

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 ORGANISATION	ADDRESS	FUNCTIONS	DUTIES
1.	Labour Department	Gangtok, Sikkim	i) Enforcement of Labour Acts ii) Compensations iii) Labour Clearance Certificates	Enforcement of labour laws in Sikkim.

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 officers and employees of the authority by designation as follows:-

Sl. No.	NAME OF OFFICER	DESIGNATION	DUTIES ALLOTTED	POWERS
1.	Shri R.K.Purkayastha	Statutory: Secretary	Head of Department	All
		Administrative:	Head of Department	All
		Financial:	As per delegation of powers issued by FRE Department	
		Other:		
2.	Shri P.W.Rinzing	Statutory: Additional Secretary	Head of Office	As delegated
		Administrative:	Head of Office	-do-
		Financial:	As per delegation of power issued by FRE Department	
		Other:		
3.	Shri T.T.Gensarpa	Statutory: Joint Secretary	State Public Information Officer	As delegated by RTI Act, 2005
		Administrative:		
		Financial:		
		Other:		
4.	Shri Bhisai Rai	Statutory: Joint Labour Commissioner	Enforcement Section	As delegated by the State Government under Labour Laws/Acts
		Administrative:		
		Financial:		
		Other:		
5.	Shri Chewang Gyatso	Statutory: Joint Labour Commissioner	Accounts Section	D&DO
		Administrative:		
		Financial:		As stipulated by the FRE Department
		Other:		
6.	Shri K.T.Lepcha	Statutory: Deputy Secretary	Administration Section	
		Administrative:		Under the Service Rules given by the Government
		Financial:		
		Other:		

7.	Smt. Dilmaya Rai	Statutory: Under Secretary	Administration	
		Administrative:		Under the Service Rules given by the Government
		Financial:		
		Other:		
8.	Shri K.R.Limboo	Statutory: Dy. Labour Commissioner	Enforcement	Enforcement Of Labour Laws/Acts in North District
		Administrative:	Head of Office/Mangan	
		Financial:		
		Other:		
9.	Shri S.M.Neopaney	Statutory: Asstt. Labour Commissioner	Enforcement	Enforcement Of Labour Laws in East District
		Administrative:		
		Financial:		
		Other:		
10.	Shri D.S.Kunwar	Statutory: Dy. Labour Commissioner	Enforcement	Enforcement Of Labour Laws in South District
		Administrative:	Head of Office/Namchi	
		Financial:		
		Other:		
11.	Ms.Tashi Wangmu Sherpa	Statutory: Asstt. Labour Commissioner	Enforcement	Enforcement Of Labour Laws in West District
		Administrative:	Head of Office, Gyalshing	
		Financial:		
		Other:		

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	Goals set & their Planning are discussed in meetings in the Office	Goals once set are then processed in Files through the required Administrative Channels and forwarded to the Secretary.	Honorable Minister/ Labour Government of Sikkim
Budgeting	Expenditure to be incurred in forwarded to the DPERNCAD and Finance, Revenue & Expenditure for necessary sanction.	Through the usual Administrative Channels	
Formulation of Programmes, Schemes & Projects	Through consultation with the concerned Department.		
Recruitment/ Hiring of Personnel	Done through Department of Personnel.	Vacant Sanctioned Posts are forwarded to DOP for necessary action	
Release of Funds	Made through the budget which is allocated to the Department annually.		
Implementation/ Delivery of Service/utilization Of funds	Labour laws Implemented as per the Acts and the funds are utilized as per the requirements with prior approval & sanction	As per the rules/Acts passed by the Government	
Monitoring & Evaluation	The time frame is set and necessary surveys are done, if required, after implementation		
Gathering Feedback from Public	Feedback received manually		
Undertaking improvements	As and when required	Through the necessary channels	

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 DOCUMENTS PRESCRIBING THE NORMS(CITIZENS CHARTER, SERVICE CHARTER ETC)
1	Initiate all Central & State Labour Laws	As per the Various Acts	From implementation of the Act/s	
2.	Impart training to the educated unemployed under the Capacity building scheme	As stipulated by the concerned Institute and the Norms/Standards set by the Government	Time frame set by the concerned institute.	
3.	Impart various training to the public through Centres of Excellence, ITI, Rangpo.	Educational Qualification as required by the various courses	Time Needed to complete the course taken	

Chapter 6

Rules, Regulations, Instructions, manual & Records, for Discharging Functions [Section 491)(b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, Instructions, manuals and records, held by Public Authority or under its control or used by its employees for discharging its functions in the following format.

