

उत्पादकता एवं सामाजिक न्याय  
Productivity with Social Justice

LABOUR DEPARTMENT HARYANA  
श्रम विभाग, हरियाणा

शान्ति, सामंजस्य एवं सुरक्षा  
Peace, Harmony and Safety

**MANUAL RECORD**

**THE  
PUBLICATION OF DOCUMENTS**

**UNDER SECTION 4**

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

**OF  
LABOUR DEPARTMENT, HARYANA  
Address: 30 Bays Building, Sector-17B, Chandigarh**

**(2020-2021)**

**Website-[www.hrylabour.gov.in](http://www.hrylabour.gov.in)**

## Preface

The celebrated RTI Act is an acknowledged charter of people's right to information and, at the same time, it is an invocation to the Indian state to embrace transparency as central to its functioning. The RTI Act is predominantly about the demand side of information dissemination, i.e, demand for information disclosure by the citizen and the processes that go with it. But, there is also a supply-side to this Act, which relates to voluntary disclosure of information held by Public Authorities. The mandate for suo motu disclosure is contained in Section 4 of the Act. This section has now emerged as the focal point at which most disclosure related efforts of the Public Authorities converge.

The Right to Information Act, 2005 which allowed the citizen unprecedented access into information under the control of public authorities, has multiple dimensions. The most commonly known and, equally widely utilised, is the straightforward filing of requests by the information seekers and the subsequent process of first and second appeals. This is the demand side of the transparency law. The other dimension, which is the law's supply-side, is a scheme of voluntary disclosure of information by public authorities (PAs) through a variety of means, principal among which is the disclosure through websites. Section 4 of the RTI Act provides the broad outline of the contents of the websites.

Disclosures under this section are expected to:

- a) Enable the citizen to access the information held by PAs without their having to take recourse to the provisions of RTI Act.
- b) Promote transparency and accountability in the functioning of the government to promote participatory governance.

It is informed that utmost care has been taken while publishing proactive disclosure under Section-4 of Right to information Act, 2005 however for any mistake/query suggestions are always welcomed.

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|     |               |  |         |
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| 19. |               | Proactive disclosure under section 4 of Right to Information Act, 2005 related to Haryana Labour Welfare Board.  | 127-236 |
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### **Obligations of public Authorities**

In the Labour Department single file system has been implemented by the Government of Haryana. But very recently the Government of Haryana is set to be “paperless” with the e-office set to be implemented in various departments including Labour department. The Labour department is working to switch over to the e-office for processing the official files. This will improve the operational efficiency of the department.

The file work in this department has been distributed amongst various branches which are keeping respective records of their branches in files having different subjects. While adhering to the standards of guidelines as lay down by Government of Haryana the process of computerized cataloguing and indexing of records is underway as e-office service has been implemented by Government of Haryana. The most of the services of the Labour department have been made online. The various stakeholder such as Management, employers and the workers of all over the state can access various type of services through the official website of Labour Department i.e. [www.hrylabour.gov.in](http://www.hrylabour.gov.in) required to meet their requirements. As far as general public is concerned, all the Labour Laws, Notifications, Circulars, Schemes, decisions, Policies, e-services and other general information regarding Labour Department are regularly updated and uploaded on website of Labour Department i.e [www.hrylabour.gov.in](http://www.hrylabour.gov.in) keeping in the view of mandate of EODB (Ease of Doing Business) & BRAP (Business Reform Action plan). The at most efforts are being made to get entire data indexed, catalogued appropriate to be computerized and connected through all over the country.

**THE PARTICULARS OF ORGANISATION**  
**FUNCTIONS AND DUTIES OF LABOUR DEPARTMENT**

**THE PARTICULARS OF ORGANISATION OF LABOUR DEPARTMENT:**

The Labour Department, Haryana is responsible for the enforcement of various Labour laws in which the appropriate government is the state government. These laws provide for basic working conditions, statutory terms of employment including welfare and also for maintenance of industrial relations. This involves other stakeholders' i.e. the employers and the employees. It is incumbent upon the Labour department to not only ensure the implementation of Labour laws in letter and spirit but also to maintain a balance in the industrial relation so as to ensure productivity and economic growth.

**ORGANISATION:**

The Labour Department, Haryana is under the administrative control of the Financial Commissioner & Principal Secretary to Government Haryana, Labour Department. There are two wings i.e one wing is under the Financial Commissioner & Principal Secretary - One Secretariat Organization and the other is Directorate Organization. Furthermore, the Directorate has its offices both at the Headquarter and District Levels in the State. The District level offices are working under the direct control of Secretary to Government of Haryana for Labour Department-Cum-Labour Commissioner whose office is located in the 30 Bays Building, Sector-17B, Chandigarh.

**ORGANIZATION CHART OF LABOUR DEPARTMENT:**

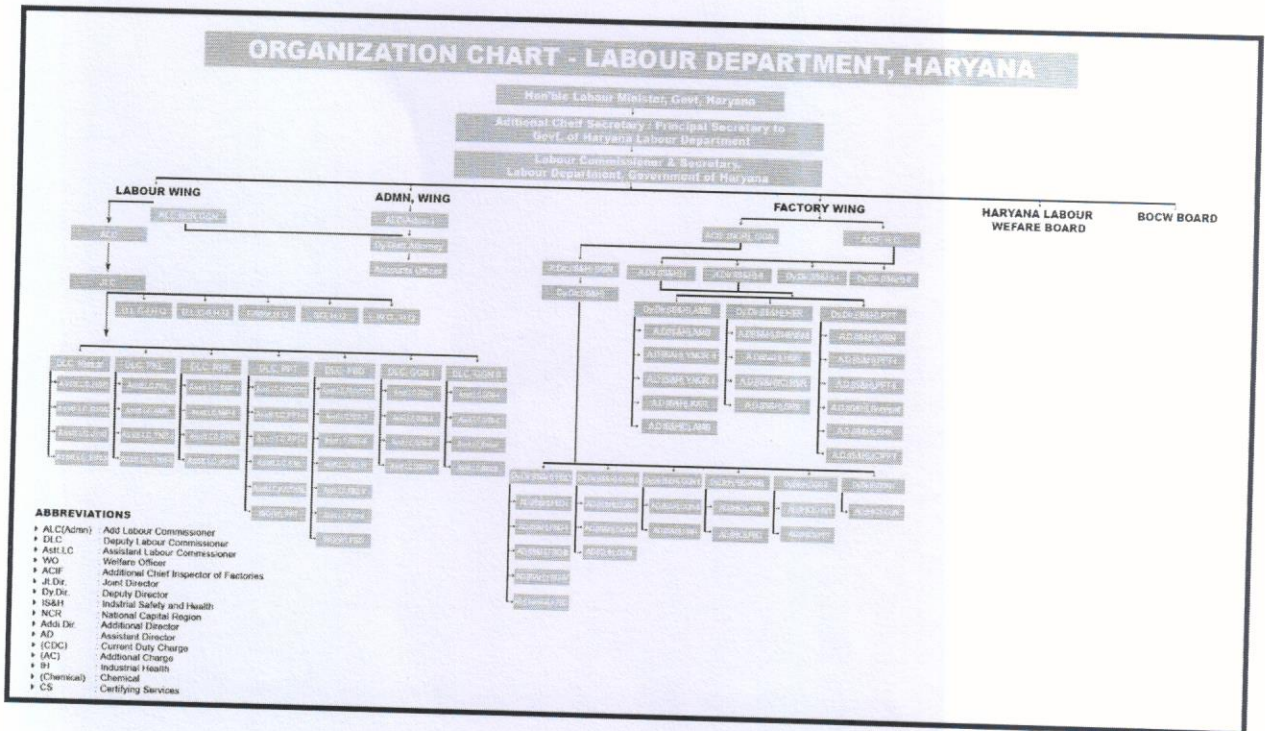
In the organization of Labour Department there are following wings/Boards which are given as under:

- Labour Wing
- Factory Wing
- The Haryana Labour Welfare Board
- The Haryana Building & Other Construction Worker's Welfare Board
- Administration Wing

**The detailed organization chart of Labour Department is given as under:**

This chart shows the organization of Labour Department Head office, Chandigarh. There are field offices which look after the work at district level. Assistant Labour

Commissioner works as head of a field office and functions under the control of Deputy Labour Commissioner.



**VISION:**

The Labour Department understands the needs of transparency and to minimize, wherever possible, to eliminate the discretionary powers of the officers in implementation of the Labour Laws. To achieve this vision, the Labour Department has formulated and published the policies like Transparent Inspection, Self Certification and Third Party Certification. The delivery of Citizen Centric Services through e-service is going to help in harnessing the maximum benefits of these policies. The Citizen Centric Services of the Labour Department have been brought under the ambit of the Right to Service Act, 2014 so that applicant gets his rightful service in stipulated time period.

**MISSION:**

To work towards creating an atmosphere wherein both workers and management perform their legally laid down roles, which will, in turn, contribute to the economic growth of the State.

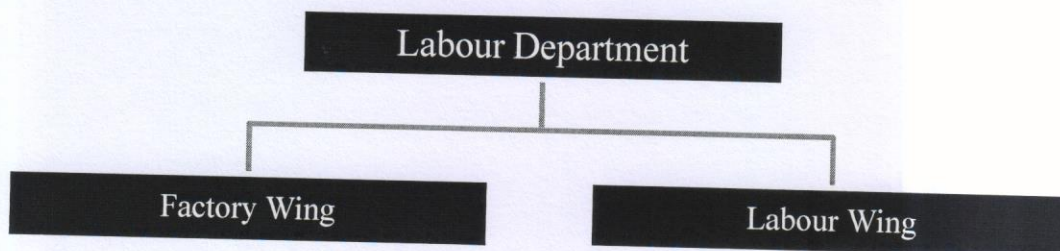
The thrust areas of this Department are:

- To implement labour laws for ensuring basic statutory working conditions and labour standards.
- To maintain and foster industrial peace and harmony.

- To ensure and promote industrial safety and health.
- To eliminate employment of all forms of child labour.
- To ensure social justice with productivity and growth of industry.
- To provide and promote labour welfare measures for enhancing the quality of life of the work force.
- To create ever-improving conditions for women workers by following policies, which take into account their special needs at the work place.
- To continuously strengthen and facilitate the functioning of the Labour Courts for adjudication of industrial disputes and claims.

**Particulars of functions and Duties of the Department are as under:**

The Labour Department is a department of Government of Haryana. The Financial Commissioner & Principal Secretary to Government Haryana, Labour Department is the Administrative Secretary of the Labour Department. The Minister-in-charge is the State Minister for Labour & Employment Department, Haryana. Financial Commissioner & Principal Secretary to Government Haryana, Labour Department is assisted by the officer in the rank of Special Secretary i.e Labour Commissioner.



**Factory Wing**

This wing implements mainly two legislations namely the Factories Act, 1948 and the Building and Other Construction Workers (RE & CS) Act, 1996 along with the Building and Other Construction Workers CESS Act, 1998 and rules framed there under.

**Factories Act, 1948**

This section provides online services to users who are covered under Factories Act, 1948 and related services. This section is to be used for registration, licensing, renewal, submission of annual returns and viewing of inspection report for following Acts:

- I. Registration/Licensing/ Renewal under the Factories Act 1948.
- II. Approval of Factory Building Plans under the Factories Act, 1948 and Rules framed there under.
- III. Inspections and compliance reports of Industrial safety norms and other Labour Laws.



### Duties & Functions:

#### **Registration, Grant of factory license, its renewal and amendment under The Factories Act, 1948 and Rules framed there under:**

The application can be applied at the end user login; same application can be viewable at the Department officer login. The Department officer will check the application under (new/in process/ marked/unpublished/ observation/Reply) for application, & process the application via verifying the applicant document list under the scrutiny. The process flow for Department officer is explained below:

- **First level-**The Assistant of the Factory Wing check's the online application inside his login and comment online at the Departmental portal. The same application will be marked to the second level officer (Deputy Director IS&H).
- **Second level-**The DDIS&H will review the comments of the assistant on the factory online application. If agreed on the comments of the Assistant of the Factory wing, the officer DDIS&H process the application & mark it to the Joint Director (IS&H). In case of the objection in the application the Joint Director (IS&H) can generate the observation & publish it. The same observation can be viewable at the End user login & it can be replied via End user too.
- **Third Level-** The Joint Director (IS&H) can review the same application and mark the application to the Additional Director (IS&H) for final approval of the Factory License.

#### **Approval of Factory Building Plans under the Factories Act, 1948 and Rules framed there under:**

The application can be applied at the end user login; same application can be viewable at the Department officer login. The Department officer will check the application under (new/in process/ marked/unpublished/ observation/Reply) for application, & process the application via verifying the applicant document list under the scrutiny. The process flow for Department officer is explained below:

- **First level-** The Assistant of the Factory Wing check's the online application for Factory Building Plan inside his login and comment online at the Departmental portal. The same application will be marked to the second level officer (Deputy Director IS&H).
- **Second level-** The DDIS&H will review the comments of the assistant on the factory online application. If agreed on the comments of the Assistant of the Factory wing, the officer DDIS&H process the application & mark it to the JDIS&H (Joint Director). In case of the

objection in the application the JDIS&H can generate the observation & publish it .The same observation can be viewable at the End user login & it can be replied via End user too.

- **Third Level-** The Joint Director (IS&H) can review the same application and mark the application to the Draftsman for verification of the documents. The Draftsman will mark application to the Additional Director (IS&H) for review/objection of the Factory Building Plan License. The Addl. Director (IS&H) will final send the online Factory Building plan application to the CIF(Chief inspector of Factories) for final publishing of the Factory Building Plan.
- **Fourth Level-** The CIF(Chief Inspector of Factories) will grant the final certificate and same can be viewable at the Factory owner login online.

### **Inspections and compliance reports of Industrial safety norms and other Labour Laws:**

#### **Transparent Inspection Policy**

Inspection Criteria: The inspections shall be conducted by the individual officer or a team of maximum three officers of the department. The Inspecting Officer/ team of inspecting officers shall be selected by the computerized system preferably in the following manner but shall be finalized by the Chief Inspector of Factories, Haryana, keeping in view the number of unit in particular slab in the particular area of jurisdiction:-

| Sr. No. | No. of workers employed   | Inspecting officers  |
|---------|---|--|
| 1       | Non Hazardous Units employing up to 50workers                     | Exempted (As per Para-1)   |
| 2       | Up to 250 (except Non Hazardous Units employing up to 50 workers) | Assistant Director (IS&H) or Assistant Director (IS&H), Chemical |
| 3       | 251 to 1000   | Deputy Director (IS&H)   |
| 4       | Above 1000  | Joint Director (IS&H)  |

Note: (i) The Chief Inspector of Factories-cum-Labour Commissioner may change the inspecting Officer/Officers at any point of time.

(ii) Inspecting Officer shall ensure that he will not inspect the same factory/establishment under all labour laws twice consecutively even if he has been appointed as a member of the inspecting team by mistake.

(iii) If Assistant Director(IS&H) found any unregistered factory in his respective jurisdiction, he will register the same under the Factories Act, 1948 and upload registration report at the Departmental Website [www.hrylabour.gov.in](http://www.hrylabour.gov.in) within 24 hours.

(iv) The Chief Inspector of Factories on receipt of information about any unregistered / un-covered factory or any complaint of violations of the provisions made under the Factories Act, 1948 and Rules framed there-under, may direct any officer or a team of officers of the Labour Department to inspect such factory.

The Labour Department, Haryana enforces the statutory provisions under various labour laws to protect the statutory rights of the workers by way of proactive approach. Therefore, management shall be provided ample opportunities for the compliance of the observation made by the inspecting office/officers. The action on the inspection report shall be the last resort in case of non-compliance by the management even after the best efforts by the department.

Note: In case the Chief Inspector of Factories-cum-Labour Commissioner is not satisfied with the compliance report submitted by the management, he may order to physically verify the actual status of the compliance report.

**Inspection of construction sites under Building & Other Construction Workers (RE&CS) Act, 1996:**

There is no permanent data-base of the construction sites in the Department as the construction sites are temporary in nature and exist for a short period. The inspection of the unregistered sites shall be conducted by the Assistant Director/Deputy Director, Industrial Safety & Health of the area concerned, as and when it came to their knowledge. The inspection of the registered site shall be conducted with prior approval of Chief Inspector of Inspection, Haryana, Chandigarh. But in case it came to the knowledge of the inspection officer of the area concerned that there is imminent danger to the construction workers working at the construction site, he may immediately inspect the site with prior intimation to the Chief Inspector of Inspections, Haryana telephonically or through e-mail and shall submit his report within 24 hours to the Head Office.

The Building and Other Construction Workers' Welfare Cess Act, 1996:-

The work of the Joint Directors, IS&H, Deputy Director IS&H and Assistant Director, IS&H as Registering and Assessing officers is fixed as under and they will do this work accordingly –

| Sr. No. | Designation               | Jurisdiction for the Officers posted in region of ALC(NCR),GURGAON                         | Jurisdiction for. the Officers in rest of Haryarra  |
|---------|---------------------------|--|---|
| 1       | Assistant Director (IS&H) | Assessment and Registration of all residential Building/ houses of area upto 15 Acres. All | Assessment and Registration of all residential Building/houses of area up to 5 Acres, all Commercial, |

|   |                        |  |   |
|---|------------------------|--|---|
|   |                        | Commercial, Industrial and Institutional Buildings up to an area of 2000 Sq. mtr. including all warehouses, all CGHS, all hotels below 3 star within limits of Municipal Corporation, Municipal Councils, outside limits in rural areas, residential and Group housing Societies by developers/builders constructing residential multi_ storied flats and townships upto 15 acres with or without taking CLUs under Town and Country planning Department, in HUDA/HSI IDC sectors (including their external /internal development like laying of sewerage lines ,roads, electric lines), Municipal Corporations, Municipal Councils, Public Sector undertaking (including their external/internal laying of sewerage lines, roads, electric if, lines), construction of grid, station for electricity in their Circle. | Industrial, institutional Buildings up to an area of 1000 sq. meter, all hotels below 3 stars. including ail CGHS, all warehouses, a within limits of Municipal Corporation, Municipal Councils, outside Limits in rural areas, residential and Group housing Societies by developers/builders constructing residential multi_ storied flats and townships up to 5 acres with or without taking CLUs under Town and Country planning Department, in HUDA/HSI IDC sectors (including their external /internal development like laying of sewerage lines, roads, electric lines). Municipal Corporations, Municipal Councils, public Sector undertaking (including their external/internal laying of sewerage lines, roads, electricity lines). Construction of grid station for electric, in their circle. |
| 2 | Deputy Director (IS&H) | Assessment and Registration of all residential buildings above 15 and upto 25 acres, all commercial, Industrial, Institutional buildings above 2000 sq. mtr., and upto 3 acres within limits of Municipal Corporation, Municipal Councils, outside limits in rural areas, residential and Group housing Societies by developers/builder constructing residential multi_ storied flats and townships between 15 to 25 acres with or without taking CLUs under Town and Country planning Department, in HIID A./HS I IDC sectors (including their external /internal development like laying of sewerage lines, roads, electric lines), Municipal Corporations, Municipal Councils, Public Sector  | Assessment and Registration of all residential buildings above 5 acre and up to 15 acres. All commercial, Industrial, Institutional buildings above 1000 sq. mtr. and upto 2 acres within limits of Municipal Corporation, Municipal Councils, outside limits in rural area, residential and Group housing Societies by developers/builders constructing residential multi_ storied flats and townships between 5 to 15 acres with or without taking CLUs under Town and Country planning Department, in HUDA/HSI IDC sectors (including their external /internal development like laying of sewerage line, roads, electric lines), In Municipal Corporations, Municipal Councils, Public Sector  |

|   |                      |  |   |
|---|----------------------|--|---|
|   |                      | undertaking (including their external /internal laying of sewerage lines, roads, lines).   | undertaking including their external/internal laying of sewerage lines, roads, electricity lines.   |
| 3 | Joint Director(IS&H) | Assessment and Registration of Residential Buildings above 25 Acres, all Commercial, Industrial, Institutional Building above 3 acres, all shopping mall, all hospitals, all hotels 3 star and above, all warehouses, all Educational buildings within limits of Municipal Corporation, Municipal Councils, outside limits in rural areas, residential and Group housing Societies by developers/builders constructing residential multi_ storied flats and townships above 25 acres with or without taking CLUs under Town and Country planning Department, in HUDA/HSIIDC sectors including their external /internal development like laying of sewerage lines, roads, electric lines. Construction of grid station for electricity in their circles, all project works of centre /state Government Departments, Boards, Municipal Corporations, Municipal Councils, Public Sector undertaking including their external/internal laying of sewerage lines, roads, electricity lines. | Assessment and Registration of Residential Buildings, above 15 Acres, all Commercial, industrial institutional Buildings above 2 acres all shopping ,all hospitals, all hotels 3 star and above, all educational buildings within limits of Municipal Corporation, Municipal Council, outside limits in rural areas, residential and Group housing societies by developers/builders constructing residential multistoried flats and townships above 1 ) acres with or without taking CLUs under Town and Country planning Department, in HUDA/HSIIDC sectors Including their external /internal development like laying of sewerage lines. Roads, electric lines, all project works of Centre /State Government Departments,/Boards, Municipal Corporations, Municipal Councils, Public Sector under taking including their external/internal laying of sewerage lines, roads electricity line. |

**Accident enquiries:** In case of serious accident, the enquiry shall be conducted by concerned Assistant Director, Industrial Safety & Health and the enquiry of all fatal accidents shall be conducted by the concerned Deputy Director, Industrial Safety & Health. The enquiry reports shall be sent to head office within 48 hours of completion of enquiry. The enquiry report shall be submitted within 30 days to head office from the date on which it comes to the knowledge of enquiry officer.

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## **Labour Wing**

This wing implements the following legislations:-

1. The Bonded Labour System (Abolition) Act, 1976
2. The Child Labour (Prohibition and Regulation) Act, 1986
3. The Collection of Statistics Act, 1953
4. The Contract Labour (Regulation & Abolition) Act, 1970
5. The Equal Remuneration Act, 1976
6. The Industrial Disputes Act, 1947
7. The Industrial Employment (Standing Orders) Act, 1946
8. Inter-State Migrant Workmen (Regulation of Employment and conditions of Service) Act, 1979
9. The Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by Certain Establishments) Act, 1988
10. The Maternity Benefit Act, 1961
11. The Minimum Wages Act, 1948
12. The Motor Transport Workers Act, 1961.
13. The Payment of Bonus Act, 1965
14. The Payment of Gratuity Act, 1972.
15. The Payment of Wages Act, 1936
16. The Sales Promotion Employees (Conditions of Service) Act, 1976
17. The Trade Unions Act, 1926
18. The Working Journalists and Other Newspaper Employees (Conditions of Service) and Miscellaneous Portions Act, 1955
19. The Employees' Compensation Act, 1923
20. The Punjab Industrial Establishments (National and Festival Holidays, Casual and Sick Leave) Act, 1965
21. The Punjab Labour Welfare Funds Act, 1965.
22. The Punjab Shops and Commercial Establishments Act, 1958.
23. The Punjab Industrial Housing Act, 1956 (Notification is issued by Housing Department).

## Adjudication Wing

The Labour Department refers the genuine disputes of industrial workers to Labour Courts-cum-Industrial Tribunals for adjudication which remain unresolved despite the efforts of the conciliation machinery of the State. For the expeditious disposal of such cases, seven Industrial Tribunal-cum-Labour Courts have been set up by the State Government. All these Industrial Tribunal-cum-Labour Courts cover the disputes as per Schedule-I and II of the Industrial Disputes Act and are functioning under the Presiding Officers at Faridabad (Three), Gurugram (Two), Rohtak, Hisar, Panipat and Ambala. This measure aims at providing justice to the works and managements thereby creating a sense of confidence and satisfaction amongst the workers.

**There are following branches which work under the Labour Wing and Factory Wing and are under Administrative Control of the Labour Department and they perform following functions and duties:**

1. Admin. branch
2. Industrial Relation-1 branch
3. Industrial Relation-2 branch
4. Industrial Relation-3 branch
5. Statistical branch
6. Account & budget branch
7. Legal Cell
8. IT Cell

### 1. PARTICULARS OF ADMIN. BRANCH:

#### FUNCTIONS AND DUTIES

This branch deals with the following listed works in the Labour Department.

| Sr. No. | Brief Functioning of the Admin. branch  |
|---------|---|
| 1.      | Framing/amendments of service rules of group-A, group-B group-C and group-D   |
| 2.      | Promotion/posting/transfer/deputation/retirement of following categories of officers/officials:- <ol style="list-style-type: none"><li>a) Additional Labour Commissioner</li><li>b) Joint Labour Commissioner</li><li>c) Deputy Labour Commissioner</li><li>d) Assistant Labour Commissioner</li><li>e) Superintendent</li><li>f) Deputy Superintendents</li><li>g) Assistants</li><li>h) Clerks</li><li>i) Peons</li><li>j) Steno(JSS, SSS) etc.</li></ol> |

|     |   |
|-----|---|
| 3.  | Confirmation/Grant of Past service benefit to the categories mentioned at Sr. No 2 above.   |
| 4.  | Fixation/Preparation of seniority list of officers/officials mentioned at Sr. No 2 Above.   |
| 5.  | Mentioned of personal files of the staff mentioned at Sr. No 2 above.   |
| 6.  | Supply of information under RTI Act relating to the Officers/officials/miscellaneous mentioned at Sr. No 2 above.                       |
| 7.  | The work of Class-III and IV officials of the department (Headquarters and field staff).  |
| 8.  | Disciplinary matters in respect of gazette & non-gazette officials (including minor punishment matter of gazette officers, complaints). |
| 9.  | Holding of departmental Test of senior scale stenographers, junior scale stenographer and steno typist.                                 |
| 10. | Work of ACP scales to all the officers/officials.   |
| 11. | Fixation/preparation of seniority list of I Officers/officials mentioned at Sr. No 2 above.   |
| 12. | Maintenance of personal files of the staff mentioned at Sr. No 2 above.   |
| 13. | Work related to the Job training program to the students.   |
| 14. | Maintenance of ACRs of all staff.   |
| 15. | Printing of Gradation list of class I, II, III & IV.  |
| 16. | All kinds of leave case of the entire staff.  |
| 17. | Leave Salary and pension contribution cases.  |
| 18. | Miscellaneous reports /returns relating to all the officers/officials.  |
| 19. | Pay fixation of class I, II, III & IV Officials.  |
| 20. | Work of all type of certificate, permission for passports etc.  |
| 21. | Training of Officers/Officials.   |
| 22. | Miscellaneous work.   |

## **2. PARTICULARS OF I.R.-1 BRANCH:**

### **FUNCTIONS AND DUTIES**

This Branch deal with the Industrial Disputes Act, 1947, The Trade Unions Act, 1926 & Miscellaneous and Coordination, the details of which are as follows:-



| <b>The Industrial Disputes Act, 1947</b> |  |
|--|--|
| 1  | Demand Notice under Section 2-A.   |
| 2  | Demand Notice under Section 2(k).  |
| 3  | Strike and lock outs and their prohibition under Section 10(3).                        |
| 4  | Complaints in general and regarding unfair labour practice- Section 25-T and 25-U      |
| 5  | Applications under Section 25-M, N and O   |
| 6  | The Trade Unions Act, 1926.  |
| 7  | All litigation/incidental matter connected with the above.                             |
| <b>Miscellaneous and Coordination</b>    |  |
| 1  | Constitution and holding of meetings of various Boards and Committees.                 |
| 2  | The work relating to various conferences being held at Govt. of India and State level. |
| 3  | All Miscellaneous references from Govt. of India.                                      |
| 4  | National Commission of Labour.   |
| 5  | Relies to Lok Sabha/Rajya Sabha/Assembly Questions.                                    |
| 6  | The work relating to employees Provident Fund Organisation.                            |
| 7  | The work related to ESI setup and coordination with State ESI Directorate.             |
| 8  | Public Facilitation and Information counters and Citizen Charter of the Department.    |
| 9  | Approval of inspection programmes and processing of inspection report.                 |
| 10                                       | The matters related to ILO Matter relating to special Economic-Zone.                   |
| 11                                       | All litigation/incidental matters and projects connected with the above.               |

**The Work distribution of IR-1 branch:-**

| <b>Dealing Hand (I)</b>  | <b>Dealing Hand (II)</b>   | <b>Dealing Hand (III)</b>                       | <b>Dealing Hand (M1)</b>  | <b>Dealing Hand (M2)</b>  |
|--|--|---|---|---|
| <b>Complaints under 2-k Demand Notices, RTI, Court Cases, CM Window and complaints related to Faridabad and Gurugram</b> | <b>Complaints under 2-k Demand Notices, RTI, Court Cases, CM Window and complaints related to Faridabad and Gurugram</b> | <b>Complaints under 2-A Demand Notices, RTI</b> | <b>All kind of Miscellaneous work like holding of meetings of various boards and committee, inspection and processing of inspection report, all miscellaneous reference from Govt. of India, etc.</b> | <b>All kind of Miscellaneous work like holding of meetings of various boards and committee, inspection and processing of inspection report, all miscellaneous reference from Govt. of India, etc.</b> |

### 3. PARTICULARS OF I.R.-2 BRANCH:

#### FUNCTION AND DUTIES

This Branch deal with the Punjab Shops & Commercial Establishment Act, 1958, The Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of Wages Act, 1936, The Equal Remuneration Act, 1976, Inter-State Migrant Workmen's Act, 1979, The Motor Transport Workers Act, 1961, The Payment of Bonus Act, 1965, The Payment of Gratuity Act, 1972, The Employee's Compensation Act, 1923, The Sales Promotion Employees (Conditions of Service) Act, 1976, The Punjab Industrial Establishment National Festival Holidays and Casual Sick Leave Act, 1965, The Working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 & Miscellaneous and coordination, the details of which are as follow :-

| Sr. no.                               | Brief functioning of IR-II branch   |
|---------------------------------------|---|
| 1                                     | <b>The Punjab Shops &amp; Commercial Establishment Act, 1958</b><br>Exemption under section 30  |
| 2                                     | <b>Contract Labour (R&amp;A) Act, 1970</b><br>Online Registration Certificate   |
| 3                                     | <b>Minimum Wages Act, 1948</b><br>Revised rate notification   |
| 4                                     | <b>Payment of Wages Act, 1936</b><br>Payment regarding complaints   |
| 5                                     | <b>Inter-State Migrant Workmen's Act, 1979</b><br>Online Registration Certificate   |
| 6                                     | <b>The Motor Transport Workers Act,</b><br>Online Registration Certificate  |
| 7                                     | <b>The Payment of Bonus Act, 1965</b><br>Bonus regarding complaints   |
| 8                                     | <b>The Payment of Gratuity Act, 1972</b><br>Payment regarding complaints  |
| 9                                     | <b>The Employee's Compensation Act, 1923</b><br>Compensation regarding complaints   |
| 10                                    | <b>The Punjab Industrial Establishment National Festival Holidays and Casual Sick Leave Act, 1965</b><br>Payment regarding complaints                                   |
| 11                                    | <b>The Working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955</b><br>Payment regarding complaints/court cases |
| <b>Miscellaneous and coordination</b> |   |
| 1                                     | RTI and CM window relates to subject matter   |
| 2                                     | Work related to Hon'ble NHRC  |
| 3                                     | Work related to court cases on the subject  |
| 4                                     | Lok Sabha/Rajya Sabha and Vidhan Sabha Question   |

**The Work distribution of IR-2 branch:-**

| <b>Dealing Hand (I)</b>  | <b>Dealing hand (II)</b>   | <b>Dealing Hand (III)</b>             |
|--|--|---------------------------------------|
| Contract Labour (R&A) Act, 1970  | The Punjab Shops & Commercial Establishment Act, 1958  | Minimum Wages Act, 1948               |
| Payment of Wages Act, 1936   | Inter-State Migrant Workmen's Act, 1979  | The Employee's Compensation Act, 1923 |
| The Payment of Bonus Act, 1965   | The Motor Transport Workers Act,   |                                       |
| The Payment of Gratuity Act, 1972  | The Working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 |                                       |
| The Punjab Industrial Establishment National Festival Holidays and Casual Sick Leave Act, 1965 |  |                                       |

**4. PARTICULARS OF I.R.-3 BRANCH:**

**FUNCTIONS AND DUTIES**

This Branch deal with the Industrial Disputes Act, 1947, Bonded Labour (Abolition) Act, 1976, Child and Adolescent (Prohibition & Regulation) Act, 1986 & Miscellaneous and Coordination, the details of which are as follows:-

| <b>The Industrial Disputes Act, 1947.</b> |   |
|---|---|
| 1.  | Award/Orders issued by the Learned Labour Courts which is approached by DLCs.                               |
| 2.  | Settlement arrived between workers and Managements u/s 12(3) and 18(1) of the Industrial Dispute Act, 1947. |
| 3.  | Stay orders passed by the Hon'ble High Courts and Learned Civil Courts under Industrial Disputes Act, 1947. |
| 4.  | Bonded Labour (Abolition) Act, 1976.  |
| 5.  | Child and Adolescent (Prohibition & Regulation) Act, 1986.  |
| <b>Miscellaneous and Coordination</b>     |   |
| 1   | R.T.I. and C.M. Window relates to subject matter.   |
| 2   | Issuance of recovery certificates and sanction of prosecution against responsible management/person.        |
| 3   | Work relates to sexual harassment.  |
| 4   | Work related to Hon'ble NHRC.   |
| 5   | Work relates to NCLP Schools.   |

|    |   |
|----|---|
| 6  | Work relates to NCPCR   |
| 7  | Work relates to Court Cases on the subject.                             |
| 8  | R.T.I./ C.M. Window relates to subject matter.                          |
| 9  | Lok Sabha / Rajya Sabha and Vidhan Sabha Questions.                     |
| 10 | Work relates to Govt. of India Issues (Bonded Labour and Child Labour). |

**The Work distribution of IR-3 branch:-**

| Dealing Hand (I)  | Dealing Hand (II)  |
|---|--|
| Award/Orders issued by the Learned Labour Courts which is approached by DLCs.                               | Bonded Labour (Abolition) Act, 1976.                       |
| Settlement arrived between workers and Managements u/s 12(3) and 18(1) of the Industrial Dispute Act, 1947. | Child and Adolescent (Prohibition & Regulation) Act, 1986. |

**5. PARTICULARS OF STATISTICAL BRANCH:**

**FUNCTIONS AND DUTIES**

This Branch deal with the Annual Report, Monthly and Quarterly Report details of which are as follows:-

| Statistical Branch |  |
|--------------------|--|
| 1                  | Collection of data from field offices.   |
| 2                  | Compilation of data.   |
| 3                  | Preparation of reports for office, State Govt. and for submission to the Govt. of India etc. |
| 4                  | Preparation of reports for monthly meetings and action connected therewith.                  |

**The Work distribution of Statistical branch:-**

| Dealing Hand (I)   | Dealing Hand (II)   | Dealing Hand (III)   |
|--|---|--|
| Compilation of monthly, quarterly and annual reports under Trade Union, Annual Report Workmen Compensation Act, Shop Act, Standing order Act, Industrial Disputes Act and report submission to State Govt. and Govt. of India. | Compilation of monthly, quarterly and annual reports under Factories Act , Minimum Wages Act, Work Committee and report submission to State Govt. and Govt. of India. | Compilation of monthly, quarterly and annual reports under of Payment wages, Motor Transport, Child Labour Act, Equal Remuneration Act, Maternity Benefit Act and report submission to State Govt. and Govt. of India. |

**6. PARTICULARS OF ACCOUNT BRANCH:**

**FUNCTIONS AND DUTIES**

This Branch deal with the works of medical bill, GPF bills, Contingency bill, service books, stationery, preparation of annual budget, office accessories, monthly reconciliation etc. which are as follows:-

| Sr. No. & Dealing Clerk/Assistant       | Brief Functioning of the branch   |                                 |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
|---|---|---------------------------------|----------------|---------------------------------|----|----------------|--------------------------------|----|------------------------|--------------------------------|----|---------------------------|------------|---------|----------------|---------------------------------|----|----------------|--------------------------------|----|------------------------|--------------------------------|----|---------------------------|------------|
| <p><b>1. Assistant-1</b></p>            | <p>i) All work related to medical bill of Head Quarter &amp; Field Offices as per rules.</p> <p><u>Reimbursement of Medical Claim</u></p> <table border="1" data-bbox="639 725 1433 1137"> <thead> <tr> <th>Sr. No.</th> <th>Name of Office</th> <th>Power for Medical Reimbursement</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Head of Office</td> <td>Rs.3,00,000/- (Rs. Three Lacs)</td> </tr> <tr> <td>2.</td> <td>Head of the Department</td> <td>Rs.7,00,000/- (Rs. Seven Lacs)</td> </tr> <tr> <td>3.</td> <td>Administration Department</td> <td>Full Power</td> </tr> </tbody> </table> <p><u>Medical Advance</u></p> <table border="1" data-bbox="639 1160 1433 1572"> <thead> <tr> <th>Sr. No.</th> <th>Name of Office</th> <th>Power for Medical Reimbursement</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Head of Office</td> <td>Rs.3,00,000/- (Rs. Three Lacs)</td> </tr> <tr> <td>2.</td> <td>Head of the Department</td> <td>Rs.7,00,000/- (Rs. Seven Lacs)</td> </tr> <tr> <td>3.</td> <td>Administration Department</td> <td>Full Power</td> </tr> </tbody> </table> <p>ii) All work related to GPF bills of Head Quarter &amp; Field Offices as per rules.</p> | Sr. No.                         | Name of Office | Power for Medical Reimbursement | 1. | Head of Office | Rs.3,00,000/- (Rs. Three Lacs) | 2. | Head of the Department | Rs.7,00,000/- (Rs. Seven Lacs) | 3. | Administration Department | Full Power | Sr. No. | Name of Office | Power for Medical Reimbursement | 1. | Head of Office | Rs.3,00,000/- (Rs. Three Lacs) | 2. | Head of the Department | Rs.7,00,000/- (Rs. Seven Lacs) | 3. | Administration Department | Full Power |
| Sr. No.                                 | Name of Office  | Power for Medical Reimbursement |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| 1.                                      | Head of Office  | Rs.3,00,000/- (Rs. Three Lacs)  |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| 2.                                      | Head of the Department  | Rs.7,00,000/- (Rs. Seven Lacs)  |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| 3.                                      | Administration Department   | Full Power                      |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| Sr. No.                                 | Name of Office  | Power for Medical Reimbursement |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| 1.                                      | Head of Office  | Rs.3,00,000/- (Rs. Three Lacs)  |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| 2.                                      | Head of the Department  | Rs.7,00,000/- (Rs. Seven Lacs)  |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| 3.                                      | Administration Department   | Full Power                      |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| <p><b>2. Assistant-2</b></p>            | <p>i) Maintenance of service books of all employees of H.Q.(Group A to D) &amp; Group A &amp; B of Field Offices.</p> <p>ii) All matters related to pay fixation &amp; Annual Increments.</p> <p>iii) Allotment of GIS numbers to newly appointments.</p>   |                                 |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |
| <p><b>3. Assistant-3/Care Taker</b></p> | <p>i) To ensure adequate arrangement of all stationery &amp; store items and maintenance of record thereof.</p> <p>ii) Condemnation of all un-used items related to store and computers and Govt. vehicles of H.Q. and filed offices.</p>   |                                 |                |                                 |    |                |                                |    |                        |                                |    |                           |            |         |                |                                 |    |                |                                |    |                        |                                |    |                           |            |

|                       |   |
|-----------------------|---|
|                       | <ul style="list-style-type: none"> <li>iii) To deal with all cases related to government vehicles such as POL, repair &amp; services, checking of log books and average etc.</li> <li>iv) To deal with demands of H.Q. &amp; field offices with regard to furniture, ACs, Photostat machines computers, printers, cartridges &amp; its allied items internet etc.</li> <li>v) To upkeep all the equipment of the premises (H.Q.) such as neat &amp; clean drinking water, all electrical work, inverter, fire-extinguishers etc.</li> </ul>   |
| <b>4. Assistant-4</b> | <ul style="list-style-type: none"> <li>i) All kinds of bills are prepared &amp; presented to the Treasury Office, Haryana such as the pay bill, T.A. Bill, Medical Bill, Contingency Bill etc. and after get it passed from Treasury, the amount of the bill so passed is withdrawal from State Bank of India, Treasury Branch, Chandigarh &amp; disbursed the payments to all concerned Officers/Officials in cash and through Bank Drafts/deposited in their respective saving bank accounts with State Bank of India.</li> <li>ii) All receipts received on whatever account is to be deposited in receipt Head of Account of the Government through Treasury Challan.</li> <li>iii) All cash transactions are entered in Cash Book daily which is to be signed by DDO.</li> <li>iv) All cases related to Income Tax (TDS) Form-16 &amp; Form-16A&amp; GST related work.</li> <li>v) All type of pension/ retired cases.</li> </ul>  |
| <b>5. B-1</b>         | <ul style="list-style-type: none"> <li>i) Preparation of budget estimates of Recurring, Non-Recurring &amp; Capital Work Schemes and is sent to Finance Department for sanction every year online after receiving of the budget from Finance Department the same is disburse to the D.D.O.s of field offices &amp; head quarters online as per requirement. Budget status &amp; expenditure report can be seen on the official website of Treasuries &amp; Accounts Department (Finance Department), Govt. of Haryana.</li> <li>ii) Granting of all types of Government Loans to the employees of H.Q. &amp; Field Offices and after sanction of HOD the same is uploading on the website of NIC Haryana send the case to Punjab National Bank to provide the loan amount to the concerned officer/employee.</li> <li>iii) Online budget distribution of allotted budget to Head Quarter &amp; Field Offices.</li> <li>iv) Revised Budget Estimates.</li> <li>v) Re-appropriation.</li> <li>vi) Audit Paras of A.G.Haryana.</li> <li>vii) Report of CAG/PAC Paras.</li> <li>viii) Quarterly Progress Report.</li> <li>ix) All type of Govt. Loans of H.Q. &amp; Field Offices.</li> </ul> |

|        |  |
|--------|--|
|        | x) Miscellaneous Work.   |
| 6. B-2 | i) Preparation of all contingency bills.<br>ii) Monthly reconciliation with A.G. Office.<br>iii) To deal with all cases related to hiring of building for office use by district offices.<br>iv) Timely payments of all bills related to telephone, mobile, dongle etc.<br>v) All TA/DA work of H.Q. Staff & counter signatures TA bills of field officers.<br>vi) Preparing of Bills of final payments of GIS after retirement. |

**7. PARTICULARS OF LEGAL CELL:**

**FUNCTIONS AND DUTIES**

The Legal Cell of Labour Department deals with the court cases of Labour Department to meet with various legal issues arising out of various matters in the Labour department.

**8. PARTICULARS OF IT CELL:**

**FUNCTIONS AND DUTIES**

IT Cell of Labour department maintains the official Website of Labour department i.e. [www.hrylabour.gov.in](http://www.hrylabour.gov.in). The Official Website of Labour department is regularly updated by IT Cell to make it available for all the general public as most of the services of Labour department i.e all the Labour Laws, Notifications, Circulars, Schemes, decisions, Policies, e-services and other general information regarding Labour Department has been made available online & is regularly updated and uploaded on website of Labour Department.

**Functions, Powers and Duties of Officers**

## Functions, Powers and Duties of Officers

- **HEADQUARTER LEVEL:**

The Financial Commissioner & Principal Secretary to Government of Haryana is head of the Labour Department. Secretary to Government of Haryana i.e Labour Commissioner assists Financial Commissioner & Principal Secretary to Government of Haryana at the Headquarter level. In the exercise of power conferred to the Labour department by Govt. of Haryana the Additional Labour Commissioner, Additional Director (IS&H), Joint Labour Commissioner, Joint Director (IS&H), Deputy Labour Commissioner, Deputy Director (IS&H), Deputy Director (I&H), Assistant Labour Commissioner, Assistant Director (IS&H), Assistant Director (I&H), Deputy District Attorney, Assistant District Attorney, Account Officer & Section Officer, Cartographer all are the sanctioned posts to assist Labour Commissioner, Haryana to discharge duties as per as respective duties assigned to them.

### Duties of Officers of Labour Department:

**Accounts Officer:** The duty of Accounts Officer is to assist the Labour Commissioner to manage the budget, all types of expenditure/account of department as may be prescribed by the Labour department in coordination with Treasuries & Accounts Department and with the approval of the Finance Department, Govt. of Haryana and shall be audited by the Accountant General. He is the overall incharge of Accounts Branch of the Headquarter/field. He also plays the role of centralized drawing and disbursement officer for the funds.

**Deputy/Assistant District Attorney:** The duty of the Deputy/Assistant District Attorney is to assist the Labour Department to meet with various legal issues arising out of various matters in the Labour department.

The Power, duties and functioning of remaining officer is given as under in table no.1 & 2:

**Table no.1**

| Sr.No | Name of the Act.         | Labour Commissioner             | Joint Labour Commissioner  | Dy.Labour Commissioner |
|-------|--------------------------|---------------------------------|----------------------------|------------------------|
| 1.    | Contract Labour Act.     | Registering & Licensing Officer | Inspector                  | Inspector              |
| 2.    | Trade Unions Act.        | Registrar                       | Additional Registrar       | —                      |
| 3.    | Industrial Disputes Act. | Conciliation Officer            | Chief Conciliation Officer | Conciliation Officer   |



|     |  |                                   |                    |                               |
|-----|--|-----------------------------------|--------------------|-------------------------------|
| 4.  | Payment of Wages Act.                        | Inspector                         | Inspector          | Inspector                     |
| 5.  | Minimum Wages Act.                           | Inspector                         | Inspector          | Inspector                     |
| 6.  | Inter state Migrant Act.                     | Registering & Licensing Authority | Inspector          | Inspector                     |
| 7.  | Maternity Benefit Act.                       | Inspector                         | Inspector          | Inspector                     |
| 8.  | Motor Transport Workers Act.                 | Chief Inspector                   | Inspector          | Inspector                     |
| 9.  | Child Labour Act.                            | Inspector                         | Inspector          | Inspector                     |
| 10. | Payment of Bonus Act.                        | Inspector                         | Inspector          | Inspector                     |
| 11. | Working Journalists Act.                     | Inspector                         | Inspector          | Inspector                     |
| 12. | Payment of Gratuity Act.                     | Inspector                         | Inspector          | Appellate Authority/Inspector |
| 13. | Equal Remuneration Act.                      | Appellate Authority               | Inspector          | Inspector                     |
| 14. | Sales Promotion Employees Act.               | Inspector                         | Inspector          | Inspector                     |
| 15. | Punjab Shops & Commercial Estt's. Act.       | Inspector                         | Inspector          | Inspector                     |
| 16. | Workmen's Compensation Act                   | —                                 | —                  | —                             |
| 17. | Industrial Employment (Standing Orders) Act. | Inspector                         | Certifying Officer | —                             |
| 18. | National&Festival Holidays Act.              | Inspector                         | Inspector          | —                             |
| 19. | Bonded Labour Act.                           | —                                 | —                  | —                             |
| 20. | Punjab Labour Welfare Fund Act.              | Welfare Commissioner              | Inspector          | Inspector                     |

| FACTORY WING |                  |                     |                           |                      |                           |                         |                 |                    |
|--------------|------------------|---------------------|---------------------------|----------------------|---------------------------|-------------------------|-----------------|--------------------|
| Sr.No        | Name of the Act. | Labour Commissioner | Addl. Labour Commissioner | Dy. Director (I.S&H) | Sr.Asstt Director (I.S&H) | Asstt. Director (I.S&H) | Medical Officer | Certifying Surgeon |
| 1.           | Factories Act.   | C.I.F.              | A.C.I.F                   | INSPECTOR            | INSPECTOR                 | INSPECTOR               | INSPECTOR       | INSPECTOR          |

**Table no.2**

| In Field Offices   |  |                  |   |   |
|--|--|------------------|---|---|
| 1. Labour Inspectors   |  |                  |   |   |
| Sr. No.  | Subject matter   | Officer/Official | Time schedule   | Person to be contacted in case of any grievance |
| 1.   | Registration of Shops/Commercial Establishments under the Punjab Shops & Commercial Establishments Act and Rules made there-under.   | Labour Inspector | Not more than fifteen days from the date of receipt of the papers complete in all respects. | Deputy Labour Commissioner.                     |
| 2.   | Implementation   | Labour Inspector | Not more than two months after the date of enforceability of the award.                     | Labour Officer/Deputy Labour Commissioner       |
| 3.   | Disposal of complaints under various labour laws i.e. Payment of Wages Act, Minimum Wages Act, National and Festival Holidays Act, Payment of Gratuity Act, Payment of Bonus Act, Shop and Commercial Establishments Act, Equal Remuneration Act, Contract Labour (R&A) Act and the rules made under the respective enactments | Labour Inspector | Not more than one month   | Labour Officer/Deputy Labour Commissioner       |
| II. Labour Officer – Cum – Conciliation Officers/Welfare Officer (Women) |  |                  |   |   |

|                                  |   |   |  |   |
|----------------------------------|---|---|--|---|
| 1.                               | Cases under section 2-A of the Industrial Dispute Act, 1947 & Rules – Regarding termination/retrenchment/dischARGE/dismissal  | Labour Officer-cum-Conciliation Officer   | Not more than three months.  | Deputy Labour Commissioner.                         |
| 2.                               | Quasi Judicial Claim cases under the Workmen's Compensation Act, Payment of Wages Act, Minimum Wages Act, Payment of Gratuity Act and Equal Remuneration Act and the rules made under the respective enactments.  | Labour Officer-cum-Conciliation Officer-cum-Specified Authority under the relevant Act. | Not more than two years except in the case of claims under the Workman Compensation Act, where the time period shall not be more than two years. | Deputy Labour Commissioner/<br>Labour Commissioner. |
| 3.                               | Implementation of awards/settlement under the Industrial Dispute Act, 1947 & Rules.   | Labour Officer-cum-Conciliation Officer   | Not more than one month.   | Deputy Labour Commissioner/<br>Labour Commissioner  |
| 4.                               | Disposal of complaints under various labour enactments i.e. Payment of Wages Act, Minimum Wages Act, National and Festival Holidays Act, Payment of Gratuity Act, Payment of Bonus Act, Shop and Commercial Establishments Act, Equal Remuneration Act, Contract Labour (R&A) Act, Maternity Benefit Act and the rules made there under | Labour Officer-cum-Conciliation Officer/ Welfare Officer (Women).                       | Not more than two months.  | Deputy Labour Commissioner                          |
| III. Deputy Labour Commissioners |   |   |  |   |
| 1.                               | Cases under section 2(K) of the industrial Disputes Act & Rules-disputes of collective nature containing various demands pertaining to conditions of employment.  | Deputy Labour Commissioner  | Not more than six months – extendable by another 3 months on the request of both the parties.  | Joint Labour Commissioner<br>/Labour Commissioner   |
| 2.                               | Publication of awards received from the Industrial Tribunal/Labour Court  | Deputy Labour Commissioner.   | Not more than two weeks.   | Joint Labour Commissioner<br>/Labour Commissioner   |
| 3.                               | Disposal of quasi judicial cases under the Payment of Gratuity Act and Rules.   | Deputy Labour Commissioner-cum-Appellate Authority                                      | Not more than six months   | Labour Commissioner                                 |

| IV. Assistant Director, (IS&H) in their respective jurisdiction                                     |   |   |                           |   |
|---|---|---|---------------------------|---|
| a)  | Maternity Benefit Act and Rules.  | Assistant Director, Industrial Safety & Health                | Not more than two months. | Deputy Director /Chief Inspector of Factories       |
| b)  | Implementation of the provisions of the Factories Act, Maternity Benefit Act and the Rules framed there under/complaints received relating to the Act/Rules.  |   |                           |   |
|   | Disposal of application received for Factory Building Plan approval/Registration/Licencing under the Factories Act, 1948.   |   | Not more than seven days  |   |
| V. Deputy Director, Industrial Safety & Health in their respective jurisdiction.                    |   |   |                           |   |
|   | Implementation of the provisions of the Factories Act Maternity Benefit Act and the Rules framed there under/complaints received relating to the Act/ Rules.  | Deputy Director, Industrial Safety & Health                   | Not more than two months  | Addl. Chief Inspector of Factories/Chief Inspector  |
|   | Disposal of application received for Factory Building Plan approval/Registration/Licencing under the Factories Act, 1948.   |   |                           |   |
|   |   |   | Not more than seven days  |   |
| VI. ASSISTANT DIRECTOR , INDUSTRIAL HEALTH CUM CERTIFYING SURGEON IN THEIR RESPECTIVE JURISDICTION. |   |   |                           |   |
|   | Implementation of the provisions of the Factories Act and the Rules framed there under / complaints received relating to the Act/ Rules, relating to industrial health /complaints under the Maternity Benefit Act. | Assistant Director , Industrial Health cum Certifying Surgeon | Not more than 3 months.   | Deputy Director (IH) /Chief Inspector of Factories. |

| VII. DEPUTY DIRECTOR, INDUSTRIAL HEALTH IN THEIR RESPECTIVE JURISDICTION. |   |   |  |  |
|---|---|---|--|--|
|   | Implementation of the provisions of the Factories Act and the Rules framed there under / complaints received relating to the Act/ Rules, relating to industrial health /complaints under the Maternity Benefit Act. | Deputy Director (IH)                              | Not more than two months.  | Addl. Chief Inspector of Factories/Chief Inspector of Factories. |
| AT THE HEADQUARTER  |   |   |  |  |
| <b>LABOUR WING</b>  |   |   |  |  |
| 1.  | INDSTRIL DISPUTES ACT 1947 & RULES<br>i) Demand notice under Section 2A- Disputes regarding discharge/ termination/retrenchment/ dismissal  | Joint Labour Commissioner                         | Not more than 60 days from the date of receipt of report from the field officers.      | Labour Commissioner.   |
|   | ii) Demand notice under section 2(k) disputes of collective nature containing various demands relating to terms and conditions of employment  | Joint Labour Commissioner                         | Not more than three months from the date of receipt of report from the field officers. | Labour Commissioner  |
|   | iii) Complaints regarding unfair labour practice & other miscellaneous matters under Section 25-T of the above Act & Rules.   | Joint Labour Commissioner                         | Not more than three months.  | Labour Commissioner.   |
| 2.  | Complaints cases under E.S.I. Act & Rules, EPF Act & Rules, Workmen's Compensation Act & Rules/Payment of Gratuity Act & Rules regarding non-payment of compensation etc  | Joint Labour Commissioner                         | Not more than 30 days.   | Labour Commissioner.   |
| 3.  | Industrial Employment (Standing Orders) Act and rules-Certification of Standing orders in respect of industrial workers.  | Joint Labour Commissioner cum Certifying Officer. | Not more than two months.  | Labour Commissioner.   |

|     |  |   |                                |   |
|-----|--|---|--------------------------------|---|
| 4.  | Trade Unions Act and Rules-<br>registration of trade unions.   | Joint Labour<br>Commissioner<br>cum Additional<br>Registrar, Trade<br>Unions/Registrar<br>Trade Unions. | Not more than<br>four months.  | Labour<br>Commissioner cum<br>Registrar Trade<br>Union. |
| 5.  | Contract Labour (R & A) Act and<br>rules –issuing of registration<br>certificate<br>/license/amendments in<br>registration certificate and<br>renewal of license.  | Joint Labour<br>Commissioner.   | Not more than<br>two months.   | Labour<br>Commissioner.                                 |
| 6.  | Motor Transport Workers Act &<br>Rules- issuance of registration<br>certificate.   | Joint Labour<br>Commissioner.   | Not more than<br>one month.    | Labour<br>Commissioner.                                 |
| 7.  | Cases under the Minimum<br>Wages Act, Payment of Wages<br>Act, Equal Remuneration Act,<br>Payment of Bonus Act and rules<br>made under respective<br>enactments in respect of non-<br>payment of wages, non -<br>payment of minimum rates of<br>wages, delayed wages, non-<br>payment of equal wages for<br>equal work and non -payment<br>of bonus. | Joint Labour<br>Commissioner  | Not more than<br>one month.    | Labour<br>Commissioner.                                 |
| 8.  | Implementation of Awards-<br>Issuance of recovery certificate<br>& prosecution cases under the<br>Industrial Disputes Act and<br>Rules/orders/settlement.  | Deputy Labour<br>Commissioner   | Not more than<br>three months. | Labour<br>Commissioner.                                 |
| 9.  | Child Labour (P & R) Act and<br>Rules-Cases/Complaints and<br>other action pertaining to<br>children.  | Deputy Labour<br>Commissioner   | Not more than<br>two months    | Labour<br>Commissioner.                                 |
| 10. | Bonded Labour System<br>(Abolition) Act and Rules-<br>Constitution of Vigilance<br>Committees/holding of<br>meeting of the State Level<br>Steering Committee on Bonded   | Deputy Labour<br>Commissioner   | Not more than<br>two months.   | Labour<br>Commissioner.                                 |

|                     |  |  |  |   |
|---------------------|--|--|--|---|
|                     | Labour /Miscellaneous matters pertaining to bonded labour.   |  |  |   |
| 11.                 | Punjab Shops & Commercial Establishments Act 1958 and Rules-cases regarding exemptions/fixation of opening and closing day/complaints. | Deputy Labour Commissioner                           | Not more than two months   | Labour Commissioner.                              |
| 12.                 | Complaints under the Punjab Industrial Establishments (National and Festival Holidays, Casual and Sick Leave) Act, 1965 and Rules.     | Deputy Labour Commissioner                           | Not more than one month  | Labour Commissioner                               |
| 13.                 | Punjab Labour Welfare Fund Act and Rules –disposal of applications received under the welfare schemes                                  | Senior Accounts Officer                              | Not more than two months   | Welfare Commissioner                              |
| <b>FACTORY WING</b> |  |  |  |   |
| 1.                  | Factories Act, 1948 & Rules-approval of factory building plans   | Labour Commissioner cum Chief Inspector of Factories | Not more than 60 days from receipt of papers complete in all respects. | Chief Inspector of Factories/Labour Commissioner. |
| 2.                  | Cases regarding grant/renewal of license   | Labour Commissioner cum Chief Inspector of Factories | Not more than 15 days from receipt of papers complete in all respects. | Chief Inspector of Factories.                     |
| 3.                  | Cases under the Maternity Benefit Act and Rules.   | Labour Commissioner cum Chief Inspector of Factories | Not more than six months.  | Chief Inspector of Factories.                     |

• **FIELD LEVEL:**

The Field offices of department look after the work at the district/zonal level. Deputy Labour Commissioner/ Deputy Director (IS&H) works as zonal officer. A Deputy Labour Commissioner/ Deputy Director (IS&H) controls the functioning of 3 to 5 district field offices. Assistant Labour Commissioner/Assistant Director (IS&H) works as the head of a field office for Labour Wing and Factory Wing works respectively at district level. Labour Inspector assists Assistant Labour Commissioner for the functioning of field offices.

## **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNT ABILITY**

In the Labour Department single file system has been implemented by the Government of Haryana. But very recently the Haryana Government is set to be "paperless" with the e-office software set to be implemented in various departments including Labour department. The Labour department is working to switched over to the e-office for processing the official files. This will improve the operational efficiency of the department.

Accordingly, as previous file movement system the files are submitted to higher authorities to take decision at the various levels. Record Keeper/Clerk puts up the papers on the file to the concerned Assistant, and then Superintendent/Deputy Superintendent of the branch contributes at his level to obtain orders from the concerned branch officer, who further submits the file with his comments to the officer concerned of the Branch and then final decision is taken by the Labour Commissioner, Haryana. However law making policies & rules framing is done at the Government of Haryana level.

