



## 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**

**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.

## INDEX

Sr. No.	Article of Right to Information Act 2005	Description	Page No.
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.	5
2.	4(1) (b)(i)	The particulars of its organization, function and duties.	6-24
3.	4(1) (b)(ii)	Power and duties of officers and employees.	25-32
4.	4(1) (b)(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	33
5.	4(1) (b)(iv)	The norms set by it for the discharge of its functions.	34-35
6.	4(1) (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.	36-93
7.	4(1) (b)(vi)	A statement of the categories of documents that are held by it or under its control.	94-97
8.	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.	98
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.	98
10.	4(1)(b)(ix)	A directory of its officers and employees.	99-102
11.	4(1)(b)(x)	The monthly remuneration received by each of its officers and	103-109

		employees, including the system of compensation as provided in its regulations.	
12.	4(1)(b)(xi)	The budget allocate to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	110
13.	4(1)(b)(xii)	The manner of execution subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	111
14.	4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it.	NIL
15.	4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	112
16.	4(1)(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.	113
17.	4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	114-118
18.	4(1)(b)(xvii)	Such other information as may be prescribed; and thereafter update these publications every year.	119
19.	4(1) (C)	Publish all relevant facts while formulating important policies or announcing the decisions which affect public.	119
20.	4(1) (D)	Provide reasons for its administrative or quasi-judicial decisions to affected persons.	119

## **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:**

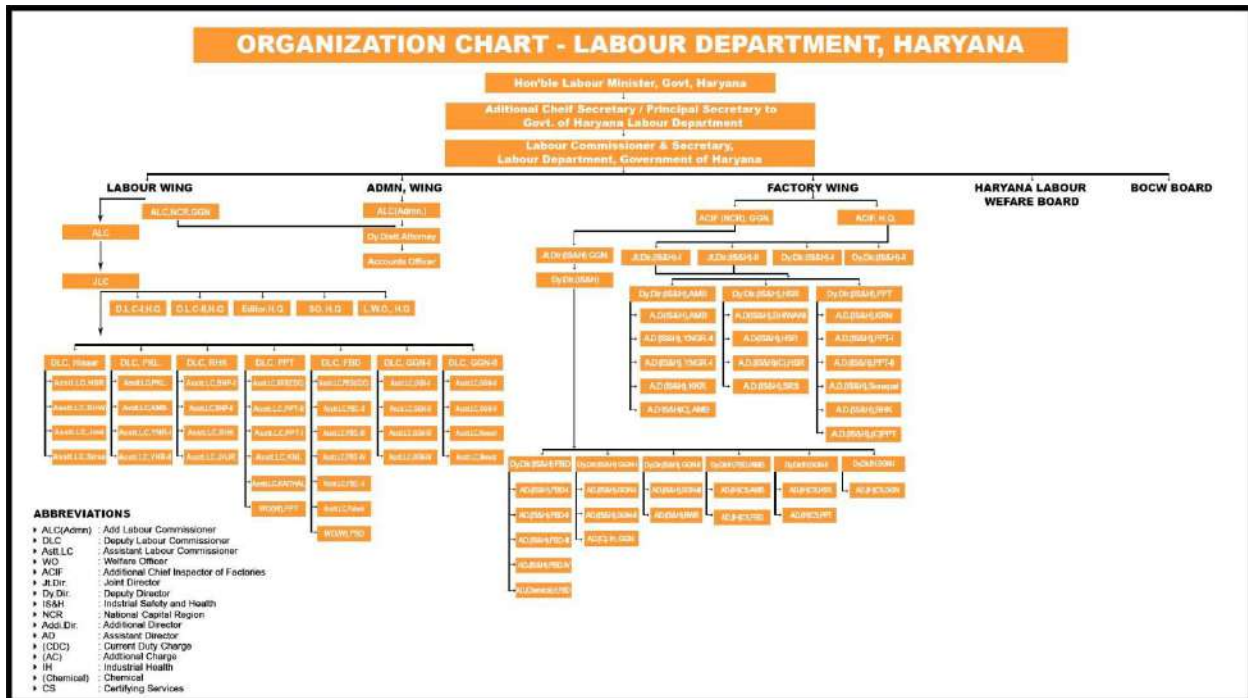
In the organization of Labour Department there are following wings/Boards which are given as under:

- 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:

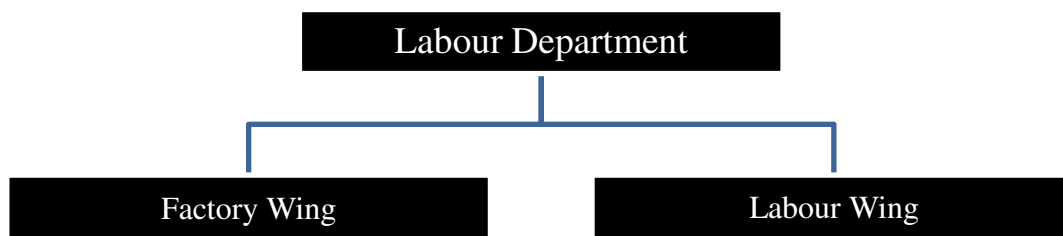
To work towards creating an atmosphere wherein both workers and management perform their legally laid down roles, which will, in turn, contribute to the economic growth of the State.

