

CHAPTER-6
MANUAL – 5

(A statement of the categories of documents that are held by its or under its control)

Sr.No.	Category of the document	Name of the document and its introduction in one line.	Procedure to obtain the document.	Held by/under control of
1	Accounts related	Cash Book	As per rules framed under Right to Information Act	O/O Labour Commissioner, Punjab
2	-do-	Cheque Register	-do-	-do-
3	-do-	GPF Register Class I & II	-do-	-do-
4	-do-	GPF Register Class III	-do-	-do-
5	-do-	GPF Register Class IV	-do-	-do-
6	-do-	Loan & Advance Register	-do-	-do-
7	-do-	GIS Register	-do-	-do-
8	-do-	GPF Allotment Register	-do-	-do-
9	-do-	GPF Loan & Advance Register	-do-	-do-
10	-do-	Year wise salary statement Register	-do-	-do-
11	-do-	Bill No. Register	-do-	-do-

12	-do-	Budget Balance Register	-do-	-do-
13	-do-	Non Consumable Register	-do-	-do-
14	-do-	Non Consumable Stock Register	-do-	-do-
15	-do-	Livery Register	-do-	-do-
16	-do-	Electric Bill Register	-do-	-do-
17	-do-	Log Book of vehicle	-do-	-do-
18	-do-	Staff/ Car purchase & repair register	-do-	-do-
19	-do-	TA Bill Expenditure Register	-do-	-do-
20	-do-	Budget Expenditure Register	-do-	-do-
21	<u>General Branch</u>	Meetings of Vigilance Committees under Bonded Labour (Abolition) Act, 1976	-do-	-do-
22	do	Complaint Register under	-do-	-do-

		Bonded Labour (Abolition) Act, 1976		
23	do	General Complaint Register	-do-	-do-
24	<u>Implementation Branch</u>	Appeal Register under the Payment of Gratuity Act, 1972	-do-	-do-
25	-do-	Register regarding registration of Trade Unions under the Trade Union Act, 1926	-do-	-do-
26	-do-	Register regarding implementation of Awards/ orders of the Industrial Tribunal/ Labour Courts in the State	-do-	-do-
27	-do-	Notice Board for notifying the awards of the Industrial Tribunal/ Labour Courts, maintained in the Head Office.	-do-	-do-
28	<u>Disputes Branch</u>	Confidential Report Register	-do-	-do-
29	-do-	Standing Order Register	-do-	-do-
30	-do-	Register regarding	-do-	-do-

		Referred/ Rejected cases		
31	<u>Establishment Branch</u>	Service Books of Group A & B Employees	-do-	-do-
32	-do-	Personal Files of All Employees	-do-	-do-
33	-do-	Instructions issues by the Govt. from time to time	-do-	-do-
34	<u>Legal Branch</u>	Register of Legal Cases	-do-	-do-
35	<u>Statistical Branch</u>	List of Factories	-do-	-do-
36	-do-	Trade Unions Registered	-do-	-do-
37	-do-	Strike/ Lockout Register	-do-	-do-
38	-do-	Daily Report Register.	-do-	-do-
39	-do-	Monthly Statistics Register	-do-	-do-

.Field level

Sr.No.	Category of the document	Name of the document and its introduction in one line.	Procedure to obtain the document.	Held by/under control of	
1	Demand notice under u/s 2A and 2K of the Industrial Disputes Act 1947	Demand Notices of the workmen under the Industrial Disputes Act, 1947.	As per rules framed under Right to Information Act	Assistant Labour Commissioner and Labour-cum-Conciliation Officer	
2	Registers	Institution	-do-	-do-	

	maintained under various Labour Laws	Register under the Payment of Wages Act, 1936			
3	-do-	Institution Register under the Minimum Wages Act, 1948	-do-	-do-	
4	-do-	Institution Register under the Payment of Gratuity Act, 1976	-do-	-do-	
5	-do-	Institution Register under the Workmen's Compensation Act, 1923	-do-	-do-	
6	-do-	Register of Awards	-do-	-do-	
7	-do-	Register of Orders	-do-	-do-	
8	-do-	Register of Principal Employers under the Contract Labour (Regulation & Abolition) Act, 1970	-do-	-do-	
9	-do-	Register of Contractors under the Contract	-do-	-do-	

		Labour (Regulation & Abolition) Act, 1970			
10	-do-	Register of Establishments under the Motor Transport Workers Act, 1961	-do-	-do-	
11	-do-	Register of Settlements	-do-	-do-	
12	-do-	Cash Book (with DDO)	-do-	-do-	
13	-do-	Personal Files of the employees	-do-	-do-	
14	-do-	Service Books of Group C & D employees	-do-	-do-	
15	-do-	General Provident Fund Accounts of Group D employees	-do-	-do-	
16	-do-	Register of shops & commercial establishments under the Punjab Shops and Commercial Establishment Act, 1958	-do-	-do-	

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Factory Wing:

Sr.No.	Category of the document.	Name of the document and its introduction in one line.	Procedure to obtain the document.	Held by/under control of
1	Documents to be maintained as per provisions of Factories Act 1948	List of Registered Factories in the State	As per rules framed under Right to Information Act	Director of Factories,Punjab
2	-do-	List of Site Cases	-do-	-do-

A. At the Field Level:

Sr.No.	Category of the document.	Name of the document and its introduction in one line.	Procedure to obtain the document.	Held by/under control of
1	Documents to be maintained as per provisions of Factories Act 1948	License and Renewal Record	As per rules framed under Right to Information Act	Deputy Director of Factories/ Assistant Director of Factories
2	-do-	List of Factories of the Area	-do-	-do-
3	-do-	List/ Status of Complaint Cases	-do-	-do-