

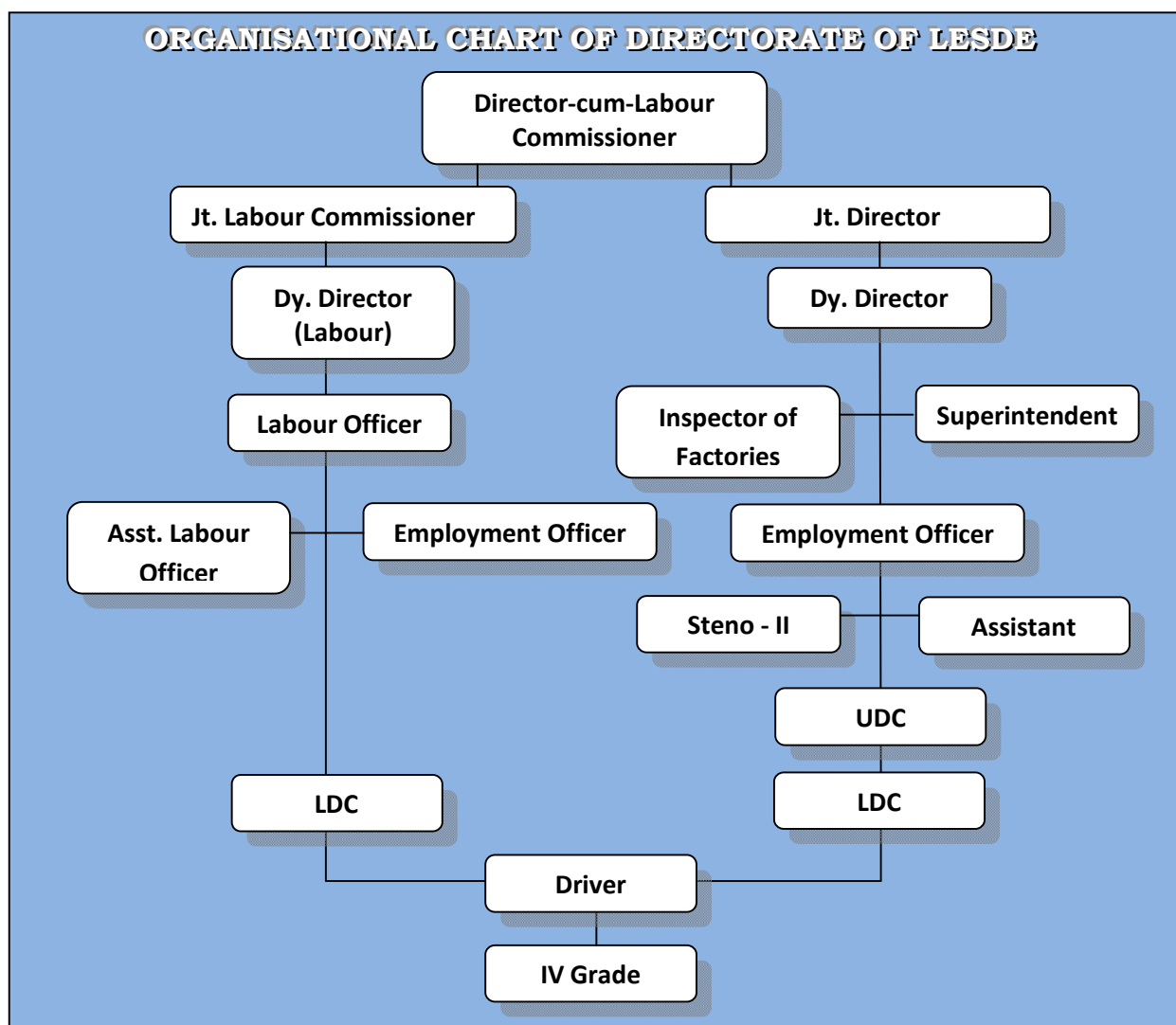
MANUAL OF INFORMATION UNDER SECTION 4 (1) (b) OF THE RIGHT TO INFORMATION ACT, 2005 PERTAINING TO DIRECTORATE OF LABOUR, EMPLOYMENT, SKILL DEVELOPMENT & ENTREPRENEURSHIP

i) Particulars of organisation, functions and duties :-

4(1)(b)(i)

