

Proactive disclosure package audited by Third Party by
Central Public Information Officers (CPIO's) under Section-4
of Right to Service Information Act, 2005 for the FY 2023-24.

A FRAMEWORK FOR TRANSPARENCY AUDIT

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

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

1. Organization and Function

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

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

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	As per Annexure-10 attached
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Sh. Naveen Sharma, Assistant Labour Commissioner [Appellate Authority] Sh. Prem Sagar, Labour Inspector, Grade-I. [Central Public Information Officer]
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Nil
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Programmes participated by department officials as and when conducted by the Administration.
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	As per Annexure-11 attached
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours during 2023-24	(i) Budget	As and when required for official purposes.
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	
		(iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. 	NA
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	N.A
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	

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

3. Publicity Band Public interface

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

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

4. E. Governance

Sr.No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available	(i) English	English
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	As per Annexure-14 attached. www.labour.chd.gov.in
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	www.labour.chd.gov.in
		(ii) Details of information made available	Registration of Shops and commercial establishments Act, Contract labour Act The Factories Act, Information regarding schemes and Welfare Fund of Chandigarh Labour Welfare Board and registration of workers and schemes thereof and registration under the BOCW Act of Chandigarh BOCW Board
		(iii) Working hours of the facility	09.30 am to 5.30 pm
		(iv) Contact person & contact details (Phone, fax email)	0172-2679000
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	The grievances to labour are addressed as per Annexure 4
		(ii) Details of applications received under RTI and information provided	Received 32 Disposed 32
		(iii) List of completed schemes/ projects/ Programmes	NA
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	
		(vii) Frequently Asked Question (FAQs)	

		(viii) Any other information such as a) Citizen's Charter	N.A	
		c) Six monthly reports loaded on the website or not		
		d) Performance against the benchmarks set in the Citizen's Charter		
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Received 32	Disposed 32
		(ii) Details of appeals received and orders issued	Received 04	Disposed 04
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	Parliament Questions are received by the department and reply sent adequately by the department.	

5. Information as may be prescribed

S. No.	Item	Details of disclosure		Particulars
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs) from 1.1.2015	Sh. Naveen Sharma, Assistant Labour Commissioner [Appellate Authority] Sh. Prem Sagar, Labour Inspector, Grade-I. [Central Public Information Officer]
		(ii)	Details of third party audit of voluntary disclosure	Yes
			(a) Dates of audit carried out (b) Report of the audit carried out	Third party audit carried out on 13.12.2024.
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	Nil
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	Nil
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	Nil
			(a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

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

ANNEXURE-I

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

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/ Department / Board / Corporation	Function and duties (in brief)
1	Labour Department, Union Territory, Chandigarh.	<p>Function: Enforcement of Labour Laws Duties in Brief:</p> <ol style="list-style-type: none"> 1. <u>Assistant Labour Commissioner</u> Administrative, Quassi Judicial and Conciliation work 2. <u>Inspectorate Staff:</u> Enforcement of Labour Laws including dealing with the complaints/implementation of awards/orders. 3. <u>Ministerial and Technical Staff:</u> <ol style="list-style-type: none"> 1. Field Investigator: Vacant 2. Investigator: Vacant 3. Senior Assistant Vacant 4. Senior Assistant <ol style="list-style-type: none"> (I) All work related to Unorganized Workers Social Security Act, 2008, Chandigarh Unorganized Workers Social Security Board and e-Shram portal. (ii) All work related to migrant workers under the Inter-State Migrant Workers Act. (iii) All work related to PM-SYM and PM-VMY Schemes (iv) All work related to Industrial relations, peace and harmony under the Industrial Disputes Act, 1947 (v) Formation of all committees, boards under the different Acts assigned to her alongwith the subordinate staff who will under her supervision as below: 5. Junior Assistant-I <ol style="list-style-type: none"> (i) All establishment related work. (ii) All the work related to e-Office (iii) All accounts related work and the reports thereunder. (iv) All purchases, maintenance of stores and records thereof. (v) Personal injuries (compensation insurance) Act. (vi) All audits to be conducted, audit objections & compilation of revenue receipts. (vii) All the payments to be made under claim cases. <p align="center">Sh. Amit Mishra, Clerk shall assist in the establishment work and other work assigned from time to time by the undersigned.</p>

In addition to it, all the staff of this wing shall be responsible for the PUC dak of all labour laws and the reports (monthly, quarterly and yearly) thereunder.

