



GOVERNMENT OF PUDUCHERRY

CITIZEN'S CHARTER

2020

LABOUR DEPARTMENT

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CHAPTER - I

INTRODUCTION :

1:1 The Labour Department was established in the year 1963 by the enactment of Govt. of Union Territories Act, 1963 and functioned as Inspector de Travail and latter the said post was re-designated as Commissioner of Labour. It has Regional Office at Karaikal, Mahe and Yanam.

1:2 This Citizen Charter is in sequel to the object of creating awareness on the activities and functions of the Labour Department and time bound services extended to the Public so as to have transparent administration. It enlightens the Labour Department functions in respect of its main activities, enforcement of labour enactments, time limit for services, Authorities and procedural aspect to claim relief's under various acts etc.

1:3 It brings technical knowledge and contains various Statutory Forms/Application to approach different authorities such as Conciliation Machinery, Enforcement Machinery, Registering and Licensing authorities, Factory Inspectorate etc. It also enlightens the activity in Employment and Training viz., Registration and sponsoring of candidates vocational guidance, imparting technical skill through implementation of Craftsmen, Training Scheme and Apprenticeship Training Scheme.

1:4 The essential information are grouped as follows:-

- (a) Object and functions of the Labour Department
- (b) Main activities and duties.
- (C) Constitution of the Department.
- (d) Enforcement of Labour Enactments.
- (e) Organizational Chart-Work Flow Chart – Staff placement chart.
- (f) Branches of Labour department and their specific services rendered to the Public.
- (h) Time-bound services under various Labour enactments

1:5 Mission of the Labour Department :

1. To safe-guard the interest and service condition of the employees through effective implementation of various State and Central Acts.
2. To promote industrial peace and harmony
3. To enforce Health and Safety Measures
4. To ensure timely payment of wages and enforcement of Minimum Wages.
5. To motivate self-employment in the context of soaring unemployment. Providing counseling to employment seekers. Sponsoring of Registrants against suitable vacancies. Providing counseling and career guidance to the students.
6. To work towards providing specialized placement service to the Differently Disabled Persons and other unemployed youth.
7. To provide vocational guidance, employment counseling to youth and unemployed. Registration and sponsoring of candidates for employment in the Public and Private Sector.
8. To provide pre-school education and free meal to the children in the age group of 3-5 years and to train women folk of labourer's family in skills like Sewing, Embroidery and Handicrafts through Child and Labour Welfare Centres.
9. To impart technical skill in various vocational trades through implementation of Apprenticeship Training Scheme and to provide training to the trainees in different trades under NCVT and SCVT pattern.

1:6 VISION OF THE DEPARTMENT

The vision of the Department is to promote Ease of Doing Business, maintaining harmonious employer employees relationship, evolving symbiotic relationship between ITIs and Industries to enhance the employability of ITI graduates, to simulate the blended learning environment, revamping skill ecosystem in a blended mode and ensuring transparency in extending welfare benefits.

1:7 CONSTITUTION OF THE DEPARTMENT:

Labour Department is constituted with an Administrative Secretary and the Commissioner of Labour is the Head of the Department and Ex-Officio Additional Secretary to Government. Additional Secretary-cum Commissioner of Labour also functions as the Chief Inspector of Factories and Boilers, Chief Conciliation Officer, Registrar of Trade Unions, Director of Employment and Training, State Apprenticeship Advisor, Certifying Officer under the Standing Orders Act, Commissioner for Employees Compensation Act etc.

He is assisted (1) on the Labour side by the Deputy Labour Commissioner (Ex-Officio Under Secretary to Government) and also by the Labour Officer (Conciliation), Puducherry, Labour Officer (Enforcement) Puducherry, Labour Officer (Welfare Schemes), Puducherry, Labour Officer, Karaikal and Assistant Inspectors of Labour, Mahe/Yanam; (2) On the enforcement of Industrial Health and Safety Laws, by the Joint Chief Inspector of Factories, Inspector of Factories, Inspector of Boilers and Medical Inspector of Factories; (3) On the employment side by the Employment Officer, Employment Officer (PH), Employment Officer, Karaikal, Puducherry; and (4) On the training side by the Principals of Government ITIs / Private ITCs and Assistant Director (Training) and Assistant Director of Employment & Training, Puducherry.

1:8. FOLLOWING OFFICES ARE FUNCTIONING UNDER THE CONTROL OF THE LABOUR DEPARTMENT:

PUDUCHERRY REGION:-

- i) Office of the Commissioner of Labour, Puducherry.
- ii) Office of the Chief Inspector of Factories and Boilers, Puducherry
- iii) Office of the Labour Officer (Conciliation), Puducherry.
- iv) Office of the Labour Officer (Enforcement), Puducherry.
- v) Office of the Labour Officer (Welfare Schemes), Puducherry.
- vi) Employment Exchange, Puducherry.
- vii) Special Employment Exchange for Differently Abled Persons, Puducherry.
- viii) Office of the Assistant Director (Training), Puducherry.
- ix) Govt. I.T.I. for Men, Puducherry.
- x) Govt. I.T.I. for Women, Puducherry.
- xi) Govt. I.T.I. Nettapakkam, Puducherry.
- xii) Govt. I.T.I. Bahour, Puducherry.
- xiii) Govt. I.T.I. Villianur, Puducherry.
- xiv) Puducherry Unorganized Labourers' Welfare Society.
- xv) Puducherry Building and Other Construction Workers Welfare Board.

KARAIKAL REGION:-

- i) Office of the Labour Officer, Karaikal.
- ii) Office of the Employment Exchange, Karaikal
- iii) Govt. I.T.I. for Men, T.R. Pattinam, Karaikal.
- iv) Govt. I.T.I. for Women, T.R. Pattinam, Karaikal.
- v) Basic Training Centre, Karaikal.

MAHE REGION:-

- i) Office of the Assistant Inspector of Labour, Mahe.
- ii) Town Employment Exchange, Mahe.
- iii) Rajiv Gandhi Govt. IT.I, Mahe.
- iv) The Rural Labour Welfare Centre, Mahe.
- v) The Rural Labour Welfare Centre, Pallore, Mahe.

YANAM REGION:-

- i) Office of the Assistant Inspector of Labour, Yanam.
- ii) Town Employment Exchange, Yanam.
- iii) Nethaji Subhash Chandra Bose Govt. I T.I., Yanam
- iv) The Rural Labour Welfare Centre, Yanam.

CHAPTER - II

2:1 Enforcement of various Central/ State Act enactment that are enforced in this Union Territory are as follows.

CENTRAL ACTS:

1. The Indian Boilers Act, 1923.
2. The Industrial Employment (Standing Orders) Act, 1946.
3. The Trade Unions Act, 1926.
4. The Employee's State Insurance Act, 1948.
5. The Factories Act, 1948.
6. The Dangerous Machines (Regulation) Act, 1948.
7. The Employees Compensation Act, 1923.
8. The Payment of Wages Act, 1936.
9. The Inter-state Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979.
10. The Industrial Disputes Act, 1947.
11. The Payment of Bonus Act, 1965.
12. The Dock Workers (Regulation of Employment) Act, 1948.
13. The Minimum Wages Act, 1948.
14. The Employee's Provident Fund & Miscellaneous Provisions Act, 1952.
15. The Motor Transport Workers Act, 1961.
16. The Maternity Benefit Act, 1961.
17. The Beedi and Cigar Workers (Condition of Employment) Act, 1966.
18. The Contract Labour (Regulation and Abolition) Act, 1970.
19. The Payment of Gratuity Act, 1972.
20. The Sales Promotion Employees (Condition of Service) Act, 1976.
21. The Bonded Labour System (Abolition) Act, 1976.
22. The Equal Remuneration Act, 1976.

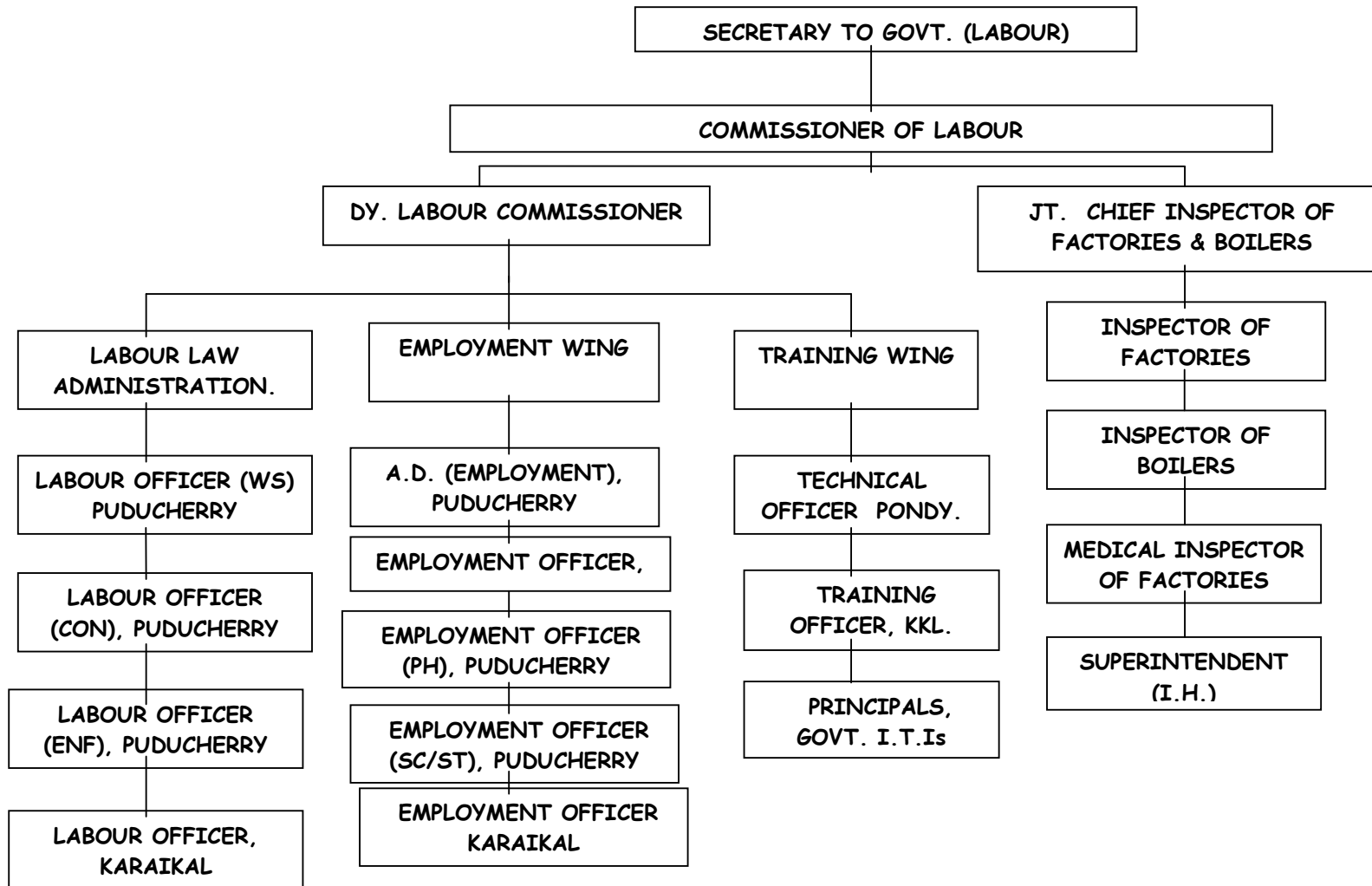
23. The Child Labour (Prohibition and Regulation) Act, 1986.
24. The Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996.
25. The Building and Other Construction Workers' Welfare Cess Act, 1996.
26. The Apprentices Act, 1961.
27. The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.
28. Labour laws (Simplification of Procedure for Furnishing Returns and Maintaining Registers by Certain Establishments)Act, 1988
29. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), Act, 2013
30. Unorganized Workers' Social Security Act, 2008.
31. Weekly Holidays Act,1942.
32. Working Journalists and Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955.

2:2 The following major Acts and Rules have been framed by this Union Territory Administration.

1. The Puducherry Shops and Establishments Act, 1964.
2. The Puducherry Catering Establishment Act, 1964.
3. The Puducherry Industrial Establishment (National and Festival Holidays) Act, 1964.
4. The Puducherry Shops and Establishments Rules, 1964.
5. The Puducherry Catering Establishment Rules, 1964.
6. The Puducherry Industrial Establishment (National and Festival Holidays) Rules, 1964.
7. The Puducherry Factories Rules, 1964.
8. The Puducherry Contract Labour (Regulation and Abolition), Rules, 1973.

9. The Puducherry Payment of Gratuity Rules, 1973.
10. The Puducherry Payment of Wages, Rules, 1964.
11. The Puducherry Trade Union Regulations.
12. The Puducherry Building and Other Construction Workers (Conditions of Service) Rules, 2001.
13. The Puducherry Child Labour (Prohibition & Regulation) Rules, 1995
14. The Puducherry Employees' Compensation Rules, 1964.
15. The Puducherry Interstate Migrant Workers' Rule 2012.
16. The Puducherry Minimum Wages Rules,1964

ORGANISATIONAL STRUCTURE OF THE LABOUR DEPARTMENT



CHAPTER III

INDEX OF SERVICES

<i>SLNO</i>	<i>SERVICES / ACTIVITY</i>	<i>PROCESS / FORMS TO BE SUBMITTED</i>	<i>CONTACT DETAILS /AUTHORITY OF THE RESPONSIBLE OFFICER</i>	<i>SERVICE / PERFORMANCE STANDARD</i>	<i>PROCESS / DOCUMENTS REQUIRED</i>	<i>FEE</i>
1.	Settlement of Industrial dispute	Form H	Concerned area Conciliation Officer	Within 7 days	-	NA
2.	Reference to Labour Court / Industrial Tribunal / National Tribunal	Based on the failure report	Secretary to Government (Labour)	Within 90 days from the date of the receipt of the conciliation failure report.	Report of failure	NA
3.	Seeking Government permission effect lay when number of workmen of Industry exceeds 100	Form 03	Secretary to Government (Labour)	Within 60 days	Application along with Form 03 and relevant documents	NA
4.	Seeking Government Permission effect retrenchment when number of workmen of industry exceeds 100	Form P4	Secretary to Government (Labour)	Within 60 days	Application along with Form P4 and relevant documents	NA
5.	Seeking Government permission effect closure of Industrial establishment when number of workmen of industry exceeds 100	Form Q	Secretary to Government (Labour)	Within 60 days	Application along with Form Q and relevant documents	NA
6.	Publication of Awards Labour Court / Industrial	On receiving Award	Secretary to Government (Labour)	Within 15 days	-	NA

<i>SLNO</i>	<i>SERVICES / ACTIVITY</i>	<i>PROCESS / FORMS TO BE SUBMITTED</i>	<i>CONTACT DETAILS /AUTHORITY OF THE RESPONSIBLE OFFICER</i>	<i>SERVICE / PERFORMANCE STANDARD</i>	<i>PROCESS / DOCUMENTS REQUIRED</i>	<i>FEE</i>
	Tribunal					
TRADE UNION ACT, 1926.						
7.	Registration of Trade Union	Form A	Registrar of Trade Union	Within 15 days	Application Form A along with relevant documents	Rs.5
CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970						
8.	Issue of Principal Employer Registration Certificate	Form I (Quadruplicate)	JCIF, in case of Factories. For others Labour Officer (Enforcement), in r/o Puducherry, Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 15 days	Application in Form I along with relevant documents.	Rs. 2500 to 20,000 as stated in para 3:23
9.	Issue of License to the Contractor Under Section 12 of the Act.	Form IV and V (Quadruplicate)	Labour Officer (Enforcement) and Inspector of Factories for Puducherry region. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 30 days from the date of receipt of the application.	Application in Form IV and V along with relevant documents.	Rs.2500 to 20,000 as stated in para 3:53
10.	Issue of renewal of license to the contractor	Form VII (Quadruplicate)	Labour Officer (Enforcement) and Inspector of Factories for Puducherry region. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 30 days from the date of receipt of the application.	Application in Form VII along with relevant documents.	do

PAYMENT OF GRATUITY ACT, 1972.						
SLNO	SERVICES / ACTIVITY	PROCESS / FORMS TO BE SUBMITTED	CONTACT DETAILS / AUTHORITY OF THE RESPONSIBLE OFFICER	SERVICE / PERFORMANCE STANDARD	PROCESS / DOCUMENTS REQUIRED	FEE
11.	Order of Controlling Authority for settlement of gratuity liability .	Form N (in duplicate)	Labour Officer (Enforcement), in r/o Puducherry and Yanam regions. Labour Officer Karaikal in r/o Karaikal and Mahe regions.	Normally within a period of one year. However this time limit depends upon the nature of the cases taken up on file of the Controlling Authority.	Application in Form N along with relevant documents.	NA
MOTOR TRANSPORT WORKERS ACT, 1961						
12.	Issues of Registration Certificate	Form I, V and VII-A (in duplicate)	Labour Officer (Enforcement), Asst. Inspector of Labour in r/o Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 15 clear working days from the date of receipt of the application.	Application in Form I, IV, VII along with relevant documents.	Rs. 25 to 500 As stated in para 3:29
13.	Renewal of Registration Certificate.	Form I, and V (in duplicate)	Labour Officer (Enforcement), Asst. Inspector of Labour in r/o Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 15 clear working days from the date of receipt of the application.	Application in Form I & V along with relevant documents.	do
THE PUDUCHERRY SHOPS AND ESTABLISHMENTS ACT, 1964.						
14.	Issue of Registration Certificate.	Form I, II, XI and XIII (in duplicate)	Labour Officer (Enforcement), Asst. Inspector of Labour in r/o Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 15 clear working days from the date of receipt of the application.	Application in Form I, II, XI, XIII along with relevant documents.	Rs. 30 to 2500

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15.	Renewal of Registration Certificate.	Form I, V and XI (in duplicate)	Labour Officer (Enforcement), Asst. Inspector of Labour in r/o Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 15 clear working days from the date of receipt of the application.	Application in Form I,V and XI along with relevant documents.	do
THE PUDUCHERRY CATERING ESTABLISHMENTS ACT, 1964.						
16.	Issue of Registration Certificate	Form I, V and X (in duplicate)	Labour Officer (Enforcement), Asst. Inspector of Labour in r/o Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 15 days clear working from the date of receipt of the application.	Application in Form I, V, X along with relevant documents.	Rs. 10 to 250 as stated in para 3:27
17.	Renewal of Registration Certificate	Form I and X (in duplicate)	Labour Officer (Enforcement), Asst. Inspector of Labour in r/o Puducherry. Labour Officer Karaikal in r/o Karaikal. AIL in r/o Mahe and Yanam regions.	Within 15 days clear working from the date of receipt of the application.	Application in Form I & X along with relevant documents.	do
INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946.						
18.	Certification of Standing Orders	Form I	Certifying Officer for Union Territory of Puducherry.	Within 30 days from the date of receipt of the application.	Application in Form I along with relevant documents.	NA
PAYMENT OF BONUS ACT, 1965.						
19.	Settlement of Bonus Problems	In Plain Paper	Area Conciliation Officer	Within 15 days.	-	NA
EMPLOYEES COMPENSATION ACT, 1923.						
20	Payment of compensation to the employees who met with accident	Form F	In the Court of Additional Commissioner for Employees Compensation (DLC	As per the court proceedings within 90 days from the date of	Application in Form F along with relevant documents.	NA

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	(injuries and death) during the course of his employment.		Puducherry, Mahe & Yanam regions:LO, Kkl-Karaikal region).	receipt of the application.		
PAYMENT OF WAGES ACT, 1936.						
21.	Claim for Non Payment of Wages	(i) Form A (in the case of individual) Form B (in the case of Group)	(i) In the Court of Payment of Wages Authority Appointed under the Act. (DLC Puducherry, Mahe & Yanam regions: LO,Kkl-Karaikal region).	Within 60 days	Application in Form A for individual and Form B for Group along with relevant documents.	NA
EMPLOYMENT EXCHANGE (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959.						
22	Sponsoring names to job seekers to various Government Departments, Public Sector Undertakings and Private Firms according to Seniority maintained in the Employment Office, Puducherry.	On receipt of the notification of vacancy from the Employer.	Area Employment Exchange.	Within the time limit requested by the employer. In other cases normally within 30 days.	Employment Officer	NA
23	Clarifying / Clearing all kinds of doubts arising out of registration, job opportunity, Sponsorship etc.	By personal contact	Area Employment Exchange.	On the spot.	With all educational certificates in original	NA
24	Registration of Names of Educated and	By personal contact	Area Employment Exchange.	On the spot	Do	NA

	Illiterate who Seek employment and periodical renewal of their names						
25	Registration of additional qualification and experience certificate produced by the job seekers.	By personal contact.	Area Employment Exchange.	On the spot.		Do	NA
FACTORIES ACT, 1948.							
26	Permission / approval of plans for the construction of / extension of factory building and installation of machineries.	Form IC	Chief Inspector of Factories and Boilers	Within Month	1	Application in Form IC along with relevant documents.	Rs.100 for small scale Rs.500 for Medium scale Rs.1000 for large scale
27	Registration and grant of license for the new factories after the construction of machineries before the commencement of production.	Form 2	Chief Inspector of Factories and Boilers	Within Month	1	Application in Form 2 along with relevant documents.	Fee structure as stated in para 3:48 (a)
28	Renewal of license of the running factories	Form 2	Chief Inspector of Factories and Boilers	Within Month	1	Application in Form 2 along with relevant documents.	Prescribed fee as stated para 3:48 (a)
29	Issue of Clearance under the purview of the Factories Act, 1948.	Application in plain paper.	Chief Inspector of Factories and Boilers.	Within days	7	-	NA
30	Registration and issue of certificate for the use of a boiler under the Indian Boilers Act, 1923.	Application in the plain paper accompanied by manufacturers Boilers Book	Chief Inspector of Factories and Boilers	Within Month	1	-	Prescribed fee as stated para 3:48 (b)

