

MINUTES OF THE O & M MEETING OF THE MINISTRY OF LABOUR & EMPLOYMENT (MAIN SECTT) TAKEN BY THE ADDITIONAL SECRETARY (L & E) ON 26-07-2005.

1. The O & M Meeting of the Ministry of Labour & Employment (Main Sectt.) for the quarter ending 31st March, 2005 was chaired by the Additional Secretary (Labour and Employment) at 3.30 P.M on 26-07-2005 in the Committee Room, 'C' Wing, Shram Shakti Bhawan, New Delhi.
2. The list of Officers, who participated in the Meeting, is enclosed at Annexure-I
3. At the outset, the Chairman welcomed all the officers present.
4. The chairman pointed out that this meeting is for the quarter ending 31.3.05 why is it so late when one more quarter is over? Senior Analyst **clarified** that we do not get material from most of the sections/organizations in time and compilation also takes time. **The chairman directed that information should be furnished timely so that the latest position can be reviewed in the O & M Meeting.**

{Action: i) All Wing Heads/ JS

ii) CPFC(EPFO) , iii) DG,ESIC}

5. Thereafter the Minutes of the last O & M Meeting held on 17-08-2004 were confirmed and Action Taken on the decisions taken the Meeting convened on 17-08-2004 was reviewed.
6. The Chairman enquired about the nature, framing, finalization and implementation of Award/ Reward scheme in all organizations, incentives under these award/reward scheme, budgetary support and deadline fixed for finalization of the award/reward scheme in all organizations.

7. Salient features of the award schemes, “**Best Organized Section Award**” and “**Annual Competition**” to test overall knowledge of “**Manual of Office Procedure (MOP)**” were explained by the Senior Analyst. It was clarified that in the Main Sectt, the scheme “**Best Organized Section**” has been prepared in accordance with scheme formulated by Department of Administrative Reforms and Public Grievances. Under this scheme, while commendation certificate is given to the Branch Officer, the cash awards are given to Section Officer and below. “**Annual Competition**” for overall knowledge of “**Manual of Office Procedure (MOP)**” is conducted for Assistant, UDC/LDC and Cash Prize along with certificate is given to first three participants in each category. Each Wing Head explained the status of formulation and implementation of Award/Reward Scheme in the Organizations under their administrative control.
8. The representative of EPFO informed that the scheme has been finalized and a copy of the award scheme was provided in the Meeting itself.
9. When the Chairman enquired about the formulation of the Award Scheme in the ESIC as it has many hospitals/ offices. It was informed by representative of ESIC that they want this award scheme to be vetted by some Professional Agency for which four professional agencies have been selected. It was further clarified that the Award Scheme would be divided into two categories i.e Medical and Non-medical.
10. The Chairman desired when the Govt. has intention to implement the award/reward scheme, make a check list and get feed back

about finalization/implementation of scheme that can be intimated as interim without waiting for next meeting. **Where scheme has been formulated, date of implementation of the award/reward scheme may be intimated to IWSU along with copy of award/reward scheme.** The Chairman directed that the award scheme in the all organizations should be finalized before next meeting

Action: i) All Wing Heads/JS/DGE&T/CLC(C)

ii) DG, Labour Bureau/ DG, FASLI/DG, MS

iii) Director, VVG NLI/Director, CBWE

iv) DGLW in respect of offices WCs

v) JS(P) in r/o CGITs.

11. The Chairman observed that it appears that action is still to be taken on some of the decisions taken in the earlier meeting. **Therefore, each decision should be reviewed by the concerned Wing Head within 15 days and submit the position to Secretary (L&E) without waiting for next meeting.** He said that it is important to comply with decisions taken in the previous O&M meeting and to assess the progress made in disposal of VIP references, PMO, Audit paras.