SL.NO	DESCRIPTION	GIST OF CONTENTS	PRICE OF THE PUBLICATION, IF PRICED
	RULES & REGULATIONS		
1	Sikkim Shops & Commercial Estd Act, 1983	The object of this Act is to regulate the service conditions of the workers employed in the shops & commercial Estds including hotel, restaurants etc	
2	Inter state Migrant workmen(RE&CS) Act, 1979	The object of this act is to regulate the service conditions, welfare etc of the Inter state Migrant workmen.	
3	Child Labour(Prohibition & Regulation) Act, 1986	The object of this Act is to regulate the service conditions of Child labour in certain occupations and to prohibit the employment of Child Labour, i.e below 14 years in hazardous processes and employments.	
4	Payment of Wages Act, 1936	The object of this Act is to regulate the Payment of wages of the workers engaged in factories & various other employments.	
5	Payment of Gratuity Act, 1972	The object of this Act is to regulate the payment of gratuity to the workers engaged in factories & other employments	
6	Minimum Wages Act, 1948	The object of this Act is to fix, revise & regulate the minimum wages of the workers engaged in the scheduled employments	
7	Sikkim Labour Protection Act, 2005	The object of this Act is to regulate the service conditions of workers engaged in various employments & self employment, i.e individual workers	
8	Workmen's compensation Act, 1923	The object of this Act is to realize the injuries compensation & death compensation of the workers who have sustained grievous injuries or died of an accident arising out of & in the course of employment, from the employers and to make the payment of said compensation to those injured workers/dependents of the deceased workers	
9	Bonded Labour System (Abolition) Act, 1976	The object of this Act is to abolish the employment of bonded labour	
10	Equal Remuneration Act, 1976	The object of this Act is to provide equal remunerations to both male and female workers having the same or similar nature of work & also to provide equal opportunity of employment to the female workers also which are congenial to female workers	

11	Employees Provident fund & Misc. provisions Act, 1952	The object of this Act is to provide for the institution of provident funds, pension fund and deposit/linked insurance fund for employees in factories & other establishments.	
12	Building & other Construction Workers (R.E &C.S) Act, 1996	The object of this Act is to regulate the employment and conditions of service of building and other construction workers & to provide for their safety, health & welfare measures and for other matters connected there with or incidental thereto.	
13	Building & other Construction workers (welfare cess) Act, 1996	The object of this Act is to provide for the levy and collection of a cuss on the cost of construction incurred by employers with a view to augmenting the resources of the building & other construction workers welfare boards constituted under the Building & Other Construction workers(RE&CS) Act,1996	
	INSTRUCTIONS		
1			
2			
...			
	MANUALS		
1	Sikkim Shops & Commercial Estd Rules, 1984	The object of these Rules is to regulate the service conditions of the workers employed in the shops & commercial Estds including hotel, restaurants etc	
2	Sikkim Inter state Migrant workmen(RE&CS) Rules,1983	The object of these rules is to regulate the service conditions, welfare etc of the Inter state Migrant workmen.	
3	Sikkim Child Labour(Prohibition & Regulation) Rules, 1994	The object of these rules is to regulate the service conditions of Child labour in certain occupations and to prohibit the employment of Child Labour, i.e below 14 years in hazardous processes and employments.	
4	Sikkim Payment of Wages Rules, 1989	The object of these rules is to regulate the Payment of wages of the workers engaged in factories & various other employments.	
5	Sikkim Payment of Gratuity Rules, 2002	The object of these rules is to regulate the payment of gratuity to the workers engaged in factories & other employments	
6	Sikkim Minimum Wages Rules, 2005	The object of these rules is to fix, revise & regulate the minimum wages of the workers engaged in the scheduled employments	
7	Sikkim Labour Protection Rules, 2006	The object of these rules is to regulate the service conditions of workers engaged in various employments & self employment, i.e individual workers	

8	Sikkim Workmen's compensation Rules, 1986	The object of these rules is to realize the injuries compensation & death compensation of the workers who have sustained grievous injuries or died of an accident arising out of & in the course of employment, from the employers and to make the payment of said compensation to those injured workers/dependents of the deceased workers	
9	Sikkim Building & other Construction Workers (R.E &C.S) Rules are under process	The object of these rules is to regulate the employment and conditions of service of building and other construction workers & to provide for their safety, health & welfare measures and for other matters connected there with or incidental thereto.	
10	Sikkim Building & other Construction workers (welfare cess) Rules are under process	The object of these rules is to provide for the levy and collection of a cess on the cost of construction incurred by employers with a view to augmenting the resources of the building & other construction workers welfare boards constituted under the Building & Other Construction workers(RE&CS) Act,1996	
	RECORDS		
1			
2			
...			
	PUBLICATIONS		
1			
2			
...			