Directorate of Labour Employment, Skill Development & Entrepreneurship is responsible for the Enforcement of both Central and State Acts/Rules and matters pertaining to Labour Employment, Skill Development & Entrepreneurship. The Department forms the backbone of the Society to protect the service condition of the working class and promoting industrial peace and harmony. The functions and duties of this Directorate can be broadly classified into four major heads:

- a) Implementation of Labour Laws and Labour Welfare Measures
- b) Implementation of Industrial Safety Laws
- c) Extension of Employment Assistance; and
- d) Imparting long term & short term vocational training.



Functions and duties :-

1. To safe-guard the interest and service condition of the employees through effective implementation of various State and Central Acts.
2. To promote industrial peace and harmony
3. To enforce Health and Safety Measures
4. To ensure timely payment of wages and enforcement of Minimum Wages.
5. To motivate self-employment in the context of soaring unemployment. Providing counseling to employment seekers. Sponsoring of Registrants against suitable vacancies. Providing counseling and career guidance to the students.
6. To work towards providing specialized placement service to the Differently abled Persons and other unemployed youth.
7. To provide vocational guidance, employment counseling to youth and unemployed. Registration and sponsoring of candidates for employment in the Public and Private Sector.
8. To impart technical skill in various vocational trades through implementation of Craftsmen Training Scheme, Apprenticeship Training Scheme and Pradhan Mantri Kaushal Vikash Yojana (PMKVY).

ii) Powers and duties of Officers and Employees :-

4(1)(b)(ii)

Powers and duties of Officers and Employees are as follows in table

1.1 :

Sl. No	Name of Post	Role of Post
1.	Director cum Labour Commissioner	He is the head of the Department. He exercises all the powers delegated to him and he responsible for the overall functioning of the Deptt.
2.	Joint Labour Commissioner	Joint Labour Commissioner aids the Director in all aspects especially in Labour & Employment matters.
3.	Joint Director	Joint Director aids the Director in all aspects especially in Skill Development & Entrepreneurship matters.

4.	Deputy Director	Deputy Director assists the Joint Director in all aspects relating to business allotted under Skill Development & Entrepreneurship
5.	Deputy Director (Labour)	Deputy Director (Labour) assists the Joint Labour Commissioner in all aspects relating to business allotted under Labour & Employment.
6.	Superintendent	The Superintendent is responsible for maintenance of office procedures and discipline. He/ she supervises the work of each dealing hand and submit all cases to the appropriate higher level and give direction on cases requiring prompt attention or any other responsibilities as may be assigned to him/ her.
7.	Inspector of Factories	He/ she is assigned to receive any register or document connected to the factory and take hold of records and any other document that is deemed to be a necessity in the Act enforced under Labour & Employment wing or any other responsibilities as may be assigned to him/ her within any elements of the department including Skill Development & Entrepreneurship.
8.	Labour Officer	He/ she is assigned to enforced all the provisions of various Labour Laws within his/ her through the Joint Labour Commissioner or any other responsibilities as may be assigned to him/ her.
9.	Employment Officer	He/she is assigned to monitor implementation of the activities of Employment Market Information, Physically Handicapped, Self Employment, Coaching-cum-Guidance Centre for SC/ST or any other responsibilities as may be assigned to him/ her.
10.	Asst. Labour Officer	Asst. Labour Officer aids the Labour Officer in all respect especially in Labour & Employment side or any other responsibilities as may be assigned to him/ her.
11.	Steno-II	Writing in short hand & typing for concerned Officers
12.	Assistant/ Accountant/ UDC	He/ She works under the supervision of Superintendent and is

		responsible for the works entrusted to him/ her
13.	LDC	LDCs are entrusted with registration of dak, file register, file movement, maintenance of section diary, typing etc.
14.	Group 'D'	Attending the bell of the Officers, ensuring that sitting arrangement in the staffs room and officers room is clean and hygienic. Carrying files & daks etc. to officers/ staff concerned.

