

# **ANNUAL ADMINISTRATIVE REPORT**

## **F.Y. 2023-2024**



**GOVERNMENT OF MANIPUR**

**DEPARTMENT OF SKILL, LABOUR & EMPLOYMENT  
& ENTREPRENEURSHIP**

**2023-24**

## CONTENTS

Sl. No	Directorate/Society/Board	Page No.
<b>1.</b>	<b>LABOUR COMMISSIONER, MANIPUR</b>	1
	1. About Labour Commissioner, Manipur	2
	2. Personal (Sanction Post)	2
	3. Budget Estimate 2023-24 and RE 2023-24	3
	4. Administration and Implementation of Labour Laws	4
	4.1 Industrial Relations	4
	4.2 Welfare, Health, Regulation of Employment and Conditions of Service of Workmen	4
	4.3 Wages and Bonus	5
	4.4 Women Labour, Bonded Labour and Child Labour	6
	4.5 Social Security for Workers	6
	5. Labour Welfare	7
<b>2.</b>	<b>MANIPUR BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD:</b>	8
	1. About Manipur Building and Other Construction Workers Welfare Board	8
	2. Benefits	8
	3. Other: (a) COVID 19 Relief Package (b) Special Scheme	9
	4. Register construction workers under Manipur Building and other construction workers' Welfare Board for the year 2023-24	9
	5. Achievement for the Year 2023-24	10
<b>3.</b>	<b>EMPLOYMENT:</b>	11
	1. The Organisation Set up	12
	1.1 Activities of the Department	13
	1.2. APPRECIATION OF STATISTICS RENDERED ON THE ACHIEVEMENT OF DIRECTORATE OF EMPLOYMENT MANIPUR FOR THE YEAR 2023-2024	14
	1.3 Vocational Guidance	14
	1.4 Employment Market Information	15
	1.5 Financial Achievement for the year 2022-23	15
<b>4.</b>	<b>DIRECTORATE OF CRAFTSMEN TRAINING</b>	16
	1. About Directorate of Craftsmen Training, Manipur	17
	2. Institute where training is imparted at present	17
	2.1. Craftsmen Training Scheme	17
	2.2 Training seat capacities and enrolment in August 2023-24 session of the Govt. it is Manipur	19
	2.3 Physical Achievement of Craftsmen Training Scheme (ITIs) Manipur During the year 2023-24	20
	2.4 Apprenticeship Training Scheme	21
	2.5 Details of Staff	22
	3 Skill Strengthening for Industrial Value Enhancement (STRIVE) 24	23
	4 Enhancing Skill Deficient Infrastructure (ESDI)	23
	5 Financial Target	23
<b>5.</b>	<b>MANIPUR SOCIETY FOR SKILL DEVELOPMENT (MSSD)</b>	24
	1. Achievement of Manipur Society for Skill Development (MSSD) during 2023-24	24

**OFFICE OF THE  
LABOUR COMMISSIONER, MANIPUR  
&  
MANIPUR BUILDING AND OTHER  
CONSTRUCTION WORKERS  
WELFARE BOARD  
  
GOVERNMENT OF MANIPUR**

**Annual Administrative Report 2023-24**

**ANNUAL ADMINISTRATIVE REPORT FOR THE YEAR  
2023-2024.**

1. The main functions of the Office of the Labour Commissioner, Manipur are to provide care, protection, Welfare and social security of the working population in the state sphere by enforcing different labour laws and various labour welfare schemes and the same is discharged from the Head Quarters of Imphal West District by deploying the enforcement machineries (Labour Inspectors) in both urban and rural areas.

**2. Personnel:** - The Department has 35 sanctioned posts including one Deputy Labour Commissioner, one Labour Officer and Fifteen Labour Inspectors with no District Offices. The total strength of the Department as on 1<sup>st</sup> April, 2024 are as below :

Sl.No.	Name of post	Sanctioned strength	Present strength	Remarks
1	Deputy Labour Commissioner.	1	1	
2.	Labour Officer	1	0	
3.	Steno	1	0	
4.	Labour Inspector	15	4	Downsized from 35 posts in 2002
5.	Inspector of Statistics	3	0	
6,	Computer	1	0	
7.	Head Clerk	1	1	
8.	Upper Division Clerk	2	0	
9.	Lower Division Clerk	4	2	
10.	Driver	1	1	
11.	Peon	4	1	
12.	Chowkidar	1	1	
	<b>Total</b>	<b>35</b>	<b>11</b>	

### 3. Budget Estimate 2023-2024 and Revised Estimates 2023-2024

(A). (Rs. In Lakhs)

Head of Account	Budget Estimates, 2023-24	Revised Estimates, 2023-2024	Increased(+) / Decreased(-)	
<b>2230- Labour &amp; Employment</b>				
01-Salaries	295.70	255.70	(-) 40.00	Due to retirement of staffs
11-Domestic Travel Expenses	2.50	2.50	X	
13- Office Expenses	10.00	12.00	(+) 2.00	Liabilities for Furniture and stationeries etc.
01-Electric & Water Charges	0.50	0.50	X	
50-Other Charges	10.00	10.00	X	
02-Information Technology	4.00	4.00	X	
<b>Sub- Total : 2230 – Labour &amp; Employment.</b>	<b>322.70</b>	<b>284.70</b>	<b>(-) 38.00</b>	
<b>05 – Refund of 1% Labour Cess</b>	<b>1000.00</b>	<b>1000.00</b>	<b>X</b>	
<b>06 – DBRAP under Ease of Doing Business</b>	<b>5.00</b>	<b>5.00</b>	<b>X</b>	
<b>07 – eSHRAM Portal(Central Share)</b>	<b>10.00</b>	<b>10.00</b>	<b>X</b>	
<b>Grand Total : 2230 – Labour &amp; Employment.</b>	<b>1337.70</b>	<b>1299.70</b>	<b>(-)38.00</b>	
<b>2235 – Social Security &amp; Welfare</b>				
36-Grants in aid (Non Salary)	10.00	10.00	X	
36-Grants in aid (Non Salary)	25.00	25.00	X	
<b>Total – 2235 – Social Security &amp; Welfare.</b>	<b>35.00</b>	<b>35.00</b>	<b>X</b>	
<b>Grand Total :-</b>	<b>35.00</b>	<b>35.00</b>	<b>X</b>	

