

# RTI MANUAL

Under Section (4) (1) (b) of the  
RTI Act

(2020-21)

## **4 (b) (i) Particulars of Organization, functions and duties**

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.

### **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.

### **Functions**

- (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.

## **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 as child labour, women labour and rural labour in particular.

The following nine Centres carry out studies on the major themes related to research :

1. Centre for Labour Market Studies;
2. Centre for Rural Labour and Agrarian Relations;
3. National Resource Centre on Child Labour;
4. Centre for Employment Relations and Regulations;
5. Integrated Labour History Research Programme;
6. Centre for Labour and Health Studies;
7. Centre for Gender and Labour;
8. Centre for North East Research & Training;
9. Centre for Climate Change and Labour; and

The Institute's faculty has been allocated to these Centres in accordance with their specializations, experience and interests.

## Training and Education

The Institute is committed to promote a better under-standing 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:

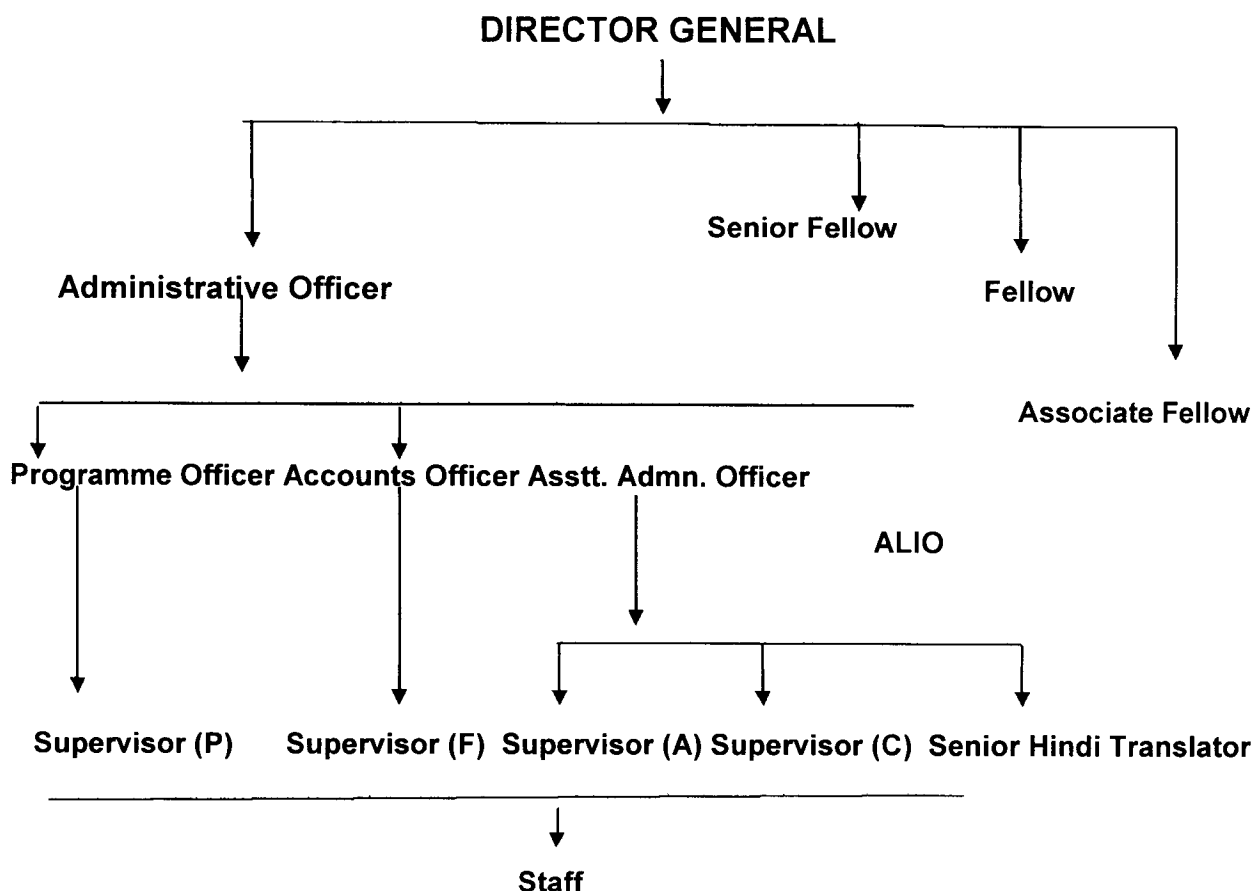
Labour Administrators and officials of the Central and State Governments,

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 other concerned with labour issue.

## ORGANISATIONAL CHART



## **4 (b) (ii) Powers and duties of its officers and employees**

### ***Faculty Members***

Faculty members undertake the following to fulfill 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.

### **Duties of Employees**

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

**Section 4(1) (b) (iii): The procedure followed in the decision making process, including channels of supervision and accountability:**

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.

**Section 4(1) (b) (iv): The norms set by it for the discharge of its functions:** The Sections take prompt action, with utmost urgency on the reference received in the section, as per the time schedule and urgency of the matter.

**Section 4(1) (b) (v): The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:** The manual followed by the institute is Manual of Office Procedure. All the work performed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time.

**Section 4(1) (b) (vi): A statement of the categories of documents that are held by it or under its control:** The names of some important documents/reports are given as under which may be seen on the Institute's website.

- a) Annual Report
- b) Training Calendar
- c) Citizen Charter

**Section 4(1) (b) (vii): The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

Various appropriate forums/tripartite committees' meetings/discussions with stakeholders are used to evolve consensus on relevant issues whenever called for.

