

Pc to MF No.A-39011/01/2013-CLS-I
Government of India
Ministry of Labour & Employment

Shram Shakti Bhavan, Rafi Marg
New Delhi, the 3rd February, 2014

OFFICE MEMORANDUM

Subject:- **Job Chart / Work Norms prescribed for Central Labour Service Officers - Instructions regarding.**

Consequent to the restructuring of the Central Labour Service after the second Cadre Review of Central Labour Service (CLS), the Job Chart/ Work Norms of the CLS Officers working in the Central Industrial Relations Machinery (CIRM) under Chief Labour Commissioner (Central), Welfare Wing under the DGLW and Labour Welfare Wing in the Factory Side has been revised. The revised Job Chart/ Work Norms for different Grades of CLS Officers posted in the three Wings is appended as under:-

- (i) Job Chart of CIRM headed by CLC(C) -- **Annexure-I**
- (ii) Job Chart of Welfare Wing headed by DG(LW) -- **Annexure-II**
- (iii) Job Chart of Labour Welfare Wing in the Factory / Industrial Establishments - **Annexure-III.**

2. All the Departments/ Organisations are requested to ensure functioning of the CLS Officers as per the above mentioned business, accordingly. The Officers posted in the different Wings may be directed to furnish Monthly Assessment Reports to the respective Heads of their Office / Organization and to the Welfare Wing of the CIRM for scrutiny and monitoring.

This issues with the approval of the Competent Authority.

(Babu Cherian)
Deputy Secretary to the Government of India
Tele: 23753079

Distribution:

1. Chief Labour Commissioner (C), Ministry of Labour & Employment.
2. Director General of Labour Welfare, Ministry of Labour & Employment.
3. Secretary, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
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5. Secretary, Ministry of Home Affairs, North Block, New Delhi.
6. Secretary, Ministry of Finance, Deptt. of Revenue, North Block, New Delhi.
7. Secretary, Ministry of Science & Technology (SGI), New Delhi.

8. Secretary, Ministry of Agriculture, New Delhi.
9. Secretary, Ministry of Defence, South Block, New Delhi.
10. DGOF & Chairman, Ordnance Factory Board, Kolkata.
11. Integrated Headquarters of Ministry of Defence (ARMY), (Adjutant Generals' Branch/MP-4(Civ.) (C), Sena Bhavan, New Delhi.
12. Integrated Headquarters of Ministry of Defence (Navy), Room No. 210, 'C' Wing, Sena Bhavan, New Delhi.
13. Directorate General Quality Assurances, Department of Defence Production, Ministry of Defence, 'G' Block, New Delhi.
14. Defence Research & Development Organisation (DRDO), DRDO Bhavan, New Delhi.
15. The General Secretary, Central Industrial Relations/CLS Officers' Association, Shram Shakti Bhavan, New Delhi.

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JOB CHART OF OFFICERS POSTED IN CIRM (DY. CLCs(C), RLCs(C) & ALCs(C)**A Deputy Chief Labour Commissioner (Central) heading Regions:-**

Besides exercising overall supervision of all the Officers and staff posted in the Region headed by him, the Dy. CLC(C) shall perform administrative and financial functions as delegated by the CLC(C) from time to time, as under:-

- (i) Carry out detailed inspection of the office of each RLC(C) under him, at least once in a year. He/she may carry out counter inspection of the office of ALCs(C) and LEOs(C) based on the inspections carried out by the RLC(C)s for ALCs(C) and ALCs(C) for LEOs, at random.
- (ii) Prepare a Calendar for office inspections of RLCs(C), ALCs(C) and LEOs(C) in the Region in each financial year.
- (iii) Dispose off at least five (05) major Industrial Disputes effectively in a month.
- (iv) Dispose off all the Applications as Authority under Rule 25(2) (v) (a) and (b) under Contract Labour (R&A) Central Rules,1971 within a period of 04 months.
- (v) Be personally responsible for the proper conduct of Trade Unions verification work under Code of Discipline and General Verification as per the schedule assigned to the Region.
- (vi) Dispose off all Appeals filed under the Payment of Gratuity Act, 1972, before him/her against the order of the RLCs(C) (Independent) within a period of 04 months.
- (vii) Dispose off all Appeals filed under Industrial Employment (Standing Orders) Act,1946 within a period of 04 months.
- (viii) Dispose off all Appeals under Equal Remuneration Act, 1976 against the order of RLCs(C) (Independent) within a period of 04 months.
- (ix) Dispose off all Appeals of Registration under Building and Other Construction Workers (RE&CS) Act, 1996 against the order of RLCs(C) within 01 month.
- (x) Dispose off all Appeals of Registration/License under Contract Labour (R&A) Act, 1970 against the order of RLCs(C) within 01 month.
- (xi) Dispose off all Appeals of Registration/License under Inter-State Migrant Workmen (RE&CS) Act, 1979 against the orders of RLCs(C) within a period of 01 month.
- (xii) Monitor & updating of the Web-Portal, e-Governance,
- (xiii) Ensure timely submission of the Monthly Statement of Performance Reports, Citizen Charter Reports, RFD, Monthly Assessment Reports of the field officers and Court cases.

