reimbursed from residence to hospital & back.

** The Welfare Commissioner of the region has powers to sanction reimbursement upto Rs.2,00,000/-in each case. And beyond Rs.2,00,000/ in each case the approval of the office of the DG (LW), New Delhi is required

**5 Financial Assistance for minor diseases like Hernia, Appendectomy, Ulcer, Gynecological diseases and prostrate diseases:
(Scheme was introduced on 13-12-2003)**

Minor Diseases like :
Hernia, appendectomy, Ulcer,
Gynecological diseases, Prostrate
diseases.
(3 years continuous service)
(Only for Workers)

- a) Reimbursement of expenditure upto Rs.30,000/-for the treatment taken in govt. hospital /govt. recognised hospital.

For availing the benefits of the above schemes, the worker has to take prior permission of /inform the Welfare Commissioner for taking treatment in Govt. Hospital or Govt. recognised Hospitals in the prescribed form through the nearest Medical Officer of LWO dispensary and the claims have to be submitted in the prescribed form.

**6 Financial assistance for purchase of Spectacles:
(Scheme was introduced on 14-09-1984)**

PURCHASE OF SPECTACLES: (for workers only)-	a) Reimbursement of expenditure upto Rs.150/- for purchase of spectacles. b) Reimbursement of expenditure upto Rs.70/- for change of lens.
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The worker has to procure the spectacle and send the original receipt alongwith the application to the Welfare Commissioner.

**7 Maternity Benefit Scheme for Female Workers:
(Scheme was introduced in 1988)**

MATERNITY BENEFIT: (for Female workers only - 6 months continuous service is essential)	Financial Assistance of Rs.1000/- will be given for the first two deliveries.
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The female worker shall submit the claim of Maternity benefit after delivery alongwith birth certificate in the prescribed format.

**8 Monetary Compensation for Sterilization:
(Scheme was introduced on 29-07-1988)**

MONETARY COMPENSATION FOR STERILISATION (for worker & his or her spouse- 6 months continuous service is essential)	Rs.200/- will be paid if the worker or his/her spouse undergoes Sterilization having two or less living children.
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The worker has to submit the claim in the prescribed format.

**9 Reservation of Beds in TB Hospital/ Sanatoria and Domiciliary treatment of
TB: (Scheme was introduced on 12-04-1978 & 06-08-1985)**

TREATMENT FOR T.B.: (for workers & dependents - 6 months continuous service is essential.	a) Free treatment in T.B. Hospital b) Rs.50/- per month for purchase of medicines c) Subsistence allowance shall be paid @ Rs.750-- to workers only
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Worker has to avail treatment at the recognised TB Hospitals and submit the claims in the prescribed format. Subsistence allowance will be paid for the period of non payment of wages to the worker.

**10 Providing treatment for mental diseases
(Scheme was introduced on 28-09-1987)**

MENTAL DISEASES
(For workers & dependants)
6 months continuous service
is essential)

a) Monthly expenditure of Rs.180 - Rs.900/- per patient per month is paid to the mental hospital
b) Subsistence Allowance shall be paid @ Rs.600/- to Rs.750/- per month.

**11 Providing treatment for leprosy for workers.
(Scheme was introduced on 26-08-1986)**

LEPROSY RELIEF
For workers & dependants
6 months continuous service

Subsistence Allowance shall be paid @ Rs.200/- to Rs. 300/- per month

12. Scheme for financial assistance to a widow/widower of beedi/cine/ mine worker as well as to widow/widower worker (mine/beedi/cine) for meeting the wedding expenses of their daughters.

- Rs. 5000/- in each occasion for marriage of 1st two daughters.

13. Scheme for Grant-in-aid to State Govt / ESIC / Beedi Workers Group Housing Co-op.Society / NGOs / Control of State Govt.. Recognised Hospital /s etc. for providing medical facilities to Beedi Workers.

- Upto Rs.2.0 crores or 75% of the actual cost of construction including cost of Medical equipments.
- Rs.4.0 lakh or 75% of the actual cost of Ambulance / Mobile Van whichever is less.
- Rs.10.0-0 lakh per annum or 75% of the actual cost, towards supply of medicines to a 15-bedded hospital maintained by above organisation.
- The said institutions are eligible for grant in aid if they intend to expand the existing infrastructure or to provide both indoor and outdoor medical facilities to the Beedi workers.
- Recurring expenses including payment of salary to the Medical / Para medical / Ministerial staff has to be borne by the respective institution.

14. Providing financial assistance towards funeral expenses of beedi/cine/ mine workers.

- Rs. 1500/- is given in cash as to the family members of the deceased beedi/cine/mine worker to meet the funeral expenses.

15 Grant in aid to mine management for maintenance of standard dispensary services:

Applicability Any Mine management which maintains Standard Dispensary/Hospital .

Benefits: Grant in aid is payable @10 paise per Metric Tonne of Iron Ore/Manganese Ore/Chrome Ore produced and @ 40 paise per metric tonne of Limestone & Dolomite produced or 75% of the expenditure on Medicines and establishments charges, whichever is less.

16. Financial assistance to mine workers involved in serious accident

Applicability Any mine worker who meets with fatal accident or is totally /permanently incapacitated in mine accident.

