

**GOVERNMENT OF PONDICHERRY**  
**Labour Department**  
**Citizens' Charter**

## **I. OBJECTIVES**

1. Promotion and maintenance of industrial harmony in the U.T. of Pondicherry and safe guarding the interest of industrial work force through effective implementation of various labour enactments.
2. Enforcements of Health and Safety Measures / Working Conditions of factory workers.
3. Sponsoring of registrants against suitable vacancies, provision of Employment Counselling to employment seekers and motivation on self-employment in the context of soaring unemployment problem.
4. Imparting of training in various vocational trades keeping in pace with technological advancement taking place at the national and international level.

## **II. CONSTITUTION OF THE DEPARTMENT**

Labour Department is a service Department with an Administrative Secretary and has the Commissioner of Labour as the Head of the Department and Ex-officio Joint Secretary to Government. He 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 Workmen's Compensation etc.

He is assisted **i)** On the Labour side by the Deputy Labour Commissioner (Ex-officio Under Secretary to Government) who also functions as Authority under the Payment of Wages Act, Appellate Authority Under the Payment of Gratuity Act, Certifying Officer under the Contract Labour (Regulation & Abolition) Act and Additional Commissioner under Workmen's Compensation Act and also by the Labour Officer (Conciliation) Pondicherry, Labour Officer (Enforcement) Pondicherry, Labour Officer, Karaikal and Assistant Inspectors of Labour, Mahe/Yanam. **ii)** On the enforcement of Industrial Safety Laws by the Joint Chief Inspector of Factories, Inspectors of Factories, Inspector of Boilers and Medical Inspector of Factories. **iii)** On the employment side by the Employment Officer, Pondicherry and **iv)** On the training side by the Principals of Government ITIs/ Private ITCs and Technical Officer, Pondicherry.

## **III. FUNCTIONS**

The functions of this Department can be broadly classified into four major heads.

- i. Implementation of labour laws and labour welfare measures
- ii. Implementation of Industrial safety laws
- iii. Extension of Employment assistance and
- iv. Imparting of vocational and apprenticeship training of youths

## **IV. LABOUR ENACTMENTS IN FORCE**

The following Central and State Acts are extended and are in force in the U.T of Pondicherry :

### **Central Acts**

1. The Indian Boilers Act, 1923.
2. The Workmen's Compensation Act, 1923.

3. The Trade Unions Act, 1926.
4. The Indian Dock Labourers Act, 1934.
5. The Payment of Wages Act, 1936.
6. The Weekly Holidays Act, 1942.
7. The Industrial Employment (Standing Orders) Act, 1946
8. The Industrial Disputes Act, 1947.
9. The Dock Workers (Regulation of Employment) Act, 1948.
10. The Minimum Wages Act, 1948.
11. The Employees' State Insurance Act, 1948.
12. The Factories Act, 1948.
13. The Employees' Provident Funds and Miscellaneous Provisions Act, 1952.
14. The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.
15. The Motor Transport Workers Act, 1961.
16. The Apprentices Act, 1961.
17. The Maternity Benefit Act, 1961.
18. The Textiles Committee Act, 1963.
19. The Payment of Bonus Act, 1965.
20. The Beedi and Cigar Workers (Condition of Employment) Act, 1966.
21. The Contract Labour (Regulation and Abolition) Act, 1970.
22. The Payment of Gratuity Act, 1972.
23. The Sales Promotion Employees (Condition of Service) Act, 1976.
24. The Bounded Labour System (Abolition) Act, 1976.
25. The Equal Remuneration Act, 1976.
26. The Inter-state Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
27. The Dangerous Machines (Regulation) Act, 1983.
28. The Child Labour (Prohibition and Regulation) Act, 1986.
29. The Building and other Construction Worker's (Regulation of Employment and Conditions of Service) Act, 1996.
30. The Building and other Constructions Worker's Welfare Cess Act, 1996.

### **State Acts**

31. The Pondicherry Shops & Establishments Act, 1964.
32. The Pondicherry Catering Establishments Act, 1964.
33. The Pondicherry Industrial Establishments (National and Festival Holidays) Act, 1964.

### **V. SPECIFIC SERVICES RENDERED TO THE PUBLIC BY THE LABOUR DEPARTMENT**

1. Conciliation and settlement of industrial disputes including reference to Labour Courts and Industrial Tribunal.
2. Certification of Standing Orders.
3. Registration of Trade Unions.
4. Settlement of Bonus issues.
5. Award of compensation to workmen in case of injury / fatal accidents in the course of employment.
6. Grant of Registration / Renewal of registration certificate to the shops and establishments.
7. Issue of Principal Employer's certificate to the management of factories and licence to the contractors under the Contract Labour (Regulation and Abolition) Act.
8. Hearing and deciding claims on payment of gratuity.
9. Issue of permission for the construction / extension of any factory buildings and installation of machinery (Approval of Layout).
10. Registration and grant / renewal of licence for the new / existing factories.
11. Carrying out of medical examination including biological monitoring and investigation of factory workers.

12. Educating the workers in factories by giving lectures, audio-visual aids such as screening of safety films periodically to create safety awareness among workers to minimize the accident rates.
13. Organising and conducting of Industrial Hygiene and Environmental Surveys in factories and analysing the samples collected.
14. Employment counselling, sponsoring of name to various employers on notification of vacancies and under self-employment schemes.
15. Imparting vocational skill to educated youths.
16. Imparting training to the women folks belonging to Labourer's family and extension of pre-primary education to their children.