<i>SLNO</i>	<i>SERVICES / ACTIVITY</i>	<i>PROCESS / FORMS TO BE SUBMITTED</i>	<i>CONTACT DETAILS /AUTHORITY OF THE RESPONSIBLE OFFICER</i>	<i>SERVICE / PERFORMANCE STANDARD</i>	<i>PROCESS / DOCUMENTS REQUIRED</i>	<i>FEE</i>
31.	Renewal of certificate for use of a boiler on the expiry of a period for which it was granted.	Application in the plain paper accompanied by manufacturers Boilers Book.	Chief Inspector of Factories and Boilers	Within 1 Month	-	Prescribed fee as stated para 3:48 b
32	Medical examination of workers after remittance of payment of medical examination and submission of challan receipt.	Application in Plain Paper	Joint Chief Inspector of Factories and Boilers / Medical Inspector of Factories	Within 1 Month	-	Rs. 25 per worker

3:1 LABOUR COMMISSIONERATE

The Commissioner of Labour who is also ex-officio Additional Secretary (Labour) is the Head of Department. The Commissioner of Labour is responsible for overall administration and enforcement of Labour Laws. He functions as the Chief Conciliation Officer, Registrar of Trade Union, Certifying Officer for Standing Orders and Commissioner for Employees Compensation Act and Appellate authority under the Interstate Migrant Workmen Act, Contract Labour (R& A) Act and Right to Information Act. He is Licensing Officer and Registering Officer under the Factories and Indian Boilers Act. Commissioner of Labour is responsible for scrutiny of all Plan and Non-plan schemes, preparation of budget and revised estimate, expenditure control and financial review. He monitors complete departmental accounts formulation of schemes, expenditure proposals, and appointment / recruitment to posts, creation of posts, framing of Recruitment Rules etc. He is responsible for the better administration of various labour enactment, norms and guidelines in the area of Vocational Training. This Office is also responsible for

- a) Labour Laws Administration and Enforcement
- b) Prevention investigation and settlement of Industrial Disputes,
- c) Enforcement of Award and Settlement, Recovery of Money dues etc.
- d) Fixation/Revision of Minimum Wages, Certification of Standing Order and Registration of Trade Union,
- e) Registration/renewal of licences for the new /existing factories,
- f) Implementation of Craftsmen Training Scheme and Apprenticeship Training Scheme.
- g) Health and Safety measures

COMMISSIONER OF LABOUR

3:2 AUTHORITY UNDER THE ACT

- | | |
|---|--|
| 1. Employees Compensation Act, 1923 | - Commissioner for Employees Compensation |
| 2. The Factories Act, 1948 | } Registering and Licencing Authority/ Chief Inspector of Factories & Boilers |
| 3. The Indian Boilers Act, 1923 | |
| 4. The Dangerous Machines (Regulation) Act, 1983 | |
| 5. The Industrial Employment (Standing Orders) Act, 1946 | - Certifying Officer |
| 6. The Trade Unions Act, 1926 | - Registrar of Trade Union |
| 7. The Industrial Disputes Act, 1947 | - Chief Conciliation Officer |
| 8. The Employment Exchange(C&V) Act, 1959 | - Director of Employment & Training |
| 9. Inter-state Migrant Workmen Act, 1979 | } Appellate Authority |
| 10. Right to Information Act, 2005 | |
| 11. Contract Labour(R&A) Act, 1970 | |
| 12. Payment of Wages Act, 1936 | - Chief Inspector |
| 13. Minimum Wages Act, 1948 | - Appellate Authority |
| 14. The Apprentice Act, 1961 | - State Apprenticeship Advisor |

3:3 LABOUR LAWS ADMINISTRATIVE SECTION :

All subject matters relating to Administration of Labour Laws are routed through Labour Laws Administrative Section. The supervisory officer is the Deputy Labour Commissioner. This section deals with Certification of Standing Order, Registration of Trade Union, Fixation / Revision of Minimum Wages to various scheduled employments, Reference of disputes to Labour Court/ Industrial Tribunals, permission/refusal for lay-off, retrenchment, issue of certificate for recovery of money due. This section is also in-charge of legal matters and also it deals the subject matter relates to Rajya Sabha & Lok Sabha questions, ILO, issue of notifications etc. This section deals with the following Acts as detailed below.

3:4 INDUSTRIAL EMPLOYMENT (Standing Order) ACT, 1946:-

CERTIFYING OFFICER : COMMISSIONER OF LABOUR

Appellate Authority : Labour Court

The Industrial Employment (Standing Orders) Act, 1946 stipulates that the Act applies to every industrial establishment wherein 100 or more workmen are employed or were employed on any day of the preceding 12 months.

As per Notification issued vide G.O.Ms. No.12/AIL/Lab/L/2007, dated 24.5.2007 the Government of Puducherry extended the provision of the said Act to the establishment employing 20 or more but less than 100 workmen.

3:5 PROCEDURE TO OBTAIN CERTIFICATION

As per section 3 of the Act, within six months from the date on which the Act applies to an industrial establishment, the employer shall submit the application for certification of Standing Orders in Form I enclosing 5 copies of draft Standing Orders proposed for certification with the following particulars.

1. Total number of workmen,
2. Number of permanent workmen,
3. Number of temporary workmen,
4. Number of casual workmen,
5. Number of probationers,
6. Number of apprentices,
7. Name of the trade union or trade unions, if any, to which the workmen belong.

3:6 A group of employers in similar industrial establishments may submit a joint draft Standing Orders for certification. The Trade Unions or the representatives of workmen will be required to give their objection/suggestion if any to the draft within 15 days from the date of its receipt. On giving reasonable opportunity, the Certifying Officer will certify the Standing Orders and forward the same to the parties.

3:7 An **appeal** on the order of the Certifying Officer will lie in the Labour Court, Puducherry and the appeal has to be filed within 30 days from the date on which copies of certified Standing Orders are sent. The certified Standing Orders come into operation with effect from the 30th day from the day on which its copies are sent to the parties or from the 7th day on which the appellate order is served on the parties.

3:8 INDUSTRIAL DISPUTES ACT, 1947

Competent Authorities:

Grant of Permission for closure(100 workers and more)	- Lt. Governor
Reference to Labour Court and to grant permission for layoff, retrenchment, etc.,	- Secretary to Govt.(Labour)
Chief Conciliation Officer	- Commissioner of Labour
Conciliation Officers	- Dy. Labour Commissioner, Labour Officer, Asst. Inspector of Labour

REFERENCE OF DISPUTE FOR ADJUDICATION

If a dispute is not settled by negotiations or conciliation and the parties are not interested for voluntary arbitration, the government may at its discretion or on an application made by the parties to the dispute representing the majority, separately or jointly, refer the dispute to the Labour Court or Industrial tribunal for adjudication as per Section 10(c)/10(d) as the case may be. An order of reference shall specify the period within which the award is to be submitted to the Government. The award received from the Labour Court / Tribunal shall then be published by the Government in the Official Gazette as stipulated under Section 17(1) and will come into force on expiry of 30 days from the date of publication. The Award shall be binding on both the employer and employees. The award of the Labour Court or Tribunal shall be final and not appealable.

3:9 RECOVERY OF MONEY DUE FROM AN EMPLOYER

As per Section 33-C of the Industrial Disputes Act, 1947 where any money is due to a workman from an employer under a settlement or an award or under the provisions of (Chapter VA or Chapter VB) the workman himself or any other person authorized by him in writing in this behalf, or, in the case of the death of the workman, his assignee or heirs may, without prejudice to any other mode of recovery, make an application to the appropriate government for the recovery of the money due to him, and if the appropriate government is satisfied that any money is so due, it shall issue a certificate for that amount to the Collector who shall proceed to recover the same in the same manner as an arrears of land revenue.

3:10 Procedures to be observed for lay-off, retrenchment, transfer and closure of an undertaking is tabulated below.

<i>Number of workers</i>	<i>Retrenchment</i>	<i>Lay-off</i>	<i>Closure</i>	<i>Transfer of undertaking</i>
1 to 49	(a) One month's notice to workman or wages in lieu. (b) Payment of 15 days wages for every completed year of continuous service. (c) Notice to be given to the Government (d) Principle of Last come, First Go to be adopted	Not applicable	(a) One month's notice to workman or wages in lieu. (b) Payment of 15 days wages for every year of completed continuous service.	(a) One month's Notice to workman or wages in lieu. (b) Payment of 15 days wages for every completed year of continuous service. (c) No notice or compensation required if service is continued.
50 to 99	Same as above	(a) Declaring lay-off by pasting on a notice board, either for all or	(a) and (b) as above.(c) 60 days notice to Government	Same as above

Number of workers	Retrenchment	Lay-off	Closure	Transfer of undertaking
		<p>for a section of workers.</p> <p>(b) Payment of 50% of Basic Wages and D.A payable to the worker concerned.</p> <p>(c) Commencement and termination of Lay-off to be intimated to the Government within 7 days such commencement and termination.</p>	required.	
100 and above	<p>(a) Three month's notice to workman or wages in lieu.</p> <p>(b) 60 days notice to Government seeking permission</p> <p>(c) On grant of permission, Payment of 15 days wages for every completed year of continuous service.</p>	<p>(a) 60 days notice to Government seeking permission.</p> <p>(b) Simultaneous notice to workmen.</p> <p>(c) On grant of permission payment of 50% of Basic Wages and D.A. payable to the worker concerned.</p>	<p>(a) 90 days notice to Government seeking permission.</p> <p>(b) Simultaneous notice to workmen.</p> <p>(c) On grant of permission payment of 15 days wages for every completed years of continuous service.</p>	Same as above.

3:11 THE TRADE UNIONS ACT, 1926

REGISTERING OFFICER : Commissioner of Labour

The Trade Unions Act, 1926 provides for registration of trade unions (including association of employers) with a view to render lawful organisation of labour to enable collective bargaining. The Act also confers on a registered trade union certain protection and privileges.

3:12 ADMINISTRATIVE AUTHORITY

The Commissioner of Labour of this Union Territory of Puducherry functions as the Registrar of Trade Union for the purpose of the Act.

3:13 REGISTRATION OF TRADE UNIONS

Registration of a trade union is not compulsory but is desirable since a registered trade union enjoys certain rights and privileges under the Trade Union Act, 1926. As per section 4 of the Act, any seven or more members of a trade union by subscribing their names to the rules of trade union can apply for registration. It is provided that no Trade Union of workmen shall be registered unless at least ten per cent or one hundred of the workmen, whichever is less are engaged in establishment. It is further provided that no trade union shall be registered unless it has on the date of making application not less than seven persons as its members. The application in Form-A for registration should be in the prescribed form and accompanied by the prescribed fee, a copy of the rules of the union signed by atleast 7 members and a statement containing - (a) the names, addresses and occupations of the members making the application, (b) the name of the trade union and the address of its head office, and (c) the title, name, age, address and occupation of its office-bearers. The executive committee/office-bearers of the union should be constituted in accordance with the provisions of the Act.

On verifying the record the Registrar shall register the trade union and issue a **certificate of registration**, which shall be a conclusive evidence of its registration.

3:14 The Registrar can withdraw or cancel registration of a trade union on an application being made for its cancellation or by giving atleast 2 months notice under any of the following circumstances 1) if registration has been obtained by fraud or mistake, 2) if the union has ceased to exist 3) if it has wilfully contravened any of the provisions of the Act or 4) if any rule which is required under Section 6, has been deleted

Section 27 provides that a registered trade union can be **dissolved** in accordance with the rules of the union. A notice of dissolution signed by any seven members and the Secretary of the Union should be sent to the Registrar within 14 days of the dissolution. Under section 24 any registered trade union may **amalgamate** with any other union(s), provided that atleast 50% of the members of each such union record their votes and atleast 60% of votes so recorded are in favour of amalgamation.

3:15 EMPLOYEES STATE INSURANCE ACT, 1948

Employees' State Insurance Scheme of India was the first major social security programme launched with the dawn of independence. The ESI Act, (1948) applies to the following categories of factories and establishments in the implemented areas:-

1. Non-seasonal factories using power and employing ten(10) or more persons
2. Non-seasonal and non-power using factories and establishments employing twenty (20) or more persons.

The "appropriate Government" is empowered to extend the provisions of the ESI Act to various classes of establishment, industrial, commercial, agricultural or otherwise. A factory or establishment once covered under the ESI Act, remains covered even if the number of employees at any later stage falls short of the stipulated number of 10/20 employees or the manufacturing process therein ceases to be carried on with the aid of power. The Act, however, does not apply to workers engaged in mining operations, railway running sheds and seasonal factories as defined under the Act.

The ESI Scheme was introduced in Puducherry Region on 2.10.1966. It was extended to Mahe on 15.8.70 to Karaikal on 19.5.76 and to Yanam on 28.10.94. An agreement between the UT of Puducherry and the ESI Corporation has been made on 11.5.70 for administration of the scheme.

As per rule No. 52 of ESI (Central) Rule 1950. Employees' earning upto ₹40/- a day as wages are exempted from payment of their part of contribution. As per Rule No. 53 of ESI (Central) Rule 1950, employees drawing wages up to ₹15,000/- per month come under the purview of the ESI Act, 1948 for availing multi-dimensional social security benefits

3:16 MINIMUM WAGES ACT, 1948

Claim Authority : Commissioner of Labour, Deputy Labour Commissioner

Inspectors : The Labour Officer, Joint Chief Inspector of Factories, Inspector of Factories, Asst. Inspector of Factories, Asst. Inspector of Labour.

In the region of Puducherry, minimum rate of wages are notified to various category of employees of a scheduled employment and the employer should pay the prescribed minimum wages to their employees under this Act. The object of this Act is to provide the minimum rates of wages in certain employment.

In the Union Territory of Puducherry under this act 44 scheduled employments were added under section 27 and minimum rate of wages were notified to the 29 scheduled employments as on date. Labour Officer (Enforcement) & Inspector of Factories is the enforcing authority under this Act in the region of Puducherry, Mahe and Yanam and Labour Officer, Karaikal in Karaikal region. The Deputy Labour Commissioner Labour Officers, Assistant Inspectors of Labour, Joint Chief Inspector of Factories & Boilers, Inspector of Factories and Assistant Inspector of Factories are declared as Inspectors under this Act to enforce the statutory provisions under this Act.

LIST OF FINAL NOTIFICATIONS (Fixation/Revision) ISSUED UNDER MINIMUM WAGES ACT, 1948
(AS ON DATE)

Sl.No.	Scheduled Employment	Final Notification vide G.O.Ms.No. & Date	Gazette No. & Date
1.	Employment in Carpentry and Blacksmith Industries in the Union territory of Puducherry.	G.O.Ms.No.10/Lab/AIL/G dt. 29.06.2017	No.29, dated 18.07.2017
2.	Employment in Loading & Unloading operations in the Union territory of Puducherry.	G.O.Ms.No.4/Lab/AIL/G/2011, Dated 01.03.2011.	No.11, dated 15.3.2011
3.	Employment in Tailoring Industries in the Union territory of Puducherry.	G.O.Ms.No.11/Lab/AIL/G dt. 29.06.2017	No.29, dated 18.07.2017
4.	Employment in Taxies and Auto Drivers in the Union territory of Puducherry.	G.O.Ms.No.17/Lab/AIL/G/2017 Dated 12.10.2017	
5.	Employment in Sweeping and Cleaning works in the Union territory of Puducherry.	G.O.Ms. No.34/AIL/Lab/G/2013, dated 27.9.2013.	No.41, dated 8.10.2013
6.	Employment in Bricks and Tiles Manufactory in the Union territory of Puducherry.	G.O.Ms.No.35/AIL/Lab/G/2013 dated 27.9.2013.	No.41, dated 8.10.2013
7.	Employment in Private Educational Institutions in the Union territory of Puducherry.	G.O.Ms.No.40/Lab/AIL/G/2013 dated 18.10.2013.	No.44, dated 29.10.2013
8.	Employment in Domestic Works in the Union territory of Puducherry.	G.O.Ms.No.11/Lab/AIL/G/2014 16.6.2014.	No.26, dated 01.07.2014
9.	Employment in Distribution of Liquefied Petroleum Gas Cylinders in the Union territory of Puducherry.	G.O.Ms.No.1/Lab/AIL/G/2015, dated 19.1.2015.	No.5, dated 3.2.2015
10.	Employment in Security Guards	G.O.Ms.No.3/Lab/AIL/G/2015, dt.24.2.2015	No.10, dated 10.3.2015

SL. No	Scheduled Employment	Final Notification vide G.O. Ms. No. & date	Gazette No.& date Remarks
(1)	(2)	(3)	(4)
11.	Employment in Printing Presses	G.O.Ms.No.16/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015
12.	Employment in the Bakeries and Biscuit Manufactory in the Union Territory of Puducherry	G.O.Ms.No.15/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015
13.	Employment of Hospital and Nursing Homes (other than Government Employees State Insurance Hospitals and Dispensaries)	G.O.Ms.No.11/Lab/AIL/G/2015, dt.09.10.2015	No.43, dated 27.10.2015
14.	Employment in Hotels and Restaurants	G.O.Ms.No.13/Lab/AIL/G/2015, dt.09.10.2015	No.43, dated 27.10.2015
15.	Employment in Automobile Workshop	G.O.Ms.No.12/Lab/AIL/G/2015, dt.09.10.2015	No.43, dated 27.10.2015
16.	Employment in Detergent Industries	G.O.Ms.No.21/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015
17.	Employment in Building Operations	G.O.Ms.No.18/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015
18.	Employment in Plastic Industries	G.O.Ms.No.22/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015
19.	Employment in General Engineering & Fabrication	G.O.Ms.No.19/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015
20.	Employment in Chemical Industries	G.O.Ms.No.17/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015
21.	Employment in Paper and Paper Products manufacturing industries.	G.O.Ms.No.14/Lab/AIL/G/2015, dt.09.10.2015	No.43, dated 27.10.2015
22.	Employment in Pharmaceuticals	G.O.Ms.No.20/Lab/AIL/G/2015, dt.14.10.2015	No.44, dated 3.11.2015

23.	Employment in Oil Mills.	G.O.Ms. No.5/AIL/Lab/G/2016, dated 10.8.2016.	No.35, dated 30.8.2016
24.	Employment in Public Motor Transport	G.O.Ms. No.6/AIL/Lab/G/2016, dated 10.8.2016.	-do-
25.	Employment in Electronic Industry	G.O.Ms. No.7/AIL/Lab/G/2016, dated 10.8.2016.	-do-
26.	Employment in Rice Mill, Flour Mill and Dhall Mill.	G.O.Ms. No.8/AIL/Lab/G/2016, dated 10.8.2016.	Do-
27.	Employment in Shops & Establishments in the Union territory of Puducherry.	G.O.Ms. No.9/AIL/Lab/G/2016, dated 22.8.2016.	No.36, dated 6.9.2016
28.	Employment in Leather Goods Manufactory in the Union territory of Puducherry.	G.O.Ms. No.5/AIL/Lab/G/2017, dated 04.04.2017.	Gazette No.16, dated 18.4.2017
29.	Employment in Food Processing Industries.	G.O.Ms. No.08/AIL/Lab/G/2017, dated 17.05.2017.	Gazette No.22, dated 30.5.2017

MINIMUM WAGES

Category-wise minimum wages in all the Scheduled Employments as on

30.11.2020 in the Union territory of Puducherry as detailed below:-

Sl. No.	Name of the Scheduled Employments	Minimum Wages/Fixed, Revised (In Rs.) per day		
		Basic	D.A.	Total
1.	Employment in Shops & Establishments in the Union territory of Puducherry G.O.Ms.No.9/AIL/Lab/G/2016, dated 22.8.2016.	258.4	4.6	263.00
2.	Employment in Automobile Workshops, G.O.Ms.No.12/Lab/AIL/G/2015, dt.09.10.2015.	299.7	9.00	308.7
3.	Employment in General Engineering and Fabrication, G.O.Ms.No.19/Lab/AIL/G/2015, dt.14.10.2015.	336.00	10.4	346.4
4.	Employment in Oil Mills Industries, G.O.Ms.No.05/AIL/Lab/G/2016, dated 10.8.2016.	300.00	13.4	313.4
5.	Employment in Chemical Industries, G.O.Ms.No.17/Lab/AIL/G/2015, dated 14.10.2015.	285.9	9.00	294.9
6.	Employment in Detergent Industries, G.O.Ms.No.21/Lab/AIL/G/2015, dt.14.10.2015.	295.00	9.2	304.2
7.	Employment in Plastic Industries, G.O.Ms.No.22/Lab/AIL/G/2015, dt.14.10.2015.	290.7	8.9	299.6
8.	Employment in Electronic Industries, G.O.Ms.No.07/AIL/Lab/G/2016, dated 10.8.2016.	293.7	5.5	299.2
9.	Employment in Paper and Paper Products Industries, G.O.Ms.No.14/Lab/AIL/G/2015, dt.09.10.2015.	227.8	7.0	234.8
10.	Employment in Rice Mills, Flour Mills & Dhal Mills, G.O.Ms.No.8/AIL/Lab/G/2016, dated 10.8.2016.	283.00	5.25	288.3
11.	Employment in Agriculture in Puducherry & Karaikal Region, G.O.Ms.No.22/2002/Lab/G, G.O.Ms.No.23/2002/Lab/G, dated 21.6.2002.	80.00 (m) 70.00(w)	-	80.00 (m) 70.00(w)
12.	Employment in Hospital & Nursing Homes, G.O.Ms.No.11/Lab/AIL/G/2015, dt.09.10.2015.	287.9	8.8	296.7
13.	Employment in Hotels & Restaurants, G.O.Ms.No.13/Lab/AIL/G/2015, dated 09.10.2015.	320.2	10.8	331.00
14.	Employment in Printing Presses, G.O.Ms.No.16/Lab/AIL/G/2015, dated 14.10.2015.	225.00	6.9	231.9
15.	Employment in Agriculture in Yanam Region, G.O.Ms.No.23/2003/Lab/G, dt. 8.7.2003.	55.00	-	55.00
16.	Employment in Agriculture in Mahe Region, G.O.Ms.No.14/95/Lab/G, dt. 24.7.1995.	120.00	-	120.00
17.	Employment in Public Motor Transport, G.O.Ms.No.6/AIL/Lab/G/2016, dt. 10.08.2016.	368.1	7.3	375.4
18.	Employment in Building Operations, G.O.Ms.No.18/Lab/AIL/G/2015, dt. 14.10.2015.	313.00	9.36	322.4
19.	Employment in Tailoring Industries, G.O.Ms.No.11/Lab/AIL/G, dt. 29.6.2017.	301.2	-	301.2
20.	Employment in Carpentry and Blacksmith Industries, G.O.Ms.No.10/Lab/AIL/G, dt. 29.6.2017.	287.00	-	287.00
21.	Employment in Bakeries & Biscuits Manufactory, G.O.Ms.No.15/Lab/AIL/G/2015, dt. 14.10.2015.	206.00	6.24	212.3
22.	Employment in Loading & Unloading operations,	149.00	18	167.00