Chapter 7
Categories of Documents held by the Public Authority
Under its control
[Section 4(1) (b) v (i)]

7.1 Provide information about the official documents held by the public authority or under its control

SL.NO	CATEGORY OF DOCUMENTS	TITLE OF THE DOCUMENT	DESIGNATION AND ADDRESS OF THE CUSTODIAN (HELD BY/ UNDER THE CONTROL OF WHOM
1	Administration	Personal Files	Record Keeper
		Annual Confidential Report File	Under Secretary
		Stock Register	LDC
		Inventory Register	RK
2	Enforcement	Monthly Coordination Meeting With District Collectors File	LDC
		I.S.M.W. Act,1979/ Registration Of Establishments File	“
		Reduction Of Public Holidays For Industrial Employees File	“
		9 th Finance Commission File	“
		Industrial Disputes In Cigarette And Cosmetic Factory In Sikkim File	“
		S.B.L.Factory In Majhitar File	“
		Sikkim Truck Drivers Association File	“
		Yuksom Breweries File	“
		Grievances Of Sikkim Truck Drivers Association File	“
		Sikkim Mining Corporation File	“
		Industrial Disputes Of ICAR File	“
		Industrial Disputes Of Sikkim Distilleries File	“
		Supply Of Labour On Service Charge Basis File	“
		Publications Of Program Of Renewal File	“
		Requirement Of Furniture For A.S., J.S. & Steno File	“
		Implementations Of The Recommendations Of The National Statistical Committee File	“
		Implementation Of The Citizens Charter In Sikkim File	“
		Vendor, Hawker, Rickshaw puller & Road Side Mechanics File	“
		Meeting Of The Eastern Zonal Committee File	“
		License To Operate Authorised Labour File	“
Krishi Shramik Samajik Suraksha, 2001 File	“		
To Adopt Concrete Measures To Improve Vigilant Administration For Checking Corruption File	“		
Decentralization Of Power To Panchayati Raj Institutions File	“		

	Immigration Act,1983 File	“
	Traffic Vehicular Permit File	“
	Proposal For Insertion Of Clause(S) In Work Order Issued By Works Deptt. & Issue Of Circular On Employment Of Local Workers At Worksites & Industrial Establishments File	“
	Proposal For Printing Rule File	“
	Wages Act File	“
	Correspondence With Jay Prakash Ltd. File	“
	Payment Of Bonus Act,1965 File	“
	20 Point Economic Program File	“
	State Level Conference File	“
	Standing Order Act, 1946 File	“
	Sikkim State Legal Service Authority File.	“
	Labour Clearance Certificate File	“
	May Day File	“
	2 nd National Labour File	“
	Conference Of State Chief Inspectors Of Factories File	“
	Termination Of Labour File	“
	Noc, Ex-Gratia Compensation File	“
	Misc. Representation Submitted By Different Trade Unions File	“
	Worker Education File	“
	Labour Welfare Fund File	“
	Journalists And Non-Journalists File	“
	Brief Write-Up File	“
	Retrenchment And Lay-Off Of Workers In Major Industrial Sectors In Sikkim File	“
	Operationalizing Of Monitoring And Evaluation File	“
	E.P.F., Misc. Provisions Act,1952 File	“
	Organic Matters Hazardous To Health File	“
	Assembly Questions File	“
	Inter State Migrant Workmen File	“
	Recommendations Of The Committee Of Women Of India File	“
	Disability Person Equal Opportunity Protection Of Rights Act,1995 File	“
	Exemption From Furnishing Returns And Maintenance Of Register By Certain Establishments Act, 1955 File	“
	Labour Wages For High Altitudes File	“
	Industry, Factory & Handling Of Asbestos File	“
	Standing Labour Committee File	“
	Constitution Of Advisory Committee Under Equal Remuneration Act, 1976 File	“
	External Assistance For Projects In North Eastern Region File	“
	Motor Transport Workers Act, 1961 File	“
	Trade Union Act,1926 File	“
	Muster Roll Workers, Wages/Holiday File	“
	Contract Labour-Main Conditions, Recommendations Of The 6 th Meeting Of The Central Advisory Board On March,24-1970 File	“
	Labour Disputes Of Temi Tea Estate File	“
	Ban On Employment Of Children As Domestic Workers File	“