- (xiv) Hold at-least two (02) periodical meetings with State Labour Department, Employers' Associations/ Federations, Trade Unions/Federations regarding implementation of labour laws in the Region.
- (xv) Ensure up to date maintenance of Form A, B & C Registers required to be maintained by the field officers in the Region.
- (xvi) Act as Appellate Authority under Right to Information Act, 2005.
- (xvii) Any other work assigned by higher authorities.

B Regional Labour Commissioner (Central), posted in Regional Offices:-

Besides assisting the Dy. CLC(C) who is the Regional Head in administrative work as well as close supervision of field work of ALCs (C) & LEOs (C) placed under him, every Regional Labour Commissioners (c) posted in the Regional office shall:-

- (i) Carry out detailed inspection of the office of each Assistant Labour Commissioner (Central) and LEOs(C) placed under him, once in a financial year, as per calendar prepared by Dy. CLC(C).
- (ii) Dispose off at least ten (10) Industrial Disputes, 1947 effectively in a month.
- (iii) Carry out at least two (02) Check inspections over the inspections conducted by the ALC (C)s and LEO(C)s under him/her in a month.
- (iv) Dispose off all Appeals filed under the Payment of Gratuity Acts Act, 1972 against the order of the ALCs(C) placed under him/her within a period of four (04) months.
- (v) Certify at least ten (10) Standing Orders in a financial year.
- (vi) Dispose off at least five (05) claim cases under Minimum Wages Act, 1948 in a month.
- (vii) Dispose off at least five (05) claim cases under Payment of Wages Act, 1936 in a month.
- (viii) Dispose off all Appeals under Equal Remuneration Act, 1976 against the order of the ALCs(C) placed under him/her within a period of four (04) months.
- (ix) Dispose off all Appeals of Registration under Building and Other Construction workers (RE&CS) Act, 1996 against the order of the ALCs(C) placed under him/her within a period of one month.
- (x) Dispose off all Appeals of Registration/License under Contract Labour (R&A) Act, 1970 against the order of ALCs(C) placed under him/her within a period of one (01) month.
- (xi) Dispose off all Appeals of Registration/License under Inter-State Migrant Workmen Act, 1979 against the order of ALCs(C) placed under him/her within a period of one (01) month.
- (xii) Dispose off work assigned to him under Verification of trade Unions as per schedule.

- (xiii) Dispose off all Appeals under Rule 4 of the Railway Servants (Hour of Work & Period of Rest) Rules, 2005 in a period of four (04) months.
- (xiv) Dispose off all Applications under section 33(C) (1) of Industrial Disputes Act, 1947 within a period of two (02) months.
- (xv) Dispose off accident enquiries under Building and Other Constructions Workers (RE&CS) Act, 1996 within prescribed time.
- (xvi) Perform the office work as Branch Officer of the Administration, financial & Vigilance Sections in the Regional HQ, dealing with service matters including salaries of the officers & staff; Daily Diaries, Tour Programmes, T.A. Bills and Monthly Assessments Reports of the field Officers.
- (xvii) Dispose off all Application(s) under Rule 61 (4) of the Industrial Disputes (Central) Rules, 1957 within a period of two (02) months.
- (xviii) Act as Public Grievance Officer in the Regional HQ.
- (xix) Act as CPIO relating to the information pertaining to his jurisdiction under Right to Information Act, 2005.
- (xx) Any other work assigned by higher authorities.

