

*Haryana Labour Welfare Board
Records Manual
2020*

*As per Section 4 of the Right to
Information Act, 2005*



हरियाणा श्रम कल्याण बोर्ड

बेज नं० 29-30 (पोकेट-2), सैक्टर-4, पंचकूला -134112 (हरियाणा)
दूरभाष नं० : 0172-2560226

Sr. No.	Article of Right to Information Act 2005	Requirement of disclosure und the RTI Act 2005	Status of disclosure by Haryana Labour Welfare Board
1.	4(1) (A)	Maintain all its record duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated ;	The work in this Board has been distributed amongst various branches which are keeping respective records of their branches in files having different subjects. The process of computerised cataloguing and indexing of records is underway. The services of the Haryana Labour Welfare Board have been made online. The various stakeholder such as Managements and workers of all over the state can access various type of services through the website of Labour Department i.e. hrylabour.gov.in. These stakeholders can access the various kind of data required to meet their requirements. So far as general public is concerned, the various information related to welfare services and all other services can be obtained from the above website. Efforts are being made to get entire data of this Board indexed, catalogued in near future.
2.	4(b)(i)	The particulars of its organization, function and duties;	Annexure-A.
3.	4(b)(ii)	The powers an duties of its officers and employees	Annexure-B
4.	4(b)(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	Annexure-C
5.	4(b)(iv)	The norms set by it for the discharge of its functions	As defined in Annexure-B
6.	4(b)(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Annexure-D The PLWF Act, 1965 with PLWF Rules, 1966. Copy of Schemes Service Rules of the Board.
7.	4(b)(vi)	A statement of the categories of documents that are held by it or under its control.	Not available

Sr. No.	Article of Right to Information Act 2005	Requirement of disclosure und the RTI Act 2005	Status of disclosure by Haryana Labour Welfare Board
8.	4(b)(vii)	The particulars of any arrangement that exists for consultation with or representation, by the members of the public in relation to the formulation of its policy or implementation thereof.	The Board consists of representative of employee as well as employer who play vital role in formulation of policies of the Board.
9.	4(b)(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such bodies have been constituted by the Board.
10	4(b)(ix)	A directory of its officers and employees.	Annexure-E
11.	4(b)(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Annexure- F
12.	4(b)(xi)	The budget allocate to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made	Annexure-G Budget Estimates for the year 2018-19 Re-appropriation. Balance Sheet for the year 2018-19
13.	4(b)(xii)	The manner of execution subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	No subsidy is being granted.
14.	4(b)(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it	Not applicable
15.	4(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	The Labour Welfare Fund is being received through online mode by get uploaded the data of workers and the benefits under various schemes are also being disbursed through online mode. This major service of the Board is paperless and available on our site for the various stake holders.

Sr. No.	Article of Right to Information Act 2005	Requirement of disclosure und the RTI Act 2005	Status of disclosure by Haryana Labour Welfare Board
16.	4(b)(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Not applicable.
17.	4(b)(xvi)	The names, designations and other particulars of the Public Information Officers	Annexure-H
18.	4(b)(xvii)	Such other information as may be prescribed; and thereafter update these publications every year	The required information may be updated as and when required. However the details of beneficiary during the last ten years are attached at Annexure-I

Particulars of Organization, Functions and Duties.

Organisation : Haryana Labour Welfare Board came into existence on 15-01-1970 vide Notification no. 10070-3Lab-69/ as per section 4 of the Punjab Labour Welfare Fund Act, 1965 with the purpose of administering the Fund and for performing such other functions as are assigned to it by or under this Act. The present Board was constituted on 12-03-2018 vide Govt. notification No 2(86) 91-2 LAB dated 12-03-2018. This Board consists of 12 members. Out of which 04 members are representative of employers and 04 members are representative of employees and 04 members are official / non official.

The Labour Commissioner, Haryana is ex-officio Welfare Commissioner of the Board who is the Principal Executive Officer of the Board.

Presently, the Board has one Deputy Labour Commissioner(Welfare), one Accounts Officer and an Assistant District Attorney posted at Headquarter of the Board at Panchkula. It has 2 field offices of Deputy Labour Commissioner(Welfare) at Gurugram and Karnal and 12 offices of Labour Welfare Officers at Yamuna Nagar, Panipat, Gurugram, Faridabad, Rohtak, Karnal, Sonapat, Palwal, Jhajjar, Rewari and Hisar. There are 15 offices of Labour Inspector (Welfare) at Yamuna Nagar, Ambala, Karnal, Panipat, Faridabad Circle-I & II, Palwal, Gurugram Circle-I & II, Sonapat, Rohtak, Hissar and Sirsa.

Functions : The Labour Welfare Fund shall vest in, and be held and applied by, the Board as trustees subject to the provisions and for the purposes of this Act. The moneys therein shall be utilized by the Board to defray the cost of carrying out measures which may be specified by the State Government from time to time to promote the welfare of labour and their dependants. The main function of the Board is to achieve these objectives. In order to do that the Board has framed various welfare schemes for the upliftment of the workers of Industrial and Commercial Establishment in the state of Haryana alongwith their dependants.

Duties

Welfare Commissioner : The duty of the Welfare Commissioner is to ensure that provision of the Punjab Labour Welfare Fund Act, 1965 and Rules made thereunder are duly carried out and for this purpose, he shall have the powers to issue such orders not inconsistent with the provision of the Act and Rules made thereunder as he deems fit, including any order authenticating and implementing the decisions taken by the Board under the Act or Rules made thereunder.

Deputy Labour Commissioner(Welfare) : The duty of the Deputy Labour Commissioner is to supervise the work of Labour Welfare Officer and Labour Inspectors(Welfare) under his control. He is required to perform such other duties assigned by the Welfare Commissioner and Board from time to time.

Accounts Officer : The duty of Accounts Officer is to assist the Welfare Commissioner to manage the Labour Welfare Fund. He is the overall incharge of Accounts Branch of the Headquarter. He is required to prepare and maintain the accounts of the Board in such a manner as may be prescribed by the Board with the approval of the State Government and shall be audited by the Accountant General. He also plays the role of centralised drawing and disbursement officer for the welfare scheme of the Board. He is required to perform such other duties assigned by the Welfare Commissioner and Board from time to time.

Assistant District Attorney : The duty of the Assistant District Attorney is to assist the Board to meet with various legal issues arising out of various matters in the Board.

Labour Welfare Officer: The Labour Welfare Officer is responsible for recovery of the Labour Welfare Fund from the managements under his/her control. He is also the sanctioning authority of all the welfare schemes being run by the Board. He also supervises the work of Labour Inspector(Welfare) under his control.

Labour Inspector(Welfare) : The Labour Inspector(Welfare) is responsible for recovery of the Labour Welfare Fund from the managements under his/her control. He is also the verifying and recommending authority of all the welfare schemes being run by the Board.

Ministerial Staff : All the ministerial staff which includes Section Officer, Deputy Superintendents, Assistants, Accountant, Programmer, Clerks etc. is responsible for performing the duties assigned to them by their supervising authority from time to time.

Annexure -B

Duties & Powers

Welfare Commissioner: The Welfare Commissioner exercises the power of Principal Executive Officers of the Board. He has to ensure that provision of the Punjab Labour Welfare Fund Act, 1965 and Rules made thereunder are duly carried out and for this purpose, he shall have the powers to issue such orders not inconsistent with the provision of the Act and Rules made thereunder as he deems fit, including any order authenticating and implementing the decisions taken by the Board under the Act or Rules made thereunder.

Deputy Labour Commissioner(Welfare): The Deputy Labour Commissioner exercises the powers of Inspector as defined in the Haryana Labour Welfare Fund Act, 1965. He has the powers to supervise the work of the subordinate staff under his control and report the ambiguities/irregularities to the Welfare Commissioner for taking further action in the matter.

Accounts Officer: The duty of Accounts Officer is to assist the Welfare Commissioner to manage the Labour Welfare Fund. He is the overall incharge of Accounts Branch of the Headquarter. He is required to prepare and maintain the accounts of the Board in such a manner as may be prescribed by the Board with the approval of the State Government and shall be audited by the Accountant General. He also plays the role of centralised drawing and disbursement officer for the welfare scheme of the Board. He is required to perform such other duties assigned by the Welfare Commissioner and Board from time to time.

Assistant District Attorney : The duty of the Assistant District Attorney is to assist the Board to meet with various legal issues arising out of various matters in the Board.

Labour Welfare Officer: The Labour Welfare Officer exercises the powers of Inspector as defined in the Haryana Labour Welfare Fund Act, 1965. He has the powers to supervise the work of the subordinate staff under his control and report the ambiguities/irregularities to the Welfare Commissioner for taking further action in the matter. He exercises the power of sanctioning authority of all the welfare schemes being run by the Board. He also supervises the work of Labour Inspector(Welfare) under his control.

Labour Inspector(Welfare) : The Labour Inspector(Welfare) is responsible for recovery of the Labour Welfare Fund from the managements under his/her control. He is also the verifying and recommending authority of all the welfare schemes being run by the Board.

Ministerial Staff : All the ministerial staff which includes Section Officer, Deputy Superintendents, Assistants, Accountant, Programmer, Clerks etc. is responsible for performing the duties assigned to them by their supervising authority from time to time.

In addition to above, the Board has delegated its powers to the various officers of the Board as under :

DELEGATION OF POWERS OF OFFICERS

Sr.No	Nature of Power	Extent of powers delegated
1	All Service matters as defined in Haryana Civil Services Rules, 2016 as Applicable to Haryana Govt. employee in so far as not inconsistent with the Act & Rules of the Board.	Competent authority may be decided as defined in Rule 8 (8) of Haryana Civil Services (General Rules, 2016). i) Head of the Office of the respective office – Powers to the extent of Head of the Office. ii) Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power. iii) Welfare Commissioner-Full power to the extent of Head of Department as defined in above rules. iv) Chairman : in case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department- full powers to the extent of Administrative Department.
2	All services matters as defined in Haryana Civil Services (Punishment and Appeal) Rules, 2016	Punishing Authority and Appellate Authority as defined in Draft Service Rules of Haryana Labour Welfare Board.
3.	The Haryana Civil Services Government Employees' Conduct) Rules, 2016.	(a) Chairman in the case of a Government employee holding a post of Group A except where any lower authority is specified by the Government for any purpose. In case of non appointment of Chairman Administrative Secretary of Labour Department. (b) Welfare Commissioner in the case of a Government employee holding a post of Group B; (c) Head of Office in the case of a Government employee holding a post of Group C or D;
4	All financial matters of sanctions and incurring expenditure governed by Punjab Financial Rules as Applicable to Haryana in so far as not inconsistent with the Act & Rules of the Board.	<u>Financial Powers as defined in Rule 19.6 of P.F.R Vol-I.</u> i) Head of the Office – Full powers to the extent of Head of office. Labour Welfare Officer concerned in case of Field Offices and Accounts Officer in case of Head Office shall exercise this power. ii) Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power. iii) Welfare Commissioner – Full powers to the extent of Head of Department. iv) Chairman - In case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department-full power to the extent of powers of Administrative Department.

Sr.No	Nature of Power	Extent of powers delegated
5	All matters relating to carry on the business and functions of the Board in accordance with the Act & Rules and the decisions which the Board may take from time to time.	Welfare Commissioner-full powers.
6	All matter relating to controlling, drawing and disbursing of all funds of the board.	--do--
7	To open and operate Bank accounts and close Bank accounts in respect of the funds of the Board.	--do--
8	To invest funds of the Board as per provisions of the Act and Rules of the Board to the extent as can not be applied for some time for the purpose of the Act.	--do--
9	To sanction and incur expenditure, pass orders take action warranting immediate and expeditious disposal and finalizing urgent and unforeseen matters.	Chairman- Full powers to the extent of competency of the Board. In case of non appointment of Chairman ; Welfare Commissioner-full power to the extent of competency of the Board.
10	To sanction & hire office accommodation.	Welfare Commissioner-full powers.
11	To sanction defending of legal cases against the Board, to engage counsel, lawyer, Income Tax / Sales Tax Advisors and to give general powers of attorney to any person / officer for conducting the cases in the Courts. And to sanction legal expenses including fees and remuneration of counsel / lawyer / IT/ ST / Advisors.	--do-- Welfare Commissioner-full powers.
12	To delegate / re-delegate his administrative and Financial powers to the officer of the Board and to publish all type of board advertisement in various newspapers powers.	--do--
13	To adopt all Govt. Instructions / Policy / notification/ Rules / pay scales upgradation/ reports of pay commissions in Labour Welfare Board issued by State Government Machineries / Authorities time to time in Board.	--do--

Note : In case of appointment of Vice Chairman, all files should be routed to the Chairman through Vice Chairman by the Welfare Commissioner.

Annexure – C

The procedure followed in the decision making process, including channels of supervision and accountability.

DELEGATION OF POWERS OF OFFICERS

Sr. No.	Nature of Power	Extent of powers delegated
1	All Service matters as defined in Haryana Civil Services Rules, 2016 as Applicable to Haryana Govt. employee in so far as not inconsistent with the Act & Rules of the Board.	Competent authority may be decided as defined in Rule 8 (8) of Haryana Civil Services (General Rules, 2016). i) Head of the Office of the respective office – Powers to the extent of Head of the Office. ii) Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power. iii) Welfare Commissioner-Full power to the extent of Head of Department as defined in above rules. iv) Chairman : in case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department- full powers to the extent of Administrative Department.
2	All services matters as defined in Haryana Civil Services (Punishment and Appeal) Rules, 2016	Punishing Authority and Appellate Authority as defined in Draft Service Rules of Haryana Labour Welfare Board.
3.	The Haryana Civil Services Government Employees' Conduct) Rules, 2016.	(a) Chairman in the case of a Government employee holding a post of Group A except where any lower authority is specified by the Government for any purpose. In case of non appointment of Chairman Administrative Secretary of Labour Department. (b) Welfare Commissioner in the case of a Government employee holding a post of Group B; (c) Head of Office in the case of a Government employee holding a post of Group C or D;

Sr. No.	Nature of Power	Extent of powers delegated
4	All financial matters of sanctions and incurring expenditure governed by Punjab Financial Rules as Applicable to Haryana in so far as not inconsistent with the Act & Rules of the Board.	<p><u>Financial Powers as defined in Rule 19.6 of P.F.R Vol-I.</u></p> <p>i) Head of the Office – Full powers to the extent of Head of office. Labour Welfare Officer concerned in case of Field Offices and Accounts Officer in case of Head Office shall exercise this power.</p> <p>ii) Controlling Officer- Full powers to the extent of Controlling Officer. Deputy Labour Commissioner (Welfare) concerned shall exercise this power.</p> <p>iii) Welfare Commissioner – Full powers to the extent of Head of Department.</p> <p>iv) Chairman - In case of Chairman not appointed then Administrative Secretary Government of Haryana, Labour Department-full power to the extent of powers of Administrative Department.</p>
5	All matters relating to carry on the business and functions of the Board in accordance with the Act & Rules and the decisions which the Board may take from time to time.	Welfare Commissioner-full powers.
6	All matter relating to controlling, drawing and disbursing of all funds of the board.	--do--
7	To open and operate Bank accounts and close Bank accounts in respect of the funds of the Board.	--do--
8	To invest funds of the Board as per provisions of the Act and Rules of the Board to the extent as can not be applied for some time for the purpose of the Act.	--do--
9	To sanction and incur expenditure, pass orders take action warranting immediate and expeditious disposal and finalizing urgent and unforeseen matters.	Chairman- Full powers to the extent of competency of the Board. In case of non appointment of Chairman ; Welfare Commissioner-full power to the extent of competency of the Board.
10	To sanction & hire office accommodation.	Welfare Commissioner-full powers.

Sr. No	Nature of Power	Extent of powers delegated
11	To sanction defending of legal cases against the Board, to engage counsel, lawyer, Income Tax / Sales Tax Advisors and to give general powers of attorney to any person / officer for conducting the cases in the Courts. And to sanction legal expenses including fees and remuneration of counsel / lawyer / IT/ ST / Advisors.	--do-- Welfare Commissioner-full powers.
12	To delegate / re-delegate his administrative and Financial powers to the officer of the Board and to publish all type of board advertisement in various newspapers powers.	--do--
13	To adopt all Govt. Instructions / Policy / notification/ Rules / pay scales upgradation/ reports of pay commissions in Labour Welfare Board issued by State Government Machineries / Authorities time to time in Board.	--do--

Note : In case of appointment of Vice Chairman, all files should be routed to the Chairman through Vice Chairman by the Welfare Commissioner.

Accountability

All the employees of the Board are accountable to do the duties assigned to them by the Board. In case of any departure from these duties, disciplinary proceeding is initiated as per procedure defined in their respective service rules.

Annexure-D

1965 : Pb. Act 17] LABOUR WELFARE FUND
THE PUNJAB LABOUR WELFARE FUND ACT, 1965.
(as amended 14th March 2019)

Arrangement of Sections

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THE PUNJAB LABOUR WELFARE FUND ACT, 1965
(Punjab Act.No.17of 1965)
[As amended upto 2013]

¹[Received the assent of the President of India on the 17th July, 1965, and first published for general information in the Punjab Government Gazette (Extraordinary), Legislative Supplement, Part I, of July 27, 1965.]

An
Act

to provide for the constitution of a Fund for the financing of activities to promote welfare of labour in the State of Punjab and for conducting such activities and for certain other purposes.

Be it enacted by the Legislature of the State of Punjab in the Sixteenth Year of the Republic of India as follows :-

1. Short title, extent and commencement--(1) This Act may be called the Punjab Labour Welfare Fund Act, 1965 .

²[(2) It extends to the territories which, immediately before the 1st day of November, 1966 were comprised in the State of Punjab, excluding the territory transferred to the Union Territory of Himachal Pradesh under section 5 of the Punjab Re- organisation Act, 1966 (31 of 1966)].

(3) It shall come into force on the first day of July, 1965.

2. Definitions- In this Act, unless the context otherwise requires, -

³[(1) 'Board' means the Punjab Labour Welfare Board established and constituted under section 4 for each of the States of Punjab and Haryana and the Union Territory Chandigarh ;]

4["(2) 'employee' means any person employed, directly by or through any agency(including a contractor) with or without the knowledge of the principal employer, for remuneration in any factory or establishment to do any work connected with its affairs;"]

(3) 'employer' means any person who is employed, either directly or through another person on behalf of himself or any other person, one or more employees in an establishment , and includes . -

(i) In a factory, any person named under clause (f) of sub-section (1) of section 7 of the Factories Act, 1948, as the manager ;

(ii) In any establishment, other than a factory, any person responsible to the owner of the establishment for the supervision and control of employees or for the payment of wages ;

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1. For Statement of Objects and Reasons, see Punjab Government Gazette (Extraordinary), 1965 page 452.
 2. See Government of India, Ministry of Home Affairs, S.O. No. 1301, dated the 28th March, 1969, published in Gazette of India(Extra.), Part -II, Section 3 (ii), of 31st March, 1969.
 3. For Statement of Objects and Reasons, see Haryana Government Gazette (Extraordinary), 1971 page 198.
 4. Substituted for clause (2) by Haryana Act No. 7 of 2007 dated 4th April, 2007.

- 4["(4) 'establishment' means a factory and includes any premises including the precincts thereof wherein and in any part of which any industry within the meaning of clause (j) of section 2 of the Industrial Disputes Act, 1947 (Act 14 of 1947), is carried on and also includes a shop or a commercial establishment within the meaning of the Punjab Shops and Commercial Establishments Act, 1958 (Punjab Act 15 of 1958), in which, on any day, Ten or more employees are employed or were employed during the preceding twelve months;'
- (5) 'factory' means a factory as defined in clause (m) of section 2 of the Factories Act, 1948, or any place which is deemed to be a factory under sub-section (2) of section 85 of that Act ;
- '[(6) "Fund" means the Labour Welfare Fund constituted under section 3 for each of the States of Punjab and Haryana and the Union Territory of Chandigarh ;]
- (7) 'independent member' means a member of the Board who is not connected with the management of any establishment or who is not an employee ;
- (8) 'Inspector' means an Inspector appointed under section 15 ;
- (9) 'prescribed' means prescribed by rules made under this Act ;
- (10) 'unpaid accumulations' means all payments due to the employees but not made to them within a period of ³[two years] from the date on which they become due, whether before or after the commencement of this Act, including the wages, bonus and gratuity legally payable, but not including the amount of contribution, if any, paid by an employer to a provident fund established under the Employees Provident Fund Act, 1952 ;
- (11) wages' means wages as defined in clause (6) of section 2 of the Payment of Wages Act, 1936 ;
- (12) 'Welfare Commissioner' means the Welfare Commissioner appointed under section 14.
- [2A. Construction of certain references in the Act. – (1) In the application of the provisions of this Act to the Union territory of Chandigarh , any reference therein to the State or State Government shall be construed as a reference to the Administrator of the Union territory of Chandigarh.
- (2) Sub-section (3) of section 27 shall not apply in relation to the Union territory of Chandigarh but shall apply to the State of Haryana with the modifications that for the words "each house of the State Legislature", the words " the Legislative Assembly" and for the words "both Houses agree" at both the places where they occur, the words "the Legislative Assembly agrees" shall be substituted."
3. **Welfare Fund** --(1) The State Government shall constitute a Fund called the Labour Welfare Fund and, notwithstanding anything contained in any other law for the time being in force or in any contract or instrument, all unpaid accumulations shall be paid to the Board which shall keep a separate account therefore until claims thereto have been decided in the manner provided in section 9, and the other sums specified in sub-section (2) shall be paid into the Fund :

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1. Substituted by Government of India S.O. No. 1301, dated 28th March, 1969
 2. Section 2-A added by Govt. of India, S.O. No. 1301, dated 28th March, 1969.
 3. Substitute for the words "three years" by Haryana Act No. 1 of 2002.
 4. Substituted for clause(4) of section 2 by Act No. 7 of 2007, dated 4th April, 2007.

- (2) The Fund shall consist of--
- (a) all fines realised from the employees ;
 - (b) unpaid accumulations transferred to the Fund under section 9 ;
 - (c) grants and subsidies to the Board made by the State Government ;
 - (d) all voluntary donations ;
 - (e) any fund transferred under sub-section (5) of section 10 ; [X]¹
 - (f) any sum borrowed under section 11 ² [;and]
 - ³ (g) any contribution of employers and employees.]
- (3) The sums specified in sub- section (2) shall be collected by such agencies and in such manner and the accounts of the Fund shall be maintained and audited in such manner as may be prescribed.
- ⁴[(4) The employer shall be required to pay interest at the rate of twelve per cent per annum on the amount of unpaid accumulations in case he fails to deposit the same within a period of one year from the prescribed date. The rate of interest thereafter shall be twenty per cent per annum.
- (5) An employer who has already incurred the liability of payment of fine at the rate of twenty-five per cent at the time of commencement of the Punjab Labour Welfare Fund (Haryana amendment) Act, 1988, shall be liable to pay interest at the rate of twenty per cent per annum from the date of commencement or from the expiry of two years from the date of incurring the liability of payment of fine, whichever is later.]
4. **Establishment of Board** .-- ⁵ [(1) For the purpose of administering the Fund and for performing such other functions as are assigned to it by or under this Act, the state Government shall by notification establish a Board to be known as "The Punjab Labour Welfare Board for Punjab or Haryana or the Union territory of Chandigarh" as the case may be .]
- (2) The Board shall be a body corporate with the name aforesaid, having perpetual succession and a common seal with power, subject to the provisions of this Act, to acquire, hold or dispose of property, and to contract, and may by that name sue or be sued.
- (3) The Board shall consist of the following members, including the Chairperson and the Vice-Chairperson⁷, to be nominated by the State Government, namely :-
- (a) such equal number of representatives of employers and employees as may be prescribed ; and
 - (b) such number of independent members, whether official, non-official or both, as may be prescribed.
- (4) No person shall be nominated as a member of the Board who--
- (a) is a salaried official of the Board ; or
 - (b) has been adjudged as an insolvent ; or

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1. The word "and "omitted by Haryana Act No. 1 of 2002
 2. The sign "." Substituted by the sign and word " and" by Haryana Act ibid
 3. Added by Haryana Act ibid.
 4. Substituted for sub section (4) by Haryana Act No. 19 of 1988
 5. Substituted by Government of India S.O. No. 1301, dated 28th March, 1969
 6. The word "and "omitted by Haryana Act No. 7 of 2007
 7. Substituted the word "Chairman" of sub section (3) of section 4 by Haryana Act No. 6 of 2013.

- (c) is of unsound mind and stands so declared by a competent court or is, in the opinion of the State Government, physically or mentally unfit to be appointed as a member ; or
 - (d) has been convicted of an offence which, in the opinion of the State Government, involves moral turpitude.
5. **Power of State Government to remove Chairperson, Vice-Chairperson and¹ member from office in certain cases.**— The State Government may remove from office the Chairperson and Vice-Chairperson¹ or any member of the Board who—
- (a) absents himself from three consecutive meetings of the Board without permission of the Chairperson of the Board in the case of a member and of the State Government in the case of the Chairperson and Vice-Chairperson ;
 - (b) is or has become subject to any of the disqualifications mentioned in sub-section (4) of section 4 ; or
 - (c) so abuses his position as to render his continuance in office detrimental to the public interest.
6. **Vacancies, etc, not to invalidate proceedings of Board**—No act done, or proceeding taken, under this Act by the Board shall be invalid merely on the ground—
- (a) of any vacancy or defect in the constitution of the Board ;or
 - (b) of any defect or irregularity in the nomination of a person acting as a member thereof ; or
 - (c) of any defect or irregularity in such act or proceeding, not affecting the merits of the case.
7. **Term of office, casual vacancies and resignation** – (1) The term of office of a member of the Board shall be three years commencing on the date on which his nomination is notified in the official Gazette :
- Provided that a member nominated to fill a casual vacancy shall hold office for the unexpired portion of the term of office of the member in whose place the former is nominated.
- (2) A member of the Board, including the Chairperson or the Vice-Chairperson¹ thereof, may resign his office by notifying in writing his intention to do so to the State Government, and on such resignation being accepted by the State Government, he shall be deemed to have vacated his office.
- (3) If a vacancy arises in the office of the Chairperson and Vice- Chairperson¹ or a member of the Board, whether by death, resignation, removal or otherwise, the vacancy shall be filled up by the State Government in accordance with the provisions of section 4.
- (4) An outgoing, member, including the Chairperson and Vice-Chairperson¹ shall be eligible for re-nomination.

1. (Substituted the word "Chairman" in section 5,7(2), 7(3) and 7(4) by Haryana Act No. 6 of 2013.)

¹["7-A. Chairperson, Vice-Chairperson and Members⁴ to hold office during the pleasure of the State Government.-- Notwithstanding anything to the contrary contained in this Act, the Chairperson, Vice-Chairperson and⁴ members of the Board shall hold office during the pleasure of the State Government."]

8. **Procedure at the meetings of the Board--** (1) The Chairperson and in his absence, the Vice-Chairperson and in the absence of both,⁴ a member of the Board nominated by the State Government shall preside at a meeting of the Board.

(2) All questions at a meeting of the Board shall be decided by a majority of the members of the Board present voting :

Provided that in the case of an equality of votes, the Chairperson⁴ or the person presiding, as the case may be, shall, in addition to his vote as a member have a second or casting vote.

(3) The quorum at a meeting of the Board and the manner in which the business of the Board shall be conducted shall be such as may be prescribed.

9. **Unpaid accumulations and claims thereto --** (1) All unpaid accumulations shall be deemed to be abandoned property.

(2) Any unpaid accumulations paid to the Board in accordance with the provisions of section 3 shall, on such payment, discharge an employer of the liability to make payment to an employee in respect thereof but to the extent only of the amount paid to the Board, and the liability to make payment to the employee to the extent aforesaid shall, subject to the succeeding provisions of this section, be deemed to be transferred to the Board.