		Employment Information & Assistance Bureau File	“
		Composite Project For Small, Marginal Farmers & Agricultural Labour In Sikkim File.	“
		Payment Of Wages Act,1936 File	“
		Factories Act,1948 File	“
		Rules Framed Under I.S.M.W. Act,1979 For North East States File	“
		Representation Of Employees Of Sikkim Jewels Ltd. File	“
		General Training Outside Sikkim File	“
		Monthly Coordination Meeting With District Collectors File	“
		I.S.M.W. Act,1979/ Registration Of Establishments File	“
		Reduction Of Public Holidays For Industrial Employees File	“
		9 th Finance Commission File	“
		Industrial Disputes In Cigarette And Cosmetic Factory In Sikkim File	“
		S.B.L.Factory In Majhitar File	“
		Notifications & Circulars Received From Finance File	
		Livery Of Class 4 Employees File	
		Administrative & Accounts & Computer Training Within Sikkim File	
		Misc. Correspondence With DOP File	
		Misc. Correspondence With Home Deptt. File	
		Circular Notification From Home File	
		Head Of Office & Drawing & Disbursing Officer File	
		Misc. Circulars /Notifications With Various Deptts File	
		Notifications From State Legislative Assembly File	
		Handing & Taking Over File	
		Misc. Correspondence File	
		Internal Work Distribution File	
		Activities Of Labour Deptt-Write-Up File	
		Circulars/Notifications From DOP File	
		Circulars/Notifications From Election Deptt. & deployment Of Officers & Staff For Election Duty File	
		Purchase Of Books & Periodical Journals File	
		Office Accommodation File	
		Amendment Of Notifications Under :- (A) Sikkim Shops & Commercial Establishment Act,1983 (B) Equal Remuneration Act,1976 © Ismw Act,1979	
		Purchase Of Postal Stamps File	
3	Accounts	General Provident Fund File	Accountant/Accounts Section
		Motor Bike, Bullet Enfield File	“
		Tour Programme File of Shri K.R.Limboo	“
		T.A.Bill Of Inspector	“
		Tour Programme File of the Secretary, Labour	“
		File of Veh. No SK-02/3859	“

	Procurement & Utilization of Govt. Vehicles File	“
	Tour File of Shri Bhisai Rai	“
	Purchase of New Vehicle File	“
	File Of Veh. No SK-02A/2006	“
	File of Veh. NO SK-02/0504	“
	File of Veh. NO SK-02/8309	“
	Maintenance of Veh. No SK-02/4285	“
	File of Veh. NO SK-02/6802	“
	File of Motor Bike SK-02/2639	“
	Purchase of New Veh. SK-02/7794	“
	Tour Programme of Shri C.Gyatso	“
	Office Accommodation file	“
	File for Office stationary from SCCS Ltd.	“
	File for purchase of furniture	“
	File for Telephone installation at District Labour office, Mangan	“
	File for telephone connection for the Addl. Secretary and others	“
	File for Advertisement charges	“
	Daily wages file	“
	File for submission of monthly expenditure & receipts	“
	File for office accommodation of LEO(S&W), Jorethang	“
	Purchase of office furniture	“
	File for service Postal stamps	“
	Festival Advance file	“
	Bank loan file	“
	Proposal for purchase of new Veh. SK-02/9285	“
	Impress file	“
	Monthly POL file	“
	File for liveries to class IV staff	“
	File for contingencies & stationeries, Jorethang	“
	Loose file for Petro Smart card	“
	File for forwarding of cheques & TEO'S, other bank loans	“
	Information reg. telephone	“
	T.A.Bill file	“
	Celebration for Labour Day file	“
	Quarterly meeting of Revenue & Expenditure File	“
	File for purchase of Typewriter	“
	Electricity bills file	“
	Last Pay Certificate file	“
	Purchase of Stationeries File	“
	Accommodation for District Labour Offices at Jorethang/Gyalshing/Mangan File	“
	Enforcement of buildings & other construction workers file	“
	File for the bill of the Advocate of the Supreme Court	“
	Salary Certificate file	“
	File for the proposal for supplementary fund from state plan	“
	File for Annual Plan Reports	“
	File for the requirement of stationeries of South, West & North	“

