

V.V.Giri National Labour Institute

NOIDA

RTI Manual

INTRODUCTION

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.

Governing Bodies : General Council and Executive Council

The Institute is governed by a General Council, which is a tripartite body with representation from Members of Parliament, Central Government, Employers' Organisations, Worker's Organisations, and Eminent Persons who have made noteworthy contributions in the field of labour and Research Institutions. Union Minister of Labour and Employment is the President of the General Council. General Council lays down the broad policy parameters for the functioning of the Institute. The Executive Council drawn from the General Council is presided over by the Secretary, Ministry of Labour and Employment. The Executive Council controls, monitors and guides the activities of the Institute. The Director of the Institute is the Principal Executive and is responsible for the management and administration of its affairs. Director is aided in the day-to-day functioning of the Institute by a faculty representing a wide range of disciplines and by support administrative staff.

Composition of General Council

1. Union Minister for Labour & Employment : President
2. Minister of state for Labour & Employment : Vice-President
3. Six Central Government Representatives
 - i) Secretary, Ministry of Labour & Employment : Vice-President
 - ii) Addl. Secretary, Ministry of Labour & Employment : Member
 - iii) Joint Secretary or an officer of Equivalent status looking after the Work of V.V. Giri National Labour Institute in the Ministry of Labour & Employment : Member
 - iv) Financial Advisor, Ministry of Labour : Member
 - v) Secretary, Department of Secondary and Higher Education, Ministry of HRD : Member
 - vi) Advisor, LEM, Planning Commission Yojana Bhawan : Member
4. Two representatives from Workers' Organizations : Members
5. Two representatives from Employers Organizations : Members
6. Four eminent persons who have made noteworthy contribution in the field of

- labour or related fields : Members
7. Two members of Parliament (one each)
from Lok Sabha & Rajya Sabha) : Members
8. Important Institution
D.G. Gandhi Labour Institute,
Ahmedabad, Gujarat : Member
9. Representative from V.V.G.N.L.I,
NOIDA
Director, V.V.G.N.L.I : Member Secretary

Functions and Powers of the General Council

The General council shall have the following powers and functions, namely to:-

- (i) elect members of the Executive Council in accordance with Clause (i) of Rule IX;
- (ii) approve the annual budget of the Institute drawn up by the Executive Council and the budget so approved shall be submitted to the Government of India for sanction of Government Grants;
- (iii) consider the Annual Report prepared by the Executive Council;
- (iv) consider the Balance Sheet and Audited Accounts for outgoing year;
- (v) add and amend with the prior approval of the Government of India the Rules of the Institute;
- (vi) frame with the approval of the Government of India Bye-laws not inconsistent with these Rules for the regulation of the business of the Institute and in particular with reference to preparation and approval of the Budget Estimates, the sanctioning of the expenditure of contracts, the investment of the funds of the Institute, sale or alteration of such investment, accounts and audit, procedure for appointment of staff the terms and tenure of appointments, emoluments, terms and conditions governing scholarships, fellowships and deputations, grant-in-aid, research schemes and projects, rules of conduct and other conditions of service of the staff of the Institute.
- (vii) Constitute ad-hoc/special Committees, with or without power to coopt, for disposal of any business of the Institute or for advice in any matter pertaining to the Institute; and
- (viii) Perform such other functions as are entrusted to it under these Rules.

Composition of the Executive Council

- (a) Chairman of the Executive Council to be appointed by the Central Government from amongst the members of the Institute;
- (b) One nominee of the Government not below the rank of Joint Secretary in the Ministry of Labour & Employment;
- (c) Two eminent persons, who have made noteworthy contributions in the field of Labour and allied subject to be elected by the General Council from among its Members;
- (d) Members of the General Council representing the Central Trade unions, and Employers' Organisation/Public Sector Undertakings;
- (e) A Member of Parliament; to be elected by General Council from its members;
- (f) Financial Adviser, Ministry of Labour & Employment; and
- (g) The Director of the Institute shall be the Member Secretary of the Executive Council;

Functions and Powers of the Executive Council

- (i) Subject to the general control and directions of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the Institute in accordance with these Rules and the Bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.
- (A) The Executive Council shall exercise full powers with regard to financial matters subject to the following:
- (a) The overall budgetary limits as sanctioned by Government of India are observed;
 - (b) The proposals relating to emoluments structure i.e. adoption of pay scales, allowances and revisions thereof and creation of posts the maximum of the scale of pay of which exceeds Rs. 15,200 (or as revised

by Government of India from time to time) shall be subjected to the prior approval of the Government of India; and

(c) The Financial Advisor, Ministry of Labour or his/her representative should be present in the meeting.

