

RTI MANUAL

Under Section (4) (1) (b) of the
RTI Act (2025-26)

Particulars of VVGnLI's Organization, functions and duties

Brief History

V. V. Giri National Labour Institute is a premier national institution involved with research, training, education, publication and consultancy on labour related issues. The Institute, established in 1974, is an autonomous body of the Ministry of Labour, Government of India. The Institute was renamed in 1995 in honour of the late President of India, Shri V.V. Giri.

The Institute is dedicated through its core activities:

- To address the issues of transformation of the world of work in a global economy;
- To project labour issues as a core concern of policy making ;
- To empower the social actors with capacities to meet the challenge of change ;
- To highlight the role of labour in shaping of modern India ; and
- To preserve and disseminate information on labour matters.

Name and Address of the Organisation

V. V. Giri National labour Institute
Sector-24, Noida
Uttar Pradesh – 201301
(<https://www.vvgnli.gov.in/>)

Head of the Organisation: Dr. Arvind, Director General

Vision, Mission and Key objectives

Vision

“A globally reputed institution and centre of excellence in labour research and training committed to enhancing the quality of work and work relations”

Mission

Bring Labour and Labour Relations as the Central Feature in Development Agenda through:

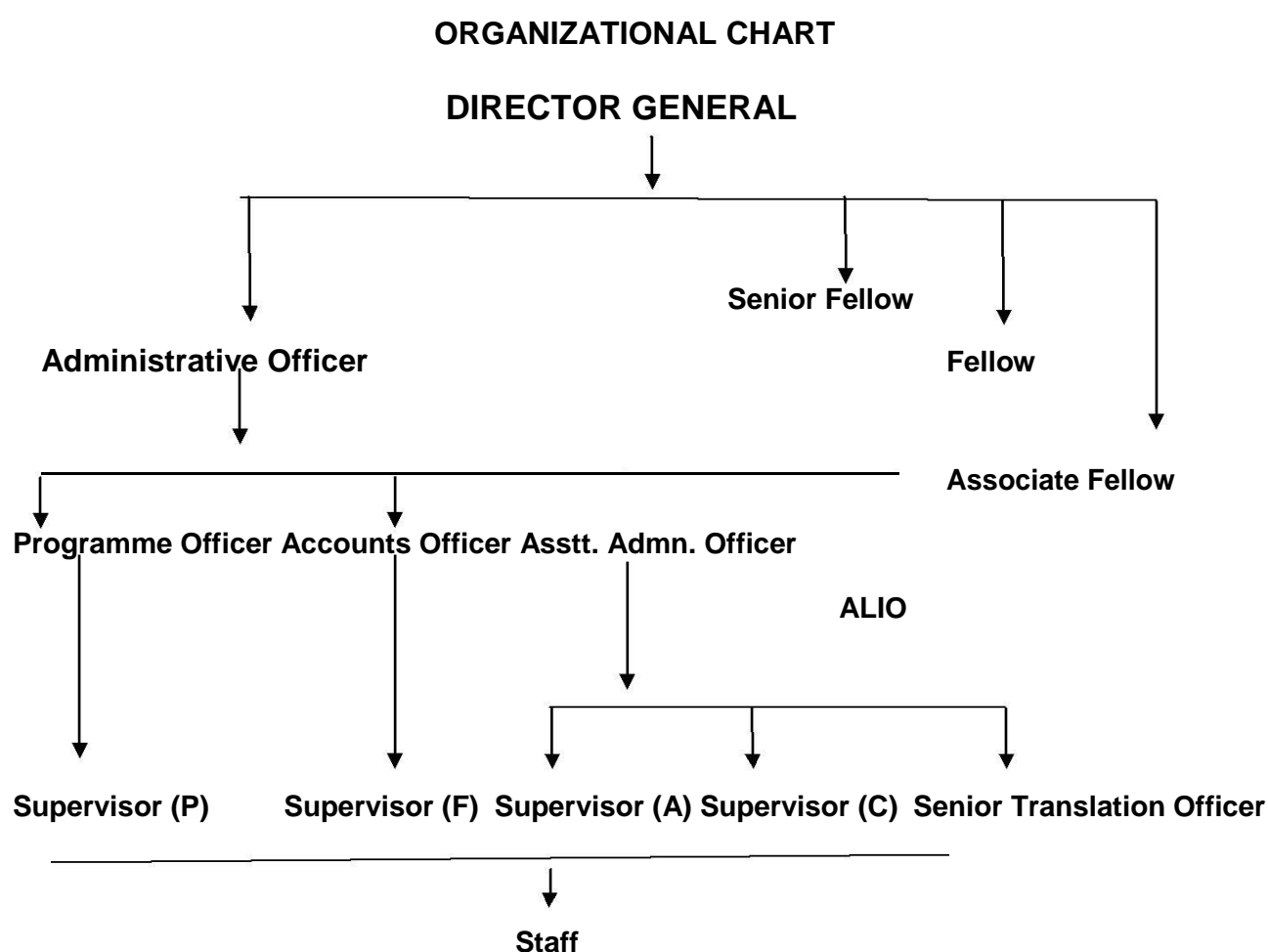
- Addressing issues of transformations in the world of work;
- Disseminating knowledge, skills and attitudes to major social partners and stakeholders concerned with labour and employment;
- Undertaking research studies and training interventions of world class standards; and
- Building understanding and partnerships with globally respected institutions involved with labour.