Benefits A lump sum grant of Rs.10,000/- . An amount of Rs. 1000/- per month for a maximum period of five years. A monthly scholarship of Rs. 250/- to each of the school going child till the age of 21 years or his her marriage whichever is earlier. (The children availing this will not be eligible for scholarship under Financial assistance for Education.)

17. Financial assistance to mine workers for artificial limbs

Applicability Any mine worker

Eligibility Worker who lose their limb while on duty.

Benefits The worker is entitled for supply of artificial limb from any of the recognised /approved centers of Government of India. The total expenditure including the cost of limbs and traveling expenses to the center is borne by Labour Welfare Organisation.

EDUCATION SCHEME:

FINANCIAL ASSISTANCE FOR EDUCATION

1. Financial Assistance for providing Scholarship to the wards of Beedi Workers.

Under the Education Scheme financial assistance is provided to the school going children of workers studying from Class 1 to professional courses ranging from Rs.250/- to Rs.8000/- per annum.

	<u>BOYS</u>	<u>GIRLS</u>
1. Class 1 to IV	250/-	250/-
2. V to VIII Std.....	500/-	940/-
3. IX Std.....	700/-	1,140/-
4. X.....	1,400/-	1,840/-
5. XI, XII/PUC I & II.....	2,000/-	2,440/-
6. 3yrs diploma/Graduation/PG.....	3,000/-	3,000/-
7. Professional degree.....	8,000/-	8,000/-
BE/MBBS/BSc. (Agri.)		

The worker has to submit the application through the School where the children of the worker is studying in the prescribed form along with seal and signatures of the school, copy of Marks Card with a copy of identity card within the prescribed time limit.

2. Financial assistance for purchase of vehicle for school going children

Applicability Mine management (Lime Stone & Dolomite Mine & Iron/Manganese/Chrome ore mine)

Eligibility Minimum children (studying in school/college or other institutions) to be benefited should not be less than 50 for a normal bus and 30 for mini bus.

Benefits Financial assistance limited to 75% of the actual or Rs.5 lakh for normal bus/3 lakh for a mini bus.

I. HOUSING SCHEME:

Integrated Housing Scheme 2005 for Beedi and Mine workers:

The Scheme will be funded by the Central Government and implemented by the State Government through the District Collector / Deputy Commissioner of the concerned District.

Cost:

Minimum cost of construction would be Rs.45,000/- per tenement (Rs. 40,000/- Central subsidy plus Rs.5,000/- workers contribution). A dwelling unit costing up to Rs.1.00 lakh would be admissible under the scheme.

Mode of Application:

Applications in the prescribed form completed in all respects alongwith the contribution of the workers @ Rs.5,000/- per tenement from the eligible beneficiary shall be deposited with the District Collector / Deputy Commissioner of the concerned district or any authority nominated / appointed by him.

Subsidy:

A uniform Central subsidy of Rs.40,000/- per worker per unit will be granted. The 1st installment of the subsidy of Rs.20,000/- would be released at the time of grant of administrative approval. The 2nd installment of subsidy will be released on the construction reaching the roof level.

Eligibility:

Beedi worker engaged in Beedi industry for not less than 1 year. The monthly income of the family should not exceed Rs.6500/- per month.

The applicant Beedi / Mine worker should not have a House in his/her own name or in the name of his/her spouse or any of the dependents.

The applicant beedi / mine worker or his/her spouse or any of the dependants should not have earlier availed the facility of financial assistance under any housing scheme of the Government.

The house / flat will be completed within a period of 18 months.

All the above conditions of eligibility would be applicable to Iron Ore / Limestone Ore, Dolomite Ore, Chrome / Mica Ore & Manganese Ore Mine workers except in their cases; the family monthly income should not exceed Rs.10,000/-

2. Type I housing scheme for mine workers

Applicability Mine workers employed in the Iron Ore/Manganese ore/Mica/Chrome Ore/Limestone & Dolomite mining industry. The land to be provided by the Mine management at mine site.

Eligibility The life of the Mine should not be less than 15 years. The management must be employing regular mine workers and having residential provision for contract workers more than the houses applied for.

Benefits A subsidy of Rs.40,000/- or 75% of the actual cost whichever is less will be given to the Mine management who will construct the house.

3. Type II housing scheme for mine workers.

Applicability Mine workers employed in the Iron Ore/Manganese Ore/Mica/Chrome Ore /Limestone and Dolomite mining Industry. The land to be provided by the Mine management at the mine site.

Eligibility The life of the mine should not be less than 15 years. The management must be employing regular mine workers and having residential provision for contract workers more than the houses applied for.

Benefits A subsidy of Rs.50,000/- or 75% of actual cost whichever is less is given to the management who will construct the house.

II. Grant-in-aid to registered Co-op. Societies of Beedi Workers with 75 or more members for Construction of Work shed & Godown:

- Minimum area of the work shed and godown should not be less than 750 sq.ft. and 600 sq. ft respectively with a minimum life of 20 years.
- Subsidy of maximum of Rs.1.50 lakh or 75% of actual cost of construction after completion of construction.
- Amount is released after inspection by the officers nominated by Welfare Commissioner.

