

Govt. of Bihar

Deptt. of Labour , Employment &

Training

Directorate of Employment & Training

(Employment Wing)

Under Section –4 (1) (b) of the Right to Information Act, 2005 No.22 of 2005 .

Publication of Prescribed 17 (Seventeen) Manual as given here under :

Section 4 (i) (b) (i)

The particulars of functions & duties in the office of the Directorate of Employment & Training (Employment – Wing)

Name of the office :	Directorate of Employment & Training (Employment Wing)
Address:	Vikash Bhawan New Secretariat , Patna – 800 015.
Head of the Office:	Director , Employment & Training , Bihar , Patna .
Parent Govt. Deptt.:	Labour , Employment & Training Department, Bihar , Patna.
Reporting to which Authority	To Secretary , Labour , Employment & Training Department , Bihar in all administrative matter . Reports & Returns to Director General of Employment & Training . (D.G. E. & T.), Ministry of Labour , Govt. of India, New Delhi .
Jurisdiction :	
Geographical	Whole of the State of Bihar.
Functional -	Administration of the Network of Employment Exchanges & University Employment Information & Guidance Bureaux.
Mission :	To collect , process & disseminate all information relating to job opportunities to all job seekers in order to provide job assistance to them . Maintaining man – power resources for use of prospective employers .
Vision :	In the light of policies , decision & Directives of the Govt. of Bihar , D.G.E. & T. Govt. of India and related conventions of the I.L.O.
Objectives :	<ol style="list-style-type: none">1. To rehabilitate war victims of World – War- II & subsequently displaced persons and later on people in general .2. To provide job assistance to all the job seekers and educated unemployed persons.

3. To enforce the provisions of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and the Rules framed there under.

4. To provide information relating to higher, technical & professional courses to all job seekers to improve their employability and enrichment of their skill through the vocational Guidance Programme at all Employment Exchanges in the State.

Scope-

1. In the fast changing job market scenario & ever-increasing Opportunities relating to economic development, there exists wide scope for providing information relating to wage employment as well as self employment to job seekers and thereby providing them job assistance.

2. The opening up of the economy & globalization has created new types of jobs in the fast emerging areas such as I.T., Information technology enabled services (I.T.eS.) and services sector. Gearing up of Employment Exchange functions in a skill – driven competitive job market presents new challenges as well as vast scope to cater the needs of Employers as well as job seekers.

Functions-

1. To control, supervise & monitor the functioning of the Employment Exchanges as controlling authority by the Directorate of Employment & Training (Employment Wing)

2. To inspect, maintain the accounts and administration of the Employment Exchanges & other Regional offices within the State and their Inspection & Evaluation.

3. To process and review different statistical returns submitted by different Employment Exchanges and analyze them in the light of different Socio- Economic back – ground and professional structure of the Live Register.

4. To enforce the provisions of Employment exchanges (Compulsory Notification of Vacancies) Act, 1959..

5. To maintain and implement Employment Market Information programme in all the districts of the State through the network of Employment Exchanges & monitor their activities.
6. To impart directives for successful running of the vocational Guidance Programme through all Employment Exchange in the State of Bihar.
7. To organize training programme for staff & officers.
8. To monitor the progress in the field of self-employment Programme by the Employment Exchanges throughout the State.
9. To monitor the vocational Guidance programme conducted by different Employment Exchanges and University Employment Information and Guidance Bureaux.
10. To provide guidelines and frame work for carrying out different plan & projects sanctioned by the State Govt. and to provide back up facilities for successful implementation of the same .
11. To provide budgetary support and technical assistance for running career information center (C.I.C.) established in all Employment Exchanges .

Details of Services
Provided / duties-

1. To register the job seekers at the respective Employment Exchanges with a view to provide them job assistance through the network of Employment Exchanges .
2. To maintain running record of job seekers in Employment Exchanges according to National Classification of occupation (N.C.O) Code.
3. To submit the particulars of candidates for Employment against vacancies notified by different employers both in public as well as private sectors through Employment Exchanges.
4. To forward the applications submitted by the candidates to respective employers against advertised vacancies through Employment Exchanges.

5. To provide special and selective placement facilities to different categories of disabled persons through Spl. Employment Exchange for Physically Handicapped , Patna.

6. To provide specialized services & job assistance to highly qualified candidates through professional and Executive cell , Directorate of Employment , New Secretariat, Bihar , Patna.

7. EMPLOYMENT MARKET INFORMATION PROGRAMME :-

i) To collect quarterly ER- I Returns relating to manpower employed in Govt., Quasi Govt., Local Bodies and Private Sector establishments. .

ii) To collect biennial E.R.-II Returns (Designation wise , Qualification based) from Public Sector & Private Sector establishments every alternate years .

iii) To process and analyze Employment Returns ER-I & ER-II to prepare man-power planning district – wise for the whole state in the light of availability of Human resources and their demand in the job market.

iv) To inspect the records of employment of Act establishment in the jurisdiction of respective employment exchanges.

v) To maintain liaison with different employers organization, Bodies, Govt. department & Agencies and representatives of Trade & Industries to fulfill objectives of the Directorate .

vi) To publish periodically different reports & findings to disseminate vital information and statistics relating to Employment and Man-power Planning.

6. Vocational Guidance Programme : -

i) To provide an authentic, reliable & effective programme of appraisal & evaluation about available job opportunities vis -a -vis the skill & aptitude of a youth ; and when desirable suggests concrete remedial measures for selection of right career leading to gainful employment to the job seekers.

- ii) To obtain precise occupational information (O.I.) about such aspects as responsibilities and duties of jobs, skill or training requirements, terms & conditions of service, likely dates are expected to come up etc. to examine how far the employers needs could be met from amongst those registered with the Employment Exchanges with a view to cater the man-power needs of trade & industry.
- iii) Conducting a structured and systematic need – oriented guidance and counseling services consisting of different activities, such as- Individual Information, Individual guidance, Group talk, career talk, arranging career talk at educational institutions and other guidance activities.

9. Self Employment Programme :-

- i) Registration of candidates for promotion of Self-employment activities with a view of entrepreneurship development.
- ii) Forwarding the particulars & applications of candidates for apprentice programmes & other Self- employment opportunities.
- iii) Providing vital information to the candidates in various areas of economy, establishment & development of Self-employment Ventures. Giving information about Initial Project Report (I.P.R) of different activities and Government sponsored programmes for Self- employment to the candidates.

10. Reports & Returns.

Employment statistics (E.S) series: - Consisting of total 13 (thirteen) returns relating to Registration, submission, placement, Live– register (L.R.) of the candidates ; vacancies notified , outstanding

vacancies & return relating to minorities candidates :

-

- i. E.S. – 1.1 (Monthly)
Narrative Statement (monthly)
- ii. E.S.-3(V.G.) Quarterly.
- iii. E.S.- 2.1;E.S.-2.3; E.S-2.4;
E.S. 2.5 & E.S. – 2.7 (Half-yearly)
- iv. E.S. – 1.2, E.S. –1.3; E.S. –1.4; E.S. –1.6;
E.S. –2.2;& E.S. –2.6 (Annual)
- v. Tabulated Statements (1.0;1.1; 1.2; 1.3;
1.4; 1.5 ; 2.0; 2.1; 2.2) relating to persons
employed sector – wise (Quarterly
)based on E.R. – I return .
- vi. Biennial ER-II returns relating to designation
education – wise returns of the persons
employed sector –wise- to be sent annually
–one year for public sector and next year for
private sector i.e alternate year for Public
Sector & Private Sector.
- vii. Returns showing the work done under Self-
Employment Programme .
S.R. – 6 (Monthly)
Returns & Reports are to be sent to the
Director General of Employment & Training (

Physical Assets:
Statement of Land
& Buildings

The responsibility of providing and
maintenance of physical assets in the
form of land and building rests with the
State Government.

ORGONOGRAM is given on next page

ORGONOGRAM

Directorate of Employment & training (Employment Wing) , Bihar Patna .

