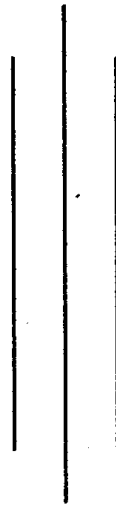


# **ANNUAL ADMINISTRATIVE REPORT**

**2007-08**



**DEPARTMENT OF LABOUR & EMPLOYMENT  
GOVERNMENT OF MANIPUR**

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2007-08  
ANNUAL ADMINISTRATIVE REPORT  
OF  
DEPARTMENT OF LABOUR AND EMPLOYMENT  
GOVERNMENT OF MANIPUR

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**Grant No. 13 Labour and Employment .**

Administrative Department of Labour and Employment, Government of Manipur, covers the following three departments, namely :-

- I. Department of Labour, Manipur.  
The Deputy Labour Commissioner, is the Head of Department.
- II. Directorate of Employment, Manipur.  
The Additional Director (Employment) is the Head of Department.
- III. Directorate of Craftsmen Training, Manipur.  
The Joint Director of Training, is the Head of Department.

All the above three departments are under the administrative control of the Commissioner (Labour & Employment).

**1. DEPARTMENT OF LABOUR, MANIPUR.**

**1. INTRODUCTION .**

The Deputy Labour Commissioner is the Head of Department. The office takes care of the interest of over 8,50,697 labourers in urban and rural areas of the state in the state by enforcing 25(twenty-five) different labour laws.

**2. STAFF STRENGTH .**

The following state level and block level personnels were employed to regulate the service conditions of the workers engaged in various employments in urban and rural areas during the year under report :-

Sl. No.	Name of the post.	No. of personnels		
		State level	Block Level	Total
1.	Deputy Labour Commissioner	1	-	1
2.	Labour Officer	1	-	1
3.	Labour Inspector	5	-	5
4.	Rural Labour Inspector	-	28	28
5.	Inspector of Statistics	3	-	3
6.	Computer	1	-	1
7.	Asst. Private Secretary	1	-	1
8.	Head Clerk	1	-	1
9.	U.D.C	2	-	2
10.	L.D.C.	4	-	4
11.	Driver	1	-	1
12.	Peon	4	-	4
13.	Chowkidar	1	-	1
<b>Total</b>		<b>25</b>	<b>28</b>	<b>53</b>

3. **BUDGET 2007-08 :-**

<b>A. Expenditure</b> ( Rs. in lakhs )			
<b>Head of Expenses.</b>	<b>Budget Estimates 2007-08</b>	<b>Revised Estimates 2007-08</b>	<b>Progress (31-12-07)</b>
- Non-plan	74.91	81.20	67.53
- Plan	6.00	6.00	0.66
<b>Total</b>	<b>80.91</b>	<b>87.20</b>	<b>68.19</b>
<b>B. Receipts</b>	5.00	1.50	0.90

It is estimated that the budget provision will be fully spent during the financial year.

4. **MAJOR ACTIVITIES OF THE DEPARTMENT :-**

4.1 **Enforcement of Labour Laws .**

25 ( twenty-five ) different Labour Laws are enforced to regulate employment and conditions of services of various workmen, to fix and enforce minimum wages of workmen employed in the unorganized sector, to protect workmen from exploitation, to prevent illegal strike by workmen and illegal lock-out by employers in the industrial establishments, to settle and adjudicate industrial disputes, to provide for welfare services of workmen, to implement schemes for social security of the workmen such as payment of the gratuity and compensation for non-employment of workmen due to retirement, retrenchment, death or disablement by employment accident etc. in the state.

Illegal strikes by workmen and illegal lockout by employers have been checked under Industrial Disputes Act, 1947. Illegal termination of employment of workmen have been checked under Industrial Disputes Act, 1947 and Manipur Shops and Establishments Act, 1972. All the shops and establishments are required to be registered under Manipur Shops and Establishments Act, 1972 to facilitate the regulation of the opening and closing of shops and the regulation of employment and conditions of service ( i.e. hours of work, interval for rest, weekly rest day, leave, misconducts, discharge, complaint against discharge, payment of compensation at the time of discharge, etc. ) of the employees therein. 7 ( seven ) complaints under Manipur Shops & Establishments Act, 1972 against illegal termination of employment of employees in shops are received during the year under report. The hearing of the complaints are going on.

All the contractors employing 20 or more workmen are required to execute works through employment of contract labour under and in accordance with the licence to be issued under the Contract Labour (Regulation & Abolition) Act, 1970. Recruitment of persons by contractors from Manipur for employment in any establishment in other states without licence issued in this behalf has been also checked. During the year under report only 7 (seven) contractors have been issued licence for execution of contract works through contract labour.

The payment of wages to women labour less than the wages paid to male labour employed in similar work in every employment in both public and private sector and the discrimination on the ground of sex against women in the matter of employment has been

checked under the Equal Remuneration Act, 1976. During the year under report no case of payment of less wage to women labour and discrimination in the employment of women was received by the Claims Authority ( Labour Officer ).

