

**OFFICE OF THE
LABOUR COMMISSIONER
MEGHALAYA**

THE
INFORMATION HANDBOOK
UNDER
THE RIGHT TO INFORMATION ACT, 2005

ISSUED BY:-

**THE OFFICE OF THE
LABOUR COMMISSIONER
MEGHALAYA.**

P R E F A C E

The Right to Information Act, 2005 received the assent of the President of India on June 15, 2005. The Act provides for the Right to Information for people to secure access to information under the control of a public authority with an object to promote transparency and accountability in the working of all public authorities. Section 4 (1) of the Act casts an obligation upon the Public authorities to maintain all their records duly catalogued in a manner and a form which facilitates the right to information. Against this backdrop, an attempt has been made in this Information Handbook/Manual by placing before the public all the records maintained by the Office of the Labour Commissioner, Meghalaya.

I, therefore, have great pleasure and satisfaction in making this Information Handbook/Manual available to the public, particularly to those interested in and working for the welfare and development of the workers. My satisfaction lies in the fact that despite constraints both in terms of manpower and infrastructure, this humble attempt has nevertheless fructified.

Suggestions for improvement and for rectification of errors and omissions will be gratefully accepted.

Shillong,
31st January, 2025.

(Smti. I. Mawlong, MCS),
Labour Commissioner,
Meghalaya, Shillong.

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CONTENTS

CHAPTER. 1 – INTRODUCTION

- Introduction on the Right to Information Act, 2005.
- Objective/purpose of the handbook.
- Intended users of the handbook.
- Organisation of the information in the handbook.
- Definitions.
- Procedure and Fee structure.

CHAPTER – 2 – PARTICULARS OF ORGANISATION, (MANUAL 1) FUNCTIONS AND DUTIES

- Objective/purpose.
- Mission/Vision Statement.
- Brief History.
- Main Activities/functions.
- List of Services.
- Organisational Structure/Diagram.
- Expectation from the Public.
- Arrangements/Methods for seeking Public participation/contribution.
- Mechanism for monitoring the Service delivery.
- Addresses.
- Working hours.

CHAPTER – 3 – POWERS AND DUTIES OF OFFICERS
(MANUAL 2) AND EMPLOYEES

CHAPTER – 4 : RULES, REGULATIONS, INSTRUCTIONS
(MANUAL 3) MANUAL AND RECORDS FOR
DISCHARGING FUNCTIONS.

- NO.1 – The Industrial Disputes Act, 1947 and Rules.
- NO.2 – The Minimum Wages Act, 1948 and Rules.
- NO.3 – The Payment of Wages Act, 1936 and Rules.
- NO.4 – The Payment of Gratuity Act, 1972 and Rules.
- NO.5 – The Payment of Bonus Act, 1965 and Rules.
- NO.6 – The Trade Unions Act, 1926 and Regulations.
- NO.7 – The Industrial Employment (Standing Orders) Act, 1946 and Rules.
- NO.8 – The Meghalaya Shops & Establishments Act, 2003 and Rules 2004.
- NO.9 – The Inter – State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and Rules.
- NO.10 – The Motor Transport Workers’ Act, 1961 and Rules.
- NO.11 – The Child & Adolescent Labour (Prohibition and Regulation) Act, 1986 and Rules.
- NO.12 – The Bonded Labour System (Abolition) Act, 1976 and Rules.
- NO.13 – The Maternity Benefit Act, 1961 And Rules.
- NO.14 – The Contract Labour (Regulation And Abolition) Act, 1970 and Rules.
- NO.15 – The Equal Remuneration Act, 1976 And Rules.
- NO.16 – The Employee’s Compensation Act, 1923 and Rules.
- NO.17 – The Sales Promotion Employees (Conditions of Service) Act, 1976 and Rules.
- NO.18 – The Working Journalists and other Newspaper Employees (Conditions of Service) and Misc. Provisions Act, 1955 and Rules.

- NO.19 – The Plantations Labour Act, 1951 and Rules.
- NO.20 – The Labour Laws (Exemption from Furnishing Returns and maintaining Registers by certain Establishments) Act, 1988.
- NO.21 – The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 and Rules.
- NO.22 – The Cine Workers and Cinema Theatre Workers (Regulations of Employment) Act, 1981 and Rules
- NO.23 – The Building and other Construction Workers (Regulation of employment And Conditions of Service) Act, 1996 and Rules.
- NO.24 – The Building and other Construction Workers Welfare Cess Act, 1996 and Rules.
- NO.25 – The Unorganised Workers Social Security Act, 2008 and Rules.
- NO. 26 –The Meghalaya Identification, Registration (Safety And Security) of Migrant Workers Act,2020 and Rules.

CHAPTER 5: PARTICULARS OF ANY ARRANGEMENT THAT EXISTS (MANUAL 4) FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

- 1. Formulation of Policy.
- 2. Implementation of Policy.

CHAPTER 6: A STATEMENT OF THE CATEGORIES OF DOCUMENTS (MANUAL 5) THAT ARE HELD BY IT OR UNDER ITS CONTROL

CHAPTER 7: A STATEMENT OF BOARDS, COUNCIL, COMMITTEES (MANUAL 6) AND OTHER BODIES CONSTITUTED AS ITS PART

CHAPTER 8: THE NAMES, DESIGNATIONS AND OTHER (MANUAL 7) PARTICULARS OF THE OFFICERS UNDER THE RIGHT TO INFORMATION ACT, 2005

CHAPTER 9: PROCEDURE FOLLOWED IN DECISION MAKING (MANUAL 8) PROCESS

CHAPTER 10: DIRECTORY OF OFFICERS AND EMPLOYEES (MANUAL 9)

CHAPTER 11: THE MANNER OF EXECUTION OF SUBSIDY
(MANUAL 10) PROGRAMMES

CHAPTER 12: PARTICULARS OF RECIPIENTS OF
(MANUAL 11) CONCESSIONS, PERMITS OR AUTHORIZATION
GRANTED BY IT

CHAPTER 13: NORMS SET BY IT FOR THE DISCHARGE
(MANUAL 12) OF ITS FUNCTIONS

CHAPTER 14: INFORMATION AVAILABLE IN AN
(MANUAL 13) ELECTRONIC FORM

CHAPTER 15: PARTICULARS OF THE FACILITIES AVAILABLE
(MANUAL 14) TO CITIZENS FOR OBTAINING INFORMATION

CHAPTER 16: OTHER USEFUL INFORMATION
(MANUAL 15)

APPENDICES

1
.... 1 (A)
.... 1 (B)
.... 1 (C)

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THE
INFORMATION HANDBOOK
UNDER
THE RIGHT TO INFORMATION ACT, 2005
OF THE OFFICE OF THE
LABOUR COMMISSIONER, MEGHALAYA.

CHAPTER – I
INTRODUCTION

1.1. The Right to Information Bill that would usher in a new era in the process of Governance, Performance and Efficiency was passed by the Lok Sabha on 11th May, 2005 and received the assent of the President of India on 15th June, 2005. “The legislation would ensure that the benefits of growth flow to all sections, eliminate corruption and bring the concerns of the common man to the heart of all processes of governance. It is not a draconian law for paralyzing the Government but is an instrument for improving Government – citizen interfacing, resulting in a friendly, caring and effective functioning” said the Hon’ble Prime Minister, Dr.Manmohan Singh in a debate at Lok Sabha.

The Right to Information Act, 2005 states that it is “An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Whereas the Constitution of India has established a Democratic Republic;

And whereas democracy required an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information.

And whereas it is necessary to harmonise these conflicting interests while preserving the paramount of the democratic ideal;

Now therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Hence the objective/purpose of this Handbook is to meet the requirements of the Act and the obligations cast upon the office of the public authority under the Labour Commissioner, Meghalaya particularly to the information under clause (b) of section 4 (1) of the Act to provide as much information suo moto to the public at regular intervals through various means of communications so that the information can be easily accessible to the public.

This Handbook will therefore be useful to the Public/citizens, NGOs who desire to have the information. Government Departments will also find the handbook useful in their day – to – day office works.

An attempt has also been made to organize and update the information in this handbook from all the records available at the Directorate, publications of the Ministry of Labour & Employment, Govt. of India and others and hence this manual does not claim any originality.

Some of the important Definitions used in the handbook are: -

- (1) “Information” under Section 2 (f) of the Right to Information Act, means any material in any form, including records, documents, names, e – mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.
- (2) “records” under section 2 (i) of the Right to Information Act includes –
 - (a) any document, manuscript and file;
 - (b) any microfilm, microfiche and facsimile copy of a document;
 - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
 - (d) any other material produced by a computer or any other device;
- (3) “right to information” under Section 2 (j) of the Right to Information Act means the right to information accessible under the control of any public authority and includes the right to –
 - (a) inspection of work, documents, records;
 - (b) taking notes, extracts or certified copies of documents or records;
 - (c) taking certified samples of material;
 - (d) obtaining information in the form of diskettes, floppies tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;.
- (4) “State Public Information Officer” under Section 2 (m) of the Right to Information Act means the State Public Information Officer designated under sub– section (1) and includes a State Assistant Public Information Officer designated as such under sub – section (2) of Section 5.

Any information relating to the subjects covered in the handbook as well as other information, relating to the subjects can be had from the Joint Labour Commissioner, Shillong & Public Information Officer, in the Office of the Labour Commissioner, Meghalaya, Shillong – 793001. Besides this, for getting the information not available in the handbook, the public can contact the Public Information Officers and Assistant Public Information Officers in the Districts.

For getting the information not available in the handbook, the public should apply in writing in English or in the official language of the area to the Public Information Officer, specifying the particulars of the information sought for and the fees prescribed shall be reasonable and shall not be charged from people living below the poverty line.

CHAPTER – 2
(MANUAL – 1)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

2.1. Objective/Purpose.

Labour is a concurrent subject under the Constitution of India and both the Central and State Governments are competent to enact legislations subject to certain matters being reserved for the Centre. The Central Government is responsible for laying down the norms and standards on matters like Industrial relations, cooperation between Labour and management, regulation of wages, conditions of work and safety, Labour welfare, social security of workers etc which appear in the Union and Concurrent lists of the 7th Schedule of the Constitution, while the implementation of Labour policy is the responsibility of the State Governments. As such the objective/purpose of the Labour Commissioner's organisation is for enforcement of various Labour Laws, handling of industrial relations, promotion of Labour Welfare and providing social security to the workers.

2.2. Mission/Vision

- Expeditious implementation of various Labour Laws for the benefits of all classes of the Labour Community of the State in matters relating to regulation of wages, conditions of work, health, safety, labour welfare, social security etc. and also to maintain industrial relations and harmony to keep up the production level of the State.
- Rationalization of the existing Labour Laws in tune with the future labour market needs.
- Ensure welfare of Child Labour, Women Labour, Unorganised Labour and other deprived sections of the society.
- Protection and promotion of interests of all the workers and improvements in the work culture and productivity.

2.3. History of the Labour Commissioner's organisation

With the bifurcation of the State of Assam and the creation of the state of Meghalaya in 1972, the Directorate under the Labour Commissioner started from scratch with personnel from the Govt. of Assam coming on deputation to Meghalaya in 1973. One post of Labour Commissioner and two posts of Labour Inspectors were initially created for the two districts of the State namely United Khasi & Jaintia Hills and Garo Hills at Shillong and Tura respectively. In 1974, one post of Assistant Labour Commissioner now designated as Deputy Labour Commissioner was created and filled up through Meghalaya Public Service Commission. In 1976 one post of Labour Inspector (Hqr) was created for the Directorate and with the creation of Jaintia Hills District, one post of Labour Inspector was created in 1977. In 1979, two more posts of Labour Inspectors were created for the West Khasi Hills District, Nongstoin and the East Garo Hills District, Williamnagar. After this, there was the creation of two posts of Labour Inspectors, one each for the then two newly created Districts at Ri Bhoi District, Nongpoh and South Garo Hills, Baghmara and one post of Labour Inspector for the Sub – Divisional

office at Khliehriat, Jaintia Hills. Since then, the status of the Organisation under the Labour Commissioner has changed a lot with the creation of seven posts of Deputy Labour Commissioner in the districts of East Khasi Hills, West Khasi Hills, West Jaintia Hills, Ri Bhoi, West Garo Hills, East Garo Hills and South Garo Hills. Four new posts of Assistant Labour Commissioner have been further created in the districts of East Jaintia Hills, South West Khasi Hills, North Garo Hills and South West Garo Hills. 39 (thirty nine) posts of Labour Inspector have also been created and filled up at 39 blocks in the State.

2.4. Duties

The main duties of the organisation under the Labour Commissioner are to enforce all the provisions of Labour laws, to conciliate the Labour disputes and to maintain industrial relations and harmony to keep up the production level of the State, and implementation of Welfare schemes. The Labour Commissioner's Office is also charged with the responsibility of looking into welfare of the unorganised labour community including Child and Women Labour, Bonded Labour, Contract Labour, Inter – State Migrant Labour etc. The Labour Commissioner is the Registrar under the Trade Unions Act, 1926, the Certifying Officer under the Industrial Employment (Standing Orders) Act, and is the Appellate Authority under various Labour Laws. The duties of the officers are advisory rather than executive because they have to play neutral roles so that they can enjoy the confidence of both employers and workers.

2.5. Main activities/functions of the Labour Commissioner's Organisation

The main activities/functions dealt with by this Office are:

- (1). Matters relating to administration, implementation, etc. of Labour Acts and Rules (both Central and State) in the State.
- (2). Maintenance of industrial relations and harmony.
- (3). Reference of Industrial Disputes to the Labour Court/Industrial Tribunal and publication of Awards.
- (4). Fixation of Minimum Wages for the workers employed in the scheduled employments.
- (5). Providing safety, health and welfare measures for labourers.
- (6). Providing social security for labourers.
- (7). Registration of shops/commercial establishments/establishments of amusement/Motor Transport undertakings, Principal employers/Contractors etc.
- (8). Registration of Trade Unions.
- (9). Payment of Wages, Bonus, Gratuity to Workers/Employees.
- (10). Abolition of Bonded Labour, Contract Labour and Child & Adolescent Labour in hazardous occupations.
- (11). Collection of Labour Statistics and conducting of surveys relating to Labour.

(12). Implementation of policies relating to special target groups such as Women & Child Labour.

(13). Providing free and basic training to the workers and their family members in the trades of sewing, knitting and embroidery through the Labour Welfare Centres.

(14). Implementation of International Labour Organisation (ILO) matters, decisions of the Indian Labour Conference (ILC) concerning the State, and implementation of various directives of the Supreme Courts relating to Child Labour, Bonded Labour etc.

(15). In 2019, Parliament had passed the Code on Wages and in 2020, had passed the Social Security Code, the Industrial Relations Code and the Occupational Safety, Health and Working Conditions Code. Under these Codes, 44 existing labour laws will be subsumed. However, as on 31st March, 2024, the Codes are yet to be actually implemented throughout the country. As and when they are implemented, the Labour Commissionerate is one of the Nodal Departments which has been tasked with their implementation and enforcement.

(16.) In 2021, the Ministry of Labour & Employment had developed the e-SHRAM portal for creating a National Database of Unorganized Workers (NDUW) for optimum realization of their employability and to extend the benefits of social security schemes to them. It is the first-ever national database of unorganised workers including migrant workers, construction workers, gig and platform workers, etc. It also provides a comprehensive database to Central and State Governments for tackling any National Crises like COVID-19 in future. Registration is done either by:

- Self-registration by visiting e-SHRAM portal www.eshram.gov.in
- By visiting nearest CSCs & State Seva Kendras (SSKs)

The Labour Department is the Nodal Department for ensuring maximum registration among all groups of unorganised workers in the State.

2.6 List of services being provided.

The activities or services provided by this Organisation have been stated above. Furthermore, the list of various Labour Laws which are implemented and enforced by the Office for the welfare of all workers working both in the organized and unorganised sectors is shown below: -

1. The Industrial Disputes Act, 1947 and Rules.
2. The Minimum Wages Act, 1948 and Rules.
3. The Payment of Wages Act, 1936 and Rules.
4. The Payment of Gratuity Act, 1972 and Rules.
5. The Payment of Bonus Act, 1965 and Rules.
6. The Trade Unions Act, 1926.
7. The Industrial Employment (Standing Orders) Act, 1945 and Rules.
8. The Meghalaya Shops & Establishments Act, 2004 and Rules.
9. The Inter – State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and Rules.
10. The Motor Transport Workers Act, 1961 and Rules.
11. The Child & Adolescent Labour (Prohibition & Regulation) Act, 1986 and Rules.
12. The Bonded Labour System (Abolition) Act, 1976 and Rules.

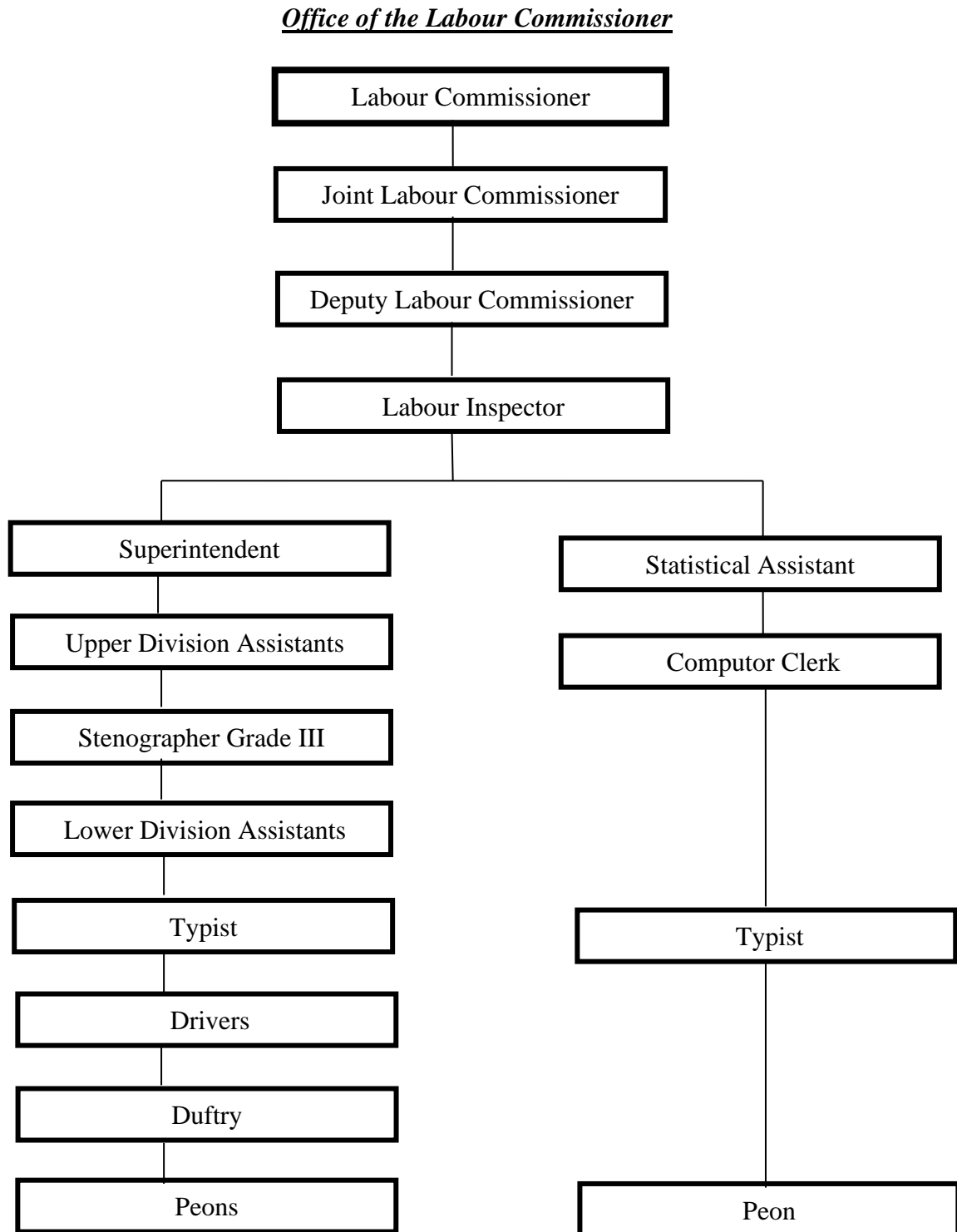
13. The Maternity Benefit Act, 1961 and Rules.
14. The Contract Labour (Regulation & Abolition) Act. 1970 and Rules.
15. The Equal Remuneration Act, 1975 and Rules.
16. The Employee's Compensation Act, 1923 and Rules.
17. The Sales Promotion Employee (Conditions of Service) Act, 1975 and Rules.
18. The Working Journalists and other Newspaper Employees (Conditions of Service) and Misc. Provisions Act, 1955.
19. The Plantation Labour Act, 1951.
20. The Labour Laws (Exemption from furnishing returns and maintaining registers by certain establishments) Act, 1988.
21. The Beedi and Cigar Workers (Condition of Employment) Act, 1966.
22. The Cine Workers and Cinema Theatre workers (Regulation of Employment) Act, 1981 and Rules.
23. The Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and Rules.
24. The Building and other construction Workers' Welfare Cess Act, 1996 and Rules..
25. The Unorganized Workers Social Security Act, 2008 and Rules..
26. The Meghalaya Identification, Registration (Safety and Security) of Migrant Workers Act, 2020 and Rules.
27. The 4(four) Labour Codes viz. (i) The Code on Wages 2019 (ii) The Industrial Relations Code 2020 (iii) The Code on Social Security 2020 (iv) The Occupational Safety, Health and Working Conditions Code 2020.

