

**MANUAL OF
RIGHT TO INFORMATION ACT, 2005**



*Labour, Employment & Industrial
Training Department
Mizoram : Aizawl
2017*

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**RTI MANUAL OF LABOUR, EMPLOYMENT & INDUSTRIAL
TRAINING DEPARTMENT, 2017**

I. Particulars of the organisation : Labour, Employment & Industrial Training Department consisted of three departmental organizations namely (1) Labour Administration (2) Employment Services and (3) Craftsmen Training. Directorate office is at the apex of these three organizations. The organizations being concurrent subjects under the constitution of India their entire operational functions are mandated in separate sets of manuals called Labour Manual, National Employment Services Manual and Industrial Training Institutes Manual. Government of India, Ministry of Labour & Employment set up National Labour Institute, Central Institute for Research and Training in Employment Services and Advance Vocational Training Institutes for developing the skills of officers of the above organizations who carry out the mandatory instructions laid down in the manuals. Orientation Training Programmes are conducted at those institutes on regular basis. The department is sub divided into three main wings such as :-

- (a) Labour Administration
- (b) Employment Service
- (c) Craftsmen Training

(a) Labour Administration :- Its main duties is dealing with Labour matters i.e. making rules from different kinds of Central Labour Acts, enforcement of the Mizoram State Labour Rules/Acts. It is the duty of Labour Wing of Labour, Employment & Industrial Training Department to conduct survey industries / establishments/factories located in Mizoram to find out if there have been proper implementation of different Labour Laws/Rules which are in force in Mizoram i.e. if there have been Child Labour etc. by personally visitng workers / labourers in the work / place i.e. wet rice cultivation, industries/establishments, etc. The Labour Administration occassionally co-operate the Central Govt. in answering Parliamentary Questions.

At the State level Directorate of Labour, Employment & Industrial Training is monitoring the implementation of the above mentioned Acts and other central Acts which are also implemented in the States viz, Employment Exchange (Compulsory Notification of Vacancy) Act 1959, Boded Labour System (Abolition) Act 1976, Apprentice Act 1961, Equal Remuneration Act 1976 and the Building and Other Construction Workers Welfare Cess Act, 1996.

(b) Employment Service :- There are four fulfilled District Employment Exchange headed by District Labour & Employment Officers (DLEO), viz Aizawl, Lunglei, Saiha & Champhai. There are also Sub-Division Employment Exchange at Chawngte and Lawngtlai under the jurisdiction of Saiha District

There are changes in global employment scenerio as a result of changes in technology. Labour, Employment & Industrial Training being a concurrent subject, Govt.of India is shaping up the entire employment exchange operations to conform with the changing scene. As a manpower planning and resources agency, Employment Service has to concentrate more on Occupational Research, career advice, Vocational Guidance, Employment Counselling and Studies on regional, national or international labour market for the benefit of unemployed persons. As a maiden step there is programmes for application of information teclmology in employment assistance programme and it is now in process incooperation with the I.T. Department of Mizoram.

New Project on Special Employment Exchanges for Physically Handicapped Persons is also to be started with grant in aid sanctioned by Govt.of India, Ministry of social justice for this programme District Employment Exchanges at Aizawl, Lunglei and Salha as selected by the Ministry have to be strengthened to implement Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 and the Apprentices Act, 1961 xnore effectively with the objects to provide job assistance and develop skills in certain trades.

(c) Craftsmen (Vocational) Training :- Labour, Employment & Industrial Training Department has been conducting Craftsmen Training Programmes at Industrial Training Institute, Aizawl The objects of the scheme are :-

- (i) to ensure steady flow of skilled workers in different trades or occupation to meet the manpower need in industrial development programmes of the state/nation.
- (ii) to reduce unemployment by providing employment training.
- (iii) to cultivate a teclmical and industrial attitude in the minds of the youth.