The prohibition of child labour below 14 years of age and bonded labour have been enforced. The occupiers of the restaurants, eating houses, workshops, construction works, etc. are required to display at their establishments the Abstract of the provisions of Sections 3 and 14 of the Child Labour ( Prohibition & Regulation ) Act, 1986 containing the prohibition of employment of child in hazardous works and the penalties for employment of child labour with a view to raise the awareness about the prohibition of employment of child below 14 years of age . 118 inspections against the employment of child in hotels, eating houses, restaurants and domestic works or domestic servant, have been carried out towards ensuring the prohibition of child labour in the said employments / occupations. Only few cases of employment of children below 14 years of age could be found in hotels, eatinghouses, restaurants etc. The occupier (owners) of the said establishments were advised not to employ children below 14 years of age any further as this attracts penal provision of the law. FIRs were not filed immediately as there is no rehabilitation scheme of the state so far.

There is no Bonded Labour in the state as per the information received from the District Magistrates who are the Implementing Agencies under the Bonded Labour System (Abolition) Act, 1976. The Centrally Sponsored Plan Scheme for Rehabilitation of Bonded Labour has been implemented to provide for the rehabilitation of bonded labourer, if any, in the state and to prevent the bonded labour system, which may occur at any time.

The minimum rates of wages for the employees employed in 15 (fifteen) different Scheduled Employments has been revised w.e.f 1-1-07 under Minimum Wages Act, 1948. The revised minimum rates of wages are the following :-

Sl. No.	Scheduled Employments	Minimum Wages (Rs.) Per day.		
		Unskilled Labour	Semi-Skilled Labour	Skilled Labour
1	2	3	4	5
1.	Employment in Agriculture.	81.40	86.65	88.40
2.	Employment in Public Motor Transport.	81.40	86.65	88.40
3.	Employment in Dam Construction and Irrigation Works.	81.40	86.65	88.40
4.	Employment in Shops and Establishments.	81.40	86.65	88.40
5.	Employment on Construction or Maintenance of Roads or in Building Operations.	81.40	86.65	88.40
6.	Employment in Water Supply (Operation, Maintenance of Water Treatment and Distribution System) Sanitation and Drainage.	81.40	86.65	88.40
7.	Employment in generation, Transmission, Distribution and Supply of Electricity or any other form of power.	81.40	86.65	88.40
8.	Employment in Spinning, Weaving, Printing, Dying, Finishing Bleaching of Silk and Pinafibre.	81.40	86.65	88.40
9.	Employment in Wool Spinning and Knitting in Handloom or in Cotton Spinning in Mill or Handloom.	81.40	86.65	88.40
10.	Employment in Manufacture of Dolls and Toys and Brass and Bell Metal.	81.40	86.65	88.40

Sl. No.	Scheduled Employments	Minimum Wages (Rs.) Per day.		
		Unskilled Labour	Semi-Skilled Labour	Skilled Labour
1	2	3	4	5
11.	Employment in Wood, Bamboo and Cane Furniture and fixture.	81.40	86.65	88.40
12.	Employment in Metal and Alloy Industries.	81.40	86.65	88.40
13.	Employment in Preparation of Soil, Land Development and other Agricultural Operations.	81.40	86.65	88.40
14.	Employment in Plantation of Silk Worm Food Plants for Silk worm.	81.40	86.65	88.40
15.	Employment in Maintenance of Silk Worm Plants in Sericulture Farms.	81.40	86.65	88.40

During the period under report 69 (sixty-nine) cases of payment of wage less then the revised minimum rates wage to the employees have been booked and the employers have been noticed for payment of the said due wages ( i.e. arrears of wages ) in the shops and establishments.

A total amount of Rs. 19,64,518.00 only are distributed to 7 (seven) workmen by orders of the Commissioner for Workmen's Compensation under the Workmen's Compensation Act, 1923 in 7(seven ) cases of personal injury to workmen. 28 ( twenty eight ) claim applications for awarding of compensation have been registered under the said Act during the year under report and 19 (nineteen) claim applications have been disposed off during the year under report.

## 5. Labour Welfare Programmes.

### 5.1 Elimination of Child Labour .

The employment of child below 14 years of age in shops and establishments is prohibited under Shops and Establishments Act, 1972 and the employment such child in 15 (fifteen) occupations and 57 (fifty seven) processes also is prohibited under the child labour (Prohibition & Regulation) Act, 1986. In the survey conducted in the Imphal Municipal areas in 2005, only 233 (two hundred thirty three) such child laboureres were identified. The employment of child labour is practiced in the state inspite of the said prohibitions. Therefore, awareness generation programmes have been taken up to stop employment of child labour in addition to the enforced of the said Act.

The employment of child below 14 years of age as Domestic Worker or Servant and the employment of child below 14 years of age in Hotels, Restaurants, Tea-Stalls, Dhabas, Recreational Centers, etc. are prohibited under the Child Labour ( Prohibition & Regulation ) Act, 1986. w.e.f. 10-10-06 Employment of child labour has been noticed in few establishments, but the actual number can not be indicated as a survey is necessary. Moreover, the state is yet to bring a child labour rehabilitation programme. The Child Labour Rehabilitation – cum – Welfare Funds are being constituted to provide the rehabilitation and welfare of the child labourers in the state as per the scheme pronounced by the Hon'ble Supreme Court.

