Annexure V

Government of India
Ministry of Labour
OFFICE OF THE CHIEF LABOUR COMMISSIONER (CENTRAL)
Shram Shakti Bhawan, Rafi Marg
New Delhi-110001.

No.31/4/81-SE. Dated, the 2/9/81.

MEMORANDUM

Subject: Work Norms of Field Officers—Instructions regarding.

The question of fixing work norms in respect of field officers of this organisation, has been under consideration for some time. The matter has been examined in consultation with the RLCs etc., and following work norms have been fixed which should be followed as minimum.

I. Regional Labour Commissioners (Central):

Every Regional Labour Commissioner (C) will:

(a) Carry out detailed inspection of the office of each Assistant Labour Commissioner (Central) under him, once in a year.

(b) Dispose of appeals filed under the P.G. Act, before him within a period of four months.

(c) Certify at least 10 Standing Orders in a year.

(d) Dispose of at least 5 claim cases under Minimum Wages Act in a month.

contd...
(e) take up for disposal, at his level, Industrial Disputes of Industry-wise implications or otherwise important Industrial Disputes.

(f) handle expeditiously other statutory functions assigned to him under different Labour Laws.

(g) be personally responsible for the proper and expeditious conduct of verification of Trade Unions, assigned to the region.

II. **Assistant Labour Commissioners (Central)**

Every Assistant Labour Commissioner will:-

(a) effectively dispose of minimum eight Industrial Disputes in a month, keeping also due regard of quality of disposal.

(Explanation: Effective disposal means disputes, where settlements have been brought about or where failure of conciliation report under Section 10(4) of the Industrial Disputes Act has been submitted. In certain cases, specially in cases of disputes in Public Sector Undertakings, it may be difficult to arrive at a settlement in view of the reluctance of the Public Sector Undertakings to sign contd...
Conciliation Agreements. In such cases, it may be that all the formalities of proceedings may have been gone through but no settlement is signed, though the dispute may be finally resolved. Such disputes would also count as effective disposal of disputes.)

(b) undertake at least 2 check inspections every month, of the inspections carried out by all L.E.O and arrange check inspections in such a manner so that work of all the Labour Enforcement Officers within the ALCs beat is covered in a period of three months.

(c) devote more time available for carrying out original inspections of the establishments under various Labour Laws, if the intake of industrial disputes with him is less.

(d) dispose of as Controlling Authority under the Payment of Gratuity Act at least five cases in a month. In order to achieve this, he should not normally give more than three adjournments. The case should be disposed of within 3 to 4 months of its receipt by Assistant Labour Commissioner.

contd...
(e) inspect the offices of Labour Enforcement Officers within his beat at least once in six months and arrange such inspections in such a way that all the offices of the Labour Enforcement Officers are inspected at least once in six months.

(f) expeditiously perform statutory duties of licensing officer under the Contract Labour (Regulation & Abolition) Act etc. and other administrative duties, e.g., special enquiries, work entrusted to him regarding verification of Trade Unions, etc. etc.

Sd/-

(P.N. RAZDAN)
Joint Chief Labour Commissioner (C)