6. Junior Assistant-II

- (i) All work under The Trade Unions Act, 1926
- (ii) Industrial Employment Standing Orders Act, 1946.
- (ii) Registration/renewal of factories (including approval of building plans etc.) under The Factories Act, 1948
- (iv) Work related to the Punjab Shops and Commercial Establishment Act, 1958.
- (v) Work related to court cases including maintenance of records thereunder and assistance to Nodal Officer (Court Cases) and work related to minimising Regulatory Compliance Burden (RCB), Business Reform Action Plan (BRAP) and Ease of Doing Business (EoDB).

In addition to it, all the staff of this wing shall be responsible for the PUC dak of all labour laws and the reports (monthly, quarterly and yearly) thereunder.

7. Steno-Typist

- (i) Minimum Wages Act, 1948 including fixation and revision of minimum rates of wages from time to time.
- (ii) All work under The Working Journalists and Other Newspaper Employees (Conditions of Service and Misc. Provisions) Act, 1956 including Majithia Wage Board & all correspondences thereunder.
- (iii) Typing of orders under all claim cases.
- (iv) Work related to Parliament Questions (PQs) and correspondences thereof.

8. Clerk-I

- (i) All the work related to Right to Service Act including sending of reports thereunder and assistance to the Nodal Officer (Right to Service Act)
- (ii) Work related to The Contract Labour Act, 1970 including registration of principal employer and issuance of contract labour licenses
- (iii) Motor Transport Workers Act including licenses and renewal thereof;

9. Clerk-II

- (i) All matters related to the meetings of ALC and dak received thereunder from the O/o Secretary (Labour) and Deputy Commissioner-cum-Labour Commissioner UT, Chandigarh.
- (ii) All misc. work assigned by the undersigned from time to time.
- (iii) All work under Child Labour (P&R) Act, 1986
- (iv) Bonded Labour Act, 1976

Sh. Suraj, Clerk shall also assist and look after the work of Sh. Amit Mishra, Clerk-I.

In addition to it, all the staff of this wing shall be responsible for the PUC dak of all labour laws and the reports (monthly, quarterly and yearly) thereunder.

10. Clerk-III

- (i) All complaints on CPGRAM Portal, Nodal Officer Complaint Cell (DC Office), Administrator's grievances portal and other complaints not specifically assigned to the Labour Inspectors) and other misc. dak received from various department of the Chandigarh Administration.
- (ii) All work related to the Equal Remuneration Act, ESI Act and EPF Act.
- (iii) Work related to Sales Promotion Employees Act, Beedi and Cigar Workers (Conditions of Employment) Act, Cine Workers & Cine Theatre Workers (Regulation of Employment) Act and National Festival & Holidays Act.
- (iv) Work related to appeals filed under the Right to Information Act, 2005 before the Appellate Authority and all Dak thereunder

In addition to the above, he will assist Ms. Vandana Sharma, SA & Sh. Suresh Kumar, JA-I

- 11. Clerk-IV**
- (i) All work related to claim cases, complaints and any other misc. work under Payment of Gratuity Act, 1972 and Employee's Compensation Act, 1923
 - (ii) Work related to appeal under the Maternity Benefit Act, 1961.
 - (iii) All work related to statistics (including compilation, tabulation and submission of all periodical reports and returns) under various labour laws, all kind of surveys and correspondences

thereunder.

12. Clerk-V

- (i) All work related to Claim Cases, Complaints and any other misc. work under the Payment of Wages Act, 1936, the Minimum Wages Act, 1948 & the Payment of Bonus Act, 1965.
- (ii) All work related to ILO Conventions and 20 point programme reports thereunder.
- (iii) Providing of certified copies/nakal of the orders delivered by the undersigned in quasi-judicial proceedings, under all the Acts.
- (iv) Production of record and appearance as summoned witness before The Labour Court -cum- Industrial Tribunal.

