

The Punjab Welfare Officers Recruitment and Conditions of Service Rules, 1952

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Rule

THE-PUNJAB-WELFARE-OFFICERS-RECRUITMENT-AND-CONDITION of 1952

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The Punjab Welfare Officers Recruitment and Conditions of Service Rules, 1952Published vide Punjab Government notification No. 2061-LP-52/1204, dated 26.3.1952

1. Short Title and Commencement.

(1)These rules may be called the Punjab Welfare Officers Recruitment and Conditions of Service Rules, 1952.(2)[They shall come into force on such date as the State Government may, by notification in the official Gazette, appoint in this behalf.] [These rules came into force with effect from the 30th September, 1952 vide Punjab Government Notification No. 7480-LP- 52/968, dated the 30th September 1952.](3)[Omitted.] [Omitted vide Punjab Government notification No. G.S.R. 145/C.A. 63/48 /Sections 49, 50 and 112 Amd. (1) 65, dated 25th June, 1965.]

2. Definitions.

- In these rules, unless the context otherwise requires, -(a)"Act" means the Factories Act, 1948 (LXIII of 1948);(b)the expressions "factory" and "occupier" have the meaning respectively assigned to them in the Act.

3. [Number of Welfare Officers [Substituted by Punjab Government Notification, No. G.S.R. 30/C.A. 63/48/Sections 49, 50 and 112/Amd. (3)71, dated the 25th March, 1971.]

. - There shall be one Welfare Officer for factories employing five hundred to two thousand workers. There shall be an additional Welfare Officer for every additional two thousand workers or fraction thereof over five hundred. Where there are more than one Welfare Officers, one of them shall be called the Chief Welfare Officer.]

3A. [Pay scales and emoluments of Welfare Officers. [Rule 3-A substituted by Punjab Government Notification No. G.S.R.41/C.A. 63/48/Sections 49 and 112 Amd. (4)/91, dated 2nd July, 1991.]

- The Welfare Officers shall be entitled to the scale of pay given below :-Category I.For factories employing more than two thousand workers.(i)Chief Welfare Officer - Rs. 24,00-60-2700-75-3000-100-4000(ii)Welfare Officer - Rs. 2000-50-2400-60-2700-75-3000-100-3500.Category II.For factories employing five hundred to two thousand workers:-Welfare Officer Rs. 2000-50-2400-60-2700-75-3000-100-3500:Provided that -(a)nothing in this rule shall be deemed to prevent the grant of scales of pay higher than those specified above or [affect the emoluments of the Chief Welfare Officers and Welfare Officers who are enjoying scales of pay higher than those specified above ; and(b)the scales of pay specified above shall be exclusive of the dearness allowances and other allowances which shall be payable at such rates as may, from time to time, be admissible to the Punjab Government Employees, enjoying the same pay.]]

4. Qualifications.

- A person shall not be eligible for appointment as a Welfare Officer unless he -(a)possesses a degree of University recognised by the State Government in this behalf;(b)has obtained a Degree or Diploma in Social Science from any institution[recognised by the State Government in this behalf] [Substituted by Punjab Government notification No. 7456-VII-Lab-I-59/7546, dated the 12th August, 1959.]; and(c)has adequate knowledge of the language spoken by the majority of the workers in the factory to which he is to be attached :Provided that in the case of a person who is acting as a Welfare Officer at the commencement of these rules the State Government may, subject to such conditions as it may specify, relax the aforesaid qualifications.

5. Recruitment of Welfare Officers.

- [(1) The post of a Welfare Officer shall be advertised in at least two news papers having a wide circulation in the State one of which shall be a newspaper published in English.] [Vide Punjab Government notification No. 3190-VI-Lab-II-65/8473/1, dated 1ST April, 1965.](2)The selection shall be made from among the candidates applying for the post by a Committee appointed by the occupier of the Factory.(3)The appointment when made shall be notified by the occupier to the State Government or such authority as the State Government may specify for the purpose giving full details of the qualifications, etc., of the Officer appointed and the conditions of his service.The names of institutions, Degree and Diploma, recognised by the State Government for the purpose of recruitments Welfare Officer to be employed in the factories under the Factories Act, 1948 :-

