

FUNCTIONAL FILE INDEX

**DEPARTMENT OF LABOUR & EMPLOYMENT
JANUARY 1971**

**WORK STUDY UNIT
DEPARTMENT OF LABOUR & EMPLOYMENT
GOVT OF INDIA**

DEPARTMENT OF LABOUR AND EMPLOYMENT
(MAIN SECRETARIAT)

FUNCTIONAL FILE INDEX

For

HOUSE-KEEPING & SUBSTANTIVE
FUNCTIONS FUNCTIONS

1971

C O N T E N T S

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DEPARTMENT OF LABOUR AND EMPLOYMENT

EXPLANATORY NOTE DESCRIBING

FUNCTIONAL FILE INDEX

1. The existing filing system of the Central Secretariat offices has been laid down in detail in Manual of Office Procedure. It suffers from the following disadvantages:

- (i) There is no uniformity, since different sections allot different numbers to identical subjects or sub-subjects.
- (ii) Tracing of files is a time-consuming search through the file registers and the officers are dependent on record clerks.
- (iii) Indexing by subject as well as by individual name is necessary.

2. To overcome these disadvantages, a functional, subject-wise and sub-subject-wise file index could be prepared as follows: -

- 2.1 The main subjects under a function, say establishment, common office services, budget, are first listed under functional group headings which are respectively identified by capital letters 'A', 'D' and 'G' of Part I of the Functional File Index. Similarly, the main subjects under substantive activities of this Department, say, labour Relations, Social Security, I.L.O., are first listed under Functional group heading, which are respectively identified by 'L', 'R' and 'W' of Part II of the Functional File Index.
- 2.2 Each main subject or main head under each functional group is assigned consecutive, Arabic numerals beginning with '11' which may go up to '99'.
- 2.3 Similarly, the sub-subjects or sub-heads under each main head are assigned consecutive Arabic numbers beginning with '11' which also could go up to '99'.
- 2.4 The identifying subject numerals and sub-subject numerals are separated by '0', the group of numerals to the left of '0' refer to the main subject while that to the right to its sub-subjects, topic, aspect or factor.
- 2.5 Files opened under the same subject, etc. are given serial numbers 1, 2, 3 and so on, and separated from the groups of numerals identifying the main subject and the sub-subject by a slant stroke/.

- 2.6 The year in which the file is opened is shown separately from the file number by a slant stroke/.
- 2.7 At the end of each file code number is to be indicated the dealing administrative office, division or unit by a suitably chosen abbreviated group of letters separated from the year by a hyphen.
- 2.8 Each subject and sub-subject thus having been identified by an alpha-numeric code mark, a brief content part of the subject viz. question, issue or specific institution or person involved is indicated in the rectangle on the file cover marked "Subject".

2.9 **Illustrations**

- (i) In a file numbered D 11013/3/66-Est., 'D' stands for the functional or activity group heading, viz. common office services. The first group of Arabic numerals '11' stands for the main subject heading 'accommodation'. The figure 'o' is a separating sign. The second group of Arabic numerals '13' stands for the subordinate subject or aspect heading, 'shifting arrangements'. The number '3' between slant strokes denotes 3rd file opened under this subordinate heading. The figure '66' indicates the year of opening the file and the abbreviating letters 'Estb'. Stands for establishment section. If the file relates to shifting of the Department of Mines and Metals from its present accommodation in Udyog Bhavan to Shastri Bhavan, the following only need be indicated in the 'subject' box on the file cover:

“Department of Mines & Metals from Udyog Bhavan to Shastri Bhavan”.

- (ii) In a file numbered L 12011/1/71-LR.III, 'L' stands for the group heading 'Labour Relations' '12' stands for the main head 'Industrial dispute in Banks', 'O' is the separating sign, '11' stands for the sub-head 'Charter and general demands', '1' indicates the first file opened under this sub-head, '71' will indicate the year of opening the file, and the abbreviation LR.III denotes the Labour Relations-III Section.

3. **Instruction**

If a paper requiring filing is such as apparently does not relate to any of the lists viz. functional (primary, group heading), subject (Secondary heading) or sub-subject etc. (tertiary heading), the following points should be considered: -

Whether they come under any sub-factor or sub-aspect of a tertiary heading as related to a secondary heading.

If not, whether they could be brought under an additional heading placed at appropriate point in the list of primary headings.

If not, whether they could be brought under an additional heading placed at appropriate point in the list of primary headings.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.

