



Industrial Relations Institute

(Since 1963)

A dedicated institute for Tri-Partite Trainings

MISSION STATEMENT

To promote healthy industrial relations & labour welfare and protect the rights of labour force through capacity building of field formation, relevant stakeholders, employer and employees representatives (management and trade unions' representatives from industrial and commercial sectors.)





ORGANIZATIONAL SETUP

Secretary Labour & Human Resource, Punjab

**Director General Labour Welfare
Punjab**

DIRECTOR IRI

**Industrial Relations Institute
Lahore
Assistant Director-1
Senior Lecturer-1
Labour Officer-1**

**Workers Education Centre
Faisalabad
Asistant Director-1**

Spectrum of Training

**Development of
Training Material,
Modules, Schedules,
Courses**

**Capacity Building of
Stakeholders
Govt officials
Workers
Management**

**Field Visits,
Practical
Demonstration**







FIELD VISIT OF A FOOTBAL MANUFACTURING INDUSTRY (FIFA 2022)



MANUFACTURING INDUSRY





mandatory training for promotion to Assistant Director Labour Welfare
3.10.2022 to 28.10.2022



1st Row L to R: Irfan Rashid, Muhammad Idrees, Muhammad Asif, Nadeem Akhtar, Daud Abdullah, Rabia Aijaz Perji, Rakht Yar Khan, Faiz Ul Hassan



Punjab Industrial Relations Institute, Lahore (Since 1963)

**Mandatory Training for Promotion to Labour Officer and Induction
Training to Labour Inspector**

12-12-2022 to 06-01-2023



1st Row L to R: Rabia Aijaz Perji, Bakht Yar Khan, Ghazanfer Ali, Nadeem Akhtar, Muhammad Arshad Manzoor, Daud Abdullah, Maria Iqbal, Nabeela Yousaf, Dr. Abdul Shakoor

2nd Row L to R: Muhammad Islam, Muhammad Adeel Aftab Shah, Hafiz Muhammad Abdullah, Masood Ahmad Dogar, Khalid Mahmood, Muhammad Hussain, Babar Suhail, Muhammad Zaigham, Muhammad Nadeem Arif, Nasir Massod Khan, Muhammad Iftikhar Yousaf,

TARGET GROUPS OF TRAINING

- **Inspecting Officers from Labour Department**
- **Management's representatives**
- **Workers & their representatives**
- **Civil Societies Organizations**

TYPES OF INFORMATION AND TRAINING MATERIALS PRODUCED

- **Training Modules**
- **Posters**
- **Leaflets**
- **Videos**
- **Training Guides for Supervisors and Managers**
- **Internet Based Information**

MAIN TOPICS OF TRAINING

- **Tripartite Course on Labour Administration & Management**
- **Punjab Industrial Relations Act 2010.**
- **Child Labour & Bonded Labour**
- **Payment of Wages Act 1936.**
- **Punjab Minimum Wages Act 2019.**
- **Workmen's Compensation Act 1923.**
- **The Punjab Shops & Establishments Ordinance 1969.**
- **The Factories Act, 1934**
- **Monetary Benefits to the workers under the Labour Laws.**
- **Industrial & Commercial Employment (Standing Orders) Ordinance 1968.**

DETAIL OF TRAINING COURSES OF IRI FOR THE YEAR JULY-2022 TO JUNE-2023

Sr. No	Dated	Name of Course	No. of Participants
1	22-08-2022	Train the Trainer Program Curriculum for Safety and Health Officers Introduction to occupational safety & health	18s
2	23 08-2022	OSH Legal system of the Punjab	18
3	24 -08-2022	Hazard Identification and Risk Assessment	18
4	25-08-2022	Prevention measures for hazards at work Place	18
5	26-08-2022	Safety Management System and Audit	18
6	27-08-2022	Reporting &Investigation of Accident and Occupational Diseases Organizational prevention Measures & Emergency management	18
7	03.10.2022 to 28.10.2022	4-week mandatory training for promotion from Labour Officer (BS-16) to Assistant Director (BS-17)	11
8	03.10.2022	Introduction to Labour & Human Resource Department its organogram functions departments and autonomous bodies and main characteristics of Labour Inspection	11
9	04.10.2022	The Punjab Shops and Establishments Ordinance, 1969 and its Rules.	11
10	05.10.2022	Manual of Secretariat Instructions, office procedure & file correspondence, ILO core conventions.	11

