

MANUAL - 1
PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES
[Section 4(1)(b)(i)]

1. AIMS AND OBJECTIVES OF THE ORGANIZATION -

The main aim and objective of the District Employment Exchange, Cuttack is to implement and co-ordinate all programmes of employment assistance, career advice, employment market information and survey and studies in the District. The District Employment Officer (D.E.O.) is also responsible for inspection and enforcement of the Employment Exchanges (compulsory notification of vacancies) Act, 1959. D.E.O. is responsible for efficient functioning of town Employment Exchange and its sub-offices.

Through “State Employment Mission” programme, D.E.O. has to take initials to open-up avenues for self-employment and to create a conducive atmosphere for sustainable wage employment.

2. MISSION / VISION -

As far as Mission / Vision is concerned, District Employment Exchange, Cuttack has following four Missions:

- i) Registration of job-seekers for Employment Assistance.
- ii) Sponsoring of names of registrants against notified vacancies of employers.
- iii) Vocational Guidance to registrants through career counseling and providing Employment information to them.
- iv) Collection of Employment Market Information (E.M.I) in Form E.R.-I & E.R.-II.

However, after implementation of “State Employment Mission” on 2005, the Mission / Vision of District Employment Exchange has been increased as :

- i) To monitor the Skill Up-gradation Training imparted to un-employment youth for self-employment purposes.
- ii) To impart “Pre-Recruiting Training Camp (Residential)” to the candidates willing to join Indian Army.
- iii) To organise career talk programmes on Defence Services in collaboration with Army Recruiting Officer and Principals of leading educational institutions.

3. BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENTS -

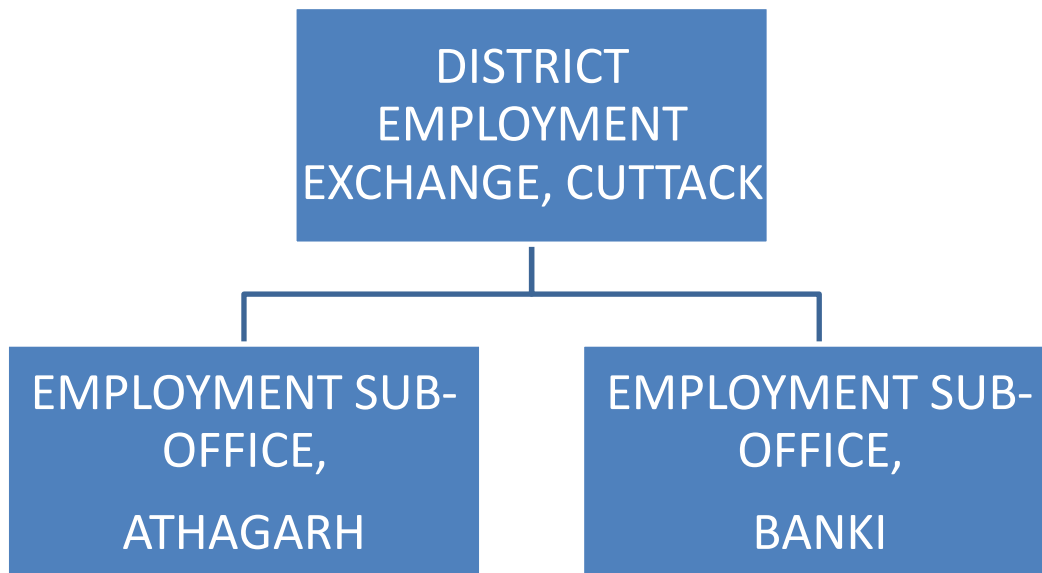
The Employment Service came into existence in India under the stress of postwar demobilization. Towards the end of the Second World War, the need for a machinery which could handle orderly re-absorption of civil life, of a large number of service personnel and war workers who were about to be released as keenly felt. Having regard to the complexity of the problem and in order to ensure uniformity in policies and effective co-ordination of efforts it was considered necessary that the proposed machinery be directed and controlled by the Central Government. In accordance with a scheme that was agreed upon by the Central and State Governments, the Directorate General of Resettlement and Employment (D.G.R&E) was setup in July, 1945 and Employment Exchange were gradually opened in several parts of the country.

