



GOVERNMENT OF RAJASTHAN  
DIRECTORATE OF EMPLOYMENT  
DARBAR SCHOOL CAMPUS, GOPINATH MARG, JAIPUR

DEPARTMENTAL MANUALS  
UNDER  
Sub Section (1)(b) of Section 4 of  
RIGHT TO INFORMATION ACT, 2005.

Published by :

DIRECTORATE OF EMPLOYMENT  
DARBAR SCHOOL CAMPUS, GOPINATH MARG, JAIPUR

Government of Rajasthan  
Department of Employment, Darbar School Campus, Gopi Nath Marg,  
Jaipur.

**RIGHT TO INFORMATION ACT,2005**

**INDEX**

| S.No. | Section               | Details  | Page No. |
|-------|-----------------------|--|----------|
| 1.    | SECTION 4(1)(b)(i)    | The particulars of its organization, functions and duties  | 3        |
| 2.    | SECTION 4(1)(b)(ii)   | The powers and duties of its officers and employees.   | 4        |
| 3.    | SECTION 4(1)(b)(iii)  | The procedure followed in the decision making process, including channels of supervision and accountability.   | 4        |
| 4     | SECTION 4(1)(b)(iv)   | The norms set by it for the discharge of its functions.  | 5        |
| 5.    | SECTION 4(1)(b)(v)    | The Acts, Rules and Regulations held by the department for discharging its functions.  | 5        |
| 6.    | SECTION 4(1)(b)(vi)   | A Statement of the categories of documents that are held by it or under its control.   | 6        |
| 7.    | SECTION 4(1)(b)(vii)  | The 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 or implementation thereof.   | 6        |
| 8.    | SECTION 4(1)(b)(viii) | A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice , and as to whether meetings of those boards, councils and other bodies are open to the public, or the minutes of such meetings are accessible for public. | 6        |
| 9.    | SECTION 4(1)(b)(ix)   | A directory of its officers and employees.   | 7-8      |
| 10    | SECTION 4(1)(b)(x)    | The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.   | 9        |
| 11    | SECTION 4(1)(b)(xi)   | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.  | 10-11    |
| 12    | SECTION 4(1)(b)(xii)  | The manner of execution of subsidy programmes, including the amounts allocated and the details of SECTION 4(1)(b)(viii) beneficiaries of such programmes.  | 12       |
| 13    | SECTION 4(1)(b)(xiii) | Particulars of recipients of concessions, permits or authorizations granted by it.   | 12       |
| 14    | SECTION 4(1)(b)(xiv)  | Details in respect of the information available to or held by it, reduced in an electronic form.   | 12       |
| 15    | SECTION 4(1)(b)(xv)   | The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.   | 13       |
| 16    | SECTION 4(1)(b)(xvi)  | The names, designations, and other particulars of the Public Information Officers  | 14       |
| 17.   | SECTION 4(1)(b)(xvii) | Such other information as may be prescribed.   | 14       |

**Manuals of the Department of Employment as laid down by clause  
4(1)(b) of the Right To Information Act, 2005**

SECTION 4(1)(b)(i)

**1- Particulars of the organization, functions and duties**

The Department of Employment was established in 1956 at the Central Govt. level under the ILO Convention 88. Later on, the employment services were transferred to the respective State Governments and since then, the Department of Employment has been catering to the needs of the job seekers through various activities and schemes.

The Department in Rajasthan is performing its functions through its 50 Employment Exchanges spread overall districts of Rajasthan which includes District Employment Exchanges at all the 32 district headquarters. At the Head Office level, the Director acts as the Head of Department who administers, supervise & controls the activities of the Department. At the District level Employment offices Assistant Director/District Employment Officer heads the office. His functions & duties include supervision, performing the duties assigned to him and monitor the activities of the office. Besides, four Special Employment Exchanges for the Physically Handicapped, Four Sub-Employment Exchange in tribal areas, Special Employment Exchanges for Women and Professional and Executive are also functioning.

