

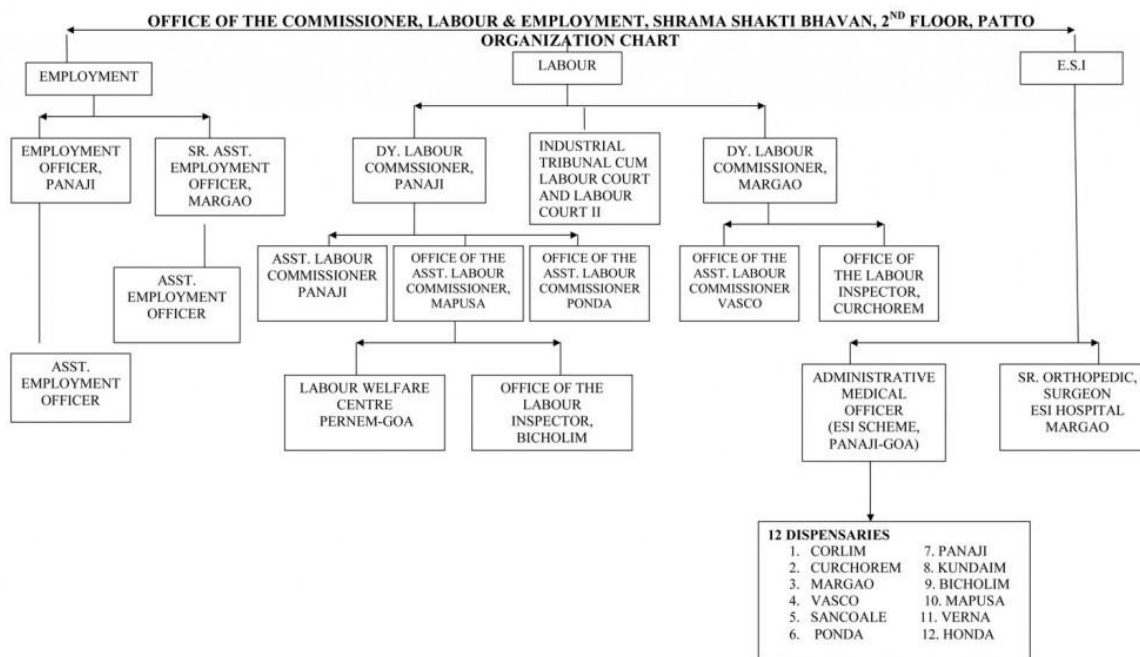
## VISION

To maintain harmonious industrial relations between employer and employees through preventive mediation and provide labour welfare and facilitate employment opportunities.

## MISSION

1. To provide Citizen friendly labour services
2. To ensure statutory benefits to working class through strict enforcement of labour legislations.
3. To ensure redressal of grievances of labour class through prompt mediation.
4. Provide training to kins of industrial workers through labour welfare centres
5. To promote unemployed youths for employment and self employment through counseling
6. To provide all types of medical benefits to the insured persons through ESI Schemes in the State of Goa.
7. To provide Welfare benefits to the working class through various labour welfare Schemes.

## ORGANIZATION CHART



## OFFICE ADDRESSES

- Dy. Labour Commissioner Office, Opp. District Session Court, Near Income Tax Office, Margao – Goa.  
Phone No – 0832-2714905
- Office of the Assistant Labour Commissioner, Dorado Bldg., Vasco-da-Gama, Goa.  
Phone No – 0832-513133
- Office of the Assistant Labour Commissioner, Govt. Complex Bldg., Near Fish Market, Mapusa, Goa.  
Phone No – 0832-2263263

- Office of the Assistant Labour Commissioner, Govt. Complex Bldg., Tisk, Ponda – Goa.  
Phone No – 0832-2312003
- Office of the Labour Inspector, Town Centre Bldg., Above R.T.O. Office, Bicholim, Goa.  
Phone No – 0832-2362292
- Office of the Labour Inspector, Municipal Building, 2nd floor, Curchorem, Goa  
Phone No – 0832-2650033
- Labour Court – II, Shrama Shakti Bhavan, 1st floor, Patto, Panaji – Goa.  
Phone No – 0832-2437084
- Industrial Tribunal cum Labour Court, Shrama Shakti Bhavan, 1st floor, Patto, Panaji – Goa.  
Phone No – 0832-2437109
- Labour Welfare Centre, Govt. Complex Bldg., Pernem, Goa.  
Phone No – 0832-2201843