Till the end of 1946, Employment Service facilities were restricted to demobilized service personnel and discharged war workers. In 1947, consequent upon the partition of the country, the Employment Exchanges were called upon to deal with the resettlement of a large number of persons who were displaced as a result of partition. In response to popular demands, the scope of the service was gradually extended and by early 1948, Employment Exchanges were thrown open to all categories of applicants.

This transition of the Employment Service from a resettlement agency to an all India placement organization resulted in an enormous increase of work, which called for long-term measures. It was felt that the organization which was hurriedly set-up to tackle the immediate problem of resettlement of released war service personnel, required to be restructured if it was to function as effective machinery which could facilitate and further the employment process. Accordingly, the Training and Employment Services Organisation Committee (popularly known as Shiva Rao Committee) was appointed in 1952 (under the chairmanship of Shri B.Shiva Rao), to review the set-up and functions of the Employment Service and to make recommendations for its re-organisation. The committee submitted their report in 1954 which was mainly responsible for the present structure of the organization and diversification of its functions in the field of Occupational Research, Vocational Guidance and Employment Market Information. Based on the recommendations of the committee, the day-to-day administration of the organization was handed over to the State Governments with effect from 1st November, 1956.

The Government of India had also appointed in March, 1978; a committee on National Employment Service under the Chairmanship of Shri P.C.Mathew (popularly known as Mathew Committee) to examined the various aspects of the working of Employment Exchanges, and to suggest suitable measures to make it more responsive to changing circumstances and needs. This committee submitted its report in November, 1978 and made a number of recommendations for improvement of the Employment Service. Some of the recommendations made by this committee have been accepted by the Government for implementation.

4. ORGANISATION CHARTS -



5. ALLOCATION OF BUSINESS -

As per the National Employment Service (N.E.S.) Manual, Employment Organisation's business is to :

- a) Provide free employment assistance to the job seekers by registering their names and sponsoring them against Public / Private Sector vacancies on demand,
- b) At the present Employment scenario, emphasis is given to provide formal & non-formal training in different organized / un-organised sector to develop the skill of the unemployed youth to promote self-employment
- c) Verification of Establishment records under C.N.V. Act-1959 & collect E.M.I. information for onward submission to D.G.E.T., New Delhi.

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION -

Since the formulation of Employment Policies, 2005; Employment Mission is constituted under the Chairmanship of State Govt. to promote Wage / Self Employment. For this non-formal training programme in different Sectors like - Agriculture, Horticulture, Industry, Security, Handlooms & Handicrafts, transport etc. have been organized by the mission.

7. DETAILS OF SERVICES RENDERED -

- a) Vocational Guidance to the job seekers individually depending on their age, qualification, experience etc.
- b) Registration of un-employed job seekers.
- c) Sponsoring of their names on the basis of their seniority against the vacancies Public / Private on demand.
- d) Arranging pre-recruiting training programme for the Army aspirants for their preparedness.
- e) Participating & co-operating in the process of Rally made by Director Recruiting of Army in our District.
- f) Disseminating information regarding the recruitment made in the state or above in the notice board.
- g) Visiting schools / colleges and providing information on different careers through career talks.
- h) To promote self-employment, we are arranging free skill-development training in different I.T.I./I.T.C.s in the process of inviting applications from the unemployed youths. Training on different sectors like Agriculture, Horticulture, Transport, Handloom & Security.

8. CITIZENS INTERACTION -

Nothing to reply.

9. POSTAL ADDRESS OF THE MAIN OFFICE, ATTACHED/SUB-ORDINATE OFFICE/FIELD UNITS ETC. -

1.DISTRICT EMPLOYMENT EXCHANGE, CUTTACK
At - Ganeshghat, P:O - Chandinichowk, Dist - Cuttack-753002.

2.EMPLOYMENT SUB-OFFICE, ATHAGARH
At-

3.EMPLOYMENT SUB-OFFICE, BANKI
At-

10. MAP OF OFFICE LOCATION -

Badambadi ----- Khannagar --- (Right Turn)----- Rajabagicha School -----Ganeshghat -----
(Kali Temple) & City College (Sirdi Baba Temple)

Right Turn----- Infront of Johrimal English Medium School----DISTRICT EMPLOYMENT
EXCHANGE, CUTTACK.

