

FUNCTIONAL FILE INDEX

**DEPARTMENT OF LABOUR & EMPLOYMENT
JANUARY 1971**

**WORK STUDY UNIT
DEPARTMENT OF LABOUR & EMPLOYMENT
GOVT OF INDIA**

DEPARTMENT OF LABOUR AND EMPLOYMENT
(MAIN SECRETARIAT)

FUNCTIONAL FILE INDEX

For

HOUSE-KEEPING & SUBSTANTIVE
FUNCTIONS FUNCTIONS

1971

C O N T E N T S

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DEPARTMENT OF LABOUR AND EMPLOYMENT

EXPLANATORY NOTE DESCRIBING

FUNCTIONAL FILE INDEX

1. The existing filing system of the Central Secretariat offices has been laid down in detail in Manual of Office Procedure. It suffers from the following disadvantages:

- (i) There is no uniformity, since different sections allot different numbers to identical subjects or sub-subjects.
- (ii) Tracing of files is a time-consuming search through the file registers and the officers are dependent on record clerks.
- (iii) Indexing by subject as well as by individual name is necessary.

2. To overcome these disadvantages, a functional, subject-wise and sub-subject-wise file index could be prepared as follows: -

- 2.1 The main subjects under a function, say establishment, common office services, budget, are first listed under functional group headings which are respectively identified by capital letters 'A', 'D' and 'G' of Part I of the Functional File Index. Similarly, the main subjects under substantive activities of this Department, say, labour Relations, Social Security, I.L.O., are first listed under Functional group heading, which are respectively identified by 'L', 'R' and 'W' of Part II of the Functional File Index.
- 2.2 Each main subject or main head under each functional group is assigned consecutive, Arabic numerals beginning with '11' which may go up to '99'.
- 2.3 Similarly, the sub-subjects or sub-heads under each main head are assigned consecutive Arabic numbers beginning with '11' which also could go up to '99'.
- 2.4 The identifying subject numerals and sub-subject numerals are separated by '0', the group of numerals to the left of '0' refer to the main subject while that to the right to its sub-subjects, topic, aspect or factor.
- 2.5 Files opened under the same subject, etc. are given serial numbers 1, 2, 3 and so on, and separated from the groups of numerals identifying the main subject and the sub-subject by a slant stroke/.

- 2.6 The year in which the file is opened is shown separately from the file number by a slant stroke/.
- 2.7 At the end of each file code number is to be indicated the dealing administrative office, division or unit by a suitably chosen abbreviated group of letters separated from the year by a hyphen.
- 2.8 Each subject and sub-subject thus having been identified by an alpha-numeric code mark, a brief content part of the subject viz. question, issue or specific institution or person involved is indicated in the rectangle on the file cover marked "Subject".

2.9 **Illustrations**

- (i) In a file numbered D 11013/3/66-Est., 'D' stands for the functional or activity group heading, viz. common office services. The first group of Arabic numerals '11' stands for the main subject heading 'accommodation'. The figure 'o' is a separating sign. The second group of Arabic numerals '13' stands for the subordinate subject or aspect heading, 'shifting arrangements'. The number '3' between slant strokes denotes 3rd file opened under this subordinate heading. The figure '66' indicates the year of opening the file and the abbreviating letters 'Estb'. Stands for establishment section. If the file relates to shifting of the Department of Mines and Metals from its present accommodation in Udyog Bhavan to Shastri Bhavan, the following only need be indicated in the 'subject' box on the file cover:

“Department of Mines & Metals from Udyog Bhavan to Shastri Bhavan”.

- (ii) In a file numbered L 12011/1/71-LR.III, 'L' stands for the group heading 'Labour Relations' '12' stands for the main head 'Industrial dispute in Banks', 'O' is the separating sign, '11' stands for the sub-head 'Charter and general demands', '1' indicates the first file opened under this sub-head, '71' will indicate the year of opening the file, and the abbreviation LR.III denotes the Labour Relations-III Section.