iii) The Procedures followed in the decision making process including channels of supervision and accountability :-

4(1)(b)(iii)

In terms of Rule 6 of the Govt. of Mizoram (Transaction of Business) Rules, 2019, decisions are made in files routing through concerned officers in the department. All guidelines, Office Memorandum, Instructions issued by the government are followed by all officials under Labour, Employment, Skill Development & Entrepreneurship Department. Training of Officers and staffs are done as required and all question asked under RTI Acts and all Assembly questions are attended promptly.

iv) Norms set by the Department for the discharge of its functions :-

4(1)(b)(iv)

Norms set by the Department for the discharge of its functions are given below in Table 1.2 :-

Sl. No	Services/Transaction	Documents required	Standard
1	The workers are paid wages not below the minimum rates of wages being notified by the Administration from time to time by the employers under the Minimum Wages Act,1948.	To submit a claim application in a Form prescribed under the Minimum Wages Rules to the RDC / Authority appointed under Section 20 of the Act. The claim application to be presented within six months from the date the minimum wages become payable. The authority, after hearing the parties can order to the employer to pay an amount of difference between the statutory minimum wages and the wages paid and also impose penalty for compensation up to 10 times and regulate the minimum wages. The claim regarding overtime wages as per rules and weekly day of rest is also determined by the authority. The application form can be had from Labour Department.	Within 03 months

2	<p>The workers are paid wages within the Prescribed time limit under the Payment of Wages Act, 1936. Wages are to be paid to the employees after the expiry of the wage period.</p> <p>a) before the expiry of 7th day in establishments employing less than 1000 persons and b) Before the expiry of 10th day in establishments employing 1000 and more persons.</p>	<p>To submit a claim application in a Form prescribed under the Payment of Wages Rules to the Act/ Commissioner of Workmen's Compensation. The claim application to be presented within 12 months. The authority after hearing the parties can order to the employer to pay the delayed wages and also impose penalty for compensation not exceeding Rs.3,000/- but not less than Rs 1,500/- p.m. per worker and regulate payment of wages to the workers. Appeal against the order of the Authority can be filed before the Civil Act. The claim application form can be obtained from the Act.</p>	Within 03 Months
3	<p>Payment of compensation to the workman for injury by accident under the Employees Compensation Act, 1923.</p>	<p>To submit a claim application to the Act/ Commissioner for Workmen's Compensation in prescribed manner with required documents like Medical Certificate showing loss of earning capacity / permanent partial disability resulted from injury issued by qualified medical practitioner, proof of Date of Birth, monthly wages drawn Act. In case of death of a workman, any of his dependants can file a claim application. The claim application to be filed within 02 years of the incident. The Commissioner after hearing the parties can pass award directing employer to deposit compensation payable under the Act. The claim application in prescribed form can be obtained from the department.</p>	Within 03 Months
4	<p>Registration of Trade Unions under the Union 1926.</p>	<p>A trade Union to submit application for registration in the prescribed form containing the names, occupations and addresses of the members making the application, name and address of the Union and name, age, occupation and address of each of the officebearers to the Union/Registrar of Trade Unions, Mizoram furnishing therewith following documents.</p> <p>1. Bye laws of the Union i.e. constitution and objects of the Union. 2. Payment of registration fees. Application form can be obtained from the Department</p>	Within 06 Months
5	<p>Grant of registration to industrial establishment and license to labour contractor to employ contract labour under the</p>	<p>The establishment to submit application in prescribed form for registration to the Authority/ Registering Officer furnishing therewith following documents. Copy of work agreement between establishment and contractor. Payment of registration fees.</p>	Within 15 Days

