

## **MANUAL OF LABOUR WELFARE ORGANISATION, AJMER REGION**

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

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

- (1) The Beedi Workers Welfare Fund Act, 1976;
- (2) The Limestone & Dolomite Mines Labour Welfare Fund Act, 1972;
- (3) The Cine Workers Welfare Fund Act, 1981;
- (4) The Mica Mines Labour Welfare Fund Act, 1948;
- (5) The Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act, 1976

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

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

This Region was created in the year 1952 as Bhilwara Region with the states of Rajasthan, Gujarat, Haryana, Punjab & Himachal Pradesh under its jurisdiction. Later on the jurisdiction of the states of Punjab and Himachal Pradesh was transferred to Allahabad Region. This Region is functioning at Ajmer w.e.f. 14<sup>th</sup> October, 2004 and is headed by Welfare & Cess Commissioner for levy of Cess and administration of various Welfare Schemes. Two administrative field offices are there. One at Ahmedabad (Gujarat) headed by Dy. Welfare Commissioner and another at Kota where post of Asstt. Welfare Administrator is lying vacant. These field offices are looking after functioning of the dispensaries and implementation of Welfare Schemes. The Address of the Welfare Commissioner/Dy. Welfare Commissioner/AWA Office Kota are given below:-

1. Office of the Welfare & Cess Commissioner,  
Govt. of India, Ministry of Labour & Employment,  
Labour Welfare Organisation, Ajmer Region,  
114-B, Godawari Bhawan, Jatiya Hills, Data Nagar,  
Ajmer (Raj.) 305 001.

2. Office of the Dy. Welfare Commissioner,  
Govt. of India, Ministry of Labour & Employment,  
Labour Welfare Organisation, Ajmer Region,  
Balika Kaka Road, Kalyan Bagh, Kankariya,  
Ahmedabad (Gujarat) -28
3. Office of the Asstt. Welfare Administrator,  
Govt. of India, Ministry of Labour & Employment,  
Labour Welfare Organisation, Ajmer Region, 375, Mohan Smriti,  
Opp. Dindayal Park, Tipta, Kota (Raj.) 324 006.

Implementation of welfare schemes in the sphere of health and medical care, education, housing, family welfare, social security, water supply and recreation, formulated under Limestone & Dolomite Mines Labour Welfare Fund Act, 1972, Beedi Workers Welfare Fund Act, 1976, Cine Workers Welfare Fund Act, 1981, Mica Mines Workers Labour Welfare Fund Act, 1948 and the Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act, 1976 and assessment/collection of Cess on Limestone & Dolomite under Limestone & Dolomite Mines Labour Welfare Fund Act, 1972 and Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Act, 1976.

There is one Central Hospital at Gangapur (30 bedded) Distt. Bhilwara (Raj.) apart from 33 SCM/Static/Allopathic/Ayurvedic dispensaries are located at different places in the states of Rajasthan & Gujarat. The address of the Central Hospital, Gangapur is as under:-

Central Hospital,  
Govt. of India,  
Ministry of Labour & Employment,  
Limestone & Dolomite Mines Labour Welfare Fund,  
Post- Gangapur, Distt. Bhilwara (Raj.)

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

MANUAL 4(1)(b)(ii)

**THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

**WELFARE COMMISSIONER**

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

**DY. WELFARE COMMISSIONER**

1. Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
2. All matters pertaining to collection of cess under the relevant acts and rules framed there under.
3. Financial and administrative functions to the extent such powers have been delegated.
4. Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
5. Any other duties assigned by the superior officers.

**ASSTT. WELFARE COMMISSIONER**

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

**WELFARE ADMINISTRATOR**

1. Implementation and supervision of Welfare Schemes and ensuring their proper functioning.
2. All matters pertaining to assessment & collection of cess under the relevant acts and rules framed there under.

- 3.Survey of labour under his/her beat to ensure their needs as well as assist them in deriving benefits from various welfare schemes-proper scrutiny and verification of application received from beneficiaries with a view to ascertaining the deficiency/lapses/genuineness.
- 4.Monitoring the work of the staffs dealing with welfare scheme and provide necessary guidance for their proper functioning.
- 5.Ensuring supervision of periodical Returns/Reports and such other information as asked for in respect of welfare units/institution.
- 6.Educate the labourer to give up social evil like drinking, adopt small family norms, cleanliness etc.
- 7.Inspection of the Welfare Institutions/Dispensaries/Mine Establishments/Metallurgical factories/Hospital.
- 8.Any other duties assigned by the superior officers.