### **POLICY DECISION:**

In such cases where a policy decision is involved the file is submitted to Minister-in-charge /Chief Minister of Haryana, Principal Secretary to Government of Haryana for Labour Department and Labour Commissioner, Haryana as per the terms and conditions under Rules of service.

### **ACCOUNTABILITY:**

Accountability also depends upon the level of Administration at which an officer/official is holding the office. All the employees of department are accountable to do the duties assigned to them by the department. In case of any departure from these duties, disciplinary proceeding is initiated as per procedure defined in their respective service rules.

### **PROCESS OF FILE:**

On receipt of fresh dak/file, it is marked to the concerned Assistant by the Superintendent/Deputy Superintendent of the concerned branch. Then the receipt clerk of the concerned branch of the Labour Department dairies it. There after the Assistant deals with the case and submits the same to the Superintendent/Deputy Superintendent, who submits the case to concerned officer and then final decision is taken by the Labour Commissioner, Haryana. However in case a particular matter still needs attention of higher authorities at Ministry/ Principal Secretary level then files is sent to those authorities for prior approval.



**The norms set for discharge of functions are based on following timelines given in table including under the Haryana Right to Service Act, 2014 prescribed for deliveries of services**

| Sr. No. | Labour Deptt. Haryana<br><br>(Sub Sr. No.) | Name of Service  | The timeline including under the Haryana RTS prescribed for deliveries of service | Designated Officer   | First Grievance Redressal Authority                            | Second Grievance Redressal Authority                                    | Application Form and required documents   |
|---------|--|--|---|--|--|---|---|
| 1       | 189(1)                                     | Registration of Principal employer's establishment and licence for contractors under provision of Contract Labour Act, 1970.                     | 26 days   | Addl. Labour Commissioner                                      | Labour Commissioner  | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 2       | (ii)                                       | Approvals of Plans from Factories Department under Factories Act, 1948   | 45 days   | Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana | Labour Commissioner -cum-Chief Inspector of Factories, Haryana | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 3       | (iii)                                      | Registration and grant and renewal of license under Factories Act, 1948.   | 45days  | Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana | Labour Commissioner -cum-Chief Inspector of Factories, Haryana | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 4       | (iv)                                       | Shop Registration under Shops and Establishment Act, 1958  | 1days   | Labour Inspector   | Assistant Labour Commissioner                                  | Labour Commissioner   | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 5       | (v)  | Renewal of License for contractors under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act No. 37 of 1970) | 26 days   | Concerned Deputy Labour Commissioner                           | Labour Inspector   | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |

|    |       |  |         |  |  |   |   |
|----|-------|--|---------|--|--|---|---|
| 6  | (vi)  | Renewal of Factory License under the provisions of the Factories Act, 1948 (Central Act No. 63 of 1948)  | 45 days | Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana   | Labour Commissioner -cum-Chief Inspector of Factories, Haryana | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 7  | (vii) | Renewal of registration certification under the provisions of the Punjab Shops and commercial Establishments Act, 1958 (Punjab Act 15 of 1958)                                   | 1 days  | Labour Inspector   | Assistant Labour Commissioner                                  | Labour Commissioner   | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 8  | 189 A | Registration of Establishment engaged in Building and Other Construction Workers (Regulation of Employment and Condition of Service Act, 1996 (28 of 1996)                       | 30 days | Assistant Director (IS&H) Deputy Director (IS&H) Assistant Director (IH/Deputy Director IH & Joint Director IS&H | Labour Commissioner  | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 9  | 189 B | Registration of Principal employers establishment under the provisions of Inter State Migrant Workmen (Regulation of Employment and Condition of service) Act, 1979 (30 of 1979) | 26 days | Addl. Labour Commissioner  | Labour Commissioner  | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a>   |
| 10 | 189 C | Registration/Renewal of construction workers as beneficiary of Haryana Building and Other Construction Worker welfare Boards.  | 30 days | All registering Officers in the State  | Deputy Director (IS&H)   | Joint Secretary HBOCWW Board  | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a>   |
| 11 | 189 D | Delivery of benefits under various welfare schemes of Haryana Building and Other Construction Worker Welfare Boards.   | 90 days | Concerned Deputy Director  | Joint Secretary HBOCWW Board                                   | Labour Commissioner-cum-Secretary HBOCWW Board                          | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a>   |

[Authorised English Translation]

HARYANA GOVERNMENT  
LABOUR DEPARTMENT

Notification

The 4th October, 1996

No. G.S.R. 91/Const./Art. 309/96.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following Rules regulating the recruitment and conditions of service of persons appointed to the Haryana Labour Department (Group A) Service, namely:—

PART I—GENERAL

1. (1) These rules may be called the Haryana Labour Department Group 'A' Service Rules, 1996.
  2. In these rules, unless the context otherwise requires,—
    - (a) "Commission" means the Haryana Public Service Commission;
    - (b) "direct recruitment" means an appointment made otherwise than by promotion from within the service or by transfer of an official already in the Service of the Government of India or any State Government;
    - (c) "Government" means the Haryana Government in the Administrative Department;
    - (d) "Institution" means—
      - (i) any institution established by law in force in the State of Haryana; or
      - (ii) any other institution recognised by the Government for the purpose of these rules;
    - (e) "Recognised university" means—
      - (i) any university incorporated by law in India; or
      - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
      - (iii) any other University which is declared, by the Government to be a recognised University for the purpose of these rules.
    - (f) "Service" means the Haryana Labour Department (Group A) Service.
- The Service shall comprise the posts shown in Appendix A to these Rules;

Provided that nothing in these rules shall effect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. (1) No person shall be appointed to any post in the Service, unless he is—

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :

Nationality, domicile and character of candidates appointed to Service.

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the Principal, Academic Officer of the University, College, School or Institution last attended, if any, and similar certificate from two other responsible persons, not being his relative who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than 21 years or more than 40 years on the last date of submission of application to the Commission.

Age.

6. Appointment to any post in the Service shall be made by the Government.

Appointing authority.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of persons appointed other than by direct recruitment.

Qualification.

Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50% at the discretion of the Commission or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and physically handicapped categories, possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reasons for so doing in writing.

## Disqualification

in the  
of this rule

8. No person, —
- Who has entered into or contracted a marriage with a person having a spouse living; or
  - who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service.

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

## Method of Recruitment

9. (1) Recruitment to the Service shall be made, —

## I. Factory wing

- (a) in the case of Chief Inspector of Factories, —

- by promotion from amongst the Deputy Director, Industrial Safety and Health and Senior Assistant Director, Industrial Safety and Health;

Provided that the Senior Assistant Director, Industrial Safety and Health, shall be considered for promotion only if no suitable Deputy Director, Industrial Safety and Health is available; or

- by direct recruitment; or
- by transfer or deputation of any officer already in the service of any State Government or the Government of India;

- (b) in the case of Deputy Director, Industrial Safety and Health: —

- by promotion from amongst the Senior Assistant Director, Industrial Safety and Health and Assistant Director, Industrial Safety and Health;

Provided that the Assistant Director, Industrial Safety and Health shall be considered for promotion only if no suitable Senior Assistant Director, Industrial Safety and Health is available; or

- by direct recruitment; or
- by transfer or deputation of an officer already in the service of any State Government or the Government of India;

- (c) in the case of Senior Assistant Director, Industrial Safety and Health: —

- by promotion from amongst the Assistant Director, Industrial Safety and Health; or
- by direct recruitment; or
- by transfer or deputation of any officer already in the service of any State Government or the Government of India;

- (d) in the case of Certifying Surgeon: —

- by promotion from amongst the Medical Officer, Industrial Health, or

- (ii) by direct recruitment; or
- (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India.

#### II LABOUR WING

(e) In the case of Joint Labour Commissioner and Chief Conciliation Officer:—

- (i) by promotion from amongst the Deputy Labour Commissioner; or
- (ii) by direct recruitment; or
- (iii) by transfer or deputation of an officer already in the service of any State Government or the Government of India

(f) In the case of Deputy Labour Commissioner:—

- (i) by promotion from amongst the Labour Officer-Cum-Conciliation Officer, Statistical Officer, Welfare Officer (Women) and Labour Welfare Officer; or
- (ii) by direct recruitment; or
- (iii) by transfer or deputation of an officer already in service of any State Government or the Government of India.

(2) If suitable eligible candidates are not available for appointment by promotion the post in question shall be filled by means of direct recruitment or transfer or deputation.

(3) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

10. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise:

Provided that:—

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

1-20  
1-18/19

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,—

(a) If such person is appointed by direct recruitment, discharge him from his services; and

(b) If such person is appointed otherwise, than by direct recruitment,—

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,—

(a) if his work or conduct has, in its opinion, been satisfactory,—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) if his work or conduct has, in its opinion, been unsatisfactory,—

(i) dispense with his service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or

(ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first period of probation.

Provided that the total period of probation, including extension, if any, shall not exceed three years.

Departmental examination etc.

11 (1) Before becoming eligible for confirmation, the Joint Labour Commissioner and Chief Conciliation Officer and Deputy Labour Commissioner shall have to qualify the departmental examination as prescribed in the Haryana Labour Department (Group B) Service Rules, 1987, for the Field and Technical Staff of the Labour Department if not already done.

(2) The Joint Labour Commissioner and Chief Conciliation Officer and Deputy Labour Commissioner shall have to undergo and qualify in the intensive course of social work at Calcutta or any other recognised University or institution, if not already done.

(3) As and when required by the Government, the Certifying Surgeon shall have to qualify in the short and long term course on industrial hygiene within such period as may be specified, at Calcutta or Bombay or in any other approved institution. Failure to qualify in said course within the specified period shall entail withholding of his annual increment which would become due to him subsequent to the date of completion of examination in which he appeared but failed to qualify in. The increment will be allowed from the date of completion of examination which he qualified in but he will not be entitled to get arrears of increment for the period, the same remained with him.

12. Seniority, *inter se* of members of the Service shall be determined by the length of continuous Service on any post in the Service; Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre.

Provided further in the case of members appointed by direct recruitment the order of merit determined by the Commissions shall not be disturbed in fixing the seniority.

Provided further in the case of two or more members appointed on the same date, their seniority shall be determined as follows:—

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of a member appointed by promotion or by transfer seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

13. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve under:—

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a local authority or University within the State of Haryana;
- (ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or
- (iii) any other State Government an International Organisation, an autonomous body not controlled by the Government or a private body.

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clause (i) or clause (ii) except with his consent.

Seniority

Liability to serve.



Pay, leave,  
pension  
and other  
matters.Discipline,  
penalties  
and appeals.Oath of  
allegiance.

Vaccination.

Power of  
relaxation.Special  
provisions.

Reservations.

Repeal and  
savings.

14. In respect of pay, leave, pension and all other matters expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been, or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

15. (1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Civil Services (Punishment and Appeals) Rules, 1987, as amended from time to time.

Provided that the nature of penalties which may be imposed on members shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and appellate authority shall be as specified in Appendix D to these rules.

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

17. Every member of the Service shall get himself vaccinated or revaccinated as and when the Government so directs by a special general order.

18. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

19. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

20. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Backward Classes, Ex-Servicemen, Physically Handicapped persons, and other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time.

Provided that the total percentage of reservations so made shall not exceed fifty per cent, at any time.

21. The Punjab Labour Service (Class I) Rules, 1955, in their application to State of Haryana are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

| Sr. No.                       | Designation of posts                                     | Number of Posts |                |       | Scale of pay                                  |
|-------------------------------|--|-----------------|----------------|-------|---|
|                               |  | Per-<br>manent  | Tempo-<br>rary | Total |   |
| 1                             | 2  | 3               | 4              | 5     | 6   |
| <b>Part I. Factory Wing :</b> |  |                 |                |       |   |
| 1                             | Chief Inspector of Factories                             | 1               |                | 1     | Rs. 3,700-125-4,700-150-5,000                 |
| 2                             | Deputy Director of Industrial Safety and Health          | 1               |                | 1     | Rs. 3,200-100-3,700-125-4,700+200 special pay |
| 3                             | Senior Assistant Director, Industrial Safety and Health  |                 | 3              | 3     | Rs. 3,000-100-3,500-125-4,500                 |
| 4                             | Certifying Surgeon                                       | 1               |                | 1     | Rs. 3,000-100-3,500-125-4,500                 |
| <b>Part II. Labour Wing :</b> |  |                 |                |       |   |
| 5                             | Joint Labour Commissioner and Chief Conciliation Officer | 1               | 1              | 2     | Rs. 3,000-100-3,500-125-4,500                 |
| 6                             | Deputy Labour Commissioner                               | 2               | 2              | 4     | Rs. 2,200-75-2,800-100-4,000                  |

## APPENDIX B

(See rule 7)

| Sr. No.                | Designation of posts                          | Academic qualifications and experience, if any, for direct recruitment.   | Academic qualifications, experience, if any, for promotion; other than direct recruitment.   |
|------------------------|---|---|--|
| 1                      | 2   | 3   | 4  |
| <b>I. Factory Wing</b> |   |   |  |
|                        |   |   | For promotion  |
| 1                      | Chief Inspector of Factories                  | (a) Degree or equivalent from a recognised University in any branch of Engineering/Technology or Associated Members of Institute of Engineers in any branch;<br>(b) Knowledge of Hindi upto Matric<br>(c) Eight years practical experience of administration of Factories Act, 1948 | (a) Three years experience as Deputy Director, Director, Safety and Health or 5 years experience as Senior Assistant Director, Assistant Director, Director, Safety and Health<br>(a) Degree or equivalent from a recognised University in any Branch of Engineering/Technology or Associated Members of Institute of Engineers in any branch<br>(b) Knowledge of Hindi upto Matric<br>(c) Eight years practical experience of administration of Factories Act, 1948 |
|                        |   |   | For Transfer/Deputation  |
|                        |   |   | For Promotion  |
| 2                      | Deputy Director, Industrial Safety and Health | (a) Degree or equivalent from a recognised University in any branch of Engineering/Technology or Associate Members of Institute of Engineers in any branch;<br>(b) Knowledge of Hindi upto Matric;<br>(c) 4 years practical experience of Administration of Factories Act, 1948     | One year experience as Senior Assistant Director, Industrial Safety and Health or Five years experience as Assistant Director, Director, Industrial Safety and Health<br>(a) Degree or equivalent from a recognised University in any branch of Engineering/Technology or Associate Members of Institute of Engineers in any branch  |
|                        |   |   | For Transfer/Deputation  |

| 1  | 2   | 3   | 4   |
|----|---|---|---|
|    |   | (b) Knowledge of Hindi upto Matric ;  |   |
|    |   | (c) 4 years practical experience of Administration of Factories Act, 1948.  |   |
|    |   | For promotion   |   |
| 23 | Senior Assistant Director, Industrial Safety and Health | (a) Degree or equivalent from a recognised University in any branch of Engineering/Technology or Associate Members of Institute of Engineers in any branch of Engineering | (a) Four years experience as Assistant Director, Industrial Safety and Health   |
|    |   | (b) Knowledge of Hindi upto Matric ;  | For Transfer/Deputation   |
|    |   | (c) Four years practical experience of the Administration of Factories Act, 1948  | (a) Degree or equivalent from a recognised University in any branch of Engineering/Technology or Associate Members of Institute of Engineers in any branch of Engineering ; |
|    |   | (b) Knowledge of Hindi upto Matric ;  |   |
|    |   | (c) Four years practical experience of the Administration of Factories Act, 1948  |   |
|    |   | For promotion   |   |
| 24 | Certifying Surgeon                                      | (a) Degree of M.B.B.S. or equivalent qualification recognised by Medical Council of India ;   | (a) Five years experience as Medical Officer, Industrial Health   |
|    |   | (b) Knowledge of Hindi upto Matric ;  | For Transfer/Deputation   |
|    |   | (c) Five years experience of Industrial Occupational diseases including as Medical Officer, Health  | (a) Degree of M.B.B.S. or equivalent qualification recognised by Medical Council of India ;   |
|    |   | (b) Knowledge of Hindi upto Matric ;  |   |
|    |   | (c) Five years experience of Industrial Occupational diseases including as Medical Officer Industrial Health ;  |   |

| 1. | 2.   | 3.  | 4.  |
|----|--|---|---|
|    | II. Labour Wing  |   |   |
| 5. | Joint Labour Commissioner and Chief Conciliation Officer | <p>(a) Graduate of recognised University with one of the social sciences such as Economics or Public Administration, Commerce and Sociology as one of the subject</p> <p>(b) Post Graduate Degree or Diploma in Social Welfare or Personnel Administration and Labour Welfare of any recognised University or Institution</p> <p>OR</p> <p>Post Graduate degree in Public Administration with specialisation in Labour Laws or degree in law with Labour Law as one of the papers;</p> <p>(c) eight years experience in Labour matters including Labour Management or Administration and Labour Welfare in a responsible position in the Government Department or in any industry of repute or a public sector Undertaking or 8 years experience as practising Lawyer in the field of Labour Laws;</p> <p>(d) Knowledge of Hindi upto Metric;</p> | <p>For promotion</p> <p>(a) Five years experience as Deputy Labour Commissioner.</p> <p>For Transfer/Deputation:</p> <p>(a) Graduate of recognised University with one of the Social Sciences such as Economics, Public Administration, Commerce and Sociology as one of the subject;</p> <p>(b) Post Graduate Degree or Diploma in Social Welfare or Personnel Administration and Labour Welfare of any recognised University or Institution</p> <p>OR</p> <p>Post Graduate degree in Public Administration with specialisation in Labour Law with Labour Law as one of the papers;</p> <p>(c) eight years experience in Labour matters including Labour Management or Administration and Labour Welfare in a responsible position in the Government Department or in any industry or repute or a public sector undertaking or 8 years experience as practising Lawyer in the field of Labour Laws;</p> <p>(d) knowledge of Hindi upto Metric;</p> <p>For Promotion</p> <p>Three years experience as Labour Officer-cum-Conciliation Officers, Statistical Officer, Welfare Officer (Women);</p> |
| 6. | Deputy Labour Commissioner                               | <p>(a) Graduate of a recognised University with one of the Social Sciences such as Economics, Public</p>  |   |

| 1 | 2 | 3 | 4 |
|---|---|---|---|
|---|---|---|---|

Administration, Commerce and Sociology as one of the subjects;

Labour Welfare Officer

OR

For Transfer/Deputation

Post Graduate or diploma in Social Welfare or Personnel Administration and Labour Welfare of any recognised university or institution

(a) Graduate of a recognised University with one of the Social Science such as Economics, Public Administration, Commerce and Sociology as one of the subjects

OR

(b) Post Graduate Degree or Diploma in Social Welfare and/or Personnel Administration and Labour Welfare of any recognised University or institution;

Post Graduate Degree in Public Administration with specialisation in Labour Laws or degree in Law with Labour law as one of the papers;

OR  
Post Graduate Degree in Public Administration with specialisation in Labour Law or degree in Law with Labour Law as one of the papers;

(b) 5 years experience in Labour matters including Labour management or administration and Labour Welfare in a responsible position in a Government Department or in any Industry of repute or a Public Sector Undertaking or five years experience as practising Lawyer in the field of Labour Laws;

(c) 5 years experience in Labour matters including Labour Management or Administration and Labour Welfare in a responsible position in a Government Department or in an Industry of repute or a Public Sector undertaking or five years experience as practising Lawyer in the field of Labour laws;

(c) Knowledge of Hindi up to Matric;

(d) Knowledge of Hindi upto Matric;

*(Authorised English Translation)*

HARYANA GOVERNMENT  
LABOUR DEPARTMENT

Notification

The 22nd July, 2014

**No. G.S.R./Const./Art. 309/2014:**— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Labour Department (Group B) Service Rules, 1987, namely:—

1. These rules may be called the Haryana Labour Department (Group B) Service (Amendment) Rules, 2014.
2. In the Haryana Labour Department (Group B) Service Rules, 1987 (hereinafter called the said rules), in rule 2, in clause (f), in item (ii), for the figure "1847", the figure "1947" shall be substituted.
3. In the said rules, for rule 9, the following rule shall be substituted, namely:—
  9. (1) Recruitment to the Service shall be made,—
    - (a) in case of Assistant Director, Industrial Safety and Health,—
      - (i) by direct recruitment; or
      - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India.
    - (b) in case of Assistant Director, Industrial Safety and Health (Chemical),—
      - (i) by direct recruitment; or
      - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India.
    - (c) in case of Assistant Director, Industrial Health-cum-Certifying Surgeon,—
      - (i) by direct recruitment; or
      - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India.
    - (d) in case of Assistant Labour Commissioner,—
      - (i) 50% by direct recruitment; and

- (ii) 40% by promotion from amongst the Labour Inspectors, who has passed the departmental examination provided in the Haryana Labour Department (Group-C) Service Rules, 1982.
- (iii) 10% by promotion from amongst the Superintendent, Deputy Superintendents, Legal Assistants.
- (e) in case of Statistical Officer;
  - (i) by promotion from Head Statistical Assistant;
  - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India.
- (f) in case of Welfare Officer (Woman):-
  - (i) 50% by direct recruitment; and
  - (ii) 50% by promotion from amongst women working as Labour Inspectors; or
  - (iii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India.
- (g) in case of Labour Welfare Officer:-
  - (i) by promotion from amongst Superintendents or Deputy Superintendent or Legal Assistants, or Labour Inspectors; or
  - (ii) by transfer or deputation of an officer/official already in the service of any State Government or the Government of India.
- (h) in the case of Editor,-
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of any officer already in the service of any State Government or the Government of India.
- (i) in case of Superintendent,-
  - (i) by promotion from amongst Deputy Superintendent/Legal Assistant/Judgment Writer;
  - (ii) by transfer or deputation of any officer/official already in the service of any State Government or the Government of India.
- (j) in case of Private Secretary,-
  - (i) by promotion from amongst Judgment Writers/Senior Scale Stenographer; or
  - (ii) by transfer or deputation of any officer/official already in the service of any State Government or the Government of India.



(2) All promotions unless otherwise provided, shall be made on seniority cum-merit basis and seniority alone shall not confer any right to such promotions.

4. In the said rules, in rule 11,-

(i) for sub-rule (1), the following sub rule shall be substituted, namely:-

“(1) All Persons except Superintendent and Private Secretary appointed to the Service under rule 9 shall have to qualify the departmental examination as per the conditions and syllabus specified in Appendix E within a period of one year of appointment, failing which, increments falling due after expiry of one year or any period thereafter, shall not be granted:

Provided that if a person promoted to the Service has already qualified the departmental examination specified in the Haryana Labour Department (Group-C) Service Rules, 1982, he shall not be required to pass this examination. The increment shall be granted from the date of qualifying/passing the examination, but he shall not be entitled to get arrears of increments for the period, the increments remained withheld.”:

(ii) for sub-rule (6), the following sub-rule shall be substituted, namely:-

“(6) In the case of Assistant Director, Industrial Health-cum-Certifying Surgeon, as and when required by the Government, he shall have to qualify in the short/long term course on Industrial Safety and Health, on industrial hygiene and occupational industrial diseases from the approved institution within specified period. Failure to qualify the said course within specified period shall entail withholding of his annual increments if. The increment shall be granted from the date of qualifying/passing the examination, but he shall not be entitled to get arrears of increments for the period the increments remained withheld.”:

(iii) after sub-rule (6), the following sub-rule shall be added, namely:-

“(7) He shall have to qualify the departmental examination within two years in four chances, failing which he shall be discharged from Service, if appointed by direct recruitment and reverted, if appointed otherwise than by direct recruitment, irrespective of the completion of probation period provided in rule 10.”:

5. In the said rules, in rule 15, for sub-rule (2), the following sub-rule shall be substituted, namely:-

“(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and the appellate authority shall also be as specified in Appendix D to these rules.”:

6. In the said rules, for Appendix A, the following Appendix shall be substituted, namely:-

| APPENDIX A<br>(see rule 3) |  |                 |           |       |  |
|----------------------------|--|-----------------|-----------|-------|--|
| Serial Number              | Designation of posts                                       | Number of Posts |           |       | Scale of Pay                           |
|                            |  | Permanent       | Temporary | Total |  |
| 1                          | 2  | 3               | 4         | 5     | 6                                      |
| 1                          | Assistant Director Industrial Safety and Health            | 22              | -         | 22    | Pay Band-2 ₹9300-34800+Grade Pay ₹4600 |
| 2                          | Assistant Director Industrial Safety and Health (Chemical) | 5               | -         | 5     | Pay Band-2 ₹9300-34800+Grade Pay ₹4600 |
| 3                          | Assistant Director Industrial Health-Certifying Surgeon    | 5               | -         | 5     | Pay Band-2 ₹9300-34800+Grade Pay ₹4600 |
| 4                          | Assistant Labour Commissioner                              | 27              | 4         | 31    | Pay Band-2 ₹9300-34800+Grade Pay ₹4200 |
| 5                          | Statistical Officer  | 1               | -         | 1     | Pay Band-2 ₹9300-34800+Grade Pay ₹4200 |
| 6                          | Welfare officer (Woman)                                    | 2               | -         | 2     | Pay Band-2 ₹9300-34800+Grade Pay ₹4200 |
| 7                          | Labour Welfare Officer                                     | 1               | -         | 1     | Pay Band-2 ₹9300-34800+Grade Pay ₹4200 |
| 8                          | Editor   | 1               | -         | 1     | Pay Band-2 ₹9300-34800+Grade Pay ₹4200 |
| 9                          | Superintendent   | 1               | -         | 1     | Pay Band-2 ₹9300-34800+Grade Pay ₹4200 |
| 10                         | Private Secretary  | -               | 1         | 1     | Pay Band-2 ₹9300-34800+Grade Pay ₹4200 |

7. In the said rules, for Appendix B, the following Appendix, shall be substituted, namely:-

| "APPENDIX B<br>(see rule 7) |  |   |   |
|-----------------------------|--|---|---|
| Serial Number               | Designation of posts   | Academic qualifications and experience, if any for direct recruitment   | Academic qualifications and experience, if any, for appointment other than direct recruitment   |
| 1                           | 2  | 3   | 4   |
| 1.                          | Assistant Director Industrial Safety and Health              | (i) Degree from a recognized university in any branch of Engineering or its equivalent.<br>(ii) Two years practical experience in any factory of repute.<br>(iii) Knowledge of Hindi/Sanskrit up to Matric standard or Higher education.  | <b>By transfer/ deputation,-</b><br>(i) Degree of a recognized university in any branch of Engineering or its equivalent with five years experience in any State Government or Government of India on same or equivalent post.<br>(ii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.   |
| 2.                          | Assistant Director, Industrial Safety and Health (Chemical)  | (i) Degree in Chemical Engineering from a recognized university.<br>(ii) Two years practical experience in the field of Chemical engineering in any factory of repute.<br>(iii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.  | <b>By transfer/ deputation,-</b><br>(i) Degree of a recognized university in Chemical Engineering with five years experience in any State Government or Government of India on same or equivalent post.<br>(ii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.  |
| 3.                          | Assistant Director, Industrial Health-Cum-Certifying Surgeon | (i) M.B.B.S. or its equivalent qualification recognized by Medical Council of India;<br>(ii) Diploma in Industrial Occupational diseases or Industrial hygiene from an institution.<br>(iii) Five years practical experience in factory of repute.<br>(iv) Knowledge of Hindi/Sanskrit up to Matric standard or higher education. | <b>By transfer/ deputation,-</b><br>(i) M.B.B.S. or its equivalent qualification recognized by Medical Council of India.<br>(ii) Diploma in Occupational diseases or Industrial hygiene from an institution.<br>(iii) Five years experience in any State Government or Government of India on same or equivalent post.<br>(iv) Knowledge of Hindi/Sanskrit up to Matric standard or higher education. |
| 4.                          | Assistant Labour Commissioner                                | (i) Law Graduate with Labour Laws as one of the subjects from any recognized university or institution.   | <b>By Promotion,-</b><br>(i) Graduate from a recognized university  |

|    |                         |  |  |
|----|-------------------------|--|--|
|    |                         | (ii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.  | (i) Degree or Diploma in Social Work or Labour Welfare or its equivalent from any recognized university or institution.<br><br>(ii) In case of Superintendent three years combined experience as Superintendent or Deputy Superintendent or three years experience as Deputy Superintendent or Legal Assistant or Labour Inspector.  |
| 5. | Statistical Officer     |  | <b>By Promotion,-</b><br>Three years experience as Head Statistical Assistant.<br><b>By Transfer/deputation,-</b><br>(i) Post-Graduate in Statistics or Post-Graduate Mathematics or Economics or Social Work with Statistics as one of the paper.<br>(ii) Three years experience in labour statistics/ labour surveys.<br>(iii) One year experience as Statistical Officer or equivalent in any State Government or Government of India.<br>(iv) Knowledge of Hindi/Sanskrit up to Matric standard or higher education. |
| 6. | Welfare Officer (Women) | (i) Law Graduate from any recognized university/ institution with Labour Laws as one of the subjects.<br><br>(ii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education. | <b>By Promotion,-</b><br>(i) Graduate from a recognised university.<br>(ii) Degree or Diploma in Social Work or Labour Welfare or its equivalent from a recognized university or institution.<br>(iii) Three years experience as Labour Inspector.<br><b>By Transfer/deputation,-</b><br>(i) Law Graduate from any recognized University/ Institution with Labour Laws as one of the subjects.<br>(ii) Knowledge of Hindi/Sanskrit upto Matric Standard or higher education.   |
| 7. | Labour Welfare Officer  |  | <b>By Promotion,-</b><br>(i) Graduate from a recognised university.<br>(ii) Degree or Diploma in Social Work or Labour Welfare or its equivalent from any recognised university or institution.  |

|     |                   |   |  |
|-----|-------------------|---|--|
|     |                   |   | <p>(iii) Three years experience as Deputy Superintendent or Legal Assistant or Labour Inspector.</p> <p><b>By Transfer/deputation,-</b></p> <p>(i) Law Graduate from a recognized university/ institution with Labour Laws as one of the subjects.</p> <p>(ii) One year experience on the same or equivalent post.</p> <p>(iii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.</p>                           |
| 8.  | Editor            | <p>(i) Graduate with Economics or Public Administration or Sociology or Commerce or three years professional LL.B. Degree with Labour Laws as one of the subjects.</p> <p>(ii) Degree in Journalism from any recognized university.</p> <p>(iii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.</p> | <p><b>By transfer/ deputation,-</b></p> <p>(i) Graduate with Economics or Public Administration or Sociology or Commerce or three years professional LL.B. Degree with Labour Laws as one of the subjects.</p> <p>(ii) Degree in Journalism from any recognized university.</p> <p>(iii) One year experience on the same or equivalent post.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric standard or higher education.</p> |
| 9.  | Superintendent    |   | <p><b>By Promotion,-</b></p> <p>(i) Three years experience as Deputy Superintendent or Legal Assistant or Judgment Writer.</p> <p><b>By transfer/Deputation.-</b></p> <p>(i) Six years experience as Superintendent.</p> <p>(ii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.</p>  |
| 10. | Private Secretary |   | <p><b>By Promotion,-</b></p> <p>(i) One year experience as Judgment Writer or three years as Senior Scale Stenographer.</p> <p><b>By transfer/Deputation.-</b></p> <p>(i) Eight years experience as Private Secretary.</p>   |

8. In the said rules, for Appendices C and D, the following Appendices, shall be substituted, namely:

| <b>"APPENDIX C</b><br>(see rule 15 (1)) |  |                      |  |                                       |                     |
|---|--|----------------------|--|---------------------------------------|---------------------|
| Serial Number                           | Designation of posts   | Appointing authority | Name of Penalty  | Authority empowered to impose penalty | Appellate Authority |
| 1                                       | 2  | 3                    | 4  | 5                                     | 6                   |
| 1.                                      | Assistant Director, Industrial Safety and Health             | Government           | <b>Minor Penalties</b><br>(a) warning with a copy in the personal file (character roll);<br>(b) censure;<br>(c) withholding of promotion;<br>(d) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a Company and Association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or university set up by an Act of Parliament or of the Legislature of a State; and<br>(e) Withholding of increments of pay without cumulative effect; | Government                            | Government          |
| 2.                                      | Assistant Director Industrial Safety and Health (Chemical)   |                      |  |                                       |                     |
| 3.                                      | Assistant Director, Industrial Health-cum Certifying Surgeon |                      |  |                                       |                     |
| 4.                                      | Assistant Labour Commissioner                                |                      |  |                                       |                     |
| 5.                                      | Statistical Officer  |                      |  |                                       |                     |
| 6.                                      | Welfare Officer (Women)                                      |                      |  |                                       |                     |
| 7.                                      | Labour Welfare Officer                                       |                      |  |                                       |                     |
| 8.                                      | Editor   |                      |  |                                       |                     |
| 9.                                      | Superintendent   |                      |  |                                       |                     |
| 10.                                     | Private Secretary  |                      |  |                                       |                     |
|   |  |                      | <b>Major penalties</b><br>(f) withholding of increments of pay with cumulative effect.<br>(g) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to  |                                       |                     |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  | <p>whether or not the Government employee shall earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increment of his pay.</p> <p>(h) reduction to lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, posts or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service.</p> <p>(i) compulsory retirement.</p> <p>(j) removal from service which shall not be a disqualification for future employment under the Government.</p> <p>(k) dismissal from service which shall ordinarily be a disqualification for future employment under the Government."</p> |  |  |
|--|--|--|--|--|--|

9. In the said rules, for Appendix D, the following Appendix, shall be substituted, namely:-

**"APPENDIX - D**

| Sr. No. | Designation of Posts  | Nature of order  | Authority empowers to make the order |
|---------|---|--|--------------------------------------|
| 1       | 2   | 3  | 4                                    |
| 1       | Assistant Director, Industrial Safety and Health.             | (i) Reducing or with-holding the amount or ordinary/additional pension admissible under rules governing pension.<br><br>(ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation." | Government                           |
| 2       | Assistant Director, Industrial Safety and Health (Chemical)   |  |                                      |
| 3       | Assistant Director, Industrial Health-care Certifying Surgeon |  |                                      |
| 4       | Assistant Labour Commissioner                                 |  |                                      |
| 5       | Statistical Officer   |  |                                      |
| 6       | Welfare Officer (Women)                                       |  |                                      |
| 7       | Labour Welfare Officer  |  |                                      |
| 8       | Editor  |  |                                      |
| 9       | Superintendent  |  |                                      |
| 10      | Private Secretary   |  |                                      |

10. In the said rules, for Appendix E, the following Appendix shall be substituted, namely:-

**"APPENDIX - E**

*(See rule 11)*

- (1) A departmental examination shall be held half-yearly about the fourth week of April and second week of November every year.
- (2) The Labour Commissioner, Haryana shall conduct the departmental examination.
- (3) The exact date, time and place of the examination shall be fixed by the Labour Commissioner at least one month before the commencement of the examination.
- (4) The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Labour Commissioner.
- (5) The Labour Commissioner shall appoint an officer to conduct the examination, who shall,
  - (i) prepare the question papers and cause them to be typed or computerized;
  - (ii) superintend the examination and transmit the answer books directly to the examiner;
  - (iii) receive the awards from the examiner and through Labour Commissioner forward the awards to Government, who shall notify the result of the examination in order of merit, in the Official Gazette.



- (6) There shall be four papers for each category i.e. Assistant Labour Commissioner, Labour Welfare Officer (W), Labour Welfare Officer and Assistant Director, Industrial Safety and Health, Assistant Director, Industrial Safety and Health (Chemical), Assistant Director, Industrial Health-cum-Certifying Surgeon with the following syllabus:-

**First Paper**

- (i) The Trade Unions Act, 1926 and the regulations made thereunder.
- (ii) The Minimum Wages Act, 1948 and the rules made thereunder.
- (iii) The Payment of Wages Act, 1936 and the rules made thereunder.
- (iv) The Employees Compensation Act, 1923 and the rules made thereunder.
- (v) The Payment of Gratuity Act, 1972 and rules made thereunder.
- (vi) The Working Journalists (Conditions of Service) and Miscellaneous Provisions Act, 1955.
- (vii) The Motor Transport Workers Act, 1961 and the rules made thereunder.
- (viii) Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder.
- (ix) The Child Labour (Prohibition and Regulation) Act, 1986.
- (x) The Plantation's Labour Act, 1951.
- (xi) The Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
- (xii) Labour Laws (Exemption form Furnishing Returns and Maintaining Registers by Certain Establishment) Act, 1938.
- (xiii) The Bonded Labour System (Abolition) Act, 1976 and rules made there under.

**Second Paper**

- (i) The Industrial Disputes Act, 1947 and the rules made thereunder;
- (ii) The Factories Act, 1948 and the rules made thereunder;
- (iii) The Industrial Employment (Standing Orders) Act, 1946 and the rules made thereunder;
- (iv) The Collection of Statistics Act, 1953;
- (v) The Punjab Shops and Commercial Establishments Act, 1958 and the rules made thereunder;
- (vi) The Equal Remuneration Act, 1976 and the rules made thereunder;
- (vii) The Sales Promotion Employees (Condition of Service) Act, 1976;
- (viii) The Maternity Benefit Act, 1961 and the rules made thereunder;

- (ix) The Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996;
- (x) The Punjab Industrial Establishments (National and Festival Holidays and Casual and Sick Leave) Act, 1965;
- (xi) The Punjab Labour Welfare Fund Act, 1965;
- (xii) The Punjab Industrial Housing Act, 1956;

**Third Paper**

- Approaches to Conciliation under the Industrial Disputes Act, 1947;
- Questions relating to Labour Welfare under different labour legislations;
- Questions relating to practical work under different labour legislations.

**Fourth Paper**

- Computer Operations :-  
This paper would comprise of knowledge of the officials regarding word process, spreadsheet, data base, presentation such as word excel, power point, access and similar programmes.
- (7) The syllabus for examination may be altered from time to time.
  - (8) Each paper shall carry 100 marks.
  - (9) Time allowed for each papers shall be 3 hours.
  - (10) The answer books and other stationery for the examination shall be provided by the Labour Commissioner.
  - (11) No books shall be supplied or allowed to be consulted during the examination, except bare Acts.
  - (12) No candidate shall be considered to have qualified the examination unless he obtains 60% marks in each paper.
  - (13) A candidate may appear in all or any one or more papers at a time."

DR. R. P. CHANDER,  
Additional Chief Secretary to Government Haryana,  
Labour Department.

PART III  
HARYANA GOVERNMENT  
LABOUR AND EMPLOYMENT DEPARTMENTS

Notification

The 4th March, 1982

No. G.S.R.36/Const./Art. 309/82.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Labour Department (Group C) Service, namely :—

PART I—GENERAL

1. *Short title* :—These rules may be called the Haryana Labour Department (Group C) Service Rules, 1982.
2. *Definitions* :—In these rules, unless the context otherwise requires—
  - (a) "Board" means the Subordinate Service Selection Board, Haryana;
  - (b) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;
  - (c) "Government" means the Government of Haryana in the Administrative Department;
  - (d) "recognised university" means ;
    - (i) any university incorporated by law in India ; or
    - (ii) in the case of a degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ; or
    - (iii) any other university which is declared by the Government to be a recognised university for the purposes of these rules ; and
  - (e) "Service" means the Haryana Labour Department (Group C) Service.

PART II—RECRUITMENT OF SERVICE

3. *Number and Character of posts*.—The Service shall comprise the posts shown in Appendix A to these rules and the members of the Service shall draw pay in the scales of pay mentioned their against :

Provided that nothing in these rules shall affect the inherent right of Government to make additions to, or reductions in, the number of posts or to create new posts, with different designations and to appoint persons permanently or temporarily.

4. (1) *Nationality domicile and character of candidates recruited to service.*—No person shall be appointed to any post in the Service unless he is :—

- (a) a citizen of India ; or
- (b) a subject of Nepal ; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia, with the intention of permanently settling in India ;

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

5. No person shall be appointed to any post in service by direct recruitment who is less than seventeen years and more than thirty years of age on the last date of submission of applications to the Board.

6. *Appointing authority.*—All appointments to the posts in the Service shall be made by the Labour Commissioner, Haryana.

7. *Qualifications.*—No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 2 of Appendix B to these rules in the case of direct recruitment and those specified in column 3 of the aforesaid Appendix in the case of appointment other than by direct recruitment.

8. *Disqualifications.*—No person —

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person ;

shall be eligible for appointment to any post in the Service.

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

9. *Method of recruitment.* (1) Recruitment to the Service shall be made

- (a) in the case of Superintendent by promotion from amongst Head Assistants or Legal Assistant or Head Clerk (Headquarters);
- (b) in the case of Head Assistant by promotion from amongst Accountant or Assistants or Head Clerks (Field) or Senior Scale Stenographers or Statistical Assistants; \*
- (c) in the case of Legal Assistant by promotion from amongst Accountant or Assistants or Head Clerks (Field) or Senior Scale Stenographers or Statistical Assistant; or
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (d) in the case of Head Clerk (Headquarters) by promotion from amongst Accountant or Assistants or Head Clerks (Field) or Senior Scale Stenographers or Statistical Assistants;
- (e) in the case of Head Statistical Assistant;
  - (i) by promotion from amongst the Statistical Assistants or Accountant or Assistants or Head Clerks (Field) or Senior Scale Stenographers; or
  - (ii) by direct recruitment;
- (f) in the case of Sports Instructor
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (g) in the case of Labour Inspector;
  - (i) 50% by promotion from amongst the Accountant or Assistant or Head Clerks (Field) or Senior Scale Stenographers or Statistical Assistants or Cartographer;
  - (ii) 50% by direct recruitment or by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (h) in the case of Cartographer;

- (i) by promotion from amongst the Draftsman ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (i) in the case of Accountant;
- (i) by promotion from amongst Readers or Rent Collectors or Junior Statistical Assistant or Junior Scale Stenographer or Stenotypists or Clerks or Computer Clerks ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (j) in the case of Assistant;
- (i) by promotion from amongst Readers or Rent Collectors or Junior Statistical Assistant or Junior Scale Stenographer or Stenotypists or Clerks or Computer Clerk ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (k) in the case of Head Clerk (Field);
- (i) by promotion from amongst Readers or Rent Collectors or Junior Statistical Assistant or Junior Scale Stenographers or Stenotypists or Clerks or Computer Clerks ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (l) in the case of Senior scale Stenographer;
- (i) by promotion from amongst the Junior Scale Stenographers ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India ;
- (m) in the case of Statistical Assistant;
- (i) 66% by promotion from amongst Junior Statistical Assistant or Readers or Rent Collectors or Junior Scale Stenographer or Stenotypists or Clerks or Computer Clerks ; and
  - (ii) 34% by direct recruitment or by transfer or deputation of an official already in the service of any State Government or the Government of India ;

- (n) in the case of Reader by promotion from amongst the Junior Scale Stenographers or Steno-typists or Clerks or Computer Clerks ;
- (o) in the case of Rent Collector by promotion from amongst the Junior Scale Stenographers or Stenotypists or Clerks or Computer Clerks ;
- (p) in the case of Junior Statistical Assistant by promotion from amongst the Junior Scale Stenographers or Steno-typists or Clerks or Computer Clerks ;
- (q) in the case of Draftsmen—
  - (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (r) in the case of Junior Scale Stenographer—
  - (i) by promotion from amongst the Steno-typists ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (s) in the case of X-Ray Technician—
  - (i) by direct recruitment ; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (t) in the case of Driver—
  - (i) by promotion from amongst the Khatris or Dalis or Jamadars or Peons or Chowkidars or Peon-cum-Chowkidars or Mali or Organisers or Chowkidar-cum-Sweepers or Sweepers or Waterman ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (u) in the case of Steno-typist—
  - (i) by promotion from amongst Clerks or Computer Clerks ; or
  - (ii) by direct recruitment ; or
  - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India

(v) in the case of Clerk—

(i) by promotion on seniority-cum-fitness basis from amongst Group C employees whose scale of pay or responsibilities are lower/lesser than that of a clerk or Group D employees, or

(ii) by direct recruitment ; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(w) in the case of Computer Clerk—

(i) by promotion on seniority-cum-fitness basis from amongst Group C employees whose scale of pay or responsibilities are lower/lesser than that of a Clerk or Group D Employees ; or

(ii) by direct recruitment ; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

*Note.*—A person who is appointed as Clerk or Computer Clerk shall be required to pass a test in type-writing in Hindi or English at the speed of 25 or 30 words per minute, respectively within a period of one year of appointment failing which he will not be allowed his next annual increment(s). On passing the test he will be allowed increment(s) from the date following the day of test which he passes but no arrears of increment(s) shall be allowed. Subsequent increments shall however be due to him on the dates on which they would have otherwise become due.

(x) in the case of Instructor (Female)—

(i) by direct recruitment ; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(y) in the case of Restorer by promotion from amongst Group D employees ;

(z) in the case of Laboratory Assistant—

(i) by direct recruitment ; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;



(2a) in the case of Nurse (Female) —

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;

(2b) in the case of Cinema Operator—

- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(2) Except where otherwise provided when any vacancy occurs or is likely to occur in the Service, the appointing authority shall determine the manner in which such vacancy shall be filled in.

(3) Except where otherwise provided, all promotions whether from one grade or from one class of service to another class of service, shall be made by selection on merit and seniority but seniority alone shall not give any rights of appointment.

(4) For all promotions which are to be made from more than one cadres, their *inter se* seniority for the purposes of promotion shall be determined by the date of continuous appointment in the respective cadres.

10. *Probation*—(1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise.

Provided that—

- (a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;
  - (b) any period of work in equivalent or higher rank, prior to appointment to the Service may, in the case of an appointment by transfer at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
  - (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority the work or conduct of a person during the period of probation is not satisfactory, it may —
- (a) if such person is appointed by direct recruitment, discontinue his services ; and
  - (b) if such person is appointed otherwise than by direct recruitment —
    - (i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may —

(a) if his work or conduct has, in its opinion, been satisfactory, —

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or

(b) If his work or conduct has in its opinion, been not satisfactory —

(i) dispense with his services, if appointed by direct recruitment, or revert him to his former post or deal with him in such other manner, as the terms and conditions of previous appointment permit, if appointed otherwise ; or

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation ;

Provided that the total period of probation including extension, if any, shall not exceed three years.

11. Departmental Examination. — (1) The Labour Inspector appointed to the service shall have to qualify the departmental examination as per syllabus and other conditions prescribed in Appendix E to these rules, within a period of one year :

Provided that the Labour Commissioner, Haryana, shall be competent to add to the syllabus any other enactment not mentioned in Appendix E as he may deem necessary.

(2) The next increment shall not be allowed unless he qualifies the departmental examination.

(3) If he passes the departmental examination after the prescribed period, then the increment(s) for the period subsequent to that within which the departmental examination was to be passed would be released to him from the date following the last day on which the departmental examination was completed. The increment(s) would be released with retrospective effect from the date it was otherwise due but no arrears would be paid for the past period.

(4) If he fails to pass the departmental examination and is subsequently exempted by the competent authority from passing the examination his increment(s) for the period subsequent to that within which the departmental examination was to be passed would be released from the date he may be

given such exemption. The increment(s) would be released with retrospective effect from the date it was otherwise due but no arrear would be paid for the past period.

(5) He shall also have to undergo and qualify in the intensive course of social work at the Calcutta University or any other recognised university as and when he is deputed by the Government.

12. *Seniority* :—Seniority, *inter se*, of members of the Service shall be determined by the length of continuous service on any post in the service :—

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :—

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :—

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment ; and if the rates of pay drawn are also the same, then by the length of the service in the appointment, and if the length of such service is also the same, the older member shall be senior to the younger member.

13. *Liability to serve* :—(1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered to do so by the appointing authority.

(2) A member of the Service may also be deputed to serve under —

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority within the State of Haryana ;

(ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government, or

(iii) any other State Government, an international organisation, an autonomous body not controlled by the Government, or a private body;

Provided that no member of the Service shall be deputed to the Central or any other State Government or any organisation or body referred to in clause (i) or clause (iii) except with his consent.

14. *Pay, leave, pension and other matters.*—In respect of pay, leave pension and other matters, not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

15. *Discipline, penalties and appeals.*—(1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time:

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall be subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, and the appellate authority shall also be as specified in Appendix D to these rules.

16. *Vaccination.*—Every member of the Service shall get himself vaccinated and revaccinated if and when the Government directs by a special or general order.

17. *Oath of allegiance.*—Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

18. *Power of relaxation.*—Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

19. *Special provision.*—Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

20. *Reservation.*—Nothing contained in these rules shall effect reservations and other concessions required to be provided for Scheduled Castes and other Backward Classes in accordance with the orders issued by the State Government in this regard from time to time under clause (4) of article 16 of the Constitution of India.

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21. *Repeal and savings.*—Any rule applicable to the Service and corresponding to any of these rules which is in force immediately before the commencement of these rules is hereby repealed :

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

| Serial Number | Designation of post             | Number of posts    |             | Scale of Pay |   |
|---------------|---------------------------------|--------------------|-------------|--------------|---|
|               |                                 | Perma-Tem-<br>nent | pora-<br>ry | Rs.          |   |
| 1             | 2                               | 3                  | 4           | 5            | 6   |
| 1             | Superintendent                  | ..                 | 1           | 1            | 1,000-50-1,500  |
| 2             | Head Assistant                  | 5                  | 1           | 6            | 700-30-850/900-40-<br>1,100-EB-50-1,250   |
| 3             | Legal Assistant                 | 1                  | ..          | 1            | 700-30-850/900-40-<br>1,100-EB-50-1,250   |
| 4             | Head Clerk<br>(Headquarters)    | 1                  | ..          | 1            | 700-30-850/900-40-<br>1,100-EB-50-1,250   |
| 5             | Head Statistical Assis-<br>tant | ..                 | 1           | 1            | 700-30-850/900-40-<br>1,100-EB-50-1,250   |
| 6             | Sports Instructor               | ..                 | 1           | 1            | 700-30-850/900-40-<br>1,100-EB-50-1,250   |
| 7             | Labour Inspector                | 15                 | 17          | 32           | 600-20-700-30-980/<br>900-40-1,100(T.S.)<br>700-30-850/900-40-<br>1,100-EB-50-1,250<br>(S.G. for 20% posts) |
| 8             | Stenographer                    | 1                  | ..          | 1            | 600-20-700-30-850/<br>900-40-1,100  |
| 9             | Accountant                      | 1                  | ..          | 1            | 525-15-600-20-660/<br>700-30-850-EB-<br>890-40-1,050  |
| 10            | Assistant                       | 15                 | 5           | 20           | 525-15-600-20-660/<br>700-30-850-EB-<br>890-40-1,050  |
| 11            | Head Clerk (Field)              | 5                  | 5           | 10           | 525-15-600-20-660/<br>700-30-850-EB-<br>890-40-1,050  |
| 12            | Senior Scale Stenogra-<br>pher  | 3                  | 3           | 6            | 525-15-600-20-660/<br>700-30-850-EB-<br>890-40-1,050  |

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| 1  | 2                                 | 3  | 4  | 5   | 6  |
|----|-----------------------------------|----|----|-----|--|
| 13 | Statistical Assistant             | 4  | 4  | 4   | 525-15-600-20-660/<br>700-30-850-EB-<br>890-40-1,050   |
| 14 | Reader                            | 1  | 2  | 3   | 525-15-600-20-660/<br>700-30-850-EB-<br>890-40-1,050   |
| 15 | Rent Collector                    |    | 3  | 3   | 525-15-600-20-700/<br>750-30-1,050   |
| 16 | Junior Statistical Assis-<br>tant | 1  | 6  | 7   | 525-15-600-20-700/<br>750-30-1,050   |
| 17 | Draftsman                         | 1  |    | 1   | 525-15-600-20-660/<br>700-30-850-EB-<br>900-40-1,050   |
| 18 | Junior Scale Steno-<br>grapher    | 4  | 6  | 10  | 480-15-600-EB-<br>20-700-30-760  |
| 19 | X-Ray Technician                  |    | 1  | 1   | 450-10-490/525-15-<br>600-30-700   |
| 20 | Drivers                           | 1  | 4  | 5   | 420-10-490/525-15-<br>600-EB-20-700 (T.S.)<br>525-15-600-20-700/<br>750-30-900<br>(S.G. for 20% posts) |
| 21 | Stenotypist                       | 9  | 3  | 13  | 400-10-490/540-15-<br>600-EB-20-660 +<br>Rs. 50 special pay  |
| 22 | Clerks                            | 68 | 40 | 108 | 400-10-490/540-15-<br>600-EB-20-660 (T.S.)<br>480-15-600-EB-20/<br>700-30-760 (S.G. for<br>20% posts)  |
| 23 | Computer Clerks                   | 6  |    | 6   | 400-10-490/540-15-<br>600-EB-20-660  |
| 24 | Instructor (Female)               | 7  |    | 7   | 400-10-490/540-15-<br>600-EB-20-660  |
| 25 | Restorer                          |    | 1  | 1   | 400-10-490/540-15-<br>600-EB-20-660  |
| 26 | Laboratory Assistant              |    | 1  | 1   | 400-10-490/540-15-<br>600-EB-20-660  |
| 27 | Nurse (Female)                    |    | 1  | 1   | 400-10-490/540-15-<br>600-EB-20-660  |
| 28 | Cinema Operator                   | 1  |    | 1   | 400-10-490/540-15-<br>600-EB-20-660  |

## APPENDIX II

(See rule 7)

| Designation of post             | Academic qualifications and experience, if any for direct recruitment   | Academic qualifications and experience, if any, for appointment other than by direct recruitment  |
|---------------------------------|---|---|
| 1                               | 2   | 3   |
| 1. Superintendent ..            | —   | Three years' experience as Head Assistant or Legal Assistant or Head Clerk (Headquarters).  |
| 2. Head Assistant ..            | —   | Four Years' experience as Accountant or Assistant or Head Clerk (Field) for Senior Scale Stenographer or Statistical Assistant.   |
| 3. Legal Assistant ..           | (a) LL.B. degree of a recognised university<br>(b) Three years practice as an Advocate.<br>(c) Knowledge of Hindi upto Matric Standard  | (a) Three years' experience as Accountant or Assistant or Head Clerk (Field) or Senior Scale Stenographer or Statistical Assistant<br>(b) LL.B. degree from a recognised university.  |
| 4. Head Clerk (Headquarters) .. | —   | Four years' experience as Accountant or Assistant or Head Clerk (Field) or Senior Scale Stenographer or Statistical Assistant.  |
| 5. Head Statistical Assistant   | (a) M.A. Economics or Mathematics or Agricultural Economics or Commerce with Statistics or Public Administration with specialisation in labour laws. Preference will be given to persons having one year experience in collection, compilation and analysis of statistical data in some Government office.<br>(b) Knowledge of Hindi upto Matric Standard | (a) Graduate with Economics or Mathematics or Agricultural Economics or Commerce with Statistics or Public Administration.<br>(b) Four years' experience as Statistical Assistant or Accountant or Assistant or Head Clerk (Field) or Senior Scale Stenographer. In case of Accountant, Assistant or Head Clerk (Field) or Senior Scale Stenographer the qualification should be Graduation with Economics or Mathematics or Agricultural Economics or Commerce with Statistics or Public Administration. |
| 6. Sports Instructor            | (a) Matric or its equivalent from recognised University or Board.<br>(b) Diploma of National Institute of Sports Specialisation in Athletics  | (a) Matric or its equivalent from recognised university or Board.<br>(b) Diploma of National Institute of Sports—Specialisation in Athletics.   |



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| Designation of post           | Academic qualifications and experience, if any for direct recruitment  | Academic qualifications and experience, if any, for appointment other than by direct recruitment   |
|-------------------------------|--|--|
| 7. Labour Inspector           | (a) A degree of Bachelor of Arts including Public Administration of a recognised university or its equivalent. Persons possessing the qualifications of Diploma/Degree in Social Welfare and Specialisation in labour laws shall be preferred.<br>(b) Knowledge of Hindi upto Matric Standard  | (a) Matric<br>(b) Four years experience as Accountant or Assistant or Head Clerk or Senior Scale Stenographer or Statistical Assistant or Cartographer   |
| 8. Cartographer               | Post-graduate Diploma in cartography or Matric or its equivalent with Diploma in Commercial Arts/Draftsmanship   | Three years experience as Draftsman.   |
| 9. Accountant                 | —  | Three years experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk.   |
| 10. Assistant                 | —  | Three years experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk.   |
| 11. Head Clerk (Field)        | —  | Three years experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk.   |
| 12. Senior Scale Stenographer | (a) Matric of a recognised university or Board or its equivalent and should qualify the test in Hindi Shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute or English shorthand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute. | One year experience as Junior Scale Stenographer and should qualify the test in Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute or English shorthand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute. |

Note:—The test will be of five minutes duration and 4% mistakes will be allowed to qualify the test.

|                                  | 1  | 2  | 3  |
|----------------------------------|--|--|--|
| 13. Statistical Assistant        | (a) A degree of Bachelor of Arts of a recognised University with Economics or Public Administration or Mathematics or Sociology with Statistics or Social Survey.<br>(b) Three years' experience in collection, compilation and analysis of Labour Statistics.<br>(c) Knowledge of Hindi up to Matric Standard.  | (a) A degree of Bachelor of Arts of a recognised University with Economics or Public Administration or Mathematics or Sociology with Statistics or Social Survey.<br>(b) Three years' experience as Junior Statistical Assistant or Reader or Rent Collector or four year's experience as Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk.<br>Three years' experience as Junior Scale Stenographer or stenotypist or Clerk or Computer Clerk.<br>Three year's experience as Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk. | (a) A degree of Bachelor of Arts of a recognised University with Economics or Public Administration or Mathematics or Sociology with Statistics or Social Survey.<br>(b) Three years' experience as Junior Statistical Assistant or Reader or Rent Collector or four year's experience as Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk.<br>Three years' experience as Junior Scale Stenographer or stenotypist or Clerk or Computer Clerk.<br>Three year's experience as Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk. |
| 14. Reader                       |  |  |  |
| 15. Rent Collector               |  |  |  |
| 16. Junior Statistical Assistant |  |  |  |
| 17. Draftsman                    | (a) Matric of a recognised University/Board or its equivalent;<br>(b) Two years' Diploma course in Draftsman (Civil) from a recognised Institute or its equivalent;<br>(c) Knowledge of Hindi upto Matric Standard.  | (a) Matric of a recognised University/Board or its equivalent;<br>(b) Two years' Diploma course in Draftsman (Civil) from a recognised Institute or its equivalent;<br>(c) Knowledge of Hindi upto Matric Standard.  | (a) Matric of a recognised University/Board or its equivalent;<br>(b) Two years' Diploma course in Draftsman (Civil) from a recognised Institute or its equivalent;<br>(c) Knowledge of Hindi upto Matric Standard.  |
| 18. Junior Scale Stenographer    | (a) Matric of a recognised University/Board or its equivalent and should qualify the test in Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute; or English shorthand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute.<br>(b) Knowledge of Hindi upto Matric Standard. | (a) Matric of a recognised University/Board or its equivalent and should qualify the test in Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute; or English shorthand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute.<br>(b) Knowledge of Hindi upto Matric Standard.   | (a) Matric of a recognised University/Board or its equivalent and should qualify the test in Hindi shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute; or English shorthand at the speed of 100 words per minute and transcription thereof at the speed of 20 words per minute.<br>(b) Knowledge of Hindi upto Matric Standard.   |
| 19. X-Ray Technician             | (a) Matric (with science) of a recognised University/Board or its equivalent;<br>(b) Diploma in Radiography from a recognised Institute;<br>(c) Knowledge of Hindi upto Matric standard.   | (a) Matric (with Science) of a recognised University/Board or its equivalent;<br>(b) Diploma in Radiography from a recognised Institute;<br>(c) Knowledge of Hindi upto Matric standard.   | (a) Matric (with Science) of a recognised University/Board or its equivalent;<br>(b) Diploma in Radiography from a recognised Institute;<br>(c) Knowledge of Hindi upto Matric standard.   |

Note: The test will be of five minutes duration and 8 per cent mistakes will be allowed to qualify the test.

|                          |   |  |
|--------------------------|---|--|
| 20. Driver               | <p>(a) Education at least upto primary standard ;</p> <p>(b) Can read and write Hindi ;</p> <p>(c) Driving licence of light motor vehicle in the case of staff car driver and heavy motor vehicle in the case of mobile van driver.</p>   | <p>Possesses driving licence of light motor vehicle in the case of staff car driver and heavy motor vehicle in the case of mobile van driver and can read and write Hindi.</p>   |
| 21. Stenotypist          | <p>(a) Matric of a recognised University/Board or its equivalent and should qualify the test in Hindi shorthand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute ; or English shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute.</p> <p>(b) Knowledge of Hindi upto Matric standard.</p> | <p>Qualifies test in Hindi shorthand at the speed of 4 words per minute and transcription thereof at the speed of 11 words per minute or English shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute.</p> <p>Note : The test will be of five minutes duration and 8 per cent mistakes will be allowed to qualify the test.</p> |
| 22. Clerk                | <p>(a) Matric of a recognised University/Board or its equivalent ;</p> <p>(b) Knowledge of Hindi upto Matric standard.</p>  | <p>(a) Five years' experience as Group C employee or Group D employee ;</p> <p>(b) Matric or its equivalent of a recognised University Board.</p>  |
| 23. Computer Clerk       | <p>(a) Matric of a recognised University/Board or its equivalent ;</p> <p>(b) Knowledge of Hindi upto Matric standard preference will be given to persons who know operating calculating machines.</p>  | <p>(a) Five years' experience as Group C employee or Group D employee ;</p> <p>(b) Matric or its equivalent of a recognised University/Board.</p>  |
| 24. Instructor (Female)  | <p>(a) Matric of a recognised University/Board or its equivalent ;</p> <p>(b) Diploma in Tailoring and Embroidery from a recognised Institute ;</p> <p>(c) Knowledge of Hindi upto Matric standard</p>  | <p>(a) Matric of a recognised University/Board or its equivalent ;</p> <p>(b) Diploma in Tailoring and Embroidery from a recognised Institute ;</p> <p>(c) Knowledge of Hindi upto Matric standard.</p>  |
| 25. Restorer             |   | <p>Three years experience as Group D employee.</p>   |
| 26. Laboratory Assistant | <p>(a) Matric with Science (Physics and Chemistry) of a recognised University/Board or its equivalent</p> <p>(b) Diploma in Laboratory Technician from Public Health Laboratory, Karnal or any other Institute recognised by the Government</p>   | <p>(a) Matric with Science (Physics and Chemistry) of a recognised University/Board or its equivalent ;</p> <p>(b) Diploma in Laboratory Technician from Public Health Laboratory, Karnal or any other Institute recognised by the Government.</p>   |

APPENDIX C  
[See rule 15(1)]

| Designation of posts             | Appointing authority           | Nature of penalty  | Authority empowered to impose penalty | Appellate authority |
|----------------------------------|--------------------------------|--|---------------------------------------|---------------------|
| 1. Superintendent                | ..                             |  |                                       |                     |
| 2. Head Assistant                | .. Labour Commissioner Haryana | (a) Warning with a copy on personal file   | Labour Commissioner                   | Government          |
| 3. Legal Assistant               | ..                             | (b) censure ;  |                                       |                     |
| 4. Head Clerk (Headquarters)     | ..                             | (c) withholding of increments or promotion, including stoppage of and efficiency bar ;                                       |                                       |                     |
| 5. Head Statistical Assistant    | ..                             | (d) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach or order ; |                                       |                     |
| 6. Sports Instructor             | ..                             | (e) reduction to a lower post or time scale or to a lower stage in time scale ;  |                                       |                     |
| 7. Labour Inspector              | ..                             | (f) removal from the service which does not disqualify from future employment and  |                                       |                     |
| 8. Cartographer                  | ..                             | (g) dismissal from the service which does ordinarily disqualify from future employment                                       |                                       |                     |
| 9. Accountant                    | ..                             |  |                                       |                     |
| 10. Assistant                    | ..                             |  |                                       |                     |
| 11. Head Clerk (Field)           | ..                             |  |                                       |                     |
| 12. Senior Scale Stenographer    | ..                             |  |                                       |                     |
| 13. Statistical Assistant        | ..                             |  |                                       |                     |
| 14. Reader                       | ..                             |  |                                       |                     |
| 15. Head Collector               | ..                             |  |                                       |                     |
| 16. Junior Statistical Assistant | ..                             |  |                                       |                     |
| 17. Draftsman                    | ..                             |  |                                       |                     |
| 18. Junior Scale Stenographer    | ..                             |  |                                       |                     |
| 19. X-Ray Technician             | ..                             |  |                                       |                     |
| 20. Driver                       | ..                             |  |                                       |                     |
| 21. Stenotypist                  | ..                             |  |                                       |                     |
| 22. Clerk                        | ..                             |  |                                       |                     |
| 23. Computer Clerk               | ..                             |  |                                       |                     |
| 24. Instructor (Female)          | ..                             |  |                                       |                     |
| 25. Restorer                     | ..                             |  |                                       |                     |
| 26. Laboratory Assistant         | ..                             |  |                                       |                     |
| 27. Nurse (Female)               | ..                             |  |                                       |                     |
| 28. Cinema operator              | ..                             |  |                                       |                     |

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HARYANA GOVT GAZ. MARCH. 9, 1982  
(PGHN. 18, 1903 SAKA)

## APPENDIX D

[See rule 15(2)]

| Designation of post              | Nature of order   | Authority empowered to make the order | Appellate authority |
|----------------------------------|---|---------------------------------------|---------------------|
| 1. Superintendent                | (f) Reducing or withholding the amount of ordinary/additional pensionmissible under the rules governing pension             | Labour Commissioner                   | Government          |
| 2. Head Assistant                |   |                                       |                     |
| 3. Legal Assistant               |   |                                       |                     |
| 4. Head Clerk (Headquarters)     | (g) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation |                                       |                     |
| 5. Head Statistical Assistant    |   |                                       |                     |
| 6. Sports Instructor             |   |                                       |                     |
| 7. Labour Inspector              |   |                                       |                     |
| 8. Cartographer                  |   |                                       |                     |
| 9. Accountant                    |   |                                       |                     |
| 10. Assistant                    |   |                                       |                     |
| 11. Head Clerk (Field)           |   |                                       |                     |
| 12. Senior Scale Stenographer,   |   |                                       |                     |
| 13. Statistical Assistant        |   |                                       |                     |
| 14. Reader                       |   |                                       |                     |
| 15. Rent Collector               |   |                                       |                     |
| 16. Junior Statistical Assistant |   |                                       |                     |
| 17. Draftsman                    |   |                                       |                     |
| 18. Junior Scale Stenographer    |   |                                       |                     |
| 19. X-Ray Technician             |   |                                       |                     |
| 20. Driver                       |   |                                       |                     |
| 21. Steno-typist                 |   |                                       |                     |
| 22. Clerk                        |   |                                       |                     |
| 23. Computer Clerk               |   |                                       |                     |
| 24. Instructor (Female)          |   |                                       |                     |
| 25. Restorer                     |   |                                       |                     |
| X 26. Laboratory Assistant       |   |                                       |                     |
| X 27. Nurse (Female)             |   |                                       |                     |
| X 28. Cinema Operator            |   |                                       |                     |

APPENDIX E

(See rule 11)

1. A departmental examination of the Labour Inspector shall be held half yearly about the fourth week of April and second week of November every year.
2. The Labour Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of the examination shall be fixed by the Labour Commissioner, Haryana at least one month before the commencement of the examination.
4. The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Labour Commissioner, Haryana.
5. The Officer conducting the examination shall :
  - (i) receive the question papers from the examiner and cause them to be typed or cyclostyled ;
  - (ii) superintend the examination ;
  - (iii) transmit the answer books to the examiners concerned; and
  - (iv) receive the awards of marks and forward the result to the Labour Commissioner, Haryana who shall declare the result in order of merit .
6. There shall be three papers, with the following syllabus :

First Paper :

  - (i) The Trade Unions Act, 1926 and the regulations made thereunder.
  - (ii) The Minimum Wages Act, 1948 and the rules made thereunder.
  - (iii) The Payment of Wages Act, 1936 and the rules made thereunder.
  - (iv) The Workmens' Compensation Act, 1923 and the rules made thereunder.
  - (v) The Employees' State Insurance Act, 1938 (1948).
  - (vi) The Maternity Benefit Act, 1961 and the rules made thereunder.
  - (vii) The Weekly Holidays Act, 1942.
  - (viii) The Employment of Children Act, 1938.
  - (ix) The Children (Pledging of Labour) Act, 1933 .