C Regional Labour Commissioner (Central) in Field Offices

Besides performing the Administrative and Financial work as Head of the Office and DDO with disbursing powers as well as close supervision of the field work of Labour Enforcement Officers (Central) placed under him, every Regional Labour Commissioner (c) posted with independent HQ. {but under the Administrative control of the concerned Dy. CLC (C)} shall:-

- (i) Carry out detailed inspection of the office of each LEOs (C) under him, once in a year as per calendar issued by Dy. CLC(C)
- (ii) Dispose off at least five (05) Applications filed under the Payment of Gratuity Act, 1972 before him within a period of four (04) months.
- (iii) Certify at-least ten (10) Standing Orders under Industrial Employment (Standing Orders) Act, 1946 in a year.
- (iv) Dispose off at least five (05) claim cases under Minimum Wages Act, 1948 in a month
- (v) Dispose off at least five (05) claim cases under Payment of Wages Act, 1936 in a month.
- (vi) Dispose off all Applications under Equal Remuneration Act, 1976 within a period of four (04) months.
- (vii) Dispose off all Applications of Registration under Building and Other Construction workers (RE&CS) Act, 1996 within a period not later than 7 days.
- (viii) Dispose off all Applications of Registration/ License under Contract Labour (R&A) Act, 1972 within a period not later than seven (07) days.

- (ix) Dispose off all Applications of Registration/License under Inter-State Migrant Workmen (RE&CS) Act, 1979 within a period not later than seven (07) days.
- (x) Dispose off at least ten (10) Industrial Disputes effectively in a month.
- (xi) Dispose off work assigned to him under Verification of trade Unions as per time schedule
- (xii) Dispose off all Appeals under Rule 4 of the Railway Servants (HOER) Rule 2005.
- (xiii) Carry out at least two (02) check inspections in every month over the inspections carried out by the LEOs(C) placed under him. Check inspections should be carried out in such a manner that the inspections of all the LEOs(C) under him are covered once in a period of three months.
- (xiv) Dispose off all Applications under section 33(C) (1) of I.D. Act, 1947 within a period of two (02) months.
- (xv) Dispose off all Applications relating to constitution of Works Committee under section (3) of I.D. Act read with (Central) Rules,1957.
- (xvi) Dispose off all Applications under Rule 61(4) of ID (central) Rules, 1957 within a period of two (02) months.
- (xvii) Dispose off all Accident Enquiries under BOCW (RE&CS) Act, 1996 within prescribed time.
- (xviii) Submit all periodical Returns to the concerned Authorities.
- (xix) Act as Public Grievance Officer for the Grievances relating to his jurisdiction.
- (xx) Act as CPIO relating to the information pertaining to his jurisdiction under Right to Information Act, 2005.
- (xxi) Any other work assigned by higher authorities.

D Assistant Labour Commissioners (Central):-

Besides performing the Administrative and Financial work as Head of the Office and DDO with disbursing powers as well as close supervision of the field work of LEOs (C) placed under him every Assistant Labour Commissioner shall:-

- (i) Dispose off at least ten (10) Industrial Disputes, 1947 effectively in a month.
- (ii) Carry out at least two (02) check inspections in every month over the inspections carried out by the Labour Enforcement Officer(s) (C) placed under him. Check inspections should be carried out in such a manner that the inspections of all the labour Enforcement Officers under him are covered once in a period of three months.
- (iii) Carry out original at-least five (05) inspections of bigger unorganised establishments (where 50 or more workers are employed) inspections.

- (iv) Dispose off at least five (05) Applications filed under the P.G. Act, before him within a period of four (04) months.
- (v) Carry out detailed inspection of the office of each Labour Enforcement Officers (C) under him once in a year as per calendar issued by Dy. CLC(C).
- (vi) Dispose off all Applications of Registration under Building and Other Construction workers (RE&CS) Act, 1996 within a period not later than seven (07) days.
- (vii) Dispose off all Applications of Registration/ License under Contract Labour (R&A) Act, 1972 within a period not later than seven (07) days.
- (viii) Dispose off all Applications of Registration/ License under Inter-State Migrant Workmen (RE&CS) Act, 1979 within a period not later than seven (07) days.
- (ix) Dispose off all Applications under Equal Remuneration Act, 1976 within a period of four (04) months.
- (x) Dispose off all Applications relating to constitution of Works Committee under section (3) of I.D. Act, 1947 read with Central Rules 1957 made thereunder.
- (xi) Dispose off all Applications under Rule 61 of ID (central) Rules, 1957.
- (xii) Dispose off work assigned to him under Verification of trade Unions as per time schedule.
- (xiii) Submit all periodical returns to the concerned Authorities.
- (xiv) Act as Public Grievance Officer for the Grievances relating to his jurisdiction.
- (xv) Act as ACPIO relating to the information pertaining to his jurisdiction under Right to Information Act, 2005.
- (xvi) Any other work assigned by higher authorities.