[Andhra University College, Waltair]

[Substituted vide Punjab Government Notification No. 5635-4-L & E-71/19341, dated 28th July, 1971.] (i) Diploma in Social Welfare.(ii) A degree of the Master of Science in Social Welfare

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| 2. Department of Labour and Social Welfare, Patna University | M.A. in Labour and Social Welfare |
| 3. St. Xavier Labour Relations Institute, Jamshedpur | Diploma in Industrial Relations and Welfare |
| 4. St. Xavier College, Ranchi | Post Graduate Diploma in Social Service |
| 5. Bhagalpur University | M.A. in Labour and Social Welfare |
| 6. University of Baroda | Master in Social Work |
| 7. University of Gujarat | Diploma in Labour Welfare |
| 8. Delhi School of Social Work, University of Delhi | M.A. in Social Work |
| 9. University of Kerala | Diploma in Social Service |
| 10. Vikram University, Ujjain (M.P.) | M.A. in Sociology |
| 11. Tata Institute of Social Sciences | Diploma in Social Service Administration |
| 12. Labour Welfare Workers Institute, University of Bombay | Diploma in Labour Welfare |
| 13. Indian Institute of Social Order, Poona | Post-Graduate Diploma in Social Service |
| 14. Shri Dorabji Graduate School of Social Work, Bombay, University of Bombay | Diploma in Labour Welfare |
| 15. University of Baroda | A diploma of the Faculty of Social Works |
| 16. Institute of Labour Welfare Workers, Bombay | A diploma of the long term course of the institute |
| 17. University of Bombay | M.A. Degree in Sociology |
| 18. Madras School of Social Work, Madras | A diploma in Social Service Administration |
| 19. Loyals College, Madras | Post-Graduate Diploma in Social Service |
| 20. P.S.G. School of Social Work' Coimbatore | Post-Graduate Diploma in Social Work |
| 21. University of Madras | (i) A diploma in Social Service.(ii) A Master degree in Social Work |
| 22. Annamalai University | M.A. Degree in Social Science |
| 23. National Institute of Social Sciences, Bangalore | Diploma Course in Social Service Administration |
| 24. Karnatak University | M.A. Degree in Sociology and Economics
M.A. Degree |

25. Udaipur School of Social Work, Rajasthan University	
26. Institute of Social Sciences, Agra University, Agra	Master of Social Work
27. Kashi Vidyapith, Varanasi	(i) Master of Applied Sociology.(ii) A diploma of the Labour Training Course.(iii) A diploma of the Social Sciences Class
28. J.K. Institute of Sociology and Human Relations, Lucknow, Lucknow University	(i) M.A. in Social Work.(ii) A diploma in Social Service.(iii) A diploma in Social Technique or Social Work.(iv) A degree of Master of Social Technique
29. Agra University	M.A. in Sociology
30. University of Lucknow	Master of Social Work
31. All India Institute of Social Welfare and Business Management, Calcutta University	Diploma in Social Work
32. Indian Institute of Technology, Kharagpur	Diploma in Industrial Psychology and Relations
33. Calcutta University	Diploma in Social Service
34. Edinburgh University	Diploma in Social Study
35. Royal College of Science and Technology, Glassgow	Certificate in Industrial Management
36. University College of South Wales and Monothshire University of Wales, Cardiff	Diploma in Social Science
37. Glassgow School of Management Studies, Glassgow	Certificate in Personnel Management
38. Manchester Municipal College of Technology, Manchester	Certificate in Personnel Management
39. Manchester College of Industrial Administration, University of Manchester	Certificate in Personnel Management
40. Victoria University of Manchester	Diploma in Personnel Management
41. London School of Economics and Political Science	Diploma in Personnel Administration
42. Manchester University, U.K.	Associate of the Manchester College of Science and Technology in Industrial Administration
43. Institution of Personnel Management, London	Graduate Membership
44. University of Indore	(i) M.A. Degree in Sociology.(ii) Masters Degree in Social Work