- (x) The Plantation of Labour Act, 1951.
- (xi) The Employees' Provident Fund Act, 1952 and the scheme made thereunder.
- (xii) The Working Journalists (Condition of Service) and Miscellaneous Provisions Act, 1955.
- (xiii) The Motor Transport Workers Act, 1956 and the rules made thereunder.
- (xiv) The Industrial Housing Act, 1956 and the rules made thereunder.
- (xv) The Punjab Industrial Establishments (National and Festival Holiday and Casual and Sick Leave) Act, 1965.
- (xvi) Untouchability Crime Act, 1958.
- (xvii) Gratuity Act, 1972 and rules made thereunder.
- (xviii) Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder.

**Second Paper :-**

- (i) The Industrial Disputes Act, 1947 and the rules made thereunder.
- (ii) The Industrial Employment (Standing Orders) Act, 1946
- (iii) The Collection of Statistic Act, 1954.
- (iv) The Factories Act, 1948 and the rules made thereunder.
- (v) The Punjab Shops and Commercial Establishments Act, 1958 and the rules made thereunder.
- (vi) The Bonded Labour System (Abolition) Act, 1976 and rules made thereunder.
- (vii) Equal emuneration Act, 1976 and the rules made thereunder.
- (viii) Sales Promotion (Conditions of Service) Act, 1976.

**Third Paper:**

- (i) Method of approach for conciliation Industrial Disputes.
  - (ii) Labour Welfare.
  - (iii) Questions pertaining to practical work.
7. The syllabus for the examination may be altered from time to time.
8. Each paper shall carry 100 marks.

9. Time allowed for each paper shall be 2 1/2 hours.
10. The answer books and other stationery for the examination shall be provided by the Labour Commissioner, Haryana.
11. No book shall be supplied or allowed to be consulted during the examination except bare Acts.
12. No candidates shall be considered or have qualified the examination unless he obtained 66 per cent marks in each paper.
13. A candidate may appear in all or one or more papers at a time.
14. A candidate shall be required to qualify the departmental examination in four chances within a period during which he is on probation failing which he shall be discharged or reverted.

H. L. GUGNANI,  
Secretary to Government, Haryana,  
Labour and Employment Departments.



[Authorised English Translation]

HARYANA GOVERNMENT  
LABOUR DEPARTMENT

## Notification

The 19th April, 1996

No. G.S.R. 31/Const./Art. 309/96.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Labour Department (Group D) Service, namely :—

## PART I—GENERAL

Short title.

1. These rules may be called the Haryana Labour Department (Group D) Service Rules, 1996.

Definitions.

2. In these rules, unless the context otherwise requires ;

(a) "direct recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;

(b) "Government" means the Haryana Government in the Administrative Department ;

(c) "institution" means,—

(i) any institution established by law in force in the State of Haryana ; or

(ii) any other institution recognised by the Government for the purpose of these rules ;

(d) "Service" means the Haryana Labour Department (Group-D) Service.

## PART II—RECRUITMENT TO SERVICE

Number and character of posts

3. The Service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reductions in, the number of such posts or to create new posts either permanently or temporarily.

4. (1) No person shall be appointed to any post in the Service, unless he is :—

(a) a citizen of India ; or

(b) a subject of Nepal ; or

(c) a subject of Bhutan ; or

(d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India ; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ithopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the appointing authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the school or institution last attended, if any, and similar certificates from two other responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his school or institution.

5. No person shall be appointed to any post in the Service by direct recruitment who is less than sixteen years or more than thirty five years of age, on or before the date of submission of application to the appointing authority.

6. All appointments to the posts in the Service shall be made by the Labour Commissioner, Haryana.

7. No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix "B" to these rules in the case of direct recruitment or by transfer or deputation and those specified in column 4 of the aforesaid Appendix in the case of appointment by promotion.

Nationality, domicile and character of candidates appointed to service.

Age.

Appointing authority.

Qualifications.

Disqualifica-  
tions

## 8. No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service:

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Method of  
Recruitment.

## 9. (1) Recruitment to the Service shall be made,—

- (a) in the case of Daftri :
- (i) by promotion from amongst Peon, Peon-cum-Chowkidar ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or on deputation of an official already in service of any State Government or the Government of India ;
- (b) in the case of Jamadar,—
- (i) by promotion from amongst Peon, Peon-cum-Chowkidar ; or
- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (c) in the case of Peon,—
- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (d) in the case of Chowkidar,—
- (i) by direct recruitment ; or
- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India ;
- (e) in the case of Peon-cum-Chowkidar,—
- (i) by direct recruitment ; or

- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (f) in the case of Sweeper—
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in service of any State Government or the Government of India;
- (g) in the case of Sweeper-cum-Chowkidar—
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (h) in the case of Mali—
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (i) in the case of Aya—
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (j) in the case of Organiser—
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (k) in the case of Laboratory Attendant—
  - (i) by direct recruitment; or
  - (ii) by transfer or deputation of an official already in the service of the State Government or the Government of India.

(2) All promotions unless otherwise provided, shall be made on seniority-cum-fitness basis and seniority alone shall not confer any right to such promotions.

(3) Unless otherwise provided in this rule, whenever any vacancy occurs or is about to occur in the Service, the appointing authority shall determine the manner in which it shall be filled in.

**Probation.**

10. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise.

Provided that :—

- (a) any period, after such appointment spent on deputation on a corresponding or a higher post count towards the period of probation ;
  - (b) any period of work in equivalent or higher rank, prior to appointment to any post in the Service, may, in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and
  - (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may :—
- (a) If such person is appointed by direct recruitment, dispense with his services ; and
  - (b) if such person is appointed otherwise than by direct recruitment,—
    - (i) revert him to his former post ; or
    - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may :—
- (a) if his work or conduct has, in its opinion, been satisfactory ;—
    - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy ; or
    - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or
    - (iii) declare that he has completed his probation satisfactorily if there is non-permanent vacancy ; or

(b) if his work or conduct has, in its opinion, been not satisfactory;—

(i) dispense with his service, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit,

(ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation, including extension, if any, shall not exceed three years.

11. Seniority, *inter se* of the members of the Service shall be determined by the length of continuous Service on any post in the Service :

Seniority.

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :—

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointment from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

12. (1) A member of the Service shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.

Liability to serve.

(2) A member of Service may also be deputed to serve as under :—

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local authority or university within the State of Haryana ; or

(ii) the Central Government or a company, an association or a body of individuals whether incorporated or not which is wholly or substantially owned or controlled by the Central Government ; or

- (iii) any other State Government, an international organisation, an autonomous body not controlled by the Government or a private body :

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organisation or body referred to in clause (ii) or clause (iii) except with his consent.

Pay, leave, pension and other matters.

13. In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the service shall be governed by such rules and regulations as may have been, or may hereafter be, adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline, penalties and appeals.

14. (1) In matters relating to discipline, penalties and appeals, members of the service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time to time :

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 9 of the Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

Vaccination.

15. Every member of the Service, shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.

Oath of allegiance.

16. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Power of relaxation.

17. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Special provisions.

18. Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservations.

19. Nothing contained in these rules shall effect reservations and other concessions required to be provided for scheduled castes, backward classes, ex-servicemen, physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time :

Provided that such kind of reservation shall not exceed 50 per cent at any time.

Repeal and savings.

20. The Punjab State (Class IV) Service Rules, 1963, are hereby repealed :

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

| Sr. No. | Designation of posts  | No. of posts |           |       | Scale of pay                 |
|---------|-----------------------|--------------|-----------|-------|------------------------------|
|         |                       | Permanent    | Temporary | Total |                              |
| 1       | 2                     | 3            | 4         | 5     | 6                            |
| 1       | Daftri                | 3            | 4         | 7     | Rs. 800-15-1,010-EB-20-1,150 |
| 2       | Jamadar               | 2            | —         | 2     | Rs. 800-15-1,010-EB-20-1,150 |
| 3       | Peon                  | 47           | 44        | 91    | Rs. 750-12-870-EB-14-940     |
| 4       | Chowkidar             | 1            | 8         | 9     | Rs. 750-12-870-EB-14-940     |
| 5       | Peon-cum-Chowkidar    | —            | 5         | 5     | Rs. 750-12-870-EB-14-940     |
| 6       | Sweeper               | 1            | 12        | 13    | Rs. 750-12-870-EB-14-940     |
| 7       | Sweeper-cum-Chowkidar | 6            | 9         | 15    | Rs. 750-12-870-EB-14-940     |
| 8       | Mali                  | 1            | —         | 1     | Rs. 750-12-870-EB-14-940     |
| 9       | Aya                   | —            | 11        | 11    | Rs. 750-12-870-EB-14-940     |
| 10      | Organiser             | 6            | 1         | 7     | Rs. 750-12-870-EB-14-940     |
| 11      | Laboratory Attendent  | —            | 1         | 1     | Rs. 750-12-870-EB-14-940     |



## APPENDIX B

(See rule 7)

| Sr. No. | Designation of posts  | Academic qualifications and experience, if any, for direct recruitment or by transfer or deputation. | Academic qualifications and experience, if any, for appointment by promotion.               |
|---------|-----------------------|--|---|
| 1       | 2                     | 3  | 4   |
| 1       | Daftri                | Middle with Hindi as one of the subjects   | 1. Knowledge of Hindi and English<br>2. Five years experience as Peon, Peon-cum-Chowkidar   |
| 2       | Jamadar               | Middle with Hindi as one of the subjects   | 1. Knowledge of Hindi and English<br>2. Five years experience as a Peon, Peon-cum-Chowkidar |
| 3       | Peon                  | Knowledge of Hindi and English   | 1. Knowledge of Hindi and English   |
| 4       | Chowkidar             | Knowledge of Hindi and English   | —   |
| 5       | Peon-cum-Chowkidar    | Knowledge of Hindi and English   | —   |
| 6       | Sweeper               | Knowledge of Hindi and English   | —   |
| 7       | Sweeper-cum-Chowkidar | Knowledge of Hindi and English   | —   |
| 8       | Mali                  | Knowledge of Hindi and English   | —   |
| 9       | Aya                   | Knowledge of Hindi and English   | —   |
| 10      | Organiser             | Middle with Hindi as one of the subjects   | —   |
| 11      | Laboratory Attendant  | Middle with Hindi as one of the subjects   | —   |

APPENDIX C

[ See rule 14(1) ]

| Sr. No.  | Designation of posts. | Appointing authority. | Name of penalty  | Authority empowered to impose penalty. | Appellate authority. |
|--|-----------------------|-----------------------|--|--|----------------------|
| 1  | 2                     | 3                     | 4  | 5                                      | 6                    |
| <b>Minor penalties</b>   |                       |                       |  |  |                      |
| 1  | Daftri                | Labour Commissioner   | (i) Warning with a copy in the personal file (character roll);   | Labour Commissioner.                   | Government           |
| 2  | Jamadar               |                       |  |  |                      |
| 3  | Peon                  |                       | (ii) censure;  |  |                      |
| 4  | Chowkidar             |                       | (iii) withholding of promotion;  |  |                      |
| 5  | Peon-cum-Chowkidar    |                       | (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or to a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and |  |                      |
| 6  | Sweeper               |                       |  |  |                      |
| 7  | Sweeper-cum-Chowkidar |                       |  |  |                      |
| 8  | Mali                  |                       |  |  |                      |
| 9  | Aya                   |                       |  |  |                      |
| 10   | Organiser             |                       | (v) withholding of increments of pay; without commulative effect;  |  |                      |
| 11   | Laboratory Attendent  |                       |  |  |                      |
| <b>Major Penalties</b>   |                       |                       |  |  |                      |
| (vi) Withholding of increments of pay with commulative effect; |                       |                       |  |  |                      |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
|---|---|---|---|---|---|

(vii) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increment of his pay ;

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, posts or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ;

(ix) Compulsory retirement ;

(x) removal from Service which shall not be a disqualification for future employment under the Government ;

(xi) dismissal from Service which shall ordinarily be a disqualification for future employment under the Government.

APPENDIX D  
[See rule 14 (2)]

| Sr. No. | Designation of post   | Appointing authority | Nature of order  | Authority empowered to pass original orders | Appellate authority |
|---------|-----------------------|----------------------|--|---|---------------------|
| 1       | 2                     | 3                    | 4  | 5   | 6                   |
| 1.      | Daftri                | Labour               | 1. Reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension;<br>2. Termination of the appointment otherwise than upon his attaining the age fixed for superannuation. | Labour Commissioner                         | Government          |
| 2.      | Jamadar               | Commissioner         |  |   |                     |
| 3.      | Peon                  |                      |  |   |                     |
| 4.      | Chowkidar             |                      |  |   |                     |
| 5.      | Peon-cum-Chowkidar    |                      |  |   |                     |
| 6.      | Sweeper               |                      |  |   |                     |
| 7.      | Sweeper-cum-Chowkidar |                      |  |   |                     |
| 8.      | Mali                  |                      |  |   |                     |
| 9.      | Aya                   |                      |  |   |                     |
| 10.     | Organiser             |                      |  |   |                     |
| 11.     | Laboratory Attendant  |                      |  |   |                     |

H. S. ANAND,  
Commissioner and Secretary to Government, Haryana,  
Labour and Employment Department.

**A STATEMENT OF THE CAEGORIES OF DOCUMENTS THAT ARE HELD BY IT  
OR UNDER ITS CONTROL**

All the Labour Laws, regulation, Policies & Guidelines, e-services, Notifications, Standards, Codes and Orders Notifications, Circulars, Schemes, decisions, and other general information regarding Labour Department are regularly updated and uploaded on website of Labour Department i.e. [www.hrylabour.gov.in](http://www.hrylabour.gov.in). Different Sections of the Department hold different categories of documents relating to work allocated to them under the Right to Service Act, 2014 as per as the norms set by Govt. of Haryana. Document holding is based on Right to Service Act, 2014 which is given below.

| Sr. No. | Labour Deptt. Haryana<br><br>(Sub Sr. No.) | Name of Service  | The timeline including under the Haryana RTS prescribed for deliveries of service | Designated Officer   | First Grievance Redressal Authority                            | Second Grievance Redressal Authority                                    | Application Form and required documents   |
|---------|--|--|---|--|--|---|---|
| 1       | 189(1)                                     | Registration of Principal employer's establishment and licence for contractors under provision of Contract Labour Act, 1970. | 26 days   | Addl. Labour Commissioner                                      | Labour Commissioner  | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 2       | (ii)                                       | Approvals of Plans from Factories Department under Factories Act, 1948   | 45 days   | Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana | Labour Commissioner -cum-Chief Inspector of Factories, Haryana | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 3       | (iii)                                      | Registration and grant and renewal of license under Factories Act, 1948.   | 45days  | Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana | Labour Commissioner -cum-Chief Inspector of Factories, Haryana | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> and login into the site of HEPC i.e. <a href="http://investharyana">investharyana</a> |
| 4       | (iv)                                       | Shop Registration under Shops and Establishment Act, 1958  | 1days   | Labour Inspector   | Assistant Labour Commissioner                                  | Labour Commissioner   | Application form and required documents are available at website  |

|   |       |  |         |  |  |   |  |
|---|-------|--|---------|--|--|---|--|
|   |       |  |         |  |  |   | hrylabour.gov.in and login into the site of HEPC i.e. investharyana  |
| 5 | (v)   | Renewal of License for contractors under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act No. 37 of 1970)           | 26 days | Concerned Deputy Labour Commissioner   | Labour Inspector   | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website hrylabour.gov.in and login into the site of HEPC i.e. investharyana |
| 6 | (vi)  | Renewal of Factory License under the provisions of the Factories Act, 1948 (Central Act No. 63 of 1948)  | 45 days | Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana   | Labour Commissioner -cum-Chief Inspector of Factories, Haryana | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website hrylabour.gov.in and login into the site of HEPC i.e. investharyana |
| 7 | (vii) | Renewal of registration certification under the provisions of the Punjab Shops and commercial Establishments Act, 1958 (Punjab Act 15 of 1958)             | 1 days  | Labour Inspector   | Assistant Labour Commissioner                                  | Labour Commissioner   | Application form and required documents are available at website hrylabour.gov.in and login into the site of HEPC i.e. investharyana |
| 8 | 189 A | Registration of Establishment engaged in Building and Other Construction Workers (Regulation of Employment and Condition of Service Act, 1996 (28 of 1996) | 30 days | Assistant Director (IS&H)<br>Deputy Director (IS&H)<br>Assistant Director (IH/Deputy Director IH & Joint Director IS&H | Labour Commissioner  | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website hrylabour.gov.in and login into the site of HEPC i.e. investharyana |
| 9 | 189 B | Registration of Principal employers establishment under the provisions of Inter State Migrant Workmen  | 26 days | Addl. Labour Commissioner  | Labour Commissioner  | Principal Secy./Addl Chief Secretary Govt. of Haryana Labour Department | Application form and required documents are available at website hrylabour.gov.in  |

|    |       |   |         |                                       |                              |  |   |
|----|-------|---|---------|---------------------------------------|------------------------------|--|---|
|    |       | (Regulation of Employment and Condition of service) Act, 1979 (30 of 1979)  |         |                                       |                              |  |   |
| 10 | 189 C | Registration/Renewal of construction workers as beneficiary of Haryana Building and Other Construction Worker welfare Boards. | 30 days | All registering Officers in the State | Deputy Director (IS&H)       | Joint Secretary HBOCWW Board                   | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> |
| 11 | 189 D | Delivery of benefits under various welfare schemes of Haryana Building and Other Construction Worker Welfare Boards.          | 90 days | Concerned Deputy Director             | Joint Secretary HBOCWW Board | Labour Commissioner-cum-Secretary HBOCWW Board | Application form and required documents are available at website <a href="http://hrylabour.gov.in">hrylabour.gov.in</a> |

**e-services:**

Our commitment is to provide efficient, effective, excellent government anywhere anytime. The portal is a step forward of the department to improve the interface with the citizen of Haryana and also provide vast array of services in easy and friendly manner. In pursuance of the Right to Information Act, the Labour Department understand it's responsibility of divulging information vis-a-vis the activities, policies, citizen charter etc. that will go a long way in creating a trustworthy and cordial relationship between the Department and the Citizens. The following e-services are now available on portal i.e. [www.hrylabour.gov.in](http://www.hrylabour.gov.in) :

| Sr. No. | Description  |
|---------|--|
| 1       | Registration/Licensing/ Renewal under the Factories Act 1948   |
| 2       | Registration/Renewal under the Shops and Commercial Establishments Act 1958 for granting the permission for employing the women in night hours in BPO/IT sector            |
| 3       | Registration of establishment and deposition of cess /cess assessment and appeal thereof under the Building & Other Construction Workers (RE & CS) Act, 1996 and Cess Act. |

|    |   |
|----|---|
| 4  | Approval of Factory Building Plans under the Factories Act, 1948 and Rules framed thereunder.   |
| 5  | Registration and Licensing under the Contract Labour (Regulation & Abolition) Act, 1970.  |
| 6  | Registration under the Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.   |
| 7  | Registration and licensing under the Motor Transport Workers Act, 1961.   |
| 8  | Standing Orders filling and their certification   |
| 9  | Filing of Singe Integrated Annual Return by the Management under different Labour Laws and compilation.   |
| 10 | The Haryana Labour Welfare Board – Registration of workers as beneficiaries and disbursement of benefits through DBT in AADHAR linked bank account                                |
| 11 | The Haryana Building and Other Construction Workers Welfare Board-Registration of workers as beneficiaries and disbursement of benefits through DBT in AADHAR linked bank account |
| 12 | Inspections and compliance reports of Industrial safety norms and other Labour Laws   |
| 13 | Workers Grievance redressal mechanism   |
| 14 | Dissemination of information and management of documents like laws, rules, orders, publications, notifications etc.   |



| Sr. No. | Article of Right to Information Act 2005 | Description  | Reply   |
|---------|--|--|---|
|         | 4(1)(b)(vii)                             | The particulars of any arrangement that exists for consultation with or representation, by the members of the public in relation to the formulation of its policy or implementation thereof.   | NIL, No such body is constituted in the Labour department. As far as general public is concerned, The website of the Department ( <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a> ) act as information tool for the general public and website of department facilitates in the implementation all the Labour Laws, Notifications, Circulars, Schemes, decisions, Policies, e-services and other general information regarding Labour Department are regularly updated and uploaded on website of Labour Department.   |
| 9.      | 4(1)(b)(viii)                            | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public. | The Labour department has constituted three advisory boards. These boards consist of the representative of employer and workers who play vital role in formulation of policies of the Board. The website of the Labour department, ( <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a> ) act as the information tool for the general public and facilitates in the implementation of Notification, Circulars, decision, Policies and other general information regarding Boards are regularly updated and uploaded on website of the Board. The detailed information to these boards is as given below. (page no.98-104) |

HARYANA GOVERNMENT  
LABOUR DEPARTMENT

NOTIFICATION

Dated: 24.12.2018

No. 2/36/2018-2, Lab- In exercise of the powers conferred by sub section (1) of Section 6 of **The Unorganized Worker's Social Security Act, 2008 (33 of 2008)** and all other powers enabling him in this behalf, the Governor of Haryana hereby constitute the **Haryana State Social Security Board** and nominates the Chairman and the members as mentioned below:-

1. Chairman Minister for Labour & Employment, Govt. of Haryana.
2. Member ACS/Principal Secretary, Labour, Haryana
3. Member Secretary Labour Commissioner, Haryana.

(I) **Representatives of State Government Department.**

1. ACS/Principal Secretary, Finance Department.
2. ACS/Principal Secretary, Agriculture Department.
3. ACS/Principal Secretary, Urban Local Bodies Department.
4. ACS/Principal Secretary, Development & Panchayat Department.
5. ACS/Principal Secretary, Social Justice and Empowerment Department.
6. ACS/Principal Secretary, Women and Child Development
7. ACS/Principal Secretary, Welfare of SC & BC Department.

(II) **Representatives of the unorganized workers:-**

| Sr. No. | Name and Designation   |
|---------|--|
| 1.      | Sh. Ved Parkash Saini, President BMS Haryana<br>812/BI, Rattpur Colony, Pinjor Distt. Panchkula – 134102<br>(Mon – 9896008337)   |
| 2.      | Sh. Tarsem Rana, General Secretary, Haryana Rikshaw Chalak Sangh<br>(Ambala Cantt.)<br>(Mob – 9896997318)  |
| 3.      | Sh. Hanuman Godara, General Secretary, Railway Vendor Kamgar Sangh,<br>O/o BMS Ch. Devlal Shopping Complex Mall Godown Road, Panipat –<br>132103.<br>(Mob- 9468349729) |
| 4.      | Sh. Bhani Ram, President<br>Sirsa Zila Bhatta & Rehri Mazdoor Sangh Sirsa<br>VPO : Joradanli, Distt. Sirsa.<br>(Mob- 94160-49930)                                      |
| 5.      | Sh. Ram Kumar Rehal, General Secretary, Bharatiya Nepali Karamchari<br>Kalaynkari Sangh (Yamuna Nagar)<br>(Mob – 9996530514)   |
| 6.      | Sh. Satpal Saroha, General Secretary, Haryana Mandi Mazdoor Union,<br>Narwana (AITUC)<br>(Mob- 9813311628)   |
| 7.      | Smt. Bimla Nain, State President, Aanganwadi Karyakarta Sahayika Union,<br>Haryana Panipat (AIUTUC), (Mob- 9416152394)   |

(III) Representatives of the Employers of unorganized workers:-

| Sr. No. | Name and Designation  |
|---------|---|
| 1.      | Sh. Satish Dhiman,<br>VPO: Khuda Khurd, Ambala Cantt.   |
| 2.      | Sh. Shiv Kumar<br>Nagina, District Mewat.   |
| 3.      | Sh. Ravi Bhushan Khatri,<br>Chitra Rubber Udhog, 2L60 Opp. Shree Hanuman Mandir, NIT Faridabad.<br>(Mob - 9811226385) |
| 4.      | Sh. Deep Singh Pooni S/o Sh. Bant Singh,<br>296/15, Bhuna Road, Tohana, Fatehabad. (Mob. - 9541666777).               |
| 5.      | Sh. Krishan Lal Jain,<br>Plot No. 157, Phase - II, Industrial Area, Panchkula. (Mob-9417205265)                       |
| 6.      | Sh. Sudhir Bidhuri,<br>House No. 169, Sector 37, Faridabad (Mob - 9910707179)   |
| 7.      | Sh. Tilak Jain, Charkhi Dadri.  |

(IV) Representatives of Eminent persons from Civil Society:-

| Sr. No. | Name and Designation  |
|---------|---|
| 1.      | Sh. Rakesh Bindal,<br>R/o Baroli Road, Near Telephone Exchange Narayangarh, Ambala.                                     |
| 2.      | Smt. Rekha Saarsar,<br>C/o Ramesh Bone & Joint Hospital, Dabwali, Sirsa (Mob - 93150-33003)                             |
| 3.      | Sh. Mange Ram, Vice President, Garhi Lohar Kalya Sangh (Regd. No. 393), 1st Floor, Shop No. 3, Jaat Dharamshala, Hisar. |
| 4.      | Sh. Huqam Singh Jogi, 71/26, Dharam Nagar,<br>Jogiyana Mohalla, Distt. Sonapat, (Mob - 9464-24670)                      |
| 5.      | Sh. Dharam Pal Shandiliya,<br>VPO Karli Jagir, Tehsil Indri, Distt. Karnal (Mob. 881312395)                             |


(V) Representatives of State Legislative Assembly the employer of unorganized workers:-

| Sr. No. | Name and Designation                           |
|---------|--|
| 1.      | Sh. Balwant Singh, MLA, Sadhaura, Yamuna Nagar |
| 2.      | Dr. Pawan Saini, MLA, Ladwa, Kurukshetra       |

2. The Headquarter of the Haryana State Social Security Board will be at Chandigarh. The meeting of the Board will be held at the Head quarters or at any place in the State of Haryana at the direction of the Chairman.
3. The term of the Board will be for a period of three years from the date of publication of this notification in the Official Gazette.
4. The Non- Official Members of the Board will be entitled to travelling allowance/dearness allowance in accordance with the Government instructions issued from time to time, further conditions as laid down in travelling allowance rules for Government Servants will apply to journeys performed by Non-Official Members o

-3-

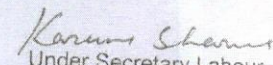
5. The Head of Account to which expenditure to be debited may please be communicated to Accountant General, Haryana under intimation to Government. The expenditure involved will be borne by the Board out of its Budget. No additional amount will be sanctioned in respect of T.A. /D.A.
6. This is issued with the concurrence of Finance Department conveyed vide their U.O. No. 1/42/2018-2FD III/21410 Dated 24.08.2018.

  
(Dr. Mahavir Singh), IAS  
Principal Secretary, Govt. of Haryana  
Labour Department

Endst No. 1/38/2018-1Lab

Dated: Chandigarh, the 24.12.2018.

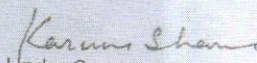
A copy is forwarded to the Controller, Printing and Stationery Department, Haryana, Chandigarh for publication of this notification in the extra Ordinary Gazette and 10 copies of the same may be sent to the office of the Labour Commissioner, Haryana Chandigarh.

  
Under Secretary Labour  
for Principal Secretary to Government,  
Haryana, Labour Department.

Endst No. 2/38/2018-2Lab

Dated: Chandigarh, the 24.12.2018.

A copy is forwarded to the Labour Commissioner, Haryana, Chandigarh for necessary action.

  
Under Secretary Labour  
for Principal Secretary to Government,  
Haryana, Labour Department

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**Haryana Government Gazette**  
**EXTRAORDINARY**  
Published by Authority

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No. 202-2017/Ext.] CHANDIGARH, TUESDAY, NOVEMBER 21, 2017 (KARTIKA 29, 1939 SAKA)

**HARYANA GOVERNMENT**

**LABOUR DEPARTMENT**

**Notification**

The 21st November, 2017

No. 2/13/2017-2Lab.— In exercise of the powers conferred by Sub-section (1) of Section 4 of the Contract Labour (Regulation and Abolition), 1970 and all other powers enabling him in this behalf, the Governor of Haryana hereby constitute the State Advisory Contract Labour Board, consisting of the following members, namely:-

**Representatives of Government:**

- |                                 |                  |
|---------------------------------|------------------|
| 1. Labour Minister              | Chairman         |
| 2. Labour Commissioner, Haryana | Member Secretary |

**Representatives of Government Department:**

- |   |        |
|---|--------|
| 1. The Engineer in Chief of the PWD (B&R) Haryana | Member |
|---|--------|

**Representatives of Management:**

- |   |        |
|---|--------|
| 1. Sh. Samunder Singh Sihag (Laghu Udyog Bharti), Simaran International Enterprises, Old Manesar Road, Village Khandsa, Gurugram. | Member |
| 2. Sh. D.C. Yadav, Proprietor, M/s Landmark, Engineering Company, House No. 18, Dhanwapur Road, Lakshman Vihar, Gurugram.         | Member |

**Representatives of Contractors:**

- |   |        |
|---|--------|
| 1. Sh. Pritam Singh, M/s V.S.S. Enterprises, B/8, Surya Vihar, Gurugram.                                  | Member |
| 2. Sh. Harish Kumar (Bitu), R.K.Y. Traders, Kamal (H. No. 339, New Prem Nagar, Ward No. 18, Kamal-132001) | Member |

**Representatives of Labour/Workmen:**

- |  |        |
|--|--------|
| 1. Sh. Ved Parkash Saini, Vice President, Bhartiya Majdoor Sangh Haryana, H. No. 812/B, 1, Rattpur Colony, Pinjore, District Panchkula-134102. | Member |
|--|--------|

(4576)

|    |   |        |
|----|---|--------|
| 2. | C. B. Chauhan, Vice President, Bhartiya Majdoor Sangh,<br>Haryana, Tubewell No. 102, Sector-9, Faridabad-121001                   | Member |
| 3. | Sh. Bechu Giri, Genereal Secretary, AITUC, Haryana, MCF 2454,<br>Gali No. 28, Block-E, Sanjay Colony, Sector-23, Faridabad-125005 | Member |
| 4. | Sh. Suresh Kumar, State Vice-Chairman, CITU, VPO Durjanpur,<br>District Hisar.  | Member |
| 5. | Sh. Dinesh Vashistha, President, Contractual Vidhyut Karamchari<br>Sangh, Haryana, Vivekanand Pustkalaya, Parijat Chowk, Hisar.   | Member |

2. The Purpose of the State Advisory Contract Labour Board is to advise the State Government on such matters arising out of the administration of this Act as may be referred to it and to carry out other functions assigned to it under this Act.

3. The headquarters of the Board will be at Panchkula. The meetings of the Board may be held at the Headquarters or at any other place in the State of Haryana at the discretion of the Chairman.

4. The terms of the Board shall be for a period of three years from the date of publication of this notification in the Official Gazette.

5. The non-official members of the Board shall be entitled to Travelling Allowance/Daily Allowance in accordance with the Government instructions issued from time to time. However, other conditions as laid down in the Travelling Allowances Rules shall also apply to journeys performed by non-official members except when otherwise provided.

6. The Labour Commissioner, Haryana will be the Controlling Officer in respect of the TA bills of the non-official members of the Board.

7. The expenditure on the TA/DA will be met from the budget grant of the Labour Department.

8. The expenditure will be debited under Head "2230-Labour and Employment-01-Labour-001-Direction and Administration."

9. This issues with the concurrence of FD conveyed *vide* its U. O. No. 1/107/2017-2FD-III/35788 dated 20-11-2017.

DR. MAHAVIR SINGH,  
Principal Secretary to Government Haryana,  
Labour Department.



# Haryana Government Gazette

Published by Authority

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No. 3-2020] CHANDIGARH, TUESDAY, JANUARY 21, 2020 (MAGHA 1, 1941 SAKA)

## PART-I

### Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

LABOUR DEPARTMENT

#### Notification

The 28th August, 2018

No. 3/23/2018-3 Lab.— In exercise of the powers conferred by sections 7 and 9 of the Minimum Wages Act, 1948 read with rule 4 of the Punjab Minimum Wages Rules, 1950 and all other powers enabling him in this behalf, the Governor of Haryana hereby appoints the Principal Secretary to Government of Haryana, Labour Department as Chairman of the Advisory Board and nominates the following members namely:-

#### Government Nominees

- |    |  |   |                  |
|----|--|---|------------------|
| 1. | Labour Commissioner, Haryana   | : | Member Secretary |
| 2. | Special Secretary to Govt. Haryana, Finance Department                                   | : | Member           |
| 3. | Sh. Mandeep Singh Lecturer in Economics<br>Kurukshetra (being a Economic/subject expert) | : | Member           |
| 4. | Economics and Statistical Advisor, Haryana   | : | Member           |

#### Representative of Employers:

- |    |  |   |        |
|----|--|---|--------|
| 1. | Sh. Parmod Raghav, M/s Falcon Force Pvt. Ltd.<br>Gurugram Mob. No. 98187-88886   | : | Member |
| 2. | Sh. Sajjan K.Jain, M/s Indo Autotech Ltd.,<br>334-388, Sector-24, Faridabad, Mob. No. 9811085112                                     | : | Member |
| 3. | Sh. Gobind Sharma # 4135, Gali No. 6, Shiv Colony,<br>Kaithal Road, Karnal, Mob. No. 9896867202                                      | : | Member |
| 4. | Sh. Gurmail Singh, (Aman Dairy & Milk Products)<br>Village Panjeton, PO Pathreri, Distt. Ambala                                      | : | Member |
| 5. | Paramvir Singh, (Star Highway Restaurant Gohana)<br>Village Garhi, Ujjal Khan, Tehsil Gohana, Distt. Sonapat,<br>Mob. No. 9869140673 | : | Member |
| 6. | Sh. Sajjan Attari, VPO Ardana, Tehsil Assandh,<br>Distt. Karnal, Mob. No. 9034421996   | : | Member |

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**Representative of Workers:**

- |    |  |   |        |
|----|--|---|--------|
| 1. | Sh. Bahadur Yadav, President, Bhartiya Mazdoor Sangh, Sonapat, Bhartiya Mazdoor Sangh, Karyalaya, Nai Basti, Vill. Bandepur, Distt. Sonapat-131001, Mob. No. 92552971328 | : | Member |
| 2. | Sh. Virender Sharma, Secretary BMS Haryana, VPO Basai, Distt. Gurugram-1, Mob. No. 9868206853  | : | Member |
| 3. | Sh. Anand Jawahra, Vice President CITU, Panipat, Sector 11-12, Opp. GC Gupta Hospital Panipat, Mob. No. 9896817220   | : | Member |
| 4. | Sh. Ishwar Singh Rathee, Vice President, AUTUC, Haryana, R/o VPO Gami Rajlu, Distt. Sonapat, Mob. No. 99910-18450  | : | Member |
| 5. | Sh. Raj Kumar, President, Oriental Carban & Chemicals Kangar Sangthan, Dharuheda, Rewari, Mob. No. 9416479023  | : | Member |
| 6. | Sh. Jai Parkash Kaushik, General Secretary Shiksha Board Theka Shramik, Bhawan 58/14 Kirpal Nagar, Rohtak, Mob. No. 9812176076   | : | Member |
2. The Headquarter of the Advisory Board will be at Chandigarh. The meeting of the Board will be held at the headquarters or at any other place in the State of Haryana at the direction of the Chairman.
  3. The term of the Board will be for a period of two years from the date of publication of this notification in the Official Gazette.
  4. The Non-Official Members of the Board will be entitled to Travelling Allowances/Dearness Allowance in accordance with the Government instructions issued from time to time, further conditions as laid down in Travelling Allowance rules for Government Servants will apply to journeys performed by non-official members except also where otherwise provided.
  5. The Labour Commissioner, Haryana will be the Controlling Officer in respect of the Travelling Allowance Bills of the non-official members of the Board.
  6. The head of account to which expenditure is to be debited may please be communicated to Accountant General, Haryana under intimation to Government. The expenditure involved will be borne by the department out of its sanctioned budget. No additional amount will be sanctioned in respect of T.A./D.A.
  7. This issue with the concurrence of Finance Department conveyed *vide* their U.O. No. 11/4/2016-2FDIII/21599 dated 23.08.2018.

DR. MAHAVIR SINGH,  
Principal Secretary to Government Haryana,  
Labour Department.



### Directory of Officers of Labour Department

| NAME SARV SH./ SMT.            | DESIGNATION                               | TELE.            | MOBILE      | OFFICE ADDRESS  | E-mail address                               |
|--------------------------------|---|------------------|-------------|---|--|
| Sh. VINEET GARG 1991           | PSL                                       | 2711963          | 9914421966  | Room No. 429,4 <sup>TH</sup><br>Haryana New Civil<br>Secretariat. | pslabourhry@gmail.com                        |
| Sh. PANKAJ AGARWAL<br>2000     | LC/WC/SECY.                               | 2701373/1<br>266 | 8559020007  | 30 Bays Building,<br>Sector-17B,<br>Chandigarh.                   | hrylabour@gmail.com                          |
| Smt. MONICA MALIK<br>2009      | ADDL. LC (ADMN.)                          | 2971060          | 9464543714  | # 609B/6, PKL   | monicamalikal@gmail.com                      |
| <b>**FACTORY WING**</b>        |   |                  |             |   |  |
| Er. ARVIND KUMAR               | Addl. Chief Inspector of<br>Factories.    | 4172926          | 9416950334  | 30 Bays Building,<br>Sector-17B,<br>Chandigarh.                   | jd2arvindkumar@gmail.com                     |
| Er. ANURAG GAHLAWAT            | Joint Director (IS&H)<br>NCR, Gurugram    | 0124-<br>2225137 | 09811643002 | O/o ALC (NCR),<br>Gurugram  | anuraggahlawat14@gmail.com                   |
| Er. AJMER DESWAL               | Joint Director (IS&H),<br>headquarter     | 2971058          | 08607248373 | 30 Bays Building,<br>Sector-17B,<br>Chandigarh.                   | deswal_as@yahoo.in                           |
| Er. DHARMENDER<br>SINGH        | DEPUTY DIRECTOR (IS&H),<br>FARIDABAD      | 0129-<br>2227244 | 09871731000 | #469, sec-11d,<br>faridabad                                       | c3dharmender@gmail.com<br>ddishfbd@gmail.com |
| Er. SURENDER SUHAG             | Deputy Director (IS&H),<br>Headquarter-I  | 2971058          | 8901349426  | 30 Bays Building,<br>Sector-17B,<br>Chandigarh.                   |  |
| Er. DINESH SAINI               | Deputy Director (IS&H),<br>Headquarter-II | 2971058          | 9416785578  | 30 Bays Building,<br>Sector-17B,<br>Chandigarh.                   | meetdks@rediffmail.com                       |
| Er. SURINDER SINGH             | DEPUTY DIRECTOR (IS&H),<br>AMBALA         | 0171-<br>2534390 | 09896660207 | GURU ARJUNPURA,<br>105ECT105A                                     | ddishamb@gmail.com<br>ddambala01@gmail.com   |
| Er. JITENDER KHARAB            | DEPUTY DIRECTOR (IS&H),<br>PANIPAT        | 0180-<br>2651724 | 09416945801 | Mini Secretariat,<br>Panipat                                      | ddpanipat123@gmail.com<br>j.kharb2@gmail.com |
| Er. SANJAY MALIK               | DEPUTY DIRECTOR (IS&H),<br>SONIPAT        | 0130-            | 08168032960 | OLD TEHSIL, SONIPAT   | sanjaymalik2020@yahoo.com                    |
| Er. RAVINDER MALIK             | DEPUTY DIRECTOR (IS&H),<br>GGM-I          | 0124-<br>2225004 | 09999685151 | MINI SECRETARIAT,<br>Gurugram.                                    | dydirectorsafetygurgaon1@gm<br>ail.com       |
| Er. RAMESH SINGH               | DEPUTY DIRECTOR (IS&H),<br>GGN-II         | 0124-<br>2222916 | 09996497220 | MINI SECRETARIAT,<br>Gurugram.                                    | rameshsingh.a.d@mail.com                     |
| Er. ASHOK NAIN                 | DEPUTY DIRECTOR (IS&H),<br>HISAR          | 01662-<br>272599 | 09896116390 | MINI SECRETARIAT,<br>HISAR  | ashoknain@rediffmail.com                     |
| Er. SUNIL KHURANA              | DEPUTY DIRECTOR (IS&H),<br>HEPC PKL       | 2587101          | 09896677104 | HEPC/2, PANCHKULA   | sunilkhurana.2004@gmail.com                  |
| DR. REGAL CHAUDHARY            | DD IH FARIDABAD                           | 0129-<br>2420214 | 09896084112 | Faridabad   | ddihfbd129@gmail.com                         |
| DR. ALKA HOODA                 | DD IH GURUGRAM                            | 0129-<br>2420214 | 09729830102 | SCF no. 27, sec-4, ggm  | dr.alkahooda@gmail.com                       |
| Er. ROHIT BERI                 | ASSISTANT DIRECTOR<br>(IS&H), AMBALA      | 0171-<br>253439  | 09999900776 | Manav chowk, amb  | adishamb@rediffmail.com                      |
| Er. ROHIT BERI<br>Addl. charge | ASSISTANT DIRECTOR<br>(IS&H), HQ-I        | 0172-<br>2971058 | 09999900776 | Headquarter   | adishamb@rediffmail.com                      |
| Er. BALRAM KUNDU               | ASSISTANT DIRECTOR<br>(IS&H), HQ-II       | 0172-<br>2971058 | 09416082291 | Headquarter   | balramkundu@yahoo.co.in                      |

|                               |   |              |             |                             |  |
|-------------------------------|---|--------------|-------------|-----------------------------|--|
| Er. SHAILESH AHLAWAT          | ASSISTANT DIRECTOR (IS&H), BHIWANI        | 01664-242010 | 09416528410 | MINI SECT, BHIWANI          | adbhiwani2015@gmail.com                          |
| Er. NAVEEN HOODA              | ADIS&H FARIDABAD-II                       | 0129-2227244 | 09081760000 | #469, sec-11d, fbd          | naveenhooda7@gmail.com                           |
| Er. VIJAYVIR SINGH DHARIWAL   | ADIS&H FARIDABAD-III                      | 0129-2227244 | 09811699768 | #469, sec-11d, fbd          | vdhariwal@yahoo.com                              |
| Er. SUMIT SHEORAN             | ASSISTANT DIRECTOR (IS&H), FBD-IV/ PALWAL | 0129-2299213 | 09999017623 | #469, sec-11d, fbd          | sumit.sheoran@gmail.com                          |
| Er. PRAFFUL BENIWAL           | ASSISTANT DIRECTOR (IS&H), GGM-I          | 0124-2303899 | 09711747777 | MINI SECT, GURUGRAM         | adggn01@gmail.com                                |
| Er. ROBIN KHOKHA              | ADIS&H GGM-II [MEWAT]                     | 0124-2222915 | 08130285025 | Mini sect, ggm              |  |
| Er. SUDHIR KADIAN             | ASSISTANT DIRECTOR (IS&H), GGN-III        | 0124-2302899 | 9999988809  | Mini sect, ggm              | sudhir.kadian@rediffmail.com<br>adggn3@gmail.com |
| Er. DINESH YADAV              | ASSISTANT DIRECTOR (IS&H), HISAR/ JIND    | 01662-234601 |             | Mini sect, hisar            | adhisar@rediffmail.com                           |
| Er. MANISH MEHRA              | ASSISTANT DIRECTOR (IS&H), KARNAL         | 0184-2204782 | 09812650026 | Khillon complex, knl        | mmehra523@gmail.com                              |
| Er. VINEET BENIWAL            | ADIS&H KKR/KAITHAL                        | 01744-226400 | 9891200010  | DC build Kurukshetra        | beniwalvineet@yahoo.in                           |
| Er. HARDEEP CHAUDHARY         | ASSISTANT DIRECTOR (IS&H), PANIPAT-I      | 0180-2651724 | 09896232457 | MINI SECT , PANIPAT         | hardeep.chaudhary@gmail.com                      |
| Er. DHARAMPAL SINGH           | ASSISTANT DIRECTOR (IS&H), PANIPAT-II     | 0180-2651724 | 09992074969 | MINI SECT, PANIPAT          | dpsinghhr@rediffmail.com                         |
| Er. VIVEK BATRA               | ASSISTANT DIRECTOR (IS&H), REWARI         | 01274-220463 | 07015397718 | MINI SECT, REWARI           | vivekbatra29@gmail.com                           |
| Er. VAKIL PUNIA               | ASSISTANT DIRECTOR (IS&H), SONEPAT        | 0130-2246482 | 09467739494 | MUNISH BARATGHR SONIPAT     | vakeel_punia@rediff.com                          |
| Er. VAKIL PUNIA, Addl. charge | ASSISTANT DIRECTOR (IS&H), ROHTAK         | 01262-210530 | 09467739494 | Mini sect, Rohtak           | vakeel_punia@rediff.com                          |
| Er. SUMIT SAWHNEY             | ASSISTANT DIRECTOR (IS&H), Y NAGAR-II     | 01732-237898 | 09896365787 | Labour Colony, Yamuna Nagar | adynr02@gmail.com                                |
| Vacant                        | ASSISTANT DIRECTOR (IS&H), FARIDABAD-I    | 0129-2227244 | ----        | #469, sec-11d, fbd          |  |
| Vacant                        | ASSISTANT DIRECTOR (IS&H), Y NAGAR-I      | 01732-251842 |             | Labour Colony, Yamuna Nagar |  |
| Vacant                        | ASSISTANT DIRECTOR (IS&H), SIRSA (FTB)    | 01666-247009 |             | Mini sect, Sirsa            |  |
| Er. NAVEEN SAINI              | ASSISTANT DIRECTOR (IS&H), (C) PANIPAT    | 7015313774   | 09416120928 | Mini Secretariat, Panipat   | arthasya2@gmail.com                              |
| Er. SUNIL KUMAR NANDU         | ASSISTANT DIRECTOR (IS&H), (C) HISAR      | 01662-       | 09990969829 | Mini Secretariat, Hisar     |  |
| Er. REKHA CHIKARA             | ASSISTANT DIRECTOR (IS&H), (C) GGN        | 0124-2225004 | 09818130258 | Mini Sect, Ggm              | rekha.chhikara@yahoo.com                         |
| Er. VILAKSHAN SINGH           | ASSISTANT DIRECTOR (IS&H), (C) FBD        | 0129-2227244 | 09911003097 | #469, sec-11, Fbd           | vilkshan@yahoo.in                                |
| Er. NARENDER MAAN             | AD IS&HC AMBALA                           | 0171-2533165 | 09466119944 | #628, Arjunpura, Amb        | narendramaan@gmail.com                           |
| Dr. RAHUL DHULL               | ASSISTANT DIRECTOR, I.H AMBALA            |              | 8295690549  | Manav chowk, amb            | dr.rahuldhull@gmail.com                          |

|                                      |                                       |                          |             |   |                               |
|--------------------------------------|---------------------------------------|--------------------------|-------------|---|-------------------------------|
| Dr. HARENDER MAAN<br>Addl. charge    | ASSISTANT DIRECTOR, I.H<br>PANIPAT    |                          | 09991990017 | Mini Sect, panipat                              | dr.harenderhry@gmail.com      |
| Dr. HARENDER MAAN                    | ASSISTANT DIRECTOR, I.H<br>HISAR      |                          | 09991990017 | Mini Sect, hisar                                | dr.harenderhry@gmail.com      |
| Dr. BALJEET SINGH                    | ASSISTANT DIRECTOR, I.H<br>FARIDABAD  |                          |             | Faridabad                                       | baljeetkaithal2004@gmail.com  |
| Dr. DILAWAR SINGH<br>DESWAL          | ASSISTANT DIRECTOR, I.H<br>GURUGRAM   |                          | 09891370553 | Gurugram  | dilawarsingh7@gmail.com       |
| <b>**LABOUR WING**</b>               |                                       |                          |             |   |                               |
| Smt. SUMAN KUNDU                     | Addl. Labour Commissioner.            | 2587101                  | 9467774383  | HEPC, Sec-2 Panchkula<br>(On Deputation)        |                               |
| Dr. ANURADHA LAMBA                   | Joint Labour Commissioner,<br>hqs.    | 2971059                  | 09643603733 | 30 Bays Building,<br>Sector-17B,<br>Chandigarh. | jlchrychandigarh123@gmail.com |
| Sh. PARAMJIT DHULL                   | Deputy Labour<br>Commissioner-I, Hqs. | 954186001<br>0           | 09466318009 | 30 Bays Building,<br>Sector-17B,<br>Chandigarh. | dlchq1@gmail.com              |
| Sh. RAMESH NAIN                      | DLC PANCHKULA                         | 0172-<br>2562099         | 9988999955  | #24, Maheshpur,<br>Panchkula.                   | dlcpl99@rediffmail.com        |
| Sh. RAJINDER SAINI<br>(Addl. Charge) | DLC PANIPAT                           | 0180-<br>2652433         | 09468310246 | 5 <sup>th</sup> Mini Sectt, Panipat             | dlcpt@gmail.com               |
| Sh. HARISH KUMAR                     | DLC ROHTAK                            | 01262-<br>245046         | 09466318009 | Model town, Rohtak                              | dlcrohtak@gmail.com           |
| Smt. SUDHA<br>CHAUDHARY              | DLC FARIDABAD                         | 0129-<br>2268387         | 09999939015 | New sharm,12<br>Faridabad                       | dlcfaridabad@gmail.com        |
| Sh. RAMESH AHUJA                     | DLC GURUGRAM-I                        | 0124-<br>2335102         | 09891245612 | Mini Sectt., Gurugram                           | gurgaondlc1@gmail.com         |
| Sh. DINESH SAINI                     | DLC GURUGRAM-II                       | 0124-<br>2220718         | 09810264586 | Mini Sectt., Gurugram                           | dlc2gurgaon@hotmail.com       |
| Sh. RAJINDER SAINI                   | DLC HISAR                             | 01662-<br>232063         | 09468310246 | Mini Sectt., Hisar                              | dlchissar@gmail.com           |
| Sh. NAVEEN SHARMA                    | A.LC PANCHKULA                        | 0172-<br>2590724         | 9988851414  | # 24, Maheshpur,<br>Panchkula.                  | locopl1@gmail.com             |
| Sh. NARESH BHARDWAJ<br>Addl. charge  | A.LC AMBALA                           | 0171-<br>2533165         | 09416449421 | Manav Chowk, Ambala<br>City                     | locoambala@gmail.com          |
| Sh. NAVEEN SHARMA<br>Addl. charge    | A.LC KURUKSHETRA                      | 01744-<br>226625         | 9988851414  | Brahman Dhmsala,<br>Kurukshetra.                | labour.officer@yahoo.com      |
| Sh. NARESH BHARDWAJ                  | A.LC YAMUNA NAGAR-I                   | <b>01732-<br/>237898</b> | 09416449421 | Labour Colony, Yamuna<br>Nagar                  | loynr1@gmail.com              |
| Smt. ANJNA GOEL                      | A.LC YAMUNA NAGAR-II                  | 01732-<br>212544         | 09463888161 | Labour Colony, Yamuna<br>Nagar, Jagadhri        | labourofficeynr2@gmail.com    |
| <b>VACANT</b>                        | A.LC SONEPAT-II                       | 0130-<br>2246482         | 09416289215 | Munish baratghar, snp                           | alcsonepat1@gmail.com         |
| Sh. SURINDER SINGH                   | A.LC SONEPAT-II                       | 0130-<br>2246482         |             | Munish baratghar, snp                           | alcsonepat2@gmail.com         |
| <b>Vacant</b>                        | A.LC ROHTAK                           | 01262-<br>271530         |             | Old mini sectt, rohtak                          | lorohtak@gmail.com            |

|   |                             |              |             |                                      |                           |
|---|-----------------------------|--------------|-------------|--------------------------------------|---------------------------|
| Sh. SATNARAYAN SHARMA                     | A.LC PANIPAT-I              | 0180-2649481 | 09416437957 | Mini secretariat, panipat            | alc1panipat@gmail.com     |
| Sh. SATNARAYAN SHARMA <b>Addl. charge</b> | A.LC PANIPAT-II             | 0180-2649363 | 09416437957 | Mini secretariat, Panipat            | alc1panipat@gmail.com     |
| <b>Vacant</b>                             | A.LC FARIDABAD-I            | 0129-2410180 |             | New sharam bhwn12, Faridabad         | alc01fbd@mail.com         |
| Sh. BHAGAT PRATAP                         | A.LC FARIDABAD-II           | 0129-2269660 | 07838863105 | Sharam bhawan/12, Faridabad          | alc02faridabad@gmail.com  |
| Sh. SATISH KUMAR <b>Addl. Charge</b>      | A.LC FARIDABAD-III          | 0129-2292166 | 09990166190 | Sharam bhawan/12, Faridabad          | alc3fbd@gmail.com         |
| <b>Vacant</b>                             | A.LC FARIDABAD-IV           | 0129-2265545 |             | Sharam bhawan/12, Faridabad          | alc04fbd@gmail.com        |
| Sh. SATISH KUMAR                          | A.LC FARIDABAD-V            | 0129-2220592 | 09990166190 | Sector-11, faridabad                 | alc05fbd@gmail.com        |
| Sh. SUNIL NANDAL                          | A.LC PALWAL                 | 01275-247555 | 09215552002 | Palwal                               | lopalwal@gmail.com        |
| Sh. GARIBDASS KADIYAN                     | A.LC NUH at MEWAT           | 07988485347  | 09813032170 | Mewat                                | lomewat11@gmail.com       |
| Smt. NARINDER KUMARI                      | A.LC KARNAL                 | 0184-2254781 | 09417668892 | Guruarjun Ngr, karnal                | labouroffice786@gmail.com |
| <b>Vacant</b>                             | <b>ALC KAITHAL</b>          | 01746-233550 |             | Mini Sectt, kaithal                  | loco.kaithal@gmail.com    |
| Sh. VISHWAPREET HOODA                     | A.LC JHAJJAR at Bahadurgarh | 01276-242732 | 09813071732 | Railway Road, Bahadurgarh            | alcbahadurgarh@gmail.com  |
| Sh. VINOD DAHIYA                          | A.LC GURUGRAM-I             | 0124-2322148 | 09811197526 | Mini Sectt. Gurugram                 | logurgaon2@gmail.com      |
| Sh. RAJBIR SINGH                          | A.LC GURUGRAM-II            | 0124-2309870 | 07838589050 | Mini Sectt. Gurugram                 | logurgaon2@gmail.com      |
| Sh. CHANDERPAL SHEORAN CDC                | A.LC GURUGRAM-III           | 0124-2222126 | 09873708021 | Mini Sectt. Gurugram                 | logurgaon3@gmail.com      |
| Sh. ANUJ SAHARAN                          | A.LC GURUGRAM-IV            | 0124-2220715 | 08289000163 | Mini Sectt. Gurugram                 | logurgaon3@gmail.com      |
| Sh. SURESH YADAV                          | A.LC GURUGRAM-V             | 0124-2322148 | 09811400092 | Mini Sectt. Gurugram                 | lo5gurgaon@gmail.com      |
| Sh. RAJIV YADAV                           | A.LC GURUGRAM-VI            | 0124-2220738 | 09871110788 | Mini Sectt. Gurugram                 | lo5gurgaon@gmail.com      |
| Sh. VISHWAPREET HOODA <b>Addl.charge</b>  | A.LC BHIWANI                | 01664-242329 | 09813071732 | Bhiwani                              | locobwn@gmail.com         |
| Sh. NARINDER KUMARI <b>Addl. charge</b>   | A.LC JIND                   | 01681-245226 | 09417668892 | Old mini Sectt, jind                 | locojind@gmail.com        |
| Sh. MANISH KUMAR <b>Addl. charge</b>      | A.LC SIRSA/FATEHABAD        | 01666-247012 | 09896907870 | Mini Sectt, sirsa                    | losirsa@gmail.com         |
| Sh. HAWA SINGH YADAV                      | A.LC REWARI                 | 01274-221879 | 09416221217 | Mini Sectt, rewari                   | lorewari@gmail.com        |
| Sh. MANISH KUMAR                          | A.LC HISAR                  | 01662-231110 | 09896907870 | Mini Sectt, 3 <sup>rd</sup> F, Hisar | locohsr@gmail.com         |

