

THE RIGHT OF INFORMATION ACT 2005

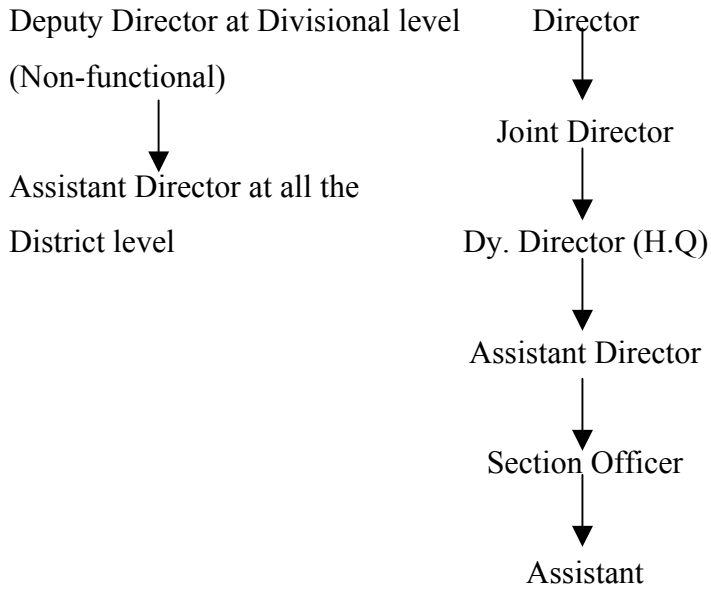
Section 4 (1) (b) (i)

The particular of function & duties in the office of Directorate, Social Security, Bihar, Labour, Employment & Training Deptt.

Name of the Office	: Directorate of Social Security, Bihar, Department of Labour, Employment & Training .
Address	: Labour Building, Bailey Road, Patna - 800001
Head of the Office	: Director, Social Security
Parent Govt. Department	: Labour, Employment & Training
Reporting to which authority	: Commissioner cum Secretary, Labour, Employment & Training
Jurisdiction-Geographical	: All over Bihar/ Functional all over Bihar
Mission	: To implement Social Security Scheme
Vision	: To Formulation of schemes of Social Security to destitute, Handicapped, bonded labour and widows.
Objectives	: To help the old & poor people, Destitute, Handicapped, Widows, Bonded Labourers & Un-organised Labourers.
Scope	: To help the down trodden people of the State.
Functions	: To implement Social Security schemes in the State, sanctioned of allotment to the districts, monitoring, supervision & inspection etc.
Details of Services Provided/ duties	: The following schemes are implemented through Directorate. (i) National Old Age Pension Scheme (ii) National Family Benefit Scheme (iii) State Social Security Pension Scheme (iv) Bonded Labour Rehabilitation Programme (v) Cloth distribution Scheme (vi) Inter State Migrant workmen welfare programme
Physical Assets	: Statement of Lands & Buildings -Nil

Located in Labour Building, Bailey Road, Patna-800001
entrusted with responsibility of providing Common
services like electricity, Municipal Taxes, security etc.

Organization's structural : Give linkage of jurisdiction & Address Tele. No. & Office
Chart at each level timings



Jurisdiction : All Bihar

Address & Tele No. : Directorate of Social Security, Labour Building, Bailey
Road, Patna, Tele, Fax No: 0612- 2531371

Office Timing April to Oct. : 10.00 to 5.00 P. M.

& Nov. to March : 10.30 to 5.00 P. M.

Weekly holidays

& Specific Service Timing : As above.

Section 4 (I) (b) (i) Format A

The power of officers & employees in the office of Directorate, Social Security, Bihar

A

Sr. No.	Designation	Powers-Financial	Under which legislation/ rules/orders/GRs./ circulars	Remarks
1	2	3	4	5
1	Director	Entire financial work.	Financial powers under rules of the Bihar Financial Rules as amended from time to time.	
2	Joint Director	To Assist the Director	As per directions of the controlling officers from time to time.	Notification No. 341 dated 02.02.2004
3	Dy. Director	To Assist the Director	-Do-	
4	Asst. Director	To Assist the Director	-Do-	
5	Section Officer	To Assist the Director	-Do-	
6	Assistant/L.D.C	To Assist the S. O.	-Do-	
7	Accounts Clerk	To Assist the S. O.	-Do-	
8	Peon	To do office work	-Do-	

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/ rules/orders/GRs./ circulars	Remarks
1	2	3	4	5
1	Director	Control of officers & Staffs, Implementing & Monitoring the schemes.	The Bihar State Social Security Pension Rule 2003, National Social Assistance programme, Cloth Distribution Scheme, Bonded Labour System (Abolition) Act	

			1976, The Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act. 1979	
2	Joint Director	To Assist the Director	-Do-	
3	Dy. Director	To Assist the Director	-Do-	
4	Asst. Director	To Assist the Director	-Do-	
5	Section Officer	To Assist the Director	-Do-	
6	Assistant/L.D.C	To Assist the S. O.	-Do-	
7	Accounts Clerk	To Assist the S. O.	-Do-	
8	Peon	To do office work	-Do-	

C

Sr. No.	Designation	Powers-Magisterial	Under which legislation/ rules/orders/GRs./ circulars	Remarks
1	2	3	4	5
1	Director	Nil	Not related	
2	Joint Director	Nil	Not related	
3	Dy. Director	Nil	Not related	
4	Asst. Director	Nil	Not related	
5	Section Officer	Nil	Not related	
6	Assistant/L.D.C	Nil	Not related	
7	Accounts Clerk	Nil	Not related	
8	Peon	Nil	Not related	