### B. Receipts

(Rs. In Lakhs)

Sources	Budget Estimate, 2023-2024	Revised Estimates, 2023-2024
Non Tax revenue Receipt under labour laws (fees for registration fees for grants of Licence, fine, etc.)	3.00	3.00

#### **4. Administration and Implementation of Labour Laws.**

**4.1. Industrial Relations:-** Administration of Trade Unions Act, 1926, Industrial Employment (Standing Orders) Act, 1946 and Industrial Disputes Act 1947 were continued. 22 Trade Unions were newly registered and working of 456 Registered Trade Unions were regulated by verifying their membership, Annual Account of Income and Expenditure and office-bearers.

All the factories (including Brick Kilns) in the private sector employing 100 or more workmen have been covered under the Industrial Employment (Standing Orders) Act, 1946. The Model Standing Orders prescribed by the said Act were adopted as the Employment Standing Orders of the said factories and establishments of the contractors to define the conditions of works of the workmen employed therein till their respective Employment Standing Orders are formally framed under the Act.

Unfair labour practice, illegal strike, illegal lockout, illegal retrenchment/lay-off and illegal closure of industrial establishments were prevented, 1 industrial disputes following strike were intervened through Conciliation Proceedings u/s 20 of the Industrial Disputes Act, 1947. Conciliation proceedings for settlement of disputes in the Safai Karmachari engaged as Muster Roll Employees under Imphal Municipal Corporation, Manipur were taken and all the employers of the industrial establishments employing 20 or more workmen were noticed to set up their respective Grievance Redressed Committee under and in accordance with the provisions of section 9C of the said Act to and proposal was submitted to the State Government of Manipur for issuing a general order under section 3 of the said Act for constitution of Works Committee by every employer of the industrial establishment employing 100 or more workmen to Act.

**4.2. Welfare, Health, Regulation of Employment and Conditions of Service of Workmen:-** Administration of the following Labour Laws providing for welfare, health, regulation of employment and conditions of service of various workmen were continued

1. **The Motor Transport Workers Act, 1961** covering every motor transport undertaking employing 5 or more motor transport workers only.
2. **The Contract Labour (Regulation & Abolition) Act, 1970** covering every Establishment (in both public sector and private sector) employing 20 or more workmen as contract labour and every contractor employs 20 or more workmen.
3. **The Manipur Shops and Establishments Act, 1972** covering every shop and establishment in private sector in every municipality and other notified areas.
4. **The Inter-State-Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979** covering every establishment in both public sector and private sector, employing five or more inter-state-migrant workmen (i.e. any person who is recruited by or through a contractor in one state under an agreement or other arrangement for employment in an establishment in another state, whether with or out the knowledge of the owner of the establishment) and every contractor employing 5 or more inter-state-migrant workmen.

5. **The Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996** covering every establishment employing 10 or more building workers in any building or other construction work
6. **The Working Journalists and Other Newspaper Employees (Conditions of Service) Act, 1955** covering all the Newspaper Establishments.

Under these Acts, provisions for welfare and health (i.e. canteen, rest rooms, medical facilities, first aids facilities, etc.), regulation of employment and conditions of service i.e. hours of work, wages-period, weekly rest day, leave, termination from service, terminal benefits, etc) were enforced.

**4.3. Wages and Bonus:-** The payment of wages and deduction from wages were regulated under the **Payment of Wages Act, 1936** in respect of the workmen earning monthly wages not exceeding Rs.10,000.00 in every factory; motor transport service engaged in carrying passenger or goods by road for hire or reward, plantation, workshop or other establishment in which articles are produced; adapted or manufactured, with a view to their use, transport or sale, establishment in which any work relating to the construction, development or maintenance of building, roads, bridges or canals, or relating to operation connected with navigation, irrigation or the supply of water to the generation, transmission and distribution of electricity or any other form of power is being carried on.

The State Government of Manipur has notified the Minimum Rates of Wages for 15 different Scheduled Employments, namely, **1. Employment in Agriculture, 2. Employment on Construction or Maintenance of Roads or in Building Operation, 3. Employment in Public Motor Transport, 4. Employment in Shops and Establishments, 5. Employment in Dam Construction and Irrigation Works, 6. Employment in Water supply (Operation, Maintenance of Water Treatment and Distribution System), Sanitation and Drainage,**

7. **Employment in Generation, Transmission, Distribution and Supply of Electricity, or any other form of power,**
8. **Employment in Spinning, Weaving, Printing, Dying, Finishing and Bleaching of Silk and Pina fibre,**
9. **Employment in Wool Spinning and Knitting in Handloom or in Cotton Spinning in Mill or Handloom,**
10. **Employment in Manufacture of Dolls, Toys, Brass and Bell Metal,**
11. **Employment in Wood, Bamboo, Cane Furniture and Fixtures,**
12. **Employment in Alloy Industries,**
13. **Employment in Preparation of Soil, Land Development and Other Agricultural Operations,**
14. **Employment in Plantation of Silk Worm Food Plants for Silk Worms (Mulberry, Oak, Tsar, Caster, etc.),**
15. **Employment in Maintenance of Silk Worm Plants in Sericulture Farms** vide Govt. of Manipur, Secretariat : Labour & Employment Department Notification No. 5/289/91-Lab(Pt-I) dated 27<sup>th</sup> December, 2016 and
16. **Employment in any Rice Mill, Flour Mill or Dal Mill,**
17. **Employment in Sweeping and cleaning excluding activities prohibited under Employment of Manual Scavenger and Construction of Dry Latrines (Prohibition) Act, 1993,**
18. **Employment in Local Authority,**
19. **Employment in Private hospitals, Nursing**