## **VI. PROCEDURAL ASPECTS UNDER VARIOUS LABOUR LAWS**

Industrial Disputes Act, 1947  
Trade Union Act, 1926  
Industrial Employment (Standing Orders), 1946  
The Workmen's Compensation Act, 1923  
Factories Act, 1948  
Contract Labour (Regulation and Abolition) Act, 1970  
Payment of Gratuity Act, 1972  
Motor Transport Workers Act, 1961  
The Pondicherry Shops & Establishments Act, 1964  
The Pondicherry Catering Establishment Act, 1964  
The Pondicherry Industrial Establishments (National and Festival Holidays) Act, 1964  
Employees State Insurance Act, 1948

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### **Industrial Disputes Act, 1947**

Whenever a dispute arises between the employer and the workmen, the same can be represented before the respective area conciliation officer appointed by the Government. Both sides will be heard and every effort will be made to settle the issue and failing which the matter will be referred to the Labour Court / Industrial Tribunal, as the case may be, based on merit. Appellate jurisdiction lies with the High Court of judicature at Chennai.

The employers of an industry wherein 100 or more workmen are employed on an average per working day during the preceding 12 months, who intend to apply for layoff, retrenchment or closure have to apply to the Secretary to Government (Labour) under Section 25-M, Section 25-N and Section 25-O of the Industrial Disputes Act, 1947. The granting of permission for refusal by the Authority will be intimated to the employer within 60 days from the date of receipt of application.

### **Trade Union Act, 1926**

The Trade Union Act provides that any 7 persons can form a trade union and get it registered under the Act. For the purpose of registering a Trade Union, persons authorised can apply to the Registrar of Trade Unions in Form A which is issued by the Department at free of cost. After scrutiny, it will be forwarded to the respective Regional Labour Officer/Assistant Inspector of Labour for verification of records of trade union. Based on the verification report, the Registration Certificate will be issued to the Union. It is the duty of the Trade Union to submit annual accounts for every calendar year to the Registrar in Form E, before 1st April of the succeeding year.

## **Industrial Employment (Standing Orders) Act, 1946**

The employers an industrial establishment employing 100 or more workmen and other employers who intend to have certified standing orders for their industrial concern should submit five copies of the draft standing orders to the Commissioner of Labour-cum-Certifying Officer. This will be forwarded to the unions concerned to file their objection, if any, within 15 days from the date of receipt of the draft standing orders. Thereafter, a hearing will be held before the Certifying Officer and after a thorough scrutiny, the draft standing orders will be certified by him.

## **The Workmen's Compensation Act, 1923**

If a personal injury is caused to a workman or is met with a fatal accident by accident arising out of and in the course of his employment, the injured employee in the case of disablement and dependants in the case of death of the workman can submit the claim petition before the Additional Commissioner for Workmen's Compensation, Pondicherry including Karaikal, Mahe and Yanam regions within two years from the date of accident with the necessary particulars prescribed under the Act. Civil court procedures are followed in the court of Additional Commissioner for Workmen's Compensation.

## **Factories Act, 1948**

### **Procedure for obtaining permission/approval of plans for the construction/extension of factory building and installation of machinery :-**

The entrepreneurs have to first submit the application in Form 1-c accompanied by the following documents :- a) A flow chart of the manufacturing process. b) Brief description of the process in its various stages. c) Plans in triplicate drawn to scale showing the site of the factory and immediate surrounding including adjacent building and other structures, roads, drains etc., and the plants elevation and necessary cross-sections of the various buildings indicating all details relating to lighting, ventilation, means of escape in case of fire the position of the plant and machinery, aisles, passage ways etc.,

### **Procedure for registration and grant/renewal of licence :-**

After installation of machinery, the entrepreneurs have to get the license from Inspectorate by submitting the application in Form-2 along with the certificate of stability obtained from competent person and challan received evidencing payment of the appropriate fee specified in the schedule of the Pondicherry Factories Rules, 1964 before carrying on the manufacturing process.

### **Procedure for the registration and renewal of certificate for the use of Boiler :-**

Under Indian Boilers Act, 1923 entrepreneurs who have proposed to install boiler defined under the Act, have to register the boiler by submitting the application accompanied by the prescribed fee. Then the certificate is issued in the prescribed form authorising the use of the boiler for a period of

not exceeding 12 months and the maximum pressure permissible under the act subject to the type and capacity of the boilers is also stipulated. When a certificate ceases to be in force, the owner of the boiler has to apply to the concerned Inspector for renewal alongwith the application accompanied by the prescribed fees.

#### **Procedure for conducting medical examination :-**

While requesting for medical examination of their workers, entrepreneurs of factories involved in hazardous process as mentioned in the first schedule of the Factories Act, 1948 have to remit Rs. 10/- per worker in favour of the Factory Inspectorate for conducting the medical examination of their workers by the Medical Inspectors of Factories.

## **Contract Labour (Regulation and Abolition) Act, 1970**

#### **Procedure for Principal Employer registration :-**

If any management of a factory wants to engage any contractor for the purpose of engaging workmen on contract basis, the management should register themselves as Principal Employer under this act and should submit the application in the prescribed form to the Deputy Labour Commissioner through the Labour Officer (Enforcement) of the respective region.

