

**Government of India**

**Ministry of Culture**

**Central Reference Library, Kolkata**

**Manual**

**Section 4 of the RTI Act 2005(Updated  
15.09.2023)**

## **Organisation and Functions**

### **Organisation, Functions and Duties**

#### **About Central Reference Library, Kolkata:**

The Central Reference Library is a sub ordinate office of the Ministry of Culture, Government of India which is situated in National Library Campus, Kolkata. It was established in August 1955 with the objective of ‘Compilation and Publication of Indian National Bibliography’ , an authoritative record of books published in 14 major languages of India including English based on the receipts of books at the National Library, Kolkata under the provision of the Delivery of Books Act, 1954. It also publishes Language Bibliographies in respective language scripts and the Index Indiana, an index to articles in contemporary Indian language periodicals. CRL also publishes special bibliographies on the basis of Government directives and also signifying the specific theme/time period of the past e. g. CRL published ‘A selected Bibliography on Mahatma Gandhi in Indian Languages’, Struggle for Indian Independence : a selected bibliography, Partition of India : a selected bibliography as part of AzaadikaAmritMahotsav. Central Reference Library shares it’s Multi Lingual Bibliographic records to National Virtual Library of India.

#### **Functions and Duties:**

The Central Reference Library functions as a National Bibliographic Agency for National Bibliographic Control (NBC) as envisaged by UNESCO.

### **Vision, Mission and Key Objective:**

#### **Vision:**

- a) To make the INB more comprehensive so that it can act as Union Catalogue, CRL intends to collect language bibliographical data directly from various State Central Libraries.
- b) To include all other languages newly added in the eighth schedule of the Constitution of India from 14 languages to 22 languages.

#### **Mission:**

- 1) Regular compilation and publication of 12 monthly issues every year.
2. Compilation and editing and publication of cumulated annual volume every year.
3. Publication of Subject Bibliographies depending on the anniversaries of personalities and events subject to government instructions and other requirements.
4. Compile/ publish language bibliographies in Indian languages in collaboration with respective State Governments, e.g. Hindi GranthSuchi and QaumiKitabiyatShoba-e-Urdu by Government of Uttar Pradesh, Marathi Bibliography by Government of Maharashtra, Malayalam Bibliography by

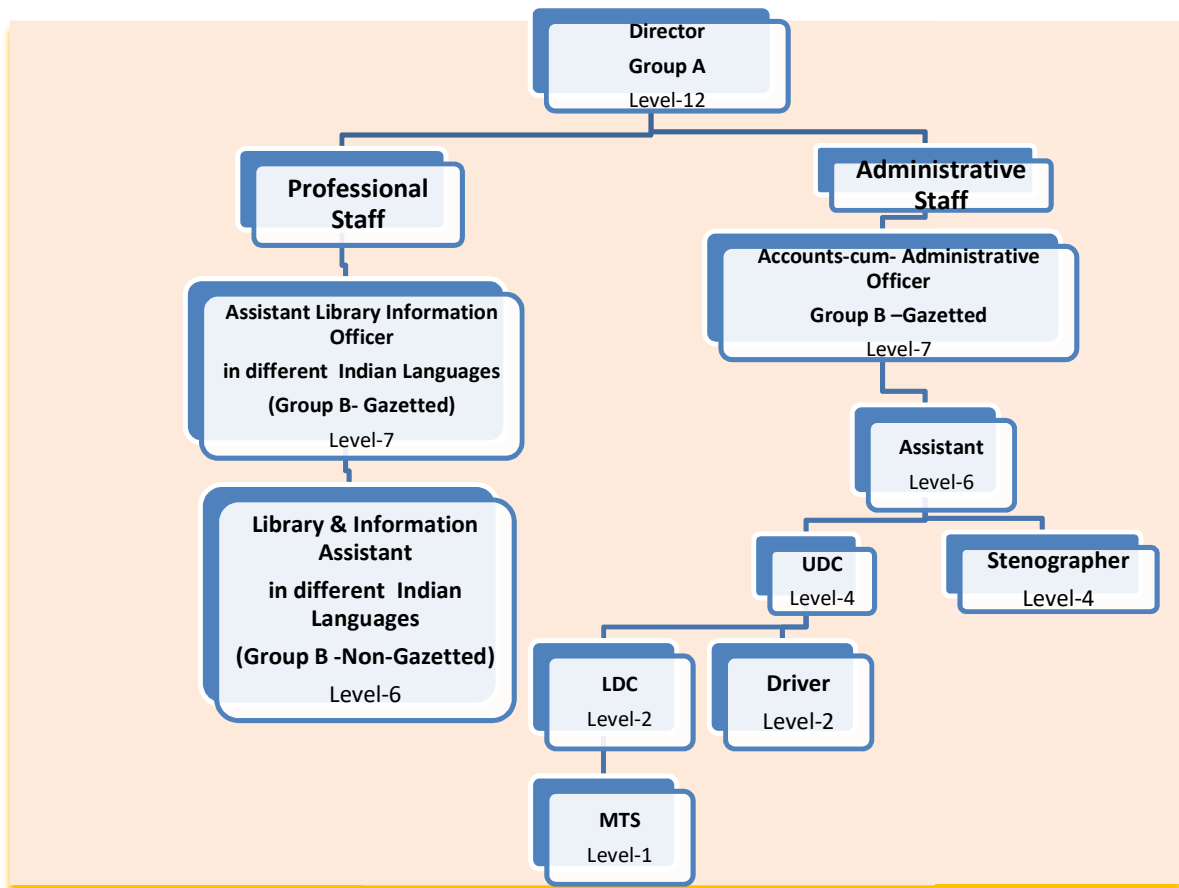
Government of Kerala, Gujarati Bibliography by Government of Gujarat and so on.