		Collection of revenue file	“
		File for (plan meeting) reg. discussion on 11 th Five Year plan and A.P. 2007-08	“
		Correspondence with the O/O the Accountant General file	“
		File for grant in Aids to Panchayats	“
		Tribal sub plan & Schedule Sub-plan File	“
		File for capacity building /training	“
4	ITI(Industrial Training Institute), Rangpo	Requisition of blank National Trade Certificate	UDC
		Trade affiliation matters	“
		All India Trade Test	“
		Institute management Committee at ITI level	“
		Trade wise enrolment of trainees	“
		DGET, joint evaluation of ITI, Rangpo	“
		Formation of Institution managing committee in Govt. ITIs	“
		ITI norms	“
		ITI Rangpo	“
		ITI state report	“
		Estd. Of New it is in the N.E. states & Sikkim	“
		Setting up of minitool room & trg. Centre(CSS)	“
		Construction of Annex building at ITI, Rangpo	“
		Apprentice Act, 1961	“
		Committee on empowerment of women, ITI	“
		Women empowerment, ITI	“
		World bank proposal for ITI, Rangpo	“
		State Council for Vocational education	“
		ITI women organization	“
		List of candidates for ITI trg. Course	“
		Change of Hostel Suptd. Of ITI, Rangpo	“
		Apptt. Of faculty members & placement file	“
		ITI, Rangpo	“
		Computer Admission	“
		Purchase of computers	“
		Reservation of seats under CSS for CTS in DGET	“
		ITI training for Indian Army & ex-servicemen	“
		ITI question papers, indent & collection from DGET, New Delhi	“
		Modernisation & up gradation of training, setting up crafts instructor training institute	“
		ITI, recruitment rules	“
		ITI, local advisory board	“
		Purchase of SMS land, land acquisition	“
		Carpentry trade	“
		Refrigeration & Air conditioning, Mech. Trade file	“
		Budget file for CSS (100% CSS)	“
		ITESN trade	“
		Reinstating ITI Rangpo to Labour Department	“
		Centre of excellence	“
		Up gradation of 500 it is into Centres of Excellence(COE), 2 days seminar at Ahmedabad	“
		11 th 5 year estimate of ITI, Rangpo	“
		NIC	“
		Identification of it is in Sikkim, (COE)	“

		Circular from the Govt. of India	“
		Food processing courses	“
		Technical assistance under CSS	“
		Vocational courses for women of the north east region	“
		Cutting & sewing trade tools equipments	“
		Workshop at New Delhi	“
		Budget Head for COE/IT	“
		Appt. Of Instructors	“
		Proposal for starting ITIs at block level in the respective states	“
		Proposal for ITI, Namchi	“
		Proposal for ITI, Gyalshing	“
		Adoption ITI, Rangpo	“
		Training Programme for Air Hostess/Flight Steward	“

Chapter 9
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1) (b) v (iii)]

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 & FUNCTION	WHETHER ITS MEETINGS ARE OPEN TO PUBLIC/MINUTES OF ITS MEETINGS ACCESSIBLE TO THE PUBLIC
Departmental Promotion Committee <u>For Gazetted grade (Vide Notification No: 109/G/DOP Dt: 3/3/97):</u>	<u>Secretary/DOP</u> - Chairman <u>Addl.Secretary/ Jt. Secretary, DOP</u> - Member <u>Addl.Secretary/ Jt. Secretary, Finance</u> - Member <u>Addl. Secretary/ Jt. Secretary, to be nominated by the Chief Secretary</u> - Member	To examine the case pertaining to crossing of probation period & vis-à-vis confirmation of service	The meetings are not open to the public, however records can be obtained through an application under RTI, 2005
Departmental Promotion Committee <u>For Non - Gazetted Grade (Vide Notification No: 109/G/DOP Dt: 3/3/97):</u>	<u>Secretary/HOD</u> - Chairman <u>Addl.Secretary/ Jt. Secretary, DOP</u> - Member <u>Addl.Secretary/ Jt. Secretary, Finance</u> - Member <u>Any officer in the level of Dy. Secretary & equivalent of the Department concerned, to be nominated by the Chairman</u> - Member	To examine the case pertaining to crossing of probation period & vis-à-vis confirmation of service	The meetings are not open to the public, however records can be obtained through an application under RTI, 2005
State Committee for Vocational Training	Shri P.W.Rinzing, Addl. Secreary –	Standing committee for inspections &	