	G.O.Ms.No.4/Lab/AIL/G/2011, dt. 1.3.2011.			
23.	Employment in Taxies and Auto Drivers, G.O.Ms.No.17/Lab/AIL/G/2017, dt. 12.10.2017.	450.00	-	450.00
24.	Employment in Sweeping and Cleaning works, G.O.Ms. No.34/AIL/Lab/G/2013, dated 27.9.2013.	166.00	104	270.00
25.	Employment in Bricks and Tiles Manufactory, G.O.Ms.No.35/AIL/Lab/G/2013, dated 27.9.2013.	174.00	17.25	191.3
26.	Employment in Private Educational Institutions, G.O.Ms.No.40/Lab/AIL/G/2013, dated 18.10.2013.	156.7	13.3	170.00
27.	Employment in Domestic Works G.O.Ms.No.11/Lab/AIL/G/2014, 16.6.2014.	137.00	11.53/-	149.00/-
28.	Employment in Distribution of Petroleum Gas Cylinders, G.O.Ms.No.1/Lab/AIL/G/2015, dated 19.1.2015.	255.4	49.8	305.2
29.	Employment in Security Guards vide G.O.Ms.No.3/Lab/AIL/G/2015, dt.24.2.2015.	246.2	7.4	253.6
30.	Employment in Pharmaceuticals vide G.O.Ms.No.20/Lab/AIL/G/2015, dated 14.10.2015	414.00	87.2	501.2
31.	Employment in Leather Goods Manufactory in the Union territory of Puducherry vide G.O.Ms.No.5/AIL/Lab/G/2017, dated 04.04.2017.	244.5	-	244.5
32.	Employment in Food Processing Industries vide G.O.Ms.No.8/AIL/Lab/G/2017, dated 17.05.2017.	277.6	-	277.6

3:17 DEPUTY LABOUR COMMISSIONER

Authorities under the Act

The Employees Compensation Act, 1923 - **Additional Commissioner for Employees Compensation**

The Payment of Wages Act, 1936 - **Authority under the Act**

Minimum Wages Act, 1948 - **Claim Authority**

The Contract Labour (R&A) Act, 1970 } **Registering Officer**

The Inter-State Migrant Workmen (RECS), 1979 }

The Puducherry Shops & Establishments Act, 1964 } - **Appellate Authority**

The Payment of Gratuity Act, 1972 }

The Deputy Labour Commissioner is the ex-officio Under Secretary to Govt. (Labour). He functions as the Authority under the Payment of Wages Act 1936, Appellate Authority under the Payment of Gratuity Act 1972, Registering Officer under Contract Labour(Regulation and Abolition Act) 1970, and Interstate Migrant Workmen (RECS) Act, 1979 and Appellate Authority under the Puducherry Shops and Establishments Act, 1964. He is also Additional Commissioner for Employees Compensation Act, 1923. He is the Member of the governing body of the Puducherry Unorganised Labourers Welfare Society.

3:18 THE EMPLOYEES COMPENSATION ACT, 1923

Commissioner for EC – Commissioner of Labour

Addl. Commissioner for EC – Dy. Labour Commissioner

The Employees Compensation Act, 1923 provides for payment of compensation to the workmen who suffer injury by accident. It aims to provide workmen / dependents some relief in case of accidents arising out of and in the course of employment and causing either death or disablement of workmen.

The Workmen's Compensation (Amendment) Act, 1995, has extended the scope of the Act to cover workers of newspaper establishments, drivers, cleaners, etc. working in connection with, motor vehicle, workers employed by Indian companies abroad, persons engaged in spraying or dusting of insecticides or pesticides in agricultural operations, mechanized harvesting and thrashing, horticultural operations and doing other mechanical jobs.

Employer shall submit a statement to the Commissioner (within 30 days of receiving the notice) in the prescribed form and to submit a accident report to the Commissioner in the prescribed form within 7 days of the accident, which results in death of a workman or a serious bodily injury to a workman. It also provides for reimbursement of actual medical expenditure incurred of injuries caused during the course of employment as per the latest amendment.

The claim application should be made to the Commissioner of Workmen's Compensation in Form VIII, IX, X and XI appended to the Workmen's Compensation (Puducherry) Rules, 1964 within two years from the date of occurrence of the accident.

3:19 THE PAYMENT OF GRATUITY ACT, 1972

Appellate Authority – Dy. Labour Commissioner

Controlling Authority – Labour Officer (Enforcement) and Labour Officer, Karaikal.

Inspectors – Labour Officer & Asst. Inspector of Labour

The Deputy Labour Commissioner, Puducherry functions as Appellate authority under the Payment of Gratuity Act, 1956.

The memorandum of appeal under sub section (7) of the Act shall be submitted to the appellate authority. The Memorandum of appeal shall contain the facts of the case, the decision of the controlling authority, the grounds of appeal and the relief sought. The controlling authority shall, on receipt of the decision of the appellate authority make necessary entry in the records of the case maintained in Form "Q" under sub-rule (1) of rule 16 and issue a notice to the employer concerned in Form "S" specifying the modified amount payable and directing payment thereof the applicant.

3:20 THE PAYMENT OF WAGES ACT, 1936

Appellate Authority - District Court, Puducherry

Authority – Dy. Labour Commissioner

Inspectors – Inspector of Factories, Labour Officer & Asst. Inspector of Labour

The Payment of Wages Act, 1936 was enacted with the object of (i) regulating payment of wages, imposition of fines and deductions from wages, and (ii) eliminating all malpractices by laying down wage periods and time and mode of payment of wages. The Act, therefore, ensures payment of wages in a particular form at regular intervals without unauthorized deductions. The complaint under this Act shall be made to the concerned inspector.

The individual shall make complaint under Section 16 and 15(2) in Form A for non-payment of wages. Inspector shall file a complaint in Form C under Section 15(2) and in case of Group in Form B before the authority under the Act.

The Act is applicable to the employees receiving wages below Rs.18,000 p.m. Persons employed in factories and other specified shops, etc., directly or through a contractor. Where the employment of any person is being terminated, his wages should be paid within 2 days of the date of termination.

3:21 THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970:-

Appellate Officer – Commissioner of Labour

Registering Officer – Dy. Labour Commissioner

Licensing Authority – Labour Officer (Enforcement), Puducherry for

Puducherry & Yanam regions. Labour Officer, Karaikal, for Karaikal &

Mahe regions

Inspectors – DY. Labour Commissioner, Labour Officer (E), JCIF,

Inspector of Factories, Assistant Inspector of Factories, Asst. Inspector

of Labour

The Contract Labour (Regulation & Abolition) Act of 1970, aims at regulating employment of contract labour and the Act empowers the appropriate Government to prohibit employment of contract labour in any process, operation or other work in any establishment

It applies to:-

- every establishment wherein 20 or more workmen are or were employed on any day of the preceding 12 months as contract labour, and
- every contractor who employs or employed on any day of the preceding 12 months, 20 or more workmen.

Any person aggrieved by an order for registration, revocation of registration effect of non registration suspension and amendment of license within 30 days from the date of order prefer an appeal to the Appellate Officer. After being opportunities of being heard the authority dispose the appeal.

3:22 REGISTRATION OF ESTABLISHMENTS

As per Section 7 of the Act, The principal employer should apply for registration of his establishment with the Registering Officer (The Deputy Labour Commissioner, Puducherry), in the prescribed Form I along with the prescribed fee. The certificate is liable to be cancelled if it has been obtained by misrepresentation of facts or if it has become useless.

3:23 FEES

The fees to be paid for the grant of a certificate of registration under Section 7 shall be as specified below, namely:-

If the number of workmen proposed to be employed on contract on any day-

No.of workmen		Amount	
<u>1</u>	is 20	--	60
<u>2</u>	exceeds 20 but does not exceed 50 --	--	150
<u>3</u>	exceeds 50 but does not exceed 100	--	300
<u>4</u>	exceeds 100 but does not exceed 200	--	600
<u>5</u>	exceeds 200 but does not exceed 400	--	1200
<u>6</u>	exceeds 400	--	1500

3:24 ENFORCEMENT MACHINERY

Labour Officer (Enforcement), Puducherry.

Authorities under the Act

Payment of Gratuity Act, 1972 authority	}	- Controlling	
The Puducherry Shops & Establishment Act, 1964		}	Registering
The Puducherry Catering Establishment Act, 1964			Officer
Puducherry Motor Transport Workers Act, 1961			
Building Construction and other Workers (RECS) Act, 1996			
Contract Labour (R&A) Act, 1970 Officer	}	- Licensing	
Inter State Migrant Workmen (RECS) Act, 1979			
The Building and other Construction Welfare Cess Act, 1996}		- Cess Collector.	

The Labour Officer (Enforcement) is the Head of Office of the O/o. the Labour Officer, (Enforcement) and is responsible for the enforcement of various labour enactments. He is assisted by Assistant Inspectors of Labour. He is the controlling authority under the Payment of Gratuity Act, 1972 for Puducherry and Yanam regions. He is the Licensing officer under the Contract Labour (Regulation and Abolition) Act, 1970 and the Interstate Migrant Workmen (RECS) Act, 1979. He is also the Registering Officer under the Building and Other Construction Workers' (Regulation of

Employment and Conditions of Service) Act, 1996 and Cess Collector under the Building and Other Construction Workers' Welfare Cess Act, 1996. He is also declared as Inspector under various Labour Laws. The Assistant Inspectors of Labour are also Registering officers under the Puducherry Shops and Establishment Act, 1964, Puducherry Catering Establishment Act, 1964 and Motor Transport Workers Act, 1961 and declared as Inspector under various Labour Enactments and primarily responsible for enforcement of various labour laws.

3:25 THE PUDUCHERRY SHOPS & ESTABLISHMENTS ACT, 1964.

Appellate Authority : Dy. Labour Commissioner, Puducherry.

Registering Officer : Asst. Inspector of Labour

Inspectors : Labour Commissioner, Dy. Labour Commissioner, Labour Officer & Asst. Inspector of Labour.

The procedure for obtaining registration certificate under the Shops and Establishments Act, 1964 is as follows:

An employer seeking registration of his establishment shall send a statement in Form-I and Form IX (Notice of Daily Hours of work, Rest Interval, Weekly Holidays etc.) under Puducherry Shops & Establishments Act, 1964/Rules. Proposal for specification of festival holidays Form I and Statement of Holidays in Form V under Puducherry Industrial Establishments (National & Festival Holidays) Act, 1964 and rules framed there under. Challan for payment of prescribed fees, proof for Legal occupancy of the premises and photo of the premises with name board, within 30 days from the date of commencement of the shop/establishment to the concerned area Inspector. The fees to be paid together with the statement are as specified below:

No. of Employees in Shop/Establishment		Fees (`in Rs..)
1)	Nil	30.00
2)	Does not exceed 5	100.00
3)	Exceeds 5 but does not exceed 10	200.00
4)	Exceeds 10 but does not exceed 20	350.00
5)	Exceeds 20 but does not exceed 50	1000.00
6)	Exceeds 50 but does not exceed 100	2000.00
7)	Exceeds 100 and above	2500.00

Renewal of a registration Certificate before the date of expiry and fees are same as specified for Registration. Registration/Renewal by the employer are allowed for three years at a time.

3:26 The Theatre owners who seek exemption under the Act for the conduct of special shows are required to submit an application to the Labour Officer (Enforcement), Puducherry, at least seven clear working days (excluding public holidays) before the date for which such exemption is required.

3:27 THE PUDUCHERRY CATERING ESTABLISHMENT ACT, 1964:-

Appellate Authority : Labour Officer (Enforcement), Puducherry.

Registering Officer : Asst. Inspector of Labour

Inspectors : Labour Officer & Asst. Inspector of Labour

The procedure for registration of Catering Establishments is as follows:

The employer seeking registration of Catering Establishments shall furnish a statement in Form I & Form X (Notice of daily hours of work) under the Puducherry Catering Establishments Act/Rules. The fees specified for registration are as follows:

Sl.No.	No. of Employees in Catering Establishment	Fees `
1.	Nil	30/-
2.	Does not exceed 5	100/-
3.	Exceeds 5 but does not exceed 10	200/-
4.	Exceeds 10 but does not exceed 20	350/-
5.	Exceeds 20 but does not exceed 50	1000/-
6.	Exceeds 50 but does not exceed 100	2000/-
7.	Exceeds 100 & above	2500/-

Renewal of Registration Certificate before the date of expiry of Registration and the fees are same as specified. Registration/Renewal by the employer are allowed for three years at a time.

3:28 THE PUDUCHERRY INDUSTRIAL ESTABLISHMENTS (NATIONAL AND FESTIVAL HOLIDAYS) ACT, 1964:-

As per the provisions of the Puducherry Industrial Establishment (National & Festival Holidays) Act, 1964 and the rules framed there under it is the statutory obligation on the part of the employer to allow every employee eight holidays in each calendar year i.e. five national holidays on 26th January, 1st May, 15th August, 16th August, 2nd October and three other festival holidays.

Every employer is required to send to the concerned area Inspector a statement in Form V specifying the National & Festival holidays to be allowed to each employee before the commencement of the calendar year in which the holidays are to be allowed.

3:29 MOTOR TRANSPORT WORKERS ACT, 1961:-

Appellate Authority : Labour Officer (Enforcement), Puducherry.

Registering Officer : Asst. Inspector of Labour

Inspectors : Labour Officer & Asst. Inspector of Labour

Under Motor Transport Workers Act, 1961 the employers are required to apply under Section 3 of this Act in Form-1, Form VII A, Form VII B, Form V of Puducherry Motor Transport Workers Act/ to the O/o Labour Officer (Enforcement) and may obtain a certificate of registration. In the Puducherry Region Assistant Inspector of Labour is the Registering Officer under this Act. Labour Officer (Enforcement), Assistant Inspector of Labour are Inspectors under this Act. Deputy Labour Commissioner is the Chief Inspector to all Puducherry, Karaikal, Mahe and Yanam Region.

The employer may renew the registration certificate in Form-I in duplicate and Form V to be enclosed. The Inspectors appointed under Section 4 of this Act may inspect the Establishment at any time and required for production of any Registration or documents if necessary.

Sl.No.	No. of Motor Transport Workers	Fees
1.	Five and above but less than Ten Workers	25/-
2.	Ten and above but less than Twenty Workers	50/-
3.	Twenty and above but less than Fifty Workers	100/-
4.	Fifty and above but less than Hundred Workers	250/-
5.	Hundred and more than Hundred Workers	500/-

3:30 THE PAYMENT OF GRATUITY ACT, 1972:-

Controlling Authority : Labour Officer (Enforcement), Puducherry.
Appellate Authority : Deputy Labour Commissioner, Puducherry.

Gratuity is a sort of an award which an employer pays out of his gratitude, to an employee for his long and meritorious services, at the time of his retirement or termination of his services. The Payment of Gratuity Act, 1972 envisages **to provide retirement benefit to the workmen** who have rendered long and unblemished service to the employer not less than 5 years.

3:31 EMPLOYEES ENTITLED

As per section 4 of the Act, every employee (other than an apprentice) irrespective of his wages is entitled to receive gratuity after he has rendered continuous service for 5 years or more. Gratuity is payable at the time of termination of his services, either (i) on superannuation, or (ii) on retirement or resignation, or (iii) on death or disablement due to accident or disease. Termination of services includes retrenchment. However, the condition of 5 years continuous service is not necessary if services are terminated due to death or disablement. In case of death of the employee, gratuity payable to him is to be paid to his nominee, and if no nomination has been made, then to his heirs.

3:32 The application for claiming gratuity may be filed in Form N within 90 days from the date of cause of action and any delay may be condoned by the Controlling Authority with sufficient cause. The amount of gratuity payable should not exceed Rs. 20,00,000 in any case.

The Labour Officer (Enforcement) is Controlling Authority for Puducherry and Yanam regions and the Labour Officer Karaikal for Karaikal and Mahe regions.

3:33 EQUAL REMUNERATION ACT, 1976:-

Appellate Authority : **Dy. Labour Commissioner, Puducherry.**
Authority : **Labour Officer**
Inspectors : **Inspector of Factories, Labour Officer & Asst. Inspector of Labour**

This Act provides for the payment of equal remuneration to men and women workers and for the prevention of discrimination on the ground of sex against women in the matter of employment

Duty of the employer is to pay equal remuneration to men and women workers for the same work or work of similar nature. Labour Officer (Enforcement) and Assistant Inspectors of Labour are declared as Inspectors under this Act to enforce the statutory provisions.

CONCILIATION MACHINERY

3:34 Authorities Under the Act .

The Industrial Disputes Act, 1947 } - Conciliation Officer
The Payment of Bonus Act, 1965 }

The Puducherry Catering Establishment Act 1947 - Appellate authority

The Labour Officer is the Head of Office of the O/o. the Labour Officer, (Conciliation) and responsible for prevention, investigation and settlement of Industrial Disputes. He is assisted by Assistant Inspector of Labour. He is also the Appellate Authority under the Puducherry Catering Establishments Act, 1964.

3:35 Functions:

1. To promote activities and to maintain the Industrial Peace and Industrial Relation.

2. By intervention, investigation and settlement of industrial disputes.
3. To ensure better discipline in various industry (Both in public and private sector)
4. To take prompt action on (a) Settlement of grievances and (b) implementation of settlements, awards, decisions and the order of the adjudication.
5. To verify the unions records before registration of the Trade Union.
6. Immediate intervention during industrial unrest arising out of strike, lock out and closure etc.
7. Prohibition of strike and Lock out during the pendency of conciliation
8. Speedy determination and intervention of the dispute in public utility service.
9. Payment of Bonus under the payment Bonus Act.
10. To prohibit unfair Labour practice both on the side of the employer and employees
11. To sent settlement report in Form H under Section 12(3) and Rule 58
12. If no such settlement is arrived at, the conciliation officer shall send a failure report under Section 12(4).
13. To take action on any complaint filed under unfair Labour Practice under scheduled V of the Act.

3:36 INDUSTRIAL DISPUTES ACT, 1947:-

The Industrial Disputes Act, 1947 is an important social legislation enacted to provide for investigation and settlement of Industrial Disputes and for maintaining industrial harmony. It is an Act enacted to ensure speedy justice to both employers and workmen.

3:37 Essential Forms required to approach the Conciliation Machinery under this Act :

Sl. No.	Purpose	Forms
1.	Application for the reference of an Industrial Dispute	Form A
2.	Notice of Change of service conditions proposed by an Employer	Form E
3.	Authorisation of Representatives to attend Conciliation	Form F
4.	Progress Report on constitution and functioning of works committee for the half year ending 30 th June/31st December.	Form GI
5.	Form for Memorandum of Settlement	Form H
6.	Complaint under Section 33A of the Industrial Disputes Act, 1947.	Form I
7.	Application seeking permission under Section 33	Form J
8.	Application seeking approval for the action taken sub-section (2) of Section 33	Form K
9.	Application to claim the dues from the Employer by the Employee	Form K-I
10.	Form of Notice of strike to be given by Union / Workmen in a public utility service	Form L
11.	Form of Notice of Lock-Out to be given by an employer carrying on a public utility service	Form M
12.	Form of Report of strike or lock-out in a public utility service	Form N
13.	Form of Intimation of Lay-Off under Rule 75-A of the Industrial Disputes Act, 1947.	Form 01
14.	Intimation at the end of lay-off.	Form 02
15.	Form of application for permission to lay-off / to continue the lay-off of workman in Industrial establishment to which provision of Chapter VB of the Industrial Disputes Act, 1947 is applicable.	Form 03

16.	Form of notice of Retrenchment to be given by an employer under Clause (c) of Section 25F of the Industrial Disputes Act, 1947 (See Rule 76)	Form P
17.	Form of Notice for permission for retrenchment of workmen to be given by an employer under Clause (c) of Sub-section (1) of Section 25N of the Industrial Disputes Act, 1947 (See Rule 76A(1))	Form PA
18.	Form of Notice of Closure to be given by an employer under section 25FFA of the I.D. Act, 1947.	Form Q
19.	Form of Notice for Permission of Closure to be given by an employer under sub-section 25 O of the Industrial Disputes Act, 1947.	Form QA

3:38 THE PAYMENT OF THE BONUS ACT, 1965:-

Section 1 (3) of the Act applies to every factory and every other establishment in which twenty or more persons are employed on any day during an accounting year. The Act provides for payment of bonus to persons employed in a factory and other establishments on the basis of profits or on the basis of production or productivity and for matters connected therewith.