Note:- Effective disposal means disputes, where settlements have been brought about or where failure of conciliation report under Section 12(4) of the Industrial Disputes Act has been submitted. In certain cases, especially in cases of disputes in Public Sector undertakings, it may be difficult to arrive at a settlement in view of the reluctance of the Public sector Undertakings to sign Conciliation Agreements. In such cases, it may be that all the formalities of proceedings may have been gone through but no settlement is signed, though the dispute may be finally resolved. Such disputes would also count as effective disposal of disputes.

JOB CHART OF OFFICERS {WCs, DWCs and AWCs} POSTED IN THE WELFARE WING UNDER DG (LW)

A DUTIES OF WELFARE COMMISSIONER:

In addition to performing all administrative functions as the head of the regional office of Labour Welfare Organization, Welfare Commissioner will:

2. Co-ordinate with State Governments/UTs to oversee the implementation of Unorganized Workers Social Security Act, 2008 in the State, so as to achieve convergence between the different Social Security Schemes.

3. The specific assignments in each of the programmes in addition to managing programmes of the five welfare boards are as under:-

(I) RSBY

1. Co-ordinate with State Nodal Agency to obtain data for all categories of unorganized workers eligible to be covered under RSBY.

2. Monitor that enrolment process follows national guidelines to ensure adequate coverage of target population.

3. Ensure that district committees prepare candidate list of hospitals with at least two hospitals in every block and monitoring the operation of district kiosk.

4. Verify claims regarding non availability of hospitals in blocks to satisfy the norms regarding availability of hospitals within 3 days.

5. Follow up with State Governments regarding prompt release of State share and take up with MoLE regarding the central share of premium.

6. Monitor the dis-empanelment process to ensure that national guidelines have been followed.

7. Verify and report on complaints of hospitals regarding non- payment/delayed payment of claims within 3 days.

(II) Convergence of Social Security Schemes

8. Assist and guide State Governments in identifying common service centres and assist their capacity building.

9. Monitor geographic and population coverage of common service centres and that timely data of eligible beneficiaries for the target population is made available to them.

10. Follow up complaints of common service centres regarding non response from approving agencies.

11. Assist SNA for procurement of adequate number of smart cards and other hard ware necessary for issue of smart cards and entering additional data.

12. Follow up with central authorities to sort out any problems regarding softwares, difficulties with registration and claims service procedures.

13. Functions as the representative of the Central Government on the State Social Security Board.

(III) Building and Other Construction Worker's Welfare

14. Monitor that campaigns as mandated under the Building and Other Construction Workers' Welfare Act be conducted twice in a year (by June and December) so as to cover at least 70% of all eligible members are registered.

15. Monitor data regarding fresh establishments on a sample basis and ensure they have been registered.

16. Ensure that the state boards implemented all the mandated schemes.

17. Assist states to obtain implementation modalities of other welfare schemes and to learn from other states implementing such schemes.
18. Monitor and ensure all brick kilns and stone cutting units register their workers with the boards.
19. Monitor and ensure enrolment of MNREGS workers.
20. Monitor and ensure implementation of the training programmes mandated by Central Government.
21. Ensure that all data to be sent to Central Government on time.

(IV) Bonded Labour

22. Ensure and co-ordinate with State Government that vigilance committees on bonded labour are constituted and functional.
23. Follow up and monitor with State Government regarding conduct of periodic surveys to identify and ensure that all bonded labour identified in the survey or reported by other agencies and NGOs are released and rehabilitated.
24. Follow up with Central Government regarding release of contribution towards cost of survey, rehabilitation and awareness campaign.

(V) Inter - State Migrant Labour

25. Ensure and co-ordinate that registration kiosks are established by the State Government at major departure points for Inter-State migrant workers.
26. Monitor wage and social security structures on destination sites to ensure that Inter-State migrant workers are not discriminated against in destination states.
27. Facilitate contact between source and destination states to sort out extra territorial issues.