11. WORKING HOURS BOTH FOR OFFICE AND PUBLIC -

10 A.M. to 5 P.M. in every working day with a lunch break from 2 P.M. to 2.30 P.M.

12. PUBLIC INTERACTION, IF ANY -

Interaction with unemployed youth during the time of registration and skill
development training.

13. GRIEVANCE REDRESS MECHANISM -

Grievances received from unemployed job seekers are redressed by the District
Employment Officer, Cuttack.

MANUAL - 2
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
[Section 4(1)(b)(ii)]

Powers and duties of officers and employees

Sl. No.	Designation	Powers				Duties Allotted
		Admn.	Final	Statutory	Others	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Smt. Mamata Behura, District Employment Officer & P/O of Cuttack District	District Employment Exchange, Cuttack & its sub-offices	D.D.O. Power	E.E, (C.N.V)Act, O.R.V Act	As & when assigned by Director	Overall supervision of District Employment Exchange, Cuttack & its sub-office
2.	Sri A.C.Kar, E.O. & A.P.I.O. of Cuttack District	-	-	-do-	As & when assigned by Director & D.E.O.	Officer-in-charge of V.G. & Employment Mission
3.	Sri R.K.Das Mohapatra, E.O., D.E.Ex., CTC	-	-	-do-	-do-	Officer-in-charge of E.M.I. unit & vacancy
4.	Sri B.B.Mallick, E.O., D.E.Ex., CTC	-	-	-do-	-do-	Officer-in-charge of Registration & Live Register
5.	Sri A.K.Tripathy, J.E.O., D.E.Ex., CTC	-	-	C.N.V.	As & when required by D.E.O.	Officer-in-charge of Reports & Returns
6.	Sri P.K.Bhoi, J.E.O., Athagarh & A.P.I.O. of Athagarh sub-divn.	Admn. of the E.S.O.	-	-do-	-do-	Officer-in-charge of E.S.O., Athagarh
7.	Sri Niranjan Rath, J.E.O., Banki & A.P.I.O. of Banki sub-divn.	Admn. of the E.S.O.	-	-do-	-do-	Officer-in-charge of E.S.O., Banki
8.	Sri B.D.Pattanayak, Head Clerk, D.E.Ex., CTC	Admn. of Ministerial & Class-IV	-	-do-	-do-	Overall supervision of Ministerial Officers, Accounts & Budget
9.	Sri R.N.Mishra, Sr. Clerk, D.E.Ex., CTC	-do-	-	-do-	-do-	E.M.I. visit
10.	Sri A.Das, Sr. Clerk, D.E.Ex., CTC	-	-	-	-do-	Estt.
11.	Sri R.R.Mohapatra, Sr. Clerk, E.S.O., Banki	-	-	-	-do-	-do-
12.	Sri A.C.Roul, Jr.Clerk, D.E.Ex., CTC	-	-	-	-do-	Diary & Despatch
13.	Sri D.Mohanty, Jr.Clerk, D.E.Ex., CTC	-	-	-	-do-	Live Register
14.	Sri P.N.Mohanty, Jr.Clerk, D.E.Ex., CTC	-	-	-	-do-	Registration Counter

15.	K.C.Sahoo, Guide, D.E.Ex., CTC	-	-	-	-do-	Mission & Vacancy
16.	G.S.Das, Daftary, D.E.Ex., CTC	-	-	-	-do-	Class - IV
17.	Ruben Sahoo, Peon, D.E.Ex., CTC	-	-	-	-do-	-do-
18.	Musasan Mohapatra, Peon, D.E.Ex., CTC	-	-	-	-do-	-do-
19.	G.R.Singh, Chowkidar, D.E.Ex., CTC	-	-	-	-do-	-do-
20.	B.K.Subudhi, P.C.C., E.S.O., CTC	-	-	-	-do-	-do-
21.	Sri Maheswar Mohapatra, P.C.C., E.S.O., Athagarh.	-	-	-	-do-	-do-

MANUAL - 3
PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS
[Section 4(1)(b)(iii)]

NOT APPLICABLE.