D

Sr. No.	Designation	Powers-Quasi judicial	Under which legislation/ rules/orders/GRs./ circulars	Remarks
1	2	3	4	5
1	Director	Nil	Not related	

2	Joint Director	Nil	Not related	
3	Dy. Director	Nil	Not related	
4	Asst. Director	Nil	Not related	
5	Section Officer	Nil	Not related	
6	Assistant/L.D.C	Nil	Not related	
7	Accounts Clerk	Nil	Not related	
8	Peon	Nil	Not related	

Section 4 (I) (b) (ii) Format B

The duties of officers & employees in the office of Directorate, Social Security, Bihar

Sr. No.	Designation	Duties-Financial	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Entire financial duties.	Financial powers under rules of the Bihar Financial Rules as amended from time to time.	
2	Joint Director	To Assist the Director implement schemes	As per directions of the controlling officers from time to time.	
3	Dy. Director	-Do-	-Do-	
4	Asst. Director	-Do-	-Do-	
5	Section Officer	To Assist the Director to monitoring office.	-Do-	
6	Assistant/L.D.C	To Assist the S. O.	-Do-	
7	Accounts Clerk	To Assist the S. O.	-Do-	
8	Peon	To do office work	-Do-	

Sr. No.	Designation	Duties-Administrative	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Control of officers & Staff, Implementing & Monitoring the schemes.	The Bihar State Social Security Pension Rule 2003, National Social Assistance programme, Cloth Distribution Scheme, Bonded Labour System (Abolition) Act 1976, The Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act. 1979	
2	Joint Director	To Assist the Director & to implement &	-Do-	

		monitor the schemes.		
3	Dy. Director	-Do-	-Do-	
4	Asst. Director	-Do-	-Do-	
5	Section Officer	To Supervise the office.	-Do-	
6	Assistant/L.D.C	To Assist the S. O.	-Do-	
7	Accounts Clerk	To Assist the S. O.	-Do-	
8	Peon	To do office work	-Do-	

Sr. No.	Designation	Powers-Magisterial	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Nil	Not related	
2	Joint Director	Nil	Not related	
3	Dy. Director	Nil	Not related	
4	Asst. Director	Nil	Not related	
5	Section Officer	Nil	Not related	
6	Assistant/L.D.C	Nil	Not related	
7	Accounts Clerk	Nil	Not related	
8	Peon	Nil	Not related	

Sr. No.	Designation	Powers-Quasi judicial	Under which Act/Rules	Remarks
1	2	3	4	5
1	Director	Nil	Not related	
2	Joint Director	Nil	Not related	
3	Dy. Director	Nil	Not related	
4	Asst. Director	Nil	Not related	
5	Section Officer	Nil	Not related	
6	Assistant/L.D.C	Nil	Not related	
7	Accounts Clerk	Nil	Not related	
8	Peon	Nil	Not related	

Section 4 (I) (b) (iii)

The procedure followed in the decision-making process, including channels of supervision & accountability in the office of

NAME OF ACTIVITY - Rehabilitation of Bonded Labour

Related Provisions - To monitor the identification, release & rehabilitation of Bonded Labour.

Name of the Act/Acts - Bonded Labour System (Abolition) Act, 1976

Rules - Bonded Labour System (Abolition) Rules, 1976

Govt. Resolutions -

Circulars - 2/BL-1024/96 L&E-19 dated 10.01.97, 1/G-Est.-BL-1201/2000

Office Orders - L & E-101 dated 22.01.2001, 1/G-Est.-BL-1201-99, L & E-688 dated 26.04.99

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	Bonded Labour Survey, Recognition & Rehabilitation	Regular process	District Magistrate	

NAME OF ACTIVITY - Registration & Licensing of Contractors, Inspection of Related establishments.

Provisions - Inter State Migrant Workmen

Name of the Act/Acts - The Inter State Migrant Workmen (Regulation of Employment & Conditions of Service) Act. 1979.

Rules - The Bihar Inter State Migrant Workmen (Regulation of Employment Conditions of Service) Rules 1980

Govt. Resolutions - 2/IML-111-99 L & E-435 dated 30.05.2000

Circulars - 2/IML-102/99 L & E-650 dated 27.09.2001, 1172 dated 13.11.98

Office Orders -1/P1-107/2001 L & E -728 dated 04.07.2003, 2/M-103/90 L & E-519 dated 29.12.92

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	Inter State Migrant Workmen (Regulation of Employment Conditions of Service)	Regular process	District Magistrate	

	Act, 1979. Registration, Licensing & Inspections			
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NAME OF ACTIVITY - To provide pension to destitute Old, Widow, Handicapped & Bonded Labour.

Provisions - Pension of Rs. 100/- per month per beneficiaries.

Name of the Act/Acts -

Rules - Bihar State Social Security Pension Rule's 2003

Govt. Resolutions - 1/P1-128/99 L & E-142 dated 25.02.2004

Circulars - No 16/P1-503/81 L & E-06 dated 05.01.1982, 12/P1-101/84 L & E (Part) - 474 dated 14.07.84

Office Orders - Memo No. 331/C & S Cell dated 13.10.99, 12/P1-1017/85-312 L & E dated 26.06.85.