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 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/HSIIDC 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.	Assessment and Registration of all residential Building/houses of area up to 5 Acres, all Commercial, 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/HSIIDC 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	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 15 to 25 acres with or without taking CLUs under Town and Country planning Department, in HIID A./HS IIDC 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, lines).	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/HSIIDC 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, 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. Administrative branch
2. Industrial Relation-1 branch
3. Industrial Relation-2 branch
4. Industrial Relation-3 branch
5. Statistical branch
6. Account & budget branch
7. RTI Cell
8. Legal Cell
9. IT Cell

### **1. PARTICULARS OF ADMINISTRATIVE 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>
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### **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 :-

<b>Sr. no.</b>	<b>Brief functioning of IR-II branch</b>
<b>1</b>	<b>The Punjab Shops &amp; Commercial Establishment Act, 1958</b> Exemption under section 30
<b>2</b>	<b>Contract Labour (R&amp;A) Act, 1970</b> Online Registration Certificate
<b>3</b>	<b>Minimum Wages Act, 1948</b> Revised rate notification
<b>4</b>	<b>Payment of Wages Act, 1936</b> Payment regarding complaints
<b>5</b>	<b>Inter-State Migrant Workmen’s Act, 1979</b>

	Online Registration Certificate
<b>6</b>	<b>The Motor Transport Workers Act,</b> Online Registration Certificate
<b>7</b>	<b>The Payment of Bonus Act, 1965</b> Bonus regarding complaints
<b>8</b>	<b>The Payment of Gratuity Act, 1972</b> Payment regarding complaints
<b>9</b>	<b>The Employee's Compensation Act, 1923</b> Compensation regarding complaints
<b>10</b>	<b>The Punjab Industrial Establishment National Festival Holidays and Casual Sick Leave Act, 1965</b> Payment regarding complaints
<b>11</b>	<b>The Working Journalists and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955</b> 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:-**

<b>Dealing Hand (I)</b>	<b>Dealing Hand (II)</b>
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.
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**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:-

<b>Statistical Branch</b>	
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:-**

<b>Dealing Hand (I)</b>	<b>Dealing Hand (II)</b>	<b>Dealing Hand (III)</b>
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="602 541 1386 936"> <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="602 978 1386 1373"> <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)																							
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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- /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> <p>iii) To deal with all cases related to government vehicles such as POL, repair &amp; services, checking of log books and average</p>																								

	<p>etc.</p> <p>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.</p> <p>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.</p>
<b>4. Assistant-4</b>	<p>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.</p> <p>ii) All receipts received on whatever account is to be deposited in receipt Head of Account of the Government through Treasury Challan.</p> <p>iii) All cash transactions are entered in Cash Book daily which is to be signed by DDO.</p> <p>iv) All cases related to Income Tax (TDS) Form-16 &amp; Form-16A&amp; GST related work.</p> <p>v) All type of pension/ retired cases.</p>
<b>5. B-1</b>	<p>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.</p> <p>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.</p> <p>iii) Online budget distribution of allotted budget to Head Quarter &amp; Field Offices.</p> <p>iv) Revised Budget Estimates.</p> <p>v) Re-appropriation.</p> <p>vi) Audit Paras of A.G.Haryana.</p> <p>vii) Report of CAG/PAC Paras.</p> <p>viii) Quarterly Progress Report.</p>

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

**7. PARTICULARS OF RTI Cell:**

**FUNCTIONS AND DUTIES**

The RTI Cell of Labour Department deals with RTI application received via online and offline means of communication strictly as per the spirit of Right to Information Act, 2005 and Haryana Right to Information Rules, 2009.