**Homes or Clinic, 20. Employment in Private Educational Institutions, 21. Employment in Brick Kilns, 22. Employment in Oil Mill, 23. Employment in Domestic Works & 24. Employment in Stone Crushing or Stone Breaking** (9 Scheduled Employment vide Notification No. 5/35/2017-Lab dated 1<sup>st</sup> September, 2021.

**The revised scales of wages** and allowance of the newspaper employees are enforced under the Working Journalists and Other Newspaper Employees (Conditions of Service) & Misc. Provisions Act, 1955, The implementation of the same was monitored by one State Level Tripartite Committee consisting of the representatives of the State Government of Manipur, the representatives of the Employers of the Newspaper Establishments and the representatives of the Newspaper Employees,

The scheme for payment of annual bonus by the employer to their respective workers earning monthly wages not exceeding Rs.10,000.00 under the Payment of Bonus Act, 1965 was extended to the workers employed in every factory (including brick kilns, stone crushing operations) shop and other establishment in the private sector and the implementation of the same was monitored by the Inspectors.

**4.4. Women Labour, Bonded Labour and Child Labour:** The discrimination of women in the matter of employment as well as wages on the ground of sex was totally prevented under the enforcement of the Equal Remuneration Act, 1976. Care against sexual harassment of women at workplace was taken up through the women workers and their organization.

The Bonded Labour System was totally prevented by implementing the Bonded Labour System (Abolition) Act, 1976 by the District Magistrates and the Vigilance Committees in the Districts and the Sub-Divisions and carrying out awareness campaigns by the office of the Deputy Labour Commissioner, Manipur.

Child labour system was checked by enforcing the Child Labour (Abolition & Regulation) Act, 1986 prohibiting employment of child below 14 years of age in 16 different occupations and 65 different processes. No report of employment of such was received. The Rights of Children to Free and Compulsory Education Act, 2009 requiring sending all the children of 6 to 14 years of age to school augmented eradication of child labour.

**4.5. Social Security for Workers:** The Employees' Compensation Act, 1923 imposing obligation upon the employers to pay compensation to workers for accidents, arising out of and in the course of employment, resulting into death, total or partial disablement was enforced by the Commissioner for Employees' Compensation appointed under the Act. 19 (Nineteen) claims were received and the same were disposed off by awarding Compensation to the claimants Compensation for a total amount of Rs.44,80,677/- was distributed to the employees under the said Act.

**The Employees' Provident Funds, Family Pension and Misc. Provision Act, 1952** providing for the institution of compulsory provident funds for employees in factories and other establishments (including establishments of contractor, private educational institutions, private hospitals, nursing homes or clinics, private banks or financial institutions, hotels etc.) was enforced



by the Employees' Provident Fund Organization in the factories and other establishment in the State Sphere. The extension of the Employees' State Insurance Act, 1948 to the State of Manipur to

provide insurance of workers against the risk of sickness, maternity or employment injury was under consideration.

**The Payment of Gratuity Act, 1972** was enforced by the Controlling Officer appointed under the Act to ensure the obligations of the employers under the Act to pay gratuity to their respective eligible employees on the termination of employment after rendering continuous service for not less than five years, on superannuation, retirement, resignation, death or disablement in ever factory, plantation, local bodies and shop/establishment (private educational institutions, private hospitals, nursing homes or clinics, private banks or financial institutions, hotels, etc.).

**5. Labour Welfare:** Various programmes for Labour Welfare were undertaken and implemented. The Labour Welfare Schemes provides welfare benefits and social security coverage to the life of the workers.

\*\*\*\*\*

## **MANIPUR BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD**

Manipur Building and Other Construction Workers' Welfare Board was established on **3<sup>rd</sup> April, 2010**. The Board functions under the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service), Act, 1996, to **regulate** the employment and conditions of service and other workers and to **provide for their safety, health and Welfare measures** and for other matters connected therewith or incidental thereto. The **Chairperson** is the **Head** of the Board; **Secretary** (Skill, Labour, Employment and Entrepreneurship) Govt. of Manipur is the **member** of the Board; **The Deputy Labour Commissioner** (Labour Department), Govt. of Manipur is the **Secretary** of the Board.

**2.** The following benefits are provided by the Board to the beneficiaries under **Manipur Building & Other Construction Workers' Welfare Scheme, 2022**:

- (a) Immediate assistance in case of accident to the beneficiary (Under Section 4(a) of the Scheme);
- (b) Pension to the beneficiary building worker who has completed sixty years (Under Section 4(b) of the Scheme);
- (c) Financial assistance for education of children of beneficiary (Under Section 4(e) of the Scheme);
- (d) Medical expenses for treatment of major ailments of a beneficiary (Under Section 4(f) of the Scheme);
- (e) Maternity benefit & Health Benefit (Under Section 4(g) of the Scheme);
- (f) Natural death relief (Under Section 4(h) of the Scheme);
- (g) Skill Development Training (Under Section 4(j) of the Scheme);
- (h) Housing (Under Section 4(k) of the Scheme);

### 3. Others:

#### (a) COVID-19 Relief Package :

This scheme is not included under the Manipur Building and Other Construction Workers' Welfare Scheme, 2022 but it is implemented as a special case during the **COVID 19 pandemic**, where an amount of **Rs. 1000/- each** to each beneficiary who have applied for COVID-19 relief Package through online submission through official website ([www.manipurbcwb.in](http://www.manipurbcwb.in)) was distributed.