**The Monthly Remuneration Received by each of Its Officers and Employee, Including the System of Compensation as provided in its Regulations**

| Sr. No          | Designation of Post.   | Total Sanctioned post | Pay Scales as per 7 <sup>th</sup> Pay Commission. | Recruitment method as per service rules   |
|-----------------|--|-----------------------|---|---|
| 1.              | Addl. Labour Commissioner                                    | 1                     | L-12  | By Promotion  |
| 2.              | Addl. Director, Industrial safety & Health                   | 1                     | L-12  | By Promotion  |
| 3.              | Joint Labour Commissioner                                    | 1                     | L-11  | By Promotion  |
| 4.              | Joint Director, Industrial Safety & Health                   | 3                     | L-11  | By Promotion  |
| 5.              | Deputy Labour Commissioner                                   | 9                     | L-10  | By Promotion  |
| 6.              | Deputy Director, Industrial Safety & Health                  | 9                     | L-11  | By Promotion  |
| 7.              | Deputy Director, Industrial Health                           | 3                     | L-11  | By Promotion  |
| <b>Class-II</b> |  |                       |   |   |
| 1.              | Assistant Director, Industrial safety & Health               | 22                    | L-7   | (i) by direct recruitment, or<br>(ii) By transfer or deputation of any officer already in the service of any State Government or the Government of India. |
| 2.              | Assistant Director, Industrial safety & Health (Chemical)    | 5                     | L-7   | (i) By direct recruitment, or<br>(ii) By transfer or deputation of any officer already in the service of any State Government or the Government of India. |
| 3.              | Assistant Director Industrial Health-cum-Certifying Surgeon. | 5                     | L-7   | (i) By direct recruitment, or<br>(ii) By transfer or deputation of any  |

|    |                               |    |     |   |
|----|-------------------------------|----|-----|---|
|    |                               |    |     | officer already in the service of any State Government or the Government of India.  |
| 4. | Assistant Labour Commissioner | 31 | L-7 | (i) 50% by direct recruitment.<br>(ii) 50% by promotion   |
| 5. | Statistical Officer           | 1  | L-7 | (i) By promotion , or<br>(ii) By transfer or deputation of any officer already in the service of any State Government or the Government of India. |

|    |                         |   |     |  |
|----|-------------------------|---|-----|--|
| 6. | Welfare Officer (Women) | 2 | L-7 | (i) 50% by direct recruitment.<br>(ii) 50% by promotion, or<br>(iii) By transfer or deputation of any officer already in the service of any State Government or the Government of India. |
| 7. | Labour Welfare Officer  | 1 | L-7 | (i) By promotion , or<br>(ii) By transfer or deputation of any officer already in the service of any State Government or the Government of India.  |
| 8. | Editor                  | 1 | L-7 | (i) By direct , or<br>(ii) By transfer or deputation of any officer already in the service of any State Government or the Government of India.   |
| 9. | Superintendent          | 1 | L-7 | (i) By promotion , or<br>(ii) By transfer or deputation of any officer already in the service of any State Government or the Government of India.  |

|                  |                             |    |                         |                      |   |
|------------------|-----------------------------|----|-------------------------|----------------------|---|
| 10.              | Private Secretary           | 1  | L-7                     | (i)<br>(ii)          | By promotion , or<br>By transfer or<br>deputation of any<br>officer/official<br>already in the service<br>of any State<br>Government or the<br>Government of India.                     |
| 11.              | Deputy District Attorney    | 1  | L-11                    |                      | Ex-Cadre Post   |
| 12.              | Assistant District Attorney | 1  | L-9                     |                      | Ex-Cadre Post   |
| 13.              | Accounts Officer            | 1  | L-9                     |                      | Ex-Cadre Post   |
| <b>Class-III</b> |                             |    |                         |                      |   |
| 1.               | Deputy Superintendent       | 17 | FPL -6 (35400-1.12,400) |                      | By Promotion  |
| 2.               | Section Officer             | 2  | L-7                     |                      | Ex-Cadre Post   |
| 3.               | Legal Assistant             | 2  | FPL -6 (35400-1.12,400) | (i)<br>(ii)<br>(iii) | by promotion, or<br>By direct<br>recruitment, or<br>By transfer or<br>deputation of any<br>official already in the<br>service of any State<br>Government or the<br>Government of India. |

|    |                            |    |                         |             |  |
|----|----------------------------|----|-------------------------|-------------|--|
| 4. | Head Statistical Assistant | 1  | FPL -6 (35400-1.12,400) | (i)<br>(ii) | By promotion, or<br>By direct<br>recruitment,  |
| 5. | Judgment writer            | 9  | FPL -6 (35400-1.12,400) |             |  |
| 6. | Labour Inspector           | 87 | FPL -6 (35400-1.12,400) | (i)<br>(ii) | 50% by promotion<br>or,<br>50% by Direct<br>recruitment or by<br>transfer or<br>deputation of an<br>official already in the<br>service or any state<br>Government or the<br>Government of India; |

|     |                           |     |                         |  |
|-----|---------------------------|-----|-------------------------|--|
| 7.  | Cartographer              | 1   | FPL -6 (35400-1.12,400) | (i) by promotion, or<br>(ii) By direct recruitment, or<br>(iii) By transfer or deputation of any official already in the service of any State Government or the Government of India. |
| 8.  | Assistant                 | 104 | FPL -6 (35400-1.12,400) | (i) By promotion, or<br>(ii) By transfer or deputation of any official already in the service of any State Government or the Government of India.                                    |
| 9.  | Senior Scale Stenographer | 16  | FPL -6 (35400-1.12,400) | (i) by promotion, or<br>(i) by direct recruitment, or<br>(ii) By transfer or deputation of any official already in the service of any State Government or the Government of India.   |
| 10. | Statistical Assistant     | 4   | FPL -6 (35400-1.12,400) | (i) 66% by promotion, or<br>(ii) 34% by direct recruitment or by transfer or deputation of an official already in the service of any state Government or the Government of India;    |
| 11. | Reader                    | 17  | FPL -6 (35400-1.12,400) | (i) By promotion   |
| 12. | Draftsman                 | 2   | FPL -6 (35400-1.12,400) | (ii) By direct recruitment, or<br>(iii) By transfer or deputation of any official already in the service of any State Government or the Government of India.                         |



|     |                        |             |                               |   |
|-----|------------------------|-------------|-------------------------------|---|
| 13. | Junior<br>Stenographer | Scale<br>19 | FPL-4 (25500-81100)           | (i) by promotion, or<br>(ii) By direct<br>recruitment, or<br>(iii) By transfer or<br>deputation of any<br>officer already in the<br>service of any State<br>Government or the<br>Government of India.   |
| 14. | X-Ray Technician       | 2           | FPL-2 (19900-63200)           | (i) By direct<br>recruitment, or<br>(ii) By transfer or<br>deputation of any<br>official already in the<br>service of any State<br>Government or the<br>Government of India.                            |
| 15. | Driver                 | 28          | FPL-4 (25500-81100)           | (i) By promotion or,<br>(ii) By direct<br>recruitment, or<br>(iii) By transfer or<br>deputation of any<br>official already in the<br>service of any State<br>Government or the<br>Government of India.  |
| 16. | Steno-typist           | 68          | FPL-2 (19900-<br>63200+100SP) | (i) By promotion, or<br>(ii) By direct<br>recruitment, or<br>(iii) By transfer or<br>deputation of any<br>officer already in the<br>service of any State<br>Government or the<br>Government of India.   |
| 17. | Clerk                  | 246         | FPL-2 (19900-63200)           | (i) by promotion , or<br>(ii) By direct<br>recruitment, or<br>(iii) By transfer or<br>deputation of any<br>official already in the<br>service of any State<br>Government or the<br>Government of India. |

| Class-IV |                       |     |                  |  |
|----------|-----------------------|-----|------------------|--|
| 1        | Jamadar               | 1   | DL (16900-53500) | (i) By promotion, or<br>(ii) by direct recruitment, or<br>(iii) By transfer or deputation of any official already in the service of any State Government or the Government of India. |
| 2.       | Peon                  | 167 | DL (16900-53500) | (i) By direct recruitment, or<br>(ii) By transfer or deputation of any official already in the service of any State Government or the Government of India.                           |
| 3.       | Chowkidar             | 28  | DL (16900-53500) | (i) by direct recruitment, or<br>(ii) By transfer or deputation of any official already in the service of any State Government or the Government of India.                           |
| 4.       | Peon-cum-Chowkidar    |     | DL (16900-53500) |  |
| 5.       | Sweeper               | 18  | DL (16900-53500) | (i) By direct recruitment, or<br>(ii) By transfer or deputation of any official already in the service of any State Government or the Government of India.                           |
| 6.       | Sweeper-cum-Chowkidar |     | DL (16900-53500) |  |
| 7.       | Mali                  | 1   | DL (16900-53500) | (i) by direct recruitment, or<br>(ii) by transfer or deputation of any official already in the service of any State Government or the Government of India.                           |

|     |                      |   |                  |  |
|-----|----------------------|---|------------------|--|
| 8.  | Laboratory Attendant | 5 | DL (16900-53500) | (i) by direct recruitment, or<br>(ii) by transfer or deputation of any official already in the service of any State Government or the Government of India. |
| 9.  | Process Server       | 9 | DL (16900-53500) | By direct  |
| 10. | Usher                | 9 | DL (16900-53500) | By direct  |
| 11. | Orderly              | 9 | DL (16900-53500) | By direct  |

**Scheme wise Detail of budget estimates/budget received for Recurring(Non-plan) Schemes, Non-recurring (Plan) & Capital outlay for the year 2020-21 is as under:**

The preparation of budget estimates of Recurring, Non-Recurring & Capital Work Schemes is sent to Finance Department for sanction every year online after receiving of the budget from Finance Department the same is disburse to the D.D.O.s of field offices & head quarters online as per requirement. Budget status & expenditure report can be seen on the official website of Treasuries & Accounts Department (Finance Department), Govt. of Haryana. The details of budget are given as under.

**Recurring Schemes**

| Sr. No. | Name of Schemes(Recurring Schemes)                                | Budget Estimate 2020-21 | Budget received 2020-21 |
|---------|---|-------------------------|-------------------------|
| 1       | 001-94-Performance Linked Outlay (PLO) of LAB Labour(Lab-PLO-REV) | 0                       | 0                       |
| 2       | 001-Direction and Administration (Recurring)                      | 960.57                  | 702.50                  |
| 3       | 004-Research and Statistics (Recurring)                           | 153.55                  | 87.75                   |
| 4       | 101-99-Industrial Relation (Recurring)                            | 3088.59                 | 2430.70                 |
| 5       | 101-98-Industrail Tribunal-cum-Labour Court (Recurring)           | 1074.22                 | 1002.20                 |
| 6       | 102-95-(a) Inspection (Recurring)                                 | 1487.98                 | 1227.45                 |
| 7       | 102-96-(b) 96-Health (Recurring)                                  | 196.63                  | 150.65                  |
| 8       | 103-99-Setting up of Labour Welfare Centre (Recurring)            | 251.56                  | 53.27                   |
| 9       | 113-99-Director and Administration(Recurring)                     | 75.31                   | 20.09                   |
|         | <b>TOTAL</b>  | <b>7288.41</b>          | <b>5674.61</b>          |

**Non-Recurring (Rs. in lacs)**

| Sr. No. | Name of Schemes   | Budget estimate 2020-21 | Budget received 2020-21 |
|---------|---|-------------------------|-------------------------|
| 1       | 102- 98 Strengthening of Safety and Health Inspection in factories  | 4.00                    | 4.00                    |
| 2       | 102-93 Providing of Mobile vans for facilitating the health care of the workers working in factories          | 25.00                   | 30.00                   |
| 3       | 102-92Establishing two industrial hygiene laboratories (IHL) at Gurgaon and Faridabad                         | 45.00                   | 45.00                   |
| 4       | 112-99 Rehabilitation of Bonded Labour (50:50-Sharing basis)  | 5.00                    | 5.00                    |
| 5       | 113-98-Setting up Child Labour Cell for implementation of National Programme for Elimination of Child Labour. | 9.50                    | 9.50                    |
| 6       | 113- 97-Rehabilitation of Destitute and Migrant Child Labour  | 80.00                   | 80.00                   |
| 7       | 800-99C-omputerization of Labour Department- Establishment Expenses   | 15.00                   | 15.00                   |

|    |   |               |               |
|----|---|---------------|---------------|
| 8  | 800-99-98 Computerization of Labour Department-Information Technology.                                      | 200.00        | 200.00        |
| 9  | 4250-201-Labour (Capital Outlay)<br>[97]-Purchase of plot for construction of Labour Court Complex          | 0.10          | 0.10          |
|    | <b>TOTAL</b>  | <b>383.60</b> | <b>388.60</b> |
| 10 | 4250-201-Labour (Capital Outlay)<br>[96]-Construction of Labour Court Complex                               | 0             | 10.00         |
|    | <b>TOTAL</b>  | <b>0</b>      | <b>10.00</b>  |
| 11 | 4059-01-051-66-51-Purchase of Plot for Office Building and Construction of Shram Shakti Bhawan at Panchkula | 500.00        | 500.00        |
|    | <b>TOTAL</b>  | <b>500.00</b> | <b>500.00</b> |

**The manner of execution subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

The Labour department is not directly executing subsidy programmes, including the amounts allocated to beneficiaries of such programmes, However the Haryana Building & Other Construction Worker Welfare Board in stake with Labour Department and Haryana Welfare Board is implementing the "Antodya Ahaar Yogna" scheme. Under this scheme, healthy, natural and hygienic food at an affordable price Rs. 10/- only per meal its provided to the construction workers, Industrial Workers and indigent/ poor people in the state.

At present, only one meal i.e. Lunch is being provided to the beneficiaries @ Rs. 10/- only and the balance amount of the cost of the meal is borne by the HBOCWW Board, Haryana Welfare Board and State Government through Labour Department, in proportion to the services being utilized by the category of beneficiaries. The labour Department, Haryana is the nodal department for implementation of the scheme.

At present, total 10 canteens i.e. one each in district Sonipat, Faridabad, Karnal, Hisar, Bhiwani, Yamunanager, Panchkula, Ambala and two in Gurugram have been established under the scheme.

However these canteens are not functional since 01.04.2020 due to covid-19.

**Details in respect of the information, available to or held by it, reduced in an electronic form.**

The website of the Department ([www.hrylabour.gov.in](http://www.hrylabour.gov.in)) act as information tool for the general public and website of department facilitates in the implementation of policies/guidelines issued by the Department. As far as general public is concerned, all the Labour Laws, Notifications, Circulars, Schemes, decisions, Policies, e-services and other general information regarding Labour Department are regularly updated and uploaded on website of Labour Department i.e [www.hrylabour.gov.in](http://www.hrylabour.gov.in) keeping in the view of mandate of EODB (Ease of Doing Business) & BRAP (Business Reform Action plan).

In the Labour Department single file system has been implemented by the Government of Haryana. But very recently the Haryana Government is set to be “paperless” with the e-office software set to be implemented in various departments including Labour department. The Labour department is working to switched over to the e-office for processing the official files. This will improve the operational efficiency of the department. While adhering to the standards of guidelines as lay down by Government of Haryana the process of computerized cataloguing and indexing of records is underway as e-office service has been implemented by Government of Haryana. The most of the services of the Labour department have been made online. The various stakeholder such as Management, employers, workers and the employees of all over the state can access various type of services to meet their requirements through the official website of Labour Department i.e. [www.hrylabour.gov.in](http://www.hrylabour.gov.in). The at most efforts are being made to get entire data indexed, catalogued appropriate to be computerized and connected through all over the country.

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

All the Labour Laws, Notifications, Circulars, Schemes, decisions, Policies, e-services and other general information regarding Labour Department are regularly updated and uploaded on website of Labour Department i.e [www.hrylabour.gov.in](http://www.hrylabour.gov.in) keeping in the view of mandate of EODB (Ease of Doing Business) & BRAP (Business Reform Action plan). However to obtain detailed & advanced information related to Labour Department general public can visit the Head quarter & field level offices on any working days between 9.00 a.m. and 5.00 p.m (except the holidays notified by the State Government) which is to subjected to the provisions of fee of Right to information Act, 2005. In respect of this a Notice Board regards obtaining any information under RTI Act, particulars of State Public Information Officers and 1st Appellate Authority has been affixed in the Labour Department, Haryana, 30 Bays Building, Sector-17, Chandigarh.



**Public Information Officers**

**A. AT THE GOVT. LEVEL:-**

**First Appellate Authority**

| Sr. No. | Designation  | Telephone Numbers                  |
|---------|--|------------------------------------|
| 1       | Special Secretary to Government<br>Haryana, Labour Department. | 0172-2701373<br>0172-2701266 (Fax) |

**State Public Information Officer**

| Sr. No. | Designation  | Telephone Numbers    |
|---------|--|----------------------|
| 1       | Under Secretary to Government<br>Haryana, Labour Department. | 0172-2714033 ext 306 |

**State Assistant Public Information Officer**

| Sr. No. | Designation                   | Telephone Numbers |
|---------|-------------------------------|-------------------|
| 1       | Superintendent, Labour Branch | 0172-2701294      |

**B. AT THE DEPARTMENT LEVEL:-**

**First Appellate Authority**

| Sr. No. | Designation  | Telephone Numbers                  |
|---------|--|------------------------------------|
| 1       | Labour Commissioner, Haryana   | 0172-2701373<br>0172-2701266 (Fax) |
| 2       | Additional Director Industrial Safety<br>& Health (Factory Wing), HQ | 0172-2702918                       |
| 3       | Additional Labour Commissioner<br>(NCR), Gurugram                    | 0124-2335102                       |

**Nodal Officer**

| Sr. No. | Designation                    | Telephone Numbers |
|---------|--------------------------------|-------------------|
| 1       | Deputy Labour Commissioner, HQ | 0172-2701373      |

**State Public Information Officer**

| Sr. No. | Designation                    | Telephone Numbers |
|---------|--------------------------------|-------------------|
| 1       | Deputy Labour Commissioner, HQ | 0172-2701373      |

|    |   |              |
|----|---|--------------|
| 2  | Deputy Labour Commissioner,<br>Faridabad                    | 0129-2268387 |
| 3  | Deputy Labour Commissioner,<br>Gurugram-I                   | 0124-2335102 |
| 4  | Deputy Labour Commissioner,<br>Gurugram-II                  | 0124-2335102 |
| 5  | Deputy Labour Commissioner,<br>Panipat                      | 0180-2652433 |
| 6  | Deputy Labour Commissioner,<br>Rohtak                       | 01262-245046 |
| 7  | Deputy Labour Commissioner,<br>Hisar                        | 01662-232063 |
| 8  | Deputy Labour Commissioner,<br>Panchkula                    | 0171-2534020 |
| 9  | Deputy Director, Industrial Safety &<br>Health, Faridabad.  | 129-2227244  |
| 10 | Deputy Director, Industrial Safety &<br>Health, Gurugram-I  | 0124-2225004 |
| 11 | Deputy Director, Industrial Safety &<br>Health, Gurugram-II | 0124-2225004 |
| 12 | Deputy Director, Industrial Safety &<br>Health, Panipat     | 0180-2651724 |
| 13 | Deputy Director, Industrial Safety &<br>Health, Hisar       | 01662-232063 |
| 14 | Deputy Director, Industrial Safety &<br>Health, Panchkula   | 0171-2534390 |
| 15 | Deputy Director, Industrial Safety &<br>Health, Rohtak      | 9017288831   |

#### State Assistant Public Information Officer

| Sr. No. | Designation                                       | Telephone Numbers |
|---------|---|-------------------|
| 1       | Editor (HQ) (Vacant)                              | 0172-2701337      |
| 2       | Assistant Labour Commissioner,<br>Panchkula       | 0172-2590724      |
| 3       | Assistant Labour Commissioner,<br>Ambala          | 0171-2533165      |
| 4       | Assistant Labour Commissioner,<br>Yamuna Nagar-I  | 01732-237898      |
| 5       | Assistant Labour Commissioner,<br>Yamuna Nagar-II | 01732-212544      |
| 6       | Assistant Labour Commissioner,<br>Kurukshetra     | 01744-290625      |

|    |   |               |
|----|---|---------------|
| 7  | Assistant Labour Commissioner,<br>Karnal        | 0184-2254781  |
| 8  | Assistant Labour Commissioner,<br>Panipat-I     | 0180-2649481  |
| 9  | Assistant Labour Commissioner,<br>Panipat-II    | 0180-2649363  |
| 10 | Assistant Labour Commissioner,<br>Sonapat-I     | 0130-2246482  |
| 11 | Assistant Labour Commissioner,<br>Sonapat-II    | 0130-2246482  |
| 12 | Assistant Labour Commissioner,<br>Faridabad-I   | 0129- 2410180 |
| 13 | Assistant Labour Commissioner,<br>Faridabad-II  | 0129-2269660  |
| 14 | Assistant Labour Commissioner,<br>Faridabad-III | 0129-2292166  |
| 15 | Assistant Labour Commissioner,<br>Faridabad-IV  | 0129-2265545  |
| 16 | Assistant Labour Commissioner,<br>Faridabad-V   | 0129-2220592  |
| 17 | Assistant Labour Commissioner,<br>Gurugarm-I    | 0124-2322148  |
| 18 | Assistant Labour Commissioner,<br>Gurugarm-II   | 0124-2309870  |
| 19 | Assistant Labour Commissioner,<br>Gurugram-III  | 0124-2309870  |
| 20 | Assistant Labour Commissioner,<br>Gurugram -IV  | 0124-2309870  |
| 21 | Assistant Labour Commissioner,<br>Gurugram -V   | 0124-2322148  |
| 22 | Assistant Labour Commissioner,<br>Gurugram -VI  | 0124-2220738  |
| 23 | Assistant Labour Commissioner,<br>Rewari        | 01274-221879  |
| 24 | Assistant Labour Commissioner,<br>Bahadurgarh   | 01276-210232  |
| 25 | Assistant Labour Commissioner,<br>Rohtak        | 01262-210530  |
| 26 | Assistant Labour Commissioner,<br>Bhiwani       | 01664-242329  |
| 27 | Assistant Labour Commissioner,<br>Hisar         | 01662-231110  |

|    |  |              |
|----|--|--------------|
| 28 | Assistant Labour Commissioner,<br>Sirsa          | 01666-222679 |
| 29 | Assistant Director, I.S. &H.,<br>Ambala          | 0171-2533165 |
| 30 | Assistant Director, I.S. &H.,<br>Yamuna Nagar-I  | 01732-251842 |
| 31 | Assistant Director, I.S. &H.,<br>Yamuna Nagar-II | 01732-237898 |
| 32 | Assistant Director, I.S. &H.,<br>Kurukshetra     | 01744-290625 |
| 33 | Assistant Director, I.S. &H., Karnal             | 0184-2254781 |
| 34 | Assistant Director, I.S. &H.,<br>Panipat-I       | 0180-2651724 |
| 35 | Assistant Director, I.S. &H.,<br>Panipat-II      | 0180-2651724 |
| 36 | Assistant Director, I.S. &H.,<br>Sonapat         | 0130-2246482 |
| 37 | Assistant Director, I.S. &H.,<br>Faridabad-I     | 0129-2227244 |
| 38 | Assistant Director, I.S. &H.,<br>Faridabad-II    | 0129-2227244 |
| 39 | Assistant Director, I.S. &H.,<br>Faridabad-III   | 0129-2227244 |
| 40 | Assistant Director, I.S. &H.,<br>Faridabad-IV    | 0129-2227244 |
| 41 | Assistant Director, I.S. &H.,<br>Gurugram -I     | 0124-2225004 |
| 42 | Assistant Director, I.S. &H.,<br>Gurugram -II    | 0124-2225004 |
| 43 | Assistant Director, I.S. &H.,<br>Gurugram -III   | 0124-2225004 |
| 44 | Assistant Director, I.S. &H., Rewari             | 01274-221879 |
| 45 | Assistant Director, I.S. &H., Rohtak             | 01262-210530 |
| 46 | Assistant Director, I.S. &H.,<br>Bhiwani         | 01664-242329 |
| 47 | Assistant Director, I.S. &H., Hisar              | 01662-231110 |
| 48 | Assistant Director, I.S. &H., Sirsa              | 01666-247009 |

**List of Email address of all the PIO's of Labour Department, Haryana**

| Sr. No. | Name of the Public Authority               | Email Address                         |
|---------|--|---------------------------------------|
|         | Deputy Labour Commissioner, HQ, Chandigarh | dylabourCommissionerharyana@gmail.com |
| 1.      | Deputy Labour Commissioner, Hisar          | dlchissar@gmail.com                   |
| 2.      | Deputy Labour Commissioner, Rohtak         | dlcrohtak@gmail.com                   |
| 3.      | Deputy Labour Commissioner, Panipat        | dlcppt@gmail.com                      |
| 4.      | Deputy Labour Commissioner, Panchkula      | dlcpk199@rediffmail.com               |
| 5.      | Deputy Labour Commissioner, Faridabad      | dlcfaridabad@gmail.com                |
| 6.      | Deputy Labour Commissioner, Gurugram-1     | gurgaondlc1@gmail.com                 |
| 7.      | Deputy Labour Commissioner, Gurugram-2     | dlc2gurgaon@hotmail.com               |
| 8.      | Joint Director (IS&H), HQ                  | deswal_as@yahoo.in                    |
| 9.      | Joint Director (IS&H), NCR                 | anuraggahlawat14@gmail.com            |
| 10.     | Deputy Director (IS&H), Hisar              | ashoknain@rediffmail.com              |
| 11.     | Deputy Director (IS&H), Faridabad          | ddishfbd@gmail.com                    |
| 12.     | Deputy Director (IS&H), Gurugram-1         | dydirectorsafetygurgaon1@gmail.com    |
| 13.     | Deputy Director (IS&H), Gurugram-2         | rameshsingh.a.d@gmail.com             |
| 14.     | Deputy Director (IS&H), Panipat            | j.kharb2@gmail.com                    |
| 15.     | Deputy Director (IS&H), Ambala             | ddishamb@gmail.com                    |
| 16.     | Deputy Director (IS&H), Sonipat            | Sanjaymalik2020@yahoo.in              |

**Such other information as may be prescribed; and thereafter update these publications every year.**

The information related to Section-4 of Right to Information Act, 2005 of Labour department will be regularly updated and revised every year and same will be regularly updated and uploaded on official website of Labour Department i.e [www.hrylabour.gov.in](http://www.hrylabour.gov.in).

*Haryana Labour Welfare Board  
Records Manual  
2020*

*As per Section 4 of the Right to  
Information Act, 2005*



**हरियाणा श्रम कल्याण बोर्ड**

बेज नं० 29-30 (पोकेट-2), सैक्टर-4, पंचकूला -134112 (हरियाणा)

दूरभाष नं० : 0172-2560226

| Sr. No. | Article of Right to Information Act 2005 | Requirement of disclosure und the RTI Act 2005  | Status of disclosure by Haryana Labour Welfare Board   |
|---------|--|---|--|
| 1.      | 4(1) (A)                                 | Maintain all its record duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated ; | The work in this Board has been distributed amongst various branches which are keeping respective records of their branches in files having different subjects. The process of computerised cataloguing and indexing of records is underway. The services of the Haryana Labour Welfare Board have been made online. The various stakeholder such as Managements and workers of all over the state can access various type of services through the website of Labour Department i.e. hrylabour.gov.in. These stakeholders can access the various kind of data required to meet their requirements. So far as general public is concerned, the various information related to welfare services and all other services can be obtained from the above website. Efforts are being made to get entire data of this Board indexed, catalogued in near future. |
| 2.      | 4(b)(i)                                  | The particulars of its organization, function and duties;   | Annexure-A.  |
| 3.      | 4(b)(ii)                                 | The powers an duties of its officers and employees  | Annexure-B   |
| 4.      | 4(b)(iii)                                | The procedure followed in the decision making process, including channels of supervision and accountability;  | Annexure-C   |
| 5.      | 4(b)(iv)                                 | The norms set by it for the discharge of its functions  | As defined in Annexure-B   |
| 6.      | 4(b)(v)                                  | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions   | Annexure-D<br>The PLWF Act, 1965 with PLWF Rules, 1966.<br>Copy of Schemes<br>Service Rules of the Board.  |
| 7.      | 4(b)(vi)                                 | A statement of the categories of documents that are held by it or under its control.  | Not available  |



| Sr. No. | Article of Right to Information Act 2005 | Requirement of disclosure und the RTI Act 2005   | Status of disclosure by Haryana Labour Welfare Board   |
|---------|--|--|--|
| 8.      | 4(b)(vii)                                | The particulars of any arrangement that exists for consultation with or representation, by the members of the public in relation to the formulation of its policy or implementation thereof.   | The Board consists of representative of employee as well as employer who play vital role in formulation of policies of the Board.  |
| 9.      | 4(b)(viii)                               | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public. | No such bodies have been constituted by the Board.   |
| 10      | 4(b)(ix)                                 | A directory of its officers and employees.   | Annexure-E   |
| 11.     | 4(b)(x)                                  | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.  | Annexure- F  |
| 12.     | 4(b)(xi)                                 | The budget allocate to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made   | Annexure-G<br>Budget Estimates for the year 2018-19<br>Re-appropriation.<br>Balance Sheet for the year 2018-19   |
| 13.     | 4(b)(xii)                                | The manner of execution subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes  | No subsidy is being granted.   |
| 14.     | 4(b)(xiii)                               | Particulars of recipients of concessions, permits or authorisations granted by it  | Not applicable   |
| 15.     | 4(b)(xiv)                                | Details in respect of the information, available to or held by it, reduced in an electronic form.  | The Labour Welfare Fund is being received through online mode by get uploaded the data of workers and the benefits under various schemes are also being disbursed through online mode. This major service of the Board is paperless and available on our site for the various stake holders. |

| Sr. No. | Article of Right to Information Act 2005 | Requirement of disclosure und the RTI Act 2005   | Status of disclosure by Haryana Labour Welfare Board  |
|---------|--|--|---|
| 16.     | 4(b)(xv)                                 | The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. | Not applicable.   |
| 17.     | 4(b)(xvi)                                | The names, designations and other particulars of the Public Information Officers   | Annexure-H  |
| 18.     | 4(b)(xvii)                               | Such other information as may be prescribed; and thereafter update these publications every year   | The required information may be updated as and when required. However the details of beneficiary during the last ten years are attached at Annexure-I |

Particulars of Organization, Functions and Duties

**Organisation :** Haryana Labour Welfare Board came into existence on 15-01-1970 vide Notification no. 10070-3Lab-69/ as per section 4 of the Punjab Labour Welfare Fund Act, 1965 with the purpose of administering the Fund and for performing such other functions as are assigned to it by or under this Act. The present Board was constituted on 12-03-2018 vide Govt. notification No 2(86) 91-2 LAB dated 12-03-2018. This Board consists of 12 members. Out of which 04 members are representative of employers and 04 members are representative of employees and 04 members are official / non official.

The Labour Commissioner, Haryana is ex-officio Welfare Commissioner of the Board who is the Principal Executive Officer of the Board.

Presently, the Board has one Deputy Labour Commissioner (Welfare), one Accounts Officer and an Assistant District Attorney posted at Headquarter of the Board at Panchkula. It has 2 field offices of Deputy Labour Commissioner (Welfare) at Gurugram and Karnal and 12 offices of Labour Welfare Officers at Yamuna Nagar, Panipat, Gurugram, Faridabad, Rohtak, Karnal, Sonapat, Palwal, Jhajjar, Rewari and Hisar. There are 15 offices of Labour Inspector (Welfare) at Yamuna Nagar, Ambala, Karnal, Panipat, Faridabad Circle-I & II, Palwal, Gurugram Circle-I & II, Sonapat, Rohtak, Hissar and Sirsa.

**Functions:** The Labour Welfare Fund shall vest in, and be held and applied by, the Board as trustees subject to the provisions and for the purposes of this Act. The moneys therein shall be utilized by the Board to defray the cost of carrying out measures which may be specified by the State Government from time to time to promote the welfare of labour and their dependants. The main function of the Board is to achieve these objectives. In order to do that the Board has framed various welfare schemes for the upliftment of the workers of Industrial and Commercial Establishment in the state of Haryana alongwith their dependants.

Duties

**Welfare Commissioner:** The duty of the Welfare Commissioner is to ensure that provision of the Punjab Labour Welfare Fund Act, 1965 and Rules made thereunder are duly carried out and for this purpose, he shall have the powers to issue such orders not inconsistent with the provision of the Act and Rules made thereunder as he deems fit, including any order authenticating and implementing the decisions taken by the Board under the Act or Rules made thereunder.

**Deputy Labour Commissioner (Welfare)** : The duty of the Deputy Labour Commissioner is to supervise the work of Labour Welfare Officer and Labour Inspectors(Welfare) under his control. He is required to perform such other duties assigned by the Welfare Commissioner and Board from time to time.

**Accounts Officer**: The duty of Accounts Officer is to assist the Welfare Commissioner to manage the Labour Welfare Fund. He is the overall incharge of Accounts Branch of the Headquarter. He is required to prepare and maintain the accounts of the Board in such a manner as may be prescribed by the Board with the approval of the State Government and shall be audited by the Accountant General. He also plays the role of centralised drawing and disbursement officer for the welfare scheme of the Board. He is required to perform such other duties assigned by the Welfare Commissioner and Board from time to time.

**Assistant District Attorney**: The duty of the Assistant District Attorney is to assist the Board to meet with various legal issues arising out of various matters in the Board.

**Labour Welfare Officer**: The Labour Welfare Officer is responsible for recovery of the Labour Welfare Fund from the managements under his/her control. He is also the sanctioning authority of all the welfare schemes being run by the Board. He also supervises the work of Labour Inspector (Welfare) under his control.

**Labour Inspector (Welfare)** : The Labour Inspector (Welfare) is responsible for recovery of the Labour Welfare Fund from the managements under his/her control. He is also the verifying and recommending authority of all the welfare schemes being run by the Board.

**Ministerial Staff**: All the ministerial staff which includes Section Officer, Deputy Superintendents, Assistants, Accountant, Programmer, Clerks etc. is responsible for performing the duties assigned to them by their supervising authority from time to time.

**Duties & Powers**

**Welfare Commissioner:** The Welfare Commissioner exercises the power of Principal Executive Officers of the Board. He has to ensure that provision of the Punjab Labour Welfare Fund Act, 1965 and Rules made thereunder are duly carried out and for this purpose, he shall have the powers to issue such orders not inconsistent with the provision of the Act and Rules made thereunder as he deems fit, including any order authenticating and implementing the decisions taken by the Board under the Act or Rules made thereunder.

**Deputy Labour Commissioner (Welfare):** The Deputy Labour Commissioner exercises the powers of Inspector as defined in the Haryana Labour Welfare Fund Act, 1965. He has the powers to supervise the work of the subordinate staff under his control and report the ambiguities/irregularities to the Welfare Commissioner for taking further action in the matter.

**Accounts Officer:** The duty of Accounts Officer is to assist the Welfare Commissioner to manage the Labour Welfare Fund. He is the overall incharge of Accounts Branch of the Headquarter. He is required to prepare and maintain the accounts of the Board in such a manner as may be prescribed by the Board with the approval of the State Government and shall be audited by the Accountant General. He also plays the role of centralised drawing and disbursement officer for the welfare scheme of the Board. He is required to perform such other duties assigned by the Welfare Commissioner and Board from time to time.

**Assistant District Attorney:** The duty of the Assistant District Attorney is to assist the Board to meet with various legal issues arising out of various matters in the Board.

**Labour Welfare Officer:** The Labour Welfare Officer exercises the powers of Inspector as defined in the Haryana Labour Welfare Fund Act, 1965. He has the powers to supervise the work of the subordinate staff under his control and report the ambiguities/irregularities to the Welfare Commissioner for taking further action in the matter. He exercises the power of sanctioning authority of all the welfare schemes being run by the Board. He also supervises the work of Labour Inspector (Welfare) under his control.

**Labour Inspector (Welfare):** The Labour Inspector (Welfare) is responsible for recovery of the Labour Welfare Fund from the managements under his/her control. He is also the verifying and recommending authority of all the welfare schemes being run by the Board.

**Ministerial Staff:** All the ministerial staff which includes Section Officer, Deputy Superintendents, Assistants, Accountant, Programmer, Clerks etc. is responsible for performing the duties assigned to them by their supervising authority from time to time.

In addition to above, the Board has delegated its powers to the various officers of the Board as under:

**DELEGATION OF POWERS OF OFFICERS**

| Sr.No | Nature of Power   | Extent of powers delegated  |
|-------|---|---|
| 1     | All Service matters as defined in Haryana Civil Services Rules, 2016 as Applicable to Haryana Govt. employee in so far as not inconsistent with the Act & Rules of the Board.             | Competent authority may be decided as defined in Rule 8 (8) of Haryana Civil Services (General Rules, 2016).<br>i) Head of the Office of the respective office – Powers to the extent of Head of the Office.<br>ii) Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power.<br>iii) Welfare Commissioner-Full power to the extent of Head of Department as defined in above rules.<br>iv) Chairman: in case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department- full powers to the extent of Administrative Department.  |
| 2     | All services matters as defined in Haryana Civil Services (Punishment and Appeal) Rules, 2016   | Punishing Authority and Appellate Authority as defined in Draft Service Rules of Haryana Labour Welfare Board.  |
| 3.    | The Haryana Civil Services Government Employees' Conduct) Rules, 2016.  | (a) Chairman in the case of a Government employee holding a post of Group A except where any lower authority is specified by the Government for any purpose. In case of non appointment of Chairman Administrative Secretary of Labour Department.<br>(b) Welfare Commissioner in the case of a Government employee holding a post of Group B;<br>(c) Head of Office in the case of a Government employee holding a post of Group C or D;   |
| 4     | All financial matters of sanctions and incurring expenditure governed by Punjab Financial Rules as Applicable to Haryana in so far as not inconsistent with the Act & Rules of the Board. | <b><u>Financial Powers as defined in Rule 19.6 of P.F.R Vol-I.</u></b><br>i) Head of the Office – Full powers to the extent of Head of office. Labour Welfare Officer concerned in case of Field Offices and Accounts Officer in case of Head Office shall exercise this power.<br><br>ii) Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power.<br><br>iii) Welfare Commissioner – Full powers to the extent of Head of Department.<br><br>iv) Chairman - In case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department-full power to the extent of powers of Administrative Department. |

| Sr.No | Nature of Power   | Extent of powers delegated   |
|-------|---|--|
| 5     | All matters relating to carry on the business and functions of the Board in accordance with the Act & Rules and the decisions which the Board may take from time to time.   | Welfare Commissioner-full powers.  |
| 6     | All matter relating to controlling, drawing and disbursing of all funds of the board.   | --do--   |
| 7     | To open and operate Bank accounts and close Bank accounts in respect of the funds of the Board.   | --do--   |
| 8     | To invest funds of the Board as per provisions of the Act and Rules of the Board to the extent as can not be applied for some time for the purpose of the Act.  | --do--   |
| 9     | To sanction and incur expenditure, pass orders take action warranting immediate and expeditious disposal and finalizing urgent and unfore-seen matters.   | Chairman- Full powers to the extent of competency of the Board.<br>In case of non appointment of Chairman ;<br>Welfare Commissioner-full power to the extent of competency of the Board. |
| 10    | To sanction & hire office accommodation.  | Welfare Commissioner-full powers.  |
| 11    | To sanction defending of legal cases against the Board, to engage counsel, lawyer, Income Tax / Sales Tax Advisors and to give general powers of attorney to any person / officer for conducting the cases in the Courts. And to sanction legal expenses including fees and remuneration of counsel / lawyer / IT/ ST / Advisors. | --do--<br><br>Welfare Commissioner-full powers.  |
| 12    | To delegate / re-delegate his administrative and Financial powers to the officer of the Board and to publish all type of board advertisement in various newspapers powers.  | --do--   |
| 13    | To adopt all Govt. Instructions / Policy / notification/ Rules / pay scales upgradation/ reports of pay commissions in Labour Welfare Board issued by State Government Machineries / Authorities time to time in Board.   | --do--   |

**Note :** In case of appointment of Vice Chairman, all files should be routed to the Chairman through Vice Chairman by the Welfare Commissioner.

The procedure followed in the decision making process, including channels of supervision and accountability.

**DELEGATION OF POWERS OF OFFICERS**

| Sr. No. | Nature of Power   | Extent of powers delegated  |
|---------|---|---|
| 1       | All Service matters as defined in Haryana Civil Services Rules, 2016 as Applicable to Haryana Govt. employee in so far as not inconsistent with the Act & Rules of the Board.             | Competent authority may be decided as defined in Rule 8 (8) of Haryana Civil Services (General Rules, 2016).<br>i) Head of the Office of the respective office – Powers to the extent of Head of the Office.<br>ii) Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power.<br>iii) Welfare Commissioner-Full power to the extent of Head of Department as defined in above rules.<br>iv) Chairman: in case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department- full powers to the extent of Administrative Department.  |
| 2       | All services matters as defined in Haryana Civil Services (Punishment and Appeal) Rules, 2016   | Punishing Authority and Appellate Authority as defined in Draft Service Rules of Haryana Labour Welfare Board.  |
| 3.      | The Haryana Civil Services Government Employees' Conduct) Rules, 2016.  | (a) Chairman in the case of a Government employee holding a post of Group A except where any lower authority is specified by the Government for any purpose. In case of non appointment of Chairman Administrative Secretary of Labour Department.<br>(b) Welfare Commissioner in the case of a Government employee holding a post of Group B;<br>(c) Head of Office in the case of a Government employee holding a post of Group C or D;   |
| 4       | All financial matters of sanctions and incurring expenditure governed by Punjab Financial Rules as Applicable to Haryana in so far as not inconsistent with the Act & Rules of the Board. | <b><u>Financial Powers as defined in Rule 19.6 of P.F.R Vol-I.</u></b><br><b>i)</b> Head of the Office – Full powers to the extent of Head of office. Labour Welfare Officer concerned in case of Field Offices and Accounts Officer in case of Head Office shall exercise this power.<br><b>ii)</b> Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power.<br><b>iii)</b> Welfare Commissioner – Full powers to the extent of Head of Department.<br><b>iv)</b> Chairman - In case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department-full power to the extent of powers of Administrative Department. |



|    |   |  |
|----|---|--|
| 5  | All matters relating to carry on the business and functions of the Board in accordance with the Act & Rules and the decisions which the Board may take from time to time.   | Welfare Commissioner-full powers.  |
| 6  | All matter relating to controlling, drawing and disbursing of all funds of the board.   | --do--   |
| 7  | To open and operate Bank accounts and close Bank accounts in respect of the funds of the Board.   | --do--   |
| 8  | To invest funds of the Board as per provisions of the Act and Rules of the Board to the extent as can not be applied for some time for the purpose of the Act.  | --do--   |
| 9  | To sanction and incur expenditure, pass orders take action warranting immediate and expeditious disposal and finalizing urgent and unfore-seen matters.   | Chairman- Full powers to the extent of competency of the Board.<br>In case of non appointment of Chairman ;<br>Welfare Commissioner-full power to the extent of competency of the Board. |
| 10 | To sanction & hire office accommodation.  | Welfare Commissioner-full powers.  |
| 11 | To sanction defending of legal cases against the Board, to engage counsel, lawyer, Income Tax / Sales Tax Advisors and to give general powers of attorney to any person / officer for conducting the cases in the Courts. And to sanction legal expenses including fees and remuneration of counsel / lawyer / IT/ ST / Advisors. | --do--<br><br>Welfare Commissioner-full powers.  |
| 12 | To delegate / re-delegate his administrative and Financial powers to the officer of the Board and to publish all type of board advertisement in various newspapers powers.  | --do--   |
| 13 | To adopt all Govt. Instructions / Policy / notification/ Rules / pay scales upgradation/ reports of pay commissions in Labour Welfare Board issued by State Government Machineries / Authorities time to time in Board.   | --do--   |

**Note:** In case of appointment of Vice Chairman, all files should be routed to the Chairman through Vice Chairman by the Welfare Commissioner.

**Accountability:** All the employees of the Board are accountable to do the duties assigned to them by the Board. In case of any departure from these duties, disciplinary proceeding is initiated as per procedure defined in their respective service rules.

1965 : Pb. Act 17]                      LABOUR WELFARE FUND  
 THE PUNJAB LABOUR WELFARE FUND ACT, 1965.  
 (as amended 14<sup>th</sup> March 2019)

Arrangement of Sections

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THE PUNJAB LABOUR WELFARE FUND ACT, 1965  
 (Punjab Act.No.17of 1965)  
 [As amended upto 2013]

<sup>1</sup>[Received the assent of the President of India on the 17<sup>th</sup> July, 1965, and first published for general information in the Punjab Government Gazette (Extraordinary), Legislative Supplement, Part I, of July 27, 1965.]

An  
 Act

to provide for the constitution of a Fund for the financing of activities to promote welfare of labour in the State of Punjab and for conducting such activities and for certain other purposes.

Be it enacted by the Legislature of the State of Punjab in the Sixteenth Year of the Republic of India as follows :-

1. **Short title, extent and commencement**--(1) This Act may be called the Punjab Labour Welfare Fund Act, 1965 .

<sup>2</sup>[(2) It extends to the territories which, immediately before the 1<sup>st</sup> day of November, 1966 were comprised in the State of Punjab, excluding the territory transferred to the Union Territory of Himachal Pradesh under section 5 of the Punjab Re-organisation Act, 1966 ( 31 of 1966)].

(3) It shall come into force on the first day of July, 1965.

2. **Definitions**- In this Act, unless the context otherwise requires, -

<sup>3</sup>[(1) 'Board' means the Punjab Labour Welfare Board established and constituted under section 4 for each of the States of Punjab and Haryana and the Union Territory Chandigarh ;]

<sup>4</sup>["(2) 'employee' means any person employed, directly by or through any agency(including a contractor) with or without the knowledge of the principal employer, for remuneration in any factory or establishment to do any work connected with its affairs;"]

(3) 'employer' means any person who is employed, either directly or through another person on behalf of himself or any other person, one or more employees in an establishment , and includes . -

(i) In a factory, any person named under clause (f) of sub-section (1) of section 7 of the Factories Act, 1948, as the manager ;

(ii) In any establishment, other than a factory, any person responsible to the owner of the establishment for the supervision and control of employees or for the payment of wages ;

1. For Statement of Objects and Reasons, see Punjab Government Gazette (Extraordinary), 1965 page 452.
2. See Government of India, Ministry of Home Affairs, S.O. No. 1301, dated the 28<sup>th</sup> March, 1969, published in Gazette of India(Extra.), Part -II, Section 3 (ii), of 31<sup>st</sup> March, 1969.
3. For Statement of Objects and Reasons, see Haryana Government Gazette (Extraordinary), 1971 page 198.
4. Substituted for clause (2) by Haryana Act No. 7 of 2007 dated 4<sup>th</sup> April, 2007.

- 4[4] 'establishment' means a factory and includes any premises including the precincts thereof wherein and in any part of which any industry within the meaning of clause (j) of section 2 of the Industrial Disputes Act, 1947 (Act 14 of 1947), is carried on and also includes a shop or a commercial establishment within the meaning of the Punjab Shops and Commercial Establishments Act, 1958 (Punjab Act 15 of 1958), in which, on any day, Ten or more employees are employed or were employed during the preceding twelve months;
- (5) 'factory' means a factory as defined in clause (m) of section 2 of the Factories Act, 1948, or any place which is deemed to be a factory under sub-section (2) of section 85 of that Act ;
- {(6) "Fund" means the Labour Welfare Fund constituted under section 3 for each of the States of Punjab and Haryana and the Union Territory of Chandigarh ;
- (7) 'independent member' means a member of the Board who is not connected with the management of any establishment or who is not an employee ;
- (8) 'Inspector' means an Inspector appointed under section 15 ;
- (9) 'prescribed' means prescribed by rules made under this Act ;
- (10) 'unpaid accumulations' means all payments due to the employees but not made to them within a period of 3[two years] from the date on which they become due, whether before or after the commencement of this Act, including the wages, bonus and gratuity legally payable, but not including the amount of contribution, if any, paid by an employer to a provident fund established under the Employees Provident Fund Act, 1952 ;
- (11) 'wages' means wages as defined in clause (6) of section 2 of the Payment of Wages Act, 1936 ;
- (12) 'Welfare Commissioner' means the Welfare Commissioner appointed under section 14.
- 2A. Construction of certain references in the Act. -- (1) In the application of the provisions of this Act to the Union territory of Chandigarh , any reference therein to the State or State Government shall be construed as a reference to the Administrator of the Union territory of Chandigarh.
- (2) Sub-section (3) of section 27 shall not apply in relation to the Union territory of Chandigarh but shall apply to the State of Haryana with the modifications that for the words "each house of the State Legislature", the words " the Legislative Assembly" and for the words "both Houses agree" at both the places where they occur, the words "the Legislative Assembly agrees" shall be substituted."
3. **Welfare Fund** --(1) The State Government shall constitute a Fund called the Labour Welfare Fund and, notwithstanding anything contained in any other law for the time being in force or in any contract or instrument, all unpaid accumulations shall be paid to the Board which shall keep a separate account therefore until claims thereto have been decided in the manner provided in section 9, and the other sums specified in sub-section (2) shall be paid into the Fund :

- 
1. Substituted by Government of India S.O. No. 1301, dated 28<sup>th</sup> March, 1969
  2. Section 2-A added by Govt. of India, S.O. No. 1301, dated 28<sup>th</sup> March, 1969.
  3. Substitute for the words "three years" by Haryana Act No. 1 of 2002.
  4. Substituted for clause(4) of section 2 by Act No. 7 of 2007, dated 4<sup>th</sup> April, 2007.

- (2) The Fund shall consist of--
- (a) all fines realised from the employees ;
  - (b) unpaid accumulations transferred to the Fund under section 9 ;
  - (c) grants and subsidies to the Board made by the State Government ;
  - (d) all voluntary donations ;
  - (e) any fund transferred under sub-section (5) of section 10 ; [ X ]
  - (f) any sum borrowed under section 11 <sup>2</sup> [;and]
  - <sup>3</sup> [(g) any contribution of employers and employees.]
- (3) The sums specified in sub- section (2) shall be collected by such agencies and in such manner and the accounts of the Fund shall be maintained and audited in such manner as may be prescribed.
- <sup>4</sup> [(4) The employer shall be required to pay interest at the rate of twelve per cent per annum on the amount of unpaid accumulations in case he fails to deposit the same within a period of one year from the prescribed date. The rate of interest thereafter shall be twenty per cent per annum.
- (5) An employer who has already incurred the liability of payment of fine at the rate of twenty-five per cent at the time of commencement of the Punjab Labour Welfare Fund ( Haryana amendment) Act, 1988, shall be liable to pay interest at the rate of twenty per cent per annum from the date of commencement or from the expiry of two years from the date of incurring the liability of payment of fine, whichever is later.]
4. **Establishment of Board .** - <sup>5</sup> [(1) For the purpose of administering the Fund and for performing such other functions as are assigned to it by or under this Act, the state Government shall by notification establish a Board to be known as "The Punjab Labour Welfare Board for Punjab or Haryana or the Union territory of Chandigarh" as the case may be .]
- (2) The Board shall be a body corporate with the name aforesaid, having perpetual succession and a common seal with power, subject to the provisions of this Act, to acquire, hold or dispose of property, and to contract, and may by that name sue or be sued.
- (3) The Board shall consist of the following members, including the Chairperson and the Vice-Chairperson<sup>7</sup>, to be nominated by the State Government, namely :-
- (a) such equal number of representatives of employers and employees as may be prescribed ; and
  - (b) such number of independent members, whether official, non-official or both, as may be prescribed.
- (4) No person shall be nominated as a member of the Board who--
- (a) is a salaried official of the Board ; or
  - (b) has been adjudged as an insolvent ; or

- 
1. The word "and" omitted by Haryana Act No. 1 of 2002
  2. The sign "." Substituted by the sign and word " and" by Haryana Act ibid
  3. Added by Haryana Act ibid.
  4. Substituted for sub section (4) by Haryana Act No. 19 of 1988
  5. Substituted by Government of India S.O. No. 1301, dated 28<sup>th</sup> March, 1969
  6. The word "and" omitted by Haryana Act No. 7 of 2007
  7. Substituted the word "Chairman" of sub section (3) of section 4 by Haryana Act No. 6 of 2013.

- (c) is of unsound mind and stands so declared by a competent court or is, in the opinion of the State Government, physically or mentally unfit to be appointed as a member ; or
- (d) has been convicted of an offence which, in the opinion of the State Government, involves moral turpitude.
5. **Power of State Government to remove Chairperson, Vice-Chairperson and<sup>1</sup> member from office in certain cases.**— The State Government may remove from office the Chairperson and Vice-Chairperson<sup>1</sup> or any member of the Board who—
- (a) absents himself from three consecutive meetings of the Board without permission of the Chairperson of the Board in the case of a member and of the State Government in the case of the Chairperson and Vice-Chairperson ;
- (b) is or has become subject to any of the disqualifications mentioned in subsection (4) of section 4 ; or
- (c) so abuses his position as to render his continuance in office detrimental to the public interest.
6. **Vacancies, etc, not to invalidate proceedings of Board**—No act done, or proceeding taken, under this Act by the Board shall be invalid merely on the ground—
- (a) of any vacancy or defect in the constitution of the Board ;or
- (b) of any defect or irregularity in the nomination of a person acting as a member thereof ; or
- (c) of any defect or irregularity in such act or proceeding, not affecting the merits of the case.
7. **Term of office, casual vacancies and resignation** — (1) The term of office of a member of the Board shall be three years commencing on the date on which his nomination is notified in the official Gazette :
- Provided that a member nominated to fill a casual vacancy shall hold office for the unexpired portion of the term of office of the member in whose place the former is nominated.
- (2) A member of the Board, including the Chairperson or the Vice-Chairperson<sup>1</sup> thereof, may resign his office by notifying in writing his intention to do so to the State Government, and on such resignation being accepted by the State Government, he shall be deemed to have vacated his office.
- (3) If a vacancy arises in the office of the Chairperson and Vice- Chairperson<sup>1</sup> or a member of the Board, whether by death, resignation, removal or otherwise, the vacancy shall be filled up by the State Government in accordance with the provisions of section 4.
- (4) An outgoing, member, including the Chairperson and Vice-Chairperson<sup>1</sup> shall be eligible for re-nomination.