**8. 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.

**9. 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

- **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	INSP-ECTOR	INSP-ECTOR	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 of awards/settlement under the Industrial Dispute Act, 1947 and Rules.	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/ 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/ 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
<b>III. Deputy Labour Commissioners</b>				
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 /Labour Commissioner
2.	Publication of awards received from the Industrial Tribunal/Labour Court	Deputy Labour Commissioner.	Not more than two weeks.	Joint Labour Commissioner /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				
LABOUR WING				
1.	INDUSTRIAL DISPUTES ACT 1947 & RULES 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- registration of trade unions.	Joint Labour Commissioner cum Additional Registrar, Trade Unions/Registrar Trade Unions.	Not more than four months.	Labour Commissioner cum Registrar Trade Union.
5.	Contract Labour (R & A) Act and rules –issuing of registration certificate /license/amendments in registration certificate and renewal of license.	Joint Labour Commissioner.	Not more than two months.	Labour Commissioner.
6.	Motor Transport Workers Act & Rules- issuance of registration certificate.	Joint Labour Commissioner.	Not more than one month.	Labour Commissioner.
7.	Cases under the Minimum Wages Act, Payment of Wages Act, Equal Remuneration Act, Payment of Bonus Act and rules made under respective enactments in respect of non- payment of wages, non - payment of minimum rates of wages, delayed wages, non- payment of equal wages for equal work and non -payment of bonus.	Joint Labour Commissioner	Not more than one month.	Labour Commissioner.
8.	Implementation of Awards- Issuance of recovery certificate & prosecution cases under the Industrial Disputes Act and Rules/orders/settlement.	Deputy Labour Commissioner	Not more than three months.	Labour Commissioner.
9.	Child Labour (P & R) Act and Rules-Cases/Complaints and other action pertaining to children.	Deputy Labour Commissioner	Not more than two months	Labour Commissioner.
10.	Bonded Labour System (Abolition) Act and Rules- Constitution of Vigilance Committees/holding of meeting of the State Level Steering Committee on Bonded	Deputy Labour Commissioner	Not more than two months.	Labour 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  (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;

(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

Nationality,  
domile and  
character of  
candidates  
appointed to  
Service.

(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) 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 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**

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,—

I. Factory wing

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

- (i) 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

(ii) by direct recruitment; or

(iii) 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:—

- (i) 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

(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;

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

- (i) by promotion from amongst the Assistant Director, Industrial Safety and Health; or

(ii) by direct recruitment; or

(iii) 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:—

- (i) 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**

(a) 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.

(b) 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.

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(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 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 re-enter 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, 1957, 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.



(7) 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 it. The increment will be allowed from the date of completion of examination which he qualified but he will not be entitled to get arrears of increment for the period, the same remained with held.

12. Seniority, *inter se* of members of the Service shall be determined by the length of continuous Service for 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 a 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.

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.

Discipline, penalties and appeals.

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 by 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 (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.

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.

Vaccination.

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

Power of relaxation.

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.

Special provisions.

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.

Reservations.

20. Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physically Handicapped persons or for 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.

Repeal and savings.

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- manent	Tempo- rary	Total	
1	Chief Inspector of Factories	1		1	Rs. 3,700-125-4,200-150-5,000
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
Part-II, Labour Wing					
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 and experience, if any, for promotion other than direct recruitment.
1	2	3	4
<b>I. Factory Wing</b>			
			<b>For promotion</b>
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; (b) Knowledge of Hindi upto Matric (c) Eight years practical experience of administration of Factories Act, 1948	(a) Three years experience as Deputy Director, Director, Safety and Health or five years experience as Senior Assistant Director, Director, Safety and Health. <b>For Transfer/Deputation</b> (a) Degree or equivalent from a recognised University in any Branch of Engineering/Technology or Associated Members of Institute of Engineers in any branch. (b) Knowledge of Hindi upto Matric. (c) Eight years practical experience of administration of Factories Act, 1948.
			<b>For Promotion</b>
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; (b) Knowledge of Hindi upto Matric; (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, Safety and Health. <b>For Transfer/Deputation</b> (a) Degree or equivalent from a recognised University in any branch of Engineering/Technology or Associate Members of Institute of Engineers in any branch.

1	2	3	4
		(b) Knowledge of Hindi upto Matric ;	
		(c) 4 years practical experience of Administration of Factories Act, 1948.	
		For promotion	
33	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	
34	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.
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## II. Labour W/ing

5. Joint Labour Commissioner and Chief Conciliation Officer

(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

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

OR

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

(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 ;

(d) Knowledge of Hindi upto Metric ;

6. Deputy Labour Commissioner

(a) Graduate of a recognised University with one of the Social Sciences such as Economics, Public

## For promotion

(a) Five years experience as Deputy Labour Commissioner.