Key objectives

- i) To undertake, aid, promote and coordinate research on its own and in collaboration with other agencies, both national and international;
- ii) To undertake and assist in organizing training and educational programmes, seminars and workshops;

- iii) To establish wings for:
 - a. education, training and orientation;
 - b. research, including action research;
 - c. consultancy; and
 - d. publication and other such activities as may be necessary for achieving the objectives of the society.
- iv) To analyse specific problems encountered in the planning and implementation of labour and allied programmes and to suggest remedial measures;
- v) To prepare, print and publish papers, periodicals and books;
- vi) To establish and maintain library and information services;
- vii) To collaborate with other institutions and agencies in India and abroad which have similar objectives; and
- viii) To offer fellowships, prizes and stipends.

Functions and Duties: The functions and duties of the institute are detailed in the Memorandum of Association (MoA) of the institute (<https://vvgnli.gov.in/en/moa>)



Any other Details – the genesis, inception, formation of the departments and HoD from time to time as well as Committees constituted

Brief History of the institute is given in the first page of this manual. Centre-wise information is available in the website of the institute (<https://vvgnli.gov.in/>)

HoD since 2015

1.	Shri Manish Kumar Gupta	19/06/2015	01/08/2017
2.	Dr. H. Srinivas	02/08/2017	01/08/2022
3.	Shri Amit Nirmal	02/08/2022	17/04/2023
4.	Dr. Arvind	18/04/2023	Till Date

Powers and duties of its officers and employees

Faculty Members

Faculty members undertake the following to fulfil the mandate of the Institute:

- i) Research
- ii) Training and Education
- iii) Publications
- iv) Any other assignment allotted from time to time by the administration

Administrative Officer

Administrative Officer is the Head of Office and assists the Director General in general administrative services and other activities of the Institute. He is also a Drawing & Disbursement Officer of the Institute.

Asstt. Administrative Officer

Asstt. Administrative Officer assists the Administrative Officer in the administrative work and is responsible for all the work of the Administration and Coordination Sections.

Programme Officer

Programme Officer assists Director General in managing and coordinating all the training programmes, workshops and seminars and is responsible for all the works related to Programme Section.

Accounts Officer

Accounts Officer looks after all the work related to the accounts of the Institute and is responsible for all the work assigned to the Accounts Section.