So far MBOCWBB has sanctioned **Rs 8,17,31,000/-** for distribution of benefits to **81731 beneficiaries** during the financial year 2020-21 and 2021-22.

#### (b) Special Scheme for Providing One Time Financial Assistance for Education of Children of Labour Card Holders in Relief Camps Affected by Large Scale Violence in the State in the Aftermath of Tribal Solidarity March on 03.05.2023.

Manipur Building and Other Construction Workers' Welfare Board (MBOCWBB) has launched a **Special Scheme** for Providing One Time Financial Assistance for Education of Children of Labour Card Holders in Relief Camps Affected by Large Scale Violence in the State in the Aftermath of Tribal Solidarity March on **03.05.2023**. The Scheme was **notified on 10<sup>th</sup> July, 2023**. This Scheme provides one-time financial assistance to a sum of **Rs. 5000/- (Rupees Five Thousand)** only for education of the children to Labour Card Holders staying in Relief Camps set up by the Government of Manipur. So far MBOCWBB has approved and sanctioned **Rs 2,44,40,000/-** for distribution of benefits to **4888 beneficiaries** including 1494 for distribution in cash by Hon'ble Chief Minister, Ministers, MLAs and Chairperson, MBOCWBB.

### 4. Registered Construction Workers under Manipur Building and Other Construction Workers' Welfare Board for the year 2023-2024

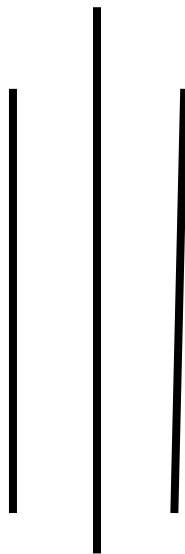
SI No.	Name of District	Member of Construction Workers
1	Imphal East	1889
2	Imphal West	2180
3	Thoubal	381
4	Bishnupur	3168
5	Senapati	10
6	Ukhrul	191
7	Chandel	11
8	Tamenglong	0
9	Jiribam	65
10	Kakching	1277
11	Kamjong	1
12	Tengnoupal	508
13	Noney	850
14	Churachandpur	6
15	Pherzawl	0
16	Kangpokpi	153
	<b>Total:-</b>	<b>10,690</b>

**5. Achievements for the year 2023-2024.**

1% Labour Cess Collected (till 31 <sup>st</sup> March 2024)	Rs. 75,20,16,165.77
Bank Interest accrued thereon	Rs. 2,11,80,414.50
Registration and Contribution Fee collected	Rs. 10,71,800
Disbursement to nos. beneficiaries (pertaining to education benefit, 2021-22 Medical, Maternity, Natural Death and Accidental Benefit)	Rs. 59,61,23,300.00
Fund utilized on Skill Development	Rs. 13,96,00,499.00
Fund utilized on Awareness Programme	Nil

\*\*\*\*\*

# **ANNUAL ADMINISTRATIVE REPORT 2023 – 2024**



**GOVERNMENT OF MANIPUR**  
**DIRECTORATE OF EMPLOYMENT**

**DEPARTMENT OF SKILLS, LABOUR, EMPLOYMENT & ENTREPRENEURSHIP GOVERNMENT OF MANIPUR**

**1. ORGANISATIONAL SET UP.**

As of now, the Directorate has sanctioned strength of 37 Gazetted Officers and 163 Non-Gazetted staff, a total of 200. Detailed information about staff strength is given as below:-

Sl. No.	Name of Post	Existing sanctioned posts	Man in position	No. of Vacancy
(1)	(2)	(3)	(4)	(5)
	<b>GAZETTED</b>			
1.	Addl. Director, HOD	1	-	1
2.	Deputy Director/Employment Officer	2	1	1
3.	Assistant Director	11	-	11
4.	Assistant Employment Officer	23	4	19
5.	<b>Total:-1</b>	<b>37</b>	<b>5</b>	<b>32</b>
	<b>NON-GAZETTED</b>			
6.	Research Assistant	1	-	1
7.	Technical Assistant	7	6	1
8.	Sub-Inspector of Statistics	20	4	16
9.	Computer	13	-	13
10.	UDC	11	2	9
11.	Sorter	3	-	3
12.	A.P.S/Steno Instructor	3	1	2
13.	LDC	41	8	33
14.	Head Clerk	1	-	1
15.	Driver	2	1	1
16.	Daftry	1	1	-
17.	Peon	35	18	17
18.	Sweeper-Cum-Chowkidar	8	2	6
19.	Chowkidar	15	8	7
20.	Peon-Cum- Chowkidar	1	-	1
21.	Sweeper	1	-	1
	<b>Total:-2</b>	<b>163</b>	<b>51</b>	<b>112</b>
	<b>Grand Total:- (Total 1+ Total 2)</b>	<b>200</b>	<b>56</b>	<b>144</b>

## **1.1 ACTIVITIES OF THE DEPARTMENT**

The Employment Exchanges, Manipur renders services like registration of job-seekers, sponsoring of candidates against notified vacancies of the State Govt., Central Govt. and Private Sectors. The job-seekers are also provided registration guidance, career talks, dissemination of career information with career bookies, pamphlets as a part of vocational guidance programme. Reports and Returns are collected from all establishments under Establishment Reporting System thereby acting as a record pool of number of job-seekers, employers and placement. The reports are submitted to the Directorate General of Employment, New Delhi for planning purposes. The Reports relating to employment, unemployment are also made available to the Government Organisation, Private Organisation, Private individuals and other Researchers as and when demanded in written.