## For Transfer/Deputation

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

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

OR

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

(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 ;

(d) knowledge of Hindi upto Metric ;

## For Promotion

Three years experience as Labour Officer-cum-Conciliation Officers, Statistical Officer, Welfare Officer (Women);

1	2	3	4
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Administration, Commerce and Sociology as one of the subjects;

Labour Welfare Officer

OR

For Transfer/Deputation

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(a) 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

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

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

OR

(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

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

(c) Knowledge of Hindi upto Matric

(c) 5 years experience in Labour matters including Labour Management of 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;

(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 it. 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 (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:-

<b>"APPENDIX B</b> (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. (ii) Two years practical experience in any factory of repute. (iii) Knowledge of Hindi/Sanskrit up to Matric standard or Higher education.	<b>By transfer/ deputation,-</b> (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. (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. (ii) Two years practical experience in the field of Chemical engineering in any factory of repute. (iii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.	<b>By transfer/ deputation,-</b> (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. (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; (ii) Diploma in Industrial Occupational diseases or Industrial hygiene from an institution. (iii) Five years practical experience in factory of repute. (iv) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.	<b>By transfer/ deputation,-</b> (i) M.B.B.S. or its equivalent qualification recognized by Medical Council of India. (ii) Diploma in Occupational diseases or Industrial hygiene from an institution. (iii) Five years experience in any State Government or Government of India on same or equivalent post. (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> (i) Graduate from a recognized university

		(ii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.	(ii) Degree or Diploma in Social Work or Labour Welfare or its equivalent from any recognized university or institution. (iii) 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> Three years experience as Head Statistical Assistant. <b>By Transfer/deputation,-</b> (i) Post Graduate in Statistics or Post Graduate Mathematics or Economics or Social Work with Statistics as one of the paper. (ii) Three years experience in labour statistics/ labour surveys. (iii) One year experience as Statistical Officer or equivalent in any State Government or Government of India. (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. (ii) Knowledge of Hindi/Sanskrit up to Matric standard or higher education.	<b>By Promotion,-</b> (i) Graduate from a recognised university. (ii) Degree or Diploma in Social Work or Labour Welfare or its equivalent from a recognized university or institution. (iii) Three years experience as Labour Inspector. <b>By Transfer/deputation,-</b> (i) Law Graduate from any recognized University/ Institution with Labour Laws as one of the subjects. (ii) Knowledge of Hindi/Sanskrit upto Matric Standard or higher education.
7.	Labour Welfare Officer		<b>By Promotion,-</b> (i) Graduate from a recognised university. (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> <i>(see rule 15 (1))</i>					
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	<b>Government</b>	<b>Minor Penalties</b> (a) warning with a copy in the personal file (character roll); (b) censure; (c) withholding of promotion; (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 (e) Withholding of increments of pay without cumulative effect;	<b>Government</b>	<b>Government</b>
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> (f) withholding of increments of pay with cumulative effect; (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 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 or 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>		
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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.	Government
2.	Assistant Director, Industrial Safety and Health (Chemical)		
3.	Assistant Director, Industrial Health-cum Certifying Surgeon.	(ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation."	
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 from 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;

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- (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 such posts or to create new posts, with different designations and to do so 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 ;

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- (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 Restorers or Daftri 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/less 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/less 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 *interse* 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, 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 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 (ii) 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 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 re-vaccinated 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.

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- nent	Tempo- rary	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— 1,100—EB—50—1,250
3	Legal Assistant	1	..	1	700—30—850/900—40— 1,100—EB—50—1,250
4	Head Clerk (Headquarters)	1	..	1	700—30—850/900—40— 1,100—EB—50—1,250
5	Head Statistical Assis- tant	..	1	1	700—30—850/900—40— 1,100—EB—50—1,250
6	Sports Instructor	..	1	1	700—30—850/900—40— 1,100—EB—50—1,250
7	Labour Inspector	15	17	32	600—20—700—30—980/ 900—40—1,100(T.S.) 700—30—850/900—40— 1,100—EB—50—1,250 (S.G. for 20% posts)
8	Stenographer	1	..	1	600—20—700—30—850/ 900—40—1,100
9	Accountant	1	..	1	525—15—600—20—660/ 700—30—850—EB— 890—40—1,050
10	Assistant	15	5	20	525—15—600—20—660/ 700—30—850—EB— 890—40—1,050
11	Head Clerk (Field)	5	5	10	525—15—600—20—660/ 700—30—850—EB— 890—40—1,050
12	Senior Scale Stenogra- pher	3	3	6	525—15—600—20—660/ 700—30—850—EB— 890—40—1,050

HARYANA GOVT OAZ, MARCH 9, 1982 203  
(PHON. 18, 1903 SAKA)

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



## APPENDIX B

(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. degrees of a recognised university (b) Three years practice as an Advocate. (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 (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. (b) Knowledge of Hindi upto Matric Standard	(a) Graduate with Economics or Mathematics or Agricultural Economics or Commerce with Statistics or Public Administration. (b) Four years experience as Statistical Assistant or Accountant or Assistant or Head Clerk (Field) or Senior Scale Stenographer. In case of Accountant, Assistants or Head Clerks (Field) or Senior scale Stenographers 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. (b) Diploma of National Institute of Sports Specialisation in Athletics	(a) Matric or its equivalent from recognised university or Board. (b) Diploma of National Institute of Sports—Specialisation in Athletics.