## **ACT & RULES**

### **Central and state Labour Acts applicable to Goa**

#### **Sr. No. Act/Rules**

- 1 The Industrial Disputes Act, 1947
- 2 Industrial Disputes (Central) Rules, 1957
- 3 The Industrial Employment (S.O.) Act, 1946
- 4 The Industrial Employment (Standing Orders) it rules, 1947.
- 5 The Indian Trade Unions Act, 1926
- 6 Goa Daman & Diu Trade Unions Regulations, 1963.
- 7 The Indian Boilers Act, 1923.
- 8 Goa Boilers Rules, 1964
- 9 The Workmen’s Compensation Act, 1923
- 10 Goa, Daman and Diu Workmen’s Compensation Rules, 1965.
- 11 The Payment of Wages Act, 1936.
- 12 Goa, Daman & Diu Payment of Wages Rules, 1964.
- 13 The Factories Act, 1948.
- 14 Goa, Daman and Diu Factories Rules, 1965.
- 15 The Employees’ Provident Fund Act, 1952.
- 16 The Children Act, 1960.
- 17 The Provident Fund Act, 1925
- 18 The Weekly Holiday Act, 1942.
- 19 The Employees’ State Insurance Act, 1948.
- 20 The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.
- 21 The Apprentices Act, 1961.
- 22 The Motor Transport Workers Act, 1961.
- 23 Goa, Daman and Diu Motor Transport Workers Rules, 1966.

- 24 The Working Journalists (Conditions of Service and Miscellaneous provisions) Act, 1965.
- 25 Payment of Bonus Act, 1965.
- 26 The Payment of Bonus Rules.
- 27 The Maternity Benefit Act, 1965
- 28 Goa, Daman and Diu Maternity Benefit Rules, 1967.
- 29 The Beedi and Cigar Workers (Conditions of Service) Act, 1966.
- 30 Goa, Daman and Diu-Beedi & Cigar Workers (Conditions of Service) Rules, 1969.
- 31 The Contract Labour (Regulation & Abolition) Act, 1970.
- 32 The Goa, Daman and Diu Contract Labour (Regulation & Abolition) Rules, 1972.
- 33 The Payment of Gratuity Act, 1972.
- 34 Goa, Daman & Diu Payment of gratuity Rules, 1973.
- 35 The Minimum Wages Act, 1948.
- 36 Goa, Daman and Diu Minimum Wages Rules, 1975.
- 37 Goa, Daman & Diu Shops & Establishments Act, 1973.
- 38 Goa, Daman & Diu Shops & Establishments Rules, 1975.
- 39 Employees State Insurance (Medical Benefit) Rules, 1975.
- 40 Goa, Daman & Diu Labour Welfare Fund Act, 1986.
- 41 Goa Labour Welfare Fund Rules, 1990.
- 42 The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979.
- 43 The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1982.
- 44 Child Labour (Prohibition and Regulation) Act, 1985.
- 45 Goa Child Labour (Prohibition & Regulation) Rules, 1994.
- 46 The Goa Employment (Conditions of Service) and Retirement Benefit Act, 2001.
- 47 The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.
- 48 The Goa Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Rules, 2008

## **E-SERVICES**

### **List of 13 online services of Labour Department**

In the year 2012 this office delivered 4 online e-services to the citizens of Goa namely

- (i) Registration Certificate under Goa, Daman and Diu Shops and Establishment Rules, 1975
- (ii) Renewal of Certificate under Goa, Daman & Diu Shops and Establishments Rules, 1975
- (iii) Registration Certificate under Motor Transport Workers Act, 1961
- (iv) Renewal of Certificate under Motor Transport Workers Act, 1961 which are mentioned below at serial No. 10 to 13.