---

1. (Substituted the word "Chairman" in section 5,7(2), 7(3) and 7(4) by Haryana Act No. 6 of 2013. )

<sup>1</sup> [ "7-A. Chairperson, Vice-Chairperson and Members<sup>4</sup> to hold office during the pleasure of the State Government.-- Notwithstanding anything to the contrary contained in this Act, the Chairperson, Vice-Chairperson and<sup>4</sup> members of the Board shall hold office during the pleasure of the State Government." ]

8. **Procedure at the meetings of the Board--** (1) The Chairperson and in his absence, the Vice-Chairperson and in the absence of both,<sup>4</sup> a member of the Board nominated by the State Government shall preside at a meeting of the Board.

(2) All questions at a meeting of the Board shall be decided by a majority of the members of the Board present voting :

Provided that in the case of an equality of votes, the Chairperson<sup>4</sup> or the person presiding, as the case may be, shall, in addition to his vote as a member have a second or casting vote.

(3) The quorum at a meeting of the Board and the manner in which the business of the Board shall be conducted shall be such as may be prescribed.

9. **Unpaid accumulations and claims thereto --** (1) All unpaid accumulations shall be deemed to be abandoned property.

(2) Any unpaid accumulations paid to the Board in accordance with the provisions of section 3 shall, on such payment, discharge an employer of the liability to make payment to an employee in respect thereof but to the extent only of the amount paid to the Board, and the liability to make payment to the employee to the extent aforesaid shall, subject to the succeeding provisions of this section, be deemed to be transferred to the Board.

(3) As soon as possible after the payment of any unpaid accumulations is made to the Board, the Board shall, by notice (containing such particulars as may be prescribed)--

- (a) exhibited on the notice board of the establishment in which the unpaid accumulations was earned ;
- (b) Published in the Official Gazette and also in any two newspapers in both the regional languages of the State having large circulation in the area in which the establishment is situated or in such other manner as may be prescribed, regard being had to the amount of the claim ;

invite claims by employees for any payment due to them. The notice shall be inserted in the manner aforesaid in December of every year, for a period of two years from the date of the payment of the unpaid accumulations to the Board.

(4) If any question arises whether the notice referred to in sub-section (3) was given as required by that sub-section a certificate of the Board that it was so given, shall be conclusive.

- 
- 1. Inserted by Haryana Act No. 19 of 1981.
  - 2. The word " June and" omitted by Haryana Act No. 7 of 2007, dated 4<sup>th</sup>, April, 2007.
  - 3. Substituted for the words " Three Years" , by Haryana Act No. 7 of 2007, dated 4<sup>th</sup> April, 2007.
  - 4. Substituted for the words "Chairman" in Section 7-A and 8 (1) and (2) by Haryana Act No. 6 of 2013.

(5) If a claim is received, whether in answer to the notice or otherwise, within a period of four years from the date of first publication of the notice in respect of such claims,—

(a) where the amount of claim so received is equal to the amount deposited by the management with the Board, the amount of the claim shall be paid by the Board to the employee concerned ; and

(b) in any other case, the Board shall transfer such claim to the Authority appointed under section 15 of the Payment of Wages Act, 1936, having jurisdiction in the area in which the establishment is or has been situated, and the Authority shall proceed to adjudicate upon, and decide, such claim. In hearing such claim the Authority shall have the powers conferred by, and follow the procedure (in so far as it is applicable) followed in giving effect to the provisions of that Act.

(6) If the Authority aforesaid is satisfied that any such claim is valid so that the right to receive payment is established, it shall decide that the unpaid accumulations in relation to which the claim is made shall cease to be deemed to be abandoned property, and shall order the Board to pay the whole of the dues claimed, or such part thereof as the Authority decides, are properly due, to the employee ; and the Board shall make payment accordingly :

Provided that the Board shall not be liable to pay any sum in excess of that paid under sub-section (1) of section 3 to the Board as unpaid accumulations in respect of the claim.

(7) If a claim for payment is refused, the employee shall have a right of appeal to the Court of District Judge and Board shall comply with any order made in appeal. An appeal shall lie within sixty days of the decision of the Authority.

(8) The decision of the Authority, subject to the appeal aforesaid, and the decision in appeal shall be final and conclusive as to the right to receive payment, the liability of the Board to pay and also as to the amount , if any.

(9) If no claim is made within the time specified in sub-section (5) or a claim has been duly refused as aforesaid by the Authority, or on appeal by the Court, then the unpaid accumulations in respect of such claim shall accrue to, and vest in, the State as *bona vacantia*, and shall thereafter, without further assurance, be deemed to be transferred to, and form part of, the Fund.

1["9A. Contribution to Fund by employers and employees.—(1) Each employee shall contribute to the Fund every month an amount equal to zero point two percent of his salary or wages or any remuneration subject to a limit of rupees twenty-five and each employer in respect of each such employee shall contribute to the Fund every month, twice the amount contributed by such employee:

Provided that the limit specified above shall be indexed annually to the consumer price index beginning from first of January each year.

Explanation – For the purpose of Sub-Section (1), "employee" means an employee on the register of an establishment on the last working day of the month.

1. Inserted by Haryana Act No. 1 of 2002 dated 29<sup>th</sup> Jan. 2002.
2. Substituted for the words " One rupee" and " two rupees" by Haryana Act No. 7 of 2007 dated 4<sup>th</sup> April, 2007.
3. Substituted for the words " Five rupees" and " Ten rupees" in Section 9A (1) by Haryana Act No. 8 of 2012 dated 11<sup>th</sup> April, 2012.
4. Substituted for the words " Ten rupees" and " twenty rupees" in Section 9A (1) by Haryana Act No. 18 of 2019 dated 14<sup>th</sup> March, 2019.



(2) Every employer shall pay to the Fund both his contribution and the contribution of the employee before the 31<sup>st</sup> December of every year by crossed cheque or demand draft in favour of Welfare Commissioner.

(3) The employer shall be entitled to recover from the employee the employee's contribution by deduction from his wages and not otherwise :

2" (4) Any employer who fails to pay the contribution amount within a period of one month from the date specified under sub-section (2), shall be liable to pay interest at the rate of twelve percent per annum from the said date until such time the amount is actually deposited with the Welfare Commissioner;".

10. Vesting and application of Fund -(1) The Fund shall vest in, and be held and applied by, the Board as trustees subject to the provisions and for the purposes of this Act. The moneys therein shall be utilized by the Board to defray the cost of carrying out measures which may be specified by the State Government from time to time to promote the welfare of labour and of their dependants.

(2) Without prejudice to the generality of sub-section (1), the money in the Fund may be utilized by the Board to defray expenditure on the following :-

- (a) community and social education centres including reading rooms and libraries ;
- (b) community necessities ;
- (c) games and sports ;
- (d) excursions, tours and holiday homes ;
- (e) entertainment and other forms of recreation ;
- (f) home industries and subsidiary occupations for women and unemployed persons ;
- (g) corporate activities of a social nature ;
- (h) cost of administering this Act including the allowances, if any, payable to the Chairperson, Vice-Chairperson and members of the Board and the salaries and allowances of the staff appointed for the purposes of this Act ; and
- (i) such other objects as would in the opinion of the State Government improve the standard of living and ameliorate the social conditions of labour :

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1. Inserted by Haryana Act No. 1 of 2002 dated 29<sup>th</sup> January, 2002
  2. Inserted by Haryana Act No. 7 of 2007 dated 4<sup>th</sup> April, 2007
  3. Inserted by Haryana Act No. 8 of 2012 dated dated 11<sup>th</sup> April, 2012
  4. Inserted by Haryana Act No. 18 of 2019 dated dated 14<sup>th</sup> March, 2019

Provided that the Fund shall not be utilized in financing any measure which the employer is required under any law for the time being in force to carry out :

Provided further that unpaid accumulations and fines shall be paid to the Board and be expended by it under this Act notwithstanding anything contained in the Payment of Wages Act, 1936, or any other law for the time being in force.

- (3) The Board may, with the approval of the State Government make a grant of the Fund to any local authority or any other body except an employer in aid of any activity for the welfare of labour and of their dependents approved by the State Government.
- (4) If any question arises whether any particular expenditure is or is not debitible to the Fund, the matter shall be referred to the State Government and the decision of the State Government on such reference shall be final.
- (5) It shall be lawful for the Board to continue any activity financed from the welfare fund of any establishment if the said fund is duly transferred to the Board.
11. **Power of Board to Borrow.**— The Board may, with the previous sanction of the State Government, and subject to the provisions of this Act and to such conditions as may be specified in this behalf, borrow any sum required for the purposes of this Act.
12. **Investment of Fund.**— Where the Fund or any portion thereof cannot be applied for some time for the purposes of this Act, the Board shall invest the same in such manner and in such securities as may be prescribed.
13. **Power of State Government to give directions to the Board.**—The State Government may give the Board such directions as in its opinion are necessary or expedient in connection with expenditure from the Fund or for carrying out the other purposes of this Act ; and it shall be the duty of the Board to comply with such directions.
14. **Appointment and powers of Welfare Commissioner.** — (1) There shall be a Welfare Commissioner to be appointed by the Board with the previous approval of the State Government who shall be the principal executive officer of the Board.  
(2) Notwithstanding anything contained in sub-section (1) , the first Welfare Commissioner shall be appointed by the State Government as soon as practicable after the passing of this Act for a period not exceeding five years and on such conditions as the State Government thinks fit.  
(3) It shall be the duty of the Welfare Commissioner to ensure that the provisions of this Act and the rules made thereunder are duly carried out and for this purpose he shall have the power to issue such orders not inconsistent with the provisions of this Act and rules made thereunder as he deems fit, including any order authenticating and implementing the decisions taken by the Board under this Act or rules made thereunder.
15. **Appointment of Inspectors.**— (1) The State Government may appoint Inspectors to inspect records in connection with the sums payable into the Fund.  
(2) Any Inspector may—
  - (a) with such assistance, if any, as he thinks fit, enter at any reasonable time any premises for carrying out the purposes of this Act ; and
  - (b) exercise such other powers as may be prescribed.
16. **Absorption of the existing staff under Labour Commissioner.**— The Board shall take over and employ such of the existing staff under the control of Labour Commissioner, <sup>1</sup>[Haryana], as the State Government may direct and every person so taken over and employed shall be subject to the provisions of this Act and rules made thereunder :

Provided that—

- (a) during the period of such employment all matters relating to pay, leave, retirement, allowances, pensions, provident fund and other conditions of service of the said staff shall be regulated by the Punjab Civil Service Rules or such other rules as may from time to time be made by the State Government; and
- (b) every such member of the said staff shall have a right of appeal to the State Government against any order of reduction, dismissal or removal from service, fine or any other punishment :

Provided further that person so taken over may elect within the prescribed period that he desires to be governed by the rules made under this Act in respect of conditions of service of the staff appointed by the Board under this Act, and on his electing to be so governed the provisions of first proviso shall cease to apply to him.

17. **Appointment of clerical and other staff by Board.**— The Board shall have power to appoint the necessary clerical and executive staff to carry out and supervise the activities financed from the Fund :

Provided that if any appointment is not agreed to by the majority of the total number of members of the Board, the appointment shall be made by the State Government :

Provided further that the expenses of the staff thus appointed and other administrative expenses shall not exceed a prescribed percentage of the annual income of the Fund.

18. **Power of State Government to remove any person on staff of Board.**—The State Government shall have the power to remove any person whom it may deem unsuitable from the service of the Board.

19. **Power of State Government or Authorised Officer to call for records, etc.**—The State Government or any officer authorised by the State Government in this behalf may call for records of any proceedings which are pending before, or have been disposed of, by the Board for purpose of satisfying itself or himself, as the case may be, as to the legality or propriety of such proceedings or of any order made therein and may pass such orders in relation thereto as the State Government or such officer may think fit :

Provided that no order adversely affecting any person shall be made under this section without giving such person a reasonable opportunity of being heard.

20. **Mode of recovery of sums payable into Fund, etc.**—Any such sums payable into the Fund under this Act, shall, without prejudice to any other mode of recovery, be recoverable on behalf of the Board as an arrear of land revenue.

21. **Supersession of Board.**— (1) If the State Government is satisfied that the Board has made default in performing any duties imposed on it by or under this Act or has abused its power, the State Government may by notification supersede and reconstitute the Board in the prescribed manner :

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<sup>1</sup> substituted by the Haryana Adaptation of Laws Order, 1968.

Provided that before issuing such notification, the State Government shall give a reasonable opportunity to the Board to show cause why it should not be superseded and shall consider the explanation and objections, if any, of the Board.

(2) After the supersession of the Board and until it is reconstituted, the powers, duties and functions of the Board shall be exercised or performed by such officer or officers as the State Government may appoint for this purposes.

22. **Members of the Board, Welfare Commissioner, Inspectors and all officers and servants of Board to be public servants.**-- The members of the Board, including the Chairperson and Vice-Chairperson<sup>4</sup> thereof, the Welfare Commissioner, Inspectors and all officers and servants of the Board, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code .

23. **Delegation.**-- The Board may, by resolution passed by it at a meeting of the Board, direct that any power or duty which by this Act or by any rule made under this Act is conferred or imposed upon the Board shall, in such circumstances and under such conditions, if any, as may be specified in the direction, be exercised or discharged also by the Welfare Commissioner.

24. **Protection of persons acting in good faith.**--No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

25. **Exemptions .**-- The State Government may by notification and in public interest exempt any class of establishments from all or any of the provisions of this Act subject to such conditions, if any, as may be specified in the notification.

26. (X)

<sup>1</sup>[**26A. Penalty.**-- Save as otherwise provided, any person, who contravenes any of the provisions of this Act or any rule made thereunder or who willfully obstructs an Inspector in the exercise of his powers or discharge of his duties under this Act or any rule made thereunder or fails to produce for inspection on demand by an Inspector any registers, records or other documents maintained in pursuance of the provisions of this Act or the rules made thereunder or to supply to him on demand true copies of any such document, shall, on conviction, be punished --

(i) for the first offence, with fine which may extend to five thousand rupees ; but not less than two thousand rupees"

(ii) for a second or subsequent offences, with imprisonment for a term which may extend to three months, or with fine which may extend to ten thousand rupees but not less than three thousand rupees.

26B. **Cognizance of offences .**--(1) No court inferior to that of a Judicial Magistrate of the 1<sup>st</sup> Class shall try any offence punishable under this Act.  
(2) No court shall take cognizance of any such offence except on a complaint made by the Inspector." ]

27. **Power to make rules.**-- (1) The State Government may, by notification and subject to the condition of previous publication, make rules to carry out the purposes of this Act.

1. Sections 26-A and 26-B, inserted by Haryana Government notification No. 9-Leg/78 dated 14<sup>th</sup> April, 1978  
2. Section 26 omitted by Haryana Act No. 7 of 2007, dated 4<sup>th</sup> April, 2007.  
3. Substituted for the words " five thousand rupees" and " one thousand rupees" .  
4. Substituted for words "Chairman" "Chairperson and Vice-Chairperson" by Haryana Act No. 6 of 2013.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may be made for all or any of the following matters, namely :-

- (a) the agency for and the manner of collection of sums specified in sub-section (3) of section 3; and the period within which the same shall be paid to the credit of the Fund ;
- (b) the manner in which the accounts of the Fund shall be maintained and audited under sub-section (3) of section 3 ;
- (c) the number of representatives of employers, employees and independent members of the Board and the allowances, if any, payable to the Chairperson, Vice-Chairperson<sup>3</sup> and members thereof ;
- (d) the quorum at meetings of the Board and the manner in which it shall conduct its business ;
- (e) the particulars which shall be contained in the notice referred to in sub-section (3) of section 9, and the other manner of publication of such notice ;
- (f) the procedure for making grants from the Fund under sub-section (3) of section 10 and the securities in which the Fund may be invested and the manner of investment ;
- (g) the procedure for defraying the expenditure incurred in administering the Fund ;
- (h) the duties and powers of Inspectors and the conditions of service of the Welfare Commissioner and Inspectors and other staff appointed under this Act;
- (i) the percentage of the annual income of the Fund beyond which the Board may not spend on the staff and other administrative measures ; (j) the registers and records to be maintained under this Act and the form and manner in which they shall be maintained ;
- (k) the publication of the report of activities financed from the Fund together with statement of receipts and expenditures of the Fund and statement of accounts ; and
- (l) any other matter which is to be or may be prescribed.

(3) Every rule made under this section shall be laid as soon as may be after it is made before <sup>1</sup>[State Legislature] while it is in session for a total period of ten days which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following, <sup>2</sup>[the Legislative Assembly agrees] in making any modification in the rule or <sup>2</sup>[the Legislative Assembly agrees] that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

1. The words "each House of" omitted by the Adaptation of Punjab Laws Order, 1970.
2. Substituted for the word "both Houses" by Adaptation of Punjab Laws Order, 1970.
3. Substituted for the word "Chairperson, Vice-Chairperson" by Haryana Act No. 6 of 2013.

# The Punjab Labour Welfare Fund Rules, 1966

(amended upto 07.03. 2014)

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## The Punjab Labour Welfare Fund Rules, 1966

(Amended upto 7<sup>th</sup> March, 2014)

No. GSR. 82/P. A. 16/65/S. 27/66, dated the 20<sup>th</sup> April, 1966 :- With reference to the Punjab Government notification No. GSR. 228/P. A. 17/65/S. 27/65, dated the 16<sup>th</sup> September, 1965 and in exercise of the powers conferred by section 27 of the Punjab Labour Welfare Fund Act, 1965, the Governor of Punjab is pleased to make the following rules, namely :-

1. **Short title** - These rules may be called the Punjab Labour Welfare Fund Rules, 1966.

2. **Definitions** - In these rules, <sup>1</sup> [unless the context, otherwise, requires-

- (i) 'Act' means the Punjab Labour Welfare Fund Act, 1965.
- (ii) 'Form' means a form appended to these rules.
- (iii) 'Section' means a section of the Act.

3. **Agency for and manner of collecting sums specified in sub-section (3) of section 3. Section 3 (3) and 27 (2) (a).** - (1) Every employer shall pay in cash or by money order or by postal order or by demand draft or cheque drawn on the State Bank of India or any Scheduled Bank duly crossed in favour of the Welfare Commissioner within thirty days of the commencement of these rules--

Section 3(3)  
and 27 (2) (a)

- (a) all fines realised from the employees and remaining unutilized on such commencement ; and
- (b) all unpaid accumulations held by the employer on such commencement.

(2) The employer shall along with such payments submit a Statement to the Welfare Commissioner giving full particulars of the amounts so paid.

(3) Thereafter all fines realised from the employees and unpaid accumulations during the quarters, ending the 31<sup>st</sup> March, the 30<sup>th</sup> June, the 30<sup>th</sup> September and the 31<sup>st</sup> December shall be paid by the employer in the manner aforesaid to the Board by the 1<sup>st</sup> May, the 1<sup>st</sup> August, the 1<sup>st</sup> November and the 1<sup>st</sup> February, succeeding such quarter and a statement giving particulars of the amounts so paid shall be submitted by him along with such payment to the Welfare Commissioner.

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Substituted by Haryana Government Notification No. G.S.R.165/P.A./17/S. 27/71, dated 13.12.1971.

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(4) The receipt of every payment received by the Welfare Commissioner shall be acknowledged by him in writing to the employer.

(5) All the moneys belonging to the Fund shall be deposited in <sup>1</sup>[ any scheduled Bank] of India.

(6) (i) The Welfare Commissioner shall deposit the Cash, Bank Drafts, Cheques or postal Orders received from the employers, or any other source in <sup>1</sup>[any scheduled Bank] of India in the Current Accounts / Saving Bank Accounts/ Fixed Deposit Accounts of the Fund. The grants and subsidies received from the State Government shall also be deposited by the Welfare Commissioner into the said accounts ;

(ii) The Welfare Commissioner shall be the competent authority to operate upon the accounts of the Fund.

Section 3 (3)  
and 27 (1)

**4. Notice for payment of fines and unpaid accumulations by Welfare Commissioner. Sections 3(3) and 27(1).**-- The Welfare Commissioner, may after making such enquires as he may deem fit and after calling for a report from the Inspector, if necessary, serve a notice on any employer to pay any portion of fines realised from the employees or unpaid accumulations held by him which the employer has not paid in accordance with rule 3. The employer shall comply with the notice within 14 days of the receipt thereof.

Section 3(3)

**5. Maintenance and Audit of Accounts. Section 3 (3).**--- The accounts of the Fund shall be prepared and maintained by the Accounts Officer of the Board in such manner as may be prescribed by the Board with the approval of the State Government and shall be audited by the Accountant-General, <sup>2</sup>[ Haryana], once a year. The Welfare Commissioner shall be responsible for the disposal of the Audit Note. A separate Administration Account shall be maintained.

Section  
27 (1)

**5. Budget of the Board. Section 27 (1).**-- (1) The budget estimates for each financial year shall be prepared and laid before the Board on or before 15<sup>th</sup> October of the previous financial year by the Welfare Commissioner and, after it is approved by the board shall be forwarded to the State Government for approval on or before 1<sup>st</sup> November. The State Government shall approve the Budget before 1<sup>st</sup> January after making such amendments and alterations as it considers necessary.

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1. Substituted by Haryana Government Notification G.S.R./34/P.A.17/65/S.27/74, dated 31<sup>st</sup> October, 1974.

2. Substituted by Haryana Government Notification G.S.R.165P.A. 17/S.27/71, dated 23<sup>rd</sup> December, 1971.



(2) The budget thus amended or altered and approved shall constitute the budget of the Board for the ensuing financial year and shall be issued under the seal of the Board and signed by the officer or officers of the Board duly authorised in this behalf. An authenticated copy of the budget shall be forwarded to the State Government before the 28<sup>th</sup> February.

Section 27(1)

7. Additional Expenditure --- If during the course of the financial year it becomes necessary to incur expenditure over and above the provision made in the budget, the Board shall immediately submit to the State Government the details of the proposed expenditure and specify the manner in which it is proposed to meet the additional expenditure. The State Government may either approve the proposed expenditure after making such modifications, as it considers necessary or reject it. A copy of the order passed by the State Government on every such proposal to incur additional expenditure shall be communicated to the Board and the Accountant-General, <sup>1</sup>[Haryana].

Section 4(3)  
and 27 (2) (c)

8. Constitution of the Board --- The Board shall consist of twelve members out of which four shall be representatives of employers, four of employees and four independent members including the Chairperson and the Vice-Chairperson<sup>2</sup>.

Section  
27(2)(d)

9. Allowances of members --- (1) For attending meetings of the Board the members of the Board shall be entitled to the travelling and daily allowances as admissible to <sup>1</sup>[Haryana] Government officers drawing pay of Rs. 1,000 per month. Other condition as laid down in Travelling Allowance Rules for Government Servants will also apply to journey performed by members of the Board for the aforesaid purpose.

(2) The headquarters of the Board shall be at Chandigarh or at such place as the State Government may by notification specify.

(3) The Welfare Commissioner shall be the Controlling Officer in respect of the traveling allowances bills of the members of the Board.

Section 8 and  
27(2)(d)

10. Meeting of the Board --- (1) The Board shall meet at least once every quarter and as often as may be necessary.

(2) All members of the Board shall be given at least seven days notice of a meeting specifying the date, time and place of the meeting and the business to be transacted there at:

1. Substituted for the word 'Punjab' by Haryana Govt. notification dated 24<sup>th</sup> March, 1988(gazette notification dt. 12.4.88)
2. Substituted for the word "Chairman" by Chairperson and Vice-Chairperson by Haryana Govt. notification dt. 07.03.2014 (gazette notification dt. 07.03.14)

<sup>1</sup>[Provided that an emergent meeting can be called after 24 hours notice, if in opinion of the Chairperson<sup>3</sup>, business of an emergent nature has to be transacted].

<sup>4</sup>(3) The Chairperson and in his absence, the Vice-Chairperson and in the absence of both, a member of the Board nominated by the State Government shall preside over meeting of the Board.

11. <sup>1</sup>[**Quorum**--The number of members necessary to constitute a quorum at a meeting of the Board shall be six including the Chairperson<sup>3</sup> provided that no matter concerning financing shall be decided unless there is a quorum of not less than 7 members including the Chairperson<sup>3</sup> present and voting].

12. **Adjournment of meetings**-- If there is no quorum as laid down in rule 11, the Chairperson<sup>3</sup> shall [ ]<sup>2</sup>adjourn the meeting to such hour on some other day as he may deem fit. A notice of such adjourned meeting shall be sent to every member of the Board and the business which would have been brought before the original meeting, had there been a quorum thereat, shall be brought before the adjourned meeting and disposed of at such meeting, whether there be a quorum or not.

13. **Mode of exercising votes**-- Votes shall be taken by show of hands and the names of persons voting in favour and against any proposition shall be recorded only if any member requests the Chairperson<sup>3</sup> or the person presiding, as the case may be to do so.

14. **Minutes of the meetings**-- The Board shall keep minutes of the proceedings of each meetings [ ]. A copy of such Minutes shall be submitted by the Board to the State Government as soon as they are confirmed by the Board.

15. **Notice under Section 9(3)** -- The notice required to be given under Section 9(3) shall be in form 'C'

16. **Application for grant of the Fund**-- (1) Any local authority or any other body except an employer may make an application to the Welfare Commissioner for a grant<sup>1</sup> [ from the funds], such an application shall be placed by the Welfare Commissioner before the Board within two months of its receipt <sup>2</sup>[ ] or the next meeting of the Board , whichever is later with his remarks. If the application is approved by the Board then the same shall be forwarded by the Welfare Commissioner to the State Government along with the recommendation of the Board, for obtaining the approval of the State Government .

(2) Within two months of the approval of the State Government, the Welfare Commissioner shall remit the amount so approved by means of demand draft or a cheque drawn on any Branch of <sup>1</sup> [ any Scheduled Bank] duly crossed. (payees account only)

1. Substituted by Haryana Govt. Notification dated 24<sup>th</sup> March, 1988 (gazette notification dated 12.4.88)
2. Omitted by Haryana Govt. notification dated 24<sup>th</sup> March, 1988 (gazette notification dated 12.4.88)
3. Substituted for the word "Chairman" by Chairperson and Vice-Chairperson by Haryana Govt. notification dt. 07.03.2014 (gazette notification dt. 07.03.14)
4. Inserted by Haryana Govt. notification dt. 07.03.2014 (gazette notification dt. 07.03.14)

- Section 27(2)** 17. Mode or payment .-(1) All payments except the grants from the fund amounting to :-  
 (a) Less than Rs. 50 shall be made in cash.  
 (b) Rs. 50 or more shall be made by the cheque issued by the Welfare Commissioner, provided the Board may in any particular case or special reasons, authorise such payments also in cash.  
 (2) The salaries of the staff of the Board shall be paid either in cash or by cheque.
- Section 12 & 27(2) (f)** 18.<sup>1</sup>[Investment of Fund.-- Such portion of the fund as remained unutilized shall be invested by the Board in the National Saving Certificates or other securities referred to in section 20 of the India Trust Act, 1882.
- Section 15(2)(b) & 27 (2) (h)** 19.Powers of Inspectors.-- Every Inspector shall have the power to require an employer to allow inspection of a document and to supply him a copy thereof or to give him a statement in writing.
- Section 27 (2) (i)** 20.Expenditure on the Staff and other administrative measures.-- The expenditure on the establishment of the Board shall not exceed 60 % of the annual income of the Board from the Fund].
- Section 27(2)(k)** 21. Publication of annual report of Board.-- The Board shall within three months of the date of the closing of each financial year, submit to the State Government for approval an audited statement of receipts and expenditure together with an annual report giving a detailed account of its activities during the year. After the said statement and report are approved by the State Government the Board shall cause the same to be published in such manner as it may deem fit.
- Section 27(2)(i) .-** 22. Maintenance of register by certain employers. (1) Every employer of an establishment shall maintain the following records :-  
 (a) a register of wages in Form A.  
 (b) a consolidated register of unclaimed wages and fines in Form B.  
 Provided that if the information to be maintained in Form A and Form B is being maintained by the employer in any other register under any other law for the time being in force, he may not maintain such information in Form A and Form B.  
 (2) Such employer shall by the 31<sup>st</sup> January every year forward to the Welfare Commissioner a copy of the extract from the register in Form B pertaining to the previous year.

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1. Rules 18, 19 & 20 substituted by Haryana Govt. notification dated 24<sup>th</sup> March, 1988[gazette notification dt. 12.4.88]

FORM A

(See Rule 22)

REGISTER OF WAGES

| Serial No. | Name of the employee | Ticket and Beds No. | Occupation | Dearness Allowances & other allowances | Amount payable during the month |      | Amounts deducted during the month |             | Amount actually paid during the month | Dearness allowance & other allowance | Balance due to the employees | Bonus | Over times wages | Dearness allowances & other allowances | Bonu s |    |
|------------|----------------------|---------------------|------------|--|---------------------------------|------|-----------------------------------|-------------|---------------------------------------|--------------------------------------|------------------------------|-------|------------------|--|--------|----|
|            |                      |                     |            |  | Bonus                           | Fine | Other Deduc tion                  | Basic wages |                                       |                                      |                              |       |                  |  |        |    |
| 1          | 2                    | 3                   | 4          | 5                                      | 6                               | 7    | 8                                 | 9           | 10                                    | 11                                   | 12                           | 13    | 4                | 1                                      | 16     | 17 |
|            |                      |                     |            |  |                                 |      |                                   |             |                                       |                                      |                              |       | 5                |  |        |    |
|            |                      |                     |            |  |                                 |      |                                   |             |                                       |                                      |                              |       |                  |  |        |    |

FORM B

( See Rule 22)

REGISTER OF FINES REALISED AND UNPAID  
ACCUMULATION FOR THE YEAR \_\_\_\_\_

|  | During<br>quarter<br>ending<br>31 <sup>st</sup> March | During<br>quarter<br>ending<br>30 <sup>th</sup> June | During<br>quarter<br>ending<br>30 <sup>th</sup> Sep. | During<br>quarter<br>ending<br>31 <sup>st</sup> Dec. |
|--|---|--|--|--|
| 1.Total realisation<br>under fines ...                           |   |  |  |  |
| 2.Total amount<br>becoming unpaid<br>accumulations 1<br>of _____ |   |  |  |  |
| 3.(i)Basic Wage<br>...   |   |  |  |  |
| (ii)Overtime<br>...  |   |  |  |  |
| (iii) Dearness<br>allowance<br>and<br>other<br>allowance<br>...  |   |  |  |  |
| Total (1) (2)  |   |  |  |  |

1. See definition of "unpaid accumulation" under section 2(10) of the Punjab Labour Welfare Fund Act, 1965. For example in the column for the quarter ending June, 1966 should be shown the payments which become due to the employees during the quarter January-March, 1965 and which have since remained unpaid.

FORM C

(See Rule 15)

PUNJAB LABOUR WELFARE BOARD, CHANDIGARH

(constituted under the Punjab Labour Welfare Fund Act, 1965)

NOTICE

No.                      Dated                      Chandigarh                      the                      197

WHOM IT MAY CONCERN

Whereas the Board has received certain amounts of money being unclaimed wages appearing herein under for their transfer to the Punjab Labour Welfare Fund.

And whereas, it is expedient to notify these unclaimed accumulations to the persons who may have any claim to these amounts.

Now, therefore, in accordance with the provisions of section 9(3) of the Punjab Labour Welfare Fund Act, 1965, the Board hereby exhibits/publishes the particulars of these amounts and invites application from the persons having any claim to these amounts duly supported by any proof to their claim being valid and notified after the expiry of a period of —-years—-months from the date of this notice, no such claim shall be entertained and the amounts left unclaimed shall be treated as abandoned property and shall stand automatically transferred to the Punjab Welfare Fund.

| Name and particulars of the persons | Name of the establishment (with address) | Amount |    | Nature of dues | Period to which pertaining |
|-------------------------------------|--|--------|----|----------------|----------------------------|
|                                     |  | Rs.    | P. |                |                            |
| 1                                   | 2  | 3      |    | 4              | 5                          |
|                                     |  |        |    |                |                            |

Sd/-  
Welfare Commissioner  
for and on behalf of the Punjab  
Labour Welfare Board.

Sd/-  
Secretary to Government Punjab  
Labour Department.

## हरियाणा श्रम कल्याण बोर्ड

### द्वारा चलाई जा रही विभिन्न कल्याणकारी योजनाए व लाभ प्राप्ति हेतु निर्धारित शर्तें

हरियाणा श्रम कल्याण बोर्ड द्वारा पंजाब श्रमिक कल्याण अधिनियम, 1965 के तहत औद्योगिक व वाणिज्यिक संस्थाओं में कार्यरत श्रमिकों तथा उनके आश्रितों को प्रार्थना-पत्र प्रस्तुत करने पर योजनाओं का लाभ प्रदान किया जाता है। आवेदन-पत्र के साथ आवेदन प्रस्तुत करने के मास से पूर्व मास की वेतन पर्ची संस्था द्वारा साक्षात्कृत उपरांत देनी अनिवार्य है। बोर्ड की सभी 25 योजनाओं के अन्तर्गत निर्धारित आवेदन-पत्र का एक ही प्रारूप निर्धारित किया गया है जो योजनाओं के अन्त में संलग्न है। सरकार के "बेटी बचाओ बेटी पढ़ाओ" अभियान के अन्तर्गत माननीय मुख्य मन्त्री, हरियाणा द्वारा लिए गए निर्णय अनुसार दिनांक 23-02-2015 से बोर्ड की प्रसूति योजना में लाभ बढ़ाकर तीन लड़कियों तक, छात्रवृत्ति योजना में तीन लड़कियों व दो लड़कों तक तथा कन्यादान योजना में तीन लड़कियों तक लाभ देने का प्रावधान कर दिया गया है। हरियाणा सरकार द्वारा श्रमिकों को अधिक से अधिक बोर्ड की कल्याणकारी योजनाओं का लाभ पहुंचाने के लिए योजनाओं को ऑनलाईन कर दिया गया है जिसमें श्रमिक/संस्था अपने स्तर पर श्रम विभाग की वैबसाईट [www.hrylabour.gov.in](http://www.hrylabour.gov.in) व हरियाणा सरकार द्वारा संचालित अंत्योदय सरल केन्द्रों से आवेदन अप्लाई कर सकते हैं। इसके अतिरिक्त दिनांक 15.01.2019 से बोर्ड द्वारा चलाई जा रही कल्याणकारी योजनाओं में संशोधन व तीन नई योजनाओं का संचालन किया गया है जिनका विवरण निम्न प्रकार से है:-

### योजनाओं का संक्षेप में विवरण

| क्रम संख्या | योजना का नाम   | निर्धारित सेवावधि | निर्धारित मासिक वेतन की अधिकतम सीमा | वित्तीय सहायता की राशि  |
|-------------|--|-------------------|-------------------------------------|---|
| 1.          | श्रमिकों द्वारा नई साईकल खरीदने हेतु वित्तीय सहायता।   | दो वर्ष           | 18,000 रु०                          | 3,000 रु०<br>सेवाकाल में 05 वर्ष के अन्तराल पर  |
| 2.          | महिला श्रमिकों द्वारा सिलाई मशीन खरीदने हेतु वित्तीय सहायता।   | दो वर्ष           | 18,000 रु०                          | 3,500 रु० तक<br>सेवाकाल में 05 वर्ष के अन्तराल पर   |
| 3.          | श्रमिकों को एल० टी० सी० की सुविधा उपलब्ध करवाने बारे।  | पांच वर्ष         | 18,000 रु०                          | 1,500 रु०<br>04 वर्ष के ब्लॉक अन्तराल पर<br>(प्रथम ब्लॉक 2012-15)                             |
| 4.          | श्रमिकों के लड़कों व लड़कियों के लिए स्कूल की वर्दी, किताबें व कापियां आदि खरीदने हेतु वित्तीय सहायता उपलब्ध कराने बारे। | दो वर्ष           | 25,000 रु०                          | क) पहली कक्षा से 3,000 रु०<br>चौथी कक्षा तक<br>ख) पांचवी कक्षा से 4,000 रु०<br>12वीं कक्षा तक |

|     |  |                                  |                                    |  |
|-----|--|----------------------------------|------------------------------------|--|
| 5.  | श्रमिक/श्रमिक के आश्रित बच्चों के लिए छात्रवृत्ति योजना।   | एक वर्ष                          | 25,000 रू0                         | कम से कम 5,000 रू0 तथा अधिक से अधिक 16,000 रू0 तक  |
| 6.  | श्रमिकों के बच्चों की खेलों के प्रति प्रतिभा को विकसित करने बारे।  | कोई भी सेवावधि निर्धारित नहीं है | 25,000 रू0                         | 2,000 रू0 से 31,000 रू0 तक   |
| 7.  | श्रमिकों के बच्चों की सांस्कृतिक क्षेत्र के प्रति प्रतिभा को विकसित करने बारे।   | कोई भी सेवावधि निर्धारित नहीं है | 25,000 रू0                         | 2,000 रू0 से 31,000 रू0 तक   |
| 8.  | श्रमिकों के लिए खेलकूद प्रतियोगिताओं का आयोजन करवाने बारे।   | एक वर्ष                          | कोई भी वेतन सीमा निर्धारित नहीं है | श्रमिकों के लिए प्रति वर्ष जोनल स्तर और राज्य स्तर पर खेलकूद प्रतियोगिताओं का आयोजन करवाया जाता है और विजेता खिलाड़ियों को ईनाम की राशि व ट्राफी प्रदान की जाती हैं। |
| 9.  | श्रमिक/आश्रित को चश्मों के लिए वित्तीय सहायता देना।  | एक वर्ष                          | 25,000 रू0                         | 1,500 रू0 सेवाकाल में 05 वर्ष के अन्तराल पर  |
| 10. | कामगारों की लड़कियों तथा संबंधित संस्था में कार्यरत महिला श्रमिक की स्वयं शादी के उत्सव पर कन्यादान के रूप में आर्थिक सहायता देना। | तीन वर्ष                         | 25,000 रू0                         | 51,000 रू0 तीन लड़कियों तक   |
| 11. | महिला श्रमिकों तथा पुरुष श्रमिकों की पत्नियों को प्रसूति पर वित्तीय सहायता उपलब्ध कराने बारे।                                      | एक वर्ष                          | 25,000 रू0                         | 10,000 रू0   |
| 12. | कामगार की सेवाकाल के दौरान दुर्घटना या अन्य कारण से अपंगता होने पर वित्तीय सहायता उपलब्ध कराने बारे।                               | कोई भी सेवावधि निर्धारित नहीं है | 25,000 रू0                         | <ul style="list-style-type: none"> <li>● 50% तक की अपंगता पर 1,00,000 रू0</li> <li>● 50% से ऊपर अपंगता पर 1,50,000 रू0</li> </ul>                                    |
| 13. | श्रमिक/आश्रित को डैन्टल केयर/जबड़ा लगवाने हेतु वित्तीय सहायता देने बारे।   | एक वर्ष                          | 25,000 रू0                         | क) डैन्टल केयर 4,000 रू0 तक<br>ख) जबड़ा लगवाने पर 10,000 रू0   |
| 14. | किसी भी दुर्घटना में अपंग हुए श्रमिकों व उनके आश्रितों को कृत्रिम अंगों हेतु वित्तीय सहायता उपलब्ध करवाने बारे।                    | एक वर्ष                          | 25,000 रू0                         | साकेत हस्पताल, पंचकूला द्वारा निर्धारित दरों अनुसार  |
| 15. | किसी भी कारण से अपनी श्रवण शक्ति खो चुके श्रमिक व उनके   | एक वर्ष                          | 25,000 रू0                         | 5,000 रू0 तक की श्रवण मशीन   |



|     |  |                                  |                                    |   |
|-----|--|----------------------------------|------------------------------------|---|
|     | आश्रितों को श्रवण मशीन या Hearing Aids हेतु वित्तीय सहायता उपलब्ध करवाने बारे।   |                                  |                                    | सेवाकाल में 05 वर्ष के अन्तराल पर   |
| 16. | अपंग श्रमिक तथा उनके आश्रितों को तिपहीया साईकल (Try Cycle) खरीदने हेतु वित्तीय सहायता।   | एक वर्ष                          | 25,000 रु0                         | तिपहीया साईकल के लिए 7,000 रु0 तक की राशि सेवाकाल में 05 वर्ष के अन्तराल पर   |
| 17. | मुख्य मन्त्री श्रम पुरस्कार योजना।   | तीन वर्ष                         | 25,000 रु0                         | 51,000 रु0 से 2,00,000 रु0 तक के पुरस्कार   |
| 18. | श्रमिक की मृत्यु पर दाह संस्कार व अन्य क्रियाकर्म हेतु वित्तीय सहायता उपलब्ध कराने बारे।   | कोई भी सेवावधि निर्धारित नहीं है | कोई भी वेतन सीमा निर्धारित नहीं है | 15,000 रु0  |
| 19. | श्रमिकों के अपंग, अन्धेपन, मंदबुद्धि, मूक तथा बधिर बच्चों को वित्तीय सहायता देने बारे।   | कोई भी सेवावधि निर्धारित नहीं है | कोई भी वेतन सीमा निर्धारित नहीं है | <ul style="list-style-type: none"> <li>• 70% से 90% तक 20,000 रु प्रतिवर्ष</li> <li>• 91% से 100% तक 30,000 रु प्रतिवर्ष</li> </ul>   |
| 20. | मृतक कामगारों की विधवाओं/आश्रितों को आर्थिक मदद।   | कोई भी सेवावधि निर्धारित नहीं है | कोई भी वेतन सीमा निर्धारित नहीं है | 2,00,000 रु0  |
| 21. | मुख्य मन्त्री सामाजिक सुरक्षा योजना।   | कोई भी सेवावधि निर्धारित नहीं है | कोई भी वेतन सीमा निर्धारित नहीं है | मुख्य मन्त्री श्रमिक सामाजिक सुरक्षा योजना के तहत दिनांक 1-1-2014 से औद्योगिक श्रमिकों की कार्यस्थल पर दुर्घटना से मृत्यु होने पर 5 लाख रु0 की वित्तीय सहायता तथा नवम्बर, 2016 से गैर अंशदाता औद्योगिक एवं वाणिज्यिक श्रमिक को भी शामिल कर लिया गया है। |
| 22. | श्रम कल्याण केन्द्र। श्रमिकों की लड़कियों व उनकी पत्नी को सिलाई-कढ़ाई, बुनाई इत्यादि का प्रशिक्षण देने हेतु श्रम कल्याण केन्द्रों की स्थापना करना। | कोई भी सेवावधि निर्धारित नहीं है | कोई भी वेतन सीमा निर्धारित नहीं है | श्रमिकों की लड़कियों व उनकी पत्नी को बिना किसी फीस के सिलाई-कढ़ाई, बुनाई इत्यादि का प्रशिक्षण दिया जाता है तथा प्रशिक्षण पूर्ण होने उपरांत 5,000 रुपये की वित्तीय सहायता प्रदान की जाती है। जिससे वह स्वयं की सिलाई मशीन खरीद कर                        |

|     |  |          |            |  |
|-----|--|----------|------------|--|
|     |  |          |            | अपने घरेलू कार्य कर सके व कुछ जीविका भी कमा सके।   |
| 23. | श्रमिकों के लड़कों व अविवाहित श्रमिकों की स्वयं की शादी पर शगुन के तौर पर वित्तीय सहायता।  | तीन वर्ष | 25,000 रु0 | 21,000 रु0<br>तीन लड़कों तक  |
| 24. | कोचिंग फीस- (श्रमिकों के बच्चों को व्यवसायिक कोर्सों में परीक्षाओं की कोचिंग व U.P.S.C एवं H.P.S.C की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा तैयारी हेतु वित्तीय सहायता) | एक वर्ष  | 25,000 रु0 | <ul style="list-style-type: none"> <li>• व्यवसायिक कोर्सों में परीक्षाओं की कोचिंग के लिए - 20 हजार रु0 तक।</li> <li>• U.P.S.C एवं H.P.S.C की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा तैयारी के लिए - 01 लाख रु0।</li> </ul>  |
| 25. | श्रमिक कल्याण पुरस्कार   |          |            | <p>श्रमिकों को अधिक से अधिक श्रम कल्याण योजनाओं का लाभ दिलवाने वाले प्रबंधकों को :-</p> <ul style="list-style-type: none"> <li>• प्रथम पुरस्कार (2,00,000) - (संख्या 1)</li> <li>• द्वितीय पुरस्कार (1,00,000) - (संख्या 2)</li> <li>• तृतीय पुरस्कार (51,000) - (संख्या 3)</li> </ul> |

## योजनाओं का पूर्ण विवरण

### 1. श्रमिकों को साईकल खरीदने हेतु योजना का लाभ देने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा 2002 में आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिकों को उनके निवास स्थान से संस्था तक ड्यूटी पर आने-जाने हेतु साईकल खरीदने के लिए वित्तीय सहायता दी जाती है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- राशि 3,000/- रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 2 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 18,000 रुपये तक निर्धारित की गई है।
3. श्रमिक द्वारा साईकिल योजना सम्बन्धित अंडरटैकिंग देना अनिवार्य है।
4. श्रमिक को साईकल योजना का लाभ सेवाकाल में 05 वर्ष के अन्तराल पर दिया जाएगा।

### 2. महिला श्रमिकों को सिलाई मशीन खरीदने हेतु योजना का लाभ देने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 में आरंभ की गई थी। इस योजना के अन्तर्गत औद्योगिक व कमर्शियल संस्थानों में कार्यरत महिला श्रमिकों के घरेलू उपयोग हेतु अपने स्तर पर सिलाई मशीन खरीदने के लिए वित्तीय सहायता उपलब्ध करवायी जाती है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- राशि 3,500/- रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिका की सेवा अवधि 2 वर्ष होना अनिवार्य है।
2. श्रमिका का अधिकतम मासिक वेतन सीमा 18,000 रुपये तक निर्धारित की गई है।
3. श्रमिका द्वारा सिलाई मशीन योजना सम्बन्धित अंडरटैकिंग देना अनिवार्य है।
4. श्रमिका को सिलाई मशीन सेवाकाल में 05 वर्ष के अन्तराल पर दी जाएगी।

### 3. औद्योगिक श्रमिकों को L.T.C. की सुविधा उपलब्ध करवाने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 में आरंभ की गई थी। इस योजना के अन्तर्गत 1,500 रु० की राशि हरियाणा श्रम कल्याण बोर्ड द्वारा औद्योगिक व कमर्शियल संस्थानों के श्रमिकों के लिए L.T.C. स्वरूप दी जाती है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- राशि 1,500/- रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 5 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 18,000 रुपये तक निर्धारित किया गया है।
3. श्रमिक द्वारा एल०टी०सी० योजना सम्बन्धित अंडरटैकिंग देना अनिवार्य है।

4. श्रमिक को एल0टी0सी0 योजना का लाभ प्रत्येक 04 वर्ष के ब्लाक पर दिया जाएगा। प्रथम ब्लाक- 2012-15 से मान्य होगा।

4. श्रमिकों की लड़कियों / लड़कों के लिए पहली कक्षा से बारहवीं कक्षा तक स्कूल की वर्दी, किताबें व कापियां आदि खरीदने हेतु वित्तीय सहायता उपलब्ध कराने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-02-2009 को आरंभ की गई थी। इस योजना के अन्तर्गत हरियाणा राज्य की औद्योगिक व कमर्शियल इकाईयों में कार्यरत श्रमिकों की लड़कियों के लिए पहली कक्षा से आठवीं कक्षा तक पढ़ाई जारी रखने पर स्कूल की वर्दी, पाठ्य पुस्तकें तथा कापियों आदि के लिए वित्तीय सहायता प्रदान की जाती थी। दिनांक 15.01.2019 से इस योजना में लड़कियों के साथ-साथ लड़कों को भी सम्मिलित करते हुए योजना का लाभ आठवीं कक्षा से बढ़ाकर बाहरवीं कक्षा तक कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

| क्रम संख्या | कक्षा का नाम  | दी जाने वाली राशि |
|-------------|---|-------------------|
| 1.          | पहली कक्षा से चौथी कक्षा तक पढ़ाई जारी रखने पर।       | 3,000 रुपये       |
| 2.          | पांचवीं कक्षा से बारहवीं कक्षा तक पढ़ाई जारी रखने पर। | 4,000 रुपये       |

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 2 वर्ष होना अनिवार्य है।
  2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
  3. उक्त योजना का लाभ श्रमिक की केवल तीन लड़कियों व दो लड़कों तक उपलब्ध करवाया जाएगा।
  4. छात्र/छात्रा की पढ़ाई जारी रखने का प्रमाण-पत्र स्कूल के प्रिन्सिपल/हैडमास्टर से स्कूल के लैटर पैड पर या बोर्ड द्वारा निर्धारित प्रोफार्मे में लिखवाकर व पिछली पास कक्षा का सत्यापित उत्तीर्ण परीक्षा प्रमाण-पत्र भी देना अनिवार्य है।
  5. संबंधित सेशन में आवेदन पत्र प्रस्तुत करने की अंतिम तिथि 31 दिसम्बर निर्धारित की गई है 31 दिसम्बर के बाद प्रस्तुत केंसों पर विचार नहीं किया जायेगा।
5. श्रमिक/श्रमिक के आश्रित बच्चों के लिए छात्रवृत्ति योजना बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 1976 में आरंभ की गई थी। इस योजना का उद्देश्य श्रमिकों के बच्चों को अपनी पढ़ाई जारी रखने हेतु वित्तीय सहायता प्रदान करना है। दिनांक 23-02-2015

से केवल परीक्षा पास करने (चाहे परीक्षा न्यूनतम नम्बरों से भी पास की गई हो) उपरांत अगली परीक्षा में पढाई जारी करने पर श्रमिकों की 3 लड़कियों तथा 2 लड़कों तक लाभ देने व दिनांक 15-1-2019 से योजना में लाभ श्रमिकों के बच्चों के साथ-साथ श्रमिक को भी देने का निर्णय लेते हुए योजना लाभ में निम्न बढौतरी तय की गई हैं :-

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

| पढाई जारी रखने की कक्षा   | लड़कों के लिए छात्रवृत्ति राशि | लड़कियों के लिए छात्रवृत्ति राशि |
|---|--------------------------------|----------------------------------|
| 9वीं से 10वीं   | 5,000 रु०                      | 7,000 रु०                        |
| 11वीं से 12वीं  | 5,500 रु०                      | 7,750 रु०                        |
| सभी प्रकार की स्नातक डिग्रियों तक के प्रत्येक वर्ष के लिए   | 6,000 रु०                      | 8,500 रु०                        |
| सभी प्रकार की इंजिनियरिंग डिग्री, बी० फार्मसी के प्रत्येक वर्ष के लिए   | 8,000 रु०                      | 11,500 रु०                       |
| पोलीटेकनिक डिप्लोमें, सी०ए०, डी० फार्मसी, ए०एन०एम०, जी०एन०एम० तथा अन्य अंडरग्रेज्युएट डिप्लोमा तक के प्रत्येक वर्ष के लिए | 7,000 रु०                      | 10,000 रु०                       |
| आई०टी०आई० डिप्लोमें के प्रत्येक वर्ष के लिए   | 6,000 रु०                      | 8,500 रु०                        |
| सभी प्रकार की स्नातकोत्तर डिग्रियों/डिप्लोमें/बी०एस०सी० नर्सिंग के प्रत्येक वर्ष के लिए                                   | 7,000 रु०                      | 10,000 रु०                       |
| सभी प्रकार की मैडीकल डिग्रियों (एम०बी०बी०एस०, बी०डी०एस०, बी०ए०एम०एस० आदि) के प्रत्येक वर्ष के लिए                         | 11,000 रु०                     | 16,000 रु०                       |

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की सेवा अवधि 1 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. उक्त योजना का लाभ श्रमिक, उसकी तीन लड़कियों व दो लड़कों तक उपलब्ध करवाया जाएगा।
4. यदि किसी श्रमिक का बच्चा किसी और संस्था से भी छात्रवृत्ति ले रहा है तो वह भी योजना का लाभ ले सकता है।

5. रि-अपियर/कम्पार्टमेंट आने पर श्रमिक/छात्र/छात्रा योजना के पात्र नहीं होंगे यदि श्रमिक का बच्चा स्वयं रोजगार या नौकरी पर है तो वह इस स्कीम के अंतर्गत कवर नहीं होगा व कोई श्रमिक अपना/छात्र/छात्रा का झूठा प्रमाण-पत्र देकर छात्रवृत्ति प्राप्त करता है तो उसको भविष्य में कभी भी छात्रवृत्ति नहीं दी जायेगी और दी गई छात्रवृत्ति की राशि वापिस ले ली जायेगी।
  6. श्रमिक/उसके बच्चे जो किसी कारणवश पढ़ाई छोड़ देते हैं और पुनः पढ़ाई जारी रखते हैं तो उन्हें भी इस योजना का लाभ मिलेगा। श्रमिक/उसके बच्चे हरियाणा राज्य से बाहर पढ़ाई जारी रखे हुए हैं तो भी इस योजना का लाभ दिया जाएगा।
  7. छात्र/छात्रा की पढ़ाई जारी रखने का प्रमाण-पत्र स्कूल/शिक्षण संस्था के प्रिंसीपल/हैडमास्टर से स्कूल/शिक्षण के लैटर पैड पर या बोर्ड द्वारा निर्धारित प्रोफार्मे में लिखवाकर व पिछली पास कक्षा का सत्यापित उत्तीर्ण परीक्षा प्रमाण-पत्र भी देना अनिवार्य है।
  6. संबंधित सेशन में आवेदन पत्र प्रस्तुत करने की अंतिम तिथि 31 दिसम्बर निर्धारित की गई है 31 दिसम्बर के बाद प्रस्तुत केंसों पर विचार नहीं किया जायेगा।
6. श्रमिकों के बच्चों की खेलों के प्रति प्रतिभा को विकसित करने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 से आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिकों के बच्चों की खेल प्रतियोगिताओं में भाग लेने पर हरियाणा श्रम कल्याण बोर्ड की तरफ से ईनाम के तौर पर वित्तीय सहायता उपलब्ध करवायी जाती है, ताकि श्रमिकों के बच्चे भी अच्छे खिलाडी के रूप में उभर कर अपनी प्रतिभा दर्शा सकें। दिनांक 15-1-2019 से योजना में स्पष्ट किया गया है कि लाभ प्राप्त करने वाले बच्चों की संख्या निर्धारित नहीं की गई अर्थात् योजना का लाभ सभी प्रतियोगी बच्चों को देने का निर्णय लेते हुए लाभ की राशि में बढ़ोतरी उपरांत ईनाम की राशि निम्न प्रकार से तय की गई है :-

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

| खेल प्रतियोगिताएं  | जिला स्तरीय प्रतियोगिता | मण्डल स्तरीय प्रतियोगिता | राज्य स्तरीय प्रतियोगिता | राष्ट्रीय स्तरीय प्रतियोगिता | अर्न्त राष्ट्रीय स्तरीय प्रतियोगिता |
|--|-------------------------|--------------------------|--------------------------|------------------------------|-------------------------------------|
| क) सामुहिक खेल प्रतियोगिता में भाग लेने पर।                          | 2,000 रु0               | 3,000 रु0                | 4,000 रु0                | 5,000 रु0                    | 11,000 रु0                          |
| ख) सामुहिक खेल प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान लेने पर। | 2,000 रु0               | 3,000 रु0                | 4,000 रु0                | 5,000 रु0                    | 21,000 रु0                          |

|  |           |           |           |           |            |
|--|-----------|-----------|-----------|-----------|------------|
| क) व्यक्तिगत खेल प्रतियोगिता में भाग लेने पर।                          | 3,000 रू0 | 5,000 रू0 | 7,000 रू0 | 9,000 रू0 | 21,000 रू0 |
| ख) व्यक्तिगत खेल प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान लेने पर। | 3,000 रू0 | 5,000 रू0 | 7,000 रू0 | 9,000 रू0 | 31,000 रू0 |

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की सेवा अवधि निर्धारित नहीं है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. छात्र/छात्रा द्वारा व्यक्तिगत या सामुहिक खेल प्रतियोगिता में भाग लेने व प्रथम/द्वितीय/तृतीय स्थान प्राप्त के प्रमाण पत्र को जिला खेल अधिकारी से साक्षात्कृत करवाना अनिवार्य है।
4. श्रमिक यह अंडरटेकिंग देगा कि भाग लेने वाला खिलाड़ी उस पर आश्रित, अविवाहित व बच्चा स्वयं रोजगार या नौकरी नहीं कर रहा है।
5. आवेदन खेलों में भाग लेने का सर्टिफिकेट जारी होने की तिथि से एक वर्ष के अन्दर-अन्दर करना अनिवार्य होगा।

**7. श्रमिकों के बच्चों की सांस्कृतिक क्षेत्र के प्रति प्रतिभा को विकसित करने बारे।**

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 से आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिकों के बच्चों को सांस्कृतिक क्षेत्र में भाग लेने पर हरियाणा श्रम कल्याण बोर्ड की तरफ से ईनाम के तौर पर वित्तीय सहायता उपलब्ध करवायी जाती है, ताकि श्रमिकों के बच्चे भी अच्छे कलाकार के रूप में उभर कर अपनी प्रतिभा दर्शा सकें। दिनांक 15-1-2019 से योजना में स्पष्ट किया गया है कि लाभ प्राप्त करने वाले बच्चों की संख्या निर्धारित नहीं की गई अर्थात् योजना का लाभ सभी प्रतियोगी बच्चों को देने का निर्णय लेते हुए लाभ की राशि में बढ़ौतरी उपरांत ईनाम की राशि निम्न प्रकार से तय की गई है :-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

| सांस्कृतिक प्रतियोगिता का नाम   | जिला स्तरीय प्रतियोगिता | मण्डल स्तरीय प्रतियोगिता | राज्य स्तरीय प्रतियोगिता | राष्ट्रीय स्तरीय प्रतियोगिता | अन्तर्राष्ट्रीय स्तरीय प्रतियोगिता |
|---|-------------------------|--------------------------|--------------------------|------------------------------|------------------------------------|
| क) सामुहिक सांस्कृतिक प्रतियोगिता जैसे नृत्य व गीत आदि प्रतियोगिता में भाग लेने पर।                                     | 2,000 रू०               | 3,000 रू०                | 4,000 रू०                | 5,000 रू०                    | 11,000 रू०                         |
| ख) सामुहिक सांस्कृतिक प्रतियोगिता जैसे नृत्य व गीत आदि प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान पर प्राप्त करने पर। | 2,000 रू०               | 3,000 रू०                | 4,000 रू०                | 5,000 रू०                    | 21,000 रू०                         |
| क) एकल सांस्कृतिक प्रतियोगिता जैसे नृत्य व गीत आदि प्रतियोगिता में भाग लेने पर।   | 3,000 रू०               | 5,000 रू०                | 7,000 रू०                | 9,000 रू०                    | 21,000 रू०                         |
| ख) एकल नृत्य प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान प्राप्त करने पर।  | 3,000 रू०               | 5,000 रू०                | 7,000 रू०                | 9,000 रू०                    | 31,000 रू०                         |