HARYANA GOVT GAZ. MARCH 9, 1982 205  
(PHGN. 18, 1903 SAKA)

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

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.  (b) Knowledge of Hindi upto Matric Standard	(a) Matric  (b) Four years experience as Accountant or Assistant or Head Clerk or Senior Scale Stenographer or Statistical Assistant or Cartographer
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8. Cartographer	Post-graduate Diploma in cartography or Matric or its equivalent with Diploma in Commercial Arts/Draftmanship	Three years experience as Draftsman
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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.
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10. Assistant	—	Three years experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Stenotypists or Clerk or Computer Clerk.
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11. Head Clerk (Field)	—	Three years experience as Reader or Rent Collector or Junior Statistical Assistant or Junior Scale Stenographer or Stenotypists or Clerk or Computer Clerk.
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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.
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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.  (b) Three years' experience in collection, compilation and analysis of Labour Statistics.  (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.  (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.
14. Reader		Three years' experience as Junior Scale Stenographer or stenotypist or Clerk or Computer Clerk.
15. Rent Collector		Three year's experience as Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk.
16. Junior Statistical Assistant		Three year's experience as Junior Scale Stenographer or Stenotypist or Clerk or Computer Clerk.
17. Draftsman	(a) Matric of a recognised University/Board or its equivalent ;  (b) Two years' Diploma course in Draftsman (Civil) from a recognised Institute or its equivalent ; (c) Knowledge of Hindi upto Matric Standard.	(a) Matric of a recognised University/Board or its equivalent ;  (b) Two years' Diploma course in Draftsman (Civil) from a recognised Institute or its equivalent ; (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. (b) Knowledge of Hindi upto Matric Standard.	Two years' experience as Stenotypist and should qualify the test in Hindi short-hand 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 20 words per minute.  Note : The test will be of five minutes duration and 8 per cent mistakes will be allowed to qualify the test.
19. X-Ray Technician	(a) Matric (with science) of a recognised University/Board or its equivalent ;  (b) Diploma in Radiography from a recognised Institute ;  (c) Knowledge of Hindi upto Matric standard.	(a) Matric (with Science) of a recognised University/Board or its equivalent ;  (b) Diploma in Radiography from a recognised Institute ;  (c) Knowledge of Hindi upto Matric standard.

- |                          |   |   |
|--------------------------|---|---|
| 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 14 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 Technicians 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 13(1)]

Designation of posts	Appointing authority	Nature of Penalty	Authority empowered to impose penalty	Appellate authority
1. Superintendent	.. Labour	(a) Warning with a copy on personal file	Labour Commissioner	Government
2. Head Assistant	.. Commissioner Haryana	(b) censure ;		
3. Legal Assistant	..	(c) withholding of increments or promotion, including stoppage of and efficiency bar ;		
4. Head Clerk (Headquarters)	..	(d) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of order ;		
5. Head Statistical Assistant	..	(e) reduction to a lower post or time scale or to a lower stage in time scale ;		
6. Sports Instructor	..	(f) removal from the service which does not disqualify from future employment and		
7. Labour Inspector	..	(g) dismissal from the service which does ordinarily disqualify from future employment		
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. Stenotypist	..			
22. Clerk	..			
23. Computer Clerk	..			
24. Instructor (Female)	..			
25. Restorer	..			
26. Laboratory Assistant	..			
27. Nurse (Female)	..			
28. Cinema operator	..			

## APPENDIX D

[See rule 15(2)]

Designation of post	Nature of order	Authority empowered to make the order	Appellate authority
1. Superintendent	(i) Reducing or withholding the amount of ordinary/ additional pension admissible under the rules governing pension	Labour Commissioner	Government
2. Head Assistant			
3. Legal Assistant			
4. Head Clerk (Headquarters)	(ii) Terminating the appointment of a member of the Services 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 remuneration Act, 1976 and the rules made thereunder.
- (viii) Sales Promotion (Conditions of Service) Act, 1976.

Third Paper:

- (i) Method of approach for confiliation 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 2½ 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 of 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 :—

Nationality,  
domicile and  
character of  
candidates  
appointed to  
service.

