

# REVISED

1. Name of the Department : Labour & Employment
2. Head of department/contact person : Secretary (Labour)/ Shri Ramesh Verma.
3. Contact Address : Department of labour & Employment, Administration of Daman & Diu, Daman.
4. Telephone Numbers : 0260-2254091
5. Fax Numbers : 0260-2254091
6. Email Address : lelidaman@gmail.com
7. Any Other Contact Details : 0260-2255059
8. The brief description about the functionality of the department : The main functions of the Department of Labour & Employment is to implement the various provisions of the labour law and register/sponsor the names in the Employment Exchange.
9. List and description of the services /schemes of the public : (1) Registration in Employment Exchange: the following certificates have to be furnished for registration in the Employment Exchanges:
  - (i) Residence Certificates
  - (ii) Caste Certificate (Whether SC/ST/OBC category)
  - (iii) Birth Certificate
  - (iv) Educational Certificates
  - (v) Experience Certificates

(2) The Minimum Wages Act, 1948:

The concept of wages in this U.T. comprises of the Basic and VDA component. The minimum rates of wages payable per day for every employment in the schedule to the Minimum Wages Act, 1948 (Part I & Part II) is as under:

Minimum rates of wages payable per day w.e.f. 01.10.2013.

Category	Basic	VDA	Total
Skilled	128	81.20	209.20
Semi-Skilled	121.50	81.20	202.70
Unskilled	115	81.20	196.20

If the wages already paid are higher, the same should be continued.

10. Major Achievements so far : -

11. If Functionally of the department touches to the public directly then : -

- The List of task/activities
- The required procedures for different tasks
- The list of pre-requisites for certain procedures
- The required forms (in MS-WORD/PDF format) with instructions like how to fill and whom to submit etc.

- The Visiting hours for public

12. Any other details of public interest not covered in above. : -

13. Citizen Charter of the Department :

Sr. No	Services/Facilities rendered by the Department	Procedure	Time limit	Contact Person	To whom to contact if no solace is received from contact person
1.	Registration of Shop and Establishment	As per the check list.	10 days	Labour Inspector	Labour Commissioner
2.	Registration of Factories	As per the check list.	20 days	Chief Inspector of Factories & Boilers	Secretary (Labour)
3.	Registration of Employment Identity Card X-10	1. Residence Certificate 2. Caste Certificate 3. Birth Certificate 4. All Educational Certificate 5. Experience Certificate	Maximum 2 days	Asstt. Employment Officer	Director of Employment Exchange

14. Pictures/Photographs of the Department Office/Building : Attached

15. All the information Sought Under RTI Act, Categorically. :

- 1) Registrations under the Shops & Establishments Act.
- 2) Details of Labour cases
- 3) Details of revenue collected
- 4) Details of licenses issued to Transport offices
- 5) Details of the circus's

registered

- 6) Educational/Experience  
certificate of Drugs Inspector
- 7) Educational qualifications of  
Technical staff
- 8) Documents of Third party
- 9) Details of conciliation  
proceedings
- 10) The inspections under the  
various labour laws is carried  
out during registration stage  
and subsequently inspections  
are carried out only when  
absolutely essential or as per  
the requirement of the statute.