A brief write up of the above Acts/Codes has been given at Manual – 3.

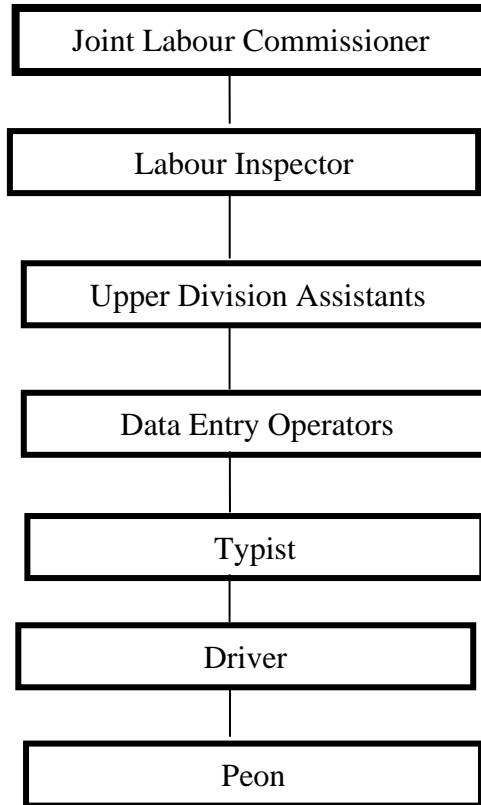
2.7 ORGANISATIONAL STRUCTURE - DIAGRAM

The organizational set – up of the office of Labour Commissioner, Meghalaya along with that of the Subordinate Offices is given below: -