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि निर्धारित नहीं है।
  2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
  3. छात्र/छात्रा द्वारा व्यक्तिगत या सामुहिक खेल प्रतियोगिता में भाग लेने व प्रथम/द्वितीय/तृतीय स्थान प्राप्त के प्रमाण पत्र को जिला सांस्कृतिक अधिकारी से साक्षात्कृत करवाना अनिवार्य है।
  4. श्रमिक यह अंडरटेकिंग देगा कि भाग लेने वाला खिलाड़ी उस पर आश्रित, अविवाहित व बच्चा स्वयं रोजगार या नौकरी नहीं कर रहा है।
  5. आवेदन खेलों में भाग लेने का सर्टिफिकेट जारी होने की तिथि से एक वर्ष के अन्दर-अन्दर करना अनिवार्य होगा।
8. औद्योगिक श्रमिकों के लिए खेलकूद प्रतियोगिताओं का आयोजन करवाने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा 2007 से आरंभ की गई थी। इस योजना के अंतर्गत प्रत्येक वर्ष औद्योगिक श्रमिकों के लिए जोनल स्तर तथा राज्य स्तर पर खेलकूद प्रतियोगिताओं का आयोजन करवाया जाता है।



**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

- आयोजन में प्रथम/द्वितीय/तृतीय स्थान व सामूहिक खेलों में प्रथम/द्वितीय स्थान पाने वाली टीमों के श्रमिक खिलाड़ियों को ईनाम की राशि बोर्ड द्वारा समय-समय पर निर्धारित करने उपरांत उनके खातों में RTGS के माध्यम से उपलब्ध करवाई जाती है।

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. इस योजना की पात्रता के लिए श्रमिक की कोई भी वेतन सीमा निर्धारित नहीं है।

**9. श्रमिक/आश्रित को चश्मों के लिए वित्तीय सहायता देना ।**

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 1989 में आरंभ की गई थी। वर्ष 2013 में इस योजना में संशोधन उपरांत लाभ राशि 1,000 रु० चश्मों खरीदने के लिए उपलब्ध करवाई जाती थी यदि चश्मों की कीमत 1,000 रु० से कम होगी तो चश्मों की वास्तविक राशि अदा की जाएगी। दिनांक 15.01.2019 को योजना में संशोधन किया गया जिसमें लाभ राशि 1,000 रु० को 1,500 रु० तक करते हुए इस योजना को श्रमिक/आश्रित के लिए पूर्ण सेवाकाल की बजाय 5 साल के अन्तराल पर देने का निर्णय लिया गया है।

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

- चश्मों की वास्तविक कीमत 1,500 रु० से कम होगी तो चश्मों की वास्तविक कीमत श्रमिक को अदा की जाएगी अन्यथा 1,500 रु० की राशि प्रदान की जाएगी।

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. प्रार्थी को आवेदन-पत्र के साथ डाक्टरी प्रमाण-पत्र तथा चश्मों खरीदने का बिल/रसीद भेजनी होगी।
4. श्रमिक अंडरटैकिंग देगा कि उस द्वारा इस आवेदन-पत्र से पूर्व 05 वर्ष के अन्तराल में कोई लाभ नहीं लिया गया है और श्रमिक के आश्रित की स्थिति में उस पर आश्रित होने बारे प्रमाण पत्र देगा।
5. डाक्टर की प्रेसक्रिप्शन उपरांत चश्मा खरीदने के बिल की तिथि से तीन मास के अन्दर-अन्दर आवेदन प्रस्तुत करना होगा।

10. कामगारों की लड़कियों तथा संबंधित संस्था में स्वयं कार्यरत महिला की शादी के उत्सव पर कन्यादान के रूप में आर्थिक सहायता योजना ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 2002 में आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिक की लड़कियों तथा कार्यरत महिला की स्वयं की शादी हेतु कन्यादान स्वरूप 51,000 रुपये की वित्तीय सहायता प्रदान की जाती है। दिनांक 23-02-2015 से उक्त योजना का लाभ 02 कन्याओं से बढ़ाकर 03 कन्याओं के विवाह हेतु दिया जा रहा है। इस योजना के लागू होने से एक तो लड़की को समाज में बोझ नहीं माना जायेगा तथा लड़के-लड़की के भेदभाव को भी कुछ सीमा तक कम किया जा सकेगा। दिनांक 15-01-2019 से उक्त योजना का लाभ श्रमिक को शादी से तीन दिन पूर्व देने का निर्णय लेते हुए श्रमिक की सेवावधि तीन वर्ष निर्धारित कर दी गई है। दिनांक 21-8-2020 से बोर्ड की बैठक में निर्णय लिया गया है कि उक्त योजना के अंतर्गत श्रमिक बोर्ड के क्षेत्रीय श्रम कल्याण अधिकारियों के कार्यालय में Original Affidavit प्रस्तुत करेगा जिसमें वह शादी के आयोजन की तिथि के उपरांत 30 दिन के अंदर-अंदर शादी प्रमाण पत्र प्रस्तुत करने की अंडरटेकिंग देगा।

श्रमिकों द्वारा कल्याणकारी योजना में आवेदन-पत्र से सम्बन्धित पेपर इकट्ठा करने में अधिक समय लगने के कारण उन द्वारा आवेदन-पत्र समय पर जमा नहीं करवा पाते थे। जिससे देखते हुए आवेदन-पत्र शादी के आयोजन की तिथि से छह मास पुरे होने तक श्रम कल्याण अधिकारी तथा छह मास से अधिक व एक वर्ष की अवधि तक माननीय कल्याण आयुक्त को अधिकृत कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- आर्थिक सहायता :- 51,000 रु०

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की न्यूनतम निर्धारित सेवा अवधि 3 वर्ष अनिवार्य है।
2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. श्रमिक यह अंडरटेकिंग देगा कि उसने बोर्ड से पहली बार, दूसरी बार या तीसरी बार अथवा पहले कभी भी कन्यादान योजना का लाभ न लेने बारे स्पष्ट वर्णन करेगा।
4. श्रमिक शादी के आयोजन की तिथि के उपरांत एक वर्ष के अन्दर-अन्दर आवेदन प्रस्तुत करेगा।

11. महिला श्रमिकों तथा पुरुष श्रमिकों की पत्नियों को प्रसूति पर वित्तीय सहायता उपलब्ध कराने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 2009 में आरंभ की गई थी। दिनांक 23-02-2015 से औद्योगिक व कमर्शियल संस्थाओं की महिला श्रमिकों तथा पुरुष श्रमिकों की पत्नियों को उक्त योजना में तीन लड़कियों तक पैदा होने तक प्रसूति योजना का लाभ दिया जा रहा है। दिनांक 15.01.2019 से प्रसूति योजना में वित्तीय सहायता की राशि 7,000 रु० से बढ़ाकर 10,000 रु० करते हुए प्रसूति की तिथि से एक

वर्ष तक स्वीकृति श्रम कल्याण अधिकारी तथा एक वर्ष से डेढ वर्ष (1½) तक माननीय कल्याण आयुक्त, हरियाणा को अधिकृत कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- प्रसूति पर वित्तीय सहायता राशि 10,000 रुपये।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. बच्चे का जन्म प्रमाण-पत्र देना होगा।
4. कामगार एक अंडरटेकिंग देगा जिसमें बोर्ड से पहली बार, दूसरी बार या तीसरी बार अथवा पहले कभी भी प्रसूति योजना का लाभ न लेने बारे स्पष्ट वर्णन करना होगा।
5. बच्चा होने की तिथि से 1½ वर्ष के अन्दर-अन्दर आवेदन करना होगा।

**12. औद्योगिक कामगारों की सेवा के दौरान कार्य स्थल से बाहर दुर्घटना या अन्य कारण से अपंगता होने पर सहायता वित्तीय सहायता ।**

यह योजना वर्ष 1992 में आरंभ की गई। इस योजना के अंतर्गत उन औद्योगिक कामगारों को सम्मिलित किया गया है जिनकी ड्यूटी के दौरान या अन्य किसी भी कारण से कार्यस्थल से बाहर दुर्घटना में अपंगता हो जाती है, तो उसे मैडीकल बोर्ड/ई0 एस0 आई0 द्वारा जारी अपंगता प्रमाण-पत्र की प्रतिशतता के आधार पर सहायता दी जाती है। दिनांक 15.01.2019 से उक्त योजना में दी जानी वाली वित्तीय सहायता राशि में बढ़ौतरी उपरांत राशि निम्न प्रकार से तय की गई हैं :-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

| क्रम संख्या | अपंगता की प्रतिशतता                      | वित्तीय सहायता की राशि |
|-------------|--|------------------------|
| 1.          | Minor Disability (50 % तक की Injury)     | 1,00,000 ₹0            |
| 2.          | Major Disability (50 % से ऊपर की Injury) | 1,50,000 ₹0            |

उपरोक्त राशि दिनांक 15-1-2019 के बाद जारी अपंगता प्रमाण पत्र के आवेदन पत्रों पर लागू है।

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की सेवा अवधि निर्धारित नहीं है।
  2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
  3. Medical Board/ESI द्वारा जारी अपंगता का प्रमाण-पत्र देना होगा।
  4. अपंगता प्रमाण पत्र की जारी तिथि से 01 वर्ष तक आवेदन पत्र जमा करना अनिवार्य है उसके बाद जमा आवेदन अस्वीकार्य है।
  5. अपंग श्रमिक यह अंडरटैकिंग देगा की उसने आवेदित योजना का लाभ पहले कभी नहीं लिया है।
13. श्रमिकों तथा उनके आश्रितों को डैन्टल केयर/जबड़ा लगवाने हेतु वित्तीय सहायता देने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-2-2009 में आरंभ की गई थी। हरियाणा श्रम कल्याण बोर्ड द्वारा उन श्रमिकों/आश्रितों को जिनके दांत व जबड़े की बीमारी से सम्बन्धित समस्या है उनको दांतों के ईलाज व पूर्ण जबड़ा (Full denture) लगवाने के लिए राशि उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना के अंतर्गत डैन्टल केयर हेतु अथवा पूर्ण जबड़ा (Full denture) लगवाने पर श्रमिक को दी जाने वाली वित्तीय सहायता राशि में बढ़ौतरी उपरांत राशि निम्न प्रकार से तय की गई हैं :-

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

- डैन्टल केयर हेतु 4,000 रुपये अथवा डैन्टल केयर के वास्तविक खर्च में से जो भी हो कम हो।
- पूर्ण जबड़ा लगवाने पर श्रमिक को 10,000 रुपये अथवा जबड़े के वास्तविक खर्च में से जो भी हो कम हो।

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. Dentist की Prescription तथा दवाई खरीदने का बिल कलेम के साथ प्रस्तुत करना होगा।
4. पूर्ण जबड़ा लगवाने हेतु Dentist की Prescription तथा Dentist से खर्च का बिल स्पष्ट लिखवाकर तथा बिल पर Dentist के हस्ताक्षर मोहर सहित करवाकर कलेम के साथ-साथ सम्बन्धित अंडरटैकिंग भी प्रस्तुत करनी होगी।
5. श्रमिक यह अंडरटैकिंग देगा कि उस द्वारा इस योजना का पूर्व में कोई लाभ नहीं लिया गया है और श्रमिक आश्रित की स्थिति में उस पर आश्रित होने बारे प्रमाण पत्र देगा।

6. आवेदन पत्र डेंटल केयर अथवा जबड़ा लगवाने की Dentist की prescription अथवा बिल की तिथि से तीन मास के अन्दर-अन्दर प्रस्तुत करना होगा।

**14. किसी भी दुर्घटना में अपंग हुए श्रमिकों व उनके आश्रितों को कृत्रिम अंगों हेतु वित्तीय सहायता उपलब्ध करवाने बारे ।**

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 12-02-2009 में आरंभ की गई थी। इस योजना के अन्तर्गत उन सभी औद्योगिक व कमर्शियल ईकाईयों में कार्यरत श्रमिकों तथा उनके आश्रितों को महत्वपूर्ण अंगों के गवां देने पर कृत्रिम अंग, खरीदने की वित्तीय सहायता उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना में वेतन सीमा को 20,000 रू० से बढ़ाकर 25,000 रू० निर्धारित कर दी गई है।

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

- श्रमिक/आश्रितों को महत्वपूर्ण अंगों को गवां देने पर साकेत हस्पताल चण्डीमन्दिर (पंचकूला) द्वारा निर्धारित दरों तक की राशि की वित्तीय सहायता उपलब्ध करवाई जाएगी।

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. Medical Board द्वारा जारी अपंगता का प्रमाण-पत्र सांक्षातिक प्रस्तुत करना होगा।
4. डॉक्टर की Prescription तथा कृत्रिम अंग खरीदने का बिल प्रस्तुत करना होगा।
5. आवेदन पत्र कृत्रिम अंग खरीदने की तिथि से एक वर्ष के अन्दर-अन्दर प्रस्तुत करना होगा।

**15. किसी भी कारण से अपनी श्रवण शक्ति खो चुके श्रमिकों व उनके आश्रितों को श्रवण मशीन या Hearing Aids हेतु वित्तीय सहायता उपलब्ध करवाने बारे ।**

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 12.02.2009 में आरंभ की गई थी। योजना के तहत औद्योगिक व कमर्शियल ईकाईयों में कार्यरत श्रमिकों तथा उनके आश्रितों को किसी भी दुर्घटना में या अन्य कारण से अपनी श्रवण शक्ति खोने पर श्रवण मशीन या Hearing Aids खरीदने उपरांत प्रस्तुत बिल की वास्तविक कीमत या 3,000 रू० की वित्तीय सहायता उपलब्ध करवायी जाती थी। दिनांक 15.01.2019 से उक्त योजना में वित्तीय सहायता राशि को बढ़ाकर 5,000 रू० करते हुए श्रवण मशीन खरीदने का बिल प्रस्तुत करने की शर्त को समाप्त कर डॉक्टर की Prescription को अनिवार्य कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- वित्तीय सहायता राशि को 5,000 रू0

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. Doctor की Prescription के साथ कलेम प्रस्तुत करना होगा।
4. आश्रित की स्थिति में श्रमिक द्वारा यह प्रमाण देना होगा कि जिसके लिए वह आवेदन कर रहा है वह उस पर आश्रित है और उसने आवेदित योजना का लाभ 05 वर्ष के अन्तराल पर नहीं लिया।
5. Medical Board द्वारा जारी श्रवण शक्ति खोने का प्रमाण-पत्र साथ भेजना होगा।
6. आवेदन-पत्र डॉक्टर की Prescription slip की तिथि से तीन माह के अन्दर-अन्दर प्रस्तुत करना होगा।

16. अपंग श्रमिकों तथा उनके आश्रितों को Try Cycle उपलब्ध करवाने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-2-2009 को आरंभ की गई थी। हरियाणा राज्य की औद्योगिक व कमर्शियल ईकाईयों में कार्यरत श्रमिकों व उनके आश्रितों को किसी भी दुर्घटना में या अन्य कारण से अपनी टांगे गवाने पर Try Cycle खरीदने हेतु सहायता राशि उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना की लाभ राशि में बढ़ौतरी करते हुए 5,000 रू0 से बढ़ाकर 7,000 रू0 कर दिया गया है। योजना में पात्रता हेतु तिपहीया साईकिल खरीदने का बिल प्रस्तुत करने की शर्त को भी समाप्त करते हुए श्रमिक व उनके आश्रितों को एक बार की बजाय पांच वर्ष के अन्तराल पर योजना का लाभ दिया जाएगा।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित राशि - 7,000 रू0

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. Medical Board द्वारा जारी अपंगता प्रमाण-पत्र देना अनिवार्य है।
4. श्रमिक अंडरटैकिंग देगा कि उस द्वारा इस आवेदन-पत्र से पूर्व 05 वर्ष के अन्तराल में सम्बन्धित योजना का लाभ नहीं लिया है और श्रमिक के आश्रित की स्थिति में उस पर आश्रित होने बारे प्रमाण पत्र देगा।

**17. मुख्य मन्त्री श्रम पुरस्कार योजना ।**

हरियाणा श्रम कल्याण बोर्ड द्वारा कामगारों के सम्मान हेतु उत्तम कामगार को मुख्य मन्त्री श्रम पुरस्कार प्रदान करने संबंधी योजना वर्ष 2002 से संचालित की जा रही है। यह पुरस्कार प्रदेश के उन कामगारों को दिया जाता है जो उच्च कार्यकुशलता, अनुशासन एवं सामाजिक दायित्वों के निर्वाण में उल्लेखनीय योगदान करते हैं। पुरस्कृत करने से जहां श्रमिक की पहचान स्थापित होती है वहीं सहयोगी कामगारों को भी इस प्रकार का कार्य करने हेतु प्रेरणा मिलती है। इससे प्रदेश में औद्योगिक शान्ति को भी बल मिलता है। यह पुरस्कार पुरुषों के साथ-साथ महिला श्रमिकों को भी दिए जाते हैं। दिनांक 15.01.2019 से सम्बन्धित योजना में दी जाने वाले पुरस्कार राशि में बढ़ौतरी करते हुए निम्न प्रकार से पुरस्कार देने की व्यवस्था है:-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

| क्रम संख्या | पुरस्कार का शीर्षक               | पुरस्कार की राशि | पुरस्कारों की संख्या    |
|-------------|----------------------------------|------------------|-------------------------|
| 1.          | मुख्य मन्त्री श्रम रत्न पुरस्कार | 2,00,000 रु०     | पूर्ण राज्य में केवल एक |
| 2.          | हरियाणा श्रम भूषण पुरस्कार       | 1,00,000 रु०     | पूर्ण राज्य में केवल दो |
| 3.          | हरियाणा श्रम वीर पुरस्कार        | 51,000 रु०       | पूर्ण राज्य से इक्कीस   |
| 4.          | हरियाणा श्रम वीरांगना पुरस्कार   | 51,000 रु०       | पूर्ण राज्य से इक्कीस   |

ईनाम की राशि दिनांक 15.01.2019 से प्राप्त आवेदन-पत्रों पर लागू है।

उक्त पुरस्कारों हेतु अंको का माप दण्ड निम्न प्रकार से निर्धारित किया गया है :-

| Sex                | Maximum prescribed marks | %age prescribed marks | of | Minimum marks for eligibility |
|--------------------|--------------------------|-----------------------|----|-------------------------------|
| Male               | 35                       | 45%                   |    | 15.75 say 16                  |
| Female             | 35                       | 40%                   |    | 14                            |
| Handicapped male   | 35                       | 40%                   |    | 14                            |
| Handicapped female | 35                       | 35%                   |    | 12.25 say 12                  |

उक्त निर्धारित मापदण्ड अनुसार तुलनात्मक तौर पर अधिक अंक प्राप्त करने वाले प्रार्थी को प्रथम, द्वितीय तथा जिला स्तरीय पुरस्कार दिये जाएंगे। इसके अतिरिक्त एक समान अंक होने की स्थिति में वह जिस श्रेणी के पुरस्कार के पात्र बनते हैं, वह सभी बराबर अंक वालों को दिए जाएंगे तथा ऐसी स्थिति के दृष्टिगत यदि उक्त 45 पुरस्कारों की संख्या को घटाना बढ़ाना पड़े तो तदानुसार घटा बढ़ा दिया जायेगा।

1. प्रार्थी द्वारा प्रार्थना पत्र बोर्ड को प्रस्तुत करने उपरांत यदि वह स्वेच्छा से सेवानिवृत्ति ले लेता है या सेवानिवृत्त हो जाता है तो उसे भी संबंधित कैटागरी का पुरस्कार दिया जायेगा।

2. मूल्यांकन अंकों में प्रार्थी द्वारा फस्ट ऐड, फायर फाईटिंग आदि के संस्था के स्तर से जारी इन्टरनल सर्टीफिकेटस के मुकाबले एक्सटरनल स्रोत से जारी सर्टीफिकेटस को वरीयता दी जायेगी।

**पुरस्कार की पात्रता के लिए निर्धारित शर्तें :-**

इन पुरस्कारों को प्रदान करने के लिए योग्यता तथा परफारमैस के निम्नलिखित मापदण्ड निर्धारित किये गये हैं :-

1. कर्मचारी का कार्यकाल संबंधित संस्था में कम से कम तीन वर्ष का हो।
2. कर्मचारी का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. कुल पुरस्कारों में से 05 पुरस्कार विकलांग श्रमिकों के लिए आरक्षित होंगे। इस श्रेणी के कर्मचारियों के आवेदन प्राप्त न होने की स्थिति में आरक्षित पुरस्कार सामान्य कामगारों को प्रदान किए जाएंगे।
4. कर्मचारी को केवल एक बार एक ही प्रकार का पुरस्कार प्रदान किया जाएगा।
5. पुरस्कार हेतु श्रमिक के चयन उपरांत मृत्यु होने की स्थिति में पुरस्कार की राशि मृतक कर्मचारी के कानूनी आश्रित को देय होगी।
6. कर्मचारी के विरुद्ध अनुशासनात्मक कार्यवाही लम्बित न हो।
7. संस्था को पुरस्कारों से संबंधित आवेदन पत्र उप श्रम आयुक्त के क्षेत्रीय कार्यालय में संबंधित वर्ष के 31 दिसम्बर तक पहुंचाने आवश्यक हैं। संस्था को श्रमिक की पूर्व कलैन्डर वर्ष की उपलब्धियां निर्धारित फार्म में वर्णित करनी होगी।
8. कर्मचारी के विरुद्ध "मोरल टर्पीच्यूड" या अपराधिक मामला दर्ज न हो।
9. नियोक्ता कर्मचारी का आवेदन निर्धारित फार्म पर कर्मचारी के सुपरवाइजर तथा पर्सनल मैनेजर/कारखाना मैनेजर आदि की सिफारिश समेत कामगार के कार्य, व्यवहार, कार्य कुशलता, अनुशासन, ईमानदारी, सेहत, कर्तव्यपरायणता, वार्षिक हाजरी, संस्थान के प्रति निष्ठा, असाधारण उत्साह, कुशाग्र बुद्धि व असाधारण साहस तथा संस्था के उत्पादन में कामगार द्वारा दर्शाई गई विशेष वृद्धि आदि बिन्दुओं को तथ्यों सहित अंकित करेगा। नियोक्ता द्वारा श्रमिक को अच्छे कार्य के प्रति उसके अपने स्तर पर प्रदान किया गया प्रोत्साहन (वेतन वृद्धि या पुरस्कार) आदि का विवरण आवेदन के साथ प्रस्तुत करना होगा।

नोट:- जिस आवेदक के मूल्यांकन अंक तुलनात्मक दृष्टि से अधिक होंगे उसी आवेदक का नाम पुरस्कार हेतु चयन किया जाएगा।



योजना अनुसार प्रमाणों के आधार पर मूल्यांकन अंक प्रक्रिया का विवरण निम्न प्रकार से है:-

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| <p>कलैण्डर वर्ष (जनवरी से दिसम्बर तक) कामगार द्वारा कुल कार्य दिवसों के विरुद्ध अटैण्ड किए गए कार्य दिवसों की प्रतिशतता</p>   | <p>05 अंक तक</p> | <p>क) कुल कार्य दिवसों की 91 से 100 प्रतिशत तक हाजरी के लिए 04 अंक से 05 अंक तक<br/>ख) कुल कार्य दिवसों की 81 से 90 प्रतिशत तक हाजरी के लिए 02 से 03 अंक तक<br/>ग) कुल कार्य दिवसों की 71 से 80 प्रतिशत तक हाजरी के लिए 01 अंक तक</p> | <p>संस्था के कलैण्डर वर्ष (जनवरी से दिसम्बर तक) में कुल कार्य दिवसों की संख्या के विरुद्ध प्रार्थी के हाजरी दिवसों की संख्या तथा हाजरी की प्रतिशतता (संलग्न <b>format</b> अनुसार) भेजी जानी है तथा उप श्रम आयुक्त मूल्यांकन अंको का आवंटन संलग्न मूल्यांकन अंक प्रक्रिया की तालिका के अनुसार ही करे तथा बिना प्रमाण के अंक आवंटित न किए जाए।</p>  |
| <p>2. उत्पादन बढ़ाने में योगदान<br/><br/>(उत्पादन की मात्रा बढ़ाने, मशीनरी में सुधार, पावर सेविंग, मैटिरियल लॉस की सेविंग, वाटर सेविंग, टाईम सेविंग, मशीनरी या सामान की टूट फूट में कमी, मशीनरी के स्वरूप में सुधार से दुर्घटना में कमी इत्यादि के ग्राफ सहित संस्था द्वारा प्रमाण-पत्र प्रस्तुत करने पर)</p> | <p>05 अंक तक</p> | <p>क) 100 प्रतिशत तक उत्पादन बढ़ाने पर 05 अंक<br/>ख) 90 प्रतिशत तक उत्पादन बढ़ाने पर 04 अंक<br/>ग) 80 प्रतिशत तक उत्पादन बढ़ाने पर 03 अंक<br/>घ) 70 प्रतिशत तक उत्पादन बढ़ाने पर 02 अंक तक</p>  | <p>संस्था से प्रार्थी के प्रयास से संस्था के उत्पादन की मात्रा बढ़ाने, मशीनरी में कोई टैकनीकल सुधार, पावरसेविंग, मैटिरियल लॉस की सेविंग, वाटर सेविंग, टाईम सेविंग, मशीनरी या सामान की टूट-फूट में कमी इत्यादि के क्षेत्र में प्रार्थी के योगदान का प्रमाण-पत्र भी संस्था के लैटर हैड पर योगदान की प्रतिशतता सहित लेवे। यदि संस्था के पास प्रार्थी के प्रयास से उत्पादन बढ़ाने का ग्राफ भी उपलब्ध है तो वह भी प्रमाण के तौर पर प्रार्थना-पत्र के साथ लगाएं तथा संलग्न मूल्यांकन अंक प्रक्रिया के मापदण्डों अनुसार उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करें यदि प्रमाण उपलब्ध नहीं है तो अंक आवंटित न करें।</p> |

योजना अनुसार प्रमाणों के आधार पर मूल्यांकन अंक प्रक्रिया का विवरण निम्न प्रकार से है

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| <p>3. बहादुरी का कोई विशेष सराहनीय कार्य<br/>(संस्था में कोई भी दुर्घटना होने पर, साथी कर्मचारियों/अधिकारियों को गम्भीर बिमारी (हार्ट अटैक, पैरालाईसिस इत्यादि) का अटैक होने पर, चोट लगने पर अपनी तरफ से तुरन्त आवश्यक हर सम्भव शारीरिक व आर्थिक सहायता करना व संस्था में किसी प्रकार की आगजनी की स्थिति में अपनी जान दांव पर लगाकर दूसरे की जान बचाना आदि सराहनीय कार्यों) बारे संस्था द्वारा प्रमाण-पत्र प्रस्तुत करने पर</p> | <p>04 अंक तक</p> | <p>वर्णित विषयों के संबंध में 1 से 04 अंक प्रदान किये जाएंगे</p>  | <p>संस्था में कोई भी दुर्घटना होने पर, साथी कर्मचारियों/अधिकारियों को गम्भीर बिमारी (हार्ट अटैक, पैरालाईसिस इत्यादि) का अटैक होने पर, चोट लगने पर अपनी तरफ से तुरन्त आवश्यक हर सम्भव शारीरिक व आर्थिक सहायता करना व संस्था में किसी प्रकार की आगजनी की स्थिति में अपनी जान दांव पर लगाकर दूसरे की जान बचाना आदि कामगार द्वारा किए गए सराहनीय कार्य का प्रमाण अवश्य लगाएं तथा प्रमाण होने पर ही उप श्रम आयुक्त प्रमाण के आधार पर अंक आवंटित करे अन्यथा नहीं ।</p> |
| <p>4. सेवाकाल के दौरान प्राप्त की गई पदोन्नतियां<br/>(संस्था द्वारा कामगार को पूर्ण सेवा काल के दौरान प्रदान की गई पदोन्नतियों की संख्या पदोन्नति आदेशों की साक्षात्कृत प्रति प्रस्तुत करने पर )</p>  | <p>03 अंक तक</p> | <p>प्रति पदोन्नति पर 01 अंक प्रदान किया जाएगा तथा अधिकतम 03 अंक प्रदान किये जाएंगे</p>  | <p>सेवाकाल के दौरान कामगार को दी गई पदोन्नति के आदेश आदि की प्रति के प्रमाण पर उप श्रम आयुक्त अंक आवंटित करे अन्यथा नहीं तथा प्रत्येक पदोन्नति पर एक अंक आवंटित करें तथा अधिकतम 03 अंक तक इस शीर्षक के अंतर्गत अंक आवंटन करे ।</p>   |
| <p>5. खेलों में राष्ट्रीय/राज्य स्तर की प्रतिस्पर्धा (प्रमाण सहित)<br/>(संस्था में सेवा के दौरान तथा सेवा से पूर्व के समय खेलों में प्रतिस्पर्धा आंकी जाएगी) तथा उक्त संबंध में कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर</p>  | <p>03 अंक तक</p> | <p>वरियता राष्ट्रीय स्तर खेलों के लिए 03 अंक, राज्य स्तरीय खेलों के लिए 02 अंक तथा बोर्ड द्वारा आयोजित राज्य स्तरीय खेलों के लिए 01 अंक प्रदान किए जाएंगे ।</p> | <p>खेलों के प्रमाण-पत्र होने पर ही उप श्रम आयुक्त अंक आवंटित करे तथा राष्ट्रीय स्तर या उससे उपर के खेल के लिए 03 अंक तथा राज्य स्तरीय खेलों के लिए 02 अंक तथा बोर्ड द्वारा राज्य स्तरीय खेलों के लिए 01 अंक का आवंटन उप श्रम आयुक्त करें ।</p>   |

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| 6. | उच्च शिक्षा प्राप्त करना<br>(संस्था में सेवा के दौरान तथा सेवा से पूर्व के समय में अर्जित की गई शिक्षा भी आंकी जाएगी) कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर  | 03 अंक तक | क) स्नात्कोत्तर डिग्री के लिए 03 अंक तक<br>ख) स्नातक डिग्री/इंजी० डिप्लोमा के लिए 3 अंक तक<br>ग) 10+2/आई० टी० आई० डिप्लोमे के लिए 02 अंक तक<br>घ) 8वीं पास से 10 वीं पास के लिए 01 अंक तक   | मापदण्ड अनुसार ही उप श्रम आयुक्त मुल्यांकन अंकों का आवंटन शिक्षा के प्रमाण-पत्रों के आधार पर ही करें अन्यथा नहीं । |
| 7. | प्राथमिक चिकित्सा (फस्ट एड) प्रशिक्षण तथा औद्योगिक सुरक्षा तथा फायर फाइटिंग नियमों का ज्ञान। कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर   | 02 अंक तक | क) फस्ट एड तथा फायर फाइटिंग का प्रशिक्षण संस्था से बाहर की एजेंसी द्वारा प्रदान करने के प्रमाण-पत्र की प्रस्तुति पर 02 अंक तक<br>ख) फस्ट एड तथा फायर फाइटिंग संस्था द्वारा स्वयंउक्त प्रशिक्षण देने संबंधी प्रमाण-पत्र प्रस्तुत करने पर 01 अंक तक | मापदण्ड अनुसार प्रमाण-पत्र प्रस्तुत करने पर उप श्रम आयुक्त मुल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।              |
| 8. | सेवाकाल के दौरान किये गये कोर्स तथा सैमीनार अटैंड करने पर कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर  | 02 अंक तक | प्रति प्रमाण-पत्र 01 अंक तथा अधिकतम 02 अंक  | मापदण्ड अनुसार ही उप श्रम आयुक्त मुल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।  |
| 9. | सेवाकाल के दौरान प्राप्त विशेष वेतन वृद्धि या पुरस्कार<br>(संस्था द्वारा कामगार को पूर्ण सेवा काल के दौरान प्रदान की गई वेतन वृद्धियों की संख्या वेतन वृद्धियों के आदेश व प्रमाण की साक्षांकित प्रति प्रस्तुत करने पर ) | 02 अंक तक | प्रति वेतन वृद्धि पर 01 अंक प्रदान किया जाएगा तथा अधिकतम वेतन वृद्धियों पर 02 अंक प्रदान किये जाएंगे  | मापदण्ड अनुसार ही उप श्रम आयुक्त मुल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।  |

योजना अनुसार प्रमाणों के आधार पर मूल्यांकन अंक प्रक्रिया का विवरण निम्न प्रकार से है

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| 10. | कोई विशेष ईमानदारी/सामाजिक कार्य (ईमानदारी के कार्य के अतिरिक्त खून दान, श्रमिकों तथा संस्था में विवाद की स्थिति में समझौते में सहयोग, सामाजिक कार्य जैसे पोधा रोपण, एडस के प्रति जागृति, सामाजिक बुराईयों के उन्मूलन में सहयोग करना तथा भ्रण हत्या के विरुद्ध समाज में जागृति पैदा कररना इत्यादि । प्रमाण की प्रति प्रस्तुत करने पर ) | 02 अंक तक | प्रति प्रमाण-पत्र 01 अंक तथा अधिकतम 02 अंक   | मापदण्ड अनुसार ही उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।  |
| 11. | सेहत की स्थिति   | 02 अंक तक | कामगार के अच्छे स्वास्थ्य के आधार पर   | उप श्रम आयुक्त कामगार की सेहत की स्थिति को स्वयं देखकर आवंटन अंक प्रदान करें |
| 12. | अनुशासन तथा कर्तव्य परायणता  | 02 अंक तक | संस्था द्वारा अनुशासन तथा कर्तव्य परायणता का प्रमाण-पत्र देने के अतिरिक्त कामगार की हाजरी अधिकतम (90 से 100 प्रतिशत तक) होने पर, समय पर काम करने पर 02 अंक तथा उक्त से हाजरी कम होने पर 01 अंक प्रदान किया जाएगा । | मापदण्ड अनुसार ही उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।  |

पुरस्कार देने हेतु सिफारिशें :-

- 1) संबंधित उप श्रम आयुक्त आवेदन की अपनी शिफारिश सहित मुख्यालय को प्रेषित करेंगे।
- 2) मुख्यालय आवेदन को शिफारिश सहित कमेटी को प्रेषित करेगा।

- 3) कमेटी आवेदन पत्रों को वैरीफिकेशन करने उपरांत प्रत्येक बिन्दु पर अपनी टिप्पणी सहित अंतिम सूची अंतिम रूप देगी तदोपरान्त वितरण किया जायेगा।

**18. श्रमिक की कार्य स्थल से बाहर किसी भी कारण से मृत्यु पर दाह संस्कार व अन्य क्रियाक्रम हेतु वित्तीय सहायता उपलब्ध कराने बारे।**

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-2-2009 को आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिक की कार्य स्थल से बाहर किसी भी कारण से मृत्यु होने पर दाह संस्कार हेतु मृतक श्रमिक की विधवा पत्नी या आश्रित को वित्तीय सहायता उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना में वेतन सीमा को 20,000 रु0 से बढ़ाकर 25,000 रु0 निर्धारित कर दिये गये है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित वित्तीय सहायता की राशि 15,000 रूपये

पात्रता के लिए निर्धारित शर्तें :-

- अंशदाता श्रमिक की सेवा अवधि निर्धारित नहीं है।
  - अंशदाता श्रमिक की वेतन सीमा निर्धारित नहीं है।
  - मृतक श्रमिक का मृत्यु प्रमाण-पत्र देना अनिवार्य है।
  - विधवा/आश्रितों द्वारा अंशदाता की मृत्यु के दो वर्ष के अन्दर-अन्दर आवेदन-पत्र प्रस्तुत होना चाहिए।
  - मृतक श्रमिक पर आश्रित, यह शपथ-पत्र देगा/देगी कि वह मृतक पर पूर्णरूप से कानूनी तौर पर आश्रित है तथा उसने पहले बोर्ड की उक्त योजना का लाभ नहीं उठाया है।
19. **औद्योगिक श्रमिकों के अपंग, अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर बच्चों को वित्तीय सहायता देने बारे।**

यह योजना हरियाणा श्रम कल्याण बोर्ड द्वारा 2013 में आरम्भ की गई थी जिसके अंतर्गत औद्योगिक श्रमिकों के अपंग, अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर बच्चों के लिए वित्तीय सहायता उपलब्ध करवायी जाती है ताकि श्रमिक के आश्रित अपंग बच्चे उन पर बोझ न बनें। दिनांक 15.01.2019 से उक्त योजना में दी जाने वाली वित्तीय सहायता राशि में बढ़ौतरी कर वित्तीय सहायता राशि को निर्धारित कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

| वित्तीय सहायता की राशि  |                       |
|---|-----------------------|
| 70 प्रतिशत से 90 प्रतिशत तक अपंगता अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर की स्थिति में।  | 20,000 रु0 प्रति वर्ष |
| 91 प्रतिशत से 100 प्रतिशत तक अपंगता अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर की स्थिति में। | 30,000 रु0 प्रति वर्ष |

**पात्रता के लिए निर्धारित शर्तें :-**

1. अंशदाता श्रमिक की सेवा अवधि निर्धारित नहीं है।
2. अंशदाता श्रमिक की वेतन सीमा निर्धारित नहीं है।
3. योजना का लाभ लेने के लिए आश्रित बच्चों की संख्या निर्धारित नहीं है।
4. श्रमिक द्वारा अपने आश्रित बच्चे की अपंग होने की प्रतिशतता, अन्धेपन (**Blind**), मंदबुद्धि (**Mentally disorder**), मूक तथा बधिर होने का प्रमाण-पत्र **District Medical Board** द्वारा जारी किया हुआ आवेदन-पत्र के साथ प्रस्तुत करना होगा।
5. श्रमिक प्रत्येक वर्ष आवेदन-पत्र के साथ शपथ पत्र देगा कि आश्रित लाभ पात्र बच्चा जीवित है, आश्रित बच्चे का आय का कोई साधन नहीं है, वह शादीशुदा नहीं है और उसने अपने आश्रित बच्चे का संबंधित वित्तीय वर्ष में आवेदन करने से पूर्व उक्त योजना का लाभ इस वर्ष में नहीं लिया है।

**20. मृतक औद्योगिक कामगारों की विधवाओं/आश्रितों को आर्थिक मदद ।**

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 1976 में चलाई गई थी। इसके अंतर्गत श्रमिक की किसी भी कारण से मृत्यु होने पर उसकी विधवा या आश्रित को आर्थिक मदद उपलब्ध करवायी जाती है। दिनांक 15.01.2019 को सभी अंशदाताओं के आश्रितों को अंशदाता की मृत्यु उपरांत उक्त योजना का लाभ देते हुए वेतन सीमा को समाप्त कर दिया गया है।

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

- निर्धारित आर्थिक मदद की राशि 2,00,000 रुपये

**पात्रता के लिए निर्धारित शर्तें :-**

1. मृतक अंशदाता की सेवावधि निर्धारित नहीं है।
2. मृतक अंशदाता की मासिक वेतन सीमा निर्धारित नहीं है।
3. मृतक श्रमिक का मृत्यु प्रमाण-पत्र देना अनिवार्य है।
4. मृतक श्रमिक पर आश्रित, यह शपथ-पत्र देगा/देगी कि वह मृतक पर पूर्णरूप से कानूनी तौर पर आश्रित है तथा उसने पहले बोर्ड की उक्त योजना का लाभ नहीं उठाया है।
5. विधवा/आश्रितों द्वारा अंशदाता की मृत्यु के दो वर्ष के अन्दर-अन्दर आवेदन-पत्र प्रस्तुत होना चाहिए।

**21. मुख्य मंत्री सामाजिक सुरक्षा योजना ।**

हरियाणा श्रम कल्याण बोर्ड द्वारा दिनांक 01-01-2014 से औद्योगिक संस्थाओं में कार्यरत श्रमिकों की कार्यस्थल पर काम करते वक्त मृत्यु होने या अपंग होने की अवस्था में इस योजना का संचालन किया गया है। इस योजना के अंतर्गत नवम्बर-2016 से गैर अंशदाता औद्योगिक एवं वाणिज्यिक श्रमिकों को भी शामिल कर लिया गया है जिनकी संस्था में आगजनी, भवन गिरने आदि से मृत्यु या अपंगता हो जाती है।

श्रमिक की ऐसी मृत्यु पर उक्त योजना के तहत वित्तीय सहायता प्रदान की जाती है जिसका मुख्य कारण संस्था की चारदिवारी के अन्दर कार्य स्थल से संबधित है तथा मृत्यु अस्पताल या पीड़ित को चिकित्सा के लिए अस्पताल ले जाते समय रास्ते में हुई हो। इसके अतिरिक्त ऐसी मृत्यु भी सम्मिलित है जो अन्य कारणों जैसे प्राकृतिक आपदा, हार्टअटैक, सांप या अन्य जहरीले जीव, पशु इत्यादि के काटने से कार्य स्थल पर हुई हो। दिनांक 15-1-2019 से उक्त योजना के तहत सभी अंशदाताओं को योजना में कवर कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

|  |                        |
|--|------------------------|
| कार्यस्थल पर मृत्यु या अपंगता की श्रेणी    | वित्तीय सहायता की राशि |
| कार्यस्थल पर कार्य करते हुए मृत्यु होने पर | पांच लाख रुपये         |

उक्त राशि दिनांक 15.01.2019 से मृत्यु व अपंगता स्थिति में प्रभावित है।

पात्रता के लिए निर्धारित शर्तें :-

1. मृतक श्रमिक/अंशदाता की सेवावधि निर्धारित नहीं है।
2. मृतक श्रमिक/अंशदाता की मासिक वेतन सीमा निर्धारित नहीं है।
3. श्रमिक/विधवा/आश्रितों द्वारा पुलिस **F.I.R./ D.D.R.** की साक्षांकित प्रति, पोस्टमार्टम रिपोर्ट की साक्षांकित प्रति आवेदन-पत्र के साथ भेजनी होगी।
4. मृत्यु की स्थिति में आश्रित द्वारा अंडरटेकिंग देनी होगी की वह मृतक श्रमिक/अंशदाता पर पूर्ण रूप से आश्रित था।
5. श्रमिक द्वारा अपंगता की स्थिति में आवेदन-पत्र के साथ **Medical Board/ E.S.I** द्वारा जारी अपंगता की प्रतिशतता के प्रमाण-पत्र की साक्षांकित प्रति भेजनी होगी।

## 22. राज्य में श्रम कल्याण केन्द्रों की स्थापना ।

हरियाणा श्रम कल्याण बोर्ड द्वारा हरियाणा राज्य श्रमिकों की पत्नियों व उनकी लड़कियों को बिना किसी फीस के सिलाई कढ़ाई, बुनाई इत्यादि का प्रशिक्षण देने के लिए श्रम कल्याण केन्द्र चलाए जा रहे हैं। दिनांक 15-1-2019 से उक्त योजना के अनुसार पूर्ण प्रशिक्षण उपरांत 5,000 रुपये की आर्थिक सहायता दी जानी है ताकि प्रशिक्षण उपरांत महिला प्रशिक्षणार्थियों को स्वयं रोजगार शुरू करने में मदद से वे आत्म निर्भर बन सकें।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित राशि 5,000 रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की कोई निर्धारित वेतन सीमा तय नहीं है।
2. श्रमिक की कोई निर्धारित सेवा अवधि तय नहीं है।

3. प्रशिक्षणार्थी को पूर्ण जीवनकाल में केवल एक बार ही उक्त योजना का लाभ दिया जाएगा।
4. योजना का लाभ लेने के लिए आश्रितों की संख्या निर्धारित नहीं है।

**23. श्रमिकों के बेटों तथा अविवाहित श्रमिकों की स्वयं की शादी पर 21 हजार रुपये शगुन के तौर पर प्रदान करना।**

यह योजना हरियाणा श्रम कल्याण बोर्ड द्वारा दिनांक 15-1-2019 से पुरुष श्रमिकों के हितों को ध्यान में रखते हुए आरंभ की गई है। इस योजना के अन्तर्गत श्रमिक के बेटों तथा अविवाहित श्रमिकों की स्वयं की शादी हेतु शगुन स्वरूप 21,000 रुपये की वित्तीय सहायता प्रदान की जाएगी जिससे श्रमिक को समान रूप से योजनाओं का लाभ दिया जा सके क्योंकि श्रमिक की स्वयं शादी या पुत्र की शादी के दौरान श्रमिक पर काफी अधिक आर्थिक दबाव बना रहता है बोर्ड द्वारा शगुन की राशि दी जाने से श्रमिक पर पडने वाला आर्थिक दबाव कम होगा।

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

- निर्धारित शगुन की राशि 21,000 रुपये

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की न्यूनतम निर्धारित सेवा अवधि 3 वर्ष अनिवार्य है।
  2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
  3. श्रमिक द्वारा आवेदन-पत्र के साथ शादी का पंजीकरण प्रमाण-पत्र देना होगा।
  4. श्रमिक यह अंडरटेकिंग देगा जिसमें बोर्ड से पहली बार, दूसरी बार या तीसरी बार अथवा पहले कभी भी शगुन योजना का लाभ न लेने बारे स्पष्ट वर्णन करेगा।
  5. श्रमिक शादी के आयोजन की तिथि के उपरांत एक वर्ष के अन्दर-अन्दर आवेदन प्रस्तुत करेगा।
  6. यदि कोई श्रमिक शादी से 03 दिन पहले इस योजना का लाभ लेना चाहता है तो संस्था श्रमिक के बच्चों या अविवाहित श्रमिक की शादी के आयोजन की तिथि को प्रमाणित करेगी व श्रमिकों से शादी के आयोजन से सम्बन्धित जरूरी कागजात अपने रिकॉर्ड में रखते हुए यह अंडरटेकिंग देगी की शादी के आयोजन की तिथि उपरांत 06 मास के अन्दर-अन्दर प्रबन्धक शादी का पंजीकरण प्रमाण पत्र बोर्ड के समक्ष प्रस्तुत करेंगे और यदि छह मास के अन्दर-अन्दर बोर्ड के समक्ष उक्त पंजीकरण प्रमाण-पत्र प्रस्तुत नहीं करते तो उन्हें उक्त योजना के तहत श्रमिक को प्रदान की गई राशि बोर्ड में जमा करवानी होगी।
- 24. व्यावसायिक कोर्सों में प्रवेश परीक्षाओं की कोचिंग के लिए 20 हजार रुपये तक तथा यू.पी.एस.सी. एवं एच पी.एस. सी. की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा की तैयारी हेतु श्रमिकों के बच्चों को 01 लाख रुपये की राशि प्रदान करना।**

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 15-1-2019 से आरंभ की गई है। छात्र व्यावसायिक कोर्सों में प्रवेश हेतु प्राइवेट कोचिंग संस्थानों से कोचिंग लेते हैं जिन पर भारी भरकम खर्च श्रमिकों को वहन करना पडता है। इसलिए श्रमिकों के बच्चों को छात्रवृत्ति योजना से अलग कोचिंग लेने



हेतू वित्तीय सहायता प्रदान करने के लिए माननीय मुख्य मन्त्री महोदय की घोषणा के अनुरूप प्रस्ताव बोर्ड द्वारा अनुमोदित कर दिया गया ताकि गरीब श्रमिक के बच्चे भी कोचिंग केन्द्रों में अच्छी कोचिंग प्राप्त करके अच्छे व्यवसायिक कोर्सों में प्रवेश करके अपना उज्ज्वल भविष्य बना सकें।

**योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-**

- व्यावसायिक कोर्सों में प्रवेश परीक्षाओं की कोचिंग के लिए 20,000 रुपये अथवा कोचिंग शुल्क का 75 प्रतिशत (दोनों में से जो भी कम हो) अनुदान देय होगा।।
- यू.पी.एस.सी. एवं एच पी.एस.सी. की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा की तैयारी हेतू श्रमिकों के बच्चों को 1,00,000 रुपये की राशि।

**पात्रता के लिए निर्धारित शर्तें :-**

1. श्रमिक की न्यूनतम निर्धारित सेवा अवधि एक वर्ष अनिवार्य है।
2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. परीक्षार्थी द्वारा अर्हतादायी परीक्षा में कम से कम 60 प्रतिशत अंक लेना अनिवार्य हो।
4. कोचिंग संस्था द्वारा जारी कोचिंग शुल्क की रसीद अनिवार्य है।
5. यदि किसी श्रमिक का बच्चा और हरियाणा श्रम कल्याण बोर्ड से छात्रवृत्ति ले रहा है तो वह भी इस योजना का लाभ ले सकता है।
6. जो छात्र/छात्रा कोचिंग कक्षाओं में नियमित रूप से पढ़ाई जारी रखे हुए हैं इस संदर्भ में कोचिंग संस्थान द्वारा जारी प्रमाण पत्र जमा करवाना अनिवार्य है।
7. कोचिंग के लिए वित्तीय वर्ष में सहायता 03 लड़कियों व 02 लड़कों तक देय होगी।
8. श्रमिक का बच्चा यदि स्वयं रोजगार या नौकरी पर है स्कीम के अंतर्गत कवर नहीं होगा और यदि कोई श्रमिक छात्र का झूठा प्रमाण-पत्र देकर सम्बन्धित योजना का लाभ प्राप्त करता है तो उसको भविष्य में कभी भी सम्बन्धित योजना का लाभ नहीं दिया जाएगा। और दी गई लाभ की राशि वापिस ले ली जायेगी।

**छात्रों द्वारा ली जा रही कोचिंग सम्बन्धित कोचिंग संस्थानों के लिए निर्धारित शर्तें :**

- कम से कम तीन वर्ष से कोचिंग प्रदान कर रहे हों।
- न्यूनतम 300 विद्यार्थियों को संस्थान द्वारा कोचिंग प्रदान की गई हो।
- कम से कम तीन वर्ष से सेवा शुल्क (सर्विस टैक्स) GST कोचिंग Classes या Coaching institute चलाने हेतू संस्थान द्वारा सरकार को अदा किया जा रहा हो।
- संस्थान द्वारा बोर्ड को देय श्रम कल्याण निधि अदा की गई हो तथा संस्थान Shop & Commercial Establishment Act, 1958 के तहत पंजीकृत हो।

**25. श्रमिक कल्याण पुरस्कार।**

हरियाणा श्रम कल्याण बोर्ड द्वारा 15.01.2019 से उन संस्थाओं के प्रबन्धकों को श्रम पुरस्कार की भांति "श्रमिक कल्याण पुरस्कार" से सम्मानित करने का निर्णय लिया है जिनके द्वारा श्रमिकों को अधिक से अधिक हरियाणा श्रम कल्याण बोर्ड द्वारा चलाई जा रही कल्याणकारी योजनाओं के लाभ

दिलवाये गये है। आवेदन पत्र प्रस्तुत करने के लिए संस्था की उपलब्धी पूर्व कैलेण्डर वर्ष की आंकी जायेगी व आवेदन पत्रों की प्रस्तुति की अवधि अगले वर्ष में जनवरी से दिसम्बर तक होगी। पूर्व कैलेण्डर वर्ष की उपलब्धी के आवेदन-पत्र अगले वर्ष में जनवरी से दिसम्बर के बाद प्राप्त हुए आवेदन-पत्रों पर कोई विचार नहीं किया जाएगा। उक्त पुरस्कार संस्थाओं में कार्यरत अंशदाताओं की संख्या के आधार पर दिये जाएंगे ताकि छोटी व बड़ी संस्थाओं को समान रूप से प्रोत्साहित किया जा सके।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- प्रथम पुरस्कार (2,00,000) – संस्था में कार्यरत अंशदाताओं की संख्या 1000 से अधिक (पुरस्कार संख्या 1)
- द्वितीय पुरस्कार (1,00,000) – संस्था में कार्यरत अंशदाताओं की संख्या 251 से 1000 तक (पुरस्कार संख्या 2)
- तृतीय पुरस्कार (51,000) – संस्था में कार्यरत अंशदाताओं की संख्या 250 तक (पुरस्कार संख्या 3)

पात्रता के लिए निर्धारित शर्तें :-

1. संस्था द्वारा हरियाणा राज्य में संस्था के प्रारम्भ संचालित वर्ष से पूर्व कैलेण्डर वर्ष तक का शत प्रतिशत अंशदान बोर्ड में जमा किया हो अन्यथा आवेदन-पत्र स्वीकृत नहीं किया जाएगा।
2. आवेदन-पत्र प्राप्त संस्था के सम्बन्धित श्रम निरीक्षक (कल्याण) व श्रम कल्याण अधिकारी द्वारा संस्था की अनपेड राशि बारे वैरिफिकेशन होना अनिवार्य है।
3. जिस संस्था द्वारा बोर्ड की योजनाओं के तहत निर्धारित वेतन सीमा के अन्तर्गत कवर होने वाले कर्मचारियों की संख्या की एवज में लाभार्थियों की संख्या की प्रतिशतता जिस संस्था की तुलनात्मक तौर पर अधिक होगी उसी संस्था के प्रबन्धक को तुलनात्मक आधार पर पुरस्कार प्रदान किया जाएगा।
4. संस्था द्वारा आवेदन जमा करवाने के पूर्व के दो वर्षों में श्रमिकों के लिए प्राथमिक चिकित्सा कैंप लगाया जाना अनिवार्य है।
5. संस्था द्वारा आवेदन जमा करवाने के पूर्व के दो वर्षों में श्रमिकों के लिए अग्नि शमन कैंप लगाया जाना अनिवार्य है।
6. संस्था हरियाणा श्रम कल्याण बोर्ड में आवेदन जमा करवाने के पूर्व 10 वर्षों से स्थापित हो।
7. आवेदन-पत्र जमा करवाने के पूर्व 05 वर्षों में कोई Major Accident न हुआ हो यदि कोई Major Accident हुआ हो तो उसमें संस्था प्रबन्धकों को दोषी न ठहराया गया हो।
8. संस्था प्रबन्धक की वैरिफिकेशन Local -Police Station द्वारा Verify हो।

# Draft Service Rule of the Board

## HARYANA GOVERNMENT LABOUR DEPARTMENT

### NOTIFICATION

No.

The day of /

The following Haryana Labour Welfare Board (Group A) Draft Service Rules, 2020 which the Governor of Haryana proposes to make in exercise of the powers conferred by clause (h) of sub section (2) of Section 27 of the Punjab Labour Welfare Fund Act, 1965, is hereby published as required by sub-section (1) of Section 27 of the Act for the information of persons likely to be affected thereby.

Notice is hereby given that the above draft of Service Rules of Haryana Labour Welfare Board shall be taken into consideration by the State Government on or after the expiry of a period of 30 days from the date of publication of this notification in the Official Gazette, together with objections or suggestions, if any, which may be received by the Additional Chief Secretary/Principal Secretary to Government, Haryana, Labour Department, Chandigarh from any person with respect to above draft of the Rules before the expiry of the period specified above.

## Haryana Labour Welfare Board (Group A) Draft Service Rules, 2020

### Part-I (General)

**Short title, 1.**  
**Commencement and application**

- (a) These rules may be called The Haryana Labour Welfare Board (Group A) Service Rules, 2020.
- (b) They shall come into force from the date of publication in the Official Gazette.
- (c) They shall apply to all the employees in the service of the Board except those governed by specific agreements;

**Definitions : 2.**

- Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.
- (1) In these rules, unless the context otherwise requires:-
    - (a) "ACT" means The Punjab Labour Welfare Fund Act, 1965.
    - (b) "Board" means the Haryana Labour Welfare Board constituted by the Haryana Government under section 4 of the Act.
    - (c) "Chairperson" means the Chairperson of the Board nominated by the State Government under sub Section (3) of section 4 of the Act.
    - (d) "Government" means the Government of Haryana in the Administrative Department.
    - (e) "Welfare Commissioner" means the Welfare Commissioner as defined in Section 2(12) of the Act.
    - (f) "HPSC" means the Haryana Public Service Commission .
    - (g) "Appendix" means an appendix to these rules.
    - (h) "Direct recruitment" means an appointment made otherwise than by promotion from within the service of the Board or by transfer of an official already in service of the State Government or the Government of India.
    - (i) "Recognized University" means;
      - (i) any university incorporated by law in India; or
      - (ii) any other university which is declared by the Government to be a recognized university for the purposes of these rules.
    - (j) "Education Board" means the Board of School Education, Haryana, established under the provisions of Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other education board established by law in any of the states of India.
    - (k) "Service" means the Haryana Labour Welfare Service.
      - (2) All other words and expressions used but not defined in these rules, shall have the same meanings as are assigned to them in the Punjab Labour Welfare Fund Act, 1965 and The Haryana Civil Service Rules, 2016 as applicable to the State of Haryana and as modified and amended by the Government of Haryana from time to time.

## PART-II RECRUITMENT OF SERVICE

**Number and character of posts**

3.

The service shall comprise the posts shown in Appendix-A to these Rules;

Provided that nothing in these rules shall affect the inherent right of Board to make additions to or reductions in the number of such posts or create new posts with different designations and scales of pay, either permanently or temporarily.

**Nationality domicile and character of candidates appointed to service**

4.

(1) No person shall be appointed to any post in the service, unless he is:-

(a) a citizen of India; or

(b) a subject of Nepal; or

(c) a subject of Bhutan; or

(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962, with the intention of permanently settling in India; or

(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaira and Ethiopia with the intention of permanently settling in India;

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the HPSC or HSSC or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the services by direct recruitment, unless he produces :

(a) a certificate of character from the Principal academic officer of a University, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution and;

(b) a medical certificate of physical fitness as required under Haryana Civil Services Rules, 2016.

**Age**

5.

No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age:

Provided further that in the case of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and persons with disability categories, the upper age limit shall be such, as may be fixed by the Government, from time to time.

**Appointing authority**

6.

Appointments to the post specified in column 2 of the table given below, in the service shall be made by the authorities mentioned against each in column 3 of the said table :-

**TABLE**

| Serial Number | Designation of post                  | Appointing authority   |
|---------------|--------------------------------------|--|
| 1             | 1                                    | 2  |
| 1             | Welfare Commissioner                 | Ex-officio   |
| 2             | Deputy Labour Commissioner (Welfare) | The Additional Chief Secretary/Principal Secretary to Govt. Haryana Labour Department. |

**Qualification**

7.

No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment;

- Disqualification** 8. (1) No person:-  
 (a) who has entered into or contracted a marriage with a person having a spouse living; or  
 (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service;  
 Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.  
 (2) No person shall be appointed to the service who has been dismissed from the service of the Government of India or any State Government or a local authority or a Corporation or a Board.
- Method of recruitment** 9. Recruitment to the service shall be made :-  
 (1) **In case of Deputy Labour Commissioner (Welfare);**  
 (a) by Promotion from amongst the Labour Welfare Officer; or  
 (b) by Direct Recruitment; or  
 (c) by transfer or deputation of an officer already in the service of State Government or the Government of India.  
 (2) if suitable eligible candidate are not available for appointment by promotion, the post in question shall be filled by means of direct recruitment or transfer or deputation.  
 (3) Promotion in respect of post shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.  
 (4) In case of promotion, if any employee forgoes his promotion his name will not be considered for promotion for any post for further period of one year atleast.  
 (5) for all appointments, where experience is required, experience shall be counted after attainment of prescribed qualification.
- Source of recruitment** 10. All direct recruitment shall be made through the recruitment agencies constituted for this purpose by Government of Haryana from time to time.
- Probation** 11. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise;  
 Provided that ;  
 (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; and  
 (b) any period of work in equivalent or higher rank, prior to appointment to any post in the service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ;  
 (2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-  
 (a) if such person is appointed by direct recruitment, dispense with his services; and  
 (b) if such person is appointed otherwise, than by direct recruitment:-  
 (i) revert him to his former post; or  
 (ii) deal with him in such other manner as the terms and conditions of his previous appointment permits.