The main functions and duties of the Department are as follows:

- 1.Registration of job seekers.
- 2.Submission of candidates against the vacancies notified by the various employers.
- 3.Imparting Vocational Guidance to the job seekers.
- 4.Collection, compilation and dissemination of Employment Market Information.
- 5.Conducting research and surveys in the field of employment market and job creation.
- 6.Self-Employment and job development programme.

## SECTION 4(1)(b)(ii)

2- The powers and duties of its officers and employees

Powers and duties have been enumerated and published in National Employment Services manual Part I & II, various E.E. minutes and compendium which have been published by Directorate General of Employment & Training, GOI and various orders and circulars issued by the Govt. of Rajasthan which have already been compiled and published. The Head of office is responsible for performing the duties assigned to him in various manuals and other instructions mentioned above. The clerical staff is responsible for performing the duties assigned through manuals and other instructions issued from time to time and guarding the office records.

## SECTION 4(1)(b)(iii)

3. The procedure followed in the decision making process, including channels of supervision and accountability

The Directorate at the Head Office level under the Director is responsible for supervision, issuing instructions & guidelines and monitor the activities of the various field offices. The district level office is headed by Assistant Director/District Employment Officer who is responsible for taking decision regarding the duties and functions assigned to him and is responsible and accountable to the Head of the Department, Director

## SECTION 4(1)(b)(iv)

**4- The norms set by it for the discharge of its functions**

The norms have been set by a set of various manuals and instructions issued by the appropriate authority from time to time. These are enumerated in National Employment Services manual Part I & II, various E.E. minutes and compendium which have been published by Directorate General of Employment & Training, GOI and various orders and circulars issued by the Govt. of Rajasthan which have already been compiled and published.

## SECTION 4(1)(b)(v)

**5- The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

The list of the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions are as follows:

1. National Employment Services Manual Part I & II.
2. Employment Exchanges (Notification of Vacancies) Act, 1959 and rules, 1969.
3. E.E. minutes issued by Govt. of India.
4. Various instructions issued by Govt. of India and State Govt. from time to time.
5. Compendium of instructions and Employment Exchanges minutes.
6. National Industrial classification of occupational cod Book.
7. National Classification of Occupations Book

SECTION 4(1)(b)(vi)

**6- A statement of the categories of documents that are held by it or under its control**

1. Live register of employment seekers
2. Vacancies book (X-64)
3. Employers' register under CNV Act.
4. Registration Record of Candidates (X-63)

SECTION 4(1)(b)(vii)

**7. The 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 or administration thereof**

Policy formulation and administrative measures are decided at the Government of India level in National Working Council for Employment Services. Arrangement for consultation with or representation by the members of the public in relation to the formulation of its policy for administration thereof rests with the Director of Employment at State level and officer of office in charge at district level.

SECTION 4(1)(b)(viii)

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public**

One committee known as District Manpower Planning and Employment Generation Council has been constituted at district levels under the chairmanship of District Collectors member of which include govt. officials, public representatives and other distinguish experts in the field.