4. Advantages of the proposed file index

- (i) A coded file index drawn up on a functional basis establishes an easily recognisable, systematic filing sequence under a comprehensive list of pre-identified subjects and their various sub-subjects, topics or aspects, concerning established activities.
- (ii) The symbols and numbers used are convenient substitutes for lengthy file designations; also, a standardised index based on them furnishes better aid in a hunt which sometimes has to be made to locate relevant papers,
- (iii) Such a file index has also the advantages of providing files on the same functional subject and its sub-subject common identifying symbols.
- (iv) Ensuring ease in reference, this standardisation greatly facilitates opening of new files, systematic sorting, pick up and storage of files which may be required subsequently for reference, and thus enables the officers to pick up any file on their own and with speed.
- (v) Further, only one additional index slip (by specified name or question) need be made, and not two, i.e. both name-wise and subject-wise as is found necessary under the conventional system.
- (vi) Besides, the proposed coded index can serve as a standard table of contents for the sectionals note-book which, although a necessary requirement for its effective use, is by an large not prepared.
- (vii) It would also help in compiling orientation, instruction material on the activity dealt with, for a comprehensive understanding of it.

DEPARTMENT OF LABOUR AND EMPLOYMENT
(MAIN SECRETARIATE)
FUNCTIONAL FILE INDEX
FOR
HOUSE-KEEPING & SUBSTANTIVE
FUNCTIONS

LIST OF GROUP HEADS

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PART-I

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NOTE:- Main Heads are as under and till such time as sub-heads are developed for each main head, the file numbering system will be the same as in the functional file index for cases relating to establishment, etc, except that there will be no identification for the sub-head but the files opened under the main head will be consecutively numbered.

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21.	Modernisation studies	11
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22.	Comprehensive Studies	11
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23.	Suggestions Scheme	11
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24.	AR recommendations re; machinery of Govt, of India and its procedures of work	11
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25.	O & M Charts, reports and returns	11
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26	O & M Inspections	11

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27	O & M and work study meetings	11
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28	Central O & M	11
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31.	Work Study techniques	11
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32.	O & M, Work Study and management literature	11
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33	Training in O & M and work study	11
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J & K

J
and
K

(Reserved for future Housekeeping jobs)

PART-II

L- LABOUR RELATIONS

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	12	demands Individual cases
	13	Arbitration agreements
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12. Industrial disputes in Banks	11	Charter and general
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13 Industrial disputes in Cantonment Boards	11	Charter and general
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14. Industrial disputes in Defence Establishments	11	Charter and general demands Individual cases
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Insurance	12	demands Individual cases
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18 Industrial disputes in coal mines in Bombay Region	11	Charter and general
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18 Industrial disputes in coal mines in Bombay Region	11	Charter and general
	12	demands Individual cases
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19 Industrial disputes in coal mines in Calcutta Region	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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20	Industrial disputes in coal mines in Dhanbad Region	11	Charter and general
		12	demands Individual cases
		13	Arbitration agreements
		14	Awards (arising out of direct applications)
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		25	Miscellaneous
21.	Industrial disputes in coal mines in Hyderabad Region	11	Charter and general
		12	demands Individual cases
		13	Arbitration agreements
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22. Industrial disputes in coal mines in Jabalpur Region	11	Charter and general demands
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23. Industrial disputes in coal mines in Tamil Nadu Region	11	Charter and general demands
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24. Industrial disputes covering coal mines (more than one Region)	11	Charter and general demands
	12	Individual cases
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	14	Awards (arising out of direct applications)
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25. Industrial disputes in gypsum mines	11	Charter and general demands
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26. Industrial disputes in iron ore mines	11	Charter and general demands
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	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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27. Industrial disputes in manganese mines	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous
28. Industrial disputes in mica mines	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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29. Industrial disputes in quarries and other mines	11	Charter and general
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	14	Awards (arising out of direct applications)
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	25	Miscellaneous
30. Industrial disputes in Oil fields	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
31. Industrial disputes in Bombay Ports and Docks	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
32. Industrial disputes in	11	Charter and general
Calcutta Ports and Docks	12	demands Individual cases
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33. Industrial disputes in	11	Charter and general
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	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
34. Industrial disputes in Vishakhapatnam Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous
35. Industrial disputes in Cochin Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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	25	Miscellaneous
36. Industrial disputes in Marmugao Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
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37. Industrial disputes in Kandla Ports and Docks	11	Charter and general demands
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	13	Arbitration agreements
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38. Industrial disputes in Paradip Ports and Docks	11	Charter and general demands
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	14	Awards (arising out of direct applications)
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39. Industrial disputes in more than one ports and Docks	11	Charter and general
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	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
40. Industrial disputes in Posts and Telegraphs	11	Charter and general
	12	demands Individual cases
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	14	Awards (arising out of direct applications)
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	25	Miscellaneous

41. Industrial disputes in Railways	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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	25	Miscellaneous
42. Industrial disputes in other Government establishments/undertakings in Central sphere	11	Charter and general
	12	demands Individual cases
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	25	Miscellaneous

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Kept reserved for other
industries etc., if any, to
come up.