Director



Adtl. Director(E) Cum
Liasion Officer

Joint Director(E)

Joint Director(E)

Dy. Director (E)

Dy. Director (E)

Dy. Director (E)

Asstt. Director (E)

Asstt. Director (E)

Asstt. Director (E)

Asstt. Director (E)

Emp. Officer

Emp. Officer

Dy. Director (E) Patna Div.	Dy. Director (E) Tirhut Div., Muz.	Dy. Director (E) Darbhanga Div.	Dy. Director (E) Saran Div.	Dy. Director (E) Koshi. Div.	Dy. Director (E) Bhagalpur Div.	Dy. Director (E) Magadh Div.
*AD(E) SREE Patna	*AD(E)SREE Muzaffarpur	*AD(E)SREE Darbhanga	*AD(E)SREE Chapra	*AD(E)SREE Sahrasha	*AD(E)SREE Bhagalpur	*AD(E)SREE Gaya
*DEO, DEE Biharsharif	*DEO, DEE Bettia	*DEO, DEE Madhubani	*DEO, DEE Gopalganj	*DEO, DEE Madhepura	*DEO, DEE Munger	*DEO, DEE Aurangabad
*DEO, DEE Jehanabad	*DEO, DEE Motihari	*DEO, DEE Samastipur	*DEO, DEE Siwan	*DEO, DEE Purnea	*REE Laxmipur	*DEO, DEE Nawada
*DEO, DEE Ara	*REE, Vaishali, Hazipur	Begusarai		*DEO, DEE Kahgaria	*Cmap EE Jamui	*REE Madanpur
						*EO, UEI&GB MU, Bodh-Gaya
Buxar	Harsidhi			Katihar	*CampEE Banka	
*Camp E.E. Barh	*DEES, Sitamarhi *EO, UEI&GB BRBU, Muz.	*REE, Madhwapur *EO, UEI&GB LNMU, Darbhanga	*REE, Ekma	*Camp EE, Kishanganj *Camp EE Araria	*EO, UEI&GB TMU, Bhagalpur	

*AD(E)

Spl. EE for PH

*AD(E)

Spl. EE fro SC

*EO ,UEI&GB

PU, Patna.

Legend

▪ SREE	=	SUB REGIONAL EMPLOYMENT EXCHANGE
▪ DEE	=	DISTRICT EMPLOYMENT EXCHANGE
▪ REE	=	RURAL EMPLOYMENT EXCHANGE
▪ CAMP EE	=	CAMP EMPLOYMENT EXCHANGE
▪ UEI&GB	=	UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU.
▪ AD(E)	=	ASSITANT DIRECTOR (EMPLOYMENT)
▪ DEO	=	DISTRICT EMPLOYMENT OFFICER
▪ EO	=	EMPLOYMENT OFFICER

SECTION 4 (i) (b) (i) FORMAT – ‘A ‘

The power of officers & employees in the office of Directorate of Employment & Training (Employment – Wing)

“ A ”

SI.NO.	Designation	Power Financial	Under which Legislation/ Rules/orders/GRs./ Circulars.	Remarks
1.	2.	3.	4.	5.
01	Director Employment & Training, Bihar , Patna	Allotment of Funds after getting budgetary provision from Government.	Bihar Financial Rules	

“ B “

SI.NO.	Designation	Power Administrative	Under which Legislation/ Rules/orders/GRs./ Circulars.	Remarks
1.	2.	3.	4.	5.
01	Director Employment & Training Bihar , Patna	All administrative powers as cadre controlling officer for class-III & IV employees. ii. Appointment, confirmation promotion and transfer & posting of Class – III & IV employees. iii. Granting of casual leave of officers posted in Directorate of Employment , Bihar , Patna and causal leave for more than 3 days of all gazetted officers posted in field offices . iv. Appellate Authority at Directorate of Employment & Training level u/s 19 of the Right to	Bihar Service Code, Rule – 21 (See Appendix –3 Sl.No. 27 A) Bihar Service code Rule – 5 (See Appendix – 5) Bihar Service code Rule – 166 (See Appendix – 13 Sl.No. 80 - A) Department of Labour Employment & Training Notification no. 5/ Lab. Estt.(2)- 29/2005 Shram. Ni. –28 Patna ,	-

		information Act,2005. v. To grant permission for launching prosecution.	dated 6.2.06 Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959& Rules 1960.	
02.	Joint Director (Employment)	Power delegated by the Director.	Directorate of Employment & Training (Employment) office order no. 1/Estt. 2021/03-991 dt.19.07.05.	
03.	Deputy Director (Employment)	- do-	Office order no.647 dt.25.5.05.	
04.	Assitant Director (Employment)	-do-	-do-	
05.	Employment Officer	-do-	-do-	
06.	Section Officer	-do-	Office order no. 1595 dt. 15.02.05.	

“ C ”

SI.NO.	Designation	Power Magisterial	Under which Legislation/ Rules/orders/GRs./ Circulars.	Remarks
1.	2.	3.	4.	5.
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“ D ”

SI.NO.	Designation	Power Quasi Judicial	Under which Legislation/ Rules/orders/GRs./ Circulars.	Remarks
1.	2.	3.	4.	5.
01	--	--	--	N.A.

SECTION (i) (b) (ii) FORMAT – ‘ B’

The duties of officers and employees in the office of Directorate of Employment & Training (Employment) , Bihar , Patna .

SI.No.	Designation	Duties	Under which Act/Rules	Remarks
1.	2.	3.	4.	5.
01.	Director Employment & Training .(Employment)	<p>i. To give direction for functioning of the Directorate allotments under the Financial and Administrative Rules framed by the Government .</p> <p>ii. Giving day-to-day clearance .</p> <p>iii. To represent the Directorate at Government Level.</p> <p>iv. Other duties as and when required , such as , passing T.A bills of Dy. Directorate & other officers posted at Hqrs.</p> <p>v. May grant casual leave to gazetted & non gazetted staff of his office .</p> <p>vi. Accepting monthly , quarterly , Half-yearly & Yearly reports & E.S. Series return from the Employment Exchanges .</p>	<p>Bihar Financial Rules.</p> <p>Bihar Service Code, Rule –21.</p> <p>-do-</p> <p>Bihar T.A. Rules .</p> <p>Bihar Service Code , Rule – 166</p> <p>National Employment Service Manual . Part – I & II.</p>	-
02.	Joint Director (E)	To assist the Director in carrying out various duties as when delegated to them.	Office order no. 991 dt.19.07.05.	
03.	Deputy Director (E)	-do-	Office order no.647 dt.25.05.05.	
04.	Assistant Director (E)	-do-	“ “	
05.	Employment Officer	-do-	“ “	
06.	Section Officer	-do-	Office order no.1595 dt.15.12.05.	
07.	Assistant	-do-	Office order no. 1137 dt. 9.8.05	

SECTION (4) (i) (b) (iii)

The procedure followed in the decision – making process, including channels of supervision & accountability in the office of Directorate of Employment & Training (Employment – Wing) , Bihar , Patna .

Name of Activity:	i. Functions of the Directorate at Headquarter level . ii. Function at Employment Exchanges includes Registration , submission, placement , Maintenance of Live – Register5 (L.R.) of job seekers, Vocational Guidance Programme ; Employment Market Information (E.M.I) Programme ; Keeping records of employed persons in organized sector , Self – Employment Programme (S.E) & rendition of returns .
Related Provisions:	i. Secretariat instructions , for Head quarter level . ii. National Employment Service Manual (N.E.S.M) Part – I and II . iii. Compendium of Employment Exchange Minutes (E.E.M.) published by Central Institute for Research & Training in Employment Service (CIRTES) , Director General of Employment & Training (DGE&T) Ministry of Labour , Government of India .
Name of the Act /Acts	Employment Exchanges (Compulsory Notification of Vacancies) Act , 1959 .
Rules -	Employment Exchanges (Compulsory Notification of Vacancies) Rules , 1960 .
Govt. Resolutions-	The detailed procedure followed for function of the Employment Exchanges is Guided by National Employment Service Manual – Part – I and II .
Circular-	- do-
Officer Order	- do-

Sl.No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. day 1/day 16 etc.	Authority responsible for that activity.	Remarks
1.	2.	3.	4.	5.
At Head Quarter Level: -				
01.	To accept letters	Day1	Routine Clerk	-
02.	For making of the officer concern	Day1	Officer4 concern	-
03.	Docketing & Diary	Day1	Routine Clerk	-
04.	For examining and evaluating on proposal put up by the respective sections.	Day2	S.O./A.D./ D.D./J.D.	-
05.	For initiation of proceeding on related files	Day2	Concern Assistant	-
06.	Clearance of the proposals	Day 3 to 6	Director Employment & Training	-
07.	Issue of orders or communication or office correspondence	Day 6	All concerned	
At Employment Exchange Level :				
08.	Registration of Job seekers	Day 1	Counter Clerk.	Assisted & checked by the Employment Officer.
09.	Running Record of registration in chronological order in register (x-63)	Day1	Clerk	Checked by the Employment Officer (E.O)
10.	Maintaining the Live – Register (L.R.) (x-1 cards of registered job seekers) in order of their N.C.O (National Classification of Occupation) Codes.	Day1	Clerk	-Do-
11.	Submission of particulars of job seekers against notified vacancies	Day2	Employment Officer list by clerk.	
12.	Forwarding of application of candidates against advertised		As mentioned in the particular	Clerk checked by E.O./ Assistant

	vacancies		advertisement	Director (E)
13.	Vocational Guidance Programmes	Day to day	Employment Officer Assistant Director (E)	
14.	Self Employment Programme – Registration of applicant	Day 1	Employment Officer / Asst. Dir.(E)	Record by clerk
15.	Submission of particulars of candidates for apprentice programme .	Day2	Employment Officer / Asst. Director. Emp.	List by clerk . Checked by officer.
16.	Forwarding of application under self employment schemes .	Day1	Clerk	Check by officer.
17.	Inspection of records of employment of Act establishment.	Day1	E.O./A.D. (E)/ DD(E)	By concerned officer under their jurisdiction.