#### **ADMIN-CUM-ACCOUNTS OFFICER**

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

#### **ASSTT. WELFARE ADMINISTRATOR**

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

**HEAD-CLERK-CUM-ACCOUNTANT**

1. Responsible for the work of the section in which posted.
2. Responsible for the correct and upto date maintenance of accounts both receipt and expenditure including their registers etc.
3. Control over expenditure against sanctioned grant-reconciliation of accounts.
4. Checking of Cash Book.
5. Proper checking of Bills/Cheques to be cashed etc.
6. Settlement of audit paras/objections.
7. Expeditious disposal of the work of the section-checking and submission of periodical returns/reports timely.
8. Recording and weeding of the files timely.
9. Any other duties assigned by the superior officers.

**SENIOR CLERK**

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

**JUNIOR CLERK**

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

**MEDICAL OFFICERS**

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

**PHARMACIST**

1. Compounding and dispensing prescriptions according to the hospital/formulary of prescriptions of doctors.
2. Being responsible for initiating the indents, stores and maintenance of stock and accounts of medical supplies and appliances under his charge.
3. Providing first aid treatment of the injured and repeat prescription of the physicians when ordered in the absence of the doctors.
4. Compiling statics of hospital/dispensary in accordance with instruction, submission of periodical report/returns.

5. Attending to work of the clinical side and doing the routine test of urine, stool and blood provided he has undergone adequate training.
6. Any other duties assigned by the superior officers.

### **RADIOGRAPHER**

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

### **STAFF NURSES:**

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

22. Urine testing.
23. Collecting labelling and dispatching of specimens.
24. Escorting patients to and fro departments.
25. Giving and receiving reports.

#### B. Ward Management.

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

#### **LABORATORY TECHNICIAN**

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

#### **JUNIOR ENGINEER**

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

#### **COOK**

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

#### **WARD BOY/AYAH**

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

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

#### **SWEEPER**

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

#### **CHOWKIDAR**

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

**WELFARE INSPECTOR**

1. Implementation of welfare measures and ensuring their proper functioning-organising of functions/ cultural activities/ tournaments/ sports/ Bhajan & Kirtans etc. at the Welfare Centres/Sub-Centres under his jurisdiction.
2. Overall responsible for proper functioning of the Welfare Institutions under his jurisdiction.
3. Survey of labour under his personal contact to ensure their needs as well as assist them in deriving benefits from the various welfare schemes-scrutiny of application forms of the labourers for the purpose with a view to ensure that no deficiency/lapse is there.
4. Checking of the work of the field staff under his and demonstrate and guide them in the discharge of their duties.
5. Supervision over general stores/equipments/furniture etc. at the welfare institutions under his beat- responsibility under GFR 109 & 110.
6. Ensure submission of periodical returns/reports and such other information as asked for in respect of the welfare institutions under him.
7. Attends to the correspondence of the welfare institutions under him-including maintenance of cash book(subsidiary) and safe custody of Govt. P.A./Cash.
8. Educate the labourers to give up social evils like drinking, adopt, small family, learn three Rs. Cleanliness etc.
9. Any other duties assigned to him by the superior officers.

**CINEMA OPERATOR**

1. To exhibit films at the specified places for the recreation of the workers.
2. Upkeep of the Projector/Amplifier/Generator/Other allied equipments/stores and maintenance of their accounts.
3. Ensure safe use of the prints of the films.
4. Controlling, maintenance and repairs of the Cinema Van.
5. Maintenance of the logbook of cinema van and other accessories including projector.
6. Any other duties assigned to him by the superior officers.

**VAIDYA**

1. Planning, Medical supervision and co-ordination.
2. Medical consultation/treatment of patients at the dispensary as well as work sites where ordered.
3. Custody and maintenance of medicines/medical equipment/general stores and their accounts.
4. Supervision and controlling of the activities of the sub-centers, if any.
5. Survey work.
6. Any other duties assigned to him by the superior officers.

**UP-VAIDYA**

1. Compounding and dispensing prescriptions according to the formulary or prescription of the Vaidya.
2. Responsible for initiating the indents, stores and maintenance of stocks and account of medical supplies and appliances under his charge.

3. Providing first aid treatment to the injured and repeat prescriptions when ordered in the absence of the Vaidya.
4. Compiling statistics of the dispensary in accordance with the instruction and submission of reports and returns.
5. Any other duties assigned to him by the superior officers.

