

## **A FRAMEWORK FOR TRANSPARENCY AUDIT**

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

### **1. Organization and Function**

<b>Sr. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	<b>Labour Department, Union Territory, Chandigarh. Labour.chd.gov.in</b>
		(ii) Head of the organization	<b>Labour Commissioner, Union Territory, Chandigarh.</b>
		(iii) Vision, Mission and Key objectives	<b>Enforcement of Labour Laws</b>
		(iv) Function and duties	<b>As per Annexure-I attached</b>
		(v) Organization Chart	<b>As per Annexure-I attached</b>
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<b>As per Annexure-2 attached</b>
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	<b>As per Annexure-3 attached</b>
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>As per Annexure-4 attached</b>
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	<b>As per Annexure-5 attached</b>
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	<b>As per Annexure-6 attached</b>
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	<b>As per Annexure-8 attached</b>
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<b>As per Annexure-9 attached</b>
		(ii) Telephone , fax and email ID	

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	As per Annexure-9 attached
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Sh. Naveen Sharma, Assistant Labour Commissioner [Appellate Authority] Sh. Prem Sagar, Labour Inspector, Grade-I. [Central Public Information Officer]
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	Programmes participated by department officials as and when conducted by the Administration.
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

**2. Budget and Programme**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
<b>2.1</b>	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	<b>As per Annexure-11 attached</b>
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
<b>2.2</b>	Foreign and domestic tours during 2019-20	(i) Budget	<b>As and when required for official purposes.</b>
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	<b>NA</b>
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	<b>N.A</b>
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	

		(vii) Eligibility criteria for grant of subsidy	<b>NA</b>
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
<b>2.4</b>	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<b>Nil</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	<b>Nil</b>
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
<b>2.6</b>	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	<b>Audit paras are replied by the concerned Authority as and when they are received.</b>

### 3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof  [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	As per Annexure-7 attached
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	NA
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements.	
		(iv) Operation and maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	NA
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for Consultation before formulation of policy.	

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	<b>YES</b> <b>Labour.chd.gov.in</b>
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	<b>All the Departmental information Is available on web site</b>
		(ii) Printed format	
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	<b>Labour.chd.gov.in</b>
		(ii) At a reasonable cost of the medium	

**4. E. Governance**

Sr.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	<b>English</b>
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<b>As per Annexure-14 attached.</b> <a href="http://www.labour.chd.gov.in">www.labour.chd.gov.in</a>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	<a href="http://www.labour.chd.gov.in">www.labour.chd.gov.in</a>
		(ii) Details of information made available	<b>Registration of Shops and commercial establishments Act, Contract labour Act The Factories Act, Information regarding schemes and Welfare Fund of Chandigarh Labour Welfare Board and registration of workers and schemes thereof and registration under the BOCW Act of Chandigarh BOCW Board</b>
		(iii) Working hours of the facility	<b>09.30 am to 5.30 pm</b>
		(iv) Contact person & contact details (Phone, fax email)	<b>0172-2679000</b>
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	<b>The grievances to labour are addressed as per Annexure 4</b>
		(ii) Details of applications received under RTI and information provided	<b>Received 41      Disposed 24</b>
		(iii) List of completed schemes/ projects/ Programmes	<b>NA</b>
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	



		(viii) Any other information such as a) Citizen's Charter	<b>N.A</b>	
		c) Six monthly reports loaded on the website or not		
		d) Performance against the benchmarks set in the Citizen's Charter		
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	<b>Received 41</b>	<b>Disposed 24</b>
		(ii) Details of appeals received and orders issued	<b>Received 04</b>	<b>Disposed 03</b>
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	<b>Parliament Questions are received by the department and reply sent adequately by the department .</b>	

**5. Information as may be prescribed**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>		<b>Particulars</b>
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	<b>Sh. Naveen Sharma, Assistant Labour Commissioner [Appellate Authority] Sh. Prem Sagar, Labour Inspector, Grade-I. [Central Public Information Officer]</b>
		(ii)	Details of third party audit of voluntary disclosure	<b>Yes</b>
			(a) Dates of audit carried out (b) Report of the audit carried out	<b>Third party audit carried out on 10.10.2022.</b>
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	<b>Nil</b>
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	<b>Nil</b>
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	<b>Nil</b>
			(a) Dates from which constituted (b) Name & Designation of the Officers	

**6. Information Disclosed on own Initiative**

<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	<b>Particulars</b>
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Yes	<b>Labour.chd.gov.in</b>

## ANNEXURE-I

## PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i) OF THE RIGHT TO INFORMATION ACT, 2005.

(The particulars of the organization, functions and duties)  
As on July,2022.

Sr. No.	Name of the Organization/ Department / Board / Corporation	Function and duties (in brief)
1	Labour Department, Union Territory, Chandigarh.	<p><b>Function: Enforcement of Labour Laws</b> <b>Duties in Brief:</b></p> <ol style="list-style-type: none"> <li><b><u>Assistant Labour Commissioner</u></b> Administrative, Quassi Judicial and Conciliation work</li> <li><b><u>Inspectorate Staff:</u></b> Enforcement of Labour Laws including dealing with the complaints/implementation of awards/orders.</li> <li><b><u>Ministerial and Technical Staff:</u></b> <ol style="list-style-type: none"> <li><b>Field Investigator:</b> Vacant</li> <li><b>Investigator:</b> Vacant</li> <li><b>Senior Assistant-I</b> Vacant</li> <li><b>Senior Assistant-II</b> <ol style="list-style-type: none"> <li>All accounts related work and the reports thereunder.</li> <li>All purchases, maintenance of stores and records thereof.</li> <li>Personal injuries (compensation insurance) Act.</li> <li>All audits to be conducted, audit objections &amp; compilation of revenue receipts.</li> <li>All the payments to be made under claim cases.</li> </ol> </li> </ol> </li> <li><b>Junior Assistant-I</b> <ol style="list-style-type: none"> <li>All establishment related work. (To be assisted by Ms. Gurdeep Kaur, Asstt.)</li> <li>All matters related to the meetings of ALC and all misc. dak received thereunder from the O/o Secretary (Labour) and Deputy Commissioner-cum-Labour Commissioner and other departments of Chandigarh Administration.</li> </ol> </li> <li><b>Junior Assistant-II</b> <ol style="list-style-type: none"> <li>All work under The Trade Unions Act, 1926 and Industrial Employment Standing Orders Act, 1946.</li> <li>Registration/renewal of factories (including approval of building plans etc.) under The Factories Act, 1948 and work related to the Punjab Shops and Commercial Establishment Act, 1958.</li> <li>Work related to court cases including maintenance of records thereunder and assistance to</li> </ol> </li> </ol>