MANUAL - 4
NORMS SET FOR THE DISCHARGE OF FUNCTIONS
[Section 4(1)(b)(iv)]

Sl. No.	Activity	Time Frame / Norms	Remarks
(1)	(2)	(3)	(4)
1.	Diary of letter receiving	2 minutes	-
2.	Despatch of letter	2 minutes	-
3.	Submission of Returns	Monthly - 3 rd working day of the following month	-
		Quarterly - 10 th working day in the month following the quarter	-
		Half Yearly - 10 th working day of the month following the half year	-
		Annual - 10 th working day of the month following the year	-
4.	Sponsoring of candidates against the vacant posts	Within 7 days from the date of receipt of the requisition	-

MANUAL - 5
RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR
DISCHARGING FUNCTIONS
[Section 4(1)(b)(v)]

LIST OF REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS

Sl. No.	Name of the Act, Rules, Regulations etc.	Brief gist of the contents	Reference No. (if any)	Price in case of priced publications
(1)	(2)	(3)	(4)	(5)
1.	National Employment Service Manual, Volume-1	Concepts: i) Employment Exchange Policy & Procedure, ii) The collection of Employment Market Information, iii) Vocational Guidance & Employment Counseling, iv) Placement of persons with disability.		
2.	National Employment Service Manual, Volume-1	Appendixes, Forms, Tables, Copies of Orders etc.		
3.	National Employment Service Manual, Volume-3	i) Compulsory Notification of Vacancies Act-1959 and Rules thereof, ii) Apprenticeship Act-1961 and Rules framed there under. iii) Persons with Disabilities (equal opportunities, protection of rights & full participation) Act-1995 and Rules framed there under.		

MANUAL - 6
A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR
UNDER ITS CONTROL
[Section-4(1)(b)(vi)]

A statement of the categories of documents held

Sl.No.	Nature of Record	Details of information available	Unit/Section where available	Retention period, where available
(1)	(2)	(3)	(4)	(5)
1.	Index cards of job seekers in the Live-Register (X-1)	Detail Bio-Data of the job-seekers	Live Register (L.R.) Section	District Employment Exchange, Cuttack
2.	Vacancy Order Cards (X-2)	Demand requisition of the employer against vacant posts	Vacancy Section	-do-
3.	Career Information and Books & Files of Employment Mission Programmes	Informations regarding employee position and vacancy position of the same establishment	Vocational Guidance (V.G.) Section	-do-
4.	Record of employer (E.M.I.) & Employer's Register (Public & Private)	Informations regarding employee position & vacancy position of the same establishment	Employment Market Information (E.M.I.) Section	-do-

MANUAL - 7

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH
OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE
FORMULATION OF ITS POLICY OF IMPLEMENTATION**

[Section - 4(1)(b)(vii)]

Sl. No.	Name and address of the Consultative Committees/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meetings
(1)	(2)	(3)	(4)	(5)
1.	District level committee on Employment/Self-Employment	All district level officers as member under Chairmanship of Collector	To locate the potentials of the district for Employment/Self-Employment of all sectors/Deptts. of the District	Twice in a year and as & when require
2.	District level sub-committee for monitoring of Skill Up-gradation Training under State Employment Mission	A.P.D., D.R.D.A., G.M. D.I.C., D.W.O., D.S.W.O., L.D.M., D.E.O. as member under Chairmanship of Collector	To monitor the S.U.T.P. Training of the District	Quarterly Meetings
3.	District level committee for smooth conduct of Army Recruitment Rally	Supdt. of Police, Executive Officer Municipality, C.D.M.O., D.I.P.R.O., Executive Engg. P.H. Divn. as member under Chairmanship of Collector	To monitor all type of logistic support during the time of Army Recruitment Rally	Before conduct of Rally in the District
4.	District level meeting for counseling of candidates for 6 months free S.U.T.P. Training under State Employment Mission	Principal, Govt. I.T.I.; D.W.O., G.M. D.I.C., L.D.M. & D.E.O. as member under Chairmanship of Collector	Counseling & selection of candidates applying for different trades in I.T.I./I.T.C.s for 6 months training under Employment Mission	During the time of advertisement of new phase 6 months training programme by D.T.E&T.

MANUAL - 8

**A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES
CONSTITUTED**

[Section - 4(1)(b)(vii)]

NOTHING TO REPORT.