Every employee who has worked in the establishment for not less than 30 working days in an accounting year will be eligible for bonus. The Minimum Bonus under Section 10 payable is 8.33% of the salary or wage earned by an employee during the accounting year and the maximum bonus under Section 11 payable is 20% thereof.

If no dispute exists over payment of bonus and there is only delay in payment, then the concerned establishment will be directed to pay the bonus and on non-compliance prosecution proceeding will be initiated.

3:39 PENALTY

Any person who contravenes the provision of the Act, shall be punishable for imprisonment, which may extend to six months or fine of Rs. 1,000/- or both.

3:40 LABOUR OFFICER (WELFARE SCHEMES):-

The Labour Officer is the Head of Office of the O/o. the Labour Officer, (Welfare Schemes) and entrusted with the task of combating the prevalence of child labour in any occupation process hazardous industries and regulating their working condition in non-hazardous condition. He is responsible for the implementation of the Child Adolescent Labour (Prohibition & Regulation) Act, 1986.

The LABOUR OFFICER (WELFARE SCHEMES) is also in-charge of Welfare Centres. There are 14 Rural 85 Urban Labour Welfare Centres are functioning in the Labour Department under the control of the office of the Labour Officer (Welfare Schemes) for the welfare of the women folks hailing from the Labourers family in the UT of Puducherry. In the Puducherry region there are 8 Labour Welfare Centre and 8 Child Welfare Centres are functioning. The first Labour Welfare Centre was opened in Mudaliyarpet on 11.09.1957. subsequently in Gandhi Nagar on 14.11.1958, Ariyankuppam on 27.02.1967, Ariyur on 06.05.1981, Koodapakkam on 08.09.1986, L.R.Palayam on 08.02.1988, Madagadipet on 26.03.1990 and Sedarapet on August 2005.

Functions of the Labour Welfare Centre: The women folks hailing from the labourers' families are given free training in cutting 81; tailoring, embroidery 85 needle works and various other types of handicraft works such as knitting crochet bags, flower vases / stands, fancy doll making works, wool works as a means to utilize their spare time to supplement their family income. The trainees those who have completed one year of training are issued certificates by the Labour Department so as to enable them to acquire jobs in private companies. And the trainees who have passed more

than VIII standard are sent for appearing the Tamil Nadu Board of Technical Education in the trade of cutting 85 tailoring in Lower and Higher grades. The maximum number of trainees in each centre is 50(fifty).

Functions of the Child Welfare Centres: The purpose of the scheme is to help the working women to continue their work without any hindrance leaving their children at a safe place. The objective of the scheme is to give pre-school education to the children below the age of five years, hailing from the labourers' families in the areas where the working people are more concentrated.

In these Child Welfare Centres, the children in the age group of 3 to 5 years hailing from the labourers' families are given pre-school education by the trained Lady Teachers/ Balasevikas posted in these centres with nutritious meals. Two nursing orderlies in these centres bring the children from their home, take care of their health in the centres. They cook the food according to the prescribed menu and doing all menial works related to the Child Welfare Centres.

3:41 THE CHILD AND ADOLESCENT LABOUR (PROHIBITION & REGULATION) ACT, 1986.

The Child Labour (Prohibition & Regulation) Act, 1986 was amended as The Child & Adolescent Labour (Prohibition & Regulation) Act, 1986 with long title substituted "An Act to prohibit the engagement of children in all occupations and to prohibit the engagement of adolescents in hazardous occupations and process and the matters connected therewith or incidental thereto". Under the direction of the Hon. Supreme Court of India, the Labour Officer (Welfare schemes) is enforcing the statutory provision of this Act. By this amendment No child who has not completed the age of 14 shall be permitted to work in any occupations and process and Prohibition of employment of adolescents ("adolescent" means a person who has completed his fourteenth year but not completed his eighteenth year) in certain hazardous occupations and process of the establishment. Further Child and Adolescent Labour Rehabilitation Fund was created and the Child & Adolescent

who are rescued shall be rehabilitated with this fund. The Labour Officer (Welfare schemes) and Asst. Inspectors of Labour and Inspector of Factories are declared as Inspectors under this Act.

3.42 PUDUCHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD

INTRODUCTION

The Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996 have been enacted by the Government of India with a view to regulate the employment and conditions of service of Building and Other construction workers and to provide for their safety, health and welfare measures. It is statutory to constitute a welfare board in each State so as to provide and monitor social security schemes and welfare measures for the benefit of building and other workers as per section 18 of the said Act. To ensure sufficient fund for the welfare boards to undertake the said social security schemes and welfare measures the BOCW Cess Act, 1996 was enacted to levy cess on the total cost of the construction incurred by the employers.

Accordingly, “the Building and other Construction Workers Welfare Cess Act, 1996” (Central Act No.28 of 1996) (hereinafter referred to Cess Act) and the Building and Other Construction Workers’ Welfare Cess Rules, 1998 (hereinafter referred as the Cess Rules) have been enacted for the purposes of collection of Cess with a view to augment the resources of the Board.

The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996” and “the Building and other Construction Workers Welfare Cess Act, 1996” was republished on 12-11-1998 vide Notification No.43-2/95-Lab, dt.28-07-1997 in extraordinary Gazette No.138. To exercise the powers and discharge the functions under the act, the delegation of powers for this Union Territory Administration was received from the Government of India vide letter No.M.20011/1/2000-RW, dt.01.09.2000.

The Government of Puducherry has framed the Puducherry Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2001 vide G.O.Ms.No. 25/2001/Lab/AIL/G dated, 28th August, 2001 and published in the Official Gazette No.14, dated 29.8.2001 of the Government of Puducherry.

“BOARD”

THE PONDICHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD was originally constituted vide G.O.Ms. No 44, Dt.23.12.2002 of Labour Department, Puducherry and notified vide Gazette No.2 dt.14.1.2003, subsequently, the Board was reconstituted vide G.O.MS.No.4 dt.26.02.2009 of the Labour Department, Puducherry and notified vide Gazette No.11, Dt.17.03.2009 read with G.O Ms.No.22 dated 10.12.2009 of the Labour Department, Puducherry. And notified vide Gazette No.51, dt.22.12.2009. The present Board was re-constituted vide G.O.Ms.No.43 dt, 18.11.2013 of the Labour Department, Puducherry and notified vide Gazette No.50 dt, 10.12.2013 read with G.O.Ms. No.41 dated 28.04.2006 of the DP&AR (PW).

DELEGATION OF POWERS:

The Government of Puducherry, for effective implementation of the provisions of this Act declared Commissioner of Labour as Chief Inspector, vide G.O.MS.No.34/2001/Lab/G dated 13.8.2001 and declared as Secretary of Puducherry Building and Other Construction Workers Welfare Board vide order No.279/AIL/Lab/G/03, dated 4.03.2003. The Labour Officer (Enforcement) and Labour Officer, Karaikal were declared as Registering officer, vide G.O.Ms.No.33/2001/LAB/G/dated 12.08.2001, The Assistant Engineer (Planning), PWD, Puducherry, Karaikal Mahe and Yanam were declared as a Assessing Officers vide G.O.Ms.No.23/LAB/AIL/G dated 26.06.2013, and the Executive Engineer (Planning), PWD, Puducherry were declared as Appellate Authority vide G.O.Ms.No.22/LAB/AIL/G dated 26.06.2013. The Government of Puducherry also declared 47 Government Officials in various departments notified as Additional Cess Collector vide G.O.Ms.No.25/LAB/AIL/G dated 27.03.2015.

REGISTERING OFFICERS

(G.O.Ms.No.33/2001/LAB/G dated 12.08.2001)

1. The Labour Officer (Enforcement). Puducherry.
2. The Labour Officer, Karaikal.

CESS COLLECTORS

(G.O.Ms.No.8/2002/LAB/G dated 5th March 2002)

1. The Labour Officer (Enforcement). Puducherry.
2. The Labour Officer, Karaikal.

APPELLATE AUTHORITY

(G.O.Ms.No.22/LAB/ AIL/G dated 26.06.2013)

The Executive Engineer (Planning) PWD, Puducherry

ASSESSING OFFICERS

(G.O.Ms.No.23/LAB/ AIL/G dated 26.06.2013)

1. The Assistant Engineer (Planning), PWD, Puducherry
2. The Assistant Engineer (Planning), PWD, Karaikal
3. The Assistant Engineer (Planning), PWD, Mahe
4. The Assistant Engineer (Planning), PWD, Yanam.

INSPECTORS

1. The Assistant Inspectors of Labour , Puducherry
2. The Assistant Inspectors of Labour, Karaikal
3. The Assistant Inspectors of Labour, Mahe
4. The Assistant Inspectors of Labour, Yanam.

ADDITIONAL CESS COLLECTORS

(G.O.Ms.No.25/LAB/ AIL/G dated 27.03.2015)

1. The Executive Engineer (Computer Design Wing), Public Works Department, Puducherry.
2. The Executive Engineer (Special Buildings Division-I), Public Works Department, Puducherry.
3. The Executive Engineer [(Buildings & Roads (South)], Public Works Department, Puducherry.

4. The Executive Engineer (National Highways), Public Works Department, Puducherry.
5. The Executive Engineer (Irrigation), Public Works Department, Puducherry.
6. The Executive Engineer (Public Health Division), Public Works Department, Puducherry.
7. The Executive Engineer (Special Buildings Division-II), Public Works Department, Puducherry.
8. The Executive Engineer [Buildings & Roads (North)], Public Works Department, Puducherry.
9. The Executive Engineer [Buildings & Roads (Central)], Public Works Department, Puducherry.
10. The Executive Engineer (Buildings & Roads Division), Public Works Department, Karaikal.
11. The Executive Engineer (Irrigation & Public Health Division), Public Works Department, Karaikal.
12. The Executive Engineer, Public Works Department, Mahe.
13. The Executive Engineer, Public Works Department, Yanam.
14. The Member Secretary, PPA, Puducherry.
15. The Member Secretary Karaikal Planning Authority, Karaikal.
16. The Junior Town Planner/Member Secretary Mahe Planning Authority, Mahe.
17. The Junior Town Planner Yanam Planning Authority, Yanam.
18. Executive Engineer, Puducherry Municipality, Puducherry.
19. The Commissioner, Oulgrate Municipality, Puducherry.
20. The Commissioner, Ariankuppam Commune Panchayat, Puducherry.
21. The Commissioner, Villianur Commune Panchayat, Puducherry.
22. The Commissioner, Bahour Commune Panchayat, Puducherry.

23. The Commissioner, Nettapakkam Commune Panchayat, Puducherry.
24. The Commissioner, Mannadipat Commune Panchayat, Puducherry.
25. The Commissioner, Karaikal Municipality, Karaikal.
26. The Commissioner, Kottucherry Commune Panchayat, Karaikal
27. The Commissioner, Thirunallar Commune Panchayat, Karaikal.
28. The Commissioner, T.R Pattinam Commune Panchayat, Karaikal
29. The Commissioner, Mahe Municipality, Mahe.
30. The Commissioner, Yanam Municipality, Yanam.
31. The Executive Engineer, Puducherry Slum Clearance Board, Puducherry.
32. The Executive Engineer, DRDA, Puducherry.
33. The Executive Engineer, Puducherry Housing Board, Puducherry.
34. The Executive Engineer, Central Public Works Department, JIPMER Campus, Puducherry.
35. The Executive Engineer, I, Electricity Department, Puducherry.
36. The Executive Engineer- II, Electricity Department, Puducherry.
37. The Executive Engineer- III, Electricity Department, Puducherry.
38. The Executive Engineer- IV, Electricity Department, Puducherry.
39. The Executive Engineer- V, Electricity Department, Puducherry.
40. The Executive Engineer- VI, Electricity Department, Puducherry.
41. The Executive Engineer- VII, Electricity Department, Puducherry.
42. The Executive Engineer- VIII, Electricity Department, Puducherry.
43. The Executive Engineer- IX, Electricity Department, Puducherry.

44.The Executive Engineer- X, Electricity Department, Puducherry.

45.The Asst. Engineer, Electricity Department, Mahe, Puducherry.

46.The Asst. Engineer, Electricity Department, Yanam, Puducherry.

47.All the Inspectors of Factories O/o the Chief Inspector of Factories & Boilers / Assistant Inspectors of factories Puducherry/Karaikal.

CONSTITUTION OF BOARD:

The PONDICHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE BOARD was constituted vide G.O.Ms.No.44/Lab/AIL/ G/2002, dated, 23.12.2002 and the same was re-constituted vide G.O.Ms.No.4/AIL/ Lab/G/2009, dated 26.2.2009 published in Gazette No.11, dated 17.3.2009 and Go.Ms.No.22/Lab/AIL/G/09, dt.10.12.2009 respectively. Simultaneously the Board was re-constituted vide G.O.Ms.No.43 dt, 18.11.2013 of the Labour Department, Puducherry and notified vide Gazette No.50 dt, 10.12.2013 read with G.O.Ms. No.41 dated 28.04.2006 of the DP&AR (PW).

- | | | |
|--|---|--------------------|
| 1. CHIEF SECRETARY TO GOVERNMENT | - | CHAIRPERSON |
| 2. COMMISSIONER OF LABOUR -CUM- CHIEF INSPECTOR OF BUILDING AND CONSTRUCTION | - | SECRETARY |
| 3. DEPUTY/ UNDER SECRETARY (FINANCE), | - | MEMBER |
| 4. DEPUTY/ UNDER SECRETARY (LAW), | - | MEMBER |
| 5. CHIEF ENGINEER, PWD | - | MEMBER |
| 6. CHIEF TOWN PLANNER | - | MEMBER |
| 7. Deputy Director,
DS-I,DGFASLI, Inspectorate, Dock Safety,
3 rd floor, Anchor Gate Building,
Rajaji Salai, Chennai | - | MEMBER |

COMPOSITION OF THE BOARD:-

As per provision under sub section 18 (1) of the BOCW (RECS) Act, 1996, the Board shall consist of :-

- (i) a chairperson appointed by the Government;
- (ii) a member nominated by the Central Government;
- (iii) not more than five persons representing the building and other construction workers nominated by Government;
- (iv) not more than five persons from among the employers of construction and other building workers nominated by Government;
- (v) not more than five members representing the Government of whom one shall be the Chief Inspector of buildings and constructions appointed under sub-section(2) of section 42 of the Act, one shall be representative of Law Department and one shall be the representative of Labour Department ;

(2) One of the nominated members shall be woman and the number of members nominated under clauses (iii) and (iv) of sub-rule (1) shall be equal.

(3) The term of office of The Chairperson and the members of the Board other than the official members shall be 3 years from the date of their appointment;

Provided that the members may continue in office till their successors are appointed;

Provided further that in no case the members shall continue in office beyond a period of four years from the date of their appointment.

SOURCE OF REVENUE:

The Board receives 1% cess on the total cost of any construction work in the UT of Puducherry from various cess collectors as stipulated under Section 3 of the Building and other Construction Workers Welfare Cess Act, 1996”.

ENLISTED CATEGORIES OF CONSTRUCTION WORKERS :-

For registration of beneficiaries in the Puducherry Building and Other Construction Workers Welfare Board the following 53 categories of construction work are enlisted as per G.O Ms.No. 48/AIL/ LAB/G/2013 dated 16.12.2013.

Sl. No	Category of work	Sl. No	Category of work
1	Stone cutter or stone bracker or stone crusher	28	Tunnel workman
2	Mason or brick layer	29	Rock breaker and quarry Worker
3	Carpenter	30	Demolition worker
4	Painter or warnisher	31	Site Supervisor
5	Fitter including bar bender	32	Marble / Kadappa Stone Worker
6	Plumber	33	Earth workers connected with construction work
7	Electrician	34	Worker engaged in processing lime
8	Mechanic	35	Worker connected in anti-sea erosion work and engaged in construction of ports
9	Well sinker	36	Road Worker
10	Welder	37	Installation and repair of fire fighting systems.
11	Head Masdoor	38	Installation and repair of cooling and heating systems
12	Masdoor	39	Installation of lifts, escalators etc.
13	Sprayman or mixer men	40	Installation of security gates, devices
14	Wooden or stone packer	41	Fabrication and installation of iron/metal grills, windows, doors
15	Well diver for removing silt	42	Construction of water harvesting structures.
16	Hammer man	43	Interior work including carpeting, false ceiling lighting, plaster of parts.
17	Thatcher or stone crusher	44	Cutting, glazing and installation of glass panels.
18	Maistry	45	Making of bricks, roofing tiles
19	Blacksmith	46	Installation of energy efficient equipment like solar panels etc.
20	Sawer	47	Installation of modular units for use in places such as kitchens.
21	Mixer	48	Making and installation of pre-fabricated concrete modules etc.
22	Pump Operator	49	Construction of sports/Recreation facilities including swimming pools, golf courses etc.
23	Mixer Driver	50	Construction/erection of signage, road furniture, bus shelters/depots/stands, signaling systems etc.
24	Roller Driver	51	Construction of rotaries, installation of fountains etc.
25	Kalasis or Sarang engaged in engineering constructions like	52	Construction of public, parks, walking tracks, landscaping etc.

	heavy machinery / bridge work		
26	Watchman	53	Any other categories of workers who is actually engaged in the employment in construction or maintenance of dams, bridge, roads in any building operation.
27	Mosaic polisher		

REGISTRATION

The Board register the persons as beneficiaries who engaged in the construction work under section 12 of the said Act who should have completed the age of 18 years and not completed the age of 60 years in the construction work during the preceding 12 months.

Procedure

The Construction worker shall make an application declaring himself engaged in the construction work and specify should mention the worksite with the following document such as Birth Certificate, Work/employment certificate, two passport size photographs, Blood group certificate, Ration Card, Aadhaar Card, Bank details, Family particulars/status and nomination to the Board official. That on verification by the inspectors under the Act towards genuineness the concerned workers will be enrolled as beneficiaries with approval of the Secretary (Board).

Registration/Renewal fees

As per section 16 of the said Act the beneficiary should pay the registration of Rs.25/- at the time of enrollment and Rs.100/- per year as annual subscription as per G.O Ms.No.6/AIL/LAV/G/2015 dated 24.04.2015, The Board collect sum of Rs.300/- as renewal fee once in three years.

Any beneficiary defaults in payment of contribution for a continuous period for more than one year he/she shall cease to beneficiary. The beneficiary shall contribute to the fund until he/she attains the age of 60 years.

Effect of non-payment of contribution:-

As per provision 17 (1) of the said act when a beneficiary has not paid his contribution under sub-section (1) of section 16 for a continuous period of not less than one year, he shall cease to be a beneficiary. Provided that if the Secretary of the Board is satisfied that the non-payment of contribution was for a reasonable ground and that the

building worker is willing to deposit the arrears, he may allow the building worker to deposit the contribution in arrears and on such deposit being made, the registration of building worker shall stand restored.

DOCUMENTS REQUIRED FOR REGISTRATION:-

The application for registration being issued in the Puducherry Building and Other Construction Workers Welfare Board office at free of cost with guidance. The applicant should be submit the Board office with the following documents

1. Application duly filled and signed in the application;
2. Birth Certificate/T.C./Doctor Certificate for age proof;
3. Experience Certificate to be obtained from a Registered Engineer/ Contractor/Association/Trade Union proof as he/she is a construction worker; Certificate from the Revenue Department or Social Welfare Department or Anganwadi Officials of the area
4. Particulars towards of construction work / worksite
5. Proof for Blood Group (Medical Health Card or Laboratory Certificate)
6. 2 Nos. of Pass Port size photograph
7. Xerox copy of Ration Card.
8. Aadhaar Card
9. Bank details
10. Family particulars/status and nomination of the beneficiaries

IDENTITY CARD:-

The Board issues Identity Cards as per section 13 of the BOCW (RECS) Act, 1996 to every beneficiary enrolled in the Board with his photograph duly affixed thereon and with enough space for entering the details of the building or other construction work done by him. The beneficiary who have been issued with Identity Card under this Act shall produce the same whenever demanded by any officer of Government or the Board, any inspector or any other authority for inspection.

FUNCTIONS OF THE BOARD:-

The Board may provide immediate assistance to a beneficiary in case of accident; pay such amount in connection with premia for Group Insurance Scheme of the beneficiaries as may be prescribed; give such financial assistance for the education of children of the beneficiaries as may be prescribed; meet such medical expenses for treatment of major ailments of a beneficiary or, such dependant, as may be prescribed; make payment of

maternity benefit to the female beneficiaries; and make provision and improvement of such other welfare measures and facilities as may be prescribed. Provide financial assistance to the beneficiaries family compensating the loss of income during natural calamities, incessant rains, pandemic period COVID-19 etc., and other welfare benefits with approval of the Board.