SOCIAL SECURITY SCHEME:

- Beedi and Cine Workers in the age group of 18-60 years and who are not subscribers of Employees Provident Fund scheme are covered under the Group Insurance Scheme. The benefits under the scheme are as under.

Natural Death	Rs.10,000/-	
Accidental Death	Rs.25,000/-	
Partial Disability	Rs.12,500/-	} Not applicable for Cine Workers
Total Disability	Rs.25,000/-	

WATER SUPPLY SCHEMES FOR MINE WORKERS.

Applicability Mine managements

Eligibility In area of concentration of mine workers houses.

Benefits 75 % of the actual cost of the scheme providing water supply to the mine workes.

GRANT IN AID FOR LIBRARIES FOR MINE WORKERS

Applicability Mine managements

Eligibility Managements should run libraries for the benefit of minimum 100 workers.

Benefits Grant-in-aid of maximum of Rs.5000/- per annum.

RECREATIONAL SCHEMES

1. Supply of TV sets

Applicability Mine and Beedi Workers

Eligibility Mine managements and Beedi Workers Co-operative Societies

Benefits Rs.10,000/- for colour TV set and Rs.4000/- for B&W TV Set.

2. Grant in aid for purchase of dish antenna

Applicabilty Mine Managements

Eligibility Mine managements who provide housing facilities to their workers and where such houses form a colony of at least 100 houses.

Benefits Payment limited to 50% of the actual cost of the dish antenna including all the accessories or Rs.30,000/- whichever is less.

3. Organising sports/games social & cultural activities

Applicability Mine and Beedi workers

Eligibility

- a) Each mine management with a group of mines under their control will be eligible for reimbursement of expenditure.
- b) Beedi managements or social and cultural organisation of repute.
- c) Prior approval of the competent authority is required to be obtained.

Benefits A For mine managements

- 1) For purchase of sports gear : 75% of the actual expenditure subject to a limit of Rs.10000/- in a financial year.
- 2) For Sports/Games/Tournaments activity : 75% of the actual expenditure subject to limit of Rs.10000/- in a financial year .
- 3) For social activities : Expenditure limited to Rs.3,500/- or 50% of the actual expenditure, whichever is less
- 4) For cultural activities : Expenditure limited to Rs.3,500/- or 50% of the actual expenditure, whichever is less.

B For Beedi Managements

- 1) 50% of the actual cost of the event subject to a maximum of Rs.2000/- per event.

4. Grant in aid for sports ground

Applicability Mine workers only.

Eligibility The grant-in-aid will be admissible only for provision of Sports Ground where the concentration of workers is not less than 250. Detailed estimate with site plan indicating the place where the sports ground is proposed to be located should be furnished alongwith application.

Benefits Financial assistance will be a grant-in-aid payable subject to a maximum of Rs..3000/- on matching basis.

5. Excursion cum study tour

Applicability Mine Workers

Eligibility

- 1) All permanent and temporary workers.
- 2) His/her name should be in the Form 'B' register and has put in continuous service of atleast two years.
- 3) He should possess a valid Identity Card on the date of tour.
- 4) The period of tour and total distance to and from should not exceed ten days and 3000 Km respectively.
- 5) The number of workers in one trip should not be less than 10 and not more than 50 in any case.
- 6) To obtain prior approval of Welfare Commissioner before the tour is undertaken.

Benefits Grant-in-Aid payable on matching basis subject to a maximum of Rs.20000/-per tour.

6. Motor vehicle for transportation of mine workers (except mica)

Applicability Mine Workers

Eligibility 1) The number of mine workers to be benefited should not be less than 75 in case of a normal bus and 40 in case of mini bus.
2) Assistance will be paid to the mine managements.

Benefits Financial assistance will be as follows:

- 1 Normal bus 75% of the actual cost of Rs.5 lakh whichever is less.
- 2 Mini Bus 75% of the actual cost or Rs.3 lakh- whichever is less.

7. Sight seeing & holiday home facilities for beedi workers:

Applicability Beedi Workers.

Eligibility: 1. Beedi workers with six months of employment are entitled.
2. To and fro 2nd class railway fare, local conveyance and sight seeing @ Rs.3/- per day for 3 days admissible.
3. Reimbursement of expenditure is made after certificate of Caretaker Holiday Home.

8. Grant in aid for setting up of community centres for benefit of beedi workers

- Benefit is available for setting up of Community Centre in beedi Workers Housing Colony having minimum 50 houses.
- The State Government should submit the plan and estimate for construction of Community Hall duly approved by competent authorities.
- the minimum covered area not less than 50 sq. metres with a life of more than 20 years.
- an amount of Rs.1.00 lakh is released on completion of construction after inspection by the Officers of Labour Welfare Organisation.

4(1)(b)(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Documents pertaining to the implementation of the schemes are held by the Labour Welfare Organisation.

4(1)(b)(vii) PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The policies are formulated considering the recommendations of the Central Advisory Committees under different funds and the State Advisory Committees recommends the implementation part thereof.

4(1)(b)(viii) STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSISTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES OR OTHER BODIES ARE OPEN TO PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESIBLE FOR PUBLIC.