(VI) Labour Welfare Organization

28. Discharge all functions relating to administration and implementation of various welfare schemes formulated under different Labour Welfare Fund Acts and Rules as mentioned below:
 - (i) Beedi Workers Welfare Fund Act, 1976
 - (ii) The Mica Mines Labour Welfare Fund Act, 1946.
 - (iii) The Limestone and Dolomite Mines Labour Welfare Fund Act, 1972.
 - (iv) The Iron Ore Mines, Manganese Ore Mines and Chromite Ore Mines Labour Welfare Fund Act, 1976.
 - (v) The Cine Workers Welfare Fund Act, 1981.
29. Ensure prompt recovery of Cess under the above Acts and resort to penal measures, if and when needed.
30. Ensure functioning of the attached offices and hospitals and engage doctors and other para medical staff on contract basis and procure medicines and consumables for hospitals.
31. Ensure periodical meetings of the State Advisory Committee constituted under various Labour Welfare Fund Acts and Rules and oversee execution of recommendations made by the committees.
32. Ensure uploading of relevant data on the web portal of the Ministry from their own office and the State Governments.
33. Ensure service benchmarks as prescribed in the Citizen Charter of the Department are met.
- (i) Act as Appellate Authority under the RTI Act, 2005.

- (ii) Monitor the public grievances in time bound manner.
 - (iii) Monitor the functioning of DBT Scheme.
34. Any other duty/task assigned by his superiors.

B DUTIES OF DY. WELFARE COMMISSIONER/ ASSTT. WELFARE COMMISSIONER:-

In addition to performing all administrative functions as the head of office in the Labour Welfare Organisation, Dy. Welfare Commissioner/Astt. Welfare Commissioner shall assist to Welfare Commissioner in discharging the following:-

(I) RSBY

1. Co-ordinate with State Nodal Agency to obtain data for all categories of unorganized workers eligible to be covered under RSBY.
2. Monitor that enrolment process follows national guidelines to ensure adequate coverage of target population.
3. Ensure that district committees prepare candidate list of hospitals with at least two hospitals in every block and the operation of district kiosk.
4. Verify claims regarding non availability of hospitals in blocks to satisfy the norms regarding availability of hospitals within 3 days.
5. Follow up with State Governments regarding prompt release of State share and take up with MoLE regarding the central share of premium.
6. Monitor the dis-empanelment process to ensure that national guidelines have been followed.
7. Verify and report on complaints of hospitals regarding non- payment/delayed payment of claims within 3 days.

(II) Convergence of Social Security Schemes

8. Assist and guide State Governments in identifying common service centres and assist their capacity building.
9. Monitor geographic and population coverage of common service centres and that timely data of eligible beneficiaries for the target population is made available to them.
10. Follow up complaints of common service centres regarding non response from approving agencies.
11. Assist SNA for procurement of adequate number of smart cards and other hard ware necessary for issue of smart cards and entering additional data.
12. Follow up with central authorities to sort out any problems regarding softwares, difficulties with registration and claims service procedures.
13. Functions as the representative of the Central Government on the State Social Security Board.

(III) Building and Other Construction Worker's Welfare

14. Monitor that campaigns as mandated under the Building and Other Construction Workers' Welfare Act be conducted twice in a year (by June and December) so as to cover at least 70% of all eligible members are registered.
15. Monitor data regarding fresh establishments on a sample basis and ensure they have been registered.
16. Ensure that the state boards implemented all the mandated schemes.
17. Assist states to obtain implementation modalities of other welfare schemes and to learn from other states implementing such schemes.
18. Monitor and ensure all brick kilns and stone cutting units register their workers with the

boards.

19. Monitor and ensure enrolment of MNREGS workers.

20. Monitor and ensure implementation of the training programmes mandated by Central Government.

21. Ensure that all data to be sent to Central Government on time.

(IV) Bonded Labour

22. Ensure and co-ordinate with State Government that vigilance committees on bonded labour are constituted and functional.

23. Follow up and monitor with State Government regarding conduct of periodic surveys to identify and ensure that all bonded labour identified in the survey or reported by other agencies and NGOs are released and rehabilitated.

24. Follow up with Central Government regarding release of contribution towards cost of survey, rehabilitation and awareness campaign.