		<p>Nodal Officer (Court Cases) and work related to minimising Regulatory Compliance Burden (RCB), Business Reform Action Plan (BRAP) and Ease of Doing Business (EoDB).</p> <p>(iv) All work related to Chandigarh Building &amp; other Construction Workers Welfare Board (CBOCW Board) and BoCW Act, 1996 except work mentioned at 5(iii).</p> <p><b>7. <u>Steno-Typist</u></b></p> <p>(i) Minimum Wages Act, 1948 including fixation and revision of minimum rates of wages from time to time.</p> <p>(ii) All work under The Working Journalists and Other Newspaper Employees (Conditions of Service and Misc. Provisions) Act, 1956 including Majithia Wage Board &amp; all correspondences thereunder.</p> <p>(iii) Typing of orders under all claim cases.</p> <p>(iv) Work related to Parliament Questions (PQs) and correspondences thereof.</p> <p>(v) Checking of official E-mail and intimating concerned officials for action and reply thereupon. Any misc. work that may be allotted from time to time.</p> <p><b>8. <u>Clerk-I</u></b></p> <p>(i) All work under Child Labour (P&amp;R) Act, 1986, Bonded Labour Act, 1976 (To be assisted by Sh. Vikas, C-VII)</p> <p>(ii) All the work related to Right to Service Act including sending of reports thereunder and assistance to the Nodal Officer (Right to Service Act)</p> <p>(iii) Work related to The Contract Labour Act, 1970 including registration of principal employer and issuance of contract labour licenses and registration of employer/contractor under the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and maintenance of record thereof.</p> <p>(iv) Motor Transport Workers Act including licenses and renewal thereof;</p> <p><b>9. <u>Clerk-II</u></b></p> <p>(i) All work related to claim cases, complaints and any other misc. work under Payment of Gratuity Act, 1972 and Employee's Compensation Act, 1923</p> <p>(ii) Work related to appeal under the Maternity Benefit Act, 1961.</p>
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		<p><b>10. <u>Clerk-III</u></b></p> <p>All complaints on CPGRAM Portal, Nodal Officer Complaint Cell (DC Office), Administrator's grievances portal and other complaints not specifically assigned to the Labour Inspectors)</p> <p>(ii) All work related to the Equal Remuneration Act, ESI Act and EPF Act.</p> <p>(iii) Work related to Sales Promotion Employees Act, Beedi and Cigar Workers (Conditions of Employment) Act, Cine Workers &amp; Cine Theatre Workers (Regulation of Employment) Act and National Festival &amp; Holidays Act.</p> <p>(iv) All the work related to e-Office and any misc. work that may be allotted from time to time.</p> <p><b>11. Clerk-IV</b></p> <p>(i) Demand Notices and any other misc. work under the ID Act, 1947.</p> <p>(ii) Work related to Unorganized Workers Social Security Act, Chandigarh Unorganized Workers Social Security Board and e-Shram portal.</p> <p>(iii) Work related to migrant workers under the Inter-State Migrant Workers Act.</p> <p>(iv) Work related to PM-SYM and PM-VMY Schemes</p> <p>(v) Production of record and appearance as summoned witness before The Labour Court –cum- Industrial Tribunal.</p> <p><b>Clerk-V</b></p> <p>(i) All work related to Claim Cases, Complaints and any other misc. work under the Payment of Wages Act, 1936, the Minimum Wages Act, 1948 &amp; the Payment of Bonus Act, 1965.</p> <p>(ii) Work related to ILO Conventions and 20 point programme reports thereunder.</p> <p>(ii) Providing of certified copies/nakal of the orders delivered by the undersigned in quasi-judicial proceedings, under all the Acts.</p> <p><b>Clerk-VI</b></p> <p>(i) Work related to appeals filed under the Right to Information Act, 2005 before the Appellate Authority and all Dak thereunder.</p> <p>(ii) All work related to statistics (including compilation, tabulation and submission of all periodical reports and returns) under various labour laws, all kind of</p>
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		<p>surveys and correspondences thereunder.</p> <p>(ii) Any other misc. work that may be allotted from time to time.</p> <p><b>Clerk-VII &amp; Clerk-VIII</b></p> <p>(i) All work related to diary and despatch of Labour Department, UT, Chandigarh.</p> <p>(ii) Any other misc. work that may be allotted from time to time.</p> <p><b>12. Programmer</b></p> <p>(i) To assist NIC in the ddevelopment, update and maintenance of software of Labour Department UT, Chandigarh, Chandigarh Building and other Construction Workers Welfare Board and Chandigarh Labour Welfare Board.</p> <p>(ii) To look after all the IT/ITeS related work of Labour Department, UT, Chandigarh, Chandigarh Building and other Construction Workers Welfare Board and Chandigarh Labour Welfare Board including uploading of all reports thereof on the websites from time to time.</p> <p>(iii) To resolve the grievances of the public w.r.t. the problems faced regarding the online registrations and licenses under Punjab Shops and Commercial Establishment Act, 1958, The Factories Act, 1948 and The Contract Labour (R&amp;A) Act, 1970.</p> <p>(iv) To coordinate with NIC, UT, Chandigarh and IT Department, UT, Chandigarh in respect of IT/ITeS related work of Labour Department.</p> <p>(v) All the work on GeM Portal and e-Tendering processes.</p> <p><b>The following Territorial jurisdiction is herewith allotted to the Labour Inspectors:</b></p> <p>(i) <b><u>Labour Inspector, Grade-II [Circle-I]</u></b></p> <p><b>Sector 1,2,3,4,5,6,7,8,9,10,11,12,26,Grain Market, Timber market, transport Area, Manimajra, Industrial Area, Phase-I [plot 1 to 180]</b></p> <p>(ii) <b><u>Labour Inspector, Grade-II [Circle-II]</u></b></p> <p><b>Sector 20,21,22,23,24,25,31,32,33,34, Industrial Area, Phase-II [plot No.22, 23, 24/1 to 29/7 &amp; Plot No. 501 onwards.</b></p> <p>(iii) <b><u>Labour Inspector, Grade-II [Circle-III]</u></b></p> <p><b>Sector 14,15,16,17,19,27,28,29,30 Industrial Area, Phase-I [plot 181 onwards]</b></p>
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		<p>(iv) <u>Labour Inspector, Grade-II [Circle-IV]</u></p> <p>Sector 35,36,37,38,39,40,41,42,43,44,45,46,47,48 onwards , all villages of UT of Chandigarh, Industrial Area, Phase-II [plot 1 to 500].</p>
2.	Chandigarh Labour Welfare Board	<p>1. <u>Labour Commissioner as Welfare Commissioner:</u></p> <p>Administrative work.</p> <p>2. <u>Assistant Labour Commissioner as Secretary:</u></p> <p>Administrative work</p> <p>3. <u>Assistant:</u></p> <p>a) Correspondence with the Bank/ reconciliation of Bank Statement.</p> <p>b) Correspondence regarding holding of Board meeting and implementation of the decision of the Board.</p> <p>c) All correspondence regarding implementation of Welfare Schemes approved by Board in the online mode.</p> <p>d) Maintenance of Cash Book.</p> <p>e) Maintenance of Labour Welfare Centre Building, Sec-30-B, Chandigarh.</p> <p>f) Any other work assigned by the Assistant Labour Commissioner -cum- Secretary</p> <p>4. <u>Clerk</u></p> <p>✓ Processing of application of beneficiaries for grant of financial assistant under various welfare schemes in online mode;</p> <p>✓ Dairy and despatch work;</p> <p>✓ Data entry of contributions received in online mode</p> <p>✓ Reconciliation of contributions received in online mode with bank statement;</p> <p>✓ Record keeping of online contributions received.</p> <p>✓ Any other work assigned by the Assistant Labour commissioner-cum-Secretary.</p> <p>5. <u>Attendant</u></p> <p>Maintenance of register of contribution of LWF received from various establishments</p> <p>Any other work assigned by the Assistant labour Commissioner-cum-Secretary.</p> <p>6. <u>Peons</u></p> <p>Look after the field work and office duties and any other assigned by seniors</p> <p>7. <u>Chowkidar</u></p> <p>Watch and ward duty of the Labour Welfare Center Building</p>