Assistant Library and Information Officer

Assistant Library and Information Officer is responsible for dealing with all the works related to the library including Resource Centres on Gender, HIV/AIDS and Child Labour of this Institute.

Powers and duties of other employees

All the employees of the Institute assist their Sectional heads in discharging the work related to particular section.

Rules/orders under which powers and duty are derived and exercised

Powers & Duties of above Officers of the institute are defined in the MoA.

Work allocation

In a public authority, the competent authority allocates the work to different sections from time to time as per the provisions of MoA and institute Rules. The same is communicated through Office Orders and Notifications.

Procedure followed in decision making process

Process of decision making Identify key decision making points

The matter concerning to each and every section is routed through the Sectional Heads to the concerned officials. Decisions are taken at appropriate levels on various issues as per the extant instructions/procedure in vogue. The decisions are at different levels mainly at Director General/HoD, EC/GC, and in some cases it is at the ministry (MoLE).

Final decision making authority

Final Decision-Making Bodies: Policy matters are decided at the level of EC/GC, Ministry (MoLE) as per the MoA and Rules.

Related provisions, acts, rules etc.

As per the MoA of the Institute.

Time limit for taking a decisions, if any

According to the Clients' Citizens' Charter of the Institute.

Channel of supervision and accountability

It is as per the Organizational Chart of the Institute and every employee is accountable towards the duties assigned by the authority from time to time.

Norms for discharge of functions

Nature of functions/services offered

Research: Research occupies a primary place in the activities of the Institute. The subject of research comprises a broad spectrum of labour related issues and problems in both the organized and the unorganized sectors. While deciding the topics of research, care is taken to identify subjects and issues of topical concern and relevance to policy formulation. The Institute continues to place great emphasis on the problems and issues of labour in unorganized and organized sectors in general and the more disadvantaged among these such child labour, women labour and rural labour in particular.

Training and Education: The Institute is committed to promote a better understanding of labour problems and to find the avenues and means to tackle them. To achieve this, the Institute, through its varied activities attempts to provide education with regard to labour issues in an integrated manner. While research activities,

among other things explore the basic needs of different groups, such data as are generated in research activities are used for designing new and modifying existing training programmes. Constant feedback from the participants is used for updating the training curriculum as well as redesigning training modules.

Educational and training programmes of the Institute may be viewed as potential vehicles of structural change in labour relations. Training programmes equally emphasize attitudinal change, skill development and enhancement of knowledge.

The Institute offers education and training to the following groups:

Labour Administrators and officials of the Central and State Governments, Managers and Officers of the Public and Private Sector Industries, Trade Union Leaders and Organisers of the organised and unorganized sectors, and Researchers, Trainers, field workers and others concerned with labour issue.

Norms/standards for functions/service delivery

Proposal received from the faculty and sections is submitted to the Director General for administrative approval and decisions/sanctions/approvals are implemented. Service delivery is as per the CCC of the institute.

Time-limit for achieving the targets

Targets are achieved as per the TC of the Institute.

Process of redress of grievances

The institute has a Grievance Redressal Officer. Anyone aggrieved can file his/her written complaint with the Grievance Redressal Officer. Grievance can also be filed at www.pgportal.gov.in

Rules, regulations, instructions manual and records for discharging functions

Title and nature of the record/ manual/ instruction

Memorandum of Association and Rules & Regulations of Institute, Manual of Office Procedure, General Financial Rules of Government of India, Recruitment and Service Rules & Quarters Allotment Rules and other such rules.

Transfer policy and transfer orders

VVGNNLI is an Autonomous Body under the Ministry of Labour & Employment, Govt. of India. As such external transfer are not made. However, internal transfers are made as per the need & requirement of the Institute.

Categories of documents held by the authority under its control

Categories of documents

This manual lists the documents held by the Institute such as Annual Report, Training Calendar, MoUs, Establishment and Administration Manual (Swamy's complete manual for central government offices), Manual on Disciplinary Proceedings (Swamy's complete manual for central government offices) Confidential Reports, Cash Book and Stock Registers.

