

2.4. Main activities / functions of the Joint Commissioner's Organisation:

- (1). Matters relating to administration, implementations etc. of Labour Acts and Rules (both Central and States) in the State of Nagaland.
- (2). Maintenance of Industrial Relations and harmony.
- (3). Reference of Industrial Disputes to the Labour Court and Industrial Tribunal and publication of Awards.
- (4). Fixation of Minimum Wages for the workers employed in the scheduled employments.
- (5). Providing safety, health, welfare measures and Social Security for labourers.
- (6). Registration of shops/commercial establishments/establishments of amusement, principal employers and Contractors Labour Act, etc.
- (7). Registration of Trade Unions.
- (8). Payment of wages, Bonus, Gratuity to workers/Employees.
- (9). Abolition of Bonded Labour, Contract Labour and Child Labour.
- (10). Collection of Labour Statistics and conducting of surveys relating to Labour.
- (11). Implementations of policy relating to special target groups such as women & Child Labour.
- (12). Providing free and basic training to the dependants of Industrial workers and their family members in the trade of Tailoring, Knitting and Embroidery through the Labour Welfares Centres.
- (13). Implementations of International Labour Organization (ILO) matters, decisions of the Indian Labour Conference (ILC) concerning the State, and implementation of various directives of the Hon'ble Courts relating to matters like Child Labour, Bonded Labour etc.

2.5. List of Services being provided:

The activities or services provided by this Organization have been stated above. However, there are various Labour Laws which are implemented and enforced by the department for the welfare of all workers working both in the organized and unorganized sectors. The list of Act that are implemented by the department in the state are:

1. The Industrial Disputes Act, 1947.
2. The Minimum wages Act, 1948.
3. The payment of wages Act, 1936.
4. The payment of Bonus Act, 1965.
5. The payment of Gratuity Act, 1972.
6. The Contract Labour (Regulation & Abolition) Act. 1970.
7. The Inter – State Migrant workmen (Regulation of Employment and Conditions of Service) Act, 1979.
8. The Trade Unions Act, 1926.
9. The Child Labour (Prohibition & Regulation) Act, 1986.
10. The Bonded Labour System (Abolition) Act, 1976.
11. The Nagaland Shops & Establishments Act, 1986
12. The Equal Remuneration Act, 1975.
13. The Maternity Benefit Act, 1961.
14. The Workmen's Compensation Act, 1935.
15. The Industrial Employment (Standing Orders) Act, 1945.
16. The Building and other Construction Workers' (Regulation of Employment and conditions of Service) Act, 1996.
17. The Building and other construction Workers' Welfare Cess Act, 1996.
18. The Factories Act, 1948.
19. The Boilers Act, 1923.

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

2.6. ORGANISATIONAL STRUCTURE DIAGRAM

The organizational set – up of the office of the Joint Labour Commissioner, Nagaland along with the No. of posts (both officers & staff) is given below: -

Sl No	Name of the Post	No. of Posts
01	02	03
	Directorate Office, Kohima.	
01	Joint Labour Commissioner	One Post
02	Dy Labour Commissioner	One Post
03	Astt Labour Commissioner.	One Post
04	Registrar.	One Post
05	Superintendent.	One Post
06	Senior Accountant	One Post
07	Steno Gr. II	Two Posts
08	UDA(Directorate)	Three Posts
09	Labour Inspector.	Three Posts
10	LDA(Directorate)	Seven Posts
11	Typist Gr. II	One Post
12	Typist Gr. III.	Three Posts
13	Driver Gr. I	Two Posts
14	Driver Gr. II	Two Posts
15	Duftry.	One Post
16	Peon.	Three Posts
17	Sweeper	One Post
18	Chowkidar.	One Post
19	Handyman	One Post
20	Fixed Payee	Eight Employees
	Asstt Labour Commissioner Office, Dimapur	
21	Assistant Labour Commissioner.	One Post
22	Labour Inspector.	Five Posts
23	UDA(District).	One Post
24	LDA(District)	One Post
25	Typist Gr. III	One Post
26	Driver Gr. II	One Post
27	Peon.	Two Posts
28	Chowkidar.	One Post
	Fixed Payee	Three Employees
	District Labour Office, Phek.	
29	District Labour Officer	One Post
30	Labour Inspector.	One Post
31	Driver Gr. I	One Post
	Fixed Payee	Four Employees