ORGANISATIONAL CHART

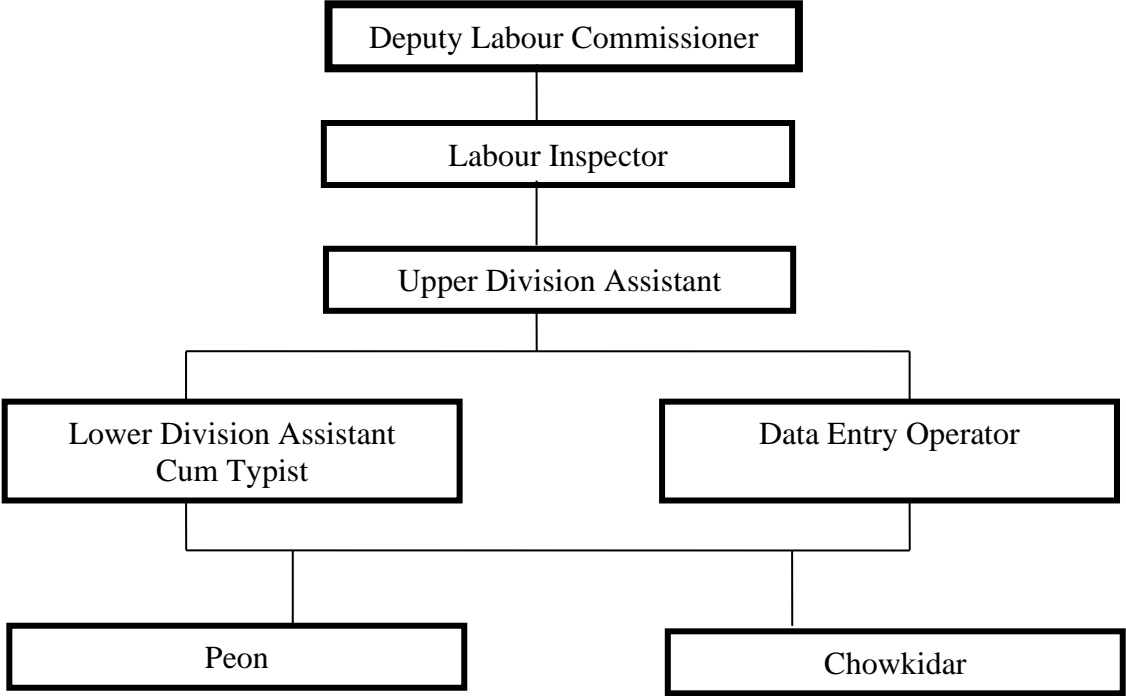


Joint Labour Commissioner , Tura



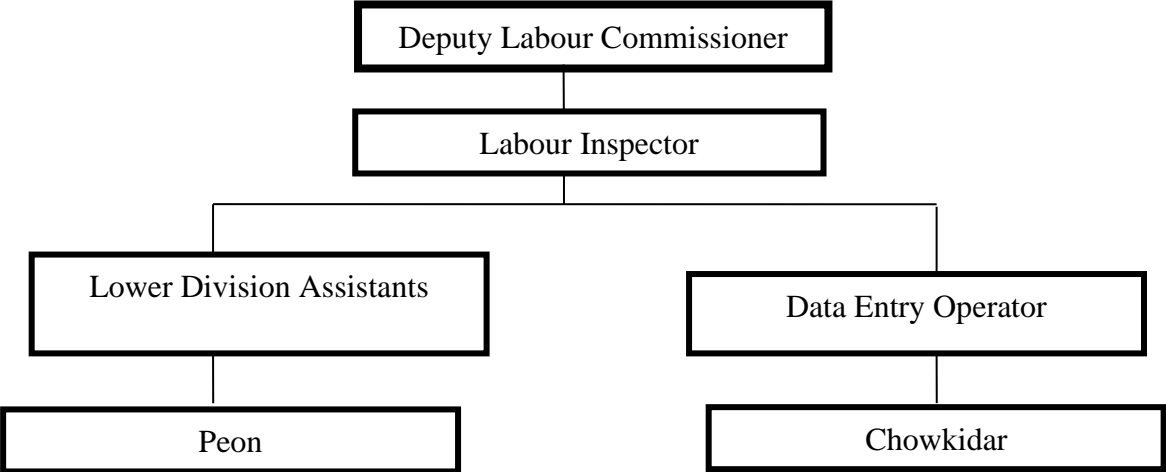
DISTRICT LABOUR OFFICE

Shillong



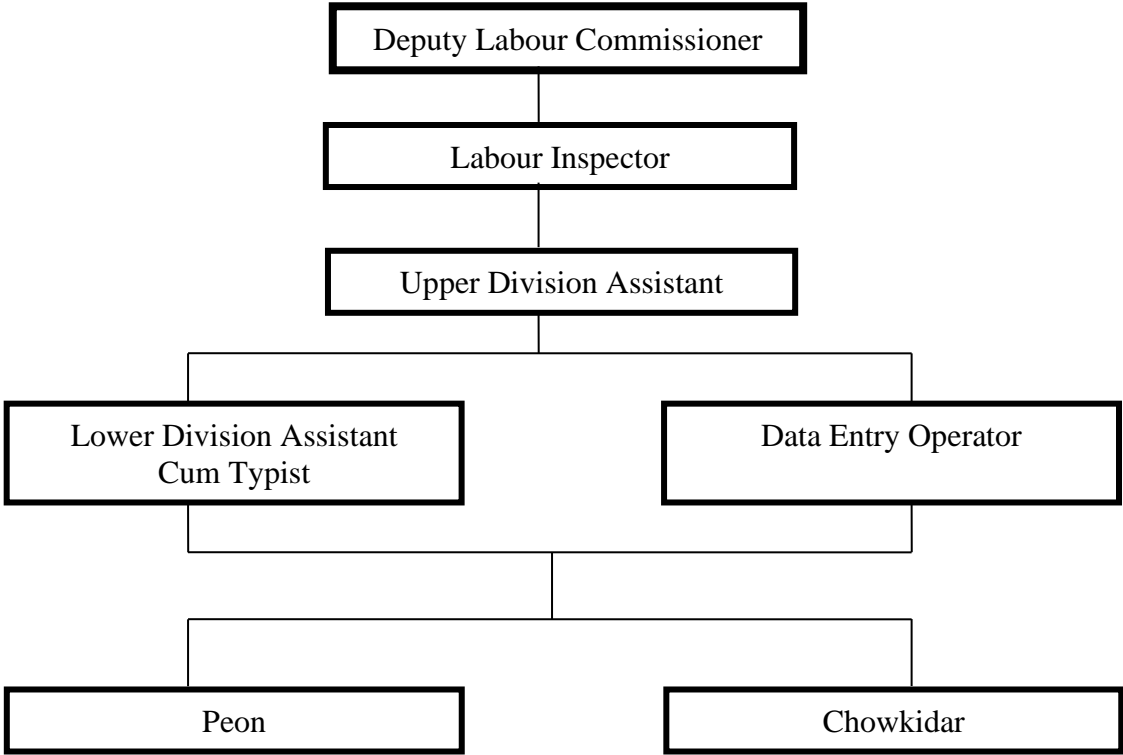
DISTRICT LABOUR OFFICE

Jowai



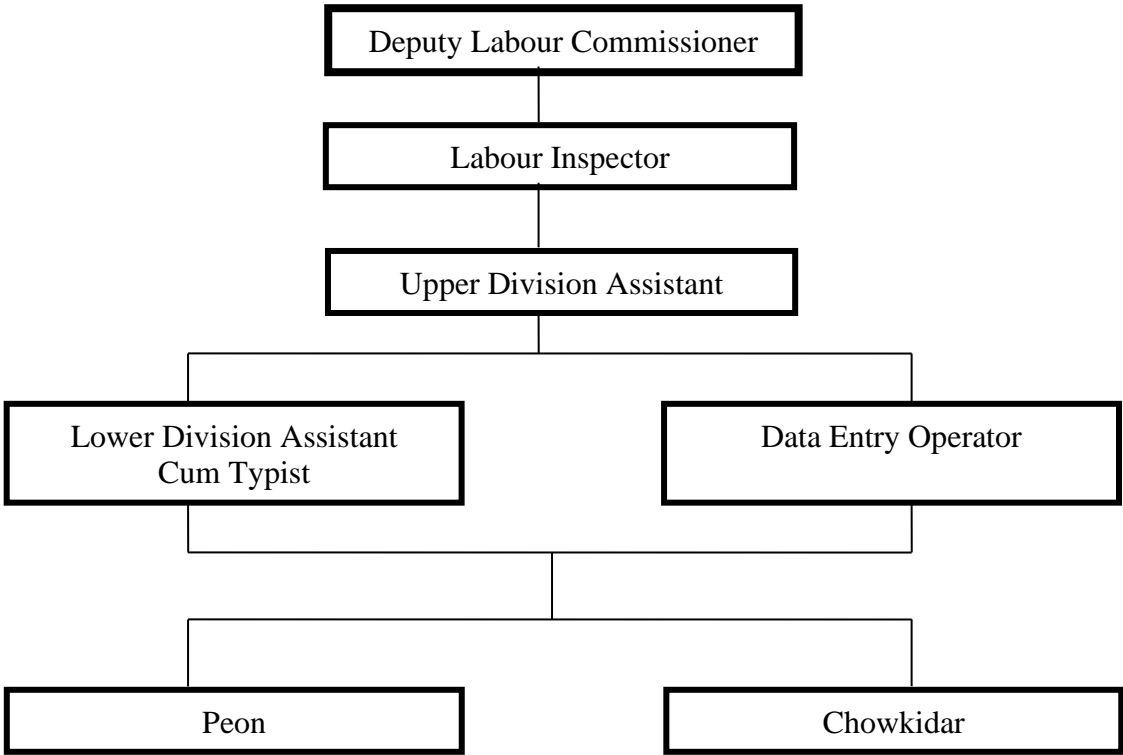
DISTRICT LABOUR OFFICE

Nongpoh



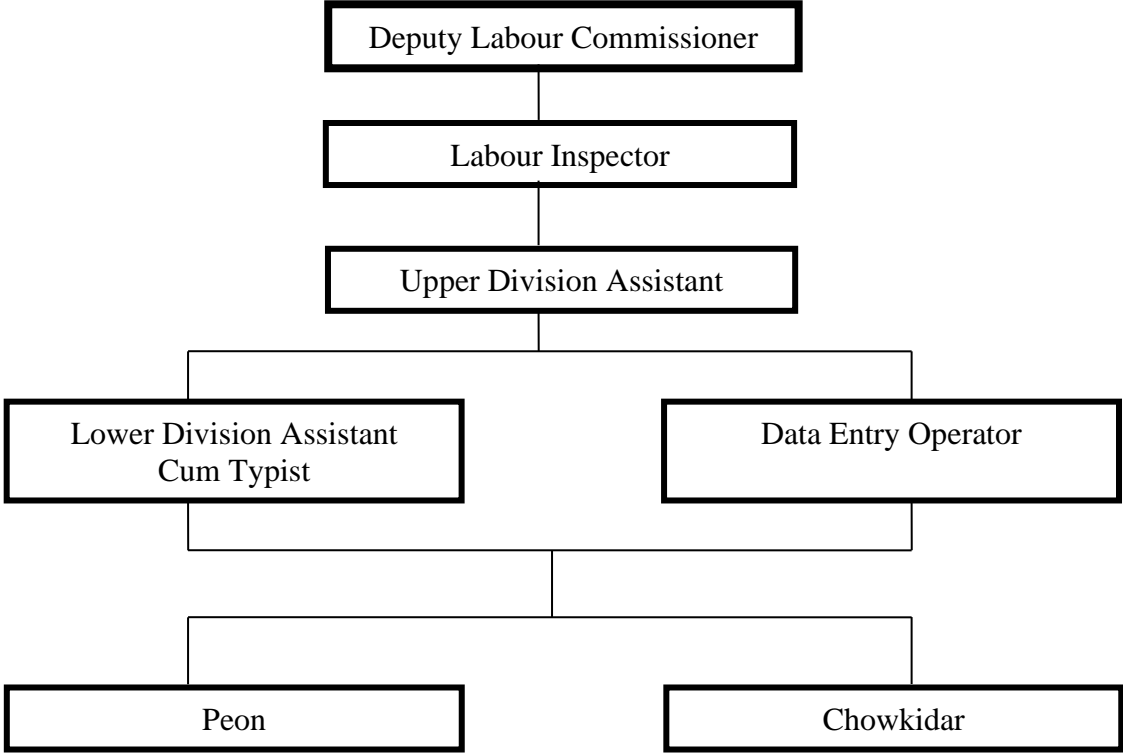
DISTRICT LABOUR OFFICE

Tura



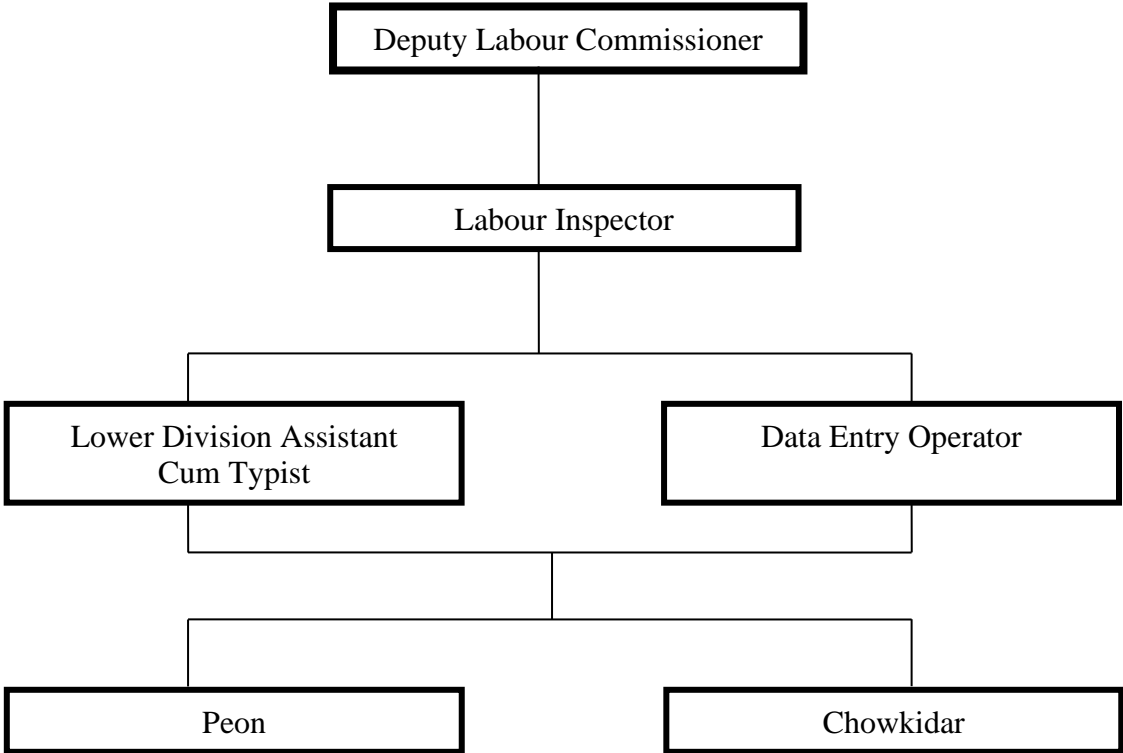
DISTRICT LABOUR OFFICE

Baghmara



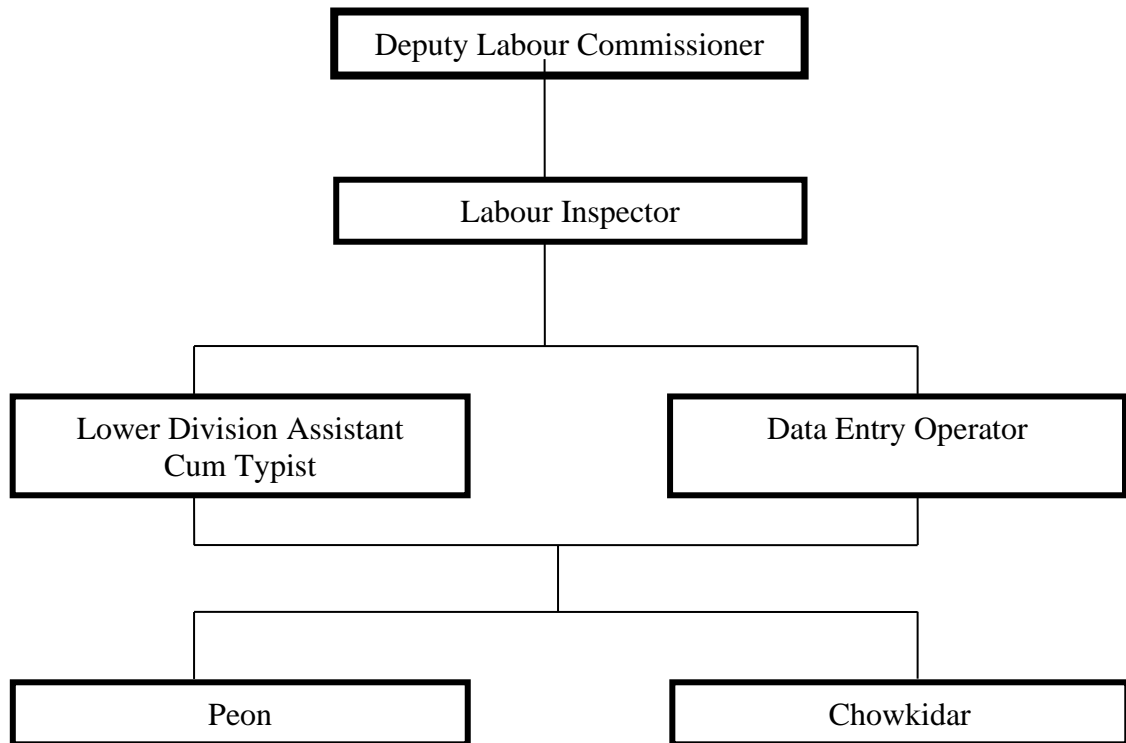
DISTRICT LABOUR OFFICE

Nongstoin



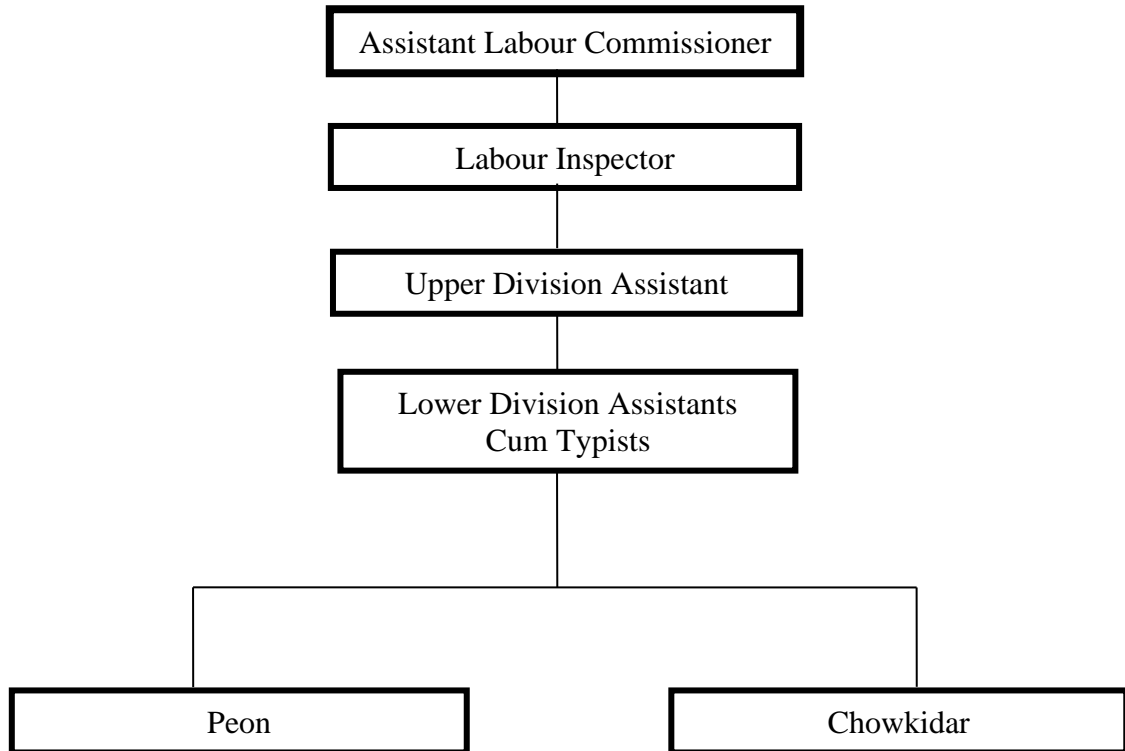
DISTRICT LABOUR OFFICE

Williamnagar



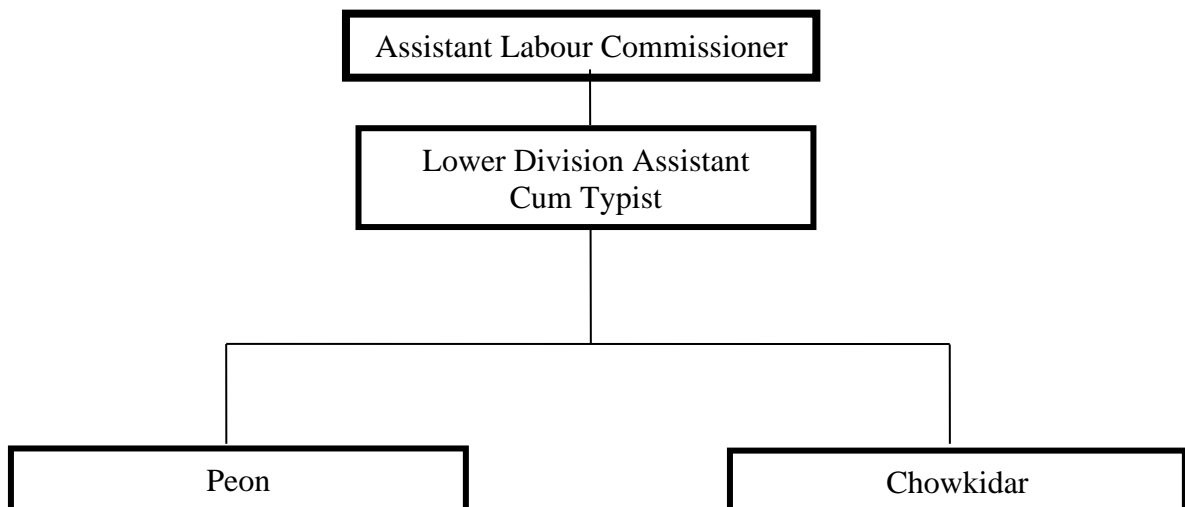
DISTRICT LABOUR OFFICE

Khliehriat



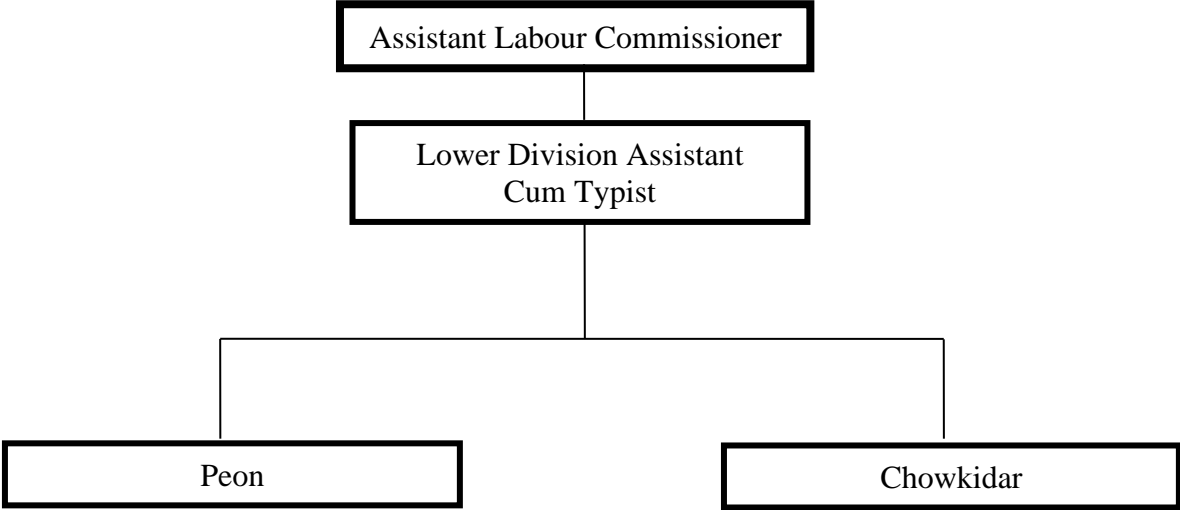
DISTRICT LABOUR OFFICE

Mawkyrwat



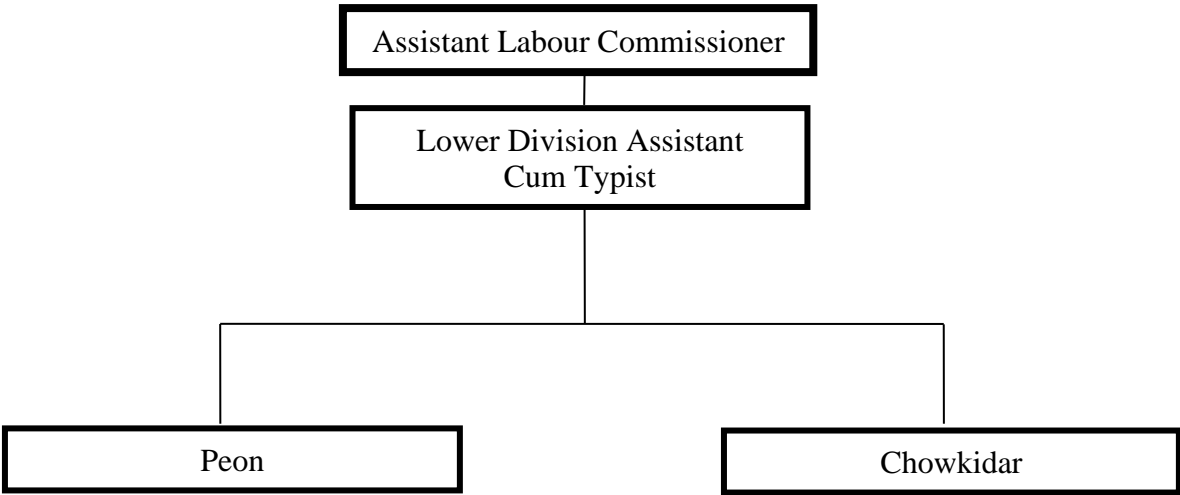
DISTRICT LABOUR OFFICE

Ampati

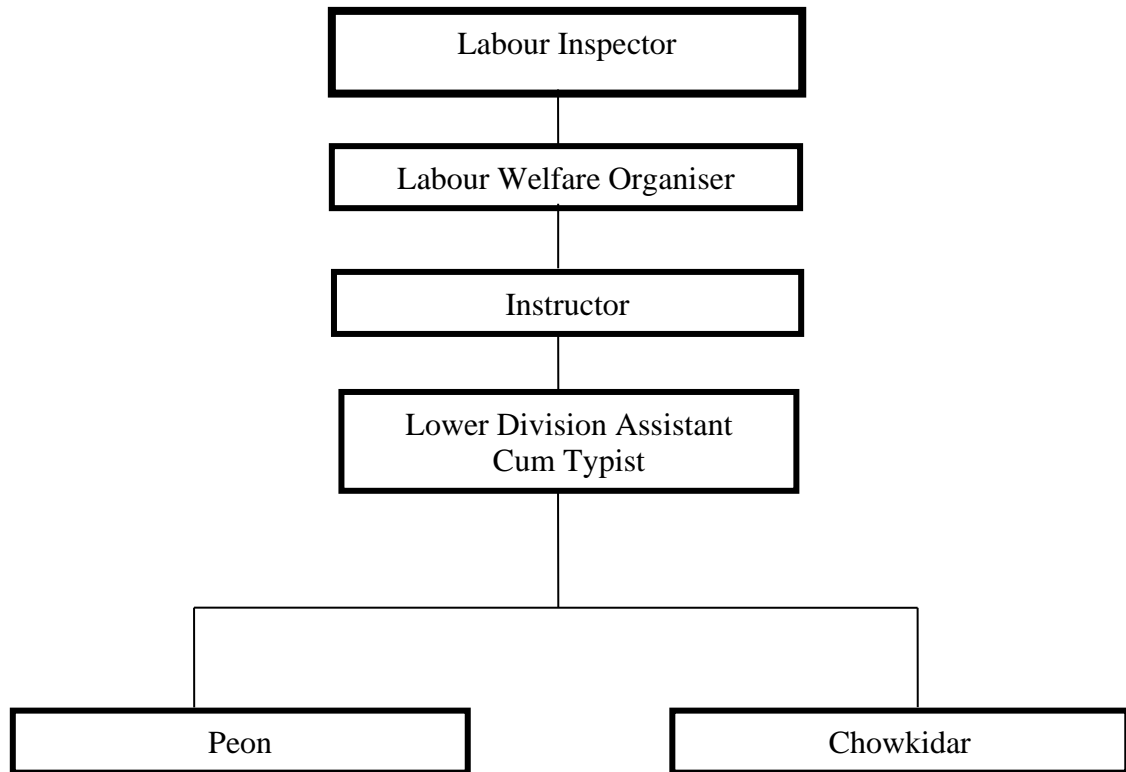


DISTRICT LABOUR OFFICE

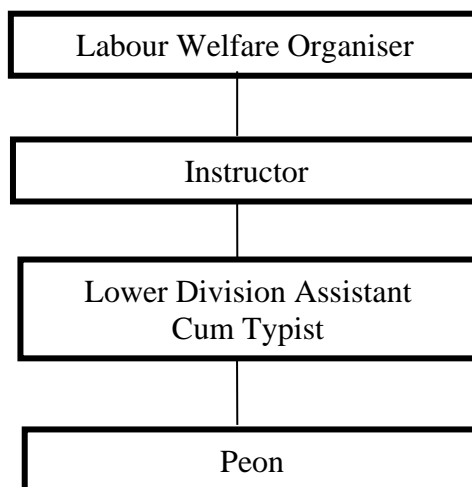
Resubelpara



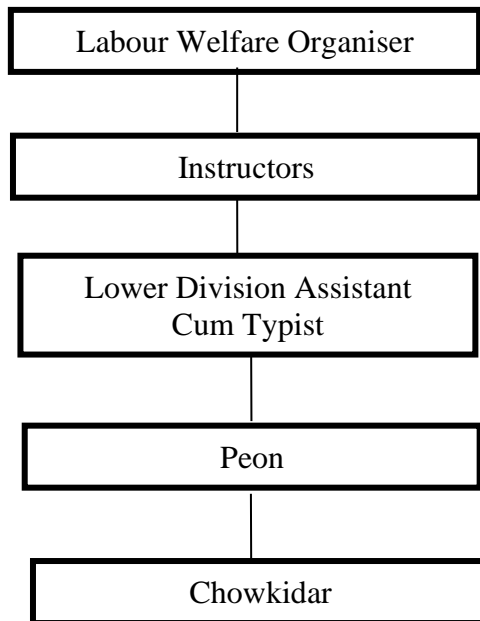
Labour Welfare Centre- Nongpoh



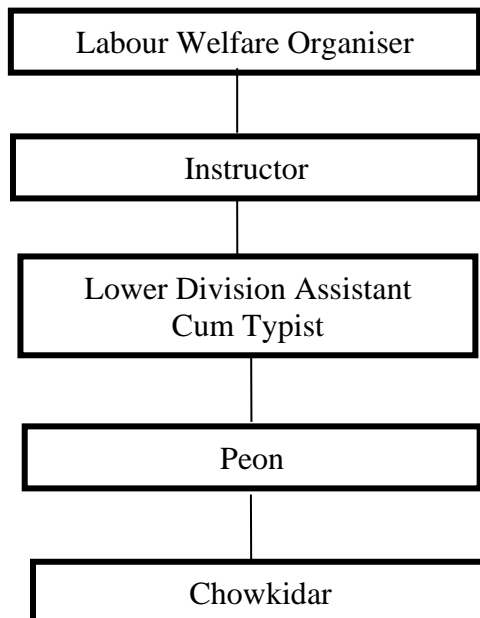
Labour Welfare Centre- Bhoi Rymbong



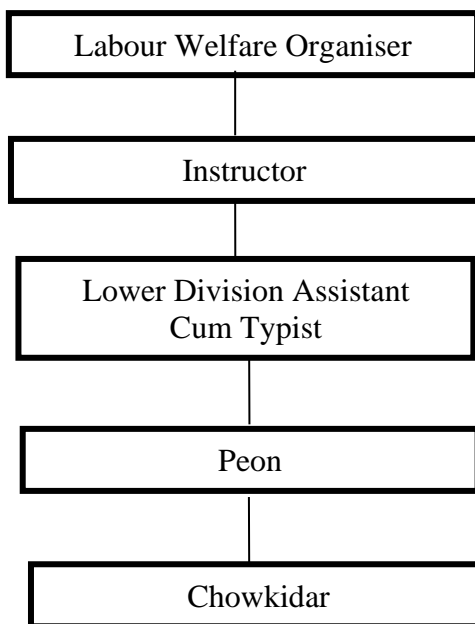
Labour Welfare Centre- Khliehriat



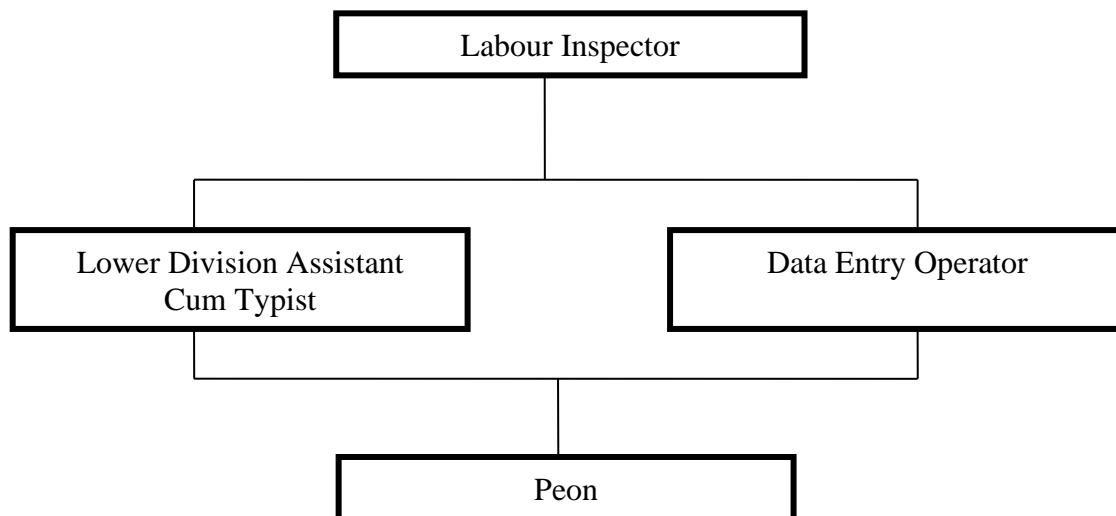
Labour Welfare Centre- Sohra



Labour Welfare Centre- Rompara



39 Block Labour Offices



2.8. Expectation

The organisation of the Labour Commissioner expects the public particularly its clients namely the workers working in the unorganised sector, the organized sector, women labour, agricultural labour, etc to utilize the services of the office in order to enable it to protect and safeguard their interests. It also expects the public particularly the employers of shops, Industrial establishments, etc to implement and enforce all the provisions of various Labour Laws, without compelling this office to resort to legal action, to enable it to discharge its functions and duties in a more efficient and effective manner thereby heralding greater service to the public.

2.9. The organisation under the Labour Commissioner has been set up to implement and enforce the various labour laws which are directly concerned with the public. It seeks public participation with the aim of –

- (i) Establishing contacts and holding of consultations with a view to maintain harmonious relations between the employers and workers.
- (ii) Bringing to the notice of the management the grievances of workers, individual as well as collective, with a view to securing their expeditious redressal.
- (iii) Studying and understanding the point of view of labourers in order to help the Management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand.
- (iv) Advising on fulfillment of obligations, statutory or otherwise by the employers concerning the application of provisions of various labour laws.

2.10. Mechanism available for monitoring the service delivery and public grievance Resolution

The Office of the Labour Commissioner, Meghalaya as well as the District Labour Offices at Shillong, Jowai, Nongpoh, Nongstoin, Tura, Baghmara, Williamnagar, Khliehriat, Mawkyrwat, Ampati and Resubelpara have been set up for monitoring the service delivery and for effective redressal of grievances/complaints of the public/workers.

2.11. Addresses :

HEAD OFFICE

1. Office of the Labour Commissioner,
Meghalaya,
Horse Shoe Building, 1st Floor,
Lower Lachumiere,
Shillong – 793001.

DISTRICT LEVEL

1. District Labour Office,
East Khasi Hills,
Shillong.
2. District Labour Office,
West Khasi Hills,
Nongstoin.
3. District Labour Office,
West Jaintia Hills,
Jowai.
4. District Labour Office,
Ri Bhoi District,
Nongpoh.
5. District Labour Office,
West Garo Hills,
Tura.
6. District Labour Office,
East Garo Hills,
Williamnagar.
7. District Labour Office,
South Garo Hills,
Baghmara.
8. District Labour Office,
East Jaintia Hills,
Khliehriat.
9. District Labour Office,
South West Khasi Hills,
Mawkyrwat
10. District Labour Office,
South West Garo Hills,
Ampati
11. District Labour Office,
North Garo Hills,
Resubelpara

Working Hours : The working hours are as determined by Government from time to time. At the time of publication of the manual, the working hours are from 10.A.M to 5.P.M. on all working days in the summer time. During winter, the working hours are from 10.A.M. to 4.30.P.M.

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CHAPTER 3
(MANUAL 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DIRECTORATE LEVEL

1. Designation : Labour Commissioner

Administrative : The Labour Commissioner is the Head of the Department and
Power charged with the responsibilities of administering and implementing all the provisions of Labour Acts and Rules. As such, he/she has full administrative powers under his/her organisation.

Financial : As head of the office he/she has some financial powers but his/her powers
Power are limited according to the Govt. Rules.

Duties : 1. The Labour Commissioner is responsible for overall control and efficient administration of his Organisation.

2. He/ She advises the Govt. on all important policy decisions and important matters concerning his/ her subject.

2. Designation : Joint Labour Commissioner

Administrative : The Joint Labour Commissioner is the senior most officer of the
Power office and in the absence of the Labour Commissioner will perform his/ her duties.

Financial : No financial powers except that he/she is the Drawing and Disbursing
Officer (DDO) and can pass Salary Bills of the Staff and other sanction orders passed by the Labour Commissioner.

Duties : As senior most Officer of the Organisation under the Labour Commissioner his/her duties are vast.

1. He/ She advises the Labour Commissioner on all matters concerning the office.
2. He/ She deals with urgent important receipts himself/herself and prepares at his/her level all important notes on various subjects, notes on the minutes of the meetings held, notes on the enforcement of various Labour Laws, cabinet memorandums, framing of Acts & Rules, preparing of affidavits of Supreme Court/High Court etc., before sending them to the Labour Commissioner.
3. He/ She assists the Labour Commissioner in the day to day office works and is responsible for prompt disposal of works.

3. Designation : The Deputy Labour Commissioner

Administrative Power	: The Deputy Labour Commissioner assists the Labour Commissioner and Joint Labour Commissioner.
Financial Power	: No financial powers except he/she is self Drawing and Disbursing Officer.
Duties	: As the second senior most Officer, he/she assists the Labour Commissioner and Joint Labour Commissioner in the day to day Office works in all matters and offers views and comments from his/her level.

4. Designation : The Labour Inspector (Hqr)

Administrative Powers	: No administrative powers.
Financial Powers	: No financial powers except he/she is self Drawing and Disbursing Officer.
Duties	: Like the Deputy Labour Commissioner, he/she assists the senior most Officers in matters relating to various Labour Laws.

5. Designation : Superintendent

Administrative powers : Nil

Financial Powers : Nil

Duties	: 1. He/ She is responsible for maintenance of discipline and punctuality in attendance of the staff. 2. To maintain an up to date distribution list of work among the Assistants and make arrangements for the disposal of work entrusted to another Assistant during absence. 3. To scrutinize the notes and drafts of the Assistants along with his/her remarks or suggestions before sending to Officers. 4. To deal with such cases himself/herself as may be allotted by higher Officers.
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6. Designation : Statistical Assistant

Administrative powers : Nil

Financial Powers : Nil

Duties :	He/ She is responsible for dealing with statistical works of the Directorate and Sub-ordinate Offices, such as collection, compilation and submission of all statistical returns under different Acts and Rules to the appropriate authorities.
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7. Designation : U.D.A.