Custodian of documents

Custodians of documents are respective Section in charges.

Boards, Councils, Committees and other Bodies constituted as part of the Public Authority.

It includes General Council, Executive Council, Standing Committee on Finance, Standing Committee on Research, Standing Committee on Education, Training & Orientation. Composition, Term/Tenure and Power & Functions are detailed in the Memorandum of Association (MoA) of the institute (<https://vvgnli.gov.in/en/moa>)

The date of constitution of General Council & Executive Council is from inception and Standing Committees July 1977. The meetings are open only for members.

Directory of officers and employees

Director General	Office Direct	Office Ext.	Residence	Email
Dr. Arvind	2411470	-	-	dg.vvgnli@gov.in
P. A. to Director General	2411470 2411538	206	-	-
Faculty	Office Direct	Office Ext.	Residence	Email
Dr. Sanjay Upadhyaya Senior Fellow	2411736	215	2411207, 8743895178	sanjay.vvgnli@gov.in
Dr. Ruma Ghosh Senior Fellow	2411573	224	9810649269	rumaghosh.vvgnli@gov.in
Dr. Shashi Bala Senior Fellow	2411776	225	9873337562	balashashi.vvgnli@gov.in
Dr. Ellina Samantroy Fellow	2411533-34	223	9654654282	ellinasroy.vvgnli@gov.in
Dr. Otojit Kshetrimayum Fellow	2411533-34	212	9818107829	otojit.vvgnli@gov.in
Dr. Dhanya M.B. Fellow	2411533-34	204	9582997445	dhanyamb.vvgnli@gov.in
Dr. Manoj Jatav Fellow	2411533-34	324	9704296228	Jatav.manoj@gov.in
Shri Priyadarsan Amitav Khuntia Associate Fellow	2411533-34	251	9873013064	p.amitav.vvgnli@gov.in
Dr. Sanchari Mukhopadhyay Associate Fellow	2411533-34	351	9650558574	sanchari.bdn@gmail.com
Dr. Puja Pal Associate Fellow	2411533-34	347	9968433254	pujamhgnu@gmail.com
Dr. Meghna Dasgupta Associate Fellow	2411533-34	323	9650675300	meghnasc@gmail.com

Administration	Office Direct	Office Ext.	Residence	Email
Shri Harsh Singh Rawat Administrative Officer	2411533-34	221	9911361290	ao.vvgnli@gov.in
Shri Vinay Kumar Sharma Asst Admin. Officer	2411533-34	219	9213102817	vksharma.vvgnli@gov.in
Shri Nagesh Nitla Programme Officer	2411533-34	209	9935996989	nagesh.nitla@vvgnli.gov.in
Shri Vaibhav Raina Accounts Officer	2411533-34	205	8707889552	vaibhav.raina@vvgnli.gov.in
EPABX : 00-91-120- 2411534, 2411535, 2411472				
Fax: 00-91-120-2411471 (Programme) 00-91-120-2411474 (Director General) Email: dg.vvgnli@gov.in				

Monthly Remuneration received by officers & employees including system of compensation