<p><i>Vide Notification No: 11/DI/ITI Dt: 13/11/07</i></p>	<p>Chairman Shri Bhisai Rai, JT. Labour Commissioner – Member DGE&T Representative – Member Shri D.L.Ramudamu, Principal, ITI, Rangpo – Member Secretary</p>	<p>recommendations for the NCVT Affiliations of the Refrigerators & Air conditioning mechanic trade introduced at ITI, Rangpo</p>	
<p>State Project Implementation Unit <i>Vide Notification NO: 1/DL Dt: 15/6/07</i></p>	<p>Secretary/Labour – Secretary cum Project Director Additional Secretary – Addl. Director Dy. Labour Commissioner – M&E Units & Institutional Development & Trg Unit Dy. Labour Commissioner (Enf) – Procurement Unit Principal ITI, Rangpo – Finance Officer</p>		
<p>State Steering Committee <i>Vide Notification No: 5/DL/ITI DT: 9/8/07</i></p>	<p>Secretary/Labour – Chairman Addl. Secretary – Vice Chairman Dy. Labour Commissioner – Member Dy. Labour Commissioner (Enf) – Member Principal, ITI – Member Asstt. Engineer, ITI, Rangpo – Member</p>		
<p>Institute Management Committee for Government Industrial Institute at Rangpo.</p>	<p>A) <i>Govt./Public Sector</i> MD, SITCO – Chairman</p>		

<p><i>Notification 6/DL Dt: 20/8/07</i></p>	<p>MD, Sikkim Jewels LTD – Member</p> <p>MD, Sikkim precision Industries Ltd – Member</p> <p>Vice-President, CII – Member</p> <p>Addl. Secretary/Labour - Member</p> <p>Principal,ITI – Convener</p> <p>Asstt. Engineer, ITI – Member</p> <p>Under Secretary, Employment cell, DOP – member</p> <p>N.Sengupta, Training Officer, RDAT-ER-Kolkata as DGE&T Representative – Member</p> <p><i>B) Private Sector</i> Manager, CIPLA ltd, Kumrek, Rangpo – Member</p> <p>Manager, Golden Cross Pharma(Pvt)ltd, Rorathang – Member</p> <p>Manager, Alkem Laboratories Ltd, Rangpo – Member</p> <p>Manager, Indchemie Health SpecialitiesLtd, Rangpo – Member</p> <p>Manager, Sun Pharmaceuticals Industries, Setipool – Member</p> <p>Manager, Zydus Health care, Baghekhola - Member</p>		
<p>Tender & Purchase Committee</p> <p><i>Vide Reference No: 222/DL/ITI Dt:</i></p>	<p>Addl. Secretary – Chairman</p> <p>Shri Sonam Lepcha, Joint Secretary,</p>	<p>Deals with the purchase of tools, Equipments and furniture meant for Industrial Training Institute under Labour</p>	

20/9/07	Planning & Dev. Deptt, Government of Sikkim – Member Shri Binod Shilal, Dy. Director (Budget), Finance, Revenue & Expenditure Deptt – Member Shri Bhisai Rai, Jt. Labour Commissioner – Member Shri D.L.Ramudamu, Principal,ITI – Member Secretary	Department, Government of Sikkim	

