

THE PUNJAB WELFARE OFFICERS (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1952

1. Short title and commencement: -

- (1) these rules may be called the Punjab Welfare Officers (Recruitment and conditions of Service) Rules, 1952.
- (2) They shall come in to force on such date as the State Government may, by notification in the Official gazette, appoint in this behalf.
- (3) Omitted

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

- (a) "Act" means the Factories Act, 1948 (LXIII) of 1946;
- (b) The expressions "factory" and Occupier" have the meaning respectively assigned to them in the Act.

Number of Welfare Officers:- There shall be one Welfare Officer for factories employing five hundred to two thousand workers. There shall be an additional Welfare Officer fore every additional two thousand workers, or fraction there of over five hundred. Where there are more than one Welfare officers one of them shall be appointed as the Chief Welfare Officer.

3-A. Pay scales and emoluments of Welfare Officer: - The Chief Welfare Officer and Welfare Officer, shall be entitled to the scales of pay as specified in the Table given below namely: -

TABLE

Sr.No.	Name of the Post	Pay Band	Grade Pay	Initial Pay
1	Chief Welfare Officer	15600-39100	5400	21000
2	Welfare Officer	10300-39100	5400	18450

(Amended vide Notification No. G.S.R. 61/C.A.63/1948/Ss.49 and 112/Amd.(1)/2014 Dated 10th November, 2014)

Provided that: -

- (a) "nothing in this rule shall be deemed to prevent the grant of scales of pay higher than those specified above or affect the emoluments of the chief Welfare Officers and Welfare Officers who are enjoying scales of pay higher than those specified above and.
- (b) the scales of pay mentioned above shall be exclusive of dearness allowance and other allowances which shall be payable at such rates as

may, from time to time, be admissible to the Punjab Government employees, enjoying the same pay.

4. **Qualifications:-** A person shall not be eligible for appointment as a Welfare Officer unless he: -
- processes a degree of University recognized by the State Government in this behalf;
 - Has obtained a degree or Diploma in Social Science from any institution recognized by the State Government in this behalf; and
 - has adequate knowledge of the language spoken by the majority of the workers in the factory to which he is to be attached.

Provided that in the case of a person who is acting as a welfare Officer at the commencement of these rules the State Government may, subject to such conditions as it may specify, relax the aforesaid qualifications.

5. **Recruitment of welfare Officers:-**

- The post of a Welfare Officer shall be advertised in at least two news papers having a wide circulation in the State one of which shall be a newspaper published in English.
- The selection shall be made from amongst the candidates applying for the post by a committee appointed by the occupier of the factory.
- The appointment when made shall be notified by the occupier to the state Government or such authority as the State Government may specify for the purpose, giving full details of the qualifications, etc., of the officer appointed and the conditions of his service.

**THE NAMES OF INSTITUTIONS. DEGREES AND DIPLOMAS
RECOGNISED BY STATE GOVERNMENT FOR THE PURPOSE OF RECRUITMENT OF
WELFARE OFFICERS TO BE EMPLOYED IN FACTORIES
UNDER THE FACTORIES ACT, 1948:-**

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| 1. Andhra University College, Waltair | I) Diploma in Social Welfare
li) A degree of the Master of Science in Social Welfare. |
| 2. Department of Labour & Social Welfare Patna University. | M.A. in Labour and Social Welfare |
| 3. St. Xavier Labour Relations Institutes Jamshedpur. | Diploma in Industrial Relations & Welfare |
| 4. St. Xavier College, Ranchi | Post Graduate Diploma in Social Service |
| 5. Bhagalpur University | M.A. in Labour and Social Welfare |
| 6. University of Baroda | Master in Social Work. |
| 7. University of Gujrat | Diploma in Labour Welfare |
| 8. Delhi school of Social Work University Of Delhi. | M.A. In Social Work |
| 9. University of Kerala | Diploma in Social Service |
| 10. Vikram University Ujjain (M.P.) | M.A. In Sociology |
| 11. Tata Institute of Social Science. | Diploma in Social Service Administration. |