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	SOAPS Part-I	Payment 1st week in every month. Monthly progress report on 15th of each month. Verification of pensions in May-June every year	D.M., Chairman, District Board/ D. D. C., S.D.O. B.D.O., Pramukh, Mukhiya, Panchyat Sewak, Panchyat Samiti, Gram Sabha etc.	
	SOAPS Part-II Illegibility of beneficiaries Selection of beneficiaries Responsible for sanctioned /payment Base of target	Above 60 years of age destitute, widow and Handicapped, whose yearly income in rural area is Rs. 5,000/- and in urban area is Rs. 5,500/-. There is an age relaxation to widow, handicapped and bonded labour. Recommended by Gram Sabha, Panchyat Samiti, Mukhiya and B.D.O. and sanctioned by D.D.C and Chair man of Zila Parishad. B.D.O., S.D.O., D.D.C and Chair man of Zila Parishad. On the basis of poverty and population	-Do-	

NAME OF ACTIVITY - To provide pension to destitute Old of 65 years

Provisions - Pension of Rs. 100/- per month per beneficiaries.

Name of the Act/Acts/Name of Scheme - National Old Age Pension Scheme.

Rules - Nil.

Govt. Resolutions - Memo No. 420 dated 01.11.1995 & 422 dated 06.11.95

Circulars - 328/ALC dated 07.08.98, Guide lines issued by Govt. of India vide D.O. letter No. 18020/1/95 NSAP dated 14.08.1995

Office Orders - Memo No. 331/C & S Cell dated 13.10.99

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	NOAPS	Payment 1 st week in every month	D.M., Chairman, District Board/ D. D. C., S.D.O. B.D.O., Pramukh, Mukhiya, Panchyat Sewak, Panchyat Samiti, Gram Sabha etc.	Guide lines issued by Govt. of India vide D.O. letter No. 18020/1/95 NSAP dated 14.08.1995
	NOAPS (Sanction) Illegibility of beneficiaries Selection of beneficiaries The procedure and responsible for sanctioned Responsible for payment Base of Target	Above 65 years of age destitute whose yearly income in rural area is Rs. 5,000/- and in urban area is Rs. 5,500/-. Recommendation by B.D.O and sanctioned by S.D.O. within 30 days. B.D.O. and S.D.O. Panchyat Sewak, Mukhiya, B.D.O. S.D.O. and D.M. Population x poverty ratio of above 65 years of total population = Physical target.	-Do-	

NAME OF ACTIVITY - Grant to the prime bread winner of the family below the poverty line

Provisions - Grants of Rs. 10,000/- per beneficiaries.

Name of the Act/Acts/Name of Scheme - National Family Benefit Scheme.

Rules - Nil

Govt. Resolutions - Memo No. 420 dated 01.11.1995 & 422 dated 06.11.95

Circulars - 328/ALC dated 07.08.98, Guide lines issued by Govt. of India vide D.O. letter No. 18020/1/95 NSAP dated 14.08.1995

Office Orders - Memo No. 331/C&S Cell dated 13.10.99

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	NFBS	Payment 1 st week in every month	D.M., Chairman, District Board/ D. D. C., S.D.O. B.D.O., Pramukh, Mukhiya, Panchyat Sewak, Panchyat Samiti, Gram Sabha etc.	Guide lines issued by Govt. of India vide D.O. letter No. 18020/1/95 NSAP dated 14.08.1995

	<p>NOAPS (Sanction) Illegibility of beneficiaries</p> <p>Selection of beneficiaries</p> <p>The procedure and responsible for sanctioned Responsible for payment</p> <p>Process of payment</p> <p>Responsible for payment</p> <p>Base of Target</p>	<p>Persons below the poverty line & marginal above. Age between 18 to 64 years.</p> <p>On the date of prime bread winner of the family.</p> <p>Panchyat Sewak, B.D.O., S.D.O and D.M.</p> <p>Panchyat Sewak, Mukhiya, B.D.O. S.D.O. and D.M.</p> <p>Population x poverty ratio of above 65 years of total population = Physical target.</p> <p>Each beneficiaries through cheque by district administration.</p> <p>B.D.O. S.D.O. and D.M.</p> <p>Population x percentage of poverty x percentage of 18 to 64 years of age of the total population x half of the death rate.</p>	-Do-	
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NAME OF ACTIVITY - To provide cloths to destitute.
Provisions - one piece of Dhoti/ Sari/ Cotan Chadar/ Blanket.
Name of the Act/Acts/Name of Scheme - Cloth distribution Scheme.
Rules - Nil
Govt. Resolutions - Nil
Circulars - Nil
Office Orders -12/E1/1089/85 L & E-1216 dated 16.09.85

Sr. No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day1/Day 16 etc.	Authority Responsible for that activity	Remarks
1	2	3	4	5
1	Cloth Distribution	Yearly	D.M., Chairman, District Board/ D. D. C., S.D.O. B.D.O., Pramukh, Mukhiya, Panchyat Sewak, Panchyat Samiti, Gram Sabha etc.	
	Cloth Distribution (Sanction) Illegibility of beneficiaries Selection of beneficiaries The procedure and responsible for sanctioned Process of distribution Responsible for distribution Base of target	To provide cloths to destitute, handicapped, landless and beggars. By Panchyat Sewak, Mukhya and B.D.O. Chairman, District Board/ D. D. C., S.D.O. B.D.O., Pramukh, Mukhiya, Panchyat Sewak, Panchyat Samiti, Gram Sabha etc. Through block and Nagarpalika. Mukhya, Panchyat Sewak, B.D.O., S.D.O and D.M. As per fund available		

Section 4 (I) (b) (iv) format (A)

Norms set for discharge of its functions in the office of Directorate, Social Security, Bihar

Organisational Targets Annual (2005-2006)

