

**GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR**

“RIGHT TO INFORMATION ACT, 2005”

MANUAL NO.1

**THE PARTICULARS OF ITS ORGANIZATION
FUNCTIONS AND DUTIES.**

Organization

The department is headed by Principal Secretary, Labour and Supervised by Deputy Secretary Labour.

The work of this department is conducted by one branch.

Apart from Labour Department, the department has one more wing i.e. Factory Wing.

Labour Branch is headed by Superintendent Grade-I

Labour Branch headed by Superintendent Grade-I has 4 Sr. Assistants. One(1) Clerk, One Steno typist and one peon.

2. ADMINISTRATIVE SET UP :

(1) The department works under the overall administrative supervision and control of the Principal Secretary, Labour. It is headed by the Labour Commissioner who also works as ex-officio Director of Factories. The Labour Commissioner is assisted at the Head Office by one Addl. Labour Commissioner,

one Addl. Director of Factories, three Joint Director of Factories, one Deputy Labour Commissioner, one Deputy Controller (Finance and Accounts), one Assistant Director of Factories, one Assistant Labour Commissioner, one Statistical Officer (Labour) and one Tehsildar (Recovery) alongwith their supporting staff. The field and technical staff consists of 12 Deputy Director of Factories, 10 Assistant Director of Factories, 2 Assistant Director of Factories(Chemical), 3 Assistant Director of Factories (Medical), 12 Assistant Labour Commissioners, 11 Labour-cum-Conciliation Officers, 41 Labour Inspector Grade-1 and 35 Labour Inspector Grade-II. Organisational Chart is at Annexure 'B'.

(2) The adjudication machinery consists six Labour Courts-cum-Industrial Tribunal, one each at Jalandhar, Ludhiana, Amriitsar, Patiala, Bhatinda and Gurdaspur.

FUNCTIONS & DUTIES:

The main function of the Department of Labour is the enforcement of various labour laws which have been enacted by the Central Government and the State Government for ameliorating the lot of labour, taking care of safety and health of the workers at work place, implementation of schemes for the welfare of labourers, promotion of harmonious relations between employers and employees, maintenance of industrial peace through timely intervention, settlement of disputes which arise between them and, implementation of settlement and awards of labour courts-cum-Industrial Tribunal in favour of the workers.

MANUAL NO.II

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The department of Labour is headed by the Principal Secretary and controlled by the Dy. Secretary Labour.

Above Branch Officer receive Files and the Fresh Receipts from the Branch Superintendent and after thorough consideration, put up the matter to the Principal Secretary Labour, which disposes of such cases at his level as per the delegations under the Standing Orders and further submits files to the Hon'ble Labour Minister who disposes of sufficient number of files at his own level and transmit some cases to the Hon'ble Chief Minister as per the requirement of Para 28(1) of the Rules of Business of the Punjab Government.

Internal Restructure of Branch is given in Annexure-II, giving the description of duties of each dealing-hand i.e. Senior Assistants and Clerks in each Branch.

MANUAL NO.III

THE PROCEDURE FOLLOWING IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

As per the procedure laid down in the “ Manual of Office procedure of Punjab Government (Punjab Civil Secretariat).” Any fresh receipt or file is received by the Diarist, marked by the Superintendent to the Dealing-hand, i.e. Senior Assistant, which examines the cases as per policy instructions and Rules etc. and put up the same to the Superintendent.

The Superintendent reads the Note of the Senior Assistant and if satisfied, signs the same and if he/she finds any deficiency then records his own note and submits the file to the Branch Officer.

The Branch Officer also reads and reconsiders the issue threadbare and passes it on after signing the note of the Branch or by adding his note, if he considers necessary, to the Principal Secretary Labour.

The Principal Secretary Labour also applies his mind and if find the proposal submitted in view of the policy and procedure, he/she passes order for final disposal of the case, if it falls within his competency as per Standing Orders of the Department, otherwise, refers back for reconsiderations. If the case falls within the competence of the Hon'ble Labour Minister for disposal, it is marked, accordingly. In all, as per policy instructions, there is a procedure for passing the files through 3 Channels, however, in the case of Service Matters, where disposal is required at the level of the Hon'ble Labour Minister and Hon'ble Chief Minister, the Channels are added, accordingly.