Administrative : Nil
Powers

Financial : Nil
Powers

Duties :
1. To examine promptly all receipts made over to him/her.
2. To point out any mistake or draw attention where necessary to the Procedure/Rules etc.
3. To put up simple draft.
4. Prepare summary of facts in a Note sheet.

8. Designation : L.D.A.

Administrative : Nil
Powers

Financial : Nil
Powers

Duties : Same as U.D. Assistant, but the L.D.Assistant is dealing only with simple subjects/matters like entry of all receipts in the Receipt Registers, distributing the receipts to the dealing Assistants etc.

9. Designation : Typist

Administrative : Nil
Powers

Financial : Nil
Powers

Duties : To type all matters marked to him/her.

10. Designation : Peon

Administrative : Nil
Powers

Financial : Nil
Powers

Duties : 1. He/ She should assist in any office work as may be required.
2. His/ Her main duties are to send the letters to all concerned promptly.

DISTRICT LEVEL

1. Designation : Deputy/ Assistant Labour Commissioner

Administrative Powers : As Head of an Office he/she is responsible for all matters relating to his Office within his/her jurisdiction.

Financial Powers : He/She is the Drawing and Drawing Officer and can pass salary bills of the Staff and other sanction orders passed by the Labour Commissioner.

Duties : 1. To implement and enforce all the provisions of various Labour Laws within his jurisdiction.
2. To attend meetings and other executive matters within his District.

2. Designation : Labour Inspector (District& Block)

Administrative Powers : No administrative powers.

Financial Powers : No financial powers except he/she is self Drawing and Disbursing Officer.

Duties : He/She assists the Deputy/Assistant Labour Commissioner in matters relating to Inspections under various Labour Laws.

3. Designation : U.D.A/L.D.A - Typist/Peon

Duties : Same as in the Directorate Level.

4. Designation : Chowkidar

Duties : 1. He/She is responsible for the safety and custody of the Govt. property.
2. He/She should open or close the office before or after office hours.

LABOUR WELFARE CENTRE

5. Designation : Labour Welfare Organiser.

Duties : He/She is responsible for the Centre to see that it is properly functioning and to create public awareness about the programmes in the centre.

6. Designation : Instructor

Duties : Their duties are to teach the trainees in the Centre in the trades of sewing, knitting and embroidery.

CHAPTER – 4
(MANUAL 3)

No.1

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE INDUSTRIAL DISPUTES ACT. 1947 AND
The document : RULES.

Type of
Document : Act/Rules

Brief Write – up on the Document :

The objective of the Industrial Disputes Act is to improve the service conditions of industrial labour so as to provide for them the ordinary amenities of life and by the process, to bring about Industrial peace which would in its turn accelerate productive activity resulting in its prosperity. The prosperity of the country in turn, helps to improve the conditions of labour. The Act is not intended only to make provisions for investigation and settlement of industrial disputes but also to achieve industrial peace so that it may result in more production and improve the national economy. In the present socio – political economic system, it is intended to achieve co – operation between the capital and labour which has been deemed to be essential for maintenance of increase production and industrial peace. The Act provides to ensure fair terms to workmen and to prevent disputes between the employer and the employees so that the large interest of the Public may not suffer.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar,
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara

ANNEXURE

THE INDUSTRIAL DISPUTES ACT, 1947 **(Central Act No.14 of 1947)**

The Act extends to the whole of India. The Industrial Disputes Act, 1947 was a comprehensive measure adopted by the Central Government with a view to improving Industrial relations. The Act introduced the principle of compulsory arbitration and prohibited strikes without notice in Public utility services. It also provided, for the first time two new institutions viz. (i) works committees consisting of representatives of employers and employees in undertakings employing 100 or more workers and (ii) Labour Court/Industrial Tribunal for the adjudication of industrial disputes. The main provisions of the Act relate to (i) works committees (ii) conciliation and adjudication machinery (iii) strikes and lockout and (iv) lay – out, retrenchment and closure.

The State Government of Meghalaya has adopted the Assam Industrial Disputes Rules, 1958 under Section 79 of the North – Eastern Areas (Re – organisation) Act, 1971 (Central Act No.81 of 1971) vide the Meghalaya Adaptation of Laws and Orders, 1974.

The State Government of Meghalaya has also notified all the Deputy/ Assistant Labour Commissioners as conciliation officers under the Act vide Govt. Notification LBG.35/2020/4 dt. 28th August, 2020. Besides, the State Govt. has also re-constituted the Labour Court under section 7 of the Industrial Act, 1947 at Shillong vide Govt. Notification No. LBG14/2008/54 Dt. 3rd October, 2017 and Industrial Tribunal under Section 7 A of the said Act at Shillong vide Govt. Notification No. LBG 14/2008/55 Dt. 3rd October, 2017.

The District and Session Judge, Shillong is the presiding officer of both the Labour Court and the Industrial Tribunal appointed by Govt. vide Notification No. LBG 14/2008/56 Dt. 3rd October, 2017.

Activities:-

1. Maintenance of industrial relations and harmony.
2. Conciliation of disputes between the management and labourers.

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CHAPTER – 4
(MANUAL – 3)

NO.2

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR
DISCHARGING FUNCTIONS

@ @ @ @ @

Name/title of : THE MINIMUM WAGES ACT, 1948 AND
The document RULES.

Type of
Document : Act/Rules

Brief Write – up on the Document:

In a developing economy like India, about 90 percent of the workers work in the informal sector, having no collective bargaining power. This makes it difficult to leave the wages to be determined entirely by the interplay of market forces and intervention on the part of the Govt. becomes imminent. It is with this objective of protecting the vulnerable/less privileged/ignorant strata of the society from exploitation by the capitalist class that the Govt. of India enacted the Minimum Wages Act, 1948.

The Act provides for fixation/revision of minimum rates of wages in several employments by involving the authority of the State Government. The minimum rates of wages help in reducing the inequalities in the standard of living of different social groups of workers by statutorily prescribing minimum wage rates.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara

ANNEXURE

THE MINIMUM WAGES ACT, 1948 **(Central Act No.XI of 1948)**

- I. The Minimum Wages Act, 1948 provides for the creation and maintenance of machinery at Central and State Levels regulating fixation/revision of minimum rates of wages of workers employed in 'Sweated industries'. The main object of this legislation is twofold. While it assures the beneficiaries of a 'suitable standard of living' in terms of 'basic needs' (by prescribing a floor wage below which the income of the active labour force is not to sink), it also regulates the working conditions in the same set of Industries/employments.

The Act is applicable throughout India and the Act requires the appropriate Govt. to fix and revise the minimum rates of wages payable to employees by the Private/Govt. employers in certain employments specified in the Schedules (Part – I and Part – II) appended to the Act.

No amendment has been made to the Central Act by the State of Meghalaya.

The State of Meghalaya has adopted the Assam Minimum Wages Rules, 1952 under Section 79 of the North – Eastern Areas (Re – Organisation) Act, 1971 (Central Act No. 81 of 1971) vide the Meghalaya Adaptation of laws and orders, 1974.

- II. The Government of Meghalaya has re-constituted the State Minimum Wages Advisory Board vide Govt. Notification No. LBG.75/2012/Pt/441, dt.20thFebruary, 2024. All Labour Inspectors have been notified as Inspectors under Sub-section (1) of Section 19 of the Minimum Wages Act, 1948 vide Notification No. LBG.66/09/44-B, dated 16th July, 2015. The duty of the Inspectors under the Act is to ensure that the minimum wages as fixed by Govt. are properly implemented by the employers and to take legal action for the defaulting employers. His/her powers are given in Section 19 (2) of the Act.
- III. So far as Meghalaya is concerned, the State Govt. has already fixed/revised the rates of Minimum Wages in 29 Scheduled employments namely (1) Agriculture (2) Construction and Maintenance of Buildings including Public Health Engineering etc. (3) Stone crushing and Breaking operations (4) Construction, Generation and Distribution of Power, Water Supply, land development excavation and reclamation (5) Sericulture and weaving (6) Fruit Preservation (7) Soil Conservation (8) Animal husbandry & Veterinary (9) Forest (10) Local Authority (11) Public Motor Transport, (12) Saw mill (13) Plywood Industry, (14) Motor Workshops (15) Furniture Industry (16) Bakery (17) Shops and Establishments (18) Printing Press (19) Sales, distribution and handling of petroleum products (20) Steel fabrication and concrete products including brick making (21) Tailoring (22) Wax and Candle Industry (23) Hotels and Restaurants (24) Mines & Minerals (25) Safai Karamcharis (26) Employment in Registered Factories not elsewhere classified (27) Employment under Government Authority (Casual Contingency Employee) (28) Domestic Workers (29) Security Guards.

The present rates fixed by the Govt. are ` 525/- per day for unskilled labour, `565/- per day for semi – skilled labour, `605/- per day for skilled labour and `645/- per day for highly skilled labour vide Notification No.LE&SD.9/2023/101 Dated 14th January, 2025 and are effective from 01.01.2025.

The revised rates are all inclusive of Variable Dearness Allowance but exclusive of other concessions, if any, enjoyed by the employees. The number of working hours is 8 hours a day and 48 hours a week. The rates of wages of overtime work shall be double the ordinary rates of wages.

The rates are uniformly applicable throughout the whole state and there is also no difference between wages for men and women employees.

The above rates have been fixed/ revised by the State Government on the recommendation of the Minimum Wages State Advisory Board. The Rates have been arrived by the Board on the basis of the prevailing Consumer Price Index, prevailing rates of wages in other States, basic needs of the worker and his family, capacity to pay by the employers etc.

Under Section 3 (1) (b), the State Govt. should revise the Minimum wages so fixed not exceeding five years from the date of last effective date.

Activities:-

1. Fixing/ Revising of the minimum wages in respect of the scheduled employments in the State.
2. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

No.3

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND
RECORDS FOR DISCHARGING FUNCTIONS

Name/Title of THE PAYMENT OF WAGES ACT, 1936 AND
The document : RULES.

Type of Act/Rules
Document:

Briefs Write – up on the Document :

The Payment of Wages Act regulates the payment of wages to certain classes of persons in Industry and its importance cannot be under – estimated. The Act guarantees payment of wages in time and without deductions, except those authorized under the Act. The Act provides for the responsibility for payment of wages, fixation of wage period, time and mode of payment of wages, permissible deduction and also casts upon the employer a duty to seek the approval of the Government for the actions and permission for which fines may be imposed by him and also sealing of the finds, and also for a machinery to hear and decide complaints regarding the deduction from wages or in delay in payment of wages, penalty for malicious and vexatious claims.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara.

ANNEXURE

THE PAYMENT OF WAGES, ACT, 1936 **(Central Act No. 4 of 1936)**

- I. The Act aims at ensuring regular and prompt payment of wages and to prevent the exploitation of wage earners by providing arbitrary fine and deductions from their wages.

The Act applies to the whole of India. The Act does not apply to persons where wage is Rs. 1600/- or more per month. The Act has gradually been made applicable to workers employed in construction Industry, air transport services, motor transport services, mines, plantations, oil fields, wharfs, jetties and workshop or establishments in which articles are produced, manufactured and establishments declared as Factories under Section 85 of the Factories Act, 1948.

The State of Meghalaya has adopted the Assam Payment of Wages Rules, 1937 vide Meghalaya Adaptation of Laws and Orders, 1974.

- II. The Deputy/ Assistant Labour Commissioners have all been notified as Claims Authorities under Section 15 of the Act; within their respective jurisdiction vide Govt. Notification No. LBG.65/2014/17 dt. 3rd October, 2022. All Labour Inspectors have been notified as Inspectors under Sub-section (1) of Section 19 of the Minimum Wages Act, 1948 vide Notification No. LBG.66/09/44-D, dated 16th July, 2015. The duty of the Inspectors is to properly implement the provisions of the Act and their powers are given under Section 14 (4) of the Act.

- III. Under the Act, wages must be paid by the employers (Section 6)

- (i) before the expiry of the 7th day after the last day of the wage period.
- (ii) in current coin or currency notes and by cheques or by crediting the wages in the employees' bank account.
- (iii) on a working day.
- (iv) no wage – period should exceed one month.

Under the Act, deductions from wages which are allowed under Section 7 are fines, deduction for the actual period of absence, deduction for damage or loss of goods, deduction for house – accommodation etc.,

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4 (MANUAL 3)

No.4

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

<u>Name/Title</u>	<u>THE PAYMENT OF GRATUITY ACT, 1972</u>
<u>Of the document :</u>	<u>AND RULES.</u>

Type of Act/Rules
Document :

Brief Write – up on the Document :

The object of the Payment of Gratuity Act was to improve and give stability to the services rendered by workmen and employees engaged in shops, factories and other establishments and for matters connected therewith. General features of the Act are that gratuity is to be paid to the employees, the mode of payment, its amount and calculation and a controlling authority who will be responsible to implement the provisions of Act. Provisions of compulsory insurance for liability of the employer to make payments towards gratuity, nomination by employees, and recovery of gratuity are made in the Act.

Copy of the Act/Rules
Can be obtained from :

1. The Office of the Labour Commissioner
Meghalaya, Lower Lachumiere, Shillong – 793001.

Or

2. The District Labour Offices at Shillong, Jowai, Nongpoh, Nongstoin, Tura, Williamnagar, Baghmara Khliehriat, Mawkyrwat, Ampati and Resubelpara.

ANNEXURE

THE PAYMENT OF GRATUITY ACT, 1972 **(Central Act. No.39 of 1972).**

- I. The Payment of Gratuity Act, 1972 was enacted to introduce a scheme for payment of Gratuity for certain employees employed in shops, industrial and commercial establishments as a measure of social security.

The Act extends to the whole of India and it applies to (i) every factory, mine, plantation etc. (ii) every shop and establishment or (iii) other establishments as may notified in which 10 or more employees are employees on any day of the preceding 12 months. The Act was amended in March 2018 stating the eligibility wage ceiling for the application of the law and enhancing the ceiling of Gratuity payment from Rs. 10,00,000 to Rs. 20,00,000. All the employees including managers and supervisors have been made legally entitled to gratuity.

The provisions of the Payment of Gratuity Act have been extended to the employees employed in the Societies/trusts employing 10 or more persons. On completion of five years of service the employees are entitled to payment of gratuity at the rate of 15 days wages for every completed year of service or part thereof in excess of six months subject to the maximum of Rs. 20 lakhs. The current maximum limit is applicable from 29.03.2018.

- II. The State of Meghalaya has framed its own State Rules, the Payment of Gratuity (Meghalaya) Rules, 1977 vide Govt. Notification No. Labour.27/77 Dt. 20.9.1977. The Labour Commissioner has been appointed as the Appellate Authority in the whole State for the said purpose of the Act vide Govt. Notification No. LBG.32/83/Pt/26 dated 25th April, 2022. The Government has notified the Labour Inspector (Hqr), the Labour Inspector in the Office of the Joint Labour Commissioner, Tura and all the Labour Inspectors in the District Labour Offices and the Block Labour Offices as Inspectors under Section 7A of the Act vide Govt. Notification No. LBG. 66/09/44-F dated 16th July, 2015. Their powers under the Act are given under Section 7-B. The Deputy/ Assistant Labour Commissioners have also been appointed as the Controlling Authority within their respective jurisdiction vide Govt. Notification No. LBG.32/83/Pt/25 dated 25th April, 2022.

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

ANNEXURE

THE PAYMENT OF BONUS ACT, 1965 **(Central Act No. 21 of 1965)**

The Act extends to the whole of India and applies to all factories as defined in Section 2 (m) of the Factories Act, 1948 and to all other establishments in which 20 or more persons are employed on any day during an accounting year.

The State Government is empowered to appoint Inspectors for the purpose of enforcement of the Act. The Government has notified the Labour Inspector (Hqr), the Labour Inspector in the Office of the Joint Labour Commissioner, Tura and all the Labour Inspectors in the District Labour Offices and the Block Labour Offices as Inspectors under the Act vide Govt. Notification No. LBG. 66/09/44-E dated 16th July, 2015.

According to Section 38 of the Act, the Central Government has to make rules for the purpose of the Act and as such the Central Rules viz. the Payment of Bonus Rules, 1975 have been enacted by the State of Meghalaya.

According to Section 12 of the Act, the bonus payable to employees whose salary or wage exceeds ` 7,000 per mensem or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher] per mensem, the bonus payable to such employee under section 10 or, as the case may be, under section 11, shall be calculated as if his salary or wage were seven thousand rupees or the minimum wage for the scheduled employment, as fixed by the appropriate Government, whichever is higher] per mensem. For the purposes of this section, the expression "scheduled employment" shall have the same meaning as assigned to it in clause (g) of section 2 of the Minimum Wages Act, 1948 (11 of 1948). This was last revised vide the Payment of Bonus (Amendment) Act, 2015 promulgated on 31st December, 2015 and made effective from 1st April, 2014.

The following categories of persons will be entitled to bonus –

- (a) Skilled or unskilled or manual labour
- (b) Managerial staff
- (c) Supervisory staff
- (d) Administrative staff
- (e) Technical staff and
- (f) Clerical staff

The Act will not apply to the following classes of employees – employed by LIC, Red Cross Society, Reserve Bank of India, Indian Finance Corporation of India, employed through contractors on building operations etc.

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR
DISCHARGING FUNCTIONS

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Name/title of : THE TRADE UNIONS ACT, 1926 AND
The document THE MEGHALAYA TRADE UNIONS REGULATIONS.

Type of : Act/Rules/Regulations
Document

Brief write – up on the document :

The purpose of the Trade Unions Act was to give the Trade Unions a legal status. The constitution of India recognizes the right of a citizen to form a Union since the right to form and continue a Trade Union is a fundamental right guaranteed under Article 19 (1) (C) of the Constitution of India which can only be subjected to reasonable restriction in the public interest as provided by Article 19 (1) (6) of the Constitution. Provision is also made in the Trade Unions Act, in order to operate as a Trade Union.

Copy of the Act/Rules/
Regulations can be
Obtained from 1. The Office of the Labour
Commissioner, Meghalaya, Lower
Lachumiere, Shillong – 793001.

Or

2. The District Labour Offices at Shillong, Jowai,
Nongpoh, Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara

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Fee charged by the As prescribed.
Department :

ANNEXURE

THE TRADE UNIONS ACT, 1926 **(Central Act No. 16 of 1926)**

The Act mainly seeks to confer a legal status on registered trade Unions. The Act provides immunity from civil and criminal liability to trade unions executives and members for bonafide Trade Unions activities. The Act applies to whole of India.

The main provisions of the Trade Unions Act, 1926 relate to (i) registration of trade union (ii) rights and privileges and (iii) obligations and liabilities of registered Trade Unions. For registration, the Act provides that any seven or more members of a Trade Union can apply to the Registrar for registration of the Union.

The Act lays down the purpose for which the general funds of a registered trade union can be utilized. It is open to the Unions to constitute a separate political fund for the promotion of civil and political interest of its members.

The Act is administered by the State Governments which are required to appoint Registrars of Trade Unions to look after the proper compliance of the provisions of the Act. In the State of Meghalaya, the Labour Commissioner is the Registrar under the Act. The Deputy & Assistant Labour Commissioners have also been notified as Additional & Deputy Registrars respectively within their respective jurisdiction vide Govt. Notification No. Labour 212/83/Pt/143 dated 8th February, 2019.

The Government of Meghalaya has adopted the Assam Trade Unions Regulations 1927 vide the Meghalaya Adaptation of Laws and Orders, 1974.

Activities:-

1. Registration of trade unions.
2. Conciliation of disputes between the management and labourers.

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CHAPTER – 4
(MANUAL – 3)

NO. 7

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR
DISCHARGING FUNCTIONS

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Name/title of THE INDUSTRIAL EMPLOYMENT
The document: (STANDING ORDERS) ACT, 1946 AND RULES.

Type of the
Document: Act/Rules

Brief write up on the document:

The Industrial Employment (Standing Orders) Act, 1946 aims at having uniform standing orders providing for the matters enumerated in the schedule to the Act, that it was not intended that there should be different conditions of service for those who are employed before and those employed after the standing orders came into force, they bind all those presently in the employment of the concerned establishment as well as those who are appointed thereafter.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara

ANNEXURE

THE INDUSTRIAL EMPLOYMENT (STANDING ORDERS) ACT, 1946 **(Central Act No.20 of 1946)**

1. The Industrial Employment (Standing Orders) Act, 1946 came into force on April 23, 1946. The Standing orders define with sufficient precision the conditions of employment for information of workmen. The Act applies to the whole of India. The Act applies to every industrial establishment which means :
“tramway service or Motor Transport service engaged in carrying passengers/goods, air transport service, mine, quarry or oil field, plantation etc.”

The Act does not however apply to workmen who are governed by the Fundamental/Supplementary Rules, Civilians in Defence services. The provisions of the Act also apply to newspaper establishments wherein 20 or more employees are employed.

The main objectives of the Act besides maintaining harmonious relationship between the employees, and the employees are to regulate the conditions of recruitment, discharge, disciplinary action, leave, holidays etc. of the workers employed in Industrial establishment.