		<p><b>8. <u>Mali (Part time)</u></b></p> <p>Handle the garden and lawns of the building.</p> <p><b>9. <u>Sweeper (Full time)</u></b></p> <p>Take care of the cleanliness of the building.</p>
3.	<b>Chandigarh Building &amp; other Construction Workers Welfare Board</b>	<p><b>As per requirement of Section 40 and 62 of the Building &amp; Other Construction Workers (Regulation of Employment and Conditions of Services) Act, 1996 the Chandigarh Administration has notified Chandigarh Building Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2009 vide notification published in the official gazette dated 17<sup>th</sup> September, 2009. Besides this, the Chandigarh Administration has also appointed the following authorities under the Act and Rules.</b></p> <ol style="list-style-type: none"><li>1. Labour Commissioner as Appellate Authority</li><li>2. Assistant Labour Commissioner as Registering Authority</li><li>3. Labour Commissioner as Chief Inspector under the Act</li><li>4. All the Inspectors has been notified to be Inspector under the Act. It is further stated that the following staff have been notified under the Building and Other Construction Workers Welfare Cess Rules, 1998.</li><li>5. Labour Commissioner as an Appellate Authority</li><li>6. Assistant Labour Commissioner as Assessing Officer.</li><li>7. Labour Inspector as cess Collector.</li></ol> <p><b><u>Ministerial &amp; Technical Staff:</u></b></p> <p><b>8. Assistant</b></p> <ol style="list-style-type: none"><li>(i) Work related to constitution and convening of meetings of the CBOCW Board, Advisory Committee etc.</li><li>(ii) Preparation and processing of Assessment Orders and all correspondence with assesses thereunder.</li><li>(iii) Registration/renewal of establishments and contractors under BOCW Act, 1996</li></ol> <p><b>9. <u>Clerk-I</u></b></p> <ol style="list-style-type: none"><li>(i) All account and audit matters including correspondence with the Comptroller and Audit General.</li><li>(ii) Preparation of the salary of the employees of the CBOCW Board including outsourced employees.</li><li>(iii) Collection &amp; maintenance of registers/records of the cess amount received by the CBOCW Board (including liaison with the Estate Office).</li><li>(iv) Preparation and maintenance of register/records of daily expenditure and income (including cash expenses and income as well as stock registers).</li><li>(v) Deposit of daily cash/cheques received in the account of the</li></ol>

		<div>CBOCW Board.</div> <div>(vi) Maintenance of cash books and reconciliation of bank statements with cash books.</div> <div>(vii) Maintenance of register/records and safe custody of all the amounts invested by the CBOCW Board (including FDRs).</div> <div>(viii) All correspondences with the CA of the CBOCW Board regarding preparation of financial statements, filing of returns, exemption from Income Tax cases etc.</div> <div>10. Clerk-II</div> <div>(i) Work related to the processing and putting up of applications for the grant of welfare schemes to BOC workers.</div> <div>(ii) Maintenance of register/records of benefits granted under the welfare schemes to duly verified and registered BOC workers.</div> <div>(iii) Safe custody of FDRs under any scheme until received by the registered BOC workers.</div> <div>11. Clerk-III</div> <div>(i) Submission of monthly/quarterly and all reports and correspondences with the Chandigarh Administration, Director General Labour Welfare (DGLW) and Ministry of Labour and Employment, Govt. of India etc.</div> <div>(ii) Work related to RTI Act and Right to Service Act.</div> <div>(iii) Work related to creation, maintenance and updation of the website of the CBOCW Board.</div> <div>(iv) Work related to parliament questions.</div> <div>(v) Work related to registration of eligible BOC workers under PM-SYM scheme and providing benefits thereunder.</div> <div>(vi) Work related to registration of eligible BOC workers on e-Shram portal and providing benefits thereunder.</div> <div>(vii) Work related to registration of eligible BOC workers under the Ayushman Bharat PM-JAY and providing benefits thereunder.</div> <div>(viii) Work related to PM-SVANIDHI Scheme with MC.</div> <div>(ix) Work related to organizing camps, IEC activities etc. for creating awareness, maximizing registration of BOC workers.</div> <div>12. Clerk-IV</div> <div>(i) Preparation / updation of new / renewed ID card/copy of BOC workers who have been verified and whose subscription has been received at the window.</div> <div>(ii) Maintenance of register/records and entry/updation of data in the database regarding new registrations and renewals of BOC workers.</div> <div>Work related to dairy &amp; dispatch.</div>
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		<div>13. Clerk-V</div> <div><div><div>➤ Acceptance of duly filled in and complete application forms for new registrations/renewals/grant of benefits <i>(in person)</i> under welfare schemes from BOC workers.</div><div>➤ Entry of the application forms, so received in the register/records to be maintained for the purpose at the Window on a day-to-day basis.</div><div>➤ Handing over of the forms entered in the register/records to the Labour Inspector(s) concerned on day-to-day basis.</div><div>➤ Acceptance of subscription amount from duly verified BOC workers and giving them a receipt in lieu thereof.</div><div>➤ Handing over of the new/renewed ID card/copy to the worker <i>(in person)</i> whose subscription amount has been received &amp; maintenance of record thereof.</div></div><div>Help Desk: Assistant)</div><div><div><div>➤ Enquiry for all services rendered to BOC workers by the Board.</div><div>➤ Distribution and filling of application forms for new registrations/renewals/ grant of benefits under welfare schemes and providing all type of assistance/ help to illiterate BOC workers.</div><div>➤ Any misc. work that may be allotted from time to time.</div></div></div><div>Mobile Dispensary: MO and Staff Nurse</div><div><div><div>➤ To provide medical services and treatment to building and other construction workers at construction sites, labour chowks etc. in Chandigarh.</div><div>➤ Processing the case for purchase of medicines and other articles required for the smooth functioning of Mobile Dispensary Unit from time to time.</div><div>➤ Maintenance of record of medicines distributed, sites visited &amp; outdoor patient treated and medical services provided to BOCW Workers on a weekly basis.</div></div></div><div>Mobile Creche Van: Instructor</div><div><div><div>➤ To provide education and instruction to children of building and other construction workers at construction sites, labour chowks etc. in Chandigarh.</div><div>➤ Maintenance of record of education/instruction provided to children of the BOCW Workers on a weekly basis.</div></div></div><div>(iv) Driver</div></div>
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ANNEXURE-2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/ Department / Board / Corporation	Function and duties (in brief)
1	Labour Department, Union Territory, Chandigarh.	<p>Function: Enforcement of Labour Laws</p> <p>Duties in Brief:</p> <p>4. <u>Assistant Labour Commissioner</u> Administrative, Quassi Judicial and Conciliation work</p> <p>5. <u>Inspectorate Staff:</u> Enforcement of Labour Laws including dealing with the complaints/implementation of awards/orders.</p> <p>6. <u>Ministerial and Technical Staff:</u></p> <p>13. Field Investigator: Vacant</p> <p>14. Investigator: Vacant</p> <p>15. Senior Assistant-I Vacant</p> <p>16. Senior Assistant-II</p> <p>(i) All accounts related work and the reports thereunder.</p> <p>(ii) All purchases, maintenance of stores and records thereof.</p> <p>(iii) Personal injuries (compensation insurance) Act.</p> <p>(iv) All audits to be conducted, audit objections &amp; compilation of revenue receipts.</p> <p>(v) All the payments to be made under claim cases.</p> <p>17. Junior Assistant-I</p> <p>(i) All establishment related work. (To be assisted by Ms. Gurdeep Kaur, Asstt.)</p> <p>(ii) All matters related to the meetings of ALC and all misc. dak received thereunder from the O/o Secretary (Labour) and Deputy Commissioner-cum-Labour Commissioner and other departments of Chandigarh Administration.</p> <p>18. Junior Assistant-II</p> <p>(ii) All work under The Trade Unions Act, 1926 and Industrial Employment Standing Orders Act, 1946.</p> <p>(ii) Registration/renewal of factories (including approval of building plans etc.) under The Factories Act, 1948 and work related to the Punjab Shops and Commercial Establishment Act, 1958.</p> <p>(iii) Work related to court cases including maintenance of records thereunder and assistance to</p>