Programmer

- (i) Development of software in respect of various labour laws viz. The Factories Act, 1948, The Contract Labour (R&A) Act, 1970, the Motor Transport Workers Act, 1961 etc.
- (ii) To look after the work of all IT/ITeS related problems of Labour Department, UT, Chandigarh and Chandigarh Building and Other Construction Workers Welfare Board, UT, Chandigarh.
- (iii) To resolve the grievances of the public w.r.t. the problems faced regarding the online registrations and licences under Punjab Shops and Commercial Establishments Act, 1958,
- (iv) The Factories Act, 1948 and the Contract Labour (R&A) Act, 1970.
- (v) To coordinate with NIC, UT Chandigarh and IT Department, UT, Chandigarh in respect of IT/ITeS related work of Labour Department.
- (vi) All matters relate to Business Reforms Action Plan (BRAP) and the Ease of Doing Business (EoDB) alongwith Sh. Prem Sagar, Labour Inspector, Grade-I. All the work on Gem Portal an eTendering processes.

The following Territorial jurisdiction is herewith allotted to the Labour Inspectors:

(i) Labour Inspector, Grade-II [Circle-I]

Sector 1,2,3,4,5,6,7,8,9,10,11,12,26, Grain Market, Timber market, transport Area, Manimajra, Industrial Area, Phase-I [plot 1 to 180]

(ii) Labour Inspector, Grade-II [Circle-II]

Sector 20,21,22,23,24,25,31,32,33,34, Industrial Area, Phase-II [plot No.22, 23, 24/1 to 29/7 & Plot No. 501 onwards.

		<p>(iii) <u>Labour Inspector, Grade-II [Circle-III]</u></p> <p>Sector 14,15,16,17,19,27,28,29,30 Industrial Area, Phase-I [plot 181 onwards]</p> <p>(iv) <u>Labour Inspector, Grade-II [Circle-IV]</u></p> <p>Sector 35,36,37,38,39,40,41,42,43,44,45,46,47,48 onwards , all villages of UT of Chandigarh, Industrial Area, Phase-II [plot 1 to 500].</p>
2.	Chandigarh Labour Welfare Board	<p>1. <u>Labour Commissioner as Welfare Commissioner:</u></p> <p>Administrative work.</p> <p>2. <u>Assistant Labour Commissioner as Secretary:</u></p> <p>Administrative work</p> <p>3. <u>Assistant:</u></p> <p>a) Correspondence with the Bank/ reconciliation of Bank Statement.</p> <p>b) Correspondence regarding holding of Board meeting and implementation of the decision of the Board.</p> <p>c) All correspondence regarding implementation of Welfare Schemes approved by Board in the online mode.</p> <p>d) Maintenance of Cash Book.</p> <p>e) Maintenance of Labour Welfare Centre Building, Sec-30-B, Chandigarh.</p> <p>f) Any other work assigned by the Assistant Labour Commissioner -cum- Secretary</p> <p>4. <u>Clerk</u></p> <p>✓ Processing of application of beneficiaries for grant of financial assistant under various welfare schemes in online mode;</p> <p>✓ Dairy and despatch work;</p> <p>✓ Data entry of contributions received in online mode</p> <p>✓ Reconciliation of contributions received in online mode with bank statement;</p> <p>✓ Record keeping of online contributions received.</p> <p>✓ Any other work assigned by the Assistant Labour commissioner-cum-Secretary.</p> <p>5. <u>Attendant</u></p> <p>Depositing of cheque/DD of labour</p>

		<p>welfare fund in bank. Maintenance of register of contribution of LWF received from various establishments Any other work assigned by the Assistant labour Commissioner-cum-Secretary.</p> <p>6. <u>Peons</u> Look after the field work and office duties and any other assigned by seniors</p> <p>7. <u>Chowkidar</u> Watch and ward duty of the Labour Welfare Center Building</p> <p>8. <u>Mali (Part time)</u> Handle the garden and lawns of the building.</p> <p>9. <u>Sweeper (Full time)</u> Take care of the cleanliness of the building.</p>
3.	<p>Chandigarh Building & other Construction Workers Welfare Board</p>	<p>As per requirement of Section 40 and 62 of the Building & Other Construction Workers (Regulation of Employment and Conditions of Services) Act, 1996 the Chandigarh Administration has notified Chandigarh Building Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2009 vide notification published in the official gazette dated 17th September, 2009. Besides this, the Chandigarh Administration has also appointed the following authorities under the Act and Rules.</p> <ul style="list-style-type: none"> ✓ Labour Commissioner as Appellate Authority ✓ Assistant Labour Commissioner as Registering Authority ✓ Labour Commissioner as Chief Inspector under the Act ✓ All the Inspectors has been notified to be Inspector under the Act. It is further stated that the following staff have been notified under the Building and Other Construction Workers Welfare Cess Rules, 1998. ✓ Labour Commissioner as an Appellate Authority ✓ Assistant Labour Commissioner as Assessing Officer. ✓ Labour Inspector as cess Collector. <p><u>Ministerial & Technical Staff:</u></p> <ul style="list-style-type: none"> ✓ Assistant ✓ <u>Clerk-I</u> ✓ Processing of Assessment Orders; ✓ All work related to convening the Advisory Committee meeting and board meeting constituted under the Building & Other Construction Workers Act; ✓ Audit of accounts matters; ✓ Liaison with the Estate office UT, Chandigarh & collection of the cess amount; ✓ All correspondence Assess the