SECTION 4 (i) (b) (iv) FORMAT (A)

Norms set for discharge of its functions in the office of Directorate of Employment & Training (Employment) Bihar , Patna .

ORGANISATIONAL TARGETS (Annual)-

SI.NO.	Function/Activity	Units to be covered	Financial Targets in Rs.	Remarks
1.	2.	3.	4.	5
-	-	-	-	As the Employment Services are open to all job seekers no physical Targets are set.

SECTION 4 (i) (b) (iv) FORMAT (B)

Time limits for the activities – for discharge of its functions .

Time frame for each activity –

SI.NO.	Activity	No. of days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure .
1.	2.	3.	4.	5
1.	Registration of job seekers	10.00 am TO 2.00 pm on all WORKING DAYS	Clerk / guidance by officer.	Employment Officer / Assistant Director (E)
2.	Submission of list to employee.	2 days after the receipt of vacancy notification	Clerk/Employment officer.	Assistant Director(E)/ Deputy Director (E)/Director
3.	Vocational Guidance	10.00 A.M to 5.00 P.M on working days.	Employment Officer /Asstt. Director (Empl.)	Deputy Director (E) Director (E&T)

SECTION 4 (i) (b) (v) FORMAT “ A”

The rules and regulation related with the function of Directorate of Employment & Training (Employment), Bihar,Patna.

Sl.No.	Subject as indicated in the notification	Rules no. & its year	Remarks if any
1.	2.	3.	4.
01	Rules	i. Bihar financial Rules. ii. Bihar Service Code iii. Bihar Board's Miscellaneous Rule, 1958. iv. Bihar T.A. Rules	
02.	Regulation	Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.	
03.	Instructions	Employment Exchanges (Compulsory Notification of Vacancies) Rules 1960.	
04.	Manuals	National Employment Service Manual Part- I and II framed by Directorate General of Employment & Training Govt. of India. (Ministry of Labour) .	
05.	Records	Received time to time as per the revised instruction and policy of the Govt. Vital records or day to day functioning at the Directorate level are various codes & circulars etc. At the Exchange level other than the those enumerated above includes N.C.O book, N.I.C. Code book , N.E.S.M Manual , Self- Employment promotion cell Guide lines , Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 Hand book etc, x-63 , x-64 Live- Register of candidate , E.M.I, EM-63.	

SECTION 4 (i) (b) (v) FORMAT “ B”

The Government Resolution related with the Functions of Directorate of Employment.

Sr.No.	Subject as indicated in the resolution	No. & Its date	Remarks if any
1.	2.	3.	4.
1.	---	--	Functioning of the employment exchanges is guided by the National Employment Service Manual (NESM) Part – I & II.

SECTION 4 (i) (b) (v) FORMAT “ C”

The Circulars related with the functions of the Directorate of Employment .

Sr.No.	Subject as indicated in the Circular	Circular No. & Its date	Remarks if any
1.	2.	3.	4.
1.		--	Functioning of the employment exchanges is guided by the National Employment Service Manual (NESM) Part – I & II.

SECTION 4 (i) (b) (v) FORMAT “ D”

The Office orders/policy circulars related with the functions of the Employment Exchanges.

Sr.No.	Subject as indicated in the Office order.	No. & office order date .	Remarks if any
1.	2.	3.	4.
1.	Functioning of the employment exchanges	Employment exchange Minutes (Latest no. D.O. No. DGET-M-19014/1 2002-MP(G) Vol –III Dt. 23.3.06. 2. No.140.24/2/96 – Est.D. dt. 9.11.05.	Issued by DGE & T (Ministry of Labour , Govt. of India. 2. Issued by Govt. of India, Ministry of Personal, Public Grievances and Pensions, Deptt, of Personal.

SECTION 4 (1) (b) (v) FORMAT “ E”

**List of Documents available in the office / section/ward / Branch of Directorate of
employment & Training (Employment)at - Patna .**

Sr.No.	Subject as indicated in the office order.	No.and office order date	Remarks if any
1.	2.	3.	4.
01.	Records & files related with the Section –1 as gazetted and Non-Gazetted establishment , Legal files , Accounts , building & parliamentary & Legislative matters.	As indicated on individual files encl. As annex-I.	--
02.	Section – 2 records & files including budget , plan etc.	-Do-	
03.	Records , files & Statistical ,data, special report etc. as maintained by section –3. At Employment Exchange level.	-Do-	
04.	National Employment Service Manual (NSEM) Part – I & II.	-Do-	
05.	National classification of occupations (NCO) book.	-Do-	
06.	National Industrial classification (NIC) Book.	- Do-	

	<p>iii. Non-gazetted Estt.(Field Level)</p>	<p>22. 1/Estt-5022/99</p> <p>23. 1/Estt-5010/05</p> <p>24. 1/Estt-5025/05</p> <p>25. 1/Estt-5008/03</p> <p>26. 1/Estt-5003/05</p> <p>27. 1/Estt-3005/03</p> <p>28.1/Estt-3014/04</p> <p>29.1/Estt-3024/2000</p> <p>30.1/Estt-3036/2000</p> <p>31.1/Estt-3036/2000</p> <p>32. 1/Estt-3005/06</p> <p>33. 1/Estt-6001/06</p> <p>34. 1/Estt 6005/03</p> <p>35. 1/Estt6003/03</p> <p>36. 1/Estt-6025/92</p> <p>37. 1/Estt-6025/99</p> <p>38. 1/Estt-6005/98</p> <p>39. 1/Estt-6009/03</p> <p>40.Ni.Sa.-5001/06</p> <p>41. Ni.Sa-5002/06</p> <p>42.RTI-1001/06</p>	<p>Rectt. On compassionate ground .</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>Service Rules.</p> <p>Roaster of Class-III Employees.</p> <p>Rectt. Of clerk- Adv.No.01/2003 State reorganization Act,2000- Cadre Division.</p> <p>“ “</p> <p>“ “</p> <p>Roaster Clearance of class –IV.</p> <p>Retiral benefits.</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>Job assistance G.O.I letter- Reg.Job assistance.</p> <p>Right to Information Act,05- Implemetation.</p>	
	<p>iv. Estt.(General)</p>			

		<p>Registers:</p> <p>43.Dispatch Registers (General)</p> <p>44.Dispatch Registers(Allotment)</p> <p>45.Service posted stamp register.</p> <p>46.Stamp registers.</p> <p>47.Diary Register</p>	<p>Registers.</p> <p>“ “</p> <p>“ “</p> <p>“ “</p> <p>“ “</p>	
2.	Legal subject	<p>Files:</p> <p>1.1/Law-4009/04</p> <p>2.1/Law-4017/05</p> <p>3. 1/Law-4014/05</p> <p>4. 1/Law-4016/05</p> <p>5. 1/Law-4022/05</p> <p>6. 1/Law-4013/04</p>	<p>CWJC No-3456/04, J.N.Sinha vs. State Govt.</p> <p>CWJC No - --/05 Vishwanath Singh vs.State Govt.</p> <p>CWJC No----/05 Ravindra Nath Tiwari vs. State Govt.</p> <p>CWJC No---- /05 Krishna Kumar Vs. State Govt.</p> <p>CWJC No-----/05 Ravindra Kumar vs. State Govt.</p> <p>CWJC No-14230/03 Prakash Chandra vs. State Govt.</p> <p>CWJC No-----/06 S.P.Singh vs. State Govt.</p> <p>CWJC No-5938/2000</p>	

		7. 1/Law-4002/06	R.K.Sinha vs. State Govt.	
		8. 1/Law-4011/05	CWJC No- 2058/03 Ravindar Kumar vs. State Govt.	
		9. 1/Law- 4003/03	CWJC No----- /04 R.K.Singh Vs. State Govt.	
		10. 1/Law-4001/05	CWJC No- 10540/04 B.N.Rukhaiyar.vs State Govt.	
		11. 1/Law-4020/04	CWJC No- 10334/04 R.K.Singh vs. state govt.	
		12. 1/Law-4021/04	SPA No-692/04 Anant Kr. Ram vs. State Govt.	
		13. 1/Law-4016/04		
3.	Budget & plan	Files : (Plan) 1.2/Plan-5007/04 2. 2/Plan-5005/05	Estt.of C.I.C Head -2230 Lab. & Emp. -02. Emp -01, Emp.Services- 0101, Expansion of Emp. Services . Estt. Of C.I.C.	
		3. 2/Plan-5006/05	“ “	
		4. 2/Plan-5007/05	“ “	
		5. 2/Plan-5021/05	“ “	