## SECTION 4(1)(b)(ix)

**9. A directory of its officers and employees**

| S.No. | Name of officer  | Name of Office                          | STD   | Tel.No. Office |
|-------|--|---|-------|----------------|
| 1.    | Shri Hanumant Singh Bhati  | Director Employment                     | 0141  | 2373675        |
| 2.    | Shri R.S.Bairwa, Dy.Director(Addl.)  | Self Emp.& Job Dev., Jaipur             | 0141  | 2362661        |
| 3.    | Shri R.S.Bairwa, Dy.Director (EP)  | Dy.Director (EP), Directorate, Jaipur   | 0141  | 2368850        |
| 4.    | Dr. (Smt.) Farzana Ajad, A.D. (Addl.)  | Dy.Director (Admn), Directorate, Jaipur | 0141  | 2368850        |
| 5.    | Shri Sarvesh Vyas, AD  | A.D. (Training), Directorate, Jaipur    | 0141  | 2368850        |
| 6.    | Shri V.D.Gupta, A.D.   | A.D (E.S.), Directorate, Jaipur         | 0141  | 2368850        |
| 7.    | Shri Dulichand Jat, D.E.O.   | A.D. (EMI), Directorate, Jaipur         | 0141  | 2368850        |
| 8.    | Shri Shyam Bihari Sharma, A.D.   | A.D (V.G.), Directorate, Jaipur         | 0141  | 2368850        |
| 9.    | Smt. Deepa Gupta   | A.O., , Directorate, Jaipur             | 0141  | 2368850        |
| 10.   | Shri Kamlesh Thanvi, DEO   | DEO (Inforsment) Directorate, Jaipur    | 0141  | 2368850        |
| 11.   | Shri Man Phool Meena, O.A.(Addl.)  | O.S. / P.B.X., Directorate, Jaipur      | 0141  | 2368850        |
| 12.   | Shri Rajendra Vyas, A.D.<br>Smt. Shashi Kanta Jain, D.E.O.   | Sub-Reginal Emp.Ex., Ajmer              | 0145  | 2432903        |
| 13.   | Shri C.B. Agarwal, D.E.O.  | V.G.Unit, Ajmer                         | 0145  | 2633890        |
| 14.   | Shri Shyam Lal Satoliya, DEO   | District Emp.Ex.Alwar                   | 0144  | 2348070        |
| 15.   | Shri Dhanpat Rao, DEO (Addl.)  | Distt. Emp. Ex., Banswara               | 02962 | 243723         |
| 16.   | Shri Jagdish Narayan Nirman, DEO   | Distt. Emp. Exchange, Bara              | 07453 | 232016         |
| 17.   | Shri Anand Kumar Suthar, DEO (Addl.)   | Distt. Emp. Exchange, Barmer            | 02982 | 220614         |
| 18.   | Smt. Tripati Joshi, DEO,   | Distt. Emp.Ex. Bharatpur                | 05644 | 223478         |
| 19.   | Shri T.S. Rathore, DEO   | Gramin Emp.Ex.Beawar (Ajmer)            | 0145  |                |
| 20.   | Shri Mukesh Guarjar, DEO   | Distt. Emp.Ex, Bhilwara                 | 01482 | 232628         |
| 21.   | Shri Swami Anand Prem, AD  | Sub-Regional Emp.Ex.,Bikaner            | 0151  | 2226721        |
| 22.   | Shri G.P.Verma, DEO (Addl.)  | Distt. Emp. Ex., Bundi                  | 0747  | 2443112        |
| 23.   | Shri Alok Shukla, DEO  | Distt. Emp. Ex, Chittorgarh             | 01472 | 241053         |
| 24.   | Shri N.S.Mahla, DEO  | Distt. Emp. Ex., Churu                  | 01562 | 252021         |
| 25.   | Shri Hari Ram Bargujar, DEO  | Distt. Emp. Ex., Dausa                  | 01427 | 224044         |
| 26.   | Shri G.P.Verma, DEO (Addl.)  | Distt. Emp. Ex., Dholpur                | 05642 | 220804         |
| 27.   | Shri Dhanpat Singh Rao, DEO (Addl)   | Distt. Emp. Ex., Dungarpur              | 02964 | 232714         |
| 28.   | Shri Mahesh Sharma, AD<br>Shri M.L.Tanwar, DEO<br>Shri. J.P. Mishra, DEO<br>Shri D.P.Meena, DEO<br>Shri Pooran Mal Gupta, Programmer | A.D., Sub-Regional Emp.Ex, Jaipur       | 0141  | 2617750        |
| 29.   | Shri Roop Chand, AD (Addl.)  | Distt. Emp. Ex., Jaisalmer              | 02992 | 252512         |
| 30.   | Shri M.S.Rathore, DEO  | Distt. Emp. Ex., Jalore                 | 02973 | 223761         |
| 31.   | Shri Masroor Ahmed, DEO  | Distt.Emp. Ex., Jhalawar                | 07432 | 232318         |
| 32.   | Shri H.C.Verma, DEO  | Sub-Regional Emp.Ex, Jhunjhunu          | 01592 | 232631         |
| 33.   | Shri Roop Chand, AD<br>Shri Roop Chand, DEO (Addl.)  | Sub-Regional Emp.Ex., Jodhpur           | 0291  | 2544041        |
| 34.   | Shri Praveen Mathur-I, AD<br>Shri Praveen Mathur-I, DEO (Addl.)  | Sub-Regional Emp.Ex., Kota              | 0744  | 2323132        |
| 35.   | Shri Bhura Ram Godara, DEO   | Distt. Emp. Ex, Nagour                  | 01582 | 240882         |
| 36.   | Shri Pira Ram Nagora, DEO  | Distt. Emp. Ex., Pali                   | 02932 | 220404         |
| 37.   | Shri Ragvendra Singh, DEO  | Distt. Emp. Ex., Rajsamand              | 02952 | 250526         |
| 38.   | Shri G.P.Verma, DEO  | Distt.Emp. Ex., S.Mahopur               | 07462 | 220332         |
| 39.   | Sh. Chain Singh Shekhawat, DEO   | Distt. Emp. Ex., Sikar                  | 01572 | 254408         |