Notifications pertaining to the constitution of State Advisory Committees under different Labour Welfare Funds in Ajmer Region for the concerning States published in the extra ordinary Gazette of India.

The State Advisory Committees for the States of Bihar and Jharkhand has not been reconstituted yet, since the nominations for the same has not been received from the respective State Governments. However, efforts are being done to reconstitute the same at the earliest.

**4(1)(b)(ix) & (x) DIRECTORY OF OFFICERS AND EMPLOYEES &
MONTHLY RENUMERATION**

Sl.No.	Name & Designation of officers/employees	Total monthly remuneration	Remarks
1.	Welfare Commissioner		Incharge of all funds
2.	Shri.Vijay Kumar,Asstt.Welfare Commissioner	Rs.20,270.00	
3.	Shri.Harjit Singh,Admn-Cum-Account Officer	Rs.20,318.00	
4.	Shri.Arun Kumar Sinha,Stenographer”c”	Rs.14,808.00	
5.	Shri.B.P.Lal,Stenographer/Accountant	Rs.13,998.00	
6.	Shri.E.E.Ekka,U.D.C	Rs.11,417.00	
7.	Shri.Ratnesh Kumar,U.D.C	Rs.11,334.00	
8.	Shri.Deepak Kumar Singh,U.D.C	Rs.10,927.00	
9.	Shri.O.P.Rai,U.D.C	Rs.10,936.00	
10.	Shri.M.M.Yadav,Hindi Translator	Rs.14,203.00	
11.	Shri.Brahmdeo Singh,Driver	Rs.13,182.00	
12.	Shri.V.Mohan Rao,L.D.C	Rs.10,108.00	
13.	Shri.Subbendu Bererjee,L.D.C	Rs.6,413.00	
14.	Shri.N.K.Prasad,Dy. Welfare Commissioner	Rs.24,246.00	
15.	Shri.Ram Sewak Ram,Assistant	Rs.13,488.00	
16.	Shri.Binay Kumar Yadav,U.D.C	Rs.12,231.00	
17.	Shri.Rajesh Kumar Sahu,L.D.C	Rs.7,127.00	
18.	Shri.Sachindra Thakur,L.D.C.	Rs.10,529.00	
19.	Shri.Chranjeev Kumar,L.D.C	Rs.6,773.00	
20.	Shri.Upendra Prasad Sinha,Peon	Rs.6,298.00	
21.	Shri.Ram Bachan Prasad,Stenographer	Rs.14,713.00	
22.	Shri.Basant Kumar,Night Guard	Rs.5,717.00	
23.	Shri.P.S.Roy,Cinema Operator	Rs.13,448.00	
24.	Dr.P.K.Das,Chief Medical Officer	Rs.39,605.00	
25.	Shri.Bhuvan Kumar Das,L.D.C	Rs.8,265.00	
26.	Shri.R.K.Singh,Lab-Technician	Rs.15,406.00	
27.	Smt.L.M.Khesh,Staff Nurse	Rs.16,706.00	
28.	Smt.Roopkala Kr.Singh,Staff Nurse	Rs.14,287.00	
29.	Smt.Glady Bage,Staff Nurse	Rs.14,728.00	

30.	Smt.Mariam Barwa, Midwife	Rs.10,002.00	
31.	Smt.Shivani Nandy, Midwife	Rs.11,095.00	
32.	Smt.Mukti Mundu, Staff Nurse	Rs.17,723.00	
33.	Shri.Dinesh Ram, Peon	Rs.7,770.00	
34.	Shri.Radhey Shayam Saw, Cook	Rs.6,758.00	
35.	Shri.Ashok Ram, Dhobi	Rs.7,527.00	
36.	Shri.Ram Naresh Jha, Night Guard.	Rs.6,337.00	
37.	Shri.Prabhat Kr.Srivastava, Night Guard.	Rs.6,685.00	
38.	Shri.Kedar Ram, Ward & Kitchen Servant	Rs.9,017.00	
39.	Shri.Basudeo Gope, W & K.S	Rs.7,072.00	
40.	Shri.Ram Karan singh, W & K.S	Rs.7,072.00	
41.	Shri.Devand Prasad, Cook	Rs.7,916.00	
42.	Smt.Shanti Devi, No.I, W & K.S	Rs.8,417.00	
43.	Smt.Chinta Devi, W & K.S	Rs.7,652.00	
44.	Smt.Phool Kumari, W & K.S	Rs.6,472.00	
45.	Smt.Kishunpati Devi, Aya	Rs.7,323.00	
46.	Smt.Shanti Devi, No.II, W & K.S	Rs.7,575.00	
47.	Shri.Badri Ram, Sweeper	Rs.8,465.00	
48.	Shri.Prakash Hari, Sweeper	Rs.6,685.00	
49.	Shri.Basant Ram, Sweeper	Rs.7,323.00	
50.	Shri.Vijay Dome, Sweeper	Rs.8,194.00	
51.	Smt.Champa Devi, Sweeper	Rs.7,575.00	
52.	Shri.Shamhu Prasad, Mali	Rs.8,990.00	
53.	Shri.Dharam Saw, D.C.A	Rs.6,412.00	
54.	Shri.Arjun Ram, No.II, Sweeper	Rs.6,685.00	
55.	Shri.Kishore Ram, Sweeper	Rs.7,107.00	
56.	Shri.Manoranjan Sinha, D.C.A	Rs.6,917.00	
57.	Shri.Arjun Ram, No.I, Sweeper	Rs.6,569.00	
58.	Shri.Gopi Saw, Cook.	Rs.7,450.00	
59.	Dr.Suresh Prasad, Sr.Medical Officer	Rs.35,088.00	In charge of disp.
60.	Shri.Nahal Akater, Pharmacist	Rs.14,290.00	
61.	Shri.Raj Narayan Singh, Driver	Rs.10,229.00	
62.	Shri.Kaushal Kishor Jha, D.C.A	Rs.7,537.00	
63.	Shri.Pram Chand, Night Guard	Rs.7,394.00	
64.	Dr.Baldeo Dokaniya, Chief Medical Officer	Rs.41,287.00	In charge of Disp.
65.	Shri.Awadhesh Prasad, Pharmacist	Rs.14,248.00	
66.	Shri.Sheo Shambhu Singh, Driver	Rs.9,994.00	
67.	Shri.Birendra Prasad Singh, D.C.A	Rs.7,665.00	
68.	Shri.Tahal Das, Night Guard	Rs.	
69.	Dr.Satyendra Kumar, Medical Officer(Adhoc)	Rs.30,057.00	In charge of Disp.
70.	Smt.Roopkala Kumar, Statt Nurse	Rs.15,409.00	
71.	Shri.Umesh Prasad Singh, Pharmacist	Rs.14,395.00	