		6. 2/Plan-5022/05 7. 2/Plan-5011/05 8. 2/Plan-5016/05 9. 2/Plan-5003/06 10. 2/Plan-5018/05 Files : (Non-Plan) 11. 2/BT-1006/05 12. 2/BT-1008/05 13. 2/BT-1004/06 Accounts : 14. Cash Book 15. Acquaintance Roll 16. Bill-book 17. Contingent Bill register 18. Treasury Messenger Book. 19. Allotment Register/ 20. Advice Register.	Installation of computer in Directorate.(H.Q) Patna. Computerization of Emp.Exchanges in Patna. Computerization of Emp. Exchange at Muzaffarpur. Construction of Building at Bhagalpur. Extension of D.E.E ,Jehanabad. Extension of House Rent for VRC., Patna. Extension of D.E.E, Buxar. Register “ “ “ “ “ “ “ “ “ “ “ “	
4.	Drawing & disbursement.	Vouchers	Bills, vouchers,	

			Register.	
5.	E.M.I	Files :	EE(CNV) Act .ER-I	
		1. EMI-1005/04	&II	
		2. EMI-1001/03	“ ‘	
		3. EMI-1017/04	“ ‘	
		4. EMI-1003/04	“ “	
		5. EMI-1206/04	ER-II	
		6. EMI-1208/05	“ “	
		7. EMI-1203/01	“ “	
		8. EMI-1205/04	S.E.	
		9. EMI-1206/06	Census – Central Govt. Employees.	
		10. EMI-1203/06	Report to PRD .	
		11. EMI-1207/06	N.R.I Day decision.	
		12. EMI-1203/05	Problems of extremist affected districts.	
		13. EMI-1704/04	Standard questionnaire for job promotion.	
		14. EMI-1702/04	E.R.-I	
		15. EMI-1016/03	Employment software.	
		16. EMI-1008/05	NCO code 2004.	
		17. EMI-1208/06	Total Employment in private and public sector.	
		18.1/BP-4006/06	Employment of SC/ST.	
		19.ALP-2002/93	P.M's 15 point programme regarding minorities .	
		20.3/PH-102/98	Central assistance for special E.E for PH.	

	Vocational Guidance (VG) and Self Employment	21. 5/PH-1/02 File : 1.EMI-1207/03 2.Registers: 3.Forms :	Equal opportunities and participation (PH) Act 1995. Regarding – VG Talk ; Narrative report ; submission of ES-3 quarterly feedback return ; ES-3.1 monthly return regarding VG ; CP-1 quarterly return Data regarding VG for Employment and Self-employment. X63 , X64,VG – 63,Em-63,Renewal of book . X-1, A, B & C, VG-1A,SE-1.	
6.	Forms.	Registration cards for candidates.	XI,A,B,& C.	
7.	Form	Call letters	X43,X-79	
8.	Register	Running records of candidates		
9.	“	Renewal Log book.	-	
10.	“	Running records of submission made.	X64.	

SECTION 4 (i) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formation of policies & implementation in the office of the Directorate of Employment , Bihar,Patna.

Sr.No.	Consultation for	Details of the mechanism.	Under which Act Periodicity Rules/ Circular .
1.	2.	3.	4.
1.	Soliciting information about vacancies ,job description , employment returns.	Under EMI programme .	E.E. (CNV) Act. Monthly 1959.

SECTION 4 (i) (b) (viii) FORMAT “ A”

List of Committees to be published under – D.E.T. (Empt.), Bihar , Patna.

Sr.No.	Name of the committee.	Composition of Committee.	Purpose of the committee	Frequency of meetings.	Whether open to public net.	Minutes available in the office of
1.	2.	3.	4.	5.	6.	7.
1.	State Employment Advisory Committee.	Consisting of one Chairman, One vice-chairman and desired number of members.	To advice Govt. formulating policies in the area of employment	As fixed by the committee.	Yes	Commissioner & Secretary Department of Labour, Employment & Training, Bihar. Patna.

SECTION 4 (i) (b) (viii) FORMAT “ B”

List of Boards to be published under – Not Applicable.

Sr.No.	Name of the Boards.	Composition of Boards.	Purpose of the Boards	Frequency of meetings.	Whether open to public net.	Minutes available in the office of
1.	2.	3.	4.	5.	6.	7.
1.						

SECTION 4 (i) (b) (viii) FORMAT “ C”

List of councils to be published under – Not Applicable.

Sr.No.	Name of the councils.	Composition of councils.	Purpose of the councils	Frequency of meetings.	Whether open to public net.	Minutes available in the office of
1.	2.	3.	4.	5.	6.	7.
1.						

SECTION 4 (i) (b) (viii) FORMAT “ D”

List of other bodies to be published under – Not Applicable.

Sr.No.	Name of the other bodies.	Composition of other bodies.	Purpose of other bodies.	Frequency of meetings.	Whether open to public net.	Minutes available in the office of
1.	2.	3.	4.	5.	6.	7.
1.	--	---	---	----	----	----

SECTION 4 (i) (b) (ix)

**Directory of the officers & Employees & their monthly remuneration in the office of
Directorate of Employment & Training (Employment) ,Patna.**

Sl.No.	Designation	Name of the Officers & employees	Cadre	Date of joining the post	Contact Details Ph/Fax/E-mail	Gross Salary.
AT DIRECTORATE LEVEL						
1.	Joint Director (Emp.)	Sri Balmiki Prasad	Class-I	22.6.2005		28,371.00
2.	Dy. Director (Emp.)	Sri Krishan Deo Singh	Class-II	03.02.2003		23125.00
3.	Asstt. Director (Emp.)	Md. Azeem	“”	02.07.2003		23125.00
4.	“”	Sri Sunil Kr. Verma	“”	01.07.2005		21901.00
5.	Employment Officer	Smt. Aruna Sinha	“”	08.01.2003		22309.00
6.	Section Officer	Sri Tiwari	Group ‘B’	15.09.2000		21901.00
7.	“”	Sri Shyam Nr. Das	“”	30.5.2005		21493.00
8.	Asstt.	Sri Arun Kumar	“”	24.7.84		18637.00
9.	“”	Sri Shailendar Kr. Ojha	“”	14.8.86		15859.00
10.	“”	Sri Indu Shekhar Lal Das	“”	10.6.94		13832.00
11.	“”	Sri Sanjay Kr. Jha	“”	12.12.95		15145.00
12.	“”	Md. Ayatyuddin Khan	“”	13.12.95		15145.00
13.	“”	Sri Arbind Rajak	“”	22.12.95		15320.00
14.	Jr. Stal. Asstt.	Sri Abhay Kr. Thakur	Grade ‘C’	01.9.87		15393.00
15.	Research Asstt.	Sri Mahesh Sharma	“”	10.02.94 (A.N)		15145.00
16.	Clerk	Sri Rajeshwar Ram	“”	26.4.67		13713.00
17.	“”	Sri Suresh Pd. Singh	“”	13.4.76		13208.00
18.	Bill Clerk	Md. Jamaluddin	“”	18.8.81		12800.00

19.	Typist	Sri Rajesh Das	“”			12595.00
20.	Rutine Clerk	Sri Sanjeev Sharan	“”	02.03.95 (A.N.)		10655.00
21.	Packer	Sri Surendra Rao	Group- 'D'	29.01.88		7751.00
22.	...	Sri Mundrika Pd.Ram	“”	09.11.83		7901.00
23.	Peon	Sri Ram Innat Sao	“”	21.10.67		7619.00
24.	“”	Sri Ram Takwan Rai	“”	12.9.79		7348.00
25.	“”	Sri Jawahar Pd. Paswan	“”	15.9.76		7348.00
26.	“”	Sri Anand Kamti	“”	05.03.79		7160.00
27.	“”	Sri Rajdeo Thakur	“”	20.7.77		7348.00
28.	“”	Sri Amar Kr. Jha	“”	28.10.73		7041.00
29.	“”	Sri Raj Kishore Singh	“”	07.7.82		7201.00
30.	“”	Sri Krishna Pd. Gond	“”	08.07.82		6862.00
31.	“”	Sri Lolus Lakra	“”	31.01.86		6956.00
32.	“”	Sri Sanjay Kumar	“”	31.5.2001		5819.00
33.	“”	Sri Ram Deo Prasad	“”	01.11.75		6981.00
34.	Sweeper	Sri Suredra Ram	“”	16.10.81		6862.00

SECTION 4 (i) (b) (ix)

**Directory of the officers & Employees & their monthly remuneration in the office of
Directorate of Employment . & Training (Emp.),Bihar , Patna at its Filed Offices.**

