

Chapter-2 (Manual-1)

2.1 Objective/ purpose of the public authority.

The objective of public authority is to maintain the industrial peace for better industrial relations between workers and employers through investigation and settlement of industrial disputes to promote industrial harmony, so that the production in industry goes on un-interrupted so that there is no loss of man-days and strikes and lockouts can be prevented. Apart from this the public authority implements various labour laws enacted by Govt. of India as well as by the State.

2.2 Mission/ Vision Statement of the public authority.

Effective implementation of Labour Laws, to minimize the accidents in factories, industrial Peace for better production, better health and safety for all workers, elimination of child labour from hazardous occupation and processes as first priority.

2.3 Brief history of the public authority and context of its formation.

Initially, the labour laws were being administered by the Chief Inspector of Boilers and Factories working under the Industries Department. The work of the Chief Inspector of Factories was excluded from the Industries Department and a new Department viz. the Labour Department was created in 1949, though labour laws came into existence in India in the year, 1881. The Department has been put under the overall control of the Labour Commissioner who is also Chief Inspector of Factories. The Organisation Chart, which depicts the hierarchy of the Department is given below. At present, the Labour Department Punjab implements 22 Central and 5 State Acts.

2.4 Duties of the public authority.

The Primary duties of the department are:
Enforcement of labour law;
Maintenance of Industrial peace;
To ensure safety, health and welfare of workers;

2.5 Main activities/ functions of the public authority.

The department, in order to achieve its objectives, performs the following functions.

Holds conciliation proceedings for settlement of industrial disputes;
Decides quasi-judicial cases under various labour laws;
Conducts inspections under various labour laws;
Implements of awards/orders of labour courts/Industrial Tribunals;
Issues registration certificate/licenses under various labour laws;
Register trade unions;

Certifies standing orders under Industrial Establishment Standing Orders Act 1946;
Decides Appeals under different labour laws;
Adjudicates Industrial Disputes through adjudication machinery i.e. through Labour Courts/ Industrial Tribunal.

2.6 List of services being provided by the public authority with a brief write-up on them.

- i) Registration of Factories under the Factories Act, 1948. The Deputy Director of Factories & Assistant Director of Factories ensures that the occupiers of factories take necessary safety measures so that health and safety of workers can be protected.
- ii) Registration of Shops & Commercial Establishments Act under the Punjab Shops & Commercial Establishments Act, 1958. Notified cities/ towns under the Act to regulate the working hours of the establishments and enforce weekly off day and ensuring health and safety of employees.
- iii) Registration of the employers under the Contract Labour (Regulation & Abolition) Act, 1970 licensing of contractors under the Act to regulate the working conditions of contract labour and abolition of contract labour in certain cases.
- iv) Registration of employers and licensing of contractors under the Inter State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979 to regulate the conditions of employment of migrant workers.
- v) Registration of Motor Transport under the Motor Transport Workers Act, 1961.
- vi) Registration of employers and licensing of contractors under the Building & Other Constructions Workers (Regulation of Employment & Conditions of Service) Act, 1996.
- vii) Registration of trade unions under the Trade Union Act, 1926.
- viii) Certification of standing orders under the Industrial Employment Standing Orders Act, 1946.
- ix) Fixation/ Revision of minimum wages under Minimum Wages Act, 1948.
- x) Grants permission for layoff/retrenchment of workers in industrial establishments employing hundred or more workers.

- xi) Grants permission for closure of industrial establishments employing hundred or more workers.
- xii) Appellate authority under the Payment of Gratuity Act 1972.

2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (whether is applicable).

Secretary Labour and Employment
Labour commissioner (Ex-officio Director of Factories)

| | |
|---------------------------------------|---|
| Additional Labour Commissioner | Additional Director of Factories |
| Deputy Labour Commissioner | Joint Director of Factories |
| Assistant Labour Commissioner | Assistant Director of Factories |

Field Staff

| | |
|---|--|
| Assistant Labour Commissioner(12) (District Level) | Deputy Director of Factories(12) (District Level) |
| Labour-cum-Conciliation Officer(10) (In Districts where more than one circle exists) | Assistant Director of Factories(10) |
| | Assistant Director of Factories(3) (Medical) |
| | Assistant Director of Factories(2) (chemical) |
| Labour Inspector Grade 1(41) | |
| Labour Inspector Grade 2(35) | |

The post of Labour Inspector is created where the work under the various labour legislation is more.

Insustrial Tribunal(1) at Chandigarh

**Labour Courts(6) at Amritsar, Gurdaspur, Bathinda, Jalandhar, Ludhiana
and Patiala under the provisions of Industrial Disputes Act 1947**

2.8 Expectation of the public authority from the public for enhancing the effectiveness and efficiency.

The people should come forward to provide necessary information in the implementation of Labour Legislation.

2.9 Arrangements and methods made for seeking public participation/contribution.

The Department deals with the implementation of labour laws. Workers and employers are necessary parties. Workers are represented through their trade unions and employers through their own organizations. The department has tripartite committees/Boards for seeking participation of workers and employers.

2.10 Mechanism available for monitoring the service delivery and public grievances resolution.

Regular review meetings of the officers of the department are conducted by the Labour Commissioner, Punjab. Regular review meetings of the inspectorate staff are conducted by the concerned Assistant Labour Commissioner and the Labour-cum-Conciliation Officer. The Annual Confidential Reports of the inspectorate and the ministerial staff are written by the concerned Assistant Labour Commissioner and the Labour-cum-Conciliation Officer on the basis of their performance which is counter-signed by the Labour Commissioner.

**2.11 Addresses of the main office and other offices at different levels
(Please categorise the addresses District wise for facilitating the understanding by the user)**

The addresses of all the offices has been given in chapter 10

**2.12 Morning hours of the office : 9 A.M
Closing hours of the office : 5 P.M**