	Contract Labour (R&A) Act, 1970.	The labour contractor to submit application in prescribed form for license to the authority /Licensing Officer furnishing therewith following documents. Certificate in Form V issued by establishment/principal employer to contractor regarding engagement of contractor to employ contract labour. Details of contract labour in Form XIII. (3) Group Insurance Policy / W.C. policy. (4) Payment of licence fees. (5) Payment of security deposit @ 30/- Per workman. The application form and other forms can be obtained from the Department.	
6	Grant of registration to establishment and license to contractor to employ inter-State migrant workmen under the Inter-State Migrant Workmen (RE & CS) Act, 1979.	The establishment to submit application in prescribed form for registration to the RDC/Registering Officer furnishing therewith following documents. Copy of work agreement between establishment and the contractor. Payment of registration fees. The contractor to submit application in prescribed form for licence to the RDC/Licensing Officer furnishing therewith following documents. Certificate in Form VI issued by establishment/principal employer to contractor regarding engagement of contractor to employ inter- State migrant workmen. Details of inter-State migrant workmen in Form X. (3) Payment of licence fee. (4) Payment of security deposit @ Rs.100/- Per workman. The application form and other forms can be obtained from the Department.	Within 15 Days
7	Grant of registration of Shops & Establishments under the Mizoram and Establishments Act, 2010 and Rules 2011.	The shop & establishment to submit application in prescribed form for registration to the Inspector under the Act/Registering Officer. The application form can be obtained from the Department.	Within 7 Days
8	Grant of certification of Standing orders under the Industrial Employment (Standing Orders) Act, 1946.	The employer to submit to the DC/Certifying Officer an application in prescribed form with five copies of the draft standing orders proposed by him for adoption in his industrial establishment.	Within 03 months
9	Registration of Unemployed Youths through Employment Exchange.	Educational Certificates and other necessary documents.	Within 7 days

10	Registration of beneficiaries & Payment of benefits to the registered beneficiaries under the Mizoram Building & Other Construction Workers Welfare Board.	The workers to submit EPIC(attested copy) & passport photograph with registration fee of Rs.25. For availing the benefits, the beneficiaries are to produce the Identity cards issued by the department along with necessary documents prescribed under the Cess Act & Rules	Within 03 month
----	--	--	-----------------

v) Rules. Regulations, instructions, manuals and records, held by the Department or under its control or used by its employees for discharging its functions :-

4(1)(b)(v)

Following are the Rules. Regulations, instructions, manuals and records, held by the Department or under its control or used by its employees for discharging its functions :-

1. The Minimum Wages Act, 1948. (The Mizoram Minimum Wages Rules, 1992).
2. The Payment of Wages Act, 1936. (The Mizoram payment of Wages Rules, 1992).
3. The Trade Union Act, 1926. (Mizoram Trade Union Regulation, 1992).
4. The Bonded Labour System (Abolition) Act, 1976.
5. The Child Labour (Prohibition & Regulation) Act, 1986. (The Mizoram Child Labour Rules, 2010).
6. The Contract Labour (Regulation & Abolition) Act, 1970. (The Mizoram Contract Labour Rules, 2004).
7. The Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979. (The Mizoram Inter-State Migrant Workmen Rules, 2005).
8. The Building & Other Construction Workers (Regulation of Employment & Conditions of Services) Act, 1996. (The Mizoram Building & Other Construction Workers Rules, 2008).
9. The Mizoram Shops & Establishments Act, 2010 & Rules, 2011.
10. The Industrial Employment (Standing Orders) Act, 1970, (The Mizoram Industrial Employment Rules, 2013).
11. The Equal Remuneration Act, 1976.

12. Working Journalist & Other Newspaper Employees (Conditions of Service) & Miscellaneous Prov. Act, 1955.
13. Employees Compensation Act, 1923 (The Mizoram Workmen's Compensation Rules, 2009).
14. The Unorganized Workers Social Security Act, 2008. (The Mizoram Unorganized Workers Social Security Rules, 2013).
15. The Factories Act, 1948 (The Mizoram Factories Rules, 2014).
16. Industrial Disputes Act, 1947 (The Mizoram Industrial Disputes Rules, 2013).
17. Maternity Benefit Act, 1961 (The Mizoram Maternity Benefit Rules 2014).
18. Payment of Gratuity Act, 1972 (The Mizoram Payment of Gratuity Rules, 2015).

