

**CHAPTER-15**  
**MANUAL – 14**

**(The norms set by it for the discharge of its functions)**

Norms have been fixed under various labour statues and wherever norms have not been fixed under the statue such norms have been fixed by the administrative orders. The norms fixed for disposal of cases under various labour legislations is as under:-

<b>Sr. No.</b>	<b>Service rendered</b>	<b>Time to be taken</b>	<b>Authority responsible</b>	<b>Appellate authority</b>
<b>I The Industrial Disputes Act, 1947</b>				
1.	Disposal of demand notice U/s 2-A, and 2-K	Within 3 months provided the parties agreed to extend time	Conciliation Officers at District level	Labour Commissioner
2.	Reference of disputes to Industrial Tribunal/ Labour Courts U/s 10	Within 2 months	Labour Commissioner/ Additional Labour Commissioner	-do-
3.	Publication of awards, orders of the Industrial Tribunal and Labour Courts U/s 17	Within one month	Labour Commissioner	-do-
<b>II The Factories Act, 1948</b>				
1.	Registration of factories and renewal of licenses U/s 6	Within 15 days	Deputy Directors of Factories/ Assistant Director of Factories at District level	D.O.F.
2.	Building plans of Factories U/s 6	Within one months	-do-	D.O.F.
3.	Clearance of site cases	Within 2 months	Assistant Director of Factories	D.O.F.
<b>III The Trade Unions Act, 1926</b>				
1.	Registration of trade unions	Within three months	Registrar, Trade Unions	Labour Commissioner
<b>IV The Contract Labour (Regulation &amp; Abolition) Act, 1970</b>				
1.	Registration of Principal Employees U/s 7	Within one month	Assistant Labour Commissioners/ Labour-cum-Conciliation Officers	Labour Commissioner

2.	Licensing of Contractors U/s 12	Within one month	-do-	-do-
<b>V</b>	<b>The Industrial Employment (Standing Orders) Act, 1946</b>			
1.	Certification of Standing orders U/s 5	Within six months	Additional Labour Commissioner/ Deputy Labour Commissioner	Labour Commissioner
<b>VI</b>	<b>The Motor Transport Workers Act, 1961</b>			
1.	Registration/ renewal of licenses of transport companies U/s 3	Within one month	Assistant Labour Commissioners/ Labour-cum-Conciliation Officer	Labour Commissioner
<b>VII</b>	<b>Inspections</b>			
1.	Inspection of factories/ other establishments	For the purpose of inspection factory/ establishment will be visited only once in a year and inspection will be done under the all the labour laws applicable to that factory/ establishment	Deputy/ Assistant Directors of Factories, Assistant Labour Commissioner/ Labour-cum-Conciliation Officer, Labour Inspectors, Grade-I and Grade-II	Labour Commissioner