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| 12. Labour Welfare Workers Institute,
University of Bombay. | Diploma in Labour Welfare |
| 13. Indian Institute of Social Order,
Poona | Post Graduate Diploma in Social Service. |
| 14. Shri Dorabji Graduate School of
Social Work, Bombay, University of
Bombay. | Diploma in Labour Welfare |
| 15. University of Baroda | A diploma of the faculty of Social work. |
| 16. Institute of Labour Welfare workers
Bombay | A diploma of the long term course of
the Institute. |
| 17. University of Bombay | M.A. Degree in Sociology |
| 18. Madras School of Social work, Madras | A Diploma in Social Service Administration |
| 19. Loyals College, Madras | Post Graduate Diploma in Social Service. |
| 20. P.S.G.School of Social Works, | Post Graduate Diploma in Social Work. |
| 21. University of Madras | i) A diploma in Social Service. |
| | ii) A master degree in Social Work. |
| 22. Annamalai University | M.A. Degree in Social Science. |
| 23. National Institute of Social Sciences,
Bangalore | Diploma course in social service
Administration. |
| 24. Karnataka University | Master of Art in Sociology & Economics. |
| 25. Udaipur School of Social work
Rajasthan University. | M.A. Degree |
| 26. Institute of Social Sciences, Agra
University, Agra | Master of Social work. |
| 27. Kashi Vidyapi-th, Varanasi | (i) Master of Applied Sociology |
| | (ii) A Diploma of the Labour Training Course |
| | (iii) A Diploma of the Social Science Class. |
| 28. J.K. Institute of Sociology and Human
Relations, Lucknow, Lucknow
University | (I) M.A. in Social Work. |
| | (ii) A Diploma in social service. |
| | (iii) A diploma in social Technique or Social
Work. |
| | (iv) A Degree of Master of Social
Technique, |
| 29. Agra University | M.A. in Sociology |
| 30. University of Lucknow | Master of Social Work. |
| 31. All India Institute of Social Welfare
And Business Management,
Calcutta University. | Diplomas in Social Work |
| 32. Indian Institute of Technology
Kharagpur | Diploma in Industrial Psychology and
Relations. |
| 33. Calcutta University | A diploma in Social Service. |
| 34. Edinburgh University | Diploma in Social Study. |
| 35. Royal College of Science and
Technology, Glassgow. | Certificate in Industrial Management |
| 36. University College of South Wales
And Monmouthshire University Wales,
Cardiff. | Diploma in Social Science. |

37. Glasgow School of Management Studies.	Certificate in Personnel Management
38. Manchester Municipal College of Technology, Manchester.	Certificate in Personnel Management.
39. Manchester College of Industrial Administration, University of Manchester.	Certificate in Personnel Management
40. Victoria University of Manchester.	Diploma in Personnel Management
41. London School of Economics and Political Science.	Diploma in Personnel Administration
42. Manchester University U.K.	Associate of Manchester College of Science and Technology in Industrial Administration.
43. Institute of Personnel Management London.	Graduate Membership
44. University of Indore	i) M.A. Degree in Sociology ii) Master's degree in Social work.
45. University of Nagpur	Diploma in Social Work Labour Welfare as a special subject.
46. Punjab University Chandigarh	i) M.A. Degree in Sociology with Industrial Sociology. (ii) Diploma in Personnel Management And Labour Welfare Or Master's degree in personnel Management & Industrial Relations.
47. Punjabi University, Patiala	(iii) M.A. In Public Administration with Specialization in Labour Welfare Administration. i) Diploma Course in Labour Laws, Labour Welfare and Personnel Management, granted as a result of Examination held prior to Dec 1978 (ii) Diploma in personnel Management and Industrial Relations granted as a result Of examination held in Dec 1978 and Thereafter.
48. Institute of Social Service Mangalore	M.A. Degree inf Social work with specialization in group (a) i) Labour Economics and Labour Welfare and ii) Industrial Organisation and Management in the final year.
49. Institute of Management, Ahmedabad	Degree of Master of Business Administration.
50. Institute of Management, Calcutta	Degree of Master of Business Administration
51. Guru Nanak Dev University, Amritsar	Diploma in Labour Laws and Labour Administration.

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| 52. Ranchi University, Ranchi | M.A. Degree in Labour & Welfare |
| 53. Bhartiya Vidya Bhawan, Rajendra Prasad Institute of Communication & Management Bombay. | Post Graduate Diploma Course in Industrial Relations and Personnel Management |
| 54. Indian Social Institute Lodhi Road New Delhi. | Post-Graduate Diploma in Social Service. |
| 55. Jamia Millia Iislamia, Jamia Nagar Delhi 110025 | Post-Graduate course in Social Works |
| 56. Himachal Pradesh University, Shimla-5 | Post-Graduate Diploma in Personnel Management and a Labour Welfare |
| 57. Gorakhpur University, Gorakhpur | Post-Graduate Diploma in Business Management. |
| 58. Punjab University, Chandigarh | Advanced Diploma in Labour Laws. |
| 59. D.A.V.College of Management Communication to Educational Administration D.A.V.School Building Sector 8-CM Chandigarh | Post-Graduate Diploma in Personnel Management and Industrial. |
| 60. National Labour Institute, A.B.6 Safdarjung Enclave, New Delhi -110029 | Post Graduate Diploma Course in Industrial Relation to Personnel Management. |
| 61. Vikram University, Ujjain Madhya Pradesh | Post Graduate Diploma in Personnel Management. |
| 62. Kurukshetra University, Kurukshetra (Haryana) | M.A.in Social work. |
| 63. Institute of Personnel Management Industrial Relation S.C.O.No. 268 (2 nd floor) Sector 35-D, Chandigarh | i) Post Graduate Diploma course in And Industrial Relation and Labour Law of Granted as a result of Examinations, held prior to Jul 1993. |
| | ii) Post Graduate Diploma in Personnel Management and Industrial Relation Granted as a result of examination held in July 1993 and onwards. |
| 64. Punjabi University, Patiala | Post Graduate Diploma in M.A. (Social Works) |
| 65. National Institute of Personnel Management 45 Jhotwtala Road Calcutta. | Post Graduate Diploma in Personnel Management. |