## **5.2 Labour Education .**

The Labour Education for improvement of awareness amongst the workers, the employers and the NGOs are provided through the Awareness Generation Programmes. At the state level, 3 (three) day's training cum awareness programme was organized at Imphal in which the trainers from the V.V. Giri National Labour Institute, Noida were invited. In the said programme 45 (forty-five) persons from Shop-Owners, Salesmen, Workers, Trade Union and NGOs participated in the programme. The National Safety Day / Week campaign will be observed on 4<sup>th</sup> March, 2008 in which representatives of the labour groups / unions will participate and experts from the departments including Commerce & Industries, Health and Labour Department will discuss the important issues concerning the safety and health of the workers at work places. Two more awareness programmes are likely to be carried out during this financial year itself.

## **5.3 New 20-Point Programme .**

The New 20 Points Programme ( ensuring social security unorganized labourers under labour laws, such as equal pay for equal works, equal wages for man and women labour in similar works, employment security, life insurance, minimum wages, etc.) is implemented to generate awareness of the unorganized labourers with a view to ensuring the benefits of the various labour laws and other schemes as in force in this state to them. 5 (five) programmes covering 400 ( four hundred ) unorganized labourers are proposed to be carried out during the year under report. 1 (one ) programme covering 80 ( eighty ) unorganized labourers had been performed. The other programmes will be performed during this financial year.

## **5.4 Financial Assistance to Building Workers .**

The provisions for providing old age pension, housing advance/loan, maternity benefit, medical expenses for major ailment financial assistance for education of children and financial assistant in the accident to the building workers as provided by the Building and other Construction Workers (Regulation of Employment & Conditions of Scheme) Act, 1996 will be implemented as soon as the Rules are made by the Government of Manipur. The building workers who will be registered under the Act are entitled to the said financial assistances. The Draft Rules is being put up to the State Cabinet for approval.

## **5.5 Others .**

Two Night Shelter Homes for the workers separately for female workers and male workers have been proposed to be established to provide night shelter for the workers at Imphal. One such Home will be constructed during 2008 – 09.

Steps have been taken up for implementation of the National Health Insurance Scheme for unorganized Sector Workers in next five years ( 2008 – 13 ). 1 ( one ) district will be covered in 2008 – 09 and two districts will be covered in each in the following years.

**P.T.O....6/-**

## CRAFTSMEN TRAINING

### TRAINING SERVICE

The Directorate of Craftsmen Training, Manipur which was set up in 1980 is under the Administrative control of the Commissioner (Lab. & Emplt.)/ Ex-Officio Director of Training. The Joint Director of Training is the Head of Department, assisted by 11 (Eleven) officers viz.

i) Principal ITI, Imphal	- 1 No.
ii) Dy. Director of Training	- 1 No.
iii) Surveyor App.	- 1 No.
iv) Accounts Officer	- 1 No.
v) Superintendent (Tech.)	- 5 Nos.
vi) Supervisor (Tech.)	<u>- 2 Nos.</u>
	11 Nos.

The Director General of Employment and Training, Government of India is responsible for laying down the policies and training standard. The responsibility for the day to day administration and implementation of training programmes in the ITI rests with the State Government and its machineries.

The Department implements the following schemes:

- (i) CRAFTSMEN TRAINING SCHEME AND
- (ii) APPRENTICESHIP TRAINING SCHEME

### INSTITUTE WHERE TRAINING IS IMPARTED AT PRESENT

The State has 11 Industrial Training Institutes covering all the Districts of Manipur.

Sl. No.	<i>Name of ITI and place</i>	Year of Estt.	Trade Unit	No. of Seats
1	ITI, Takyel, Imphal West District	1959	22 Units	352 seats
2	ITI, Saikot, CC Pur District	1972	6 Units	92 seats
3	ITI, Ukhrul, Ukhrul District	1972	3 Units	48 seats
4	Women ITI, Takyel, Imphal west District	1993	5 Units	80 seats
5	ITI, Senapati, Senapati District	1974	4 Units	60 seats
6	ITI, Jiribam, Jiribam Sub-Division	1980	2 Units	32 seats
7	ITI, Tamenglong, Tamenglong District	1974	10 Units	160 seats
8	ITI, Imphal East, Imphal East District	2003	8 units	132 seats
9	ITI, Kakching, Thoubal District	2003	8 Units	128 seats
10	ITI, Ningthoukhong, Bishnupur District	2003	8 Units	128 seats
11.	ITI, Chandel, Chandel District	2003	8 Units	128 seats
<b>Total:</b>			<b>84 Units</b>	<b>1348 seats</b>

The minimum number of Trade Units required for an ITI to be approved by the National Council for Vocational Training (NCVT) is 8 (eight). ITIs at Sl. No. 2 – 6 are yet to be upgraded to this standard. ITI Ukhru will have 10 Trade Units when the construction of its building under SPA will be completed, likely in 2008-09.