		<p>cases and preparation of assessment orders</p> <ul style="list-style-type: none"> ✓ Registration of Establishment and Contractors and Renewal of Licence and registered Contractors; ✓ Preparation of the salary related to the employees appointed through service provider in the board; ✓ Preparation of Manual register of expenditure incurred on day to day expenses including cash expenses as well as stock register; ✓ Matters related to RTI; ✓ Dairy & Dispatch work; ✓ Day to day cheque receipt and deposited the same in Central Bank of India; ✓ Maintenance of cash books and reconciliation of bank statement with cash books; ✓ Preparation of noting and proposals of subjects allotted; ✓ All work relating to the website of the CBOCW Board. <p>✓ <u>Clerk-II</u></p> <ul style="list-style-type: none"> ✓ Preparation of ID Cards of Workers who have been duly verified and whose subscription has been received at the window. ✓ Maintenance of records and entry/ Updation of data of new registrations and renewals. <p>✓ Clerk-III</p> <ul style="list-style-type: none"> ✓ All the work related to the processing of applications received for the grant of welfare schemes. ✓ Maintenance of records of benefits granted under the welfare schemes to duly verified and registered beneficiaries. <p>✓ Clerk-IV</p> <p>✓ Doctor of Mobile Dispensary</p> <ul style="list-style-type: none"> ✓ To provide medical services and treatment to building and other construction workers at construction sites, Labour chowks etc. In Chandigarh; ✓ Processing the case for purchase of medicines and other articles required for the smooth functioning of mobile Dispensary Unit from time to time; ✓ Maintenance of record of medicine distributed, Sites visited & outdoor patient treated and medical services provided to BOCW Workers on a weekly basis; ✓ Apart from the above, he shall assist clerk post lunch in the discharge of her assigned duties.
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		<p>7. <u>Staff Nurse</u></p> <ul style="list-style-type: none">✓ Assist MO/IC in the discharge of her duties;✓ Apart from the above, she shall assist clerk post lunch in the discharge of her assigned duties. <p>8. <u>Instructor mobile crèche van</u></p> <ul style="list-style-type: none">❖ To provide education and instruction to children of building and other construction workers at construction sites, Labour chowks etc. In Chandigarh; Maintenance of record of education/instruction provided to children of the BOCW workers on a weekly basis.❖ Apart from the above, she shall assist clerk post lunch in the discharge of her assigned duties. <p>9. Driver</p>
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ANNEXURE-2

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(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/ Department / Board / Corporation	Function and duties (in brief)
1	Labour Department, Union Territory, Chandigarh.	<p>Function: Enforcement of Labour Laws Duties in Brief:</p> <p>4. Assistant Labour Commissioner Administrative, Quasi Judicial and Conciliation work</p> <p>5. Inspectorate Staff: Enforcement of Labour Laws including dealing with the complaints/implementation of awards/orders.</p> <p>6. Ministerial and Technical Staff:</p> <p>11. Field Investigator: Vacant</p> <p>12. Investigator: Vacant</p> <p>13. Senior Assistant Vacant</p> <p>14. Senior Assistant</p> <p>(I) All work related to Unorganized Workers Social Security Act, 2008, Chandigarh Unorganized Workers Social Security Board and e-Shram portal.</p> <p>(ii) All work related to migrant workers under the Inter-State Migrant Workers Act.</p> <p>(iii) All work related to PM-SYM and PM-VMY Schemes</p> <p>(iv) All work related to Industrial relations, peace and harmony under the Industrial Disputes Act, 1947</p> <p>(v) Formation of all committees, boards under the different Acts assigned to her alongwith the subordinate staff who will under her supervision as below:</p> <p>15. Junior Assistant-I</p> <p>(i) All establishment related work.</p> <p>(ii) All the work related to e-Office</p> <p>(iii) All accounts related work and the reports thereunder.</p> <p>(iv) All purchases, maintenance of stores and records thereof.</p> <p>(v) Personal injuries (compensation insurance) Act.</p> <p>(vi) All audits to be conducted, audit objections & compilation of revenue receipts.</p> <p>(vii) All the payments to be made under claim cases.</p> <p>Sh. Amit Mishra, Clerk shall assist in the establishment work and other work assigned from time to time</p>

by the undersigned.

