

OFFICE OF THE COMMISSIONER OF LABOUR, AP, HYDERABAD
MEMO

No.Q/ 9222/2012.

Dt: 4-01-2013.

Sub:- Office Inspection – Annual office inspections being conducted by the Senior Officers from Head Office and preliminary verification by the Assistant Commissioners of Labour / Superintendents – Records to be verified – Certain guidelines – Issued – Reg.

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The objective of the annual office inspection is to verify whether the office administration is being done as per the District Office Manual and other administrative instructions issued from time to time.

Besides, the Labour Department is entrusted with the following main functions:

1. Enforcement of 26 Labour Laws and their administration covers:
 - a) Registration/Licensing of the Establishments / Workers
 - b) Renewal
 - c) Registers maintenance by the office
 - d) File maintenance in respect of each establishment
 - e) Cash book and Accounts Register
 - f) Reconciliation of receipts
 - g) Inspection reports
 - h) Follow up of the inspection by way of filing of Prosecutions and filing of claims, recovery of the claims awarded and disposal of the awarded amounts.
2. Industrial Relations and Grievance settlement – The Assistant Commissioners of Labour and above are notified as Conciliation Officers under Sec.4 of the Industrial Disputes Act, 1947 but informally all the officers from the cadre of Assistant Labour Officer attends to the grievances of the workers and managements and help settlement of the disputes.
3. Quasi-judicial case work – Assistant Commissioners of Labour and above are notified as quasi-judicial authorities under various Labour Laws.
4. Revenue Collection – Under certain Acts like AP Shops and Establishments Act, Motor Transport Workers Act etc., it is the responsibility of the inspectors to arrive at the annual demand, collect the registration fee etc., and project the balance for the coming period along with penalty.

5. Control of subordinates by way of leave sanction, disciplinary actions, loans and advances and other financial powers exercised by various authorities.
6. Welfare activities under AP Labour Welfare Fund Act, Building & Other Construction Workers Act and Unorganised Social Security Act.

Under all the above functions, certain registers, returns and periodical reports have been prescribed either in the Act or in the Rules or by way of executive instructions for maintaining in the office and also for submission to the higher officers. Therefore, it is essential that the head office staff making preliminary verification should undertake scrutiny of all the records prescribed for carrying out the above functions. While initiating the inspection with the Compliance Report on the previous Office Inspection Report, the basic registers like Personal Register and reports like Monthly Work Diary to be verified in detail. It is essential to collect certain information like DCBs, case work, disposal etc., to analyse the functioning of the office.

In the above back ground, the following proformas are enclosed:

1. Standard questionnaire for office annual inspection
2. Annual office inspection report
3. Annexures to be obtained at the time of preliminary verification shall be prepared during the preliminary verification and kept ready for scrutiny by the inspecting officer.

All files disposed and pending under various categories like a. Registrations, b. Inspections, c. Complaints and d. Case work shall be kept ready in an orderly manner to enable the inspecting officer to scrutinize at random, to assess the functioning of the office inspected.

Addl. Commissioner of Labour.

To

All the Assistant Commissioners of Labour, Deputy Commissioners of Labour and Joint Commissioners of Labour in the State **by email and SMS** – with a request to inform their subordinates.

Copy to:

The Assistant Commissioners of Labour and Joint Commissioners of Labour in Head office.

All the Superintendents in Head Office.

Copy to the Peshi of the Commissioner of Labour.