3. **Instruction**

If a paper requiring filing is such as apparently does not relate to any of the lists viz. functional (primary, group heading), subject (Secondary heading) or sub-subject etc. (tertiary heading), the following points should be considered: -

Whether they come under any sub-factor or sub-aspect of a tertiary heading as related to a secondary heading.

If not, whether they could be brought under an additional heading placed at appropriate point in the list of primary headings.

If not, whether they could be brought under an additional heading placed at appropriate point in the list of primary headings.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.

4. Advantages of the proposed file index

- (i) A coded file index drawn up on a functional basis establishes an easily recognisable, systematic filing sequence under a comprehensive list of pre-identified subjects and their various sub-subjects, topics or aspects, concerning established activities.
- (ii) The symbols and numbers used are convenient substitutes for lengthy file designations; also, a standardised index based on them furnishes better aid in a hunt which sometimes has to be made to locate relevant papers,
- (iii) Such a file index has also the advantages of providing files on the same functional subject and its sub-subject common identifying symbols.
- (iv) Ensuring ease in reference, this standardisation greatly facilitates opening of new files, systematic sorting, pick up and storage of files which may be required subsequently for reference, and thus enables the officers to pick up any file on their own and with speed.
- (v) Further, only one additional index slip (by specified name or question) need be made, and not two, i.e. both name-wise and subject-wise as is found necessary under the conventional system.
- (vi) Besides, the proposed coded index can serve as a standard table of contents for the sectionals note-book which, although a necessary requirement for its effective use, is by an large not prepared.
- (vii) It would also help in compiling orientation, instruction material on the activity dealt with, for a comprehensive understanding of it.

DEPARTMENT OF LABOUR AND EMPLOYMENT
(MAIN SECRETARIATE)
FUNCTIONAL FILE INDEX
FOR
HOUSE-KEEPING & SUBSTANTIVE
FUNCTIONS

LIST OF GROUP HEADS

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PART-I

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 22. Recruitment through Home Ministry
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 - (i) Class I
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- 13 Suitability of candidates for appointment to/ for continuance in government service
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 - 12 Debarred by UPSC from appearing in examination
 - 13 Certificates of eligibility

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33	Training in O & M and work study	11
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J & K

J
and
K

(Reserved for future Housekeeping jobs)

PART-II

L- LABOUR RELATIONS

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	12	demands Individual cases
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12. Industrial disputes in Banks	11	Charter and general
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14. Industrial disputes in Defence Establishments	11	Charter and general demands Individual cases
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	12	demands Individual cases
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20	Industrial disputes in coal mines in Dhanbad Region	11	Charter and general demands Individual cases
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21.	Industrial disputes in coal mines in Hyderabad Region	11	Charter and general demands Individual cases
		12	Arbitration agreements
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22. Industrial disputes in coal mines in Jabalpur Region	11	Charter and general demands Individual cases
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23. Industrial disputes in coal mines in Tamil Nadu Region	11	Charter and general demands Individual cases
	12	Arbitration agreements
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24. Industrial disputes covering coal mines (more than one Region)	11	Charter and general demands Individual cases
	12	Arbitration agreements
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27. Industrial disputes in manganese mines	11	Charter and general demands Individual cases
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	25	Miscellaneous
28. Industrial disputes in mica mines	11	Charter and general demands Individual cases
	12	Arbitration agreements
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29. Industrial disputes in quarries and other mines	11	Charter and general
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30. Industrial disputes in Oil fields	11	Charter and general
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	25	Miscellaneous
31. Industrial disputes in Bombay Ports and Docks	11	Charter and general
	12	demands Individual cases
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	14	Awards (arising out of direct applications)
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32. Industrial disputes in	11	Charter and general
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34. Industrial disputes in Vishakhapatnam Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
	13	Awards (arising out of direct applications)
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35. Industrial disputes in Cochin Ports and Docks	11	Charter and general demands Individual cases
	12	Arbitration agreements
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36. Industrial disputes in Marmugao Ports and Docks	11	Charter and general demands Individual cases
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37. Industrial disputes in Kandla Ports and Docks	11	Charter and general demands
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	14	Awards (arising out of direct applications)
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39. Industrial disputes in more than one ports and Docks	11	Charter and general
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	14	Awards (arising out of direct applications)
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	25	Miscellaneous
40. Industrial disputes in Posts and Telegraphs	11	Charter and general
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41. Industrial disputes in Railways	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
	14	Awards (arising out of direct applications)
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42. Industrial disputes in other Government establishments/undertakings in Central sphere	11	Charter and general
	12	demands Individual cases
	13	Arbitration agreements
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25	Miscellaneous	

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Kept reserved for other
industries etc., if any, to
come up.