(3) As soon as possible after the payment of any unpaid accumulations is made to the Board, the Board shall, by notice (containing such particulars as may be prescribed)--

(a) exhibited on the notice board of the establishment in which the unpaid accumulations was earned ;

(b) Published in the Official Gazette and also in any two newspapers in both the regional languages of the State having large circulation in the area in which the establishment is situated or in such other manner as may be prescribed, regard being had to the amount of the claim ;

invite claims by employees for any payment due to them. The notice shall be inserted in the manner aforesaid in December of every year, for a period of two years from the date of the payment of the unpaid accumulations to the Board.

(4) If any question arises whether the notice referred to in sub-section (3) was given as required by that sub-section a certificate of the Board that it was so given, shall be conclusive.

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1. Inserted by Haryana Act No. 19 of 1981.
 2. The word " June and" omitted by Haryana Act No. 7 of 2007, dated 4th, April, 2007.
 3. Substituted for the words " Three Years" , by Haryana Act No. 7 of 2007, dated 4th April, 2007.
 4. Substituted for the words "Chairman" in Section 7-A and 8 (1) and (2) by Haryana Act No. 6 of 2013.

(5) If a claim is received, whether in answer to the notice or otherwise, within a period of four years from the date of first publication of the notice in respect of such claims,—

(a) where the amount of claim so received is equal to the amount deposited by the management with the Board, the amount of the claim shall be paid by the Board to the employee concerned ; and

(b) in any other case, the Board shall transfer such claim to the Authority appointed under section 15 of the Payment of Wages Act, 1936, having jurisdiction in the area in which the establishment is or has been situated, and the Authority shall proceed to adjudicate upon, and decide, such claim. In hearing such claim the Authority shall have the powers conferred by, and follow the procedure (in so far as it is applicable) followed in giving effect to the provisions of that Act.

(6) If the Authority aforesaid is satisfied that any such claim is valid so that the right to receive payment is established, it shall decide that the unpaid accumulations in relation to which the claim is made shall cease to be deemed to be abandoned property, and shall order the Board to pay the whole of the dues claimed, or such part thereof as the Authority decides, are properly due, to the employee ; and the Board shall make payment accordingly :

Provided that the Board shall not be liable to pay any sum in excess of that paid under sub-section (1) of section 3 to the Board as unpaid accumulations in respect of the claim.

(7) If a claim for payment is refused, the employee shall have a right of appeal to the Court of District Judge and Board shall comply with any order made in appeal. An appeal shall lie within sixty days of the decision of the Authority.

(8) The decision of the Authority, subject to the appeal aforesaid, and the decision in appeal shall be final and conclusive as to the right to receive payment, the liability of the Board to pay and also as to the amount , if any.

(9) If no claim is made within the time specified in sub-section (5) or a claim has been duly refused as aforesaid by the Authority, or on appeal by the Court, then the unpaid accumulations in respect of such claim shall accrue to, and vest in, the State as bona vacantia, and shall thereafter, without further assurance, be deemed to be transferred to, and form part of, the Fund.

1["9A. Contribution to Fund by employers and employees.—(1) Each employee shall contribute to the Fund every month an amount equal to zero point two percent of his salary or wages or any remuneration subject to a limit of rupees twenty-five and each employer in respect of each such employee shall contribute to the Fund every month, twice the amount contributed by such employee:

Provided that the limit specified above shall be indexed annually to the consumer price index beginning from first of January each year.

Explanation – For the purpose of Sub-Section (1), "employee" means an employee on the register of an establishment on the last working day of the month.

1. Inserted by Haryana Act No. 1 of 2002 dated 29th Jan. 2002.
2. Substituted for the words " One rupee" and " two rupees" by Haryana Act No. 7 of 2007 dated 4th April, 2007.
3. Substituted for the words " Five rupees" and " Ten rupees" in Section 9A (1) by Haryana Act No. 8 of 2012 dated 11th April, 2012.
4. Substituted for the words " Ten rupees" and " twenty rupees" in Section 9A (1) by Haryana Act No. 18 of 2019 dated 14th March, 2019.

(2) Every employer shall pay to the Fund both his contribution and the contribution of the employee before the 31st December of every year by crossed cheque or demand draft in favour of Welfare Commissioner.

(3) The employer shall be entitled to recover from the employee the employee's contribution by deduction from his wages and not otherwise :

2" (4) Any employer who fails to pay the contribution amount within a period of one month from the date specified under sub-section (2), shall be liable to pay interest at the rate of twelve percent per annum from the said date until such time the amount is actually deposited with the Welfare Commissioner;".

10. **Vesting and application of Fund** - (1) The Fund shall vest in, and be held and applied by, the Board as trustees subject to the provisions and for the purposes of this Act. The moneys therein shall be utilized by the Board to defray the cost of carrying out measures which may be specified by the State Government from time to time to promote the welfare of labour and of their dependants.

(2) Without prejudice to the generality of sub-section (1), the money in the Fund may be utilized by the Board to defray expenditure on the following :-

- (a) community and social education centres including reading rooms and libraries ;
- (b) community necessities ;
- (c) games and sports ;
- (d) excursions, tours and holiday homes ;
- (e) entertainment and other forms of recreation ;
- (f) home industries and subsidiary occupations for women and unemployed persons ;
- (g) corporate activities of a social nature ;
- (h) cost of administering this Act including the allowances, if any, payable to the Chairperson, Vice-Chairperson and members of the Board and the salaries and allowances of the staff appointed for the purposes of this Act ; and
- (i) such other objects as would in the opinion of the State Government improve the standard of living and ameliorate the social conditions of labour :

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1. Inserted by Haryana Act No. 1 of 2002 dated 29th January, 2002
 2. Inserted by Haryana Act No. 7 of 2007 dated 4th April, 2007
 3. Inserted by Haryana Act No. 8 of 2012 dated dated 11th April, 2012
 4. Inserted by Haryana Act No. 18 of 2019 dated dated 14th March, 2019

Provided that the Fund shall not be utilized in financing any measure which the employer is required under any law for the time being in force to carry out :

Provided further that unpaid accumulations and fines shall be paid to the Board and be expended by it under this Act notwithstanding anything contained in the Payment of Wages Act, 1936, or any other law for the time being in force.

- (3) The Board may, with the approval of the State Government make a grant of the Fund to any local authority or any other body except an employer in aid of any activity for the welfare of labour and of their dependents approved by the State Government.
- (4) If any question arises whether any particular expenditure is or is not debitable to the Fund, the matter shall be referred to the State Government and the decision of the State Government on such reference shall be final.
- (5) It shall be lawful for the Board to continue any activity financed from the welfare fund of any establishment if the said fund is duly transferred to the Board.
11. **Power of Board to Borrow.**— The Board may, with the previous sanction of the State Government, and subject to the provisions of this Act and to such conditions as may be specified in this behalf, borrow any sum required for the purposes of this Act.
12. **Investment of Fund.**— Where the Fund or any portion thereof cannot be applied for some time for the purposes of this Act, the Board shall invest the same in such manner and in such securities as may be prescribed.
13. **Power of State Government to give directions to the Board.**—The State Government may give the Board such directions as in its opinion are necessary or expedient in connection with expenditure from the Fund or for carrying out the other purposes of this Act ; and it shall be the duty of the Board to comply with such directions.
14. **Appointment and powers of Welfare Commissioner.** — (1) There shall be a Welfare Commissioner to be appointed by the Board with the previous approval of the State Government who shall be the principal executive officer of the Board.
(2) Notwithstanding anything contained in sub-section (1) , the first Welfare Commissioner shall be appointed by the State Government as soon as practicable after the passing of this Act for a period not exceeding five years and on such conditions as the State Government thinks fit.
(3) It shall be the duty of the Welfare Commissioner to ensure that the provisions of this Act and the rules made thereunder are duly carried out and for this purpose he shall have the power to issue such orders not inconsistent with the provisions of this Act and rules made thereunder as he deems fit, including any order authenticating and implementing the decisions taken by the Board under this Act or rules made thereunder.
15. **Appointment of Inspectors.**— (1) The State Government may appoint Inspectors to inspect records in connection with the sums payable into the Fund.
(2) Any Inspector may—
 - (a) with such assistance, if any, as he thinks fit, enter at any reasonable time any premises for carrying out the purposes of this Act ; and
 - (b) exercise such other powers as may be prescribed.
16. **Absorption of the existing staff under Labour Commissioner.**— The Board shall take over and employ such of the existing staff under the control of Labour Commissioner, ¹[Haryana], as the State Government may direct and every person so taken over and employed shall be subject to the provisions of this Act and rules made thereunder :

Provided that—

- (a) during the period of such employment all matters relating to pay, leave, retirement, allowances, pensions, provident fund and other conditions of service of the said staff shall be regulated by the Punjab Civil Service Rules or such other rules as may from time to time be made by the State Government; and
- (b) every such member of the said staff shall have a right of appeal to the State Government against any order of reduction, dismissal or removal from service, fine or any other punishment :

Provided further that person so taken over may elect within the prescribed period that he desires to be governed by the rules made under this Act in respect of conditions of service of the staff appointed by the Board under this Act, and on his electing to be so governed the provisions of first proviso shall cease to apply to him.

17. **Appointment of clerical and other staff by Board.**— The Board shall have power to appoint the necessary clerical and executive staff to carry out and supervise the activities financed from the Fund :

Provided that if any appointment is not agreed to by the majority of the total number of members of the Board, the appointment shall be made by the State Government :

Provided further that the expenses of the staff thus appointed and other administrative expenses shall not exceed a prescribed percentage of the annual income of the Fund.

18. **Power of State Government to remove any person on staff of Board.**—The State Government shall have the power to remove any person whom it may deem unsuitable from the service of the Board.

19. **Power of State Government or Authorised Officer to call for records, etc.**—The State Government or any officer authorised by the State Government in this behalf may call for records of any proceedings which are pending before, or have been disposed of, by the Board for purpose of satisfying itself or himself, as the case may be, as to the legality or propriety of such proceedings or of any order made therein and may pass such orders in relation thereto as the State Government or such officer may think fit :

Provided that no order adversely affecting any person shall be made under this section without giving such person a reasonable opportunity of being heard.

20. **Mode of recovery of sums payable into Fund, etc.**—Any such sums payable into the Fund under this Act, shall, without prejudice to any other mode of recovery, be recoverable on behalf of the Board as an arrear of land revenue.

21. **Supersession of Board.**— (1) If the State Government is satisfied that the Board has made default in performing any duties imposed on it by or under this Act or has abused its power, the State Government may by notification supersede and reconstitute the Board in the prescribed manner :

¹ Substituted by the Haryana Adaptation of Laws Order, 1968.

Provided that before issuing such notification, the State Government shall give a reasonable opportunity to the Board to show cause why it should not be superseded and shall consider the explanation and objections, if any, of the Board.

(2) After the supersession of the Board and until it is reconstituted, the powers, duties and functions of the Board shall be exercised or performed by such officer or officers as the State Government may appoint for this purposes.

22. **Members of the Board, Welfare Commissioner, Inspectors and all officers and servants of Board to be public servants.**-- The members of the Board, including the Chairperson and Vice-Chairperson⁴ thereof, the Welfare Commissioner, Inspectors and all officers and servants of the Board, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code .

23. **Delegation.**-- The Board may, by resolution passed by it at a meeting of the Board, direct that any power or duty which by this Act or by any rule made under this Act is conferred or imposed upon the Board shall, in such circumstances and under such conditions, if any, as may be specified in the direction, be exercised or discharged also by the Welfare Commissioner.

24. **Protection of persons acting in good faith.**--No suit , prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

25. **Exemptions .**-- The State Government may by notification and in public interest exempt any class of establishments from all or any of the provisions of this Act subject to such conditions, if any, as may be specified in the notification.

26. (X)

¹[**26A. Penalty.**-- Save as otherwise provided, any person, who contravenes any of the provisions of this Act or any rule made thereunder or who willfully obstructs an Inspector in the exercise of his powers or discharge of his duties under this Act or any rule made thereunder or fails to produce for inspection on demand by an Inspector any registers, records or other documents maintained in pursuance of the provisions of this Act or the rules made thereunder or to supply to him on demand true copies of any such document, shall, on conviction, be punished –

(i) for the first offence, with fine which may extend to five thousand rupees ; but not less than two thousand rupees”

(ii) for a second or subsequent offences, with imprisonment for a term which may extend to three months, or with fine which may extend to ten thousand rupees but not less than three thousand rupees.

26B. **Cognizance of offences .**--(1) No court inferior to that of a Judicial Magistrate of the 1st Class shall try any offence punishable under this Act.

(2) No court shall take cognizance of any such offence except on a complaint made by the Inspector.”]

27. **Power to make rules.**-- (1) The State Government may, by notification and subject to the condition of previous publication, make rules to carry out the purposes of this Act.

1. Sections 26-A and 26-B, inserted by Haryana Government notification No. 9-Leg/78 dated 14th April, 1978

2. Section 26 omitted by Haryana Act No. 7 of 2007, dated 4th April, 2007.

3. Substituted for the words” five thousand rupees” and” one thousand rupees” .

4. Substituted for words ”Chairman” ”Chairperson and Vice-Chairperson” by Haryana Act No. 6 of 2013.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may be made for all or any of the following matters, namely :--

- (a) the agency for and the manner of collection of sums specified in sub-section (3) of section 3; and the period within which the same shall be paid to the credit of the Fund ;
- (b) the manner in which the accounts of the Fund shall be maintained and audited under sub-section (3) of section 3 ;
- (c) the number of representatives of employers, employees and independent members of the Board and the allowances, if any, payable to the Chairperson, Vice-Chairperson³ and members thereof ;
- (d) the quorum at meetings of the Board and the manner in which it shall conduct its business ;
- (e) the particulars which shall be contained in the notice referred to in sub-section (3) of section 9, and the other manner of publication of such notice ;
- (f) the procedure for making grants from the Fund under sub-section (3) of section 10 and the securities in which the Fund may be invested and the manner of investment ;
- (g) the procedure for defraying the expenditure incurred in administering the Fund ;
- (h) the duties and powers of Inspectors and the conditions of service of the Welfare Commissioner and Inspectors and other staff appointed under this Act;
- (i) the percentage of the annual income of the Fund beyond which the Board may not spend on the staff and other administrative measures ; (j) the registers and records to be maintained under this Act and the form and manner in which they shall be maintained ;
- (k) the publication of the report of activities financed from the Fund together with statement of receipts and expenditures of the Fund and statement of accounts ; and
- (l) any other matter which is to be or may be prescribed.

(3) Every rule made under this section shall be laid as soon as may be after it is made before ¹[State Legislature] while it is in session for a total period of ten days which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following, ²[the Legislative Assembly agrees] in making any modification in the rule or ²[the Legislative Assembly agrees] that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

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- 1. The words "each House of" omitted by the Adaptation of Punjab Laws Order, 1970.
 - 2. Substituted for the word "both Houses" by Adaptation of Punjab Laws Order, 1970.
 - 3. Substituted for the word "Chairperson, Vice-Chairperson" by Haryana Act No. 6 of 2013.

The Punjab Labour Welfare Fund Rules, 1966

(amended upto 07.03. 2014)

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The Punjab Labour Welfare Fund Rules, 1966

(Amended upto 7th March,2014)

No. GSR. 82/P. A. 16/65/S. 27/66, dated the 20th April, 1966 :- With reference to the Punjab Government notification No. GSR. 228/P. A. 17/65/S. 27/65, dated the 16th September, 1965 and in exercise of the powers conferred by section 27 of the Punjab Labour Welfare Fund Act, 1965, the Governor of Punjab is pleased to make the following rules, namely :-

1. Short title - These rules may be called the Punjab Labour Welfare Fund Rules, 1966.

2. Definitions - In these rules, ¹ [unless the context, otherwise, requires-

- (i) 'Act' means the Punjab Labour Welfare Fund Act, 1965.
- (ii) 'Form' means a form appended to these rules.
- (iii) 'Section' means a section of the Act.

3. Agency for and manner of collecting sums specified in sub-section (3) of section 3. Section 3 (3) and 27 (2) (a). - (1) Every employer shall pay in cash or by money order or by postal order or by demand draft or cheque drawn on the State Bank of India or any Scheduled Bank duly crossed in favour of the Welfare Commissioner within thirty days of the commencement of these rules--

Section 3(3)
and 27 (2) (a)

- (a) all fines realised from the employees and remaining unutilized on such commencement ; and
- (b) all unpaid accumulations held by the employer on such commencement.

(2) The employer shall along with such payments submit a Statement to the Welfare Commissioner giving full particulars of the amounts so paid.

(3) Thereafter all fines realised from the employees and unpaid accumulations during the quarters, ending the 31st March, the 30th June, the 30th September and the 31st December shall be paid by the employer in the manner aforesaid to the Board by the 1st May, the 1st August, the 1st November and the 1st February, succeeding such quarter and a statement giving particulars of the amounts so paid shall be submitted by him along with such payment to the Welfare Commissioner.

Substituted by Haryana Government Notification No. G.S.R.165/P.A./17/S. 27/71, dated 13.12.1971.

(4) The receipt of every payment received by the Welfare Commissioner shall be acknowledged by him in writing to the employer.

(5) All the moneys belonging to the Fund shall be deposited in ¹[any scheduled Bank] of India.

(6) (i) The Welfare Commissioner shall deposit the Cash, Bank Drafts, Cheques or postal Orders received from the employers, or any other source in ¹[any scheduled Bank] of India in the Current Accounts / Saving Bank Accounts/ Fixed Deposit Accounts of the Fund. The grants and subsidies received from the State Government shall also be deposited by the Welfare Commissioner into the said accounts ;

(ii) The Welfare Commissioner shall be the competent authority to operate upon the accounts of the Fund.

Section 3 (3)
and 27 (1)

4. Notice for payment of fines and unpaid accumulations by Welfare Commissioner. Sections 3(3) and 27(1).-- The Welfare Commissioner, may after making such enquires as he may deem fit and after calling for a report from the Inspector, if necessary, serve a notice on any employer to pay any portion of fines realised from the employees or unpaid accumulations held by him which the employer has not paid in accordance with rule 3. The employer shall comply with the notice within 14 days of the receipt thereof.

Section 3(3)

5. Maintenance and Audit of Accounts. Section 3 (3).--- The accounts of the Fund shall be prepared and maintained by the Accounts Officer of the Board in such manner as may be prescribed by the Board with the approval of the State Government and shall be audited by the Accountant-General, ²[Haryana], once a year. The Welfare Commissioner shall be responsible for the disposal of the Audit Note. A separate Administration Account shall be maintained.

Section
27 (1)

5. Budget of the Board. Section 27 (1).--- (1) The budget estimates for each financial year shall be prepared and laid before the Board on or before 15th October of the previous financial year by the Welfare Commissioner and, after it is approved by the board shall be forwarded to the State Government for approval on or before 1st November. The State Government shall approve the Budget before 1st January after making such amendments and alterations as it considers necessary.

1. Substituted by Haryana Government Notification G.S.R./34/P.A.17/65/S.27/74, dated 31st October, 1974.

2. Substituted by Haryana Government Notification G.S.R.165P.A. 17/S.27/71, dated 23rd December, 1971.

(2) The budget thus amended or altered and approved shall constitute the budget of the Board for the ensuing financial year and shall be issued under the seal of the Board and signed by the officer or officers of the Board duly authorised in this behalf. An authenticated copy of the budget shall be forwarded to the State Government before the 28th February.

Section 27(1)

7. Additional Expenditure .-- If during the course of the financial year it becomes necessary to incur expenditure over and above the provision made in the budget, the Board shall immediately submit to the State Government the details of the proposed expenditure and specify the manner in which it is proposed to meet the additional expenditure. The State Government may either approve the proposed expenditure after making such modifications, as it considers necessary or reject it. A copy of the order passed by the State Government on every such proposal to incur additional expenditure shall be communicated to the Board and the Accountant-General, ¹[Haryana].

**Section 4(3)
and 27 (2) (c)**

8. Constitution of the Board .-- The Board shall consist of twelve members out of which four shall be representatives of employers, four of employees and four independent members including the Chairperson and the Vice-Chairperson².

**Section
27(2)(d)**

9. Allowances of members .-- (1) For attending meetings of the Board the members of the Board shall be entitled to the travelling and daily allowances as admissible to ¹[Haryana] Government officers drawing pay of Rs. 1,000 per month. Other condition as laid down in Travelling Allowance Rules for Government Servants will also apply to journey performed by members of the Board for the aforesaid purpose.

(2) The headquarters of the Board shall be at Chandigarh or at such place as the State Government may by notification specify.

(3) The Welfare Commissioner shall be the Controlling Officer in respect of the traveling allowances bills of the members of the Board.

**Section 8 and
27(2)(d)**

10. Meeting of the Board .-- (1) The Board shall meet at least once every quarter and as often as may be necessary.

(2) All members of the Board shall be given at least seven days notice of a meeting specifying the date, time and place of the meeting and the business to be transacted there at:

1. Substituted for the word 'Punjab' by Haryana Govt. notification dated 24th March, 1988(gazette notification dt. 12.4.88)
2. Substituted for the word "Chairman" by Chairperson and Vice-Chairperson by Haryana Govt. notification dt. 07.03.2014 (gazette notification dt. 07.03.14)

¹[Provided that an emergent meeting can be called after 24 hours notice, if in opinion of the Chairperson³, business of an emergent nature has to be transacted].

⁴(3) The Chairperson and in his absence, the Vice-Chairperson and in the absence of both, a member of the Board nominated by the State Government shall preside over meeting of the Board.

11. ¹[Quorum.--The number of members necessary to constitute a quorum at a meeting of the Board shall be six including the Chairperson³ provided that no matter concerning financing shall be decided unless there is a quorum of not less than 7 members including the Chairperson³ present and voting].

12. Adjournment of meetings.-- If there is no quorum as laid down in rule 11, the Chairperson³ shall []²adjourn the meeting to such hour on some other day as he may deem fit. A notice of such adjourned meeting shall be sent to every member of the Board and the business which would have been brought before the original meeting, had there been a quorum thereat, shall be brought before the adjourned meeting and disposed of at such meeting, whether there be a quorum or not.

Section 8 &
27(2)(d)

13. Mode of exercising votes.-- Votes shall be taken by show of hands and the names of persons voting in favour and against any proposition shall be recorded only if any member requests the Chairperson³ or the person presiding, as the case may be to do so.

Section
27(2)(d)

14. Minutes of the meetings.-- The Board shall keep minutes of the proceedings of each meetings []. A copy of such Minutes shall be submitted by the Board to the State Government as soon as they are confirmed by the Board.

Section 9(3)
& 27 (2) (e)

15. Notice under Section 9(3) .-- The notice required to be given under Section 9(3) shall be in form 'C'

Section 10(3)

16. Application for grant of the Fund.-- (1) Any local authority or any other body except an employer may make an application to the Welfare Commissioner for a grant¹ [from the funds], such an application shall be placed by the Welfare Commissioner before the Board within two months of its receipt ²[] or the next meeting of the Board , whichever is later with his remarks. If the application is approved by the Board then the same shall be forwarded by the Welfare Commissioner to the State Government along with the recommendation of the Board, for obtaining the approval of the State Government .

(2) Within two months of the approval of the State Government, the Welfare Commissioner shall remit the amount so approved by means of demand draft or a cheque drawn on any Branch of ¹ [any Scheduled Bank] duly crossed. (payees account only)

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1. Substituted by Haryana Govt. Notification dated 24th March, 1988 (gazette notification dated 12.4.88)
 2. Omitted by Haryana Govt. notification dated 24th March, 1988 (gazette notification dated 12.4.88)
 3. Substituted for the word "Chairman" by Chairperson and Vice-Chairperson by Haryana Govt. notification dt. 07.03.2014 (gazette notification dt. 07.03.14)
 4. Inserted by Haryana Govt. notification dt. 07.03.2014 (gazette notification dt. 07.03.14)

- Section 27(2)** **17. Mode of payment .-**(1) All payments except the grants from the fund amounting to :-
 (a) Less than Rs. 50 shall be made in cash.
 (b) Rs. 50 or more shall be made by the cheque issued by the Welfare Commissioner, provided the Board may in any particular case or special reasons, authorise such payments also in cash.
 (2) The salaries of the staff of the Board shall be paid either in cash or by cheque.
- Section 12 & 27(2) (f)** **18. Investment of Fund.--** Such portion of the fund as remained unutilized shall be invested by the Board in the National Saving Certificates or other securities referred to in section 20 of the India Trust Act, 1882.
- Section 15(2)(b) & 27 (2) (h)** **19. Powers of Inspectors.--** Every Inspector shall have the power to require an employer to allow inspection of a document and to supply him a copy thereof or to give him a statement in writing.
- Section 27 (2) (i)** **20. Expenditure on the Staff and other administrative measures.--** The expenditure on the establishment of the Board shall not exceed 60 % of the annual income of the Board from the Fund].
- Section 27(2)(k)** **21. Publication of annual report of Board.--** The Board shall within three months of the date of the closing of each financial year, submit to the State Government for approval an audited statement of receipts and expenditure together with an annual report giving a detailed account of its activities during the year. After the said statement and report are approved by the State Government the Board shall cause the same to be published in such manner as it may deem fit.
- Section 27(2)(i).-** **22. Maintenance of register by certain employers. (1)** Every employer of an establishment shall maintain the following records :-
 (a) a register of wages in Form A.
 (b) a consolidated register of unclaimed wages and fines in Form B.
 Provided that if the information to be maintained in Form A and Form B is being maintained by the employer in any other register under any other law for the time being in force, he may not maintain such information in Form A and Form B.
 (2) Such employer shall by the 31st January every year forward to the Welfare Commissioner a copy of the extract from the register in Form B pertaining to the previous year.

1. Rules 18, 19 & 20 substituted by Haryana Govt. notification dated 24th March, 1988(gazette notification dt. 12.4.88)

FORM A

(See Rule 22)

REGISTER OF WAGES

Serial No.	Name of the employee	Ticket and Beds No.	Occupation		Dearness Allowances & other allowances	Amount payable during the month		Amount s deducted during the month		Amount actually paid during the month	Dearness allowance & other allowance	Balance due to the employees	Bonus	Over times wages	Dearness allowances & other allowances	Bonu s
						Bonus	Fine	Other Deduction	Basic wages							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

FORM B

(See Rule 22)

REGISTER OF FINES REALISED AND UNPAID
ACCUMULATION FOR THE YEAR-----

	During quarter ending 31 st March	During quarter ending 30 th June	During quarter ending 30 th Sep.	During quarter ending 31 st Dec.
1.Total realisation under fines ...				
2.Total amount becoming unpaid accumulations 1 of___				
3.(i)Basic Wage ...				
(ii)Overtime ...				
(iii) Dearness allowance and other allowance ...				
Total (1) (2)				

1. See definition of "unpaid accumulation" under section 2(10) of the Punjab Labour Welfare Fund Act, 1965. For example in the column for the quarter ending June, 1966 should be shown the payments which become due to the employees during the quarter January-March, 1965 and which have since remained unpaid.

FORM C

(See Rule 15)

PUNJAB LABOUR WELFARE BOARD, CHANDIGARH

(constituted under the Punjab Labour Welfare Fund Act, 1965)

NOTICE

No. Dated Chandigarh the 197

WHOM IT MAY CONCERN

Whereas the Board has received certain amounts of money being unclaimed wages appearing herein under for their transfer to the Punjab Labour Welfare Fund.

And whereas, it is expedient to notify these unclaimed accumulations to the persons who may have any claim to these amounts.

Now, therefore, in accordance with the provisions of section 9(3) of the Punjab Labour Welfare Fund Act, 1965, the Board hereby exhibits/publishes the particulars of these amounts and invites application from the persons having any claim to these amounts duly supported by any proof to their claim being valid and notified after the expiry of a period of — -years—months from the date of this notice, no such claim shall be entertained and the amounts left unclaimed shall be treated as abandoned property and shall stand automatically transferred to the Punjab Welfare Fund.

Name and particulars of the persons	Name of the establishment (with address)	Amount		Nature of dues	Period to which pertaining
		Rs.	P.		
1	2	3		4	5

Sd/-
Welfare Commissioner
for and on behalf of the Punjab
Labour Welfare Board.

Sd/-
Secretary to Government Punjab
Labour Department.