(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 Ethiopia 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.

Age.

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

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 or by transfer or deputation and those specified in column 4 of the aforesaid Appendix in the case of appointment by promotion.

Quali-  
fications.

**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 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 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 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				
11	Laboratory Attendent		(v) withholding of increments of pay; without commulative effect;		
<b>Major Penalties</b>					
			(vi) Withholding of increments of pay with commulative effect;		

1	2	3	4	5	6
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(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)]

St. 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; 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 Attendent				

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  (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) 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 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 Single 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.	<p>The Labour department has constituted three advisory boards. i.e.</p> <ol style="list-style-type: none"> <li>1. Haryana State Social Security Board.</li> <li>2. State Minimum Wages Advisory Board.</li> <li>3. State Advisory Contract Labour Board.</li> </ol> <p>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. Other general information regarding aforementioned Boards are regularly updated and uploaded on website of department. The detailed information to these boards can be obtained from official website in daily order section.</p>

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Dr. HARENDER MAAN <b>Addl. charge</b>	ASSISTANT DIRECTOR, I.H PANIPAT		Mini Sect., panipat	dr.harenderhry@gmail.com
Dr. HARENDER MAAN	ASSISTANT DIRECTOR, I.H HISAR		Mini Sect, hisar	dr.harenderhry@gmail.com
Dr. BALJEET SINGH	ASSISTANT DIRECTOR, I.H FARIDABAD		Faridabad	baljeetkaithal2004@gmail.com
Dr. DILAWAR SINGH DESWAL	ASSISTANT DIRECTOR, I.H GURUGRAM		Gurugram	dilawersingh7@gmail.com
Smt. SUMAN KUNDU	Addl. Labour Commissioner.	2587101	HEPC, Sec-2 Panchkula (On Deputation)	
Dr. ANURADHA LAMBA	Joint Labour Commissioner, hqrs.	2971059	30 Bays Building, Sector-17B, Chandigarh.	jlchrychandigarh123@gmail.co m.
Sh. PARAMJIT DHULL	Deputy Labour Commissioner-I, Hqrs.	954186001 0	30 Bays Building, Sector-17B, Chandigarh.	dlchq1@gmail.com
Sh. RAMESH NAIN	DLC PANCHKULA	0172- 2562099	#24, Maheshpur, Panchkula.	dlcpkl99@rediffmail.com
Sh. RAJINDER SAINI <b>(Addl. Charge)</b>	DLC PANIPAT	0180- 2652433	5 <sup>th</sup> Mini Sectt, Panipat	dlcppt@gmail.com
Sh. HARISH KUMAR	DLC ROHTAK	01262- 245046	Model town, Rohtak	dlcrohtak@gmail.com
Smt. SUDHA CHAUDHARY	DLC FARIDABAD	0129- 2268387	New sharm,12 Faridabad	dlcfaridabad@gmail.com
Sh. RAMESH AHUJA	DLC GURUGRAM-I	0124- 2335102	Mini Sectt., Gurugram	gurgaondlc1@gmail.com
Sh. DINESH SAINI	DLC GURUGRAM-II	0124- 2220718	Mini Sectt., Gurugram	dlc2gurgaon@hotmail.com
Sh. RAJINDER SAINI	DLC HISAR	01662- 232063	Mini Sectt., Hisar	dlchissar@gmail.com
Sh. NAVEEN SHARMA	A.LC PANCHKULA	0172- 2590724	# 24, Maheshpur, Panchkula.	locopkl1@gmail.com
Sh. NARESH BHARDWAJ <b>Addl. charge</b>	A.LC AMBALA	0171- 2533165	Manav Chowk, Ambala City	locoambala@gmail.com
Sh. NAVEEN SHARMA <b>Addl. charge</b>	A.LC KURUKSHETRA	01744- 226625	Brahman Dhrrmsala, Kurukshetra.	labour.officer@yahoo.com
Sh. NARESH BHARDWAJ	A.LC YAMUNA NAGAR-I	<b>01732- 237898</b>	Labour Colony, Yamuna Nagar	loynr1@gmail.com
Smt. ANJNA GOEL	A.LC YAMUNA NAGAR-II	01732- 212544	Labour Colony, Yamuna Nagar, Jagadhri	labouofficeynr2@gmail.com
<b>VACANT</b>	A.LC SONEPAT-II	0130- 2246482	Munish baratghar, snp	alcsonepat1@gmail.com
Sh. SURINDER SINGH	A.LC SONEPAT-II	0130- 2246482	Munish baratghar, snp	alcsonepat2@gmail.com
<b>Vacant</b>	A.LC ROHTAK	01262- 271530	Old mini sectt, rohtak	lorohtak@gmail.com
Sh. SATNARAYAN SHARMA	A.LC PANIPAT-I	0180- 2649481	Mini secretariat, panipat	alc1panipat@gmail.com

