

## CHAPTER - I

### INTRODUCTION

- 1.1. This hand book on Labour Department is in sequel to the Right to Information Act, 2005, the objective of which is to have a transparent administration.
- 1.2. The objective / purpose of the Hand Book is to ensure that the intended users of this book are well aware of the happenings in the department by which transparency in administration is also assured.
- 1.3. The intended users of the Hand Book are employers, employees of shops, establishments, industries, labourers, students aspiring for technical knowledge and unemployed youth in particular and the society in general.
- 1.4. The information in this Hand Book is arranged under the following heads :
  - (i) Particulars of Labour Department, functions and duties;
  - (ii) Powers and Duties of Officers;
  - (iii) Rules, Regulations, Instructions, Manual and Records for discharging functions;
  - (iv) Particulars of arrangements existing for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof;
  - (v) Statement of boards, councils, committees and other bodies constituted as part of Labour Department;
  - (vi) Names, Designations and other particulars of the Public Information Officers;
  - (vii) Procedure followed in decision making process;
  - (viii) Directory of officers and employees;
  - (ix) Monthly remuneration received by each of its officers and employees;
  - (x) Budget allocated to each agency;
  - (xi) Particulars of Recipients of Concessions granted by Pondicherry Unorganised Labourer's Welfare Society & Pondicherry Building and Other Construction Workers Welfare Board;
  - (xii) Norms set for the discharge of functions;
  - (xiii) Information available in electronic form;
  - (xiv) Particulars of the facilities available to citizens for obtaining information;
  - (xv) Other useful information.

1.5 Any person who desire to get more information on topics covered in the Hand Book as well as other relevant information also can contact the below mentioned officer:

Deputy Labour Commissioner,  
Labour Department Complex,  
II Floor, Vazhudavour Road,  
Gandhi Nagar, Puducherry - 09.

1.6 For information not available in the Hand Book the procedure and fee structure for getting written information is as per Rule 7 of the Pondicherry Right to Information Rules, 2006.