(V) Inter - State Migrant Labour

25. Ensure and co-ordinate that registration kiosks are established by the State Government at major departure points for Inter-State migrant workers.

26. Monitor wage and social security structures on destination sites to ensure that Inter-State migrant workers are not discriminated against in destination states.

27. Facilitate contact between source and destination states to sort out extra territorial issues.

(VI) Labour Welfare Organization

28. Discharge all functions relating to administration and implementation of various welfare schemes formulated under different Labour Welfare Fund Acts and Rules as mentioned below:

(vi) Beedi Workers Welfare Fund Act, 1976

(vii) The Mica Mines Labour Welfare Fund Act, 1946.

(viii) The Limestone and Dolomite Mines Labour Welfare Fund Act, 1972.

(ix) The Iron Ore Mines, Manganese Ore Mines and Chromite Ore Mines Labour Welfare Fund Act, 1976.

(x) The Cine Workers Welfare Fund Act, 1981.

29. Prompt recovery of Cess under the above Acts and resort to penal measures, if and when needed.

30. Functioning of the attached offices and hospitals and engage doctors and other para medical staff on contract basis and procure medicines and consumables for hospitals.

31. Periodical meetings of the State Advisory Committee constituted under various Labour Welfare Fund Acts and Rules and oversee execution of recommendations made by the committees.

32. Uploading of relevant data on the web portal of the Ministry from their own office and the State Governments.

33. Service benchmarks as prescribed in the Citizen Charter of the Department are met.

(iv) Act as CPIO under the RTI Act, 2005.

(v) Act as public grievances officer and to redress grievances in time bound manner.

(vi) Assist in functioning of DBT Scheme.

34. Any other duty/task assigned by his superiors.

JOB CHART OF OFFICERS {LWC(C), DLWC(C) & ALWC(C) } POSTED IN THE DIFFERENT PARTICIPATING MINISTRIES UNDER FACTORY SIDE/ POOL SIDE)

The Labour Welfare Commissioners (C), Dy. Labour Welfare Commissioners (C) and Assistant Labour Welfare Commissioners (C) are required to play an important role in promoting and maintaining harmonious industrial relations in the establishment in which they are posted. They are required to help the respective managements in shaping and formulating labour and welfare policies and also communicating the same effectively to the workers. They have not only to interpret and communicate the policies and programmes of the management to the workers but also give a feed back to the Management regarding their grievances and also the reactions or response of the workers regarding the various policies and programmes of the Management. Thus, they are to serve as an effective communication link between the Management and the workers. With this end in view, their duties may cover certain broad areas which are indicated in paragraph 3 (below). The Management may allot all or some of these duties to these Officers depending on the requirements of the establishment. However, care should be taken to assign such duties to these Officers so that their credibility before the labour is not eroded. Where there is more than one Officer in an Establishment, the work may be distributed among them keeping in view the work- load.

2 So far as Labour Welfare Commissioners (C), Dy. Labour Welfare Commissioners (C) and Assistant Labour Welfare Commissioners (C) who are designated **as Welfare Officers under the Factories Act, 1948** are concerned, the provisions relating to duties prescribed under the Rules made thereunder will prevail. The Management may, however, entrust additional responsibility in regard to items which are not covered in these Rules but which appear in this Memorandum.

3 The broad areas of duties of a Labour Welfare Commissioners (c)/ Dy. Labour Welfare Commissioners (C)/ Assistant Labour Welfare Commissioners (C) as Welfare Officer are as under:-

A. DUTIES OF LABOUR WELFARE COMMISSIONERS (C)

- 1 To be the Principal Adviser to the Head of the Establishment on Industrial Relations, Personnel Management and Labour Welfare Functions.
- 2 To assign the duties and functions amongst the Dy. Labour Welfare Commissioners (C) and Assistant Labour Welfare Commissioners (C) in the establishment in consultation with the head of the establishment to coordinate their work, guide them and exercise supervision over them.
- 3 Carry out detailed inspection of the office of each DLWC(C)/ ALWC(C) functioning under his jurisdiction, at least once in a year and submit inspection reports to the Welfare Wing to the CLC(C).
- 4 To discharge any functions of the Welfare Officer as would be assigned by the Head of the establishment.