		<p>Nodal Officer (Court Cases) and work related to minimising Regulatory Compliance Burden (RCB), Business Reform Action Plan (BRAP) and Ease of Doing Business (EoDB).</p> <p>(iv) All work related to Chandigarh Building &amp; other Construction Workers Welfare Board (CBOCW Board) and BoCW Act, 1996 except work mentioned at 5(iii).</p> <p><b>19. <u>Steno-Typist</u></b></p> <p>(ii) Minimum Wages Act, 1948 including fixation and revision of minimum rates of wages from time to time.</p> <p>(ii) All work under The Working Journalists and Other Newspaper Employees (Conditions of Service and Misc. Provisions) Act, 1956 including Majithia Wage Board &amp; all correspondences thereunder.</p> <p>(iii) Typing of orders under all claim cases.</p> <p>(iv) Work related to Parliament Questions (PQs) and correspondences thereof.</p> <p>(v) Checking of official E-mail and intimating concerned officials for action and reply thereupon. Any misc. work that may be allotted from time to time.</p> <p><b>20. Clerk-I</b></p> <p>(ii) All work under Child Labour (P&amp;R) Act, 1986, Bonded Labour Act, 1976 (To be assisted by Sh. Vikas, C-VII)</p> <p>(ii) All the work related to Right to Service Act including sending of reports thereunder and assistance to the Nodal Officer (Right to Service Act)</p> <p>(iii) Work related to The Contract Labour Act, 1970 including registration of principal employer and issuance of contract labour licenses and registration of employer/contractor under the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and maintenance of record thereof.</p> <p>(iv) Motor Transport Workers Act including licenses and renewal thereof;</p> <p><b>21. Clerk-II</b></p> <p>(iii) All work related to claim cases, complaints and any other misc. work under Payment of Gratuity Act, 1972 and Employee's Compensation Act, 1923</p> <p>(ii) Work related to appeal under the Maternity Benefit Act, 1961.</p>
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		<p><b>22. <u>Clerk-III</u></b></p> <p>All complaints on CPGRAM Portal, Nodal Officer Complaint Cell (DC Office), Administrator's grievances portal and other complaints not specifically assigned to the Labour Inspectors)</p> <p>(ii) All work related to the Equal Remuneration Act, ESI Act and EPF Act.</p> <p>(iii) Work related to Sales Promotion Employees Act, Beedi and Cigar Workers (Conditions of Employment) Act, Cine Workers &amp; Cine Theatre Workers (Regulation of Employment) Act and National Festival &amp; Holidays Act.</p> <p>(iv) All the work related to e-Office and any misc. work that may be allotted from time to time.</p> <p><b>23. <u>Clerk-IV</u></b></p> <p>(i) Demand Notices and any other misc. work under the ID Act, 1947.</p> <p>(ii) Work related to Unorganized Workers Social Security Act, Chandigarh Unorganized Workers Social Security Board and e-Shram portal.</p> <p>(iii) Work related to migrant workers under the Inter-State Migrant Workers Act.</p> <p>(iv) Work related to PM-SYM and PM-VMY Schemes</p> <p>(v) Production of record and appearance as summoned witness before The Labour Court –cum- Industrial Tribunal.</p> <p><b>Clerk-V</b></p> <p>(iii) All work related to Claim Cases, Complaints and any other misc. work under the Payment of Wages Act, 1936, the Minimum Wages Act, 1948 &amp; the Payment of Bonus Act, 1965.</p> <p>(ii) Work related to ILO Conventions and 20 point programme reports thereunder.</p> <p>(iv) Providing of certified copies/nakal of the orders delivered by the undersigned in quasi-judicial proceedings, under all the Acts.</p> <p><b>Clerk-VI</b></p> <p>(ii) Work related to appeals filed under the Right to Information Act, 2005 before the Appellate Authority and all Dak thereunder.</p> <p>(ii) All work related to statistics (including compilation, tabulation and submission of all periodical reports and returns) under various labour laws, all kind of</p>
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		<p>surveys and correspondences thereunder.</p> <p>(iv) Any other misc. work that may be allotted from time to time.</p> <p><b>Clerk-VII &amp; Clerk-VIII</b></p> <p>(ii) All work related to diary and despatch of Labour Department, UT, Chandigarh.</p> <p>(ii) Any other misc. work that may be allotted from time to time.</p> <p><b>24. Programmer</b></p> <p>(ii) To assist NIC in the development, update and maintenance of software of Labour Department UT, Chandigarh, Chandigarh Building and other Construction Workers Welfare Board and Chandigarh Labour Welfare Board.</p> <p>(ii) To look after all the IT/ITeS related work of Labour Department, UT, Chandigarh, Chandigarh Building and other Construction Workers Welfare Board and Chandigarh Labour Welfare Board including uploading of all reports thereof on the websites from time to time.</p> <p>(iii) To resolve the grievances of the public w.r.t. the problems faced regarding the online registrations and licenses under Punjab Shops and Commercial Establishment Act, 1958, The Factories Act, 1948 and The Contract Labour (R&amp;A) Act, 1970.</p> <p>(iv) To coordinate with NIC, UT, Chandigarh and IT Department, UT, Chandigarh in respect of IT/ITeS related work of Labour Department.</p> <p>(v) All the work on GeM Portal and e-Tendering processes.</p> <p><b>The following Territorial jurisdiction is herewith allotted to the Labour Inspectors:</b></p> <p><b>(v) <u>Labour Inspector, Grade-II [Circle-I]</u></b></p> <p><b>Sector 1,2,3,4,5,6,7,8,9,10,11,12,26, Grain Market, Timber market, transport Area, Manimajra, Industrial Area, Phase-I [plot 1 to 180]</b></p> <p><b>(vi) <u>Labour Inspector, Grade-II [Circle-II]</u></b></p> <p><b>Sector 20,21,22,23,24,25,31,32,33,34, Industrial Area, Phase-II [plot No.22, 23, 24/1 to 29/7 &amp; Plot No. 501 onwards.</b></p> <p><b>(vii) <u>Labour Inspector, Grade-II [Circle-III]</u></b></p> <p><b>Sector 14,15,16,17,19,27,28,29,30 Industrial Area, Phase-I [plot 181 onwards]</b></p>
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		<p>(viii) <u>Labour Inspector, Grade-II [Circle-IV]</u></p> <p>Sector 35,36,37,38,39,40,41,42,43,44,45,46,47,48 onwards , all villages of UT of Chandigarh, Industrial Area, Phase-II [plot 1 to 500].</p>
2.	Chandigarh Labour Welfare Board	<p>10. <u>Labour Commissioner as Welfare Commissioner:</u></p> <p>Administrative work.</p> <p>11. <u>Assistant Labour Commissioner as Secretary:</u></p> <p>Administrative work</p> <p>12. <u>Assistant:</u></p> <p>g) Correspondence with the Bank/ reconciliation of Bank Statement.</p> <p>h) Correspondence regarding holding of Board meeting and implementation of the decision of the Board.</p> <p>i) All correspondence regarding implementation of Welfare Schemes approved by Board in the online mode.</p> <p>j) Maintenance of Cash Book.</p> <p>k) Maintenance of Labour Welfare Centre Building, Sec-30-B, Chandigarh.</p> <p>l) Any other work assigned by the Assistant Labour Commissioner -cum- Secretary</p> <p>13. <u>Clerk</u></p> <p>✓ Processing of application of beneficiaries for grant of financial assistant under various welfare schemes in online mode;</p> <p>✓ Dairy and despatch work;</p> <p>✓ Data entry of contributions received in online mode</p> <p>✓ Reconciliation of contributions received in online mode with bank statement;</p> <p>✓ Record keeping of online contributions received.</p> <p>✓ Any other work assigned by the Assistant Labour commissioner-cum-Secretary.</p> <p>14. <u>Attendant</u></p> <p>Maintenance of register of contribution of LWF received from various establishments</p> <p>Any other work assigned by the Assistant labour Commissioner-cum-Secretary.</p> <p>15. <u>Peons</u></p> <p>Look after the field work and office duties and any other assigned by seniors</p> <p>16. <u>Chowkidar</u></p> <p>Watch and ward duty of the Labour Welfare Center Building</p>