MANUAL - 9
DIRECTORY OF OFFICERS AND EMPLOYEES
[Section - 4(1)(b)(ix)]

Sl. No.	Name & Designation	Office Phone No.	E-mail address
(1)	(2)	(3)	(4)
1.	Smt. Mamata Behura, D.E.O.	0671-2421056	deectcorissa@yahoo.co.in
2.	Sri Bibhuti Bhusan Mallick, E.O.		
3.	Sri Rama Krushna Das Mohapatra, E.O.		
4.	Sri Avinna Chandra Kar, E.O.		
5.	Sri A.K.Tripathy, J.E.O.		
6.	Sri P.K.Bhoi, J.E.O.		
7.	Sri M.K.Nayak, H/C		
8.	Sri B.D.Pattanayak, Sr. Clerk		
9.	Sri A.Das, Sr. Clerk		
10.	Sri R.N.Mishra, Sr. Clerk		
11.	Sri R.R.Mohanty, Sr. Clerk		
12.	Sri P.N.Mohanty, Jr. Clerk		
13.	Sri D.Mohanty, Jr. Clerk		
15.	Sri A.C.Roul, Jr. Clerk		
16.	Sri S.K.Das, Jr. Clerk		
17.	Sri K.C.Sahoo, Guide		
18.	Sri G.S.Das, Daftary		
19.	Sri G.R.Singh, Watchman		
20.	Sri R.Sahoo, Peon		
21.	Sri M.Mohapatha, P.C.C.		
22.	Sri B.K.Subudhi, P.C.C.		

MANUAL - 10

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE
REGULATIONS**

[Section - 4(1)(b)(x)]

Sl. No.	Name & Designation	Pay Scale /	Monthly Remuneration (in Rs.)
(1)	(2)	(3)	(4)
1.	Smt. Mamata Behura, D.E.O.	P.B.-2, Rs.9,300-Rs.34,800+ G.P. Rs.4,600	29,660
2.	Sri Bibhuti Bhusan Mallick, E.O.	-do-	26,130
3.	Sri Rama Krushna Das Mohapatra, E.O.	-do-	28,241
4.	Sri Avinna Chandra Kar, E.O.	-do-	29,977
5.	Sri A.K.Tripathy, J.E.O.	P.B.-2, Rs.9,300-Rs.34,800+ G.P. Rs.4,200	28,196
6.	Sri P.K.Bhoi, J.E.O.	-do-	24,260
7.	Sri M.K.Nayak, H/C	-do-	22,127
8.	Sri B.D.Pattanayak, Sr. Clerk	P.B.-1, Rs.5,200-Rs.20,200+ G.P. Rs.2,400	19,409
9.	Sri A.Das, Sr. Clerk	-do-	18,744
10.	Sri R.N.Mishra, Sr. Clerk	-do-	18,104
11.	Sri R.R.Mohanty, Sr. Clerk	-do-	14,855
12.	Sri P.N.Mohanty, Jr. Clerk	P.B.-1, Rs.5,200-Rs.20,200+ G.P. Rs.1,900	14,513
13.	Sri D.Mohanty, Jr. Clerk	-do-	16,187
14.	Sri A.C.Roul, Jr. Clerk	-do-	16,332
15.	Sri S.K.Das, Jr. Clerk	-do-	15,167
16.	Sri K.C.Sahoo, Guide	-do-	13,649
17.	Sri G.S.Das, Daftary	Group-1S, Rs.4,490-Rs.7,440+ G.P.1,400	12,912
18.	Sri G.R.Singh, Watchman	-do-	11,718
19.	Sri R.Sahoo, Peon	-do-	12,815
20.	Sri M.Mohapatha, P.C.C.	-do-	11,467
21.	Sri B.K.Subudhi, P.C.C.	-do-	11,439

MANUAL - 11
THE BUDGET ALLOCATED TO EACH AGENCY
[Sec - 4(1)(b)(xi)]

BUDGET ALLOCATED TO EACH AGENCY AS ON 31.05.2010

NON-PLAN BUDGET

Major Head	Activities to be performed	Sanctioned budget (in Rs.)	Budget estimate (in Rs.)	Revised estimate (in Rs.)	Expenditure for the year
(1)	(2)	(3)	(4)	(5)	(6)
101-Employment Service (N.P)	Salary of officers & staff for the year 2010-11 & O/C	-	41,02,402	41,02,402	2010-11
004-Research Survey & Statistics (N.P)	Salary of officers & staff for the year 2010-11	-	8,42,675	8,42,675	2010-11
800-Other Expenditure	Salary of officers & staff for the year 2010-11	-	8,89,965	8,89,965	2010-11