The State Government of Meghalaya has adopted the Assam Industrial Employment Standing Orders Rules, 1947 vide Meghalaya Adaptation of Laws and Orders, 1974.

The Labour Commissioner is the Appellate Authority under the Act for the State of Meghalaya vide Govt. Notification No. LBG. 45/14/4 dt. 12th June, 2014. All Deputy & Assistant Labour Commissioners have been notified as Certifying Officers within their respective jurisdiction vide Govt. Notification No. LE&SD. 45/14/104 dt. 8th July, 2024.

Activities:-

To certify standing orders in respect of certain industrial establishments.

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CHAPTER – 4
(MANUAL – 3)

NO.8

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND
RECORDS FOR DISCHARGING FUNCTIONS

Name/Title of THE MEGHALAYA SHOPS & ESTABLISHMENTS ACT, 2003
The document: & THE MEGHALAYA SHOPS & ESTABLISHMENTS RULES,
 2004.

Type of Act/Rules
Document :

Brief Write – up on the Document :

The Shops and Establishments Act is a State Legislation and almost every State/Union Territory Government has enacted its Shops and Establishments Act and has framed rules for its enforcement.

The legislation is in effect the exercise of social control over the manner in which business should be carried out and regulated in the interest of health and welfare not merely of those employed in it but of all these engaged in it. In fact the ratio of the legislation is also social interest in the health of the workers who form an essential part of the community and in whose welfare, the community is vitally interested.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara

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Fee charged by the
Department : As prescribed

ANNEXURE

THE MEGHALAYA SHOPS AND ESTABLISHMENTS

ACT. 2003

(Megh. Act. No.4 of 2004).

The main objective of the shops and Establishments Act is to regulate the working and employment conditions of workers in shops and Establishments including commercial Establishments which are not covered by the Factories Act or any other Act regulating the employment conditions. The Act generally provides for the working hours, rest interval every time, holiday, leave, termination of service, maintenance of shops and establishments and other rights and obligations of the employers and employees.

The Govt. of Meghalaya has recently framed the Meghalaya Shops and Establishments Act which was passed by the Legislative Assembly in the Budget Session held in March, 2004. The Act received the assent of Governor on the 2nd April, 2004. Prior to this the State of Meghalaya had adopted the Assam Shops and Establishments Act, 1948 vide Meghalaya Adaptation of laws and orders, 1974.

The Act extends to the whole of Meghalaya and it came into force in the whole State of Meghalaya on the 15th July 2004 vide Govt. Notification No.LBG – 86/LA/2003/201 Dt. 13.7.2004.

The Deputy Labour Commissioners/ Assistant Labour Commissioners have been notified as the Inspectors-cum-Registering Officers under the said Act vide Govt. Notification No. LBG. 132/82IPt/414 dt. 13th August, 2020. The Government has notified the Labour Inspector (Hqr), the Labour Inspector in the Office of the Joint Labour Commissioner, Tura and all the Labour Inspectors in the District Labour Offices and the Block Labour Offices as Inspectors under the Act vide Govt. Notification No. LBG. 66/09/26-H dated 16th July, 2015.

Public notices have also been issued by the Office of the Labour Commissioner directing all shop owners, owners of commercial establishments etc., to which the Act applies to register their establishments.

Activities:-

1. Registration of shops and commercial establishments throughout the State.
2. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

ANNEXURE

THE INTER – STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979 (Central Act No.30 of 1979)

The Act regulates the employment of Inter – State Migrant workmen and also provides for their conditions of service and for matter connected therewith. It extends to the whole of India and applies to every establishment in which five or more Inter – State Migrant workmen are employed or were employed on any day of the preceding twelve months. It also applies to every contractor who employs or had employed five or more Inter – State Migrant workmen on any day of the preceding twelve months.

The Act provides for registration of certain establishments, prohibition against employment of Inter –State Migrant workmen, registration, licensing of Contractors, duties and obligations of contractors, wages and other conditions of service of such workmen, appointment of inspection staff etc.

According to Section 2 (e), Inter –State Migrant workmen means any person who is recruited by or through contractor in one State under an agreement or other arrangement for employment in an establishment in another State, whether with or without the knowledge of the Principal employer in relation to such establishment.

The Govt. of Meghalaya has framed its own State Rules known as the Meghalaya Inter – State Migrant Workmen Rules, 1985 and the rate of registration and licensing has also been amended on the recommendation of the working committee constituted by Govt. to tackle the problem of influx of foreign nationals and outsiders into the State, from various staggered rates to ` 6 per head per day and the validity period of the certificate/license is 179 days at a time.

The Labour Commissioner, Meghalaya is the Registering Officer and Licensing Authority for the Establishments & Contractors whose work is carried out over two or more Districts over the State of Meghalaya; the Deputy Commissioners, Sub- Divisional Officers (Civil) and Block Development Officers have also been notified as Registering Officers and Licensing Authorities within their respective jurisdictions vide Notification No. LBG.50/2014/293 dt. 2nd December, 2019. The Government has notified the Labour Inspector (Hqr), the Labour Inspector in the Office of the Joint Labour Commissioner, Tura and all the Labour Inspectors in the District Labour Offices and the Block Labour Offices as Inspectors under the Act vide Govt. Notification No. LBG. 66/09/44 dated 16th July, 2015. Further, the Government vide Notification No. LBG.50/2014/362 dt. 27th June, 2023 had constituted a District Level Team in all the Districts of the State as follows: -

- (1) Representative of the Deputy Commissioner of the District not below the rank of Additional District Magistrate as Chairperson.
- (2) Representative of the Superintendent of Police not below the rank of Sub-Inspector of Police from the Civil Police as Member.
- (3) Representative of the Superintendent of Police not below the rank of Sub Inspector of Police from the Infiltration Wing of the Police as Member.
- (4) Deputy/Assistant Labour Commissioner of the District concerned as Member Secretary.

The Teams constituted in each District shall ensure the operationalization of various decisions taken by the Government and the State Level Task Force relating to the Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979 and Rules, to initiate steps for the registration of establishments and licensing of contractors employing interstate migrant workmen as per the Act, to submit necessary reports on the progress and implementation of various measures for implementation & enforcement of the Act and Rules in the Districts and to submit recommendations to the Government on initiatives, etc. on the matter of the Act and Rules as considered appropriate.

Activities:-

1. Registration of establishments and issuing of licences for contractors employing five or more interstate migrant workmen throughout the State.
2. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL –3)

NO.10

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND
RECORDS FOR DISCHARGING FUNCTIONS

Name/Title of THE MOTOR TRANSPORT WORKERS’ ACT 1961
The document : & THE MEGHALAYA MOTOR TRANSPORT WORKERS
 RULES.

Type of
Document : Act/Rules.

Brief write – up on the Document :

The object of the Act is to provide for the welfare of Motor Transport workers and to regulate the conditions of their work. It applies to every Motor transport undertaking employing 5 or more motor transport workers. However, in the State of Meghalaya the Act has been made to apply to every motor transport undertaking employing less than five workers. The main provision of the Act, inter – alia, relates to (i) welfare and health (ii) hours of work (iii) employment of young persons and (iv) wages , payment of every time and leave etc., The State of Meghalaya has adopted the Assam Motor Transport Workers Rules, 1962 vide Meghalaya Adaptation of Laws and Orders, 1974. The Labour Commissioner has been declared as the Chief Inspector under the Act vide Govt. Notification No. LBG.82/94/193 dtd. 3rd July, 2009. All the Deputy Labour/Assistant Labour Commissioners have been notified as Registering Authorities under the Act within their respective jurisdiction vide Govt. Notification No. LBG.82/94/Pt/8 dtd. 25th August, 2020 and also as Inspectors under the Act vide Govt. Notification No. LBG.82/94/Pt/9 dtd. 25th August, 2020.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara.

Fee charged by the
Department :

As prescribed.

Activities:-

1. Registration of motor transport undertakings.
2. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER - 4
(MANUAL – 3)

NO.11

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of : THE CHILD & ADOLESCENT LABOUR (PROHIBITION
The Document : AND REGULATION) ACT, 1986 AND RULES

Type of
Document : Act/Rules

Brief write – up on the document :

The main object of the Act is to prohibit the engagement of children (who have not completed their fourteenth year of age) in all occupations and to prohibit the engagement of adolescents in hazardous occupations and processes and the matters connected therewith or incidental thereto.

The Act provides that no child shall be employed or permitted to work in any occupation or process, except where he (a) helps his family or family enterprise, which is other than any hazardous occupations or processes set forth in the Schedule, after his school hours or during vacations;(b) works as an artist in an audio-visual entertainment industry, including advertisement, films, television serials or any such other entertainment or sports activities except the circus, subject to such conditions and safety measures, as may be prescribed; provided that no such work under this clause shall effect the school education of the child. Section 3A of the Act also states that no adolescent shall be employed or permitted to work in any of the hazardous occupations or processes set forth in the Schedule.

Copy of the above Act/Rules : (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara

ANNEXURE

THE CHILD & ADOLESCENT LABOUR (PROHIBITION AND REGULATION) ACT, 1986 **(Central Act No.81 of 1986)**

It is an Act to prohibit the engagement of children in all occupations and to prohibit the engagement of adolescents in hazardous occupations and processes and the matters connected therewith or incidental thereto.

According to Section 2 (i), “adolescent” means a person who has completed his fourteenth year of age but has not completed his eighteenth year; 2 (ii) “child” means a person who has not completed his fourteenth year of age or such age as may be specified in the Right of Children to Free and Compulsory Education Act, 2009 (35 of 2009), whichever is more.

The Central Child Labour (Prohibition and Regulation) Rules, 1988 and subsequent amendments are followed in Meghalaya.

The Government has notified the Labour Inspector (Hqr), the Labour Inspector in the Office of the Joint Labour Commissioner, Tura and all the Labour Inspectors in the District Labour Offices and the Block Labour Offices as Inspectors under the Act vide Govt. Notification No. LBG. 66/09/44-A dated 16th July, 2015. The Government has also notified all Deputy & Assistant Labour Commissioners as District Nodal Officers for effective implementation of the Act vide Notification No. LE&SD.74/2013/459 dt. 10th May, 2024. Furthermore, the Government vide Notification No. LBG.74/2016/36 dt. 6th July, 2023 had re-constituted the District Task Force in all the Districts of the State as follows: -

- (1) Deputy Commissioner of the District as Chairman.
- (2) Superintendent of Police as Member.
- (3) Deputy/Assistant Labour Commissioner of the District concerned as Member Secretary.
- (4) District Social Welfare Officer as Member.
- (5) District School Education Officer as Member.
- (6) District Mission Co-ordinator, SSA as Member.
- (7) Senior Most Officer of Municipal Board in the District as Member.
- (8) District Health & Medical Officer as Member.
- (9) Chairperson of the concerned Child Welfare Committee as Member.
- (10) Centre Co-ordinator, Childline (if there is a Childline) or Representative of organization within the District as Member.
- (11) Divisional Mining Officer as Member.
- (12) All Block Development Officers within the District as Members.
- (13) District Child Protection Officer as Member.

The functions of the District Task Force are to monitor all actions for identification, pre-rescue planning, rescue operation, interim care, prosecution of employers/ violators under all relevant laws including the Bonded Labour System (Abolition) Act, 1976, repatriation, rehabilitation/ social reintegration and follow up action, in case any child labour is detected.

Activities:-

1. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.
2. Launching prosecutions in case of any violation of the Act & Rules.
3. Creating awareness among the public about the relevant provisions of the Act & Rules.

CHAPTER – 4
(MANUAL – 3)
NO.12

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

Name/Title of The Document	: <u>THE BONDED LABOUR SYSTEM (ABOLITION) ACT, 1976 AND THE RULES</u>
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<u>Type of the Document</u>	:	Act/Rules
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Brief write – up on the document:

The Act aims to provide for the abolition of Bonded Labour system with a view to preventing the economic and physical exploitation of the weaker sections of the people and for matters connected therewith or incidental there to. The Act extends to the whole of India; on the commencement of this Act, the bonded labour system shall stand abolished and every bonded labourer shall on such commencement, stand free and discharged from any obligation to render any bonded labour.

The Act is administered by the State Govt. which is required to impose duties on a District Magistrate as may be necessary for implementing the provisions of the Act. In Meghalaya, Vigilance Committees have been set up at the District and Sub-Divisional level vide Govt. Notification No. LBG. 32/2006/847 dtd. 5th July 2023.

Copy of the above Act/Rules
Can be obtained from

(1) Office of the Labour
Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

(2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara

Activities:-

1. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.
2. Launching prosecutions in case of any violation of the Act & Rules.
3. Creating awareness among the public about the relevant provisions of the Act & Rules.

NO.14

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: (2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara

Fee charged by the
Department :

As prescribed.

Activities:-

1. Registration of establishments and issuing of licences for contractors employing fifty or more workmen throughout the State.
2. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

NO.15

CHAPTER – 4
(MANUAL – 3)

NO.16

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE EMPLOYEES' COMPENSATION ACT, 1923 AND
The document : RULES

Type of
Document : Act/Rules

Brief write – up on the document :

The object of the Act is to impose an obligation upon the employers to pay compensation to workers for accidents arising out of and in the course of employment. The purpose of the Act is not to compensate the workman in lieu of wages but to pay compensation for the injury caused. The Act extends to the whole of India and applies to any person who is employed otherwise in a clerical capacity, in Factories, Mines, Plantations, Construction, maintenance and repairs of roads, electricity generation, cinemas etc., other hazardous occupations and employments specified in Schedule II to the Act. In Meghalaya, the District & Sessions Judges in East Khasi Hills, West Khasi Hills, West Jaintia Hills, West Garo Hills, East Garo Hills, South West Garo Hills along with the District Magistrates of South West Khasi Hills, East Jaintia Hills, South Garo Hills and North Garo Hills have been declared as Commissioners for Employees' Compensation vide Govt. Notification No. LBG.9/2007/Pt/7 dtd. 18th July, 2019. The functions of the Commissioners include (1) Settlement of disputed claims (ii) disposal of cases of accidents involving injuries, death etc.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara.

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)
NO.17

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE SALES PROMOTION EMPLOYEES (CONDITIONS
The document : OF SERVICE) ACT, 1976 AND RULES

Type of
Document: Act/Rules

Brief write – up on the document :

The main object of this Act is to regulate certain conditions of services for sales promotion employees in certain establishments. The Act in the first instance applies to every establishment engaged in the pharmaceutical industry. However, the Central Govt. by notification can apply the provisions of the Act to any other establishment engaged in the notified industry. The provisions of other labour Acts like the Employee's Compensation Act, 1923; the Industrial Disputes Act, 1947; the Minimum Wages Act, 1948, the Payment of Bonus Act, 1965; the Payment of Gratuity Act, 1972 have been made applicable to Sales promotion employees. In addition to casual leave or other kinds of leave, the sales promotion employee will also be entitled to earned leave on full wages for not less than one- eleventh of the period spent on duty.

The Labour Inspectors in the District and Block Labour Offices have been notified as Inspectors under the Act vide Govt. Notification No. LE&SD.40//2014/11 dated 25th July, 2024.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

 (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara.

Fee charged by the
Department : As prescribed.

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

NO.18

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Copy of the above Act/Rules
Can be obtained from :

(1) Office of the Labour
Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara.

Activities:-

1. The State Tripartite Implementation Committee regularly sits for meetings to check that the Majithia Wage Board recommendations are implemented in all newspaper establishments throughout the State.
2. Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.19

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE PLANTATIONS LABOUR ACT, 1951 AND
The document : THE MEGHALAYA PLANTATIONS LABOUR RULES

Type of
Document : Act/Rules

Brief write – up on the document :

The Plantation Labour Act was enacted in 1951 to secure welfare of Labour in Plantations and to prevent their exploitation by regulating their conditions of work. The Act applies to the whole of India. It was amended in 1981 to extend the provisions of the Act to such land, which was used or intended to be used for growing tea, coffee, rubber, etc which admeasure 5 hectares or more and employed 15 or more persons on any day of the preceding 12 months. The main provisions of the Act, inter – alia relate to welfare, health, housing, hours of work, leave, wages etc.

The Government of Meghalaya has adopted the Assam Plantation Labour Rules 1956 vide the Meghalaya Adaptation of the Laws and Orders, 1974.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.20

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE LABOUR LAWS (EXEMPTION FROM
The document : FURNISHING RETURNS AND MAINTAINING
 REGISTERS BY CERTAIN ESTABLISHMENTS)
 ACT, 1988.

Type of the
Document : Act/Rules

Brief write – up on the document :

It is an Act to provide for the exemption of employers, in relation to establishments employing a small number of persons, from furnishing returns and maintaining registers under certain labour laws. The Act extends to the whole of India. Under Section 4 of the said Act, it is not necessary for an employer in relation to any small establishment (employing not less than 10 and not more than 19 workers) or very small establishment (where not more than 9 workers are employed) to furnish the returns or to maintain the registers required to be furnished or maintained under the Scheduled Act, provided that such employer (i) furnishes, in lieu of such returns, a Core Return in Form A (ii) maintains, in lieu of such registers, registers in Forms B, C, D in the case of small establishments and in Form E in the case of very small establishments.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara.

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.21

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE BEEDI AND CIGAR WORKERS
The document : (CONDITIONS OF EMPLOYMENT) ACT, 1966
 AND RULES.

Type of
Document : Act/Rules

Brief write – up on the document :

The object of the Act is to regulate the conditions of work in beedi and cigar manufacturing establishments and to provide for the welfare of workers employed therein. It extends to the whole of India. Under the Act, “industrial premises” is defined as any place or premises including precincts thereof in which or in any part of which an Industry or manufacturing process connected with the making of beedi or cigar or both is carried or with or without the aid of power and includes a godown attached thereto.

The main provisions of the Act relate to (i) health and welfare (ii) hours of work and wages for over time (iii) employment of young persons and women and (iv) leave and holidays.

The Government of Meghalaya has adopted the Assam Beedi and Cigar Workers (Conditions of Employment) Rules, 1968 vide the Meghalaya Adaptation of Laws and Orders, 1974.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.22

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE CINE WORKERS AND CINEMA THEATRE
The document : WORKERS (REGULATION OF EMPLOYMENT)
 ACT, 1981

Type of
Document : Act/Rules

Brief write – up on the document :

The object of the Cine – workers and Cinema Theatre Workers (Regulation of Employment) Act, 1981 is to ensure that the cine – workers are protected from exploitation with regards to the terms and conditions of employment without imposing on this creative industry too harsh a set of regulations. “Cine – Worker” means an individual who is employed, directly or through any contractor or other person, in or in connection with the production of a feature film to work as an artiste (including actor, musician or dancer) or to do any work, skilled, unskilled, manual, supervisory, technical, artistic or otherwise. The Act prohibits the employment of cine – worker without agreement.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara.

Activities:-

Conducting inspections to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.23

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE BUILDING AND OTHER CONSTRUCTION
The document : WORKERS (REGULATION OF EMPLOYMENT
 AND CONDITIONS OF SERVICE) ACT, 1996
AND RULES.

Type of the
Document : Act/Rules

Brief write – up on the document :

The Act came into force with effect from 1.3.1996. The legislation seeks to provide for regulation of employment and conditions of service of the building and other construction workers including fixing of hours of work, wages and overtime, dispute resolutions, welfare amenities like drinking water, latrines, urinals crèches, first aid and canteens etc., compulsory temporary living accommodation to all building workers within or near the work site, constitution of safety committee in larger establishments to oversee safety aspects and that provisions for notification of fatal accidents etc have been provided for.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara.

Fee charged by the
Department : As prescribed.

ANNEXURE

THE BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATIONS OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996 (Central Act No. 27 of 1996)

It is an Act which seeks to provide for regulation of employment and conditions of service of the building and other construction workers including fixing of hours of work, wages and overtime, dispute resolution, welfare amenities like drinking water, latrines, urinal, crèches, First-Aid and canteens etc.

According to Section 2 (e), a “building worker” means a “person who is employed to do any skilled, semi-skilled or unskilled, manual, supervisory, technical or clerical work for hire or reward, whether the terms of employment be expressed or implied, in connection with any building or other construction work but does not include any such person--

(i) who is employed mainly in a managerial or administrative capacity; or

(ii) who, being employed in a supervisory capacity, draws wages exceeding one thousand six hundred rupees per mensem or exercises, either by the nature of the duties attached to the office or by reason of the powers vested in him, functions mainly of a managerial nature.

The Meghalaya Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Rules were framed in 2008 and again amended in 2011 and 2018.

The Government has notified all the Deputy and Assistant Labour Commissioners as Registering Officers under the Act within their respective area of jurisdiction. Additionally, the Labour Inspector (Hqr), the Labour Inspector in the Office of the Joint Labour Commissioner, Tura and all the Labour Inspectors in the District Labour Offices and the Block Labour Offices have been notified as Inspectors under the Act vide Govt. Notification No. LBG. 66/09/44-M dated 16th July, 2015.

The Government of Meghalaya has also re-constituted the Meghalaya Building & Other Construction Workers Welfare Board vide Government Notification No. LBG/73/12/Pt/399 Dt: 23rd January, 2023.