On 19<sup>th</sup> December, 2016, Goa Liberation Day, Labour Department through Department of Information Technology, Atinho, Panaji launched/developed another 9 online e-services along with payment gateway as mentioned below at serial No. 1 to 9.

1. Application for Registration of Establishments Employing Contract Labour.
2. Application for Registration of Establishments Employing Migrant Workmen.
3. Application for Registration of Establishments Employing Building Workers.
4. Application for Amendment of Registration of Establishments Employing Contract Labour.
5. Application for Amendment of Registration of Establishments Employing Migrant Workmen.
6. Application for License for Contractors in order to employ Contract Labour.
7. Application for License for Contractors in order to employ Migrant Labour.
8. Application for Renewal of License for Contractors to employ Contract Labour.
9. Application for Renewal of License for Contractors to employ Migrant Labour.
10. Application for Issue of Registration Certificate for Shops or Establishments.
11. Application for Renewal of Registration Certificate for Shops or Establishments.
12. Application for Registration of Motor Transport Undertaking.
13. Application for Renewal/Amendment of Registration of a Motor Transport Undertaking.

## **SCHEMES**

### **Goa Building and Other Construction Workers Welfare Board**

The Goa Building and Other construction Workers Welfare Board has implemented Building & Other Construction Workers Welfare (Regulation of Employment & Conditions of Service) Act 1996 in the state of Goa with effect from 1<sup>st</sup>April 2008. Schemes introduced by Goa Building and Other Construction Workers Welfare Board as follow

#### **Eligibility Criteria**

1. Building workers who have completed eighteen years of age but have not completed sixty years.
2. The worker should not be a member in any other fund.
3. Should complete ninety days of service as a building worker in the year and shall have registration of the board.
4. Unregistered workers or their dependents shall be eligible for benefits under first four schemes on production of a certificate from builder or Inspector of the area that he/she is a building worker.

<b>Sr. No.</b>	<b>Name of the scheme</b>
1.	MEDICAL ASSISTANCE
2	DISABILITY PENSION
3	FUNERAL ASSISTANCE
4	DEATH BENEFIT
5	LOAN FOR PURCHASE OF TOOLS

<b>Sr. No.</b>	<b>Name of the scheme</b>
6	MATERNITY BENEFIT
7	FINANCIAL ASSISTANCE FOR EDUCATION
8	ADVANCE FOR PURCHASE OR CONSTRUCTION OF HOUSE
9	FINANCIAL ASSISTANCE FOR MARRAIGE
10	FAMILY PENSION
11	PENSION BENEFIT
12	INTERIM RELIEF TO THE BENEFICIARIES AFFECTED BY DISASTER

### **Goa Labour Welfare Board**

The Goa, Daman & Diu Labour Welfare Fund Act, 1986 was brought with effect from 26/01/1990. The Goa Labour Welfare Board Constituted under the provision of Act implemented various Welfare Scheme in a phased manner to promote Welfare at working class and to ensure their allround development.

### **Schemes Introduced By Goa Labour Welfare Board**

<b>Sr. No.</b>	<b>Name of the scheme</b>
1.	Application for issue of text book/note books to the children of industrial workers / employees.
2.	Grant of financial assistance to the school going children of industrial workers/employees studying in 1st to 4thstandards for supply of one set of uniform.
3.	Scheme for awards of scholarships to school or college going children of employees/industrial employees in various establishments.
4	Scheme for supply of T.V sets to industrial establishments/ labour welfare centers/clubs/recreation rooms.
5	Scheme for grant of financial assistance the industrial Worker/employee for purchase spectacles
6	Child care benefit scheme for female industrial workers.
7	Scheme for organising sports games social and cultural activities for workers/employees.
8	Scheme for excursion-cum-study tours for the workers / employees employed in various industrial establishments.
9	Crèches- scheme for the benefit of children of industrial workers/employees.
10	Scheme for the treatment of mentally challenged and spastic children of industrial workers.
11	Scheme for grant- in- aid to libraries from Goa Labour Welfare Board.
12	Scheme to pay incentives to the wards of workers on the basis of percentage of marks obtained by them on passing final examination conducted by the board/universities from class X onwards.