In addition to it, all the staff of this wing shall be responsible for the PUC dak of all labour laws and the reports (monthly, quarterly and yearly) thereunder.

16. Junior Assistant-II

- (i) All work under The Trade Unions Act, 1926
- (ii) Industrial Employment Standing Orders Act, 1946.
- (ii) Registration/renewal of factories (including approval of building plans etc.) under The Factories Act, 1948
- (iv) Work related to the Punjab Shops and Commercial Establishment Act, 1958.
- (v) Work related to court cases including maintenance of records thereunder and assistance to Nodal Officer (Court Cases) and work related to minimising Regulatory Compliance Burden (RCB), Business Reform Action Plan (BRAP) and Ease of Doing Business (EoDB).

In addition to it, all the staff of this wing shall be responsible for the PUC dak of all labour laws and the reports (monthly, quarterly and yearly) thereunder.

17. Steno-Typist

- (ii) Minimum Wages Act, 1948 including fixation and revision of minimum rates of wages from time to time.
- (ii) All work under The Working Journalists and Other Newspaper Employees (Conditions of Service and Misc. Provisions) Act, 1956 including Majithia Wage Board & all correspondences thereunder.
- (iii) Typing of orders under all claim cases.
- (iv) Work related to Parliament Questions (PQs) and correspondences thereof.

18. Clerk-I

- (i) All the work related to Right to Service Act including sending of reports thereunder and assistance to the Nodal Officer (Right to Service Act)
- (ii) Work related to The Contract Labour Act, 1970 including registration of principal employer and issuance of contract labour licenses
- (iii) Motor Transport Workers Act including licenses and renewal thereof;

19. Clerk-II

- (i) All matters related to the meetings of ALC and dak received thereunder from the O/o Secretary (Labour) and Deputy Commissioner-cum-Labour Commissioner UT, Chandigarh.
- (ii) All misc. work assigned by the undersigned from time to time.
- (iii) All work under Child Labour (P&R) Act, 1986
- (iv) Bonded Labour Act, 1976

Sh. Suraj, Clerk shall also assist and look after the work of Sh. Amit Mishra, Clerk-I.

In addition to it, all the staff of this wing shall be responsible for the PUC dak of all labour laws and the reports (monthly, quarterly and yearly) thereunder.

20. Clerk-III

- (i) All complaints on CPGRAM Portal, Nodal Officer Complaint Cell (DC Office), Administrator's grievances portal and other complaints not specifically assigned to the Labour Inspectors) and other misc. dak received from various department of the Chandigarh Administration.
- (ii) All work related to the Equal Remuneration Act, ESI Act and EPF Act.
- (iii) Work related to Sales Promotion Employees Act, Beedi and Cigar Workers (Conditions of Employment) Act, Cine Workers & Cine Theatre Workers (Regulation of Employment) Act and National Festival & Holidays Act.
- (iv) Work related to appeals filed under the Right to Information Act, 2005 before the Appellate Authority and all Dak thereunder

In addition to the above, he will assist Ms. Vandana Sharma, SA & Sh. Suresh Kumar, JA-I

- 11. Clerk-IV**
- (i) All work related to claim cases, complaints and any other misc. work under Payment of Gratuity Act, 1972 and Employee's Compensation Act, 1923
 - (ii) Work related to appeal under the Maternity Benefit Act, 1961.
 - (iii) All work related to statistics (including compilation, tabulation and submission of all periodical reports and returns) under various labour laws, all kind of

surveys and correspondences thereunder.

12. Clerk-V

- (i) All work related to Claim Cases, Complaints and any other misc. work under the Payment of Wages Act, 1936, the Minimum Wages Act, 1948 & the Payment of Bonus Act, 1965.
- (ii) All work related to ILO Conventions and 20 point programme reports thereunder.
- (iii) Providing of certified copies/nakal of the orders delivered by the undersigned in quasi-judicial proceedings, under all the Acts.
- (iv) Production of record and appearance as summoned witness before The Labour Court -cum- Industrial Tribunal.

