

**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32**

File No.5(1)11/10-UTCS(TS-I)/

Date

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A three days training course on “**Basic Functional Efficiency in Labour Matters**” is an important course in the list. The Course shall commence on **25th October, 2010 to 27th October, 2010 (Monday – Wednesday)**.

IMPORTANCE OF THE COURSE

The modern concept of labour rights dates to the 19th century after the creation of labour unions following industrialization. Karl Marx is one of the earliest advocates for workers rights. His philosophy and economic theory focused on labour issues. From Marx’s economic system of socialism to philosophy of democratic socialism and labour issues have already been in the limelight. Recently, focus has shifted to exploitation, and needs of women workers, and of increasingly mobile global flows of casual, service, or guest workers.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government, its local/autonomous bodies, Public sector undertakings and directly associated with dealing labour issues involved in various contracts. The course would be useful to working at the lower/middle management. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. understand history of labour problems.
2. explain constitutional provisions in labour matters.
3. know duties and functions of Labour Department of GNCTD
4. explain about important legislations and their applications in labour matters.

CONTENTS OF THE COURSE

1. History of Labour Problem and Laws
2. Constitution of India and Labour Policy
3. Functions of the Ministry of Labour and Employment
4. Labour Department of GNCTD
5. Important legislations
6. Minimum Wages Act
7. Industrial Disputes Act and Conciliation Proceedings
8. Child labour Act
9. Workmen Compensation Act
10. Responsibilities of Principal employer
11. Practical tips for service contracts

P.T.O.

METHODOLOGY OF THE COURSE

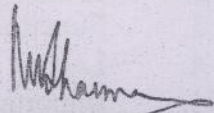
The Course would be conducted by experts and associated with implementation of labour laws. While lecture method would be generally followed, discussions and case studies may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of **40** Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by **18th October, 2010**.
4. Nominations received after **18th October, 2010** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on phone nos. **22308552**, fax no. **22307822**, **22308556** email address **dutcs@nic.in** & **adtrglutcs.delhi@nic.in**.

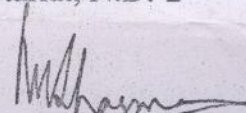

(NEEL KAMAL)

Assistant Director (Training)

File No.5(1)11/10-UTCS(TS-I)/ 24478 - 24645
Copy forwarded to:

17/10/10 Date

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.


(NEEL KAMAL)

Assistant Director (Training)

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**LEARNING UNITS OF TRAINING SESSIONS ON BASIC FUNCTIONAL
EFFICIENCY IN LABOUR MATTERS**

Name of the Package of Courses		Basic Functional Efficiency		
Duration of the Course		Three Days (25.10.2010 to 27.10.2010)		
Number of Sessions		Twelve (12) Monday – Wednesday		
Training Branch		I		
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
25.10.2010 Session – I	History of Labour Problem and Laws			
Background and overview	<ul style="list-style-type: none"> • Peasants' revolt in England in Middle ages • Enclosure movement • Child labour and English Law • Karl Marx and labour problem • International Labour Organisation • UN Declaration on Human Rights • WTO and labour issues • Labour problems in present times 	Lecture	References of books and articles	
Session – II	Constitution of India and Labour Policy			
Knowledge & awareness	Labour Jurisdiction – Union List <ul style="list-style-type: none"> • Entry No.55 : Regulation of labour and safety in mines and oil fields • Entry No.61 : Industrial disputes concerning Union employees • Entry No. 65 : Union agencies and institutions for “Vocational ...training....” Labour Jurisdiction – concurrent List <ul style="list-style-type: none"> • Entry No.22: Trade Unions; 	Lecture	References of books and articles	

	<p>industrial and labour disputes</p> <ul style="list-style-type: none"> • Entry No.23:Social security and insurance, employment and unemployment • Employee's State Insurance Act, 1948 • Entry No.24 : Welfare of labour including conditions of work, provident funds, employers invalidity and old age pension and maternity benefit. • Employees Provident Fund and Miscellaneous Provision Act, 1952 The Maternity benefit Act,1961 			
<u>Session – III</u>	Functions of the Ministry of Labour and Employment			
Knowledge & awareness	<ul style="list-style-type: none"> • Organization • Functions • Labour welfare programmes • India and ILO 	Lecture	Handouts	
<u>Session – IV</u>	Labour Department of GNCTD			
Knowledge & Awareness	<p>Duties and functions</p> <ul style="list-style-type: none"> • Enforcement of Labour Legislation/rules • Conciliation of Industrial Disputes • Maintenance of Industrial peace and harmony • Enforcement of laws connected with safety and health • Formulation and implementation of social society/welfare schemes • Checking of lifts, electrical installations to ensure safety of users • Identification and rehabilitation of child labour/bonded labour <p>Main schemes</p> <p>Adjudication set up</p>	Lecture	Handouts	