हरियाणा श्रम कल्याण बोर्ड
द्वारा चलाई जा रही विभिन्न कल्याणकारी योजनाए व
लाभ प्राप्ति हेतू निर्धारित शर्तें

हरियाणा श्रम कल्याण बोर्ड द्वारा पंजाब श्रमिक कल्याण अधिनियम, 1965 के तहत औद्योगिक व वाणिज्यिक संस्थाओं में कार्यरत श्रमिकों तथा उनके आश्रितों को प्रार्थना-पत्र प्रस्तुत करने पर योजनाओं का लाभ प्रदान किया जाता है। आवेदन-पत्र के साथ आवेदन प्रस्तुत करने के मास से पूर्व मास की वेतन पर्ची संस्था द्वारा सांक्षातिक उपरांत देनी अनिवार्य है। बोर्ड की सभी 25 योजनाओं के अन्तर्गत निर्धारित आवेदन-पत्र का एक ही प्रारूप निर्धारित किया गया है जो योजनाओं के अन्त में संलग्न है। सरकार के "बेटी बचाओ बेटी पढ़ाओ" अभियान के अन्तर्गत माननीय मुख्य मन्त्री, हरियाणा द्वारा लिए गए निर्णय अनुसार दिनांक 23-02-2015 से बोर्ड की प्रसूति योजना में लाभ बढ़ाकर तीन लड़कियों तक, छात्रवृत्ति योजना में तीन लड़कियों व दो लड़कों तक तथा कन्यादान योजना में तीन लड़कियों तक लाभ देने का प्रावधान कर दिया गया है। हरियाणा सरकार द्वारा श्रमिकों को अधिक से अधिक बोर्ड की कल्याणकारी योजनाओं का लाभ पहुंचाने के लिए योजनाओं को ऑनलाईन कर दिया गया है जिसमें श्रमिक/संस्था अपने स्तर पर श्रम विभाग की वेबसाईट www.hrylabour.gov.in व हरियाणा सरकार द्वारा संचालित अंत्योदय सरल केन्द्रों से आवेदन अफ्लाई कर सकते हैं। इसके अतिरिक्त दिनांक 15.01.2019 से बोर्ड द्वारा चलाई जा रही कल्याणकारी योजनाओं में संशोधन व तीन नई योजनाओं का संचालन किया गया है जिनका विवरण निम्न प्रकार से है:-

योजनाओं का संक्षेप में विवरण

क्रम संख्या	योजना का नाम	निर्धारित सेवावधि	निर्धारित मासिक वेतन की अधिकतम सीमा	वित्तीय सहायता की राशि
1.	श्रमिकों द्वारा नई साईकल खरीदने हेतू वित्तीय सहायता।	दो वर्ष	18,000 रु0	3,000 रु0 सेवाकाल में 05 वर्ष के अन्तराल पर
2.	महिला श्रमिकों द्वारा सिलाई मशीन खरीदने हेतू वित्तीय सहायता।	दो वर्ष	18,000 रु0	3,500 रु0 तक सेवाकाल में 05 वर्ष के अन्तराल पर
3.	श्रमिकों को एल0 टी0 सी0 की सुविधा उपलब्ध करवाने बारे।	पांच वर्ष	18,000 रु0	1,500 रु0 04 वर्ष के ब्लॉक अन्तराल पर (प्रथम ब्लॉक 2012-15)
4.	श्रमिकों के लड़कों व लड़कियों के लिए स्कूल की वर्दी, किताबें व कापियां आदि खरीदने हेतू वित्तीय सहायता उपलब्ध कराने बारे।	दो वर्ष	25,000 रु0	क) पहली कक्षा से 3,000 रु0 चौथी कक्षा तक ख) पांचवी कक्षा से 4,000 रु0 12वीं कक्षा तक
5.	श्रमिक/श्रमिक के आश्रित बच्चों के लिए छात्रवृत्ति योजना।	एक वर्ष	25,000 रु0	कम से कम 5,000 रु0 तथा अधिक से अधिक 16,000 रु0 तक

क्रम संख्या	योजना का नाम	निर्धारित सेवावधि	निर्धारित मासिक वेतन की अधिकतम सीमा	वित्तीय सहायता की राशि
6.	श्रमिकों के बच्चों की खेलों के प्रति प्रतिभा को विकसित करने बारे।	कोई भी सेवावधि निर्धारित नहीं है	25,000 ₹0	2,000 ₹0 से 31,000 ₹0 तक
7.	श्रमिकों के बच्चों की सांस्कृतिक क्षेत्र के प्रति प्रतिभा को विकसित करने बारे।	कोई भी सेवावधि निर्धारित नहीं है	25,000 ₹0	2,000 ₹0 से 31,000 ₹0 तक
8.	श्रमिकों के लिए खेलकूद प्रतियोगिताओं का आयोजन करवाने बारे।	एक वर्ष	कोई भी वेतन सीमा निर्धारित नहीं है	श्रमिकों के लिए प्रति वर्ष जोनल स्तर और राज्य स्तर पर खेलकूद प्रतियोगिताओं का आयोजन करवाया जाता है और विजेता खिलाड़ियों को ईनाम की राशि व ट्राफी प्रदान की जाती हैं।
9.	श्रमिक/आश्रित को चश्मों के लिए वित्तीय सहायता देना।	एक वर्ष	25,000 ₹0	1,500 ₹0 सेवाकाल में 05 वर्ष के अन्तराल पर
10.	कामगारों की लड़कियों तथा संबंधित संस्था में कार्यरत महिला श्रमिक की स्वयं शादी के उत्सव पर कन्यादान के रूप में आर्थिक सहायता देना।	तीन वर्ष	25,000 ₹0	51,000 ₹0 तीन लड़कियों तक
11.	महिला श्रमिकों तथा पुरुष श्रमिकों की पत्नियों को प्रसूति पर वित्तीय सहायता उपलब्ध कराने बारे।	एक वर्ष	25,000 ₹0	10,000 ₹0
12.	कामगार की सेवाकाल के दौरान दुर्घटना या अन्य कारण से अपंगता होने पर वित्तीय सहायता उपलब्ध कराने बारे।	कोई भी सेवावधि निर्धारित नहीं है	25,000 ₹0	<ul style="list-style-type: none"> ● 50% तक की अपंगता पर 1,00,000 ₹0 ● 50% से ऊपर अपंगता पर 1,50,000 ₹0
13.	श्रमिक/आश्रित को डैन्टल केयर/जबड़ा लगवाने हेतु वित्तीय सहायता देने बारे।	एक वर्ष	25,000 ₹0	क) डैन्टल केयर 4,000 ₹0 तक ख) जबड़ा लगवाने पर 10,000 ₹0
14.	किसी भी दुर्घटना में अपंग हुए श्रमिकों व उनके आश्रितों को कृत्रिम अंगों हेतु वित्तीय सहायता उपलब्ध करवाने बारे।	एक वर्ष	25,000 ₹0	साकेत हस्पताल, पंचकूला द्वारा निर्धारित दरों अनुसार
15.	किसी भी कारण से अपनी श्रवण शक्ति खो चुके श्रमिक व उनके आश्रितों को श्रवण मशीन या Hearing Aids हेतु वित्तीय सहायता उपलब्ध करवाने बारे।	एक वर्ष	25,000 ₹0	5,000 ₹0 तक की श्रवण मशीन सेवाकाल में 05 वर्ष के अन्तराल पर

क्रम संख्या	योजना का नाम	निर्धारित सेवावधि	निर्धारित मासिक वेतन की अधिकतम सीमा	वित्तीय सहायता की राशि
16.	अपंग श्रमिक तथा उनके आश्रितों को तिपहीया साईकल (Try Cycle) खरीदने हेतु वित्तीय सहायता।	एक वर्ष	25,000 रु0	तिपहीया साईकल के लिए 7,000 रु0 तक की राशि सेवाकाल में 05 वर्ष के अन्तराल पर
17.	मुख्य मन्त्री श्रम पुरस्कार योजना।	तीन वर्ष	25,000 रु0	51,000 रु0 से 2,00,000 रु0 तक के पुरस्कार
18.	श्रमिक की मृत्यु पर दाह संस्कार व अन्य क्रियाक्रम हेतु वित्तीय सहायता उपलब्ध कराने बारे।	कोई भी सेवावधि निर्धारित नहीं है	कोई भी वेतन सीमा निर्धारित नहीं है	15,000 रु0
19.	श्रमिकों के अपंग, अन्धेपन, मंदबुद्धि, मूक तथा बधिर बच्चों को वित्तीय सहायता देने बारे।	कोई भी सेवावधि निर्धारित नहीं है	कोई भी वेतन सीमा निर्धारित नहीं है	<ul style="list-style-type: none"> ● 70% से 90% तक 20,000 रु प्रतिवर्ष ● 91% से 100% तक 30,000 रु प्रतिवर्ष
20.	मृतक कामगारों की विधवाओं/आश्रितों को आर्थिक मदद।	कोई भी सेवावधि निर्धारित नहीं है	कोई भी वेतन सीमा निर्धारित नहीं है	2,00,000 रु0
21.	मुख्य मन्त्री सामाजिक सुरक्षा योजना।	कोई भी सेवावधि निर्धारित नहीं है	कोई भी वेतन सीमा निर्धारित नहीं है	मुख्य मन्त्री श्रमिक सामाजिक सुरक्षा योजना के तहत दिनांक 1-1-2014 से औद्योगिक श्रमिकों की कार्यस्थल पर दुर्घटना से मृत्यु होने पर 5 लाख रु0 की वित्तीय सहायता तथा नवम्बर, 2016 से गैर अंशदाता औद्योगिक एवं वाणिज्यिक श्रमिक को भी शामिल कर लिया गया है।
22.	श्रम कल्याण केन्द्र। श्रमिकों की लड़कियों व उनकी पत्नी को सिलाई-कढ़ाई, बुनाई इत्यादि का प्रशिक्षण देने हेतु श्रम कल्याण केन्द्रों की स्थापना करना।	कोई भी सेवावधि निर्धारित नहीं है	कोई भी वेतन सीमा निर्धारित नहीं है	श्रमिकों की लड़कियों व उनकी पत्नी को बिना किसी फीस के सिलाई-कढ़ाई, बुनाई इत्यादि का प्रशिक्षण दिया जाता है तथा प्रशिक्षण पूर्ण होने उपरांत 5,000 रुपये की वित्तीय सहायता प्रदान की जाती है। जिससे वह स्वयं की सिलाई मशीन खरीद कर अपने घरेलू कार्य कर सके व कुछ जीविका भी कमा सके।

क्रम संख्या	योजना का नाम	निर्धारित सेवावधि	निर्धारित मासिक वेतन की अधिकतम सीमा	वित्तीय सहायता की राशि
23.	श्रमिकों के लड़कों व अविवाहित श्रमिकों की स्वयं की शादी पर शगुन के तौर पर वित्तीय सहायता।	तीन वर्ष	25,000 रु0	21,000 रु0 तीन लड़कों तक
24.	कोचिंग फीस- (श्रमिकों के बच्चों को व्यवसायिक कोर्सों में परीक्षाओं की कोचिंग व U.P.S.C एवं H.P.S.C की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा तैयारी हेतु वित्तीय सहायता)	एक वर्ष	25,000 रु0	<ul style="list-style-type: none"> ● व्यवसायिक कोर्सों में परीक्षाओं की कोचिंग के लिए - 20 हजार रु0 तक। ● U.P.S.C एवं H.P.S.C की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा तैयारी के लिए - 01 लाख रु0।
25.	श्रमिक कल्याण पुरस्कार			<p>श्रमिकों को अधिक से अधिक श्रम कल्याण योजनाओं का लाभ दिलवाने वाले प्रबंधकों को :-</p> <ul style="list-style-type: none"> ● प्रथम पुरस्कार (2,00,000) - (संख्या 1) ● द्वितीय पुरस्कार (1,00,000) - (संख्या 2) ● तृतीय पुरस्कार (51,000) - (संख्या 3)

योजनाओं का पूर्ण विवरण

1. श्रमिकों को साईकल खरीदने हेतु योजना का लाभ देने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा 2002 में आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिकों को उनके निवास स्थान से संस्था तक ड्यूटी पर आने-जाने हेतु साईकल खरीदने के लिए वित्तीय सहायता दी जाती है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- राशि 3,000/- रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 2 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 18,000 रुपये तक निर्धारित की गई है।
3. श्रमिक द्वारा साईकिल योजना सम्बन्धित अंडरटेकिंग देना अनिवार्य है।
4. श्रमिक को साईकल योजना का लाभ सेवाकाल में 05 वर्ष के अन्तराल पर दिया जाएगा।

2. महिला श्रमिकों को सिलाई मशीन खरीदने हेतु योजना का लाभ देने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 में आरंभ की गई थी। इस योजना के अन्तर्गत औद्योगिक व कमर्शियल संस्थानों में कार्यरत महिला श्रमिकों के घरेलू उपयोग हेतु अपने स्तर पर सिलाई मशीन खरीदने के लिए वित्तीय सहायता उपलब्ध करवायी जाती है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- राशि 3,500/- रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिका की सेवा अवधि 2 वर्ष होना अनिवार्य है।
2. श्रमिका का अधिकतम मासिक वेतन सीमा 18,000 रुपये तक निर्धारित की गई है।
3. श्रमिका द्वारा सिलाई मशीन योजना सम्बन्धित अंडरटेकिंग देना अनिवार्य है।
4. श्रमिका को सिलाई मशीन सेवाकाल में 05 वर्ष के अन्तराल पर दी जाएगी।

3. औद्योगिक श्रमिकों को **L.T.C.** की सुविधा उपलब्ध करवाने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 में आरंभ की गई थी। इस योजना के अन्तर्गत 1,500 रु० की राशि हरियाणा श्रम कल्याण बोर्ड द्वारा औद्योगिक व कमर्शियल संस्थानों के श्रमिकों के लिए L.T.C.स्वरूप दी जाती है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- राशि 1,500/- रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 5 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 18,000 रुपये तक निर्धारित किया गया है।
3. श्रमिक द्वारा एल०टी०सी० योजना सम्बन्धित अंडरटेकिंग देना अनिवार्य है।
4. श्रमिक को एल०टी०सी० योजना का लाभ प्रत्येक 04 वर्ष के ब्लाक पर दिया जाएगा। प्रथम ब्लाक- 2012-15 से मान्य होगा।

4. श्रमिकों की लड़कियों / लड़कों के लिए पहली कक्षा से बारहवीं कक्षा तक स्कूल की वर्दी, किताबें व कापियां आदि खरीदने हेतु वित्तीय सहायता उपलब्ध कराने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-02-2009 को आरंभ की गई थी। इस योजना के अन्तर्गत हरियाणा राज्य की औद्योगिक व कमर्शियल इकाइयों में कार्यरत श्रमिकों की लड़कियों के लिए पहली कक्षा से आठवीं कक्षा तक पढ़ाई जारी रखने पर स्कूल की वर्दी, पाठ्य पुस्तकें तथा कापियों आदि के लिए वित्तीय सहायता प्रदान की जाती थी। दिनांक 15.01.2019 से इस योजना में लड़कियों के साथ-साथ लड़कों को भी सम्मिलित करते हुए योजना का लाभ आठवीं कक्षा से बढ़ाकर बाहरवीं कक्षा तक कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

क्रम संख्या	कक्षा का नाम	दी जाने वाली राशि
1.	पहली कक्षा से चौथी कक्षा तक पढ़ाई जारी रखने पर।	3,000 रुपये
2.	पांचवीं कक्षा से बारहवीं कक्षा तक पढ़ाई जारी रखने पर।	4,000 रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 2 वर्ष होना अनिवार्य है।
 2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
 3. उक्त योजना का लाभ श्रमिक की केवल तीन लड़कियों व दो लड़कों तक उपलब्ध करवाया जाएगा।
 4. छात्र/छात्रा की पढ़ाई जारी रखने का प्रमाण-पत्र स्कूल के प्रिन्सीपल/हैडमास्टर से स्कूल के लैटर पैड पर या बोर्ड द्वारा निर्धारित प्रोफार्म में लिखवाकर व पिछली पास कक्षा का सत्यापित उत्तीर्ण परीक्षा प्रमाण-पत्र भी देना अनिवार्य है।
 5. संबंधित सेशन में आवेदन पत्र प्रस्तुत करने की अंतिम तिथि 31 दिसम्बर निर्धारित की गई है 31 दिसम्बर के बाद प्रस्तुत केशों पर विचार नहीं किया जायेगा।
5. श्रमिक/श्रमिक के आश्रित बच्चों के लिए छात्रवृत्ति योजना बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 1976 में आरंभ की गई थी। इस योजना का उद्देश्य श्रमिकों के बच्चों को अपनी पढ़ाई जारी रखने हेतु वित्तीय सहायता प्रदान करना है। दिनांक 23-02-2015 से केवल परीक्षा पास करने (चाहे परीक्षा न्यूनतम नम्बरों से भी पास की गई हो) उपरांत अगली परीक्षा में पढ़ाई जारी करने पर श्रमिकों की 3 लड़कियों तथा 2 लड़कों तक लाभ देने व दिनांक

15-1-2019 से योजना में लाभ श्रमिकों के बच्चों के साथ-साथ श्रमिक को भी देने का निर्णय लेते हुए योजना लाभ में निम्न बढ़ौतरी तय की गई है :-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

पढ़ाई जारी रखने की कक्षा	लड़कों के लिए छात्रवृत्ति राशि	लड़कियों के लिए छात्रवृत्ति राशि
9वीं से 10वीं	5,000 ₹0	7,000 ₹0
11वीं से 12वीं	5,500 ₹0	7,750 ₹0
सभी प्रकार की स्नातक डिग्रियों तक के प्रत्येक वर्ष के लिए	6,000 ₹0	8,500 ₹0
सभी प्रकार की इंजिनियरिंग डिग्री, बी0 फार्मसी के प्रत्येक वर्ष के लिए	8,000 ₹0	11,500 ₹0
पोलीटेकनिक डिप्लोमें, सी0ए0, डी0 फार्मसी, ए0एन0एम0, जी0एन0एम0 तथा अन्य अंडरग्रेज्युएट डिप्लोमा तक के प्रत्येक वर्ष के लिए	7,000 ₹0	10,000 ₹0
आई0टी0आई0 डिप्लोमें के प्रत्येक वर्ष के लिए	6,000 ₹0	8,500 ₹0
सभी प्रकार की स्नातकोत्तर डिग्रियों / डिप्लोमें / बी0एस0सी0 नर्सिंग के प्रत्येक वर्ष के लिए	7,000 ₹0	10,000 ₹0
सभी प्रकार की मैडीकल डिग्रियों (एम0बी0बी0एस0, बी0डी0एस0, बी0ए0एम0एस0 आदि) के प्रत्येक वर्ष के लिए	11,000 ₹0	16,000 ₹0

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 1 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. उक्त योजना का लाभ श्रमिक, उसकी तीन लड़कियों व दो लड़कों तक उपलब्ध करवाया जाएगा।
4. यदि किसी श्रमिक का बच्चा किसी और संस्था से भी छात्रवृत्ति ले रहा है तो वह भी योजना का लाभ ले सकता है।
5. रि-अपियर/कम्पार्टमेंट आने पर श्रमिक/छात्र/छात्रा योजना के पात्र नहीं होंगे यदि श्रमिक का बच्चा स्वयं रोजगार या नौकरी पर है तो वह इस स्कीम के अंतर्गत कवर नहीं होगा व कोई श्रमिक अपना/छात्र/छात्रा का झूठा प्रमाण-पत्र देकर छात्रवृत्ति प्राप्त करता है तो उसको भविष्य में कभी भी छात्रवृत्ति नहीं दी जायेगी और दी गई छात्रवृत्ति की राशि वापिस ले ली जायेगी।
6. श्रमिक/उसके बच्चे जो किसी कारणवश पढ़ाई छोड़ देते हैं और पुनः पढ़ाई जारी रखते हैं तो उन्हें भी इस योजना का लाभ मिलेगा। श्रमिक/उसके बच्चे हरियाणा राज्य से बाहर पढ़ाई जारी रखे हुए हैं को भी इस योजना का लाभ दिया जाएगा।

7. छात्र/छात्रा की पढ़ाई जारी रखने का प्रमाण-पत्र स्कूल/शिक्षण संस्था के प्रिंसीपल/हैडमास्टर से स्कूल/शिक्षण के लैटर पैड पर या बोर्ड द्वारा निर्धारित प्रोफार्मे में लिखवाकर व पिछली पास कक्षा का सत्यापित उत्तीर्ण परीक्षा प्रमाण-पत्र भी देना अनिवार्य है।
6. संबंधित सेशन में आवेदन पत्र प्रस्तुत करने की अंतिम तिथि 31 दिसम्बर निर्धारित की गई है 31 दिसम्बर के बाद प्रस्तुत केषों पर विचार नहीं किया जायेगा।
6. श्रमिकों के बच्चों की खेलों के प्रति प्रतिभा को विकसित करने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 से आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिकों के बच्चों की खेल प्रतियोगिताओं में भाग लेने पर हरियाणा श्रम कल्याण बोर्ड की तरफ से ईनाम के तौर पर वित्तीय सहायता उपलब्ध करवायी जाती है, ताकि श्रमिकों के बच्चे भी अच्छे खिलाडी के रूप में उभर कर अपनी प्रतिभा दर्शा सकें। दिनांक 15-1-2019 से योजना में स्पष्ट किया गया है कि लाभ प्राप्त करने वाले बच्चों की संख्या निर्धारित नहीं की गई अर्थात योजना का लाभ सभी प्रतियोगी बच्चों को देने का निर्णय लेते हुए लाभ की राशि में बढ़ौतरी उपरांत ईनाम की राशि निम्न प्रकार से तय की गई है :-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

खेल प्रतियोगिताएं	जिला स्तरीय प्रतियोगिता	मण्डल स्तरीय प्रतियोगिता	राज्य स्तरीय प्रतियोगिता	राष्ट्रीय स्तरीय प्रतियोगिता	अर्न्त राष्ट्रीय स्तरीय प्रतियोगिता
क) सामुहिक खेल प्रतियोगिता में भाग लेने पर।	2,000 रू0	3,000 रू0	4,000 रू0	5,000 रू0	11,000 रू0
ख) सामुहिक खेल प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान लेने पर।	2,000 रू0	3,000 रू0	4,000 रू0	5,000 रू0	21,000 रू0
क) व्यक्तिगत खेल प्रतियोगिता में भाग लेने पर।	3,000 रू0	5,000 रू0	7,000 रू0	9,000 रू0	21,000 रू0
ख) व्यक्तिगत खेल प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान लेने पर।	3,000 रू0	5,000 रू0	7,000 रू0	9,000 रू0	31,000 रू0

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि निर्धारित नहीं है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।

3. छात्र/छात्रा द्वारा व्यक्तिगत या सामुहिक खेल प्रतियोगिता में भाग लेने व प्रथम/द्वितीय/तृतीय स्थान प्राप्त के प्रमाण पत्र को जिला खेल अधिकारी से साक्षात्कृत करवाना अनिवार्य है।
 4. श्रमिक यह अंडरटेकिंग देगा कि भाग लेने वाला खिलाड़ी उस पर आश्रित, अविवाहित व बच्चा स्वयं रोजगार या नौकरी नहीं कर रहा है।
 5. आवेदन खेलों में भाग लेने का सर्टिफिकेट जारी होने की तिथि से एक वर्ष के अन्दर-अन्दर करना अनिवार्य होगा।
7. श्रमिकों के बच्चों की सांस्कृतिक क्षेत्र के प्रति प्रतिभा को विकसित करने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा 2013 से आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिकों के बच्चों को सांस्कृतिक क्षेत्र में भाग लेने पर हरियाणा श्रम कल्याण बोर्ड की तरफ से ईनाम के तौर पर वित्तीय सहायता उपलब्ध करवायी जाती है, ताकि श्रमिकों के बच्चे भी अच्छे कलाकार के रूप में उभर कर अपनी प्रतिभा दर्शा सकें। दिनांक 15-1-2019 से योजना में स्पष्ट किया गया है कि लाभ प्राप्त करने वाले बच्चों की संख्या निर्धारित नहीं की गई अर्थात् योजना का लाभ सभी प्रतियोगी बच्चों को देने का निर्णय लेते हुए लाभ की राशि में बढ़ौतरी उपरांत ईनाम की राशि निम्न प्रकार से तय की गई हैं :-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

सांस्कृतिक प्रतियोगिता का नाम	जिला स्तरीय प्रतियोगिता	मण्डल स्तरीय प्रतियोगिता	राज्य स्तरीय प्रतियोगिता	राष्ट्रीय स्तरीय प्रतियोगिता	अन्तरराष्ट्रीय स्तरीय प्रतियोगिता
क) सामुहिक सांस्कृतिक प्रतियोगिता जैसे नृत्य व गीत आदि प्रतियोगिता में भाग लेने पर।	2,000 ₹0	3,000 ₹0	4,000 ₹0	5,000 ₹0	11,000 ₹0
ख) सामुहिक सांस्कृतिक प्रतियोगिता जैसे नृत्य व गीत आदि प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान पर प्राप्त करने पर।	2,000 ₹0	3,000 ₹0	4,000 ₹0	5,000 ₹0	21,000 ₹0
क) एकल सांस्कृतिक प्रतियोगिता जैसे नृत्य व गीत आदि प्रतियोगिता में भाग लेने पर।	3,000 ₹0	5,000 ₹0	7,000 ₹0	9,000 ₹0	21,000 ₹0
ख) एकल नृत्य प्रतियोगिता में प्रथम, द्वितीय व तृतीय स्थान प्राप्त करने पर।	3,000 ₹0	5,000 ₹0	7,000 ₹0	9,000 ₹0	31,000 ₹0

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि निर्धारित नहीं है।
 2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
 3. छात्र/छात्रा द्वारा व्यक्तिगत या सामुहिक खेल प्रतियोगिता में भाग लेने व प्रथम/द्वितीय/तृतीय स्थान प्राप्त के प्रमाण पत्र को जिला सांस्कृतिक अधिकारी से साक्षात्कृत करवाना अनिवार्य है।
 4. श्रमिक यह अंडरटेकिंग देगा कि भाग लेने वाला खिलाड़ी उस पर आश्रित, अविवाहित व बच्चा स्वयं रोजगार या नौकरी नहीं कर रहा है।
 5. आवेदन खेलों में भाग लेने का सर्टिफिकेट जारी होने की तिथि से एक वर्ष के अन्दर-अन्दर करना अनिवार्य होगा।
8. औद्योगिक श्रमिकों के लिए खेलकूद प्रतियोगिताओं का आयोजन करवाने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा 2007 से आरंभ की गई थी। इस योजना के अंतर्गत प्रत्येक वर्ष औद्योगिक श्रमिकों के लिए जोनल स्तर तथा राज्य स्तर पर खेलकूद प्रतियोगिताओं का आयोजन करवाया जाता है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- आयोजन में प्रथम/द्वितीय/तृतीय स्थान व सामूहिक खेलों में प्रथम/द्वितीय स्थान पाने वाली टीमों के श्रमिक खिलाड़ियों को ईनाम की राशि बोर्ड द्वारा समय-समय पर निर्धारित करने उपरांत उनके खातों में RTGS के माध्यम से उपलब्ध करवाई जाती है।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
 2. इस योजना की पात्रता के लिए श्रमिक की कोई भी वेतन सीमा निर्धारित नहीं है।
9. श्रमिक/आश्रित को चश्मों के लिए वित्तीय सहायता देना ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 1989 में आरंभ की गई थी। वर्ष 2013 में इस योजना में संशोधन उपरांत लाभ राशि 1,000 रु० चश्मों खरीदने के लिए उपलब्ध करवाई जाती थी यदि चश्मों की कीमत 1,000 रु० से कम होगी तो चश्मों की वास्तविक राशि अदा की जाएगी। दिनांक 15.01.2019 को योजना में संशोधन किया गया जिसमें लाभ राशि 1,000 रु० को 1,500 रु० तक करते हुए इस योजना को श्रमिक/आश्रित के लिए पूर्ण सेवाकाल की बजाय 5 साल के अन्तराल पर देने का निर्णय लिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- चश्में की वास्तविक कीमत 1,500 रू0 से कम होगी तो चश्में की वास्तविक कीमत श्रमिक को अदा की जाएगी अन्यथा 1,500 रू0 की राशि प्रदान की जाएगी।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. प्रार्थी को आवेदन-पत्र के साथ डाक्टरी प्रमाण-पत्र तथा चश्में खरीदने का बिल/रसीद भेजनी होगी।
4. श्रमिक अंडरटेकिंग देगा कि उस द्वारा इस आवेदन-पत्र से पूर्व 05 वर्ष के अन्तराल में कोई लाभ नहीं लिया गया है और श्रमिक के आश्रित की स्थिति में उस पर आश्रित होने बारे प्रमाण पत्र देगा।
5. डाक्टर की प्रेसक्रिप्शन उपरांत चश्मा खरीदने के बिल की तिथि से तीन मास के अन्दर-अन्दर आवेदन प्रस्तुत करना होगा।