#### **ACCOUNTANT.**

1. Responsible for correct and upto date maintenance of accounts both of receipts and expenditure and their registers.
2. Preparation of Budget.
3. Control over expenditure against sanctioned grant, reconciliation of accounts.
4. Cent percent checking of the various bills to be drawn and paid including cheques etc.
5. Checking of Cash Books.
6. Settlement of audit paras and objections.
7. Internal auditing.
8. Responsible for the proper functioning of the budget and accounts section-checking and guiding the staff under him-submission of periodical returns etc. expeditious disposal.
9. Recording and weeding of the files/bills/and other records of the accounts section.

#### **DAFTARI**

1. Up-to-date maintaining of records and files by stitching, binding etc. of each section/office.
2. Any other work allotted to him.

#### **PEON**

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

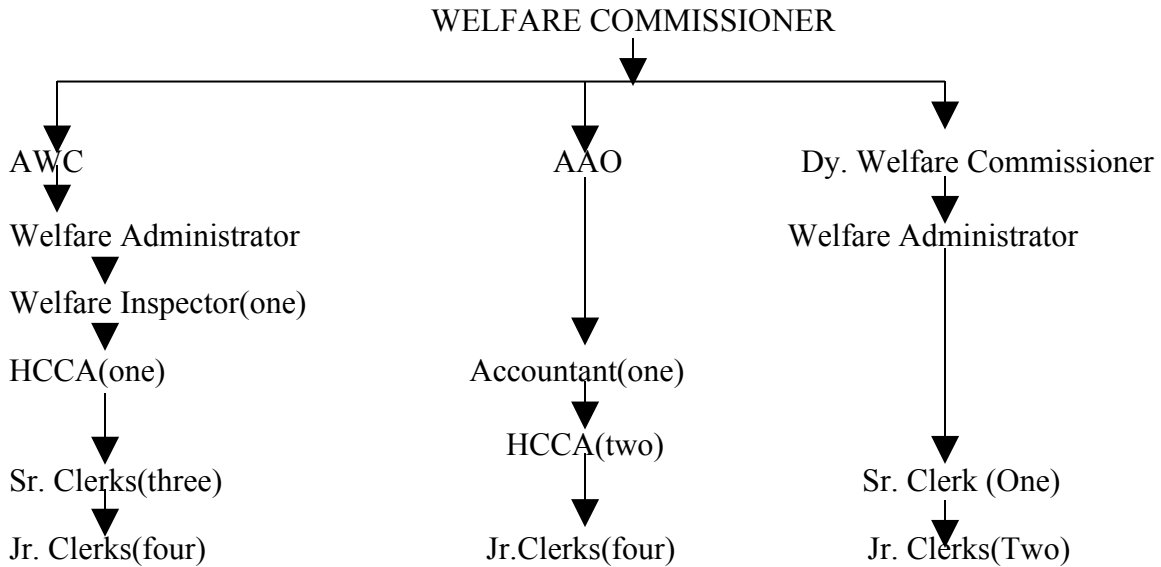
12. Will assist in packing parcels, closing and stamping letters.
13. Whenever necessary and authorised by the responsible personnel, he will also do the duties of the Chowkidar.
14. Will take half an hour for his midday lunch and return to duty promptly after the lunch break.
15. Will do such other duties as may be allowed to him by the responsible personnel/officers.

**CLEANER**

1. Will perform the duties of a peon at the mobile dispensary.
2. Will assist the driver in upkeep and maintenance of the Govt. Vehicle.
3. Will attend to the duties allotted to him by his superior officers.

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

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

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

**UNDER HEALTH SCHEMES:**

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

**UNDER EDUCATION SCHEME.**

Scholarship/Grant for purchase of books etc.

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

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

1. Mica Mines Labour Welfare Fund Rules
  2. Limestone & Dolomite Mines Labour Welfare Fund Rules 1973.
  3. Iron Ore, Manganese Ore, Chrome Ore Mines Labour Welfare Fund Rules 1978.
  4. Beedi Workers Welfare Fund Rules 1978
  5. Cine Workers Welfare Fund Rules 1984.
- (Sl.No.4&5 above are priced publications)

#### **WELFARE SCHEMES:**

#### **HEALTH SCHEMES**

#### **1 Free Medical Treatment**

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

There is one 30 bedded hospital for Mine Workers at Gangapur and 22 Static cum Mobile/Static dispensaries and 11 Aurvedic dispensaries.

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

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

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

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

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

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

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

- KIDNEY TRANSPLANTATION:  
(for workers & dependants -  
3 years continuous service is  
essential)
- a) Reimbursement of expenditure upto  
Rs.2 lakh \*\*for the treatment taken in  
govt. hospital /govt. recognised hospital.
  - b) Subsistence allowance shall be paid  
@ Rs.750-1000/- per month. Conveyance  
charges will also be reimbursed  
from  
residence to hospital & back.