Sr. No	Dated	Name of Course	No. of Participants
11	06.10.2022	The Payment of Wages Act, 1936, Role of Authority under the act, ibid and the Payment of Wages Rules, 1937.	11
12	07.10.2022	The Civil Procedure Court 1908 and the Qanoon e Shahadat Orders, 1984	11
13	10.10.2022	The Punjab Minimum Wages Act, 2019 Authority and its functions under the act ibis and the Minimum Wages Rules, 1962.	11
14	11.10.2022	The Punjab Government Rules Business, 2011part A General. Matter related to Account Office Role and Responsibilities of DDO.	11
15	12.10.2022	Punjab Labour Policy, 2018 Companies profits workers Participation Act, 1968 Labour Force Survey and Employment Trend Report.	11
16	13.10.2022	The Industrial and Commercial Employment (standing orders) Ordinance, 1968 Classification of workers, bonus, gratuity, compulsory Group Insurance	11
17	14.10.2022	The Punjab Occupational Safety & Health Act, 2019 Risk Assessment	11
18	17.10.2022	The Punjab Factories Act, 1934 holidays, working hours, overtime The Punjab Factories Rule,1978	11
19	18.10.2022	The Transport Workers Ordinance, 1969 Vision zero, focus on health, safety and well being of workers.	11
20	19.10.2022	The Worker Compensation Act,1923 Main provisions of the act ibid	11

Sr. No	Dated	Name of Course	No. of Participants
21	20.10.2022	The Punjab Government Rules of Business 2011 Part C,D,E	11
22	21.10.2022	Protocol to deal with higher authorities Secretary, Director General, Deputy Director	11
23	24.10.2022	The Punjab Industrial Relation Act (PIRA), 2010 Trade Unions, Association and Federation	11
24	25.10.2022	Formal and Informal complaints Inquiries on complaints Redressing complaints and reporting	11
25	26.10.2022	Accident Investigation Report writing on Accident Investigation	11
26	27.10.2022	The Punjab Bonded Labour System (Abolition) Act, 1992 The Punjab Prohibition of Child Labour at Brick Kiln Act, 2016 Role of function of DVC	11
27	28.10.2022	Workers Welfare Scheme Marriage Grant Death Grant Talent Scholarship	11

Sr. No	Dated	Name of Course	No. of Participants
28	12-12-2022 to 06.01.2023	4-week Departmental Training for promotion of Officials/Induction training of Labour Inspectors at Industrial Relations Institute, Lahore	13
29	12.12.2022	Introduction to Labour & Human Resource Department its organogram, functions attached departments and autonomous body.	13
30	13.12.2022	The Punjab Shops and Establishment Ordinance, 1969. Over time, holy days closure.	13
31	14.12.2022	Manual of Secretariate instructions Office procedure and file correspondence.	13
32	15.12.2022	The Payment of Wages Act, 1936. The applicability and main provision of Act ibid.	13
33	16.12.2022	The Punjab Minimum Wages Act, 2019 The Minimum Wages Rules, 1961	13
34	19.12.2022	The Workmen Compassion Act, 1923 Schedule of Act (i,ii,iii)	13
35	20.12.2022	The Punjab Government Rules of Business, 2011 part a General Health and Safety lecture fire safety Prevention campaign on Electrical & Fire Safety	13
36	21.12.2022	The Punjab Labour Policy, 2018 Companies profits workers Participation Act, 1968	13
37	22.12.2022	The Industrial and Commercial Employment (standing orders) ordinance ,1968 Classification of workers holydays, bonus, gratuity, compulsory group insurance.	13