<b>No. of Workmen</b>	<b>Amount (in Rs.)</b>
Is 20	20.00
More than 20 but below 50	50.00
More than 50 but below 100	100.00
More than 100 but below 200	200.00
More than 200 but below 400	400.00
400 and above	500.00

Once the Registration Certificate is issued to the Principal Employer by the Deputy Labour Commissioner-cum-Registering Officer under Contract Labour (R&A) Act, the Principal Employer should direct the nominated contractors to obtain licence under the Act. No contractor should be allowed to render any service in any factory, without any valid licence.

#### **Procedure for obtaining Contractor Licence :-**

Every Contractor who employs 20 or more workmen should obtain a licence before undertaking or executing any work through contract labour in the following manner :

To submit an application in triplicate in Form IV of the Pondicherry Contract Labour (Regulation & Abolition) Rules, 1973 to the Labour Officer (Enforcement), Pondicherry/Licensing Officer under the Contract Labour (Regulation and Abolition) Act, 1970, together with the following documents :-

(i) Certificate by the Principal Employer in Form V of the Pondicherry Contract Labour (Regulation & Abolition) Rules, 1973. (ii) Treasury receipt towards the payment of fees payable as specified in Rule 26 of the Contract Labour (Regulation & Abolition) Rules, 1973. (iii) Treasury receipt towards payment of security deposit at the rate of Rs. 30/- per worker.

Period of Validity of licence	• 12 months from the date of grant of licence / renewal
Time for submission of the Application for renewal	• At least one month before the expiry of validity period.

**Fees for grant of licence**

No. of Workmen	Amount (in Rs.)
Is 20	5.00
More than 20 but below 50	12.00
More than 50 but below 100	25.00
More than 100 but below 200	50.00
More than 200 but below 400	100.00
400 and above	125.00

**Licensing Officer :** Labour Officer (Enforcement), Pondicherry.

**Appellate Authority :** Commissioner of Labour, Pondicherry.

**Payment of Gratuity Act, 1972**

**The Procedure for settlement fo gratuity is as follows :-**

(i) The claimant should submit an application in Form 'N' prescribed under the Payment of Gratuity Rules, 1973 to the Controlling Authority within 90 days of the occurrence of the cause.

(ii) The Controlling Authority shall, after hearing, issue a notice to the employer concerned in Form 'R' prescribed under the Rules specifying the amount payable and directing payment thereof to the claimant within 30 days from the date of receipt of the notice by the employer. (iii) If aggrieved by the order of the Controlling Authority, Memorandum of appeal may be preferred before the Appellate Authority. (iv) In case of non-payment of gratuity, the Controlling Authority, on an application in Form 'T' prescribed under the Rules, in duplicate, by the aggrieved person, shall be issued a Certificate to the Collector for recovering the money together with interest as arrears of land revenue.

**Controlling Authority :** Labour Officer (Enforcement), Pondicherry.

**Appellate Authority :** Deputy Labour Commissioner, Pondicherry.

**Motor Transport Workers Act, 1961**

Every employer of a Motor Transport Organisation, to which the act applies shall, 30 days before the date on which he proposes to operate the undertaking, submit an application (in duplicate) for registration to the Chief Inspector or Inspector authorised by him in this behalf, in form No. 1 along

with the evidence for remittance of fees prescribed.

#### Payment of fees for Registration

No. of Workmen	Amount (in Rs.)
Five and above but less than 10	25.00
10 and above but less than 20	50.00
20 and above but less than 50	100.00
50 and above but less than 100	250.00
100 and above	500.00

ate of Registration	<ul style="list-style-type: none"><li>Upto 31<sup>st</sup> December of the year</li></ul>
icate of Registration	<ul style="list-style-type: none"><li>Not less than 60 days before the expiry date of registration.</li></ul>
whole of UT of Pondicherry	<b>Commissioner of Labour, Pondicherry. Deputy Labour Commissioner, Pondicherry. Labour Officer (Enforcement), Pondicherry/Karaikal.</b>
ikal/Mahe/Yanam	<b>Respective Area Assistant Inspectors of Labour</b>

### The Pondicherry Shops & Establishments Act, 1964

**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 as prescribed under the Pondicherry Shops and Establishment Rules, 1964 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 Workmen	Amount (in Rs.)
Does not exceed 10	10.00
Exceeds 10 but does not exceed 20	20.00
Exceeds 20 but does not exceed 50	50.00
Exceeds 50 but does not exceed 100	100.00
Exceeds 100	250.00

**Renewal of a Registration Certificate :** Before the date of expiry of the registration certificate.

**Fees for Renewal of Registration Certificate :** Same as specified for Registration.

**Licensing officer :** Assistant Inspectors of Labour, Pondicherry/Karaikal/Mahe/Yanam.

**Appellate Authority :** Commissioner of Labour, Pondicherry.

Opening hours of the Shops and Commercial Establishments are from 6.00 A.M. to 10.00 P.M. and 8.00 A.M. to 10.00 P.M. respectively.

**Opening hours of Theatres :** From 1.00 P.M. to 1.30 A.M. on ordinary days. On Saturdays and public holidays the Opening and Closing hours of Theatres or Place of Public amusement or entertainment shall be from 9.00 A.M. to 1.30 A.M.

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), Pondicherry, at least seven clear working days (excluding public holidays) before the date for which such exemption is required.