72.	Shri.Nawal Kishor Ram,Driver	Rs.11,395.00	
73.	Shri.Yodendra Prasad, Night Guard.	Rs.7,522.00	
74.	Dr.Sushil Kumar,Sr.Medical Officer	Rs.35,941.00	In charge of Disp.
75.	Shri.Jagdish Das,Pharmacist	Rs.14,430.00	
76.	Shri.Ram Binay Prasad,D.C.A	Rs.8,276.00	
77.	Dr.Birendra Kumar,Chief Medical Officer	Rs.37,282.00	
78.	Shri.Ranjan Kumar Pandey,Pharmacist	Rs.12,078.00	
79.	Shri.Birendra Prasad Singh,Driver	Rs.9,994.00	
80.	Shri.Binod Singh,D.C.A	Rs.7,369.00	
81.	Shri.Rakesh Kumar,Night Guard.	Rs.6,988.00	
82.	Dr.Sanjeev Kumar(Contract basis)	Rs.8,000.00	In charge of Disp.
83.	Shri.Ekramul Haque,Pharmacist.	Rs.14,395.00	
84.	Shri.Rajendra Jha,Projectionest	Rs.12,384.00	
85.	Shri.Nawal Kishor Jha,D.C.A	Rs.7,191.00	
86.	Shri.Kapildeo Ram,Night Guard.	Rs.8,439.00	
87.	Dr.Kali Ram,Sr.Medical Officer	Rs.36,651.00	In charge of disp.
88.	Shri.Shashi Kant Sushil,Pharmacist	Rs.13,803.00	
89.	Shri.Sardanand Prasad,D.C.A	Rs.7,250.00	
90.	Shri.Om Prakash Ram,Night Guard	Rs.7,107.00	
91.	Dr.Ramashankar Prasad(Contract basis)	Rs.8,000.00	
92.	Shri.Ashif Akhtar,Pharmacist	Rs.15,653.00	
93.	Shri.Putter Singh,Driver	Rs.11,466.00	
94.	Shri.Ram Lakhan Sharma,Night Guard	Rs.8,783.00	
95.	Dr.A.N.Choudhary,Chief Medical Officer	Rs.43,585.00	In charge of disp.
96.	Shri.Bijay Kumar,Pharmacist	Rs.14,798.00	
97.	Shri.Arun Kumar Singh,D.C.A	Rs.6,467.00	
98.	Shri.Kabiruddin,Night Guard	Rs.6,639.00	
99.	Dr.D.Mukherjee,Chief Medical Officer	Rs.40,850.00	
100.	Shri.Mazahir Ahsan,Pharmacist	Rs.14,673.00	
101.	Shri.Jang Bahadur Prasad,Driver	Rs.8,728.00	
102.	Smt.Mariama Tigga,Midwife	Rs.11,509.00	
103.	Shri.Nawal Kishor Prasad Singh,D.C.A	Rs.8,271.00	
104.	Shri.Ganesh Ram,Night Guard	Rs.6,871.00	
105.	Dr.Suresh Kumar,Medical Officer	Rs.26,354.00	In charge of disp.
106.	Shri.R.N.Choudhary,Pharmacist	Rs.15,475.00	
107.	Shri.Bishwanath Singha,D.C.A	Rs.7,730.00	
108.	Dr.D.V.K.Singh,Sr.Medical Officer	Rs.36,792.00	In charge of disp.
109.	Shri.Ram Sagar Sharma,Pharmacist	Rs.13,850.00	
110.	Shri.Duryodhan Pradhan,D.C.A	Rs.7,728.00	