	District Labour Office, Tuensang	
32	District Labour Officer.	One Post
33	Labour Inspector.	One Post
34	UDA(District).	One Post
35	Typist Gr. III	One Post
36	Peon	One Post
37	Chowkidar	One Post
38	Sweeper	One Post
	Fixed Payee	Three Employees
	District Labour Office, Mokokchung.	
39	District Labour Officer.	One Post
40	Labour Inspector	One Post
41	UDA(District).	One Post
42	LDA(District).	One Post
43	Typist Gr. III	One Post
44	Driver Gr. I	One Post
45	Peon.	One Post
46	Chowkidar.	One Post
47	Sweeper.	One Post
	Fixed Payee.	Three Employee.
	District Labour Office, Kohima.	
48	District Labour Officer.	One Post
49	Labour Inspector.	Two Post
50	UDA(District)	One Post
51	Typist Gr. III	One Post
52	Peon.	One Post
53	Chowkidar	One Post
54	Sweeper.	One Post
	Fixed Payee	Three Employee
	District Labour Office, Mon.	
55	District Labour Officer.	One Post
56	Labour Inspector	One Post
	Fixed Payee	Five Employees
	District Labour Office, Wokha.	
57	District Labour Officer.	One Post
58	Labour Inspector	One Post
	Fixed Payee	Five Employees
	District Labour Office, Zunheboto.	
59	District Labour Officer.	One Post
60	Labour Inspector	One Post
61	Driver Gr. I	One Post
	Fixed Payee	Five Employees

	Enforcement of Factories & Boilers Acts.	
62	Dy. Chief Inspector of Factories & Boilers	One Post
63	Inspector of Factories & Boilers.	One Post
64	UDA(Directorate)	One Post
65	Steno Gr. III	One Post
	Labour Welfare Center, Dimapur.	
66	Embroidery Instructor.	One Post
67	Tailoring Instructor.	One Post
68	Knitting Instructor.	Two Posts
69	Peon	One Post
70	Chowkidar	One Post
71	Sweeper.	One Post
72	Fixed Payee	One Employee
	Welfare Center, Tuli.	
73	Tailoring Instructor.	One Post
74	Knitting Instructor.	One Post
75	Embroidery Instructor.	One Post
76	Peon	One Post
77	Chowkidar.	One Post
	Fixed Payee	One Employee
	Creches.	
78	Child Attendant.	Two Post
	Labour Welfare Center, Cement Plant, Wazihu.	
79	Embroidery Instructor.	One Post
80	Tailoring Instructor.	One Post
81	Knitting Instructor.	Two Post
82	Peon	One Post
	Fixed Payee	Three Employee
	Establishment of Labour Court, Dimapur.	
83	Presiding Officer	One Post
84	UDA(District)	One Post
85	Peskar	One Post
86	Bench Assistant.	One Post
87	Peon	One Post
88	Chowkidar	One Post
89	Sweeper	One Post
	Fixed Payee	Three Employee

2.7. Expectation:

The organization of the Joint Labour Commissioner expect the public particularly its clients namely the workers working in the unorganized sector, the organized sector, women labour, Agricultural labour, etc to utilize the service 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.

2.8. The organization under the Joint Labour Commissioner has been set up to implement and enforce the various labour and Industrial laws which are directly concerned with the public. It seeks public participation as –

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

2.9 Mechanism available for monitoring the service delivery and public grievance resolution:

The office of the Joint Labour Commissioner, Nagaland as well as the Assistant Labour Commissioner's Office at Dimapur and the District Labour Offices at Kohima, Wokha, Phek, Zunheboto, Mokokchung, Tuensang and Mon have been set up for monitoring the service delivery and for effective redressal of grievances/complaints of the public/workers.

2.10 Addresses :

HEAD OFFICE

1. Office of the Joint Labour Commissioner, Nagaland,
Science College Road, Below Zoo, Kohima - 797001

DISTRICT LEVEL

1. Office of the Assistant Labour Commissioner
Zion Hospital Road, Purana Bazar, Dimapur, Nagaland
2. Office of the District Labour Officer,
Behind State Museum, Kohima – 797001, Nagaland
3. Office of the District Labour Officer,
Wokha, Nagaland
4. Office of the District Labour officer,
Phek, Nagaland
5. Office of the District Labour officer,
Mokokchung – 798601, Nagaland

6. Office of the District Labour officer,
Tuensang,, Nagaland
7. Office of the District Labour officer,
Zunheboto, Nagaland
8. Office of the District Labour officer,
Mon, Nagaland.

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 9:00 A.M to 4:00 P.M. on all working days during Winter and During Summer, the working hours are from 9:30 A.M. to 4.30.P.M.

Others: A Presiding Officer , Industrial Tribunal under the Industrial Disputes Act, 1947 is appointed in the Directorate to deal with matters relating to Schedule II & Schedule III of the Act.