10. कामगारों की लड़कियों तथा संबंधित संस्था में स्वयं कार्यरत महिला की शादी के उत्सव पर कन्यादान के रूप में आर्थिक सहायता योजना ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 2002 में आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिक की लड़कियों तथा कार्यरत महिला की स्वयं की शादी हेतु कन्यादान स्वरूप 51,000 रुपये की वित्तीय सहायता प्रदान की जाती है। दिनांक 23-02-2015 से उक्त योजना का लाभ 02 कन्याओं से बढ़ाकर 03 कन्याओं के विवाह हेतु दिया जा रहा है। इस योजना के लागू होने से एक तो लड़की को समाज में बोझ नहीं माना जायेगा तथा लड़के-लड़की के भेदभाव को भी कुछ सीमा तक कम किया जा सकेगा। दिनांक 15-01-2019 से उक्त योजना का लाभ श्रमिक को शादी से तीन दिन पूर्व देने का निर्णय लेते हुए श्रमिक की सेवावधि तीन वर्ष निर्धारित कर दी गई है। दिनांक 21-8-2020 से बोर्ड की बैठक में निर्णय लिया गया है कि उक्त योजना के अंतर्गत श्रमिक बोर्ड के क्षेत्रीय श्रम कल्याण अधिकारियों के कार्यालय में Original Affidavit प्रस्तुत करेगा जिसमें वह शादी के आयोजन की तिथि के उपरांत 30 दिन के अंदर-अंदर शादी प्रमाण पत्र प्रस्तुत करने की अंडरटेकिंग देगा।

श्रमिकों द्वारा कल्याणकारी योजना में आवेदन-पत्र से सम्बन्धित पेपर इकट्ठा करने में अधिक समय लगने के कारण उन द्वारा आवेदन-पत्र समय पर जमा नहीं करवा पाते थे। जिससे देखते हुए आवेदन-पत्र शादी के आयोजन की तिथि से छह मास पुरे होने तक श्रम कल्याण अधिकारी तथा छह मास से अधिक व एक वर्ष की अवधि तक माननीय कल्याण आयुक्त को अधिकृत कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- आर्थिक सहायता :- 51,000 रू0

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की न्यूनतम निर्धारित सेवा अवधि 3 वर्ष अनिवार्य है।
2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।

3. श्रमिक यह अंडरटेकिंग देगा कि उसने बोर्ड से पहली बार, दूसरी बार या तीसरी बार अथवा पहले कभी भी कन्यादान योजना का लाभ न लेने बारे स्पष्ट वर्णन करेगा।
 4. श्रमिक शादी के आयोजन की तिथि के उपरांत एक वर्ष के अन्दर-अन्दर आवेदन प्रस्तुत करेगा।
11. महिला श्रमिकों तथा पुरुष श्रमिकों की पत्नियों को प्रसूति पर वित्तीय सहायता उपलब्ध कराने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 2009 में आरंभ की गई थी। दिनांक 23-02-2015 से औद्योगिक व कर्मशियल संस्थाओं की महिला श्रमिकों तथा पुरुष श्रमिकों की पत्नियों को उक्त योजना में तीन लड़कियों तक पैदा होने तक प्रसूति योजना का लाभ दिया जा रहा है। दिनांक 15.01.2019 से प्रसूति योजना में वित्तीय सहायता की राशि 7,000 रु0 से बढ़ाकर 10,000 रु0 करते हुए प्रसूति की तिथि से एक वर्ष तक स्वीकृति श्रम कल्याण अधिकारी तथा एक वर्ष से डेढ़ वर्ष (1½) तक माननीय कल्याण आयुक्त, हरियाणा को अधिकृत कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- प्रसूति पर वित्तीय सहायता राशि 10,000 रुपये।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. बच्चे का जन्म प्रमाण-पत्र देना होगा।
4. कामगार एक अंडरटेकिंग देगा जिसमें बोर्ड से पहली बार, दूसरी बार या तीसरी बार अथवा पहले कभी भी प्रसूति योजना का लाभ न लेने बारे स्पष्ट वर्णन करना होगा।
5. बच्चा होने की तिथि से 1½ वर्ष के अन्दर-अन्दर आवेदन करना होगा।

12. औद्योगिक कामगारों की सेवा के दौरान कार्य स्थल से बाहर दुर्घटना या अन्य कारण से अपंगता होने पर सहायता वित्तीय सहायता ।

यह योजना वर्ष 1992 में आरंभ की गई। इस योजना के अंतर्गत उन औद्योगिक कामगारों को सम्मिलित किया गया है जिनकी ड्यूटी के दौरान या अन्य किसी भी कारण से कार्यस्थल से बाहर दुर्घटना में अपंगता हो जाती है, तो उसे मैडीकल बोर्ड/ई0 एस0 आई0 द्वारा जारी अपंगता प्रमाण-पत्र की प्रतिशतता के आधार पर सहायता दी जाती है। दिनांक 15.01.2019 से उक्त योजना में दी जानी वाली वित्तीय सहायता राशि में बढ़ौतरी उपरांत राशि निम्न प्रकार से तय की गई हैं :-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

क्रम संख्या	अपंगता की प्रतिशतता	वित्तीय सहायता की राशि
1.	Minor Disability (50 % तक की Injury)	1,00,000 रु0
2.	Major Disability (50 % से ऊपर की Injury)	1,50,000 रु0

उपरोक्त राशि दिनांक 15-1-2019 के बाद जारी अपंगता प्रमाण पत्र के आवेदन पत्रों पर लागू है।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि निर्धारित नहीं है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. Medical Board/ESI द्वारा जारी अपंगता का प्रमाण-पत्र देना होगा।
4. अपंगता प्रमाण पत्र की जारी तिथि से 01 वर्ष तक आवेदन पत्र जमा करना अनिवार्य है उसके बाद जमा आवेदन अस्वीकार्य है।
5. अपंग श्रमिक यह अंडरटैकिंग देगा की उसने आवेदित योजना का लाभ पहले कभी नहीं लिया है।

13. श्रमिकों तथा उनके आश्रितों को डैन्टल केयर/जबड़ा लगवाने हेतु वित्तीय सहायता देने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-2-2009 में आरंभ की गई थी। हरियाणा श्रम कल्याण बोर्ड द्वारा उन श्रमिकों/आश्रितों को जिनके दांत व जबड़े की बीमारी से सम्बन्धित समस्या है उनको दांतों के ईलाज व पूर्ण जबड़ा (Full denture) लगवाने के लिए राशि उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना के अंतर्गत डैन्टल केयर हेतु अथवा पूर्ण जबड़ा (Full denture) लगवाने पर श्रमिक को दी जाने वाली वित्तीय सहायता राशि में बढ़ौतरी उपरांत राशि निम्न प्रकार से तय की गई हैं :-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- डैन्टल केयर हेतु 4,000 रुपये अथवा डैन्टल केयर के वास्तविक खर्च में से जो भी हो कम हो।
- पूर्ण जबड़ा लगवाने पर श्रमिक को 10,000 रुपये अथवा जबड़े के वास्तविक खर्च में से जो भी हो कम हो।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
 2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
 3. **Dentist** की **Prescription** तथा दवाई खरीदने का बिल कलेम के साथ प्रस्तुत करना होगा।
 4. पूर्ण जबड़ा लगवाने हेतु **Dentist** की **Prescription** तथा **Dentist** से खर्च का बिल स्पष्ट लिखवाकर तथा बिल पर **Dentist** के हस्ताक्षर मोहर सहित करवाकर कलेम के साथ-साथ सम्बन्धित अंडरटेकिंग भी प्रस्तुत करनी होगी।
 5. श्रमिक यह अंडरटेकिंग देगा कि उस द्वारा इस योजना का पूर्व में कोई लाभ नहीं लिया गया है और श्रमिक आश्रित की स्थिति में उस पर आश्रित होने बारे प्रमाण पत्र देगा।
 6. आवेदन पत्र डैटल केयर अथवा जबड़ा लगवाने की **Dentist** की **prescription** अथवा बिल की तिथि से तीन मास के अन्दर-अन्दर प्रस्तुत करना होगा।
14. किसी भी दुर्घटना में अपंग हुए श्रमिकों व उनके आश्रितों को कृत्रिम अंगों हेतु वित्तीय सहायता उपलब्ध करवाने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 12-02-2009 में आरंभ की गई थी। इस योजना के अन्तर्गत उन सभी औद्योगिक व कमर्शियल ईकाईयों में कार्यरत श्रमिकों तथा उनके आश्रितों को महत्वपूर्ण अंगों के गवां देने पर कृत्रिम अंग, खरीदने की वित्तीय सहायता उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना में वेतन सीमा को 20,000 रू0 से बढ़ाकर 25,000 रू0 निर्धारित कर दी गई है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- श्रमिक/आश्रितों को महत्वपूर्ण अंगों को गवां देने पर साकेत हस्पताल चण्डीमन्दिर (पंचकूला) द्वारा निर्धारित दरों तक की राशि की वित्तीय सहायता उपलब्ध करवाई जाएगी।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. **Medical Board** द्वारा जारी अपंगता का प्रमाण-पत्र सांक्षातिक प्रस्तुत करना होगा।
4. डॉक्टर की **Prescription** तथा कृत्रिम अंग खरीदने का बिल प्रस्तुत करना होगा।
5. आवेदन पत्र कृत्रिम अंग खरीदने की तिथि से एक वर्ष के अन्दर-अन्दर प्रस्तुत करना होगा।

15. किसी भी कारण से अपनी श्रवण शक्ति खो चुके श्रमिकों व उनके आश्रितों को श्रवण मशीन या **Hearing Aids** हेतु वित्तीय सहायता उपलब्ध करवाने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 12.02.2009 में आरंभ की गई थी। योजना के तहत औद्योगिक व कमर्शियल ईकाईयों में कार्यरत श्रमिकों तथा उनके आश्रितों को किसी भी दुर्घटना में या अन्य कारण से अपनी श्रवण शक्ति खोने पर श्रवण मशीन या **Hearing Aids** खरीदने उपरांत प्रस्तुत बिल की वास्तविक कीमत या 3,000 ₹ की वित्तीय सहायता उपलब्ध करवायी जाती थी। दिनांक 15.01.2019 से उक्त योजना में वित्तीय सहायता राशि को बढ़ाकर 5,000 ₹ करते हुए श्रवण मशीन खरीदने का बिल प्रस्तुत करने की शर्त को समाप्त कर डॉक्टर की Prescription को अनिवार्य कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- वित्तीय सहायता राशि को 5,000 ₹

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. Doctor की Prescription के साथ कलेम प्रस्तुत करना होगा।
4. आश्रित की स्थिति में श्रमिक द्वारा यह प्रमाण देना होगा कि जिसके लिए वह आवेदन कर रहा है वह उस पर आश्रित है और उसने आवेदित योजना का लाभ 05 वर्ष के अन्तराल पर नहीं लिया।
5. Medical Board द्वारा जारी श्रवण शक्ति खोने का प्रमाण-पत्र साथ भेजना होगा।
6. आवेदन-पत्र डॉक्टर की Prescription slip की तिथि से तीन माह के अन्दर-अन्दर प्रस्तुत करना होगा।

16. अपंग श्रमिकों तथा उनके आश्रितों को **Try Cycle** उपलब्ध करवाने बारे ।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-2-2009 को आरंभ की गई थी। हरियाणा राज्य की औद्योगिक व कमर्शियल ईकाईयों में कार्यरत श्रमिकों व उनके आश्रितों को किसी भी दुर्घटना में या अन्य कारण से अपनी टांगे गवाने पर Try Cycle खरीदने हेतु सहायता राशि उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना की लाभ राशि में बढ़ौतरी करते हुए 5,000 ₹ से बढ़ाकर 7,000 ₹ कर दिया गया है। योजना में पात्रता हेतु तिपहीया साईकिल खरीदने का बिल प्रस्तुत करने की शर्त को भी समाप्त करते हुए श्रमिक व उनके आश्रितों को एक बार की बजाय पांच वर्ष के अन्तराल पर योजना का लाभ दिया जाएगा।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित राशि – 7,000 रू0

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की सेवा अवधि 01 वर्ष होना अनिवार्य है।
2. श्रमिक का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. Medical Board द्वारा जारी अपंगता प्रमाण-पत्र देना अनिवार्य है।
4. श्रमिक अंडरटैकिंग देगा कि उस द्वारा इस आवेदन-पत्र से पूर्व 05 वर्ष के अन्तराल में सम्बन्धित योजना का लाभ नहीं लिया है और श्रमिक के आश्रित की स्थिति में उस पर आश्रित होने वाले प्रमाण पत्र देगा।

17. मुख्य मन्त्री श्रम पुरस्कार योजना ।

हरियाणा श्रम कल्याण बोर्ड द्वारा कामगारों के सम्मान हेतु उत्तम कामगार को मुख्य मन्त्री श्रम पुरस्कार प्रदान करने संबंधी योजना वर्ष 2002 से संचालित की जा रही है। यह पुरस्कार प्रदेश के उन कामगारों को दिया जाता है जो उच्च कार्यकुशलता, अनुशासन एवं सामाजिक दायित्वों के निर्वाण में उल्लेखनीय योगदान करते हैं। पुरस्कृत करने से जहां श्रमिक की पहचान स्थापित होती है वहीं सहयोगी कामगारों को भी इस प्रकार का कार्य करने हेतु प्रेरणा मिलती है। इससे प्रदेश में औद्योगिक शान्ति को भी बल मिलता है। यह पुरस्कार पुरुषों के साथ-साथ महिला श्रमिकों को भी दिए जाते हैं। दिनांक 15.01.2019 से सम्बन्धित योजना में दी जाने वाले पुरस्कार राशि में बढ़ौतरी करते हुए निम्न प्रकार से पुरस्कार देने की व्यवस्था है:-

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

क्रम संख्या	पुरस्कार का शीर्षक	पुरस्कार की राशि	पुरस्कारों की संख्या
1.	मुख्य मन्त्री श्रम रत्न पुरस्कार	2,00,000 रू0	पूर्ण राज्य में केवल एक
2.	हरियाणा श्रम भूषण पुरस्कार	1,00,000 रू0	पूर्ण राज्य में केवल दो
3.	हरियाणा श्रम वीर पुरस्कार	51,000 रू0	पूर्ण राज्य से इक्कीस
4.	हरियाणा श्रम वीरांगना पुरस्कार	51,000 रू0	पूर्ण राज्य से इक्कीस

ईनाम की राशि दिनांक 15.01.2019 से प्राप्त आवेदन-पत्रों पर लागू है।

उक्त पुरस्कारों हेतु अंको का माप दण्ड निम्न प्रकार से निर्धारित किया गया है :-

Sex	Maximum prescribed marks	%age prescribed marks	of Minimum marks for eligibility
Male	35	45%	15.75 say 16
Female	35	40%	14
Handicapped male	35	40%	14
Handicapped female	35	35%	12.25 say 12

उक्त निर्धारित मापदण्ड अनुसार तुलनात्मक तौर पर अधिक अंक प्राप्त करने वाले प्रार्थी को प्रथम, द्वितीय तथा जिला स्तरीय पुरस्कार दिये जाएंगे। इसके अतिरिक्त एक समान अंक होने की स्थिति में वह जिस श्रेणी के पुरस्कार के पात्र बनते हैं, वह सभी बराबर अंक वालों को दिए जाएंगे तथा ऐसी स्थिति के दृष्टिगत यदि उक्त 45 पुरस्कारों की संख्या को घटाना बढ़ाना पड़े तो तदानुसार घटा बढ़ा दिया जायेगा।

1. प्रार्थी द्वारा प्रार्थना पत्र बोर्ड को प्रस्तुत करने उपरांत यदि वह स्वेच्छा से सेवानिवृत्ति ले लेता है या सेवानिवृत्त हो जाता है तो उसे भी संबंधित कैटागरी का पुरस्कार दिया जायेगा।
2. मुल्यांकन अंकों में प्रार्थी द्वारा फस्ट ऐड, फायर फाईटिंग आदि के संस्था के स्तर से जारी इन्टरनल सर्टीफिकेटस के मुकाबले एक्सटरनल स्रोत से जारी सर्टीफिकेटस को वरीयता दी जायेगी।

पुरस्कार की पात्रता के लिए निर्धारित शर्तें :-

इन पुरस्कारों को प्रदान करने के लिए योग्यता तथा परफारमेंस के निम्नलिखित मापदण्ड निर्धारित किये गये हैं :-

1. कर्मचारी का कार्यकाल संबंधित संस्था में कम से कम तीन वर्ष का हो।
2. कर्मचारी का अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. कुल पुरस्कारों में से 05 पुरस्कार विकलांग श्रमिकों के लिए आरक्षित होंगे। इस श्रेणी के कर्मचारियों के आवेदन प्राप्त न होने की स्थिति में आरक्षित पुरस्कार सामान्य कामगारों को प्रदान किए जाएंगे।
4. कर्मचारी को केवल एक बार एक ही प्रकार का पुरस्कार प्रदान किया जाएगा।
5. पुरस्कार हेतु श्रमिक के चयन उपरांत मृत्यु होने की स्थिति में पुरस्कार की राशि मृतक कर्मचारी के कानूनी आश्रित को देय होगी।
6. कर्मचारी के विरुद्ध अनुशासनात्मक कार्यवाही लम्बित न हो।
7. संस्था को पुरस्कारों से संबंधित आवेदन पत्र उप श्रम आयुक्त के क्षेत्रीय कार्यालय में संबंधित वर्ष के 31 दिसम्बर तक पहुंचने आवश्यक हैं। संस्था को श्रमिक की पूर्व कलैन्डर वर्ष की उपलब्धियां निर्धारित फार्म में वर्णित करनी होगी।
8. कर्मचारी के विरुद्ध "मोरल टर्पीच्यूड" या अपराधिक मामला दर्ज न हो।
9. नियोक्ता कर्मचारी का आवेदन निर्धारित फार्म पर कर्मचारी के सुपरवाइजर तथा पर्सनल मैनेजर/कारखाना मैनेजर आदि की सिफारिश समेत कामगार के कार्य, व्यवहार, कार्य कुशलता, अनुशासन, ईमानदारी, सेहत, कर्तव्यपरायणता, वार्षिक हाजरी, संस्थान के प्रति निष्ठा, असाधारण उत्साह, कुशाग्र बुद्धि व असाधारण साहस तथा संस्था के उत्पादन में कामगार द्वारा दर्शाई गई विशेष वृद्धि आदि बिन्दुओं को तथ्यों सहित अंकित करेगा। नियोक्ता द्वारा श्रमिक को अच्छे कार्य के प्रति उसके अपने स्तर पर प्रदान किया गया प्रोत्साहन (वेतन वृद्धि या पुरस्कार) आदि का विवरण आवेदन के साथ प्रस्तुत करना होगा।

नोट:- जिस आवेदक के मूल्यांकन अंक तुलनात्मक दृष्टि से अधिक होंगे उसी आवेदक का नाम पुरस्कार हेतु चयन किया जाएगा।

योजना अनुसार प्रमाणों के आधार पर मूल्यांकन अंक प्रक्रिया का विवरण निम्न प्रकार से है

:-

1.	कलैण्डर वर्ष (जनवरी से दिसम्बर तक) कामगार द्वारा कुल कार्य दिवसों के विरुद्ध अटैण्ड किए गए कार्य दिवसों की प्रतिशतता	05 अंक तक	<p>क) कुल कार्य दिवसों की 91 से 100 प्रतिशत तक हाजरी के लिए 04 अंक से 05 अंक तक</p> <p>ख) कुल कार्य दिवसों की 81 से 90 प्रतिशत तक हाजरी के लिए 02 से 03 अंक तक</p> <p>ग) कुल कार्य दिवसों की 71 से 80 प्रतिशत तक हाजरी के लिए 01 अंक तक</p>	संस्था के कलैण्डर वर्ष (जनवरी से दिसम्बर तक) में कुल कार्य दिवसों की संख्या के विरुद्ध प्रार्थी के हाजरी दिवसों की संख्या तथा हाजरी की प्रतिशतता (संलग्न format अनुसार) भेजी जानी है तथा उप श्रम आयुक्त मूल्यांकन अंको का आवंटन संलग्न मूल्यांकन अंक प्रक्रिया की तालिका के अनुसार ही करे तथा बिना प्रमाण के अंक आवंटित न किए जाए।
2.	उत्पादन बढ़ाने में योगदान (उत्पादन की मात्रा बढ़ाने, मशीनरी में सुधार, पावर सेविंग, मैटरियल लॉस की सेविंग, वाटर सेविंग, टाईम सेविंग, मशीनरी या सामान की टूट फूट में कमी, मशीनरी के स्वरूप में सुधार से दुर्घटना में कमी इत्यादि के ग्राफ सहित संस्था द्वारा प्रमाण-पत्र प्रस्तुत करने पर)	05 अंक तक	<p>क) 100 प्रतिशत तक उत्पादन बढ़ाने पर 05 अंक</p> <p>ख) 90 प्रतिशत तक उत्पादन बढ़ाने पर 04 अंक</p> <p>ग) 80 प्रतिशत तक उत्पादन बढ़ाने पर 03 अंक</p> <p>घ) 70 प्रतिशत तक उत्पादन बढ़ाने पर 02 अंक तक</p>	संस्था से प्रार्थी के प्रयास से संस्था के उत्पादन की मात्रा बढ़ाने, मशीनरी में कोई तकनीकल सुधार, पावरसेविंग, मैटरियल लॉस की सेविंग, वाटर सेविंग, टाईम सेविंग, मशीनरी या सामान की टूट-फूट में कमी इत्यादि के क्षेत्र में प्रार्थी के योगदान का प्रमाण-पत्र भी संस्था के लैटर हैड पर योगदान की प्रतिशतता सहित लेवें। यदि संस्था के पास प्रार्थी के प्रयास से उत्पादन बढ़ाने का ग्राफ भी उपलब्ध है तो वह भी प्रमाण के तौर पर प्रार्थना-पत्र के साथ लगाएं तथा संलग्न मूल्यांकन अंक प्रक्रिया के मापदण्डों अनुसार उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करें यदि प्रमाण उपलब्ध नहीं है तो अंक आवंटित न करें।

योजना अनुसार प्रमाणों के आधार पर मूल्यांकन अंक प्रक्रिया का विवरण निम्न प्रकार से है

3.	<p>बहादुरी का कोई विशेष सराहनीय कार्य (संस्था में कोई भी दुर्घटना होने पर, साथी कर्मचारियों/अधिकारियों को गम्भीर बिमारी (हार्ट अटैक, पैरालाईसिस इत्यादि) का अटैक होने पर, चोट लगने पर अपनी तरफ से तुरन्त आवश्यक हर सम्भव शारीरिक व आर्थिक सहायता करना व संस्था में किसी प्रकार की आगजनी की स्थिति में अपनी जान दांव पर लगाकर दूसरे की जान बचाना आदि सराहनीय कार्यों) बारे संस्था द्वारा प्रमाण-पत्र प्रस्तुत करने पर</p>	04 अंक तक	वर्णित विषयों के संबंध में 1 से 04 अंक प्रदान किये जाएंगे	संस्था में कोई भी दुर्घटना होने पर, साथी कर्मचारियों/अधिकारियों को गम्भीर बिमारी (हार्ट अटैक, पैरालाईसिस इत्यादि का अटैक होने पर, चोट लगने पर अपनी तरफ से तुरन्त आवश्यक हर सम्भव शारीरिक व आर्थिक सहायता करना व संस्था में किसी प्रकार की आगजनी की स्थिति में अपनी जान दांव पर लगाकर दूसरे की जान बचाना आदि कामगार द्वारा किए गए सराहनीय कार्य का प्रमाण अवश्य लगाएं तथा प्रमाण होने पर ही उप श्रम आयुक्त प्रमाण के आधार पर अंक आवंटित करे अन्यथा नहीं ।
4.	<p>सेवाकाल के दौरान प्राप्त की गई पदोन्नतियां (संस्था द्वारा कामगार को पूर्ण सेवा काल के दौरान प्रदान की गई पदोन्नतियों की संख्या पदोन्नति आदेशों की साक्षांकित प्रति प्रस्तुत करने पर)</p>	03 अंक तक	प्रति पदोन्नति पर 01 अंक प्रदान किया जाएगा तथा अधिकतम 03 अंक प्रदान किये जाएंगे	सेवाकाल के दौरान कामगार को दी गई पदोन्नति के आदेश आदि की प्रति के प्रमाण पर उप श्रम आयुक्त अंक आवंटित करे अन्यथा नहीं तथा प्रत्येक पदोन्नति पर एक अंक आवंटित करें तथा अधिकतम 03 अंक तक इस शीर्षक के अंतर्गत अंक आवंटन करे ।
5.	<p>खेलों में राष्ट्रीय/राज्य स्तर की प्रतिस्पर्धा (प्रमाण सहित) (संस्था में सेवा के दौरान तथा सेवा से पूर्व के समय खेलों में प्रतिस्पर्धा आंकी जाएगी) तथा उक्त संबंध में कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर</p>	03 अंक तक	वरियता राष्ट्रीय स्तर खेलों के लिए 03 अंक, राज्य स्तरीय खेलों के लिए 02 अंक तथा बोर्ड द्वारा आयोजित राज्य स्तरीय खेलों के लिए 01 अंक प्रदान किए जाएंगे ।	खेलों के प्रमाण-पत्र होने पर ही उप श्रम आयुक्त अंक आवंटित करे तथा राष्ट्रीय स्तर या उससे उपर के खेल के लिए 03 अंक तथा राज्य स्तरीय खेलों के लिए 02 अंक तथा बोर्ड द्वारा राज्य स्तरीय खेलों के लिए 01 अंक का आवंटन उप श्रम आयुक्त करे ।

योजना अनुसार प्रमाणों के आधार पर मूल्यांकन अंक प्रक्रिया का विवरण निम्न प्रकार से है				
6.	उच्च शिक्षा प्राप्त करना (संस्था में सेवा के दौरान तथा सेवा से पूर्व के समय में अर्जित की गई शिक्षा भी आंकी जाएगी) कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर	03 अंक तक	क) स्नात्कोत्तर डिग्री के लिए 03 अंक तक ख) स्नातक डिग्री/इंजी0 डिप्लोमा के लिए 3 अंक तक ग) 10+2/आई0 टी0 आई0 डिप्लोमें के लिए 02 अंक तक घ) 8वीं पास से 10 वीं पास के लिए 01 अंक तक	मापदण्ड अनुसार ही उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन शिक्षा के प्रमाण-पत्रों के आधार पर ही करें अन्यथा नहीं ।
7.	प्राथमिक चिकित्सा (फस्ट एड) प्रशिक्षण तथा औद्योगिक सुरक्षा तथा फायर फाइटिंग नियमों का ज्ञान। कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर	02 अंक तक	क) फस्ट एड तथा फायर फाइटिंग का प्रशिक्षण संस्था से बाहर की एजेंसी द्वारा प्रदान करने के प्रमाण-पत्र की प्रस्तुति पर 02 अंक तक ख) फस्ट एड तथा फायर फाइटिंग संस्था द्वारा स्वयं उक्त प्रशिक्षण देने संबंधी प्रमाण-पत्र प्रस्तुत करने पर 01 अंक तक	मापदण्ड अनुसार प्रमाण-पत्र प्रस्तुत करने पर उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।
8.	सेवाकाल के दौरान किये गये कोर्स तथा सैमीनार अटैंड करने पर कामगार द्वारा प्रमाण-पत्र प्रस्तुत करने पर	02 अंक तक	प्रति प्रमाण-पत्र 01 अंक तथा अधिकतम 02 अंक	मापदण्ड अनुसार ही उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।
9.	सेवाकाल के दौरान प्राप्त विशेष वेतन वृद्धि या पुरस्कार (संस्था द्वारा कामगार को पूर्ण सेवा काल के दौरान प्रदान की गई वेतन वृद्धियों की संख्या वेतन वृद्धियों के आदेश व प्रमाण की साक्षात्कृत प्रति प्रस्तुत करने पर)	02 अंक तक	प्रति वेतन वृद्धि पर 01 अंक प्रदान किया जाएगा तथा अधिकतम वेतन वृद्धियों पर 02 अंक प्रदान किये जाएंगे	मापदण्ड अनुसार ही उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।