PLAN BUDGET

Name of the plan scheme	Activities to be under taken	Date of commencement	Exported date for completion	Amount Sanctioned (in Rs.)	Amount Disbursed (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)
Installation of Computer	Computerisation of all official work	24.11.2008	-	For the year 2009-10 11,500	11,500

MANUAL - 12
THE MANNER OF EXECUTION OF SUBSIDY PROGRAM
[Sec - 4(1)(b)(xii)]

LIST OF INSTITUTIONS GIVEN SUBSIDY

NOT APPLICABLE

MANUAL - 13
PARTICULARS OF RECIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED
[Sec - 4(1)(b)(xiii)]

NOT APPLICABLE

MANUAL - 14
INFORMATION AVAILABLE IN AN ELECTRONIC FROM
[Section - 4(1)(b)(xiv)]

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
(1)	(2)	(3)	(4)	(5)
1.	“State Employment Mission” programmes	i) Skill Up-gradation Trainings on free of cost through “State Employment Mission”. ii) Pre-Recruitment Training Camp through which willing candidates are trained to face the interview /physical test for selection into the Defence & Para-Military Service. iii) Army Recruitment Rallies conducted by B.R.O.s in different Districts of Orissa. iv) “Job Fairs” arranged by Director of Employment in different Districts of Orissa.	Yes Yes Yes Yes	All the informations related to “State Employment Mission” Programmes are being used as back end data base

MANUAL - 15
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION
[Section - 4(1)(b)(xv)]

Sl. No.	Facility available	Nature of Information available	Working hours
1.	Registration Counter	Document necessary for doing registration in the Employment Exchange	10 A.M. to 5 P.M. with a lunch break from 1.30 P.M. to 2 P.M.
2.	Renewal Counter	Position of index cards of old registrants in the Live Register. Informations regarding transfer /clearance of Index Cards from one Employment Exchange to another.	-do-
3.	Student's Information Bureau	Career Literature, Employment Newspapers, Current Magazines, Guide Books on competitive exams like Railway Service/Banking/Civil Service etc.	-do-
4.	Notice Board	The informations on advertisements of different recruitment programmes supplied by D.E., Orissa as well as advertisements directly received from employer for wide publicity.	-do-
5.	Vocational Guidance & Employment Counseling Unit	The objective of the unit is to guide the unemployed youths to choose their career befitting to their qualification.	-do-

MANUAL - 16
NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS
[Sec - 4(1)(b)(xvi)]

LIST OF PUBLIC INFORMATION OFFICERS
LIST OF P.I.O.s

Sl. No.	Name & Designation	Postal address	Tel. No.	E-mail id
(1)	(2)	(3)	(4)	(5)
1.	Smt. Mamata Behura, D.E.O., D.E.Ex., CTC	District Employment Exchange, At-Ganeshghat, P:O-Chandinichowk, Dist-CTC-753002.	0671-2421056	deectcorissa@yahoo.co.in

LIST OF A.P.I.O.s

Sl. No.	Name & Designation	Postal address	Tel. No.	E-mail id
(1)	(2)	(3)	(4)	(5)
1.	Sri A.C.Kar, E.O., D.E.Ex., CTC	District Employment Exchange, At-Ganeshghat, P:O-Chandinichowk, Dist-CTC-753002.	0671-2421056	deectcorissa@yahoo.co.in
2.	Sri P.K.Bhoi, J.E.O., E.S.O., Athagarh			
3.	Sri Niranjan Rath, J.E.O., E.S.O., Banki			

LIST OF FIRST APPLICABLE AUTHORITY

Sl. No.	Name & Designation	Postal address	Tel. No.	E-mail id
(1)	(2)	(3)	(4)	(5)
1.	Sri Himanshu Ku. Panigrahi, R.A.D.E., Bhubaneswar	District Employment Exchange, Khurda, At-Unit-5, Bhubaneswar-1.	0674-3295744	employment_khurda@rediffmail.com

MANUAL - 17
OTHER INFORMATIONS AS MAY BE PRESCRIBED
[Section - 4(1)(b)(xvii)]

NOTHING TO REPORT

Sd/-
(Smt. M. Behura)
Dt.17.06.2010
District Employment Officer,
Cuttack.