Action: i) All Wing Heads/JS

ii) CPFC(EPFO)/ DG, ESIC

12. Position about pending **PMO/Cabinet Sectt. References** (cases of pending public grievances) as on 31.3.2005 in EPFO were reviewed. The Chairman pointed out that there are 31, 21 and 3 references which are pending between 3-6 months, between 6-12 months and between 1-2 years respectively. The Chairman however, desired the

latest position of such cases. When EPFO representative told that there are 2 PMO references more than two years old and another 2 cases are 1-2 years old, he desired the details of these cases. It was explained that these are pension cases. It was further informed that there are **107 PMO references** pending as on date. The chairman directed that as EPFO deals with varied sections of the society, **it should create a Cell to deal with such type of cases. This Cell will provide services and should monitor the disposal and also nominate some officer to review receipts and disposal on fortnightly basis.** The Chairman pointed out that there are more than 100 pending PMO references and aggrieved people run hither and thither and get these issues raised in the Parliament. **He directed to liquidate the backlog as speedy as possible and directed JS(P) to get fortnightly report of disposal of these two type of cases (PMO/Cabinet Sectt references).** He further directed that due attentions may be given to such references as we are time and again getting stinkers from all quarters of society. In this connection he invited the attention that even Hon'ble LEM has sent a note about many pending cases.

Action:i) CPFC(EPFO)/ DG, ESIC

13. While reviewing the PMO/ Cabinet Sectt references in ESIC he pointed out that pendency being negligible, the position in the ESIC is good. **However, he impressed upon the disposal of these cases also.**

Action: i) DG,ESIC

14. The chairman reviewed pendency position in respect of the cases pending disposal for over 1 and 2 years in the Ministry. Reasons put forth by LEA for 3 cases pending for more than 2 years in Coord Section are that these cases require information from other Ministries / Departments. The chairman pointed about 5 cases (3 in IR(PL) and one each in CLS-I / Vig Section) pending for more than 2 years under JS(P). JS(P) explained that in Industrial Relation Desks – IR(Desks) there are mandatory 60 days waiting period in respect of the conciliation cases received. **Chairman observed that there are total 10 cases pending disposal over 2 years and 16 cases pending between 1-2 years which should be disposed of expeditiously.**

- Action:**
- i) LEA/WB/COORD/ESA-LB
 - ii) JS (P)/CLS-I/IR(PL)/vigilance
 - iii) JS (KCM)/ISH-II/ESA-II
 - iv) DGLW/LW

15. The Chairman reviewed the position of cases under FA. **CA (L&E) explained** that the files in Finance Division come from other sections for approval and concurrence. Thus the pendency position in the units under FA (L&E) is negligible.

16. The chairman again pointed out that when the meeting is being convened in July 2005 figures/position as on 31.3 2005 is being reviewed. Senior Analyst explained that we could get the information only after repeated reminders and personal persuasion. **Chairman directed that the required information should be submitted timely to IWSU.** Chairman asked about introduction of L-1 Performa

(detail of pending cases less than one year). CA(L&E), explained that it was introduced on the direction of the then Secretary in the O & M Meeting convened on 17.8.2004

17. The Chairman observed that there are 70 pending MP references in the Ministry. Section under JS (P) and DGLW contributes majority of cases as 49 and 14 cases respectively. While reviewing MP references, Chairman drawn the attention about importance of the matter and invited attention to the extant guidelines about dealing with VIP/MP references and stressed that these should be strictly adhered to. VIP/ MP references must be responded to within the prescribed time schedule. He pointed out that although there is regular flow of information, still there is a scope for improvement. **The Chairman directed that the action should be taken to dispose of the MP /VIP references pending even for 3-6 months.**

Action: i) JS (P)/CLS-II/SS-I/II/ IR(IMP-I / II)/ IR(PG)

ii) JS (KCM)/ C&WL-I/ESA-II (CBWE&NLI)

iii) DGLW/ W-I /IV /V

iv) Internal Work Study Unit (MS).

18. There are 6 PMO references pending disposal between 3-6 months and another 3 PMO references pending disposal between 6-12 months in the Ministry. Since these cases have been referred by the Prime Minister's Office they warrant utmost attention. **Chairman reiterated expeditious disposal of these cases.**

Action: i) LEA/ Coord./IR (Imp-II)

19. The Chairman minutely analysed the Lok/Rajya Sabha Assurances pending for more than 3 months. He noted that there are 2 assurances pending between 3-6 months. 3 assurances pending between 6-12 months. 10 assurances are pending between 1-2 years. 37 assurances are pending for more than 2 years in the Lok Sabha. Chairman acknowledged that it is very tedious job to get them disposed as it requires information from other agencies and continuous attention. DGLW informed that out of 33, 25 assurances have been disposed of and as on date he has only 8 cases for which timely extension is sought. **Chairman directed that the disposal of pending Lok/Rajya assurances may be expedited.**