Every Official/Officer handing the cases, is responsible for dealing supervision and accountability.

MANUAL NO.IV

**THE NORMS SET BY IT FOR THE DISCHARGE OF ITS
FUNCTIONS.**

The norms to discharge of the functions of the Department are depending upon the Standing Order. A copy of the same may be seen at Annexure-III.

MANUAL NO.V

LIST OF THE CENTRAL AND STATE ENACTMENTS BEING IMPLEMENTED BY THE STATE LABOUR DEPARTMENT.

A. CENTRAL LEGISLATIONS:

1. The workmen's compensation Act, 1923
2. The Trade Unions Act, 1926
3. The Payment of wages Act, 1936
4. The Industrial Employment (Standing Orders) Act, 1946
5. The Industrial Disputes Act, 1947
6. The Factories Act, 1948
7. The Minimum Wages Act, 1948
8. The Collection of Statistics Act, 1953
9. The Working journalists (Conditions of Service and Misc. Provisions) Act, 1955
10. The Working journalists (Fixation of Rates of Wages) Act, 1955
11. The Motor Transport Workers' Act, 1961
12. The Maternity Benefit Act, 1961
13. The Payment of Bonus Act, 1965
14. The Contract Labour (Regulation and Abolition) Act, 1970
15. The Payment of Gratuity Act, 1972
16. The Equal Remuneration Act, 1976
17. The Sales Promotion Employees (Conditions of Services) Act, 1976
18. The Bonded Labour System (Abolition) Act, 1976
19. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979.
20. The Child Labour (Prohibition and Regulation) Act, 1986
21. The Labour Laws (Exemption from furnishing returns and maintaining registers by certain establishment) Act, 1988.

22. The Building and Other Construction Workers (Regulation of Employment and Condition of Services) Act, 1996
23. The Building and Other Construction Workers' Welfare Cess Act, 1996.

B. STATE LEGISLATIONS:

1. The Punjab Industrial Housing Act, 1956
2. The Punjab Shops and Commercial Establishment Act, 1958
3. The Punjab Labour Welfare Fund Act, 1965
4. The Punjab Industrial Establishments (National and Festival Holidays and Casual and Sick Leave) Act, 1965
5. The Fair Wage Clause and Establishment Punjab, Public works Department Contractors Labour Regulations.

MANUAL-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.

The policies formulated and framed by the Department of Labour, fundamentally relate to the Welfare of Labourers, therefore, there is scope for consultation of Representatives of the Unions. However, the Department of Labour has representatives of Employers & Employees which consists of representatives of notified Unions/Organisations of State. The demand and suggestions of illegal unions are kept in view while formulating policies for the welfare of labourers.

MANUAL-VIII

**A STATEMENT OF THE BOARDS, COUNCILS
COMMITTEES AND OTHER BODIES
CONSISTING OF TWO OF MORE PERSON
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 MEETINGS ARE
ACCESSIBLE FOR PUBLIC.**

- (a) Board:- Punjab Labour Welfare Board.
- (b) Councils:- Nil
- (c) Committees:- Nil

MANUAL-IX

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No.	Name of Officer/Official	Designation	Office Room No.	Phone No.	Residence
	Sarv Shri/Smt.				
1.	R.C Nayyar	Principal Secretary 510	323	2742133	2705373 # 2169/21-C, Chandigarh
2.	Nirmal Singh Mavi	Under Secretary	327/A	2742243 Ext. 625	# 2008/21-C, Chandigarh
Personal Staff					
1.	Prem Lata	Pvt.Secy/ PSL	322	2742133	92161-50554 #285,Sukhna Enclave, Kansal
2.	Raminder Singh Arora	P.A./PSL	322	2742133	9872264640 # 640, Phase VI, Mohali
3.	Stenographer Vacant	Under Secy.			
4.	Peno Vacant	Peon			
5.	Sudesh Kumar	Peon/USL	322	2742133	2624932 #3094/45-D Chd.
6.	Vijay Pal	Peon	322	2742133	9501461558 Dashmesh Ngr. Naya Gaon