		<p><b>17. <u>Mali (Part time)</u></b></p> <p>Handle the garden and lawns of the building.</p> <p><b>18. <u>Sweeper (Full time)</u></b></p> <p>Take care of the cleanliness of the building.</p>
3.	Chandigarh Building & other Construction Workers Welfare Board	<p>As per requirement of Section 40 and 62 of the Building &amp; Other Construction Workers (Regulation of Employment and Conditions of Services) Act, 1996 the Chandigarh Administration has notified Chandigarh Building Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2009 vide notification published in the official gazette dated 17<sup>th</sup> September, 2009. Besides this, the Chandigarh Administration has also appointed the following authorities under the Act and Rules.</p> <p>14. Labour Commissioner as Appellate Authority</p> <p>15. Assistant Labour Commissioner as Registering Authority</p> <p>16. Labour Commissioner as Chief Inspector under the Act</p> <p>17. All the Inspectors has been notified to be Inspector under the Act. It is further stated that the following staff have been notified under the Building and Other Construction Workers Welfare Cess Rules, 1998.</p> <p>18. Labour Commissioner as an Appellate Authority</p> <p>19. Assistant Labour Commissioner as Assessing Officer.</p> <p>20. Labour Inspector as cess Collector.</p> <p><b><u>Ministerial &amp; Technical Staff:</u></b></p> <p><b>21. Assistant</b></p> <p>(iv) Work related to constitution and convening of meetings of the CBOCW Board, Advisory Committee etc.</p> <p>(v) Preparation and processing of Assessment Orders and all correspondence with assesses thereunder.</p> <p>(vi) Registration/renewal of establishments and contractors under BOCW Act, 1996</p> <p><b>22. <u>Clerk-I</u></b></p> <p>(ix) All account and audit matters including correspondence with the Comptroller and Audit General.</p> <p>(x) Preparation of the salary of the employees of the CBOCW Board including outsourced employees.</p> <p>(xi) Collection &amp; maintenance of registers/records of the cess amount received by the CBOCW Board (including liaison with the Estate Office).</p> <p>(xii) Preparation and maintenance of register/records of daily expenditure and income (including cash expenses and income as well as stock registers).</p> <p>(xiii) Deposit of daily cash/cheques received in the account of the</p>

		<p>CBOCW Board.</p> <p>(xiv) Maintenance of cash books and reconciliation of bank statements with cash books.</p> <p>(xv) Maintenance of register/records and safe custody of all the amounts invested by the CBOCW Board (including FDRs).</p> <p>(xvi) All correspondences with the CA of the CBOCW Board regarding preparation of financial statements, filing of returns, exemption from Income Tax cases etc.</p> <p><b>23. Clerk-II</b></p> <p>(iv) Work related to the processing and putting up of applications for the grant of welfare schemes to BOC workers.</p> <p>(v) Maintenance of register/records of benefits granted under the welfare schemes to duly verified and registered BOC workers.</p> <p>(vi) Safe custody of FDRs under any scheme until received by the registered BOC workers.</p> <p><b>24. Clerk-III</b></p> <p>(x) Submission of monthly/quarterly and all reports and correspondences with the Chandigarh Administration, Director General Labour Welfare (DGLW) and Ministry of Labour and Employment, Govt. of India etc.</p> <p>(xi) Work related to RTI Act and Right to Service Act.</p> <p>(xii) Work related to creation, maintenance and updation of the website of the CBOCW Board.</p> <p>(xiii) Work related to parliament questions.</p> <p>(xiv) Work related to registration of eligible BOC workers under PM-SYM scheme and providing benefits thereunder.</p> <p>(xv) Work related to registration of eligible BOC workers on e-Shram portal and providing benefits thereunder.</p> <p>(xvi) Work related to registration of eligible BOC workers under the Ayushman Bharat PM-JAY and providing benefits thereunder.</p> <p>(xvii) Work related to PM-SVANIDHI Scheme with MC.</p> <p>(xviii) Work related to organizing camps, IEC activities etc. for creating awareness, maximizing registration of BOC workers.</p> <p><b>25. Clerk-IV</b></p> <p>(v) Preparation / updation of new / renewed ID card/copy of BOC workers who have been verified and whose subscription has been received at the window.</p> <p><b>(vi)</b> Maintenance of register/records and entry/updation of data in the database regarding new registrations and renewals of BOC workers.</p> <p>Work related to dairy &amp; dispatch.</p>
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## ANNEXURE-3