|     |   |                                      |       |         |
|-----|---|--------------------------------------|-------|---------|
| 40. | Shri Mahendra Singh Rathore, DEO,(Addl)   | Distt. Emp. Ex., Sirohi              | 02972 | 224142  |
| 41. | Shri Madan Lal Garg, DEO                  | Sub-Reg.Emp.Ex Shriganganagar        | 0154  | 2452837 |
| 42. | Shri Rajkumar Meena, DEO                  | Distt. Emp. Ex., Tonk                | 01432 | 248037  |
| 43. | Shri Pema Ram, AD<br>Sh. Rahul Dixit, DEO | Sub-Regional Emp.Ex., Udaipur        | 0294  | 2431927 |
| 44. | Shri Madan Lal Garg, DEO (Addl.)          | Distt. Emp. Ex., Hanumangarh         | 01552 | 261650  |
| 45. | Shri S.S. Choudhary, A.D.                 | P&E Unit, Jaipur                     | 0141  | 2617777 |
| 46. | Shri Shiv Pal Singh Rathore, DEO          | Spl.Emp.Ex. for PHP, Jaipur          | 0141  | 2705533 |
| 47. | Shri Vivek Goswami,DEO                    | UEB, Jaipur                          | 0141  | 2710106 |
| 48. | Shri Anand Kumar Suthar, DEO              | UEB, Jodhpur                         | 0291  | 2511966 |
| 49. | Shri Dhanpat Singh Rao, DEO               | UEB, Udaipur                         | 0294  | 2413955 |
| 50. | Shri Praveen Mathur, AD                   | Raj.Rojgar Sandesh, Jaipur           | 0141  | 2368398 |
| 51. | Shri Raj Muni, SREO                       | CGC Jaipur (Central Government)      | 0141  | 2618775 |
| 52. | Smt. Meena Sharma, AD                     | Mahila Emp.Ex ,Jaipur                | 0141  | 2370103 |
| 53. | Shri Raj Kumar Meena, D.E.O. (Addl)       | Distt. Emp. Ex., Kauloli             | 07464 | 251436  |
| 54. | Smt. Tripti Joshi, DEO (Addl.)            | Sub-Emp.Ex., Bhiwari (Alwar)         | 0144  |         |
| 55. | Shri Swami Anand Prem, AD, (Addl.)        | UEB, Bikaner                         | 0151  |         |
| 56. | Shri Dhanpati Singh Rao, DEO (Addl.)      | Sub-Emp.Ex. Pratap Garh              | -     | -       |
| 57. | Shri Dhanpat Singh Rao, DEO (Addl.)       | Sub-Emp.Ex. Kushalgarh(Banswara)     | --    | --      |
| 58. | Shri Alok Sukla, DEO (Addl.)              | Sub-Emp.Ex. Rawat Bhata(Chittorgarh) | --    | --      |
| 59. | Shri Dhanpat Singh Rao, DEO (Addl.)       | Sub-Emp-Ex. Sangwara(Dungarpur)      | --    | --      |