The Department of Employment, Manipur has a Directorate which is located at Lamphelpat. Under this Directorate, there are 17(seventeen) Employment Exchanges, namely, (1) Employment Exchange, Imphal West, (2) District Employment Exchange, Imphal East, (3) District Employment Exchange Thoubal, (4) District Employment Exchange, Bishnupur, (5) District Employment Exchange, Churachandpur, (6) District Employment Exchange, Chandel, (7) District Employment Exchange, Ukhrul, (8) District Employment Exchange, Senapati, (9) District Employment Exchange, Tamenglong, (10) Town Employment Exchange, Kangpokpi, (11) Town Employment Exchange, Tamei, (12) Town Employment Exchange, Jiribam, (13) Town Employment Exchange, Sugnu and (14) Town Employment Exchange, Moreh, (15) Employment Information and Assistance Bureau at Saikul (16) Special Employment Exchange for Physically Handicapped Persons and (17) University Employment Information and Guidance Bureau, M.U. Campus, Canchipur.

At present 4(four) Employment Exchanges/Offices, namely, Employment Exchange, Imphal West, District Employment Exchange, Imphal East, University Employment Information & Guidance Bureau, M.U., Canchipur and District Employment Exchange, Thoubal are pursuing online registration for job-seekers. Further, process for conversion to online registration for remaining Employment Exchanges has been started from 1<sup>st</sup> May, 2023. Under National Career Service (NCS) Project implemented by Director General of Employment (DGE), Government of India, Ministry of Labour & Employment, One Model Career Centre (MCC) has been established at Employment Exchange, Imphal West on 28<sup>th</sup> Dec, 2022.

## 1.2 Appreciation Of Statistics Rendered On The Achievement Of Directorate Of Employment Manipur For The Year 2023-2024:-

**Working of the National Employment Service:** – On the working of the National Employment Service comprising of Employment Market Information (EMI) and Vocational Guidance programme, 96 Reports /Returns has been regularly submitted to the Director General of Employment, Government of India as detailed below:-

SI.No.	Numbers of Reports>Returns	Number	Total in a year
1.	Monthly	4	48(4X12)
2.	Quarterly	8	32 (8X4)
3.	Half Yearly	5	10 (5X2)
4.	Annual	6	6 (6X1)
<b>Total</b>			<b>96</b>

**Work done for the year 2023-2024 by the Directorate of Employment Manipur in respect of Job-Seeker applicants are as given below:-**

SI.No.	Categories	Male	Female	Total
1.	Registration	7020	12079	19099
2.	Placement	-	-	-
3.	Submission	67781	28709	96490
4.	Vacancy notified	-	-	6649
5	<b>Live Register as on 31<sup>st</sup> March, 2024.</b>	<b>231311</b>	<b>116858</b>	<b>348169</b>

## 1.3 Vocational Guidance:-

SI. No.	Categories	Male	Female	Total
1.	Registration Guidance	6111	9585	15696
2.	Individual Guidance	3030	1321	4351
3.	Old Cases Review	502	196	698



#### 1.4 Employment Market Information:-

Number of Establishments and Employees of Manipur as per ER-I Returns submitted by the employers.

Sector	Number of Employers	Male	Female	Total
State Government	752	40068	14833	54901
Quasi Government	36	1920	478	2398
Local Bodies	13	3919	2509	6428
Central Government	42	2773	685	3458
Private Sector (Larger Estt.CNV Act.)	46	1929	1702	3631
Private Sector (Smaller Estt.)	44	676	520	1196
<b>Total:-</b>	<b>933</b>	<b>51285</b>	<b>20727</b>	<b>72012</b>

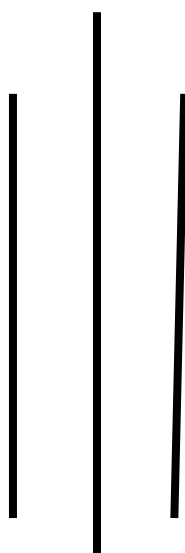
#### 2. FINANCIAL ACHIEVEMENT FOR THE YEAR 2022-2023:

Demand No. :- 13  
Name of Department :- Employment Service/Department, Manipur  
Head of Account :- 2230-Labour & Employment.  
02-Employment.

Budget Estimates	Expenditure	Percentage
Rs.48478000	Rs.4,01,37,007	79%

\*\*\*\*\*

**OFFICE OF THE  
DIRECTORATE OF CRAFTSMEN TRAINING, MANIPUR  
GOVERNMENT OF MANIPUR**



**Annual Administrative Report 2023-24**

## CRAFTSMEN TRAINING

### 1. TRAINING SERVICE:

The Directorate of Craftsmen Training, Manipur was set up in 1980 under the administrative control of the Administrative Service [Skill, Labour, Employment & Entrepreneurship (SLEE)]/ Ex-Officio Director of Craftsmen Training. The Joint Director of Craftsmen training is the Head of Department. He is assisted by one Assistant Director of Training and one Finance Officer in the Directorate and 18 (eighteen) other officers posted at different Govt. ITIs, spread over in 10 districts.

In the Directorate, the Joint Director of Craftsmen Training who is the Head of department is assisted by the following officers:

1.	Assistant Director of Training	1 No.
2.	Finance Officer	1 No.
	<b>TOTAL:</b>	<b>2 Nos.</b>

Another 18 officers in different locations in the districts, also assist the Joint Director of Craftsmen Training.

