

**CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT**  
**NO.2,MUMBAI**

**DISSEMINATION OF INFORMATION (2025-26) IN COMPLIANCE OF SEC.4 OF RTI ACT.**

**Section 4(1) (b) (i)**

**NAME OF THE ORGANISATION:**

CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT NO.2,  
MUMBAI

**ADDRESS:** 2<sup>nd</sup> Floor, ShramRakshaBhavan, Shivshrushti Road, Opp.  
Priyadarshini, Sion (E) Mumbai 400 022.

**HEAD OF THE ORGANISATION**

Presiding Officer/ Incharge (Justice Shiv Shanker Prasad)

**OBJECTIVE OF THE ORGANISATION:**

1. Central Government Industrial Tribunal-cum-Labour Courts (CGIT-cum-LCs) are set up under the provisions of Industrial Disputes Act, 1947 for adjudication of industrial disputes arising in Central Sphere. These CGIT-cum-LCs are headed by Presiding Officers who are selected from amongst High Court Judges (serving/retired) or Distt./Addl. Distt. Judges (serving/retired).
2. The CGIT-cum-LCs have been set up with the objective of maintaining peace and harmony in the industrial sector by quick and timely disposal of industrial disputes through adjudication so that industrial growth does not suffer on account of any widespread industrial unrest. Moreover, due to increasing awareness about their rights and Labour laws among the workers, there is a gradual increase in the number of cases being filed under the I.D. Act before the CGIT-cum-LCs. Restructuring of workforce on account of application of latest technology in the industries has also resulted in retrenchment, declaration of surplus etc. which has further led to an increase in workers' grievances.

**ORGANISATION CHART**

Presiding Officer/Judge

Personal Assistant

Secretary to the Court

UDC

LDC      LDC

MTS      MTSMTS

**HoDs from time to time :**

CGIT-CUM-LABOUR COURT NO.2 MUMBAI			
Sr. no.	Presiding Officer	From	To
1	Shri N.K. Vani	23.05.1968	13.09.1974
2	Shri B. Ramlalkishan	13.09.1974	11.12.1976
3	Shri P. Ramakrishna	10.03.1977	02.06.1979
4	Shri J.N. Singh	22.02.1980	04.12.1980
5	Shri P. Ramakrishna	05.12.1980	31.05.1981
6	Shri M.A. Deshpande	03.03.1982	05.04.1986
7	Shri P.D. Apshankar	25.04.1988	31.07.1993
8	Shri S.B. Panse	28.04.1994	26.04.2000
9	Shri S.N. Saundankar	01.12.2000	03.11.2003
10	Shri A.A. Lad	21.02.2006	11.10.2010
11	Shri K.B. Katake	12.10.2010	10.04.2015
12	Shri M.V. Deshpande	20.11.2015	19.04.2020
13	Shri L. N. Jindal	03.10.2022	18.07.2023
14.	Shri Shrikant K. Deshpande	03.05.2024	31.07.2025
15.	Justice Shiv Shanker Prasad Incharge/ Link Officer	19.08.2025	

**Section 4(1) (b) (ii)****POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES****Presiding Officer/ Judge:**

Adjudication of cases under Industrial Disputes Act, 1947 and hearing of EPF Appeals filed U/S 7-I of EPFA & MP Act. Presiding Officer is the Head of the Department, Head of Office and Drawing and Disbursing Officer of this office. He is also the First Appellate Authority/ Senior Officer under RTI Act.

**Secretary to the Court:**

Assist the Presiding Officer in Court proceedings. Recording of Roznama in all the cases on Daily Causelist, as per the directions of Presiding Officer; Looking after the administrative/ office work. Also Secretary to the Court is appointed as CPIO of this office under RTI Act.

**Personal Assistant:**

Taking dictation of Award, Orders etc and taking deposition in the Court.

**UDC:** There is one sanctioned post of UDC in this office who looks after the cash receipts and billing work of the office. Send proposal for Budget Estimate to the Ministry.

**Lower Division Clerk:** There are two sanctioned posts of LDC in this office. Inward and Despatch of dak. All typing work like typing of notices, forwarding letters, maintaining registers under various sections of ID Act and EPF Appeal & M P Act. Preparing monthly statement and list of pending cases.

**Multi Tasking Staff:** There are three sanctioned posts of MTS, one of them being Daftary who looks after the record and proceeding of entire case files of this Tribunal. Taking out Xerox copies and stamping them for issuing to parties as per requests for certified copies. The work of other two MTS is mainly cleaning of office furniture, attending outdoor work, attending to the work allotted by the PO etc.

**Section 4 (1) (b) (iii) The procedure followed in the decision making process, including channels of supervision and accountability;**

Presiding Officer being the HOD, DDO is the overall in-charge of the office. Work of supervising is mainly done by the Secretary to Court.

**Section 4(1) (b) (iv) The norms set by it for the discharge of its functions:**

As per Industrial Disputes Act and EPF & MP Act.

**Section 4 (1) (b) (v) The rules regulations instructions manuals and records held by it or under its control; or used by its employees for discharging its functions;**

The manual followed by the Sections is Manual of Office Procedure. Besides this, functions are also discharged according to various Labour Acts/ Rules/ Regulations as per Industrial Disputes Act1947, Industrial Disputes (Central) Rules 1957 and Employees Provident Fund& Misc. Provisions Act, 1952.