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (iii) OF THE OF THE RIGHT TO INFORMATION ACT, 2005. (The procedure followed in the decision making process, including channels of supervision and accountability)**

**Name of the Department/Board/ Corporation/ Institution/Office:**

**Labour Department, Union Territory, Chandigarh.**

<b>Sr. No.</b>	<b>Nature/Type of work</b>	<b>Level at which the case is initiated. (Name of the post)</b>	<b>Name of the post which deal with the case before the decision-making authority.</b>	<b>Level at which decision is made. (Name of the post)</b>
1.	Quasi Judicial Work in Minimum Wages Act, Payment of Wages Act, Payment of Gratuity Act and Workmen's Compensation Act.	ALC is designated as Authority under Minimum Wages Act, 1948. Payment of Wages Act, 1936. Payment of Gratuity Act, 1972 and Commissioner under the Workmen's Compensation Act 1923.	Clerical assistance is provided by way of keeping record, issue of notice and recording of proceedings etc.	Assistant Labour Commissioner, exercising quasi judicial powers under
2.	Conciliation Work	ALC in the capacity of Conciliation Officer.	Clerical assistance is provided by way of keeping record, issue of notice and recording of proceedings etc.	Settlement is recorded at the level of Assistant Labour Commissioner and reference or rejection of dispute is to be made by Chandigarh Administration.
3.	Certifying Officer under the Industrial Employment (Standing Orders) Act.	ALC in the capacity of Certifying Officer.	Clerical assistance is provided by way of keeping record, issue of notice and recording of proceedings etc.	Assistant Labour Commissioner.
4.	Registrar, Trade Unions under the Trade Union Act.	ALC	Clerical assistance is provided by way of keeping record, issue of notice and recording of proceedings etc.	Assistant Labour Commissioner
5.	Licensing Authority under the Contract Labour (R&A) Act and Factories Act.	ALC	Clerical assistance is provided by way of keeping record, issue of notice and recording of proceedings etc.	Assistant Labour Commissioner.
6.	Registering Authority under the Contract Labour (R&A) Act.	LC	Clerical assistance is provided by way of keeping record, issue of notice and recording of proceedings etc.	Labour Commissioner.
7.	Registering Authority under the	ALC	Clerical assistance is provided by way of keeping record,	Assistant Labour Commissioner.

	<b>Motor Transport Workers Act and Factories Act.</b>		<b>issue of notice and recording of proceedings etc.</b>	
<b>8.</b>	<b>Registration of Shops under the Punjab Shops and Commercial Establishment Act, 1958.</b>	<b>Labour Inspector</b>	<b>-</b>	<b>Labour Inspector</b>

ANNEXURE-4

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(iv)  
OF THE RIGHT TO INFORMATION ACT, 2005.

(The norms set for the discharge of its functions)

Name of the Department/Board/  
Corporation/ Institution/Office:                      Labour Department, Union Territory, Chandigarh.

Sr. No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Quasi Judicial Work	No norms are possible being judicial work.
2.	Conciliation	Though a period of 15 days is prescribed under the Act yet considering the volume of work and multifarious duties of the Assistant Labour Commissioner who is exercising the powers of Conciliation Officer, cases are not disposed off within prescribed time. However, efforts are made to dispose off the same as early as possible.
3.	Complaints	No time is prescribed under the Act. However, departmental instructions have been issued to dispose off as possible as early but not later than two months.
4.	General Office Work	Though no time is prescribed under any Act yet departmental instructions have been issued to deal with all papers of routine nature within one month and Govt. references within a fortnight or within the time prescribed by the Govt. whichever is earlier.
5.	Inspections under various Labour Laws	Quota is fixed for inspections which are reviewed timely.

ANNEXURE-5

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(b)(v) OF THE RIGHT TO INFORMATION ACT, 2005.

(The rules, regulations, instructions, manuals records, held by it or under control  
or used by employees for discharging functions)

Name of the Department/Board/ : Labour Department, U.T., Chandigarh.  
Corporation/Institution/Office

Sr. No.	Name of the Act.	Name of the Rules	Name of the manuals	Instructions (Write circular No./date)	Any other Record / Document.
1.	Factories Act, 1948;	1. Punjab Factory Rules, 1952.	-	-	-
2.	Motor Transport Workers Act, 1961;	2. Punjab Motor Transport Workers Rules, 1963.	-	-	-
3.	National and Festival Holidays (casual & Sick Leave) Act, 1965;	3. Punjab Industrial Establishment (National and Festival Holidays and Casual and Sick Leave) Rules, 1966.	-	-	-
4.	Punjab Shops and Commercial Establishments Act, 1958;	4. Punjab Shops and Commercial Establishments Rules, 1958.	-	-	-
5.	Payment of Wages Act, 1936;	5. Punjab Payment of Wages Rules, 1937.	-	-	-
6.	Minimum Wages Act,1948;	6. Punjab Minimum Wages Rules, 1950.	-	-	-
7.	Payment of Bonus Act, 1965;	7. Payment of Bonus Rules, 1975.	-	-	-
8.	Equal Remuneration Act, 1976;	8. Equal Remuneration Rules, 1976.	-	-	-
9.	Punjab Labour Welfare Fund Act, 1965;	9. Punjab Labour Welfare Fund Rules, 1966.	-	-	-
10.	Workmen’s Compensation Act, 1923;	10. Workmen’s Compensation Rules, 1924.	-	-	-
11.	Payment of Gratuity Act, 1972;	11. Payment of Gratuity (Punjab) Rules, 1973.	-	-	-
12.	Industrial Disputes Act, 1947;	12. Industrial Disputes (Punjab) Rules, 1958.	-	-	-
13.	Trade Unions Act, 1926;	13. Punjab Trade Union Regulations, 1927.	-	-	-