5. Sharing of Multilingual INB records to NVLI.
6. Publication of Index Indiana on regular basis.
7. Sale of publication, publicity and participation in book fares
8. Organising workshops at North Eastern states to impart knowledge on Delivery of books Act and creation of bibliographic records in North Eastern languages.
9. Train the young library science professionals under the Internship Programme

### **Key Objective:**

The Key objective of the Central Reference Library, Kolkata is ‘Compilation and Publication of Indian National Bibliography’, an authoritative record of books published in 14 major languages of India including English based on the receipts of books at the National Library, Kolkata under the provision of the Delivery of Books Act, 1954.

### **Organisation Chart:**



### **Powers and duties of officers and employees**

Powers and duties of officers and other employees:  
The designations, powers and duties of officers and employees of Central Reference Library, Kolkata are available at <https://crl-culture@gov.in>

### **Rules/ Orders under which powers and duties are derived and exercised:**

The rules/orders under which the various powers and duties of officers/employees of Central Reference Library, Kolkata are derived and exercised are guided by the norms set out for all Government of India offices by the:

- i. Department of Personnel & Training
- ii. Department of Administrative Reforms and Public Grievances
- iii. Department of Expenditure
- iv. Ministry of Culture
- v. Any other Statutory requirements are also followed.

### **Work Allocation:**

The competent authority allocates the work to different language divisions/ sections and officers/employees from time to time. The same is communicated through Office Orders and Notifications.

### **Procedure followed in decision making process**

Process of decision making, identifying key decision-making points, final decisionmaking authority:

The broad division-wise process alongwith the final competent authority can be viewed at <https://crl-culture@gov.in>

Related provisions, acts, rules, etc.

The provisions/acts/rules under which the decision-making is undertaken by officers/employees of Central Reference Library, Kolkata are derived and exercised are guided by the norms set out for all Government of India offices by the:

- i. Department of Personnel & Training
- ii. Department of Administrative Reforms and Public Grievances
- iii. Department of Expenditure
- iv. Ministry of Labour & Employment
- v. Any other Statutory requirements are also followed.

### **Time-limit for taking decisions:**

The time-limit for taking decisions varies across divisions, sections and activities. The various Service Standards are defined in the website of the Central Reference Library, Kolkata.