Labour Branch					
1.	Pritam Singh	Supdt.	502	2742243 Ext. 423	01881-225601 #3442, Adarash Nagar, Ropar
2.	Gurmeet Singh	Supdt. Gr.2(D)	502	2742243 Ext. 423	2691035 #3130-A, Sector 39-D, Chandigarh
3.	Gurmeet Singh	Sr. Asstt.	502	2742243 Ext. 423	307, Vill. Khuda Alisher, U.T. Chandigarh
4.	Jarnail Singh	Sr. Asstt.	502	2742243 Ext. 423	S/O Sh. Joginder Singh VPO Shambu Kalan Distt. Patiala.
5.	Sukhvinder Kaur	Sr.Asstt.	502	2742243 Ext. 423	2233918 #2471, Sector 66, Mohali
6.	Rajwans Kaur	Steno- typist	502	2742243 Ext. 423	2447-A/ 39-C, Chandigarh
7.	Parvinder Kaur	Clerk	502	2742243 Ext. 423	HL 66, Phase-II, Mohali
8.	Dilbag	Peon	502	2742243 Ext. 423	94175-81117 #1437/14, Phase XI, Mohali

MANUAL – X

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

Sr. No.	Name of Officer	Designation	Total Emoluments received every Month
	Sarv Shri/Smt.		
1.	R.C, Nayyar	Principal Secretary	1,08,000.00
2.	Nirmal Singh Mavi	Under Secretary	46,300.00
	Personal Staff		
1.	Prem Lata	Pvt. Secy./PSL	45,000.00
2.	Ravinder Singh Arora	P.A./PSL	38317.00
3.	Surinder Singh	SSS/USL	32500.00
4.	Stenographer	USL	Vacant
5.	-	Peon/PSL	Vacant
6.	Suresh Kumar	Peon/PSL	17,500.00
7.	Vijay Pal	Peon/PSL	15,200.00
Sr. No.	Name of Official of Labour Branch	Designation	Total Emoluments received every month
1.	Pritam Singh	Supdt.	42300/-
2.	Gurmeet Singh	Supdt. Gr.2(D)	33000/-
3.	Jarnail Singh	Sr. Asstt.	25000/-
4.	Gurmeet Singh	Sr. Asstt.	26000/-
5.	Sukhwinder Kaur	Sr. Asstt.	23000/-
6.	Rajwans Kaur	Steno typist	12500/-
7.	Parvinder Kaur	Clerk	12500/-
8.	Dilbag Singh	Peon	16000/-

The system of compensation would be applicable as provided in the "Right to Information Act".

MANUAL -XI

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY,
INDICATING THE PARTICULARS OF ALL PLANS,
PROPOSED EXPENDITURES AND REPORTS ON
DISBURSEMENTS MADE.**

Expenses of the Branch of the Department of Labour is incurred out of the Budget Head of the Punjab Civil Secretariat, Chandigarh.

MANUAL-XII

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS
OF BENEFICIARIES OF SUCH PROGRAMMES.**

There is no such provision in this Department.

MANUAL-XIII

**PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS
OR AUTHORIZATIONS GRANTED BY IT.**

There is no such provision in this Department.

MANUAL XIV

**DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO
OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

Rules of Labour Department being converted/reduced in an Electronic Form by the information Technology Department.

MANUAL XV

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS
FOR OBTAINING INFORMATION, THE WORKING HOURS OF A
LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC
USE.**

Since, there is no public dealing in the Department of Labour, therefore, there is no need for any infrastructure required here.

MANUAL-XVI

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF
THE PUBLIC INFORMATION OFFICERS APPOINTMENTS OF :-**

- (a) Assistant Public Information Officer:- Pritam Singh, Supdt.

- (b) Public Information Officer:- Sh. Joga Singh
Under Secy. Labour

- (c) Appellate Authority:- Sh. P.Ram, IAS
Principal Secretary, Labour.

MANUAL-XVII

SUCH OTHER INFORMATION, AS MAY BE PRESCRIBED.

No. Information.

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BY THE STATE LABOUR DEPARTMENT.**

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