STATEMENT OF TRADES, DURATION & ENTRY QUALIFICATION

1. Government ITI, Aizawl

<u>Sl. No.</u>	<u>Name of Trade</u>	<u>Duration</u>	<u>Qualification</u>
1.	Electrician	2 Years	Class - X
2.	Fitter	2 Years	Class - X
3.	Electronic Mechanic	2 Years	Class - X
4.	Mechanic (Motor Vehicle)	2 Years	Class - X
5.	Draughtsman (Civil)	2 Years	Class - X
6.	Wireman	2 Years	Class - VIII
7.	Welder (Gas and Electric)	1 Year	Class - VIII
8.	Carpenter	1 Year	Class - VIII
9.	Plumber	1 Year	Class - VIII
10.	Mason (Building Constructor/Cement Work)	1 Year	Class - VIII
11.	Computer Operator & Programming Assistant	1 Year	Class - X
12.	Stenography (English)	1 Year	Class - X
13.	Hair & Skin Care	1 Year	Class - X
14.	Baker & Confectioner	1 Year	Class - X
15.	Cutting & Sewing	1 Year	Class - VIII
16.	Mechanic (Auto Electrical and Electronics)	6 months	Class - X
17.	Sheet Metal Worker (Steel Almirah etc. siam)	1 Year	Class – VIII
18.	Surveyor	2 Years	Class - X
19.	Mechanic (Refrigerator & A.C)	2 Years	Class - X
20.	Mechanic (Diesel)	1 Year	Class – X
21.	Carpenter	1 Year	Class – VIII
22.	Sheet Metal Worker	1 Year	Class – VIII
23.	Mechanic (Radio & TV)	2 years	Class - X

2. Government ITI, Lunglei

<u>Sl. No.</u>	<u>Name of Trade</u>	<u>Duration</u>	<u>Qualification</u>
1.	Computer Operator & Programming Assistant	1 Year	Class - X
2.	Dress Making	1 Year	Class - X
3.	Mechanic (Motor Vehicle)	2 Years	Class - X
4.	Carpenter	1 Year	Class - VIII

3. Government ITI, Saiha

<u>Sl. No.</u>	<u>Name of Trade</u>	<u>Duration</u>	<u>Qualification</u>
1.	IT & ESM	2 Years	Class - X
2.	Computer Operator & Programming Assistant	1 Year	Class - X
3.	Hair & Skin Care	1 Year	Class - X
4.	Mechanic (Motor Vehicle)	2 Years	Class - X
5.	Electrician	2 Years	Class - X

All ITI Trainees are provided Stipend/Scholarship Rs.7,000/- for Under Matriculate and Rs.14,300/- for Post Matriculate. Scholarship is borne by National Scholarship Board, Govt. of India.

IL **Power and duties of offleers and employees :-**

(a) **Power and duties of officers and employees (Directorate) :-**

Director-cum-Labour Commissioner :- Powers and duties of the Director is generally the same in all departments/organisations, only defer in degree, not in kind. General administration, coordination, control, supervision and acting as Project Director of Coaching-cum-Guidance Centre for SC/ST, Govt.of India, etc. vested in him. He is also headed as Labour Commissioner under the administration of Labour Wing in this department.

Joint Director :- Joint Director helped the Director in manning three departments within the department :- Labour Enforcement, Employment Services and Craftsmen Training (ITI).

Deputy Labour Commissioner :- To strengthening the administration of Labour Wing in the Department. Deputy Labour Commissioner plays a vital role in the Labour Enforcement.

Labour Officer :- Formulation of labour policies applicable to the State of Mizoram, making different kinds of labour roles, labour correspondences, etc. dealt by him.

(b) **State Employment Officer (State Employment Exchange)**

District Employment Officers, Aizawl, Lunglei and Saiha :- He will deal with applicant of professional and executive standard, vacancy and labour clearing at the state level, research and jobs development for the physically handicapped, Ex-Servicemen, Schedule Caste and Schedule Tribe applicants.

State Employment Exchange does not exist in Mizoram, although the National Employment Service Manual (1.17 provides the setting up of such office).

District Labour & Employment Officers, Aizawl, Lunglei and Saiha:-

General administration, supervision, DDO, of the office and coordinating implementation of various programmes. The main duty is enforcement of CNV Act, i.e, Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959, Under the provisions of the Act, all establishments in the public sector normally employing 25 or more workers are required to notify certain categories of vacancies and also render quarterly and biennial returns in the prescribed forms. The employer who fails to notify to the employment exchanges may be fined five hundred rupees and for every subsequent offence a fine which may extend to one thousand rupees.

**Implementation of the Provisions of the Employment Exchanges
(COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959**

Enforcement Cell :- With a view to ensuring effective implementation of the provisions of the EEs (CNV) Act, 1959, one or more Enforcement Ceils should be established in each State. Till such time the Enfocement Ceils are created, in the States, the SEMI Unit may carry out the functions of the Enforcement Cell also, which are given below :-

- (i) To undertake intensive measures for educating employers about their statutory obligations under the Act;
- (ii) To keep under continuous review issue of notifications under the Act and the Rules made thereunder regarding jurisdictions of Employment Exchanges to whom vacancies are to be notified and returns furnished, delegation of powers regarding access to employer's records and sanction of prosecution;
- (iii) To furnish guidelines about issue of 'show-cause notices', launching of prosecutions, conduct of cases etc.
- (iv) To draw time-table of inspection of employers' records and review progress from time-to- time', and
- (v) To inspect employers' records and documents when duly authorised to do so,