योजना अनुसार प्रमाणों के आधार पर मूल्यांकन अंक प्रक्रिया का विवरण निम्न प्रकार से है				
10.	कोई विशेष ईमानदारी/सामाजिक कार्य (ईमानदारी के कार्य के अतिरिक्त खून दान, श्रमिकों तथा संस्था में विवाद की स्थिति में समझौते में सहयोग, सामाजिक कार्य जैसे पोधा रोपण, एडस के प्रति जागृति, सामाजिक बुराईयों के उन्मूलन में सहयोग करना तथा भ्रण हत्या के विरुद्ध समाज में जागृति पैदा कररना इत्यादि । प्रमाण की प्रति प्रस्तुत करने पर)	02 अंक तक	प्रति प्रमाण-पत्र 01 अंक तथा अधिकतम 02 अंक	मापदण्ड अनुसार ही उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।
11.	सेहत की स्थिति	02 अंक तक	कामगार के अच्छे स्वास्थ्य के आधार पर	उप श्रम आयुक्त कामगार की सेहत की स्थिति को स्वयं देखकर आवंटन अंक प्रदान करें
12.	अनुशासन तथा कर्तव्य परायणता	02 अंक तक	संस्था द्वारा अनुशासन तथा कर्तव्य परायणता का प्रमाण-पत्र देने के अतिरिक्त कामगार की हाजरी अधिकतम (90 से 100 प्रतिशत तक) होने पर, समय पर काम करने पर 02 अंक तथा उक्त से हाजरी कम होने पर 01 अंक प्रदान किया जाएगा ।	मापदण्ड अनुसार ही उप श्रम आयुक्त मूल्यांकन अंकों का आवंटन करे अन्यथा नहीं ।

पुरस्कार देने हेतू सिफारिशें :-

- 1) संबंधित उप श्रम आयुक्त आवेदन की अपनी सिफारिश सहित मुख्यालय को प्रेषित करेंगे।
- 2) मुख्यालय आवेदन को सिफारिश सहित कमेटी को प्रेषित करेगा।
- 3) कमेटी आवेदन पत्रों को वैरीफिकेशन करने उपरांत प्रत्येक बिन्दु पर अपनी टिप्पणी सहित अंतिम सूचि अंतिम रूप देगी त्दोपरान्त वितरण किया जायेगा।

18. श्रमिक की कार्य स्थल से बाहर किसी भी कारण से मृत्यु पर दाह संस्कार व अन्य क्रियाक्रम हेतु वित्तीय सहायता उपलब्ध कराने बारे।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 12-2-2009 को आरंभ की गई थी। इस योजना के अन्तर्गत श्रमिक की कार्य स्थल से बाहर किसी भी कारण से मृत्यु होने पर दाह संस्कार हेतु मृतक श्रमिक की विधवा पत्नी या आश्रित को वित्तीय सहायता उपलब्ध करवायी जाती है। दिनांक 15.01.2019 से उक्त योजना में वेतन सीमा को 20,000 रु० से बढ़ाकर 25,000 रु० निर्धारित कर दिये गये हैं।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित वित्तीय सहायता की राशि 15,000 रूपये

पात्रता के लिए निर्धारित शर्तें :-

1. अंशदाता श्रमिक की सेवा अवधि निर्धारित नहीं है।
2. अंशदाता श्रमिक की वेतन सीमा निर्धारित नहीं है।
3. मृतक श्रमिक का मृत्यु प्रमाण-पत्र देना अनिवार्य है।
4. विधवा/आश्रितों द्वारा अंशदाता की मृत्यु के दो वर्ष के अन्दर-अन्दर आवेदन-पत्र प्रस्तुत होना चाहिए।
5. मृतक श्रमिक पर आश्रित, यह शपथ-पत्र देगा/देगी कि वह मृतक पर पूर्णरूप से कानूनी तौर पर आश्रित है तथा उसने पहले बोर्ड की उक्त योजना का लाभ नहीं उठाया है।

19. औद्योगिक श्रमिकों के अपंग, अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर बच्चों को वित्तीय सहायता देने बारे।

यह योजना हरियाणा श्रम कल्याण बोर्ड द्वारा 2013 में आरम्भ की गई थी जिसके अंतर्गत औद्योगिक श्रमिकों के अपंग, अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर बच्चों के लिए वित्तीय सहायता उपलब्ध करवायी जाती है ताकि श्रमिक के आश्रित अपंग बच्चे उन पर बोझ न बनें। दिनांक 15.01.2019 से उक्त योजना में दी जाने वाली वित्तीय सहायता राशि में बढ़ौतरी कर वित्तीय सहायता राशि को निर्धारित कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

वित्तीय सहायता की राशि	
70 प्रतिशत से 90 प्रतिशत तक अपंगता अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर की स्थिति में।	20,000 रु० प्रति वर्ष
91 प्रतिशत से 100 प्रतिशत तक अपंगता अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर की स्थिति में।	30,000 रु० प्रति वर्ष

पात्रता के लिए निर्धारित शर्तें :-

1. अंशदाता श्रमिक की सेवा अवधि निर्धारित नहीं है।
2. अंशदाता श्रमिक की वेतन सीमा निर्धारित नहीं है।
3. योजना का लाभ लेने के लिए आश्रित बच्चों की संख्या निर्धारित नहीं है।
4. श्रमिक द्वारा अपने आश्रित बच्चे की अपंग होने की प्रतिशतता, अन्धेपन (Blind), मंदबुद्धि (Mentally disorder), मूक तथा बधिर होने का प्रमाण-पत्र District Medical Board द्वारा जारी किया हुआ आवेदन-पत्र के साथ प्रस्तुत करना होगा।

5. श्रमिक प्रत्येक वर्ष आवेदन-पत्र के साथ शपथ पत्र देगा कि आश्रित लाभ पात्र बच्चा जीवित है, आश्रित बच्चे का आय का कोई साधन नहीं है, वह शादीशुदा नहीं है और उसने अपने आश्रित बच्चे का संबंधित वित्तीय वर्ष में आवेदन करने से पूर्व उक्त योजना का लाभ इस वर्ष में नहीं लिया है।

20. मृतक औद्योगिक कामगारों की विधवाओं/आश्रितों को आर्थिक मदद ।

यह योजना श्रम कल्याण बोर्ड द्वारा वर्ष 1976 में चलाई गई थी। इसके अंतर्गत श्रमिक की किसी भी कारण से मृत्यु होने पर उसकी विधवा या आश्रित को आर्थिक मदद उपलब्ध करवायी जाती है। दिनांक 15.01.2019 को सभी अंशदाताओं के आश्रितों को अंशदाता की मृत्यु उपरांत उक्त योजना का लाभ देते हुए वेतन सीमा को समाप्त कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित आर्थिक मदद की राशि 2,00,000 रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. मृतक अंशदाता की सेवावधि निर्धारित नहीं है।
2. मृतक अंशदाता की मासिक वेतन सीमा निर्धारित नहीं है।
3. मृतक श्रमिक का मृत्यु प्रमाण-पत्र देना अनिवार्य है।
4. मृतक श्रमिक पर आश्रित, यह शपथ-पत्र देगा/देगी कि वह मृतक पर पूर्णरूप से कानूनी तौर पर आश्रित है तथा उसने पहले बोर्ड की उक्त योजना का लाभ नहीं उठाया है।
5. विधवा/आश्रितों द्वारा अंशदाता की मृत्यु के दो वर्ष के अन्दर-अन्दर आवेदन-पत्र प्रस्तुत होना चाहिए।

21. मुख्य मंत्री सामाजिक सुरक्षा योजना ।

हरियाणा श्रम कल्याण बोर्ड द्वारा दिनांक 01-01-2014 से औद्योगिक संस्थाओं में कार्यरत श्रमिकों की कार्यस्थल पर काम करते वक्त मृत्यु होने या अपंग होने की अवस्था में इस योजना का संचालन किया गया है। इस योजना के अंतर्गत नवम्बर-2016 से गैर अंशदाता औद्योगिक एवं वाणिज्यिक श्रमिकों को भी शामिल कर लिया गया है जिनकी संस्था में आगजनी, भवन गिरने आदि से मृत्यु या अपंगता हो जाती है। श्रमिक की ऐसी मृत्यु पर उक्त योजना के तहत वित्तीय सहायता प्रदान की जाती है जिसका मुख्य कारण संस्था की चारदिवारी के अन्दर कार्य स्थल से संबंधित है तथा मृत्यु अस्पताल या पीड़ित को चिकित्सा के लिए अस्पताल ले जाते समय रास्ते में हुई हो। इसके अतिरिक्त ऐसी मृत्यु भी सम्मिलित है जो अन्य कारणों जैसे प्राकृतिक आपदा, हार्टअटैक, सांप या अन्य जहरीले जीव, पशु इत्यादि के काटने से कार्य स्थल पर हुई हो। दिनांक 15-1-2019 से उक्त योजना के तहत सभी अंशदाताओं को योजना में कवर कर दिया गया है।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

कार्यस्थल पर मृत्यु या अपंगता की श्रेणी	वित्तीय सहायता की राशि
कार्यस्थल पर कार्य करते हुए मृत्यु होने पर	पांच लाख रुपये

उक्त राशि दिनांक 15.01.2019 से मृत्यु व अपंगता स्थिति में प्रभावित है।

पात्रता के लिए निर्धारित शर्तें :-

1. मृतक श्रमिक/अंशदाता की सेवावधि निर्धारित नहीं है।
2. मृतक श्रमिक/अंशदाता की मासिक वेतन सीमा निर्धारित नहीं है।
3. श्रमिक/विधवा/आश्रितों द्वारा पुलिस **F.I.R./ D.D.R.** की साक्षांकित प्रति, पोस्टमार्टम रिपोर्ट की साक्षांकित प्रति आवेदन-पत्र के साथ भेजनी होगी।
4. मृत्यु की स्थिति में आश्रित द्वारा अंडरटेकिंग देनी होगी की वह मृतक श्रमिक/अंशदाता पर पूर्ण रूप से आश्रित था।
5. श्रमिक द्वारा अपंगता की स्थिति में आवेदन-पत्र के साथ **Medical Board/ E.S.I** द्वारा जारी अपंगता की प्रतिशतता के प्रमाण-पत्र की साक्षांकित प्रति भेजनी होगी।

22. राज्य में श्रम कल्याण केन्द्रों की स्थापना ।

हरियाणा श्रम कल्याण बोर्ड द्वारा हरियाणा राज्य श्रमिकों की पत्नियों व उनकी लड़कियों को बिना किसी फीस के सिलाई कढ़ाई, बुनाई इत्यादि का प्रशिक्षण देने के लिए श्रम कल्याण केन्द्र चलाए जा रहे हैं। दिनांक 15-1-2019 से उक्त योजना के अनुसार पूर्ण प्रशिक्षण उपरांत 5,000 रुपये की आर्थिक सहायता दी जानी है ताकि प्रशिक्षण उपरांत महिला प्रशिक्षणार्थियों को स्वयं रोजगार शुरू करने में मदद से वे आत्म निर्भर बन सकें।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित राशि 5,000 रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की कोई निर्धारित वेतन सीमा तय नहीं है।
2. श्रमिक की कोई निर्धारित सेवा अवधि तय नहीं है।
3. प्रशिक्षणार्थी को पूर्ण जीवनकाल में केवल एक बार ही उक्त योजना का लाभ दिया जाएगा।
4. योजना का लाभ लेने के लिए आश्रितों की संख्या निर्धारित नहीं है।

23. श्रमिकों के बेटों तथा अविवाहित श्रमिकों की स्वयं की शादी पर 21 हजार रुपये शगुन के तौर पर प्रदान करना।

यह योजना हरियाणा श्रम कल्याण बोर्ड द्वारा दिनांक 15-1-2019 से पुरुष श्रमिकों के हितों को ध्यान में रखते हुए आरंभ की गई है। इस योजना के अन्तर्गत श्रमिक के बेटों तथा अविवाहित श्रमिकों की स्वयं की शादी हेतु शगुन स्वरूप 21,000 रुपये की वित्तीय सहायता प्रदान की जाएगी जिससे श्रमिक को समान रूप से योजनाओं का लाभ दिया जा सके क्योंकि श्रमिक की स्वयं शादी या पुत्र की शादी के दौरान श्रमिक पर काफी अधिक आर्थिक दबाव बना रहता है बोर्ड द्वारा शगुन की राशि दी जाने से श्रमिक पर पडने वाला आर्थिक दबाव कम होगा।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- निर्धारित शगुन की राशि 21,000 रुपये

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की न्यूनतम निर्धारित सेवा अवधि 3 वर्ष अनिवार्य है।
2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. श्रमिक द्वारा आवेदन-पत्र के साथ शादी का पंजीकरण प्रमाण-पत्र देना होगा।
4. श्रमिक यह अंडरटेकिंग देगा जिसमें बोर्ड से पहली बार, दूसरी बार या तीसरी बार अथवा पहले कभी भी शगुन योजना का लाभ न लेने बारे स्पष्ट वर्णन करेगा।
5. श्रमिक शादी के आयोजन की तिथि के उपरांत एक वर्ष के अन्दर-अन्दर आवेदन प्रस्तुत करेगा।
6. यदि कोई श्रमिक शादी से 03 दिन पहले इस योजना का लाभ लेना चाहता है तो संस्थां श्रमिक के बच्चों या अविवाहित श्रमिक की शादी के आयोजन की तिथि को प्रमाणित करेगी व श्रमिकों से शादी के आयोजन से सम्बन्धित जरूरी कागजात अपने रिकॉर्ड में रखते हुए यह अंडरटेकिंग देगी की शादी के आयोजन की तिथि उपरांत 06 मास के अन्दर-अन्दर प्रबन्धक शादी का पंजीकरण प्रमाण पत्र बोर्ड के समक्ष प्रस्तुत करेंगे और यदि छह मास के अन्दर-अन्दर बोर्ड के समक्ष उक्त पंजीकरण प्रमाण-पत्र प्रस्तुत नहीं करते तो उन्हें उक्त योजना के तहत श्रमिक को प्रदान की गई राशि बोर्ड में जमा करवानी होगी।

24. व्यावसायिक कोर्सों में प्रवेश परीक्षाओं की कोचिंग के लिए 20 हजार रुपये तक तथा यू.पी.एस.सी. एवं एच पी.एस सी. की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा की तैयारी हेतु श्रमिकों के बच्चों को 01 लाख रुपये की राशि प्रदान करना।

यह योजना श्रम कल्याण बोर्ड द्वारा दिनांक 15-1-2019 से आरंभ की गई है। छात्र व्यावसायिक कोर्सों में प्रवेश हेतु प्राइवेट कोचिंग संस्थानों से कोचिंग लेते हैं जिन पर भारी भरकम खर्च श्रमिकों को वहन करना पडता है। इसलिए श्रमिकों के बच्चों को छात्रवृत्ति योजना से अलग कोचिंग लेने हेतु वित्तीय सहायता प्रदान करने के लिए माननीय मुख्य मन्त्री महोदय की घोषणा के अनुरूप प्रस्ताव बोर्ड द्वारा अनुमोदित कर दिया गया ताकि गरीब श्रमिक के बच्चे भी कोचिंग केन्द्रों में अच्छी कोचिंग प्राप्त करके अच्छे व्यवसायिक कोर्सों में प्रवेश करके अपना उज्ज्वल भविष्य बना सकें।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- व्यावसायिक कोर्सों में प्रवेश परीक्षाओं की कोचिंग के लिए 20,000 रुपये अथवा कोचिंग शुल्क का 75 प्रतिशत (दोनों में से जो भी कम हो) अनुदान देय होगा। ।
- यू.पी.एस.सी. एवं एच पी.एस.सी. की प्रारम्भिक परीक्षा पास करने पर मुख्य परीक्षा की तैयारी हेतु श्रमिकों के बच्चों को 1,00,000 रुपये की राशि।

पात्रता के लिए निर्धारित शर्तें :-

1. श्रमिक की न्यूनतम निर्धारित सेवा अवधि एक वर्ष अनिवार्य है।
2. श्रमिक की अधिकतम मासिक वेतन सीमा 25,000 रुपये तक निर्धारित किया गया है।
3. परीक्षार्थी द्वारा अर्हतादायी परीक्षा में कम से कम 60 प्रतिशत अंक लेना अनिवार्य हो।
4. कोचिंग संस्था द्वारा जारी कोचिंग शुल्क की रसीद अनिवार्य है।
5. यदि किसी श्रमिक का बच्चा और हरियाणा श्रम कल्याण बोर्ड से छात्रवृत्ति ले रहा है तो वह भी इस योजना का लाभ ले सकता है।
6. जो छात्र/छात्रा कोचिंग कक्षाओं में नियमित रूप से पढ़ाई जारी रखे हुए हैं इस संदर्भ में कोचिंग संस्थान द्वारा जारी प्रमाण पत्र जमा करवाना अनिवार्य है।
7. कोचिंग के लिए वित्तीय वर्ष में सहायता 03 लड़कियों व 02 लड़कों तक देय होगी।
8. श्रमिक का बच्चा यदि स्वयं रोजगार या नौकरी पर है स्कीम के अंतर्गत कवर नहीं होगा और यदि कोई श्रमिक छात्र का झूठा प्रमाण-पत्र देकर सम्बन्धित योजना का लाभ प्राप्त करता है तो उसको भविष्य में कभी भी सम्बन्धित योजना का लाभ नहीं दिया जाएगा। और दी गई लाभ की राशि वापिस ले ली जायेगी।

छात्रों द्वारा ली जा रही कोचिंग सम्बन्धित कोचिंग संस्थानों के लिए निर्धारित शर्तें :

- कम से कम तीन वर्ष से कोचिंग प्रदान कर रहे हों।
- न्यूनतम 300 विद्यार्थियों को संस्थान द्वारा कोचिंग प्रदान की गई हो।
- कम से कम तीन वर्ष से सेवा शुल्क (सर्विस टैक्स) GST कोचिंग Classes या Coaching institute चलाने हेतु संस्थान द्वारा सरकार को अदा किया जा रहा हो।
- संस्थान द्वारा बोर्ड को देय श्रम कल्याण निधि अदा की गई हो तथा संस्थान Shop & Commercial Establishment Act, 1958 के तहत पंजीकृत हो।

25. श्रमिक कल्याण पुरस्कार।

हरियाणा श्रम कल्याण बोर्ड द्वारा 15.01.2019 से उन संस्थाओं के प्रबन्धकों को श्रम पुरस्कार की भांति "श्रमिक कल्याण पुरस्कार" से सम्मानित करने का निर्णय लिया है जिनके द्वारा श्रमिकों को अधिक से अधिक हरियाणा श्रम कल्याण बोर्ड द्वारा चलाई जा रही कल्याणकारी योजनाओं के लाभ दिलवाये गये हैं। आवेदन पत्र प्रस्तुत करने के लिए संस्था की उपलब्धी पूर्व कैलेंडर वर्ष की आंकी जायेगी व आवेदन पत्रों की प्रस्तुति की अवधि अगले वर्ष में जनवरी से दिसम्बर तक होगी। पूर्व कैलेंडर वर्ष की उपलब्धी के आवेदन-पत्र अगले वर्ष में जनवरी से दिसम्बर के बाद प्राप्त हुए आवेदन-पत्रों पर कोई विचार नहीं किया जाएगा। उक्त पुरस्कार संस्थाओं में कार्यरत अंशदाताओं की संख्या के आधार पर दिये जाएंगे ताकि छोटी व बड़ी संस्थाओं को समान रूप से प्रोत्साहित किया जा सके।

योजना अनुसार प्रदान की जाने वाली निर्धारित राशि :-

- प्रथम पुरस्कार (2,00,000) – संस्था में कार्यरत अंशदाताओं की संख्या 1000 से अधिक (पुरस्कार संख्या 1)
- द्वितीय पुरस्कार (1,00,000) – संस्था में कार्यरत अंशदाताओं की संख्या 251 से 1000 तक (पुरस्कार संख्या 2)
- तृतीय पुरस्कार (51,000) – संस्था में कार्यरत अंशदाताओं की संख्या 250 तक (पुरस्कार संख्या 3)

पात्रता के लिए निर्धारित शर्तें :-

1. संस्था द्वारा हरियाणा राज्य में संस्था के प्रारम्भ संचालित वर्ष से पूर्व कैलेण्डर वर्ष तक का शत प्रतिशत अंशदान बोर्ड में जमा किया हो अन्यथा आवेदन-पत्र स्वीकृत नहीं किया जाएगा।
2. आवेदन-पत्र प्राप्त संस्था के सम्बन्धित श्रम निरीक्षक (कल्याण) व श्रम कल्याण अधिकारी द्वारा संस्था की अनपेड राशि बारे वैरिफिकेशन होना अनिवार्य है।
3. जिस संस्था द्वारा बोर्ड की योजनाओं के तहत निर्धारित वेतन सीमा के अन्तर्गत कवर होने वाले कर्मचारियों की संख्या की एवज में लाभार्थियों की संख्या की प्रतिशतता जिस संस्था की तुलनात्मक तौर पर अधिक होगी उसी संस्था के प्रबन्धक को तुलनात्मक आधार पर पुरस्कार प्रदान किया जाएगा।
4. संस्था द्वारा आवेदन जमा करवाने के पूर्व के दो वर्षों में श्रमिकों के लिए प्राथमिक चिकित्सा कैंप लगाया जाना अनिवार्य है।
5. संस्था द्वारा आवेदन जमा करवाने के पूर्व के दो वर्षों में श्रमिकों के लिए अग्नि शमन कैंप लगाया जाना अनिवार्य है।
6. संस्था हरियाणा श्रम कल्याण बोर्ड में आवेदन जमा करवाने के पूर्व 10 वर्षों से स्थापित हो।
7. आवेदन-पत्र जमा करवाने के पूर्व 05 वर्षों में कोई **Major Accident** न हुआ हो यदि कोई **Major Accident** हुआ हो तो उसमें संस्था प्रबन्धकों को दोषी न ठहराया गया हो।
8. संस्था प्रबन्धक की वैरिफिकेशन **Local -Police Station** द्वारा **Verify** हो।

Draft Service Rule of the Board

HARYANA GOVERNMENT LABOUR DEPARTMENT

NOTIFICATION

No. _____ The day of _____ / _____

The following Haryana Labour Welfare Board (Group A) Draft Service Rules, 2020 which the Governor of Haryana proposes to make in exercise of the powers conferred by clause (h) of sub section (2) of Section 27 of the Punjab Labour Welfare Fund Act, 1965, is hereby published as required by sub-section (1) of Section 27 of the Act for the information of persons likely to be affected thereby.

Notice is hereby given that the above draft of Service Rules of Haryana Labour Welfare Board shall be taken into consideration by the State Government on or after the expiry of a period of 30 days from the date of publication of this notification in the Official Gazette, together with objections or suggestions, if any, which may be received by the Additional Chief Secretary/Principal Secretary to Government, Haryana, Labour Department, Chandigarh from any person with respect to above draft of the Rules before the expiry of the period specified above.

Haryana Labour Welfare Board (Group A) Draft Service Rules, 2020

Part-I (General)

- Short title, Commencement and application** 1. (a) These rules may be called The Haryana Labour Welfare Board (Group A) Service Rules, 2020.
(b) They shall come into force from the date of publication in the Official Gazette.
(c) They shall apply to all the employees in the service of the Board except those governed by specific agreements;
Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.
- Definitions :** 2. (1) In these rules, unless the context otherwise requires:-
(a) "ACT" means The Punjab Labour Welfare Fund Act, 1965.
(b) "Board" means the Haryana Labour Welfare Board constituted by the Haryana Government under section 4 of the Act.
(c) "Chairperson" means the Chairperson of the Board nominated by the State Government under sub Section (3) of section 4 of the Act.
(d) "Government" means the Government of Haryana in the Administrative Department.
(e) "Welfare Commissioner" means the Welfare Commissioner as defined in Section 2(12) of the Act.
(f) "HPSC" means the Haryana Public Service Commission .
(g) "Appendix" means an appendix to these rules.
(h) "Direct recruitment" means an appointment made otherwise than by promotion from within the service of the Board or by transfer of an official already in service of the State Government or the Government of India.
(i) "Recognized University" means;
(i) any university incorporated by law in India; or
(ii) any other university which is declared by the Government to be a recognized university for the purposes of these rules.
(j) "Education Board" means the Board of School Education, Haryana, established under the provisions of Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other education board established by law in any of the states of India.
(k) "Service" means the Haryana Labour Welfare Service.
(2) All other words and expressions used but not defined in these rules, shall have the same meanings as are assigned to them in the Punjab Labour Welfare Fund Act, 1965 and The Haryana Civil Service Rules, 2016 as applicable to the State of Haryana and as modified and amended by the Government of Haryana from time to time.

PART-II RECRUITMENT OF SERVICE

- Number and character of posts** 3 . The service shall comprise the posts shown in Appendix-A to these Rules;
Provided that nothing in these rules shall affect the inherent right of Board to make additions to or reductions in the number of such posts or create new posts with different designations and scales of pay, either permanently or temporarily.
- Nationality domicile and character of candidates appointed to service** 4 . (1) No person shall be appointed to any post in the service, unless he is:-
(a) a citizen of India; or
(b) a subject of Nepal; or
(c) a subject of Bhutan; or
(d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaira and Ethiopia with the intention of permanently settling in India;

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the HPSC or HSSC or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the services by direct recruitment, unless he produces :

- (a) a certificate of character from the Principal academic officer of a University, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are un-connected with his university, college, school or institution and;
(b) a medical certificate of physical fitness as required under Haryana Civil Services Rules, 2016.

- Age** 5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age:
Provided further that in the case of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and persons with disability categories, the upper age limit shall be such, as may be fixed by the Government, from time to time.

- Appointing authority** 6 . Appointments to the post specified in column 2 of the table given below, in the service shall be made by the authorities mentioned against each in column 3 of the said table :-

TABLE

Serial Number	Designation of post	Appointing authority
1	1	2
1	Welfare Commissioner	Ex-officio
2	Deputy Labour Commissioner (Welfare)	The Additional Chief Secretary/Principal Secretary to Govt. Haryana Labour Department.

- Qualification** 7. No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment;

- Disqualification** 8 . (1) No person:-
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service;

Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to

the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

(2) No person shall be appointed to the service who has been dismissed from the service of the Government of India or any State Government or a local authority or a Corporation or a Board.

Method of recruitment of 9.

Recruitment to the service shall be made :-

(1) **In case of Deputy Labour Commissioner (Welfare);**

- (a) by Promotion from amongst the Labour Welfare Officer; or
- (b) by Direct Recruitment; or
- (c) by transfer or deputation of an officer already in the service of State Government or the Government of India.

(2) if suitable eligible candidate are not available for appointment by promotion, the post in question shall be filled by means of direct recruitment or transfer or deputation.

(3) Promotion in respect of post shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

(4) In case of promotion, if any employee forgoes his promotion his name will not be considered for promotion for any post for further period of one year atleast.

(5) for all appointments, where experience is required, experience shall be counted after attainment of prescribed qualification.

Source of recruitment of 10

All direct recruitment shall be made through the recruitment agencies constituted for this purpose by Government of Haryana from time to time.