- (c) The period of probation can be extended, as it could have passed on the expiry of the first period of probation;

Provided that the total period of the probation including extension, if any, shall not exceed three years.

|   |           |  |
|---|-----------|--|
| <b>Seniority</b>  | <b>12</b> | <p>Seniority, inter-se of the members of the service shall be determined by the length of their regular service on any post in the service;</p> <p>Provided further that in the case of members appointed by the direct recruitment, the order of merit determined by the HPSC or HSSC, as the case may be, shall not be disturbed in determining the seniority;</p> <p>Provided further that in the case of two or more members appointed on the same date by different methods, their seniority shall be determined as follows :-</p> <p>(a) a member appointed by direct recruitment shall be senior to member appointed by promotion or by transfer.</p> <p>(b) a member appointed by promotion shall be senior to a member appointed by transfer;</p>   |
| <b>Liability to Service</b>   | <b>13</b> | <p>(1) A member of the service shall be liable to serve at any place, whether within or out of the State of Haryana, on being ordered so to do by the appointing authority or by an officer authorized by him in this behalf.</p> <p>(2) A member of the Service may also be deputed to serve under:-</p> <p>(i) A company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority or University within the State of Haryana;</p> <p>(ii) The Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or</p> <p>(iii) Any other State Government, an international organization, an autonomous body not controlled by the Government or a private body;</p> <p>Provided that no member of the service shall be deputed to serve the Central or any other state Government or any organization or body referred to in clause (ii) or clause (iii), except with his consent.</p> |
| <b>Pay, leave, other matters except gratuity and provident fund</b> | <b>14</b> | <p>In respect of pay, leave and all other matters, not expressly provided for in these rules, the members of the service shall be governed by the Haryana Civil Services Rules, 2016 and such other rules and regulations as may have been or may thereafter be, made by the State Government legislature and adopted by the Board.</p>  |
| <b>Conduct, Discipline, Penalties and appeals</b>                   | <b>15</b> | <p>(1) In matters relating to conduct, disciplines, penalties and appeals, the members of the service shall be governed by the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and Haryana Civil Services (Punishment and Appeal) Rules, 2016, as amended from time to time;</p> <p>Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under section 27 of The Punjab Labour Welfare Fund Act, 1965, be such as specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under Haryana Civil Services (punishment and appeal), Rules, 2016 and appellate authority shall be as specified in Appendix-C to these rules.</p>   |
| <b>Vaccination</b>  | <b>16</b> | <p>Every member of service, shall get himself vaccinated or re-vaccinated as and when Government directs by a special or general order.</p>  |
| <b>Oath of Allegiance:</b>  | <b>17</b> | <p>Every member of service, unless he/she has already done so, shall be required to take the oath of allegiance to the constitution of India as by law established.</p>  |
| <b>Employees Provident Fund</b>                                     | <b>18</b> | <p>All employees of the Board directly appointed or appointed by promotion or transfer shall be required to subscribe to the Employees Provident Fund and other similar</p>  |

|                                 |               |  |   |
|---------------------------------|---------------|--|---|
| <b>&amp; gratuity</b>           |               |  | fund in accordance with such rules as laid down in the Employees Provident Funds and Miscellaneous Provision Act, 1952. The Gratuity shall be governed by Haryana Civil Services (Pension) Rules, 2016.   |
| <b>Special provisions:</b>      | <b>19</b>     |  | Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.   |
| <b>Power relaxation:</b>        | <b>of 20</b>  |  | Where the Board is of the opinion that, it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of the Government.  |
| <b>Reservations</b>             | <b>21</b>     |  | Nothing contained in these rules shall affect reservations and any other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically handicapped persons or any other Class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time;  |
| <b>Resignation from service</b> | <b>22</b>     |  | If a member of service wants to resign from service he shall give three months notice in writing to the appointing authority. If the member fails to give such notice of three months or a short period, the appointing authority shall be entitled to recover three month salary with usual allowances or to the extent of such remaining period of three month, as the case may be, in lieu of such notice. |
| <b>Repeal Savings</b>           | <b>and 23</b> |  | Any rule applicable to the service and corresponding to any of these rules which is in force immediately before the commencement of these rules are hereby repealed;<br>Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.  |

**Appendix-A**  
(See Rule 3)

| Sr.No. | Designation of post                  | Number of posts | Pay Matrix Level of Rs.   | Group of Service |
|--------|--------------------------------------|-----------------|---|------------------|
| 1      | 2                                    | 3               | 4   | 5                |
| 1.     | Welfare Commissioner                 | 01              | Labour Commissioner, Haryana is Ex-officio Welfare Commissioner of the Board. | Group 'A'        |
| 2.     | Deputy Labour Commissioner (Welfare) | 03              | Pay matrix Level-10 of 56100-177500   | Group 'A'        |

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**Appendix-B**  
(See Rule 7)

| Sr. No. | Designation of post        | Academic qualifications and experience, if any, for direct recruitment | Academic qualifications and experience for appointment other than by direct recruitment. |
|---------|----------------------------|--|--|
| 1.      | 2.                         | 3.   | 4.   |
| 1.      | Deputy Labour Commissioner | (a) Graduate of a recognized university                                | <u>For Promotion :</u>   |

|           |   |   |
|-----------|---|---|
| (Welfare) | <p>with one of the social sciences such as Economics, Public Administration, Commerce and Sociology as one of the subject;</p> <p>OR</p> <p>Post Graduate diploma in Industrial Relations and Personnel Management from any recognized university or institution;</p> <p>OR</p> <p>Post graduate degree in Public Administration with specialization in Labour Laws or degree in Law with Labour law as one of papers.</p> <p>(b) Knowledge of Hindi upto Matric.</p> | <p>(i) Graduate from any recognized University.</p> <p>(ii) Degree or Post Graduate diploma in social work or labour welfare or Post Graduate Diploma in Industrial Relations and Personnel Management or its equivalent from any recognized University or institution.</p> <p>(iii) Three years experience as Labour Welfare Officer.</p> <p>(iv) Matric with Hindi/ Sanskrit.</p> <p><b>For Deputation :</b></p> <p>(i) Graduate from any recognized University.</p> <p>(ii) Degree or Post Graduate diploma in social work or labour welfare or Post Graduate Diploma in Industrial Relations and Personnel Management or its equivalent from any recognized University or institution.</p> <p>(iii) Three Years' experience of the service equivalent to the scale of pay of Deputy Labour Commissioner (Welfare).</p> <p>(iv) Matric with Hindi/ Sanskrit.</p> |
|-----------|---|---|

### Appendix-C

(See Rule -16(1))

| Sr. No. | Designation of post                  | Appointing Authority  | Nature of Penalty  | Authority empowered to impose penalty   | Appellate Authority                      |
|---------|--------------------------------------|---|--|---|--|
| 1       | Deputy Labour Commissioner (Welfare) | The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department. | <p><b>Minor Penalties</b></p> <p>(a) Warning with a copy in the personal file, (character roll);</p> <p>(b) Censure;</p> <p>(c) Withholding of promotion for a specified period upto one year;</p> <p>(d) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order, to the Central Government or a state Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act or</p> | The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department. | Minister-in-charge of Labour department. |



|  |  |  |  |
|--|--|--|--|
|  |  | <p>parliament or of the legislature of a state ; and Labour Welfare Board.</p> <p>(e) Withholding of increment(s) of pay without cumulative effect;</p>  |  |
|  |  | <p><b>Major Penalties</b></p> <p>(a) Withholding of increments of pay with cumulative effect;</p> <p>(b) withholding of promotion for a specified period more than one year;</p> <p>(c) Reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether or the expiry of the period of reduction his pay is to be restored or not.</p> <p>(d) Reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding condition of restoration to the pay structure, post of service from which the Government employee was reduced and his seniority and pay on such restoration to that pay structure, post or service;</p> <p>(e) Compulsory retirement;</p> <p>(f) Removal from service;</p> <p>(g) Dismissal from service.</p> |  |

Deputations will be dealt with as per terms and conditions of their deputation or procedure meant for them.

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**HARYANA GOVERNMENT LABOUR DEPARTMENT**  
**NOTIFICATION**

No. \_\_\_\_\_ The day of \_\_\_\_\_ / \_\_\_\_\_

The following Haryana Labour Welfare Board (Group B) Draft Service Rules, 2020 which the Governor of Haryana proposes to make in exercise of the powers conferred by clause (h) of sub section (2) of Section 27 of the Punjab Labour Welfare Fund Act, 1965, is hereby published as required by sub-section (1) of Section 27 of the Act for the information of persons likely to be affected thereby.

Notice is hereby given that the above draft of Service Rules of Haryana Labour Welfare Board shall be taken into consideration by the State Government on or after the expiry of a period of 30 days from the date of publication of this notification in the Official Gazette, together with objections or suggestions, if any, which may be received by the Additional Chief Secretary/Principal Secretary to Government, Haryana, Labour Department, Chandigarh from any person with respect to above draft of the Rules before the expiry of the period specified above.

**Haryana Labour Welfare Board (Group B) Draft Service Rules, 2020**

**Part-I (General)**

- Short title, Commencement and application** 1. (a) These rules may be called The Haryana Labour Welfare Board (Group B) Service Rules, 2020.  
(b) They shall come into force from the date of publication in the Official Gazette.  
(c) They shall apply to all the employees in Group 'B' of the Board except those governed by specific agreements;  
Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.
- Definitions :** 2. (1) In these rules, unless the context otherwise requires:-  
(a) "ACT" means The Punjab Labour Welfare Fund Act, 1965.  
(b) "Board" means the Haryana Labour Welfare Board constituted by the Haryana Government under section 4 of the Act.  
(c) "Chairperson" means the Chairperson of the Board nominated by the State Government under sub Section (3) of section 4 of the Act.  
(d) "Government" means the Government of Haryana in the Administrative Department.  
(e) "Welfare Commissioner" means the Welfare Commissioner as defined in Section 2(12) of the Act.  
(f) "HPSC" means the Haryana Public Service Commission.  
(g) "Appendix" means an appendix to these rules.  
(h) "Direct recruitment" means an appointment made otherwise than by promotion from within the service of the Board or by transfer of an official already in service of the State Government or the Government of India.  
(i) "Recognized University" means;  
(i) any university incorporated by law in India; or  
(ii) any other university which is declared by the Government to be a recognized university for the purposes of these rules.  
(j) "Education Board" means the Board of School Education, Haryana, established under the provisions of Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other education board established by law in any of the states of India.  
(k) "Service" means the Haryana Labour Welfare Service.  
(2) All other words and expressions used but not defined in these rules, shall have the same meanings as are assigned to them in the Punjab Labour Welfare Fund Act, 1965 and The Haryana Civil Service Rules, 2016 as applicable to the State of Haryana and as modified and amended by the Government of Haryana from time to time.

## PART-II RECRUITMENT OF SERVICE

- Number and character of posts** 3. The service shall comprise the posts shown in Appendix-A to these Rules;
- Provided that nothing in these rules shall affect the inherent right of Board to make additions to or reductions in the number of such posts or create new posts with different designations and scales of pay, either permanently or temporarily.
- Nationality domicile and character of candidates appointed to service** 4. (1) No person shall be appointed to any post in the service, unless he is:-  
 (a) a citizen of India; or  
 (b) a subject of Nepal; or  
 (c) a subject of Bhutan; or  
 (d) a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962, with the intention of permanently settling in India; or  
 (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaira and Ethiopia with the intention of permanently settling in India;
- Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.
- (2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the HPSC or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.
- (3) No person shall be appointed to any post in the services by direct recruitment, unless he produces :
- (a) a certificate of character from the Principal academic officer of a University, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are un-connected with his university, college, school or institution and;
- (b) a medical certificate of physical fitness as required under Haryana Civil Services Rules, 2016.
- Age** 5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age:
- Provided further that in the case of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and persons with disability categories, the upper age limit shall be such, as may be fixed by the Government, from time to time.
- Appointing authority** 6. Appointments to the post specified in column 2 of the table given below, in the service shall be made by the authorities mentioned against each in column 3 of the said table :-

**TABLE**

| Serial Number | Designation of post         | Appointing authority   |
|---------------|-----------------------------|--|
| 1             | 2                           | 3  |
| 1             | Accounts Officer            | Government of Haryana (Finance Department)   |
| 2             | Assistant District Attorney | Government of Haryana (Administration of Justice Department.)                          |
| 3             | Labour Welfare Officer      | The Additional Chief Secretary/Principal Secretary to Govt. Haryana Labour Department. |

- Qualification** 7. No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment;
- Disqualification** 8. (1) No person:-  
 (a) who has entered into or contracted a marriage with a person having a spouse living; or  
 (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service;  
 Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.  
 (2) No person shall be appointed to the service who has been dismissed from the service of the Government of India or any State Government or a local authority or a Corporation or a Board.
- Method of recruitment** 9. Recruitment to the service shall be made :-  
 (i) **In case of Accounts Officer;**  
 by deputation from the Finance Department of the State Government.  
 (ii) **In case of Assistant District Attorney;**  
 by deputation from the Prosecution Department of the State Government.  
 (iii) **In case of Labour Welfare Officer;**  
 (a) 50 % by Promotion from amongst the Deputy Superintendent or Labour Inspector (Welfare); or  
 (b) 50% by direct recruitment;  
 (c) by transfer or deputation of an officer/official already in the Service of State Government or the Government of India.  
 (2) Promotion in respect of post shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.  
 (3) For all promotions which are to be made from more than one cadre, their interse seniority for the purpose of promotion shall be determined on the basis of date of regular appointment in their respective cadre.  
 (4) In case of promotion, if any employees forgoes his promotion his name will not be considered for promotion for any post for further period of one year atleast.  
 (5) for all appointments, where experience is required, experience shall be counted after attainment of prescribed qualification.
- Source of recruitment** 10. All direct recruitment shall be made through the recruiting agencies constituted for this purpose by Government of Haryana from time to time.
- Probation** 11. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise;  
 Provided that ;  
 (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; and  
 (b) any period of work in equivalent or higher rank, prior to appointment to any post in the service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ;

- (2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-
- (a) if such person is appointed by direct recruitment, dispense with his services; and
  - (b) if such person is appointed otherwise, than by direct recruitment :-
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permits.
  - (c) The period of probation can be extended, as it could have passed on the expiry of the first period of probation;

Provided that the total period of pprobation including extension, if any, shall not exceed three years.

- (3) Without prejudice to the conditions prescribed for passing of departmental examination prescribed for the post on the completion of the period of probation of a person, the appointing authority may;

- (a) if his work and conduct has, in its opinion, been not satisfactory ;
- (i) dispense with his services, if appointed by direct recruitment, or if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (ii) extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of the first period of probation;

Provided that the total period of the probation including extension, if any, shall not exceed three years.

**Departmental Examination**

12

- (i) All Persons appointed by way of direct recruitment to the Service under rule 9 shall have to qualify the departmental examination as per the conditions and syllabus specified in Appendix 'D' within a period of one year of appointment, failing which, increments falling due after expiry of one year or any period thereafter, shall not be granted. The increment shall be granted from the date of qualifying / passing the examination, but he/she shall not be entitled to get arrears of increments for the period, the increments remained withheld; Further he or she shall not be considered fit to be promoted unless he passes this examination.

Provided that the Welfare Commissioner, Haryana, shall be competent to add to the syllabus, any other enactment not mentioned in Appendix-D as he may deem necessary.

**Seniority**

13

Seniority, inter-se of the members of the service shall be determined by the length of their regular service;

Provided further that in the case of members appointed by the direct recruitment, the order of merit determined by the HPSC or HSSC, as the case may be, shall not be disturbed in determining the seniority;

Provided further that in the case of two or more members appointed on the same date by different methods, their seniority shall be determined as follows :-

- (c) a member appointed by direct recruitment shall be senior to member appointed by promotion or by transfer;
- (d) a member appointed by promotion shall be senior to a member appointed by transfer;
- (e) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in their

|   |           |  |
|---|-----------|--|
| <b>Liability to Service</b>   | <b>14</b> | <p style="text-align: center;">parent cadre from which they were promoted ;</p> <p>(1) A member of the service shall be liable to serve at any place, whether within or out of the State of Haryana, on being ordered to do so by the appointing authority or by an officer authorized by him in this behalf.</p> <p>(2) A member of the Service may also be deputed to serve under:-</p> <p>(i) A company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority or University within the State of Haryana;</p> <p>(ii) The Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or</p> <p>(iii) Any other State Government, an international organization, an autonomous body not controlled by the Government or a private body;</p> <p style="text-align: center;">Provided that no member of the service shall be deputed to serve the Central or any other state Government or any organization or body referred to in clause (ii) or clause (iii), except with his consent.</p> |
| <b>Pay, leave, other matters except gratuity and provident fund</b> | <b>15</b> | In respect of pay, leave and all other matters, not expressly provided for in these rules, the members of the service shall be governed by the Haryana Civil Services Rules, 2016 and such other rules and regulations as may have been or may thereafter be, made by the State Government legislature and adopted by the Board.   |
| <b>Conduct, Discipline, Penalties and appeals</b>                   | <b>16</b> | <p>(1) In matters relating to conduct, disciplines, penalties and appeals, the members of the service shall be governed by the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and Haryana Civil Services (Punishment and Appeal) Rules, 2016, as amended from time to time;</p> <p style="text-align: center;">Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under section 27 of The Punjab Labour Welfare Fund Act, 1965 , be such as specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under Haryana Civil Services (punishment and appeal), Rules, 2016 and appellate authority shall be as specified in Appendix-C to these rules.</p>  |
| <b>Vaccination</b>  | <b>17</b> | Every member of service, shall get himself vaccinated or re-vaccinated as and when Government directs by a special or general order.   |
| <b>Oath of Allegiance:</b>  | <b>18</b> | Every member of service, unless he/she has already done so, shall be required to take the oath of allegiance to the constitution of India as by law established.   |
| <b>Employees Provident Fund &amp; gratuity</b>                      | <b>19</b> | All employees of the Board directly appointed or appointed by promotion or transfer shall be required to subscribe to the Employees Provident Fund and other similar fund in accordance with such rules as laid down in the Employees Provident Funds and Miscellaneous Provision Act, 1952. The Gratuity shall be governed by Haryana Civil Services (Pension) Rules, 2016.   |
| <b>Special provisions:</b>  | <b>20</b> | Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.  |
| <b>Power of relaxation:</b>   | <b>21</b> | Where the Board is of the opinion that, it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of the Government.   |
| <b>Reservations</b>   | <b>22</b> | Nothing contained in these rules shall affect reservations and any other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically handicapped persons or any other Class or category of persons in accordance with the orders issued by the State Government  |

in this regard, from time to time;

**Resignation from service** 23

If a member of service wants to resign from service he shall give three months notice in writing to the appointing authority. If the member fails to give such notice of three months or a short period, the appointing authority shall be entitled to recover three month salary with usual allowances or to the extent of such remaining period of three month, as the case may be, in lieu of such notice.

**Repeal and Savings** 24

Any rule applicable to the service and corresponding to any of these rules which is in force immediately before the commencement of these rules are hereby repealed;  
Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

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**Appendix-A**  
(See Rule 3)

| Sr.No. | Designation of post         | Number of posts | Pay Matrix Level of Rs.                | Group Service of |
|--------|-----------------------------|-----------------|--|------------------|
| 1      | 2                           | 3               | 4                                      | 5                |
| 1.     | Accounts Officer            | 01              | Pay matrix Level-9 of Rs. 53100-167800 | Group 'B'        |
| 2.     | Assistant District Attorney | 01              | Pay matrix Level-9 of Rs. 53100-167800 | Group 'B'        |
| 3.     | Labour Welfare Officer      | 12              | Pay matrix level- 7 of 44900-142400    | Group 'B'        |

**Appendix-B**  
(See Rule 7)

| Sr. No. | Designation of post         | Academic qualifications and experience, if any, for direct recruitment   | Academic qualifications and experience for appointment other than by direct recruitment.   |
|---------|-----------------------------|--|--|
| 1.      | 2.                          | 3.   | 4.   |
| 1.      | Accounts Officer            | -  | As defined in their parent department Service Rules.   |
| 2.      | Assistant District Attorney | -  | -do-   |
| 3.      | Labour Welfare Officer      | i) Graduate from any recognized university with Economics or Public Administration or Commerce or Sociology or Psychology or Law Degree with Labour Law as one of the subjects;<br>ii) Degree or Post Graduate diploma in social work or Labour Welfare or Post Graduate diploma in Industrial Relations and Personnel Management or its equivalent from any | <b>By promotion :</b><br>i) Graduate from any recognized university ;<br>ii) Degree or post graduate diploma in social work or Labour Welfare or post graduate diploma in Industrial Relations and Personnel Management or its equivalent from any recognized university or institution;<br>iii) Three years' experience as Deputy Superintendent or Labour Inspector (welfare);<br>(iv) Matric with Hindi/ Sanskrit.<br><b>By deputation :</b><br>i) Graduate from any recognized university ;<br>ii) Degree or post graduate diploma in social work or Labour Welfare or post graduate diploma in Industrial Relations and Personnel |

|  |  |   |   |
|--|--|---|---|
|  |  | recognized university or institution;<br>(iii) Matric with Hindi/ Sanskrit. | Management or its equivalent from any recognized university or institution;<br>iii) Three years' experience on the service equivalent to the scale of pay of Labour Welfare Officer;<br>(iv) Matric with Hindi/ Sanskrit. |
|--|--|---|---|

**Appendix-C**  
**(See Rule -16(1))**

| Sr. No. | Designation of post    | Appointing Authority  | Nature of Penalty  | Authority empowered to impose penalty   | Appellate Authority                      |
|---------|------------------------|---|--|---|--|
| 1       | Labour Welfare Officer | The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department. | <p><b>Minor Penalties</b></p> <p>(i) Warning with a copy in the personal file, (character roll);</p> <p>(ii) Censure;</p> <p>(iii) Withholding of promotion for a specified period upto one year;</p> <p>(iv) recovery from pay of the whole or part of any pecuniary, loss caused by negligence or breach of orders to the Central Government or a State Government or to a Company and association or a body on individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State; and</p> <p>(v) withholding of increment(s) without cumulative effect;</p> <p><b>Major Penalties</b></p> <p>(i) withholding of increment(s) with cumulative effect;</p> <p>(ii) withholding of promotion for a specified period more than one year;</p> <p>(iii) reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further,</p> | The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department. | Minister-in-charge of Labour department. |



|   |                             |   |  |  |
|---|-----------------------------|---|--|--|
|   |                             |   | <p>whether on the expiry of the period of reduction his pay is to be restored or not.</p> <p>(iv) reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or service from which the Government employee was reduced and his seniority and pay on such restorations to that pay structure, post or service;</p> <p>(v) compulsory retirement;</p> <p>(vi) removal from service ;</p> <p>(vii) dismissal from service.</p> |  |
| 2 | Accounts Officer            | As per their parent department Service Rules. |  |  |
| 3 | Assistant District Attorney |   |  |  |

The cases of Deputationists will be dealt with as per terms and conditions of their deputation or procedure meant for them.

**Appendix-D**  
**(See Rule-12)**

1. A departmental examination for Labour Welfare Officer shall be held half yearly around the fourth week of April and second week of November every year.
2. The Welfare Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of examination shall be fixed by the Welfare Commissioner, Haryana at least one month before the commencement of the examination.
4. The question paper shall be set, answer book examined and marks awarded by the examiner appointed by the Welfare Commissioner, Haryana.
5. The Officer conducting the examination shall;-
  - (i) Receive the question papers from the examiner and cause them to be typed or cyclostyled;
  - (ii) Superintend the examination;
  - (iii) Transmit the answer books to the examiners concerned; and
  - (iv) Receive the awards of marks and forward the result to the Welfare Commissioner, Haryana who shall declare the result in order of merit.
6. There shall be three papers with the following syllabus:-

**First paper:**

  - a. The Minimum Wages Act, 1948 and the rules made thereunder.
  - b. The Payment of Wages Act, 1936 and the rules made thereunder.
  - c. Bonus Act.
  - d. Gratuity Act, 1972 and rules made thereunder.
  - e. Contract Labour (Regulation and Abolition) Act, 1970 and the rules made there under.

**Second paper:**

  - (i) The Industrial Disputes Act, 1947 and the rules made thereunder.
  - (ii) The Factories Act, 1948 and the rules made thereunder.
  - (iii) The Punjab Shops and Commercial Establishment Act, 1958 and the rules made there under.

**Third paper:**

  - (i) The Punjab Labour Welfare Act, 1965 and The Punjab Labour Welfare Fund Rules, 1966.
  - (ii) Welfare Schemes of the Haryana Labour Welfare Board.
  - (iii) Basic of Computer (Internet, MS-Word and Excel)
7. Each paper shall carry 100 marks.
8. Time allowed for each paper shall be 2½ hours.
9. The answer books and other stationary for the examination shall be provided by the Welfare Commissioner, Haryana.
10. No book shall be supplied or allowed to be consulted during the examination except bare Acts.
11. No candidate shall be considered of have qualified the examination unless he obtained 55 percent marks in each paper.
12. A candidate may appear in all or one or more papers at a time.
13. A candidate shall be required to qualify the departmental examination within a period during which he shall be discharged.

**HARYANA GOVERNMENT LABOUR DEPARTMENT**

**NOTIFICATION**

No. \_\_\_\_\_ The day of \_\_\_\_\_ / \_\_\_\_\_

The following Haryana Labour Welfare Board (Group C) Draft Service Rules, ——— which the Governor of Haryana proposes to make in exercise of the powers conferred by clause (h) of sub section (2) of Section 27 of the Punjab Labour Welfare Fund Act, 1965, is hereby published as required by sub-section (1) of Section 27 of the Act for the information of persons likely to be affected thereby.

Notice is hereby given that the above draft of Service Rules of Haryana Labour Welfare Board shall be taken into consideration by the State Government on or after the expiry of a period of 30 days from the date of publication of this notification in the Official Gazette, together with objections or suggestions, if any, which may be received by the Principal Secretary to Government, Haryana, Labour Department, Chandigarh from any person with respect to above draft of the Rules before the expiry of the period specified above.

**Haryana Labour Welfare Board (Group C) Draft Service Rules, .....**

**Part-I (General)**

- Short title, 1.**  
**Commencement and application**
- (a) These rules may be called The Haryana Labour Welfare Board (Group C) Service Rules, .....
- (b) They shall come into force from the date of publication in the Official Gazette.
- (c) They shall apply to all the employees in the service of the Board except those governed by specific agreements;  
Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.
- Definitions : 2.**
- (1) In these rules, unless the context otherwise requires:-
- (a) "ACT" means The Punjab Labour Welfare Fund Act, 1965.
- (b) "Board" means the Haryana Labour Welfare Board constituted by the Haryana Government under section 4 of the Act.
- (c) "Chairperson" means the Chairperson of the Board nominated by the State Government under sub Section (3) of section 4 of the Act.
- (d) "Government" means the Government of Haryana in the Administrative Department.
- (e) "Welfare Commissioner" means the Welfare Commissioner as defined in Section 2(12) of the Act.
- (f) "HSSC" means the Haryana Staff Selection Commission.
- (g) "Appendix" means an appendix to these rules.
- (h) "Direct recruitment" means an appointment made otherwise than by Promotion from within the service of the Board or by transfer of an official already in service of the State Government or the Government of India.
- (i) "Recognized University" means;
- (i) any university incorporated by law in India; or
- (ii) any other university which is declared by the Government to be a recognized university for the purposes of these rules.
- (j) "Education Board" means the Board of School Education, Haryana, established under the provisions of Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other education Board established by law in any of the states of India.
- (k) "Service" means the Haryana Labour Welfare Board Service.
- (l) "Diminishing Cadre" means that as and when the post falls vacant due to any reason i.e. retirement/resignation/death/ promotion/adjustment elsewhere etc, the post shall stand abolished forthwith.
- (2) All other words and expressions used but not defined in these rules, shall have the same meanings as are assigned to them in the Punjab Labour Welfare Fund Act, 1965 and The Haryana Civil Services Rules, 2016 as applicable to the State of Haryana and as modified and amended by the Government of Haryana from time to time.

## PART-II RECRUITMENT OF SERVICE

- Number and character of posts** 3. The service shall comprise the posts shown in Appendix-A to these Rules;  
Provided that nothing in these rules shall affect the inherent right of Board to make additions / alteration or reductions in the number of such posts with different designations and scales of pay, either permanently or temporarily.
- Nationality domicile and character of candidates appointed to service** 4. (1) No person shall be appointed to any post in the service, unless he is:-  
(a) a citizen of India; or  
(b) a subject of Nepal; or  
(c) a subject of Bhutan; or  
(d) a Tibetan refugee who came over to India before the 1<sup>st</sup> January, 1962, with the intention of permanently settling in India; or  
(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India;  
Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.  
(2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the HSSC or any other recruiting authority, but the offer of appointment may be given only after verification of the necessary eligibility certificate has been issued to him by the Government.  
(3) No person shall be appointed to any post in the services by direct recruitment, unless he produces :  
(a) a certificate of character from the Principal academic officer of a University , college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are un-connected with his university, college, school or institution and;  
(b) a medical certificate of physical fitness as required under Haryana Civil Services Rules, 2016.
- Age** 5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age:  
  
Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service rules, those limits shall be applicable for appointment to such posts:  
  
Provided further that in the case of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and persons with disability categories, the upper age limit shall be such, as may be fixed by the Government, from time to time.
- Appointing authority** 6. Appointments to the post specified in column 2 of the table given below, in the service shall be made by the authorities mentioned against each in column 3 of the said table :-

TABLE

| Serial Number | Designation of post        | Appointing authority                         |
|---------------|----------------------------|--|
| 1             | 2                          | 3  |
| 1             | Section Officer            | Director of Treasuries and Accounts, Haryana |
| 2             | Deputy Superintendent      | Welfare Commissioner, Haryana.               |
| 3             | Labour Inspector (Welfare) |  |
| 4             | Accountant                 |  |
| 5             | Assistant                  |  |
| 6             | Senior Scale Stenographer  |  |
| 7             | Computer Programmer        |  |
| 8             | Junior Scale Stenographer  |  |
| 9             | Junior Accountant          |  |
| 10            | Steno Typist               |  |
| 11            | Accounts Clerk             |  |
| 12            | Driver                     |  |

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|    |                     |  |
|----|---------------------|--|
| 13 | Clerk               |  |
| 14 | Instructor (female) |  |

- Qualification** 7. No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment.
- Disqualification** 8. (1) No person :-  
 (a) who has entered into or contracted a marriage with a person having a spouse living; or  
 (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service;  
 Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.
- (2) No person shall be appointed to the service who has been dismissed from the service of the Government of India or any State Government or a local authority or a Corporation or a Board.
- Method of recruitment** 9. (1) Recruitment to the service shall be made :-
- (i) **In case of Section Officer ;**  
 by deputation from Treasuries and Accounts Department of the State Government.
- (ii) **In case of Deputy Superintendent;**  
 (a) by Promotion from amongst the Assistant or Accountant or Senior Scale Stenographer; or  
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India.
- (iii) **In case of Labour Inspector (Welfare);**  
 (a) 50% by direct recruitment; or  
 (b) 50% by promotion from amongst the Assistant or Accountant or Senior Scale Stenographer; or  
 (c) by transfer or deputation of an official already in the service of State Government or the Government of India.
- (iv) **In case of Accountant;**  
 (a) by promotion from amongst Junior Accountant or Accounts Clerk or Clerks; or  
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India;  
 (c) SETC qualified as per Govt. Instructions.
- (v) **In case of Assistant;**  
 (a) by promotion from amongst Junior Accountant or Junior Scale Stenographers or Clerks or Accounts Clerks; or  
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India;  
 (c) SETC qualified as per Govt. Instructions.
- (vi) **In case of Senior Scale Stenographer;**  
 (a) by direct recruitment; or  
 (b) by Promotion from amongst the Junior Scale Stenographer;  
 (c) by transfer or deputation of an official already in the service of State Government or the Government of India.
- (vii) **In case of Computer Programmer;**  
 (a) by direct recruitment ; or  
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India.
- (viii) **In case of Junior Scale Stenographer;**  
 (a) by direct recruitment ; or  
 (b) by promotion from amongst Clerks; or  
 (c) by transfer or deputation of an official already in the service of State Government

or the Government of India.

**(ix) In case of Junior Accountant;**

- (a) by direct recruitment ;or
- (b) by Promotion from amongst the Accounts Clerk or Clerk; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India;
- (d) SETC qualified in case of promotion as per Govt. Instructions.

**(x) In case of Steno Typist;**

- (a) by direct recruitment ;or
- (b) by transfer or deputation of an official already in the service of State Government or the Government of India;
- (c) SETC qualified as per Govt. Instructions;

**(xi) In case of Accounts Clerk;**

- (a) 80% by direct recruitment; or
- (b) 20% by promotion from amongst the Group-D employees Photostate Machine Operator/ Peon/ Peon-cum-Chowkidar Chowkidar; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India;
- (d) SETC qualified as per Govt. Instructions.

**(xii) In case of Driver;**

- (a) 80% by direct recruitment; or
- (b) 20% by promotion from amongst the Group-D employees Photostate Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India.

**(xiii) In case of Clerk;**

- (a) 80% by direct recruitment; or
- (b) 20% by promotion from amongst the Group-D employees Photostate Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India.
- (d) SETC qualified as per Govt. Instructions;

**(xiv) In case of Instructor (Female);**  
Diminishing Cadre

(2) In case of promotion to the separate promotional cadres, from the separate feeder cadres, the promotional post which may fall vacant first, will be filled by the senior most employee from the joint seniority list of feeder cadres. After promotion, the employee who forgoes promotion then his/her case will not be considered for any promotional cadre for a period of next one year from the date on which he/she does so.

(3) Promotion in respect of post shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

(4) For all promotions which are to be made from more than one cadre, their inter-seniority for the purpose of promotion shall be determined on the basis of date of regular appointment in their respective promotional cadre.

(5) In case of promotion, if any employee forgoes his promotion his/her name will not be considered for promotion in any cadre for further period of one year atleast.

(6) For all appointments, where experience is required, experience shall be counted after attainment of requisite essential qualification.

(7) In case of Clerk and Accounts Clerk, after appointment the incumbent shall have to qualify the SETC Examination as prescribed by the Government from time to time within two years of appointment. If the test is not passed in one year than the incumbent shall not be allowed annual increment in his pay. If he passed the SETC exam within 2 year from the appointment only then he will be allowed increments due to him from the date of passing of SETC exam but no arrears will be admissible to him. Further, if he does not pass the SETC exam upto two years of his/her appointment then his/her services shall be terminated in case of direct recruitment ; or

If appointed by transfer or deputation, he shall be repatriated to his parent cadre and if appointed by promotion, he/she shall be reverted. However, in appropriate cases the appointing authority may relax the condition for maximum period of one year after recording reasons in writing.

(8) No promotion to the post of Assistant and Accountant shall be made unless the

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- person qualifies the SETC test.
- Source of recruitment** 10. All direct recruitment shall be made through the recruitment agencies constituted for this purpose by Government of Haryana from time to time.
- Probation** 11. (1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise; Provided that ;
- any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - any period of work in equivalent or higher rank, prior to appointment to any post in the service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ;
- (2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-
- if such person is appointed by direct recruitment, dispense with his/her services;
  - if such person is appointed otherwise, than by direct recruitment:-
    - revert him to his former post; or
    - deal with him in such other manner as the terms and conditions of his previous appointment permit.
  - The period of probation can be extended, as it could have passed on the expiry of the first period of probation. Provided that the total period of the probation including extension, if any, shall not exceed three years.
- Departmental Examination** 12. (i) The Labour Inspector (Welfare) appointed in the service shall have to qualify the departmental examination as per Syllabus and other conditions prescribed in Appendix -E to these Rules, within a period of one year;
- Provided that the Welfare Commissioner, Haryana, shall be competent to add to the syllabus any other enactment not mentioned in Appendix-E as he may deem necessary.
- Provided that the Labour Inspector (Welfare) who are in service and had passed the examination as per syllabus in Appendix 'D' need not to pass the examination as per syllabus in Appendix 'E'.
- The next increment shall not be allowed unless he/she qualifies the departmental examination.
  - If he passes the departmental examination after the prescribed period, then the increment (s) for the period subsequent to that within which the departmental examination was to be passed would be released to him from the date following the last day on which the departmental examination was completed. The increment(s) would be allowed notionally with retrospective affect from the date it was otherwise due but no arrear would be paid.
- Seniority** 13. Seniority, inter-se of the members of the service shall be determined by the length of their regular service on any post in the service;
- Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre;
- Provided further that in the case of members appointed by the direct recruitment, the order of merit determined by the HSSC, as the case may be, shall not be disturbed in determining the seniority;
- Provided further that in the case of two or more members appointed on the same date by different methods, their seniority shall be determined as follows :-
- a member appointed by direct recruitment shall be senior to member appointed by promotion or by transfer;
  - a member appointed by promotion shall be senior to a member appointed by transfer;

|   |     |  |
|---|-----|--|
| <b>Liability to Service</b>   | 14. | <p>(1) A member of the service shall be liable to serve at any place, whether within or out of the State of Haryana, on being ordered to do so by the appointing authority or by an officer authorized by him in this behalf.</p> <p>(2) A member of the Service may also be deputed to serve under:-</p> <p>(i) A company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority or University within the State of Haryana;</p> <p>(ii) The Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or</p> <p>(iii) Any other State Government, an international organization, an autonomous body not controlled by the Government or a private body;</p> <p>Provided that no member of the service shall be deputed to serve the Central or any other state Government or any organization or body referred to in clause (ii) or clause (iii), without his consent.</p> |
| <b>Pay, leave, other matters except gratuity and provident fund</b> | 15. | In respect of pay, leave and all other matters except gratuity, not expressly provided for in these rules, the members of the service shall be governed by the Haryana Civil Services Rules, 2016 and such other rules and regulations as may have been or may thereafter be, made by the State Government legislature and adopted by the Board.   |
| <b>Conduct, Discipline, Penalties and appeals</b>                   | 16. | <p>(1) In matters relating to conduct, disciplines, penalties and appeals, the members of the service shall be governed by the Government Employees (Conduct) Rules, 2016 and s (Punishment and Appeal) Rules, 2016 and as amended from time to time;</p> <p>Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under section 27 of The Punjab Labour Welfare Fund Act, 1965, be such as specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under Haryana Civil Services (Punishment and Appeal), Rules, 2016 and appellate authority shall be as specified in Appendix-C to these rules.</p>   |
| <b>Vaccination</b>  | 17. | Every member of service, shall get himself vaccinated or re-vaccinated as and when Government directs by a special or general order.   |
| <b>Oath of Allegiance</b>   | 18. | Every member of service, unless he/she has already done so, shall be required to take the oath of allegiance to India and to the constitution of India as by law established.  |
| <b>Employees Provident Fund &amp; gratuity</b>                      | 19. | All employees of the Board directly appointed or appointed by promotion or transfer shall be required to subscribe to the Employees Provident Fund and other similar fund in accordance with such rules as laid down in the Employees Provident Funds and Miscellaneous Provision Act, 1952. The Gratuity shall be governed by Haryana Civil Services (Pension) Rules, 2016.   |
| <b>Special provisions</b>   | 20. | Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.  |
| <b>Power of relaxation</b>  | 21. | Where the Board is of the opinion that, it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of the Government.   |
| <b>Reservations</b>   | 22. | Nothing contained in these rules shall affect reservations and any other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically handicapped persons or any other Class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time.   |
| <b>Resignation from service</b>                                     | 23. | If a member of service wants to resign from service he shall give three months notice in writing to the appointing authority. If the member fails to give such notice of three months or a short period, the appointing authority shall be entitled to recover three months salary with usual allowances or to the extent of such remaining period of three  |

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months, as the case may be, in lieu of notice.

**Repeal and Savings** 24

Any rule applicable to the service and corresponding to any of these rules which is in force immediately before the commencement of these rules are hereby repealed;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

**Appendix-A**

(See Rule 3)

| Sr.No. | Designation of post        | Number of posts | Pay Matrix Level of Rs.                                 | Group Service of |
|--------|----------------------------|-----------------|---|------------------|
| 1      | 2                          | 3               | 4   | 5                |
| 1      | Section Officer            | 01              | Pay matrix level- 7 of 44800 - 142400                   | Group 'C'        |
| 2      | Deputy Superintendent      | 03              | Pay matrix level- 6 of 35400 - 112400                   | Group 'C'        |
| 3      | Labour Inspector (Welfare) | 15              | Pay matrix level- 6 of 35400 - 112400                   | Group 'C'        |
| 4      | Accountant                 | 01              | Pay matrix level- 6 of 35400 - 112400                   | Group 'C'        |
| 5      | Assistant                  | 18              | Pay matrix level- 6 of 35400 - 112400                   | Group 'C'        |
| 6      | Senior Scale Stenographer  | 01              | Pay matrix level- 6 of 35400 - 112400                   | Group 'C'        |
| 7      | Computer Programmer        | 01              | Pay matrix level- 6 of 35400 - 112400                   | Group 'C'        |
| 8      | Junior Scale Steno-Grapher | 01              | Pay matrix level- 4 of 25500 - 81100                    | Group 'C'        |
| 9      | Junior Accountant          | 01              | Pay matrix level- 4 of 25500 - 81100                    | Group 'C'        |
| 10     | Steno Typist               | 02              | Pay matrix level- 2 of Rs. 19900 - 63200<br>Special Pay | Group 'C'        |
| 11     | Accounts Clerk             | 07              | Pay matrix level-2 of Rs. 19900 - 63200                 | Group 'C'        |
| 12     | Driver                     | 05              | Pay matrix level- 4 of 25500 - 81100                    | Group 'C'        |
| 13     | Clerk                      | 31              | Pay matrix level-2 of Rs. 19900 - 63200                 | Group 'C'        |
| 14     | Instructor (Female)        | 10              | Pay matrix level-2 of Rs. 19900 - 63200                 | Group 'C'        |

**Appendix-B**  
**(See Rule 7 )**

| Sr. No. | Designation of post        | Academic qualifications and experience, if any, for direct recruitment  | Academic qualifications and experience for appointment other than by direct recruitment.   |
|---------|----------------------------|---|--|
| 1.      | 2.                         | 3.  | 4.   |
| 1.      | Section Officer            | As defined in their parent department Service Rules   |  |
| 2.      | Deputy Superintendent      | -   | (i) Four years' experience as Accountant or Assistant or Senior Scale Stenographer;<br>(ii) Matric with Hindi or Sanskrit as one of the subject.   |
| 3.      | Labour Inspector (Welfare) | i) A Bachelor's degree from any recognized university;<br><br>Persons possessing the qualifications of Diploma or Degree in Social Welfare and Specialization in labour laws shall be preferred;<br><br>ii) Matric with Hindi or Sanskrit as one of the subject.  | i) A Bachelor degree from any recognized university;<br><br>ii) Four years' experience as Assistant or Accountant or Senior Scale Stenographer;<br><br>iii) Matric with Hindi or Sanskrit as one of the subject.   |
| 4.      | Accountant                 | -   | (i) Bachelor's of Commerce with at least 55% Marks from a recognized University. Or Post Graduate in Commerce with at least 50% marks ;<br>(ii) Having working knowledge of Computer i.e. MS Word, Excel, Power Point and Tally etc ;<br>(iii) Two Years experience in case of Junior Accountant. Three years experience in case of Accounts Clerk or Clerk ;<br>(iv) Matric with Hindi or Sanskrit as one of the subject.<br>(v) SETC qualified.        |
| 5.      | Assistant                  | -   | (i) Three years experience as Junior Scale Stenographer or Junior accountant or Clerk or Accounts Clerk;<br>(ii) Matric with Hindi or Sanskrit as one of the subject;<br>(iii) SETC qualified.   |
| 6.      | Senior Scale Stenographer  | (i) 10+2 with 1st division from a recognized Board/University;<br>(ii) He should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on Computer ;<br>(iii) Matric with Hindi or Sanskrit as one of the | (i) 10+2 from a recognized Board/University;<br>(ii) He /she should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on Computer;<br>(iii) One year experience as Junior Scale Stenographer;<br>(iv) Matric with Hindi or Sanskrit as one of the subject. |

|     |                           | subject.   |  |
|-----|---------------------------|--|--|
| 7.  | Computer Programmer       | <p>i) 1st Class B.E./B.Tech in Information Technology/ Computer Science/ MCA from a recognized University/ Institute with minimum 2 years relevant post qualification experience in a Public Sector Under taking / Financial Institution / Bank.</p> <p>ii) Matric with Hindi or Sanskrit as one of the subject.</p>   | <p><b>In case of deputation</b></p> <p>i) 1st Class B.E./B.Tech in Information Technology/ Computer Science/ MCA from a recognized University/ Institute with minimum 2 years relevant post qualification experience in a Public Sector Under taking / Financial Institution / Bank.</p> <p>ii) Matric with Hindi or Sanskrit as one of the subject.</p>   |
| 8.  | Junior Accountant         | <p>(i) Bachelor's Degree in Commerce with at least 55% marks from a recognized University and 2 years relevant experience in Govt. Department, Public Sector Undertaking, Commercial organization of repute.</p> <p>OR</p> <p>Post Graduate in Commerce with at least 50% marks from a recognized University and 1 year relevant experience in Govt. Department, Public Sector Undertaking, Commercial organization of repute.</p> <p>(ii) Having working knowledge of Computer i.e. MS Word Excel, Power Point and Tally etc.</p> <p>(iii) Matric with Hindi or Sanskrit as one of the Subject.</p> | <p>(i) Bachelor's Degree in Commerce ;</p> <p>(ii) Having working knowledge of Computer i.e. MS Word Excel, Power Point and Tally etc.;</p> <p>(iii) Three years experience as Account Clerk or Clerk ;</p> <p>(iv) SETC qualified;</p> <p>(v) Matric with Hindi or Sanskrit as one of the Subject.</p>  |
| 9.  | Junior Scale Stenographer | <p>(i) 10+2 from a recognized Board/University;</p> <p>(ii) He should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on computer ;</p> <p>(iii) Matric with Hindi or Sanskrit as one of the subject.</p>  | <p>(i) 10+2 from a recognized University or its equivalent;</p> <p>(ii) Two years experience as Clerk;</p> <p>(iii) He should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on manual typewriter or 40 Words per minute on computer;</p> <p>(iii) Matric with Hindi or Sanskrit as one of the subject.</p> |
| 10. | Steno Typist              | <p>(i) 10+2 from a recognized University/Board or its Equivalent;</p> <p>(ii) Hindi short-hand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute;</p>  |  |

|     |                     |  |   |
|-----|---------------------|--|---|
|     |                     | Or<br>English shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute;<br>(iii) Matric with Hindi or Sanskrit as one of the subject.   |   |
| 11. | Accounts Clerk      | (i) Bachelor's Degree in commerce with at least 55% Marks from any recognized University ;<br><br>OR<br>Post Graduation in Commerce with atleast 50% marks from a recognized University;<br><br>(ii) Having working knowledge of Computer i.e. MS Word, Excel, Power Point and Tally etc.;<br><br>(iii) SETC Qualified.<br><br>(iv) Matric with Hindi or Sanskrit as one of the subject. | (i) Bachelor's Degree in commerce;<br><br>(ii) Having working knowledge of Computer i.e. MS Word, Excel, Power Point ;<br><br>(ii) Five years experience as Photostat Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar;<br><br>(iii) The passing of State Eligibility Test in Computer Appreciation and Application (SETC) within the period of probation of one year extendable by one year failing which He/She will be reverted back;<br><br>(iv) Matric with Hindi or Sanskrit as one of the subject. |
| 12. | Driver              | (i) Middle with Hindi;<br>(ii) Light Transport Vehicle Driving License;<br>(iii) Three years' experience of driving a Light Transport vehicle;<br>(iv) Middle with Hindi or Sanskrit as one of the subject.  | (i) Middle with Hindi;<br>(ii) Light Transport Vehicle Driving License ;<br>(iii) Photostate Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar having three years' experience of driving a Light Transport vehicle;<br>(iv) Middle with Hindi or Sanskrit as one of the subject.   |
| 13. | Clerk               | (i) 10+2 of a recognized University/Board ;<br>(ii) SETC Qualified ;<br>(iii) Matric with Hindi or Sanskrit as one of the subject.   | (i) 10+2 of a recognized University / Board;<br><br>(ii) Five years experience as Photostat Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar;<br><br>(iii) SETC qualified ;<br><br>(iv) Matric with Hindi or Sanskrit as one of the subject.  |
| 14. | Instructor (Female) | Diminishing Cadre  |   |

**Appendix-C**  
**(See Rule -16(1))**

| Sr. No.   | Designation of post   | Appointing Authority    | Nature of Penalty   | Authority empowered to impose penalty | Appellate Authority                                     |
|---|---|-------------------------|---|---------------------------------------|---|
| 1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9<br>10<br>11<br>12<br>13 | Deputy Superintendent<br>Labour Inspector<br>(Welfare)<br>Accountant<br>Assistant<br>Senior Scale<br>Stenographer<br>Computer Programmer<br>Junior Scale<br>Stenographer<br>Junior Accountant<br>Steno Typist<br>Accounts Clerk<br>Driver<br>Clerk<br>Instructor (Female) | Welfare<br>Commissioner | <b>Minor Penalties</b><br>(i) Warning with a copy in the personal file;<br>(ii) Censure;<br>(iii) Withholding of promotion for a specified period upto one year;<br>(iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order to the Central Government and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State; and<br>(v) Withholding of increment(s) without cumulative effect.   | Welfare<br>Commissioner               | Administrative<br>Secretary of<br>Labour<br>Department. |
|   |   |                         | <b>Major Penalties</b><br>(i) Withholding of increments with cumulative effect;<br>(ii) Withholding of promotion for a specified period more than one year;<br>(iii) Reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not;<br>(iv) Reduction to a lower, pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding |                                       |   |

इसियाका फल कसकान बोर्ड

(Group-C) Page 12 of 15

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  | conditions of restoration to the pay structure, post or service from which the Government employee was reduced and his seniority and pay on such restorations to that grade, post or service;<br>(v) Compulsory retirement;<br>(vi) Removal from service;<br>(vii) Dismissal from service. |  |  |
|--|--|--|--|--|--|

The cases of Deputations will be dealt with as per terms and conditions of their deputation or procedure meant for them.

**Appendix-D**  
(See Rule-12)

1. A departmental examination of Labour Inspector (Welfare) shall be held half yearly around the fourth week of April and 2<sup>nd</sup> week of November every year.
2. The Welfare Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of examination shall be fixed by the Welfare Commissioner, Haryana at least one month before the commencement of the examination.
4. The question paper shall be set, answer book examined and marks awarded by the examiner appointed by the Welfare Commissioner, Haryana.
5. The Officer conducting the examination shall :-
  - (i) Receive the question papers from the examiner and cause them to be typed/ Photostate;
  - (ii) Superintend the examination;
  - (iii) Transmit the answer books to the examiners concerned; and
  - (iv) Receive the awards of marks and forward the result to the Welfare Commissioner, Haryana who shall declare the result in order of merit.
6. There shall be two papers with the following syllabus:

**FIRST PAPER:**  
The Punjab Labour Welfare Fund Act, 1965 and the rules made there under.

**SECOND PAPER:**  
All Labour Welfare Schemes run by the Haryana Labour Welfare Board for the Welfare of industrial workers and their families.
7. The syllabus for the examination may be prescribed and altered from time to time.
8. Each paper shall carry 100 marks.
9. Time allowed for each paper shall be 2½ hours.
10. The answer books and other stationary for the examination shall be provided by the Welfare Commissioner, Haryana.
11. No books shall be supplied or allowed to be consulted during the examination except bare Acts.
12. No candidate shall be considered to have qualified the examination unless he obtained 55 percent marks in each paper.
13. A candidate may appear in all or one or more papers at a time.



**Appendix-E**  
**(See Rule 12)**

1. A departmental examination of the Labour Inspector (Welfare) shall be held half yearly around the fourth week of April and second week of November every year.
2. The Welfare Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of the examination shall be fixed by the Welfare Commissioner, Haryana at least one month before the commencement of the examination.
4. The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Welfare Commissioner, Haryana.
5. The Officer conducting the examination shall:
  - (i) Receive the question papers from the examiner and cause them to be typed or cyclostyled ;
  - (ii) Superintend the examination;
  - (iii) Transmit the answer books to the examiners concerned; and
  - (iv) Receive the awards of marks and forward the result to the Welfare Commissioner, Haryana who shall declare the result in order of merit.
6. There shall be three papers, with the following syllabus :

**First paper :**

- (i) The Minimum Wages Act, 1948 and the rules made thereunder.
- (ii) The Payment of Wages Act, 1936 and the rules made thereunder.
- (iii) Bonus Act.
- (iv) Gratuity Act, 1972 and rules made thereunder.
- (v) Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder.

**Second paper :**

- (i) The Industrial Disputes Act, 1947 and the rules made thereunder.
- (ii) The Factories Act, 1948 and the rules made thereunder.
- (iii) The Punjab Shops and Commercial Establishments Act, 1958 and the rules made thereunder.

**Third paper :**

- (i) The Punjab Labour Welfare Act, 1985 and The Punjab Labour Welfare Fund Rules, 1986.
- (ii) Welfare Schemes of the Haryana Labour Welfare Board.
- (iii) Basic of Computer (Internet, MS-Word and Excel)

7. Each paper shall carry 100 marks.
8. Time allowed for each paper shall be 2 ½ hours.
9. The answer books and other stationary for the examination shall be provided by the Welfare Commissioner, Haryana.
10. No book shall be supplied or allowed to be consulted during the examination except bare Acts.
11. No candidates shall be considered to have qualified the examination unless he obtained 55 percent marks in each paper.
12. A candidate may appear in all or one or more papers at a time.