The main function and responsibility of the Department under Craftsmen Training Scheme and Apprenticeship Training Scheme is “Skill Development” for:-

- ( i ) making increase in Industrial production for betterment of socio-economic condition of the people.
- ( ii ) solving the unemployment problems among the educated youths by promoting self employment.
- ( iii ) giving upliftment of training standard by replacing outdated tools/machineries by new ones.
- ( iv ) giving training especially to Ex-ITI trainee to make more skilled.

## **PHYSICAL ACHIEVEMENT**

### ***A) Craftsmen Training Scheme***

Under this scheme young persons in the age group of 14-40 years are trained through institutional system of training in 11 (Eleven) Industrial Training Institutes with training capacity of 1340 (One thousand three hundred and forty) seats in Engineering and Non-engineering trades. The period of training for most of the Engineering trades is 2 (Two) years while that on Non-engineering trade is 1(one) year. The minimum educational qualification for the admission to these trades varies from Class X<sup>th</sup>/HSLCE to XII<sup>th</sup> classes (Science/Commerce) or its equivalent.

The training in the Industrial Training Institutes is given with the facilities like free workshop, free raw materials, free games, free recreation, free study tour, free hostel accommodation etc. and stipend @ of Rs. 120/- (Non-Hosteller) and Rs. 150/- (35 Hosteller, ITI Imphal only) per trainee per month to all the trainees.



i) **Physical Progress of Trainees ( 2006-07)**

Sl. No.	No. of seating capacity for 11 ITIs, Manipur	Courses	No. of trainees admitted	No. of trainees appeared	No. of passed out trainees July 2007.	Remarks
1	3	4	5	6	7	8
1	1340 seats	i) 1 (one) yr. final	548	460	388	72 trainees failed
		ii) 2 <sup>nd</sup> yr. final	169	131	117	14 trainees failed
		<b>Total</b>	<b>717</b>	<b>591</b>	<b>505</b>	<b>86 trainees failed</b>
		iii) 2 <sup>nd</sup> yr. preliminary	251	-	-	Promoted to 2 <sup>nd</sup> yr. final exam to be held in July, 2008.
		<b>Grand Total</b>	<b>968</b>			

ii) **No. of trainees enrolled for the session 2007-08/09 (1st year & 2nd year courses)**

Sl. No.	No. of Seating capacity for 11 ITIs, Manipur	No. of admitted trainees for the session 2007-08/09	No. of Trainees enrolled	Nos. of Short fall trainees
1	<b>Total: 1340 seats</b>	i) 1 yr. final ii) 2 <sup>nd</sup> yr. final iii) 2 yrs. preliminary	<b>538</b> <b>242</b> <b>185</b>	<b>375 nos.</b>
	<b>Grand Total: 1340 seats</b>		<b>965</b>	<b>375 nos.</b>

**B) Apprenticeship Training**

Apprentices Act, 1961 makes it obligatory for employees in specified industries to engage apprentices as per prescribed ratio. The training consists of basic training followed by on the job or shop training with related instruction throughout the period of training.

The number of App. seats allotted by the Government of Manipur is 80 seats. So far, in 15 trades Viz 1) Welder, 2) Carpenter, 3) Diesel Mech., 4) Fitter 5) Turner, 6) Machinist, 7) Wireman, 8) Electronics, 9) Mechanic (Agriculture & Machineries), 10) Instrument Mechanic 11) Mechanic. (Motor Vehicle), 12) Surveyor, 13) Draughtsmen (Civil/Mech.), 14) Mechanic Radio and Television 15) Electrician stipend @ of Rs. 130/- (for 2<sup>nd</sup> years course) and Rs. 150/- (for 3<sup>rd</sup> years course) per trainee per month is given to all the apprentices. The apprenticeship training have been given in 25 establishments indicated below:

**i) PUBLIC SECTOR**

- 1) P.W.D, Government of Manipur.
- 2) I.F.C.D, Government of Manipur.
- 3) P.H.E.D, Government of Manipur.
- 4) Power Department, Government of Manipur.
- 5) Minor Irrigation, Government of Manipur.
- 6) C.A.D.A, Manipur
- 7) P.D.A., Manipur.
- 8) Manipur Housing Corporation, Manipur.
- 9) Town Planning Department, Manipur.
- 10) Directorate of Backward and Tribal Welfare Department, Manipur.
- 11) T.P. Cell, Manipur.

**ii) PRIVATE SECTOR**

- 1) Imphal Electrical & Motor Mechanical Works,  
Sagolband Bijoy Govinda, Imphal.
- 2) Imphal Iron Industries,  
Sagolband Oriental College Gate.
- 3) East India Motor Workshop,  
New Checkon, Imphal.
- 4) Kangla Automobile and Electrical Works,  
Thangmeiband Hijam Dewan Leikai, Imphal.
- 5) Eastern Motor,  
Chingmeirong West, Imphal.
- 6) B.S. General Engg. Works,  
Chingmeirong.
- 7) Jupiter Furniture Industries,  
Kwakeithel Mayai Koibi, Imphal.
- 8) S.B. Furniture House,  
Sangaiprou, Imphal
- 9) J.M. Furniture House,  
Takyel Kolom Leikai
- 10) Kanglei Ushang  
Tera Khurajam Leikai, Imphal.
- 11) ATTE Furniture House,  
Wahengbam Leikai, Imphal
- 12) People Furniture House,  
Naoremthong Laishram Leirak, Imphal.
- 13) Poly Wood Works,  
Sagolband Sayang, Imphal.
- 14) Manipur Standard Furniture House,  
Nagaram Stadium Road, Imphal.