## **The Pondicherry Catering Establishment Act, 1964**

**The Procedure for registration of Catering Establishments is as follows :**

The employer seeking registration of Catering Establishments shall furnish a statement in Form I prescribed under the Pondicherry Catering Establishments Rules, 1964 together with the fees, to the concerned Inspector for registration. The fees specified for registration are as follows :

### **Registration Fees**

<b>No. of Workmen</b>	<b>Amount (in Rs.)</b>
Does not exceed 10	10.00
Exceeds 10 but does not exceed 20	20.00
Exceeds 20 but does not exceed 50	50.00
Exceeds 50 but does not exceed 100	100.00
Exceeds 100	250.00

**Renewal of a Registration Certificate :** Before the date of expiry of the Registration Certificate.

**Fees for Renewal of Registration :** Same as specified for Registration Certificate.

**Licensing officer :** Assistant Inspectors of Labour, Pondicherry/Karaikal/Mahe/Yanam.

**Appellate Authority :** Labour Officer(Enforcement), Pondicherry.

## **The Pondicherry Industrial Establishments (National and Festival Holidays) Act, 1964**



As per the provisions of the Pondicherry Industrial Establishment (National & Festival Holidays) Act, 1964 and the rules framed thereunder 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 26<sup>th</sup> January, 1<sup>st</sup> May, 15<sup>th</sup> August, 2<sup>nd</sup> 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.

## **Employees State Insurance Act, 1948**

In this Union Territory, the ESI Scheme was introduced in the year 1966. The medical needs of the insured persons are being catered to by a 75 bedded hospital at Gorimedu with a network of 13 dispensaries situated in the different parts of this Union Territory. Labour Department, Government of Pondicherry is the administrative Department of the effective implementation of the ESI Act and Deputy Director, ESI is the implementing authority of the Act.

## **VII. OTHER ASPECTS**

Rural / Labour / Child Welfare Centres  
Employment  
Training

## **Rural / Labour / Child Welfare Centers**

Under labour welfare, the following Rural/Labour/Child welfare Centers are functioning under the control of the Labour Department.

1. Labour / Child Welfare Centre, Mudaliarpet
2. Labour / Child Welfare Centre, Gandhi Nagar
3. Labour / Child Welfare Centre, Ariyur
4. Labour / Child Welfare Centre, Katteikuppam
5. Labour / Child Welfare Centre, Koodapakkam
6. Rural Labour Welfare Centre, Madagadipet
7. Labour / Child Welfare Centre, Karaikal
8. Labour / Child Welfare Centre, Kurumbagaram
9. Rural Labour Welfare Centre, Mahe
10. Labour / Child Welfare Centre, Yanam
11. Labour / Child Welfare Centre, Ariyankuppam

The main activities of these centres are to impart training to women folk of Labourer's family in

the trade of Embroidery, Needlework, Cutting and Tailoring and Handicrafts. Women folks belonging to workers family may approach the above mentioned Centres to get trained in the respective trades. The trained candidates will appear for the Technical Examinations in Embroidery, Needle work and DressMaking conducted by the Technical Board of Government Examinations, Tamil Nadu.

This Department is also running Child Welfare Centres. About 40-50 children, between the age group of 3 to 5 years, are being given pre-primary school education in each of these centres. They are also provided with nutritious free noon meal. Library is also attached to these Rural Labour Welfare Centres. The workers may approach these Child Welfare Centres to educate their children.

## **EMPLOYMENT**

### **Employment Exchanges (Compulsory Notification of Vacancies) Act, 1950.**

The functioning of the Employment Exchange is in accordance with the Employment Exchange (Compulsory Notification of Vacancies) Act., 1950 and National Employment Service Manual. Those who wish to register their names with the Employment Exchange for the purpose of seeking employment may approach the Employment Officer with necessary testimonials. 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 30 days from the date of notification.

### **Guidlines to Job-Seekers**

1. Employment Exchange renders free and impartial service. No fee is charged for any service rendered by the Exchange.
2. Employment Exchange helps in sponsoring names against suitable vacancy notified to it as per qualification, experience and position on the Live Register of the Exchange.
3. Please bring your Registration card whenever you visit the Employment Exchange and kindly quote Registration number and N.C.O. number whenever you correspond with the Exchange.
4. It is in your own interest to renew your Registration card in time as otherwise the registration is liable to be cancelled.
5. Please see the Exchange Notice Board for information regarding vacancies available at the Exchange and criteria of selection for each of the vacancy notified to the Exchange. In case of further query/clarification in this regard, please do not hesitate to contact the Employment Officer.
6. You are advised in your own interest to meet the Vocational Guidance Officer at the Employment Exchange. He would help you in reviving your prospects for seeking and early job. Please do not hesitate to meet him as often as required.
7. Please visit the occupational information room/section of the Employment Exchange, which contains information regarding careers and other relevant informations relating to admission in various training institutions etc. This would enable you to choose a right career.

## **TRAINING**

**Government Industrial Training Institutes / Private Industrial Training Centres :**

With the objectives (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 workers and (iii) to reduce unemployment among the educated youth by equipping them for suitable industrial employment in Engineering and Non-Engineering trades, this department has established seven Govt. ITIs with 21 trades and three Basic Training Centres.