\*\* The Welfare Commissioner of the region has powers to sanction reimbursement upto Rs.30,000/-in each case. And beyond Rs.30,000/ in each case the approval of the office of the DG (LW), New Delhi is required

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

- Minor Diseases like :  
Hernia, appendectomy, Ulcer,  
Gynecological diseases, Prostrate  
diseases.  
(3 years continuous service)  
(Only for Workers)
- a) Reimbursement of expenditure upto  
Rs.30,000/-for the treatment taken in  
govt. hospital /govt. recognised hospital.

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

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

- PURCHASE OF SPECTACLES:  
(for workers only )-
- a) Reimbursement of expenditure upto  
Rs.150/- for purchase of spectacles.
  - b) Reimbursement of expenditure upto Rs.70/-  
for change of lens.

The worker has to procure the spectacle and send the original receipt alongwith the application to the Welfare Commissioner.

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

MATERNITY BENEFIT: Financial Assistance of Rs.1000/- will be given  
(for Female workers only - for the first two deliveries.  
6 months continuous service is  
essential)

The female worker shall submit the claim of Maternity benefit after delivery alongwith birth certificate in the prescribed format.

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

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

The worker has to submit the claim in the prescribed format.

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

TREATMENT FOR T.B.: a) Free treatment in T.B. Hospital  
(for workers & dependents - b) Rs.50/- per month for purchase of medicines  
6 months continuous service is c) Subsistence allowance shall be paid  
essential. @ Rs.750-- to workers only

Worker has to avail treatment at the recognised TB Hospitals and submit the claims in the prescribed format. Subsistence allowance will be paid for the period of non payment of wages to the worker.

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

MENTAL DISEASES a) Monthly expenditure of Rs.180 - Rs.900/- per  
( For workers & dependants) patient per month is paid to the mental hospital  
6 months continuous service b) Subsistence Allowance shall be paid @  
is essential) Rs.600/- to Rs.750/- per month.

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

LEPROSY RELIEF Subsistence Allowance shall be paid @ Rs.200/-

For workers & dependants to Rs. 300/- per month  
6 months continuous service

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

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

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

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

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

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

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

**Applicability** Any Mine management which maintains Standard Dispensary/Hospital .

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

**16. Financial assistance to mine workers involved in serious accident**

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

**Benefits** A lump sum grant of Rs.10,000/- . An amount of Rs. 1000/- per month for a maximum period of five years. A monthly scholarship of Rs. 250/- to each of the school

going child till the age of 21 years or his her marriage whichever is earlier. (The children availing this will not be eligible for scholarship under Financial assistance for Education.)

### **17. Financial assistance to mine workers for artificial limbs**

**Applicability** Any mine worker

**Eligibility** Worker who lose their limb while on duty.

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

### **EDUCATION SCHEME:**

#### **FINANCIAL ASSISTANCE FOR EDUCATION**

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

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

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

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

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

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

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

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

## **I. HOUSING SCHEME:**

### **Integrated Housing Scheme 2005 for Beedi and Mine workers:**

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

#### **Cost:**

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

#### **Mode of Application:**

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

#### **Subsidy:**

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

#### **Eligibility:**

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

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

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

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

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

## 2. Type I housing scheme for mine workers

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

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

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

## 3. Type II housing scheme for mine workers.

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

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

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

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

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

### SOCIAL SECURITY SCHEME:

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

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

### **WATER SUPPLY SCHEMES FOR MINE WORKERS.**

**Applicability** Mine managements

**Eligibility** In area of concentration of mine workers houses.

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

### **GRANT IN AID FOR LIBRARIES FOR MINE WORKERS**

**Applicability** Mine managements

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

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

### **RECREATIONAL SCHEMES**

#### **1. Supply of tv sets**

**Applicability** Mine and Beedi Workers

**Eligibility** Mine managements and Beedi Workers Co-operative Societies

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

#### **2. Grant in aid for purchase of dish antenna**

**Applicabilty** Mine Managements

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

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

#### **3. Organising sports/games social & cultural activities**

**Applicability** Mine and Beedi workers

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

**Benefits** A For mine managements

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

B For Beedi Managements

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

#### **4. Grant in aid for sports ground**

**Applicability** Mine workers only.

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

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

#### **5. Excursion cum study tour**

**Applicability** Mine Workers

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

- 6) To obtain prior approval of Welfare Commissioner before the tour is undertaken.

