

**MINUTES OF THE O&M MEETING OF THE MINISTRY OF  
LABOUR & EMPLOYMENT (MAIN SECTT) TAKEN BY  
ADDITIONAL SECRETARY (L&E) ON 04.05.2007**

1. The O&M Meeting of Ministry of Labour & Employment (MS) for the quarter ending 31<sup>st</sup> December, 2006 was held under the Chairmanship of Additional Secretary, Ministry of Labour & Employment (MS) on 04.05.2007 at 11.00 A.M. in Committee Room ('C' Wing), Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi. **The list of Officers, who attended the Meeting is enclosed at Annexure-I.**

2. At the outset, the Chairman welcomed all the officers present in the meeting. Thereafter, he covered the agenda items one by one. **The Minutes of the last O&M Meeting held on 23.10.2006 were confirmed and Action Taken on the decisions taken in that Meeting was reviewed.**

3. Position about pending PMO/Cabinet Secretariat references as on 31.12.2006 in EPFO was reviewed. There are 39 pending PMO references in Employees' Provident Fund Organisation (EPFO). It was pointed out that 16 PMO references are pending for less than one month, 14 PMO references pending between 1-3 months and 7 PMO references pending between 3-6 months. 2 references are pending between 6 months to 1 year.

4. Pending Cabinet Secretariat references in EPFO are 47. There are 24, 17, and 6 references which are pending for less than one month, between 1-3 months, between 3-6 months respectively.

5. Chairman observed that in EPFO the pendency in respect of PMO references has increased from 25 to 39 and the pendency position of Cabinet Secretariat references, has not changed. He inquired about the oldest reference pending in EPFO. Officer of EPFO pointed out that such cases are 190 days and 144 days old as on 31.12.2006. Chairman emphasised on strict and timely monitoring of PMO and Cabinet Secretariat references. He observed that Department's credibility is at stake as and when such references are received. Emphasising the urgent attention in this area **Chairman issued directions to all officers that if any thing is pending for more than 3 months, staff should be asked to draw redline in the diary and put up the case immediately. Chairman mentioned that where delay in replying is anticipated, an interim reply should be sent giving present status and the tentative time by which the matter would be settled. He further directed that Bureau Heads should monitor the references in the Monthly O&M Meetings to be taken by them.**

(Action: (i) CPFC, EPFO)  
(ii) All Bureau  
Heads)

6. While reviewing the PMO/Cabinet Sectt. references in Employees' State Insurance Corporation( ESIC) **Chairman directed the representative of ESIC to send an interim reply in respect of the pending reference of Western Zone. Similarly, in respect of PMO reference in ESIC, Chairman directed to issue a D.O. letter from Sh. B. M. S. Negi, Director to expedite the reply. Chairman directed Wing Heads to mark a date on such references by which reply should be sent and to keep a note to this effect in their diary.**

(Action: (i) DG, ESIC)

(ii) All Bureau Heads)

7. The Chairman noted that the number of cases pending over 2 years and between 1-2 years, as on 31.12.2006, are 14 and 19 respectively. Case by case discussion was held with concerned Senior Officer in respect of all such long pending cases. **While reviewing the cases, Chairman directed that in respect of case pending for more than 2 years in ESA-II , a D.O. Letter at the level of Secretary should be issued to Director NLI for expediting the signing of lease agreement with Noida Authority.** Similarly, such pending cases in ISH-II, Adm.-III, Wage Board, ESA-I sections and sections under DGLW division were also reviewed. JS (SKS) clarified that proposals pending in ISH-II and Adm.-III sections pertain to revival of posts for that approval of Ministry of Finance is required. DDG (HS) clarified that one case pending in Wage Board relates to Payment of Bonus Act and this has been discussed in recently convened Indian Labour Conference (ILC) in which Hon'ble Minister for Labour & Employment has to take decision. **In respect of second case in ESA (LB) pending over 2 years, Chairman directed DDG (HS) for its expeditious disposal. Chairman directed DGLW that cases pending over 2 years should be personally reviewed by him and ensure that cases pending between 1-2 years are also placed before next Central Advisory Contract Labour Board (CACLB).**

{Action: (i) JS (SKS) ESA-II(NLI & CBWE), ISH-II & Adm. III

ii) DGLW/LW

iii) DDG(HS) ESA-I(LB)/WB }

8. Chairman reviewed cases pending for more than six months but less than 1 year and **directed all the present officers to mark the file as 6**

to 12 month as matter of rule in red ink and put up the case to concerned JS.