Reference: <https://crl-culture@gov.in>

Additionally, the time limit for dispose of RTI letters and appeals is as per RTI Act, 2005.

Channel of Supervision and accountability:

The channel of supervision is as per the Organisational Chart. Further, every employee of the Central Reference Library, Kolkata is accountable to the duties assigned to him/her by the competent authority.

**Norms for discharge of functions**Nature of functions/ services offered:

The outline of the nature of functions/ services offered, are available in the website of the Central Reference Library, Kolkata <https://crl-culture@gov.in>

Norms/ Standards for functions/ service delivery:

The norms set by the Central Reference Library, Kolkata for functions/ service delivery are elaborated in the website of the Central Reference Library, Kolkata <https://crl-culture@gov.in>

Process by which these services can be accessed:

The services/functions of Central Reference Library, Kolkata can be accessed by visiting the website of the Central Reference Library, Kolkata <https://crl-culture@gov.in> wherein all reports/publications/outputs/INB online payment link/Price list are available.

Time Limit for achieving the targets

The time-limit for achieving the various targets differs across divisions, sections and activities. The various Service Standards are defined in the website of the Central Reference Library, Kolkata <https://crl-culture@gov.in>

Process of redress of grievance

In case any citizen or employee wishes to register a grievance, the person may access the Centralised Public Grievance Redress and Monitoring System (CPGRAMS) which is an online platform available to the citizen 24x7 to lodge their grievances to the public authority. The issues which are taken up for redress:

1. RTI matters.
2. Court related/subjudice matters
3. Religious matters
4. Suggestions
5. Grievances of Govt. employees concerning their service matters including disciplinary proceedings etc. unless the aggrieved employee has already exhausted the prescribed channels keeping in view of DoPT OM No.11013/08/2013-Estt.(A-III) dated 31.08.2015.

The grievance may be registered via email or phone.

### **Rules, regulations, instruction manual and records for discharging functions:**

Title and nature of record/ manual/ instruction/General instructions/guidelines issued by the various Central Ministries such as Ministry of Culture, Ministry of Finance, Personnel, Parliamentary Affairs, and other Ministries etc. from time to time are being followed by the Central Reference Library, Kolkata.

Further, for financial matters the General Financial Rules issued by Department of Expenditure are followed by the Central Reference Library, Kolkata.

Transfer policy and Transfer Orders:

The transfer policy of Labour Bureau can be accessed at

<https://labourbureau.gov.in/informationforlbemployees>

The transfer orders of employees of Labour Bureau can be accessed at

<https://labourbureau.gov.in/office-order-2023>

### **Categories of documents held by the authority under its control**

Categories of documents:

The categories of documents held by the Labour Bureau are given at

[https://labourbureau.gov.in/assets/images/pdf/RTI\\_Sec4\\_File6.pdf](https://labourbureau.gov.in/assets/images/pdf/RTI_Sec4_File6.pdf)

Custodian of the documents/ categories

The custodian of these documents are the respective divisional heads. The divisional heads are available in the Organisation Chart of Labour Bureau.

### **Boards, Councils, Committees and other Bodies constituted as part of the Public Authority**

Labour Bureau is an attached office of the Ministry of Labour & Employment, headquartered at Chandigarh. No Board/ Council/ Committee or any other body has been constituted as a part of the Bureau.

### **Directory of officers and employees**

The details of officers of Central Reference Library, Kolkata, along with their designation, telephone and email can be accessed at

<https://crl-culture@gov.in/who-is-who>

**Name, designation and other particulars of public information officers** The name, designation, address, telephone numbers and email IDs of the public information officer (PIO), assistant public information officer (APIO), and Appellate Authority; all are available at

[https://crl-culture@gov.in](mailto:https://crl-culture@gov.in)

**Number of employees against whom disciplinary action has been proposed/taken**

Number of employees against whom disciplinary action has been (i) Pending for minor penalty or major penalty proceedings: Nil

Number of employees against whom disciplinary action has been (ii) Finalised for minor penalty or major penalty proceedings: Nil

**Programmes to advance understanding of RTI**

Educational programmes: All information pertaining to RTI is made available on the website of Labour Bureau.