vi) A statement of the categories of documents that are held by the Department or under its control :-

4(1)(b)(vi)

The Department has no specific documents held or under its control except for the various existing statutory Rules, Instructions, Manuals etc. which has been enforced in the State of Mizoram.

vii) The particulars 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:-

4(1)(b)(vii)

NIL

viii) A statement of the boards, councils, committees and other bodies consisting of two or 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:-

4(1)(b)(viii)

a. **The Mizoram Building & Other Construction Workers Welfare Board (MBOCWFB)** was constituted in the year 2010. It was constituted to provide various facilities and financial assistance to the construction workers. Any worker between the age of 18 to 60 years in construction of Buildings and related works for not less than 90 days in a year are eligible for registration under the board.

b. **Mizoram Council for Vocational Training (MCVT)** was notified by Govt. of Mizoram in 2008. Mizoram Council for Vocational Training (MCVT) regulates the functioning of entities engaged in both long & short-term vocational training in the state and establishes minimum standards for the functioning of such entities. The major functions of MCVT would be recognition and regulation of Awarding Bodies, Assessment Agencies, and Skill related Information Providers; approval of Qualifications; monitoring and supervision of recognized entities and grievance redressal focusing mainly on the existing three Govt. Industrial Training Institutes of the state. Besides monitoring the existing skill training of the state, the state Govt. participate in numerous infrastructure development and skill strengthening project through MCVT.

ix) A directory of the departments officers and employees:-

4(1)(b)(ix)

The Directory of officers and employees under the Directorate of Labour, Employment & Skill Development & Entrepreneurship

Sl No	Name of Incumbent	Designation	Mobile no
1	2	3	4
1	K. Lalhmingliana	Director	2322734(O) 9612901360
2	Lalmalsawma	Jt. Labour Commissioner	9436157611
3	Dr.J.T.Vanlalngheta	Jt. Director	9436198502
4	Lalmuanawma	Dy. Director (Adm.)	9436196805
5	Lalmuanpuia Fanai	Dy. Director(Labour)	9862392866
6	Biakchhanthuami	Superintendent	8974243952
7	Zothankhuma Kiangte	Inspector of Factories	8413932509
8	Helen Zochhingpuii Zote	Labour Officer	8794039944
9	Jordanthangi	Employment Officer	9856735845
10	Lalbiakmuana Hauhnar	Employment Officer	8837080016
11	Zonunmawia	Asst Labour Officer	8413016160
12	C.Vanrammawii	Steno II	9856237753
13	B.Vanlalruati	Assistant	9862585798
14	Johnson Lalduhawma Sailo	Assistant	9862656421
15	Saizikpuia Sailo	J.E	8730926701
16	Lalrammawii	UDC	9863360841
17	Zoramthangi	L.D.C	9436198522
18	Rosangliani	L.D.C	9612075295