MEETINGS OF BOARD:-

The Board shall meet at such time and place and observe such rules of procedure in regard to the transaction of business at its meetings (including the quorum at such meetings) as may be prescribed. The chairperson or, if for any reason he is unable to attend a meeting of the Board, any member nominated by the chairperson in this behalf and in the absence of such nomination, any other member elected by the members present from amongst themselves at the meeting, shall preside at the meeting. All questions which come up before any meeting of the Board shall be decided by a majority of votes of the members present and voting, and in the event of equality of votes, the chairperson, or in his absence, the person presiding, shall have a second or a casting vote.

BENEFICIARIES ENROLLMENT STATUS:-

As on 30.11.2020 there are **35705** beneficiaries in the live register and **4310** no.of beneficiaries crossed 60 years of age. The Board periodically conducts inspection in respect of genuineness of the beneficiaries whether they have been engaged in the construction work or not and if they found not engaged in the construction work the Board will remove their name from the live register as per the inspection report under section 14 (1) of the said act. The list of beneficiaries in live register in the UT of Puducherry as detailed below:-

Sl. No.	Region	Total no.of beneficiaries in live register	Total no.of beneficiaries crossed 60 years of age	Total no.of beneficiaries reported death
1	Puducherry	27542	2485	1701
2	Karaikal	6188	1329	509
3	Mahe	482	316	37
4	Yanam	1493	180	103
	Total	35705	4310	2350

The list of beneficiaries in the live register, beneficiaries crossed 60 years of age, beneficiaries pending enquiry is uploaded in the Labour Department website <http://labour.py.gov.in>

VARIOUS WELFARE SCHEMES EXTENDED BY THE BOARD:-

Sl. No.	Name of the Welfare Scheme	Benefit Amount (Rs.)	Application Form No.	Documents required	Time limit for applying	Processing time by board
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Marriage Assistance	7,000/-	FORM -XLVI	1. Marriage Certificate	6 Months from the date of marriage	15 days The benefit amount will be credited through DBT
				2. Copy of last subscription bill		
				3. Copy of board ID card		
				4. Copy of Aadhaar Card		
				5. Copy of Ration Card		
				6. Copy of Bank Pass Book		
				7..Marriage Invitation card;		
2	Maternity Assistance	5,000/-	FORM - XXXIII	1.Original Birth certificate	One year from the date of delivery period	15 days The benefit amount will be credited
				2.Copy of the discharge slip		
				3. Copy of last subscription bill		
				4.Copy of board ID card		
				5. Copy of Aadhaar Card		
				6. Copy of Ration Card		
				7. Copy of Bank		

				Pass Book		through DBT
3	Funeral Assistance	7,000/-	FORM - XXXIX	1. Original last subscription bill	2 months from the date of death	7 days The benefit amount will be credited through DBT
				2. Original board ID card		
				3. Copy of Aadhaar Card		
				4. Copy of Ration Card		
				5. Burial permission letter		
				6. Death certificate		
				7. Copy of the nominees Aadhaar		
				8. Copy of the Ration card		
				9. Copy of the bank pass book		
4	Refund of Contribution			- do -		7 days The benefit amount will be credited through DBT
5	Accident Medical Assistance	1,500/- per month		1. Copy of last subscription bill	1 year	15 days The benefit amount will be credited
				2. Copy of board ID card		
				3. Copy of Aadhaar Card		

				4. Copy of Bank Pass Book	from date of discharge	through DBT
				5. Copy of the medical certificate issued by the competent authority (RMO)		
				6. Accident report		
				7. Discharge slip		
6	Medical Assistance	500/- to maximum of 1,500/-	FORM - XXXIII	1. Copy of last subscription bill		15 days The benefit amount will be credited through DBT
				2. Copy of board ID card		
				3. Copy of Aadhaar Card		
				4. Copy of Bank Pass Book		
				5. Copy of the medical certificate issued by the competent authority (RMO)		
				6. Discharge slip		
7	Deepavali Gift Amount	2,000/-			Eligible period 6 months from the date of joining	Extended through DBT every year on the eve of the Deepavali
8	Death Benefit	70,000/-	FORM -XL	1. Original last subscription bill	2 months from the date of death	1 month The benefit amount will be credited through DBT
				2. Original board ID card		
				3. Copy of Aadhaar Card		
				4. Copy of Ration Card		

9	Accidental Death benefit due to harness	2.25 lakhs/-		1. Original last subscription bill	2 months from the date of death	15 days The benefit amount will be credited through DBT
				2. Original board ID card		
				3. Copy of Aadhaar Card		
				4. Accidental report		
				5. Copy of the FIR		
				6. Copy of the medical report from the Competent authority (RMO)		
10	Disablement benefit	75,000/-		1. Copy of last subscription bill		1 month The benefit amount will be credited through DBT
				2. Copy of board ID card		
				3. Copy of Aadhaar Card		
				4. Copy of Bank Pass Book		
				5. Copy of the FIR		
				6. Copy of the medical report		
				7. Disability certificate issued from the Govt. Hospital Competent authority		
11	HIGHER EDUCATIONAL FINANCE ASSISTANCE					
(a)	M.B.B.S / B.D.S	One lakh	FORM -XLV-	1. Copy of last subscription bill		After

	(CENTAC)	(One time payment)	II	2. Copy of board ID card	Eligible period 6 months from the date of joining	scrutinizing their application and verification of the genuineness of the applicants only after approval of the Chairman (Bard) the benefit amount will be credited through DBT
				3. Copy of Aadhaar Card		
				4. Copy of Ration Card		
				5. Provisionally allotment order through CENTAC		
				6. Copy of Bank Pass Book.		
				7. Certificate from the educational institute.		
(b)	BE / B.Tech) (CENTAC)	50,000 (One time payment)	FORM -XLV- II	- do -		-do-
(c)	Diploma in Engineering	20,000 (One time payment)	FORM -XLV- II	1. Copy of last subscription bill	-do-	-do-
				2. Copy of board ID card		
				3. Copy of Aadhaar Card		
				4. Copy of Ration Card		
				5. Copy of Bank Pass Book		
(d)	UG	2,000/- Per annum	FORM -XLV- II	1. Copy of last subscription bill		
				2. Copy of board ID card		
				3. Copy of		

				Aadhaar Card	-do-	-do-
				4. Copy of Ration Card		
				5. Copy of Bank Pass Book		
(e)	PG	4,000/- Per annum	FORM -XLV- II	1. Copy of last subscription bill	-do-	-do-
(f)	Diploma	2,000 Per annum	FORM -XLV- II	2. Copy of board ID card	-do-	-do-
				3. Copy of Aadhaar Card		
				4. Copy of Ration Card		
				5. Copy of Bank Pass Book		
(g)	PG Diploma	3,000/- Per annum	FORM -XLV- II	1. Copy of last subscription bill	-do-	-do-
				2. Copy of board ID card		
				3. Copy of Aadhaar Card		
				4. Copy of Ration Card		
				5. Copy of Bank Pass Book		
(h)	MD General Medicine & Related	1,00,000 (One time payment)	FORM -XLV- II	1. Copy of last subscription bill	-do-	After scrutinizing their application and verification of the genuineness of the applicant
				2. Copy of board ID card		
				3. Copy of Aadhaar Card		
				4. Copy of Ration Card		

				5. Copy of Bank Pass Book	-do-	only after approval of the Chairman (Bard) the benefit amount will be credited through DBT
				6. Provisionally allotment order through NEET		
				7. Admission certificate from the concern Medical College		
(i)	MS Orthopaedics & Related	1,00,000 (One time payment)	FORM -XLV- II	-do-	-do-	-
(j)	MD Clinical Pharmacology & Related	1,50,000 (One time payment)	FORM -XLV- II	-do-	-do-	-do-
(k)	M.Tech / M.E Engineering Courses	75,000 (One time payment)	FORM -XLV- II	-do-	-do-	-do-

					-do-	
					-do-	
					-do-	
12	Relief under Natural	2,000/-			The Benefit	

	calamite /pandemic period (COVID-19)				being extended direction issued under section 60 of the Act and schemes approved by the Board.	The benefit amount will be credited through DBT
--	---	--	--	--	---	---

(1) Marriage Assistance @ Rs. 7,000/-

As per Rule 284 of the Puducherry Building and the Building Workers Welfare Rules 2001, the beneficiaries who having continuous membership for 6 months shall be eligible to get this assistance of **Rs.7,000/-** for marriage of their two children. A female beneficiary is also eligible for this assistance for her own marriage. Filled application with required documents should be submitted within 6 months. The said welfare applications issued in the Board office at free of cost with guidance.

Documents required:

1. Application in Form XLVI for Marriage assistance duly filled and signed by the applicant;
2. Beneficiary Identity card;
3. Last subscription renewal copy;
4. Marriage Certificate;
5. Marriage Invitation card;
6. Copy of the Ration card
7. Copy of the Bank details
8. Copy of the Aadhaar card

(2) Maternity Benefit @ Rs. 5000/-

As per Rule 273, “the women employees who are beneficiary of the fund shall be given **Rs.5,000/-** each as maternity benefit during the period of maternity (**Spouse of male employee who is the beneficiary of the fund shall also be given this benefit**). Provided that this benefit shall not be allowed more than twice. The said welfare applications issued in the Board office at free of cost with guidance.

Documents required:

1. Application Form -XXXIII for Maternity benefit duly filled and signed by the individual;
2. Beneficiary Identity card;
3. Last subscription renewal copy;
4. Birth Certificate;
5. Last subscription renewal copy;
6. Copy of the Ration card
7. Copy of the Bank details
8. Copy of the Aadhaar card
9. Discharge slip;

(3) Funeral Assistance @ Rs. 7000/-

As per Rule 279, "the Board may sanction an amount of Rs.7,000/- to the nominees / dependents of a deceased beneficiary towards funeral expenses. The said welfare applications issued in the Board office at free of cost with guidance.

Documents required:

1. Application in Form No.XXXIX for funeral benefit duly filled and signed by the nominee of the deceased worker;
2. Beneficiary Identity card;
3. Last subscription renewal copy;
5. Death Certificate;
6. Proof of relationship of the nominee for the deceased beneficiary,
7. Copy of the Ration card
8. Copy of the Bank details
9. Copy of the Aadhaar card

(4) Death Benefit

a) Natural Death benefit @ Rs.70,000/-

As per rule 280-A "the Board may sanction an amount of Rs.70,000/- as death benefit apart from the benefit of Rs.2 lakhs extended through LIC to the nominees / dependents of the beneficiary. The said welfare applications issued in the Board office at free of cost with guidance.

Documents required:

1. Application in Form XL duly filled and signed by the nominee of the deceased worker;
2. Beneficiary Identity card;
3. Last subscription renewal copy;

4. Death Certificate;
5. Proof of relationship of the nominee for the deceased beneficiary.
6. Copy of the Ration card
7. Copy of the Bank details
8. Copy of the Aadhaar card

b) Accidental death @ Rs.2.25 lakhs

During the course of employment the Board may sanction a sum of Rs. 2.25 lakhs as accidental death benefit apart from the benefit of Rs.2lakhs extended through LIC to the nominees / dependents of the beneficiary under PMJJBY scheme. The said welfare applications issued in the Board office at free of cost with guidance.

Documents required:

1. Application in Form XL duly filled and signed by the nominee of the deceased worker;
2. Beneficiary Identity card;
3. Last subscription renewal copy;
4. Death Certificate;
5. FIR copy
6. Proof of relationship of the nominee for the deceased beneficiary.
7. Copy of the Ration card
8. Copy of the Bank details
9. Copy of the Aadhaar card

(5) Refund of contribution:-

As per sub rule (1) of rule 287 of the Puducherry Building and Other Construction Workers Rules, 2001, the Board is repaying the amount of contribution paid by the deceased beneficiary to the nominee of the deceased member. The said welfare applications issued in the Board office at free of cost with guidance.

(6) Medical Assistance @ Rs. 500/- for initial minimum period of 5 days and thereafter @ 50/- per day upto maximum of Rs.1500/- p.m.:-

As per Rule 282 "The Board may sanction financial assistance to the beneficiaries who are hospitalized for five or more days due to accident or any disease. The financial assistance shall be Rs.500/- for the first 5 days and Rs.50/- each for the remaining days, subject to a maximum of Rs.1500/-. The said welfare applications issued in the Board office at free of cost with guidance.

Documents required:

1. Application for Medical benefit duly signed by the applicant;
2. Beneficiary Identity card;
3. Last subscription renewal copy;
4. Prescription slip or treatment card;
5. Discharge slip.
6. Copy of the Ration card
7. Copy of the Bank details
8. Copy of the Aadhaar card

(7) Accidental Medical Assistance:-

As per Rule 282 of the existing Medical Assistance, if a worker sustained fracture will be paid a financial assistance of Rs.1500/- p.m. until he /she becomes physically fit to resume normal work (Such, claims from the workers shall be supported by medical certificates issued by a prescribed doctor). The said welfare applications issued in the Board office at free of cost with guidance.

Documents required:

1. Application for Medical benefit duly signed by the applicant;
2. Beneficiary Identity card;
3. Last paid subscription renewal copy;
4. Prescription slip or treatment card;
5. Discharge slip.
6. Certificate issued by prescribed Doctor for period of rest.
7. Copy of the Ration card
8. Copy of the Bank details
9. Copy of the Aadhaar card

(8) Disability benefit @ Rs.75,000/-

The Board may sanction maximum sum of Rs.75,000/- based on the Disablement certificate issued by the Competent Authority as per Act as **Disability benefit** to the beneficiaries. The said welfare applications issued in the Board office at free of cost with guidance.

(9) Specialized treatment Medical assistance up to Rs. 2 Lakhs

As per Rule 282-A of the PBOCWW (RECS) Rules, 2001 provides for specialized medical treatment upto Rs. 2 lakhs for taking treatment in Hospitals having tie-up with Government General Hospitals for the diseases like TB, Lung, Neuro, Accident with a referral letter duly obtained from the Health Department, Government of Puducherry by the

beneficiary along with other documents as required". The said welfare applications issued in the Board office at free of cost with guidance.

(10) Higher Educational Financial Assistance:

The higher educational assistance benefit extended on onetime payment for the wards of the beneficiaries who got admission through CENTAC, Puducherry, as per G.O.Ms.No.6/AIL/Lab/G/2015 dated 24.04.2015. The said welfare applications issued in the Board office at free of cost with guidance.

a)	M.B.B.S./B.D.S.	: Rs.1,00,000/-
b)	Engg. (B.E./BTech.)	: Rs. 50,000/-
c)	Diploma Engg.Courses	: Rs. 20,000/-

(11) CASH BENEFIT:

The educational financial assistance to the wards of the construction workers who have secured top three ranks at the State Level and Regional Level in the Higher Secondary course or its equivalent examinations. The said welfare applications issued in the Board office at free of cost with guidance. The benefits of the said scheme as detailed below:-

STATE LEVEL CASH BENEFIT (Onetime payment)

a)	First prize	: Rs.1,00, 000/-
b)	Second prize	: Rs. 80, 000/-
c)	Third prize	: Rs. 60, 000/-

REGION WISE CASH BENEFIT (Onetime payment)

a)	First prize	: Rs. 60, 000/-
b)	Second prize	: Rs. 40, 000/-
c)	Third prize	: Rs. 20, 000/-

Wards of the beneficiaries shall also be eligible for annual educational assistance for the following courses:-

a)	Degree courses	: Rs. 2,000/-
b)	Post Graduate Courses	: Rs. 4,000/-
c)	Diploma courses	: Rs. 2,000/-
d)	P.G. Diploma	: Rs. 3,000/-

(12) Diwali Gift benefit@ Rs.2000/-:

The Board sanction sum of Rs.2000/- to each beneficiary enrolled in the Board every year to celebrate Deepavali festival .

(13) Skill Development Scheme (RPL)

The Board has implementing Skill Development under RPL scheme by entering MoU with M/s.Labour Net Services Pvt., Ltd., Bangalore and M/s. G&G Skill Developers Pvt., Ltd., to provide training to the Construction Workers enrolled as beneficiaries in the welfare board.

(14) COVID-19 BENEFIT

The Board has sanctioned sum of Rs.2000/- to each beneficiary in the live register enrolled in the Board during the period May 2020 due to pandemic period as per the directions issued by the Government of India.

GUIDANCE AND HELP:-

For obtaining more details about the schemes and for applications, the contact addresses are as follows:-

- a) The Secretary,
Puducherry Building and other Construction Workers
Welfare Board,
D-1, 4TH Cross, Industrial Estate,
Puducherry-9,
Phone No:-0413-2279211, 2241562.
- b) The Labour Officer,
Puducherry Building and other Construction Workers
Welfare Board,
D-1, 4TH Cross, Industrial Estate,
Puducherry-9,
Phone No:-0413-2241562
- c) The Labour Officer,
Puducherry Building and other Construction Workers
Welfare Board,
Regional Office
Perunthalaivar Kamaraj Administrative Complex, Madagadi,

Karaikal.
Phone No:-04368-222562

- d) The Assistant Inspector Of Labour
Puducherry Building and other Construction Workers
Welfare Board,
Regional Office
Mini Civil Station Complex,
Mahe.

- e) The Assistant Inspector Of Labour
Puducherry Building and other Construction Workers
Welfare Board,
Regional Office
Erragunta Street,
Yanam-533464.

REDRESSAL OF GRIEVANCES:-

For redressal of grievances, complaints and suggestions, the public may contact Labour Officer, Puducherry in person, on all working days.

In the outlying regions, the officers in charge of Regional offices of the Puducherry Building and Other Construction workers Welfare Board, mentioned above may be contacted.

ORGANISATIONAL CHART
PUDUCHERRY BUILDING AND OTHER CONSTRUCTION
WORKERS WELFARE BOARD

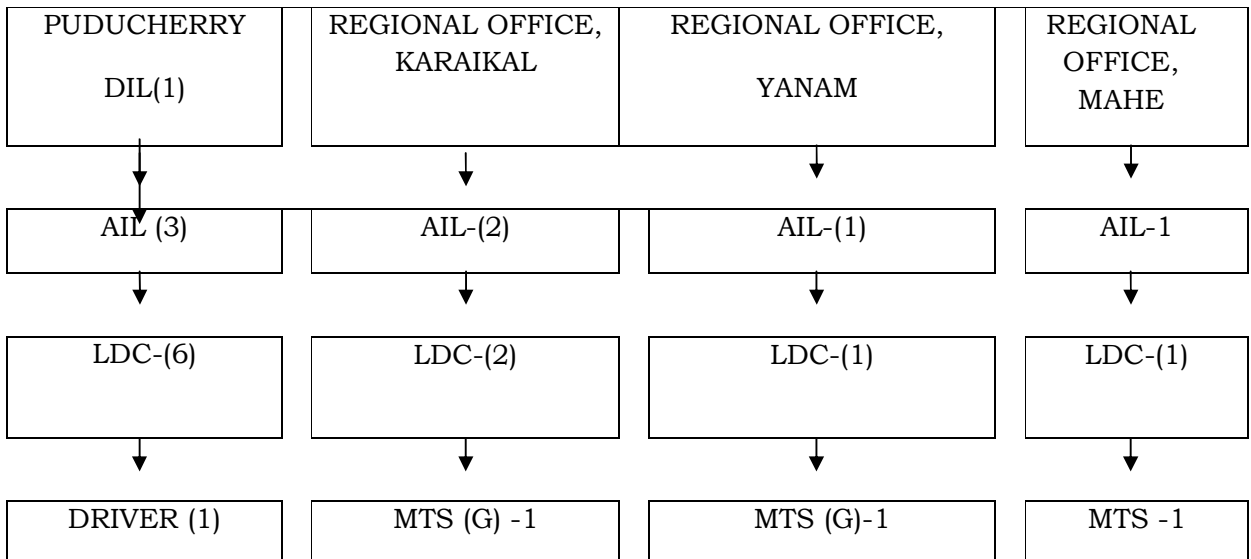
CHAIRMAN (CHIEF SECRETARY TO GOVERNMENT)



SECRETARY (COMMISSIONER OF LABOUR)



HEAD OFFICE
(PUDUCHERRY)
LABOUR OFFICER



MTS (G)-(3)

OFFRICERS AND ASSOCIATED

CHIEF SECRETARY TO GOVERNMENT - **Shri.ASWINI KUMAR I.A.S**
-CUM-CHAIRPERSON

SECRETARY TO GOVERNMENT (LABOUR)
-CUM-COMMISSIONER OF LABOUR -CUM- **Shri.E.VALLAVAN, I.A.S**
SECRETARY (BOARD)

LABOUR OFFICER (BOARD) - Shri. VINCENT GNANASAMY
AMALRAJ

ACCOUNTS OFFICER - Shri.DURGA PRASAD J.M.K

APPLICATIONS FOR WELFARE BENEFITS

FORM XLVI

APPLICATION FOR MARRIAGE ASSISTANCE

1. Name of applicant :

2. Address :

3. Registration No. :

4. Age and date of birth :

5. Date of payment and first subscription,
Amount and name of Bank and branch :

6. Date of payment of last subscription, amount
and name of Bank and branch :

7. Duration of membership :

8. Is membership live? :

9. If application is for the marriage of son/-
daughter :

(1) Whether husband or wife, a member :
of this Board.

(2) If so, has she/he applied for the :
Financial assistance

(3) Date of birth of the son/daughter :
who is getting married ?

(4) Address of the bride or bridegroom of :
the son / daughter

(5) Date and place of marriage :

(6) Date and No. of the certificate of marriage :

Name address of the authority who :
Issued the certificate ?

(7) Have you applied for financial assistance :
for the marriage of any other son/daughter ?
If so, details of the same

10. If application is for the Marriage of self

(For women worker only) –

(1) Name and address of husband /
Bridegroom :

(2) Date and place of marriage :

(3) No. and date of marriage certificate,
name of authority who issued the
certificate :

11. Are you in receipt of any financial
assistance for the purpose from
Government or any other institution :

The facts Mentioned above are true to my knowledge and information.