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 addressed 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:	E-MAIL
1.	Labour Department	Shri R.K.Purkayastha Secretary, Labour Department	Tel: (O) 201474 Fax: 221534	
2.	“	Shri P.W.Rinzing Addl. Secretary, Labour Department	Tel: (O) 201473 Fax: 221534	
3.	“	Shri T.T.Gensarpa Joint Secretary, Labour Department	Tel: (O) 226287	
4.	“	Shri Bhisani Rai Jt. Labour Commissioner, Enforcement Labour Department	Tel: (O) 226287	
5.	“	Shri Chewang Gyatso Jt. Labour Commissioner Labour Department	Tel: (O) 226287	
6.	“	Shri K.T.Lepcha Deputy Secretary Administration Labour Department	Tel: (O) 226287	
7.	“	Smt. Dilmaya Rai Under Secretary	Tel: (O) 226287	
8.	“	Shri S.M.Neopaney Asstt. Labour Commissioner South Distt.	Tel: (O) 226287	
9.	“	Shri K.R Limboo Dy. Labour Commissioner. North District, Mangan	Tel: (O) 234184	
10.	“	Ms. T.W.Sherpa Jt. Labour Commissioner, West District		
11.	“	Shri D.S. Kunwar Dy. Labour Commissioner, East Distt.	Tel: (O) 257690	
12.	“	Shri Vishu Lama Office Superintendent	Tel: (O) 226287	
13.	“	Miss Marina Rai LDC	Tel: (O) 226287	
14.	“	Smt. Chewang Dolma Accountant	Tel: (O) 226287	
15.	“	Shri B.P.Bhattarai Labour Inspector	Tel: (O) 226287	
16.	“	Smt. Surya Baniya P.S.	Tel: (O) 226287	
17.	“	Smt. Karuna Gurung U.D.C.	Tel: (O) 226287	
18.	“	Shri Mohan Lepcha Peshkar	Tel: (O) 226287	
19.	“	Shri Gellek Bhutia LDC		
20.	“	Smt.Devi Rai L.D.C.	Tel: (O) 226287	
21.	“	Shri Sameer Lama L.D.C.	Tel: (O) 257690	
22.	“	Shri J.T.Lepcha L.D.C.	Tel: (O) 226287	
23.	“	Ms.Kumari Chettri L.D.C.	Tel: (O) 226287	
24.	“	Shri Tikaram Chettri Peon	Tel: (O) 226287	

25.	“	Shri Passang Sherpa Peon	Tel: (O) 226287	
26.	“	Shri D.B.Gurung Peon	Tel: (O) 226287	
27.	“	Shri Bal Hang Subba Peon		
28.	“	Miss Chalaam Bhutia LDC		
29.	“	Ugen Thinlay Bhutia Accountant		

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.

SL.NO	DESIGNATION	MONTHLY REMUNERATION INCLUDING ITS COMPOSITION (excluding Deductions)	SYSTEM OF COMPENSATION TO DETERMINE REMUNERATION AS GIVEN IN REGULATIONS
	ADDITIONAL SECRETARY	Basic -14000 D.P. -7000 DA -8610 HRA -3150 SBCA -2100	As per the Rules of the Government.
	JOINT SECRETARY	Basic -14150 D.P. -7075 DA -8702 HRA - NIL SBCA -2123	As per the Rules of the Government.
	DEPUTY SECRETARY	Basic -10200 D.P. -5100 DA -6273 HRA -2295 SBCA -1530	As per the Rules of the Government.
	JOINTLABOUR COMMISSIONER (ENFORCEMENT)	Basic -12000 D.P. -6000 DA -7380 HRA -2700 SBCA -1800	As per the Rules of the Government.
	DEPUTY LABOUR COMMISSIONER CUM D&DO	Basic -12600 D.P. -6300 DA -7749 HRA -2835 SBCA -1890	As per the Rules of the Government.
	ASSISTANT LABOUR COMMISSIONER	Basic -9025 D.P. -4513 DA -5551 HRA -2031 SBCA -1354	As per the Rules of the Government.
	ASSISTANT LABOUR COMMISSIONER	Basic -9025 D.P. -4513 DA -5551 HRA -2031 SBCA -1354	As per the Rules of the Government.
	ASSISTANT LABOUR COMMISSIONER	Basic -7450 D.P. -3725 DA -4582 HRA -1676 SBCA -1118	As per the Rules of the Government.
	ASSISTANT LABOUR COMMISSIONER	Basic -8125 D.P. -4063 DA -4997 HRA -1828 SBCA -1219	As per the Rules of the Government.
	UNDER SECRETARY	Basic -8575 D.P. -4288 DA -5274 HRA -1929 SBCA -1286	As per the Rules of the Government.
	OFFICE SUPERINTENDENT	Basic -6025	As per the Rules of