(ii) Without prejudice to the generality of the foregoing sub-rule, the Executive Council shall have the following functions, namely:

- (a) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Institute.
- (b) to create such posts subject to the observance of the ban orders etc. issued by the Government of India in this regard, appoint and control such staff other than those for whose appointment specific provision has been made elsewhere as may be required for the efficient management of the affairs of the Institute and to regulate recruitment and condition of their service;
- (c) to receive and have custody of the funds of the Institute and to manage the properties of the Institute;
- (d) to enter for and in behalf of the Institute into agreements including those containing arbitration clause;
- (e) to sue and defend all legal proceedings on behalf of the Institute;
- (f) to appoint Committees including Standing Committees with power to co-opt for disposal of any business of the Institute or for advice in any matter pertaining to the Institute provided that in cases of emergency the Chairman of the Executive Council shall have the power to appoint such Committees;
- (g) to accept the management of any endowment trust funds, subscription or donation provided that it is not attended by any condition inconsistent or in conflict with the objects of the Institute;
- (h) to draw up the Annual Budget of the Institute to be submitted for approval of the General Council;
- (i) to prepare the Annual Report and Accounts of the Institute for the consideration of the General Council;
- (j) to incur expenditure subject to the provisions of the approved budget;
- (k) to lay down terms and conditions governing scholarships, fellowships, deputation, grant-in-aid, research schemes and projects; and
- (l) to nominate a person or persons to represent the Institute in national or international conferences and organisations subject to that in the case of conference of organisations outside India in the Ministry of Labour.

- (iii) The Executive Council may by resolution delegate to its Chairman or to any member of the Standing Committees, or to the Director of the Institute or to any other Officer of the Institute such of its powers for the conduct of business as it may deem fit subjects, to the condition that the action taken by its own Chairman, the standing Committee or the Director of the Institute, or other Officers, under the powers so delegated shall be subject to the information at the next meeting of the Executive Council.

STANDING COMMITTEES

The Memorandum of Association of the Institute provides for three Standing Committees on:

- (a) Finance
- (b) Research; and
- (c) Education, Training and Orientation

The Standing Committees consist of Members of the categories specified below to be elected or nominated in the manner hereinafter provided. Each Standing Committee shall have power to co-opt as Members such person or persons as may be necessary to discharge its functions.

(a) Standing Committee on Finance

- (i) Chairman of the Executive Council;
- (ii) Joint Secretary in the Ministry of Labour or his/her nominee
- (iii) The Director of the Institute; and
- (iv) Two members of the Executive Council of which one will be Financial Adviser, Ministry of Labour and one to be nominated by the Executive Council.

(b) Standing Committee on Research

- (i) The Director of the Institute ;
- (ii) Joint Secretary in the Ministry of Labour of his/her nominee;
- (iii) Two from among the Senior Fellows/ Fellows of the Institute;

- (iv) One nominee of the Planning commission, who may remain a member for period not exceeding three years provided that he/she will be eligible for re-nomination;
- (v) One nominee of the Indian Council of Social Science Research, New Delhi.
- (vi) One Faculty member of the Jawaharlal Nehru University/Delhi University; and
- (vii) One Trade Union representative.

(c) Standing Committee in Education, Training and Orientation

- (i) The Director of the Institute ;
- (ii) Joint Secretary in the Ministry of Labour of his/her nominee;
- (iii) Representatives of the Ministries/Departments of personnel, Education, Industry & Agriculture;
- (iv) An educationist with wide experience in extensive education and training;
- (v) Two among the Senior Fellows and Fellows of the V.V.Giri National Labour Institute; and
- (vi) One Trade Union representative.