Place :

Date :

Name and address of applicant

FORM XXXIII

APPLICATION FOR MATERNITY BENEFIT

1. Name and address of applicant :

2. Registration No. :

3. Age and date of birth :

4. Name of husband :

5. Date of conferment :

6. Have you applied for this benefit :

7. If so how many times and give details :

8. Date of registration :

9. Date of payment of 1st subscription :

10. Date of payment of last subscription :

11. Name of Bank and place :

12. List of documents submitted:-

(a) Copy of chalans :

or

Copy of pass book.

(b) Medical certificate in original :

The facts furnished above are true to my knowledge and information.

Place :

Date :

Name and signature of applicant

FORM XXXIII

APPLICATION FOR MEDICAL BENEFIT

1. Name and address of Applicant :

2. Age and date of Birth :

3. Registration NO. :

4. Date of payment and first subscription :
amount and name of bank

5. Date of payment of last subscription, :
amount and name of bank

6. Total amount remitted :

7. Details regarding disease /surgery :

8. Disability if any, due to disease or surgery :

9. Period of treatment as in-patient in
Government Hospital (Date of admission in :
the hospital and date of discharge)

10. List of documents submitted :

11. Details of medical benefits received, if any :
before

The facts Mentioned above are true to my knowledge and information.

Place : Puducherry

Date : Name and address of applicant

FORM XXXIX

APPLICATION FOR FUNERAL BENEFIT

1. Name and address of applicant :

2. Relationship of applicant with the worker:

3. Name and address of worker :

4. Registration No. :

5. Date of Registration :

6. Date of payment and first subscription, amount :
and name of bank, branch

7. Date of payment of last subscription, amount:
and name of bank, branch

8. Duration of membership :

9. Whether membership was live? :

10. Date of death of the worker :

11. Reason for death :

12. Whether applicant is the nominee of the worker :

13. If not, whether the applicant has submitted :

Dependence certificate

14. Name, age and date of birth of the nominee :

15. If nominees are minor, name of guardian and :

his relationships with the children

16. Whether consent letters from other nominee :

submitted? (where the number of nominees
is more than one)

17. Whether certificate of guardianship submitted :

by the minor children

18. Amount of benefit, applied for :

The above facts are true to my best of knowledge and information.

Place :

Date :

Name and address of applicant

FORM XL

APPLICATION FOR DEATH BENEFIT

1. Name and address of applicant :

2. Relationship of applicant with the worker:

3. Name and address of the worker :

4. Registration No. :

5. Age and date of birth :

6. Worker whether married :

7. Nature of death (Give details) :

8. Details of documents submitted :

9. Amount of financial assistance applied for :

The above facts are true to my best of knowledge and information.

Place :

Date :

Name and address of applicant

Life Insurance Corporation of India

Group Insurance Scheme under Janashree Bima Yojana

M.P. No.GI/JBY/

CLAIM FORM

Part – A: (To be completed by the beneficiary)

1. Name and Address of the deceased :

Member

2. Name and address of Nodal Agency : Puducherry Building and other
Construction Workers Welfare Board,
D1, Industrial Estate, 4th Cross Street,
Thattanchavady, Puducherry-9.

3. Membership No. :

4. Date of Entry into the Scheme :

5. Name of Father \ Husband :

6. a) Date of death : b) Age at death :

7. a) Place of death : b) Cause of death :

8. Name of Nominee :

9. Full Address of Nominee :

10. Relationship with member :

11. Name and Address of Bank and :

S.B. A/c No.

I hereby declare that the answers of all the above question in every respect

(Signature of Beneficiary)

Place:

Date :

Witness :

Name :

Address :

Part – B : (To be completed by the Nodal Agency)

Certified that the replies to the above questions are correct in every respect. Nominee named above is registered in the Register of Nominations at serial No. -----

Signature of the Authorised Signatory of
the Nodal Agency / master policy holder

PUDUCHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE
BOARD
D1, INDUSTRIAL ESTATE, 4TH CROSS STREET, THATTANCHAVADY,
PUDUCHERRY.

Tel Fax No.0413-2241562, Email: pbcwwb.py@nic.in

FORM-XLV-II
(See rule 283)

APPLICATION FOR EDUCATIONAL FINANCIAL ASSISTANCE
(Degree/PG Degree/Diploma/PG Diploma courses)

1. DETAILS OF BENEFICIARY

- (a) Name :
- (b) Registration No.
(ID card Xerox to be enclosed) :
- (c) Region : Puducherry/Karaikal/Mahe/Yanam
- (d) Date of payment
of last subscription :
(Receipt Xerox to be enclosed)
- (e) Permanent Address :
- (f) Contact Number :
- (g) Bank Account Number :
- (h) Bank Name, Address & IFSC Code :
- (i) Aadhaar Card Number :
- (j) Ration Card Number :

**2. DETAILS OF BENEFICIARY'S
SON/DAUGHTER**

- (a) Name :
- (b) Age and date of birth :
- (c) Male/Female :

(d) Whether belonging to SC/ST :Yes/No

3.Name of the Course :

4.Month & Year of admission :

to the Course

5. (a) Name of the College & affiliated:

University with Affiliation No.

-:2:-

(b) Whether admitted through CENTAC, Government: YES/NO
of Puducherry (Proof to be enclosed only for
M.B.B.S/B.D.S/B.Tech/B.E)

The facts mentioned above are true to my knowledge.

Place:

Date :

Name and Signature of the beneficiary.

CERTIFICATE

I.....Head of
.....(Name of Institution) hereby certify that Selvan/
Selvi..... is studying in the Year of course during
the year 20 - 20 and I have examined the particulars furnished in serial No.2 to 5 of
the application and are found to be correct.

Signature of Principal/Head of the

Institution

Place : (Office Seal) Name

Date : Official Designation

.....

For office use

Shri/Smt.....is a live member of this Board, having registration No.....and has paid subscription up-to-date and the details furnished above are found to be correct.

Dealing clerk.

CHECK LIST

1.	Board ID Card-Original/Xerox		
2.	Last paid Subscription Receipt- Original/Xerox		
3.	Ration Card- Original/Xerox		
4.	Bank Pass Book-Original/Xerox		
5.	Aadhaar Card-Original/Xerox		
6.	SC/ST Certificate-Original/Xerox		
7.	College ID card Xerox		
8.	CENTAC Admission Certificate-Xerox		
9.	Birth certificate of the student-Xerox		

**All originals may be shown for verification at the time of submission of Application and need not be enclosed*

PUDUCHERRY BUILDING AND OTHER CONSTRUCTION WORKERS WELFARE
BOARD

D1, INDUSTRIAL ESTATE, 4TH CROSS STREET, THATTANCHAVADY,
PUDUCHERRY.

Tel Fax No.0413-2241562, Email: pbcwwb.py@nic.in

FORM-XLV-I

(See rule 283)

APPLICATION FOR EDUCATIONAL CASH BENEFITS

(H.Sc. or Equivalent Examination)

1. DETAILS OF BENEFICIARY

- (a) Name :
- (b) Registration No.
(ID card Xerox to be enclosed) :
- (c) Region : Puducherry/Karaikal/Mahe/Yanam
- (d) Date of payment of last subscription :
(Receipt Xerox to be enclosed)
- (e) Permanent Address :
- (f) Contact Number :
- (g) Bank Account Number :
- (h) Bank Name, Address & IFSC Code :
- (i) Aadhaar Card Number
- (j) Ration Card Number :

**2. DETAILS OF BENEFICIARY'S
SON/DAUGHTER**

- (a) Name :
- (b) Age and date of birth :
- (c) Male/Female :
- (d) Whether belonging to SC/ST :

3. Name and Address of the School :

4. Details of qualifying examination passed:

Name of the examination	Name of the affiliated Board/State	Month & year of passing qualifying examination

5. Marks scored in the qualifying examination:

(Copy of mark certificate attested by Principal/
Head of the Institution to be enclosed)

Subject	Marks obtained	Maximum Marks	Percentage
Total			

The facts mentioned above are true to my knowledge.

Place:

Date :

Name and Signature of the beneficiary.

CERTIFICATE

I.....Head of
.....(Name of Institution) hereby certify that Selvan/
Selvi..... is a student of course during the year
20 - and I have examined the particulars furnished in serial No.2 to 5 of
the application and are found to be correct.

Signature of Principal/Head of the Institution

Place : (Office Seal) Name

Date : Official Designation

.....
For office use

Shri/Smt.....is a live member of this Board, having registration
No.....and has paid subscription up-to-date and the details furnished
above are found to be correct.

Dealing clerk.

CHECK LIST

1.	Board ID Card-Original/Xerox		
2.	Last paid Subscription Receipt-Original/Xerox		
3.	Ration Card-Original/Xerox		
4.	Bank Pass Book-Original/Xerox		
5.	Aadhaar Card-Original/Xerox		
6.	SC/ST Certificate-Xerox		
7.	H.Sc or equivalent Public Examination Mark Certificate-Original/Xerox		
8.	Birth certificate of the student-Xerox		

**All originals may be shown for verification at the time of submission of Application and need not be enclosed.*

3:43 PUDUCHERRY UNORGANISED LABOURERS' WELFARE SOCIETY

INTRODUCTION :

To look after the welfare of the unorganized workers and for extension of various welfare benefits, the Government of Puducherry has constituted “the Puducherry Unorganized Labourers Welfare Society” in January 2001 vide G.O. Ms. No. 1/2001/Lab/G dated 04/01/2001.

OBJECTIVES OF THE SOCIETY:

The objectives of the Society are to provide for the following welfare measures to the unorganized labourers (hereinafter called the beneficiary) namely:-

- (i) Introduction of Group Personal Accident Insurance Scheme;
- (ii) Grant of financial assistance to the dependents on the death of a beneficiary;
- (iii) Grant of financial assistance for the education and marriage of the son or daughter of a beneficiary;
- (iv) Extension of maternity benefits to women beneficiaries;
- (v) Grant of financial assistance to the beneficiary suffering from major ailments for getting necessary medical treatment at any of the specialized hospitals approved by the Government;
- (vi) To do all such lawful acts as are conducive or incidental to the attainment of the objectives of the Society;

FUNCTIONS OF THE SOCIETY:-

To achieve its aims and objectives, the Society shall perform the following functions, namely:-

- (1) (a) to register the beneficiaries;
- (b) to establish a fund known as : The Pondicherry Unorganized Labourers' Welfare Fund” (hereinafter called “the fund”) which shall comprise of ,-
- (i) all moneys received by the Society from the Central or State Government;
- (ii) all contribution received from the beneficiaries;
- (iii) all moneys received by the Society by way of sale or disposal of

- the articles/ properties and other assets of the Society;
- (iv) interest on investment in securities and deposits and rents;
- (v) all moneys received from voluntary organisations, philanthropists, and other donors for the purpose of attaining the aims and objectives of the Society.
- (vi) any sum borrowed by the Governing Body;
- (vii) any profit or dividend from the LIC of India in respect of policies of Group Insurance of the beneficiaries;
- (vii) all sums collected by way of application fees and such other fees and interest thereon;
- (ix) contributions from sources other than those mentioned above and specifically directed towards the attainment of the aims and objectives of the Society;
- (2) to make rules and bye-laws for conducting the affairs of the Society and from time to time add to, amend, vary or rescind them
- (3) to judiciously invest the fund so as to earn adequate income to enable the Society to fulfil its responsibilities of extending welfare measures to every beneficiary;

GOVERNING BODY:-

The members of the Society to whom the management of the Society is entrusted are as follows:-

- | | |
|---|---------------------|
| 1. Chief Secretary to Government
Puducherry | - Chairman |
| 2. Secretary to Government (Labour)
Puducherry | - Vice-Chairman |
| 3. Commissioner of Labour
Puducherry | - Member |
| 4. Under Secretary to Govt. (Finance)
Puducherry | - Member |
| 5. Director of Social Welfare
Puducherry | - Member |
| 6. Labour Officer (Welfare) PULWS
Puducherry | - Member |
| 7. Labour Officer (Enforcement)
Puducherry | - Member |
| 8. Deputy Labour Commissioner
Puducherry | - Member- Secretary |

CATEGORIES ENLISTED :

The Society has enlisted the following 28 categories of unorganised workers.

1. Taxi and Auto Drivers
2. Workers employed in shops & Catering Establishments
3. Carpenters
4. Nathaswara Vidwans
5. Hair Dressers
6. Tailors
7. Cycle Richshaw Drivers
8. Cobblers
9. Washermans
10. Goldsmith
11. Blacksmith
12. Brass Vessel Makers
13. Sculptors
14. Loading and Unloading workers
15. Tree climbers
16. Pottery workers
17. Coir workers
18. Toddy Neera Tappers
19. Bullock Cart Drivers
20. Thatchers
21. Cooks
22. Hawkers
23. News Paper Vendors
24. Workers engaged in bricks and Tiles manufacturing

25. Workers engaged in distribution of liquid petroleum Gas Cylinder
26. Domestic Workers.
27. Light Music Instrument Players
28. Automobile Workshop Workers

ELIGIBILITY FOR ENROLMENT :

- i) Age 18 to 59 years
- ii) Should be a resident of the Union Territory of Puducherry.
- iii) Annual subscription @ Rs. 100/- will be collected every year along with a registration fee of Rs. 25/-.

BENEFITS EXTENDED BY THE SOCIETY

1) Maternity Benefit @ Rs. 4,000/-

The member/member spouse are eligible to receive Maternity Benefit (not more than two children).

2) Medical Termination of Pregnancy @ Rs. 250/-

The member/ member spouse are eligible to receive @ Rs. 250/- for Medical Termination of Pregnancy (not more than two occasions).

3) Funeral Assistance @ Rs. 7,000/-

The Society may sanction an amount of Rs. 7,000/- to the nominees of a deceased member towards Funeral Assistance.

4) Deepwali Gift Cash Gift @ Rs. 500/-

Deepwali Gift Cash Gift Rs. 500/- will be issued/distributed to all the beneficiaries bank account by DBT mode.

PUDUCHERRY UNORGANISED LABOURERS' WELFARE SOCIETY

ACHIEVEMENTS FOR THE PERIOD FROM 2016-17 TO 2020-21
(UPTO 30-11-2020)

Sl. No	Details of Schemes	2016-17	2017-18	2018-19	2019-20	01-04-2020 to 30-11-2020
1.	Maternity	Rs. 94,000	Rs. 18,000	Rs. 76,000	Rs. 2,76,000	Rs. 82,000
		(47 members)	(09 members)	(38 members)	(82 members thorough DBT)	(21 members through DBT)
2.	Funeral Assistant	Rs. 5,80,000	Rs. 4,50,000	Rs. 4,45,000	Rs. 8,36,000	Rs. 7,84,000
		(116 members)	(90 members)	(89 members)	(118 members through DBT)	(112 members through DBT)
3.	Death benefits through LIC	Rs. 29,85,000	Rs. 9,30,000	--	--	--
		(92 members)	(30 members)	--	--	--
4.	Deepawali Gift	Rs. 2,28,13,000	Rs. 2,39,84,000	Rs. 1,13,05,000	Rs.1,18,00,500	--
		(Gift Coupons @ Rs. 1,000/- to 22,813 members)	(Gift Coupons @ Rs. 1,000/- to 23,984 members)	Cash Gift @ Rs.500/- to 22,610 members through DBT	(Cash Gift @ Rs. 500/- to 23601 members through DBT)	--
5.	Covid-19 Financial Assistance	--	--	--	--	2,34,16,000
						Cash Relief @ 1,000/- to 23416 through DBT)
	Total	Rs. 2,64,72,000	Rs. 2,53,82,000	Rs. 1,18,26,000	Rs. 1,29,12,500	Rs.2,42,82,000

3:44 ENFORCEMENT AND CONCILIATION MACHINERY (KARAIKAL)

Labour Officer, Karaikal

The Labour Officer, Karaikal is the Head of Office of the O/o. the Labour Officer, Karaikal. The Labour Officer, Karaikal is declared as conciliation officer and responsible for prevention, investigation and settlement of Industrial Disputes. He is assisted by Assistant Inspectors of Labour.

The Labour Officer, Karaikal is also responsible for the enforcement of various labour enactments. He is the controlling authority under the Payment of Gratuity Act, 1972 for Karaikal and Mahe regions. He is also the licensing officer under the Contract Labour (Regulation and Abolition) Act, 1970 and Inter-State Migrant Workmen (RECS) Act, 1979. He is also the Authority under the Payment of Wages Act, 1936, Additional Commissioner for Employees Compensation and Appellate Authority under the Puducherry Shops and Establishment Act, 1964. The Assistant Inspectors of Labour are registering officers under the Puducherry Shops and Establishment Act, 1964, Puducherry Catering Establishment Act, 1964 and Motor Transport Workers Act, 1961. The Labour Officer(Karaikal) and the Asst. Inspector of Labour are declared as Inspectors under various labour enactments to enforce the welfare measures under the Act.

3.45 ASSISTANT INSPECTORS OF LABOUR, MAHE / YANAM:-

The Assistant Inspectors of Labour, Mahe / Yanam are responsible for prevention, investigation and settlement of Industrial Disputes in their respective regions. The Assistant Inspectors of Labour, Mahe / Yanam are declared as conciliation officers under the Industrial Disputes Act, 1947 and also declared as Inspectors under various Labour Enactments. They are responsible for the enforcement of various labour enactments in their respective regions.

3.46 FACTORY INSPECTORATE (ENFORCEMENT MACHINERY)

FACTORIES ACT, 1948:-

Chief Inspector of Factories and Boilers - Commissioner of Labour

Inspectors - Inspector of Factories & Asst. Inspector of Factories.

Joint Chief Inspector Of Factories And Boilers

He is the Head of Office of the O/o. the Chief Inspector of Factories and Boilers and mainly responsible for ensuring the safety, health and welfare of the workers in factories. He is assisted by a team of Inspector of Factories and Assistant Inspector of Factories in the effective enforcement of Factories Act and the Indian Boilers Act. The Medical Inspector of Factories also conducts periodical medical examination to workers.

The Factories Act, 1948 is a comprehensive piece of legislation covering all aspects relating to factories including approval, licensing and registration of factories, the inspecting authorities under the Act, health, safety, welfare, working hours, employment of adults and young children, annual leave and penalties.

Accordingly considering the potentiality of danger involved, this administration have notified 41 manufacturing process to be covered under the Factories Act, 1948 in the year 1989 vide G.O.Ms.No.35/89-Lab/G dated 12th June 1989.

As per G.O.Ms.No.38/AIL/LAB/G/2013, dt.10.10.2013 notified prescribed fee for obtaining licence and for renewal in schedule under Rule 4 and fees for scrutiny of plan as per schedule under Rule 3 and fees for medical examination of the worker under Rule 105.