Sl.No.	Designation	Name of the Officers & employees	Cadre	Date of joining the post	Contact Details Ph/Fax/E-mail	Gross Salary. (Scale)
1.	2.	3.	4.	5.	6.	7.
IN THE FIELD OFFICES :						
(i) PATNA DIVISION						
1.	Deputy Director Patna (Emp.)	Sri Kuleshwar Choudhary	Bihar Empt. Service	03.02.03	2531478	12000-16500
2.	Clerk	Sri Ravi Bhushan Pd. Sharma	Clerk	09.09.1991		4000-6000/-
3.	L.D. Clerk	Sri Bhola Ram	“ “	11.04.2005		3050-4590/-
4.	Peon	Sri Jagat Narayan Sinha	Fourth Grade	12.06.1976		2550-3200/-
5.	“ “	Sri Govardhan Rai	“ “	23.12.1976		“ “
6.	Asstt. Director (Emp.)(S.R.E.E.) Patna	Sri Umesh Pd. Sharma	Bihar Emp. Service			10000-15200/
7.	Employment Officer	Smt. Sarita Sinha	“ “			“ “
8.	Clerk	Sri Jatadhari Lal Das	Clerk	05.01.1971		4000-6000/-
9.	“ “	Sri Jwala Pd. Mishra	“ “	24.12.1973		“ “
10.	“ “	Sri Jagat Nr. Singh	“ “	14.06.1986		“ “
11.	“ “	Sri Sunil Kr. Nath	“ “	28.03.1980		“ “
12.	“ “	Sri Digambar Nath Jha	“ “	20.06.1975		“ “
13.	“ “	Sri Nand Kr. Singh	“ “	03.07.1974		“ “
14.	“ “	Sri Ram Prakash Mahto	“ “	01.05.1980		“ “
15.	“ “	Sri Naresh Prasad	“ “	01.04.1981		“ “
16.	“ “	Sri Kameshwar Prasad	“ “	20.05.1977		“ “
17.	“ “	Sri Umesh Kr. Singh	“ “	28.03.1980		“ “
18.	“ “	Sri Rajeev Ranjan Pd	“ “	03.04.1980		“ “

19.	“ “	Sri Narendra Pd. Verma	“ “	08.01.1988		“ “
20.	“ “	Sri Mahendra Lal Karna	“ “	21.06.1969		“ “
21.	“ “	Sri Chandra Prakash Gupta	“ “	19.04.1980		“ “
22.	“ “	Sri Amarnath	“ “	19.05.1983		“ “
23.	“ “	Smt. Laxmi Kumari	“ “	03.02.1988		“ “
24.	“ “	Sri Rameshwar Pd. Sinha	“ “	28.03.1980		“ “
25.	“ “	Sri Mahesh Pd. Singh	“ “	17.02.1990		“ “
26.	“ “	Sri Jay Kr. Sinha	“ “	03.10.1989		“ “
27.	“ “	Sri Binod Kumar	“ “	11.09.1991		“ “
28.	“ “	Sri Niranjana Kr. Shrivastava	“ “	11.02.1991		“ “
29.	L.D.Clerk	Sri Avinash Chandra Verma	“ “	28.04.2005		3050-4590/-
30.	“ “	Sri Arvind Kr. Paswan	“ “	21.05.2005		“ “
31.	“ “	Md.Jakir Hussain	“ “	26.12.2005		“ “
32.	“ “	Sri Krishna Kumar	“ “	26.12.2005		“ “
33.	Peon	Sri Mahendra Mandal	Fourth Grade	18.09.1989		2550-3200/-
34.	“ “	Sri Dinesh Kr. Sharma	“ “	8.03.1990		“ “
35.	“ “	Sri Harish Chandra Paswan	“ “	23.09.1991		“ “
36.	“ “	Sri Bali Ram Rai	“ “	27.09.1991		“ “
37.	“ “	Sri Sachchu Ram	“ “	01.10.1974		“ “
38.	“ “	Sri Ganesh Kumar	“ “	13.02.1991		“ “
39.	“ “	Smt. Bhavishya Nandini	“ “	01.02.1986		“ “
40.	Sweepers	Smt.Urmila Devi	“ “	19.08.1982		“ “
41.	Asstt. Director (Emp.) (Spl. Exch. For Handicapped)					“ “
42.	Clerk	Sh. Phekhan Paswan	Clerk	14.08.1975		4000-6000/-
43.	“ “	Sri Ajit Shakar	“ “	17.12.1991		“ “

44.	Peon	Sri Ram Babu Paswan	Fourth Grade	23.01.1976		2550-3200/-
45.	“ “	Sri Ramakant Jha (Suspended)	“ “	20.09.1991		“ “
46.	Employment Officer U.E.I.&G.B.,P.U Patna	Sh. Sudhanshu Shekhar Tripathy				
47.	Clerk	Sr. Sanjay Kumar	Clerk	14.08.1991		4000-6000/-
48.	Clerk	Sri Ajay Kumar	Clerk	22.02.1991	--	“ “
49.	Peon	Sri Yogendra Ranjan	Fourth Grade	11.01.1988	--	2550-3200/-
49.	Emp. Officer (D.E.E. Buxar)					
50.	Clerk	Sri Ram Shukla	Clerk	13.10.1976	-	4000-6000/-
51.	L.D. Clerk	Sri Ram Prakash Singh	“ “	09.05.2005	-	3050-4590/
52.	Emp. Officer (D.E.E.Arrah)					
53.	Clerk	Sr. Shyam Chandra Singh	Clerk	28.11.1973	--	4000-6000/
54.	Clerk	Sri. Subodh Shanker	Clerk	03.10.1989	--	4000-6000/
55.	Clerk	Sri Omprakash	Clerk	20.02.1990	--	4000-6000/
56.	Clerk	Smt. Shail Kumari	Clerk	22.01.1992	--	4000-6000/
57.	Peon	Sri Hari Vansh Ram	Fourth Grade	27.08.1980	--	2550-3200/
58.	Peon	Sri Veera Ram	“ “	01.01.1975	--	2550-3200/
	D.E.E Nalanda					
59.	Disttt. Employment Officer	Sri Bipin Bihari Verma	B.E.S	--	--	6500- 10500/-
60.	Clerk	Sri Jadar Rai Keshari	Clerk	10.03.1980	--	4000-6000/-
61.	“ “	Sri Indra Sen Bharti	“ “	19.09.1991	--	“ “
62.	Peon	Sri Bechan Raut	Fourth Grade	24.03.1976	--	2550-3200/
63.	Peon	Sri Ajay Kumar	“ “	11.02.1991	--	“ “
	D.E.E , Jehanabad					
64.	Distt. Emp. Officer	Sri Bipin Bihari Verma	B.E.S	--	--	6500- 10500/-

65.	Clerk	Sri Badri Nath Pandey	Clerk	24.10.1991	--	4000-6000/-
66.	L.D.Clerk	Smt. Indu Sinha	III- Grade	11.04.2005	--	3050-4590/-
67.	Peon	Sri Prabhu Ram	IV- Grade	27.09.1983	--	2550-3200/-
CHAPRA DIVISION						
	S.R.E.E. CHAPRA					
68.	Asstt. Director (E)	Md. Abdul Mokit	B.E.S	--	--	---
69.	Deputy Director (Chapra)	Md. Abdul Mokit	B.E.S	--	--	--
70.	Clerk	Sri Rajendra Kumar	III-Grade	20.02.1990	--	4000-6000/-
71.	" "	Sri Ashok Kumar Singh	III- Grade	20.02.1990	--	" "
72.	L.D. Clerk	Sri Sunil Kumar Gayasen	III-Grade	28.04.2005	--	3050-4590/-
73.	" "	Sri Raj Kishore Prasad	III-Grade	26.12.05	--	" "
74.	Peon	Sri Bhagelu Harizan	IV-Grade	23.05.1967	--	2550-3200/-
75.	" "	Sri Mohan Prasad	IV-Grade	14.06.1976	--	" "
76.	" "	Sri Jaleshwar Manjhi	IV-Grade	01.09.1981	--	" "
	D.E.E. Gopalganj					
77.	Distt. Emp.Officer	--	--	--	--	--
78.	Clerk	Sri Ramayan Sharma	III- Grade	11.03.1980	--	4000-6000/-
79.	" "	Sri Nikhil Kr. Shrivastava	III-Grade	26.02.1980	--	" "
80.	Peon	Sri Ganga Sharan Pd.	IV-Grade	24.04.2002	--	2550-3200/-
81.	" "	Sri Seikh Md. Saleem	" "	14.12.1987	--	" "
	D.E.E. Siwan					
82.	Distt.Emp.Officer	--	--	--	--	--
83..	Clerk	Sri Satya Narayan Baitha	III-Grade	24.04.1976	--	4000-6000/-
84.	" "	Sri Jaglal Choudhary	" "	15.10.1969	--	" "
SAHARSHA DIVISION						
85.	Deputy Director (Emp.) Sahrasha	Md. Rahmat Ali	B.E.S	--	--	--

	S.R.E.E., Saharasha					
86.	Asstt. Director (Emp.)	Md. Rahmat Ali	B.E.S.	--	--	--