Programmer

- (i) Development of software in respect of various labour laws viz. The Factories Act, 1948, The Contract Labour (R&A) Act, 1970, the Motor Transport Workers Act, 1961 etc.
- (ii) To look after the work of all IT/ITeS related problems of Labour Department, UT, Chandigarh and Chandigarh Building and Other Construction Workers Welfare Board, UT, Chandigarh.
- (iii) To resolve the grievances of the public w.r.t. the problems faced regarding the online registrations and licences under Punjab Shops and Commercial Establishments Act, 1958,
- (iv) The Factories Act, 1948 and the Contract Labour (R&A) Act, 1970.
- (v) To coordinate with NIC, UT Chandigarh and IT Department, UT, Chandigarh in respect of IT/ITeS related work of Labour Department.
- (vi) All matters relate to Business Reforms Action Plan (BRAP) and the Ease of Doing Business (EoDB) alongwith Sh. Prem Sagar, Labour Inspector, Grade-I. All the work on Gem Portal and eTendering processes.

The following Territorial jurisdiction is herewith allotted to the Labour Inspectors:

(v) Labour Inspector, Grade-II [Circle-I]

Sector 1,2,3,4,5,6,7,8,9,10,11,12,26, Grain Market, Timber market, transport Area, Manimajra, Industrial Area, Phase-I [plot 1 to 180]

(vi) Labour Inspector, Grade-II [Circle-II]

Sector 20,21,22,23,24,25,31,32,33,34, Industrial Area, Phase-II [plot No.22,

		<p>23, 24/1 to 29/7 & Plot No. 501 onwards.</p> <p>(vii) <u>Labour Inspector, Grade-II [Circle-III]</u></p> <p>Sector 14,15,16,17,19,27,28,29,30 Industrial Area, Phase-I [plot 181 onwards]</p> <p>(viii) <u>Labour Inspector, Grade-II [Circle-IV]</u></p> <p>Sector 35,36,37,38,39,40,41,42,43,44,45,46,47,48 onwards , all villages of UT of Chandigarh, Industrial Area, Phase-II [plot 1 to 500].</p>
2.	Chandigarh Labour Welfare Board	<p>10. <u>Labour Commissioner as Welfare Commissioner:</u></p> <p>Administrative work.</p> <p>11. <u>Assistant Labour Commissioner as Secretary:</u></p> <p>Administrative work</p> <p>12. <u>Assistant:</u></p> <p>g) Correspondence with the Bank/ reconciliation of Bank Statement.</p> <p>h) Correspondence regarding holding of Board meeting and implementation of the decision of the Board.</p> <p>i) All correspondence regarding implementation of Welfare Schemes approved by Board in the online mode.</p> <p>j) Maintenance of Cash Book.</p> <p>k) Maintenance of Labour Welfare Centre Building, Sec-30-B, Chandigarh.</p> <p>l) Any other work assigned by the Assistant Labour Commissioner -cum- Secretary</p> <p>13. <u>Clerk</u></p> <p>✓ Processing of application of beneficiaries for grant of financial assistant under various welfare schemes in online mode;</p> <p>✓ Dairy and despatch work;</p> <p>✓ Data entry of contributions received in online mode</p> <p>✓ Reconciliation of contributions received in online mode with bank statement;</p> <p>✓ Record keeping of online contributions received.</p> <p>✓ Any other work assigned by the Assistant Labour commissioner-cum-Secretary.</p>