14.	Industrial Employment (Standing Orders) Act, 1946;	14. Punjab Industrial Employment (Standing Orders) (Chandigarh First Amendment) Rules, 1973.	-	-	-
15.	Child Labour (Regulation and Abolition) Act, 1986;	15. Child Labour (Regulation and Abolition) Rules, 1988.	-	-	-
16.	Working Journalists and other Newspaper Employees (Conditions of Service and Miscellaneous provisions) Act, 1956;	16. (i) Working Journalists (Conditions of Service) and Miscellaneous Provisions Rules, 1957.  (ii) Working Journalists and other Newspaper Employees Tribunal Rules, 1979.	-	-	-
17.	Contract Labour (Regulation and Abolition) Act, 1970;	17. Chandigarh Contract Labour (Regulation & Abolition) Rules, 1974.	-	-	-
18.	Sales Promotion Employees (Condition of service) Act, 1976;	18. Sales Promotion Employees (Condition of Service) Rules, 1976.	-	-	-
19.	Inter-State Migrant Workmen's (Regulation of Employment & Conditions of service) Act, 1979;	19. Inter - State Migrant Workmen of (Regulation of Employment and Condition of Service) (Punjab) Rules, 1983.	-	-	-
20.	Maternity Benefit Act, 1961;	20. Punjab Maternity Benefit Rules, 1967.	-	-	-
21.	Building and other Construction Workers (Regulation of employment and conditions of service) Act, 1996;	21. Building and other construction workers (Regulation of Employment and conditions of Service) Central Rules.	-	-	-
22.	Bonded Labour System (Abolition) Act, 1976.	22. Bonded Labour System (Abolition) Rules, 1976.	-	-	-
23.	Building and Other Construction Workers Welfare Cess Act, 1996.	23. Building and Other Construction Workers Welfare Cess Rules, 1998.  24. Control Industrial Major Accident Hazardous Rules, 1990. 25. Chandigarh Control Industrial Major Accident Hazardous Rules, 2000.	-	-	-



**ANNEXURE-6**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(vi)  
OF THE RIGHT TO INFORMATION ACT, 2005.**

**(Statement of the categories of documents that are held or under control)**

**Name of the Department/Board/  
Corporation/ Institution/Office: Labour Department, Union Territory, Chandigarh.**

<b>Sr. No.</b>	<b>Category of documents</b>
<b>1.</b>	<b>Industrial Disputes Act.</b>
<b>2.</b>	<b>Court cases.</b>
<b>3.</b>	<b>Complaints and Awards/Orders delivered by the Hon’ble Labour Court.</b>
<b>4.</b>	<b>Documents connected with Labour Court References.</b>
<b>5.</b>	<b>All the relevant records required to be maintains under difference various labour enactments.</b>

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(vii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the Formulation of policy or implementation thereof.)

Name of the Department/Board /Corporation/Institution/Office:

Labour Department, Union Territory, Chandigarh.

Sr. No.	Details/Type of arrangements made
1.	<div>Advisory Board under the Minimum Wages Act consist of the following members: -</div> <div><div>IIndependent Members</div><div><div>(i) The Secretary LabourChandigarh AdministrationChairman</div><div>(ii) Member ParliamentMember</div><div>(iii) Chief EngineerMember</div><div>(iv) Labour CommissionerMember Secretary</div></div><div>IIFour members from the Employer’s representatives.</div><div>IIIFour members from the Employees representatives.</div></div>
2.	<div>Chandigarh Labour Advisory Committee consists of the following members.</div> <div><div>IIndependent Members</div><div><div>i) Labour CommissionerChairman</div><div>ii) Joint Secretary FinanceMember</div><div>iii) Regional Employment OfficerMember</div><div>iv) Distt. Industries OfficerMember</div><div>v) Assistant Labour CommissionerMember-Secretary</div></div><div>IIFour members from Employer’s Representatives.</div><div>IIIFour members from Employee’s Representatives.</div></div>
3.	<div>Advisory Committee under the Equal Remuneration Act consist of the following members.</div> <div><div>IIndependent Members</div><div><div>i) Labour CommissionerChairman</div><div>ii) Regional Employment OfficerMember</div><div>iii) Assistant Labour CommissionerMember –Secretary</div></div><div>II Non-Independent Members</div><div>11 members from Employer’s Representatives and Employees Representatives.</div></div>
4.	<div>Chandigarh Labour Welfare Board consists of the following members. I Independent Members</div> <div><div>i) Secretary LabourChairman</div><div>ii) Labour CommissionerMember-Secretary</div><div>iii) Joint Secretary FinanceMember</div><div>iv) Assistant Labour CommissionerMember</div><div>v) Director Social WelfareMember</div><div>vi) Chief Engineer, U.T.Member</div></div> <div>II Six Members from Employers Representatives and Six Members from Employees Representatives.</div>
5.	<div>Regional Board E.S.I. Corporation, Chandigarh consist of the following members.</div> <div><div>IIndependent Members</div><div><div>i) Health Secretary,Chandigarh Administration.Chairman</div><div>ii) Deputy Commissioner,Union Territory, Chandigarh.Vice-Chairman</div><div>iii) Assistant Labour Commissioner,Member</div><div>iv) Director Health Services,Ex-Officio</div><div>Union Territory, Chandigarh.(Incharge of ESI Scheme)</div></div></div>

6.	v) Regional Deputy Medical Commissioner, (North Zone)	Ex-Officio Member
	vi) Regional Director, ESI Corporation, Chandigarh.	Member Secretary
	II 4 Members from Employer’s Representatives.	
	III 4 Members from Employees Representatives.	
	State Advisory Contract Labour Board, Chandigarh consists of the following members	
	I Independent Representatives	
	i) The Secretary Labour Chandigarh Administration.	Chairman
	ii) Labour Commissioner	Ex-Officio (Member Secretary) Member
	iii) Superintending Engineer, Construction Circle-I, Chandigarh.	
	II Three Members from the Employer’s Representative.	
	III Three Members from the Contractors Representative.	
	IV Three Members from the Employees	

**ANNEXURE-8**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(VIII)**

**OF THE RIGHT TO INFORMATION ACT, 2005.**

**Statement of the Boards, Councils, Committees and other bodies)**

**Name of the Department/Board/ Corporation/Institution/Office. : Labour Department, Union Territory, Chandigarh.**

<b>Sr. No.</b>	<b>Name of the Board(s)/Committees</b>	<b>Name of the Councils</b>	<b>Whether the meetings of these bodies are open to the public. Yes/No.</b>	<b>Whether the minutes of the such meetings are accessible for public (Yes/No)</b>
<b>Boards</b>				
<b>1</b>	<b>Advisory Board under the Minimum Wages Act.</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>2</b>	<b>State Advisory Contract Labour Board, Chandigarh</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>3</b>	<b>Chandigarh Labour Welfare Board</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>4</b>	<b>Regional Board ESI Corporation, Chandigarh</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>Committees</b>				
<b>1</b>	<b>Chandigarh Labour Advisory Committee</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>2</b>	<b>Advisory Committee under the Equal remuneration Act</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>3</b>	<b>District Vigilance Committee under the Bonded Labour System(Abolition) Act</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>4</b>	<b>Chandigarh Building and Other Construction Workers Advisory Committee</b>	<b>Nil</b>	<b>No</b>	<b>No</b>
<b>5</b>	<b>Expert Committee under the Building and Other Construction Workers(RECS) Act.</b>	<b>Nil</b>	<b>No</b>	<b>No</b>

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ANNEXURE-9

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(b)(ix) OF THE RIGHT TO INFORMATION ACT,  
2005.