Sr. No	Dated	Name of Course	No. of Participants
38	23.12.2022	The Punjab Occupational Safety and Health Act, 2019. Risk Assessment.	13
39	26.12.2023	The Punjab Factories Act, 1934 Definitions, holydays, working hours, overtime, power of inspectors.	13
40	27.12.2022	The Punjab Maternity Benefits Ordinance, 1958 Labour Force Survey and Employment trend report.	13
41	28.12.2022	The Road Transport Worker Ordinance, 1961 The Punjab Government Rules of Business, 2011 part c d e	13
42	29.12.2022	The Punjab Domestic Workers Act, 2019 Home Bases Workers Policy, 2015	13
43	30.12.2022	Lecture on Trafficking Persons Protocols to deal with Higher Authorities Sectary, Director General, Deputy Commissioner.	13
44	02.01.2023	The Punjab Industrial Relations Act, 2010 Trade Unions, Association & Federation	13
45	03.01.2023	Formal and Informal Complaints Enquiries on complaints, redressing complaints and reporting	13
46	04.01.2023	Accident investigation report writing reporting on accident investigation	13
47	05.01.2023	The Punjab Bonded Labour (abolition) Act, 1992 The Punjab restriction on Employment of Children Act, 2016. Role and function of District Vigilance Committee	13

Sr. No	Dated	Name of Course	No. of Participants
48	06.01.2023	Workers Welfare Schemes, Marriage Grant, Death Grant and Talent Scholarship	13
49	23.01.2023	Pedagogical Skill Master Trainers Program for Labour Officers	31
50	24.01.2023	Pedagogical Skill Master Trainers Program for Labour Officers	31
51	25.01.2023	Pedagogical Skill Master Trainers Program for Labour Officers	31
52	26.01.2023	Pedagogical Skill Master Trainers Program for Labour Officers	31
53	27-01-2023	Pedagogical Skill Master Trainers Program for Labour Officers	31
54	25-05-2023	One day training on recent amendment in Punjab Shops & Establishment Ordinance, 1969.	15
55	29-05-2023 To 02-06-2023	Communication Skills Training for Labour Inspectors	21
		No. of training: 55 No. of participants: 803	

ISSUES/ CHALLENGES

- **Non availability of appropriate budget for training.**
- **No budget for the payment of remuneration to the visiting resource persons.**
- **Lack of Supporting Staff for training (Drivers, Sweeper, Naib Qasid, Bearer).**

WAY FORWARD

- **Provision of sufficient financial resources**
- **The IRI can be revamped as a model institute like MPDD for the compulsory promotional trainings from BPS 14 TO BPS 19 subject to provision of suitable & sufficient human and financial resources.**
- **Issuance of 3 months Labour Laws diploma/ Certificate with collaboration of public/ private University on Labour Laws and OSH.**

Strategic Approaches to Labour Inspection

10-14 July 2023





Group Photo



Train the Trainer Program for Labour Officers / Inspectors on Pedagogical Skills 23 – 27 January 2023



Implemented by
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ)



1st Row : Javed Akhtar, Hamid Ali Dogra, Uzair Rashid, Muhammad Saeed Chaudhary, Rabia Aijaz Perji, Dr. Helmut Nold, Nadeem Akhtar, Maira Manzoor, Bakht Yar Khan, Mian Ishtiaq Munawar, Tanveer Humayun, Rana Muhammad Umair Ismail

2nd Row : Muhammad Ahmad Riaz, Shuja-ud-Din, Kamran Akhtar, Hassan Iqbal, Shakeel Maqsood, Muhammad Nadeem Zahid, Rizwan Latif, Tahir Adnan Bajwa, Malik Waleed Asif, Muhammad Zeeshan, Muhammad Awais Khan, Mehran Arif, Javed Iqbal, Azhar Hayat, Faria Javed, Nabeela Yousaf

THANKS