		<p>14. <u>Attendant</u></p> <p>Depositing of cheque/DD of labour welfare fund in bank. Maintenance of register of contribution of LWF received from various establishments Any other work assigned by the Assistant labour Commissioner-cum-Secretary.</p> <p>15. <u>Peons</u> Look after the field work and office duties and any other assigned by seniors</p> <p>16. <u>Chowkidar</u> Watch and ward duty of the Labour Welfare Center Building</p> <p>17. <u>Mali (Part time)</u> Handle the garden and lawns of the building.</p> <p>18. <u>Sweeper (Full time)</u> Take care of the cleanliness of the building.</p>
3.	<p>Chandigarh Building & other Construction Workers Welfare Board</p>	<p>As per requirement of Section 40 and 62 of the Building & Other Construction Workers (Regulation of Employment and Conditions of Services) Act, 1996 the Chandigarh Administration has notified Chandigarh Building Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2009 vide notification published in the official gazette dated 17th September, 2009. Besides this, the Chandigarh Administration has also appointed the following authorities under the Act and Rules.</p> <ul style="list-style-type: none"> ✓ Labour Commissioner as Appellate Authority ✓ Assistant Labour Commissioner as Registering Authority ✓ Labour Commissioner as Chief Inspector under the Act ✓ All the Inspectors has been notified to be Inspector under the Act. It is further stated that the following staff have been notified under the Building and Other Construction Workers Welfare Cess Rules, 1998. ✓ Labour Commissioner as an Appellate Authority ✓ Assistant Labour Commissioner as Assessing Officer. ✓ Labour Inspector as cess Collector. <p><u>Ministerial & Technical Staff:</u></p> <ul style="list-style-type: none"> ✓ Assistant ✓ <u>Clerk-I</u> ✓ Processing of Assessment Orders; ✓ All work related to convening the Advisory Committee meeting and board meeting constituted under the Building & Other Construction Workers Act; ✓ Audit of accounts matters; ✓ Liaison with the Estate office UT,

		<p>Chandigarh & collection of the chess amount;</p> <ul style="list-style-type: none"> ✓ All correspondence Assess the cases and preparation of assessment orders ✓ Registration of Establishment and Contractors and Renewal of Licence and registered Contractors; ✓ Preparation of the salary related to the employees appointed through service provider in the board; ✓ Preparation of Manual register of expenditure incurred on day to day expenses including cash expenses as well as stock register; ✓ Matters related to RTI; ✓ Dairy & Dispatch work; ✓ Day to day cheque receipt and deposited the same in Central Bank of India; ✓ Maintenance of cash books and reconciliation of bank statement with cash books; ✓ Preparation of noting and proposals of subjects allotted; ✓ All work relating to the website of the CBOCW Board. <p>✓ <u>Clerk-II</u></p> <ul style="list-style-type: none"> ✓ Preparation of ID Cards of Workers who have been duly verified and whose subscription has been received at the window. ✓ Maintenance of records and entry/ Updation of data of new registrations and renewals. <p>✓ Clerk-III</p> <ul style="list-style-type: none"> ✓ All the work related to the processing of applications received for the grant of welfare schemes. ✓ Maintenance of records of benefits granted under the welfare schemes to duly verified and registered beneficiaries. <p>✓ Clerk-IV</p> <p>✓ Doctor of Mobile Dispensary</p> <ul style="list-style-type: none"> ✓ To provide medical services and treatment to building and other construction workers at construction sites, Labour chowks etc. In Chandigarh; ✓ Processing the case for purchase of medicines and other articles required for the smooth functioning of mobile Dispensary Unit from time to time; ✓ Maintenance of record of medicine distributed, Sites visited & outdoor patient treated and medical services provided to BOCW Workers on a weekly basis; ✓ Apart from the above, he shall
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		<p>assist clerk post lunch in the discharge of her assigned duties.</p> <p>7. <u>Staff Nurse</u></p> <ul style="list-style-type: none">✓ Assist MO/IC in the discharge of her duties;✓ Apart from the above, she shall assist clerk post lunch in the discharge of her assigned duties. <p>8. <u>Instructor mobile crèche van</u></p> <ul style="list-style-type: none">❖ To provide education and instruction to children of building and other construction workers at construction sites, Labour chowks etc. In Chandigarh; Maintenance of record of education/instruction provided to children of the BOCW workers on a weekly basis.❖ Apart from the above, she shall assist clerk post lunch in the discharge of her assigned duties. <p>10. Driver</p>
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ANNEXURE-3

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

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

Labour Department, Union Territory,
Chandigarh.

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

7.	Registering Authority under the	ALC	Clerical assistance is provided by way of keeping record,	Assistant Labour Commissioner.
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	Motor Transport Workers Act and Factories Act.		issue of notice and recording of proceedings etc.	
8.	Registration of Shops under the Punjab Shops and Commercial Establishment Act, 1958.	Labour Inspector	-	Labour Inspector

ANNEXURE-4

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

(The norms set for the discharge of its functions)

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

Labour Department, Union Territory, Chandigarh.

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

ANNEXURE-5

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

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

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

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

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

ANNEXURE-6

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

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

Name of the Department/Board/

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

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

ANNEXURE-7

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

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

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

Labour Department, Union Territory,
Chandigarh.