**(Action: (i) All Officers/Sections)**

9. The Chairman noted that number of references received from Members of Parliament pending disposal for over 3 months as on 31.12.2006 has come down to 62 from 67. Sections such as SS-II with 37 cases, IR (Imp.-II) with 7 cases under JS(GK) and LW sections under DGLW with 12 cases contribute such pendency. **Chairman directed JS (GK) to discuss the matter with ESIC/EPFO officers and get these cases settled. DGLW was also asked to get the pendency in LW Section cleared.**

**{Action: (i) JS (GK) SS-II(EPFO/ESIC )  
/IR(Imp.II)**

**(ii) DGLW/LW}**

10. While reviewing the references received from Prime Minister's Office (PMO) pending disposal for more than 3 months in the Ministry. EA explained the position of the pending case which is about presentation given in PMO. Chairman directed to send status report to PMO in the matter. In respect of case pending in IR (Imp.II) wherein information from Haryana Government is awaited, **Chairman directed JS (GK) to issue a D.O. Letter from Secretary (L&E) to Haryana Government endorsing a copy to Hon'ble Member of Parliament.** It was intimated that out of 4 PMO references in Vigilance Section, 2 have been disposed of. **Chairman directed earlier disposal of remaining 2 PMO references in Vigilance Section.** He re-iterated that Department's credibility is at stake as and when such references are received. **Emphasising the urgent attention in this area Chairman issued directions to all Wing Heads that if any PMO/ Cabinet Sectt. reference is pending for more than**

3 months, ask staff to draw redline in diary and put it up immediately. Chairman directed to all Joint Secretaries to take personal note of all PMO/Cabinet Sectt. references and emphasised on strict and timely monitoring of PMO and Cabinet Secretariat references. He further directed Wing Heads to put date on such references by that time reply has to go and keep a note to this effect in their diary. Chairman advised that where delay in sending reply is anticipated an interim reply should be sent explaining therein the present status and the tentative time by which the matter would be settled. Chairman urged that Bureau Heads should monitor these references in the Monthly O&M Meetings to be taken by them.

(Action: (i) All Bureau  
Heads  
(ii) JS(GK)/IR(Imp.II)/Vigilance  
Section  
(iii) EA/Coord.  
(iv) All Directors/DSs  
(v) All Sections)

11. Chairman noted that number of Lok Sabha Assurances pending disposal for over 3 months as on 31.12.2006 has increased to 39 from 36. Sections such as WB with 5, WC with 4 assurances, IR (Imp.-II) with 7, IR (PL) with 5 assurances and RW section under DGLW with 16 assurances contribute such pendency. JS (GK) explained the pendency position in IR (Imp.-II) and intimated that replies from state Governments are awaited in respect of 5 assurances pending in Lok Sabha . DGLW, thereafter, explained the position of pending Lok Sabha assurances in RW and LW Sections. Chairman mentioned that unattended/pending Parliamentary Assurances/ PMO references and Special Mention/377 put Government in maximum embarrassment.

**Chairman directed to all the Bureau Heads to kill the matter at first instance and urged that utmost care should be taken in attending such references.**

**(Action: (i) All Bureau  
Heads**

**(ii) JS (GK) IR (Imp-  
II)/IR(PL)/SS-II**

**(iii)DGLW/ RW &LW**

**(vi) DDG (HS)  
WB/WC)**

12. The Chairman observed that number of **Rajya Sabha Assurances** pending disposal for over 3 months as on 31.12.2006 has also increased from 31 to 37. Sections such as WB under DDG (HS) with 4, IR (PL) under JS(GK) with 3 cases and RW section under DGLW with 25 assurances contribute such pendency. In respect of pending assurances in Rajya Sabha relating to National Child Labour Project (NCLP), Thane and Sholapur JS (SKS) intimated that State Government has to submit the proposals. Chairman directed JS (SKS) to write to Chief Secretary giving a specific date for submission of proposals otherwise it would be presumed that they have no proposal to submit. DDG (HS) explained that 4 assurances in Rajya Sabha pertain to Payment of Bonus Act. This matter has been discussed in recently convened Indian Labour Conference and decision has to be taken by Hon'ble Minister for Labour and Employment. **Chairman expressed his concern over pending assurances and directed that disposal of pending Lok Sabha/Rajya Sabha assurances may be handled with utmost care and processing of these cases be expedited .**

**{Action: (i) JS(SKS) C&WL-I**

**(ii)DGLW/RW**

**(iii)JS(GK) IR(PL)/SS-II/IR(Imp-II)**

**(vi)DDG(HS) WB/WC**

13. While reviewing pending Special Mention made in the Rajya Sabha and Matter raised in the Lok Sabha under Rule 377/Zero Hour/Calling Attention, Chairman directed JS (GK) to check up the position of reference pending in IR (Imp.-II) and dispose it of. DGLW informed that one reference pending in W-II Section has been replied to.

{Action: JS(GK) /IR(Imp-II)}

14. Chairman while reviewing the vacancy position in the Ministry directed that number of Assistants over and above the sanction strength should be withdrawn from LB, DGFASLI and CLC(C) and posted in other divisions where shortage has been reported.