Powers and Functions of the Finance Committee shall be as follows:

- i) to scrutinise the accounts and budget estimates of the Institute and to make recommendations to the Executive Council;
- ii) to consider and make recommendations to the Executive Council in proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Executive Council;
- iii) to scrutinise re- appropriation statements and audit notes and make recommendations thereon to the Executive Council;
- iv) to review financial position of the Institute from time to time; and
- v) to give advice and make recommendations to the Executive Council on any other financial questions affecting the affairs of the Institute.

Powers & Functions of the Director of the Institute

- i) The Director of the Institute, as the Principal Executive Officer of the Institute, shall be responsible for the proper administration of the affairs of the Institute and shall exercise powers under the direction and guidance of the Executive Council;
- ii) It shall be the duty of the Director of the Institute to coordinate and exercise general supervision over all the activities of the Institute; and
- iii) He/she shall prescribe the duties of all Officers and staff of the Institute and shall, subject to these Rules and Bye-laws if any, exercise such supervision and disciplinary control as may be necessary.

Functions and Responsibilities of Faculty & Officers

Faculty Members

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

- (i) Research
- (ii) Training and Education
- (iii) Publications

Administrative Officer

Administrative Officer is the Head of Office and assists the Director 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.

Programme Officer

Programme Officer assists Director in managing and coordinating all the training programmes, workshops and seminars.

Accounts Officer

Accounts Officer looks after all the work related to the accounts of the Institute.

Asstt. Library and Information Officer

ALIO 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.

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 organised sectors in general and the more disadvantaged among these such as child labour, women labour and rural labour in particular.

Research activities also explore the basic needs of different groups of trainees such as trade union leaders and organizers in both organized and unorganized sectors, managers of public and private sectors, labour administrators and volunteers of non-governmental organizations. The following ten Centres carry out studies on the major themes related to research :

- I) Centre for Labour Market Studies;
- II) Centre for Employment Relations and Regulations;
- III) Centre for Rural Labour and Agrarian Relations;
- IV) National Resource Centre on Child Labour;
- V) Integrated Labour History Research Programme ;
- VI) Centre for Health and Labour;
- VII) Centre for Gender and Labour;
- VIII) Centre for North East Research & Training;

- IX) Centre for International Networking; and
- X) Centre for Climate Change and Labour

Each centre is guided by a Research Advisory Group which consists of experts in the respective areas. The Institute's faculty has been allocated to these Centers in accordance with their specializations, experience and interests

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. They can help to generate a more positive attitude for the promotion of harmonious industrial relations. In the rural areas, the programmes attempt to develop leadership at the grassroots level that can build and support independent organisations to look after the interests of the rural labour. Training programmes equally emphasise 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 unorganised sectors, and
- Researchers, Trainers, field workers and other concerned with labour issue.

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. The Centre was renamed in memory of late Shri Nitish R. De, the founder Dean of the Institute on July 01, 1999 to commemorate the Silver Jubilee Celebration of the Institute. The centre has nearly 57,293 books and subscribes to 250 professional journals (approx). The Centre is fully computerized and offers the following services and products to its users.

Services

- Selective Dissemination of Information
- Current Awareness Service
- Bibliographical Service
- On-line Search
- Article Indexing of Journals
- Newspaper Article Clippings
- Micro-fiche Search and Printing
- CD-ROM Search
- Reprographic Service
- Audio/Visual Service
- Current Content Service
- Inter-Library Loan Service

Products

- Guide to Periodical Literature- Quarterly in-house publication providing bibliographical information of articles in 85 selected journals / magazine.
- Current Awareness Bulletin. Quarterly in-house publication providing bibliographical information on acquisition in NRDRCLI.
- Newspaper Article Clipping. Monthly publication providing bibliographical information of articles in major dailies newspaper.
- Article Alert. Weekly publication providing bibliographical information of important articles in all subscribed Journals/Magazines.
- Current Content Service. Monthly publications. It is the compilation of content pages of subscribed journals.

PUBLICATIONS

VVGNLI has a dynamic publishing programme for dissemination of various labour related information in general and its research findings and experiences in particular. In order to fulfill this task, the Institute brings out journals, occasional publications, books and reports.