(Directory of the officers and employees)

Name of the Department/Board/  
Corporation/Institution/Office: Labour Inspector, Union Territory,  
Chandigarh.

Sr. No.	Name of the officer/employee	Designation	Telephone Numbe r (O)
1.	Sh. Vinay Partap Singh, IAS,	Deputy Commissioner-cum- Labour Commissioner	0172-2700109
2.	Sh. Naveen Sharma	Assistant Labour Commissioner	0172-2679000
3.	Vacant	Labour Inspector, Grade-I	Do
4.	Prem Sagar	Labour Inspector, Grade-I	9023391058
5.	Vacant	Field Investigator	Do
6.	Vacant	Senior Assistant	Do
7.	Ms Vandana Sharma	Senior Assistant	9814546704
8.	Sh. Ram Phal	Labour Inspector, Grade-II	9815996338
9.	Vacant	Labour Inspector, Grade-II	Do
10.	Vacant	Investigator	Do
11.	Ms. Isha Verma	Junior Assistant	Do
12.	Sh. Arun Kumar	Junior Assistant	9877283475
13.	Sh. Vinod Kumar	Steno-Typist	9888536048
14.	Amit Mishra	Clerk	7307811102
15.	Vikas	Clerk	Do
16.	Vacant	Driver	Do
17.	Vacant	Peon	Do
18.	Vacant	Peon	Do
19.	Sh. Parveen Kumar	Peon	8591916939
20.	Sh. Deepak	Peon	9416659844
21.	Sh. Rakesh Kumar	Peon	9781553422

Note: - One Assistant, seven Clerks and four peons are filled up on Contract Basis and the  
Salary is disbursed through wages Head.

ANNEXURE-10

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(1)(b)(x) OF THE RIGHT TO INFORMATION ACT, 2005.

(Monthly remuneration received by the officers and employees)

Name of the Department/Board/  
Corporation/ Institution/Office: Labour Department, Union Territory, Chandigarh.

[Salary for the month of July, 2022]

Sr. No.	Name of the officer/employee	Designation	Monthly emoluments (in Rs.)
1.	Sh. Varun Beniwal	Assistant Labour Commissioner	72957
2.	Vacant	Labour Inspector, Grade-I(1)	00000
3.	Vacant	Labour Inspector, Grade-I (2)	00000
4.	Vacant	Field Investigator	00000
5.	Vacant	Senior Assistant	76683
6.	Sh. Vandana Sharma	Senior Assistant	66911
7.	Sh. Prem Sagar	Labour Inspector, Grade-II(1)	65593
8.	Sh. Ram Phal	Labour Inspector, Grade-II(2)	54510
9.	Vacant	Investigator	76513
10.	Ms. Suresh Kumar	Junior Assistant	52115
11.	Sh. Arun Kumar	Junior Assistant	52115
12.	Sh. Vinod Kumar	Steno-Typist	58723
13.	Amit Mishra	Clerk	00000
14.	Vikas	Clerk	00000
15.	Vacant	Driver	00000
16.	Vacant	Peon	00000
17.	Vacant	Peon	00000
18.	Sh. Parveen Kumar	Peon	37221
19.	Sh. Deepak	Peon	31123
20.	Sh. Rakesh Kumar	Peon	31123

Note: One Assistant, seven Clerks and four Peons are filled up on Contract Basis and the salary is disbursed through wages Head.

**ANNEXURE-11****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(1)(b)(xi) OF THE RIGHT TO INFORMATION ACT, 2005.****(Budget allocated to each of its agency, indicating the particulars of all plans,  
proposed expenditure and reports on disbursements made)****Name of the Department/Board/****Corporation/ Institution/Office: Labour Department, Union Territory, Chandigarh.****[B.E 2022-23]****[Rs. in lacs]**

<b>Sr. No.</b>	<b>Head/Item of the budget</b>	<b>B.E expenditure during the year</b>	<b>Disbursement made Upto July,2022</b>
	<b>2230-Labour and Employment</b>		
	<b>01-Labour</b>		
	<b>103-General Labour Welfare</b>		
	<b>03-Labour Welfare Organization</b>		
	<b>030001-Salaries</b>	<b>100.00</b>	<b>20.48</b>
	<b>030006-Medical Treatment</b>	<b>003.00</b>	<b>00.00</b>
	<b>030013-Office Expenses</b>	<b>011.00</b>	<b>00.11</b>
	<b>030011- Domestic Travelling Allowance</b>	<b>000.25</b>	<b>00.00</b>
	<b>0300-Wages</b>	<b>054.00</b>	<b>00.00</b>

**ANNEXURE-12****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(1)(b)(vi) OF THE RIGHT TO INFORMATION ACT, 2005.****(The manner of execution of subsidy programmes, including the amounts allocated  
and the details of beneficiaries of such programmes)****Name of the Department/Board/****Corporation/ Institution/Office: Labour Department, Union Territory, Chandigarh.**

<b>Sr. No.</b>	<b>Scheme under subsidy given</b>	<b>Manner of execution of subsidy programme</b>	<b>Amount allocated (Rs.)</b>	<b>Details of Beneficiaries.</b>
<b>No subsidy scheme or programme has been operated by this office.</b>				



**ANNEXURE-13****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(1)(b)(xiii) OF THE RIGHT TO INFORMATION ACT, 2005.****(Particulars of recipients of concessions, permits or authorizations granted)****Name of the Department/Board/****Corporation/ Institution/Office: Labour Department, Union Territory, Chandigarh.**

<b>Sr. No.</b>	<b>Concessions/Permit/Authorization grant</b>	<b>Name of the recipient</b>	<b>Address of the recipient</b>
<b>No concessions or permits or authorization has been granted by this office.</b>			

**ANNEXURE-14****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE  
4(1)(b)(xiv) OF THE RIGHT TO INFORMATION ACT, 2005.**

**(Details in respect of the information, available, reduced in an electronic form)**

**Name of the Department/Board/**

**Corporation/ Institution/Office: Labour Department, Union Territory, Chandigarh.**

Sr. No.	Type of Information
No information available has been reduced in an electronic form.	

**ANNEXURE-15****PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN  
RULE 4(1)(b)(xv) OF THE RIGHT TO INFORMATION ACT, 2005.****(Particulars of facilities available to citizen for obtaining information)****Name of the Department/Board/****Corporation/ Institution/Office: Labour Department, Union Territory, Chandigarh.**

<b>Sr. No.</b>	<b>Facilities available</b>	<b>Remarks (No. of days in a week/Timing etc.)</b>
	<p><b>Certified copy of any document except Part-II of the failure report under Section 12(4) of the Industrial Disputes Act can be obtained by applying to copying Branch, O/O Labour Department, U.T., Chandigarh to who this office has been attached for this purposes.</b></p> <p><b>Certified copies of Court Orders under the Minimum Wages Act, payment of Wages Act, Payment of Gratuity Act, Workmen's Compensation Act and other labour laws enactments can be obtained from the Copy Branch, Labour Department, UT, Chandigarh.</b></p>	