The intake and passed out Apprentice for the year ending May, 2007 and the enrolled apprentices for 2007-08 are indicated below:-

**i) Intake Capacity & passed out App. Trainees for the year ending May, 2007**

Sl. No.	Designated Trades	No. of trainees appeared	No. of trainees passed	No. of trainees failed	Remarks
1.	Draughtsmen (Mechanical)	7	7	x	
2.	Surveyor	2	1	1	
3.	Motor Mechanical	4	3	1	
4.	Turner	1	1	x	
5.	Electronics	9	9	x	
6.	Welder	1	x	1	
<b>Total:</b>		<b>24</b>	<b>21</b>	<b>3</b>	

**ii) Present Capacity Undergoing App. Training session from April, 2007-08**

Sl. No.	Trade	No. of App. Trainees enrolled
1.	Mechanic (Agriculture & Machineries)	4 nos.
2.	Diesel Mechanic	3 nos.
4.	Wireman	5 nos.
5.	Electrician	1 no.
6.	Electronics	4 nos.
<b>Total:</b>		<b>17 nos.</b>

**Construction of ITI Buildings**

Under the CSS of PM's package for the North East, 5 new ITIs buildings have been under construction viz. ITI/ Ningthoukhong, ITI/ Kakching, ITI/Phaknung, ITI/Chandel, and ITI/Tamenglong. Another 4 ITIs are strengthened viz. Women ITI/ Takyel, Imphal, ITI/Takyel, Imphal, ITI/Senapati and ITI/Saikot. Construction of all the new buildings are in the final stage and likely to be completed during 2007-08.

**I.T.I. Ukhrul, (Under SPA Plan)**

The ITI, Ukhrul has been running with 3 (three) trades viz. (1) Carpentry (2) Stenography and (3) Wireman with seating capacity of 48 seats. Presently ITI, Ukhrul is running on a rented building as a branch of ITI, Imphal which is affiliated to NCVT since 1972.

Under SPA during 2006-07 a sum of Rs. 425.00 lakhs was made available against a provision of Rs. 430.00 lakhs in the budget for construction of ITI, Ukhrul and staffs quarter buildings. The following 7 (seven) new trades are proposed to be introduced from next session (2008-09) as the buildings are likely to be completed.

1. IT & ESM	-	16 seats
2. Fitter	-	16 seats
3. Welder	-	12 seats
4. Motor Mech.	-	16 seats
5. Mech. Electronics	-	16 seats
6. Hair & Skin Care	-	16 seats
7. Preservation of fruits & Vegetables	-	16 seats.
Sub Total	-	108 seats.

**Total Seating capacity = Existing + New = 48 + 108 = 156 seats.**

A land of an area of 8.00 acres, C.S. dag No. 7 & 13 of Ukhrul small Town (Sheet No. – I) has been purchased by the Government of Manipur for the said I.T.I. Under Ukhrul District, vide Director, Settlement & Land Records order No. 400/6-MS & S.O(Hills) UKHL/06/DSLRL, Imphal the 13<sup>th</sup> July, 2006 at a cost of Rs. 15.00 lakhs.

SEATING /INTAKE CAPACITY OF ITI, UKHRUL.

Sl. No.	Name of Trade	Total Seating Capacity.	Remarks
1	Stenography	16	Existing Trades
2	Wireman	16	
3	Carpenter	16	
4	IT & ESM	16	Session targeted to be started in August, 2008.
5	Fitter	16	
6	Welder	12	
7	Motor Mechanic	16	
8	Mechanic Electronics	16	
9	Hair & Skin Care	16	
10	Preservation of Fruits & Vegetables.	16	
<b>Total:</b>		<b>156</b>	

FINANCIAL TARGET:

**A) NON-PLAN**

During the financial year, 2007-08, there is a provision of Rs. 170.22 lakhs in the Budget Estimate, 2007-08(Non-Plan) out of which an expenditure of Rs. 162.03 lakhs has already been incurred upto the end of December, 2007 and Rs. 67.09 lakhs is likely to be spent for the remaining 3(three) months of the Financial year, 2007-08.

On 6/11/2007, out of 133 existing employees, 77 employees (47 Grade - III employees & 30 Grade -IV employees) have been given/granted financial upgradation under the ACP Scheme with effect from 1-7-2005.

**B) PLAN**

There is a provision of Rs. 200.00 lakhs in the State Plan Budget 2007-08 and a sum of Rs. 48.97 lakhs is already incurred upto the end of December, 2007 and Rs. 151.03 lakhs is likely to be spent in the remaining (3) three months of the Financial year ending March, 2008. Out of Rs. 151.03 lakhs, Rs. 77.00 lakhs is proposed to be incurred for payment of Salaries and Stipend under CSS.