111	Dr.Deepak Kumar,Medical Officer(Adhoc)	Rs.29,048.00	
112.	Shri.Naresh Kumar,D.C.A	Rs.7,920.00	
113.	Shri.Ashok Kumar Dubey,Night Guard	Rs.7,788.00	
114	Dr.B.K.Singh,Sr.Medical Officer	Rs.40,473.00	In charge of disp.
115	Shri.Maheswar Ram,Pharmacist	Rs.13,850.00	
116	Shri.Radhe Krishna Shrama,Projectionest	Rs.11,631.00	
117	Shri.Rajendra Prasad,D.C.A	Rs.9,200.00	
118.	Dr.Binod Kumar,Medical Officer	Rs.27,054.00	In charge of disp
119	Shri.Asalam,Pharmacist	Rs.14,140.00	
120	Shri.Ram Balak Singh,Driver	Rs.10,810.00	
121	Shri.Jitendra Kumar Singh,D.C.A	Rs.7,014.00	
122.	Dr.Sunil Kumar,Medical Officer(Adhoc)	Rs.28,516.00	In charge of disp
123.	Shri.Munshi ram,Pharmaicst	Rs.113,850.00	
124	Shri.Binod Hari,Sweeper	Rs.6,987.00	
125.	Dr.A.K.Singh,Sr.Medical Officer	Rs.40,085.00	In charge of disp
126	Shri.Naseem Ahmed,Pharmacist	Rs.14,938.00	
127	Shri.Nand Kumar Choubey,Driver	Rs.11,198.00	
128	Shri.Rajeshwari Prasad,D.C.A	Rs.7,665.00	
129.	Shri.Masad Alam Khan,Pharmacist	Rs.14,938.00	
130	Shri.Ganga Prasad Saw,D.C.A	Rs.7,920.00	
131	Shri.Raj Kishor Singh,Night Guard	Rs.7,014.00	
132	Dr.Madan Prasad,Sr.Medical Officer	Rs.41,821.00	In charge of disp
133	Shri.Devendra Kumar Bharti,Pharmacist	Rs.11,585.00	
134	Dr.Sandeep Kumar,Medical Officer(Adhoc)	Rs.28,816.00	In charge of disp.
135.	Shri.Raj Kumar Prasad,Pharmacist	Rs.13,850.00	
136	Shri.Ashok Kumar,D.C.A	Rs.7,788.00	
137	Dr.Binod Kumar,Sr.Medical Officer	Rs.37,968.00	In charge of disp
138	Shri.Manowar Alam,Pharmacist	Rs.14,673.00	
139	Shri.Binod Prasad,Driver	Rs.10,423.00	
140	Shri.Vijay Bahadur Singh,D.C.A	Rs.7,247.00	
141	Shri.Udai Singh,Night Guard	Rs.8,148.00	
142	Dr.S.Barua,Chief Medical Officer	Rs.39,971.00	In charge of unit
143	Shri.Amrendra Jha,Pharmacist	Rs.13,338.00	
144	Shri.Nagendra Jha,Driver	Rs.9,257.00	
145	Shri.Brizznandan Prasad,Pharmacist	Rs.11,010.00	
146	Shri.Sunil Kumar Bhagat,D.C.A	Rs.7,364.00	
147	Shri.Jagdish Prasad Yadav,D.C.A	Rs.7,788,00	

148	Shri.P.J.Tirkey,Asstt.Welfare Administrator	Rs.11,707.00	
149	Shri.Jagdish Rajak,Cleaner	Rs.8,152.00	
150	Shri.Gautam Pratap,Cleaner	Rs.6,043.00	
151	Shri.Harimohan Pradhan,Night Guard	Rs.7,879.00	
152	Shri.Amar Bahadur,Night Guard	Rs.5,642.00	
153	Dr.B.Panda,Chief Medical Officer(N.F.S.G)	Rs.49,501.00	In charge of C.H. Karma/T.B.H. Karma
154	Dr.Sanjay Kumar,Medical Officer(Adhoc)	Rs.27,749.00	
155	Shri.B.N.P.Srivastava,Jr.Engineer(Civil)	Rs.16,352.00	
156	Shri.A.K.Chakravorty,U.D.C	Rs.10,331.00	
157	Shri.Allauddin Khan,L.D.C	Rs.8,321.00	
158	Shri.Sanjay Kumar Sinha,L.D.C	Rs.6,773.00	
159	Shri.D.N.Mohanto,Electrician	Rs.10,331.00	
160	Shri.Anil Kumar,Pump Driver	Rs.7,499.00	
161	Shri.Bimal Kumar Sinha,U.D.C	Rs.10,927.00	
162	Shri.Anil Kumar Sinha,U.D.C	Rs.10,836.00	
163	Shri.Jitendra Kumar,L.D.C	Rs.6,535.00	
164	Smt.G.B.Singh,Sister-in-charge	Rs.19,222.00	
165	Smt.G.R.L.Dadal,Sister-in-charge	Rs.20,770.00	
166	Smt.Nalmani Kujur,Staff Nurse	Rs.20,770.00	
167	Smt.Anila Lakra,Staff Nurse	Rs.18,835.00	
168	Smt.M.Chako,Staff Nurse	Rs.17,533.00	
169.	Smt.Sabina Kajur,Staff Nurse	Rs.16,706.00	
170	Smt.Mridulla Dutta,Midwife	Rs.12,643.00	
171.	Shri.Ram Pyare Pathak,Pharmacist	Rs.13,568.00	
172	Shri.R.A.Sharma,X-Ray Technician	Rs.14,346.00	
173	Shri.Dharam Nath Singh,Driver	Rs.9,567.00	
174.	Shri.Awadhesh Kumar,Pharmaicist	Rs.14,729.00	
175	Shri.Bhikhu Ravidas,Dresser	Rs.8,735.00	
176	Shri.Yusuf Ansari,Dresser	Rs.9,297.00	
177	Shri.Mahesh Pandey,Dresser	Rs.7,575.00	
178	Shri.Nagendra Prasad Singh,Lab-Attendent	Rs.7,630.00	
179	Shri.Kishor Ram,Cook	Rs.8,059.00	
180	Shri.Tribhuwan Ram,Night Guard	Rs.8,500.00	
181	Shri.Bhuiya Pandit,Mali	Rs.5,990.00	
182	Shri.Sudarshan Ram,Dhobi	Rs.8,194.00	
183	Shri.Quazi Nasrat,Ward & Kitchen servant	Rs.9,874.00	
184	Shri.Jashbir Singh,W & K.S	Rs.7,643.00	
185	Shri.Badri Ram,W & K.S	Rs.7,517.00	
186	Shri.Subhan Ali,W & K.S	Rs.7,843.00	