The Board was constituted to implement various **welfare benefits** for the building & other construction workers of the State and the following schemes are being provided to the registered beneficiaries:

1. Maternity benefit;
2. Welfare pension;
3. Disability pension ;
4. Grant for purchase of tools;
5. Funeral Assistance;
6. Death benefit;
7. Cash award Educational institute;
8. Medical assistance to beneficiaries;
9. Educational Scholarship;
10. Financial assistance for marriage;
11. Family pension;

Activities:-

1. Registration of establishments employing building and construction workers.
2. Registration of building and construction workers as beneficiaries under a Welfare Board.
3. To provide welfare benefits to the beneficiaries of the Board.
3. Conducting inspections and creating awareness to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.24

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE BUILDING AND OTHER CONSTRUCTION
The document : WORKERS WELFARE CESS ACT, 1996 AND RULES.

Type of the
Document : Act/Rules

Brief write – up on the document :

It is an Act to provide for the levy and collection of a cess on the cost of construction incurred by employers with a view to augmenting the resources of the Building and Other Construction Workers' Welfare Boards constituted under the Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996. Under the Act, there shall be levied and collected a cess for the purposes of the Act at such rate not exceeding two percent but not less than one percent of the cost of construction incurred by an employer, as the Central Government may by notification in the Official Gazette from time to time specify.

In exercise of the powers conferred under Section 3(2) of the Building and Other Construction Workers' Welfare Cess Act, 1996, (28 of 1996) read with Rule 2 (f) of the Building and Other Construction Workers' Welfare Cess Rules, 1998; the Governor of Meghalaya vide Government Notification No. LBG.73/12/560 and No.LBG.73/12/561, Dt: 4th February, 2015 has appointed the local authority i.e. the Meghalaya Urban Development Authority (MUDA) and Shillong Cantonment Board as the Cess Collectors within its jurisdiction and to perform the functions provided under Section 3(2) of the Cess Act.

Furthermore, the Board had notified Deputy Labour Commissioners and Assistant Labour Commissioners as Cess Assessors vide Government Notification No. LBG-5/2023/4, Dt: 10th January, 2023.

All Labour Inspectors has been notified as Cess Collectors vide Government Notification No. LBG.73/2012/Pt.II/464, Dt: 9th June, 2020.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour office
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara

Fee charged by the
Department :

As prescribed.

Activities:-

1. Levying cess at a rate not more than two percent but not less than one percent of the cost of construction incurred by employers with a view to augmenting the resources of the State BOCW Welfare Board.
3. Conducting inspections and creating awareness to ensure that the provisions of the Act & Rules are effectively enforced and implemented.

CHAPTER – 4
(MANUAL – 3)

NO.25

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE UNORGANISED WORKERS SOCIAL SECURITY
The document : ACT, 2008 AND RULES.

Type of the
Document : Act/Rules

Brief write – up on the document :

The Act provides for construction of Social Security Boards at Central and State level to discharge functions as mentioned in the Act.

With aim to increase the coverage of social benefit legislation, to formulate and promulgate the plans of Social Security Schemes, to monitor the extension and implementation of the existing statutory Social Security Schemes and laws, the Government had notified the Meghalaya State Social Security Board in 19th March, 2013 and again reconstituted vide Notification No.LBG-70/12/445, dated 6th April, 2016 and also again reconstituted vide Notification No.LBG-70/12/489, dated 26th July, 2019 with the Hon'ble Deputy Chief Minister, I/c Labour etc. as the Chairperson, the Principal Secretary / Secretary, Labour, as member-secretary and 28 other members.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara.

ANNEXURE

THE UNORGANISED WORKERS SOCIAL SECURITY ACT, 2008. **(Central Act No. 33 of 2008)**

It is an Act to provide for the social security and welfare of unorganised workers and for other matters connected therewith or incidental thereto.

In 2021, the Ministry of Labour & Employment had developed the e-SHRAM portal for creating a National Database of Unorganized Workers (NDUW) for optimum realization of their employability and to extend the benefits of social security schemes to them. It is the first-ever national database of unorganised workers including migrant workers, construction workers, gig and platform workers, etc. It also provides a comprehensive database to Central and State Governments for tackling any National Crises like COVID-19 in future. The Government vide Notification No. LBG. 8/2010/670, dt. 24th September, 2021 constituted the State Level Monitoring Committee (SLMC) to monitor and check the implementation of the Registration of Unorganized Workers/Labourers through the e-SHRAM Portal, as per instruction given vide Govt. of India, D.O. No. M-16011/01/2019-SS-III, dtd. 13th August, 2021 with the Chief Secretary to the Govt. of Meghalaya, as Chairperson and Principal Secretary/ Secretary, Labour Department, Govt. of Meghalaya, as Member Secretary and 17 other Members. The Labour Commissioner and Joint Labour Commissioner, Shillong have also been notified as Nodal Officers for the National Database for Unorganised Workers Project vide Govt. Notification No. LE&SD.8/2010/375 dated 25th April, 2024.

The Government vide Notification No. LBG. 8/2010/669, dt. 13th September, 2021 constituted the District Level Implementation Committee (DLIC) to monitor and check on the implementation of the Registration through National Database of Unorganised Workers (eShram Portal) in the State as per instruction vide Govt. of India, D.O. No. M-16011/01/2019-SS-III, dtd. 13th August, 2021 with the Deputy Commissioner as Chairperson and Deputy Labour Commissioner/ Assistant Labour Commissioner of the respective District as Member Secretary and 17 other Members.

The functions of the Committee are to:-

- (i) Review and monitor the progress of registration through National Database of Unorganised Workers (eShram Portal).
- (ii) Review and monitor the working of field level individual Common Service Centres (CSCs) and the Jan Suvidha Kendras district wise and achieving targets under Unorganised Workers (eShram Portal).
- (iii) Mobilize target sub-groups of Unorganized Workers such as MGNREGA Workers, Self help Group Members Under National Rural Livelihood Mission (NRLM)/ Domestic Workers, ASHA Workers, Anganwadi Workers, agricultural Labourers, Fishermen & Brick-kiln Workers through respective line departments district wise for enrollment under unorganized Workers (eShram Portal)
- (iv) The Committee shall meet at least once in three months.

CHAPTER – 4
(MANUAL – 3)

NO.26

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS
FOR DISCHARGING FUNCTIONS

Name/Title of THE MEGHALAYA IDENTIFICATION, REGISTRATION
The document : (SAFETY & SECURITY) OF MIGRANT WORKERS
 ACT, 2020 AND RULES.

Type of the
Document : Act/Rules

Brief write – up on the document :

The Act aims to provide for the maintenance of public order and for the protection and safety of Migrant Workers in the State of Meghalaya, by identification and mandatory registration of all such workers in the State, and to prevent the commission of offences of harassment, intimidation, discrimination and such other act or omission that may affect the safety and security of Migrant Workers, and to further ensure the safety and security of all Migrant Workers during the course of employment within the State of Meghalaya and for matters connected therewith. The Labour Commissioner, Meghalaya has been notified as the Appellate Authority over the entire State of Meghalaya under the Act vide Govt. Notification No. LBG.12/2020/64 dtd. 28th January, 2021; all Deputy and Assistant Labour Commissioners have been notified as Registering Officers under the said Act within their respective area of jurisdiction vide Govt. Notification No. LBG.12/2020/65 dtd. 28th January, 2021.

Copy of the above Act/Rules (1) Office of the Labour
Can be obtained from : Commissioner, Meghalaya,
 Lower Lachumiere,
 Shillong – 793001.

Or

: (2) The District Labour Offices
 at Shillong, Jowai, Nongpoh,
 Nongstoin, Tura, Williamnagar
 Baghmara, Khliehriat, Mawkyrwat,
 Ampati and Resubelpara.

Fee charged by the
Department : As prescribed.

CHAPTER – 4
(MANUAL – 3)

NO.27

LABOUR CODES

Name/Title of (i) THE CODE ON WAGES 2019.
The document : (ii) THE INDUSTRIAL RELATIONS CODE 2020.
(iii) THE CODE ON SOCIAL SECURITY 2020.
(iv) THE OCCUPATIONAL SAFETY, HEALTH AND WORKING
CONDITIONS CODE 2020.

Type of the
Document : Codes.

Brief write – up on the document :

The Second National Commission on Labour had, inter-alia, recommended the need to consolidate all the existing labour laws by simplification, rationalization and amalgamation into four Labour Codes in the areas of Wages, Industrial Relations, Social Security and Occupational Safety, Health and Working Conditions. It was endeavoured by the Ministry of Labour and Employment, Government of India, to subsume 44 (forty four) Labour Acts into four Labour Codes. It is with this in mind that the Ministry of Labour and Employment Government of India formulated the Codes and all these four Codes were introduced in the Lok Sabha and thereafter referred to the Parliamentary Standing Committee on Labour, which after extensive deliberations with the stakeholders presented their reports.

Taking into account the recommendations of the Parliamentary Standing Committee and also emerging socio-economic scenario, all the four Codes have now after passing by the Parliament and assented by the Hon'ble President and the same have been published in the official Gazette.

There are four Labour Codes that the Ministry of Labour and Employment, Government of India, has formulated-

- (1) The Code on Wages, 2019 which received the assent of the President on 8th August, 2019.
- (2) The Industrial Relations Code, 2020 which received the assent of the President on 28th September, 2020.
- (3) The Occupational Safety, Health and Working Conditions Code, 2020, which received the assent of the President on 28th September, 2020.
- (4) The Code on Social Security, 2020 which received the assent of the President on 28th September, 2020.

However, as of 31st March 2024, the four Labour Codes are yet to be actually implemented throughout the country. State Rules on the four Codes have been drafted and are in the final stages of approval. The Office of the Labour Commissioner is one of the nodal Departments for the implementation of these Codes.

Copy of the above Act/Rules
Can be obtained from

: (1) Office of the Labour
Commissioner, Meghalaya,
Lower Lachumiere,
Shillong – 793001.

Or

: (2) The District Labour Offices
at Shillong, Jowai, Nongpoh,
Nongstoin, Tura, Williamnagar
Baghmara, Khliehriat, Mawkyrwat,
Ampati and Resubelpara.

CHAPTER – 5
(MANUAL – 4)

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.

5.1 FORMULATION OF POLICY

SL NO.	Subject/Topic	Is it mandatory to ensure public Participation (Yes/No)	Arrangements for seeking public participation
1.	Framing of State Act/ Rules under various Labour laws.	Yes	For every Act/Rule to be framed or amended, it is mandatory to invite objections or suggestions from the public or persons likely to be affected to be notified in the Meghalaya Gazette before taking into consideration the proposed framing or amendment.
2.	Fixation/Revision of the rates of Minimum under the Minimum Wages Act, 1948.	Yes	Representatives of the Public NGOs/Unions Wages particularly those representing Employees and the workers have been included in the Advisory Board to decide the fixation/revision of the rates.

5.2 IMPLEMENTATION OF POLICY

SL NO.	Subject/Topic	Is it mandatory to ensure public Participation.	Arrangement for seeking public participation.
1.	Implementation of Labour policies in the form of various labour laws.	Yes, since implementation of the labour laws affects the public particularly the employers and the workers.	The Field Officers should seek public participation and establish contact, hold consultations and also promote public relation between the employers and workers for successful implementation of the labour policies in the form of labour laws.

CHAPTER – 6
(MANUAL – 5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE
OFFICE OF THE LABOUR COMMISSIONER, MEGHALAYA OR UNDER ITS
CONTROL.

6.1

SL NO.	Category of the document.	Name of the document And its introduction in One line.	Procedure to obtain the Document.	Held by/under control of.
1.	Act/Rules	<u>The Industrial Disputes Act, 1947 and Rules</u> . An Act to improve the service conditions of labour so in as to provide for them the ordinary amenities of life and to bring industrial peace.	Application should be made in writing English or in the official language of the area to the PIO or APIOs specifying the information sought for. Fees shall also be paid as prescribed.	Held by the Office of Labour Commissioner Meghalaya (Directorate Level) or by the District Labour Offices at Shillong/Jowai/ Nongpoh/ Nongstoin/Tura/ Williamnagar/ Baghmara/ Khliehriat/ Mawkyrwat/ Ampati/ Resubelpara.
2.	– do -	<u>The Minimum Wages Act, 1948 and Rules</u> . It provides for fixing minimum wages in certain employments.	-do-	-do-
3.	– do -	<u>The Payment of Wages Act, 1936 and Rules</u> . It regulate the payment of Wages to certain classes of employed persons.	-do-	-do-
4.	–do-	<u>The Payment of Gratuity Act, 1972 and Rules</u> . It is an act to provide for a scheme for the payment of gratuity to employees employed in certain establishments.	-do-	-do-

SL NO.	Category of the document.	Name of the document And its introduction in One line.	Procedure to obtain the Document.	Held by/under control of.
5.	Act/Rules	<u>The Payment of Bonus Act, 1965 and Rules.</u> It is an Act to provide for the payment of bonus to persons employed in certain establishments.	-do-	-do-
6.	- do -	<u>The Trade Unions Act, 1926 and Regulations.</u> An Act to provide for the Registration of Trade Unions.	-do-	-do-
7.	-do-	<u>The Industrial Employment (Standing Orders) Act, 1947 and Rules.</u> An Act to require employers in industrial Establishments to define conditions of Employment under them.	-do-	-do-
8.	-do-	<u>The Meghalaya Shops and Establishments 2003 and Rules.</u> An Act to regulate the conditions of work in shops and commercial establishments.	-do-	-do-
9.	-do-	<u>The Inter-State Migrant Workmen (Regulation of employment and conditions of service)Act, 1979 and Rules.</u> An Act to regulate the employment of Inter-State Migrant Workmen.	-do-	-do-
10.	-do-	<u>The Motor Transport Workers Act,1961 And Rules.</u> An Act to provide for the welfare of Motor Transport Workers and to regulate the conditions of work.	-do-	-do-
11.	-do-	<u>The Child & Adolescent Labour (Prohibition and Regulation) Act, 1986 and Rules.</u> An Act to prohibit or regulate the Engagement of children and adolescents in certain establishments.	-do-	-do-
12.	-do-	<u>The Bonded Labour System(Abolition) Act,1976 and Rules.</u> An Act to provide for the abolition of Bonded Labour.	-do-	-do-

SL NO.	Category of the document.	Name of the document And its introduction in One line.	Procedure to obtain the Document.	Held by/under control of.
13.	–Act/Rules-	<u>The Maternity Benefit Act, 1961 and Rules.</u> An Act to regulate the employment of women and to provide for maternity benefit.	-do-	-do-
14.	–do-	<u>The Contract Labour (Regulation and Abolition) Act, 1970 & Rules.</u> It is an Act to regulate the employment of contract labour.	-do-	-do-
15.	–do-	<u>The Equal Remuneration Act, 1976 and Rules.</u> An Act to provide for the payment of equal remuneration to men and women for the same or similar nature of work.	-do-	-do-
16.	–do-	<u>The Employee's Compensation Act, 1923 and Rules.</u> An Act to provide for the payment of compensation by the employers to the employees in case of injury/accident.	-do-	-do-
17.	–do-	<u>The Working Journalists and Other Newspaper Employees (Conditions of Service) and Misc. Provisions Act, 1955 And Rules.</u> An Act to or regulate the conditions of service of working journalists and others.	-do-	-do-
18.	–do-	<u>The Sales Promotion Employees (Conditions of Service) Act, 1976 and Rules.</u> An Act to regulate the service conditions of sales promotion employees.	-do-	-do-
19.	–do-	<u>The Plantation Labour Act, 1951 and Rules.</u> An Act to provide for the welfare and regulation of conditions of work of labour in plantations.	-do-	-do-
20.	–do-	<u>The Cine – workers and Cinema theatre workers (Regulation of Employment) Act, 1981.</u> An Act to regulate the Employment of Cine Workers and Cinema theatre workers.	-do-	-do-

SL NO.	Category of the document.	Name of the document And its introduction in One line.	Procedure to obtain the Document.	Held by/under control of.
21	–Act/Rules-	<u>The Beedi & Cigar Workers (Conditions of employment) Act, 1966 and Rules.</u> An Act to provide for the welfare of the workers in beedi & cigar establishments.	-do-	-do-
22.	–do-	<u>The Labour Laws (Exempting from furnishing returns and maintaining of registers by certain establishments) Act, 1988.</u> An Act to provide of employers of small and very small establishments from furnishing returns and maintaining registers.	-do-	-do-
23.	–do-	<u>The Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and Rules.</u> An Act to regulate the employment and conditions of service of Building and Other Construction Workers.	-do-	-do-
24.	–do-	<u>The Building and other Construction Workers Welfare Cess Act, 1996.</u> An Act to collect Cess for the Welfare of the Building and Other Construction Workers.	-do-	-do-
25.	–do-	<u>The Unorganised Workers Social Security Act, 2008.</u> An Act to provide for the social security and welfare of unorganised workers and for other matters connected therewith or incidental thereto.	-do-	-do-
26.	–do-	<u>The Meghalaya Identification, Registration (Safety & Security) of Migrant Workers Act, 2020.</u> An Act to provide for the maintenance of public order and for the protection and safety of Migrant Workers in Meghalaya, by identification and mandatory registration of all such workers in the State.	-do-	-do-

MISCELLANEOUS

- | | | | | |
|-----|-------|--|------|------|
| 27. | Rules | The Meghalaya Labour Service Rules, 2000.
These rules provide for recruitment and
conditions of service of the officers under
the Labour Commissionerate. | -do- | -do- |
| 28. | Rules | The Meghalaya Labour Service (Amendment)
Rules, 2014 | -do- | -do- |

CHAPTER – 7
(MANUAL – 6)

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED

The following are the list of the boards/committees/ other bodies constituted or formed under various Acts as part of the Labour Commissionerate or for the purpose to offer it advice, as the case may be:

1. **The Meghalaya Building and Other Construction Workers Welfare Board which has been constituted under Section 18 of the Building and Other Construction Workers (Regulation of Employment & Condition of Services) Act, 1996** has been formed for the welfare of the building and other construction workers who are registered under it. It offers welfare schemes to the registered beneficiaries.
2. **The State Advisory Committee constituted under Section 4 of the Building and Other Construction Workers (Regulation of Employment & Condition of Services) Act, 1996** has been formed with the purpose to advise the State Government on such matters arising out of the administration of this Act as may be referred to it.
3. **The State Social Security Board constituted under Section 6 of the Unorganised Workers Social Security Act, 2008** has been formed to recommend to the State Government on the formulation of schemes for the different sections of unorganised workers and to monitor such schemes which are administered by the State Government, to advise the State Government on such matters which may arise out of the administration of the Act, to review any expenditure of the schemes and to undertake any such functions as assigned to it by the State Government.
4. **The Minimum Wages State Advisory Board constituted under Section 5 under the Minimum Wages Act, 1948** - The role of the Board is advisory in nature. The function of the Board is to hold enquiries and advise the Government regarding fixation and revision of Minimum wages. The Board has no office/branches as the Board was constituted only for the propose of fixation/revision of the rates of minimum wages and meetings were generally held in the Conference Hall of the main Secretariat building during the period of fixation/revision of the rates of minimum Wages and the minutes of the meetings prepared are available to the public. The representatives of the public mentioned above can participate in the meeting.
5. **The Vigilance Committees on Bonded Labour have been constituted under Section 13 of the Bonded Labour System (Abolition) Act at the District and Sub-Divisional Level** to advise the District Magistrate or any officer authorised by him as to the efforts made, and action taken, (a) to ensure that the provisions of this Act or of any rule made thereunder are properly implemented; (b) to provide for the economic and social rehabilitation of the freed bonded labourers; (c) to co-ordinate the functions of rural banks and co-operative societies with a view to analyzing adequate credit to the freed bonded labourer; (d) to keep an eye on the number of offences of which cognizance has been taken under this Act; (e) to make a survey as to whether there is any offence of which cognizance ought to be taken under this Act; (f) to defend any suit instituted against a freed bonded labourer or a member of his family or any other person dependent on him for the recovery of the whole or part of any bonded debt or any other debt which is claimed by such person to be bonded debt. A Vigilance Committee may authorize one of its members to defend a suit against a freed bonded labourer and the member so authorised shall be deemed, for the purpose of such suit, to be the authorised agent of the freed bonded labourer.

6. **The Contract Labour Advisory Board has been constituted under Section 4 of the Contract Labour (Regulation & Abolition) Act, 1970** to advise the State Government on such matters arising out of the administration of this Act as may be referred to it and to carry out other functions assigned to it under this Act.

7. **The State Advisory Committee constituted under Section 6 (1) of the Equal Remuneration Act, 1976** -The terms of reference of the State Advisory Committee is to advise the State Government with regard to the extent to which women may be employed in the scheduled employments.

8. **The Steering Committee under the Child Labour (Prohibition & Regulation) Act, 1986 was constituted under the recommendations of the National Commission for the Protection of Child Rights (NCPCR)** to ensure strict enforcement of the Child and Adolescent Labour (Prohibition & Regulation) Act, 1986 and also to monitor strategies for abolition of Child Labour and supervise the functioning of all the District Level Task Force Teams on Child Labour.

CHAPTER – 8
(MANUAL – 7)
THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC
INFORMATION OFFICERS

NAME OF THE PUBLIC AUTHORITY: : OFFICE OF THE LABOUR COMMISSIONER,
MEGHALAYA.