## SECTION 4(1)(b)(x)

10. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations upto 31-12-2009**

| S.No. | Name of Post           | No. of Posts | Pay Scale                   |
|-------|------------------------|--------------|-----------------------------|
| 1     | Director               | 1            | PB-3 15600-39100 GP 20 7600 |
| 2     | Joint Director         | 1            | PB-3 15600-39100 GP 18 6800 |
| 3     | Dy. Director           | 2            | PB-3 15600-39100 GP 17 6600 |
| 4     | Asstt. Director        | 13           | PB-3 15600-39100 GP 15 5400 |
| 5     | Accounts Officer       | 1            | PB-1 15600-39100 GP 15 5400 |
| 6     | Distt. Emp. Officer    | 44           | PB-2 9300-34800 GP 13 4200  |
| 7     | Programmer             | 1            | PB-2 9300-34800 GP 13 4200  |
| 8     | Junior Emp. Officer    | 21           | PB-2 9300-34800 GP 11 3200  |
| 9     | Accountant             | 1            | PB-2 9300-34800 GP 12 3600  |
| 10    | Officer Superintendent | 1            | PB-2 9300-34800 GP 12 3600  |
| 11    | Sr. Artist             | 1            | PB-2 9300-34800 GP 13 4200  |
| 12    | P. A.                  | 1            | PB-2 9300-34800 GP 11 3200  |
| 13    | Office Asstt.          | 13           | PB-2 9300-34800 GP 11 3200  |
| 14    | Steno                  | 1            | PB-2 9300-34800 GP 11 3200  |
| 15    | Junior Accountant      | 4            | PB-2 9300-34800 GP 11 3200  |
| 16    | Artist                 | 1            | PB-1 9300-34800 GP 8 2100   |
| 17    | U.D.C.                 | 66           | PB-1 5200-20200 GP 9 2400   |
| 18    | L.D.C.                 | 160          | PB-1 5200-20200 GP 6 1900   |
| 19    | Computer               | 2            | PB-1 5200-20200 GP 8 2100   |
| 20    | Proof Reader           | 1            | PB-1 5200-20200 GP 6 1900   |
| 21    | Peon /Chowkidar        | 74           | IS 4750-7440 GP 1 1300      |

## SECTION 4(1)(b)(xi)

11. The budget allocated to cash of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made

Directorate of Employment, Raj. Jaipur

TOTAL BUDGET OUTLAY FOR PLAN 2009-10 IS 949.98  
LACS DETAILS ARE AS UNDER

## Budget head

|      |                     |
|------|---------------------|
| 2230 | Labour & Employment |
| 02   | Employment services |

(Rs. In lakhs)

| Sub Head  | Provision<br>2009-10 |
|---|----------------------|
| 05-OE   | 3.20                 |
| 08-Professional & Special services  | 0.01                 |
| 62-Expenditure on Communication information & technical equipments.                                 | 0.01                 |
| 101-Employment Services<br>(01)General Office   |                      |
| 30-Festivals & Exhibitions  | 0.01                 |
| 36-Hiring of Vehicles   | 0.01                 |
| 789-SC Component Plan<br>(01)- Employment Services  |                      |
| 28-Sundry Expenses  | 2.00                 |
| 30-Festivals & Exhibitions  | 2.60                 |
| 36-Hiring of Vehicles   | 0.66                 |
| 796-Tribal Area Sub Plan<br>(01)Employment Services   |                      |
| 28-Sundry Expenses  | 0.50                 |
| 30-Festivals & Exhibitions  | 0.50                 |
| 36-Hiring of Vehicles   | 0.16                 |
| 800-Other Expenditure<br>(02)Rajasthan Unemployment Allowance Scheme<br>(01)Unemployment Allowances |                      |
| 28-Sundry Expenses  | 891.68               |
| (02)Yojna Implementation Exp.   |                      |
| 05-OE   | 5.00                 |
| 11-Advertisement  | 5.00                 |