1.	Principal ITIs, Manipur	11 Nos. at different districts
2.	Superintendent (Tech.)	5 Nos. at different district
3.	Supervisor (Tech)	2 Nos. at Govt, Imphal (Takyel)
	<b>Total:</b>	<b>18 Nos.</b>

The Directorate General of Training, Ministry of Skill Development & Entrepreneurship, Government of India is responsible for laying down the policies and vocational training standards. The responsibility for day-to-day administration and implementation of training programmes in the State rests with the State Government and its machineries. The Department is implementing Craftsmen Training Scheme and Apprenticeship Training Scheme which are “**Job Oriented Skill Development**” with the following objectives:-

- I. Increase the Industrial production for betterment of socio-economic condition of the people.
- II. Solve unemployment problems among the educated youth by promoting self-employment.
- III. Uplift the training standards by replacing out-dated tools/machineries with new ones.
- IV. Give training, especially to Ex-ITI trainees for further enhancing their skill under Apprenticeship Training Scheme.

The Department implements the following schemes:

1. CRAFTSMEN TRAINING SCHEME (CTS).
2. APPRENTICESHIP TRAINING SCHEME (ATS).
3. SKILL STRENGTHENING FOR INDUSTRIAL VALUE ENHANCEMENT (STRIVE).
4. ENHANCING SKILL DEVELOPMENT INFRASTRUCTURE (ESDI).

## 2. **INSTITUTE WHERE TRAINING IS IMPARTED AT PRESENT:**

The State have 11 Govt. Industrial Training Institute covering in 10 District of Manipur:

Sl. No	Name of the it is and Place	Year of Estt	Trade/Unit	No. of Seats
1.	Govt. ITI, Imphal (Takyel), Imphal West District	1959	34 Units	784 Seats
2.	Govt. ITI, Ukhrul, Ukhrul District	1972	20 Units	456 Seats
3.	Govt. ITI Saikot, Churachandpur District	1972	18 Units	408 Seats
4.	Govt. ITI, Senapati, Senapati District	1974	8 Units	176 Seats
5.	Govt. ITI, Tamenglong, Tamenglong District	1974	20 Units	456 Seats
6.	Govt. ITI, Jiribam, Jiribam District	1980	2 Units	44 Seats
7.	Govt. Women ITI, Takyel, Imphal West District	1993	12 Units	272 Seats
8.	Govt. ITI, Phaknung, Imphal West District	2003	28 Units	648 Seats
9.	Govt. ITI, Kakching, Kakching District	2003	22 Units	504 Seats
10.	Govt. ITI, Ningthoukhong, Bishnupur District	2003	16 Units	368 Seats
11.	Govt. ITI, Chandel (Komlathabi), Chandel District	2003	16 Units	352 Seats
	Total:		196 Units	4468 Seats

### 1. **Craftsmen Training Scheme:**

Under this scheme, persons in the age group of 14-40 years are trained through 11 (eleven) Govt. Industrial Training Institutes with a total seating capacity of 2508 (two thousand five hundred and eight) trainees in Engineering and Non-Engineering trades. The period of training for most of the Engineering trades is 2 (two) years and 1 (one) year in non-Engineering Trades. The minimum educational qualification for admission to these trades varies from VIII<sup>th</sup> Class to X<sup>th</sup> Class (Science/Commerce) or its equivalent. However, for Welder (Gas & Electric), Wireman and Carpenter trades, the essential qualification is VIII<sup>th</sup> standard.

Facilities like workshop, new materials, games and sports, recitation, study tour, hostel accommodation etc. along with a stipend of Rs. 120/- (Non-Hosteller) and Rs. 150/- (Hosteller) per trainee per month is/are provided.