187	Shri.Sushil Kumar Bakshi,W & K.S	Rs.6,947.00	
188	Smt.Rookmini Devi,W & K.S	Rs.6,947.00	
189	Smt.Indu Devi,W.& K.S	Rs.6,472.00	
190	Shri.Raju Ram,sweeper	Rs.6,575.00	
191	Shri.Raj Kumar Ram,Sweeper	Rs.8,048.00	
192	Shri.Arjun Lal,Sweeper	Rs.6,104.00	
193	Smt Basanti Devi,Sweeppress	Rs.7,491.00	
194	Smt.Soma Devi,Sweeppress	Rs.5,430.00	
195	Smt.Rekha Devi,Sweeppress	Rs.3,977.00	
196	Shri.Bundo Ram,Sweeper	Rs.7,575.00	
197	Shri.Zallauddin Elect.Khalasi	Rs.6,657.00	
198	Shri.Abdul Zabbar,Elect.Khalasi	Rs.7,353.00	
199	Shri.R.K.Bhartiya,Helper	Rs.7,450.00	
200	Shri.Tapan Sarkar,Peon	Rs.6.755.00	
201	Shri.Rajendra Ram,Peon	Rs.7,819.00	
202	Shri.Surendra Kumar Ram,Peon	Rs.7,221.00	
203	Shri.Jawaharlal Vidyarthi,Night Guard	Rs.6,220.00	
204	Shri.P.C.Das,Elect.Kalasi	Rs.6,755.00	
205	Shri.Ajay Kumar,Elect.Kalasi	Rs.5,674.00	
206	Shri.R.K.Prasad,A.W.A	Rs.13,488.00	
207	Smt.Anita Kishoriya,Staff Nurse	Rs.13,961.00	
208	Miss.Anna Topno,Staff Nurse	Rs.13,811.00	
209	Smt.Kumudine Ekka,Staff Nurse	Rs.13,811.00	
210	Smt.Premti Tigga,Staff Nurse	Rs.13,811.00	
211	Smt.Naimi Bage,Staff Nurse	Rs.13,811.00	
212	Smt.Sima Chakraborty,Staff Nurse	Rs.13,811.00	
213	Shri.Binod Saw,Night Guard	Rs.6,871.00	
214	Shri.G.P.Bakshi,Welfare Administrator	Rs.15,438.00	In charge of Unit
215	Shri.B.Sahu,Asstt.Welfare Administrator	Rs.13,764.00	
216	Shri.H.K.Patnaik,Assistant	Rs.11,811.00	
217	Shri.Sunil Kumar,L.D.C	Rs.5,673.00	
218	Smt.Manju Prajapati,L.D.C	Rs.5,673.00	
219	Shri.Ganesh Hessa,Driver	Rs.10,695.00	
220	Shri.K.N.Banra,Peon	Rs.7,547.00	
221	Shri.K.D.N.Singh,Choukidar	Rs.6,669.00	
222	Smt.Kalo Devi,Peon	Rs.5,870.00	
223	Shri.Devendra Singh,Asstt.Librarain	Rs.8,742.00	
224	Smt.Munni Chattamba,Centre-in-charge	Rs.7,208.00	
225	Smt.S.Singh,Centre-in-charge	Rs.7,310.00	
226	Smt.Y.Pan,Centre-in-charge	Rs.7,333.00	

