JOB CHART FOR LABOUR INSPECTOR, GOVERNMENT OF TRIPURA.

1. Inspection of establishments in the state sphere to secure the enforcement of legal provisions relating to conditions of work and the protection of workers while engaged in their work, such provisions relating to houses, wages, safety, health and welfare, the employment of children, young persons and women.
2. Enforcement of Labour laws in state sphere. The functions of enforcement shall be through :
   a). persuation,
   b). serving notice,
   c). serving show cause notice,
   d). prosecution in default and preparation for prosecution of cases in default.
3. Promotion of Labour Welfare in the state sphere through supervision over welfare activities.
4. Verification of Trade Union Membership and acquintance with Trade Union movement in general.
5. Collection of data on Labour Statistics.
6. Collection of revenue through enforcing the provisions of Licenses and Registrations under different Labour Acts and subsequently renewal of those.
7. Supply of technical information and service to employers and workers concerning the most effective means of complying with legal provisions.
8. Supervision of activities in Balwadi/Labour Welfare/ Recreation Centres etc.run by the Labour Directorate.
9. Enquiry into the complaints and representations received and endorsed from time to time.
10. Submission of returns as provided under various Labour Laws.
11. Cause to bring to the notice of the competent authority defects or abuses not specifically covered by existing legal provisions.
12. Special enquries on labour matter and allied entered from time to time.
13. Maintainance of register and records :
    (a) Attendance register of staff posted in the Inspectorate. (for office of the Labour Inspector only).
    (b) Court case register containing name of opposite party, name of Act with Section, date of filing complaint/ application in the court, case No. after registration, date and nature of disposal. In case of disposal.

Contd.... 2.

otherwise then conviction the reasons for such disposal shall be recorded against such case and appeal if deemed fit.

(c) Register of complaints received and disposed containing Date of receipt of complaint, name and address of employer and worker, subject matter of complaint, Date of enquiry and date of final disposal together with nature of disposal and reasons thereof and nos. of beneficiaries.

(d) Movement register containing date and time of recording with name of Labour Inspector, Place/Area of work, purpose of work, date and time of departure and expected date and time of return.

Movement for all kinds of outdoor work should be recorded in the movement register and shall be made available in the office on every working day during office hours. Prior approval shall be obtained for tour covering distance beyond 8 K.M.

(e) Working diary :

The diary shall contain date-wise performance in brief indicating the hours of work and brief description of the work rendered.

14. Submission of reports :

(a) Inspection report. Detailed inspection report shall be submitted within 7 days after inspection of the establishments including the centres run by the Labour Directorate except shops and establishments covered under Tripura Shops and Establishments Act, 1970.

Monthly :

(b) Working diary containing date, hours of work, beirf description of work rendered with abstracts of the work done recorded at the bottom of the diary.

(c) Labour News containing nos. of inspection under each Act, Notices issued, no. of endorsements made in visit books, prosecution launched and Remarks if any.

(d) T form under Tripura Shops and Establishments Act, 1970.

(e) Endorsed copy of attendance register of staff posted at at the office of Labour Inspector (to be submitted by the Labour Inspector posted in the office of Labour Inspector.

(f) Progress report containing name of Act, nos. of Inspection, no. of violation detected, no. of notices issued, prosecution launched with break up of pending, new filed and disposal with total cases pending at the end of month, Appointment letter issued with break up of previous month and during the month and total thereof.

Contd.... 3.

Quarterly :

(a) Report under the Child Labour(Prohibition and Regulation) Act, 1988.

Monthly/Quarterly report shall be submitted within 2nd working day of the following month to which the monthly/ quarterly report relates.

The Labour Inspector in performing his duties shall visit 50(fifty) nos of establishments in a month and as far as practicable shall visit one establishment atleast under each Act in a month.

15. Any other task that may be assigned from time to time.

N.B. The task of the Labour Inspector, Government of Tripura shall involve intensive touring in different areas and residences in and out of place to maintain harmonious peaceful Employer-Workman relations.

As far as Labour Inspector is concerned his task is not merely to see compliance with legal provisions under the various Labour Acts but also to create necessary atmosphere in which the obligations and responsibilities under law are understood and accepted and further to create the necessary conciousness for observance of their provisions with regard to the social function of welfare or the human elements involved in the same.

(P. K. Bhattacharjee).
Secretary to the Govt.
of Tripura.

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No.F.5(57)-L/E/JC/91
GOVERNMENT OF TRIPURA
LABOUR DEPARTMENT

Dated, Agartala, the August, '91.

Copy forwarded for information :-

1. The P.S. to the Minister, Labour etc.Deptts. for favour of information of Minister.
2. The Chief Secretary to the Government of Tripura.
3. The Labour Commissioner, Government of Tripura.
4. The Deputy Labour Commissioner, Govt. of Tripura.
5. The Chief Labour Officers, Government of Tripura.
6. The Labour Officers, Government of Tripura.
7. The Chief Inspector of Factories and Boilers Organisation, Government of Tripura.
8. The Labour Inspectors, Government of Tripura.
9. All Sections of Labour Directorate, Agartala.
10. Guard File.

/Das/

(P.K. Bhattacharjee).
Secretary to the
Government of Tripura.