2. The training seat capacities and enrolment in August, 2023-24 session of the Govt. ITIs are given below:

<b>SEATING/INTAKE CAPACITY OF GOVT. ITIs IN MANIPUR FOR THE YEAR 2023-24/25 (LONG TERM COURSES, LTC)</b>														
Sl. No.	Name of trades	Course(Engg. & Non-Engg) with duration	Takyel	Women ITI	Saikot	Ukhrul	Senapati	Jiribam	Phaknung (IE)	Kakching	Ningthou-khong	Chandel	Tamenglong	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Stenography	1 Yr. Non-Engg.	24	-	48	48	48	24	-	-	-	-	48	240
2	Computer (COPA)	1 Yr. Non-Engg.	48	48	48	-	-	-	48	48	48	48	48	384
3	Secretarial Practice	1 Yr. Non-Engg.	-	48	-	-	-	-	48	48	48	48	48	288
4	Surface Ornamentation Technique(Embroidery)	1 Yr. Non-Engg.	-	40	-	-	-	-	40	-	40	40	-	160
5	Dress Making	1 Yr. Non-Engg.	-	40	40	-	-	-	40	40	-	40	40	240
6	Basic Cosmetology (Hair & Skin Care)	1 Yr. Non-Engg.	48	48	48	48	-	-	48	48	-	-	-	288
7	Fruits & Vegetables Processing	1 Yr. Non-Engg.	48	48	48	48	-	-	48	-	-	-	-	240
8	Food Production (General)	1 Yr. Non-Engg.	48	-	-	-	-	-	48	-	-	-	-	96
9	Carpenter /wood work technician	1 Yr.Engg.	24	-	48	48	48	-	-	48	48	48	48	360
10	Welder	1 Yr.Engg.	20	-	40	40	40	-	-	40	40	40	40	300
11	Plastic Processing	1 Yr.Engg.	40	-	-	-	-	-	-	-	-	-	-	40
12	Diesel Mechanic	1 Yr.Engg.	48	-	-	-	-	-	-	-	-	-	-	48
13	Wireman	2 Yrs.Engg.	20	-	40	40	40	20	-	-	-	40	40	240
14	Electrician	2 Yrs.Engg.	20	-	-	-	-	-	40	40	-	-	-	100
15	Instrument Mechanic	2 Yrs.Engg.	24	-	-	-	-	-	-	-	-	-	-	24
16	Fitter	2 Yrs.Engg.	20	-	-	40	-	-	-	-	-	-	-	60
17	Turner	2 Yrs.Engg.	20	-	-	-	-	-	-	-	-	-	-	20
18	Machinist	2 Yrs.Engg.	20	-	-	-	-	-	-	-	-	-	-	20
19	Motor Mechanic	2 Yrs.Engg.	72	-	-	48	-	-	48	48	-	-	-	216
20	Farm Mechanic	2 Yrs.Engg.	24	-	-	-	-	-	-	-	-	-	-	24
21	Surveyor	2 Yrs.Engg.	24	-	-	-	-	-	48	-	48	48	48	216
22	Draughtsman Mechanic	2 Yrs.Engg.	24	-	-	-	-	-	-	-	-	-	-	24
23	Draughtsman Civil	2 Yrs.Engg.	-	-	48	-	-	-	48	48	48	-	48	240
24	Electronics Mechanic	2 Yrs.Engg.	48	-	-	48	-	-	48	48	-	-	48	240
25	IT & ESM	2 Yrs.Engg.	48	-	-	48	-	-	48	48	48	-	-	240
26	Refrigerator& Air conditioning (RAC)	2 Yrs.Engg.	48	-	-	-	-	-	48	-	-	-	-	96
27	Mechanic Consumer Electronic Appliances	2 Yrs.Engg.	24	-	-	-	-	-	-	-	-	-	-	24
	<b>Total Seats:</b>		<b>784</b>	<b>272</b>	<b>408</b>	<b>456</b>	<b>176</b>	<b>44</b>	<b>648</b>	<b>504</b>	<b>368</b>	<b>352</b>	<b>456</b>	<b>4468</b>

**3. PHYSICAL ACHIEVEMENT OF CRAFTSMEN TRAINING SCHEME (ITIs) MANIPUR DURING THE YEAR 2023-24:**

Sl. No.	Item	Unit	Seating Capacity	Achievement (Passed out July'2023)	Nos. of Trainees Admitted
1	2	3	4	5	6
1	Govt. ITI, Takyel	34	784	237	255
2	Govt. Women ITI	12	272	70	70
3	Govt. ITI, Saikot	18	408	61	81
4	Govt. ITI, Ukhrul	20	456	96	108
5	Govt. ITI, Senapati	8	176	27	30
6	Govt. ITI, Jiribam	2	44	0	0
7	Govt. ITI, Phaknung , Imphal East	28	648	136	151
8	Govt. ITI, Kakching	22	504	71	84
9	Govt. ITI, Ningthoukhong	16	368	88	94
10	Govt. ITI, Chandel	16	352	76	88
11	Govt. ITI, Tamenglong	20	456	31	110
	<b>TOTAL</b>	<b>196</b>	<b>4468</b>	<b>892</b>	<b>1071</b>

#### 4. **Apprenticeship Training Scheme:**

Passed out trainees are engaged as Apprentices in various fields in the Government establishment, public, private and central Govt. establishment undertaking etc. where they are thoroughly skilled about their specific trades.

Apprentices Act, 1961 makes it obligatory for employees in specified Industries to engage apprentices as per prescribed ratio of Apprentices to Workers and availability of training facilities. The training consists of basic training followed by on the job or shop training.

To create awareness of apprenticeship training to unemployed youths in the state, a Nationwide Apprenticeship Mela was held on 21<sup>st</sup> April 2022 at Govt. ITI, Takyel, Imphal. Besides, second Monday of every month is fixed for conducting such Mela in all it is in Manipur on rotation basis. The rate of stipend given to each ITI passed out trainee is Rs. 7500/- per trainee per month and OJT fund reimburse to employer or establishment is 25% of trainees stipend or Rs. 1500/-, whichever is higher.

The total on boarded 14(fourteen) establishments in Apprenticeship portal working in Manipur are as follows:-

##### 1) **PUBLIC SECTOR:**

- i) BSNL
- ii) Doordarshan Kendra, Porompat, Imphal.
- iii) ICAR Research Complex for NEH Region, Manipur Centre
- iv) Govt. ITI, Imphal (Takyel)
- v) Govt. Women, ITI, Imphal
- vi) Govt. ITI, Saikot, Churachandpur
- vii) Loktak Power Station (NHPC)
- viii) All India Radio, Palace Compound, Imphal

##### 2) **PRIVATE SECTOR:**

- i) Elimination of Rural Poverty Service
- ii) Globizs Web Solution Private Limited
- iii) The Classic Hotel ( A Unit Babina Healthcare & Hospitality Industries. Pvt. Ltd.)
- iv) Classic Grande (Babina Hospitalities Pvt. Ltd.)
- v) L. Madhu Singh Memorial Skill Training Institute
- vi) Nebrda North Eastern Bio Economic Rural Development Activities

#### **Physical Achievement of Apprenticeship Training Scheme:**

The total number of apprentices enrolled in the portal is 179.