87.	Clerk	Sri Indra Kant Choudhary	III-Grade	28.01.1977	--	4000-6000/-
88.	“ “	Sri Saroj Kumar	“ “	27.02.1991	--	“ “
89.	“ “	Sri Masiur Rahman	“ “	12.09.1991	--	“ “
90.	Peon	Sri Mohan Pd. Sorain	IV-Grade	20.12.1975	--	2550-3200/-
91.	“ “	Sri Raj Kishore Vaske	“ “	08.01.1976	--	“ “
.	D.E.E. Purnea					
92.	Distt. Emp. Officer , Purnea	Sri Ram Mohan Jha	B.E.S	--	--	6500-10500/-
93.	Clerk	Sri Dinesh Pandey	III-Grade	28.03.1980	--	4000-6000/-
94.	“ “	Sri Sanjay Kumar Sinha	“ “	26.12.1991	--	“ “
95.	“ “	Sri Saroj Kumar Das	“ “	26.12.1991	--	“ “
96.	Peon	Sri Vasudeo Prasad	IV-Grade	10.09.1973	--	2550-3200/-
97.	“ “	Sri Abdul Mazeed	“ “	20.07.1981	--	“ “
98.	“ “	Sri Shailendar Kumar Singh	“ “	30.11.1991	--	“ “
	D.E.E , Katihar					
99.	Distt. Emp. Officer , Katihar	Sri Ram Mohan Jha	B.E.S	--	--	6500-10500/-
100.	Clerk	Sri Laxman Prasad	III-Grade	28.03.1980	--	4000-6000/-
101.	“ “	Sri Pranav Kumar	“ “	03.10.1989	--	“ “
102.	“ “	Sri Sudhir Kumar Jha	“ “	28.11.1989	--	“ “
103.	“ “	Sri Ram Gulam Mandal	“ “	27.02.1992	--	“ “
104.	Peon	Sri Narmdeshwar Prasad	IV-Gr.	28.09.1991	--	2550-3200/-
105.	“ “	Sri Raj Kumar Rawat	“ “	31.10.2002	--	“ “
	D.E.E, Madhepura					
106.	Distt. Emp. Officer , Madhepura	Sri Achhe Lala Kumar	B.E.S	--	--	6500-10500/-
107.	Clerk	Md. Hasnain	III-Gr.	09.12.1977	--	4000-6000/
108.	“ “	Sri Subodh Kumar Yadav	“ “	01.11.1991	--	“ “
109.	Peon	Sri Sambhu Pd. Gupta	IV-Gr.	17.01.1992	--	2550-3200/-
	D.E.E, Khagaria					
110.	Distt. Emp. Officer, Khagaria	Sri Achhe Lal Kumar	B.E.S			6500-

						10500/-
111.	Clerk.	Sri Anajani Kumar Sahay	III-Gr.	13.02.1980	--	4000-6000/-
112.	Peon	Sri Indra Deo Sah	IV-Gr.	22.07.1985	--	2550-3200
DARBHANGA DIVISION						
113	Deputy Director (Emp.), Darbhanga	Md. Rahmat Ali	B.E.S	--	--	--
	S.R.E.E., Darbhanga					
114.	Asst. Director (Emp.), Darbhanga	Md. Rahmat Ali	B.E.S	--	--	--
115.	Clerk	Sri Lalan Kr. Singh	III-Gr.	28.03.1980		4000-6000/-
116.	" "	Sri Ram Naresh Prasad	" "	05.04.1980	--	" "
117.	" "	Sri Singeshwar Lal Karna	" "	16.06.1986	--	" "
118.	" "	Sri Surendra Kumar	" "	16.08.1990	--	" "
119.	" "	Sri Shanker Kr.Mahto	" "	16.08.1995	--	" "
120.	L.D. Clerk	Sri Binda Kumar	" "	17.06.2005	--	3050-4590/-
121.	Peon	Sri Vishwanath Singh	IV-Gr.	27.09.1983	--	2550-4590/-
122.	" "	Sri Visho Paswan	" "	16.07.1985	--	" "
123.	" "	Sri Ram Prasad Mandal	" "	04.04.1990	--	" "
.	D.E.E, Begusarai					
124.	Distt. Emp. Officer , Begusarai	Md. Rahmat Ali	B.E.S	--	--	--
125.	Clerk	Sri Ramanand Pd. Sinha	III-Gr.	14.02.1978	--	4000-6000/-
126.	" "	Sri Praveen Kr. Sinha	" "	26.02.1991	--	" "
127.	" "	Sri Vinodanand Kumar	" "	15.11.1991	--	" "
128.	L.D. Clerk	Sri Krishna Mohan Deo	" "	13.11.2002	--	3050-4590/-
129.	" "	Sri Umesh Pd. Tanti	" "	09.06.2005	--	" "
130.	Peon	Sri Chunni Lal Mahto	IV-Gr.	29.03.1976	--	2550-3200/-
131.	" "	Sri Shankar Yadav	" "	10.10.1988	--	" "
132.	" "	Md. Ajijuddin	" "	28.11.1988	--	" "
	D.E.E. Samastipur					
133.	Distt. Emp.Officer, Samastipur	Md. Rahmat Ali	B.E.S	--	--	--
134.	Clerk	Sri Arjun Pd. Gupta	III-Gr.	05.08.1976	--	4000-6000/-
135.	Clerk	Sri Brahmadeo Pd. Singh	" "	20.02.1990	--	" "
136.	Peon	Sri Devendra Mishra	IV-Gr.	01.09.1988	--	2550-3200/-

	D.E.E Madhubani					
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137.	Distt. Emp. Officer , Madhubani	Md. Rahmat Ali	B.E.S.	--	-	--
138.	Clerk	Sri. Shiv Kr. Rajak	III-Gr.	25.10.1991	-	4000-6000/-
139.	" "	Sri Ajit Kumar	III-Gr	26.01.1992	-	" "
140.	Peon	Sri Vishwanath Sao	IV-Gr.	22.10.1975	-	2550-3200
141.	" "	Sri Sita Ra, Sah	IV-Gr.	01.06.1985	-	" "
	U.B.Darbhanga					
142.	Emp. Officer , Darbhanga	Md. Rahmat Ali	B.E.S	--	-	--
143.	Clerk	Sri Vimal Kr. Singh	III-Gr.	04.10.1976	-	4000-6000/-
144.	" "	Sri Amiri Thakur	" "	04.03.1980	-	" "
145.	Peon	Sri Lakshmeshwar Pd.Singh	IV-Gr.	11.03.1980	-	2550-3200
(v) GAYA DIVISION						
146.	Deputy Director , Gaya (S.R.E.E. Gaya)	Sr. Kusheshwar Choudhary	B.E.S	--	-	1200-16500
147.	Asstt. Director (E)	Md. Aleu Sohail	B.E.S	--	-	6500-10500
148.	Clerk	Md. Abdul Bari Ansari	Clerk	01.07.1995	-	4000-6000/-
149.	" "	Nawal Kishor Singh	" "	20.06.1986	-	" "
150.	" "	Sri Narendra Kr. Pandey	" "	03.10.1989	-	" "
151.	" "	Sri Janardan Pd. Singh	" "	17.09.1991	-	" "
152.	L.D.Clerk	Sri Ramjee Prasad	" "	13.07.2005	-	3050-4590/-
153.	Peon	Sri Murali Dhar Ram	IV-Gr.	15.07.1985	-	2550-3200/-
154.	" "	Sri Uma Shankar Pd. Singh	" "	29.11.1988	-	" "
155.	" "	Sri Minhaj Hussain	" "	01.08.1991	-	" "
156.	" "	Sri Mahesh Kumar	" "	23.09.1991	-	" "
157.	Emp. Officer (U.B. Gaya)	Md.Alen Sohail	BES	--	-	-
158.	Clerk	Sri Sushil Mohan Kr. Sinha	III-Gr.	31.03.1981	-	4000-6000/-
159.	Peon	Sri Prem Nandan Kr Sinha	" "	06.03.1980	-	2550-3200/-
	D.E.E., Nawadah					
160.	Distt. Emp.Officer (E)	--	--	--	-	-