6. Conditions of Service of Welfare Officers:-

- (1) A Welfare Officer shall be given appropriate status corresponding to the status of the other executive heads of the factory.
- (2) The conditions of service of a Welfare Officer shall be the other members of the staff of corresponding status in the factory.
- (3) Notwithstanding any thing contained in sub-rule (2) the management may impose and one or more of the following punishment on a Welfare Officer.

- (i) Censure;
- (ii) Withholding of increments including stoppage at an efficiency bar ;
- (iii) Reduction to the lower stage in a time scale;
- (iv) Suspension; and
- (v) Dismissal or termination of service in any other manner;

Provided that no order of punishment shall be passed against the Welfare Officer unless he has been informed of the grounds on which it is proposed to take action and given a reasonable opportunity of defending himself against the action proposed to be taken in regard to him.

Provided further that the management shall not impose any punishment other than censure except with the previous concurrence of the Labour Commissioner, Punjab.

4) The Labour Commissioner, Punjab before passing orders on a reference made under second proviso to sub rule (3), shall give the Welfare Officer an opportunity of showing cause against the action proposed to be taken against him and if necessary, may hear the parties in person.

5) If the Labour Commissioner, on a reference made to him under the second proviso to sub-rule (3) refuses to give his concurrence, the management may appeal to the State Government within thirty days from the date of the receipt of such refusal. The decision of the State Government shall be final and binding

6) A Welfare Officer upon whom the punishment mentioned in clause (v) of sub-rule (3) is imposed may appeal to the State Government against the order of punishment within thirty days from the date of receipt of the order by him. The decision of the State Government shall be final and binding.

7) The State Government may pass such interim order as may be necessary pending the decision of appeal filed under the sub-rule (5) of sub-rule (6)

7. Duties of Welfare Officer:-

(i) to establish contents and hold consultations with a view to maintaining harmonious relation between the factory management and workers:

(ii) to bring to the notice of the factory management the grievances of workers, individual as well as collective, with a view to securing their expeditious redress and (to act as Liaison Officer between the management and Labour)

(iii) to study and understand the point of view of Labour in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand:

(iv) to watch industrial relations with a view to using his influence in the event of a dispute arising between the factory management and workers and to help to bring about settlements by pressure effects.

(v) Omitted

(vi) Omitted

(vii) Omitted.

(viii) (To advise on fulfillment by the concerned departments of the factory on) Obligations, statutory or otherwise concerning the applications, of provisions of the Act and the rules made thereunder, and to establish Liaison with the factory inspector and the Medical Services concerning

medical examinations of employees, health records, supervision of hazardous jobs sick visiting and convalescents accidents prevention and supervision of hazardous jobs sick visiting and convalescents accidents prevention and supervision of safety education, investigation of accidents, maternity benefits and workman;s compensation.

(ix) (to promote relation between the concerned departments of the factory and the workers which will bring about productive efficiency) as well as amelioration in the working conditions and to help workers to adjust and adopt themselves to their working environments;

(x) To encourage the formation of Works and Joint Production Committee Co-operative Societies and Safety First and Welfare Committees, and to supervise their work.

(xi) (to advise on provision of welfare facilities) such as canteen, shelters for rest, creches, adequate latrine facilities, drinking water sickness and benevolent scheme, payment, pension and superannuation funds, gratuity payments granting of loans and legal advice to workers;

(xii) to help the factory management in regulating the grant of leave with wages and explain to the workers the provision relating to leave with wages and other leave privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorized absence;

(xiii) to secure welfare provisions, such as housing facilities, food-stuffs social and recreational facilities sanitation advise on individual personal problems and education of children;

(xv) To suggest measures which will serve to raise the standard of living of workers and in general promote their well being.

(xvi) (To take adequate steps for eradication of illiteracy from amongst the workers working in the factories and their families.

(7A Welfare Officer not to perform certain duties: - A Welfare Officer shall not perform any other duties except those mentioned in rule 7 or hold any other office or post without the previous sanction in writing of the Labour Commissioner or the State Government.

(7B Welfare Officer not to deal with disciplinary case and appear on behalf of the management against workers:- Without prejudice the generality of rule 7A no welfare officer shall deal with any disciplinary cases against workers or appear before a Conciliation Officer, on in a Court or Tribunal on behalf of the factory management against a worker or worker)

8. Power of exemption:-

The State Government may be notification in the official Gazette, exempt any factory or class or description of factories from the operation of all or any of the provision of these Rules, Subject to compliance with such alternative arrangement as may be.