26.10.2010 Session – V	Important legislations (other than Industrial Dispute Act, Workman Compensation Act, Minimum Wages Act and Child Labour Act)			
Overview of various Acts	<ul style="list-style-type: none"> • The Industrial Employment (SO) Act, 1946 • The Delhi Shops And Establishment Act, 1954 • The Factories Act, 1948 • The Motor Transport Workers Act 1961 • The Working Journalists (Condition of Service and Miscellaneous Provision) Act, 1955 • The Payment Of Gratuity Act, 1972 • The Contract labour (R&A) Act, 1970 • The Inter State Migrant Workers (RE&ES) Act, 1979 • The Building and Other construction Workers Welfare Cess Act, 1996 • The Bonded Labour System (Abolition) Act, 1976 	Lecture Discussion	Power Point	
Session – VI	Minimum Wages Act			
Knowledge of provision and procedure	<ul style="list-style-type: none"> • Definitions • The Minimum Wages Act, 1948 • The Equal Remuneration Act, 1976 • Main provisions • Fixation of wages • Implementation and enforcement • Role of Trade Unions • Case laws 	Lecture Discussion	Power Point	
Session – VII	Industrial Disputes Act and Conciliation Proceedings			
Knowledge of provision and procedure	<ul style="list-style-type: none"> • Definitions • The Industrial Dispute Act 1947 • Main provisions • Resolutions of disputes • Role of Trade Unions • Case Laws 	Lecture Discussion	Power Point	

Session – VIII	Industrial Disputes Act and Conciliation Proceedings (Contd.)			
Knowledge of provision and procedure		Lecture Discussion	Power Point	
27.10.2010	Child labour Act			
Session – IX				
Knowledge	<ul style="list-style-type: none"> • Definitions • Child Labour (Prohibition & Regulation) Act, 1986 • Main provisions • Case laws • Role of NGOs 	Lecture Discussion	Power Point	
Session – X	Workmen Compensation Act			
Knowledge of provision and procedure	<ul style="list-style-type: none"> • Definitions • The Workmen Compensation Act 1923 • Main provisions • Awards • Case laws 	Lecture Discussion	Power Point	
Session – XI	Responsibilities of Principal employer			
Knowledge of provision and procedure	<ul style="list-style-type: none"> • Maintaining requisite Records. • Inspection of Records of Contractor. • Responsibility regarding payment of Minimum Wages. • Measures to prevent exploitation of contractual labour. 	Lecture Discussion	Power Point	
Session – XII	Practical tips for service contracts			
Knowledge of provision and procedure	•	Lecture Discussion	Power Point	

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**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN
LABOUR MATTERS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (25.10.2010 to 27.10.2010) Monday – Wednesday	
Number of Sessions		Twelve (12)	
Training Branch		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>25.10.2010</u> Session – I 10.00 am- 11.15am	75 Min.	• History/Background of labour problems and laws	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	• Constitution of India and Labour Policy	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	• Functions of the Ministry of Labour and Employment	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	• Labour Department of GNCTD	
<u>26.10.2010</u> Session – V 10.00 am- 11.15am	75 Min.	• Important Legislations	
Tea			
Session – VI 11.30 am- 12.45pm	75 Min.	• Minimum Wages Act	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	• Industrial Disputes Act and Conciliation Proceedings	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	Industrial Disputes Act and Conciliation Proceedings (contd....)	

27.10.2010 Session – IX 10.00 am- 11.15am	75 Min.	• Child Labour Act	
Tea			
Session – X 11.30 am- 12.45pm	75 Min.	• Workmen Compensation Act	
Lunch			
Session – XI 01.45 pm- 03.00pm	75 Min.	• Responsibilities of Principal Employer	
Tea			
Session – XII 03.15 pm- 04.30pm	75 Min.	• Practical tips for service contracts	