51. Industrial disputes in State	11	Charter and general
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sphere 12 demands Individual cases
13 Arbitration agreements
14 Awards (arising out of
direct applications)

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25 Miscellaneous

52. Code of Discipline

11 General aspects.

12 Violations/Complaints-coal
mines.

13 Violations/Complaints-non-
coal mines.

14 Violations/Complaints-
Stats sphere.

15 Violations/Complaints-
Insurance.

16 Violations/Complaints-
Banks.

17 Violations/Complaints-Air
Corporation.

18 Violations/Complaints-
Government of India
Presses.

19 Violations/Complaints-
Posts and Telegraphs.

20 Violations/Complaints-
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21 Agreements

22 Acceptance of Code

23 Implementation-Central
sphere

24 Implementation-State

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	25	Recognition/de recognition of unions
	26	Reviews-Central sphere/State sphere
	27	Screening procedure
	28	Out of court settlements of disputes
	29	Voluntary arbitration
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53. Code of conduct	11	General aspects
	12	Violation/complaints
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54. Rationalisation and Automation	11	Policy
	12	Screening procedure
	13	Disposals.
	14	Introduction and replacement of automatic devices
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55. Industrial Truce Resolution	11	Policy /General aspects
	12	Complaints
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56. Workers	11	Policy / General aspects
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57. Workers	11	Policy / General aspects
Participation in Board of	12	Working in individual Units
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58. Workers	11	Policy / General aspects
Shareholding	12	Working in individual Units
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	24	Miscellaneous
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59. Joint Consultative	11	Policy / General aspects
Machinery and Board of	12	
Arbitration	13	
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60. Verification of membership	11	General aspects
of trade unions	12	Individual cases
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25	Miscellaneous

M-LABOUR WELFARE

MAIN HEAD

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11 Workers Housing

11 Policy/general aspects
12 New Housing Scheme
13 Low cost Housing Scheme
14 Subsidy-cum-loan Scheme
15 Build your own house scheme
16 Housing corporation Society
17 Representations on housing
18 matters

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Miscellaneous

12 Medical facilities

11 Policy/general aspects
12 Central/Regional hospitals-
matters relating to
13 Dispensaries-matter relating to
14 Sanction for purchase of
15 medicines etc.
Import of equipments/release of
16 foreign exchange
17 Disposal of unserviceable stores
18 Family Planning programmes.
19 Representations/complaints

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Miscellaneous

13.	Educational facilities	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	Policy/general aspects Scholarships Audio-visual aids Training matters Educational tours Uniforms Mid-day meals Children education allowance Miscellaneous
14.	Recreational facilities	11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	Policy/general aspects Institutes/Community Centres Films and mobile Cinema units Radio centres Bharat Darshan tours Sports and games Cultural activities Miscellaneous
15.	Miscellaneous Welfare activities	11 12 13 14 15 16 17 18	General aspects Water supply Clothing Canteens Consumer Cooperative Stores Credit Societies Fair Price Shops Allocation of cess

		19	Cell collection measures
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16.	Condition of Work	11	General aspects
		12	Leave/holiday
		13	Rest
		14	Working hours/shift schedules
		15	Classification of workmen
		16	Discipline
		17	Improvement (Sweepers)
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17.	Job Security in Oil Companies	11	Policy matters
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18.	Contract Labour System	11	Policy matters
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19.	Agricultural Labour	11	Policy / General aspects
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20.	Construction Work	11	Policy /General aspects
		12	Plan Projects
		13	Non-Plan projects
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N- LABOUR SAFETY

MAIN HEAD

SUB HEAD

11	Accidents	11	General aspects
		12	Nature of accidents
		13	(fatal/non-fatal)
		14	Compensation
		15	Inspections of mines
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12.	Safety	11	Policy / General aspects
		12	Audio-visual aids
		13	Training and Research
		14	Exhibitions
		15	Safety awards
		16	Protective footwear to mines
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P-WAGES AND BONUS