51. Industrial disputes in State	11	Charter and general
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sphere 12 demands Individual cases
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14 Awards (arising out of
direct applications)

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52. Code of Discipline

11 General aspects.

12 Violations/Complaints-coal
mines.

13 Violations/Complaints-non-
coal mines.

14 Violations/Complaints-
Stats sphere.

15 Violations/Complaints-
Insurance.

16 Violations/Complaints-
Banks.

17 Violations/Complaints-Air
Corporation.

18 Violations/Complaints-
Government of India
Presses.

19 Violations/Complaints-
Posts and Telegraphs.

20 Violations/Complaints-
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21 Agreements

22 Acceptance of Code

23 Implementation-Central
sphere

24 Implementation-State

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	25	Recognition/de recognition of unions
	26	Reviews-Central sphere/State sphere
	27	Screening procedure
	28	Out of court settlements of disputes
	29	Voluntary arbitration
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53. Code of conduct	11	General aspects
	12	Violation/complaints
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54. Rationalisation and Automation	11	Policy
	12	Screening procedure
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55. Industrial Truce Resolution	11	Policy /General aspects
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56. Workers	11	Policy / General aspects
Participation in Joint	12	Working in individual Units
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57. Workers	11	Policy / General aspects
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58. Workers	11	Policy / General aspects
Shareholding	12	Working in individual Units
(Co-partnership)		Review
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59. Joint Consultative	11	Policy / General aspects
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Arbitration	13	
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60. Verification of membership	11	General aspects
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M-LABOUR WELFARE

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		12 New Housing Scheme
		13 Low cost Housing Scheme
		14 Subsidy-cum-loan Scheme
		15 Build your own house scheme
		16 Housing corporation Society
		17 Representations on housing matters
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12	Medical facilities	11 Policy/general aspects
		12 Central/Regional hospitals- matters relating to
		13 Dispensaries-matter relating to
		14 Sanction for purchase of medicines etc.
		15 Import of equipments/release of foreign exchange
		16 Disposal of unserviceable stores
		17 Family Planning programmes.
		18 Representations/complaints
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13.	Educational facilities	11	Policy/general aspects
		12	Scholarships
		13	Audio-visual aids
		14	Training matters
		15	Educational tours
		16	Uniforms
		17	Mid-day meals
		18	Children education allowance
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14.	Recreational facilities	11	Policy/general aspects
		12	Institutes/Community Centres
		13	Films and mobile Cinema units
		14	Radio centres
		15	Bharat Darshan tours
		16	Sports and games
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		12	Water supply
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		14	Canteens
		15	Consumer Cooperative Stores
		16	Credit Societies
		17	Fair Price Shops
		18	Allocation of cess

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		14	Working hours/shift schedules
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18.	Contract Labour System	11	Policy matters
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19.	Agricultural Labour	11	Policy / General aspects
		12	Intensive- type studies
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20.	Construction Work	11	Policy /General aspects
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N- LABOUR SAFETY

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12.	Safety	11	Policy / General aspects
		12	Audio-visual aids
		13	Training and Research
		14	Exhibitions
		15	Safety awards
		16	Protective footwear to mines
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P-WAGES AND BONUS

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11	Wages	11	Policy / General aspects
		12	Deductions from wages
		13	Claim/recovery of wages
		14	Complaints/representation s Fixation pf pay and allowances matters relating to
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12.	Bonus	11	Policy / General aspects
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		14	bonus Productivity Bonus
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Q- WORKERS' EDUCATION