Sh. SATNARAYAN SHARMA <b>Addl. charge</b>	A.LC PANIPAT-II	0180-2649363	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	Sharam bhawan/12, Faridabad	alc02faridabad@gmail.com
Sh. SATISH KUMAR <b>Addl. Charge</b>	A.LC FARIDABAD-III	0129-2292166	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	Sector-11, faridabad	alc05fbd@gmail.com
Sh. SUNIL NANDAL	A.LC PALWAL	01275-247555	Palwal	lopalwal@gmail.com
Sh. GARIBDASS KADIYAN	A.LC NUH at MEWAT	07988485347	Mewat	lomewat11@gmail.com
Smt. NARINDER KUMARI	A.LC KARNAL	0184-2254781	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	Railway Road, Bahadurgarh	alcbahadurgarh@gmail.com
Sh. VINOD DAHIYA	A.LC GURUGRAM-I	0124-2322148	Mini Sectt. Gurugram	logurgaon2@gmail.com
Sh. RAJBIR SINGH	A.LC GURUGRAM-II	0124-2309870	Mini Sectt. Gurugram	logurgaon2@gmail.com
Sh. CHANDERPAL SHEORAN CDC	A.LC GURUGRAM-III	0124-2222126	Mini Sectt. Gurugram	logurgaon3@gmail.com
Sh. ANUJ SAHARAN	A.LC GURUGRAM-IV	0124-2220715	Mini Sectt. Gurugram	logurgaon3@gmail.com
Sh. SURESH YADAV	A.LC GURUGRAM-V	0124-2322148	Mini Sectt. Gurugram	lo5gurgaon@gmail.com
Sh. RAJIV YADAV	A.LC GURUGRAM-VI	0124-2220738	Mini Sectt. Gurugram	lo5gurgaon@gmail.com
Sh. VISHWAPREET HOODA <b>Addl.charge</b>	A.LC BHIWANI	01664-242329	Bhiwani	locobwn@gmail.com
Sh. NARINDER KUMARI <b>Addl. charge</b>	A.LC JIND	01681-245226	Old mini Sectt, jind	locojind@gmail.com
Sh. MANISH KUMAR <b>Addl. charge</b>	A.LC SIRSA/FATEHABAD	01666-247012	Mini Sectt, sirsa	losirsa@gmail.com
Sh. HAWA SINGH YADAV	A.LC REWARI	01274-221879	Mini Sectt, rewari	lorewari@gmail.com
Sh. MANISH KUMAR	A.LC HISAR	01662-231110	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 (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 (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 (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. (ii) 50% by promotion
5.	Statistical Officer	1	L-7	(i) By promotion , or (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. (ii) 50% by promotion, or (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 (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 (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 (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) By promotion , or (ii) By transfer or deputation of any officer/official already in the service of any State Government or the 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) by promotion, 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.

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

7.	Cartographer	1	FPL -6 (35400-1.12,400)	(i) By promotion, 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.
8.	Assistant	104	FPL -6 (35400-1.12,400)	(i) By promotion, or (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 (i) by direct recruitment, or (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 (ii) 34% by direct recruitment or by transfer or deputation of an official already in the service or 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 (iii) By transfer or deputation of any official already in the service of any State Government or the Government of India.

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

<b>Class-IV</b>				
1	Jamadar	1	DL (16900-53500)	(i) By promotion, 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.
2.	Peon	167	DL (16900-53500)	(i) By direct recruitment, or (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 (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 (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 (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 (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 current fiscal year 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 i.e. [www.bamsharyana.nic.in](http://www.bamsharyana.nic.in) in the department major head scheme budget status section.

**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.

**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 Haryana, Labour Department.	0172-2701373 0172-2701266 (Fax)

#### State Public Information Officer

Sr. No.	Designation	Telephone Numbers
1	Under Secretary to Government 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 0172-2701266 (Fax)
2	Additional Director Industrial Safety & Health (Factory Wing), HQ	0172-2702918
3	Additional Labour Commissioner (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	Joint Labour Commissioner, HQ	0172-2701373
2	Deputy Labour Commissioner, Faridabad	0129-2268387