(Rs. In lakhs)

|   |               |
|---|---------------|
| (02)Special Services for Physically Services for Physically handicapped persons at Alwar,Ajmer, Kota,Jhunjhunu, Sri Ganganagar, Sikar | BE<br>2009-10 |
| 01-Salary   | 36.00         |
| 03-TA   | 0.40          |
| 04-Medical  | 0.25          |
| 05-OE   | 1.30          |
| 07-Main. Of Vehicles  | 0.70          |
| 09-RRT  | 0.01          |
| Total   | 38.66         |

|  |
|--|
| 4059-Capital Outlay on Public work<br>80-General<br>051-Construction |
|--|

(Rs. In lakhs)

|  |               |
|--|---------------|
| Sub head   | BE<br>2008-09 |
| (26)General Building (Employment office)<br>17-Major construction work | 0.01          |
| Total 4059   | 0.01          |

The Summarised Position is as under

|   |                    |
|---|--------------------|
| Sub head                                | Plan BE<br>2009-10 |
| 2230-02-001-Direction & Admn.           | 3.22               |
| 2230-02-101-(01)Gen Office              | 0.02               |
| 2230-02-101-(02)                        | 38.66              |
| 2230-02-789-SCComponent Plan            | 5.26               |
| 2230-02-796- Tribal Area Sub Plan       | 1.14               |
| 4059-80-051d Construction               | 0.01               |
| 800-(02)-(01)-28 Unemployment allowance | 901.68             |
| Total                                   | 949.99             |

SECTION 4(1)(b)(xii)

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Since the department is a social service department and no economic activity or generation of revenue is carried out, no subsidy programme is implemented by the Department.

SECTION 4(1)(b)(xiii)

**13 Particulars of recipients of concessions, permits or authorisations granted by it**

No such economic activity is carried out by the Deptt. Therefore, no provision exists for granting concessions, permits or authorizations.

SECTION 4(1)(b)(xiv)

**14. Details in respect of the information, available to or held by it, reduced in an electronic form**

The Departmental website has been launched and all relevant information has been incorporated and made available for the use of general public

SECTION 4(1)(b)(xv)

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

All relevant Departmental information is made available to the general public through its offices and Website for the use of general public.

SECTION 4(1)(b)(xvi)

16. The names, designations and other particulars of the Public Information Officers

- |  |  |
|--|--|
| a- Appellate Authority:                      | Director of Employment,<br>Rajasthan, Jaipur   |
| b- State Public Information Officer :        | Dy. Director (Admn.)<br>Directorate of Employment,<br>Rajasthan, Jaipur.             |
| c- Asstt. State Public Information Officers: | All Head of Offices of the<br>Department of Employment<br>within their jurisdictions |

SECTION 4(1)(b)(xvii)

17. Such other information as may be prescribed

-----NIL-----

**FINANCIAL SANCTION**Name of the Department :- **Employment**

| Date | Sanctioned to whom | Amount | Plan/Non-plan/Externally | Purpose or specific item | Physical targets if any | Budget head |
|------|--------------------|--------|--------------------------|--------------------------|-------------------------|-------------|
|      |                    |        |                          |                          |                         |             |

No Works sanctioned. Therefore, no financial sanctions issued during the year 2009-10.

**WORKS SANCTIONED**Name of the Department :- **Employment**

| Date                  | Name of the Works | Location/place of work | Fin. Esti. sanctioned | Budget Head |
|-----------------------|-------------------|------------------------|-----------------------|-------------|
| <b>Not Applicable</b> |                   |                        |                       |             |

Physical(target) details such as length of road, sq.ft. of bldg, land area to be irrigated/afforested etc. Targeted date of completion.