For scrutiny of plans:-

(i) Small scale Industries	-	Rs. 250
(ii) Medium scale Industries	-	Rs. 2000
(iii) Large scale Industries	-	Rs. 5000

Medical Examination of worker

Fee for Medical Examination of worker - Rs.50/- per worker

GRANT/RENEWAL OF LICENCE FOR A FACTORY

SCHEDULE

Total Horse Power Installed inclusive of Mobile equipments	Maximum number of persons to be employed on any day during the year										
	9	20	50	100	250	500	1000	2000	5000	10000	Above 10000
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Fees payable in Rupees`											
Nil HP	400	800	1,200	1,600	3,600	5,400	12,000	18,000	33,000	48,000	60,000
Upto 10 HP	800	1,200	1,600	2,400	5,400	9,000	24,000	36,000	54,000	72,000	90,000
Above 10 HP upto 50 HP	1,200	1,600	2,400	3,600	9,000	14,400	36,000	54,000	72,000	90,000	1,08,000
Above 50 HP upto 129 H.P	1,600	2,400	3,600	6,000	14,400	24,000	54,000	72,000	90,000	1,08,000	1,20,000
Above 129 HP upto 250 HP	2,400	3,600	6,000	9,600	24,000	36,000	72,000	90,000	1,08,000	1,20,000	1,32,000
Above 250 HP upto 500 HP	3,600	6,000	8,000	12,800	36,000	48,000	90,000	1,08,000	1,20,000	1,32,000	1,44,000
Above 500 HP upto 1000 HP	6,000	6,400	12,800	24,000	48,000	60,000	1,08,000	1,20,000	1,32,000	1,44,000	1,56,000
Above 1000 HP upto 2000 HP	6,400	12,800	24,000	32,000	60,000	72,000	1,20,000	1,32,000	1,44,000	1,56,000	1,68,000
Above 2000 HP upto 5000 Hower Power	12,800	24,000	32,000	40,000	72,000	84,000	1,32,000	1,44,000	1,56,000	1,68,000	1,80,000
Above 5000 HP upto 7500 HP	24,000	32,000	40,000	48,000	84,000	96,000	1,44,000	1,56,000	1,68,000	1,80,000	1,92,000
Above 7500 HP upto 10000 HP	32,000	40,000	48,000	56,000	96,000	1,08,000	1,56,000	1,68,000	1,80,000	1,92,000	2,04,000
Above 10000 HP	40,000	48,000	56,000	64,000	1,08,000	1,20,000	1,68,000	1,80,000	1,92,000	2,04,000	2,16,000

THE INDIAN BOILERS ACT, 1923**Chief Inspector – Commissioner of Labour****Inspectors – Inspector of Boilers & Asst. Inspector of Factories.****Fee structure for registration to obtain certificate and renewal of boilers under the Indian Boilers Act, 1923 and Indian Boiler Regulations, 1950.**

Every application for Registration and Renewal of Certificate should be accompanied by a fee, namely:-

		Registration Rs.	Renewal Rs.
For Small Industrial Boiler as Chapter XIV		1,200	1,000
For Boiler rating not exceeding 10 square meter.	...	1,800	1,600
For Boiler rating exceeding 10 square meter but not exceeding 30 square meter.	...	2,400	2,100
For Boiler rating exceeding 30 square meter but not exceeding 50 square meter	...	2,700	2,400
For Boiler rating exceeding 50 square meter but not exceeding 70 square meter	...	3,300	2,700
For Boiler rating exceeding 70 square meter but not exceeding 90 square meter.	...	3,900	3,400
For Boiler rating exceeding 90 square meter but not exceeding 110 square meter.	...	4,500	4,000
For Boiler rating exceeding 110 square meter but not exceeding 200 square meter.	...	5,100	4,500
For Boiler rating exceeding 200 square meter but not exceeding 400 square meter.	...	5,700	5,000
For Boiler rating exceeding 400 square meter but not exceeding 600 square meter.	...	6,600	5,800
For Boiler rating exceeding 600 square meter but not exceeding 800 square meter	...	7,200	6,300
For Boiler rating exceeding 800 square meter but not exceeding 1000 square meter.	...	8,100	7,100
For Boiler rating exceeding 1000 square meter but not exceeding 1200 square meter.	...	9,600	8,400
For Boiler rating exceeding 1200 square meter but not exceeding 1400 square meter.	...	10,800	9,500
For Boiler rating exceeding 1400 square meter but not exceeding 1600 square meter.	...	12,600	11,100
For Boiler rating exceeding 1600 square meter but not exceeding 1800 square meter.	...	13,500	11,900
For Boiler rating exceeding 1800 square meter but not exceeding 2000 square meter.	...	15,000	13,200
For Boiler rating exceeding 2000 square meter but not exceeding 2200 square meter.	...	16,200	14,300
For Boiler rating exceeding 2200 square meter but not exceeding 2400 square meter.	...	18,000	15,800
For Boiler rating exceeding 2400 square meter but not exceeding 2600 square meter.	...	18,900	16,600
For Boiler rating exceeding 2600 square meter but not exceeding 2800 square meter.	...	20,400	18,000
For Boiler rating exceeding 2800 square meter but not exceeding 3000 square meter.	...	21,600	19,000
Above 3000 square meter for every 200 square meter or part thereof an additional fee of		600	500

Procedures and Statutory Forms prescribed under the Act:-

1.	Permission / approval of plans for the construction of / extension of factory building and installation of machineries.	Form IC along with fees	Chief Inspector of Factories and Boilers
2.	Registration and grant of license for the new factories after the construction of machineries before the commencement of production.	Form 2 along with fees	Chief Inspector of Factories and Boilers
3.	Renewal of license of the running factories	Form 2 along with fees	Chief Inspector of Factories and Boilers
4.	Issue of Clearance under the purview of the Factories Act, 1948.	Application in Plain Paper	Chief Inspector of Factories and Boilers
5.	Registration and issue of certificate for the use of a boiler under the Indian Boilers Act, 1923.	Application in the plain paper accompanied by manufacturers Boilers Book with fees	Chief Inspector of Factories and Boilers
6.	Renewal of certificate for use of a boiler on the expiry of a period for which it was granted.	Application in the plain paper with Fees	Chief Inspector of Factories and Boilers
7.	Medical examination of workers after remittance of payment of medical examination and submission of Challan receipt.	Application in Plain Paper	Joint Chief Inspector of Factories and Boilers / Medical Inspector of Factories.

New Initiatives

FIRMS-Factory Information and Returns Management System, a web portal of the chief Inspectorate of Factories and Boilers is now enabled.

FIRMS is designed in 2 modules

Module:-1 : Online registration and Licensing for factories

Module:-2 : Online Submission of Annual returns, preparation of Inspector orders & Notice.

Presently Module 1 is under operation

Module 2: Under verification / certification Stage

The Dangerous Machines (Regulation) Act, 1983

Controller – Commissioner of Labour

The Dock Workers (Regulation of Employment) Act, 1948.

Inspectors - **JCIF, Inspector of Factories & Asst. Inspector of Factories, Labour Officer, Asst. Inspector of Labour.**

3.47 EMPLOYMENT EXCHANGE, PUDUCHERRY

OBJECTIVES

Employment Exchange is a service department with an administrative Secretary and the Director of Employment and Training-cum-Commissioner of Labour as the Head of Department. He is assisted on the Employment side by Employment Officers at Puducherry and Karaikal Regions and Asst. Employment Officer at Mahe and Yanam Regions.

MAIN ACTIVITIES

1. Registration and Placement of registrants in remunerative employment in the public and private sectors.
2. Rendition of Vocational guidance and employment counseling.
3. Employment Market Information programme and Enforcement of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
4. Occupational information and its dissemination among the applicants.
5. Development of the employability of the applicant of the weaker section of the society viz. SC/ST and OBC.
6. Motivation of unemployed youths to set up ventures in the field of Self-Employment.
7. Renewals / Additional Registration
8. Re-Registration
9. Transfer of registration
10. Career Guidance through Model Career Centre

FUNCTIONS

The Employment Exchange functions in accordance with the Employment Exchanges (Compulsory Notification of Vacancies) Act 1959 and Rules and Regulation, 1960 enacted by the Government of India through a Parliamentary Legislation. The notification of vacancies in Private Sector is made vide G.O.Ms. No.23/08/NES/Submission, dated 17.09.2008 of Labour Department, Puducherry and same has also been published in the Official Gazette No.40, dated 30.09.2008 with a view to enforce all private sector establishment in the Union Territory of Puducherry to notify the vacancies arising in their Establishment to the concerned Employment Exchanges on compulsory basis in the prescribed form of Notification of vacancies under the act. Failure to notify the vacancy may attract penal provision under section 7 (1) of the said Act and the employer concerned would be liable for prosecution.

REGISTRATION

The candidates are allowed to register themselves in 5 disciplines for the purpose of better prospects to have multiple options in the employment opportunities. Candidates above 14 years of age /and residing in the Union Territory of Puducherry are eligible for registration. They are required to produce all original certificates of educational qualification and proof of residence. Persons belonging to SC/ST/OBC/MBC/EBC/BTC/BCM should produce original certificate issued by the concerned Revenue Authorities.

Priority Category

Candidates belonging to the following priority categories are given one year priority in seniority as mentioned below:

1	Political sufferer or son/daughter/grandson/grand - daughter of a political sufferer	Certificate from Freedom Fighters Cell, Chief Secretariat, Puducherry.
2	Physically handicapped (Candidates with 40% and above disability)	Certificate from concerned Medical Authority (Govt. General Hospital)
3	NCC cadets holding A, B and C Certificates	Concerned NCC Offices.
4	Widow / Legally separated women	Death Certificate of husband + non-remarriage certificate from concerned Revenue Authorities.
5	Inter-caste married couple	Certificate from Adi-Dravidar Welfare Department, Puducherry.
6	Meritorious Sportsman/Women	Certificate from the Jt. Director, Youth & Sports Services, Puducherry.
7	Ex-Servicemen	Certificate from Rajya Sainik Board, Puducherry.

Renewals

A registrant has to renew his/her registration on the month due (once in every 3 years) mentioned on the identity card. In case of failure to renew, Government has permitted a grace period of 17 months following the due month. Renewal can also be done through postal Services during the month due or within the following 17 months by sending a reply-paid postcard giving details regarding Reg. No., NCO No. etc. Online renewal can also be done by logging into the URL <https://labour.py.gov.in>.

Re-Registration

A registrant who fails to renew as per the renewal procedure with here, his/her registration automatically lapsed. Such lapsed candidates may re-register their name in the Employment Exchange on producing all original certificates as per the guideline of fresh/new registration.

Transfer of Registration

For transferring the registration, the registrant should submit an application giving his/her new address and the name of the Employment Exchange where the Registration is to be transferred along with proof of residence, namely Ration card/5 years residence in that state alongwith a migration certificate signed by the competent authority.

SUBMISSION

Whenever notifications are received from the employers, the Employment Exchange sponsors suitable candidates from the Live Register strictly in the order of seniority in the ratio of 1:20 depending upon the qualification and experience of the registrants and based on the requirements of the employer. The names will be sponsored by the Employment Officer to the employer who has notified the vacancies within 7 days from the date of notification. For transparency the seniority wise sponsors details are being displayed in the Notice Board and the official website. Reply to petition from the public are produced in time. Court case are attended to with the hearing date.

EMPLOYMENT MARKET INFORMATION

The Employment Market Information data are being collected from the Establishments (Public / Private Sector) in the form of ER-I. The form ER-II is used for the collection of overall employment information from the private & public sector establishments at quarterly intervals i.e. 31st March, 30th June, 30th September & 31st December of every year.

The periodical returns viz. Monthly, Quarterly, Half-yearly & Annual reports are being submitted to the Directorate General of Employment & Training, New Delhi.

SELF EMPLOYMENT PROMOTION CELL

The role of Self Employment Promotion cell is to motivate job seekers, register them for self employment, to publicize the opportunities of self employment in co-ordination with various Governments, non-Government and Banking institutions. Central and State Government are implementing many programmes to alleviate poverty, provide gainful

employment to various sections of the people by providing investment facility from the banks.

SC/ST CELL

A special cell was established in 1979 in the Employment Exchange, Puducherry for the welfare of the SC/ST and to cater job seekers to their needs regarding the employment opportunities, employment career guidance and counseling. Spot registration camps are being conducted in the SC/ST concentrated rural areas.

VOCATIONAL AND GUIDANCE UNIT

Vocational Guidance Unit is providing guidance to the unemployed youth to uplift their education as well as employment opportunities to meet the present demand of the Employment Market. School students studying 10th & 12th STD of the Govt. Schools are given Career Counselling and Vocational Guidance to create awareness. Job Fairs are being conducted to increase the employability and employment opportunities of the youth of Puducherry.

MODEL CAREER CENTRE

Group counseling sessions and individual counseling are conducted in the Model Career Centre to aid the job seeker in selecting his area of interesting, thereby choosing his career. The job seekers are encouraged to register themselves in the National Career Service Portal and utilize the services for seeking employment in both public and private section throughout the country.

VOLUNTARY STUDY CENTRE

Imparting training and guiding the unemployed registrants to find suitable job opportunities and Voluntary Study Centre was created in order to provide study material, Reference books, magazines and General Knowledge books to prepare for competitive examinations.

TIME LIMIT FOR EACH ACTIVITY

Sl. No.	Activity	Time limit	Authority to whom contact
1	For New Registration	Same day	Assistant Employment Officer (Registration)
2	For Addl. Qualification Registration		
3	For Renewals		
4	For Re-Registration		
5	For Change of Address		
6	For caste certificate registration		
7	For Transfer of Registration to other State	15 (fifteen) days	
8	Transfer from other State after Confirmation of Seniority is received	15 (fifteen) days	
9	For Sponsoring Candidates to employers	7 (Seven) days	Assistant Employment Officer (Submission)

REDRESSAL OF PUBLIC GRIEVANCES

The address of the Public Grievance Officer is as follows:-

Employment Officer, Employment Exchange,
Ground Floor, Labour Complex,
Vazhudavur Road, Gandhi Nagar, Puducherry.
Phone Number: 0413-2274672 & 2274670

A complaint Box is provided in the Employment Exchange, Puducherry for complaints/suggestions.

It is obligatory on the part of the employer to furnish the E.R.I and E.R.II returns to the Employment Exchange regularly. The Employment Officer and officials of Employment Market Information section have been empowered to conduct inspections in all the public and private establishments.

3:48 SPECIAL EMPLOYMENT EXCHANGE FOR DIFFERENTLY ABLED PERSONS,

The functions of the Special Employment Exchange are in accordance with the National Employment Service manual issued by the Directorate General of Employment & Training, New Delhi and in accordance with the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 and the Rules made there under and Persons with Disabilities Act, 1995 and the Rules made there under.

MAIN ACTIVITIES:

- a) Persons with Disabilities with minimum of 40% are getting registered their names with their educational certificates along with Disability certificate issued by a Medical Board constituted by the Government of Puducherry.
- b) Pre-registration guidance are being given to the disabled candidates.
- c) Fresh registration of physically handicapped candidates are done on production of Educational qualifications and disability certificates issued by the Government General Hospital, Puducherry.
- d) Renewals are made for every 3 years for each registration.
- e) Additional entries are made on production of required Educational/Experience certificates.
- f) Spot registrations are done by the Special Employment Exchange by visiting the villages.
- g) Submission/Selection under PH reservation in accordance with Qualification, age limit, experience etc., as prescribed by the employer.
- h) To provide vocational guidance and job counseling.

- i) Motivation of unemployed disabled candidates in the field of self-employment and to identify occupations in private sector suitable for Persons with Disabilities for placement.
- j) At the time of transfer the candidates will submit the necessary details along with the applications and the proof of residence.

As per G.O.Ms.No.23/08/NES/Submn, dated 17/09/2008 of Labour Department, Puducherry and Gazette No.40, dated 30/09/2008 all private sector establishment in the Union Territory of Puducherry to notify the vacancies arising in the Establishment to the competent Exchange on compulsory basis in the prescribed form of Notification of vacancies under the Act. Failure to notify the vacancy may attract penal provision under Section 7 (1) of the said Act and the employer concerned would be liable for prosecution and payment of fine as deemed fit.

TIME LIMIT FOR EACH ACTIVITY

Sl. No	Activity	Time limit	Authority to whom contact	Documents required
01.	For New Registration	10 mts	Employment Officer, Special Employment Exchange for differently Abled Persons	All original educational qualification/experience certificates, original ration card in case of the candidates outside U.T. of Puducherry.
02.	For Additional registration	5mts	-do-	All original mark sheet, provisional certificate of additional qualification with Special Employment Exchange I.D. Card
03.	For renewals	5 mts.	-do-	Production of I.D. Card
04.	For Re-registration	10 mts.	-do-	Same as required for new registration
05.	For change of address	10 mts	-do-	Original I.D. Cards
06.	For issue of NOC	7 working days	-do-	Original I.D. Card, proof of residence at the new address duly attested by a Gazetted Officer.
07.	For caste certificate registration	5 mts	-do-	Original caste certificate issued by the Revenue Department with a photocopy of the Caste certificate.
08.	For sponsoring of candidates to employers	15 working days	-do-	Form of Notification of vacancies with all required particulars as prescribed under the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the Rules made thereunder.
09.	Vocational & Career Guidance	Same Day	-do-	Original I.D. Card

The required statutory forms to be submitted to the Special Employment Exchange for Differently Abled Persons.

Sl. No.	Purpose	From	Time Limits
01.	To notify the vacancies reserved for disabled persons	The vacancies reserved for Differently Abled Persons should be submitted in the prescribed format as in Annexure (i)	Vacancies required to be notified to the Special Employment Exchange shall be notified at least thirty days before the date on which applicants will be interviewed or tested.
02.	Submission of returns	Quarterly returns in Form DPER I as in Annexure (ii)	Within 30 days of the due dates namely 31 st March, 30 th June, 30 th September and 31 st December.
		Biennial returns in Form DPER II as in Annexure (iii)	Once in two years within 30 days of the due date as notified in the official gazette
03.	Employed Differently Abled Persons record maintenance	An employer shall maintain the record of employees with disabilities in DPER III as in Annexure (iv)	

3.49 TRAINING WING

Assistant Director (Training) is in-charge of training section, wherein the implementation of Craftsman Training Scheme, Apprenticeship Training Scheme and other Centrally Sponsored Schemes are being monitored. The Office of the Assistant Director (Training) is managing the Directorate work of Training Wing in addition to implementing Apprenticeship Training Scheme.

(NCVT/SCVT)

CRAFTSMAN TRAINING SCHEME:

Vocational training prepares youths for a specific skill or occupation, for the world of work. Skill development also contributes in enhancing individual's employability and self-employment. It train ability to adapt to changing technologies and Labour market demands. Craftsman Training through Training wing of the Labour Department is with the aim of developing skilled work force through diversified courses to meet the requirement of industries and to equip employment skills in people through a large number of courses in different trades in the State.

The Mission:

- The Mission of the Training Wing of Labour Department is to improve the technical Skill of all people in the community by: Developing the world class technicians in the demanding sectors.
- Conducting the highest quality training.
- Ensuring qualitative technical skills.

Craftsman Training Scheme is evolved to cater the human resource demand in the industries to achieve industrial development, focus on Vocational Training through a council by title "National Council for Vocational Training (NCVT)" under the then Directorate General of Employment and Training, Ministry of Labour and presently the Directorate General of Training, Ministry of Skill Development and Entrepreneurship.

The then Directorate General of Employment & Training (DGE&T) in the Ministry of Labour, Government of India initiated Craftsmen Training Scheme (CTS) in 1950 by establishing about 50 Industrial Training Institutes (ITIs) for imparting skills in various vocational trades to meet the skilled manpower requirements for technology and industrial growth of the country.

The Training wing of Labour Department, Government of Puducherry commenced Craftsman Training Scheme by setting a Government ITI at Karaikal during 1968. At present nine Government ITIs imparting training in various designated trades under NCVT and SCVT affiliation. Among it there are five Govt ITIs at Pondicherry region, two at Karaikal region and one each at Mahe and Yanam regions. Among the nine Govt ITIs the Govt ITI, Bahour is imparting training in only SCVT trades with remaining eight either being NCVT trades alone or combination of NCVT and SCVT trades. There are six Private ITIs effectively imparting NCVT courses under the control of Labour Department.

Objectives and list of Industrial Training Institutes

Objective of setting Government / Private ITIs is

- (i) to ensure a steady flow of skilled workers in different trades for industry,
- (ii) to raise the quality and quantity of the industrial production by systematic training of works and
- (iii) to reduce unemployment among the educated youth by equipping them for suitable Industrial employment in Engineering and Non-Engineering trades and for the purpose of the Government Industrial Training Institutes in various trades (19 NCVT) & (4 SCVT).

List of the Govt. ITIs:-

- 1) *Govt. Industrial Training Institute for Men, Mettupalayam, Puducherry.* (Both)
- 2) *Govt. Industrial Training Institute for Women, Puducherry.* (Both)
- 3) *Govt. Industrial Training Institute, Nettapakkam, Puducherry.* (Both)
- 4) *Govt. Industrial Training Institute, Bahour, Puducherry.* (Only SCVT)
- 5) *Govt. Industrial Training Institute, Villianur, Puducherry.* (Both)
- 6) *Govt. Industrial Training Institute for Men, T.R. Pattinam, Karaikal.* (Both)

7) Govt. Industrial Training Institute for Women, T.R. Pattinam, Karaikal. (Both)

8) Rajiv Gandhi Govt. ITI, Mahe. (Only NCVT)

9) Nethaji Subash Chandra Bose, Govt. ITI, Yanam. (Both)

List of Private ITIs

1. Indira Gandhi Private Industrial Training Institute (Only NCVT)

2. Jai Amman Private ITI (Only NCVT)

3. Pondy Private ITI (Only NCVT)

4. Rajiv Memorial Private ITI (Only NCVT)

5. Sri Vivekananda Private ITI (Only NCVT)

6. WORTH Private ITI (Only NCVT)

GOVERNMENT INDUSTRIAL TRAINING INSTITUTES

TRADE PARTICULARS

Sl. No.	Name of the ITI	Trade	Total No. of Seats
1	GOVT. ITI FOR MEN METTUPALAYAM	Computer Operator and Programming Assistant	24
		Data Entry Operator (SCVT)	24
		Draughtsman (Civil)	24
		Electronics Mechanic	48
		Electrician	40
		Fitter	120
		Mechanic (Motor Vehicle)	96
		Plastic Processing Operator	20
		Refrigeration and Air-Conditioning Technician	48
		Mason (Building Construction)	24
		Wireman	40
		Welder	20
		TOTAL	
2	GOVT. ITI FOR WOMEN PONDICHERRY	Basic Cosmetology (SCVT)	24
		Computer Operator and Programming Assistant	24
		Draughtsman (Civil)	24
		Electronics Mechanic	24
		Information and Communication Technology System Maintenance	24
		Sewing Technology	20
		TOTAL	
3	GOVT. ITI	Computer Operator and Programming Assistant (SCVT)	24
		Electrician (SCVT)	40
		Fitter	40

	NETTAPAKKAM	Sewing Technology	20
		TOTAL	124
4	GOVT. ITI BAHOUR	Fitter (SCVT)	20
		Wireman (SCVT)	40
		TOTAL	60
5	GOVT. ITI VILLIANUR	Catering and Hospitality Assistant (SCVT)	20
		Draughtsman (Civil)	48
		TOTAL	68
6	GOVT. ITI FOR MEN T.R.PATTINAM	Computer Operator and Programming Assistant	24
		Electrician	60
		Fitter	80
		Instrument Mechanic	48
		Mechanic (Diesel)	48
		Mechanic (Motor Vehicle)	48
		Machinist	20
		Refrigeration and Air-Conditioning Technician	48
		Mason (Building Construction)	24
		Wireman	60
		Welder	20
		TOTAL	480
7	GOVT. ITI FOR WOMEN T.R.PATTINAM	Basic Cosmetology (SCVT)	24
		Computer Operator and Programming Assistant	24
		Data Entry Operator (SCVT)	24
		Draughtsman (Civil)	24
		Sewing Technology	40
		TOTAL	136
8	RG GOVT. ITI MAHE	Fitter	20
		Draughtsman (Civil)	24
		Electrician	20
		Refrigeration and Air-Conditioning Technician	24
		TOTAL	88
9	NSCB GOVT. ITI YANAM	Electronics Mechanic	24
		Electrician	20
		Fashion Design and Technology (SCVT)	20
		Fitter (SCVT)	20
		Mechanic (Motor Vehicle) (SCVT)	24
		Wireman	20
		TOTAL	128
GRAND TOTAL			1752

Bird's eye view of Govt. ITIs of this Administration is as follows:-

GOVERNMENT OF PUDUCHERRY

LABOUR DEPARTMENT

TRAINING WING

TRAINEES STATUS

SI. NO	Trade	Puducherry										Karaikal				Mahe		Yanam	
		GITI-M		GITI-W		GITI-N		GITI-V		GITI-B		GITI-M		GITI-W		RGGITI		NSCB GITI	
		Units	admitted	units	admitted	units	admitted	units	admitted	units	admitted	units	admitted	units	admitted	units	admitted	units	admitted
	NCVT																		
1.	COPA	1	24	1	24	1	24	-	-	-	-	1	24	1	24	-	-	-	-
2.	DTPO	1	24	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3.	Dress making	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4.	Mason (BC)	1	24	-	-	-	-	-	-	-	-	1	24	-	-	-	-	-	-
5.	Sewing technology	-	-	1	20	1	20	-	-	-	-	-	-	2	40	-	-	-	-
6.	Plastic pro-operator	1	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.	D'man civil	1	24	1	24	-	-	2	48	-	-	-	-	1	24	1	24	-	-
8.	Electrician	2	40	-	-	2	40	-	-	-	-	3	60	-	-	1	20	1	20
9.	Electronic Mechanic	2	48	1	24	-	-	-	-	-	-	-	-	-	-	-	-	1	24
10.	Fitter	6	120	-	-	2	40	-	-	1	20	4	80	-	-	1	20	1	20
11.	ICTSM	-	-	1	24	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12.	Instrument Mechanic	-	-	-	-	-	-	-	-	-	-	2	48	-	-	-	-	-	-
13.	Machinist	-	-	-	-	-	-	-	-	-	-	1	20	-	-	-	-	-	-
14.	Mechanic motor vehicle	4	96	-	-	-	-	-	-	-	-	2	48	-	-	-	-	1	24
15.	Mechanic Diesel	-	-	-	-	-	-	-	-	-	-	2	48	-	-	-	-	-	-
16.	Mec R&AC	2	48	-	-	-	-	-	-	-	-	2	48	-	-	1	24	-	-
17.	Turner	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18.	Welder	1	20	-	-	-	-	-	-	-	-	1	20	-	-	-	-	-	-

19.	Wireman	2	40	-	-	-	-	-	-	2	40	3	60	-	-	-	-	1	20
20.	Plastic pro-sector	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21.	DEO	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22.	Fashion technology	-	-	-	-	-	-	-	-	-	-	-	-	1	24	-	-	1	20
23.	Catering & Hospitality Assistant	-	-	-	-	-	-	1	20	-	-	-	-	-	-	-	-	-	-
24.	Basic cosmetology	-	-	1	24	-	-	-	-	-	-	-	-	1	24	-	-	-	-

The sanctioned strength of the Govt. Industrial Training Institutes is 2236.