5. Details of staff for the Directorate of Craftsmen Training and 11 (eleven) Govt. ITIs in the State are indicated below:

**DETAILS OF POST**

Sl. No.	Name of posts	No. of posts.
1	2	3
<b>REGULAR</b>		
<b>Class-I</b>		
1	Joint Director of Training	1
2	Principal, ITIs Manipur	11
3	Assistant Director of Training	1
4	Finance Officer (MFS)	1
<b>Class-II</b>		
5	Superintendent(Tech)	5
6	Supervisor(Tech)	2
7	Surveyor (App.)	1
8	Office Superintendent/Head Clerk/Senior Accountant	8
<b>Class-III</b>		
9	Instructor(Language) (Non-Engineering)	4
10	Technical Assistant	1
11	Librarian	1
12	Sub-Inspector(S.I)	2
13	Store-Keeper(Technical)	7
14	Hostel Superintendent-cum-Physical Instructor	1
15	Hostel Superintendent	6
16	Compounder	1
17	Maintenance Mechanical	1
18	Type Writer Mechanic	3
19	Instructor(Social Studies) (Non-Engineering)	5
20	Instructor (Computer) (Non-Engineering)	6
21	Instructor (Maths)/ Workshop Cal. Science & E.D.	13
22	Instructor(Stenography) (Non-Engineering)	7
23	Crafts Instructor (Non-Engineering)	27
24	Crafts Instructor(Engineering)	76
25	Instructor D/C	2
26	Sr. Instructor Crafts	2
27	U.D.C	13
28	L.D.C.	22
29	Stenography Grade-III	5
30	Driver	2
<b>Grade-IV</b>		
31	Dresser, Peon, Sweeper, Chowkidar, Chowkidar-Cum-Sweeper, Cook, Mali-Cum-Water Carrier, Water Carrier, Attendant, Mali.	66
32	Workshop Attendant	23
<b>Total</b>		<b>326</b>
<b>CONTRACTUAL ENGAGEMENT</b>		
33	Instructor Crafts	23
34	Sub-Inspector (Statistics)	1
35	Lower Division Clerk (LDC)	3
36	Driver	1
37	Peon	4
38	Chowkidar-cum-Sweeper	3
39	Workshop Attendant	1
<b>Total</b>		<b>36</b>



### **3. SKILL STRENGTHENING FOR INDUSTRIAL VALUE ENHANCEMENT (STRIVE) :**

Skill Strengthening for Industrial Value Enhancement (STRIVE) is a World Bank funded project which are implemented through DGT by Craftsmen Training Directorate. The project is implemented in ITI Takyel. The scheme has 4 (four) components/Result Areas. As part of the Scheme, three new trades is planned to be opened in ITI Takyel namely Mechanic Two & Three Wheelers, Mechanic Consumer Electronics & Appliances and Computer Aided Embroidery & Designing. Also, under STRIVE a 100 desktop Computer Lab has been planned to be established.

### **4 ENHANCING SKILL DEFICIENT INFRASTRUCTURE (ESDI):**

A. Under this scheme, the following components were upgraded to the existing ITIs.

- a) Upgradation of ITI (construction of classroom and hostel)
  - i. Govt. ITI, Saikot
  - ii. Govt. ITI, Kakching
  - iii. Govt. Women ITI
  
- b) Providing of deficient infrastructure (construction of wall fencing)
  - i. Govt. ITI, Tamenglong
  - ii. Govt. ITI, Ukhrul
  - iii. Govt. ITI, Chandel
  - iv. Govt. ITI, Senapati
  - v. Govt. ITI, Ningthoukhong
  - vi. Govt. ITI, Takyel, Imphal West
  - vii. Govt. ITI, Phaknung, Imphal East

B. Establishment of 2 (two) new ITIs

Construction of 1(one) new ITI under the scheme at Sekmai was completed. The State Government has considered for operationalisation of ITI, Sekmai from the session commencing this year. Also, ITI Lilong which was handed over to this directorate is also set to be operationalised at the earliest. Another new ITI at Kangpokpi which was also approved by the Government of India under this scheme is nearing completion.

### **5. FINANCIAL TARGET:**

Originally, the budget allocation during 2023-24 for the department was Rs. 2714.69 lakhs and out of which a sum of Rs. 1813.24 lakhs was spend.

\*\*\*\*\*

## **MANIPUR SOCIETY FOR SKILL DEVELOPMENT (MSSD):**

### **1. ACHIEVEMENTS OF MANIPUR SOCIETY FOR SKILL DEVELOPMENT (MSSD) DURING 2023-24**

The Manipur Society for Skill Development (MSSD) has achieved significant milestones during the 2023-24 period. Under the SANKALP (Skill Acquisition and Knowledge Awareness Livelihood Promotion) Project/Scheme, commendable progress has been made in various training programs aimed at empowering weaker and marginalized sections of the society in particular.

2. Some successful programmes/projects under the scheme detailed below:

Sl. No.	Item	Total no. of trainees	Remark
1	Japanese Language Training for Care Worker/Specific Skilled Worker for ST/SC	20	Till date 13- Trainees have been placed successfully, and the remaining are waiting completion of documents.
2	Multi Skill Training for persons with disabilities	20	The Multi Skill Training program aimed to diversify skills among Persons with Disabilities (PWD) and to enhance job prospects and entrepreneurship.
3	Traditional Skill Training for ST/SC (Kouna/Traditional Jewellery Making/Black Pottery, etc.)	90	Traditional Skill Training aimed to preserve and promote traditional crafts among ST/SC communities

3. Additionally, under the Pradhan Mantri Kaushal Vikash Yojana 4.0 (PMKVY 4.0) Centrally Sponsored and Centrally Managed (CSCM), Skill Development Training Programme for Internally Displaced Persons (IDPs) due to current conflict in Manipur has been initiated during 2023-24, with a total target of 6061, and the project implementation is under active progress

\*\*\*\*\*