The following institutions are run by the Labour Department to impart technical skill in the Union Territory of Pondicherry :

- i. Government Industrial Training Institute (Men), Mettupalayam, Pondicherry.
- ii. Government Industrial Training Institute (Women), Pondicherry.
- iii. Government Industrial Training Institute, Nettapakkam, Pondicherry(Rural).
- iv. Basic Training Centre, Thattanchavadi, Pondicherry.
- v. Basic Training Centre, Villianur, Pondicherry.
- vi. Government Industrial Training Institute (Men), T.R.Pattinam, Karaikal.
- vii. Government Industrial Training Institute (Women), T.R.Pattinam, Karaikal.
- viii. Basic Training Centre, Karaikal.
- ix. Rajiv Gandhi Government Industrial Training Institute, Mahe.
- x. Nethaji Subash Chandra Bose Government Industrial Training Institute, Yanam.

The sanctioned strength of the Govt. ITI's is 1148.

### **Admission Procedure**

Admission commences in Govt. ITIs from 1<sup>st</sup> August every year. ITIs/ITCs are imparting training as per the syllabus prescribed by the Directorate of Employment and Training, New Delhi. Every year All India Trade Tests are being conducted during the month of July as programmed by D.G.E.&T. Trainees passed with first mark are being sponsored to complete in Inter State Skill Competition as well as All India Skill Competition. A list of passed out trainees with full particulars will be forwarded to Technical Officer, Pondicherry to provide apprenticeship training for them.

Prospectus can be obtained by the applicants on payment of prescribed fees, from the office of the Principal or the respective institutions.

### **Procedure for Affiliation of Private Industrial Training Centres**

The State Director (Commissioner of Labour) who is In-charge of the Craftsmen Training Scheme will notify in the leading newspapers of the State to receive particulars in the prescribed proforma from the agency seeking permission to start training centres on the pattern of the Craftsmen Training Scheme from the August session of the following year.

The State Director will scrutinise the applications and after judging their authenticity and financial position shall convey provisional permission by the end of the February to the deserving applicants only for starting the Institute with all necessary arrangements.

The Management of the Institute shall make all necessary arrangements and provide necessary infrastructural facilities for the proposed trades and units as per the prescribed norms.

The State Director, if satisfied with the arrangement of the institute, shall constitute a Standing Committee and get the Institute Inspected on the basis of recommendations of the committee, and thereupon necessary affiliation will be accorded.

## VIII. TIME BOUND CLEARANCES

### TIME TAKEN FOR PROCESS / SCRUTINY / ISSUE OF LICENCES / REGISTRATION CERTIFICATE / RENEWAL / DISPOSAL OF CASES UNDER VARIOUS LABOUR ENACTMENTS / INDUSTRIAL SAFETY LAWS ETC. BY THE LABOUR DEPARTMENT

Activity	Forms to be Submitted	Authority / Office to be approached	Time Limit
	<b>3</b>	<b>4</b>	<b>5</b>
<u>Disputes Act, 1947</u>			
Application for appointment of Conciliation Officer	Application in plain paper	Concerned area Conciliation Officer	Within 15 days from date of receipt
Application to Labour Court / Industrial National Tribunal	Does not arise	Secretary to Government (Labour)	Within 90 days from date of receipt or failure to file
Application for Government permission to close an establishment when the number of employees of an Industry exceeds 100	Form O - 3	Secretary to Government (Labour)	Within 60 days
Application for Government Permission to increase the number of employees when the number of employees of an industry exceeds 100	Form P - A	Secretary to Government (Labour)	Within 60 days
Application for Government Permission to increase the number of employees of Industrial establishments when the number of employees of an industry exceeds 100.	Form Q - A	Secretary to Government (Labour)	Within 60 days
Application for award of Labour Court / Tribunal	Does not arise	Secretary to Government (Labour)	Within 30 days
<u>Trade Union Act, 1926</u>			
Registration of Trade Union	Form A	Registrar of Trade Union	Within 15 days
<u>Labour (Regulation and Enforcement) Act, 1970</u>			
Application for Principal Employer Registration Certificate	Form I (Quadruplicate)	Labour Officer (Enforcement)	Within 15 days
Application for licence to the Contractor under Section 12 of the Act	Form IV and V (in Triplicate)	Labour Officer (Enforcement)	Within 30 days from receipt of application
Application for renewal of licence to the Contractor	Form IV and V (in Triplicate)	Labour Officer (Enforcement)	Within 30 days from receipt of application
<u>Control of Gratuity Act, 1972</u>			
Application for recognition of Controlling Authority for settlement of gratuity liability	Form N (in duplicate)	Labour Officer (Enforcement)	Normally within one year from the date of this time but may vary upon the facts of the cases taken up by the Controlling Authority