I. DIRECTORATE: APPELLATE AUTHORITY

SL NO.	NAME	DESIGNATION	EMAIL	ADDRESS
1	Smt. I. Mawlong	Labour Commissioner, Meghalaya, Shillong	labour-meg@nic.in	Horse Shoe Building, 1 st Floor, Lower Lachumiere, Shillong-793001

II. PUBLIC INFORMATION OFFICER :

SL NO.	NAME	DESIGNATION	EMAIL	ADDRESS
1	Smt. M. Thabah	Joint Labour Commissioner, Meghalaya, Shillong	labour-meg@nic.in	Horse Shoe Building, Lower Lachumiere, Shillong-793001

III. PUBLIC INFORMATION OFFICERS:

SL NO.	NAME	DESIGNATION	EMAIL	ADDRESS
1	Shri P.T.Blah	i/c Deputy Labour Commissioner	dlc-ekh-meg@gov.in	District Labour Office, Shillong, East Khasi Hills
2	Smt. B.D.Arengh	Deputy Labour Commissioner	dlc.rb-meg@gov.in	District Labour Office, Nongpoh, Ri Bhoi
3	Shri P.T.Blah	Deputy Labour Commissioner	dlc.wkh-meg@gov.in	District Labour Office, Nongstoin, West Khasi Hills
4	Smt. G.M.D.Pakyntein	Deputy Labour Commissioner	dlc.wjh-meg@gov.in	District Labour Office, Jowai, West Jaintia Hills
5	Smt O.G. Momin	Deputy Labour Commissioner	dlc.wgh-meg@gov.in	District Labour Office, Tura, West Garo Hills
6	Smt O.G. Momin	i/c Deputy Labour Commissioner	dlc.sgh-meg@gov.in	District Labour Office, Baghmara, South West Garo Hills
7	Smt. M.H. Marak	Deputy Labour Commissioner	dlc.egh-meg@gov.in	District Labour Office, Williamnagar, East Garo Hills
8	Smt G.M.D. Pakyntein	i/c Deputy Labour Commissioner	dlo-ejh-meg@gov.in	District Labour Office, Khliehriat, East Jaintia Hills
9	Smt. N.P. War	Assistant Labour Commissioner	alc-swkh-meg@gov.in	District Labour Office, Mawkyrwat, South West Khasi Hills
10	Smt. A.J. Nongsiej	Assistant Labour Commissioner	dlo.resubelpara-meg@gov.in	District Labour Office, Resubelpara, North Garo Hills
11	Smt. Leni B.K. Sangma	Assistant Labour Commissioner	labour.swgh-meg@gov.in	District Labour Office, Ampati, South West Garo Hills

CHAPTER – 9 (MANUAL 8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

9.1 — The Minister in charge of the Department is responsible for policy decisions. He/She is advised and assisted by the Principal Secretary of the Department. The Principal Secretary is the Administrative Head and takes decision on all matters of policy and administration. The Rules of Executive Business of the Govt. regulate the manner in which transaction of business of Govt. should be carried out. The Labour Commissioner will provide technical advice to the Principal Secretary and is responsible for execution and implementation of policies/decisions laid down by the Administrative Department.

9.2— The Principal Secretary will take all important decisions of the Department as per the existing Acts/Rules. For instance, to fix/revise the Minimum rate of wages under the Minimum Wages Act, the State Govt. will constitute the Minimum Wages State Advisory Board which will then offer suggestions upon the rates to be fixed/revise and after this, the Govt. will finally fix/revise the rates.

9.3 — The existing arrangement to communicate any decision to the Public is being made through Publication in the Meghalaya Gazette or by execution and implementation of the decisions through the field Officers of the Directorate.

9.4 — The Principal Secretary at the Secretarial level will be assisted by the Commissioner & Secretary/Secretary/Assistant Secretary along with the Joint/Deputy/Under Secretary and Financial Adviser who will give their opinions and seek advice from other Departments before making any decision. The Labour Commissioner will be advised and assisted by his/her Officers who also offer technical advice for the decisions to be arrived at.

9.5 — The Principal Secretary at the Secretariat level is the final authority that accords the decision.

CHAPTER-10
(MANUAL-9)
DIRECTORY OF OFFICERS AND EMPLOYEES

10.11. Directorate

<u>Office Name</u>	<u>Designation</u>	<u>Name</u>	<u>Email I/D</u>	<u>Address</u>
Directorate	Labour Commissioner	Smt. I. Mawlong, MCS	labour-meg@nic.in	Horse Shoe Building, 1 st Floor, Lower Lachumiere, Shillong-793001
	Joint Labour Commissioner	Smt. M. Thabah		
	Deputy Labour Commissioner	I/c Smt. M.B. Nongrum		
	Labour Inspector	Shri Dean C. Challam		
	Superintendent	Smti. Merrily Chyne		
	Statistical Assistant	Shri. John M Kharkongor		
	Computer Clerk	Vacant		
	Stenographer	Vacant		
	UDA	Vacant		
	UDA	Shri. Boyswell Kharumnuid		
	UDA	Smt. Ivory B. Khongstia		
	LDA	Vacant		
	LDA	Shri. Jerry F Thangkhiew		
	LDA	Vacant		
	Typist	Shri. Donkumar Rynthathiang		
	Typist	Shri Abdi R. Marak		
	Driver	Vacant		
	Driver	Shri Kerlang Rynjah		
	Driver	Shri Iaidonlang Rymbai		
	Duftry	Shri. Dapborsing Langstieh		
	Peon	Vacant		
	Peon	Vacant		
	Peon	Smti. Angela Nongrum		
	Peon	Shri. Remy Shabong		
	Peon	Shri Pynioomiki Rymbai		

2.Joint Directorate , Tura

<u>Office Name</u>	<u>Designation</u>	<u>Name</u>	<u>Email I/D</u>	<u>Address</u>
Office of the Joint Labour Commissioner, Tura	Deputy Labour Commissioner	I/c Smt. Olivia G. Momin	jlc.gh- meg@gov.in	Matchakolgre, Tura
	Labour Inspector	Smti. Silte Betsy M. Sangma		
	UDA	Vacant		
	UDA	Vacant		
	DEO	Smt Premalisha A. Sangma		
	DEO	Vacant		
	DEO	Vacant		
	Typist	Vacant		
	Driver	Vacant		
	Peon	Shri Tengrak R Marak		
	Peon	Shri Silsrang A Sangma		

3.East Khasi Hills District: Shillong

<u>Office Name</u>	<u>Designation</u>	<u>Name</u>	<u>Email I/D</u>	<u>Address</u>
District Labour Office	Deputy Labour Commissioner	I/c Shri P.T Blah	dlc-ekh- meg@gov.in	Upper Nongrim Hills
	Labour Inspector	Smti. Ibadaniewkor C War		
	UDA	Smti. Batskhemcybell Sohlang		
	LDA- cum-Typist	Smti. Dameka F.Malngiang		
	LDA- cum-Typist	Smti.Rympeirilang Kharkongor		
	DEO	Smti. MebarishishaWarjri		
	Peon	Shri. Banteilang Donmon		
	Chowkidar	Shri. Devantis Nongrum		
Labour Welfare Centre,Sohra	Labour Welfare Organiser	Shri. Syrwet Lyngdoh		Lad Thanad Saitsohpen
	Instructor	Vacant		
	Instructor	Smti. Elizabeth B Nongbri		
	LDA- cum- Typist	Vacant		
	Peon	Smti. Juliana Sohtun		
	Chowkidar	Shri. Aiborlang Chyne		

Mylliem, BLO	Labour Inspector	Shri.Maitshaphrang Nongbet		Office of the Block Development Officer, Sanmer Upper Shillong
	LDA- cum- Typist	Shri. Donbok W Kharmih		
	DEO	Vacant		
	Peon	Smti. Iamonlang Nongspung		
Mawphlang, BLO	Labour Inspector	Smti. Dakheinkor Lyngdoh		Lad Umrisain Mawphlang
	LDA- cum- Typist	Smti. Ibadahun Swer		
	DEO	Vacant		
	Peon	Smti. Badapbiang Kharsohnoh		
Mawryngkneng, BLO	Labour Inspector	Smti. Ibaphyrnai D.Kharwanlang		Near Mawryngkneng Market, Mawryngkneng
	LDA- cum-Typist	Shri. Donald.P Swer		
	DEO	Vacant		
	Peon	Smti. Larisuk V P Kharshandi		
Mawsynram , BLO	Labour Inspector	Shri Lenny C.F. Diengdoh		Office of the Block Development Officer, Mawsynram
	LDA- cum-Typist	Shri. Derrick Ranee		
	DEO	Vacant		
	Peon	Smti. Unica Kurbah		
Pynursla, BLO	Labour Inspector	Smti. Yasmina Lamin		Pynursla Dong Dewsaw, Pynursla
	LDA- cum-Typist	Shri. Hari.B.Dkhar		
	DEO	Vacant		
	Peon	Smti. Unyta Kharbudon		
Shella Bholaganj, BLO	Labour Inspector	I/c Shri. Medon Samlem Dkhar		Lad Thanad, Saitsohpen
	LDA- cum-Typist	Shri. Khrawbok Kharkongor		
	DEO	Vacant		
	Peon	Smti. Hiralyne Nongkynrih		
Mawkynrew , BLO	Labour Inspector	Shri. Khrawkumar Warbah		Thangsning
	LDA- cum-Typist	Shri. Donkumar Rapsang		
	DEO	Vacant		
	Peon	Smti. Sara Mary Diengdoh		
Khatarshnong - Laitkroh, BLO	Labour Inspector	Shri. Medon Samlem Dkhar		Office of the Block Development Officer, Khatarshnong-Laitkroh
	LDA- cum-Typist	Shri. Haban.F.Sunn		
	DEO	Vacant		
	Peon	Smti. Darity Lyngdoh		

4. West Khasi Hills District: Nongstoin

Office Name	Designation	Name	<u>Email I/D</u>	<u>Address</u>
District Labour Office	Deputy Labour Commissioner	Shri P.T Blah	dlc.wkh-meg@gov.in	Mawlarshong, New Nongstoin
	Labour Inspector	Shri. Dominick R. Rymbai		
	LDA- cum-Typist	Shri Lionel.L.Lamin		
	LDA- cum-Typist	Shri. Mark.Lamphrang.Marngar		
	DEO	Smti. Eusebia Shati		
	Driver	Shri. Jubanlang Kharlyngdoh		
	Peon	Shri. Wadborlang L Mawnai		
	Chowkidar	Shri. Shelsing Sun		
Nongstoin, BLO	Labour Inspector	Shri. Manley.J.Kharbudon		Mawlarshong, New Nongstoin
	LDA- cum-Typist	Shri. Remius Thongni		
	DEO	Shri. Eibanmut Khajahrin		
	Peon	Shri. Ibansuklang Dkhar		
Mawshynrut , BLO	Labour Inspector	Shri. Jeremiah.I.Lyngdoh		Riangdo
	LDA- cum-Typist	Smti. Patricia Warjri		
	DEO	Smti. Eusebia Wanniang		
	Peon	Shri. FinlandsonMarwein		
Mairang, BLO	Labour Inspector	Shri. Bankitlang Pyrbot		Pyndengumiong, Mairang
	LDA- cum-Typist	Smti. Deisngi Marbaniang		
	DEO	Shri. Pynskhembor Khar Syiem		
	Peon	Smti. Shailinda War		
Mawthadrais han ,BLO	Labour Inspector	Shri. Bankitlang Pyrbot		Nongshilong
	LDA- cum-Typist	Shri. Josephas Thongnibah		
	DEO	Smti. Beltimon Nongrem		
	Peon	Smti. Ibapalei Marbaniang		

5. Ri Bhoi District: Nongpoh

Office Name	Designation	Name	Email I/D	Address
District Labour Office	Deputy Labour Commissioner	Smt. B.D.Areng	dlc.rb-meg@gov.in	Mawroh, Nongpoh
	Labour Inspector	Shri Kyle Darren Marak		
	UDA	Smti. Jerlin Langstieh		
	LDA- cum-Typist	Vacant		
	LDA- cum-Typist	Shri. Philip Lyngdoh		
	DEO	Shri Andrew Nongpoh		
	Driver	Shri.Wilson Suting		
	Peon	Smti. Ibanrihun S Maiong		
	Chowkidar	Shri Elison Maiong		
Labour Welfare Centre: Bhoirymbong	Labour Welfare Organiser	Smti. Mercy Mawlong		Bhoirymbong(Nongneng)
	Instructor	Smti. Balansha Nongpoh		
	Instructor	Smti. Ailinda Thangkiew		
	LDA-Cum-Typist	Smti.Badahunshisha Thabah		
	Peon	Shri. Shiningstar Kharkamni		
Labour Welfare Centre: Nongpoh	Labour Inspector	Shri Kyle Darren Marak		Mawroh, Nongpoh
	Labour Welfare Organiser	Vacant		
	Instructor	Vacant		
	Instructor	Smti. Wanplisuk Syiem		
	LDA-Cum-Typist	Smti. Shimti Marbaniang		
	Peon	Smti. Melina Kharkongor		
	Chowkidar	Shri. Patrick Makdoh		
Umling,BLO	Labour Inspector	Shri. Wanbor Khonglah		Mawroh, Nongpoh
	LDA- cum-Typist	Shri. Tiewbok Lapang		
	DEO	Shri. George Kharsohnoh		
	Peon	Smti Rita Dkhar		
Jirang, BLO	Labour Inspector	Shri. Donald Don M.Umlong		Mawroh, Nongpoh
	LDA- cum-Typist	Shri. Disendro Rani		
	DEO	Shri. Kitboklang Matlai		
	Peon	Smti.Monica Maiong		
Umsning, BLO	Labour Inspector	Smti Esha A. Sangma		Mawroh, Nongpoh
	LDA- cum-Typist	Shri. Augustina Sumer		
	DEO	Shri. Bansiewdor Sun		
	Peon	Shri Pyntngen Kshiar		

6. West Jaintia Hills District: Jowai

Office Name	Designation	Name	<u>Email I/D</u>	<u>Address</u>
District Labour Office	Deputy Labour Commissioner	Smt. G.M.D. Pakyntein	dlc.wjh-meg@gov.in	Ladthalaboh, Jowai
	Labour Inspector	Smti. Bethcey Merry Toi		
	LDA- cum-Typist	Shri. Yoowanmi Nonghuloo		
	DEO	Shri. Ezar D Khonglah		
	Driver	Shri Poilin Sariang		
	Peon	Smti. Agatha R Tariang		
	Chowkidar	Smti. Hamia Ryngkhlem		
Amlarem, BLO	Labour Inspector	Shri Chandame Laloo,		Ladthalaboh, Jowai
	LDA- cum-Typist	Shri. Successme Rymbai		
	DEO	Shri. Heibormi Papang		
	Peon	Shri. Chisar Kyndiah		
Laskein, BLO	Labour Inspector	Shri. Etiban Lapasam		Ladthalaboh, Jowai
	LDA- cum-Typist	Shri. Wadbormi Suchiang		
	DEO	Smt. Rimonlang Suchiang		
	Peon	Smti. Elota Dhar		
Thadlaskein BLO	Labour Inspector	Shri. Badaplang Sohkhlet		Lad Mukhla
	LDA- cum-Typist	Shri. Danny Shylla		
	DEO	Shri. Rupertson Blah		
	Peon	Smti. Ripa Tariang		

7. West Garo Hills District: Tura

Office Name	Designation	Name	<u>Email I/D</u>	<u>Address</u>
District Labour Office	Deputy Labour Commissioner	Smti Olivia G. Momin	dlc.wgh-meg@gov.in	Dakopgre, Tura
	Labour Inspector	Smti. Jeuti Hajong		
	UDA	Vacant		
	LDA- cum-Typist	Smti Perina K Marak		
	LDA- cum-Typist	Shri. Richard N Marak		
	DEO	Shri. Chening R Marak		
	Driver	Shri. Azario ASangma		
	Peon	Smti. Ringring G Momin		
	Chowkidar	Shri. Ranuel R Marak		

Tikrikilla, BLO	Labour Inspector	Smti. Merolyn R. Marak		Tikrikilla
	LDA- cum-Typist	Shri. David W Momin		
	DEO	Shri. Bakansa T M Marak		
	Peon	Smti. Nokme R Ch Momin		
Gambegre, BLO	Labour Inspector	Shri. Jaseng Ch Marak		Dakopgre, Tura
	LDA- cum-Typist	Smti. Barnisha Ch Marak		
	DEO	Shri. Zacco A Sangma		
	Peon	Smti.Tracy M Marak		
Dadenggre, BLO	Labour Inspector	Shri. Andy Watre Momin		Dakopgre, Tura
	LDA- cum-Typist	Smti. Tarakal G Momin		
	DEO	Smti. Alisha N Areng		
	Peon	Shri. J D Sangma		
Rongram, BLO	Labour Inspector	Shri Sengba Salnasan M. Sangma		Asanang, Rongram
	LDA- cum-Typist	Smti. Shalterina Ch Sangma		
	DEO	Smti. Niveditha A Sangma		
	Peon	Shri. Witherfield Ch Marak		
Selsella, BLO	Labour Inspector	Smti. Priya M. Marak		Selsella
	LDA- cum-Typist	Vacant		
	DEO	Smti. Lornilia T Sangma		
	Peon	Smti.Sonali.D Sangma		
Dalu, BLO	Labour Inspector	Smti. Elinore Ginsan R. Marak		Dakopgre, Tura
	LDA- cum-Typist	Smti. Navana A Sangma		
	DEO	Smti. Silme L Sangma		
	Peon	Shri. Rindarson Ch Marak		

8.East Garo Hills District: Williamnagar

Office Name	Designation	Name	Email I/D	Address
District Labour Office	Deputy Labour Commissioner	Smti Mirza Hann Marak	dlc.egh-meg@gov.in	Williamnagar, Near FCI Food Storage Depot
	Labour Inspector	Smti. Jenny Mary M Sangma		
	LDA- cum-Typist	Smti. Rosaline.T.Sangma		
	LDA- cum-Typist	Smt. Chemea Sangma		
	DEO	Vacant		
	Driver	Shri.Washington S Sangma		
	Peon	Smti. Menalish M Sangma		
	Chowkidar	Shri. Sangkar T Sangma		
Samanda, BLO	Labour Inspector	Smti. Chingbe K. Marak		
	LDA- cum-Typist	Shri. Andrew N D Shira		
	DEO	Shri. George B Sangma		
	Peon	Smti.Bartholoamy.G.Momin		
Songsak, BLO	Labour Inspector	Shri. Sengrang M Sangma		
	LDA- cum-Typist	Shri. Namchu K Marak		
	DEO	Shri. Larry R Sangma		
	Peon	Shri.Jemsbirth.R.Marak		
Rongjeng, BLO	Labour Inspector	Shri. Henlybirth M Sangma		
	LDA- cum-Typist	Shri. Romash Ch Marak		
	DEO	Smti. Nightingale P Marak		
	Peon	Smti. Nazira R Sangma		

9.South Garo Hills District: Baghmara

Office Name	Designation	Name	Email I/D	Address
District Labour Office	Deputy Labour Commissioner	I/c Smti. Olivia G. Momin	dlc.sgh-meg@gov.in	Konagittim near Govt. Higher Sec. School, Baghmara
	Labour Inspector	Shri. Sengrik R. Marak		
	UDA	Shri. Bookerson N. Marak		
	LDA- cum-Typist	Smti. Munie.A.M. Sangma		
	LDA- cum-Typist	Smt. Dingchi M.Sangma		
	DEO	Shri.Gamseng N. Marak		
	Driver	Shri.Donnylar Ch. Marak		
	Peon	Vacant		
	Chowkidar	Shri. Bilover N Sangma		
Baghmara, BLO	Labour Inspector	Shri. Prabhakar M. Sangma		Konagittim near Govt. Higher Sec. School, Baghmara
	LDA- cum-Typist	Shri. Salrak .N. Marak		
	DEO	Smti. Christabell .S. Marak		
	Peon	Shri. Brilliant R Marak		
Rongara , BLO	Labour Inspector	Shri. Chenang Ch. Marak		Rongara
	LDA- cum-Typist	Vacant		
	DEO	Smt. SongjeM.Sangma		
	Peon	Shri. Newbirth S Marak		

Gasuapara, BLO	Labour Inspector	Shri. Tenang N.Sangma		Gasuapara
	LDA- cum-Typist	Shri. Sunshine M.Sangma		
	DEO	Shri. Bintu A.Sangma		
	Peon	Shri. Namkha P Marak		
Chokpot, BLO	Labour Inspector	Smti. Padma Hajong		New Chokpotgre, Chokpot
	LDA- cum-Typist	Shri. ChallangT.Sangma		
	DEO	Shri. DamianR.Marak		
	Peon	Shri.Sanjay Ch Sangma		

10.East Jaintia Hills District: Khliehriat

Office Name	Designation	Name	<u>Email I/D</u>	<u>Address</u>
District Labour Office: Khliehriat	Deputy Labour Commissioner	I/c Smt. G.M.D. Pakyntein	dlo-ejh- meg@gov.in	Khliehriat West
	Labour Inspector	Shri Westerwell Phawa		
	UDA	Vacant		
	LDA- cum-Typist	Vacant		
	LDA- cum-Typist	Smt. Sakani Sympli		
	Driver	Shri Force Siangshai		
	Peon	Shri Evangelist Shadap		
	Chowkidar	Shri Sumarlangki Sayo		
Labour Welfare Centre: Khliehriat	LWO	Smt. Biros B Phyllei		
	Instructor	Smt. Dressing Pala		
	Instructor	Smt. Syrpai Suja		
	LDA- cum-Typist	Smti. Joyney Rymbai		
	Peon	Smt. Ripoilang Lyngdoh		
	Chowkidar	Shri Ni-oo Lyngdoh		
Khliehriat, BLO	Labour Inspector	I/c Shri Westerwell Phawa		
	LDA- cum-Typist	Smt. Dakawan Phawa		
	DEO	Smt. Celas Sympli		
	Peon	Smti. Deiniwan Nongtdu		
Saipung, BLO	Labour Inspector	Shri Albertstar Kharumnuid		
	LDA- cum-Typist	Smt. Doni Da-i R Supooh		
	DEO	Shri. James B Siangshai		
	Peon	Smti Sanibha Bareh		