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

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

**Applicability** Mine Workers

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

**Benefits** Financial assistance will be as follows:

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

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

**Applicability** Beedi Workers.

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

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

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

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

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

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

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

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

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

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

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

**1 Office of the Welfare & Cess Commissioner, Labour Welfare Organisation,**  
**. AJMER**

Name of office/ unit & Location	Sl. No.	Name of Officer/Staff	Designation	Total monthly remuneration including of all compensatory allowances.
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Office of the Welfare & Cess Commissioner, Labour Welfare Organisation, AJMER	1.	1.Sh. B.K. Sanwariya	Welfare Commissioner	30,838/-
	2.	Sh.S.S. Sharma	Asstt. Welfare Commissioner	19,627/-
	3	.Sh. Bhoop Singh	Administrative-cum-Accounts Officer	22,350/-
	4	.Sh. Om Prakash	Welfare Administrator	15,171/-
	5	.Sh. L.K. Dhadha	Welfare Inspector	13,066/-
	6	.Sh. M.L. Chobey	HCCA	12,893/-
	7	.Smt.Malti Tripathi	HCCA	11,283/-
	8.	Sh. S.K.Sharma	Stenographer	12,174/-
	9.	Sh. D.K. Ajmera	Sr.Clerk	10,690/-
	10.	Sh.Ram Dayal	Sr.Clerk	10294/-
	11	.Sh. B.L.Upadhyay	Sr.Clerk	9,734/-
	12	.Sh. N.S. Solanki	Jr. Clerk	9,898/-
	13	.Sh. R.P. Bunkar	Jr. Clerk	8,710/-
	14	.Sh. L.D. Dwivedi	Jr.Clerk	8,036/-
	15.	Sh. R.C. Arya	Jr.Clerk	9,358/-
	16	.Sh. P.C. Gupta	Jr.Clerk	9,774/-
	17	.Sh. Shiv Shankar	Jr.Clerk	7,367/-
	18	.Sh. Dal Chand	Jr.Clerk	7,870/-

19.	Sh. Umesh Prasad	Jr.Clerk	7,071/-
20.	Sh. Chander Singh	Daftri	7,536/-
21.	Sh.Rajnikant Sharma	Peon	7,308/-
22.	Sh. Sripal Panwar	Peon	7,363/-
23.	Sh. Rakesh Kumar	Peon	6,150/-
24.	Sh. Pema Ram	Peon	7,180/-
25.	Sh. Ram Chander	Peon	7,308/-
26.	Sh. Yad Ram	Driver	7,769/-
27.	Sh. Laxmi Lal	Driver	7,694/-
28.	Sh. Prakash Chand	Safaiwala	6,922/-
29.	Sh. Shankar Lal	Chowkidar	6,150/-
30.	Sh. K.L. Sharma	C.Operator	10,887/-
31.	Vacant	Accoutnant	
32.	Vacant	Head Clerk cum Accountant	
33.	Vacant	Hindi Translator	
34.	Vacant	Jr. Clerk	
35.	Vacant	Asstt. Welfare Administrator	
36.	Vacant	Chowkidar	
37.	Vacant	Peon	
38.	Sh. Bhagat Singh	Chowkidar	6,388/-

Office of the Dy. Welfare Commissioner, Ahmedabad	1.	Sh. Jahid Mohammed	Dy. Welfare Commissioner	25,775/-
	2.	Sh. Sanjay Dabi	Welfare Administrator	15,491/-
	3.	Sh. R.J. Khatri	Sr. Clerk	10,690/-
	4.	Sh. Y. Narayan Rao	C.Operator	15,073/-
	5.	Sh. S.S. Rajput	Jr.Clerk	9,448/-
	6.	Sh.Peri Ravi Kumar	Jr.Clerk	7,329/-
	7.	Sh. Soma Bhai	Driver	10,270/-
	8.	Sh. Hargovind bhai	Peon	7,518/-
	9.	Sh.Gemarbhai	Chowkidar	6,260/-
	10.	Bhagwandas	Safaiwala	7,290/-
Office of the Asstt. Welfare Administrator, Kota	1.	Vacant	Asstt. Welfare Administrator	