<u>Motor Transport Workers Act. 1961</u> Issue of Registration Certificate	Form I, V and VII-A (in duplicate)	Labour Officer (Enforcement)	Within 15 clear working days from the date of receipt of the application
Renewal of Registration Certificate	Form I and V (in duplicate)	Labour Officer (Enforcement)	Within 15 clear working days from the date of receipt of the application
Renewal of Registration Certificate	Form I, V and XI (in duplicate)	Labour Officer (Enforcement)	Within 15 clear working days from the date of receipt of the application
<u>Shops and Establishment Act. 1964</u> Issue of Registration Certificate	Form I, II, V, XI and XII (in duplicate)	Labour Officer (Enforcement)	Within 15 clear working days from the date of receipt of the application
Renewal of Registration Certificate	Form I, V and XI (in duplicate)	Labour Officer (Enforcement)	Within 15 clear working days from the date of receipt of the application
<u>The Pondicherry Catering Establishment Act. 1964</u> Issue of Registration Certificate	Form I, V and X (in triplicate)	Labour Officer (Enforcement)	Within 15 clear working days from the date of receipt of the application
Renewal of Registration Certificate	Form I and X (in duplicate)	Labour Officer (Enforcement) Pondicherry	Within 15 clear working days from the date of receipt of the application
<u>Industrial Employment (Standing Orders) Act. 1946</u> Certification of Standing Orders	Form I	Certifying Officer for U.T. of Pondicherry	Within 30 days from the date of receipt of the application
<u>Payment of Bonus Act. 1965</u> Settlement of Bonus Problems	In plain paper	Area Conciliation Officer	Within 15 days
<u>Workmen's Compensation Act. 1923</u> Payment of Compensation to the workmen who met with accident (injuries & death) during the course of his employment	Form F	In the Court of Additional Commissioner for Workmen Compensation	As per the court proceedings duration
<u>Payment of Wages Act. 1936</u> Claim for non payment of wages	(I) Form A (in the case of individual) Form B (in the case of group) (II) By personal Contact	In the Court of Payment of Wages Authority appointed under the Act.	As per the court proceedings duration
<u>Employment Exchanges (Compulsory Notification of Vacancies) Act. 1959</u> Sponsoring names of job seekers to various Govt. Departments Public Sector undertakings and Private Firms according to seniority	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.
Clarifying / clearing all kinds of doubts arising out of registration, job opportunity, sponsorship, etc.,	By personal Contact	Area Employment Officer	On the spot

Registration of names of persons who seek employment and periodical renewal of their names.	By personal Contact	Area Employment Officer	On the spot
Registration of additional qualification and experience certificate produced by the job seekers	By personal Contact	Area Employment Officer	On the spot
<u>Factories Act, 1948</u> Permission / approval of plans for the construction of / extension of factory building and installation of Machinery	Form 1C	Chief Inspector of Factories and Boilers	Within one month from the date of receipt of application
Registration and grant of licence for the new factories	Form 2	Chief Inspector of Factories and Boilers	Within one month from the date of receipt of application
Renewal of licence of the running factories	Form 2	Chief Inspector of Factories and Boilers	Within one month from the date of receipt of application
Issue of Clearance Certificate Under the Factories Act, 1948	Application in plain paper	Chief Inspector of Factories and Boilers	Within 7 days from the date of receipt of application
Registration and issue of Certificate for the use of a boiler under the Indian Boilers Act, 1923	Application in plain paper accompanied by manufacturers' boilers book	Chief Inspector of Factories and Boilers	Within one month from the date of receipt of application
Renewal of certificate for use of a boiler on the expiry of period for which it was granted	Application in plain paper accompanied by manufacturers' boilers book	Chief Inspector of Factories and Boilers	Within one month from the date of receipt of application
Medical examination of workers after remittance of payment for medical examination and submission of challan receipt	Application in plain paper	Joint Chief Inspector of Factories and Boilers / Medical inspector of Factories	Within one month from the date of receipt of application

## IX. GUIDANCE AND HELP

The public can approach the office of the Labour Commissioner, which is functioning as the headquarters of the department, situated at II Floor, Labour Complex, Vazhudavur Road, Gandhi Nagar, Pondicherry - 9 for seeking any help in regard to the services rendered by the Labour Department.

### General Procedure

1. Any application/communication intended for the office of the Commissioner of Labour will be received by a staff authorised for this purpose.
2. The written enquiries will be replied within 15 days.
3. In case of likely or inevitable delay in replying, the office will promptly communicate the

reason.

## **X. GRIEVANCE REDRESSAL**

1. To maintain transparency and early disposal of cases, the Deputy Labour Commissioner has been appointed as the Grievance Redressal Authority in so far as the Labour Department is concerned. If the Public is having any grievance, they are welcome to contact the Deputy Labour Commissioner in the first instance for redressal of their grievances and further appeal, if any, lies with the Commissioner of Labour, Pondicherry.
2. Complaints will be settled within 15 working days of its receipt. If not, the delay and time taken to resolve will be intimated.

## **XI. RESPONSIBILITIES OF THE PUBLIC/TO THE PUBLIC**

On the Labour aspect, both the employer and their employees form the two wheels of an enterprise. While on the one hand, a great social responsibility lies on the employers to improve the employment and other conditions of workers, similar responsibility rests, on the other hand, with the employees also, to collaborate whole heartedly towards the aims of the enterprise. Both the employers and the employees are therefore required to help the Labour Department by due observance of labour legislation in letter and spirit. The Labour Department only acts as a bridge between the employers and employees by vigilant supervision.

It is the responsibility of the employer to maintain and submit all statutory registers connected with the employment of workers as and when the Labour Department officials require them for inspection. The employers are also required to exhibit the statutory forms in a conspicuous place.

On the employment aspect, the Department undertakes the responsibility to sponsor the names of candidates when it was notified about the vacancies. Similarly, the employer should also intimate the employment exchange/department within 15 days regarding the selection of candidates.

On the training aspect, the responsibility lies with the government to provide the complete infra-structural and other facilities to the trainees so as to get first hand training in vocational trades and also to get familiarised in the respective trades through apprenticeship training. It is the duty of the educated youth to make best use of the training offered by the Department.

Practical suggestion is very much solicited from the concerned, so as to improve the performance of the Labour Department.