227	Shri.Govind Nag,Choukidar	Rs.7,517.00	
228	Shri.J.S.Kudada,Choukidar	Rs.6,494.00	
229	Shri.B.S.Hembram,Choukidar	Rs.7,098.00	
230	Sri.K.C.Karua,Choukidar		
231	Dr.K.K.Sahoo,Chief Medical Officer(N.F.S.G)	Rs.47,170.00	In charge of C.H.Barajamd a/ dispensary
232	Sri.B.S.Sandil,U.D.C	Rs.10,974.00	
233	Shri.S.Maity,Pharmacist	Rs.12,232.00	
234	Shri.Surendra Kumar,Lab-Technician	Rs.13,348.00	
235	Miss.Ruth Kerketta,Statt Nurse	Rs.17,410.00	
236	Smt.Arti Jyoti,Staff Nurse	Rs.17,038.00	
237	Smt.Muni Prakash,A.N.M	Rs.12,215.00	
238	Shri.R.S.Das,Plumber	Rs.9,300.00	
239	Shri.Ragunandan Prasad,Electrician	Rs.6,510.00	
240	Shri.R.K.Tiwary,Pharmacist	Rs.14,501.00	
241	Shri.D.N.Mahakud,Pharmacist	Rs.14,213.00	
242	Smt.S.Dang,A.N.M	Rs.11,395.00	
243	Smt.R.Purty,A.N.M	Rs.11,395.00	
244.	Shri.Nagendra Prasad,Dresser	Rs.7,828.00	
245	Shri.D.R.Prajapati,Wardboy	Rs.5,834.00	
246	Shri.S.Prasad,Dresser	Rs.8,272.00	
247	Shri.D.N.Sinku,Pump Driver	Rs.6,959.00	
248	Shri.M.Kullu,Wire Man	Rs.6,959.00	
249	Shri.Naresh Tanti,Mali	Rs.6,968.00	
250	Shri.K.K.Singh,Ward Boy	Rs.8,212.00	
251	Shri.S.C.Kalindi,Ward boy	Rs.7,988.00	
252	Shri.Surendra Rajak,Dhobi	Rs.7,611.00	
253	Smt.Asha Devi,Aya	Rs.7,793.00	
254	Smt.Maya Devi,Aya	Rs.7,793.00	
255	Smt.Shyama Devi,Aya	Rs.6,625.00	
256	Smt.J.Nisha,Aya	Rs.7,068.00	
257	Smt.G.B.Fernandis,Aya	Rs.5,068.00	
258	Shri.A.Pera,Cook	Rs.8,354.00	
259	Shri.S.Solanki,Choukidar	Rs.8,272.00	
260	Md.Jamaluddin Ansari,Choukidar	Rs.5,896.00	
261	Shri.Soma Kaika,Choukidar	Rs.8,212.00	
262	Shri.Anamo Mukhi,Sweeper	Rs.7,793.00	
263	Shri.Reyazuddin ,Ward & Kitchen servant	Rs.7,123.00	
264	Shri.Kalakar Mukhi(Temp.status)	Rs.4,946.00	
265	Shri.Gura Mukhi -do-	Rs.4,946.00	
266	Shri.B.C.Karua -do-	Rs.4,946.00	
267	Smt.Talo Karua -do-	Rs.4,946.00	

MANUAL 4(1)(B)(XI) BUDGET ALLOCATION B.E. 2006-07

	Beedi Workers Welfare Fund	Limestone & Dolomite Mines Labour Welfare Fund	Iron/Manganese/Chrome Ore Mines Labour Welfare fund	Mica Mines Labour Welfare Fund.
Administration	4784	860	3045	2240
Health	36481	3400	20040	4760
Education	13020	745	3889	30
Housing	3000	0	1000	0
Recreation	345	478	916	0
Water Supply		0	500	0
Total				

Manual 4(1)(b)(xii) SUBSIDY PROGRAMME**Manual 4(1)(b)(xiii) PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT**

Not applicable to Labour Welfare Organisation

Manual 4(1)(b)(xiv) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY THE ORGANISATION REDUCED IN AN ELECTRONIC FORM

- i) Details of organisation, its field units, function and duties
- ii) The powers and duties of officers and employees
- iii) Channel of supervision
- iv) Details of Schemes
- v) Details of State Advisory Committees
- vi) Directory of officers and employees alongwith remuneration
- vii) Budget allocation for the year 2005-2006
- viii) Details of subsidy granted under Integrated Housing Scheme
- ix) Names, designation and other particulars of the Central Public Information Officer/Assistant Central Public Information Officer of the Organisation.

Manual 4(1)(b)(xvi) PUBLIC INFORMATION OFFICERS

Organisation	Central Public Information Officer
Office of the Welfare & Cess Commissioner, Labour Welfare Organisation, Karma, P.O. Jhumritelaiya, Dist- Koderma(Jharkhand)-825409.	Shri. Vijay Kumar, Asst. Welfare Commissioner,LWO, Karma, P.O. Jhumritelaiya, Dist-Koderma(Jharkhand)-825409. Telephone No :- 06534-222482.
	Central Assistant Public Information Officers
	1. Shri. N.K.Prasad, Dy.Welfare Commissioner,LWO, Muzaffarpur, Mohalla-I.G.Colony, Budhanagar, P.O.Bhagwanpur Chouk, N.H. 28, Dist-Muzaffarpur. Telephone No :- 0621-2258042.
	2.Shri.G.P.Bakshi, Welfare Administrator, LWO, Barajamda, At/P.O.Barajamda, Dist- West Singhbhum (Jharkhand) Telephone No :- o6596-262215