Pay-Scales of Faculty Members, Officers and Employees

S.No.	Name of the Post	Pay Structure
1.	Director General	Rs. 144200-218200 (Level-14)
2.	Senior Fellow	Rs. 123100-215900 (Level-13)
3.	Fellow	Rs. 67700-208700 (Level -11)
4.	Administrative Officer	Rs. 67700-208700 (Level -11)
5.	Associate Fellow	Rs. 56100-177500 (Level-10)
6.	Asstt. Administrative Officer	Rs. 56100-177500 (Level-10)
7.	Programme Officer	Rs. 56100-177500 (Level-10)
8.	Accounts Officer	Rs. 56100-177500 (Level-10)
9.	Senior Translation Officer	Rs. 44900-142400 (Level-7)
10.	Asstt. Library & Information Officer	Rs. 44900-142400 (Level-7)
11.	Supervisor	Rs. 44900-142400 (Level-7)
12.	Senior PA	Rs. 44900-142400 (Level-7)
13.	Steno Assistant Grade I	Rs. 35400-117400 (Level-6)
14.	Assistant Grade. I	Rs. 29200-92300 (Level-5)
15.	Steno Assistant Grade II	Rs. 25500-81100 (Level-4)
16.	Assistant Grade II	Rs. 25500-81100 (Level-4)
17.	Assistant Grade III	Rs. 19900-63200 (Level-2)
18.	MTS	Rs. 18000-56900 (Level-1)

System of compensation as provided in its regulations

System of Compensation as provided in its regulations: Compensatory Leave, Child Care Leave, Earned Leave, Extra Ordinary Leave & Commuted Leave on Medical grounds, Medical care etc.

Name, designation and other particulars of public information officers

Central Public Information Officer: Shri V. K. Sharma, Asst. Admin. Officer
0120-2411533/ Ext. 219, vksharma.vvgnli@gov.in

First Appellate Authority: Shri H. S. Rawat, Administrative Officer
0120-2411533/ Ext. 221, ao.vvgnli@gov.in

No. of employees against whom Disciplinary action has been proposal/taken

No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings - NIL

Finalised for Minor penalty or major penalty proceedings - NIL

Programmes to advance understanding of RTI**Educational programmes**

VVGnLI conducted a training programme on Handling of CAT Cases & RTI during 14 – 18 October 2024. It aimed at enhancing the proficiency in managing Central Administrative Tribunal cases and RTI cases.

Efforts to encourage public authority to participate in these programmes Faculty, Officers and employees are encouraged to participate in such programmes.

Training of CPIO/APIO

CPIO and FAA of the institute participated the above mentioned training programme.

Update & publish guidelines on RTI by the Public Authorities concerned: RTI Manuals, Mandatory Disclosures, other information, etc. are uploaded/updated on regular intervals

Transfer policy and transfer orders

VVGnLI is an Autonomous Body under the Ministry of Labour & Employment, Govt. of India. As such external transfer are not made. However, internal transfers are made as per the need & requirement of the Institute. <https://vvgnli.gov.in/en/office-order-no-721-2024>

Budget and Programme

Budget allocated to each agency including all plans, proposed

expenditure and reports on disbursements made etc.

The budget and balance of each year is available in Annual Report online at (<https://vvgnli.gov.in/en/re-2024-25-be-2025-2026>)

Foreign and domestic tours

There is no separate budget for foreign and domestic tours. It is met out of the general budget as mentioned above. No. of foreign tours by HoD during 2024-25 : Nil.

Information related to procurements – through GeM

Manner of execution of subsidy programme The institute does not operate any subsidy programmes.

Discretionary and non-discretionary grants No such grant is available with the institute for allocation to State Govt./ NGOs/other institutions.

Particulars of recipients of concessions, permits of authorizations granted by the public authority Participants of all the training programmes except paid programmes are being provided free lodging/boarding and their fare is also reimbursed.

CAG & PAC paras

These are available in Annual Report of the Institute.

Publicity Band Public interface

Relevant Acts/Rules are available in the website of the institute.

Various appropriate forums/tripartite committees' meetings/discussions with stakeholders are used to evolve consensus on relevant issues whenever called for. The Institute does not involve in Public Private Partnerships.

Are the details of policies/decisions, which affect public, informed to them Yes, as mentioned above.

Dissemination of information widely and in such form and manner which is easily accessible to the public – Internet (Website): Yes

Form of accessibility of information manual/handbook

The Institute's Website (<https://vvgnli.gov.in/>) includes all the information regarding training programmes for various stakeholders and other activities of the Institute's publications are also available on the institute website.