Inspection of Records or Documents of Employers under Section 6 of the Employment Exchanges (CNV) Act, 1959 :-

With a view to ensuring the accuracy and reliability of data furnished by employers on ER-I and ER-II returns, a regular and systematic programme of inspection of employers' records or documents in the exercise of powers conferred in section 6 of the EEs (CNV) Act, 1959 should be undertaken. The procedure to be followed in this respect is broadly indicated below :-

- (a) **Objectives** :- The main objective of inspection of employers' records and

documents are :-

- (i) to educate employers about their obligations under the Act and the details to be furnished in the returns;
- (ii) to check up how far returns have been rendered in time;
- (iii) to verify accuracy of information furnished by employers;
- (iv) to scrutinise whether vacancies falling within the purview of the Act have been notified to local Employment Exchange/Central Employment Exchange; and
- (v) to examine the extent to which Employment Exchange has been successful in meeting the manpower needs of employers.

(b) Approach to be Adopted :- The approach to be adopted during such inspections should be one of assistance and not of fault finding. If on an inspection, it is found that a certain establishment has contravened the provisions of the Act or Rules made thereunder or has rendered erroneous information, attempt should first be made to point out the discrepancy on the spot to be followed by a written communication requesting avoidance of the discrepancy in future. Only, when on a subsequent inspection it is found that the assurance given by employer has not yielded satisfactory results and persistent infringements or defaults are occurring, necessary steps for issue of 'show-cause notice', and/or launching of prosecution should be initiated.

(c) Periodicity of Inspections :- It is necessary that inspections of employers' records and documents should form an integral part of the normal procedure of the Employment Service. In this regard, larger establishments should be paid greater attention in comparison to smaller establishments. Broadly, the aim should be to cover all bigger establishments in an area at least once in two years and the smaller establishments at least once in three years. Private and public sector establishments should be treated alike in the matter of inspections.

(d) Advance Planning for Inspections :- For launching a programme of systematic and effective inspections, a time-table of inspections should be drawn up by SEMI Units and/or Enforcement Cell wherever this has been established. The time-table should show the programme for inspections of every district in the State for one calendar year. A proforma for drawing the time-table is given in Vol.II, Appendix II (9).

(e) Machinery for Inspections :- For successful implementation of the programme of inspections, officers at the under mentioned levels may be duly authorised for the conduct of inspections. The number of inspections to be carried

out by each officer should also be specifically laid down in the time-table :-

- (i) Officers of the Enforcement Cell established for enforcing the provisions of the Act and Rules made thereunder;
- (ii) Officers of the State Directorate posted at headquarters or Regional/Sub-Regional levels;and
- (iii) Local Employment Officer who have been delegated with powers in this behalf.

Note :- It should be carefully noted that Employment Officers who ahve been granted proper legal authority under section 6 of EEs (CNV) Act, 1959 by the State Director should not undertake these inspections. As a corollary to this, State Directors may grant legal authoriity upto the level of offlcers-in-charge of District Employment Exchanges for undertaking the inspections.

(f) Items to be Scrutinised :- The following items should be scrutinised and verified during the course of inspections :-

ER-I Returns

- (i) Timely rendition of return;
- (ii) Name, address and telephone number;
- (iii) Principal and subsidiary economic activity and Industry Code No.;
- (iv) Number of persons on pay rolls;
- (v) Number of vacancies occurred and notified to local Employment Exchange and Central Employment Exchange, Number filled through Exchanges and other sources; (The vacancy position as revealed by the quarterly returns has to be verified with reference to X-2 and X-64 maintained at the Employment Exchanges as well as with reference to records of the employer inspected at his premises);
- (vi) Number of vacancies shown by the employer as remaining unfilled due to shortage of suitable applicants. (An analytical approach should be applied for determining tile shortages. Care should be taken to make a deep probe into the reasons why in spite of a large number of applicants available on the Live Register of the Exchange, the employer is listing shortages in the same trade/occupation);
- (vii) Reasons furnished by employer for not notifying vacancies that occurred to Employment Exchange / Central Employment Exchange; and
- (viii) Whether precise reasons for significant changes, if any, in employment during the quarter have been duly recorded by the employer.