**No works sanctioned during the year 2009-10**

**TENDERS FOR WORKS**Name of the Department :- **Employment**

| Name of work and place of work | Type of work building road bridge etc. | Value | Dated of publication of tender | News papers | How many tenders received | Date of opening | Date of approval of tender | Approving Authority |
|--------------------------------|--|-------|--------------------------------|-------------|---------------------------|-----------------|----------------------------|---------------------|
| <b>NIL</b>                     |  |       |                                |             |                           |                 |                            |                     |

**LAND ALLOTMENT MADE WITHOUT LOTTERY OR AUCTIONS**

Office :- Directorate of Employment

Department :- Employment

Name and Address of Allottee, Present occupations/activity, land area and location, purpose for which allotted price charged installement if any conditions applied, if any at what level the allotment was approve.

The work of land allotment is not done by Employment Department. Therefore, no land allotment has been made without lottery or auction.

**NGOs and other Organisations**

Office :- Directorate of Employment

Department :- Employment

Year :- 2009-10

Name and Address of NGO/Organisation law under which regd./unregistered :

| Year of registration and number | Fields of activity | Area of operation | Is it filing tax returns latest year for which filed | Income latest returns | Project ongoing for the Department |
|---------------------------------|--------------------|-------------------|--|-----------------------|------------------------------------|
|                                 |                    |                   |  |                       |                                    |

No NGO operational/working under this Department No Project or activity allotted.

**PURCHASES OF GOODS AND SERVICES**

District :- Jaipur Department : Employment

| Descrip<br>tion | Quant<br>ity | Period<br>for<br>services | Area in<br>which<br>services<br>to be<br>provided | Brief of<br>specifica<br>tions | Type of<br>financial<br>arrangement<br>purchase/BOT/Tu<br>rn key/fee to<br>be paid or<br>rights to be<br>given/sharing<br>of income | Major<br>condit<br>ions | How<br>many<br>tender<br>receiv<br>ed |
|-----------------|--------------|---------------------------|---|--------------------------------|---|-------------------------|---------------------------------------|
| <b>NIL</b>      |              |                           |   |                                |   |                         |                                       |

**POLICIES**

Office :- Directorate of Employment

Department :- Employment

Place : Jaipur

| Name<br>of<br>policy | Objectives<br>who is<br>eligible<br>to apply<br>for<br>benefits | Eligibility<br>conditions | Any time<br>frame<br>prescribed<br>for<br>processing<br>of<br>applications | With<br>whom<br>to<br>apply | Sanctioning<br>authority |
|----------------------|---|---------------------------|--|-----------------------------|--------------------------|
| <b>NIL</b>           |   |                           |  |                             |                          |

**DISPOSAL UNDER RTI ACT.**

PIO : Dy. Director (Admn.)  
 Department :- Employment Department  
 Period :- 01 January 2009 to 31 December 2009

**Directorate of Employment, Rajasthan, Jaipur**

| Applications received |                          |                   | Information given       |                              | Information refused nos. | Pending nos. |
|-----------------------|--------------------------|-------------------|-------------------------|------------------------------|--------------------------|--------------|
| Total Nos.            | Distt. Head quarter Nos. | Other places Nos. | Within time period nos. | After prescribed period nos. |                          |              |
| 15                    | 15                       | --                | 14                      | 1                            | --                       | --           |

**DISPOSAL OF FIRST APPEALS - UNDER RTI ACT**

PIO : Dy. Director (Admn.)  
 Department :- Employment Department  
 Period :- 01 January 2009 to 31 December 2009

**Directorate of Employment, Rajasthan, Jaipur**

| Total no. received | Decided  |          | Pending               |                   |
|--------------------|----------|----------|-----------------------|-------------------|
|                    | Accepted | Rejected | For more than 30 days | Less than 30 days |
| 2                  | 2        | --       | --                    | --                |