{Action: JS (SKS)

/Adm.(I)}

15. Chairman also invited the attention to the shortage of driver in the Ministry. JS (SKS) explained the position this regard. Chairman asked JS (SKS) to explore the possibility of taking drivers from other organisation where drivers are idle in absence of vehicle or promotion from Class IV employees.

{Action: JS (SKS) /Adm.(I)}

16. Chairman also directed that a vacancy position in respect of IES/ISS should be discussed with him separately.

{Action: JS (SKS) /Adm. (III)}

17. JS (SKS) pointed out that experience with Steno outsourcing has not been good. DGLW expressed similar views. Chairman directed JS (SKS) to review the position.

**{Action: JS (SKS) /Adm.(I)}**

18. JS (SKS) pointed out that situation in the Departmental Canteen of the Ministry is terrible. **Chairman while acknowledging the gravity of the situation directed JS (SKS) to fix meeting with Ms. Rita Menon, Additional Secretary, Ministry of Finance for filling up of vacant posts in the Departmental Canteen.**

**{Action: JS(SKS) /Adm.(III)}**

19. Chairman noted that total number of Court Cases pending is 81. Out of which, ESA-II(CBWE) Sections under JS(SKS) contribute 20, WB ,WC & ESA-I(LB) sections under DDG(HS) contribute 12, 13 & 6 court cases respectively and LW Sections under DGLW contribute 26 court cases. Controller of Accounts pointed out that some of the court cases under DGLW are due to ad-hoc appointments in the Office of Welfare Commissioner Bangalore and Hyderabad and urged that utmost care should be taken while making of ad-hoc appointments. **Chairman directed that all such cases are to be reviewed to avoid court cases.**

20. Chairman enquired whether we are monitoring the court case effectively. He mentioned that our monitoring is successful if the latest status/date of next hearing of the court case is known to JS/DS. **Chairman impressed upon the necessity of consistent monitoring of the court case and directed that the office note should at least highlight the gist of the problem. He further directed all officers that where court case is more than 1 year old, contact Government Counsel and ascertain the latest status and next date of hearing of**

that court case. Chairman also directed Legal Adviser to call for a separate meeting in respect of pending court cases.

(Action: (i) All Bureau Heads

JS(GK)/JS(SKS)/JS/LEA//DGLW/DGE&T/EA/DDG(HS)/CLC©)

(ii) All Directors/ Dy.

Secretaries)

21. Chairman mentioned that the maximum numbers of cases are in SS Section (EPFO)/CLC/IR Side. Chairman directed to JS (GK) to arrange a separate meeting in respect of Social Security/CLC/IR Side.

{Action: JS(GK)/SS(EPFO)/CLC/IR  
Desks}}

22. Chairman reviewed outstanding audit paras. JS (SKS) mentioned that District Collectors have to furnish the replies to settle the paras in NCLP and D.O letters were last written to Chief Secy/Commissions/Collectors. Chairman directed all Wing Heads that consistent efforts should be made to settle outstanding audit paras.

(Action: (i) All Bureau Heads  
JS(GK)/JS(SKS)/JS/LEA//DGLW/DGE&T/EA/DDG(HS)/CL  
C©)

23. While reviewing the progress of Recording, Reviewing and Weeding out of files Chairman wanted to know the exact instructions. IWSU has circulated Record Retention Schedule in respect of Records Common to all Ministries/ Department prepared by Department of Administrative

Reforms and Public Grievances vide OM I-30011/01/2005-IWSU dated 5<sup>th</sup> December, 2005. **Record Retention Schedule- 2006 in respect of Substantive Functions (Records Peculiar to Ministry of Labour and Employment)** has also been finalized in consultation with National Archives of India and circulated by IWSU vide OM I-11016/01/2004-IWSU dated 10<sup>th</sup> April, 2006. **Chairman directed to carry out an exercise of Recording, Reviewing and Weeding out of files in accordance with the prescribed instructions on priority basis.**

(Action: (i) All Bureau  
Heads

**JS(GK)/JS(SKS)/JS/LEA//DGLW/DGE&T/EA/DDG(HS)/CL  
C©)**

24. Summing up the Meeting Chairman directed all Wings to take O & M Meeting once in a month wherein the, PMO references, MP letters, Parliament Assurances, Special Mention made in the Rajya Sabha and Matter raised in the Lok Sabha under Rule 377/Zero Hour/Calling Attention, Court Cases and the other pending cases may be effectively monitored and reviewed. Chairman further directed that the date of the O & M meeting taken by Bureau Heads on monthly basis may also be intimated to him. He may also drop in the O & M Meeting.

(Action:

**JS(GK)/JS(SKS)/JS/LEA//DGLW/DGE&T/EA/DDG(HS)/CLC©)**

**The Meeting ended with a vote of thanks to the Chair.**

\*\*\*\*\*