**C) SPA (ITI Ukhurul)**

Out of an approved outlay of Rs. 430.00 lakhs under SPA during 2006-07 a provision of Rs. 409.67 lakhs was approved for civil works and Rs. 15.00 lakhs was spent for land till date, a sum of Rs. 389.20 lakhs have already been sanctioned and utilised for the constructions of ITI building at Ukhurul. A sum of Rs. 20.47 lakhs being last instalment for is yet to be deposited to the executing agency viz. MPTIC Ltd. and the proposal for sanction is in the process. Till date 80% of the works of the civil works is completed. The whole amount is likely to be utilised by the end of March, 2008.

**EXISTING STAFF STRENGTH OF DIRECTORATE OF CRAFTSMEN TRAINING (ITIs) FOR PLAN AND NON-PAN:**

				Details in Annexure I & II		
				Existing		
Categories of Posts.	Non-Plan	Plan	Total	S.T.	S.C.	General
1.	2.	3.	4.	5.	6.	7.
Class – I	2	Nil	2	x	x	2
Class – II	10	Nil	10	2	x	8
Class – III	104	Nil	104	11	1	92
Class – IV	42	Nil	42	11	1	30
<b>Total</b>	<b>158</b>		<b>158</b>	<b>24</b>	<b>2</b>	<b>132</b>

**DETAILS OF STAFFS STRENGTH (ITI) – A**  
**(Non-plan)**

Annexure - I

Sl.No.	Name of posts	No. of posts.
<b>Class - I</b>		
1.	Principal, ITI, Takyel, Imphal	1
<b>Class – II</b>		
2.	Deputy Director of Training	1
3.	Accounts Officer, Directorate of Training	1
4.	Superintendent (Technical)	4
5.	Supervisor (Technical)	2
<b>Class – III</b>		
6.	Instructor Mathematics	6
7.	Instructor (Language) (Non-Engg)	1
8.	Librarian	1
9.	Store Keeper (Technical)	1
10.	Hostel Supt.-cum-Physical Instructor	1
11.	Compounder	1
12.	Maintenance Mechanics	1
13.	Crafts Instructors Engg. Trade (Sr. and Jr.)	31
14.	Instructor Stenography (Non Engineering)	6
15.	Office Superintendent/Head Clerk/Accountant	3
16.	U.D.C.,s	6
17.	L.D.C.,s	7
18.	S.I,s	2
19.	Driver	1
<b>Class – IV</b>		
20.	Grade-IV	15
21.	Workshop Attendant	7
	<b>A) Total Post:</b>	<b>99</b>

**DETAILS OF STAFFS STRENGTH (DIRECTORATE OFFICE) – B  
(Non-Plan)**

Sl. No.	Name of Posts	No. of Posts.
Class - I		
1.	Joint Director of Training	1
Class - II		
2.	Superintendent (Technical)	1
3.	Surveyor (APP)	1
Class - III		
4.	Instructor Mathematics	1
5.	Instructor (Language) (Non-Engg.)	1
6.	Instructor (Computer) (Non-Engg.)	1
7.	Instructor (Social Study) (Non-Engg.)	2
8.	Technical Asst. (Engineering)	1
9.	Hostel Superintendent	1
10.	Instructor (Type Mechanics)	3
11.	Crafts Instructors (Engineering)	10
12.	Instructor (Stenography) (Non-Engineering)	1
13.	Upper Division Clerks	2
14.	Lower Division Clerks	6
15.	Driver	1
16.	Instructor Secretarial Practice (Non-Engg.)	1
17.	Instructor Dress Making (Non-Engg.)	1
18.	Instructor Embroidery (Non-Engg.)	1
19.	Instructor Wool Knitting (Non-Engg.)	1
20.	L.D.C.,s (Rehabilitation)	2
Grade – IV		
21.	Grade – IV	20
<b>B) Total post:</b>		<b>59</b>
<b>Grand Total A+B</b>		<b>158</b>

**C) Contract Staff (Under CSS Scheme I & II)**

**PLAN**

For the implementation of the Scheme I (Establishment of 5 new ITIs) & Scheme II (Strengthened of 4 existing ITIs), the following teaching and non teaching staffs are employed on contract basis:

Sl. No.	Name of posts	No. of posts
1.	2	3
<b>Scheme- I</b>		
Class - I		
1.	Principals	5
<b>Class - III</b>		
2.	Crafts/Vocational Instructors	50
3.	Hostel Superintendents	5
4.	Store Keepers	5
5.	L.D.Cs	15
6.	Stenographers	5
<b>Class - IV</b>		
7.	Workshop Attendant	11
8.	Peon	9
9.	Chowkidar- cum - Sweeper	5
<b>Total posts for (Scheme I):</b>		<b>110</b>
<b>Scheme - II</b>		
<b>Class - III</b>		
10	Crafts/Vocational Instructors	9
<b>Class -IV</b>		
11	Workshop Attendant	3
<b>Total posts for (Scheme II)</b>		<b>12</b>
<b>Grand Total (Scheme I + Scheme II)</b>		<b>122</b>