Efforts to encourage public authority to participate in programmes: Public authority encourages employees to participate in calendar training programmes conducted by ISTM, New Delhi.

Training of CPIO: Central Reference Library, Kolkata encourages employees to participate in calendar training programmes being conducted by ISTM, New Delhi.

Update and publish guidelines on RTI by public authorities concerned: The guidelines on RTI are updated regularly.

## 2. Budget and Programme

The budget allocated to Central Reference Library, Kolkata indicating the particulars of all plans, proposed expenditures and reports on disbursements made: The budget is proposed by the HoD based on their requirement and the same is submitted to Ministry of Culture for consideration.

Total Budget for Labour Bureau:

Sl.No.	Name of the Schemes/organisations	Budget Heads	BE 2023-24
	<b>CRL</b>	2205.00.105.17.01	
1	Salary	1	330
2	Overtime Allowance	3	
3	Pensionary Charges	04	0.00
4	Rewards	05	3.00
5	Medical Treatment	06	10.00
6	Allowances	07	171.50
7	Leave Travel Concession	08	5.00
8	Training Expenses	09	1.00
9	Domestic Travel Expenses	11	7.00
10	Foreign Travel Expenses	12	0.25
11	Office Expenses	13	20.00
12	Printing and Publications	16	6.00
13	Digital Equipment	19	11.00
14	Fuels and lubricants	24	0.25
15	Minor civil and electric works	27	5.00
16	Repair and Maintenance	29	7.00
17	Other Revenue Expenditure	49	1.00
18	SAP-OE	96-13	1.00
19	Information Tech.- Office Expenses	99-13	0.00
20	Digital Equipment	99-19	0.00
	<b>4202</b>	4202.04.105.06.01	
21	Major Works	53	
22	Motor Vehicles	51	0.00
23	Information, Computer, Telecommunications (ICT) equipment	71	28.00
24	Furniture & Fixtures	74	10.00
25	Other fixed Assets	77	1.00
	<b>Total- CRL</b>		<b>618.00</b>



Central Reference Library, Kolkata provides annual inputs to the Annual Report of the Central Reference Library, Kolkata. The same can be accessed at the following link:

<https://crl-culture@gov.in>

**Foreign and Domestic Tours:**

Budget: Budget Expenditure is incurred from budget received from the M/o Culture. The details of the same are available on the budget under the respective object heads of Domestic Travel Expenses and Foreign Travel Expenses

Information related to procurement in Central Reference Library, Kolkata through GeM is available at the <https://crl-culture@gov.in>.

**CAG and PAC paras:**

Report on CAG and PAC paras and action taken report is available at the following link:-  
<https://labourbureau.gov.in/cag-pacparas>

**3. Publicity and Public Interface**

**Particulars of any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof:**

Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens: The relevant points of information are available on the Labour Bureau's website:  
<https://labourbureau.gov.in/>

Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants:

All information regarding the organisation and the contact details of all officers are available on the website at the following link: <https://labourbureau.gov.in/who-is-who>. Date and time for meetings may be allotted on mutually agreeable basis.

The information regarding Public Information Officers is available at:  
<https://labourbureau.gov.in/public-information-officers-2>

Public Private Partnerships (PPP): Details of Special Purpose Vehicle (SPV), Detailed project reports, Concession agreements, Operation and maintenance manuals, other documents, etc.: Labour is not a part of any PPP or SPV.

**Are the details of policies/ decisions, which affect public, informed to them:**

The comments of all stakeholders are requested/ obtained on draft Rules before their final approval procedure. The draft policy/ draft rules are published in public domain for comments:

- i. Circulation of draft transfer policy for Labour Bureau:

[https://labourbureau.gov.in/uploads/public/notice/draft\\_Transfer\\_policy\\_LabourBureau.pdf](https://labourbureau.gov.in/uploads/public/notice/draft_Transfer_policy_LabourBureau.pdf)

- ii. Circulation of draft Recruitment Rules for the post of Investigator Grade-I:

<https://labourbureau.gov.in/uploads/public/notice/AmendmentRREOpdf-c9eccb2ffb0e7c228e1a8c570c4edfb9.pdf>

**Dissemination of information widely and in such form and manner which is easily accessible to the public:**

Information is published in public domain on the website of Labour Bureau, which is easily accessible and available free of cost to the Public.