All these Labour Acts are available on the Ministry's website i.e. [www.labour.nic.in](http://www.labour.nic.in) under the heading 'Acts of Labour Ministry'.

**Section 4 (1) (b) (vi) Statement of the categories of documents that are held by it or under its control**

Monthly statement of pending cases under I.D.Act and E.P.F.& M.P. Act are sent to Ministry copy of same are with the section.

**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;**

Ministry of Labour and Employment formulates the policy and implements, in respect of this office.

**(viii) 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 advice and as to whether meetings of those boards, councils committees and other bodies are open to the public or the minutes of such meeting are accessible for public.**

Not applicable.

**Section 4(1) (b) (ix) A directory of its officers and employees:**

Justice Shiv Shanker Prasad	: Presiding Officer/Incharge:	24056711
Mrs. Anita M. Nair	: Secretary to the Court	24056711
Ms. Ashima Lal	: Personal Assistant	24056711
Mr. Dilip S. Alave	: Upper Division Clerk	24056711
Mr. Virender	: Lower Division Clerk	24056711
Mr. Vijay K. Meena	: Lower Division Clerk	24056711
Mr. Sanjeev Kumar	: M.T. S.	24056711
Mr. Shyam Sundar	: M.T. S.	24056711
Mr. Abhishek Kumar Sharma	: M.T.S.	24056711

**Section 4(1) (b) (x) Monthly remuneration received by each of its officers and employees including the system compensation as provided in its regulations**

The Pay structure of Officers/ Staff of CGIT-cum-Labour Court No.2 Mumbai are given here below:

Sr. no.	Name & Pay scale	Gazetted/ Non Gazetted	Group	no. of posts
1	Presiding Officer * (Re-employment )	Gazetted	Group-A	1
2	Secretary to the Court : Rs. 35,400-112400 (Level-6 of 7 CPC)	Non Gazetted	Group-B	1
3	Personal Assistant : Rs. 35,400-112400 (Level-6 of 7 CPC)	Non Gazetted	Group-B	1
4	Upper Division Clerk : Rs. 25,500-81,100 (Level-4 of 7 CPC)	Non Gazetted	Group-C	1
5	Lower Division Clerk : Rs.19,900 – 63200 (Level-2 of 7 CPC)	Non Gazetted	Group-C	2
6	M.T.S. : Rs.18,000 – 56,900 (Level-1 of 7 CPC)	Non Gazetted	Group-C	3

\*

**Section 4(1) (b)(xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

Not applicable.

**Budget allocated for the Public Authority for the year 2025-26**

Salaries :	Rs.35,00,000
Allowances	Rs. 40,00,000
Rewards	Rs. 40,000/-
Leave Travel Concession	Rs. 1,50,000/-
Training Expenses	Rs. 10,000
Medical Treatment:	Rs. 1,50,000
Domestic Travel Exp	Rs. 1,50,000
Office Expenses	Rs. 4,00,000
Printing & Publication	Rs. 5,000
Digital Equipment	Rs. 40,000
Fuels and lubricant	Rs. 5,000
Advertising & Publicity	Rs. 5,000
Minor Civil & Electrical	Rs. 15,000
Professional Service	Rs. 5,000
Repair & Maintenance	Rs. 40,000
Bank & Agency charges	Rs. 5,000
Other Revenue Exp	Rs. 5,000
Machinery & Equip	Rs. 1,50,000
Other Capital Exp	Rs. 5,000
ICT equipment	Rs. 2,00,000
Furniture & Fixtures	Rs. 4,50,000
Other Fixed Assets	Rs. 5,000

**Section 4(1) (b)(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Not applicable.

**Section 4(1) (b)(xiii) Particulars of recipients of concessions, permits or authorisations granted by it;**

Not applicable.

**Section 4(1) (b)(xiv) details in respect of the information available to or held by it, reduced in an electronic form.**

Not applicable.

**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;**

Between 9.30 a.m. to 6.00 p.m. Information regarding next date of hearing etc is put up in the office notice board for the litigants. Also same can be accessed onlineon the website [cgit.labour.gov.in](http://cgit.labour.gov.in)

**Section 4(1) (b)(xvi) the names, designations and other particulars of the Public Information Officer;**

First Appellate Authority :Justice Shiv Shanker Prasad, Presiding Officer/ Incharge

CPIO: Smt Anita M. Nair, Secretary to the Court

Applications under RTI shall be accompanied with an application fee of Rupees ten (Rs.10/-) by way of cash through proper receipt or Indian Postal order in the name of Presiding Officer, CGIT-2, Mumbai.

**Section 4(1) (b)(xvii) No. of employees against whom Disciplinary action has been proposed/ taken:**

(1) Pending for minor penalty or major penalty proceedings: Nil

(2) Finalised for Minor penalty or major penalty proceedings: Nil

**Section 4(1) (b)(xviii) such other information as may be prescribed; and thereafter update these publications every year;**

NA

Date: 17.11.2025



(Justice Shiv Shanker Prasad)  
Presiding Officer/ Incharge  
CGIT-cum-LC-2, Mumbai