ER-II Returns

- (i) Number of employees on pay roll, industry code, address etc., should be tallied with the corresponding entries on ER-I1 return;
 - (ii) Occupational break-up of employees; and
 - (iii) Educational and technical qualifications of employees; and
 - (iv) Approximate number of vacancies likely to occur during the next calendar year.
- (g) **Preliminary Action** :- The date and time of inspection should be fixed in advance and the programme intimated to the employer concerned. A suitable letter in this regard may be devised locally, The Inspecting Officer should take the undermentioned records with him while proceeding on inspection :-
- (i) Papers to establish identify of the Inspecting Officer or necessary letter of authority. (An identity card with photograph of the officer affixed on it would be most desirable);
 - (ii) Copy of gazette notification or order authorising him to inspect employers' records of documents (refer Rule 7);
 - (iii) (a) Quarterly returns (ER-I) for the last four quarters;
(b) Latest available copy of ER-II return;
(c) EM-I envelope (care should be taken to ensure that all up-to-date entries about employment and vacancies have been completed);
(d) Previous inspection reports, if any;
(e) Pending Order Cards (X-2);
(f) Any other relevant papers.

Proforma for Inspection and Preparation of Inspection Report :- A proforma for conducting inspection of employers' records and documents is given in Volume-II, Appendix-II (10).

Action on the Inspection report :-

- (a) Four copies of the inspection report should be prepared and distributed as follows :-
 - (i) Enforcement Cell;
 - (ii) SEMI Unit;
 - (iii) EM-I (Employer's Card); and
 - (iv) Local Employment Exchange file.
- (b) Follow-up action on inspection reports should be taken as indicated below :-

- (i) Written inttmatlon of the discrepancies revealed should be sent to the employer and a copy of this should be filed in the EM-I envelope. The employer should be requested to avoid these discrepancies in future. Attemp should also be made to obtain an assurance form him for avoidance of similar dis crepancies in future;
- (ii) If in the light of the inspection, existing data have to bemodified, this should be done under intimation to all concerned; and
- (iii) In case it is found that an employer has repeatedly been committing default, other methods like issue of 'show-cause notice' be initiated in consultation with the State Director. The show-cause notice may be in the form given in Vol.II, Appendix-II (11).

All Employment Exchanges should render a quarterly summary of the work done in connection with the enforcement of the Employment Exchanges (CNV) Act, 1959 to the State Directors as per instructions contained in para 18.3 (Part-I)

EMPLOYMENT MARKET INFORMATION

Employment Echanges are responsible for collecting regularly information about Employment in the Private Sector as well as in the Public Sector. This is being done by what is known as 'Establishment Reporting' system. Under this system, all establishments in the public sector and selected establishments in the private sector engaged in non-agricultural activities are required to furnish regularly details bout the number of persons they are employing, vacancies that have occured therein and the type of persons they find to be in short supply. All this work is incharge of Employ-ment Officer (EMI).

Activities Outside the Premises :- In order to cause general awareness and create an impace of guidance programmes, Employment Officer should maintain close liaison with institutions imparting academic, vocational or techmical education, voluntary organisations and associations within the jurisdiction of the Exchange.

Career Talks:- Talks should be delivered to students/colleges in order to disseminate pertinent occupational information. Such talks should be planned in advance and publicised. Depending upon the local needs, the situation and the co-operation extended by institutions, the plan of career talks may cover selected schools/colleges singly or in comnvenient groups.

Career talks may be arranged for the benefit of students of standard VIII and above in schools; in case of colleges, students of particular faculties may be

addressed at a time. The subject matter may range from how and why of career planning to disseminating information about broad or specific fields of opportunities.

It is not essential that Employment Officer (V.G.) should deliver the talks. He may draw upon outside speakers including the school/college counsellors where available. However, outside speakers should invariably be provided guidelines for the proposed talks and supplied all necessary information regarding occupations as well as the audience.

A running record of career talks delivered should be maintained in Form VG-66.

Career Exhibition :- Employment Officer should organise exhibition of career information and literature particularly in different schools by rotation for a period of one week. However, arrangements for explaining the information displayed should be made. Teachers should be encouraged to arrange visits of students of their classes by a plan. Career talks may also be arranged during the exhibition.

Information Service :- Schools and Colleges should be supplied handouts, bulletins, career literature and all other informational material of benefit to the students. E.Os should encourage the institutions to display all information supplied in a manner that would ensure its proper utilisation.

V.G. Bulletin :- V.G. Unif/U.E.I.G.Bx. may with the prior approval of the State Director publish a periodic bulletin giving useful information pertaining to current employment situation and details of different opportunities for free distribution.

Career/Information Corners :- Where an institution has either a full-time or part-time guidance worker, E.O.(VG) should render every possible assistance to him in establishing an information corner equipped with up-to-date information.

Industrial Visit of Students :- Employment Officers should encourage the educational institutions and render help in arranging visits of students to different industrial establishments. The employer should be requested to arrange conduct of such visits and to explain the job contents to the students.