**From of accessibility of information manual/ handbook:**

Information manual/ handbook available in electronic format: The information can be obtained on the website <https://labourbureau.gov.in/>

Information manual/handbook available in printed format: A printed copy can be obtained by contacting the CPI and after payment of fees applicable under the RTI Act.

**Whether information manual/ handbook available free of cost or not:**

All press releases, indices, reports, orders, RTI Manuals, etc.; are available on the website of Labour Bureau i.e. <https://labourbureau.gov.in/>; and are available free of cost. For printed format; the public is only required to pay fee for obtaining the same in printed format. The fee applicable is as per the RTI Act. The information can be obtained by contacting the CPIO. The information regarding Public Information Officers is available at:

<https://labourbureau.gov.in/public-information-officers-2>

#### **4. E-Governance**

##### **Language in which Information Manual/ Handbook available:**

The Information Manual/ Handbook is available on the website of Labour Bureau in both English and Hindi at the following links:

##### **When was the information Manual/ Handbook last updated:**

The Information Manual/ Handbook is updated regularly and the latest updating was done on 15.09.2023

##### **Information available in electronic form:**

All press releases, indices, reports, orders, RTI Manuals, etc.; are available on the website of Labour Bureau i.e. <https://labourbureau.gov.in/>; and are available free of cost. For printed format; the public is only required to pay fee for obtaining the same in printed format. The fee applicable is as per the RTI Act. The information can be obtained by contacting the CPIO. The information regarding Public Information Officers is available at:

<https://labourbureau.gov.in/public-information-officers-2>

##### **The particulars of facilities available to citizens for obtaining information:**

All press releases, indices, reports, publications, orders, RTI Manual, etc.; are available on the website of Labour Bureau i.e. <https://labourbureau.gov.in/>; and are available free of cost. For printed format; the public is only required to pay fee for obtaining the same in printed format. The fee applicable is as per the RTI Act. The information can be obtained by contacting the CPIO. The information regarding Public Information Officers is available at:

<https://labourbureau.gov.in/public-information-officers-2>. The contact details of all officers is available at <https://labourbureau.gov.in/who-is-who>.

Labour Bureau's address is:

Shram Bureau Bhawan; Block No. 2, Institutional Area,; Sector 38- West, Chandigarh.

PIN: 160036

The working hours of Labour Bureau are 09:00 AM to 05:30 PM Monday to Friday.

##### **Such other information as may be prescribed under Section 4(i) (b) (xvii)**

Grievance Redressal Mechanism:

Grievances can be addressed by employees or general public to the officers designated as per the link given: <https://labourbureau.gov.in/public-grievance>

Further, grievance can also be raised by e-mail, letter or by accessing the Public Grievance portal at <https://pgportal.gov.in/>

The details of Liaison officer for SC/ST are as follows:

Shri Bharat Bhushan, Deputy Director General/Liaison Officer for SC/ST,  
Labour Bureau

Shram Bureau Bhawan, Bloc-II, Institutional Area, Sector 38 –West, Chandigarh= 160036.

Email- [bharat.jassal@gov.in](mailto:bharat.jassal@gov.in). Telephone No.:0172 - 2683003

Details of application received under RTI and information provided:  
The information is available on the website of Labour Bureau  
(<https://labourbureau.gov.in/>)  
Under the RTI head on the website, it is requested to visit “RTI Appeals/ Applications Received and their Responses”

and 4.5.4 List of completed schemes and projects and schemes & projects which are underway:

The information may be obtained from the website of Labour Bureau under the “Schemes” tab.