Probation 11

(1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise;

Provided that ;

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; and
- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ;

(2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-

- (a) if such person is appointed by direct recruitment, dispense with his services; and
- (b) if such person is appointed otherwise, than by direct recruitment:-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permits.
- (c) The period of probation can be extended, as it could have passed on the expiry of the first period of probation;

Provided that the total period of the probation including extension, if any, shall not exceed three years.

Seniority 12

Seniority, inter-se of the members of the service shall be determined by the length of their regular service on any post in the service;

Provided further that in the case of members appointed by the direct recruitment, the order of merit determined by the HPSC or HSSC, as the case may be, shall not be disturbed in determining the seniority;

Provided further that in the case of two or more members appointed on the same date by different methods, their seniority shall be determined as follows :-

- (a) a member appointed by direct recruitment shall be senior to member appointed by promotion or by transfer.

		(b) a member appointed by promotion shall be senior to a member appointed by transfer;
Liability to Service	13	<p>(1) A member of the service shall be liable to serve at any place, whether within or out of the State of Haryana, on being ordered so to do by the appointing authority or by an officer authorized by him in this behalf.</p> <p>(2) A member of the Service may also be deputed to serve under:-</p> <p>(i) A company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority or University within the State of Haryana;</p> <p>(ii) The Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or</p> <p>(iii) Any other State Government, an international organization, an autonomous body not controlled by the Government or a private body;</p> <p>Provided that no member of the service shall be deputed to serve the Central or any other state Government or any organization or body referred to in clause (ii) or clause (iii), except with his consent.</p>
Pay, leave, other matters except gratuity and provident fund	14	In respect of pay, leave and all other matters, not expressly provided for in these rules, the members of the service shall be governed by the Haryana Civil Services Rules, 2016 and such other rules and regulations as may have been or may thereafter be, made by the State Government legislature and adopted by the Board.
Conduct, Discipline, Penalties and appeals	15	<p>(1) In matters relating to conduct, disciplines, penalties and appeals, the members of the service shall be governed by the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and Haryana Civil Services (Punishment and Appeal) Rules, 2016, as amended from time to time;</p> <p>Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under section 27 of The Punjab Labour Welfare Fund Act, 1965 ,be such as specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under Haryana Civil Services (punishment and appeal), Rules, 2016 and appellate authority shall be as specified in Appendix-C to these rules.</p>
Vaccination	16	Every member of service, shall get himself vaccinated or re-vaccinated as and when Government directs by a special or general order.
Oath of Allegiance:	17	Every member of service, unless he/she has already done so, shall be required to take the oath of allegiance to the constitution of India as by law established.
Employees Provident Fund & gratuity	18	All employees of the Board directly appointed or appointed by promotion or transfer shall be required to subscribe to the Employees Provident Fund and other similar fund in accordance with such rules as laid down in the Employees Provident Funds and Miscellaneous Provision Act, 1952. The Gratuity shall be governed by Haryana Civil Services (Pension) Rules, 2016.
Special provisions:	19	Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.
Power of relaxation:	20	Where the Board is of the opinion that, it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of the Government.
Reservations	21	Nothing contained in these rules shall affect reservations and any other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically handicapped persons or any other Class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time;
Resignation from service	22	If a member of service wants to resign from service he shall give three months notice in writing to the appointing authority. if the member fails to give such notice of three months or a short period, the appointing authority shall be entitled to recover three month salary with usual allowances or to the extent of such remaining period of three month, as the case may be, in lieu of such notice.
Repeal and	23	Any rule applicable to the service and corresponding to any of these rules which is in

Savings

force immediately before the commencement of these rules are hereby repealed;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Appendix-A**(See Rule 3)**

Sr.No.	Designation of post	Number of posts	Pay Matrix Level of Rs.	Group Service of
1	2	3	4	5
1.	Welfare Commissioner	01	Labour Commissioner, Haryana is Ex-officio Welfare Commissioner of the Board.	Group 'A'
2.	Deputy Labour Commissioner (Welfare)	03	Pay matrix Level-10 of 56100-177500	Group 'A'

Appendix-B**(See Rule 7)**

Sr. No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience for appointment other than by direct recruitment.
1.	2.	3.	4.
1.	Deputy Labour Commissioner (Welfare)	(a) Graduate of a recognized university with one of the social sciences such as Economics, Public Administration, Commerce and Sociology as one of the subject; OR Post Graduate diploma in Industrial Relations and Personnel Management from any recognized university or institution; OR Post graduate degree in Public Administration with specialization in Labour Laws or degree in Law with Labour law as one of papers. (b) Knowledge of Hindi upto Matric.	<u>For Promotion :</u> (i) Graduate from any recognized University. (ii) Degree or Post Graduate diploma in social work or labour welfare or Post Graduate Diploma in Industrial Relations and Personnel Management or its equivalent from any recognized University or institution. (iii) Three years experience as Labour Welfare Officer. (iv) Matric with Hindi/ Sanskrit. <u>For Deputation :</u> (i) Graduate from any recognized University. (ii) Degree or Post Graduate diploma in social work or labour welfare or Post Graduate Diploma in Industrial Relations and Personnel Management or its equivalent from any recognized University or institution. (iii) Three Years' experience of the service equivalent to the scale of pay of Deputy Labour Commissioner (Welfare). (iv) Matric with Hindi/ Sanskrit.

Appendix-C

(See Rule -16(1))

Sr. No.	Designation of post	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	Deputy Labour Commissioner (Welfare)	The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department.	<p>Minor Penalties</p> <p>(a) Warning with a copy in the personal file, (character roll);</p> <p>(b) Censure;</p> <p>(c) Withholding of promotion for a specified period upto one year;</p> <p>(d) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order, to the Central Government or a state Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act or parliament or of the legislature of a state ; and Labour Welfare Board.</p> <p>(e) Withholding of increment(s) of pay without cumulative effect;</p> <p>Major Penalties</p> <p>(a) Withholding of increments of pay with cumulative effect;</p> <p>(b) withholding of promotion for a specified period more than one year;</p> <p>(c) Reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether or the expiry of the period of reduction his pay is to be restored or not.</p> <p>(d) Reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding condition of restoration to the pay structure, post of service from which the Government employee was reduced</p>	The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department.	Minister-in-charge of Labour department.

			and his seniority and pay on such restoration to that pay structure, post or service; (e) Compulsory retirement; (f) Removal from service; (g) Dismissal from service.		
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Deputations will be dealt with as per terms and conditions of their deputation or procedure meant for them.

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HARYANA GOVERNMENT LABOUR DEPARTMENT

NOTIFICATION

No. _____ The day of _____ / _____

The following Haryana Labour Welfare Board (Group B) Draft Service Rules, 2020 which the Governor of Haryana proposes to make in exercise of the powers conferred by clause (h) of sub section (2) of Section 27 of the Punjab Labour Welfare Fund Act, 1965, is hereby published as required by sub-section (1) of Section 27 of the Act for the information of persons likely to be affected thereby.

Notice is hereby given that the above draft of Service Rules of Haryana Labour Welfare Board shall be taken into consideration by the State Government on or after the expiry of a period of 30 days from the date of publication of this notification in the Official Gazette, together with objections or suggestions, if any, which may be received by the Additional Chief Secretary/Principal Secretary to Government, Haryana, Labour Department, Chandigarh from any person with respect to above draft of the Rules before the expiry of the period specified above.

Haryana Labour Welfare Board (Group B) Draft Service Rules, 2020

Part-I (General)

- Short title, Commencement and application** 1. (a) These rules may be called The Haryana Labour Welfare Board (Group B) Service Rules, 2020.
(b) They shall come into force from the date of publication in the Official Gazette.
(c) They shall apply to all the employees in Group 'B' of the Board except those governed by specific agreements;
Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.
- Definitions :** 2. (1) In these rules, unless the context otherwise requires:-
(a) "ACT" means The Punjab Labour Welfare Fund Act, 1965.
(b) "Board" means the Haryana Labour Welfare Board constituted by the Haryana Government under section 4 of the Act.
(c) "Chairperson" means the Chairperson of the Board nominated by the State Government under sub Section (3) of section 4 of the Act.
(d) "Government" means the Government of Haryana in the Administrative Department.
(e) "Welfare Commissioner" means the Welfare Commissioner as defined in Section 2(12) of the Act.
(f) "HPSC" means the Haryana Public Service Commission.
(g) "Appendix" means an appendix to these rules.
(h) "Direct recruitment" means an appointment made otherwise than by promotion from within the service of the Board or by transfer of an official already in service of the State Government or the Government of India.
(i) "Recognized University" means;
(i) any university incorporated by law in India; or
(ii) any other university which is declared by the Government to be a recognized university for the purposes of these rules.
(j) "Education Board" means the Board of School Education, Haryana, established under the provisions of Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other education board established by law in any of the states of India.
(k) "Service" means the Haryana Labour Welfare Service.
(2) All other words and expressions used but not defined in these rules, shall have the same meanings as are assigned to them in the Punjab Labour Welfare Fund Act, 1965 and The Haryana Civil Service Rules, 2016 as applicable to the State of Haryana and as modified and amended by the Government of Haryana from time to time.

PART-II RECRUITMENT OF SERVICE

Number and character of posts 3. The service shall comprise the posts shown in Appendix-A to these Rules;

Provided that nothing in these rules shall affect the inherent right of Board to make additions to or reductions in the number of such posts or create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality domicile and character of candidates appointed to service 4. (1) No person shall be appointed to any post in the service, unless he is:-
 (a) a citizen of India; or
 (b) a subject of Nepal; or
 (c) a subject of Bhutan; or
 (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
 (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaira and Ethiopia with the intention of permanently settling in India;

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the HPSC or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the services by direct recruitment, unless he produces :

- (a) a certificate of character from the Principal academic officer of a University, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution and;
- (b) a medical certificate of physical fitness as required under Haryana Civil Services Rules, 2016.

Age 5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age:

Provided further that in the case of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and persons with disability categories, the upper age limit shall be such, as may be fixed by the Government, from time to time.

Appointing authority 6. Appointments to the post specified in column 2 of the table given below, in the service shall be made by the authorities mentioned against each in column 3 of the said table :-

TABLE

Serial Number	Designation of post	Appointing authority
1	2	3
1	Accounts Officer	Government of Haryana (Finance Department)
2	Assistant District Attorney	Government of Haryana (Administration of Justice Department.)
3	Labour Welfare Officer	The Additional Chief Secretary/Principal Secretary to Govt. Haryana Labour Department.

Qualification 7. No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment;

Disqualification 8. (1) No person:-
 (a) who has entered into or contracted a marriage with a person having a spouse living; or
 (b) who having a spouse living, has entered into or contracted a marriage with

any person, shall be eligible for appointment to any post in the service;

Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

(2) No person shall be appointed to the service who has been dismissed from the service of the Government of India or any State Government or a local authority or a Corporation or a Board.

Method of recruitment 9.

Recruitment to the service shall be made :-

(i) In case of Accounts Officer;

by deputation from the Finance Department of the State Government.

(ii) In case of Assistant District Attorney;

by deputation from the Prosecution Department of the State Government.

(iii) In case of Labour Welfare Officer;

- (a) 50 % by Promotion from amongst the Deputy Superintendent or Labour Inspector (Welfare); or
- (b) 50% by direct recruitment;
- (c) by transfer or deputation of an officer/official already in the Service of State Government or the Government of India.

(2) Promotion in respect of post shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

(3) For all promotions which are to be made from more than one cadre, their interse seniority for the purpose of promotion shall be determined on the basis of date of regular appointment in their respective cadre.

(4) In case of promotion, if any employees forgoes his promotion his name will not be considered for promotion for any post for further period of one year atleast.

(5) for all appointments, where experience is required, experience shall be counted after attainment of prescribed qualification.

Source of recruitment 10

All direct recruitment shall be made through the recruiting agencies constituted for this purpose by Government of Haryana from time to time.

Probation 11

(1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise;

Provided that ;

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; and
- (b) any period of work in equivalent or higher rank, prior to appointment to any post in the service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ;

(2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-

- (a) if such person is appointed by direct recruitment, dispense with his services; and
- (b) if such person is appointed otherwise, than by direct recruitment :-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permits.
- (c) The period of probation can be extended, as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation including extension, if any, shall not exceed three years.

(3) Without prejudice to the conditions prescribed for passing of departmental examination prescribed for the post on the completion of the period of probation of a

person, the appointing authority may;

- (a) if his work and conduct has, in its opinion, been not satisfactory ;
- (i) dispense with his services, if appointed by direct recruitment, or if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (ii) extend his period of probation and thereafter pass such orders, as it could have passed on the expiry of the first period of probation;

Provided that the total period of the probation including extension, if any, shall not exceed three years.

Departmental Examination 12

- (i) All Persons appointed by way of direct recruitment to the Service under rule 9 shall have to qualify the departmental examination as per the conditions and syllabus specified in Appendix 'D' within a period of one year of appointment, failing which, increments falling due after expiry of one year or any period thereafter, shall not be granted. The increment shall be granted from the date of qualifying / passing the examination, but he/she shall not be entitled to get arrears of increments for the period, the increments remained withheld; Further he or she shall not be considered fit to be promoted unless he passes this examination.

Provided that the Welfare Commissioner, Haryana, shall be competent to add to the syllabus, any other enactment not mentioned in Appendix-D as he may deem necessary.

Seniority 13

Seniority, inter-se of the members of the service shall be determined by the length of their regular service;

Provided further that in the case of members appointed by the direct recruitment, the order of merit determined by the HPSC or HSSC, as the case may be, shall not be disturbed in determining the seniority;

Provided further that in the case of two or more members appointed on the same date by different methods, their seniority shall be determined as follows :-

- (c) a member appointed by direct recruitment shall be senior to member appointed by promotion or by transfer;
- (d) a member appointed by promotion shall be senior to a member appointed by transfer;
- (e) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in their parent cadre from which they were promoted ;

Liability to Service 14

(1) A member of the service shall be liable to serve at any place, whether within or out of the State of Haryana, on being ordered to do so by the appointing authority or by an officer authorized by him in this behalf.

(2) A member of the Service may also be deputed to serve under:-

- (i) A company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority or University within the State of Haryana;
- (ii) The Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
- (iii) Any other State Government, an international organization, an autonomous body not controlled by the Government or a private body;

Provided that no member of the service shall be deputed to serve the Central or any other state Government or any organization or body referred to in clause (ii) or clause (iii), except with his consent.

Pay, leave, other matters except gratuity and provident fund 15

In respect of pay, leave and all other matters, not expressly provided for in these rules, the members of the service shall be governed by the Haryana Civil Services Rules, 2016 and such other rules and regulations as may have been or may thereafter be, made by the State Government legislature and adopted by the Board.

Conduct, Discipline, Penalties and appeals	16	<p>(1) In matters relating to conduct, disciplines, penalties and appeals, the members of the service shall be governed by the Haryana Civil Services (Government Employees' Conduct) Rules, 2016 and Haryana Civil Services (Punishment and Appeal) Rules, 2016, as amended from time to time;</p> <p>Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under section 27 of The Punjab Labour Welfare Fund Act, 1965 , be such as specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under Haryana Civil Services (punishment and appeal), Rules, 2016 and appellate authority shall be as specified in Appendix-C to these rules.</p>
Vaccination	17	Every member of service, shall get himself vaccinated or re-vaccinated as and when Government directs by a special or general order.
Oath of Allegiance:	18	Every member of service, unless he/she has already done so, shall be required to take the oath of allegiance to the constitution of India as by law established.
Employees Provident Fund & gratuity	19	All employees of the Board directly appointed or appointed by promotion or transfer shall be required to subscribe to the Employees Provident Fund and other similar fund in accordance with such rules as laid down in the Employees Provident Funds and Miscellaneous Provision Act, 1952. The Gratuity shall be governed by Haryana Civil Services (Pension) Rules, 2016.
Special provisions:	20	Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.
Power of relaxation:	21	Where the Board is of the opinion that, it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of the Government.
Reservations	22	Nothing contained in these rules shall affect reservations and any other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically handicapped persons or any other Class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time;
Resignation from service	23	If a member of service wants to resign from service he shall give three months notice in writing to the appointing authority. if the member fails to give such notice of three months or a short period, the appointing authority shall be entitled to recover three month salary with usual allowances or to the extent of such remaining period of three month, as the case may be, in lieu of such notice.
Repeal and Savings	24	Any rule applicable to the service and corresponding to any of these rules which is in force immediately before the commencement of these rules are hereby repealed;
		Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

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Appendix-A (See Rule 3)

Sr.No.	Designation of post	Number of posts	Pay Matrix Level of Rs.	Group of Service
1	2	3	4	5
1.	Accounts Officer	01	Pay matrix Level-9 of Rs. 53100-167800	Group 'B'
2.	Assistant District Attorney	01	Pay matrix Level-9 of Rs. 53100-167800	Group 'B'
3.	Labour Welfare Officer	12	Pay matrix level- 7 of 44900-142400	Group 'B'

**Appendix-B
(See Rule 7)**

Sr. No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience for appointment other than by direct recruitment.
1.	2.	3.	4.
1.	Accounts Officer	-	As defined in their parent department Service Rules.
2.	Assistant District Attorney	-	-do-
3.	Labour Welfare Officer	<p>i) Graduate from any recognized university with Economics or Public Administration or Commerce or Sociology or Psychology or Law Degree with Labour Law as one of the subjects;</p> <p>ii) Degree or Post Graduate diploma in social work or Labour Welfare or Post Graduate diploma in Industrial Relations and Personnel Management or its equivalent from any recognized university or institution;</p> <p>(iii) Matric with Hindi/ Sanskrit.</p>	<p><u>By promotion :</u></p> <p>i) Graduate from any recognized university ;</p> <p>ii) Degree or post graduate diploma in social work or Labour Welfare or post graduate diploma in Industrial Relations and Personnel Management or its equivalent from any recognized university or institution;</p> <p>iii) Three years' experience as Deputy Superintendent or Labour Inspector (welfare);</p> <p>(iv) Matric with Hindi/ Sanskrit.</p> <p><u>By deputation :</u></p> <p>i) Graduate from any recognized university ;</p> <p>ii) Degree or post graduate diploma in social work or Labour Welfare or post graduate diploma in Industrial Relations and Personnel Management or its equivalent from any recognized university or institution;</p> <p>iii) Three years' experience on the service equivalent to the scale of pay of Labour Welfare Officer;</p> <p>(iv) Matric with Hindi/ Sanskrit.</p>

**Appendix-C
(See Rule -16(1))**

Sr. No.	Designation of post	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	Labour Welfare Officer	The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department.	<p>Minor Penalties</p> <p>(i) Warning with a copy in the personal file, (character roll);</p> <p>(ii) Censure;</p> <p>(iii) Withholding of promotion for a specified period upto one year;</p> <p>(iv) recovery from pay of the whole or part of any pecuniary, loss caused by negligence or breach of orders to the Central Government or a State Government or to a Company and association or a body on individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act</p>	The Additional Chief Secretary/ Principal Secretary to Govt. Haryana Labour Department.	Minister-in-charge of Labour department.

			<p>of Parliament or of the legislature of a State; and (v) withholding of increment(s) without cumulative effect;</p> <p>Major Penalties</p> <p>(i) withholding of increment(s) with cumulative effect; (ii) withholding of promotion for a specified period more than one year; (iii) reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not. (iv) reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure, post or service from which the Government employee was reduced and his seniority and pay on such restorations to that pay structure, post or service; (v) compulsory retirement; (vi) removal from service ; (vii) dismissal from service.</p>		
2	Accounts Officer	As per their parent department Service Rules.			
3	Assistant District Attorney				

The cases of Deputationists will be dealt with as per terms and conditions of their deputation or procedure meant for them.

Appendix-D
(See Rule-12)

1. A departmental examination for Labour Welfare Officer shall be held half yearly around the fourth week of April and second week of November every year.
2. The Welfare Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of examination shall be fixed by the Welfare Commissioner, Haryana at least one month before the commencement of the examination.
4. The question paper shall be set, answer book examined and marks awarded by the examiner appointed by the Welfare Commissioner, Haryana.
5. The Officer conducting the examination shall;-
 - (i) Receive the question papers from the examiner and cause them to be typed or cyclostyled;
 - (ii) Superintend the examination;
 - (iii) Transmit the answer books to the examiners concerned; and
 - (iv) Receive the awards of marks and forward the result to the Welfare Commissioner, Haryana who shall declare the result in order of merit.
6. There shall be three papers with the following syllabus :-

First paper:

 - a. The Minimum Wages Act, 1948 and the rules made thereunder.
 - b. The Payment of Wages Act, 1936 and the rules made thereunder.
 - c. Bonus Act.
 - d. Gratuity Act, 1972 and rules made thereunder.
 - e. Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder.

Second paper:

 - (i) The Industrial Disputes Act, 1947 and the rules made thereunder.
 - (ii) The Factories Act, 1948 and the rules made thereunder.
 - (iii) The Punjab Shops and Commercial Establishment Act, 1958 and the rules made there under.

Third paper :

 - (i) The Punjab Labour Welfare Act, 1965 and The Punjab Labour Welfare Fund Rules, 1966.
 - (ii) Welfare Schemes of the Haryana Labour Welfare Board.
 - (iii) Basic of Computer (Internet, MS-Word and Excel)
7. Each paper shall carry 100 marks.
8. Time allowed for each paper shall be 2½ hours.
9. The answer books and other stationary for the examination shall be provided by the Welfare Commissioner, Haryana.
10. No book shall be supplied or allowed to be consulted during the examination except bare Acts.
11. No candidate shall be considered of have qualified the examination unless he obtained 55 percent marks in each paper.
12. A candidate may appear in all or one or more papers at a time.
13. A candidate shall be required to qualify the departmental examination within a period during which he shall be discharged.

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HARYANA GOVERNMENT LABOUR DEPARTMENT
NOTIFICATION

No. _____ The day of _____ / _____

The following Haryana Labour Welfare Board (Group C) Draft Service Rules, ——— which the Governor of Haryana proposes to make in exercise of the powers conferred by clause (h) of sub section (2) of Section 27 of the Punjab Labour Welfare Fund Act, 1965, is hereby published as required by sub-section (1) of Section 27 of the Act for the information of persons likely to be affected thereby.

Notice is hereby given that the above draft of Service Rules of Haryana Labour Welfare Board shall be taken into consideration by the State Government on or after the expiry of a period of 30 days from the date of publication of this notification in the Official Gazette, together with objections or suggestions, if any, which may be received by the Principal Secretary to Government, Haryana, Labour Department, Chandigarh from any person with respect to above draft of the Rules before the expiry of the period specified above.

Haryana Labour Welfare Board (Group C) Draft Service Rules,

Part-I (General)

- Short title, 1.** (a) These rules may be called The Haryana Labour Welfare Board (Group C) Service Rules,
- Commencement and application** (b) They shall come into force from the date of publication in the Official Gazette.
(c) They shall apply to all the employees in the service of the Board except those governed by specific agreements;
Provided that in the case of Government servants on deputation, they shall apply to the extent specified in the terms and conditions of their deputation.
- Definitions : 2.** (1) In these rules, unless the context otherwise requires:-
(a) "ACT" means The Punjab Labour Welfare Fund Act, 1965.
(b) "Board" means the Haryana Labour Welfare Board constituted by the Haryana Government under section 4 of the Act.
(c) "Chairperson" means the Chairperson of the Board nominated by the State Government under sub Section (3) of section 4 of the Act.
(d) "Government" means the Government of Haryana in the Administrative Department.
(e) "Welfare Commissioner" means the Welfare Commissioner as defined in Section 2(12) of the Act.
(f) "HSSC" means the Haryana Staff Selection Commission.
(g) "Appendix" means an appendix to these rules.
(h) "Direct recruitment" means an appointment made otherwise than by Promotion from within the service of the Board or by transfer of an official already in service of the State Government or the Government of India.
(i) "Recognized University" means;
(i) any university incorporated by law in India; or
(ii) any other university which is declared by the Government to be a recognized university for the purposes of these rules.
(j) "Education Board" means the Board of School Education, Haryana, established under the provisions of Haryana Board of School Education Act, 1969 (Act 11 of 1969), or any other education Board established by law in any of the states of India.
(k) "Service" means the Haryana Labour Welfare Board Service.
(l) "Diminishing Cadre" means that as and when the post falls vacant due to any reason i.e. retirement/resignation/death/ promotion/adjustment elsewhere etc, the post shall stand abolished forthwith.
(2) All other words and expressions used but not defined in these rules, shall have the same meanings as are assigned to them in the Punjab Labour Welfare Fund Act, 1965 and The Haryana Civil Services Rules, 2016 as applicable to the State of Haryana and as modified and amended by the Government of Haryana from time to time.

PART-II RECRUITMENT OF SERVICE

- Number and character of posts** 3. The service shall comprise the posts shown in Appendix-A to these Rules;
Provided that nothing in these rules shall affect the inherent right of Board to make additions / alteration or reductions in the number of such posts with different designations and scales of pay, either permanently or temporarily.
- Nationality domicile and character of candidates appointed to service** 4. (1) No person shall be appointed to any post in the service, unless he is:-
(a) a citizen of India; or
(b) a subject of Nepal; or
(c) a subject of Bhutan; or
(d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
(e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India;
Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.
(2) A person in whose case certificate of eligibility is necessary may be admitted to an examination or interview conducted by the HSSC or any other recruiting authority, but the offer of appointment may be given only after verification of the necessary eligibility certificate has been issued to him by the Government.
(3) No person shall be appointed to any post in the services by direct recruitment, unless he produces :
(a) a certificate of character from the Principal academic officer of a University , college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are un-connected with his university, college, school or institution and;
(b) a medical certificate of physical fitness as required under Haryana Civil Services Rules, 2016.
- Age** 5. No person shall be appointed to any post in the Service by direct recruitment who is less than eighteen years or more than forty-two years of age:
Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service rules, those limits shall be applicable for appointment to such posts:
Provided further that in the case of candidates belonging to Scheduled Castes, Backward Classes, ex-servicemen and persons with disability categories, the upper age limit shall be such, as may be fixed by the Government, from time to time.
- Appointing authority** 6. Appointments to the post specified in column 2 of the table given below, in the service shall be made by the authorities mentioned against each in column 3 of the said table :-

TABLE

Serial Number	Designation of post	Appointing authority
1	2	3
1	Section Officer	Director of Treasuries and Accounts, Haryana
2	Deputy Superintendent	Welfare Commissioner, Haryana.
3	Labour Inspector (Welfare)	
4	Accountant	
5	Assistant	
6	Senior Scale Stenographer	
7	Computer Programmer	
8	Junior Scale Stenographer	
9	Junior Accountant	
10	Steno Typist	
11	Accounts Clerk	
12	Driver	

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13	Clerk	
14	Instructor (Female)	

Qualification 7.

No person shall be appointed to any post in the service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment.

Disqualification 8.

(1) No person :-

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
 (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service;

Provided that the Government may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of this rule.

(2) No person shall be appointed to the service who has been dismissed from the service of the Government of India or any State Government or a local authority or a Corporation or a Board.

Method of recruitment 9.

(1) **Recruitment to the service shall be made :-**

(i) **In case of Section Officer ;**

by deputation from Treasuries and Accounts Department of the State Government.

(ii) **In case of Deputy Superintendent;**

- (a) by Promotion from amongst the Assistant or Accountant or Senior Scale Stenographer; or
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India.

(iii) **In case of Labour Inspector (Welfare);**

- (a) 50% by direct recruitment; or
 (b) 50% by promotion from amongst the Assistant or Accountant or Senior Scale Stenographer; or
 (c) by transfer or deputation of an official already in the service of State Government or the Government of India.

(iv) **In case of Accountant;**

- (a) by promotion from amongst Junior Accountant or Accounts Clerk or Clerks; or
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India;
 (c) SETC qualified as per Govt. Instructions.

(v) **In case of Assistant;**

- (a) by promotion from amongst Junior Accountant or Junior Scale Stenographers or Clerks or Accounts Clerks; or
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India;
 (c) SETC qualified as per Govt. Instructions.

(vi) **In case of Senior Scale Stenographer;**

- (a) by direct recruitment; or
 (b) by Promotion from amongst the Junior Scale Stenographer;
 (c) by transfer or deputation of an official already in the service of State Government or the Government of India.