Sr. No.	Name of the scheme
13	Scheme to pay incentives to the wards of workers on the basis of percentage of marks obtained by them on passing final examination conducted by the board/universities from class X onwards.
14	Scheme for T.B. domiciliary treatment of employees covered under the Goa Labour welfare act, 1986.
15	Scheme to provide incentive/financial assistance on the attendance in schools/colleges etc. To the female students studying in classes V and onwards in any field of education being daughters of workers/employees
16	Labour welfare centers:- scheme for the benefits of Industrial workers/employees.
17	Retrenched workers assistance scheme.
18	Scheme for laid off workers

### **Labour Welfare Centre**

Labour Welfare Centres activities are started from late Seventy's. The Office of the Commissioner, Labour & Employment is operating various Labour Welfare Centres in the State of Goa providing welfare facilities to the members of the Industrial Workers and their families. Through these Labour Welfare Centres, training is being imparted in different crafts like embroidery, needle work, cutting and tailoring etc. The main objective of these Labour Welfare Centres is to train the family members of the Industrial Workers so that they become self-employed. They can earn to some extent to help their family. Presently there are 25 Labour Welfare Centres functioning in the State of Goa.

### **List of Labour Welfare Centre**

1. Labour Welfare Centre, Panaji – Goa.
2. Labour Welfare Centre, Kumbharjua – Goa.
3. Labour Welfare Centre, Sangolda Bardez – Goa.
4. Labour Welfare Centre, Mapusa – Goa.
5. Labour Welfare Centre, Sodiem – Siolim – Goa.
6. Labour Welfare Centre, Morjim – Goa.
7. Labour Welfare Centre, Torxem, Pernem – Goa.
8. Labour Welfare Centre, Pernem – Goa.
9. Labour Welfare Centre, Assonora, Bardez – Goa.
10. Labour Welfare Centre, Bicholim – Goa.
11. Labour Welfare Centre, Pale – Goa.
12. Labour Welfare Centre, Ponda – Goa.
13. Labour Welfare Centre, Shiroda – Goa.
14. Labour Welfare Centre, Curchorem – Goa.
15. Labour Welfare Centre, Vaddem, Kurdi, Sanguem – Goa.
16. Labour Welfare Centre, Guddi, Paroda Quepem – Goa.
17. Labour Welfare Centre, Carmona – Goa.
18. Labour Welfare Centre, Varca – Goa.
19. Labour Welfare Centre, Benaolim – Goa.

20. Labour Welfare Centre, Borda, Fatorda Salcete – Goa.
21. Labour Welfare Centre, Zuarinagar, Goa.
22. Labour Welfare Centre, Vasco – Da – Gama, Goa.
23. Labour Welfare Centre, Socorro – Goa.

## **RTI**

### **The Right to Information Act, 2005**

The information sought by citizens under Right to Information Act, 2005 is provided by Public Information Officer within stipulated period of time ie. within 30 days from the receipt of application. The Office of the Commissioner, Labour & Employment, Shrama Shakti Bhavan, 2nd floor, Patto, Panaji, Goa has appointed below mentioned Officers/Officials as PIOs and APIOs respectively specifying the area of their jurisdictions; for implementation of said Act

### **Labour Commissioner : Appellate Authority.**

#### **List of Public Information Officers**

1. Dy. Labour Commissioner, Panaji : Public Information Officer, North Goa District.
2. Dy. Labour Commissioner, Margao : Public Information Officer, South Goa District.

#### **List of Asst. Public Information Officers**

1. Asst. Labour Commissioner, Panaji : Asst. Public Information Officer, Tiswadi Taluka.
2. Labour Inspector , Margao : Asst. Public Information Officer, Salcete & Canacona Taluka.
3. Asst. Labour Commissioner, Mapusa : Asst. Public Information Officer, Bardez, Bicholim, Sattari & Pernem Taluka.
4. Asst. Labour Commissioner, Vasco : Asst. Public Information Officer, Vasco/ Murmagoa Taluka.
5. Asst. Labour Commissioner, Ponda : Asst. Public Information Officer, Ponda Taluka.
6. Labour Inspector, Curcholem : Asst. Public Information Officer, Quepem & Sanguem Taluka.
7. Account Officer, (BOCW) : Public Information Officer throughout the State of Goa.
8. Cashier (BOCW)
9. Account Officer, (LWB): Asst. Public Information Officer throughout the State of Goa. : Public Information Officer throughout the State of Goa.
10. U.D.C. (LWB) : Asst. Public Information Officer throughout the State of Goa.