The sanctioned strength under NCVT 1876

The sanctioned strength under SCVT 0360

Number of designated trades under NCVT –Training is imparted 19

Number of designated trades under SCVT –Training is imparted 10

Number of Units under NCVT – Training is imparted 82

Number of Units under SCVT – Training is imparted 15

Present Status

The training process including from admission to issue of certificate has to be managed through the web portal exclusively designed for this purpose by DGT, MSDE. The web address of the portal is <https://ncvtmis.gov.in/>. Semester system is followed for all the training being imparted under NCVT and both the semester and conventional system is adopted for SCVT trades. The pass outs from NCVT trades will be issued with National Trade Certificate by NCVT through portal. Those who are passing out from SCVT trades will be issued with Final Trade Test Certificate by Directorate of Training, Labour Department, Puducherry.

3.50 : APPRENTICESHIP TRAINING SCHEME

In India, the system of formal Apprenticeship was introduced in the Apprentices Act 1961, which then requires employers in notified Industry to engage apprentices in specified ratios in relation to the workforce. The programme of training of Apprentices is regulated in the establishments so as to conform to the prescribed syllabi / approved programme, period of training etc., as laid down by the Central Apprenticeship Council.

Main focus of the scheme is ITI passed trainees (National Trade Certificate holder) and fresher's can also be engaged through BTC concept for those trades designated by NCVT for Craftsman Training. Other general pool candidates can also be engaged on Informal Trades and Retail Sector trades. More trades in employment demanding sectors like Medical services, Tourism, Plastic etc., are introduced for fresher's training by DG(AT), MSDE.

Stipend for apprentices has been revised by Government of India from 22.09.2014 and on modification the rate of stipend is as below.

(a)	During I year of training	Seventy per cent of minimum wage of semiskilled workers notified by State Government	<i>The Minimum wages fixed in the UT of Puducherry for General Engineering category is Rs. 346 and is taken for grant of stipend to apprentices</i>	Rs.7266
(b)	During II year of Training	Eighty per cent of minimum wage of semiskilled workers notified by State Government		Rs.8304
(c)	During III year of Training	Ninety per cent of minimum wage of semiskilled workers notified by State Government		Rs.9342

For Ex-ITI apprentices practical training along with theoretical part has to be conducted by the establishment concerned. There will be one Practical exam manually conducted at exam centres and one Trade Theory paper has to be conducted on-line by DGT. For non Ex- ITI apprentices there will be additional theoretical papers according to trades. Those theoretical papers will also be conducted through on-line. Those who are completing the All India Trade Test for

apprentices will be awarded with National Apprenticeship Certificate arranging by DGT, MSDE.

Activities : The following are the major activities entrusted to this Office

- i) All Directorate work in respect of Apprenticeship Training Scheme.
- ii) Monitoring all regular scheme works in respect of all four regions.
- iii) Attending DGT, MSDE and RDAT works related to ATS.
- iv) Monitoring of training progress.
- v) Ensuring work safety.
- vi) Ensuring other benefits extended in the Act.
- vii) Registering contracts between the Employer and the Apprentice.
- viii) For non Ex-ITI trades locating training feasibilities, encouraging the employers to engage apprentices.
- ix) Sorting out day-to-day apprentice's problems / issues.
- x) Arranging for appearing in the AITT for Apprentices.
- xi) Ensuring issue of NAC to successfully completed apprentices.
- xii) Following up for placement.

All India Trade Test (AITTs) for apprentices will be conducted by DGT, MSDE bi-annually during May and October of every year. Those apprentices completing training by 15th April and those by 15th October are eligible for appearing in the respective AITT.

LIST OF TRAINING PLACES AVAILABLE IN THE UNION TERRITORY OF PUDUCHERRY AND ELIGIBILITY FOR APPRENTICESHIP TRAINING

SL. NO.	NAME OF THE TRADE	ELIGIBILITY	DURATION OF TRAINING
1	Auto Electrician	MMV, Electrician, Electronics Mechanic	2 years
2	Beautician	SSLC, Desirable: +2	1 year 3 months
3	Boiler Attendant	Fitter	2 years
4	Book Binder	8th passed	2 years
5	Carpenter	Carpenter, 8 th passed	2 years
6	Crane Operator(O/H- Steel Industry)	Passed 10th Std under 10+2 system	1 year 3 months
7	Designer and Master cutter	Cutting and Tailoring, 10 th passed	1 year 3 months
8	Desk Top Publishing Operator	DTPO, 10 th passed	1 year 3 month
9	Draughtsman Civil	Draughtsman Civil	2 years
10	Draughtsman Mechanical	Draughtsman Mechanical	2 years
11	Driver-cum-Fitter	MMV	1 year 3 months
12	Electrician	Electrician	2 years
13	Electronics Mechanic	Electronics Mechanic , Mechanic (Radio and T.V)	2 years
14	Fitter	Fitter	3 years
15	Fitter Structural	Fitter	1 year
16	Apprentice Food Production (veg)	Craftsman Food Production (General)	2 years
17	House Keeping	Domestic House keeping	1 year 3 months
18	Injection Moulding Machine Operator	Broad based Basic Training in PPS under Centre of Excellence and advanced module of CoE scheme in Injection Moulding Processing	2 years
19	Instrument Mechanic	Instrument Mechanic	2 years

20	IT & ESM(ICTSM)	ITESM (ICTSM)	3 years
21	Machinist	Machinist	2 years
22	Mason (B.C)	Mason (BC)	2 years
23	Mech. Motor Vehicle	Mech. Motor Vehicle	2 years
24	Mechanic (Earth Moving Machinery)	Mechanic (Tractor), Mechanic Agriculture Machinery	2 years
25	Mechanic (Marine Diesel)	Mechanic Diesel	3 years
26	Mechanic Diesel	Mechanic Diesel	2 years
27	Mechanic R & A/c	Refrigeration & A/c Mechanic	2 years
28	Offset Machine Minder	Passed 10th Std under 10+2 system	3 years
29	Optical Worker	Machinist, Turner, Fitter, Millwright Maintenance Mechanic, Machinist (Grinder)	3 years
30	P. P. O.	PPO	2 years
31	PASAA	COPA	1 year
32	Pipe Fitter	Plumber, 10 th passed	2 years
33	Plastic Mould Maker	Tool and Die Maker	2 years
34	Power Electrician	Electrician	2 years
35	Steam Turbine Cum Auxiliary Plant Operator	10 th passed	2 years
36	Steward	Apprentice Food Production (Veg)	1 year 3 months
37	Tailor (General)	Cutting and Tailoring	1 year 3 months
38	Tailor (Women)	Cutting and Tailoring	1 year 3 months
39	Turner	Turner	2 years
40	Welder (Gas & Electric)	Welder (Gas & Electric)	1 year 3 months
41	Wireman	Wireman	2 years

INFORMAL SECTOR			
1	Battery Repairer	Passed 10th Std under 10+2 system	1 year 3 months
2	Beautician Assistant	Passed 10th Std under 10+2 system	6 months
3	Gardener (Mali)	Passed 8th Std	1 year
4	Medical Lab Tech/CARDIOLOGY	Passed 12th class examination under 10+2 system	1 year 3 months
5	Medical Lab Tech/PATHOLOGY	Passed 12th class examination under 10+2 system, physics, chemistry & biology	1 year 3 months
6	Medical Lab Tech/RADIOLOGY	Passed 12th class examination under 10+2 system, physics, chemistry & biology	1 year 3 months
7	Tyre Repairer	Passed 8th Std	6 months
RETAIL SECTOR			
1	Sales Person (Retail)	10th passed under 10+2 system	1 year 3 months
2	Senior Sales Person	Sales person (Retail)	1 year

PROMOTING SCHEMES IMPLEMENTED FOR THE APPRENTICES (by State):

- i) All those contract registered apprentices will be covered under Nagrik Sureksha insurance scheme to an amount of Rs. 2,00,000.
- ii) Those apprentices joined but not contract registers will be covered under Un-named policy of Nagrik Sureksh to an amount of Rs. 1,00,000 and will be converted to Named policy after contract registration.
- iii) A cash award of Rs. 25,000 to all apprentices ranking first in Regional level Skill Competition.

- iv) A Cash award of Rs. 50,000 to all apprentices ranking first in All India Skill Competition.
- v) Cash award of Rs. 10,000, Rs. 7,500 and Rs. 5,000 will be awarded to those apprentices' ranks 1st, 2nd and 3rd rank respectively in each AITT.
- vi) Placement Cell is available for the Sponsorship of the AITT for Apprentices passed out candidates for placement.

PROMOTING SCHEMES IMPLEMENTED FOR THE APPRENTICES (by Central):

- i) Incentive scheme to promote engagement of apprentices by establishment introduced by DGT, MSDE by title “National Apprenticeship Promotion Scheme” (NAPS) is introduced by September, 2016. The scheme extend benefits to establishments to re-imburement of stipend by 25% or Rs. 1500 (Max) for a month to entire training period.
- ii) Under NAPS, DGT,MSDE extend benefit of re-imburement of Rs. 7500 per trainee under Basic Training scheme to Basic Training provider.
- iii) Allows optional trades scheme to enlarge the coverage to apprenticeship training scope.

Present Status

The training Apprenticeship process starts with registration by candidate/ Establishments and issue of National Apprenticeship certificate are managed through the web portal exclusively designed for this purpose by DGT, MSDE. The web address of the portal is <https://ncvtmis.gov.in/Pages/Apprenticeship/Home.aspx>. Exclusive portal for on-line examination of theoretical papers is designed and its address is <http://dgt.cbtextam.in/Home/ListofExam.aspx>.

3.51: Centrally Sponsored Scheme

State Project Implementation Unit: State project Implementation Unit Monitoring of VTIP CSS scheme being implemented in ITIs.

Vocational Training Improvement Project (VTIP) under COE – Funded with World Bank Assistance (2+1 crore) & implemented in GITI (M) Karaikal with upgradation of six trades (viz., Machinist, Turner, welder, Mechanic(Diesel), Instrument Mechanic, Mechanic Motor Vehicle) & also new trades. The project period completed during September 2016. A balance amount of around

Rs.25,25,303/- is still available due to non-supply of Equipments against purchase order placed.

State Implementation Cell (SIC) – “Upgradation of 1396 ITIs with Public Private Partnership” 4 ITIs of UT of Puducherry are under this scheme namely GITIW, Pondy, GITI Nettapakkam , GITI(W) Karaikal, NSCB Yanam. An interest free loan amount of Rs.250 lakhs is funded by GOI to each ITIs (4) for upgradation of trades for a period of ten years.

National Apprenticeship Promotion Scheme

National Apprenticeship Promotion Scheme (NAPS) was introduced by Government of India with effect from 19th August 2016. One of the objects is to arrange re-imbusement of stipend upto 25% or to a maximum of Rs.1500/- p.m. Under NAPS, DGT, MSDE extend benefit of re-imbusement of Rs.7500/p per trainee under Basic Training Scheme to Basic Trainee Provider. It allows optional trades scheme to enlarge the coverage to apprenticeship training scope. Govt. of India released Rs. 25,18,500/-(Rupees twenty five lakhs eighteen thousand five hundred only) on 28.3.2017 and an amount of Rs.4,38,443/-(Rupees four lakh thirty eight thousand four hundred and forty three only) has been reimbursed to 14 establishments 9(with total of 86 apprentices) on 01.08.2017.

3.52 Others :

ISO 29990:2010 Certification to Govt ITIs.

This is Centrally Funded Scheme with an outlay of Rs.40.52crore. This scheme strives to motivate the ITIs to adhere to the measures specified in the standard“ISO29990”. Five ITIs from each district (two private) would be re-imburse an amount equal to 80% of the bill submitted against ISO29990 certification with a ceiling of Rs.1,00,000/- per ITI. 80% of the bill submitted against supplying and installing Aadhar Enabled biometric attendance devices/systems to a ceiling of Rs.20,000/-per ITI. MSDE has addressed all States/UTs for initiating the process of ISO29990 certification. Labour Department, Government of Puducherry has taken the following seven Govt ITIs to avail ISO 29990 certification.

1. GITI Men, Puducherry.
2. GITI Women, Puducherry.
3. GITI, Nettapakkam, Puducherry
4. GITI Men, Karaikal.

5. GITI Women, Karaikal.
6. RGGITI, East Paloor, Mahe.
7. NSCB GITI, Yanam.

Three Govt. ITIs namely GITI Women, Puducherry. GITI, Nettapakkam, Puducherry and NSCB GITI, Yanam have successfully got ISO 29990 certification. Second stage/Final Auditing for the remaining Govt. ITIs are under progress. The TUV-SUD has been assigned for auditing and issue of ISO 29990 certification. First level of auditing is completed for all the seven GITIs and second level audit of three GITI are also completed and ready for issue of ISO 29990 certification.

Grading of ITIs:

To ensure the quality checks of the institutes, DGT has provided a “benchmark for comparison” amongst the institutes – GRADING OF ITIs. Grading of ITIs ensures a quality assurance mechanism given the speedy increase in number of ITIs. It ensures quality checks of around 13,000 existing ITIs (Govt. and Pvt.). Also, provides a benchmark for comparison amongst institutes. Objective is to provide “star rating” to the performing institutes and give an opportunity to lagging institutes to improve. The Grading (points out of 5 points) obtained by ITIs in II phase conducted by the Agency IMACs are as under.

1. GITI Men, Puducherry	- 2.60
2. GITI Women, Puducherry	- 2.14
3. GITI, Nettapakkam, Puducherry	- 2.04
4. GITI Men, Karaikal.	- 1.16
5. GITI Women, Karaikal.	- 2.18
6. GITI, Mahe	- 1.18

CHAPTER-IV

4.1 GRIEVANCE REDRESS MECHANISM

In case of non compliance of the service standards, the service recipients/ public can contact the following Public Grievance Officer for redress of their Grievance:-

Joint Secretary – cum – Commissioner of Labour
2nd Floor, Labour Department Complex,
Gandhi Nagar, Vazhudavur Road,
Puducherry.

4.2: ADDRESS OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS:-

Office of the Commissioner of Labour,
Labour Department Complex,
Vazhudavur Road, Gandhi Nagar, Puducherry-605013.
Phone: 0413 - 2279211, 2271394, 2279278,2271283
Fax: 0413 - 2279211 E-Mail: lc@pon.nic.in

Office of the Chief Inspector of Factories and Boilers,
Labour Department Complex,
Vazhudaur Road, Gandhi Nagar,
Puducherry - 605013 Phone: 0413 - 2271868

Government Industrial Training Institute for Men,
Mettupalayam, Puducherry.
Phone: 0413 - 2271063, 2273692, 2278903

Government Industrial Training Institute for Women,
Puducherry. Phone: 0413 - 2341764, 2336437

Government Industrial Training Institute,
Nettapakkam, Puducherry.
Phone: 0413-2699401

Government Industrial Training Institute for Men,
T.R. Pattinam, Karaikal.
Phone: 04368 - 233411

Government Industrial Training Institute (Women),
T.R. Pattinam, Karaikal.
Phone: 04368 - 234249, 234248

**Rajiv Gandhi Government Industrial Training Institute,
Mahe. Phone: 0490-2339711**

**Nethaji Subash Chandra Bose Government Industrial Training Institute,
Yanam. Phone: 0884 - 2374001, 2324001**

**Employment Exchange,
Ground Floor, Labour Department Complex,
Gandhi Nagar, Vazhudavur Road, Puducherry.
Phone: 0413 - 2274672**

**District Employment Exchange,
Perunthalaivar Kamarajar Administrative Complex,
Madagadi, Karaikal. Phone: 04368 - 223842**

**Town Employment Exchange,
Civil Station, Mahe.
Phone: 0490 - 2332560**

**Town Employment Exchange,
Mini Civil Station, Yanam.**

**Office of the Labour Officer (Enforcement),
Gandhi Nagar, III Floor, Labour Complex, Puducherry.
Phone: 0413 - 2276120**

**Office of the Labour Officer (Conciliation),
Nehru Nagar, Puducherry.
Phone: 0413 - 2336337**

**Office of the Labour Officer (Welfare Schemes),
II Floor, Gandhi Nagar, Labour Complex, Puducherry.
Phone: 0413 - 2277780**

**Office of the Labour Officer,
Perunthalaivar Kamarajar Administrative Complex,
Madagadi, Karaikal.
Phone: 04368 - 222562**

**Office of the Assistant Inspector of Labour,
Civil Station, Yanam.**

**Office of the Assistant Inspector of Labour,
Civil Station, Mahe.**

**Office of the Assistant Director (Training),
Gandhi Nagar, Labour Complex,
Puducherry -605 001, Phone: 0413-2355275**

**Special Employment Exchange for differently abled persons,
Ground Floor, Labour Department Complex, Vazhudavur Road,
Gandhi Nagar, Puducherry. Phone: 0413 - 2273931, 2271283**

**Office of the Inspector of Factories,
Perunthalaivar Kamarajar Administrative Complex,
Madagadi, Karaikal. Phone No. 04368-221740**

**Puducherry Unorganised Labourer's Welfare Society,
No.1, Rue Sufferen, Puducherry.
Phone: 0413 - 2220814**

**Puducherry Building & Other Construction Workers Welfare Board,
Industrial Estate, Thattanchavady,
Puducherry. Phone: 0413 - 6536868**

4.3:CONCLUSION:

As a part of the Performance Monitoring and Evaluation System (PMES) for Government Department and Public, this Department has formulated the Citizens'/Clients' Charter for the Department. Constant feedback/suggestions from the recipients/public regarding services delivered are most welcome as this world enables us to improve the service delivery mechanism and make us more responsive to the public.

Feedback /suggestions on the Charter can be sent to-

E.VALLAVAN, I.A.S.

Secretary (Labour) -cum-Commissioner of Labour
Labour Department,
Puducherry.

4.4:MONTH AND YEAR OF THE NEXT REVIEW

JANUARY-2021

**4.5: COMPOSTION OF THE TASK FORCE FOR REVIEWING
OF CITIZENS/CLIENTS CHARTER OF LABOUR
DEPARTMENT**

Shri. E. VALLAVAN, IAS, SECRETARY TO GOVT.(LABOUR)

Shri. E.VALLAVAN, COMMISSIONER OF LABOUR

Shri. S.MOUTTOULINGAM, DEPUTY LABOUR COMMISSIONER

**Shri. S.RAVICHANDRAN, SUPERINTENDENT (TECHNICAL),
Puducherry.**