No.73/6/2008-Adm.I
Government of India
Ministry of Labour and Employment
Labour Bureau

SCO 28-31,Sector 17-A,
Chandigarh -160017,
Dated: 16-04-2013.

OFFICE ORDER No.50 OF 2013

In supersession of this Section's Office Order No. 57/2011 dated 03-08-2011 issued under file of even number & in pursuance of directions contained in the Ministry's D.O. letter No. C-31015/01/2008-Vig. dated 09-05-2011, further rotational transfers of the officials holding the identified sensitive posts in Labour Bureau, Chandigarh are ordered herewith with immediate effect as under:

Adm.I Section

Sl. No.	Name of the Official with Designation S/Shri/Smt./Ms.	Existing Allocation	Revised Allocation
1.	2.	3.	4.
1.	K.I. Mehta, Assistant	Service matters of Investigator Grade-II/Statistical Investigator Grade-II except leave A/c	Service matters of MTU Staff except leave A/c.
2.	Manjit Singh, Assistant	Service matters of Computer Unit, MTS Staff, Hindi Staff etc. except leave A/c.	Service matters of MTS Staff, Library Staff, Hindi Staff, Canteen Staff & Staff Car Driver etc. except leave A/c.
3.	Bimla Rani, Assistant	Service matters in respect of Officers, Investigators Grade-I, Ministerial Staff etc. except leave A/c	Service matters in respect of Officers & Ministerial Staff etc. except leave A/c
4.	Amandeep, Statistical Investigator Grade-II	Transferred from ASI Section	Service matters of Investigator Grade-II/Statistical Investigator Grade-II except leave A/c
5.	Usha Bharti, Investigator Grade-II	Transferred from ASI Section	Service matters of Investigator Grade-I/Statistical Investigator Grade-I except leave A/c.
6.	Anita Vyas, Investigator Grade-II	Transferred from ASI Section	Maintenance of E.L. A/c of L.B. Staff and Officers, Verification of Service Books in r/o Labour Bureau Officers & Staff & preparation/submission of Hindi Returns.
7.	Sharda Baloo, P.A.	Maintenance of APARs in respect of L.B. Staff and submission to Ministry & other Departments.	Maintenance of APARs in respect of L.B. Staff and submission to Ministry & other Departments.
8.	B.S. Negi,* Statistical Investigator Grade-I	Work Allocation relating to Compassionate Appointment, Maintenance of Property Returns & submission to Ministry & other Departments, Framing of Recruitment Rules of Programmer & EDP Manager & proposal of Restructuring of MMTU etc besides work relating to Vigilance Cell.	Work Allocation relating to Compassionate Appointment, Maintenance of Property Returns & submission to Ministry & other Departments, Framing of Recruitment Rules of Programmer & EDP Manager & proposal of Restructuring of MMTU etc. besides work relating to Vigilance Cell.
9.	Ajay Kumar, UDC	Work Allocation relating to Court Cases, Monthly Returns, EUS Survey, CPI-IW, Continuance of Plan Schemes/Disposition, Building work, Maintenance of Official cars and Miscellaneous work.	Work Allocation relating to Court Cases, Monthly Returns, EUS Survey, CPI-IW, Continuance of Plan Schemes/Disposition, Building work, Maintenance of Official cars and Miscellaneous work.

*** Shri B.S. Negi, St. Inv.Gr.I who has been also been assigned the above administrative work, will submit directly to Joint Director(Vig.) in r/o vigilance matters and would remain at the disposal of SO(I) for all official intents and purposes.**

Cash/Stores (Adm.G)/Pension Section

1.	Sham Singh, Assistant	Work Allocation relating to Pay Bills, Income Tax matter etc.	Work Allocation relating to Pay Bills, Income Tax matter etc.
2.	Avinash Thakur, Investigator Grade-II	Transferred from ASI Section	Work Allocation relating to LTC Advance/T.A. Advance/Festival Advance and would also assist Shri Sham Singh in preparation of pay bills.
3.	Rajinder Kumar,	Processing of Budget & HBA related papers, Stationery Cell, Printing Cell,	Work Allocation relating to all AMCs, Stationery Cell, Purchase & Maintenance