Regular Publications

- ***Labour & Development*** is a bi-annual journal. It is dedicated to advancing the understanding of various aspects of labour through theoretical analysis and empirical investigations. The Journal is a valuable reference for scholars and practitioners specialising in labour studies.
- ***Awards Digest*** is a monthly journal which brings out a summary of the latest case laws in the field of labour and industrial relations. The decisions rendered by the Supreme Court, High Courts, The Administrative Tribunals and the Central Government Industrial Tribunals are reported in the Journal. It includes articles, amendments to labour laws and other relevant information. The journal is a valuable reference for personnel managers, trade union leaders and workers, advisors to labour laws, educational institutions, conciliation officers, arbitrators of industrial disputes, practicing advocates and students of labour laws.
- ***Shram Vidhan*** is a bi-monthly Hindi journal which brings out a summary of the latest case laws in the field of labour and industrial relations. The decisions rendered by the Supreme Court, High Courts, The Administrative Tribunals and the Central Government Industrial Tribunals are reported in the Journal. This journal also is a valuable reference for personnel managers, trade union leaders and workers, advisors to labour laws, educational institutions, conciliation officers, arbitrators of industrial disputes, practicing advocates and students of labour laws.
- ***VVGNLI Indradhanush*** is a bi-monthly newsletter to disseminate information on all professional activities of the Institute

NLI Research Studies Series

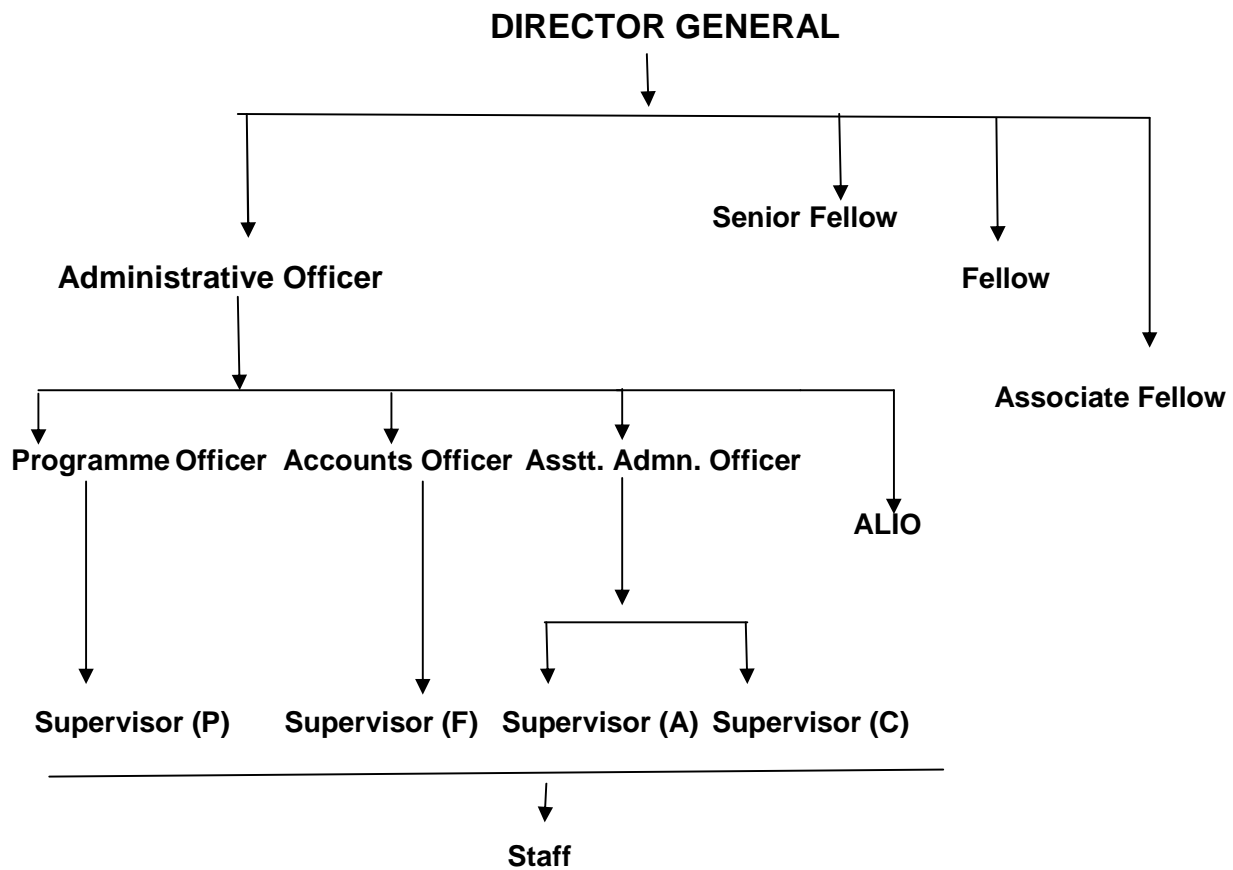
NLI Research Studies Series is the most important medium for disseminating the outputs of the research projects undertaken by the Institute. They are circulated to all the leading National and International institutions/ organisations dealing with labour studies. The publication serves as as a means to obtain the feedback on the research being undertaken by the Institute from renowned scholars and practitioners.