SEATING CAPACITY OF BOTH EXISTING AND NEW PM PACKAGE

SEATING/INTAKE CAPACITY OF ITIs IN MANIPUR DURING 2006-07/08 (LONG TERM COURSES, LTC)													
Sl.No.	Name of trades	Takyel	W.ITI	Saikot	Ukl.	Snpt.	Jbm.	IE	Kak.	Ning.	CDL.	Tml.	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Stenography	16	-	16	16	16	16	-	-	-	-	16	96
2	Carpenter	16	-	16	16	16	-	-	16	16	16	16	128
3	Welder	12	-	12	-	12	-	-	12	12	12	12	84
4	Computer (COPA)	40	-	-	-	-	-	20	20	20	20	20	140
5	Wireman	16	-	16	16	16	16	-	-	-	16	16	112
6	Electrician	16	-	-	-	-	-	-	-	-	-	-	16
7	Instrument Mechanic	16	-	-	-	-	-	-	-	-	-	-	16
8	Fitter	16	-	-	-	-	-	-	-	-	-	-	16
9	Turner	12	-	-	-	-	-	-	-	-	-	-	12
10	Mechinist	16	-	-	-	-	-	-	-	-	-	-	16
11	Motor Mechanic	32	-	-	-	-	-	-	-	-	-	-	32
12	Farm Mechanic	16	-	-	-	-	-	-	-	-	-	-	16
13	Surveyor	16	-	-	-	-	-	16	16	16	16	16	80
14	Draughtsman Mechanic	16	-	-	-	-	-	-	-	-	-	-	16
15	Draughtsman Civil	-	-	16	-	-	-	16	16	16	16	16	80
16	General Electronics	32	-	-	-	-	-	16	16	16	16	16	80
17	Mechanic (Radio & TV)	32	-	-	-	-	-	-	-	-	-	-	32
18	Plastic Processing	16	-	-	-	-	-	-	-	-	-	-	16
19	Diesel Mechanic	16	-	-	-	-	-	-	-	-	-	-	16
20	Secretarial Practice	-	16	-	-	-	-	16	16	16	16	16	96
21	Embroidery & needle works	-	16	-	-	-	-	16	16	16	16	16	64
22	Dress making	-	32	16	-	-	-	-	16	16	16	16	96
23	IT & ESM	-	-	-	-	-	-	16	16	16	16	16	48
24	Hair & Skin care	-	16	-	-	-	-	-	-	-	-	-	16
25	Refrigerator & Air conditioning (RAC)	-	-	-	-	-	-	16	16	16	16	16	16
Total Seats		352	80	92	48	60	32	132	128	128	128	160	1340

## EMPLOYMENT

### (1) ORGANISATIONAL SET UP :-

The Employment Service, Manipur came into existence in 1957 and has been working with its Directorate of Employment as controlling body tending upon administration, establishment and financial supervision, under which there are 9 (nine) District Employment Exchanges, namely, (1) Employment Exchange, Imphal West (2) District Employment Exchange, Imphal East (3) District Employment Exchange, Bishnupur (4) District Employment Exchange, Thoubal (5) District Employment Exchange, Senapati (6) District Employment Exchange, Tamenglong (7) District Employment Exchange, Chandel (8) District Employment Exchange, Churachandpur (9) District Employment Exchange, Ukhrul, 5(five) Town Employment Exchanges, namely, (1) Town Employment Exchange, Jiribam (2) Town Employment Exchange, Kangpokpi (3) Town Employment Exchange, Moreh (4) Town Employment Exchange, Sugnu (5) Town Employment Exchange, Tamei and one Employment Information and Assistance Bureau at Saikul.

Further, there are other units, namely, (1) University Employment Information & Guidance Bureau, Manipur University, Canchipur which was opened for the Manipur University alumni as per All India norms. (2) Special Employment Exchange for Physically Handicapped Persons, Imphal (3) Vocational Guidance and Career Study Unit, Imphal and (4) Self Employment Promotion Cell, Imphal which are under the direct control of the Directorate of Employment.

### (2) MAIN FUNCTIONS AND ACTIVITIES

The main function of the Employment Service, Manipur is to render services like registration of job-seekers, sponsoring of candidates against notified vacancies of the State Govt., Central Govt. and Private Sectors, Registration Guidance, dissemination of career information with booklets, pamphlets, career talks, information for employment opportunities by publishing employment bulletin, information on training facilities, updation of information of Self-Employment under Vocational Guidance programme. Reports and Returns collected from all establishments are submitted to Directorate General of Employment & Training, New Delhi under Employment Market Information programme.