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11. Coverage of the Scheme	11	Policy / General aspects
	12	Industries/Establishments (to be covered)
	13	Regional /Sub-Regional Centres (opening/closing of)
	14	Categories of workers (to be covered)
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	25	Miscellaneous
12. Facilities/Concessions under the Scheme	11	Worker-teacher trainees
	12	Worker-trainees
	13	Whole-time courses
	14	Short term programmes.
	15	Educational tours
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	25	Miscellaneous
13. Evaluation and Review	11	General aspects
	12	Studies and Reviews
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	25	Miscellaneous
14	11	Education Officers Training Course
	12	Worker-teacher training courses
	13	Unit level classes
	14	Correspondence courses
	15	Short tern training Programmes
	16	Training of candidates nominated by foreign countries
	17	Training of the officers of the Board
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	25	Miscellaneous
15.	11	Education Officers Training
	12	Worker-teacher training
	13	Unit level classes of workers
	14	Special aspects of syllabi (i.e.g. industrial health) Safety, productivity, family planning, etc.)
	15	Recommendations of the Syllabii Committee
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16.	Society and its various bodies	11	Composition of the Society
		12	Composition of the Board of Governors
		13	Composition of different Committees of the Society
		14	Rules and Regulations of the Society
		15	Meeting of the Board of Governors
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17.	Literature of the Board	11	Selection of authors and scripts
		12	Payment of remuneration to authors
		13	Production/Printing of booklets Pricing and sale of booklets etc. Monthly bullet in production/ distribution
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18	Training Equipment	11	Provision of class room furniture
		12	Audio-Visual aids (workers' education)
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19.	Grants-in-aid	11	Release of-by Government to Boards
		12	Release-by Board to the Unions
		13	Proposals for sanctioning grants-in-aid to the trade unions/organisations
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20.	Activity Targets	11	Targets and achievements in the previous Plans
		12	Targets/achievements during the Fourth Plan
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22	Mica Mines Labour Welfare	11.	Interpretation/clarification etc.
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34.	Coal Mines Provident Fund	11.	Interpretation/clarification etc.
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	* for Board of Arbitration please see under "Labour Relations" (item 59) at page 79		

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		25.	Miscellaneous

Z - GENERAL

MAIN HEAD	SUB HEAD
11	General Circulars
11	Ministry of Finance
12	Ministry of Health & Family Planning and Works, Housing and Urban Development (Department of Health
13	---do--- (Department of
14	Family Planning)
15	---do--- (Department of Works, Housing and Urban Development))
16	Ministry of Home Affairs Cabinet Secretariat
17	(Department of Personnel)
18	Cabinet Secretariat (Other
19	Departments)
20	Other Ministries
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25	Miscellaneous
12	Vacancy
11	All Ministries
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25	Miscellaneous
13	Letters (Coordinating Aspect)
11	M.P.'s Letters

- 12 P.M. Secretariat
- 13 President's Secretariat
- 14 State Governments
- 15 Representations/Resolutions
from Employees and their
Union/Organisations
- 16 Representations/Resolutions
from Employees and their
Union/Organisations

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14. Publications

- 25 Miscellaneous
- 11 Policy/General aspects
- 12 Costing System
- 13 Advertisement
- 14 Monetary limits
- 15 Supply

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15. Books and Periodicals

- 25 Miscellaneous
- 11 General aspects
- 12 Books
- 13 Periodicals
- 14 Documentation and
bibliographical work
- 15 Press Clipping Service
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	25	Miscellaneous
16.	11	Weekly
	12	Fortnightly
	13	Monthly
	14	Quarterly
	15	Half-Yearly
	16	Annual
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	25	Miscellaneous

Heading 17 to 19

Kept reserved for other subjects etc.

20.	Miscellaneous activities	11	Office Orders/Notes
	(General aspects)	12	Recommendations of Pay Commission
		13	Recommendations of other Commission
		14	Staff meetings
		15	Passes for Ceremonial
		16	functions
		17	Cultural Exchange
		18	Diaries and Calendars
		19	Film Production Programme
			Conferences and Committees
		20	of other Ministries etc.

21	Fairs and Exhibitions
22	National Awards
23	
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25	Miscellaneous

Miscellaneous
