

7.3 Labour and Industrial Relations Division

- 7.3.1 The functions of the Labour and Industrial Relations Division are, among others, to enforce all labour legislations regulating payment of remuneration and conditions of employment; inspect workplaces to ensure compliance with statutory regulations; provide information and advice on labour laws, industrial relations system to stakeholders to improve their labour relationship; and register associations, trade unions and their respective rules to enable these organisations to have a legal status.
- 7.3.2 It is currently headed by an Officer-in-Charge, Labour and Industrial Relations who is assisted by officers in the grades of Labour and Industrial Relations Officer and Inspector of Associations, as well as officers from the Occupational Safety and Health Officer Cadre.
- 7.3.3 Proposals from Management pertained mainly to the creation and restyling of grades; provision of duty exemption for the purchase of a vehicle; grant of Risk Allowance; and payment of Black Jacket Allowance to officers.
- 7.3.4 We are reinforcing the organisation structure of the Labour and Industrial Relations Division with additional levels and restyling the grade of Officer-in-Charge, Occupational Safety and Health.

Principal Occupational Safety and Health Officer *formerly Officer-in-Charge, Occupational Safety and Health*

Recommendation 1

- 7.3.5 **We recommend that the grade of Officer-in-Charge, Occupational Safety and Health be restyled Principal Occupational Safety and Health Officer. This element has been taken into consideration in arriving at the recommended salary of the grade.**

Head, Occupational Safety and Health (New Grade)

Recommendation 2

- 7.3.6 **We recommend the creation of a grade of Head, Occupational Safety and Health. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Principal Occupational Safety and Health Officer *formerly Officer-in-Charge, Occupational Safety and Health* who reckon at least four years' service in a substantive capacity in the grade and who possess a Degree in Occupational Safety and Health or Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification.**
- 7.3.7 Incumbent would be required to, *inter alia*, be responsible for: the enforcement of the provisions of legislation relating to the safety, health and welfare of workers; inspecting major factories, investigating accidents and serious complaints as well

as advising employers on safety and health protective systems; guiding and supervising the work of subordinate staff; planning, organising and implementing training programmes on Occupational Safety and Health matters for workers/ employers; and dealing with applications of Job Contractor's Permits.

Senior Labour and Industrial Relations Officer (New Grade)

- 7.3.8 Management requested for the creation of a grade of Senior Labour and Industrial Relations Officer. In view of the evolution of the duties of grades in the Unit, we are providing for this level.

Recommendation 3

- 7.3.9 We recommend the creation of a grade of Senior Labour and Industrial Relations Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Labour and Industrial Relations Officer who reckon at least five years' service in a substantive capacity in the grade.**

- 7.3.10 Incumbent would be required to, among others: assist in the training of the Labour and Industrial Relations Officers; supervise and coordinate the work of officers under his responsibility; inspect places of employment so as to ensure compliance with statutory orders and provision of labour legislations; carry out investigations into labour complaints and conditions of employment as well as assist in the settlement of grievances; deal with and promote settlement of labour disputes through conciliation and mediation; and perform prosecution duties.

- 7.3.11 We also recommend that consequential amendments should be brought to the scheme of service of the grade of Officer-in-Charge, Labour and Industrial Relations following creation of the grade of Senior Labour and Industrial Relations Officer.**

Allowance to Officer-in-Charge, Labour and Industrial Relations

- 7.3.12 The Officer-in-Charge, Labour and Industrial Relations is responsible for the management of the different units of the Division which includes ensuring enforcement of relevant legislations pertaining to labour and industrial relations, occupational safety and health, and registration of associations as per the scheme of service and Job Description Questionnaire. In view thereof, there is need to compensate the Officer-in-Charge, Labour and Industrial Relations for the additional responsibilities pending the filling of the post of Head, Occupational Safety and Health. We are recommending accordingly.

Recommendation 4

- 7.3.13 We recommend that the Officer-in-Charge, Labour and Industrial Relations should be paid a monthly allowance equivalent to two increments at salary point reached to supervise and monitor the work of the officers of the**

Occupational Safety and Health Officer Cadre pending filling of the post of Head, Occupational Safety and Health.

7.3.14 We further recommend that the allowance should lapse with the filling of the post of Head, Occupational Safety and Health.

Qualification Bar

7.3.15 Currently, incumbents in the grade of Principal, Occupational Safety and Health Officer *formerly Officer-in-Charge, Occupational Safety and Health* who possess a Degree in Occupational Safety and Health or in Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification are allowed to progress incrementally beyond the Qualification Bar (QB) in the salary scale. **This arrangement should continue to prevail.**

7.3.16 At present, officers in the grade of Labour and Industrial Relations Officer who possess a Diploma in Human Resource Management or an equivalent qualification are allowed to proceed incrementally beyond the Qualification Bar (QB) in their respective salary scale. **This provision is still valid.**

7.3.17 Officers in the grade of Inspector of Associations who have successfully completed all the papers of Fundamentals (Skills) *formerly Part II of the ACCA Examinations* or an equivalent qualification are allowed to proceed incrementally beyond the Qualification Bar (QB) in their respective salary scale. **We are maintaining this provision.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	LABOUR AND INDUSTRIAL RELATIONS
18 067 086	Rs 43990 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750 – 62350 x 1850 – 67900 x 1900 - 69800 Officer-in-Charge, Labour and Industrial Relations
18 062 085	Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Senior Labour and Industrial Relations Officer (New Grade)
18 041 079	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400 Inspector of Associations Labour and Industrial Relations Officer

Salary Code	Salary Scale and Grade
	<p style="text-align: center;">OCCUPATIONAL SAFETY AND HEALTH</p> <p>18 072 090 Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600 QB 75500 x 2250 - 77750</p> <p>Head, Occupational Safety and Health (New Grade)</p> <p>18 062 087 Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 71700</p> <p>Principal Occupational Safety and Health Officer <i>formerly Officer-in-Charge, Occupational Safety and Health</i></p> <p>18 049 083 Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</p> <p>Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer</p>

* * * * *