- 5 To inspect contractors' establishments under the CPWD Contractors Labour Regulations and ensure availability of welfare amenities and other benefits of the contract labour as envisaged under the regulations, etc. {for the officers posted in CPWD}.
- 6 To be responsible for submission of all reports and returns such as Monthly and Annual Welfare Reports, Statistical reports, etc. to the concerned authorities in respect of the establishment.
- 7 To maintain a daily diary of the duties performed and made it available as and when required by the authorities including the Head of the Establishment.
- 8 The Labour Welfare Officer (C) posted in the HQ. of the Organization render guidance/ clarification to the Assistant Labour Welfare Commissioner (C) and Dy. Labour Welfare Commissioner (C) posted in the Establishments, as and when they seek any clarification/ guidance.
- 9 In the absence of Assistant Labour Welfare Commissioner (C) or Dy. Labour Welfare Commissioner (C) or where no such posts exist in the establishment, the Labour Welfare Commissioner (C) shall discharge all functions of the Welfare Officers.
- 10 At the time of writing of APARs of the LWC(C), DLWC(C) & ALWC(C) the shall render a report to the head of the establishment on the performance of the said officers posted in the establishment which shall form part of the APAR of the concerned officers.
- 11 To advise on reference from voluntary organisation or any other institution who are associated with the welfare of workers and their families.

**B. DUTIES OF ASSISTANT LABOUR WELFARE COMMISSIONER (C)/
DY. LABOUR WELFARE COMMISSIONER (C)**

I INDUSTRIAL RELATIONS

1. To watch industrial relations with a view to using his influence in the event of a dispute arising between the management of the establishment and workers and to help in bringing about a settlement by persuasive effort.
2. To hold discussions with the trade unions in the matters of industrial relations and labour welfare and coordinate efforts of various shops/departments in maintaining and promoting cordial relations with the unions and the employers in general.
3. (a) To deal with the representations of the union at the first instance, obtain comments from concerned authorities and submit to the head of the establishment his views for Consideration.
(b) To assist the head of the establishment in processing the

agenda submitted by unions or associations for discussions and negotiations.

4. To bring to the notice of the management of the establishment the grievances of workers, individual as well as collective with a view to securing expeditious redressal and to act as a liaison officer between the management and the labour.
5. To study and understand the point of view of the labour in order to help the management of the establishment to shape and formulate labour policies and to interpret these policies to the workers.
6. To assist the head of the establishment in setting up of grievance redressal machinery under Section 9C of Industrial Disputes Act, 1947.
7. To maintain a list of trade unions with their affiliations, to process the Applications received from the trade unions for the purpose of recognition under the code of discipline/ departmental rules; to advise the recognised Trade Unions of their rights and obligations under rules or recognition and on orders/ instructions issued by the Govt. or higher authorities in this regard.

II PRODUCTION AND PRODUCTIVITY-

8. To promote relations between the concerned departments of the establishment and workers which will bring about productive efficiency as well as amelioration in the working conciliation and to help workers adjust and adapt themselves to their working environment.
9. To assist in the functioning of a scheme for inviting suggestions from workers and to encourage workers to give suggestions for the improvement of production efficiency and safety.

III SAFETY HEALTH & WLFARE-

10. To assist the management in accident preventions, supervision of safety education, investigation or accidents, maternity benefits, payment of workmen's compensation and to visit sick and convalescing employees.
11. To encourage provisions of amenities such as canteen, shelters for rest, crèches, adequate latrines facilities, drinking water etc.
12. To advise the management on provisions of welfare facilities such as housing, social and recreational facilities; to advise the workers on individual personal employers and educations of their children.
13. To exercise supervision over the functioning of any Labour Welfare Fund in consultation with the representatives of the Joint Consultative Machinery/ Works Committee, Welfare Committee or other bipartite forums constituted for securing welfare or employees.
14. To supervise the working of the Workers' Recreation Club, Library, games and sports, cultural programmes and other welfare activities.
15. To assist the management in the functioning of the educational

institutions in the establishment and providing facilities for the workers and their dependants. To endeavour to make available to the dependants of workers scholarships, free ships, uniforms, mid-day meals etc.