Central Hospital, Gangapur	1.	Dr. C.P. Vyas	Medical Officer	44,472/-
	2.	Shri Balram	Pharmacist	11,844/-
	3.	Shri Heera Lal Vyas	Radiographer	13,466/-
	4.	Smt.Radhamaniama	Lab. Asstt.	8,858/-
	5.	Smt. Annama David	Mid wife	10,200/-
	6.	Shri Nam Dev	Safaiwala	7,107/-
	7.	Shri Suresh Kumar	Safaiwala	6,710/-
	8.	Shri Bhagwati Lal	Safaiwala	6,938/-
	9.	Shri Chaturbhuj	Wad Boy	6,938/-
	10.	Shri Janti Lal	Cleaner	6,938/-
	11.	Sh. Mishri Lal	D.C.A.	5,815/-
	12.	Shri Bhanwar Lal	Chowkidar	7,096/-
	13.	Vacant	Chowkidar	
	14.	Vacant	Cook	
	15.	Vacant	Ward Boy	
	16.	Vacant	Medical Officer (Two)	
Beedi Workers Welfare Dispensary, Ajmer	16.	Vacant	Midwife	
	1.	Dr. N.K. Mathur	Chief Medical Officer	40,561/-
	2.	Smt. Shushila M.Das	Nurse	16,855/-
	3.	Sh. Santosh Kumar	Pharmacist	14,596/-
	4.	Shri Dayal Ram	Chokidar	7,870/-
	5.	Shri Kishan Lal Sharma	DCA	7,942/-
6.	Sh. Subhash Chand	Safaiwala	7,018/-	

Beedi Workers Welfare Dispensary, Kota	1.	Dr. R.S. Nayak	Medical Officer	40,286/-
	2.	Smt. Leelama Thomas	Nurse	16,012/-
	3.	Sh. Batti Lal Meena	Pharmacist	14,471/-
	4.	Sh. Kailash Chandra	Driver	9,087/-
	5.	Sh. Devendra Singh	Attendant	7,988/-
Beedi Workers Welfare Dispensary, Tonk	1.	Dr. Sanjeev Kwatra	Medical Officer	37,595/-
	2.	Sh. Ram Manohar	Pharmacist	12,433/-
	3.	Smt. Chandra Kanta	Midwife	10,074/-
	4.	Sh. S.N. Vaishnav	D.C.A.	7,119/-
	5.	Sh. Shravan Kumar	Safaiwala	6,512/-
	6.	Vacant	Chowkidar	
Beedi Workers Welfare Dispensary, Sujangarh	1.	Vacant	Medical Officer	
	2.	Sh. Mali Ram Soni	Pharmacist	13,711/-
	3.	Shri Mohar Singh	D.C.A.	7,423/-
	4.	Shri Shyam Singh	Chowkidar	7,406/-
Beedi Workers Welfare Dispensary, Karauli	1.	Vacant	Medical Officer	
	2.	Sh. K.K. Agarwal	Pharmacist	12,474/-
	3.	Smt. Sumuti Kutti	Midwife	9,432/-
	4.	Sh. Ranjeet Singh	DCA	7,464/-
	5.	Shri Babu Lal	Chowkidar	6,322/-
Beedi Workers Welfare Dispensary, Beawar	1.	Dr. Mahendra Shukla	Medical Officer	44,472/-
	2.	Sh. Suresh Kumar	Pharmacist	13,711/-
	3.	Smt. Kunjumol V.	Midwife	10,074/-
	4.	Sh. Shiv Kumar	DCA	7,423/-
	5.	Sh. Vikram Singh	Chowkidar	6,547/-

Ayurvedic Dispensary, Nasirabad	1.	Sh. B.B. Sharma	Vaidya	27,205/-
	2.	Vacant	Up-Vaidya	
	3.	Sh. Arvind Singh	Peon	6,120/-
Ayurvedic Dispensary, Bundi	1.	Shri S.K. Kaushik	Vaidya	30,533/-
	2.	Smt. Chandra Kala	UpVaidya	10,570/-
	3.	Vacant	DCA	
Ayurvedic Dispensary, Sawaimadhopur	1.	Shri G.L. Gupta	Vaidya	27,205/-
	2.	Shri N.K. Sharma	Up-Vaidya	10,337/-
Ayurvedic Dispensary, Baran	1.	Shri Mukesh Chandra	Vaidya	27,751/-
	2.	Shri Brijesh Kumar	Up-Vaidya	10,570/-
Limestone & Dolomite Dispensary, Chanderiya	1.	Dr. B.P. Verma	Medical Officer	34,419/-
	2.	Sh. Vinod Parasar	Pharmacist	12,712/-
	3.	Shri Shiv Ram	Driver	7,280/-
	4.	Shri B.L. Sharma	DCA	7,600/-
Limestone & Dolomite Dispensary, Daroli	1.	Vacant	Medical Officer	
	2.	Sh. Ghan Shyam	Pharmacist	13,678/-
	3.	Shri Nathu Lal	DCA	7,409/-
Limestone & Dolomite Dispensary, Gotan	1.	Dr. Bajrang Lal	Medical Officer (Contract)	15,000/-
	2.	Shri Nasthi Lal	Pharmacist	13,456/-
	3.	Sh. Amba Lal Meena	Driver	7,838/-
	4.	Sh. Dev Singh	DCA	7,409/-
Limestone & Dolomite Dispensary, Satalkheri	1.	Dr. Mathuresh Gupta	Medical Officer	15,000/-
	2.	Shri V.D. Bansal	Pharmacist	13,331/-
	3.	Sh. Indira V.R.	Midwife	9,432/-
	4.	Sh. Udai Singh	Driver	9,579/-
	5.	Sh. Rameshar Lal	DCA	7,791/-