Sr. No.	Function Activity	Units to be covered (Beneficiary)	Financial Targets in Rs. (in Lakh)	Remarks
1	NOAPS	911666	9767.90	D.M., Chairman, District Board/ D. D. C., S.D.O. B.D.O., Pramukh, Mukhiya, Panchyat Sewak, Panchyat Samiti, Gram Sabha etc.
2	NFBS	10060	1060.10	-Do-
3	SOAPS	420709	5040.00	-Do-
4	Clothe Distribution	--	40.00	-Do-
5	Bonded Labour	150	15.00	-Do-

Section 4 (I) (b) (iv) format (B)

Time limits for the activities Social Security Scheme for discharge of its function

Time frame for each activity-

Sr. No.	Activity	No. of Days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure
1	NOAPS	Yearly	District Magistrate	Director, Social Security
2	NFBS	Yearly		
3	SOAPS	Yearly		
4	Clothe Distribution	Yearly		
5	Bonded Labour	Yearly		

Section 4 (I) (b) (v) format (A)

The rules/regulation related with the function of Directorate, Social Security, Bihar

Sr. No.	Subject as indicated in the notification	Rule No. & its year	Remarks if any
1	NOAPS	D.O. No.2/P1-104/95-419 dated 01.11.95 2/P1-104/95 (Part) L & E - 64 dated 17.01.98 328/Secretay Labour Cell dated 07.08.98 2/P1-104/95 L&E-318 dated 04.04.96.	
2	NFBS	-Do-	
3	SOAPS	Bihar State Social Security Pension Rule's 2003	
4	Clothe Distribution	Nil	
5	Bonded Labour	Bonded Labour System (Abolition) Act. 1976 with Rule's 1976	
6	The Inter State Migrant Workmen	The Inter State Migrant Workmen(Regulation of Employment and conditions of Service) Rule's 1980.	

Section 4 (I) (b) (v) format (B)

The Government Resolution related with the functions of Social Security Schemes.

Sr. No.	Subject as indicated in the resolution	GR No. & its date	Remarks if any
1	NOAPS	2/P1-1014/95 L & E - 420 dated 01.11.95 2/P1-1014/95 L & E - 422 dated 06.11.95 2/P1-1014/95 L & E - 157 dated 20.04.2002, Guide lines issued by Govt. of India vide D.O. letter No. 18020/1/95 NSAP dated 14.08.1995.	
2	NFBS	2/P1-1014/95 L & E - 420 dated 01.11.95 2/P1-1014/95 L & E - 422	

		dated 06.11.95 2/P1-1014/95 L & E - 157 dated 20.04.2002, Guide lines issued by Govt. of India vide D.O. letter No. 18020/1/95 NSAP dated 14.08.1995.	
3	SOAPS	--	
4	Clothe Distribution	Nil	
5	Bonded Labour	--	
6	The Inter State Migrant Workmen	--	

Section 4 (I) (b) (v) format (C)

The Circulars related with the functions Social Security Schemes.

Sr. No.	Subject as indicated in the circular	Circular No. & Its date	Remarks if any
1	NOAPS	D.O. No. J-11020/3/95 SSP dated 12.06.96, D. O. No. 419 dated 01.11.95, No. 318 dated 04.04.96, 12/E-2029/89 L & E - 345 dated 11.05.89, 1/P1-1011 (Part) 90 dated 02.07.90, Guide lines issued by Govt. of India vide D.O. letter No. 18020/1/95 NSAP dated 14.08.1995.	
2	NFBS	-Do-	
3	SOAPS	1/P1-104/2004 L & E-154 dated 21.02.2005 1/P1-104/2004 L & E -154 dated 21.02.2005 1/P1-107/2001 (Part) District Panchyati Rajya letter No. 2P/PN-81/2001-12561/GP dated 22.08.2001	
4	Clothe Distribution	12/E1-1089/85 L & E-1216 dated 16.09.85	
5	Bonded Labour Rehabilitation of Bonded Labour under 20 programme. Recognition & Rehabilitation of Bonded Labour	2/BL-1024/96 L & E 19 dated 10.01.97, No. 1/G-Est. BL-1201/2000 L & E - 101 dated 22.01.2001, No. 1/G-Est. BL-1201-99 L & E - 688 dated 26.04.99	
6	The Inter State Migrant Workmen	2/IML-111/99 L & E-435 dated 30.05.2000, 2/IML-102/99 L & E-650 dated 27.09.2001	

Section 4 (I) (b) (v) format (D)

The office Order/Policy Circulars related with the functions of Social Security Schemes.

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any
1	NOAPS	2/P1-104/95 L & E-315 dated 04.04.96. 2/P1-1018/96 L & E - 440 dated 10.07.96. 2/P1-104/95 (Part) L & E - 216 dated 19.03.96, 439 dated 09.11.96, 104 dated 17.01.98.	
2	NFBS	-Do-	
3	SOAPS Social Security Cell at District Level Cancellation of pension to non-illegible person. Payment of Pension to illegible person. Sanctioned of pension whose son also earn.	12/E-2029/89 L&E-345 dated 11.05.89. 12/P1-1010/L&E-80 dated 28.09.83. 12/P1-1017/85 - 312L & E dated 26.06.85. 12/P1-1035/85 L & E - 241 date 05.06.86	
4	Clothe Distribution	12/E1-1089/85 L & E-1216 dated 16.09.85	
5	Bonded Labour Screening Committee at Divisional level & Sub-Divisional level	2/BL-1217/2001L&E-1215 dated 21.09.2001	
6	The Inter State Migrant Workmen	2/IML-111/99 L & E-435 dated 30.05.2000, 2/IML-102/99 L & E-650 dated 27.09.2001	