16. To assist the Head of the establishment in the management of the canteens, to assist in the conduct of election or by- election to the Canteen Managing Committee and suggest measures for efficient functioning of the canteen.
17. To encourage constitution of death benefit fund, sick relief fund, T.B. Fund, or any other benevolent schemes.
18. To encourage formation of Consumers' Cooperative Stores, Cooperative Thrift/ Credit Society, Housing Cooperative Society, Industrial Cooperative and advise in functioning of these Cooperatives, Fair Price Shops or Consumer Stores etc.
19. To assist in allotment of house to workers in the colony as well as in the operation of transport from township to workers' place or work.
20. To encourage participation in small savings programmes.
21. To assist in organisation or family welfare programme and in promotion of small family norms
22. To undertake propaganda against drinking of alcohol and use of drugs and assist in organisation of de-addiction services for drugs and alcohol where necessary
23. To promote personal and environmental hygiene particularly in canteen and other places.

IV SERVICE CONDITIONS-

24. To encourage provision of amenities such as sickness and benevolent schemes, pension and superannuation funds, to assist in payment of gratuity, loans etc. and in provision of legal advise to workers.
25. To assist in establishment of an effective communication system and to keep the works informed of changes in rule and regulations regarding their conditions or on matter or importance concerning workers. Also to exercise control over the public address system.
26. To ensure the setting up and proper functioning of the machinery for Joint consultation or workers participation in management as made applicable to the establishment.

V. RECRUITMENT, TRAINING & RESEARCH-

27. To associate himself/ herself in the functioning or Recruitment Board, Trade Testing Board, Department Promotion Committee and Employment Review

Committee as the same will go a long way inspiring confidence among the workers about the impartial function of these bodies.

28. To arrange induction of new recruits and workers coming on transfer and to help them in adjusting to the new environment.
29. To assist in selection of apprentices under the Apprentices Act, 1961 ensure enforcement of the Act in the undertaking and assist in training of the apprentices.
30. To arrange or assist in Organisation of in-service training programmes.
31. To encourage functioning of workers education Scheme and establishment relationship with the Central Board of Workers Education, Nagpur.
32. To conduct researching industrial and social problems confronting the workers and management and suggest suitable remedies and measures for furtherance of discipline in industry.

VI. WORKS COMMITTEE UNDER SECTION 3 OF THE ID ACT, 1947-

33. To advise and assist the Works Committee in promoting measures for incurring and preserving amity and good relations between the employer and the workmen.
34. To assist in the conduct of elections of Works Committee.

VII. IMPLEMENTATION OF LABOUR LAWS APPLICABLE IN THE ESTABLISHMENT-

35. To assist the head of the establishment in discharging obligations under Labour Laws such as the Industrial Disputes Act, Workmen's Compensation Act, Factories Act, Payment of Wages Act, Minimum Wages Act, Contract Labour (R&A) Act, CPWD Contractor's Labour Regulations (in case of CPWD only) and other statutes and rules applicable to the establishments and explain to the workers their rights and obligations under them.
36. To inspect contractors' establishment under the CPWD Contractors Labour Regulations and ensure availability of welfare amenities and other benefits to the contract labours as envisaged under the regulation etc.

VIII. SUBMISSION OF REPORTS/ RETURNS-

37. To submit reports on labour situation in respect or the establishment to the authorities.
38. To compile Monthly and Annual Welfare Reports, Statistical Reports and submit the same to the concerned authorities well in time.
39. To maintain a Daily Diary or the duties performed and make it available and when required by the authorities including the Head of the Establishment.

IX. GENERAL

40. To suggest measures which will serve to raise the standard of living of workers and in general promote their wellbeing.
41. To advise on reference from voluntary organisation or any other institution who are associated with the welfare of workers and their families.

(C). DUTIES OF OFFICERS POSTED IN HOSPITALS: -

The assigned duties may vary in hospitals according to the requirement in the establishment.

(D) OFFICERS SHOULD NOT DEAL WITH THE FOLLOWING ITEMS OF WORK:-

The Labour Welfare Commissioners (C)/ Dy. Labour Welfare Commissioners (C)/ Assistant Labour Welfare Commissioners (C) etc. should not deal with the following items of work:-

- (i) Executive duties such as collection of rent, assessment of damage caused to the Government quarter, investigation into subletting of quarters by workers, initiation of eviction proceedings, initiation of disciplinary proceeding, actual and direct management of canteen and cooperative societies, management of cycle stand etc.
- (ii) Any disciplinary case against a workers or appearance before the conciliation officer or any Court or Tribunal on behalf of the management against a worker of workers.
- (iii) Matters relating to vigilance and security.
- (iv) Matters relating to acquisition or disposal or movable and immovable property and submission of returns relation to these matters.

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