Limestone & Dolomite Dispensary, Upli Oden	1.	Dr. H.eera Lal Regar	Medical Officer	40,609/-
	2.	Sh. K.G. Jagetiya	Pharmacist	11,652/-
	3.	Sh. B.L. Choudhary	Driver	9,703/-
	4.	Shri Madhav Lal	Chowkidar	6,431/-
	5.	Shri Nand Lal	DCA	7,484/-
	6.	Shri Kanhiya Lal	Safaiwala	7,274/-
Ayurvedic Dispensary, Neem Ka Thana	1.	Sh., P.D. Narang	Vaidya	29,932/-
	2.	Sh. Gobri Lal Meena	Up-Vaidya	8,384/-
Ayurvedic Dispensary, Asthal	1.	Vacant	Vaidya	
	2.	Shri K.L. Sen	Up-Vaidya	10,373/-
Ayurvedic Dispensary, Atbara	1.	Shri Rajesh Choda	Vaidya	30,207/-
	2.	Vacant	Up-Vaidya	
Ayurvedic Dispensary, Lakheri	1.	Sh. T.R. Aloniya	Vaidya	29,251/-
	2.	Vacant	Up-Vaidya	
	3.	Sh. Kishan Lal	DCA	7,296/-
Ayurvedic Dispensary, Sanu	1.	Vacant	Vaidya	
	2.	Sh. B.K. Chauhan	Up-Vaidya	10,373/-
	3.	Shri Magan Lal	Chowkidar	6,871/-
Mica Mines Labour Welfafre Disp., Bhadu	1.	Dr. B.L. Dangi	Medical Officer	34,686/-
	2.	Shri Jagdish Pd.	Pharmacist	10,462/-
	3.	Shri R.C. Vyas	Driver	8,112/-
	4.	Smt. Usha Kumari	Mid Wife	8,807/-
	5.	Sh. Tulsi Ram	Chowkidar	6,322/-

Mica Mines Labour Welfare Disp., Bagore	1.	Vacant	Medical Officer	
	2.	Sh. B.R. Yogi	Pharmacist	13,349/-
	3.	Sh. Jamna Lal Meena	Chowkidar	6,933/-
	4.	Smt. Lalita Nayar	Midwife	7,460/-
	5.	Shri Shanker Lal	Safaiwala	7,047/-
Mandal	1.	Lala Ram	Chowkidar	6,357/-
Beedi Workers Welfare Dispensary, Ahmedabad	1.	Dr. Vandna C. Pandya	Medical Officer (Contractor)	15,000/-
	2.	Sh. Hitesh Dave	Pharmacist	14,444/-
	3.	Smt. Indira C. Habib	Midwife	10,074/-
	4.	Sh. D.J. Solanki	Driver	9,287/-
	5.	Sh. S.G. Permar	DCA	8,052/-
Beedi Workers Welfare Dispensary, Borsad	1.	Smt. Mery V.Khanpur	Medical Officer (Contract)	15,000/-
	2.	Sh. Jagdish Ahuja	Pharmacist	11,652/-
	3.	Smt. Jogi Jayaprada	Midwife	7,876/-
	4.	Shri Prema Bhai	Driver	7,913/-
	5.	Shri Gopal Singh	DCA	6,934/-
	6.	Shri Sur Singh	Chowkidar	6,322/-
Beedi Workers Welfare Dispensary, Patan	1.	Dr. Ramesh Goje	Medical Officer	28,035/-
	2.	Sh. Shanker Lal	Pharmacist	11,652/-
	3.	Shri Sumer Singh	DCA	7,063/-
	4.	Sh. K.B. Mochi	Chowkidar	7,047/-
	5.	Smt. Vijayrajan	Midwife	8,549/-