Further, information on ongoing activities may be obtained from the Citizen Charter as well at <https://labourbureau.gov.in/uploads/pdf/LBCitizen-Charter-2023-24.pdf>

Details of all contracts entered into including name of contractor, amount of contract and period of completion of contract:

Information related to contracts is available at the following link. All kinds of details on each procurement can be obtained by using the Bid Number to search for further details on GeM website at the given link:

Labour Bureau details: - <https://labourbureau.gov.in/informationrelatedtoprocurement>

GeM Link: <https://bidplus.gem.gov.in/advance-search>

Annual Report:

Labour Bureau is an attached office of the ministry of Labour and Employment. The Annual Achievements/ Activities of Labour Bureau form a part of the Annual Report of the Ministry of Labour and Employment. The same can be accessed at <https://labour.gov.in/annual-reports>

Frequently Asked Questions (FAQs):

FAQs are available at <https://labourbureau.gov.in/faq-1>

Any other information:

The Citizen Charters of Labour Bureau are available at <https://labourbureau.gov.in/citizen-charter>

**Receipt and Disposal of RTI Applications & Appeals:**

The information is available on the website of Labour Bureau

(<https://labourbureau.gov.in/>)

Under the RTI head on the website, it is requested to visit “RTI Appeals/ Applications Received and their Responses”

**Replies to questions asked in Parliament:**

The information is available on the website of Labour Bureau at the following link:

[https://labourbureau.gov.in/uploads/pdf/section\\_4\\_1\\_d\\_2.pdf](https://labourbureau.gov.in/uploads/pdf/section_4_1_d_2.pdf)

## **5. Information as may be prescribed:**

### **Such other information as may be prescribed:**

Name and details of current CPIOs & FAAs; Earlier CPIOs & FAAs:

The information on current CPIO and FAA is available at

: <https://labourbureau.gov.in/public-information-officers-2>

The information on past CPIOs and FAAs is as below :-

<b>Period</b>	<b>CPIO</b>
January, 2015 to June 2017	Shri Sunil Choudhary, Director
July, 2017 to August, 2018	Shri Kailash G. Sharma, Director
Sept., 2018 to June, 2020	Sh. Vinod Ji Talashi, Joint Director
June, 2020 to April, 2022	Smt. Monica Thind, Joint Director
April, 2022 to April, 2023	Sh. Parminder Singh, Under Secretary
April, 2023 to present	Smt. Arshee Khosla, Deputy Director

<b>Period</b>	<b>FAA</b>
-- to August, 2018	Shri Daljeet Singh, DDG
September, 2018 to March, 2020	Sh. Sunil Chaudhary, DDG
April, 2020 to present	Sh. Bharat Bhushan, DDG

Details of third party audit of voluntary disclosure along with dates and report of audit:

The information is available at the following link:

<https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf>

Appointment of Nodal Officers (not below the rank of Joint Secretary/ Addnl HoD:

The order of appointment is available at the following link:

<https://labourbureau.gov.in/office-order-2023>

(Office Order No. 236 of 2023)

Consultancy Committee of key stakeholders for advice on suo-motu disclosure:

The details of the committee are available at the following link:

<https://labourbureau.gov.in/office-order-2023>

(Office Order No. 234 of 2023)

Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI:

The details of the committee are available at the following link:

<https://labourbureau.gov.in/office-order-2023>

(Office Order No. 235 of 2023)

## **6. Information Disclosed on own Initiative:**

### **Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain information**

All press releases, indices, reports, publications, orders, RTI Manual are available on the website of Labour Bureau free of cost and can be downloaded from the website i.e. <https://labourbureau.gov.in/>. The public is only required to pay fee for obtaining the same in printed format. The fee applicable is as per the RTI Act.

Information regarding Public Information Officers is available at the following link:

<https://labourbureau.gov.in/public-information-officers-2>

### **Guidelines for Indian Government Website (GIGW) is followed**

Whether STQC Certification obtained and its validity:

Labour Bureau is currently in the process of updating the website as per the guidelines of Government of India.

Does the website show the certificate on the website? Not applicable.