	Investigator Grade-II	Audit, RTI Work etc.	of Computers, UPS, AC water coolers etc., Payment of Electricity/Water Bills/Rent of office building.
4.	Ramesh Gautam, Assistant	Processing of pension papers in respect of all retiring officers/officials of Labour Bureau & G.P.F. work.	Processing of pension papers in respect of all retiring officers/officials of Labour Bureau & G.P.F. work.
5.	Rajeev Kumar, P.A.	Work allocation relating to Care-Taker	Work allocation relating to Care-Taker, Computer Stationery & Printing Cell
6.	Sunita Sharma, Investigator Grade-II	T.A. Advance/ Adjustment, LTC Advance/Adjustment, General Pool Accommodation matters, Festival Advance/ Miscellaneous Correspondence etc. Maintenance of relevant registers/records & assistance in T.A. bills related to EUS Survey	T.A./LTC Bills in r/o L.B. Staff, General Pool Accommodation matters, Maintenance of relevant registers/records & assistance in T.A. bills related to EUS Survey & Miscellaneous Correspondence etc
7.	Padam Singh, Investigator Grade-II	Preparation of Pay Bills, arrears, GPF, Festival, HBA Conveyance, Honorarium Insurance, DCRG, Pension etc	Preparation of Pay Bills, arrears, GPF, Festival, HBA Conveyance, Honorarium Insurance, DCRG, Pension etc
8.	Nidhi, Investigator Grade-II	Transferred from ASI Section.	Processing of Budget, HBA related papers, Audit and RTI Work.
9.	Sunil, Data Entry Operator Grade 'B'	Fresh Appointment.	Attend to all Computer related work concerning Adm.I/Adm.(G) Section and also Assist Ms. Nidhi, Investigator Grade-II in connection with Budget work.
10.	Pirthi Chand, UDC	Work Allocation relating to Contingency Bills & Cashier	Work Allocation relating to Contingency Bills & Cashier
11.	Usha Devi, UDC	Work Allocation relating to Medical Claim reimbursement in r/o Ministerial Staff/MTS/others & maintenance of relevant register/records. Preparation of Hindi Progress Report & other returns of Cash. Diary Dispatch work & E.L. applications of Cash & Adm.(G) Sections.	Work Allocation relating to Medical Claim reimbursement in r/o Ministerial Staff/MTS/others & maintenance of relevant register/records. Preparation of Hindi Progress Report & other returns of Cash. Diary Dispatch work & E.L. applications of Cash & Adm.(G) Sections.
12.	Raja Ram, UDC	Preparation of Pay Bills, arrears, GPF, Festival, HBA Conveyance, Honorarium Insurance, DCRG, Pension etc.	Preparation of Pay Bills, arrears, GPF, Festival, HBA Conveyance, Honorarium Insurance, DCRG, Pension etc.
13.	Sonia, UDC	Preparation of Medical Advance & Claim re-imbursement in r/o all officers, EDP Staff, Investigator Grade-I, Investigator Grade-II, Telephone Bills, Bills related to Salary/Honorarium in r/o EUS & typing work.	Preparation of Medical Advance & Claim re-imbursement in r/o all officers, EDP Staff, Investigator Grade-I, Investigator Grade-II, Telephone Bills, Bills related to Salary/Honorarium in r/o EUS & typing work.

(Hindi version would follow).

(Kailash G. Sharma)
Joint Director(Admn.)

Distribution:

1. Concerned Officials.
2. Joint Director(Admn.)/Head of Office, Labour Bureau, Chandigarh.
3. Joint Director(Vigilance), Labour Bureau, Chandigarh.
4. DDO/S.O.(G)/S.O.(I), Labour Bureau, Chandigarh.
5. EDP Manager, Labour Bureau, Chandigarh.
6. Adm.(G)/Adm.I/Cash Section/Pension Cell/Vigilance Section, Labour Bureau, Chandigarh.
7. PS to DG.
8. Office Order Book.
9. Hindi Cell for Hindi version.