45. University of Nagpur
Diploma in Social Work with Labour Welfare as a special subject
46. [Punjabi University, Patiala]
[Inserted vide Punjab Government Notification No. 3376-4 L & E-73/111383, dated the 19th April, 1973]
Diploma Course in Labour Laws, Labour Welfare and Personnel Management
47. [Punjabi University, Patiala.]
[Substituted by Punjab Government Notification No. SO24/POW/(R and C of S) R52/r.4/Amd.83 dated 22nd April 1983]
(i) Diploma Course in Labour Laws, Labour Welfare and Personnel Management granted as a result of examination held, prior to December, 1978; (ii) Diploma in Personnel Management and Industrial Relations granted as a result of examination held in December, 1978 and thereafter.
48. [Panjab University, Chandigarh]
[Inserted by Punjab Government Notification No. 14013-4 L & E-73/37651, dated the 19th December, 1973]
(i) M.A. Degree in Sociology with Industrial Sociology. (ii) Diploma in Personnel Management and Labour Welfare"
49. Institute of Management, Ahmedabad
Degree of Master of Business Administration
50. Institute of Management, Calcutta
Degree of Master of Business Administration
51. [Guru Nanak Dev University, Amritsar] [Inserted by Punjab Government Notification No. 658-4 Lab.- II- 75/29287, dated the 4th November, 1975]
Diploma in Labour Laws and Labour Administration
55. [Jamia Millia Islamia, Jamia Nagar, New Delhi - 110025.] [No. 55 and 56 added by Punjab Government Notification No. SO1/POW/(R and C of S) R52/r.4/Amd.83 dated 2nd January 1984]
Post Graduate Course in Social Work.
56. Himachal Pradesh University, Simla-5.
Post-Graduate Diploma in Personnel Management and Labour Welfare.
57. [Gorakhpur University, Gorakhpur]
[No. 57 and 58 added by Punjab Government Notification No. SO46/POW/(R and C of S) R52/r.4/Amd.83 dated 24th May 1984]
Post Graduate Diploma in Business Management.
58. Punjab University Chandigarh
Advanced Diploma in Labour Laws.

6. Conditions of service of Welfare Officers.

(1) A Welfare Officer shall be given appropriate status corresponding to the status of the other executive heads of the factory. (2) The conditions of service of a Welfare Officer shall be the same as of other members of the staff of corresponding status in the factory [*] [Proviso to sub-rule (2) omitted and sub-rules (2) to (7) added by Punjab Government Notification No. 22-VII-DS Lab-61/2939, dated 6th September, 1961.]. (3) [Notwithstanding anything contained in sub-rule (2), the management may impose any one or more of the following punishments on Welfare Officer :- (I) Censure; (II) Withholding of increments including stoppage at an efficiency bar; (iii) reduction to a lower stage in a time scale; (iv) suspension; and (v) dismissal or termination of service in any other manner : Provided that no order of punishment shall be passed against the Welfare Officer unless he has been informed of the grounds on which it is proposed to take action and given a reasonable opportunity of defending himself against the action proposed to be taken in regard to him : Provided further that the management shall not impose any punishment other than censure except with the previous concurrence of the Labour Commissioner, Punjab.] [Substituted vide Punjab Government Notification No. 5635-4 L & E-71/19344, dated 20th July, 1971.]. (4) The Labour Commissioner, Punjab, before passing orders on a reference made under second proviso to sub-rule (3), shall give the Welfare Officer an opportunity of showing cause against the action proposed to be taken against him and if necessary, may hear the parties in person. (5) If the Labour Commissioner on a reference made to him under the second proviso to sub-rule (3) of rule 6 refuses to give his concurrence, the management may appeal to the State Government within thirty days from the date of the receipt of such refusal. The decision of the State Government shall be final and binding. (6) A Welfare Officer upon whom the punishment mentioned in clause (v) of sub-rule (3) is imposed may appeal to the State Government against the order of punishment within thirty days from the date of receipt of the order by him. The decision of the State Government shall be final and binding. (7) The State Government may pass such interim order as may be necessary pending the decision of appeal filed under sub-rule (5) or sub-rule (6).