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

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

ANNEXURE-8

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

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

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

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

ANNEXURE-9

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

(Directory of the officers and employees)

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

Labour Inspector, Union Territory,
Chandigarh.

Sr. No.	Name of the officer/employee	Designation	Telephone Number (O)
1.	Sh. Nishant Kumar Yadav, IAS,	Deputy Commissioner-cum- Labour Commissioner	0172-2700109
2.	Sh. Naveen Sharma	Assistant Labour Commissioner	0172-2679000
3.	Vacant	Labour Inspector, Grade-I	
4.	Prem Sagar	Labour Inspector, Grade-I	9023391058
5.	Vacant	Field Investigator	
6.	Vacant	Senior Assistant	
7.	Ms Isha Verma	Senior Assistant	
8.	Vacant	Labour Inspector, Grade-II	9815996338
9.	Sh. Ram Phal	Labour Inspector, Grade-II	
10.	Vacant	Investigator	Do
11.	Vacant	Junior Assistant	Do
12.	Sh. Arun Kumar	Junior Assistant	9877283475
13.	Sh. Vinod Kumar	Steno-Typist	9888536048
14.	Sh. Amit Mishra	Clerk	7307811102
15.	Sh. Suraj	Clerk	8558852572
16.	Sh. Dharamvir Singh Sidhu	Driver	Do
17.	Vacant	Peon	Do
18.	Vacant	Peon	Do
19.	Vacant	Peon	
20.	Sh. Deepak	Peon	9416659844
21.	Sh. Rakesh Kumar	Peon	9781553422

Note: - One Assistant, six Clerks and three peons and one driver are filled up on Out Sourced Agency and the Salary is disbursed through wages Head.

ANNEXURE-10

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

(Monthly remuneration received by the officers and employees)

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

[Salary for the month of November,2024]

Sr. No.	Name of the officer/employee	Designation	Monthly emoluments (in Rs.)
1.	Sh. Naveen Sharma	Assistant Labour Commissioner	105732
2.	Sh. Prem Sagar	Labour Inspector, Grade-I(1)	108246
3.	Vacant	Labour Inspector, Grade-I (2)	00000
4.	Vacant	Field Investigator	00000
5.	Vacant	Senior Assistant	00000
6.	Sh. Isha Verma	Senior Assistant	82296
7.	Sh. Ram Phal	Labour Inspector, Grade-II(1)	80047
8.	Vacant	Labour Inspector, Grade-II(2)	00000
9.	Vacant	Investigator	00000
10.	Vacant	Junior Assistant	00000
11.	Sh. Arun Kumar	Junior Assistant	75358
12.	Sh. Vinod Kumar	Steno-Typist	98212
13.	Sh. Suraj	Clerk	39918
14.	Amit Mishra	Clerk	76068
15.	Dharamvir Singh Sidhu	Driver	60844
16.	Vacant	Peon	00000
17.	Vacant	Peon	00000
18.	vacant	Peon	00000
19.	Sh. Deepak	Peon	51949
20.	Sh. Rakesh Kumar	Peon	51949

Note: One Assistant, six Clerks and three peons and one driver are filled up on Out Sourced Agency and the Salary is disbursed through wages Head.

ANNEXURE-11

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

**(Budget allocated to each of its agency, indicating the particulars of all plans,
proposed expenditure and reports on disbursements made)**

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

[B.E 2023-24]

[Rs. In Thousand]

Sr. No	Head/Item of the Budget	Final Grant Expenditure During the year	Disbursement made Upto 31.03.24.
	2230-Labour and Employment		
	01-Labour		
	103-General Labour Welfare		
	03-Labour Welfare Organisation		
	030001-Salaries	8323	8323
	030006-Medical Treatment	0385	0385
	030013-Office Expenses	0409	0409
	03001-Domestic Traveling	0008	0008
	Allowance	4369	4369
	0300-Wages	0076	0076
	030005-Rewards	3710	3710
	030007-Allowances	0000	0000
	030008-Leave Travel Concession	0400	0400
	030019-Digital Equipment	0096	0096
	030024-P.O.L	0029	0029
	030029-Repair and Maintenance		

ANNEXURE-12

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

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

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

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

ANNEXURE-13

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

(Particulars of recipients of concessions, permits or authorizations granted)

Name of the Department/Board/

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

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

ANNEXURE-14

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

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

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

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

ANNEXURE-15

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

(Particulars of facilities available to citizen for obtaining information)

Name of the Department/Board/

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

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