Section 4 (I) (b) (v) format (E)

List of documents available in the office/section/ward/branch of Directorate, Social Security, Bihar at Patna

Sr. No.	Subject as indicated in the office order	No. & office order date	Remarks if any
1	Information to be enter in register regarding Inter State Migrant Workmen.	1/P1-107/2001 L & E -728 dated 04.07.2003	
2	Registration, release and rehabilitation of bonded labourer.	1/G-Est. BL-1201/99 L & E 688 dated 26.04.95.	
3	To maintained register of District Level under Bonded Labour Act.	2/BL-1208/2002 L & E - 505 dated 09.05.2002.	
4	Registration, release & rehabilitation.	1/G-Est.BL-1201/2002L&E 101 dated 22.01.2001.	

Note:- Each public authority shall prepare list of records duly indexed. Record includes documents files & soft copies as well.

To prepare this list to facilitate Right To Information, we have to make it user friendly. Easy to inspect, taking notes, taking samples of materials etc. First prepare office wise list of existing files, which includes current files, await files & papers in record. Details of documents to be found in each type of file. List of different kinds of registers maintained in each office specifying the column heads. List of documents, which are not files as well as registers but are used or created or maintained for official purpose, should also be listed. For each retrieval these lists should be office wise, section wise, desk as it convenient for the clients of the specific office. The list may be prepared in the following format.

Section 4 (I) (a) (vi)

The Statement of Categories of documents held in the office of Directorate, Social Security, Bihar at Patna.

Sr. No.	Subject	Type of Document file/muster/register/voucher etc.	Particular of Heading/type in the document	Periodicity of preservation
1	NOAPS	2/P1-104/95 (Part) 2/P1-1018/96 2/P1-1014/95 2/NSAP-4102/2005 - 2/NSAP-4105/2005 2/NSAP-4106/2005 U.C under NFBS of year 2004-05.	Implementation of NSAP Meeting of Asst. Direc. NOAPS U. C. NFBS U.C under NSAP of year 2004-05.	
2	NFBS	-Do-	- Do -	
3	SOAPS	1/P1-107/2000 (Part-1) 1/P1-113/2001 1/P1-113/2004 1/P1-113/2000 1/P1-104/2004 1/P1-101/2004 1/P1-107/2001 (Part) 1/P1-110/2004	Related with full-fill of target. Increase of pension amount Monthly Report Arrear payment Social Security Bihar State Social Security Pension Rule 2003 U. C. 2003-04 Bihar Panchyati Raj Act. 1993 Regarding Pension Payment	
4	Clothe Distribution	2/Ag1-101/2005 2/Ag1-102/2004 2/Ag1-103/2002 2/Ag1-104/2002	Sanctioned of expenditure 2005-06 U. C. 2004-05 In regulating in purchasing in 2002-03. In regulating in purchasing in 2002-03.	

		2/Ag1-110/2004 2/Ag1-106/2002	Audit finance report 250/2001-02 Arrear payment to Bihar State Handloom Co-operative, Rojendra Nagar.	
5	Bonded Labour	2/BL-1206/2005-06 2/BL-1206/2005 2/BL-1219/2002 2/BL-1209/2003 2/BL-1211/2003 2/BL-1206/2002 2/BL-1203/2005	Regarding budget estimate for 2006-07 Correspondence to Bonded Labour Valuation study relating to five dist. Patna, Nalanda, Nawada, Munger & W. Champaran by A. N. Sinha, Institute Relating to sensitisation workshop on 09.01.2004 by NHRC. Monthly report of Bonded Labour Relating to Half yearly report NHRC Relating to write-up for year 2005-06	
6	The Inter State Migrant Workmen	2/IML-212/2005 2/IML-210/2003 2/IML-105/2000-01 2/IML-104/200-01	Progress report Implementation of scheme Rajya Sabha Question Selling of Bihari labourer in Punjab. Rajya Sabha	

		<p>2/Assembly Q 122/2003 (Part)-Special</p> <p>2/IML-102/2000-01</p> <p>2/IML-205/2003</p> <p>2/Ass.Q 126/2002</p> <p>2/IML-208/2003</p>	<p>Question No. 300/30 dated 31.07.95 relating to migrant labour</p> <p>Special Committee of Bihar leg. Assembly.</p> <p>Relating to labourers going to other state for working</p> <p>Benefit of Inter State Migrant Labour</p> <p>Assembly Question</p> <p>Implementation of migrant workmen</p>	
7	Budget/ Audit	<p>2/B1-102/2005</p> <p>1/G-Est.-Mis.-8001 /2002 (Part)</p> <p>2/B1-1010/2002</p> <p>2/B1-1010/2003</p> <p>2/B1-1011/2003</p> <p>2/B1-1011/2004</p> <p>2/B1-1012/2004</p> <p>2/B1-1013/2004</p> <p>2/B1-1014/2004</p> <p>2/B1-109/2005</p> <p>2/A1-1010/2005</p>	<p>Establishment 2005-06 Related to Social Security Directorate</p> <p>Correspondence relating to Accounts clerk</p> <p>Compliance report of finance Audit.</p> <p>Do</p> <p>Do</p> <p>Do</p> <p>Do</p> <p>Do</p> <p>Do</p> <p>Do</p> <p>Do</p> <p>Adjustment of Advance amount taken by Pnchayat Sewak</p>	
8	Purchasing	2/M1-3002/2004	Relating to	