161.	Clerk	Sri Yogendra Sahu	III-Gr.	26.03.1975	-	4000-6000/-
162.	“ “	Sri Virendra Kr. Sinha	“ “	26.07.1976	-	“ “
163.	Peon	Sri Balwant Kumar	IV-Gr.	10.09.1991	-	2550-3200/-
	(D.E.E) Aurangabad)	--				
164.	Emp. Officer		BES	-	-	
165.	Clerk	Sri Jag Deo Prasad	III-Gr.	01.105.1980	-	4000-6000/-
166.	“ “	Sri Ganesh Prasad	“ “	03.07.1986	-	“ “
167.	Peon	Sri Sardar Satisj Singh	IV-Gr.	07.01.1992	-	2550-3200
	BHAGALPUR DIVISION					
168.	Deputy Director (Bhagalpur)	Sri Kuleshwar Choudhary	BES	--	-	--
	(S.R.E.E. , Bhagalpur)					
169.	Asstt. Director	Sri Shashi Bhushan Pd.	BES	--	-	--
170.	Clerk	Sri Virendra Ojha	III-Gr.	11.01.1988	-	4000-6000/-
171.	“ “	SriSHyam Sunder Keshari	“ “	13.02.1990	-	“ “
172.	L.D.Clerk	Sri Bhagwan Singh	“ “	21.05.2005	-	3050-4590/-
173.	Peon	Sri	IV-Gr.	19.06.1975	-	2550-3200/-
174.	“ “	Md. ..	“ “	12.12.1990	-	“ “
175.	“ “	Jai Prakash Mandal	“ “	08.09.1988	-	“ “
	D.E.E. Munger					
176.	Emp.Officer	Sri Shahsi Bhushan Pd.	--	--	-	--
177.	Clerk	Smt. Indu Jha	III-Gr.	3.10.1989	-	4000-6000/-
178.	“ “	Shri. Ashok Kumar	“ “	5.08.1991	-	“ “
179.	Peon	Sri Arun Pd.Malakar	IV-Gr.	27.10.1907	-	2550-3200/-
180.	“ “	Md. Ilyas	“ “	27.10.1987	-	“ “
181.	“ “	Sri Gautam Kumar	“ “	11.12.2002	-	“ “
182.	Emp.Officer	Sri Shashi Bhushan Pd.	--	--	-	--
	U.B. Gaya					
183.	Clerk	Sri Ram Awadhesh Singh	III-Gr.	21.01.1977	-	4000-6000/-
184.	L.D.Clerk	Sri Indra Deo Prasad	“ “	11.04.2005	-	3050-4590/-
	(vii) MUZAFFARPUR DIVISION					
185.	Deputy Director , (Muzaffarpur)	Md. Abdul Mokit	BES	--	-	--
	S.R.E.E.Muzaffarpur					
186.	Asstt. Director	Sri Sheo Kumar	BES	--	-	--

187.	Clerk	Sri Sanjay Kr. Sharma	III-Gr.	27.02.1991	-	4000-6000/-
188.	L.D.Clerk	Sri Vinod Kumar	" "	20.07.2005	-	3050-4590
189.	Emp. Officer (U.B. Muzaffarpur)	Sri Sheo Kumar	--	--	-	--
190.	Clerk	Sri Ramanand Jha	III-Gr.	03.01.1977	-	4000-6000/-
191.	" "	Smt. Pratima Kumari	" "	16.01.1988	-	" "
192.	Peon	Sri Ramjee Singh	IV-Gr	15.02.1986	-	250-3200/-
193.	" "	Deven Ram Pawan	IV-Gr.	22.07.1985	-	" "
194.	Clerk	Sri Ishwar Dayal	III-Gr.	11.07.1975	-	4000-6000/-
195.	" "	Surya Mohan Sinha	" "	30.03.1981	-	" "
196.	" "	Sri Raj Kishor Thakur	" "	12.06.1986	-	" "
197.	" "	Sri Shyam Babu Baitha	" "	02.07.1986	-	" "
198.	" "	Sri Amiya Kumar	" "	16.01.1988	-	" "
199.	L.D.Clerk	Sri Rajeeva Ranjan	III-Gr	11.04.2005	-	3050-4590/-
200.	" "	Sri Randhir Bihari	" "	28.04.2005	-	" "
201.	" "	Sri Umesh Yadav	" "	23.06.2005	-	" "
202.	" "	Sri Vishal	" "	29.07.2005	-	" "
203.	Clerk	Sri Vinay Kumar	" "	05.10.1989	-	4000-6000/-
204.	Peon	Sri Ram Naresh Thakur	IV-Gr.	01.09.1988	-	2550-3200/-
205.	" "	Sri Sudheshwar Baitha	" "	24.04.1990	-	" "
206.	" "	Sri Subodh Mallick	" "	05.02.1996	-	" "
207.	Emp.Officer	Sri Saroj Chandar Jah	BES	--	-	--
	D.E.E., Sitamarhi					
208.	Clerk	Sri Ram Kailash Singh	III-Gr.	20.04.1982	-	4000-6000/-
209.	L.D.Clerk	Smt. Chanda Kiran	" "	08.09.2003	-	3550-4590/-
210.	Peon	Sri Mahendra Rawat	IV-Gr.	03.01.1978	-	2550-3200/-
211.	Emp. Officer	Sri Umseh Pd. Sharma	BES	--	-	--
	D.E.E.Vaishali					
212.	Clerk	Sri Dinesh Kr. Pandey	Clerk	3.11.1976	-	4000-6000/-
213.	" "	Sri Chandra Bhushan Mishra	" "	18.03.1976	-	" "
214.	Peon	Sri Chndar Deo Pawan	IV-Gr.	23.12.1976	-	2550-3200/-
215.	Emp.Officer	Sri Manoj Kr. Sharma	BES	--	-	--
	D.E.E. Bettiah					
216.	Clerk	Sri Indu Shekhar Chy.	III-Gr.	22.08.1991	-	4000-6000/-
217.	L.D.Clerk	Sri Jay Shankar Pd.	" "	11.04.2005	-	3050-4590/-
218.	Peon	Sri Mohan Pd. Sah	IV-Gr.	3.01.1992	-	2550-3200

219.	Emp.Officer	Sri Manoj Kr. Sharma	BES	-	-	--
	D.E.E Motihari					
220.	Clerk	Sri Sidheshwar Pd.	III-Gr.	17.06.1986	-	4000-6000/-
221.	" "	Sri Rajesh Kr. Singh	" "	16.01.1992	-	" "
222.	Peon	Sri Binda Lal Kumar	IV-Gr.	08.08.1990	-	2550-3200/-
223.	" "	Sri Sanjay Kumar	" "	01.06.1991	-	" "
224.	" "	Smt. Kiran Devi	" "	01.03.1994	-	" "
	U.B. BHAGALPUR					
	PATNA DIVISION					
225.	Asstt. Director	Sri Ram Krit Sah	BES			
	S.R.E.E, Dalmiyanagar					
226.	Clerk	Sri Brahma Deo Pd. Singh	Clerk	01.07.1975	-	4000-6000/-
227.	" "	Sri Dil Mohan Thakur	" "	17.05.1983	-	" "
228.	" "	Sri Vijay Kr. Prasad	" "	20.05.1983	-	" "
229.	" "	Sri Kunwar Anirudh Prasad	" "	21.08.1991	-	" "
230.	" "	Sri Anil Prasad	" "	07.10.1991	-	" "
231.	" "	Sri Vijay Kumar	" "		-	" "
232.	L.D.Clerk	S.M.Anjum Hassan	" "	02.05.2005	-	3050-4590/-
	Emp.Exch. Kudra					
233.	Peon	Sri Anant Kr. Ram	IV-Gr.	5.10.1989	-	2550-3200/-
234.	" "	Md. Jiyauddin	" "	6.3.1980	-	" "
235.	DRIVER	Sri Bindeshwari Prasad	Driver	02.07.1974	-	3050-4590
	S.R.E.E. Patna					
236.	Junior Statistical Assistant	Sri Staya Prakash Sinha	J.S.A	10.02.1994	-	5000-8000/-
	S.R.E.E. Patna					
237.	Steno _Typist	Sri Bharat Bhushan Sah	Steno Typist	15.07.1986	-	4000-6000/-
	S.R.E.E Patna					
238.	Junior Statistical Assistant	Sri Abhay Kr. Thakur	J.S.A	03.06.1987	-	5000-8000/-
239.	Clerk (H.Q)	Sri Rajeshwar Ram	Clerk	26.04.1967	-	4000-6000/-
240.	Clerk (H.Q)	Sri Suresh Pd. Singh	" "	13.04.1976	-	" "

SECTION 4 (i) (b) (x)

Details of remuneration of officers and employees in the office of Directorate of Employment (Head Quarters) Bihar , Patna .

SI.No.	Cadre & Class	Pay Scale	Admissible allowances in Rs.		
			Regular (included in the salary) like DA	Occasional (Like TA Bill)	Special (like project allowance, training allowance, any other)
1.	Class – I	12000-375-16,500	20,250+8121/-	As admissible	Sp. Pay 150/-
2.	Class- II	6500/-200-10,500/	16,650/ + 64,75	“ “	
3.	“ “	“ “	16,650+ 6475/	“ “	
4.	“ “	“ “	15750 + 6150/-	“ “	
5.	“ “	“ “	160,050 + 6259/	“ “	
6.	Grade 'B'	“ “	15750 + 6151	“ “	
7.	“ “	“ “	15,450 + 6043	“ “	
8.	“ “	“ “	13,350/- + 5287	“ “	
9.	“ “	5500-175-9,000/-	11,400/ +4459	“ “	
10.	“ “	“ “	11,138 +2694	“ “	
11.	“ “	“ “	10,875 + 4270	“ “	
12.	“ “	“ “	10,875/- + 4270/-	“ “	
13.	“ “	“ “	10875 + 4445/	“ “	
14.	Grade "C"	5000/-150-8000/-	11,550 + 3843/-	“ “	
15.	“ “	“ “	10,875/-+ 4270/-	“ “	
16.	“ “	4000/-100-600/-	9955/ + 3816	“ “	
17.	“ “	“ “	9450 + 3758	“ “	
18.	“ “	“ “	9150 + 3650	“ “	
19.	“ “	“ “	9000+3,595	“ “	
20.	“ “	“ “	7500 + 3155	“ “	
21.	Grade 'D'	2650-65-3300-70-4000	5475+2276	“ “	
22.	“ “	2610-60-3150-65-3540	5609 +2292	“ “	
23.	“ “	2550-55-2660-60-3200	5456+2163	“ “	
24.	“ “	“ “ “ “	5217+2131	“ “	
25.	“ “	“ “	5217 + 2131/-	“ “	
26.	“ “	“ “	5127+2033	“ “	
27.	“ “	“ “	5217+2131	“ “	
28.	“ “	“ “	5008 +2033	“ “	
29.	“ “	“ “	5070+2131	“ “	
30.	“ “	“ “	4829+2073	“ “	
31.	“ “	“ “	4890 +2069	“ “	
32.	“ “	“ “	4080+1739/-	“ “	
33.	“ “	“ “	4948+2033	“ “	
34.	“ “	“ “	4829 + 2033	“ “	

SECTION 4 (i) (b) (xi)

Details of allocations of Budget & disbursement made in the office of Directorate of Employment at Bihar , Patna for the year 2005-06.