Staff strength in this organization is shown in Annexure "A".

contd...18/-

Annexure – “A”

**EXISTING STAFF STRENGTH IN RESPECT OF EMPLOYMENT SERVICE, MANIPUR AFTER DOWN SIZING:**

Sl.No.	No. of existing posts	Grade	Nos.
	<b>GAZETTED</b>		
1.	Additional Director	I	1
2.	Employment Officer	I	1
3.	Deputy Director	I	1
4.	Assistant Director	II	1
5.	State Employment Officer	II	1
6.	State Vocational Guidance Officer	II	1
7.	District Employment Officer	II	5
8.	Asstt. Employment Officer	II	12
	<b>NON-GAZETTED</b>		
9.	Junior Employment Officer	III	1
10.	Asstt. Private Secretary	III	3
11.	Research Assistant	III	1
12.	Sub-Inspector of Statistics	III	12
13.	Technical Assistant	III	7
14.	Head Clerk	III	1
15.	U.D.C.	III	11
16.	Computer	III	5
17.	L.D.C.	III	28
18.	Driver	III	2
19.	Sorter	III	3
	<b>GROUP – D</b>		
20.	Daftry	IV	1
21.	Peon	IV	23
22.	Chowkidar-cum-Sweeper	IV	12
23.	Sweeper	IV	1
	<b>Total:</b>		<b>134</b>

Contd...19/-

**PHYSICAL ACHIEVEMENT IN RESPECT OF EMPLOYMENT SERVICE,  
MANIPUR DURING THE PERIOD FROM 1-1-07 TO 31-12-07.**

1. **Employment Exchange Policy and Procedure:**

i) **Registration** : Particulars of employment seekers are recorded in a prescribed Register for rendering him/her employment assistance. In this process of registration, the number of persons registered during the period from 1-1-07 to 31-12-07 was 19,011 (Male – 10,749 and Female – 8,262).

Till 31<sup>st</sup> December, 2007 the number of applicants available in the Live Register is 5,98,117 (Male – 4,30,005 and Female – 1,68,112).

ii) **Vacancy Notified** : Under the Employment Exchanges(Compulsory Notification of Vacancies) Act, 1959 every employer shall notify any vacancy of all the public sector and Act private sector establishments carrying total emoluments of Rs.60/- or over per month and of over 3(three) months duration. The number of vacancies notified during the period from 1-1-07 to 31-12-07 are given below:-

<u>Central Govt.</u>	<u>State Govt.</u>	<u>Quasi-Central</u>	<u>Quasi-State</u>	<u>Total</u>
61	560	2	15	638

iii) **Submission (sponsoring of candidates):** Under the process of submission, the Employment Exchanges in Manipur sponsored the following number of candidates during the period from 1-1-07 to 31-12-07.

<u>Male</u>	<u>Female</u>	<u>Total</u>
29,170	18,433	47,603

2. **Employment Market Information** : Information concerning the Employment Market, Information under this programme is regularly submitted to the Govt. of India as detailed below:-

<u>Sl.No.</u>	<u>Name of Returns</u>	<u>No</u>	<u>Total in a year</u>
1.	Monthly	5	60 (5x12)
2.	Quarterly	7	28 (7x4)
3.	Half Yearly	6	12 (6x2)
4.	Annual	7	7 (7x1)
5.	Biennial	1	1
<b>Total</b>			<b>108</b>

An employer shall furnish to the local Employment Exchange Quarterly Return in the form ER-I and Biennial Return in the form ER-II under the Employment Exchanges (Compulsory Notification of Vacancies) Act. 1959 and report (Employees Census) from 989 State Govt./Central Govt./Quasi-State /Quasi-Central/Private Sector Establishments are collected. The number of employees about whom the statements of ER-I & ER-II submitted by the District Employment Exchanges to the Directorate of Employment, as well as to the Govt. of India are:-

<u>Male</u>	<u>Female</u>	<u>Total</u>
59,615	19,575	79,190

contd...20/-

3. **Vocational Guidance** :- Under Vocational Guidance Programme, assistance is given by the District Employment Exchanges to the job seekers on matters related to vocational planning and occupational choice etc.

The number of job-seekers who were given vocational guidance during the period from 1-1-07 to 31-12-07 are as follows:-

i)	Registration Guidance :	11,922
ii)	Individual Guidance :	1,169
iii)	Group Guidance :	155

**FINANCIAL ACHIEVEMENT FOR THE YEAR 2007-08**

Demand No. :- 13  
Name of Department :- Employment Service, Manipur  
Head of Account :- 2230-Labour & Employment  
02-Employment

**PLAN**

<b><u>Budget Estimates, 2007-08</u></b>		<b>(Rs. In lakhs)</b>	
		<b><u>Expenditure/Sanction</u></b>	
1.	Salary	- Nil	-
2.	D.T.E.	- Rs.0.10	-
3.	O.E.	- Rs.7.00	1.67
4.	Other charges for Information Technology	- Rs.0.90	-
<b>Total:</b>		<b>- Rs.8.00</b>	<b>1.67</b>

**NON-PLAN**

A.	<b><u>Budget Estimates, 2007-08</u></b>		<b><u>Expenditure/Sanction</u></b>	
1.	Salaries	- Rs.167.67	144.33	
2.	D.T.E.	- Rs.1.25	-	
3.	O.E.	- Rs.1.55	-	
4.	R.R.T.	- -	-	
<b>Total:</b>		<b>- Rs.170.47</b>	<b>144.33</b>	

Sanction for almost all the available provisions is under process and amounts are likely to be utilized by March, 2008.

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