19	Lairotluangi	L.D.C	8787363336
20	KL.Lalnunpuia	L.D.C	9612178864
21	J.Lahlhunchungi	L.D.C	9862362219
22	Lalrammuana	Driver	9436380592
23	Lalrohluhchara	Driver	9862075679
24	Zodingliana	Driver	9862336945
25	Huntharlawma	Driver	9856557121
26	Laltlanchhunga	IV Grade	8787764719
27	Lalthianghlina	IV Grade	9863566210
28	H.Vanlalhmangaiha	LDC (PE)	9856737619
29	C.Lalhmunmawia	IV Grade (PE)	8415095656
30	Zonunsiana	IV Grade (PE)	9077887819
31	Lalhmingliani Sailo	IV Grade (PE)	8787309139
32	Henry CH.Thangliana	IV Grade (PE)	9862386979
33	Lalfakawma	IV Grade (PE)	8974946082
34	Zodingngheti Ralte	W.A (PE)	9774636733
35	Lalsangpuii	IV Grade (PE)	9862738695
36	Donny C.Lallawmkima	Assistant, MBOCWWB	9612028946
37	H.Vanlalhrulaitluanga	UDC, MBOCWWB	9612588361
38	F.Lalnunziri	LDC, MBOCWWB	9862101983
39	Henry Vanlalduhsaka	DEO, MBOCWWB	9366349016
40	Lalmuansangi Sailo	DEO, MBOCWWB	9774633685
41	Vanlalhruaia	MTS, MBOCWWB	9862698126
42	Lalrinsanga	MTS, MBOCWWB	9366007794
43	R.Lalbiakthanga	MTS, MBOCWWB	9774116690
44	C.Vanlalhriata	MTS, MBOCWWB	9774441344
45	Lalthazuali Sailo	MTS, MBOCWWB	9862647118
46	Laldinpuii	MTS, MBOCWWB	8014162213
47	Vanlalfawni	MTS, MBOCWWB	9612063510
48	Lalramhlui	MTS, MBOCWWB	9774568532
49	Lalthantluanga Parte	Driver, MBOCWWB	961266172
50	David Lalmuanpuia	Driver, MBOCWWB	8974544153
51	R.Vanlalruata	Driver, MBOCWWB	9862362699
52	Chanchnmawia	Driver, MBOCWWB	9856221960
53	Lalchhuanmawia Ralte	Manager MIS, PMKVY	9862746446
54	Saizampuii Sailo	Manager Finance, PMKVY	8730978316
55	Romawizuali Renthlei	Manager TP, PMKVY	9862378365
56	Vancy Lalthanpuii	MTS, PMKVY	9366299699
57	Jimmy Zodinsanga	MTS, PMKVY	9089816064
58	ZL Chhunga	Consultant, STRIVE	8415901300
59	Joseph Vanlalhruaia	M&E Specialist, STRIVE	8730839707
60	Linda Lalrinpari Sailo	Asst. Director. , STRIVE	9436366417
61	Lalruatsanga Vanchhawng	ITI Specialist, STRIVE	9774855521
62	F. Lalnunsiami	DEO, STRIVE	9856970697
63	Lalbiakdika	MTS, STRIVE	9612131027

64	Robert Lianthangpuia	Consultant, ESDI	8118902104
65	Malsawmkimi	DEO, ESDI	7085207656
66	Lalchenpuia	MTS, ESDI	8794874684
67	K. Zohlupuii	PRO, MBOCWWB	8256995709
68	Regina Malsawmdawngzeli Ralte	Mission Manager, SANKALP	9613115739
69	Vanlalzarzova	Mission Manager, SANKALP	9615028464
70	K. Lalhmangaihtluanga	Mission Manager, SANKALP	8131824454
71	Paul Lalhruaitlaunga	MTS, SANKALP	9612133149
72	Zorinmawia Pachuau	MTS, SANKALP	8258832436
73	Lhamu Tsehering Dukpa	State Research Associate, SANKALP	8145295664

- x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:- (Excluding contract employees under Directorate of LESDE)**

4(1)(b)(x)

Sl No	Name of Incumbent	Fathers' Name	Designation	Level of Pay
1	2	3	4	5
1	K.Lalhmingliana	Airuma	Director	L-13
2	Lalmalsawma	Hauhuna	Joint Labour Comissioner	L-12
3	Dr.JT.Vanlalngheta	Sangthuama	Jt. Director	L-12
4	Lalmuanawma	Sangmanga (L)	Dy.Director (Adm.)	L-11
5	Lalmuanpuia Fanai	F.Lianhranga	Dy. Director(Labour)	L-11
6	Biakchhanthuami	C.Rochhuma (L)	Superintendent	L-10
7	Zothankhuma Kiangte	K.Zodingliana	Inspector of Factories	L-10
8	Helen Zochhingpuii Zote	Biakzuala Zote (L)	Labour Officer	L-10
9	Jordanthangi	H.Thanmawia	Employment Officer	L-8
10	Lalbiakmuana Hauhna	Haudingzela	Employment Officer	L-8
11	Zonunmawia	Lalthanzuala (L)	Assistant Labour Officer	L-8
12	C.Vanrammawii	Romawia	Steno II	L-9
13	B.Vanlalruati	B.Lalrinawma	Assistant	L-8
14	Johnson Lalduhawma Sailo	Laltanpuia Sailo	Assistant	L-8
15	Saizikpuia Sailo	Ngursailova (L)	J.E	L-7
16	Lalrammawii	Kapthianga	UDC	L-7
17	Zoramthangi	Laldawngliana	L.D.C	L-6
18	Rosangliani	Lalchungnunga (L)	L.D.C	L-6
19	Lairotluangi	Hrangchhunga	L.D.C	L-6
20	KL.Lalnunpuia	Lalbuatsaiha (L)	L.D.C	L-4
21	J.Lahlunchhungi	Lalzara (L)	L.D.C	L-4
22	Lalrammuana	Lalbiakliana	Driver	L-6
23	Lalrohluhhara	HL.Siama	Driver	L-6
24	Zodingliana	Manthanga	Driver	L-6