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		12	Deductions from wages
		13	Claim/recovery of wages
		14	Complaints/representation s Fixation pf pay and allowances matters relating to
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		25	Miscellaneous
12.	Bonus	11	Policy / General aspects
		12	Complaints/representation
		13	s Goal Mines attendance
		14	bonus Productivity Bonus
		15	Incentives
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Q- WORKERS' EDUCATION

<u>MAIN HEAD</u>		<u>SUB HEAD</u>
11. Coverage of the Scheme	11	Policy / General aspects
	12	Industries/Establishments (to be covered)
	13	Regional /Sub-Regional Centres (opening/closing of)
	14	Categories of workers (to be covered)
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	25	Miscellaneous
12. Facilities/Concessions under the Scheme	11	Worker-teacher trainees
	12	Worker-trainees
	13	Whole-time courses
	14	Short term programmes.
	15	Educational tours
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13. Evaluation and Review	11	General aspects
	12	Studies and Reviews
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14	Training Programmes	11	Education Officers Training Course
		12	Worker-teacher training courses
		13	Unit level classes
		14	Correspondence courses
		15	Short tern training Programmes
		16	Training of candidates nominated by foreign countries
		17	Training of the officers of the Board
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		25	Miscellaneous
15.	Syllabil	11	Education Officers Training
		12	Worker-teacher training
		13	Unit level classes of workers
		14	Special aspects of syllabi (i.e.g. industrial health) Safety, productivity, family planning, etc.)
		15	Recommendations of the Syllabii Committee
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		25	Miscellaneous

16.	Society and its various bodies	11	Composition of the Society
		12	Composition of the Board of Governors
		13	Composition of different Committees of the Society
		14	Rules and Regulations of the Society
		15	Meeting of the Board of Governors
		16	Meeting of other committees
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17.	Literature of the Board	11	Selection of authors and scripts
		12	Payment of remuneration to authors
		13	Production/Printing of booklets Pricing and sale of booklets etc. Monthly bullet in production/ distribution
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18	Training Equipment	11	Provision of class room furniture
		12	Audio-Visual aids (workers' education)
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19.	Grants-in-aid	11	Release of-by Government to Boards
		12	Release-by Board to the Unions
		13	Proposals for sanctioning grants-in-aid to the trade unions/organisations
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20.	Activity Targets	11	Targets and achievements in the previous Plans
		12	Targets/achievements during the Fourth Plan
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		25	Miscellaneous
21.	Indian Institute of Workers' Education	11	Setting up of the Institute
		12	Construction of building for

	the Institute
13	Hiring of accommodation for the Institute
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11	Ministry of Finance
12	Ministry of Health & Family Planning and Works, Housing and Urban Development (Department of Health
13	---do--- (Department of
14	Family Planning)
15	---do--- (Department of
16	Works, Housing and Urban Development))
17	Ministry of Home Affairs
18	Cabinet Secretariat
19	(Department of Personnel)
20	Cabinet Secretariat (Other
21	Departments)
22	Other Ministries
23	
24	
25	Miscellaneous
12	Vacancy
	Circulars/Scholarship/Trainin g Programmes
11	All Ministries
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24	
25	Miscellaneous
13	Letters (Coordinating Aspect)
11	M.P.'s Letters

- 12 P.M. Secretariat
- 13 President's Secretariat
- 14 State Governments
- 15 Representations/Resolutions
from Employees and their
Union/Organisations
- 16 Representations/Resolutions
from Employees and their
Union/Organisations

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14. Publications

- 25 Miscellaneous
- 11 Policy/General aspects
- 12 Costing System
- 13 Advertisement
- 14 Monetary limits
- 15 Supply

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15. Books and Periodicals

- 25 Miscellaneous
- 11 General aspects
- 12 Books
- 13 Periodicals
- 14 Documentation and
bibliographical work
- 15 Press Clipping Service
- 16
- 17

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	25	Miscellaneous
16.		11 Weekly
		12 Fortnightly
		13 Monthly
		14 Quarterly
		15 Half-Yearly
		16 Annual
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	25	Miscellaneous

Heading 17 to 19

Kept reserved for other subjects etc.

20.	Miscellaneous activities	11	Office Orders/Notes
	(General aspects)	12	Recommendations of Pay Commission
		13	Recommendations of other Commission
		14	Staff meetings
		15	Passes for Ceremonial
		16	functions
		17	Cultural Exchange
		18	Diaries and Calendars
		19	Film Production Programme
			Conferences and Committees
		20	of other Ministries etc.

21	Fairs and Exhibitions
22	National Awards
23	
24	
24	
25	Miscellaneous

Miscellaneous