7. Duties of Welfare Officer.

- The duties of a Welfare Officer shall be :- (i) to establish contacts and hold consultations with a view to maintaining harmonious relations between the factory management and workers; (ii) to bring to the notice of the factory management the grievances of workers, individual as well as collective, with a view to securing their expeditious redress and [to act as Liaison Officer between the management and labour] [Substituted by Punjab Government Notification No. 7456-VII-Lab-I/59/75/46, dated 12th August, 1959.]; (iii) to study and understand the point of view of labour in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand; (iv) to watch industrial relations with a view to using his influence in the event of a dispute arising between the factory management and workers and to help to bring about settlements by persuasive efforts : (v) omitted (vi) omitted (vii) omitted (viii) [to advise on fulfilment by the concerned departments of the factory on] [Omitted by Punjab Government Notification No. 7456-VII-Lab-I/59/7-46, dated 12th August, 1959.] obligations, statutory or otherwise concerning the applications of provisions of the Act, and the rules made thereunder, and to establish liaison with the Factory Inspector and the Medical Services concerning medical

examinations of employees health records, supervision of hazardous jobs, sick visiting, and convalescents, accidents, prevention and supervision of safety committees, systematic plant inspection, safety education, investigation of accidents, maternity benefits and workman's compensation.(ix)[to promote relations between the concerned departments of the factory and the workers which will bring about productive efficiency] [Substituted by Punjab Government Notification No.7456-VII-Lab- I-59/7546, dated 12th August, 1959, for the words 'to promote relation between management and workers which will ensure productive efficiency'.] as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to their working environments;(x)to encourage the formation of Works and Joint Production Committee, Co-operative Societies and Safety First and Welfare Committees, and to supervise their work;(xi)[to advise on provision of welfare facilities] [Substituted by Punjab Government Notification No.7456-VII-Lab- I-59/7546, dated 12th August, 1959, for the words 'to secure provision of amenities'.] such as canteen, shelters for rest creches, adequate latrine facilities, drinking-water, sickness and benevolent scheme, payments, pension and superannuation funds, gratuity payments, granting of loans, and legal advice to workers;(xii)to help the factory management in regulating the grant to leave with wages and explain to the workers the provision relating to leave with wages and other leave privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorised absence;(xiii)to secure welfare provisions, such as housing facilities, foodstuffs, social and recreational facilities, sanitation, advice on individual personnel problems and education of children;(xiv)to advise the factory management on question relating to training of new starters, apprentices, workers on transfer and promotion, instructors and supervisors, supervision and control of notice-board and information bulleting to further education of workers and to encourage their attendance at Technical Institutes; and(xv)to suggest measures which will serve to raise the standard of living of workers and in general promote their well being.(xvi)[to take adequate steps for eradication of illiteracy from amongst the workers, working in the factories and their families.] [Added by Punjab Notification G.S.R. 41/C.A.63/48/Sections 49 and 112/Amd. (4)/91 dated 2nd July 1991.]

7A. [Welfare Officer not to perform certain duties. [Substituted by Punjab Government Notification No. 2557-VII-DS-Lab-61/29739, dated 6th September, 1961.]

- A Welfare Officer shall not perform any other duties those mentioned in rule 7 or hold any other office or post without the previous sanction in writing of the Labour Commissioner or the State Government.]

7B. [Welfare Officer not to deal with disciplinary cases or appear on behalf of the management against workers. [Inserted vide Punjab Government Notification No. G.S.R. 210/C.A.- 63/48/Sections 49, 50 and 112/Amd. (2) 66, dated 2nd September, 1966.]

- Without prejudice to the generality of rule 7-A no Welfare Officer shall deal with any disciplinary cases against workers or appear before a Conciliation Officer, or in a Court or Tribunal on behalf of

the factory management against a worker or workers.]

8. Power of exemption.

- The State Government may, by notification in the official Gazette, exempt, any factory or class or description of factories from the operation of all or any of the provisions of these Rules, subject to compliance with such alternative arrangement as may be approved.