## ORGANISATION CHART



### ANNEXURE - I [Pondicherry Region]

#### BIRD'S EYE VIEW OF TRAINING PROVIDED THROUGH G.I.T.I'S BY THE LABOUR DEPARTMENT

(DISTRIBUTION OF TRADES TAUGHT REGION-WISE AND INSTITUTION WISE)

TRADE	Type of trade Engg/Non Engg	REGIONS / INSTITUTIONS / NUMBER OF			
		PONDICHERRY REGION			
		GOVT. I.T.I(M) METTUPALAYAM PONDICHERRY		GOVT. I.T.I(W) PONDICHERRY	
		No. of Units	Sanctioned Strength	No. of Units	Sanctioned Strength
2	3	4	5	6	7
FITTER	Engg	5	80		
TURNER	Non Engg				
INSTRUMENT MECHANIC	Engg				
MECHANIC (RADIO & T.V.)	Engg				
MECHANIC (MOTOR VEHICLE)	Engg	3	48		
WIREMEN	Engg	2	32		
ELECTRICIAN	Engg	2	32		
REFRIGERATION & AIR CONDITIONING MECHANIC	Engg	2	32	1	16
PLASTIC PROCESSING OPERATOR	Engg				



MACHINIST	Engg						
STENOGRAPHY (ENGLISH)	Non Engg			1	16		
DATA PREPARATION & COMPUTER SOFTWARE	Engg	1	20	1	20		
MASON (BUILDING CONSTRUCTION)	Engg	1	16				
MECHANIC (DIESEL)	Engg						
WELDER (GAS & ELECTRONIC)	Engg						
ELECTRONICS MECHANIC	Engg	2	32	2	32		
DRAUGHTSMAN (CIVIL)	Engg	1	16	1	16		
CARPENTER	Engg	1	16				
SECRETARIAL PRACTICE	Non Engg			1	16		
CUTTING & TAILORING	Non Engg			2	32	1	16
EMBROIDERY & NEEDLE	Non Engg			1	16		
		20	324	10	164	3	48

## ANNEXURE - I [Karaikal Region]

### BIRD'S EYE VIEW OF TRAINING PROVIDED THROUGH G.I.T.I'S BY THE LABOUR DEPARTMENT

(DISTRIBUTION OF TRADES TAUGHT REGION-WISE AND INSTITUTION WISE)

Sl.No.	TRADE	Type of trade Engg/Non Engg	REGIONS/INSTITUTIONS/NUMBER OF TRAINEES		
			KARAIKAL REGION		GOVT. I.T.I. T.R.PATTINAM KARAIKAL
			GOVT. I.T.I(M) T.R.PATTINAM KARAIKAL	No. of Units	
1	2	3	4	5	6
1	FITTER	Engg	4	64	
2	TURNER	Non Engg	2	24	
3	INSTRUMENT MECHANIC	Engg	2	32	
4	MECHANIC (RADIO & T.V.)	Engg	2	32	
5	MECHANIC (MOTOR VEHICLE)	Engg	2	32	
6	WIREMEN	Engg	3	48	
7	ELECTRICIAN	Engg	3	48	
8	REFRIGERATION & AIR CONDITIONING MECHANIC	Engg	2	32	
9	PLASTIC PROCESSING OPERATOR	Engg	1	16	
10	MACHINIST	Engg	2	24	
11	STENOGRAPHY (ENGLISH)	Non Engg	1	16	
12	DATA PREPARATION & COMPUTER SOFTWARE	Engg	1	20	1

13	MASON (BUILDING CONSTRUCTION)	Engg	1	16		
14	MECHANIC (DIESEL)	Engg	2	32		
15	WELDER (GAS & ELECTRONIC)	Engg	1	12		
16	ELECTRONICS MECHANIC	Engg			1	16
17	DRAUGHTSMAN (CIVIL)	Engg			1	16
18	CARPENTER	Engg				
19	SECRETRIAL PRACTICE	Non Engg				
20	CUTTING & TAILORING	Non Engg			2	32
21	EMBROIDERY & NEEDLE	Non Engg				
			29	448	6	84

\*\*GRAND TOTAL : 21 Trades, 72 Units, 1148 Trainees

\*\* [including other three regions]



### ANNEXURE - I [Mahe Region]

#### BIRD'S EYE VIEW OF TRAINING PROVIDED THROUGH G.I.T.I'S BY THE LABOUR DEPARTMENT

(DISTRIBUTION OF TRADES TAUGHT REGION-WISE AND INSTITUTION WISE)

Sl.No.	TRADE	Type of trade Engg/Non Engg	REGIONS/INSTITUTIONS/NU TRAINEES	
			MAHE REGION	
			RAJIVE GANDHI GOVT. I.T.I MAHE	
			No. of Units	Sanctioned Str
1	2	3	4	5
1	FITTER	Engg	1	16
2	TURNER	Non Engg		
3	INSTRUMENT MECHANIC	Engg		
4	MECHANIC (RADIO & T.V.)	Engg		
5	MECHANIC (MOTOR VEHICLE)	Engg	1	16
6	WIREMEN	Engg		
7	ELECTRICIAN	Engg		
8	REFRIGERATION & AIR CONDITIONING MECHANIC	Engg		
9	PLASTIC PROCESSING OPERATOR	Engg		
10	MACHINIST	Engg		
11	STENOGRAPHY (ENGLISH)	Non Engg		
12	DATA PREPARATION & COMPUTER SOFTWARE	Engg		
13	MASON (BUILDING CONSTRUCTION)	Engg		
14	MECHANIC (DIESEL)	Engg		
15	WELDER (GAS & ELECTRONIC)	Engg		
16	ELECTRONICS MECHANIC	Engg		
17	DRAUGHTSMAN (CIVIL)	Engg	1	16
18	CARPENTER	Engg		
19	SECRETRIAL PRACTICE	Non Engg		
20	CUTTING & TAILORING	Non Engg		
21	EMBROIDERY & NEEDLE	Non Engg		
			3	48