List of Faculty Members/Officers and Employees with Pay-Scales

S. No.	Name of the Post	Pay Scale	Staff Strength
1	2	3	4
GROUP A			
1.	Director	37400-670000+ GP10000	1
2.	Senior Fellow	Rs.37400-67000 +GP8700	3
3.	Fellow	Rs.15600-39100+GP6600	6
4.	Administrative Officer	Rs.15600-39100+GP6600	1
5.	Manager (Publication)/Editor	Rs.15600-39100+GP6600	1
6.	Associate Fellow	Rs.15600-39100+GP5400	6
7.	Asstt. Administrative Officer	Rs.15600-39100+GP5400	1
8.	Programme Officer	Rs.15600-39100+GP5400	1
9.	Accounts Officer	Rs.15600-39100+GP5400	1
			21
GROUP B			
10.	Asstt. Library & Information Officer	Rs.9300-34800+GP4600	1
11.	Supervisor	Rs.9300-34800+GP4600	5
12.	Senior PA	Rs.9300-34800+GP4600	1
13.	Senior Translator	Rs.9300-34800+GP4600	1
			8
GROUP C			
14.	Steno Asstt. Gr. I	Rs.9300-34800+GP4200	5
15.	Asstt. Gr. I	Rs.9300-34800+GP2800	4
16.	Asstt. Gr. II	Rs.5200-20200+GP2400	5
18.	Steno Asstt. Gr. II	Rs.5200-20200+GP2400	5
19.	Asstt. Gr. III	Rs.5200-20200+GP1900	10
20.	Machine Operator Gr. I	Rs.5200-20200+GP1900	1
21.	Staff Car Driver	Rs.5200-20200+GP2400	1
			31
GROUP C (Multi-Skilled)			

22.	Machine Operator Gr. II	Rs.5200-20200+ GP1800	1
23.	Hostel Attendant	Rs.5200-20200+ GP1800	3
24.	Office Attendant	Rs.5200-20200+ GP1800	2
25.	Peon	Rs.5200-20200+ GP1800	8
26.	Sweeper	Rs.5200-20200+ GP1800	6
27.	Mali	Rs.5200-20200+ GP1800	3
28.	Farash	Rs.5200-20200+ GP1800	2
			25
	Total (A+B+C+Multiskilled)		85

Organizational Chart



Institute's Budget : 2010-11

PLAN	Rs. 450 lakh
NON-PLAN	Rs.368.99 lakh
Earning of the Institute	Rs. 129.45 lakh

Telephone Directory

Director	Office Direct	Office Ext.	Residence	Email
Shri V.P. Yajurvedi	2411470	232	2411537	vvgnli@vsnl.com directorvvgnli@gmail.com
P. A. to Director	2411470 2411538	206	--	--
Faculty	Office Direct	Office Extension	Residence	Email
Dr. M. M. Rehman Sr. Fellow	2411472	235	2251082 9811750889,	mmr_rehman@rediffmail.com
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Dr. Poonam Chauhan Sr. Fellow	2411486	212	26537143	--
Dr. Helen R. Sekar Fellow	2412498	239	2412355	helen_sekar91@yahoo.co.in
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