Beedi Workers Welfare Dispensary, Sarsa	1.	Dr. P.T. Gandhi	Medical Officer	21,571/-
	2.	Sh. A.K. Sonara	Pharmacist	10,691/-
	3.	Vacant	Midwife	
	4.	Sh. Shanker Lal Gehlot	Safaiwala	6,706/-
	5.	Sh. Akhilesh Kumar	DCA	6,009/-
Beedi Workers Welfare Dispensary, Vadnagar	1.	Vacant	Medical Officer	
	2.	Sh. A.S. Vohra	Pharmacist	13,331/-
	3.	Smt. Shyamala Devi	Midwife	8,700/-
	4.	Sh. Gajendra Kumar	DCA	7,346/-
	5.	Sh. Jitendra Nayak	Chowkidar	6,322/-
Beedi Workers Ayurvedic Dispensary, Palanapur	1.	Sh. Nayan Bhai	Vaidya	28,151/-
	2.	Vacant	Up-Vaidya	
	3.	Sh. Raj Mal Chhipa	Attendant	7,406/-
Limestone & Dolomite Mines Allopathic Disp., Chhota Udepur	1.	Vacant	Medical Officer	
	2.	Sh. Ashok Kumar	Pharmacist	12,320/-
	3.	Smt. Rosama Raju	Midwife	10,003/-
	4.	Sh. K.L. Sharma	DCA	7,371/-
Limestone & Dolomite Mines Allopathic Disp., Dungarpur Quarry	1.	Dr. R.D. Nimawat	Medical Officer	37,195/-
	2.	Sh. K.P. Keliya	Pharmacist	13,605/-
	3.	Shri P.C. Zala	CCA	7,409/-
	4.	Shri Jai Singh Kaswa	Attendant	6,692/-
Limestone & Dolomite Mines Allopathic Disp., Gadu	1.	Vacant	Medical Officer	
	2.	Sh. M.M. Patni	Pharmacist	10,691/-
	3.	Sh. Komlavliamma	Midwife	9,517/-
	4.	Sh. Gulam Mustafa	Driver	9,561/-
	5.	Shri Jitesh S. Rabia	DCA	6,339/-

Limestone & Dolomite Mines Allopathic Disp., Ranavav	1.	Dr. J.J. Pandit	Medical Officer	45,311/-
	2.	Sh. H.D. Patel	Pharmacist	13,331/-
	3.	Smt. Radhamaniama	Midwife	9,517/-
	4.	Sh. Purshottam Bhai	Driver	9,668/-
	5.	Sh. D.K. Permar	DCA	7,876/-
LSDM Ayurvedic Dispensary, Bhanwad	1.	Vacant	Vaidya	
	2.	Sh. C.N. Rampradadi	Up-Vaidya	7,839/-

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

	<b>Beedi Workers Welfare Fund</b>	<b>Limestone &amp; Dolomite Mines Labour Welfare Fund</b>	<b>Cine Workers Welfare Fund.</b>	<b>Mica Mines Labour Welfare Fund.</b>
<b>Administration</b>	<b>2867</b>	<b>2826</b>	<b>10</b>	<b>477</b>
<b>Health</b>	<b>16286</b>	<b>20051</b>	<b>18</b>	<b>1812</b>
<b>Education</b>	<b>11650</b>	<b>5685</b>	<b>60</b>	<b>5</b>
<b>Housing</b>	<b>1997</b>	<b>480</b>	<b>-</b>	<b>-</b>
<b>Recreation</b>	<b>487</b>	<b>860</b>	<b>-</b>	<b>588</b>
<b>Total</b>			<b>88</b>	<b>2882</b>

**Manual 4(1)(b)(xii) SUBSIDY PROGRAMME**

**Manual 4(1)(b)(xiii) PARTICULARS OF RECEIPTS OF CONCESSIONS,  
PERMITS OR AUTHORISATIONS GRANTED BY IT**

**Not applicable to Labour Welfare Organisation**

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

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

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

Organisation	Central Public Information Officer
Office of the Welfare & Cess Commissioner, Labour Welfare Organisation, B-114, Jatiya Hills, Data Nagar, Ajmer-305001 (Raj)	Shri S.S. Sharma, Asstt. Welfare Commissioner, Office of the Welfare & Cess Commissioner, Labour Welfare Organisation, B-114, Jatiya Hills, Data Nagar, Ajmer-305001 (Raj) Phone No. 0145-2425092 Fax No. 0145-2425121
	<b>Central Assistant Public Information Officer</b>
	1. Shri Bhoop Singh, Administrative cum Accounts Officer, Office of the Welfare & Cess Commissioner, Labour Welfare Organisation, B-114, Jatiya Hills, Data Nagar, Ajmer-305001 (Raj) Phone No. 0145-2425092 2. Shri Sanjay Dabi, Welfare Administrator, Office of the Dy. Welfare Commissioner, Labour Welfare Organisation, Balia Kaka Road, Kalyan Baugh, Ahmedabad – 28 (Gujarat)