3	Deputy Labour Commissioner, Gurugram-I	0124-2335102
4	Deputy Labour Commissioner, Gurugram-II	0124-2335102
5	Deputy Labour Commissioner, Panipat	0180-2652433
6	Deputy Labour Commissioner, Rohtak	01262-245046
7	Deputy Labour Commissioner, Hisar	01662-232063
8	Deputy Labour Commissioner, Panchkula	0171-2534020
9	Deputy Director, Industrial Safety & Health, Faridabad.	129-2227244
10	Deputy Director, Industrial Safety & Health, Gurugram-I	0124-2225004
11	Deputy Director, Industrial Safety & Health, Gurugram-II	0124-2225004
12	Deputy Director, Industrial Safety & Health, Panipat	0180-2651724
13	Deputy Director, Industrial Safety & Health, Hisar	01662-232063
14	Deputy Director, Industrial Safety & Health, Panchkula	0171-2534390
15	Deputy Director, Industrial Safety & Health, Sonipat	01302246482

### State Assistant Public Information Officer

Sr. No.	Designation	Telephone Numbers
1	Editor (HQ) (Vacant)	0172-2701337
2	Assistant Labour Commissioner, Panchkula	0172-2590724
3	Assistant Labour Commissioner, Ambala	0171-2533165
4	Assistant Labour Commissioner, Yamuna Nagar-I	01732-237898
5	Assistant Labour Commissioner, Yamuna Nagar-II	01732-212544
6	Assistant Labour Commissioner, Kurukshetra	01744-290625
7	Assistant Labour Commissioner, Karnal	0184-2254781

8	Assistant Labour Commissioner, Panipat-I	0180-2649481
9	Assistant Labour Commissioner, Panipat-II	0180-2649363
10	Assistant Labour Commissioner, Sonapat-I	0130-2246482
11	Assistant Labour Commissioner, Sonapat-II	0130-2246482
12	Assistant Labour Commissioner, Faridabad-I	0129- 2410180
13	Assistant Labour Commissioner, Faridabad-II	0129-2269660
14	Assistant Labour Commissioner, Faridabad-III	0129-2292166
15	Assistant Labour Commissioner, Faridabad-IV	0129-2265545
16	Assistant Labour Commissioner, Faridabad-V	0129-2220592
17	Assistant Labour Commissioner, Gurugarm-I	0124-2322148
18	Assistant Labour Commissioner, Gurugarm-II	0124-2309870
19	Assistant Labour Commissioner, Gurugram-III	0124-2309870
20	Assistant Labour Commissioner, Gurugram -IV	0124-2309870
21	Assistant Labour Commissioner, Gurugram -V	0124-2322148
22	Assistant Labour Commissioner, Gurugram -VI	0124-2220738
23	Assistant Labour Commissioner, Rewari	01274-221879
24	Assistant Labour Commissioner, Bahadurgarh	01276-210232
25	Assistant Labour Commissioner, Rohtak	01262-210530
26	Assistant Labour Commissioner, Bhiwani	01664-242329
27	Assistant Labour Commissioner, Hisar	01662-231110
28	Assistant Labour Commissioner, Sirsa	01666-222679

29	Assistant Director, I.S. &H., Ambala	0171-2533165
30	Assistant Director, I.S. &H., Yamuna Nagar-I	01732-251842
31	Assistant Director, I.S. &H., Yamuna Nagar-II	01732-237898
32	Assistant Director, I.S. &H., Kurukshetra	01744-290625
33	Assistant Director, I.S. &H., Karnal	0184-2254781
34	Assistant Director, I.S. &H., Panipat-I	0180-2651724
35	Assistant Director, I.S. &H., Panipat-II	0180-2651724
36	Assistant Director, I.S. &H., Sonapat	0130-2246482
37	Assistant Director, I.S. &H., Faridabad-I	0129-2227244
38	Assistant Director, I.S. &H., Faridabad-II	0129-2227244
39	Assistant Director, I.S. &H., Faridabad-III	0129-2227244
40	Assistant Director, I.S. &H., Faridabad-IV	0129-2227244
41	Assistant Director, I.S. &H., Gurugram -I	0124-2225004
42	Assistant Director, I.S. &H., Gurugram -II	0124-2225004
43	Assistant Director, I.S. &H., 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., 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**

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

4 (1) (b) (xvii)

**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 & revised every year and uploaded on official website of Labour Department i.e [www.hrylabour.gov.in](http://www.hrylabour.gov.in).

4 (1) (c) & 4 (1) (d)

4(1) (C)	Publish all relevant facts while formulating important policies or announcing the decisions which affect public.	All the policies, decisions and other general information is regularly updated/ uploaded on the official website i.e. <a href="http://www.hrylabour.gov.in">www.hrylabour.gov.in</a>
4(1) (D)	Provide reasons for its administrative or quasi-judicial decisions to affected persons.	