**Directory of its Officers and employees****(Head Office)**

| <b>Sr. No.</b> | <b>Name</b>        | <b>Designation</b>          | <b>Contact No.</b> |
|----------------|--------------------|-----------------------------|--------------------|
| 1.             | Sh. Balraj Singh   | Dy. Labour Commissioner (W) | 8427009819         |
| 2.             | Sh. Sukhdev Singh  | Accounts Officer            | 9592046225         |
| 3.             | Sh. Ramnish Singla | Asstt. District Attorney    | 9872370892         |
| 4.             | Sh. Sanjeev Kumar  | Section Officer             | 9416893451         |
| 5.             | Sh. Mahavir Singh  | Computer Programmer         | 9888886338         |
| 6.             | Smt. Shalini Tuli  | Assistant (Scheme)          | 9465222861         |
| 7.             | Smt. Nisha Nain    | Accountant                  | 9915450649         |
| 8.             | Sh. Shamsher Singh | Assistant                   | 8699531728         |
| 9.             | Sh. Rajesh Kumar   | Assistant                   | 9416245776         |
| 10.            | Smt. Sarita        | Clerk                       | 9467671131         |
| 11.            | Ms. Balwinder Kaur | Clerk                       | 9464578048         |
| 12.            | Ms. Reecha Thakur  | Clerk                       | 9876321689         |
| 13.            | Smt. Ritu Thakur   | Clerk                       | 9888645910         |
| 14.            | Sh. Dharampal      | Clerk                       | 9041898312         |
| 15.            | Sh. Vikram         | Clerk                       | 7876385604         |
| 16.            | Sh. Rohit Kumar    | Clerk                       | 8397093474         |
| 17.            | Sh. Bijender       | Driver                      | 9671350972         |
| 18.            | Sh. Sunil Kumar    | Driver                      | 9467770575         |
| 19.            | Sh. Pardeep Kumar  | Peon                        | 8708364061         |
| 20.            | Sh. Om Parkash     | Peon (Duty with P.S.L.)     | 8901163925         |

**(Field Office)**

| <b>Sr. No.</b>                 | <b>Name</b>          | <b>Designation &amp; Place of posting</b>        | <b>Contact No.</b> |
|--------------------------------|----------------------|--|--------------------|
| <b>Labour Welfare Officers</b> |                      |  |                    |
| 1.                             | Smt. Manju Bala      | Labour Welfare Officer, H.Q. (Additional Charge) | 9988226778         |
| 2.                             | Sh. Shiv Kumar Saini | Labour Welfare Officer, Gurugram                 | 9999600450         |
| 3.                             | Smt. Manju Bala      | Labour Welfare Officer, Faridabad                | 9988226778         |
| 4.                             | Smt. Surender Kaur   | Labour Welfare Officer, Panipat                  | 9988337640         |
| 5.                             | Sh. Vikas Hooda      | Labour Welfare Officer, Rohtak                   | 9896785000         |
| 6.                             | Sh. Yashpal Singh    | Labour Welfare Officer, Hisar                    | 9896785000         |
| 7.                             | Sh. Narender Kumar   | Labour Welfare Officer, YamunaNagar              | 9988337640         |

| Sr. No.                           | Name                 | Designation & Place of posting                          | Contact No.              |
|-----------------------------------|----------------------|---|--------------------------|
| <b>Labour Inspector (Welfare)</b> |                      |   |                          |
| 8.                                | Sh. Puran Chand      | Labour Inspector (Welfare)-1, Gurugram                  | 9416856296               |
| 9.                                | Sh. Puran Chand      | Labour Inspector (Welfare), Mewat (Additional charge)   | -do-                     |
| 10.                               | Sh. Puran Chand      | Labour Inspector (Welfare)-2, GGM (Additional charge)   | -do-                     |
| 11.                               | Shree Krishan Rathee | Labour Inspector (Welfare), Rewari (Additional charge)  | 9467713449<br>9215649003 |
| 14.                               | Shree Krishan Rathee | Labour Inspector (Welfare), Palwal                      | -do-                     |
| 12.                               | Sh. Raj Kumar        | Labour Inspector (Welfare)-1, FBD                       | 9416911527               |
| 13.                               | Sh. Raj Kumar        | Labour Inspector (Welfare)-2, FBD (Additional charge)   | -do-                     |
| 15.                               | Sh. Balbir Singh     | Labour Inspector (Welfare), Rohtak                      | 9468109034               |
| 16.                               | Sh. Balbir Singh     | Labour Inspector (Welfare), Sirsa (Additional charge)   | -do-                     |
| 17.                               | Sh. Balbir Singh     | Labour Inspector (Welfare), Hisar (Additional charge)   | -do-                     |
| 21.                               | Sh. Anil Kumar       | Labour Inspector (Welfare), Ambala                      | 9815950169               |
| 18.                               | Sh. Anil Kumar       | Labour Inspector (Welfare), Panipat (Additional charge) | -do-                     |
| 20.                               | Sh. Anil Kumar       | Labour Inspector (Welfare), KNL (Additional charge)     | -do-                     |
| 19.                               | Sh. Sultan Singh     | Labour Inspector (Welfare), Sonapat (Additional charge) | 9467587496               |
| 22.                               | Sh. Sultan Singh     | Labour Inspector (Welfare), YNR                         | 9815950169               |

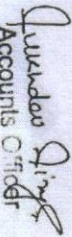
**Remuneration of regular employees of the Board**

| <b>Sr.No.</b> | <b>Name of Post</b>                  | <b>Scale of Pay</b> |
|---------------|--------------------------------------|---------------------|
| 1             | Deputy Labour Commissioner (Welfare) | FPL-10              |
| 2             | Accounts Officer                     | FPL-9               |
| 3             | Assistant District Attorney          | FPL-9               |
| 4             | Labour Welfare Officer               | FPL-7               |
| 5             | Section Officer                      | FPL-7               |
| 6             | Labour Inspector (Welfare)           | FPL-6               |
| 7             | Deputy Superintendent                | FPL-6               |
| 8             | Programmer                           | FPL-6               |
| 9             | Accountant                           | FPL-6               |
| 10            | Assistant                            | FPL-6               |
| 11            | Sr. Scale Stenographer               | FPL-6               |
| 12            | Junior Accountant                    | FPL-4               |
| 13            | Jr. Scale Stenographer               | FPL-2               |
| 14            | Accounts Clerk                       | FPL-2               |
| 15            | Clerk                                | FPL-2               |
| 16            | Steno Typist                         | FPL-2               |
| 17            | Instructress                         | FPL-2               |
| 18            | Driver                               | FPL-4               |
| 19            | Photo State Machine Operator         | DL                  |
| 20            | Peon                                 | DL                  |
| 21            | Data Entry Operator                  | Hartron rates       |

## Budget Estimate for the Financial Year 2016-17, 2017-18 and 2018-19

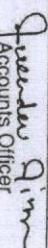
| HARYANA LABOUR WELFARE BOARD<br>ACTUAL RECEIPT AND PAYMENT FOR THE YEAR 2016-17 AND<br>BUDGET ESTIMATE FOR THE YEAR 2017-18 AND 2018-19 |  |  |                                      |                                      |
|---|--|--|--------------------------------------|--------------------------------------|
| Sr. N   | Particulars                              | Actual receipt/Payment during the year 2016-17 | Budget estimate for the year 2017-18 | Budget estimate for the year 2018-19 |
| 1   | Income                                   | 8236.91  | 8773.80                              | 9651.18                              |
| 2   | Less: Non-Recurring(Capital) expenditure | 34.87  | 73.50                                | 108.65                               |
|   | Less: Recurring expenditure              |  |                                      |                                      |
| 3   | a) Head Office and Field Offices         | 371.48   | 579.34                               | 883.37                               |
|   | b) Welfare Centre                        | 20.50  | 48.30                                | 49.65                                |
| 4   | Less: Expenditure on schemes             | 3280.90  | 3371.76                              | 4540.70                              |
| 5   | Less: Depreciation                       | 50.12  | 73.50                                | 75                                   |
| 6   | Less: Unpaid accumulation                | 236.70   | 183.75                               | 202.13                               |
|   | Excess Receipt over Payment              | 4242.34  | 4443.65                              | 3791.69                              |

(Figure in Lacs)


  
 Accounts Officer  
 for Welfare Commissioner, Haryana

**Re-appropriation for the financial year 2018-19**

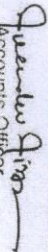
|    |  |        |        |        |   |
|----|--|--------|--------|--------|---|
| 16 | plant<br>Chairman Honorarium & Allowances                                    | 12.89  | 12.00  | 0.89   | Nominal Savings   |
| 17 | Vice-Chairman Honorarium & Allowances  | 11.00  | 10.80  | 0.20   | Nominal Savings   |
| 18 | Medical Re-imburement Chairman/ Vice Chairman                                | 3.50   | 2.58   | 0.92   | Nominal Savings   |
| 19 | Establishment (Salary,Ed.alwnc,LTC, Wages,Hartron fee,EPF,Diwali Token,etc.) | 530.65 | 381.66 | 148.99 | Due to Non appointment of New Staff on Vaccant post in Field offices. |
| 20 | Ex-gratia Financial help to Widow  | 6.00   | 5.62   | 0.38   | Nominal Savings   |
| 21 | TA/DA staff  | 4.40   | 0.82   | 3.58   | Due to less tours made by the officers.                               |
| 22 | TA/DA to Board's member  | 2.50   | 0.90   | 1.60   | Due to less meeting organized by the Board.                           |
| 23 | Postage & Telegraph  | 6.40   | 0.95   | 5.45   | Due to less Budget demanded by Field offices.                         |
| 24 | Telephone & Internet   | 4.56   | 2.44   | 2.12   | Due to Non installation call centre.                                  |
| 25 | News Papers & Periodicals  | 0.59   | 0.04   | 0.55   | Nominal Savings   |
| 26 | Printing & Stationery  | 8.65   | 2.95   | 5.70   | Due to less Budget demanded by filed offices                          |
| 27 | Staff Car running expenses (POL & Insurance)                                 | 9.24   | 4.96   | 4.28   | Due to less repair coast.   |
| 28 | Entertainment  | 0.58   | -      | 0.58   | -----   |
| 29 | Audit Fee(A.G.+C.A.)   | 7.27   | 3.81   | 3.46   | Due to payment of some bill in Next Year.                             |
| 30 | Medical Re-imburement  | 17.86  | 5.24   | 12.62  | Due to less claims received.  |
| 31 | Legal Exp.   | 4.17   | 0.74   | 3.43   | Due to less litigation.   |
| 32 | Gratuity   | 23.10  | 11.66  | 11.44  | Due to less claim received.   |

  
 Pooinder Pim  
 Accounts Officer  
 for Welfare Commissioner, Haryana

|    |  |        |        |        |   |
|----|--|--------|--------|--------|---|
| 33 | Leave Encashment                                   | 13.86  | 12.68  | 1.18   | Nominal Savings.                              |
| 34 | Misc./contingencies (I.T. & DTH)                   | 8.26   | 2.93   | 5.33   | Due to less bill receipt.                     |
| 35 | Bank Charges                                       | 0.77   | 0.004  | 0.766  | Due to less charges, charged by bank.         |
| 36 | Plantation   | 0.42   | 0.05   | 0.37   | -----   |
| 37 | Repair & Maintenance vehicles                      | 2.31   | 0.89   | 1.42   | Due to less bill received.                    |
| 38 | Repair & Maintenance equipment/Furniture/ Building | 8.70   | 3.84   | 4.86   | Due to less repair.                           |
| 39 | Electricity/Water/Field                            | 4.70   | 0.26   | 4.44   | Due to less budget demanded by field offices. |
| 40 | Rent/Rates   | 1.77   | 0.91   | 0.86   | Nominal Savings.                              |
| 41 | Income tax paid                                    | 200.10 | -      | 200.10 | Due to less demand by Income Tax Authority.   |
| 42 | Scholarship and Stipend to Apprentices             | 9.00   | 6.31   | 2.69   | Due to less application received              |
| 43 | Salary of instructress of welfare centres          | 39.00  | 18.97  | 20.03  | Due to Non appointment on vacant Post.        |
| 44 | TA/DA staff Welfare Center.                        | 0.41   | 0.00   | 0.41   | Due to less tour by officials.                |
| 45 | Electricity and water(W. Center)                   | 2.95   | 1.39   | 1.56   | Due to less exp.                              |
| 46 | Rent Rates & Taxes                                 | 2.20   | 0.27   | 1.93   | Due to less exp.                              |
| 47 | Misc expenditure                                   | 0.79   | 0.00   | 0.79   | Due to less exp.                              |
| 48 | Repair of welfare centre                           | 1.28   | 0.00   | 1.28   | Due to Non repair of welfare center Building. |
| 49 | LTC  | 2.76   | 0.00   | 2.76   | Due to non claim by employees.                |
| 50 | Newspaper  | 0.13   | 0.02   | 0.11   | Nominal Savings.                              |
| 51 | Telephone expenditure                              | 0.13   | 0.00   | 0.13   | Nominal Savings.                              |
| 52 | Grant of Kanyadan                                  | 635.00 | 536.01 | 98.99  | Due to less applications received.            |

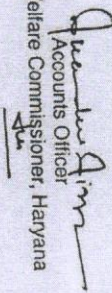
  
 Queen's Officer  
 Accounts Officer,  
 for Welfare Commissioner, Haryana

|    |  |        |        |        |   |
|----|--|--------|--------|--------|---|
| 53 | Maternity Benefit to the female workers                      | 227.00 | 107.26 | 119.74 | Due to less applications received.                                    |
| 54 | Uniform/ Books   | 245.00 | 162.34 | 82.66  | Due to less applications received.                                    |
| 55 | Scholarship to the children of industrial workers            | 790.00 | 664.97 | 125.03 | Due to less applications received.                                    |
| 56 | Sports celebration   | 96.00  | 94.94  | 1.06   | Nominal Savings   |
| 57 | Scheme Sports Motivation                                     | 1.55   | 0.65   | 0.90   | Nominal Savings   |
| 58 | Scheme Cultural Activity                                     | 1.05   | 0.00   | 1.05   | Due to less exp.  |
| 59 | Chief Minister Award   | 11.55  | 7.00   | 4.55   | Due to less applications received.                                    |
| 60 | Grant of Kanyadan  | 635.00 | 536.01 | 98.99  | Due to less applications received.                                    |
| 61 | Samajik Surkasha scheme                                      | 510.00 | 231.00 | 279    | Due to less applications received.                                    |
| 62 | Cash help for purchase of tri-cycle                          | 0.60   | 0.07   | 0.53   | Due to less applications received.                                    |
| 63 | Sewing machine to female workers                             | 110.00 | 61.26  | 48.74  | Due to less applications received.                                    |
| 64 | Cash help for hearing aid                                    | 1.20   | 0.06   | 1.14   | Due to less applications received.                                    |
| 65 | Cash help for artificial limbs                               | 0.90   | 0.00   | 0.90   | Due to less applications received.                                    |
| 66 | Scheme Disorder  | 58.00  | 29.45  | 28.55  | Due to less applications received.                                    |
| 67 | Cash help to the industrial workers in the event of accident | 8.00   | 3.95   | 4.05   | Due to less applications received. Due to less applications received. |
| 68 | Scheme Silicosis rehabilitation policy                       | 600.00 | 230.78 | 369.22 | Due to less applications received.                                    |
| 69 | Exp. On Labour Journal                                       | 2.00   | 0.00   | 2.00   | Due to Non publication Journal.                                       |
| 70 | Computer loan  | 1.74   | -      | 1.74   | Due to less application received                                      |
| 71 | House Building loan  | 13.86  | -      | 13.86  | Due to less applications received.                                    |
| 72 | Vehicle loan   | 2.31   | -      | 2.31   | Due to less applications received.                                    |

  
 Accounts Officer  
 for Welfare Commissioner, Haryana



|    |               |      |   |      |                      |
|----|---------------|------|---|------|----------------------|
| 73 | Wheat loan    | 1.16 | - | 1.16 | Due to full recovery |
| 74 | Festival loan | 0.23 | - | 0.23 | Due to full recovery |
| 75 | Marriage Loan | 5.78 | - | 5.78 | Due to full recovery |

  
 Accounts Officer  
 for Welfare Commissioner, Haryana

**Balance Sheet for the financial year 2018-19**

HARYANA LABOUR WELFARE BOARD  
Balance Sheet as at 31st March, 2019

| Particulars  | Schedule No. | Current Year             | Previous Year            |
|--|--------------|--------------------------|--------------------------|
|  |              | 2018-19                  | 2017-18                  |
|  |              | ₹                        | ₹                        |
| <b><u>CORPUS /CAPITAL FUND AND LIABILITIES</u></b>                       |              |                          |                          |
| Corpus/Capital Fund  | 1            | 3,76,20,24,705.01        | 3,21,07,06,926.21        |
| Reserves And Surplus   |              | -                        | -                        |
| Earmarked/Endowment Funds  | 2            | 11,25,82,194.15          | 9,11,03,797.24           |
| Secured Loans And Borrowings   |              | -                        | -                        |
| Unsecured Loans And Borrowings   |              | -                        | -                        |
| Deferred Credit Liabilities  |              | -                        | -                        |
| Current Liabilities And Provisions                                       | 3            | 3,80,71,267.00           | 3,38,94,564.00           |
| <b>TOTAL</b>   | <b>Total</b> | <b>3,91,26,78,166.16</b> | <b>3,32,57,05,387.45</b> |
| <b><u>ASSETS</u></b>   |              |                          |                          |
| Fixed Assets   | 4            | 3,38,61,062.00           | 3,70,89,148.00           |
| Funds Earmarked/Endowment Funds  |              | 1,55,09,149.88           | 3,75,61,901.37           |
| Investments-Others   |              | -                        | -                        |
| Current Assets, Loans And Advances Etc                                   | 5            | 3,86,33,07,954.28        | 3,25,10,54,338.08        |
| Miscellaneous Expenditure<br>(To the extent not written off or adjusted) |              | -                        | -                        |
| <b>TOTAL</b>   | <b>Total</b> | <b>3,91,26,78,166.16</b> | <b>3,32,57,05,387.45</b> |
| Significant Accounting Policies And Notes To Accounts                    | 7            |                          |                          |
| Contingent Liabilities   | NIL          |                          |                          |

As per our separate report of even date attached:

For NAV & CO  
Chartered Accountants  
FRN No. : 023866N

ANKUR BANSAL  
Partner  
Membership No. 519874

for Welfare Commissioner, Haryana

Place : Chandigarh  
Dated : 22/10/19

For and on behalf of the  
Haryana Labour Welfare Board

WELFARE COMMISSIONER, HARYANA  
Welfare Commissioner

HARYANA LABOUR WELFARE BOARD

Income And Expenditure Account For The Period/Year Ending 31st March, 2019

| Particulars  | Schedule No. | Current Year           | Previous Year 2017-    |
|--|--------------|------------------------|------------------------|
|  |              | 2018-19                | 18                     |
|  |              | ₹                      | ₹                      |
| <b>A INCOME</b>  |              |                        |                        |
| Income From Sales/ Services  |              | -                      | -                      |
| Grants/ Subsidies  |              | -                      | -                      |
| Fees/ Subscriptions  |              | -                      | -                      |
| Income From Investments  |              | -                      | -                      |
| Income From RTI Fee Receipts   |              | 1,020.00               | 150.00                 |
| Interest Earned  | 6            | 26,39,40,968.42        | 20,57,59,768.77        |
| Other Income   |              | 1,06,000.00            | 80.00                  |
| Previous Year Adjustments  |              | -                      | 26,28,370.64           |
| Increase/(Decrease) In Stock of Finished Goods And Work In Progress    |              | -                      | -                      |
| <b>Total (A)</b>   |              | <b>26,40,47,988.42</b> | <b>20,83,88,369.61</b> |
| <b>B EXPENDITURE</b>   |              |                        |                        |
| Establishment Expenses   |              | -                      | -                      |
| Other Administrative Expenses etc                                      |              | -                      | -                      |
| Expenditure On Schemes, etc  |              | -                      | -                      |
| Depreciation   |              | -                      | -                      |
| Previous Year Adjustments  |              | -                      | -                      |
| <b>Total (B)</b>   |              | <b>-</b>               | <b>-</b>               |
| <b>Balance being excess of Income over Expenditure (A-B)</b>           |              | <b>26,40,47,988.42</b> | <b>20,83,88,369.61</b> |
| Transfer to Special Reserve  |              | -                      | -                      |
| Transfer to/ from General Reserve                                      |              | -                      | -                      |
| <b>BALANCE BEING SURPLUS/(DEFICIT) CARRIED TO CORPUS/ CAPITAL FUND</b> |              | <b>26,40,47,988.42</b> | <b>20,83,88,369.61</b> |
| Significant Accounting Policies And Notes On Accounts                  | 7            |                        |                        |
| Contingent Liabilities   | NIL          |                        |                        |

As per our separate report of even date attached:

For N A V & CO

Chartered Accountants

FRN No. 023865N

ANKUR BANSAL

Partner

Membership No. 519874

UDIN-1951987UAAAAQA7481

Place : Chandigarh

Dated : 22/10/19



*Arundhan Singh*  
Accounts Officer  
for Welfare Commissioner, Haryana

For and on behalf of the  
Haryana Labour Welfare Board

*Arundhan Singh*  
**WELFARE COMMISSIONER, HARYANA**  
Welfare Commissioner

3

| HARYANA LABOUR WELFARE BOARD   |                          |                          |
|--|--------------------------|--------------------------|
| Schedules forming part of Balance Sheet as at 31st March, 2019   |                          |                          |
| SCHEDULE 1- CORPUS/ CAPITAL FUND   |                          |                          |
|  | Current Year 2018-19     | Previous Year 2017-18    |
|  | ₹                        | ₹                        |
| <b>A. Labour Welfare Fund</b>  |                          |                          |
| Balance at the beginning of the year   | 3,00,14,13,977.00        | 2,74,63,08,005.53        |
| Add Contributions/Additions towards Corpus/Capital Fund<br><i>(Current Year figures as per "Schedule - A")</i> | 27,35,25,997.73          | 4,67,17,601.86           |
| Add/ (Deduct) Balance of Net Income/(expenditure) transferred from the Income and Expenditure Account          | 26,40,47,968.42          | 20,83,88,369.61          |
| Add/ (Deduct) Other Adjustments  | -                        | -                        |
| Balance at Year End  | 3,53,89,87,963.15        | 3,00,14,13,977.00        |
| <b>B. Balance of abandoned property u/s 9(9) of Punjab Labour Welfare Fund Act, 1965.</b>                      |                          |                          |
| Balance at the beginning of the year   | 20,92,92,949.21          | 16,89,62,267.39          |
| Add Contributions/Additions towards Corpus/Capital Fund  | 1,37,43,792.65           | 2,03,30,681.82           |
| Add/ (Deduct) Other Adjustments  | -                        | -                        |
| Balance at Year End  | 22,30,36,741.86          | 20,92,92,949.21          |
| <b>BALANCE AS AT THE YEAR END</b>  | <b>3,76,20,24,705.01</b> | <b>3,21,07,06,926.21</b> |



*Sumandev Singh*  
Accounts Officer  
for Welfare Commissioner, Haryana

*[Signature]*  
WELFARE COMMISSIONER, HARYANA

(2)

HARYANA LABOUR WELFARE BOARD  
Schedules forming part of Balance Sheet as at 31st March, 2019

SCHEDULE 2- EARMARKED/ENDOWMENT FUNDS

| Particulars                                    | Current Year 2018      | Previous Year 2017    |
|--|------------------------|-----------------------|
|  | 19                     | 18                    |
|  | ₹                      | ₹                     |
| <b>A. UNPAID ACCUMULATIONS</b>                 |                        |                       |
| a) Balance at the beginning of the year        | 8,00,81,610.24         | 8,35,17,541.35        |
| Add: Additions during the year                 | 4,55,94,411.56         | 1,76,76,368.71        |
| Less: Amount Recognised as Corpus Fund         | 1,37,43,792.65         | 2,03,30,681.82        |
| Less: Refund of unpaid amounts during the year | 3,72,222.00            | 7,81,618.00           |
| <b>Closing Balance (A)</b>                     | <b>11,15,60,007.15</b> | <b>8,00,81,610.24</b> |
| <b>B. Unpaid L.O.s</b>                         |                        |                       |
| a) Balance at the beginning of the year        | 10,22,187.00           | 9,72,187.00           |
| Add: Additions during the year                 |                        | 50,000.00             |
| Less: Amount Recognised as Corpus Fund         |                        |                       |
| Less: Refund of unpaid amounts during the year |                        |                       |
| <b>Closing Balance (B)</b>                     | <b>10,22,187.00</b>    | <b>10,22,187.00</b>   |
| <b>TOTAL (A+B)</b>                             | <b>11,25,82,194.15</b> | <b>8,11,03,797.24</b> |

*Jasvinder Singh*  
Accounts Officer  
for Welfare Commissioner, Haryana

*[Signature]*  
WELFARE COMMISSIONER, HARYANA



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HARYANA LABOUR WELFARE BOARD  
Schedules forming part of Balance Sheet as at 31st March, 2019

SCHEDULE 3- CURRENT LIABILITIES AND PROVISIONS  
PARTICULARS

| PARTICULARS                          | Current Year          | Previous Year 2017    |
|--------------------------------------|-----------------------|-----------------------|
|                                      | 2018-19               | 18                    |
|                                      | ₹                     | ₹                     |
| <b>A. CURRENT LIABILITIES</b>        |                       |                       |
| 1. Acceptances                       | -                     | -                     |
| 2. Sundry Creditors                  | -                     | -                     |
| For goods                            | -                     | -                     |
| Others                               | -                     | -                     |
| 3. Advances Received                 | -                     | -                     |
| 4. Interest accrued but not due on   | -                     | -                     |
| a) Secured loans/ borrowings         | -                     | -                     |
| b) Unsecured loans/ borrowings       | -                     | -                     |
| 5. Statutory Liabilities             | -                     | -                     |
| a) Overdue                           | -                     | -                     |
| b) Others                            | -                     | -                     |
| 6. Other Current Liabilities         | 4,84,088.00           | 97,646.00             |
| a) Security From Employees           | 25,210.00             | 30,210.00             |
| b) Cheque Pending Encashment         | 43,22,357.50          | 34,45,074.00          |
| c) Others                            | 64,04,831.50          | 53,00,668.00          |
| <b>TOTAL (A)</b>                     | <b>1,12,36,487.00</b> | <b>88,73,598.00</b>   |
| <b>B. PROVISIONS</b>                 |                       |                       |
| 1. For Taxation                      | -                     | -                     |
| 2. Gratuity                          | -                     | -                     |
| 3. Superannuation/ Pension           | 1,48,64,468.00        | 1,36,98,758.00        |
| 4. Accumulated Leave Encashment      | -                     | -                     |
| 5. Financial Assistance              | 1,11,96,931.00        | 99,28,743.00          |
| 6. Provision Rent Bill Vice Chairman | 6,93,381.00           | 12,54,961.00          |
| 7. Others (specify)                  | 80,000.00             | 1,38,584.00           |
| <b>TOTAL (B)</b>                     | <b>2,68,34,780.00</b> | <b>2,50,21,066.00</b> |
| <b>TOTAL (A+B)</b>                   | <b>3,80,71,267.00</b> | <b>3,38,94,664.00</b> |



*Jeevendra Singh*  
Accounts Officer  
for Welfare Commissioner, Haryana

*[Signature]*

WELFARE COMMISSIONER, HARYANA

**MARYANA LABOUR WELFARE BOARD**  
 Schedule forming part of Balance Sheet as at 31st March, 2019  
 Schedule 4 Fixed assets

| A. | Description                     | GROSS BLOCK                             |                           |                              | DEPRECIATION                    |                              |                                 | As at the Current year end | Net block |
|----|---------------------------------|---|---------------------------|------------------------------|---------------------------------|------------------------------|---------------------------------|----------------------------|-----------|
|    |                                 | Cost value at the beginning of the year | Additions during the year | Dispositions during the year | As at the beginning of the year | On Additions during the year | On Dispositions during the year |                            |           |
| 1  | LAND                            | 17,15,250.00                            | -                         | -                            | -                               | -                            | -                               | 17,15,250.00               |           |
| 2  | BUILDING                        | 2,99,37,881.00                          | -                         | -                            | 26,54,576.00                    | -                            | 58,63,673.00                    | 2,42,54,811.00             |           |
| 3  | COMPUTER PERIPHERALS            | 7,48,389.00                             | 1,84,672.00               | -                            | 2,44,400.00                     | -                            | 5,38,320.00                     | 3,68,668.00                |           |
| 4  | FURNITURE & FIXTURES            | 51,53,747.00                            | 4,47,688.00               | -                            | 4,98,150.00                     | -                            | 10,12,737.00                    | 45,98,693.00               |           |
| 5  | PLANT & MACHINERY               | 26,44,540.00                            | 80,320.00                 | -                            | 3,47,257.00                     | -                            | 7,42,137.00                     | 19,52,823.00               |           |
| 6  | OFFICE EQUIPMENT                | 83,133.00                               | -                         | -                            | 10,035.00                       | -                            | 21,578.00                       | 58,559.00                  |           |
| 7  | VEHICLES                        | 11,64,226.00                            | -                         | -                            | 1,48,435.00                     | -                            | 3,23,073.00                     | 8,41,151.00                |           |
| 8  | LIBRARY BOOKS                   | 2,312.00                                | 8,782.00                  | -                            | 2,752.00                        | -                            | 4,661.00                        | 6,403.00                   |           |
| 9  | MISC. EQUIPMENT                 | 29,329.00                               | -                         | -                            | 1,620.00                        | -                            | 4,063.00                        | 17,276.00                  |           |
|    | <b>TOTAL OF CURRENT YEAR</b>    | <b>4,14,69,553.00</b>                   | <b>7,21,162.00</b>        | <b>-</b>                     | <b>35,43,248.00</b>             | <b>-</b>                     | <b>83,29,655.00</b>             | <b>3,38,61,062.00</b>      |           |
| B. | <b>CAPITAL WORK IN PROGRESS</b> |   |                           |                              |                                 |                              |                                 |                            |           |
|    | <b>TOTAL</b>                    | <b>4,14,69,553.00</b>                   | <b>7,21,162.00</b>        | <b>-</b>                     | <b>35,43,248.00</b>             | <b>-</b>                     | <b>83,29,655.00</b>             | <b>3,38,61,062.00</b>      |           |

**Details of Addition of Fixed Assets:**

Particulars Amount Date of Acquisition Date put to use

- Particulars
- Computer & Peripherals
- Computer & Peripherals
- Furniture & Fixtures
- Furniture & Fixtures
- Misc.
- Plant & Mach.



*[Handwritten Signature]*

**J. Jindal**  
 Accounts Officer  
 for Welfare Commissioner, Haryana

**WELFARE COMMISSIONER, HARYANA**

HARYANA LABOUR WELFARE BOARD  
Schedules forming part of Balance Sheet at 31st March, 2019

SCHEDULE 5- CURRENT ASSETS, LOANS, ADVANCES ETC.

|  | Current Year<br>2018-<br>19 | Previous Year<br>2017-18 |
|--|-----------------------------|--------------------------|
|  | ₹                           | ₹                        |
| <b>A. CURRENT ASSETS</b>   |                             |                          |
| 1. Inventories   |                             |                          |
| a) Stores and spares   |                             |                          |
| b) Loose tools   |                             |                          |
| c) Stock in Trade  |                             |                          |
| Finished Goods   |                             |                          |
| Work in Progress   |                             |                          |
| Raw Materials  |                             |                          |
| 2. Sundry Debtors  |                             |                          |
| a) Debts outstanding for a period exceeding six months                                   |                             |                          |
| b) Others  |                             |                          |
| 3. Cash balances in hand (including cheques, drafts and imprest)                         | 1,343.38                    | 1,473.38                 |
| 4. Bank balances   |                             |                          |
| a) With Scheduled Banks  |                             |                          |
| - On current accounts  |                             |                          |
| - On deposit accounts  | 3,72,16,44,540.00           | 3,04,92,74,905.20        |
| - On saving accounts   | 2,89,61,623.66              | 6,72,97,980.19           |
| b) With non-Scheduled Banks  |                             |                          |
| - On current accounts  |                             |                          |
| - On deposit accounts  |                             |                          |
| - On saving accounts   |                             |                          |
| 5. Post Office Savings Accounts  |                             |                          |
| 6. Cheque in Transit/ Pending Encashment   |                             |                          |
| <b>TOTAL (A)</b>   | <b>3,75,16,07,507.06</b>    | <b>3,14,05,74,338.85</b> |
| <b>B. LOANS, ADVANCES AND OTHER ASSETS</b>   |                             |                          |
| 1. Loans   |                             |                          |
| a) Staff (Refer Note 5.1)  | 8,78,010.00                 | 14,48,310.00             |
| b) Other Entities engaged in activities/ objectives similar to that of Entity            |                             |                          |
| c) Other (Advancy to Worker Registered under the Act)                                    |                             |                          |
| 2. Advances and other amounts recoverable in cash or in kind or for value to be received |                             |                          |
| a) On Capital Account-Building Advance (Refer Note 5.2)                                  | 36,08,000.00                | 40,05,000.00             |
| b) Advance paid to DLC's (Refer Note 5.3)  | 26,45,380.00                | 26,45,380.00             |
| c) Advance paid to Drivers & Other Staff (Refer Note 5.4)                                | 1,69,051.70                 | 1,07,141.70              |
| d) Staff Advances (Refer Note 5.5)   | 99,972.42                   | 1,14,029.42              |
| e) Advance to LWC's (Refer Note 5.6)   |                             |                          |
| f) Advance to Labour Department  | 92,43,063.00                | 72,03,083.00             |
| g) Prepaid Insurance   | 17,982.00                   | 36,977.00                |
| h) Securities (Refer Note 5.7)   | 76,719.00                   | 76,719.00                |
| i) Income Tax Recoverable  | 4,37,51,274.00              | 3,52,33,843.00           |
| j) TDS Deducted  | 73,86,240.00                | 85,17,411.00             |
| k) Demand Under Litigation-AY 2014-15  | 4,38,65,259.00              | 4,38,65,259.00           |
| l) Other (HBOCW Board)   | (8,03,223.90)               | 51,646.10                |
| 3. Income Accrued  |                             |                          |
| a) On investments from Earmarked/ Endowment Funds  |                             |                          |
| b) On investments- Others  |                             |                          |
| c) On Loans and Advances   |                             |                          |
| d) Others (Interest Income Receivable)   | 8,29,342.00                 | 11,46,095.00             |
| 4. Claims Receivable   | 11,476.00                   | 8,998.00                 |
| 5. Inter Branch Adjustments  |                             |                          |
| <b>TOTAL (B)</b>   | <b>11,17,09,447.22</b>      | <b>10,44,79,999.22</b>   |
| <b>TOTAL (A+B)</b>   | <b>3,86,33,07,954.28</b>    | <b>3,25,10,54,338.08</b> |

*Arundev Singh*  
Accounts Officer  
for Welfare Commissioner, Haryana

*W 7*  
WELFARE COMMISSIONER, HARYANA





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**HARYANA LABOUR WELFARE BOARD**  
Schedules forming part of Balance Sheet at 31st March, 2019

**SCHEDULE 6- INTEREST EARNED**

|   | Current Year<br>2018-19 | Previous Year<br>2017-18 |
|---|-------------------------|--------------------------|
|   | ₹                       | ₹                        |
| 1. On Term Deposits                       |                         |                          |
| a) With Scheduled and non-scheduled Banks | 25,53,40,257.10         | 19,58,37,898.93          |
| b) With Institutions                      | -                       | -                        |
| c) Others                                 | -                       | -                        |
| 2. On Savings Accounts                    |                         |                          |
| a) With Scheduled and non-Scheduled Banks | 40,68,573.61            | 38,14,934.87             |
| b) Post Office Savings Account            | -                       | -                        |
| c) Others                                 | 10,25,637.90            | 22,42,972.20             |
| 3. On Staff Loans & Advances              | 58,743.00               | 1,06,044.00              |
| 4. Interest on Unpaid Contributions       | 34,47,756.81            | 12,62,069.77             |
| 5. Interest on Income Tax Refund          | -                       | 24,95,849.00             |
| <b>Total</b>                              | <b>26,39,40,968.42</b>  | <b>20,57,59,768.77</b>   |

*Jeender Singh*  
Accounts Officer  
for Welfare Commissioner, Haryana

*Amr*  
WELFARE COMMISSIONER, HARYANA



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**HARYANA LABOUR WELFARE BOARD**

Notes on Accounts:

Schedule 7

**1. Disclosure of accounting policies:**

**Basis of Preparation of Accounts**

The accounts have been prepared under the historical cost convention in accordance with the Generally Accepted Accounting Principles.

- (i) The Board is following Mercantile system of Accounting for interest income. However Receipt i.e. Labour Cess & Payments have been recognized upon actual collection / payment.
- (ii) No significant events which could affect the financial position as on 31<sup>st</sup> March, 2019 to a material extent have been reported by the assessee after the balance sheet date of the signing of report.

**a. Revenue Recognition**

- (i) Gains Recieved & Expenditure incurred on account of Administrative & Other Workers Welfare Expense, etc have been routed through Central Capital Fund keeping in view the provisions of Income Tax Act, 1961 as applicable to Charitable Trust & Taxability of income under the various heads of Income.
- (ii) Interest Income is accounted on accrual basis.

**c. Fixed Asset**

Fixed assets are stated at cost less depreciation. Depreciation on Assets is provided on the written down value method as provided under Income Tax Act, 1961 read with Rules made thereunder.

**d. Goodwill & Intangible Assets**

No value is ascertained to goodwill.

**e. Investments**

There are no investments.

**f. Current Assets, Loans & Advances**

In the opinion of the Board, the Current Assets, Loans & Advances shown in the Balance Sheet have a value on realisation in the ordinary course of business at least equal to the amount at which they are stated.

**g. Valuation of Inventories**

There are no inventories.

**h. Foreign Exchange Transactions**

No foreign exchange transaction effected during the year.

**2. Disclosure of Error period and Extraordinary items and changes in accounting policies:**

Prior Period items: Nil

Extraordinary items: Nil

Changes in Accounting Policies: Nil

Changes in Accounting Estimates: Nil

- 3. The statements in the parties accounts whether in draft or final are subject to confirmation and resident adjustment.
- 4. On the basis of information furnished to us, the concern does not have any amount due (inclusive of interest) to a Micro, Small or Medium Enterprise.
- 5. An application (no. 10446) of the Income Tax Act, 1961 has been moved to Central board of Direct Taxes Delhi through Comm. of IT for Consideration for claiming exemption under which any tax may be earned by Board will be Tax Free. The decision for the same is pending as on date although Exemption no. 12AA is available to the Board.
- 6. Figures of the previous year have been re-grouped/re-arranged wherever considered necessary to make them comparable with the current year's figures.
- 7. Balances of FDR's with Schedule Banks are as per Bank Confirmation and Certificate Obtained.

**3. Disclosures by ITC Branch Auditor -**

**Excise Duty**

Prior Period Expense booked for Rs. 19643 under Special Provision for current year. TDS not deducted on Tarrage for it Rs. 8462, GST TDS on Food Bill or Misc Receipts Nil declared.

**TDS Deduction**

GST TDS not deducted on Food Bills for Meal to Participants

**Interest**

Old advances standing in name of employees not yet adjusted, Rs. 985 TDS deducted of Karmal Text Institute not disclosed against with Amount paid. Vahan Trading Co. TDS Not disclosed.

**Other**

Bills of M/s Pawar Trading Co. includes GST Charging of Rs. 44250+5796, but in 12.09.2019 no GST return were filed for period in which Bills are noted. No GST TDS was deducted by the Board last. So it may be inferred that entire GST amount being cleared on late invoicing.

TDS on 194C was not deducted on Date Time Caterer B/R. Prior Period Exp of Rs. 191199 of Food Catering B/R pertains to last year.

**Goods and Services Tax**

GST TDS not deducted re. 22000000 made to Mohan Fooder Maryj Bussine Trade for Participants B/R. TDS on 194C Nil booked on Tarrage Bill.

For M/s J & C

Chartered Accountant

FN No. 023855

ANKUR BANGRA

Practising

Membership No. 519274

Place - Chandigarh

Dated 22/10/19

For and on behalf of the  
Haryana Labour Welfare Board

*[Signature]*

WELFARE COMMISSIONER, HARYANA

*[Signature]*  
Ankur Bangra  
Accounts Officer  
for Welfare Commissioner, Haryana

**Annexure-H**

| <b>First Appellant Authority and State Public Information Officer under Right to Information Act, 2005</b> |  |   |                            |
|--|--|---|----------------------------|
|  |  | <b>Address</b>  | <b>Telephone Numbers</b>   |
| <b>First Appellant Authority</b>   |  |   |                            |
| Sh. Arvind Kumar,<br>Additional Director, Industrial Safety & Health.                                      |  | 1 <sup>st</sup> Floor,<br>30 Bays Building,<br>Sector-17, Chandigarh        | 0172-2971058               |
| <b>State Public Information Officer (SPIO)</b>   |  |   |                            |
| 1  | Sh. Sukhdev Singh,<br>Accounts Officer, Head Quarter,<br>Panchkula | Bays No. 29-30 (Pocket-II),<br>Sector-04, Panchkula                         | 0172-2560226<br>9592046225 |
| 2  | Sh. Shiv Kumar,<br>Labour Welfare Officer,<br>Gurugram             | Room No. 408 , 4th Floor,Mini<br>Sect ,Gurugram                             | 0124-2223450               |
| 3  | Sh. Vikash Hooda,<br>Labour Welfare Officer, Rohtak                | Mini Secretariat Block-I, Ground<br>Floor, Rohtak                           | 01262-253222               |
| 4  | Smt. Manju Bala,<br>Labour Welfare Officer,<br>Faridabad           | Women Training Centre, Dabua<br>Colony, Behind Nestor Factory,<br>Faridabad | 0129-2480277               |
| 5  | Smt. Surinder Kaur,<br>Labour Welfare Officer, Panipat             | H.NO. 37-39 Labour Colony,Near<br>Hally Park,Kabri Road, Panipat            | 0180-4010640               |
| 6  | Sh. Narender Kumar,<br>Labour Welfare Officer,<br>YamunaNagar      | #91-92, Labour Colony, Jagadhri<br>(Yamuna Nagar)                           | 01732-241188               |
| 7  | Sh. Yashpal Singh,<br>Labour Welfare Officer, Hissar               | Quarter Number-155-56, Mirza<br>pur Road, Near Kainchi Chowk,<br>Hisar      | 01662-232063               |

Annexure-I

Yearwise expenditure and beneficiaries

| <b>Financial Year</b> | <b>Beneficiary</b> | <b>Expenditure (Rs. In Lakhs)</b> |
|-----------------------|--------------------|-----------------------------------|
| 2010-11               | 26366              | 1032.42                           |
| 2011-12               | 24305              | 1097.19                           |
| 2012-13               | 12684              | 1770.03                           |
| 2013-14               | 23342              | 1785.18                           |
| 2014-15               | 31552              | 2283.32                           |
| 2015-16               | 31546              | 2494.05                           |
| 2016-17               | 37461              | 3291.77                           |
| 2017-18               | 27855              | 2331.75                           |
| 2018-19               | 48940              | 3073.55                           |

Proactive disclosure under section 4 of Right to Information Act, 2005 related to Haryana Building and Other Construction Worker's Welfare Board

| Sr. | Contents for section 4 of RTI Act 2005                     | Information to be published  |
|-----|--|--|
| i.  | The particulars of its organization, functions and duties. | <p>The Haryana Building &amp; Other Construction Worker's Welfare Board has established under section 18 of the Building and Other Construction Workers Act 1996. The main objective of the Board is to provide welfare facilities to its registered members (construction workers) i.e. financial assistance in case of accident, financial assistance for education for the children of the registered construction workers, financial assistance in case of natural death of a registered members, old-age pension, marriage assistance and other welfare measures as framed by the Board from time to time.</p>  |
| ii. | The powers and duties of its officers and employees;       | <p><b>As per Haryana Building &amp; Construction Worker (Regulation of Employment and Conditions of Service) Rules, 2005.</b></p> <p><b>Rule 46. Secretary to the Board Sec. 19</b></p> <p>(1) The Secretary to the Board shall be the Chief Executive Officer of the Board. The Secretary to the Board shall exercise full administrative control on the staff, of the Board being its chief Executive Officer.</p> <p>(2) The Secretary shall, with the approval of the Chairperson issue notice to convene meetings of the Board and keep the record of minutes and shall take necessary steps for carrying out the decisions of the Board.</p> <p><b>Rule 48. Administrative and financial power of secretary Board Sec. 19</b></p> <p>(1) The secretary of the Board may, without reference to the Board, sanction expenditure and contingencies, supplies and services and purchase the articles, refund for administering the fund subject to the limits upto which he may be authorized to sanction expenditure on any single item from time to time by Board.</p> |

|      |  |   |
|------|--|---|
|      |  | <p>(2) The secretary may also exercise such other administrative and financial powers other than those specified in sub-Rule (1) above, as may be delegated to him from time to time by the Board.</p> <p>(3) The Board may, from time to time delegate, subject to such conditions as it may deem fit, administrative and financial powers to any other officer under its control and supervision to the extent considered necessary for its efficient functioning.</p> <p>(4) In the absence of holding of the meeting of the Board for any reason whatsoever, the Chairman shall have the powers to approve adhoc budget which shall be deemed to be the budget till it is approved by the Board or not. This adhoc budget shall be signed by the Chairman, Secretary and Joint Secretary, if any.</p> <p>(5) The Secretary of the Board shall have full power to hire a building for the purpose of the Board on PWD assessed rates.</p> <p>(6) The Secretary of the Board shall have full powers to engage services on contract basis as per the requirement of the Board.</p> |
| iii. | <p>The procedure followed in the decision making process including channels of supervision and accountability.</p> | <p>All the decision pertaining to the Board has been taken in the Board members meeting with its members who are nominated by the state Government, held under its chairman. As a felt necessary for also as per Rule 70 of 2005 the administrative approval is taken for implementing the decision taken by the HBOCWW Board in its meeting subsequent to approval from Government the matter is placed before the Legislative Assembly, under section 62(4) and finally the Amendment is statutory provision (if any) is notified in the official Gazette of the state Government.</p>  |

|     |  |   |                   |  |         |                                      |                               |   |
|-----|--|---|-------------------|--|---------|--------------------------------------|-------------------------------|---|
| iv. | The norms set by it for the discharge of its functions;  | (i) All the norms discharged as per Haryana Building & Construction Worker (Regulation of Employment and Conditions of services) Rules, 2005, and amendments carried out therein from time to time.<br>(ii) RTS Act2013 Notification (Copy enclosed at Flag (A))  |                   |  |         |                                      |                               |   |
|     |  | 1   | 2                 | 3  | 4       | 5                                    | 6                             | 7   |
| v.  | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; | 189 C.  | Labour Department | Registration/Renewal of construction workers as beneficiary of Haryana Building and Other Construction Workers' Welfare Board (HBOCWW Board) | 30 days | All registered officers in the State | Deputy Director, IS&H         | Joint Secretary, HBOCWW Board                   |
|     |  | 189 D.  | Labour Department | Delivery of benefits under various Welfare Scheme of Haryana Building and Other Construction Workers' Welfare Board                          | 90 Days | Concerned Deputy Director            | Joint Secretary, HBOCWW Board | Labour Commissioner-cum-Secretary, HBOCWW Board |
|     |  | The rules, regulations, instructions, manuals and records, are discharging by the employees under Haryana Building and other construction worker welfare Board (Regulation of Employment and conditions of service) Rules, 2005, The BOCW Act 1996 and Haryana Building and other construction worker welfare Board (Regulation of Employment and conditions of service) Rules, 2005, Notification, Circulars, Schemes, decision, Policies and other general information regarding HBOCWW Board are regularly updated and uploaded on website of the Board i.e. www.hrylabour.gov.in. The website of the Board is updated & uploaded on continuous basis. |                   |  |         |                                      |                               |   |

|      |   |   |   |   |
|------|---|---|---|---|
| vi.  | A statement of the categories of documents that are held by it or under its control;  | 1 | Registration/Renewal of construction workers as beneficiary of Haryana Building and Other Construction Worker Welfare Boards. | <ul style="list-style-type: none"> <li>➤ Not less than 18 years but not completed 60 years of age (Age Proof : Aadhar Card/School Leaving Certificate/Certificate from the Registrar of Births and Deaths/ Driving License/ Voter Identification Card/ Indian Passport/ PAN Card etc.)</li> <li>➤ 90 days work experience certificate as a construction worker during the preceding twelve months shall be eligible for registration and the certificate issued by the persons as authorized vide notification No. 11/50/2017-4Lab. Dt 24.01.2018 and No. 2/8/2015-2Lab Dt 30.04.2018</li> <li>➤ Not member of any other Board</li> <li>➤ Three coloured passport size photos</li> <li>➤ Aadhar card</li> <li>➤ Bank Details:- Name/Account No./IFSC Code/Bank Name &amp; Address</li> <li>➤ Contribution fee:- i. Rs. 25/- one time; ii. Rs. 5/- per month or Rs.60 per annum</li> </ul> |
| vii. | The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; | 2 | Delivery of benefits under various Welfare Scheme of Haryana Building and Other Construction Workers Welfare Board.           | <ul style="list-style-type: none"> <li>➤ Prescribed Application form</li> <li>➤ Proof of Updated contribution/ membership fee</li> <li>➤ 24 schemes are presently in operation, documents required under these schemes are available on website <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a></li> </ul>   |
|      |   |   |   | <p>The Board consists representatives of employer and union who play vital role in formulation of policies of the Board. The website of the HBOCCWW Board, (<a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a>) act as the information tool for the general public and website of the Board facilitates in the implementation of policies/guidelines issued/act 1996 and Haryana Building and other construction worker welfare Board (Regulation of Empy by the Board. The BOCW <b>loyment and conditions of service</b>) Rules, 2005, Notification, Circulars, Schemes, decision, Policies and other general information regarding HBOCCWW Board are regularly updated and uploaded on website of the Board i.e. <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a>. The website of the Board is updated &amp; uploaded on continuous basis.</p>                |



|       |   |   |
|-------|---|---|
| viii. | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. | The term of the Board ended on dated 30.06.2020, and the re-construction of the Board is under process. |
| ix.   | A directory of its officers and employees   | Copy enclose at flag (B)  |
| x.    | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;   | Copy enclose at flag (C)  |
| xi.   | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;   | Copy enclose at flag (D)  |

|       |   |   |
|-------|---|---|
| xii.  | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | The Haryana Building & Construction Worker Welfare Board in stake with Labour Department and Haryana Welfare Board, is implementing the "Antodya Ahaar Yagna" scheme. Under this scheme, healthy, natural and hygienic food at an affordable price Rs. 10/- only per meal is provided to the construction workers, Industrial Workers and indigent/ poor people in the state.<br>At present, only one meal i.e. Lunch is being provided to the beneficiaries @ Rs. 10/- only and the balance amount of the cost of the meal is borne by the HBOCWW Board, Haryana Welfare Board and State Government through Labour Department, in proportion to the services being utilized by the category of beneficiaries. The labour Department, Haryana is the nodal department for implementation of the scheme.<br>At present, total 10 canteens i.e. one each in district Sonapat, Faridabad, Karnal, Hisar, Bhiwani, Yamunanagar, Panchkula, Ambala and two in Gurugram have been established under the scheme. However these canteens are not functional since 01.04.2020 due to covid-19. |
| xiii. | Particulars of recipients of concessions, permits or authorizations granted by it.  | The HBOCWW Board, does not give any type of recipients of concessions, permits or authorizations, Board is to provide welfare facilities to its registered construction workers, so this point is not applicable on Board.  |
| xiv.  | Details in respect of the information, available to or held by it reduced in an electronic form;                                    | Registration renewal and scheme benefits have been shifted from offline to online. The website of the HBOCWW Board, ( <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a> ) act as the information tool for the general public and website of the Board facilitates in the implementation of policies/guidelines issued by the Board. The BOCW Act 1996 and Haryana Building and other construction worker welfare Board ( <b>Regulation of Employment and conditions of service</b> ) Rules, 2005, Notification, Circulars, Schemes, decision, Policies and other general information regarding HBOCWW Board are regularly updated and uploaded on website of the Board i.e. <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a> . The website of the Board is updated & uploaded on continuous basis.   |

|                                      |  |   |                                      |  |                    |   |
|--------------------------------------|--|---|--------------------------------------|--|--------------------|---|
| xv.                                  | The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. | There are many Awareness programs are being run by HBOCWW Board time to time, through All India Radio, Newspaper, Hearings, Sharnik jagrukta programs through awareness programs  |                                      |  |                    |   |
| xvi.                                 | The names, designations and other particulars of the Public Information Officers:  | <table border="1"> <tr> <td data-bbox="943 1480 1054 1852">1<sup>st</sup> APPELLATE AUTHORITY.</td> <td data-bbox="831 1480 943 1852">Anurag Gahlawat<br/>Joint Secretary, HBOCWW BOARD</td> </tr> <tr> <td data-bbox="831 1480 943 1852">SPIO HBOCWW Board.</td> <td data-bbox="831 1480 943 1852">Post Vacant<br/>Deputy Secretary Welfare, HBOCWW BOARD</td> </tr> </table>  | 1 <sup>st</sup> APPELLATE AUTHORITY. | Anurag Gahlawat<br>Joint Secretary, HBOCWW BOARD | SPIO HBOCWW Board. | Post Vacant<br>Deputy Secretary Welfare, HBOCWW BOARD |
| 1 <sup>st</sup> APPELLATE AUTHORITY. | Anurag Gahlawat<br>Joint Secretary, HBOCWW BOARD   |   |                                      |  |                    |   |
| SPIO HBOCWW Board.                   | Post Vacant<br>Deputy Secretary Welfare, HBOCWW BOARD  |   |                                      |  |                    |   |
| xvii.                                | Such other information as may be prescribed, and thereafter update these publications every year   | <p>Mobile creche and Antrodya Ahaar "Yogna" schemes are running under Community Welfare scheme by the Board.</p> <p>It is kindly intimation that all information related to Section 4 of the RTI Act, 2005 will be available very soon on the official website of HBOCWW Board i.e. <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a> as it will be regularly available on the official website with timely updates of HBOCWW Board.</p> <p>However anyone seeking information can visit the Head Office &amp; Field Level Office and any information can be obtained from office on working days between 9.00 AM and 5.00 PM except Holidays notified by the State Government. In respect of this notice board regarding obtaining any information under RTI act, particulars of State Public Information Officer and 1<sup>st</sup> Appellate Authority has been affixed in HBOCWW Board, Bays No. 29-30, 2<sup>nd</sup> Floor, Sector-4, Panchkula. Subjected to the provisions of fee.</p> |                                      |  |                    |   |



# Haryana Government Gazette

## EXTRAORDINARY

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हरियाणा सरकार

प्रशासकीय सुधार विभाग

अधिसूचना

दिनांक 11 अक्टूबर, 2017

संख्या 7/31/2014-3ए0आर0- हरियाणा सेवा का अधिकार अधिनियम, 2014 (2014 का 4) की धारा 3 की उप-धारा (1) तथा (2) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये, हरियाणा के राज्यपाल, आयोग द्वारा की गई सिफारिशों पर, इसके द्वारा, हरियाणा सरकार, प्रशासकीय सुधार विभाग, अधिसूचना संख्या 7/31/2014-3ए0आर0, दिनांक 15 फरवरी, 2016 में, निम्नलिखित संशोधन करते हैं, अर्थात्:-

**संशोधन**

हरियाणा सरकार, प्रशासकीय सुधार विभाग, अधिसूचना संख्या 7/31/2014-3ए0आर0, दिनांक 15 फरवरी, 2016 में, अनुसूची में, क्रम संख्या 189 में,-

I. खाना 3 और 4 के नीचे, विद्यमान मद (4) तथा उसके सामने प्रविष्टियां के स्थान पर, निम्नलिखित मद तथा प्रविष्टियां प्रतिस्थापित की जाएंगी, अर्थात्:-

| 3   | 4                 |
|---|-------------------|
| “(4) पंजाब दुकानात तथा वाणिज्यिक प्रतिष्ठान अधिनियम, 1958 (1958 का पंजाब अधिनियम 15) के अधीन दुकान का पंजीकरण,-<br>(क) अपने ग्राहक को जानने के लिए अमान्य (के.वाई.सी0);<br>(ख) अपने ग्राहक को जानने के लिए मान्य (के.वाई.सी0) | 1 दिन<br>15 दिन”; |

II. खाना 4, के नीचे, मद (7) के सामने, विद्यमान प्रविष्टि के स्थान पर, निम्नलिखित प्रविष्टि प्रतिस्थापित की जाएंगी, अर्थात्:-

|          |
|----------|
| 4        |
| “1 दिन”; |

(4007)

III. क्रम संख्या 189 ख के बाद, खाना 1, 2, 3, 4, 5, 6 तथा 7 के नीचे, निम्नलिखित क्रम संख्या तथा प्रविष्टियां रखी जायेंगी, अर्थात् :-

| 1     | 2          | 3  | 4      | 5                           | 6   | 7  |
|-------|------------|--|--------|-----------------------------|---|--|
| 189 ग | श्रम विभाग | हरियाणा भवन तथा अन्य निर्माण कर्मकार कल्याण बोर्ड(एचबीओसीडब्ल्यूडब्ल्यू बोर्ड) के लाभार्थी के रूप में निर्माण कर्मकारों का पंजीकरण/ नवीनीकरण | 30 दिन | राज्य के सभी पंजीयक अधिकारी | उप निदेशक, औद्योगिक सुरक्षा तथा स्वास्थ्य                       | संयुक्त सचिव, हरियाणा भवन तथा अन्य निर्माण कर्मकार कल्याण बोर्ड          |
| 189 घ | श्रम विभाग | हरियाणा भवन तथा अन्य निर्माण कर्मकार कल्याण बोर्ड की विभिन्न कल्याणकारी योजनाओं के अधीन लाभ प्रदान करना                                      | 90 दिन | सम्बद्ध उप निदेशक           | संयुक्त सचिव, हरियाणा भवन तथा अन्य निर्माण कर्मकार कल्याण बोर्ड | श्रम आयुक्त एवं सचिव, हरियाणा भवन तथा अन्य निर्माण कर्मकार कल्याण बोर्ड। |

डी० एस० डेसी,  
मुख्य सचिव, हरियाणा सरकार।

**HARYANA GOVERNMENT**  
**ADMINISTRATIVE REFORMS DEPARTMENT**

**Notification**

The 11th October, 2017

No. 7/31/2014-3AR.— In exercise of the powers conferred by sub-section (1) and (2) of section 3 of the Haryana Right to Service Act, 2014(4 of 2014), the Governor of Haryana, on the recommendation of the Commission hereby makes the following amendment in the Haryana Government, Administrative Reforms Department, Notification No. 7/31/2014-3AR, dated the 15th February, 2016, namely:-

**Amendment**

In the Haryana Government, Administrative Reforms Department, Notification no. 7/31/2014-3AR, dated the 15th February, 2016, in the Schedule, in serial number 189,-

- (i) under column number 3 and 4, against item (iv), for the existing entries, the following entries shall be substituted, namely:-

| 3   | 4       |
|---|---------|
| iv) Shop Registration under Punjab Shops and Commercial Establishment Act, 1958 (Punjab Act 15 of 1958) |         |
| a. Invalid for Know Your Customer(KYC)  | 1 day   |
| b. Valid for Know Your Customer(KYC)  | 15 days |

- (ii) under column number 4, against item (vii), for the existing entry, the following entry shall be substituted, namely:-

| 4        |
|----------|
| "1 day ; |

(iii) after serial number 189 B, under columns 1,2,3,4,5,6 and 7, the following serial number and entries shall be inserted, namely:-

| 1      | 2                 | 3  | 4       | 5                                     | 6                             | 7   |
|--------|-------------------|--|---------|---------------------------------------|-------------------------------|---|
| 189 C. | Labour Department | Registration/Renewal of construction workers as beneficiary of Haryana Building and Other Construction Workers' Welfare Board (HBOCWW Board) | 30 days | All registering officers in the State | Deputy Director, IS&H         | Joint Secretary, HBOCWW Board                   |
| 189 D. | Labour Department | Delivery of benefits under various Welfare Scheme of Haryana Building and Other Construction Workers' Welfare Board                          | 90 Days | Concerned Deputy Director             | Joint Secretary, HBOCWW Board | Labour Commissioner-cum-Secretary, HBOCWW Board |

D. S. DHESI,  
Chief Secretary to Government, Haryana.

**Directory of Officers and Employees**

| Sr. | Name                 | Designation               | Number       |
|-----|----------------------|---------------------------|--------------|
| 1   | Sh. Anurag Gahlawat  | Joint Secretary           | 9811643220   |
| 2   | Sh. Sukhvibder Singh | Account Officer           | 9815224900   |
| 3   | Sh. Vikas Sheoran    | Manager Technical         | 9268910001   |
| 4   | Smt. Rekha Dhaiya    | Assistant Welfare Officer | 9466427123   |
| 5   | Smt. Jyoti Deswal    | Programmer                | 7696858575   |
| 6   | Sh. Akash Mehta      | Executive (Legal)         | 7404312560   |
| 7   | Sh. R.C Rana         | Assistant                 | 9417362986   |
| 8   | Suman Lata           | Accountant                | 8146995584   |
| 9   | Preeti Ramna         | Accountant                | 8054208088   |
| 10  | Smt. Preeti Gupta    | Clerk                     | 7837093902   |
| 11  | Smt. Repa            | Clerk                     | 8146170353   |
| 12  | Sh. Shakti           | Clerk                     | 9991226220   |
| 13  | Smt. Komal (Hartron) | DEO                       | 9417292126   |
| 14  | Smt. Meenakshi Rai   | DEO                       | 9592641100   |
| 15  | Sh. Suraj            | DEO                       | 9050509632   |
| 16  | Sh. Naveen           | DEO                       | 8059137103   |
| 17  | Sh. Ravinder Saini   | DEO                       | 9914416771   |
| 18  | Sh. Sumer Maan       | DEO                       | 7988780751   |
| 19  | Sh. Balvinder Duhan  | DEO                       | 9466583657   |
| 20  | Sh. Subhash Lohan    | Tele-caller               | 9253767931   |
| 21  | Sh. Rohit Dhanda     | Clerk                     | 9888992205   |
| 22  | Smt. Babita Malik    | Clerk                     | 8901045021   |
| 23  | Sh. Jaswinder Kumar  | Clerk                     | 8901620301   |
| 24  | Board Reception      |                           | 0172-2560226 |

**Contact No. of Assistant Welfare Officers in field offices**

| Sr. No. | Name                    | Station         | Jurisdiction                       | Mobile No. |
|---------|-------------------------|-----------------|------------------------------------|------------|
| 1       | Sh. Ranbir Singh        | AWO Ambala      | Distt. Ambala & Panchkula          | 9416167595 |
| 2       | Smt. Usha Arora         | AWO Kurukshetra | Distt. Kurukshetra Yamuna Nagar    | 9896179209 |
| 3       | Sh. Gopi Ram Cholia     | AWO Kaithal     | Distt. Kaithal                     | 9416267119 |
| 4       | Sh. Virender Lohan      | AWO Bhiwani     | Distt. Bhiwani (Ch. Dadri) & Hisar | 8221963913 |
| 5       | Sh. DD Atri             | AWO Faridabad   | Distt. Faridabad & Palwal          | 8168837178 |
| 6       | Dr. Bhram Parkash Yadav | AWO Rewari      | Distt. Rewari & Mohindergarh       | 9888902141 |
| 7       | Smt. Neera Malik        | AWO Jind        | Distt. Jind & Rohtak (Jhajjar)     | 8168226242 |
| 8       | Smt. Sumitra Mehta      | AWO Sirsa       | Distt. Sirsa & Fatehabad           | 9466471444 |

## Monthly remuneration received by each officers and employees

| Sr no. | Name of Post i.e. Officers/officials | Scale of Pay  |
|--------|--------------------------------------|---|
| 1.     | Joint secretary                      | Additional Charge   |
| 2      | Account Officer                      | FPL-9   |
| 3      | Clerk                                | 6 <sup>th</sup> pay Commission                                  |
| 4      | <b>Part II</b>                       |   |
| 5      | Manager Technical                    | 7 <sup>th</sup> Pay Commission                                  |
| 6      | Assistance Welfare Officer (HQ)      | Consolidated Salary   |
| 7      | Assistance Welfare Officer (Field)   | Last pay drawn(-)<br>Pension as per State<br>Govt. Instructions |
| 8      | Programmer                           | Hartron   |
| 9      | Accountant                           | D.C Rate  |
| 10     | Assistant                            | D.C Rate  |
|        | <b>Part I</b>                        |   |
| 11     | Executive (Legal)                    | Consolidated Salary   |
|        | Accountant                           | D.C Rate  |
| 12     | Assistance                           | D.C Rate  |
| 13     | Clerk                                | D.C Rate  |
| 14     | Tele-caller                          | D.C Rate  |
| 15     | Data Entry Operator                  | Hartron   |
| 16     | Peon                                 | D.C Rate  |
| 17     | Sweeper                              | D.C Rate  |



| Particulars  | Budget for the FY 2019-20 |                  | Un-audited receipts & expenditure for FY 2019-20* |
|--|---------------------------|------------------|---|
|  | (Figures in cr.)          | (Figures in cr.) |   |
| Cess Collection  | 318.56                    |                  | 285.56  |
| Registration Fee & contribution received from Construction Workers | 6.91                      |                  | 3.2   |
| Interest Income & Other misc. Incomes                              | 183.90                    |                  | 174.16  |
| <b>Total Receipts</b>  | <b>509.37</b>             |                  | <b>462.92</b>                                     |
| Welfare Schemes expenses   | 372.78                    |                  | 313.81  |
| Community Welfare expenses   | 32.5                      |                  | 1.73  |
| Administrative Cost  | 8.81                      |                  | 8.12  |
| <b>Total Expenditure</b>   | <b>414.09</b>             |                  | <b>323.66</b>                                     |

\* Figures shown for FY 2019-20 is unaudited and subject to finalization of Balance sheet