(vii) **In case of Computer Programmer;**

- (a) by direct recruitment ; or
 (b) by transfer or deputation of an official already in the service of State Government or the Government of India.

(viii) **In case of Junior Scale Stenographer;**

- (a) by direct recruitment ; or
 (b) by promotion from amongst Clerks; or
 (c) by transfer or deputation of an official already in the service of State Government

or the Government of India.

(ix) In case of Junior Accountant;

- (a) by direct recruitment ;or
- (b) by Promotion from amongst the Accounts Clerk or Clerk; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India;
- (d) SETC qualified in case of promotion as per Govt. Instructions.

(x) In case of Steno Typist;

- (a) by direct recruitment ;or
- (b) by transfer or deputation of an official already in the service of State Government or the Government of India;
- (c) SETC qualified as per Govt. Instructions;

(xi) In case of Accounts Clerk;

- (a) 80% by direct recruitment; or
- (b) 20% by promotion from amongst the Group-D employees Photostate Machine Operator/ Peon/ Peon-cum-Chowkdar Chowkdar; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India;
- (d) SETC qualified as per Govt. Instructions.

(xii) In case of Driver;

- (a) 80% by direct recruitment; or
- (b) 20% by promotion from amongst the Group-D employees Photostate Machine Operator/ Peon/ Peon-cum-Chowkdar / Chowkdar; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India.

(xiii) In case of Clerk;

- (a) 80% by direct recruitment; or
- (b) 20% by promotion from amongst the Group-D employees Photostate Machine Operator/ Peon/ Peon-cum-Chowkdar / Chowkdar; or
- (c) by transfer or deputation of an official already in the service of State Government or the Government of India.
- (d) SETC qualified as per Govt. Instructions;

(xiv) In case of Instructor (Female);

Diminishing Cadre

(2) In case of promotion to the separate promotional cadres, from the separate feeder cadres, the promotional post which may fall vacant first, will be filled by the senior most employee from the joint seniority list of feeder cadres. After promotion, the employee who forgoes promotion then his/her case will not be considered for any promotional cadre for a period of next one year from the date on which he/she does so.

(3) Promotion in respect of post shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

(4) For all promotions which are to be made from more than one cadre, their inter-seniority for the purpose of promotion shall be determined on the basis of date of regular appointment in their respective promotional cadre.

(5) In case of promotion, if any employee forgoes his promotion his/her name will not be considered for promotion in any cadre for further period of one year atleast.

(6) For all appointments, where experience is required, experience shall be counted after attainment of requisite essential qualification.

(7) In case of Clerk and Accounts Clerk, after appointment the incumbent shall have to qualify the SETC Examination as prescribed by the Government from time to time within two years of appointment. If the test is not passed in one year than the incumbent shall not be allowed annual increment in his pay. If he passed the SETC exam within 2 year from the appointment only then he will be allowed increments due to him from the date of passing of SETC exam but no arrears will be admissible to him. Further, if he does not pass the SETC exam upto two years of his/her appointment then his/her services shall be terminated in case of direct recruitment ; or

If appointed by transfer or deputation, he shall be repatriated to his parent cadre and if appointed by promotion, he/she shall be reverted. However, in appropriate cases the appointing authority may relax the condition for maximum period of one year after recording reasons in writing.

(8) No promotion to the post of Assistant and Accountant shall be made unless the

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		person qualifies the SETC test.
Source of recruitment	10.	All direct recruitment shall be made through the recruitment agencies constituted for this purpose by Government of Haryana from time to time.
Probation	11.	<p>(1) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise; Provided that ;</p> <p>(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;</p> <p>(b) any period of work in equivalent or higher rank, prior to appointment to any post in the service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ;</p> <p>(2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may:-</p> <p>(a) if such person is appointed by direct recruitment, dispense with his/her services;</p> <p>(b) if such person is appointed otherwise, than by direct recruitment:- (i) revert him to his former post; or (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.</p> <p>(c) The period of probation can be extended, as it could have passed on the expiry of the first period of probation. Provided that the total period of the probation including extension, if any, shall not exceed three years.</p>
Departmental Examination	12.	<p>(i) The Labour Inspector (Welfare) appointed in the service shall have to qualify the departmental examination as per Syllabus and other conditions prescribed in Appendix -E to these Rules, within a period of one year;</p> <p>Provided that the Welfare Commissioner, Haryana, shall be competent to add to the syllabus any other enactment not mentioned in Appendix-E as he may deem necessary.</p> <p>Provided that the Labour Inspector (Welfare) who are in service and had passed the examination as per syllabus in Appendix 'D' need not to pass the examination as per syllabus in Appendix 'E'.</p> <p>(ii) The next increment shall not be allowed unless he/she qualifies the departmental examination.</p> <p>(iii) If he passes the departmental examination after the prescribed period, then the increment (s) for the period subsequent to that within which the departmental examination was to be passed would be released to him from the date following the last day on which the departmental examination was completed. The increment(s) would be allowed notionally with retrospective affect from the date it was otherwise due but no arrear would be paid.</p>
Seniority	13.	<p>Seniority, inter-se of the members of the service shall be determined by the length of their regular service on any post in the service;</p> <p>Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre;</p> <p>Provided further that in the case of members appointed by the direct recruitment, the order of merit determined by the HSSC, as the case may be, shall not be disturbed in determining the seniority;</p> <p>Provided further that in the case of two or more members appointed on the same date by different methods, their seniority shall be determined as follows :-</p> <p>(a) a member appointed by direct recruitment shall be senior to member appointed by promotion or by transfer;</p> <p>(b) a member appointed by promotion shall be senior to a member appointed by transfer;</p>

Liability to Service	14.	<p>(1) A member of the service shall be liable to serve at any place, whether within or out of the State of Haryana, on being ordered to do so by the appointing authority or by an officer authorized by him in this behalf.</p> <p>(2) A member of the Service may also be deputed to serve under:-</p> <p>(i) A company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Authority or University within the State of Haryana;</p> <p>(ii) The Central Government or a company, an association or a body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or</p> <p>(iii) Any other State Government, an international organization, an autonomous body not controlled by the Government or a private body;</p> <p>Provided that no member of the service shall be deputed to serve the Central or any other state Government or any organization or body referred to in clause (ii) or clause (iii), without his consent.</p>
Pay, leave, other matters except gratuity and provident fund	15.	In respect of pay, leave and all other matters except gratuity, not expressly provided for in these rules, the members of the service shall be governed by the Haryana Civil Services Rules, 2016 and such other rules and regulations as may have been or may thereafter be, made by the State Government legislature and adopted by the Board.
Conduct, Discipline, Penalties and appeals	16.	<p>(1) In matters relating to conduct, disciplines, penalties and appeals, the members of the service shall be governed by the Government Employees (Conduct) Rules, 2016 and s (Punishment and Appeal) Rules, 2016 and as amended from time to time;</p> <p>Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under section 27 of The Punjab Labour Welfare Fund Act, 1965, be such as specified in Appendix C to these rules.</p> <p>(2) The authority competent to pass an order under Haryana Civil Services (Punishment and Appeal), Rules, 2016 and appellate authority shall be as specified in Appendix-C to these rules.</p>
Vaccination	17.	Every member of service, shall get himself vaccinated or re-vaccinated as and when Government directs by a special or general order.
Oath of Allegiance	18.	Every member of service, unless he/she has already done so, shall be required to take the oath of allegiance to India and to the constitution of India as by law established.
Employees Provident Fund & gratuity	19.	All employees of the Board directly appointed or appointed by promotion or transfer shall be required to subscribe to the Employees Provident Fund and other similar fund in accordance with such rules as laid down in the Employees Provident Funds and Miscellaneous Provision Act, 1952. The Gratuity shall be governed by Haryana Civil Services (Pension) Rules, 2016.
Special provisions	20.	Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.
Power of relaxation	21.	Where the Board is of the opinion that, it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of the Government.
Reservations	22.	Nothing contained in these rules shall affect reservations and any other concessions required to be provided for Scheduled Castes, Backward Classes, Other Backward Classes, Ex-servicemen, Physically handicapped persons or any other Class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time.
Resignation from service	23.	If a member of service wants to resign from service he shall give three months notice in writing to the appointing authority. If the member fails to give such notice of three months or a short period, the appointing authority shall be entitled or to recover three months salary with usual allowances or to the extent of such remaining period of three

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Repeal and Savings 24

months, as the case may be, in lieu of notice.

Any rule applicable to the service and corresponding to any of these rules which is in force immediately before the commencement of these rules are hereby repealed;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Appendix-A

(See Rule 3)

Sr.No.	Designation of post	Number of posts	Pay Matrix Level of Rs.	Group of Service
1	2	3	4	5
1	Section Officer	01	Pay matrix level- 7 of 44900 - 142400	Group 'C'
2	Deputy Superintendent	03	Pay matrix level- 6 of 35400 - 112400	Group 'C'
3	Labour Inspector (Welfare)	15	Pay matrix level- 6 of 35400 - 112400	Group 'C'
4	Accountant	01	Pay matrix level- 6 of 35400 - 112400	Group 'C'
5	Assistant	16	Pay matrix level- 6 of 35400 - 112400	Group 'C'
6	Senior Scale Stenographer	01	Pay matrix level- 6 of 35400 - 112400	Group 'C'
7	Computer Programmer	01	Pay matrix level- 6 of 35400 - 112400	Group 'C'
8	Junior Scale Steno-Grapher	01	Pay matrix level- 4 of 25500 - 81100	Group 'C'
9	Junior Accountant	01	Pay matrix level- 4 of 25500 - 81100	Group 'C'
10	Steno Typist	02	Pay matrix level- 2 of Rs. 19900 - 63200 Special Pay	Group 'C'
11	Accounts Clerk	07	Pay matrix level-2 of Rs. 19900 - 63200	Group 'C'
12	Driver	05	Pay matrix level- 4 of 25500 - 81100	Group 'C'
13	Clerk	31	Pay matrix level-2 of Rs. 19900 - 63200	Group 'C'
14	Instructor (Female)	10	Pay matrix level-2 of Rs. 19900 - 63200	Group 'C'

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**Appendix-B
(See Rule 7)**

Sr. No.	Designation of post	Academic qualifications and experience, if any, for direct recruitment	Academic qualifications and experience for appointment other than by direct recruitment.
1.	2.	3.	4.
1.	Section Officer	As defined in their parent department Service Rules	
2.	Deputy Superintendent	-	(i) Four years' experience as Accountant or Assistant or Senior Scale Stenographer; (ii) Matric with Hindi or Sanskrit as one of the subject.
3.	Labour Inspector (Welfare)	i) A Bachelor's degree from any recognized university; Persons possessing the qualifications of Diploma or Degree in Social Welfare and Specialization in labour laws shall be preferred; ii) Matric with Hindi or Sanskrit as one of the subject.	i) A Bachelor degree from any recognized university; ii) Four years' experience as Assistant or Accountant or Senior Scale Stenographer; iii) Matric with Hindi or Sanskrit as one of the subject.
4.	Accountant	-	(i) Bachelor's of Commerce with at least 55% Marks from a recognized University. Or Post Graduate in Commerce with at least 50% marks ; (ii) Having working knowledge of Computer i.e. MS Word, Excel, Power Point and Tally etc.; (iii) Two Years experience in case of Junior Accountant. Three years experience in case of Accounts Clerk or Clerk ; (iv) Matric with Hindi or Sanskrit as one of the subject. (v) SETC qualified.
5.	Assistant	-	(i) Three years experience as Junior Scale Stenographer or Junior accountant or Clerk or Accounts Clerk; (ii) Matric with Hindi or Sanskrit as one of the subject; (iii) SETC qualified.
6.	Senior Scale Stenographer	(i) 10+2 with 1st division from a recognized Board/University; (ii) He should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on Computer; (iii) Matric with Hindi or Sanskrit as one of the	(i) 10+2 from a recognized Board/University; (ii) He /she should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on Computer; (iii) One year experience as Junior Scale Stenographer; (iv) Matric with Hindi or Sanskrit as one of the subject.

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		subject.	
7.	Computer Programmer	<p>i) 1st Class B.E./B.Tech in Information Technology/ Computer Science/ MCA from a recognized University/ Institute with minimum 2 years relevant post qualification experience in a Public Sector Under taking / Financial Institution / Bank.</p> <p>ii) Matric with Hindi or Sanskrit as one of the subject.</p>	<p>In case of deputation</p> <p>i) 1st Class B.E./B.Tech in Information Technology/ Computer Science/ MCA from a recognized University/ Institute with minimum 2 years relevant post qualification experience in a Public Sector Under taking / Financial Institution / Bank.</p> <p>ii) Matric with Hindi or Sanskrit as one of the subject.</p>
8.	Junior Accountant	<p>(i) Bachelor's Degree in Commerce with at least 55% marks from a recognized University and 2 years relevant experience in Govt. Department, Public Sector Undertaking, Commercial organization of repute.</p> <p>OR</p> <p>Post Graduate in Commerce with at least 50% marks from a recognized University and 1 year relevant experience in Govt. Department, Public Sector Undertaking, Commercial organization of repute.</p> <p>(ii) Having working knowledge of Computer i.e. MS Word Excel, Power Point and Tally etc.</p> <p>(iii) Matric with Hindi or Sanskrit as one of the Subject.</p>	<p>(i) Bachelor's Degree in Commerce ;</p> <p>(ii) Having working knowledge of Computer i.e. MS Word Excel, Power Point and Tally etc.;</p> <p>(iii) Three years experience as Account Clerk or Clerk ;</p> <p>(iv) SETC qualified;</p> <p>(v) Matric with Hindi or Sanskrit as one of the Subject.</p>
9.	Junior Scale Stenographer	<p>(i) 10+2 from a recognized Board/University;</p> <p>(ii) He should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on computer ;</p> <p>(iii) Matric with Hindi or Sanskrit as one of the subject.</p>	<p>(i) 10+2 from a recognized University or its equivalent;</p> <p>(ii) Two years experience as Clerk;</p> <p>(iii) He should qualify the test of Hindi Shorthand at the speed of 80 words per minute and transcription thereof at 15 words per minute on Computer or English Shorthand at the speed of 100 words per minute and transcription thereof at 20 words per minute on manual typewriter or 40 Words per minute on computer;</p> <p>(iii) Matric with Hindi or Sanskrit as one of the subject.</p>
10.	Steno Typist	<p>(i) 10+2 from a recognized University/Board or its Equivalent;</p> <p>(ii) Hindi short-hand at the speed of 64 words per minute and transcription thereof at the speed of 11 words per minute;</p>	-

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		Or English shorthand at the speed of 80 words per minute and transcription thereof at the speed of 15 words per minute; (iii) Matric with Hindi or Sanskrit as one of the subject.	
11.	Accounts Clerk	(i) Bachelor's Degree in commerce with at least 55% Marks from any recognized University ; OR Post Graduation in Commerce with atleast 50% marks from a recognized University; (ii) Having working knowledge of Computer i.e. MS Word, Excel, Power Point and Tally etc.; (iii) SETC Qualified. (iv) Matric with Hindi or Sanskrit as one of the subject.	i) Bachelor's Degree in commerce; (ii) Having working knowledge of Computer i.e. MS Word, Excel, Power Point ; (ii) Five years experience as Photostat Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar; (iii) The passing of State Eligibility Test in Computer Appreciation and Application (SETC) within the period of probation of one year extendable by one year failing which He/She will be reverted back; (iv) Matric with Hindi or Sanskrit as one of the subject.
12.	Driver	(i) Middle with Hindi; (ii) Light Transport Vehicle Driving License; (iii) Three years' experience of driving a Light Transport vehicle; (iv) Middle with Hindi or Sanskrit as one of the subject.	(i) Middle with Hindi; (ii) Light Transport Vehicle Driving License ; (iii) Photostate Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar having three years' experience of driving a Light Transport vehicle; (iv) Middle with Hindi or Sanskrit as one of the subject.
13.	Clerk	(i) 10+2 of a recognized University/Board ; (ii) SETC Qualified ; (iii) Matric with Hindi or Sanskrit as one of the subject.	(i) 10+2 of a recognized University / Board; (ii) Five years experience as Photostat Machine Operator/ Peon/ Peon-cum-Chowkidar / Chowkidar; (iii) SETC qualified ; (iv) Matric with Hindi or Sanskrit as one of the subject.
14.	Instructor (Female)	Diminishing Cadre	

Appendix-C
(See Rule -16(1))

Sr. No.	Designation of post	Appointing Authority	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1 2 3 4 5 6 7 8 9 10 11 12 13	Deputy Superintendent Labour Inspector (Welfare) Accountant Assistant Senior Scale Stenographer Computer Programmer Junior Scale Stenographer Junior Accountant Steno Typist Accounts Clerk Driver Clerk Instructor (Female)	Welfare Commissioner	Minor Penalties (i) Warning with a copy in the personal file; (ii) Censure; (iii) Withholding of promotion for a specified period upto one year; (iv) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order to the Central Government and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the legislature of a State; and (v) Withholding of increment(s) without cumulative effect.	Welfare Commissioner	Administrative Secretary of Labour Department.
			Major Penalties (i) Withholding of increments with cumulative effect; (ii) Withholding of promotion for a specified period more than one year; (iii) Reduction to a lower stage in the pay band or pay scale for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not; (iv) Reduction to a lower, pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Government employee to the pay structure, post or service from which he was reduced, with or without further directions regarding		

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			conditions of restoration to the pay structure, post or service from which the Government employee was reduced and his seniority and pay on such restorations to that grade, post or service; (v) Compulsory retirement; (vi) Removal from service; (vii) Dismissal from service.		
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The cases of Deputations will be dealt with as per terms and conditions of their deputation or procedure meant for them.

Appendix-D

(See Rule-12)

1. A departmental examination of Labour Inspector (Welfare) shall be held half yearly around the fourth week of April and 2nd week of November every year.
2. The Welfare Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of examination shall be fixed by the Welfare Commissioner, Haryana at least one month before the commencement of the examination.
4. The question paper shall be set, answer book examined and marks awarded by the examiner appointed by the Welfare Commissioner, Haryana.
5. The Officer conducting the examination shall :-
 - (i) Receive the question papers from the examiner and cause them to be typed/ Photostate;
 - (ii) Superintend the examination;
 - (iii) Transmit the answer books to the examiners concerned; and
 - (iv) Receive the awards of marks and forward the result to the Welfare Commissioner, Haryana who shall declare the result in order of merit.
6. There shall be two papers with the following syllabus:

FIRST PAPER:
The Punjab Labour Welfare Fund Act, 1965 and the rules made there under.

SECOND PAPER:
All Labour Welfare Schemes run by the Haryana Labour Welfare Board for the Welfare of industrial workers and their families.
7. The syllabus for the examination may be prescribed and altered from time to time.
8. Each paper shall carry 100 marks.
9. Time allowed for each paper shall be 2½ hours.
10. The answer books and other stationary for the examination shall be provided by the Welfare Commissioner, Haryana.
11. No books shall be supplied or allowed to be consulted during the examination except bare Acts.
12. No candidate shall be considered to have qualified the examination unless he obtained 55 percent marks in each paper.
13. A candidate may appear in all or one or more papers at a time.

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Appendix-E
(See Rule 12)

1. A departmental examination of the Labour Inspector (Welfare) shall be held half yearly around the fourth week of April and second week of November every year.
2. The Welfare Commissioner, Haryana shall conduct the departmental examination.
3. The exact date, time and place of the examination shall be fixed by the Welfare Commissioner, Haryana at least one month before the commencement of the examination.
4. The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Welfare Commissioner, Haryana.
5. The Officer conducting the examination shall:
 - (i) Receive the question papers from the examiner and cause them to be typed or cyclostyled ;
 - (ii) Superintend the examination;
 - (iii) Transmit the answer books to the examiners concerned; and
 - (iv) Receive the awards of marks and forward the result to the Welfare Commissioner, Haryana who shall declare the result in order of merit.
6. There shall be three papers, with the following syllabus :

First paper :

- (i) The Minimum Wages Act, 1948 and the rules made thereunder.
- (ii) The Payment of Wages Act, 1936 and the rules made thereunder.
- (iii) Bonus Act.
- (iv) Gratuity Act, 1972 and rules made thereunder.
- (v) Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder.

Second paper :

- (i) The Industrial Disputes Act, 1947 and the rules made thereunder.
- (ii) The Factories Act, 1948 and the rules made thereunder.
- (iii) The Punjab Shops and Commercial Establishments Act, 1958 and the rules made thereunder.

Third paper :

- (i) The Punjab Labour Welfare Act, 1985 and The Punjab Labour Welfare Fund Rules, 1986.
- (ii) Welfare Schemes of the Haryana Labour Welfare Board.
- (iii) Basic of Computer (Internet, MS-Word and Excel)

7. Each paper shall carry 100 marks.
8. Time allowed for each paper shall be 2 ½ hours.
9. The answer books and other stationary for the examination shall be provided by the Welfare Commissioner, Haryana.
10. No book shall be supplied or allowed to be consulted during the examination except bare Acts.
11. No candidates shall be considered to have qualified the examination unless he obtained 55 percent marks in each paper.
12. A candidate may appear in all or one or more papers at a time.

Annexure-E

Directory of its Officers and employees

(Head Office)

Sr. No.	Name	Designation	Contact No.
1.	Sh. Balraj Singh	Dy. Labour Commissioner (W)	8427009819
2.	Sh. Sukhdev Singh	Accounts Officer	9592046225
3.	Sh. Ramnish Singla	Asstt. District Attorney	9872370892
4.	Sh. Sanjeev Kumar	Section Officer	9416893451
5.	Sh. Mahavir Singh	Computer Programmer	9888886338
6.	Smt. Shalini Tuli	Assistant (Scheme)	9465222861
7.	Smt. Nisha Nain	Accountant	9915450649
8.	Sh. Shamsher Singh	Assistant	8699531728
9.	Sh. Rajesh Kumar	Assistant	9416245776
10.	Smt. Sarita	Clerk	9467671131
11.	Ms. Balwinder Kaur	Clerk	9464578048
12.	Ms. Reecha Thakur	Clerk	9876321689
13.	Smt. Ritu Thakur	Clerk	9888645910
14.	Sh. Dharampal	Clerk	9041898312
15.	Sh. Vikram	Clerk	7876385604
16.	Sh. Rohit Kumar	Clerk	8397093474
17.	Sh. Bijender	Driver	9671350972
18.	Sh. Sunil Kumar	Driver	9467770575
19.	Sh. Pardeep Kumar	Peon	8708364061
20.	Sh. Om Parkash	Peon (Duty with P.S.L.)	8901163925

(Field Office)

Sr. No.	Name	Designation & Place of posting	Contact No.
Labour Welfare Officers			
1.	Smt. Manju Bala	Labour Welfare Officer, H.Q. (Additional Charge)	9988226778
2.	Sh. Shiv Kumar Saini	Labour Welfare Officer, Gurugram	9999600450
3.	Smt. Manju Bala	Labour Welfare Officer, Faridabad	9988226778
4.	Smt. Surender Kaur	Labour Welfare Officer, Panipat	9988337640
5.	Sh. Vikas Hooda	Labour Welfare Officer, Rohtak	9896785000
6.	Sh. Yashpal Singh	Labour Welfare Officer, Hisar	9896785000
7.	Sh. Narender Kumar	Labour Welfare Officer, YamunaNagar	9988337640

Sr. No.	Name	Designation & Place of posting	Contact No.
Labour Inspector (Welfare)			
8.	Sh. Puran Chand	Labour Inspector (Welfare)-1, Gurugram	9416856296
9.	Sh. Puran Chand	Labour Inspector (Welfare), Mewat (Additional charge)	-do-
10.	Sh. Puran Chand	Labour Inspector (Welfare)-2, GGM (Additional charge)	-do-
11.	Shree Krishan Rathee	Labour Inspector (Welfare), Rewari (Additional charge)	9467713449 9215649003
14.	Shree Krishan Rathee	Labour Inspector (Welfare), Palwal	-do-
12.	Sh. Raj Kumar	Labour Inspector (Welfare)-1, FBD	9416911527
13.	Sh. Raj Kumar	Labour Inspector (Welfare)-2, FBD (Additional charge)	-do-
15.	Sh. Balbir Singh	Labour Inspector (Welfare), Rohtak	9468109034
16.	Sh. Balbir Singh	Labour Inspector (Welfare), Sirsa (Additional charge)	-do-
17.	Sh. Balbir Singh	Labour Inspector (Welfare), Hisar (Additional charge)	-do-
21.	Sh. Anil Kumar	Labour Inspector (Welfare), Ambala	9815950169
18.	Sh. Anil Kumar	Labour Inspector (Welfare), Panipat (Additional charge)	-do-
20.	Sh. Anil Kumar	Labour Inspector (Welfare), KNL (Additional charge)	-do-
19.	Sh. Sultan Singh	Labour Inspector (Welfare), Sonapat (Additional charge)	9467587496
22.	Sh. Sultan Singh	Labour Inspector (Welfare), YNR	9815950169

Annexure-F

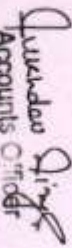
Remuneration of regular employees of the Board

Sr.No.	Name of Post	Scale of Pay
1	Deputy Labour Commissioner (Welfare)	FPL-10
2	Accounts Officer	FPL-9
3	Assistant District Attorney	FPL-9
4	Labour Welfare Officer	FPL-7
5	Section Officer	FPL-7
6	Labour Inspector (Welfare)	FPL-6
7	Deputy Superintendent	FPL-6
8	Programmer	FPL-6
9	Accountant	FPL-6
10	Assistant	FPL-6
11	Sr. Scale Stenographer	FPL-6
12	Junior Accountant	FPL-4
13	Jr. Scale Stenographer	FPL-2
14	Accounts Clerk	FPL-2
15	Clerk	FPL-2
16	Steno Typist	FPL-2
17	Instructress	FPL-2
18	Driver	FPL-4
19	Photo State Machine Operator	DL
20	Peon	DL
21	Data Entry Operator	Hartron rates

Annexure-G

Budget Estimate for the Financial Year 2016-17, 2017-18 and 2018-19

HARYANA LABOUR WELFARE BOARD				
ACTUAL RECEIPT AND PAYMENT FOR THE YEAR 2016-17 AND BUDGET ESTIMATE FOR THE YEAR 2017-18 AND 2018-19				
Sr.N	Particulars	Actual receipt/Payment during the year 2016-17	Budget estimate for the year 2017-18	Budget estimate for the year 2018-19
1	Income	8236.91	8773.80	9651.18
2	Less: Non-Recurring(Capital) expenditure	34.87	73.50	108.65
	Less: Recurring expenditure			
3	a) Head Office and Field Offices	371.48	579.34	883.37
	b) Welfare Centre	20.50	48.30	49.65
4	Less: Expenditure on schemes	3280.90	3371.76	4540.70
5	Less: Depreciation	50.12	73.50	75
6	Less: Unpaid accumulation	236.70	183.75	202.13
	Excess Receipt over Payment	4242.34	4443.65	3791.69


 Accounts Officer
 for Welfare Commissioner, Haryana

Re-appropriation for the financial year 2018-19

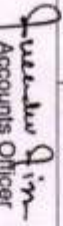
HARYANA LABOUR WELFARE BOARD RE-APPROPRIATION BUDGET ESTIMATE FOR THE FINANCIAL YEAR 2018-19

NOTE ON RE-APPROPRIATION:-

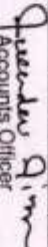
The receipt during the financial year 2018-19 are higher than the Budget receipts and the overall expenditure is lesser than the budgeted expenditure of the Board. The receipt and expenditure mentioned in the sub heads needs to be re-appropriated as per detail given below:-

(Fig. in lakhs)

Sr. No.	Particulars	Budget estimate for the year 2018-19	Actual Budget receipt/exp. for the year 2018-19	Difference	Remarks
1	POL Chairman /Vice Chairman	18.00	19.35	-01.35	Due to Hike in POL Rates.
2	Leave Salary	2.31	2.59	-0.28	Nominal Excess.
3	Pension Contribution	2.31	3.27	-0.96	Nominal Excess.
4	Scheme LTC	16.80	44.22	-27.42	Due to Receipt of more applications of Beneficiaries.
5	Scheme Bicycle	274.00	468.31	-194.31	Due to Receipt of more applications of Beneficiaries.
6	Scheme Spectacles	7.60	7.70	-0.10	Nominal Excess.
7	Scheme Dental Care	37.00	44.50	-7.5	Due to Receipt of more applications of Beneficiaries.
8	Scheme widow/cremation	890.00	1115.10	-225.10	Due to Receipt of more applications of Beneficiaries.
9	Exp. On Implementation of Schemes	4.20	29.92	-25.72	Due to more seminars and other campaign programme done by all Labour Welfare Offices.
10	Publicity for Schemes	13.25	22.51	-9.26	Due to more publication made by the Board in different News Papers.
11	Furniture & Fixtures	14.65	4.47	10.18	Due to less purchase
12	Equipment & Machinery	10.00	2.74	7.26	Due to less purchase
13	Vehicles	10.00	-	10	Due to new outsourcing of vehicles policy introduced by the Government.
14	Construction of building	74.00	-	74	Due to Non Construction of New Building of LWO YNR
15	Installation of SPV power	0.00	-	---	-----


Pankaj Singh
 Accounts Officer
 for Welfare Commissioner, Haryana

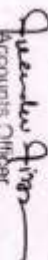
16	Chairman Honorarium & Allowances	12.89	12.00	0.89	Nominal Savings
17	Vice-Chairman Honorarium & Allowances	11.00	10.80	0.20	Nominal Savings
18	Medical Re-imburement Chairman/ Vice Chairman	3.50	2.58	0.92	Nominal Savings
19	Establishment (Salary, Ed. alwnc, LTC, Wages, Harton fee, EPF, Diwali Token, etc.)	530.65	381.66	148.99	Due to Non appointment of New Staff on Vaccant post in Field offices.
20	Ex-gratia Financial help to Widow	6.00	5.62	0.38	Nominal Savings
21	TA/DA staff	4.40	0.82	3.58	Due to less tours made by the officers.
22	TA/DA to Board's member	2.50	0.90	1.60	Due to less meeting organized by the Board.
23	Postage & Telegraph	6.40	0.95	5.45	Due to less Budget demanded by Field offices.
24	Telephone & Internet	4.56	2.44	2.12	Due to Non installation call centre.
25	News Papers & Periodicals	0.59	0.04	0.55	Nominal Savings
26	Printing & Stationery	8.65	2.95	5.70	Due to less Budget demanded by filed offices
27	Staff Car running expenses (POL & Insurance)	9.24	4.96	4.28	Due to less repair coast.
28	Entertainment	0.58	-	0.58	-----
29	Audit Fee(A.G.+C.A.)	7.27	3.81	3.46	Due to payment of some bill in Next Year.
30	Medical Re-imburement	17.86	5.24	12.62	Due to less claims received.
31	Legal Exp.	4.17	0.74	3.43	Due to less litigation.
32	Gratuity	23.10	11.66	11.44	Due to less claim received.