Career Conferences :- During the annual functions, gatherings etc. the institutions should be encouraged to organise Career Conferences. Employment Officer should render to them assistance in matters of planning on such occasions. Similarly a well planned series of career talks or group-discussions may follow

such Career Conferences depending on the availability of resources personnel and time.

Employment Officer Physically Handicapped :- In addition to selective placement work, the functions of the Employment Officer (Physically Handicapped) are :-

- (i) to render Vocational Guidance, if necessary with the assistance of the local E.O. (V.G.);
- (ii) to identify occupations suitable for handicapped persons ;
- (iii) to collect information about the size of the problems and the special needs of handicapped persons periodically;
- (iv) to enlist the cooperation of employers in engaging hadicapped persons ;
- (v) to establish liaison and coordination with other agencies engaged in assisting the handicapped, e.g. Training Institutions, Vocational Rehabilitation Centres, Voluntary Organisations etc., and (vi) to follow up each placing to ensure that the physically handicapped person concerned is setting down satisfactorily in Employment.

Employment Officers (Self-Employment Cell) - He works with the help of Self Employment Handbook for Employment Officers.

Employees of the District Employment Exchange assist the officers in the implementation of different programmes/projects entrusted to the District Employment Exchange.

Registration of employment seekers :- All citizens of India resident in the country are eligible for registration at the Employment Exchange for employment assistance. In our state there is separate mode of registration in accordance with instructions/notifications from the Govt. In short, applicants unless specially exempted by the state Director shall be registered at the Employment Exchange, in whose jurisdiction they normally reside. The work of registration includes registration of Unskilled, Mannual Workers, re-Registration, renewal of registration.

Documentation of Vacancies :- This includes Notification of Vacancies, directions for completing Order Cards,

Submission of applicants :- this covers selection of applicants from the live register for submission, submission by rotation.

Post submission action :- Obtaining Results of submission - The Employment Exchange should endeavour to obtain the result of every submission.

Proof of Placing :- Recording the Results - If a submission has led to the

absorption of an applicant into remunerative employment it should be regarded as a placing. The proof of placing, e.g. X-3, X-5, X-10 copy of letter of appointment issued by Government Departments (which should ordinarily be regarded as proof of placing) or such other communication or record of information should be filed inside the order card.

Sub-Divisional Employment Exchange :- This is manned by Sub-Divisional Employment Officer assisted by the ministerial staff UDC/LDC and other IV Grades. It is responsible for implementation of employment programmes/projects in the sub-divisional level.

III Procedure followed in the decision making process including channels of supervision and accountability:-

(a) **Labour Administration** :- As per authorisation made by appropriate Governments under relevant laws and rules.

(b) **Employment Service** :- As per authorisation made by appropriate authority prescribed under the Employment Exchange Compulsory Notification of Vacancies Act, 1959 and rules made there under.

(c) **Craftsment Training** :- As per instruction made by the National Council or State Council for Vocational Training.

IV. Norms set by the organisation for the discharge of its functions :-
Norms for the discharge of functions are set in separate manuals each for Labour, Employment and Craftsmen Training.

V. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :-

Labour, Employment and Craftsmen Training being a concurrent subject, various Central Laws enacted by parliament and rules made there under became applicable in the State. Apart from such rules the following rules and regulations have so far been made by the State Government by Mizoram for the purpose of canting out certain Labour Laws :-

List of Rules Enforced by LE & IT Department in the State of Mizoram as on January 2017

1. The Mizoram Minimum Wages Rules, 1992.
2. The Mizoram Payment of Wages Rules, 1992.
3. The Mizoram Trade Union Regulation, 1992.

4. The Mizoram Contract Labour (Regulation & Abolition) Rules, 2004.
5. The Mizoram Inter-State Migrant Workmen (Regulation of Employment & Condition of Services) Rules, 2005.
6. The Mizoram Building & Other Construction Workers' (Regulation of Employment & Condition of Services) Rules, 2015.
7. The Mizoram Workmens' Compensation Rules, 2009.
8. The Mizoram Child Labour (Prohibition & Regulation) Rules, 2010.
9. The Mizoram Shops & Establishments Rules, 2011.
10. The Mizoram Industrial Employment (Standing Orders) Rules, 2013.
11. The Mizoram Unorganized Workers' Social Security Rules, 2013.
12. The Mizoram Factories Rules, 2015.
13. The Mizoram Maternity Benefit Rules, 2014.
14. The Mizoram Industrial Disputes Rules, 2014
15. The Mizoram Payment of Gratuity Rules, 2015.