Information manual/handbook available in Electronic format : Yes

Information manual/handbook available in Printed format: Yes available with CPIO

Whether information manual/ handbook available free of cost or not: List of Materials available at Free of Cost: The Softcopy of Annual Report, Indradhanush, Shram Sangam, NLI Research Study Series and Occasional Publications.

List of information available at reasonable cost: All the information accessible (except exempted material under provision of RTI) as per RTI Act 2005, can be

accessible from CPIO Office as per the provisions of RTI Act and its rules.

E-Governance:

RTI Manuals are available in both English and Hindi Language.

Last date of Annual updation: 13.05.2025

Information available in electronic form. List of documents/records is presented at page no. 5 above.

Particulars of facilities available to citizen for obtaining information

The detail of training programmes are available on the institute website. The Library of the Institute is open from 9.00 a.m. to 5.30 p.m. on all working days
The requisite information under RTI Act can be had from CPIO of the Institute, Shri Vinay Kumar Sharma, Asst. Admin. Officer (vksharma.vvgnli@gov.in) on all working days from 9.00AM to 5.30PM.

Such other information as may be prescribed

Grievance redressal mechanism The institute has a Grievance Redressal Officer and an ICC. Also, separate Liaison Officers are there for OBC, SC/ST, EWS/PwD categories.

Details of applications received under RTI and information provided:

Available in Annual Report

List of completed schemes/projects/programmes & List of schemes/ projects/ programme underway: Available in Annual Report

Annual Report: Available in the website of the Institute.

Frequently Asked Question (FAQs): Available in the website of the Institute.
(<https://vvgnli.gov.in/en/faqs-rti-0>)

Citizen's Charter: Available in the website of the Institute

Receipt & Disposal of RTI applications & appeals

Details of applications/ appeals received and disposed: Available in Annual Report

Replies to questions asked in the parliament

Details of questions asked and replies given are available in the website of the Institute
(<https://vvgnli.gov.in/en/replies-parliament-questions-2024-25>)

Such other information as may be prescribed:

The names, designations and other particulars of the Public Information Officers:

Current CPIO and FAA

1. First Appellate Authority

Shri H. S. Rawat
Administrative Officer
0120-2411533/ Ext. 221
ao.vvgnli@gov.in

2. Central Public Information Officer

Shri V.K. Sharma
Asst. Admin. Officer
0120-2411533/ Ext. 219
vksharma.vvgnli@gov.in

Earlier CPIOs and FAAs since 01.01.2015

Sl. No.	From – to	First Appellate Authority	Central Public Information Officer
01.	01.01.2015 – 18.06.2015	Shri Parth Pratim Mitra Director General	Shri V.K. Sharma Asst. Admin. Officer
02.	19.06.2015 – 01.08.2017	Shri Manish Kumar Gupta Director General	Shri V.K. Sharma Asst. Admin. Officer
03.	02.08.2017– 26.07.2018	Dr. H. Srinivas Director General	Shri V.K. Sharma Asst. Admin. Officer

Details of third party audit of voluntary disclosure: Available in the website of the Institute <https://vvgnli.gov.in/en/tp-audited-report-vvg-nli-2023-24>

Nodal Officer

Shri V.K. Sharma
Asst. Admin. Officer
0120-2411533/ Ext. 219
vksharma.vvgnli@gov.in

Information Disclosed on own Initiative

Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information: Available in the website of the Institute.

Whether STQC certification obtained and its validity

It is in the process.

<https://vvgnli.gov.in/en/%E0%A4%86%E0%A4%B0%E0%A4%9F%E0%A5%80%E0%A4%86%E0%A4%88-%E0%A4%AE%E0%A5%88%E0%A4%A8%E0%A5%81%E0%A4%85%E0%A4%B2-2025-26-%E0%A4%B9%E0%A4%BF%E0%A4%A8%E0%A5%8D%E0%A4%A6%E0%A5%80>