\*\*GRAND TOTAL : 21 Trades, 72 Units, 1148 Trainees

\*\* [including other three regions]

## ANNEXURE - I [Yanam Region]

### BIRD'S EYE VIEW OF TRAINING PROVIDED THROUGH G.I.T.I'S BY THE LABOUR DEPARTMENT

(DISTRIBUTION OF TRADES TAUGHT REGION-WISE AND INSTITUTION WISE)

Sl.No.	TRADE	Type of trade Engg/Non Engg	REGIONS/INSTITUTIONS/NU TRAINEES	
			YANAM REGION	
			N.S.C. BOSE GOVT. I.T.I YANAM	
			No. of Units	Sanctioned Str
1	2	3	4	5
1	FITTER	Engg	1	16
2	TURNER	Non Engg		
3	INSTRUMENT MECHANIC	Engg		
4	MECHANIC (RADIO & T.V.)	Engg		
5	MECHANIC (MOTOR VEHICLE)	Engg	1	16
6	WIREMEN	Engg		
7	ELECTRICIAN	Engg		
8	REFRIGERATION & AIR CONDITIONING MECHANIC	Engg		
9	PLASTIC PROCESSING OPERATOR	Engg		
10	MACHINIST	Engg		
11	STENOGRAPHY (ENGLISH)	Non Engg		
12	DATA PREPARATION & COMPUTER SOFTWARE	Engg		
13	MASON (BUILDING CONSTRUCTION)	Engg		
14	MECHANIC (DIESEL)	Engg		
15	WELDER (GAS & ELECTRONIC)	Engg		
16	ELECTRONICS MECHANIC	Engg		
17	DRAUGHTSMAN (CIVIL)	Engg		
18	CARPENTER	Engg		
19	SECRETIAL PRACTICE	Non Engg		
20	CUTTING & TAILORING	Non Engg		
21	EMBROIDERY & NEEDLE	Non Engg		
			2	32

\*\* GRAND TOTAL : 21 Trades, 72 Units, 1148 Trainees

\*\* [including other three regions]

## ANNEXURE - II

### DIRECTORY OF LABOUR DEPARTMENT

Designation	Address	Phone [Gen, Pe PBX, Extn, Fax, Email, etc.
[2]	[3]	[4]
Secretary to Govt.	Room No.34	91-413-334036

	(Labour)	4th Cross, A Block, Chief Secretariat, Goubert Avenue Pondicherry -1	333271-75 203 0413-334036 <a href="mailto:arun@pondy.pon.nic.in">arun@pondy.pon.nic.in</a>
2	Commissioner of Labour	Room No. 53 1st Floor, B Block, Chief Secretariat, Goubert Avenue Pondicherry -1	91-413-338555 91-413-252779 333271-75 257
3	Deputy Labour Commissioner	O/o the Commissioner of Labour IInd Floor, Labour Complex, Vazhudavour Road, Gandhi Nagar, Pondicherry - 4	91-413-337029 91-413-339223
4	Joint Chief Inspector of Factories	O/o the Chief Inspector of Factories and Boilers, 1st Floor, Labour Complex, Vazhudavour Road, Gandhi Nagar, Pondicherry - 9	91-413-371868
5	Labour Officer (Conciliation) Pondicherry	O/o the Labour Officer (conciliation), No.1,Suffren St., Chamber of Commerce Building, Pondicherry - 1	91-413-336337
6	Labour Officer (Enforcement) Pondicherry	O/o the Labour Officer (conciliation), No.1,Suffren St., Chamber of Commerce Building, Pondicherry - 1	91-413-338695
7	Labour Officer	O/o the Labour Officer, No.52, Nilakidengu St., Karaikal.	91-4368-32562
8	Employment Officer	Employment Exchange, Ground Floor, Vazudhavur Road, Gandhi Nagar, Pondicherry - 9.	91-413-371283
9	Technical Officer	O/o the Technical Officer, No. 164, Vysial Street, Pondicherry - 1.	91-413-336295
10	Principal	Government Industrial Training Institute (Men), Mettupalayam, Pondicherry.	91-413-336295
11	Principal	Government Industrial Training Institute (Women), Nethaji Subash Chandra Bose Salai, Pondicherry.	91-413-336295

12	Principal	Government Industrial Training Institute, Nettapakkam, Pondicherry.	91-413-699401
13	Principal	Government Industrial Training Institute (Men), T.R.Pattinam, Karaikal.	91-4368-332411
14	Principal	Government Industrial Training Institute (Women), T.R.Pattinam, Karaikal.	91-4368-24148 91-4368-24149
15	Principal	Rajiv Gandhi Govt. Industrial Training Institute, Palloor, Mahe.	91-490-332467
16	Principal	Nethaji Subash Chandra Bose Govt. Industrial Training Institute, Yanam.	91-884-21223