**Section 4(1) (b) (viii): A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

A list of Councils and committees is given below:

1. General Council
2. Executive Council
3. Standing Committee on Education, Training and Orientation
4. Standing Committee on Research
5. Standing Committee on Finance

**Section 4(1) (b) (ix): A directory of its officers and employees:**

Telephone Directory				
Director General	Office Direct	Office Ext.	Residence	Email
Dr. H. Srinivas, IRPS	2411470	-	-	dg.vvgnli@gov.in
P. A. to Director General	2411470 2411538	206	-	-
Faculty	Office Direct	Office Ext.	Residence	Email
Dr. S. K. Sasikumar Senior Fellow	2411022	226	2412417, 9818893748	sasikumarsk2.vvgnli@gov.in
Dr. Helen R. Sekar Senior Fellow	2412498	239	2412355	helenrsekar.vvgnli@gov.in
Shri Sanjay Upadhyaya Senior Fellow	2411736	215	2411207, 8743895178	sanjay.vvgnli@gov.in
Dr. Ruma Ghosh Fellow	2411573	224	9810649269	rumaghosh.vvgnli@gov.in
Dr. Anoop Satpathy Fellow	2411483	238	22444536, 8743895178	anoopsatpathy.vvgnli@gov.in
Dr. Shashi Bala 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
Shri Priyadarsan Amitav Khuntia, Associate Fellow	2411533-34	251	9873013064	p.amitav.vvgnli@gov.in
Dr. Dhanya M.B. Associate Fellow	2411533-34	204	9582997445	dhanyamb.vvgnli@gov.in
Dr. Ramya Ranjan Patel Associate Fellow	2411533-34	323	8800119221	rrpatel.vvgnli@nic.in
Dr. Manoj Jatav Associate Fellow	2411533-34	324	9704296228	Jatav.manoj@gov.in

<b>Administration</b>	<b>Office Direct</b>	<b>Office Ext.</b>	<b>Residence</b>	<b>Email</b>
Shri Harsh Singh Rawat Administrative Officer	2411533-34	221	9911361290	ao.vvgnli@gov.in
Shri Vinay Kumar Asst Administrative Officer	2411533-34	219	9213102817	vksharma.vvgnli@gov.in
Shri Shailesh Kumar Accounts Officer	2411533-34	205	8192996399	shailesh.vvgnli@gov.in
Shri S.K. Verma Asst. Library & Information Officer	2411262	202	9911191995	skverma.vvgnli@gov.in
<b>EPABX : 00-91-120- 2411534, 2411535, 2411472</b>				
<b>Fax: 00-91-120-2411471 (Programme)</b> <b>00-91-120-2411474 (Director General)</b> <b>Email: dg.vvgnli@gov.in</b>				



**Section 4(1) (b) (x): The monthly remuneration received by each of its officers and employees, including the system or compensation as provided in its regulations:**

**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.	Manager (Publication)/Editor	Rs. 67700-208700 (Level -11)
6.	Associate Fellow	Rs. 56100-177500 (Level-10)
7.	Asstt. Administrative Officer	Rs. 56100-177500 (Level-10)
8.	Programme Officer	Rs. 56100-177500 (Level-10)
9.	Accounts Officer	Rs. 56100-177500 (Level-10)
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.	Senior Hindi Translator	Rs. 44900-142400 (Level-7)
14.	Steno Asstt. Gr. I	Rs. 35400-117400 (Level-6)
15.	Asstt. Gr. I	Rs. 29200-92300 (Level-5)
16.	Asstt. Gr. II	Rs. 25500-81100 (Level-4)
17.	Steno Asstt. Gr. II	Rs. 25500-81100 (Level-4)
18.	Asstt. Gr. III	Rs. 19900-63200 (Level-2)
19.	Machine Operator Gr. I	Rs. 19900-63200 (Level-2)
20.	Staff Car Driver	Rs. 19900-63200 (Level-2)
21.	Machine Operator Gr. II	Rs. 18000-56900 (Level-1)
22.	Hostel Attendant	Rs. 18000-56900 (Level-1)
23.	Office Attendant	Rs. 18000-56900 (Level-1)
24.	Attendant	Rs. 18000-56900 (Level-1)
25.	Sweeper	Rs. 18000-56900 (Level-1)
26.	Mali	Rs. 18000-56900 (Level-1)
27.	Farash	Rs. 18000-56900 (Level-1)

**Section 4(1) (b) (xi): The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:** Available in Annual Report

**Section 4(1) (b) (xii): The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:** Available in Annual Report

**Section 4(1) (b) (xiii): Particulars of recipients of concessions, permits or authorizations granted by it:** Participants of all the training programmes except paid programmes are being provided free lodging/boarding and their fare is also reimbursed.

**Section 4(1) (b) (xiv): Details in respect of the information, available to or held by it, reduced in an electronic form:** The institute regularly takes step to provide as much information suo moto to the public at regular intervals through various means of communication, including internet.

**Section 4(1) (b) (xv): The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

### **N.R. De National Resource Centre on Labour Information**

N. R De Resource Centre on Labour Information (NRDRCLI) is one of the most reputed library cum documentation centre in the area of labour studies in the country.

### **Timings**

Monday to Friday: 9.00 a.m. to 7.30 p.m.

Saturday: 9.00 a.m. to 1.00 p.m

**Section 4(1) (b) (xvi): The names, designations and other particulars of the Public Information Officers:**

1. Appellate Authority  
Shri H. S. Rawat  
Administrative Officer
2. Public Information Officer  
Shri V.K. Sharma  
Asst. Admin. Officer

**Section 4(1) (b) (xvii): Such other information as may be prescribed:**