		2/M1-3005/2004	Vehicle Payment of voucher relating to Phone No. 2531371	
		2/M1-3006/2004	Relating to payment of electric voucher	
		2/M1-3007/2004	Purchasing of important materials and cleanness	
		2/M1-3010/2004	Relating to vehicle No. 9640	
		2/M1-3013/2004	Purchasing of furniture	
		2/M1-3002/2004	Relating to Hon'ble High Court voucher.	
		2/M1-3020/2004	Relating to flag hoisting of Labour Building	
		2/M1-3027/2004	Relating to payment of Labour Building	
9	Accounts Section	Acct.-3/04-05	Administrative expenditure under NSAP.	
		Acct.-25/95 (Part)	Relating to fuel supply	
		Acct.-22/97-98	Relating to T.A.	
		Acct.-8/2003	Relating to Bank Account for pay etc.	
		Acct.-01/96-97	Relating to L.P.C.	
		Acct.-17/2001	Relating to Misc. correspondence	
		Acct.-02/2001	Advance withdrawal for Indian postal stamp from the head administrative expenditure	

			under NSAP. Contingent register of every year Acquaintance Roll Cash book of every year.	
10	Despatch Section		Register of Diary/ Issue/ Despatch etc.	

Section 4 (I) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy & implementation in the Office

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity
-	-	-	-	-

Note - Under section 4 (I) (b) (vii) the public authorities are expected to publish the arrangements existing under act, rules, and circular or by convention for public consultation. The consultation may be at policy formulation level or implementation level. It might be by formulation a committee for special purpose conducting workshops, meeting, gramsabha, public hearings, Jansunval, darbar etc. to know public opinion.

Section 4 (I) (b) (viii) Format A
List of committees to be published under

Sl. No	Name of the Committee	Composition of Committee	Purpose of the Committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of
1	District level Bonded Labour Vigilance Committee	(a) D. M. Chair man (b) SC / ST - 3 member (c) Social Worker-2 member (d) D. D . C. member (e) A.D. S . S member Secretary (f) M. D. DRDA (g) Central Cooperative Bank / Rural Bank/ Commercial Bank Member -1	Regarding Survey recognition & Rehabilitation of Bonded Labour	One time in every two months	Not related	D. M.
2	District level Bonded Labour Screening Committee	(a) D. M. Chair man (b)A.C. Member Secretary (c) D. A. O. Member (d) E. E. Irrigation Member (e) D. C. O. Member (f) D. P. R. O. Member (g) D. V. O. Member (h) D. I. O. Member (i) A. D. S. S. Member (j) L. S. (A.G.) Member (k) Related S.D.O's	Rehabilitation of Bonded Labour	As required	Not related	D. M.
3	Sub-Divisional level Bonded Labour Vigilance Committee	(a) S.D.O. Chairman (b) SC/ST-3 Member (c) Social Worker -2 Member (d) Relating to Rural Development -3 Member (e) Central Cooperative Bank / Rural Bank/	Regarding Survey recognition & Rehabilitation of Bonded Labour	One time in every two months	Not related	S.D.O.

		Commercial Bank Member -1 (f) D. C. L. R. Member Secretary				
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Section 4 (I) (b) (viii) Format B

List of boards to be published under

Sl. No.	Name of the boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-	-	-	-	-	-	-

Section 4 (I) (b) (viii) Format C

List of councils to be published under

Sl. No.	Name of the Councils	Composition of Councils	Purpose of the Councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-	-	-	-	-	-	-

Section 4 (I) (b) (viii) Format D

List of other bodies to be published under

Sl. No.	Name of the bodies	Composition of bodies	Purpose of the other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
-	-	-	-	-	-	-

Section 4 (I) (b) (ix)
Directory of the officers & employees & their monthly remuneration in the office
of Director, Social Security, Bihar

Sl. No.	Designation	Name of the Officers/ employee	Cadre	Dt. of joining the post	Contact Details Ph/Fax/ E-mail	Gross Salary
1.	Director	Shri K. K. Mahto	I. A. S		2531371(O) 2531371(F)	
2.	Asstt. Director	Shri Kamlesh Singh S. S. Bihar, Patna	State Cadre	28.05.83	2531371(O)	20421/-
3	-Do-	Shri Sheo Kr. Sinha S. S. Bihar, Patna	Do.	09.05.83	2531371(O)	22717/-
4	-Do-	Shri Mohan Rajak S. S. Bihar, Patna	Do.	16.03.83	2531371(O)	23125/-
5	-Do-	Shri Vijay Kr. Singh, S. S. Bihar, Patna	Do.	24.05.83	2531371(O)	22717/-
6	-Do-	Smt. Indu Bala Sinha, Patna	Do.	17.05.83	2689604(O)	
7	-Do-	Shri Amod Kr Sinha, Bhojpur	Do.	23.03.83	231312(O)	
8	-Do-	Shri Akhilesh Kr. Mishra, Baxar	Do.	27.01.86	222336(O)	
9	-Do-	Shri Mathura Prasad, Kaimur	Do.	10.02.86	223241(O)	
10	-Do-	Shri Shishir Kr. Singh, Supaul	Do.	05.03.83	223112(O)	
11	-Do-	Smt. Ruhul Fatima Nalanda	Do.	19.03.83	235203(O)	
12	-Do-	Shri Shambhu Prasad, Gaya	Do.	02.03.89	2429749(O)	
13	-Do-	Shri Vashif Akhtar Jehanabad	Do.	03.03.89	223072(O)	
14	-Do-	Vacant, Arwal				
15	-Do-	Shri Ashok Choudhary, Aurangabad	Do.	04.03.89	223167(O)	
16	-Do-	Shri Ramesh Chandra Helu, Nawada	Do.	01.02.86	212253(O)	
17	-Do-	Shri Amar Nath Mishra, Chapra	Do.	27.05.83	232301(O)	
18	-Do-	Shri Ayodhya	Do.	03.02.86	242099(O)	