Sl.no.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs.	Remarks
1.	2230 – Labour & employment –101-employment service –004 establishment of employment service(Non Plan)	3,99,33,000	Non Plan	No	--
2.	2230 –Labour & Employment –02 Employment –101 – Employment Service – 0003 Establishment of state employment committee	1,90,000	Non Plan	No	
3.	2230 –Labour & employment –02 employment other sub plan –101 employment service 0101 expansion of employment service	2,80,00,00	Plan details attached	No	

PLANS DETAILS

Head 2230 LAB & EMP.- 02 Employment Category Head – Other Field by Plan – 101Employment Services –0101- Extension of Employment Services.

Sl.no.	Name of the scheme	Plan Allocation	Authorized Committee Sanction	Remarks
1.	Extension of CIC at all SREE.	2,40,000	Sanction 2,40,000	Working at all SREE
2.	Establishment of CIC at all DEE	5,00,000	Sanction 5,00,000	Functional
3.	Establishment of special EE for SC	11,70,000	Not sanctioned	-----
4.	Computerization of EE at Patna	7,00,000	Sanctioned 5,23000	Implementation in last stage.
5.	Establishment of special cell for minorities at camp EE Kishnaganj	1,30,000	Not sanctioned	
6.	Establishment of telephone at all SREE	60,000	Not sanctioned .	

SECTION 4 (i) (b) (xii) (A) Format

Manner of education of subsidy programme in the office of the Directorate of Employment , Bihar , Patna .

-----Not Applicable -----

SECTION 4 (i) (b) (xii) format B

Details of beneficiaries of subsidy programme in the office of Directorate of Employment at Bihar , Patna .

-----Not Applicable -----

SECTION 4 (i) (b) (xiii)

Particulars of recipients of concession permits or authorization granted in the office of Directorate of Employment , Bihar , Patna

-----Not Applicable -----

SECTION 4 (i) (b) (xiv)

Details of information available in electronic form in the office of Directorate of Employment , Bihar , Patna

The Employment Exchanges in the Bihar State are presently not computerized.

SECTION 4 (i) (b) (xv)

Particulars of facilities available for citizen to obtaining information in the Employment Exchanges in the State of Bihar.

Type of facilities :

- Information about visiting hour.
- Information about notice boards.
- Information about library .(Career Information Center)

Sl.No.	Type of facilities	Timings	Procedures	Location	Person incharge	Grievance redressal
1.	Visiting hrs.	10.00 A.M to 5.00 P.M	Open to all job seekers	Counter	Clerk	Employment Officer / Asst. Director (E)
2.	Notice Boards.	10.00 A.M to 5.00 P.M	Open to all job seekers	Office premises	---	Employment Officer / Asst. Director (E)
3.	Library	10.00 A.M to 5.00 P.M	Open to all job seekers	Vocational Guidance room	Clerk	Employment Officer / Asst. Director (E)

SECTION 4 (i) (b) (xvi)

**Details of Public Information Officers / APIOs/ Appellate Authority in the jurisdiction of
(public authority) Directorate of Employment ,Bihar .**

PIO

A

SI.NO.	Name of PIO	Designation	Jurisdiction of PIO under RTI	Address/Ph.No.	Email-id for purpose of RTI	Appellate Authority.
1.	Sri Krishna Deo Singh	.I/C Dy. Director (E)	Directorate of Emp. (HQ), Patna	Directorate of Emp., (HQ) Patna		Director , Employment and Training.
2.	Sri Kulehswar Choudhary	Dy. Director (E)	Patna Division	,Patna Division,Patna	2531478	
3.	Md. Abdul Mokit	Dy. Director(E)	Saran Division	Saran Division , Chapra		
4.	Md. Abdul Mokit	Dy. Director (E)	Tirhut Div.	Tirhut Div.Muzaffarpur.		
5.	Md. Rahmat Ali	Dy. Director(E)	Darbhanga Div.	Darbhanga Div.Darbhanga		
6.	Md. Rahmat Ali	Dy. Director(E)	Koshi Div.	Koshi Div.,Saharsha		
7.	Md. Rahmat Ali	Asstt. Director(E)	SREE ,Saharasha	SREE ,Saharasha		
8.	--	Dy. Director (E)	Bhagalpur Div.	Bhagalpur Div,Bhagalpur		
9.	Sri Ram Krit Sah	Asstt. Director (E)	SREE,Dalmiyanagar	SREE,Dalmiyanagar		
10.	--	Asstt. Director (E)	SREE,Darbhanga	SREE,Darbhanga		
11.	Sri Shiv Kumar	Asstt. Director (E)	SREE,Muzaffarpur	SREE,Muzaffarpur		
12.	Md. Abul Sohail	Asstt. Director (E)	SREE,Gaya	SREE,Gaya		
13.	Sri Umesh Prasad Sharma	Asstt. Director (E)	SREE,Patna	SREE,Patna		
14.	Sri Umesh Prasad Sharma	DEO,Vaishali	Vaishali District	Hazipur		
15.	Sri Shashi Bhushan Prasad	Asstt. Director (E)	SREE, Bhagalpur	SREE, Bhagalpur		
16.	Sri Sraoj Chandra Jha	DEO,Sitamarhi	Sitamarhi District	DEO Sitamarhi		
17.	Sri Bipin Bihari Verma	DEO , Jehanabad	Jehanabad District	DEO Jehanabad		
18.	Sri Bipin	DEO	Nalanda District	DEO , Nalanda ,		

	Bihari Verma	NALANDA		Biharshariff		
19.	Sri Akshay Lal Kumar	DEO Khagaria	Khagaria Distt.	DEO Khagaria		
20.	Sri Akshay Lal Kumar	DEO, Madhepura	Madhepura Distt.	DEO, Madhepura		
21.	Sri Manoj Kumar Sharma	DEO , Bettia	Bettia Distt.	DEO, Bettia		
22.	Sri Manoj Kumar Sharma	DEO, Motihari	Motihari Distt.	DEO, Motihari		
23.	--	DEO, Bhojpur	Bhojpur Distt.	DEO Bhojpur , Arrah		
24.	--	DEO, Buxar	Buxar Distt.	DEO, Buxar		
25.	Sri Ram Mohan Jha	DEO, Purnea	Purnea Distt.	DEO, Purnea		
26.	Sri Ram Mohan Jha	DEO, Katihar	Katihar Distt.	DEO, Katihar		
27.	--	DEO, Siwan	Siwan Distt.	DEO, Siwan		
28.	--	DEO Gopalganj	Gopalganj Distt.	DEO, Gopalganj		
29.	--	DEO, Begusarai	Beguisrai Distt.	DEO, Begusarai		
30.	--	DEO, Samastipur	Samastipur Distt.	Samastipur Distt.		
31.	--	EO,	KMS University, Dharbhnaga	EO, UEI&G Bureau, Darbhanga		
32.	Sri Shivkumar	EO	BBR University , Muzaffarpur	EO, UEI&G Bureau Muzaffarpur		
33.	Md. Abu Sohail	EO	MU. Bodh-Gaya	EO, UEI&G Bureau, Bodh-Gaya		
34.	Sri Shahsi Bhushan Prasad	EO	TM University, Bhagalpur	EO, UEI&G Bureau, Bhagalpur		
35.	Sri S.S.Tripathy	EO	PU, Patna	EO, UEI&G Bureau, Patna		

APIOs

B

SI.NO.	Name of APIO		Designation	Jurisdiction of PIO under RTI	Address/Ph.No.
1.	Md. Azim	I/C. Asst. Director , (E)	Directorate of Emp.(HQ), Patna		Directorate of Emp.(HQ), Patna

Appellate Authority

SI.NO.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO Reporting	Email-id for purpose of RTI
1.	MS Bindeshwrai Negi, IAS	Director , E. & T	Directorate Level	All PIOs in the Directorate of Employment.	

SECTION 4 (i) (b) (xvii)
Section 4(l) (c)

Section 4(l) (d)