11. South West Khasi Hills District: Mawkyrwat

Office Name	Designation	Name	Email I/D	Address
District Labour Office	Assistant Labour Commissioner	Smt. N.P.War	alc-swkh-meg@gov.in	Mawkyrwat
	LDA- cum-Typist	Shri Cristol L Rngaid		
	LDA- cum-Typist	Vacant		
	Driver	Vacant		
	Peon	Shri. Samuel Lartang		
	Chowkidar	Vacant		
Mawkyrwat,B LO	Labour Inspector	Shri. Shankupar S.Kurbah		Mawkyrwat
	LDA- cum-Typist	Vacant		
	DEO	Smti. Asabanshai Kharmyndai		
	Peon	Shri. Augustar Marbaniang		
Ranikor , BLO	Labour Inspector	Shri. Donaldstar Pakyntien		Ranikor
	LDA- cum-Typist	Vacant		
	DEO	Vacant		
	Peon	Vacant		

12.South West Garo Hills District: Ampati

Office Name	Designation	Name	Email I/D	Address
District Labour Office	Assistant Labour Commissioner	Smt. Leni Bethrine K. Sangma	labour.swgh-meg@gov.in	Ampati
	LDA- cum-Typist	Smt Meghashree Hajong		
	LDA- cum-Typist	Vacant		
	Driver	Vacant		
	Peon	Vacant		
	Chowkidar	Vacant		
Betasing, BLO	Labour Inspector	Smti. Charlene Sangma		
	LDA- cum-Typist	Smt. Tenmish A. Marak		
	DEO	Vacant		
	Peon	Smt. Somitha M Marak		
ZikZak, BLO	Labour Inspector	Shri. Dibya Jyoti Hajong		
	LDA- cum-Typist	Smt. Saritha G Sangma		
	DEO	Vacant		
	Peon	Smt.Leana B. Marak		

13.North Garo Hills District: Resubelpara

Office Name	Designation	Name	<u>Email I/D</u>	<u>Address</u>
District Labour Office, Resubelpara	Assistant Labour Commissioner	Smt. Arty J. Nongsiej	dlo.resubelpara-meg@gov.in	Dekachang, Resubelpara
	LDA- cum-Typist	Smt Wangtao N.G. Momin		
	LDA- cum-Typist	Shri Pakkam N. Marak		
	Driver	Shri Smarth K. Sangma		
	Peon	Smt Manopriya G. Momin		
	Chowkidar	Shri Rikkam N. Marak		
Resubelpara, BLO	Labour Inspector	Shri. Bryan T. Ch Marak		
	LDA- cum-Typist	Shri. Dilbanon M Sangma		
	DEO	Shri. Sengjrang D Sangma		
	Peon	Shri Jim R Sangma		
Kharkutta, BLO	Labour Inspector	Shri. Paul R. Marak		
	LDA- cum-Typist	Shri. Don Bloomer W Momin		
	DEO	Smti. Prinsalina R Marak		
	Peon	Vacant		
Labour Welfare Centre: Mendipathar	LWO	Vacant		
	Instructor	Shri. Johnsing Sangma		
	Instructor	Shri. Trystone Momin		
	LDA-Cum-Typist	Smti. Crenmon.W.Momin		
	Peon	Shri. Arseng Sangma		
	Chowkidar	Shri. Angchang NSangma		

CHAPTER – 11
(MANUAL – 10)
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

11.1 There is no subsidy programme executed by the office of the Labour Commissioner, Meghalaya, Shillong.

CHAPTER – 12
(MANUAL – 11)
PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS
OR AUTHORIZATION GRANTED BY IT

12.1 The Office of the Labour Commissioner, Meghalaya does not execute any Programme relating to concessions, permits or authorization granted by it.

CHAPTER – 13
(MANUAL – 12)
NORMS SET BY IT FOR THE DISCHARGE OF ITS
FUNCTIONS

13.1 Implementation of various labour laws, as mentioned in earlier chapters, is the main function of the Organisation under the Labour Commissioner. Under the Industrial Disputes Act, 1947, where any Industrial dispute exists or is apprehended, the Officers in the Districts who are appointed as Conciliation Officers under the Act should, for the purpose of bringing about or settlement of the dispute, investigate without delay the dispute and all matters affecting the merits and the right settlement thereof. Where a settlement is arrived at, a memorandum of settlement should be prepared and signed by the parties to the dispute. Where no settlement is arrived at, the Conciliation Officer should refer the case along with a failure report to the Labour Commissioner, for forwarding the same to Govt. for its examination and reference to Labour Court or Industrial Tribunal. However, in respect of establishments where its branches spread throughout the State, settlement of the disputes will be done at the level of the Labour Commissioner or Joint Labour Commissioner.

For implementation of the provisions of other labour laws, the officers as the Inspectors under the Acts should see that the provisions are properly implemented by the employers of the establishments. In case of violation of the provisions of the Acts, the Inspectors should initiate legal action by way of prosecution/claim application etc. Show cause notice should be served on the employer so that he cannot complain of being taken unaware by institution of legal proceedings. Where the liability is disputed on legal or other ground, the Prosecuting Officer will refer the matter to the Labour Commissioner so that the grounds on which the employer's liability is disputed could be fully examined before deciding on legal action. The Labour Commissioner will refer the matter to Govt. for its approval and examination by Law Department.

For registration of Shops/Commercial Establishments Motor Transport Undertakings, Principal Employees and Contractors under the Inter – State Migrant Workmen Act or the Contract Labour Act, applicants are to register and submit application **online** through the *investmeghalaya* portal. The District Officers have now been notified as Registering/Licensing officers, under various Labour Acts, for granting Registration Certificates/Licenses. At present, almost all services provided by the Labour Commissioner's Office and its subordinate offices in the Districts are being processed online through the *investmeghalaya* portal.

The Labour Commissioner as Head of Office should be well acquainted with the powers delegated to him/her under the Delegation of Financial Powers Rules and other powers delegated as per departmental orders. The Labour Commissioner should seek the advice of Finance & Accounts Officer (FAO) attached to the office before sanctioning any amount. Under the Organisation of the Labour Commissioner, the Joint Labour Commissioner at Shillong and Tura and the Deputy/ Assistant Labour Commissioners in the Districts as well as the Labour Inspectors are the Drawing and Disbursing Officers. Preparation of Budget, surrender of savings etc., will be done at the Directorate Level on the basis of the information sent by the District Offices.

CHAPTER – 14
(MANUAL – 13)
INFORMATION AVAILABLE IN AN ELECTRONIC FORM.

14.1 At present, the information relating to the functions and duties of the organisation of the Labour Commissioner, Meghalaya have been made available in the official website.

CHAPTER – 15
(MANUAL – 14)
PARTICULARS OF THE FACILITIES AVAILABLE TO
CITIZENS FOR OBTAINING INFORMATION

15.1. Means, methods or facilities available to the public adopted by the Department for Dissemination of information are: -

Inspection of records in the Office System of issuing of copies of documents. Printed Manual available.

CHAPTER – 16
(MANUAL – 15)

**16.1 OTHER USEFUL INFORMATION &
FREQUENTLY ASKED QUESTIONS BY PUBLIC AND THEIR ANSWERS.**

1. What is the objective of the Right to Information Act, 2005?

— It is an Act to provide for setting out the practical regime of right to information for Citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

2. When was the Act passed and when did it come into force?

— The Act was passed by the Lok Sabha on 11th May 2005 and received the assent of the President of India on the 15th June 2005. It came into force on the 12th October 2005.

3. What does information mean?

— Under Section 2 (f) of the Act, “information” means any material in any form, including records, documents, memos, e – mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

4. What does Right to Information mean?

— Under Section 2 (j) of the Act, “right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to :-

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

5. Who shall have the Right to Information?

— All citizens shall have the Right to Information (Section 3).

6. What are the obligations of public authority?

— Obligations are given in Section 4 of the Act.

7. Who are the Appellate authority, Public Information Officers and Assistant Public Information Officers under the organisation of the Labour Commissioner?

— The Labour Commissioner is the Appellate Authority under the Act; while the Joint Labour Commissioner is the Public Information Officer and the Deputy/ Assistant Labour Commissioners are the notified Public Information Officers within their respective jurisdiction. Labour Inspectors have also been notified as Assistant Public Information Officers within their respective jurisdiction. Notifications are annexed at APPENDICES: 1, 1– A, B, C,D.

8. What is the Application Procedure for requesting information?

— 1. Apply in writing or through electronic means in English or Hindi or in the official

language of the area to the Public Information Officer, specifying the particulars of the information sought for.

2. Reasons for seeking information are not required to be given.

3. Pay fees as may be prescribed [if not belonging to the below poverty line (BPL) category]

9. What is the time limit to get the information?

— 1. 30 days from the date of application.

2. 48 hours for information concerning the life and liberty of a person.

3. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.

4. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation). Failure to provide information within the specified period is a deemed refusal.

10. What is the fee?

— 1. Application fees as prescribed by the Rules framed under the Act.

2. If further fees are enquired, then the same must be intimated in writing with calculation details of how the figure was arrived at.

3. Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority;

4. No fees will be charged from people living below the poverty line.

5. Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

Any other questions relating to the functions of the Public Authority under the Labour Commissioner can be consulted from the Labour Commissioner's office or the District Labour Offices.

16.2 RELATED TO SEEKING INFORMATION :-

— Application form – The applications should be made in plain paper by writing in English or in the official language of the area to the PIO or APIOS.

— Fee are as may be prescribed under the Rules.

— The information request in writing should be addressed to the PIO, that is the Joint Labour Commissioner, Meghalaya, Shillong, Lower Lachumiere. The subject should clearly specify the particulars of the information sought for. The public or any individual who desires to have the information should sign the information request in writing along with date, full name and address.

— Right of the citizen in case of denial of information and procedure to appeal :-

Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of the Act, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time, as given under Section 19 of the Act. Section 20 of the Act provides the penalties for refusal to give the information.

16.3. WITH RELATION TO TRAINING INPARTED BY PUBLIC AUTHORITY :-

— Under the organisation of the Labour Commissioner, Meghalaya, there are 5 (five) Labour

Welfare Centres, one each at Sohra, Khliehriat, Bhoi Rymbong, Nongpoh and Rompara. These Centres provide free and basic training in the trades of sewing, knitting and embroidery to the workers and their family members.

— The training is meant for short duration of 6 months to 1 (one) year.

— The objective of the training is to bring about upliftment of the economic status of the workers and their family members thereby imbuing in them the spirit of confidence, trust and cooperation in the society.

— Physical and financial targets:

It is estimated about 60 trainees each year will be imparted training in each of these Centres; but due to the lack of infrastructure and other reasons, most of these Centres are not properly functioning. Steps are however being taken to provide more funds for these Centres.

— All workers and their family members, with or without any qualification, can attend the training.

— Stipend @ Rs.200/- per month will be given to each trainee and no fee will be charged for the training.

— The workers or their family members can contact or get the information regarding the training from the above Centres.

— The trainee can attend the training at any time of the year, subject to availability of seats and training materials.

— Certificate will be given at the time of completion of the course.

— The Labour Welfare Organiser in the Centre is responsible for creating public awareness about the training programme.

16.4 WITH RELATION TO REGISTRATION ON PROCESS – THE FOLLOWING ARE REQUIRED TO REGISTER UNDER THE OFFICE OF THE LABOUR COMMISSIONER, MEGHALAYA ::

1. Registration of Establishments namely shops, commercial establishment or an establishment for public entertainment or amusement under the Meghalaya Shops and Establishments Act 2003.

2. Registration of Principal Employers and Contractors under the Inter State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979.

3. Registration of Motor Transport Undertakings under Section 3 of the Motor Transport Workers Act, 1961.

4. Registration of Principal Employers and Contractors under the Contract Labour (Regulation and Abolition) Act, 1970.

5. Registration of Establishments under the Building & Other Construction Workers (Regulation of Employment & Conditions of Service) Act, 1996.

- The objectives of registration of the above establishments, motor transport undertakings, principal employers and contractors is for proper implementation of the Labour Acts.

- At present, almost all registration certificates/ licences are being processed online through the *investmeghalaya* portal.

- The fees payable for registration or for renewal of registration shall be as such as maybe prescribed under the Rules.

**GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT**

NOTIFICATION

Dated, 12thSept' 2005.

No LBG 57/2005/57 : In terms of section 2 (h) (d) of the Right to Information Act, 2005, the Following are ‘ ‘ Public Authorities’’ thereunder :-

1. Labour Department.
2. Directorate of Employment & Craftsmen Training, Meghalaya, Shillong
3. Office of the Labour Commissioner, Meghalaya, Shillong.
4. Chief Inspectorate of Boilers & Factories, Meghalaya, Shillong.
5. Directorate of Meghalaya Civil Task Force, Meghalaya, Shillong.
6. Office of Administrative Medical Officer, (ESI) Scheme, Shillong.

-Sd/-

Commissioner & Secretary to the Govt. of Meghalaya,
Labour Department.

M.NO. LBG 57/2005/57 – A

Dated, Shillong, the 12thSept' 2005.

Copy forwarded to :-

1. Labour Department.
2. Director of Employment & Craftsmen Training, Meghalaya, Shillong.
3. Labour Commissioner, Meghalaya, Shillong.
4. Chief Inspector of Boilers & Factories, Meghalaya, Shillong.
5. Commandant Civil Task Force, Meghalaya, Shillong.
6. Administrative Medical Office, (ESI) Scheme, Meghalaya, Shillong.

By Order etc.....

Deputy Secretary to the Govt. of Meghalaya,
Labour Department.

**GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT**

NOTIFICATION

Dated, 12thSept' 2005.

No LBG 57/2005/61 : In exercise of the power conferred Sub – Section (1) of Section 19 of the Right to Information Act, 2005, the Governor of Meghalaya is pleased to designate the Labour Commissioner as Appellate Authority in respect of Labour Commissioner under Labour Department.

Appellate Authority
Labour Commissioner,
Meghalaya, Shillong.

-Sd/-

Commissioner & Secretary to the Govt. of Meghalaya,
Labour Department.

M.NO. LBG 57/2005/61 – A

Dated, Shillong, the 12th Sept' 2005

Copy forwarded to :-

1. P.S. to Minister In – Charge Labour Department.
2. P.S. to Addl. Chief Secretary to the Govt. of Meghalaya.
3. P.A. to Comm. & Secy to the Govt. of the Meghalaya, Labour.
4. P.A. to Comm. & Secy to the Govt. of Meghalaya, Information & Public Relation.
5. Director of Employment & Craftsmen Training, Meghalaya, Shillong.
6. Labour Commissioner, Meghalaya, Shillong.
7. Chief Inspector of Boiler & Factories, Meghalaya, Shillong.
8. Commandant of Meghalaya Civil Task Force, Meghalaya, Shillong.
9. Administrative Medical Officer, Meghalaya, Shillong.
10. Under Secretary to the Govt. of Meghalaya, Information & Public Information.
11. Under Secretary to the Govt. of Meghalaya, National Informatic Centre.
12. Director of Printing & Stationery, Meghalaya, Shillong.

By Order etc.,

Deputy Secretary to the Govt. of Meghalaya,
Labour Department.

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE LABOUR COMMISSIONER
MEGHALAYA : : : SHILLONG**

NOTIFICATION

Dated : Shillong the 7th March, 2024.

No. LC/RTIA/Pt.I/Estt/40/2009/523-530:- In supersession of this Office Notification No. LC/RTIA/Pt./Estt/40/2009/47-53 dated 12th January, 2024 and in exercise of the power conferred under Sub-Section (I) of section 5 of the Right to Information Act, 2005 (Central Act No.22 of 2005), the Governor of Meghalaya is pleased to appoint the **Joint Labour Commissioner, Shillong** as Public Information Officer for the Office of the Labour Commissioner, Shillong.

-Sd/-

(Shri T.G. Momin, MCS)
Labour Commissioner, Meghalaya,
Shillong

Memo No.LC/RTIA/Pt.I/ Estt/40/2009/523-530

Dated : Shillong the 7th March, 2024.

Copy for information to :-

1. The Private Secretary to the Hon'ble Minister i/c Labour, Govt. of Meghalaya.
2. The P.S to the Principal Secretary to the Govt. of Meghalaya, Department of Labour, Employment & Skill Development.
3. The Secretary to the Government of Meghalaya, Department of Labour, Employment & Skill Development.
4. The Director of Information & Public Relations Department.
5. The State Informatics Officer, National Informatics Centre, Shillong.
6. The Under Secretary to the Govt. of Meghalaya, Personnel & A.R (A) Department.
7. The Under Secretary to the Government of Meghalaya, Department of Labour, Employment & Skill Development
8. The Joint Labour Commissioner, Shillong.

-Sd/-

(Shri T.G. Momin, MCS)
Labour Commissioner, Meghalaya,
Shillong

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE LABOUR COMMISSIONER
MEGHALAYA : : : SHILLONG**

NOTIFICATION

Dated : Shillong the 14th June, 2023.

No. LC/RTIA/Pt.I/Estt/40/2009/1282 :- In supersession of this Office Notification No. LC/RTIA-20/2005/60-74 dated 5th January, 2007 and in exercise of the power conferred under Sub – Section (1) of Section 5 of the Right to Information Act, 2005 (Central Act No. 22 of 2005), the Governor of Meghalaya is pleased to appoint the **Deputy Labour Commissioners and Assistant Labour Commissioners as Public Information Officers** within their own jurisdiction as follows:-

<u>Designation and Office</u>		<u>Jurisdiction</u>
1. Deputy Labour Commissioner, Shillong	-	East Khasi Hills District
2. Deputy Labour Commissioner, Jowai	-	West Jaintia Hills, District
3. Deputy Labour Commissioner, Nongstoin	-	West Khasi Hills District
4. Deputy Labour Commissioner, Nongpoh	-	Ri Bhoi district
5. Deputy Labour Commissioner, Williamnagar	-	East Garo Hills District
6. Deputy Labour Commissioner, Tura	-	West Garo Hills District
7. Deputy Labour Commissioner, Baghmara	-	South Garo Hills District
8. Assistant Labour Commissioner, Khliehriat	-	East Jaintia Hills District
9. Assistant Labour Commissioner, Mawkyrwat	-	South West Khasi Hills District
10. Assistant Labour Commissioner, Ampati	-	South West Garo Hills District
11. Assistant Labour Commissioner, Resubelpara	-	North Garo Hills District

-Sd/-

(Shri T.G. Momin, MCS)
Labour Commissioner, Meghalaya,
Shillong

Memo No.LC/RTIA/Pt.I/Estt/40/2009/1282-A

Dated : Shillong the 14th June, 2023.

Copy for information to :-

1. The Private Secretary to the Minister of Labour, Govt. of Meghalaya.
2. The P.S to the Principal Secretary to the Govt. of Meghalaya, Labour Department.
3. The P.S to the Commissioner & Secretary to the Govt. of Meghalaya, Labour Department.
4. The Director of Information & Public Relations Department.
5. The State Informatics Officer, National Informatics Centre, Shillong.
6. The Under Secretary to the Govt. of Meghalaya, Personnel & A.R (A) Department.
7. Director of Information & Public Relations, Meghalaya
8. All DLCs/ALCs concerned.

-Sd/-

(Shri T.G. Momin, MCS)
Labour Commissioner, Meghalaya,
Shillong

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE LABOUR COMMISSIONER
MEGHALAYA : : : SHILLONG**

NOTIFICATION

Dated : Shillong the 14th June, 2023.

No. LC/RTIA/Pt.I/Estt/40/2009/1283 :- In exercise of the power conferred under Sub – Section (1) of Section 5 of the Right to Information Act, 2005 (Central Act No. 22 of 2005), the Governor of Meghalaya is pleased to appoint all **Labour Inspectors as Assistant Public Information Officers** within their own jurisdiction.

-Sd/-
(Shri T.G. Momin, MCS)
Labour Commissioner, Meghalaya,
Shillong

Memo No.LC/RTIA/Pt.I/Estt/40/2009/1283-A

Dated : Shillong the 14th June, 2023.

Copy for information to :-

1. The Private Secretary to the Minister of Labour, Govt. of Meghalaya.
2. The P.S to the Principal Secretary to the Govt. of Meghalaya, Labour Department.
3. The P.S to the Commissioner & Secretary to the Govt. of Meghalaya, Labour Department.
4. The Director of Information & Public Relations Department.
5. The State Informatics Officer, National Informatics Centre, Shillong.
6. The Under Secretary to the Govt. of Meghalaya, Personnel & A.R (A) Department.
7. Director of Information & Public Relations, Meghalaya
8. All Labour Inspectors concerned.

-Sd/-
(Shri T.G. Momin, MCS)
Labour Commissioner, Meghalaya,
Shillong