		Mahto, Siwan				
19	-Do-	Md. Shyad Gulam Ahamad, Munger	Do.	12.03.83	222402(O)	
20	-Do-	Md. Ahetyasham Husain, Muzaffarpur	Do.	04.04.83	2212101(O)	
21	-Do-	Shri Shurtideo Naryan, Vaishali	Do.	23.05.83	272201(O)	
22	-Do-	Shri Akhileshwar Singh, Motihari	Do.	03.06.83	222695(O)	
23	-Do-	Shri Shalendra Nath Tripathi, Samastipur	Do.	03.06.83	227345(O)	
24	-Do-	Shri Nalin Vilochan Sitamarhi	Do.	04.04.83	250405(O)	
25	-Do-	Shri Abu Jafar Mohanvi, Banka	Do.	01.02.86	250439(O)	
26	-Do-	Shri Arun Kr. Singh, Saharsa	Do.	19.02.92	227734(O)	
27	-Do-	Shri Radhe Shyam Tiwari, Madhepura	Do.	07.04.86	222741(O)	
28	-Do-	Shri Kusheshwar Das, Madhubani	Do.	06.08.83	224285(O)	
29	-Do-	Shri Banshidhar, Bhagalpur	Do.	07.03.89	2400012(O)	
30	-Do-	Shri Shimon Topno, Araria	Do.	17.05.89	222001(O)	
31	-Do-	Vacant, Sheohar				
32	-Do-	Md. Madar Baksh, Shekhpura	Do.	05.05.89	223041(O)	
33	-Do-	Shri Murlidhar Panday, Begusarai	Do.	20.02.86	212285(O)	
34	-Do-	Shri Choudhary Imran Raza, Khagaria	Do.	14.12.90	222610(O)	
35	-Do-	Shri Gopal Prasad, Purnea	Do.	22.03.83	229566(O)	
36	-Do-	Shri Surendra Prasad, Katihar	Do.	24.05.83	222581(O)	
37	-Do-	Shri Harendra Kr. Singh, Kishanganj	Do.	24.11.92	222530(O)	
38	-Do-	Shri Bhuneshwar Singh, Jamui	Do.	12.05.83	222002(O)	
39	-Do-	Shri Niwas Mishra, Darbhanga	Do.	04.02.86	240335(O)	

40	-Do-	Shri Pradip Kumar, Lakhisarai	Do.	07.03.89	232124(O)	
41	-Do-	Shri Awadhesh Pd. Sharma, Betiah	Do.	14.05.83		
42	Sectional officer	Shri Dharmendra Kumar	Joint Cadre	06.03.80		19538/-
43	P. A.	Shri Sanjay Choudhry	P. A.	15.07.98		14074/-
44	Accounts Clerk	Shri Devendra Prasad	Non cadre	09.11.83		13105/-
45	-Do-	Shri Rajeshwar Sharma	Do	12.11.83		13105/-
46	-Do-	Shri Surendra Prasad	Do	09.12.83		12491/-
47	-Do-	Shri Premchand Kumar	Do	15.12.83		12341/-
48	Social Organizer	Shri K. M. Prasad	Do	10.04.89		11831/-
49	-Do-	Shri Suresh Kr. Shah	Do	18.05.89		11831/-
50	Typist	Shri Jagnath Prasad	Typist	01.01.86		13513/-
51	Routine Clerk	Shri Bhattu Prasad	Routine Clerk	29.04.94		10555/-
52	L. D. C.	Shri Rakesh Ranjan Sinha	Joint Cadre	04.10.2004		6497/-
53	-Do-	Shri Reyajul Navi	Do	04.10.2004		6497/-
54	Police	Shri Raju Rai Munda	Police	21.09.71		11099/-
55	Peon	Shri Ganesh Prasad	Non Cadre	09.11.79		7229/-
56	-Do-	Shri Hareshwar Thakur	Do	08.02.83		7894/-
57	-Do-	Shri Rajkishore Pd. Singh	Do	08.02.83		7894/-
58	-Do-	Shri Sahbir Pd. Paswan	Do	09.02.83		7894/-
59	-Do-	Shri Triloki Nath Prasad	Do	01.12.2005		5585/-

Note -

1. This will have to be published every year.
2. Charges which are significant should be updated immediately. (e.g. Transfer of HOD etc.)

