

Job Chart of Labour Enforcement officers (Central):-

Each Labour Enforcement Officer (Central) shall perform the following work, as under:-

(A) Inspections:-

- (a). LEO(C) will conduct the inspection in a month a minimum number of establishments as shown below:-
 - i). LEOs (C) having jurisdiction excluding Coal Mines - 25 establishments (15 unorganised sector establishments compulsorily).
 - ii). LEOs (C) having jurisdiction including Coal Mines - 20 establishments' (12 unorganised sector establishments compulsorily).
 - iii). LEOs (C) having jurisdiction over Coal Mines only-15 establishments (5 underground coal mines compulsorily).
- (b). LEO(C) will conduct the inspection of the establishment and issue Inspection Reports in the following manners:-
 - (I) *Establishment means unit or branch of the organization i.e. branch of the bank or depot of the FCI etc.*
 - (II) *A detailed, in depth inspection of the establishment alone will count as an inspection. In other words, LEOs must make a thorough inspection of the establishment covering all the items of the inspection report proforma. He should also make an inspection of the establishment in the same visit, under all the Labour Laws, applicable to it.*
 - (III) *LEOs(c) will ensure and record the statement of workers available at the work spot, with details i.e. name, present and permanent address, amount of wages paid and deductions made by employers, collect the full details of employers, his e-mail ID, Mobile No. etc. and also collect all material evidences in support of his inspection.*
 - (IV) *The inspection report should be issued to the responsible person of the establishment only, who is duty bound to rectify the irregularities detected during the course of inspection.*
 - (V) *The inspection report may be issued at the work spot to the representative, preferably, to the employer. Inspection report may also be sent through email ID to the employer and a copy must be sent through registered post **within three days** of the inspection.*
 - (VI) *The LEOs(c) will ensure submission of verification report to the sanctioning authorities as early as possible but not later than 15 days from the order of the verification.*
 - (VII) *The LEOs(c) who conduct inspections more than the norms as fixed in Para (A) shall be awarded by giving one star (*) on each additional three inspections carried out by them, which may go upto five Stars as a reward. Such rewarded performances, shall be reflected in the Monthly Assessment Report as well as in the Annual Performance Appraisal Report (APAR) of the relevant period of the concerned officer.*

(B) Verification of Trade Unions:-

LEOs(C) will conduct the verification work in accordance with procedure and guidelines from time to time expeditiously.

(C) Maintenance of Registers/Records:-

LEOs(C) will regularly maintained:-

- (i) Form 'A' and 'B' Registers in respect of Permanent & Temporary Establishments respectively.
- (ii) PP/CP/Court Case Register/File Register
- (ii) Register of awarded amount, its recovery and disbursement to the workers.

(D) Court Cases/Claim Cases:-

LEOs(C) will file the prosecution/claim cases before the court/authority within a week from the date of sanction at the headquarter and within 15days outside the headquarter positively but not later than the last date of filing the same.

(1) *The work connected with court cases performed by LEO(C) will count in the following manners:-*

- (a) *Each day of court attendance outside the headquarters of the Labour Enforcement Officers will be counted as one establishment inspected.*
- (b) *Two days court attendance where the courts are situated in the LEOs headquarter, will be counted as one establishment inspected.*
- (c) *Each day of court attendance, and conducting of court cases as Assistant Public Prosecutor (APP) when proceedings such as examination of witness, or arguments, etc. have taken place, whether at the headquarters of LEOs or outside, will be counted as one establishment inspected. This should be indicated in the Assessment Reports as 'A' or 'P' as the case may be ('A' for mere attendance and 'P' for proceedings conducted).*
- (d) *Serving of Summons personally by the LEOs will also count as half establishment inspected.*
- (e) *The LEOs(c) will collect regular progress of prosecution/claim cases from courts/authorities and submit to the senior officers regularly on monthly basis.*
- (f) *The LEOs(C) in conducting the court cases got successful conviction will be given due consideration in the assessment of performance as well as the same shall be reflected in APAR also by the Reporting and Reviewing Officers.*
- (g) *Claim cases.*
 - (i) *LEOs(C) will file the claim cases before the appropriate authorities within a week from the date of sanction at the headquarter and within 15days outside the headquarter positively but not later than the last date of filing the same.*

(ii) The performance of LEOs(c) will be assessed on the basis of number of successful claims, awarded in his favour, so distributed among the workers and efforts made by him for undisbursed amount, the assessment of this shall be recorded in the APAR by the Reporting/Reviewing Officers.

(iii) LEOs(c) will regularly report the progress of the claim cases to the Senior Officers (before 5th day of every month).

(E) Workers/Union/General Public Complaints:-

LEOs(C) will expeditiously dispose off all complaints within two months.

(F) Special Enquiries:-

LEOs(C) will expeditiously dispose of all special enquiries whatever assigned to him within two months.

(G) Web Portal:-

LEOs(C) will upload his inspection reports on **web portal** within a week from the date of inspection.

(H) Other Reports:-

LEOs(C) will ensure submission of all reports/returns, daily diary, tour programmes, any deviations made must be got approved by the superior officers before proceeding on tour, assessment reports etc. to the senior officers regularly and periodically within stipulated time preferably through e-mail.

(I) Service Level Bench marks:-

LEOs(C) would observe all service level bench mark as provided under Citizen Charter, while discharging their duties.

(J) Any other duties assigned by higher authorities will be completed as earliest as possible.