- Action: i) LEA/WB/WC**
- ii) JS(P)/IR(IMP-II)/IR(PL)/SS-II**
- iii) JS(KCM)/C&WL-I**
- iv) DGLW/RW/BL**

20. **On the issue of progress of recording, reviewing and weeding out** the chairman highlighted the importance of Record Management and enquired about existence of the Record Room in the Ministry and action being taken in this regard. Senior Analyst informed that Special Drives for Recording, Reviewing and Weeding Out of Records are carried out by Internal Work Study Unit (IWSU) biennially. However response of these special drives remains very lukewarm. We have received response only from one section for the latest Special Drive carried out during 6th to 10th June, 2005. **Chairman directed that another special drive may be carried out and should be responded to by all the divisions.**

Action: i) All the Divisional Heads.

ii) IWSU(MS)/ IWSU(DGET)

21. There are total **71 court cases pending for more than 6 months** in the Ministry. Out of which 56 cases are more than 2 years old. Majority of pending cases pertains to LEA i.e.37. While reviewing the pendency position, the Chairman enquired about the mechanism to monitor/deal with the contempt notices addressed to Secretary (L &E). JS (KCM) intimated that all contempt of court cases are received and recorded in the Secretary's Office itself and marked to the Divisions concerned for further action. **The Chairman directed that the court cases should be monitored regularly to avoid any contempt.**

Action:i) LEA/WC/WB/COORD./ESA-(LB)

ii) JS(KCM)/ESA-II (CBWE & NLI)

iii) JS(P)/ IR(IMP-II)

iv) DGLW/LW/RW/W-I

22. When the Chairman pointed as to why the posts are lying vacant for more than one year. JS(KCM) explained about the requirement of approval of the Screening Committee for filling up Direct Recruit posts, which takes time. He intimated that regular DPC are being convened for filling up posts. On vacancy position, DGLW pointed out that there appears some discrepancy in the vacancy position intimated by the Admn. – I Section as DGLW office itself has 2, 6, 2 and 2 vacant posts of Assistants, UDCs, LDCs and Section Officers respectively. DS (HGK) pointed out that perhaps posts of DGLW has been adjusted somewhere in the Main Sectt.

Action: i) JS(KCM)/Adm-I

23. There are 201 AG's audit paras and 2331 Internal Audit paras. JS/DGET intimated that he is personally monitoring such cases. **Chairman directed all Wing Heads to liquidate audit paras expeditiously.**

Action:

- i) JS (P)/SS-I**
- ii) JS (KCM)/ISH-I**
- iii) DGLW/Audit Cell**

24. The Chairman enquired about cases of embezzlement, disciplinary proceeding, suspension, corruption cases. Such cases should be periodically reviewed here. Are Vigilance cases not reviewed here?. JS (P)/CVO clarified that we take stock of all the vigilance cases and furnish required information where CVC calls for report. Senior Analyst invited the attention on the information furnished by the Vigilance Section of this Ministry. **The chairman expected that a clear picture about the disciplinary cases pending in the ministry may be placed in the meeting.**

Action: i) JS(P)/ CVO/ Vigilance section.

25. Chairman enquired about public grievances, citizen's charter, pending pension cases, appointment on compassionate grounds. JS(KCM) informed that all are dealt within a timeframe. Citizen's charter is ready. Pension cases are finalized on time. **The chairman desired that all such cases should be disposed of within a time schedule.**

Action: JS(KCM)/ Adm-I/Adm-III

26. **Chairman directed that cases of Departmental Inquiries/Suspension cases in the EPFO/ESIC should also be reviewed in the O & M meeting.**

Action:CPFC (EPFO)/ DG, ESIC.

27. Summing up the meeting the Chairman expressed that finally this meeting must not remain a ritual. **He again impressed upon the necessity of focused attention and monitoring of Public Grievances, Pension cases, audit paras, VIP References, Court cases, Lok Sabha/ Rajya Sabha Assurances and compassionate appointment.**

Action: i) All Bureau Heads

27. The Chairman directed Wing Heads that if monthly O & M meetings are taken on your own levels this picture will be better. .

Action: i) All Bureau Heads