25	Huntharlawma	K.Lalrinawma	Driver	L-2
26	Laltlanchhunga	Huatzama	IV Grade	L-1A
27	Lalthianghlina	Lalchungnunga (L)	IV Grade	L-1
28	H.Vanlalmangaiha	H.Vanlalsawma	LDC (PE)	L-4
29	C.Lalhmunmawia	Vanlalchhunga	IV Grade (PE)	L-1
30	Zonunsiamia	Vanlalnghaka	IV Grade (PE)	L-1
31	Lalhmingliani Sailo	Liantuala Sailo (L)	IV Grade (PE)	L-1
32	Henry CH.Thangliana	Ch.Malsawma (L)	IV Grade (PE)	L-1
33	Lalfakawma	Kawlthuama (L)	IV Grade (PE)	L-1
34	Zodingngheti Ralte	R.Zorema (L)	Workshop Attendant (PE)	L-1
35	Lalsangpuii	Khuangliana (L)	IV Grade (PE)	L-1

- xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :-**

4(1)(b)(xi)

The budget allocated to agencies of the department is shown in Table 1.3 :-

Sl, No	Particular	Amount
1.	Implementation of SANKALP	Rs. 200.00 Lakh
2.	Implementation of PMKVY	Rs. 1000.00 Lakh
3.	Implementation of STRIVE	Rs. 565.00 Lakh
4.	Mizoram Youth Commission	Rs. 466.30 Lakh
5.	Mizoram Council for Vocational Training	Rs. 20.00 Lakh
	TOTAL	Rs. 2251.30 Lakh

- xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-**

4(1)(b)(xii)

No subsidy programme has been executed by the Department.

- xiii) Particulars of recipients of concessions, permits or authorisations granted by it:-**

4(1)(b)(xiii)

Not applicable for the Department

- xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:-**

4(1)(b)(xiv)

Can be seen at Department website link :
<https://lesde.mizoram.gov.in/>

- 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:-**

4(1)(b)(xv)

The citizens can obtain information from the office during Office working hour by correspondence, website and e-mail.

- xvi) The names, designation and other particulars of the Public Information Officers:-**

4(1)(b)(xvi)

Names, designation and other particulars of the Public Information Officers under Directorate of LESDE are as under:-

Name and Designation of Departmental Appellate Authority (DAA)	MR. K. LALHMINGLIANA, Director, T-129, Dr. Silver-a Building, Tuikhuahtlang, Aizawl, Mizoram PIN 796001 Ph : 0389-2322734 (O)
Name and Designation of State Public Information Officer (SPIO)	MR. LALMUANAWMA, Dy. Director, T-129, Dr. Silver-a Building, Tuikhuahtlang, Aizawl, Mizoram PIN 796001 Ph : 0389-2313553 (O)
Name and Designation of State Assistant Public Information Officer (SAPIO)	MRS. BIAKCHHANTHUAMI, Superintendent, T-129, Dr. Silver-a Building, Tuikhuahtlang, Aizawl, Mizoram PIN 796001 Ph : 0389-2327662 (O)