List of Acts enforced in the State of Mizoram are under as on January 2017

1. The Apprentices Act, 1961.
2. The Bonded Labour System (Abolition) Act, 1976.
3. The Building & Other Construction Workers (Regulation of Conditions of Services) Act, 1996.
4. The Building & Other Construction Workers Welfare Cess Act, 1996.
5. The Child Labour (Prohibition & Regulation) Act, 1986.
6. The Contract Labour (Regulation & Abolition) Act, 1970.
7. The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
8. The Equal Remuneration Act, 1976.
9. The Factories Act, 1948.
10. The Industrial Disputes Act, 1947.
11. The Industrial Employment (Standing Orders) Act, 1946.
12. The Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979.
13. The Maternity Benefit Act, 1961.
14. The Minimum Wages Act, 1948.
15. The Mizoram Shops & Establishments Act, 2010.
16. The Payment of Gratuity Act, 1972.
17. The Payment of Wages Act, 1936.
18. The Trade Unions Act, 1926.
19. The Unorganised Workers' Social Security Act, 2008.

20. The Working Journalists and Other Newspaper Employees (Conditions of Service) and miscellaneous Provisions Act, 1955.
21. The Workmen's(Employees) Compensation Act, 1923.

The following manuals are held by the organisational heads at the headquarters and field offices for discharging functions.

- (a) Labour Manuals (Manual of Labour & Industrial Laws)
- (b) National Employment Service Mannuals in VoM and II with State Govt. instructions on registration and notification of vacancies.
- (c) Industrial Training Institute Manual.
- (d) Hand Book of Instructions for Enforcement Officers (for enforcing Employment Exchanges and Notification of Vacancies Act, 1959).
- (e) Compendium of Employment Exchange Minutes.

VI. A statement of categories of documents that are held by it or under its control :-

Labour Administration :- Register for Trade Unions, register of employers/establishments and Licence connected with such registrations.

Employment Service :- Employer's Cards, Registration Cards of job-seekers and registers & records connected with such registration.

Craftsmen Training :- Registers in connection with issue of certificate of craftsmen trained at the industrial Training Institutes.

VII. A statement of any 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 :-

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or administration are as follows :-

Advisory Boards in the matter of Labour Welfare, Manpower Planning and fairness committees in the matter of employment service and vocational council for the Craftsmen Training programmes are the arrangements that may exist for consultation with and representation by the members of the Public. District Employment Officer/Employment Officer are member of interview Board for selecting PMRY applicants.

VIII. Statement of the boards, Councils, Committees and other bodies consisting of two of more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :-

**(1) *Mizoram State Council for Vocational Training*
*Composition of :***

- | | | |
|----|----------------------------------------------------------------------|----------------------------|
| 1 | <i>Minister, LE&IT Dept.</i> | <i>- Chairman</i> |
| 2 | <i>Secretary, LE&IT Dept.</i> | <i>- Vice Chairman</i> |
| 3 | <i>Director, LE&IT Dept.</i> | <i>- Ex-Officio Member</i> |
| 4 | <i>Joint Director, LE&IT Dept.</i> | <i>- Member Secretary</i> |
| 5 | <i>Director, NEILIT</i> | <i>- Member</i> |
| 6 | <i>Director, Industries Dept.</i> | <i>- Member</i> |
| 7 | <i>C.E. PWD Road/Highway/Building</i> | <i>- Member</i> |
| 8 | <i>C.E. P&E</i> | <i>- Member</i> |
| 9 | <i>C.E. PHED</i> | <i>- Member</i> |
| 10 | <i>Director, SCERT</i> | <i>- Member</i> |
| 11 | <i>Adviser, State Planning Board</i> | <i>- Member</i> |
| 12 | <i>Director, Social Welfare Dept.</i> | <i>- Member</i> |
| 13 | <i>Director, LAD</i> | <i>- Member</i> |
| 14 | <i>Secretary, MSCTE</i> | <i>- Member</i> |
| 15 | <i>Dy. Secretary, Finance Dept.</i> | <i>- Member</i> |
| 16 | <i>Representative, RDAT Kolkta</i> | <i>- Member</i> |
| 17 | <i>Dy. Labour Commissioner, LE&IT Dept.</i> | <i>- Member</i> |
| 18 | <i>President, Mizoram Industries Association</i> | <i>- Member</i> |
| 19 | <i>President, Mizoram Chamber of Industries & Commerce</i> | <i>- Member</i> |
| 20 | <i>President, NTUM</i> | <i>- Member</i> |
| 21 | <i>President, Federation of Trade Union</i> | <i>- Member</i> |
| 22 | <i>Chairman, Mizoram State Commission for Women</i> | <i>- Member</i> |
| 23 | <i>Under Secretary/Jt. Secretary/Addl.Secretary, LE&IT Dept.</i> | <i>- Member</i> |