## **MINIMUM WAGES**

In exercise of the powers conferred by clause (b) of Sub-section (1) of Section 3 read with clause (iii) of Sub-section (1) of Section 4 and Sub-section (2) of Section 5 of the Minimum Wage Act, 1948 (Central Act 1 of 1948) and in consultation with Minimum Wage Advisory Board, the Government of Goa has revised minimum rates wages vide Notification No. 24/21/2009-LAB-II(1) dated 24th May, 2016 payable to the various categories of employees employed in various trades in the Scheduled Employment. The minimum wages for the State of Goa for Unskilled is Rs. 307/-, Semi-skilled is Rs. 368/-, Skilled is Rs. 423/-, Highly

Skilled/Supervisory is Rs. 465/-and for Clerical is Rs. 423/- as per the above Notification and linked with Variable Dearness Allowance (V.D.A.). The Scheduled Employments are as per the list below:

1. Employment in Saw Mills.
2. Employment in Breweries and Distilleries.
3. Employment in Pharmaceutical industry and Units engaged in the manufacture, sale and distribution of medicines and pharmaceutical products.
4. Employment in Units engaged in the manufacture, assembling of Electronic Goods and Components and distribution and Sale of Electronic Products.
5. Employment in Cinema Exhibition Industry.
6. Employment in Ready made Garments Manufactory.
7. Employment in private hospital, nursing homes, dispensaries, medical clinics, radiology, pathology laboratories, surgical clinics including such establishments where medical treatment is given to patients.
8. Employment in watch and ward.
9. Employment in any industry in which any process of printing by letter press, lithography, photogravure or other similar work incidental to such process or book binding is carried on.
10. Employment in Processing and Canning of Food Stuff including Fish and Beverages.
11. Employment in Cashew Factories and Establishment.
12. Employment in Bricks and Tiles Manufacture.
13. Employment in any commercial or industrial establishment engaged in commercial, manufacturing and service activities, other than that covered under any of the other entries contained in the Schedule.
14. (i) Employment in construction or maintenance of roads or in building operators (ii) Stone breaking and stone crushing; & (iii) Maintenance of building.
15. Employment in Automobile Repairing Workshops and Garages.
16. Employment in Agriculture.
17. Employment in any shop and commercial establishment other than a residential hotel, restaurant or eating house.



18. Employment in Public Motor Transport Undertaking and Employment in Private Motor Transport Undertaking.

19. Employment in any residential hotel, restaurant or eating house.

20. Employment in cotton textile, cotton spinning, cotton pressing, manufacture of cotton fiber, thread yarn spinning and weaving including handloom weaving.

#### **TIME BOUND DELIVERY**

#### **Goa (Right of Citizen to Time Bound Delivery of Public Services) Act, 2013**

The following four services of the Office of the Commissioner, Labour & Employment, Shrama Shakti Bhavan, 2<sup>nd</sup> floor, Patto, Panaji, Goa has been notified under Goa (Right of Citizen to Time Bound Delivery of Public Services) Act, 2013.

1. Issue of Registration/Renewal Certificate/License under the Contract Labour (Regulation & Abolition) Act, 1970 and the rules there under.
2. Issue of Registration/Renewal Certificate/License under the Inter-State Migrant Workmen (Regulation & of Employment and Conditions of Service) Act, 1979 and the rules there under.
3. Issue of Registration/Renewal Certificate under Goa Daman and Diu Shops & Establishment Act, 1973 and the rules there under.
4. Issue of Registration/Renewal Certificate/License under Motor Transport Workers Act, 1961 and the rules there under. The designated officers/Officials will provide the above mentioned four services within stipulated period of time limit to the public as per the notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(5) dated 16th June, 2016.