Section 4 (I) (b) (x)

Details of remuneration of officers & employees in the office of Directorate, Social Security, Bihar, Patna

Sl. No.	Cadre & Class	Pay scale	Admissible allowances in Rs.		
			Regular (included in the salary) like DA	Occasional (Like TA Bill)	Special like (Project allowance, training allowance, any other)
1	Director I. A. S.	16000-	@ 50%		
2	Dy. Director	12000-18000	@ 21%		
3	Asstt. Director	6500-10500	@ 21%		
4	S. O.	6500-10500	@ 21%		
5	Assistant	4000-6000	@ 21%		
6	Assistant (L.D.C)	3050-4590	@ 21%		
6	Peon	2550-3200	@ 21%		

Section 4 (I) (b) (xi)

Details of allocation of budget & disbursement made in the office of Directorate, Social Security, Bihar at Patna for the year 2005-06

- Publish copy of budget
- Publish copy of grant distribution

Sl. No.	Budget head description	Grants received in lakhs	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs.	Remarks
1	Major Head-2230-Labour and Employment Sub-Major Head-02-Employment Service Group Head - State Plan Minor Head-800- other expenditure Sub Head-0102- National Old Age Pension Scheme Bill Code - P2230028000102	9767.90	<p>The scheme was initially launched by Govt. of India in August 1995. The scheme is meant for older persons above the age 65 years, with annual income of Rs. 5500/- in urban areas and 5000/- in rural areas. The funds were directly sent to DRDA'S of the districts by the Rural Development Ministry of India.</p> <p style="text-align: center;">In the year 2002-2003 the scheme was transferred to State Plan of State Govt. Since then, the fund are allocated to the State as Additional Central Assistance (ACA). Thus, at present scheme is being implemented under State Plan.</p>		
2	Major Head-2230-Labour and Employment Sub-Major Head-02-Employment Service Group Head - State Plan	1060.10	The scheme is meant for grants of Rs. 10,000/- (Rupees ten thousand) to the		

	<p>Minor Head-800- other expenditure Sub Head-0101- National Family Benefit Scheme Bill Code - P2230028000101</p>		<p>bereaved BPL family in case of death of bread earner in the age group of 18 to 65 years. The funds were directly sent to DRDA's of the Districts by the Rural Development Ministry of India.</p> <p>In the year 2002-2003 the scheme was transferred to State Plan of State Govt. Since then, the fund are allocated to the State as Additional Central Assistance (ACA). Thus, at present scheme is being implemented under State Plan.</p>		
3	<p>Major Head-2230-Labour and Employment Group Head - State Plan Minor Head-110-Rehabilitation of Bonded Labour Sub Head-0101- Other Social Security and Welfare Programmes. Bill Code - P2230011100101</p>	15.00	<p>Bonded labourers re released under the provisions of the Bonded Labour System (Ab) Act, 1976. Bonded labourers are rehabilitated under centrally sponsored scheme on 50:50 basis by State & Central Govt. under a package of Rs. 20,000/- in addition a bonded labour is entitle for Social Security Pension @ Rs. 100/- per month. They are also provided with additional help through other on-going poverty alleviation schemes in the districts.</p>		

4	Major Head-2235-Social Security and Welfare Sub. Major Head-60-other Social Security and Welfare Programmes Minor Head-102- Pension under Social Security scheme Sub Head-0001- Old age pension Bill Code - N2235601020001	6325.33	Social Security Pension Rules, 1980 provides for Social Security Pension @ Rs. 100/- per month to old, widows, handicapped and destitute. The lower age limit for the pensioner is 60 years and annual income of Rs. 5,000/- in rural areas and 5,500/- per year for urban areas has been fixed under the rules. Age limit may be relaxed in cases of widows, handicapped and bonded labourer.		
5	Major Head-2235-Social Security and Welfare Sub. Major Head-60-other Social Security and Welfare Programme Minor Head-200- Other Programmes Sub Head-0002- Distribution of cloth under Social Security Scheme-Grants-in-aid. Bill Code - N2235602000002	40.00	The scheme is meant for providing free cloths - dhoti, saris, blankets etc. to poor, helpless, destitute, handicapped and beggars.		
6	Major head-2230-Labour & Employment Sub major head -01 Labour-Minor head-114- Migrant Labour Welfare Demand No. 26 Sub head- 0001-Welfare of Migrant Labour Bill code - N2230011140001	5.38	The Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979 was enacted by the Indian Parliament to protect the interests of migrant workmen. The Act is applicable in respect of all such		

			<p>establishment which employs five or more inter-state migrant workmen who have worked on any day of the preceding twelve months. Inter State migrant workmen means those who have been recruited by a Contractor for execution of any job. These labours may be skilled, unskilled, manual worker/technical but should not be administrative, supervisory and clerical workers.</p> <p>All the District Magistrates have been given powers of licensing officer and Registration officer under the provisions of that.</p>		
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Note - Since most of the department publishes this information in one form or the other, it is advisable that they use their own format.

Section 4 (I) (b) (xii) (A) format

Manner of execution of subsidy program in the office of Directorate, Social Security, Bihar at Patna

- Name of Program - Nil
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programmes
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application fees (Where applicable)
- Other fees (Where applicable)
- Application format (Where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of Annexure.
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District Level, Block level etc.)
- List of beneficiaries in the format given below

Section 4 (I) (b) (xii) format B

Details of beneficiaries of subsidy program in the office of Directorate, Social Security, Bihar at Patna

Name of the Scheme/program-

Sl. No.	Beneficiary of Name & Address	Amount of subsidy/ concession	Criteria of selection	Remarks
-	-	-	-	-

Note- Separate list should be published for every scheme/ programme.

Section 4 (I) (b) (xiii)

Particulars of recipients of concession permits or authorisation granted in the office of Directorate, Social Security, Bihar at Patna

Type of license/permission/concession-

Sl. No.	Name of the license	Nature*	License No	issued on	valid up to	General Conditions	Details of the license**
-	-	-	-	-	-	-	-

* Nature- If it is NA permission whether commercial/residential/industrial. If it is vehicle nature will be 2-wheeler/4 wheeler/heavy vehicles etc.

** Details of the license- The subject matter of the license should be mentioned. If it NA permission then survey no. or part thereof.

Note : Separate lists for each type of license/concession etc.