		D.P. -3013 DA -3706 HRA -1356 SBCA -904	the Government.
	ACCOUNTANT	Basic -5850 D.P. -2925 DA -3598 HRA -1316 SBCA -878	As per the Rules of the Government.
	STENOGRAPHER	Basic -7950 D.P. -3975 DA -4889 HRA -1789 SBCA -1193	As per the Rules of the Government.
	UDC	Basic -5300 D.P. -2650 DA -3260 HRA -1193 SBCA -795	As per the Rules of the Government.
	INSPECTOR	Basic -5450 D.P. -2725 DA -3352 HRA -1226 SBCA -818	As per the Rules of the Government.
	ACCOUNTANT	Basic -6525 D.P. -3263 DA -4013 HRA -1468 SBCA -979	As per the Rules of the Government.
	LDC	Basic -5300 D.P. -2650 DA -3260 HRA -1193 SBCA -795	As per the Rules of the Government.
	LDC	Basic -4080 D.P. -2040 DA -2509 HRA -NIL SBCA -612	As per the Rules of the Government.
	LDC	Basic -4700 D.P. -2350 DA -2891 HRA -1058 SBCA -705	As per the Rules of the Government.
	LDC	Basic -3655 D.P. -1828 DA -2248 HRA -822 SBCA -548	As per the Rules of the Government.
	PESHKAR	Basic -5715 D.P. -2858 DA -3515 HRA -NIL SBCA -857	As per the Rules of the Government.
	DRIVER	Basic -4080 D.P. -2040 DA -2509 HRA -918 SBCA -612	As per the Rules of the Government.
	PEON	Basic -3725 D.P. -1863 DA -2291 HRA -838 SBCA -559	As per the Rules of the Government.
	PEON	Basic -4160	As per the Rules of

		D.P. -2080 DA -2558 HRA -936 SBCA -624	the Government.
	PEON	Basic -2960 D.P. -1480 DA -1820 HRA -666 SBCA -444	As per the Rules of the Government.

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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 INSTITUTIONS	NATURE/QUANTUM OF BENEFIT GRANTED	DATE OF GRANT	NAME & DESIGNATION OF GRANTING AUTHORITY

SL.NO	NAME & ADDRESS OF RECIPIENT INSTITUTIONS	NATURE/QUANTUM OF BENEFIT GRANTED	DATE OF GRANT	NAME & DESIGNATION OF GRANTING AUTHORITY

SL.NO	NAME & ADDRESS OF RECIPIENT INSTITUTIONS	NATURE/QUANTUM OF BENEFIT GRANTED	DATE OF GRANT	NAME & DESIGNATION OF GRANTING AUTHORITY

SL.NO	NAME & ADDRESS OF RECIPIENT INSTITUTIONS	NATURE/QUANTUM OF BENEFIT GRANTED	DATE OF GRANT	NAME & DESIGNATION OF GRANTING AUTHORITY

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	Record Keeper, Labour Department, Government of Sikkim.	Government Circulars, Notifications, Departmental Notices etc
Newspaper reports		Draft Notifications, Notifications, Press Releases through the Print media, from time to time
Public Announcements		
Information counter		
Publications		
Office Library		
Websites		
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/Officer(s) for the Public Authority in the following format.

Public Information Officer

SL.NO	NAME OF OFFICE	NAME & DESIGNATION OF PIO	OFFICE TEL: RES TEL: FAX:	E-MAIL
1.	Labour Department	Shri T.T.Gensarpa, Joint Secretary	Tel: 201473 Fax: 221534	

Assistant Public Information Officers

SL.NO	NAME OF OFFICE	NAME & DESIGNATION OF PIO	OFFICE TEL: RES TEL: FAX:	E-MAIL
1.	Labour Department	Shri K.R.Limboo, Dy. Labour Commissioner, Mangan	Tel: (O) 234184	
2.	Labour Department	Asstt. Labour Commissioner, Namchi	Tel: (O) 257690	
3.	Labour Department	Miss Tashi Wangmu, Asstt. Labour Commissioner, Gyalshing		

Appellate Authority

Sl No.	Name Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices/ Administrative Units of the authority)	Office Tel: Res Tel: Fax:	E-mail
1.	Shri R.K.Purkayastha Secretary, Law, Labour & Parliamentary Department	State of Sikkim	Off: 201474/202461 Fax: 221534/202309	

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

3

4

18.2 you may mention here information of your department which excluded here under section 8(1) of the Act and/or under Rules of the State Government as guidance to the public seeking information from your department.

Place:

Date:

Name and Designation
of the Officer
Labour Department

(note): information provided in these chapters should be updated from time to time and revised date should be mentioned.