 Accounts Officer
 for Welfare Commissioner, Haryana

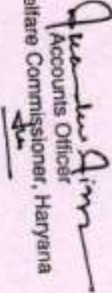
33	Leave Encashment	13.86	12.68	1.18	Nominal Savings.
34	Misc./contingencies (I.T. & DTH)	8.26	2.93	5.33	Due to less bill receipt.
35	Bank Charges	0.77	0.004	0.766	Due to less charges, charged by bank.
36	Plantation	0.42	0.05	0.37	-----
37	Repair & Maintenance vehicles	2.31	0.89	1.42	Due to less bill received.
38	Repair & Maintenance equipment/Furniture/ Building	8.70	3.84	4.86	Due to less repair.
39	Electricity/Water Field	4.70	0.26	4.44	Due to less budget demanded by field offices.
40	Rent/Rates	1.77	0.91	0.86	Nominal Savings.
41	Income tax paid	200.10	-	200.10	Due to less demand by Income Tax Authority.
42	Scholarship and Stipend to Apprentices	9.00	6.31	2.69	Due to less application received
43	Salary of Instructress of welfare centres	39.00	18.97	20.03	Due to Non appointment on vacant Post.
44	TA/DA staff Welfare Center.	0.41	0.00	0.41	Due to less tour by officials.
45	Electricity and water(W. Center)	2.95	1.39	1.56	Due to less exp.
46	Rent Rates & Taxes	2.20	0.27	1.93	Due to less exp.
47	Misc expenditure	0.79	0.00	0.79	Due to less exp.
48	Repair of welfare centre	1.28	0.00	1.28	Due to Non repair of welfare center Building.
49	LTC	2.76	0.00	2.76	Due to non claim by employees.
50	Newspaper	0.13	0.02	0.11	Nominal Savings.
51	Telephone expenditure	0.13	0.00	0.13	Nominal Savings.
52	Grant of Kanyadan	635.00	536.01	98.99	Due to less applications received.

Queen's Day
 Accounts Officer
 for Welfare Commissioner, Haryana

53	Maternity Benefit to the female workers	227.00	107.26	119.74	Due to less applications received.
54	Uniform/ Books	245.00	162.34	82.66	Due to less applications received.
55	Scholarship to the children of industrial workers	790.00	664.97	125.03	Due to less applications received.
56	Sports celebration	96.00	94.94	1.06	Nominal Savings
57	Scheme Sports Motivation	1.55	0.65	0.90	Nominal Savings
58	Scheme Cultural Activity	1.05	0.00	1.05	Due to less exp.
59	Chief Minister Award	11.55	7.00	4.55	Due to less applications received.
60	Grant of Kanyadan	635.00	536.01	98.99	Due to less applications received.
61	Samajik Surkasha scheme	510.00	231.00	279	Due to less applications received.
62	Cash help for purchase of tri-cycle	0.60	0.07	0.53	Due to less applications received.
63	Sewing machine to female workers	110.00	61.26	48.74	Due to less applications received.
64	Cash help for hearing aid	1.20	0.06	1.14	Due to less applications received.
65	Cash help for artificial limbs	0.90	0.00	0.90	Due to less applications received.
66	Scheme Disorder	58.00	29.45	28.55	Due to less applications received.
67	Cash help to the industrial workers in the event of accident	8.00	3.95	4.05	Due to less applications received. Due to less applications received.
68	Scheme Silicosis rehabilitation policy	600.00	230.78	369.22	Due to less applications received.
69	Exp. On Labour Journal	2.00	0.00	2.00	Due to Non publication Journal.
70	Computer loan	1.74	-	1.74	Due to less application received
71	House Building loan	13.86	-	13.86	Due to less applications received.
72	Vehicle loan	2.31	-	2.31	Due to less applications received.


 Accounts Officer
 for Welfare Commissioner, Haryana

73	Wheat loan	1.16	-	1.16	Due to full recovery
74	Festival loan	0.23	-	0.23	Due to full recovery
75	Marriage Loan	5.78	-	5.78	Due to full recovery


 Accounts Officer
 for Welfare Commissioner, Haryana

Balance Sheet for the financial year 2018-19

①

HARYANA LABOUR WELFARE BOARD Balance Sheet as at 31st March, 2019			
Particulars	Schedule No.	Current Year 2018-19	Previous Year 2017-18
		₹	₹
<u>CORPUS /CAPITAL FUND AND LIABILITIES</u>			
Corpus/Capital Fund	1	3,76,20,24,705.01	3,21,07,06,926.21
Reserves And Surplus		-	-
Earmarked/Endowment Funds	2	11,25,82,194.15	8,11,03,797.24
Secured Loans And Borrowings		-	-
Unsecured Loans And Borrowings		-	-
Deferred Credit Liabilities		-	-
Current Liabilities And Provisions	3	3,80,71,267.00	3,38,94,664.00
TOTAL	Total	3,91,26,78,166.16	3,32,57,05,387.45
<u>ASSETS</u>			
Fixed Assets	4	3,38,61,062.00	3,70,89,148.00
Funds Earmarked/Endowment Funds		1,55,09,149.88	3,75,61,901.37
Investments-Others		-	-
Current Assets, Loans And Advances Etc	5	3,86,33,07,954.28	3,25,10,54,338.08
Miscellaneous Expenditure (To the extent not written off or adjusted)		-	-
TOTAL	Total	3,91,26,78,166.16	3,32,57,05,387.45
Significant Accounting Policies And Notes To Accounts	7		
Contingent Liabilities	NIL		

As per our separate report of even date attached:

For N A V & CO
Chartered Accountants
FRN No.: 023866N

ANKUR BANSAL
Partner
Membership No. 519874

UDIN-19519874AAAA8A7481

Place: Chandigarh
Dated: 22/10/19



Jyender Singh
Accounts Officer
for Welfare Commissioner, Haryana

For and on behalf of the
Haryana Labour Welfare Board

[Signature]

WELFARE COMMISSIONER, HARYANA
Welfare Commissioner

2

HARYANA LABOUR WELFARE BOARD
Income And Expenditure Account For The Period/Year Ending 31st March, 2019

Particulars	Schedule No.	Current Year 2018-19	Previous Year 2017
		₹	₹
A INCOME			
Income From Sales/ Services		-	-
Grants/ Subsidies		-	-
Fees/ Subscriptions		-	-
Income From Investments		-	-
Income From RTI Fee Receipts		1,020.00	150.00
Interest Earned	6	26,39,40,968.42	20,57,59,768.77
Other Income		1,06,000.00	80.00
Previous Year Adjustments		-	26,28,370.84
Increase/(Decrease) In Stock of Finished Goods And Work In Progress		-	-
Total (A)		26,40,47,988.42	20,83,88,369.61
B EXPENDITURE			
Establishment Expenses		-	-
Other Administrative Expenses etc.		-	-
Expenditure On Schemes, etc.		-	-
Depreciation		-	-
Previous Year Adjustments		-	-
Total (B)		-	-
Balance being excess of Income over Expenditure (A-B)		26,40,47,988.42	20,83,88,369.61
Transfer to Special Reserve		-	-
Transfer to/ from General Reserve		-	-
BALANCE BEING SURPLUS/(DEFICIT) CARRIED TO CORPUS/ CAPITAL FUND		26,40,47,988.42	20,83,88,369.61
Significant Accounting Policies And Notes On Accounts	7		
Contingent Liabilities	NIL		

As per our separate report of even date attached:

For N A V & CO
 Chartered Accountants
 FRN No. 023868N

ANKUR BANSAL
 Partner
 Membership No. 519874

UDIN-19519874AAAA8A7481

Place : Chandigarh
 Dated : 22/10/19

For and on behalf of the
 Haryana Labour Welfare Board


WELFARE COMMISSIONER, HARYANA
 Welfare Commissioner

3

HARYANA LABOUR WELFARE BOARD
 Schedules forming part of Balance Sheet as at 31st March, 2019

SCHEDULE 1- CORPUS/ CAPITAL FUND		
	Current Year 2018-19	Previous Year 2017-18
	₹	₹
A. Labour Welfare Fund		
Balance at the beginning of the year	3,00,14,13,977.00	2,74,63,08,005.53
Add Contributions/Additions towards Corpus/Capital Fund <i>(Current Year figures as per "Schedule - A")</i>	27,35,25,997.73	4,67,17,601.86
Add/ (Deduct) Balance of Net Income/(expenditure) transferred from the Income and Expenditure Account	26,40,47,988.42	20,83,88,369.61
Add/ (Deduct) Other Adjustments	-	-
Balance at Year End	3,53,89,87,963.15	3,00,14,13,977.00
B. Balance of abandoned property u/s 9(9) of Punjab Labour Welfare Fund Act, 1965.		
Balance at the beginning of the year	20,92,92,949.21	18,89,62,267.39
Add Contributions/Additions towards Corpus/Capital Fund	1,37,43,792.65	2,03,30,681.82
Add/ (Deduct) Other Adjustments	-	-
Balance at Year End	22,30,36,741.86	20,92,92,949.21
BALANCE AS AT THE YEAR END	3,76,20,24,705.01	3,21,07,06,926.21



Sulender Singh
 Accounts Officer
 for Welfare Commissioner, Haryana

[Signature]
 WELFARE COMMISSIONER, HARYANA

2

HARYANA LABOUR WELFARE BOARD
Schedules forming part of Balance Sheet as at 31st March, 2019

SCHEDULE 2- EARMARKED/ENDOWMENT FUNDS

Particulars	Current Year 2018	Previous Year 2017
	19	18
	₹	₹
A. UNPAID ACCUMULATIONS		
a) Balance at the beginning of the year	8,00,81,610.24	8,35,17,541.35
Add: Additions during the year	4,55,94,411.56	1,76,76,368.71
Less: Amount Recognised as Corpus Fund	1,37,43,792.65	2,03,30,681.82
Less: Refund of unpaid amounts during the year	3,72,222.00	7,81,618.00
Closing Balance (A)	11,15,60,007.15	8,00,81,610.24
B. Unpaid L.O.s		
a) Balance at the beginning of the year	10,22,187.00	9,72,187.00
Add: Additions during the year		50,000.00
Less: Amount Recognised as Corpus Fund	-	-
Less: Refund of unpaid amounts during the year	-	-
Closing Balance (B)	10,22,187.00	10,22,187.00
TOTAL (A+B)	11,25,82,194.15	8,11,03,797.24

Suresh Singh
Accounts Officer
for Welfare Commissioner, Haryana

[Signature]
WELFARE COMMISSIONER, HARYANA



5

HARYANA LABOUR WELFARE BOARD
Schedules forming part of Balance Sheet as at 31st March, 2019

SCHEDULE 3- CURRENT LIABILITIES AND PROVISIONS

PARTICULARS	Current Year	Previous Year 2017
	2018-19	18
	₹	₹
A. CURRENT LIABILITIES		
1. Acceptances	-	-
2. Sundry Creditors		
For goods	-	-
Others	-	-
3. Advances Received	-	-
4. Interest accrued but not due on		
a) Secured loans/ borrowings	-	-
b) Unsecured loans/ borrowings	-	-
5. Statutory Liabilities		
a) Overdue	-	-
b) Others	-	-
	4,84,088.00	97,646.00
6. Other Current Liabilities		
a) Security From Employees	25,210.00	30,210.00
b) Cheque Pending Encashment	43,22,357.50	34,45,074.00
c) Others	64,04,831.50	53,00,668.00
TOTAL (A)	1,12,36,487.00	88,73,598.00
B. PROVISIONS		
1. For Taxation	-	-
2. Gratuity	1,48,64,468.00	1,36,98,758.00
3. Superannuation/ Pension	-	-
4. Accumulated Leave Encashment	1,11,96,931.00	99,28,743.00
5. Financial Assistance	6,93,381.00	12,54,981.00
6. Provision Rent Bill Vice Chairman	80,000.00	1,38,584.00
7. Others (specify)	-	-
TOTAL (B)	2,68,34,780.00	2,50,21,066.00
TOTAL (A+B)	3,80,71,267.00	3,38,94,664.00



Arundhan Singh
Accounts Officer
for Welfare Commissioner, Haryana

[Signature]
WELFARE COMMISSIONER, HARYANA

6

HARYANA LABOUR WELFARE BOARD Schedules forming part of Balance Sheet as at 31st March, 2019 Schedule 4 Fixed assets											
A.	Description	GROSS BLOCK				DEPRECIATION				Net block	
		Cost additions at the beginning of the year	Additions during the year	Disposals during the year	Carry forward at the year end	At the beginning of the year	On Dispositions during the year	Transferred to the year end	At the year end	As at the Current year end	As at the Previous year end
1	LAND	17,95,899.00	-	-	17,95,899.00	-	-	-	-	17,95,899.00	17,95,899.00
2	BUILDING	2,99,37,881.00	-	-	2,99,37,881.00	26,54,978.00	-	-	2,72,82,903.00	2,72,82,903.00	2,99,37,881.00
3	COMPUTER PERIPHERALS	7,41,353.00	1,84,572.00	-	9,25,925.00	2,44,403.00	-	-	6,81,522.00	6,81,522.00	9,25,925.00
4	FURNITURE & FIXTURES	51,60,747.00	4,47,068.00	-	56,07,815.00	5,74,587.00	-	-	50,33,228.00	50,33,228.00	56,07,815.00
5	PLANT & MACHINERY	25,44,540.00	80,320.00	-	26,24,860.00	3,84,883.00	-	-	22,40,000.00	22,40,000.00	26,24,860.00
6	OFFICE EQUIPMENT	80,130.00	-	-	80,130.00	11,235.00	-	-	68,895.00	68,895.00	80,130.00
7	VEHICLES	11,86,206.00	8,783.00	-	11,94,989.00	1,48,435.00	-	-	10,46,554.00	10,46,554.00	11,94,989.00
8	LIBRARY BOOKS	2,312.00	-	-	2,312.00	3,765.00	-	-	1,547.00	1,547.00	2,312.00
9	MISC. EQUIPMENT	21,309.00	-	-	21,309.00	3,900.00	-	-	17,409.00	17,409.00	21,309.00
	TOTAL OF CURRENT YEAR	4,14,69,555.00	7,21,162.00	-	4,21,90,717.00	43,80,407.00	-	-	37,80,310.00	37,80,310.00	4,21,90,717.00
	CAPITAL WORK IN PROGRESS	-	-	-	-	-	-	-	-	-	-
	TOTAL	4,14,69,555.00	7,21,162.00	-	4,21,90,717.00	43,80,407.00	-	-	37,80,310.00	37,80,310.00	4,21,90,717.00

Details of Addition of Fixed Assets:

Particulars	Amount	Date of Acquisition	Date put to use
Computer & Peripherals			
Computer & Peripherals			
Furniture & Fixtures			
Mobile			
Other			



Javedul Jim
Accounts Officer
for Welfare Commissioner, Haryana

Welfare Commissioner

WELFARE COMMISSIONER, HARYANA

HARYANA LABOUR WELFARE BOARD
Schedules forming part of Balance Sheet at 31st March, 2019

SCHEDULE 5- CURRENT ASSETS, LOANS, ADVANCES ETC.

	Current Year	2018-	Previous Year
	19	2017-18	2017-18
	₹		₹
A. CURRENT ASSETS			
1. Inventories			
a) Stores and spares	-	-	-
b) Loose tools	-	-	-
c) Stock in Trade			
Finished Goods	-	-	-
Work in Progress	-	-	-
Raw Materials	-	-	-
2. Sundry Debtors			
a) Debts outstanding for a period exceeding six months	-	-	-
b) Others	-	-	-
3. Cash balances in hand (including cheques, drafts and imprest)	1,343.38		1,473.38
4. Bank balances			
a) With Scheduled Banks			
- On current accounts	-	-	-
- On deposit accounts	3,72,16,44,540.00		3,04,92,74,905.29
- On saving accounts	2,99,51,623.66		6,72,97,980.19
b) With non-Scheduled Banks			
- On current accounts	-	-	-
- On deposit accounts	-	-	-
- On saving accounts	-	-	-
5. Post Office Savings Accounts	-	-	-
6. Cheque in Transit/ Pending Encashment	-	-	-
TOTAL (A)	3,75,16,07,507.06		3,14,65,74,338.86
B. LOANS, ADVANCES AND OTHER ASSETS			
1. Loans			
a) Staff (Refer Note 5.1)	6,78,010.00		14,48,310.00
b) Other Entities engaged in activities/ objectives similar to that of Entity	-	-	-
c) Other (Advance to Worker Registered under the Act)	-	-	-
2. Advances and other amounts recoverable in cash or in kind or for value to be received			
a) On Capital Account-Building Advance (Refer Note 5.2)	35,08,000.00		40,05,000.00
b) Advance paid to D.L.C's (Refer Note 5.3)	28,45,380.00		26,45,380.00
b) Advance paid to Drivers & Other Staff (Refer Note 5.4)	1,69,951.70		1,07,141.70
c) Staff Advances (Refer Note 5.5)	99,972.42		1,14,025.42
d) Advance to LWC's (Refer Note 5.6)	-	-	-
e) Advance to Labour Department	92,43,063.00		72,03,063.00
f) Prepaid Insurance	17,982.00		35,977.00
g) Securities (Refer Note 5.7)	76,719.00		76,719.00
h) Income Tax Recoverable	4,37,51,274.00		3,52,33,843.00
i) TDS Deducted	73,86,240.00		85,17,431.00
j) Demand Under Litigation-AY 2014-15	4,39,86,259.00		4,39,86,259.00
k) Other (HBOCV Board)	(8,03,223.90)		51,646.10
3. Income Accrued			
a) On investments from Earmarked/ Endowment Funds	-	-	-
b) On investments- Others	-	-	-
c) On Loans and Advances	-	-	-
d) Others (Interest Income Receivable)	8,29,342.00		11,48,696.00
4. Claims Receivable	11,476.00		5,508.00
5. Inter Branch Adjustments	-	-	-
TOTAL (B)	11,17,00,447.22		10,44,79,999.22
TOTAL (A+B)	3,86,33,07,954.28		3,25,10,64,338.08

A. K. Sharma
Accounts Officer
for Welfare Commissioner, Haryana

[Signature]
WELFARE COMMISSIONER, HARYANA



(8)

HARYANA LABOUR WELFARE BOARD
Schedules forming part of Balance Sheet at 31st March, 2019

SCHEDULE 6- INTEREST EARNED

	Current Year 2018-19	Previous Year 2017-18
	₹	₹
1. On Term Deposits		
a) With Scheduled and non-scheduled Banks	25,53,40,257.10	19,58,37,898.93
b) With Institutions	-	-
c) Others	-	-
2. On Savings Accounts		
a) With Scheduled and non-Scheduled Banks	40,68,573.61	38,14,934.87
b) Post Office Savings Account	-	-
c) Others	10,25,637.90	22,42,972.20
3. On Staff Loans & Advances	58,743.00	1,06,044.00
4. Interest on Unpaid Contributions	34,47,756.81	12,62,069.77
5. Interest on Income Tax Refund	-	24,95,849.00
Total	26,39,40,968.42	20,57,59,768.77

Jeender Singh
Accounts Officer
for Welfare Commissioner, Haryana

Sh. 7
WELFARE COMMISSIONER, HARYANA



9

1 Disclosure of accounting policies:

Basis of Preparation of Accounts

- (i) The accounts have been prepared under the historical cost convention in accordance with the Generally Accepted Accounting Principles.
 - (ii) The Board is following Mercantile system of Accounting for interest income. However, Receipt i.e. Labour Cess & Payments have been recognized upon actual collection / payment.
 - (iii) No significant events which could affect the financial position as on 31st March, 2019 to a material extent have been reported by the assessee after the balance sheet date of the signing of report.
- A. Revenue Recognition**
- (i) Gross Revenue & Expenditure incurred on account of Administrative & Other Workers Welfare Expense, etc. have been routed through Corporate Capital Fund keeping in view the provisions of Income Tax Act, 1961 as applicable to Charitable Trust & Taxability of income under the various Heads of Income.
 - (ii) Interest income is accounted on accrual basis.
- C. Fixed Asset**
- Fixed assets are stated at cost less depreciation. Depreciation on Assets is provided on the written down value method at rates as provided under Income Tax Act, 1961 read with Rules made thereunder.
- d. Goodwill & Intangible Assets**
- No value is ascertained to goodwill.
- e. Investments**
- There are no investments.
- f. Current Assets, Loans & Advances**
- In the opinion of the Board, the Current Assets, Loans & Advances shown in the Balance Sheet have a value on realization in the ordinary course of business at least equal to the amount at which they are stated.
- g. Valuation of Inventories**
- There are no inventories.
- h. Foreign Exchange Transactions**
- No foreign exchange transaction effected during the year.

2 Disclosures of prior period and Extraordinary items and changes in accounting policies:

- Prior Period Items: Nil
Extraordinary Items: Nil
Changes in Accounting Policies: Nil
Changes in Accounting Estimates: Nil
- 3 The balances in the parties accounts whether in debit or credit are subject to confirmation and resultant adjustment.
 - 4 On the basis of information furnished to us, the concern does not have any amount due (inclusive of interest) to a Micro, Small or Medium Enterprise.
 - 5 An application u/s 10(46) of the Income Tax Act, 1961 has been moved to Central Board of Direct Taxes. Claim through Comm. of Tax (Charitable) for claiming exemption under which any income earned by Board will be Tax Free. The decision for the same is pending as on date. Although Exemption u/s 12(A) is available to the Board.
 - 6 Figures of the previous year have been re-grouped/re-arranged wherever considered necessary to make them comparable with the current year's figures.
 - 7 Balances of FDR's with Schedule Banks are as per Bank Confirmation and Certificate Obtained.
 - 8 Disclosures by LVO Eminent Auditor:
Charitable:
Prior Period Expenses booked to Rs 79910 under Sports Scheme for current year. TDS not deducted on Termination fee of Rs 8800. GST TDS on Food Bill of M/s. Swasti not debited.
Yashwantrao:
GST TDS not deducted on Food Bills for M/s. Participants.
Chocolat:
Outstanding liability in name of employees not yet adjusted. Rs 680 TDS deducted of Kamil Tea House not deducted adjusted with Amount paid. Vikram Trading Co. TDS not debited.
MSB:
Bills of M/s. Parkaj Trading Co. include GST Charging of Rs 44265-2736, but till 13.09.2019 no GST returns were filed for period in which Bills are raised. No GST TDS was deducted by the Board as. So it may be inferred that only GST amount being charged on bills invoicing.
TDS u/s 194C was not debited on M/s. Parkaj Trading Co. Bill. Prior Period Exp of Rs 151125 of Food Catering SE continues to last year.
Gurgaon:
GST TDS not deducted on payments made to M/s. Food Mart Swasti Meals for Participants Bills. TDS u/s 194C Not deducted on Termination Bills.
 - 9 Schedule of Income & Accounts forms a integral part of Balance Sheet and Income & Expenditure Account.

For M/s. P & CO
Chartered Accountants
Firm No. 023858

ANKUR BHATIA
Partner
Membership No. 519574

For and on behalf of the
Haryana Labour Welfare Board

WELFARE COMMISSIONER, HARYANA

Place: Chandigarh
Date: 22/10/19
Sandeep Jinn
Accounts Officer
for Welfare Commissioner, Haryana

Annexure-H

First Appellant Authority and State Public Information Officer under Right to Information Act, 2005			
		Address	Telephone Numbers
First Appellant Authority			
Sh. Arvind Kumar, Additional Director, Industrial Safety & Health.		1 st Floor, 30 Bays Building, Sector-17, Chandigarh	0172-2971058
State Public Information Officer (SPIO)			
1	Sh. Sukhdev Singh, Accounts Officer, Head Quarter, Panchkula	Bays No. 29-30 (Pocket-II), Sector-04, Panchkula	0172-2560226 9592046225
2	Sh. Shiv Kumar, Labour Welfare Officer, Gurugram	Room No. 408 , 4th Floor,Mini Sect ,Gurugram	0124-2223450
3	Sh. Vikash Hooda, Labour Welfare Officer, Rohtak	Mini Secretariat Block-I, Ground Floor, Rohtak	01262-253222
4	Smt. Manju Bala, Labour Welfare Officer, Faridabad	Women Training Centre, Dabua Colony, Behind Nestor Factory, Faridabad	0129-2480277
5	Smt. Surinder Kaur, Labour Welfare Officer, Panipat	H.NO. 37-39 Labour Colony,Near Hally Park,Kabri Road, Panipat	0180-4010640
6	Sh. Narender Kumar, Labour Welfare Officer, YamunaNagar	#91-92, Labour Colony, Jagadhri (Yamuna Nagar)	01732-241188
7	Sh. Yashpal Singh, Labour Welfare Officer, Hissar	Quarter Number-155-56, Mirza pur Road, Near Kainchi Chowk, Hisar	01662-232063

Annexure-I

Yearwise expenditure and beneficiaries

Financial Year	Beneficiary	Expenditure (Rs. In Lakhs)
2010-11	26366	1032.42
2011-12	24305	1097.19
2012-13	12684	1770.03
2013-14	23342	1785.18
2014-15	31552	2283.32
2015-16	31546	2494.05
2016-17	37461	3291.77
2017-18	27855	2331.75
2018-19	48940	3073.55