(2) *State Minimum Wages Advisory Board Composition of :*

- | | | |
|---|---------------------------------------------------------------|---------------------------|
| 1 | <i>Secretary, LE&IT Dept.</i> | <i>- Chairman</i> |
| 2 | <i>Director, LE&IT Dept.</i> | <i>- Member Secretary</i> |
| 3 | <i>Director, Economics & Statistics Dept.</i> | <i>- Member</i> |
| 4 | <i>President, CYMA</i> | <i>- Member</i> |
| 5 | <i>Adviser, Planning & Programme Implimentation Dept.</i> | <i>- Member</i> |
| 6 | <i>Dy. Labour Commissioner, LE&IT Dept.</i> | <i>- Member</i> |

7	<i>E-in-C, PWD</i>	- Member
8	<i>E-in-C, PHED</i>	- Member
9	<i>E-in-C, P&E Dept.</i>	- Member
10	<i>Addl. Secretary Finance Dept.</i>	- Member
11	<i>President, Joint Contractors Association</i>	- Member
12	<i>President, NTUM</i>	- Member
13	<i>Gen. Secretary, NTUM</i>	- Member
14	<i>President, FOMTU</i>	- Member
15	<i>President, CITUM</i>	- Member
16	<i>President, Mizoram Labour Association</i>	- Member

(3) Mizoram Building & Other Construction Workers Welfare Board Composition of :

1.	<i>Minister, LE&IT</i>	- Chairman
2	<i>Director, LE&IT</i>	- Member Secretary
3	<i>Secretary, LE&IT</i>	- Member
4	<i>Jt. Director, LE&IT</i>	- Member
5	<i>Representative of Finance Department</i>	- Member
6	<i>Adviser, Mizoram State Planning Board</i>	- Member
7	<i>Deputy Director, Regional Labour Institute, Kolkata</i>	-Member
8	<i>Engineer-in-Chief, Public Works Department</i>	-Member
9	<i>Engineer-in-Chief, Public Health Engineering</i>	-Member
10	<i>Engineer-in-Chief, Power & Electricity</i>	-Member
11	<i>President, Mizoram Joint Contractor Association</i>	-Member
12	<i>President, National Trade Union of Mizoram</i>	-Member
13	<i>President, Federation of Mizoram Trade Union</i>	-Member
14	<i>President, Centre of Indian Trade Union, Mizoram</i>	-Member
15	<i>Ms. Lalhrualtuangi, Women Representative</i>	-Member

(5) Mizoram Youth Commission, Composition of :

1.	<i>T. Sangkunga, MLA</i>	- Chairman
2.	<i>Lalsawmliana</i>	- Under Secretary

Members

1. *Director, Labour, Employment & Industrial Training Deptt.*
2. *Pi Rualkhumi, Director, Khadi & Village Industries Commission.*
3. *Pu Nghaklianmawia, CEO, State Rural Livelihood Mission.*
4. *Dr. Dailo David Varte, Dy. Director, AH & Vety Deptt.*

5. *Pu Lalrengmaia, Education Officer (Rtd.) Central Board for Worker Education, Ministry of Labour & Employment, Govt. of India, Aizawl, Venglai.*
6. *Surgeon Lt. Cdr. (Rtd.) Lalnuntluanga.*

IX&X. Directory of Officers & Staff of LE&IT Dept.

No.	Name	Designation	Office	Residence
1	Lalmachhuana	Director	2322734/Fax2311124	9436154366
2	K. Valy	Jt..Director	2310365	9436149184
3	Lalmalsawma	Dy. Labour Commr.		234298/9436157611
4	Lalmuanawma	Dy. Director		9436190805
5	Ngurbiakkimi	Superintendent	2327662	9862331855
6	Lalmuanpuia Fanai	Labour Officer	2300642	9862392866
7	Lalmuanpuii	P.A. to Director	2322734	9856135215
8	Hmarchhinga	Assistant		2327662/9862357400
9	P. Lalrimawia	Assistant		9612318814
10	K. Rothangliani	Assistant		9862657748
11	Rualchhingi	UDC		2324423/9862384277
12	H. Zomawii	SIS		9862530904
13	Lalrammawii	LDC		2322944/9863360841
14	Zoramthangi	LDC		2317333/9436198522
15	Rosangliani	LDC		9862361687
16	Lairotluangi	LDC		9436966505
17	KL Lalnunpuia	LDC		9612178364
18	H. Vanlalhruaitluanga	LDC/Comp. Operator		9612588361
19	J. Lalhlunchhungi	Comp. Operator		9862362219
20	Romawiizuali	Prog. Assistant		9862378365
21	C Lalremmawia	Field Assistant		9862535212
22	Zodingngheti	Dairies		9774636733
23	H. Vanlalmangaiha	D/Rider		9856737619
24	Lalnuntluanga	Driver		9436354285
25	Lalrammuana	Driver		2342987/9436380592
26	Zodingliana	Driver		9862336945
27	Lalrohluhchara	Driver		9862075679
28	Thangzampuii	Peon		2311443/9612063020
29	Laltlanchhunga	Peon		9856946845
30	Vanlalhriata	Peon		9862532738
31	C Lalhmunmawia	Peon		8415095656
32	Zonunsiam	Peon		8794158204
33	Henry Ch. Thangliana	Peon		9862386979
34	Lalhmingliani	Peon		9862458436
35	Lalsangpuii	Peon		8014528452
36	Lalfakawma	Peon		8974946082
37	Lalthianghlina	Chowkidar		9863566210

XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

The budget allocated to the agency of Labour, Employment & Industrial Training Department i.e. for Industrial Training Institute.

Fund allocated in advance for payment of salaries to IT/staff for utilisation against the detailed heads of account given below :-

- 2230 - Labour & Employment
 - 03 - Training
 - 003 - Training of Craftsmen & Supervisors
- 003 (01) - Estt.of ITI AizawI (CSS)
 - (01) - Salaries

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Nil

XIII. Particulars of recipients of concessions, permits or authorizations granted by it;

NIL

XIV. Details in respect of the information available to or held by it, reduced in an electronic form;

NIL

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

NIL

XVI The names, designations and other particulars of the Public Information Officers:

Departmental Appellate authority :

Lalmachhuana, Director

State Public Information Officer :

K. Vally, Joint Director

State Assistant Public Information Officers:

- 1) Thangropianga, DLEO, Lunglei
- 2) Vanlalawmpuia, DLEO, Principal, ITI, Saiha
- 3) J.T. Vanlalngheta, DLEO, Aizawl

XVII. Such other information as may be prescribed; and thereafter:

**JOB-SEEKERS ON THE LIVE REGISTER OF EMPLOYMENT
EXCHANGES IN MIZORAM AS ON JANUARY - 2017**

SL. NO.	CATEGORY	LIVE REGISTER		TOTAL
		Male	Female	
1	Unskilled	88	61	149
2	CL - VI to IX	5595	2130	7725
3	Matriculate / HSLC	4859	2881	7740
4	PUC / HSSLC	2857	2374	5231
5	B.A.	4247	3745	7992
6	M.A.	1411	1512	2923
7	Driver	121	0	121
8	Hindi a) Matric	124	403	527
9	Hindi b) PU	17	57	74
10	Hindi c) BA	62	241	303
11	Hindi e) B.ed	5	15	20
12	Hindi f) M.Ed.	1	1	2
13	Technical Trade (EXTT)	1492	2192	3684
14	Physically Handicapped	53	34	87
15	Non Mizo	238	113	351
	Grand Total	21170	15759	36929

(3) Important Dates of Labour & Employment Department :-

- (1) Opening of Employment Exchange Aizawl - 22. 11. 1958
- (2) Opening of Employment Exchange Lunglei - 16.3.1971
- (3) Opening of Employment Exchange Saiha - 5, 8.1975
- (4) F~£A. Bureau, Champhai - 1Z.3.1971
- (5) Sub-Divisional Employment Exchange, Champhai - 18. 9. 1982
- Sub-Divisional Employment Exchange, Chawngte - 2I. 9. 1982
- (6) Coaching Centre (Sub-Regional Employment Officer) - 15.10.1982
- (7) Directorate, Labour & Employment Department - 19. 6.1980
- (8) Upgradation of Sub-Divisional Employment Exchange - 26. 5. 2000
- Champhai to District Employment Exchange - 30.1.2001
- (9) Self Employment Promotion Cell Aizawl (DEE) - 15.12.1984
- (IO) Sub-Divisional Employment Exchange, Lawngtlai - 15 Z 1990

- (11) Labour Camp (Armed Veng) - 22.5.1976
(12) Opening of New ITI, 'Lunglei & Saiha but started functioning with effect from 1, 8.2002 - 17, 10.2002,
(13) Opening of District Employment Exchange, Kolasib - 11.9.2003
- (4) Any omission in this manual may be added at the time of updating the manual next year as per Section 2, 11 of the Right to Information Act, 2005.

Contact us:

***Director & Labour Commissioner
Labour, Employment & Industrial Training Dept.
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