

ANNUAL REPORT

2015

Content

	Page
Message of the Hon. Minister of Labour and Trade Union Relations	3
Message of the Secretary to the Ministry of Labour and Trade Union Relations	4
Message of the Commissioner General of Labour	5
01. Department of Labour	6
02. Labour Inspections	9
03. Security for Workers Community through Wages and Service Conditions	13
04. Programmes that are being Implemented for Social Security	14
05. Contribution Towards the Women's and Children's affairs	16
06. Operations on Industrial Safety	18
07. Planning, Research, Training, Publication and Statistics	21
08. General Administration of the Department of Labour	23
09. Statistical Data	26
10. Annexure	34

Message of the Hon. Minister of Labour and Trade Union Relations

The Department of labour is the foremost government institution which implement Labour Acts and Ordinances which affect private sector workers. The main function of this department is the implementation of 63 Labour Acts and Ordinances which affect the entire private sector.

In addition, a wide subject area including settlement of industrial disputes, mediation of parties involved in strikes, promotion of social dialogue, facilitate to enter in to collective agreements, formulating and monitoring of labour standards relevant to the field of industry, promotion and supervision of employee provident fund, legal activities relevant to employment of children and women and introducing formal methodologies for the safety and health care of the industrial sector will be covered by the department.



While it has been a timely requirement to modernize the Department of Labour to be suitable to the modern world, the preliminary works have been started presently to restructure it as a more people friendly department.

I take this opportunity to offer my thanks to the entire staff for supporting to achieve the annual objectives and targets of the Department of Labour and wish them strength and courage for continued performance of their duties.

W. D. J. Seneviratne

Minister of Labour and Trade Union Relations

Message of the Secretary to the Ministry of Labour and Trade Union Relations

Industrial peace, which is created through proper relationship between employer and employee parties who connected with the manufacturing process of a country, is an essential factor for building a strong local economy.

Various problematic situations can be arisen due to the differences and attitudinal impact between these two parties and its negative impacts may cause the breakdown of industrial peace resulting in the backwardness of the entire economy of the country.



Accordingly, Department of labour has shouldered for its role of establishing industrial peace through implementing Labour Acts and Ordinances, carrying out labour inspections, implementing social security programmes and promoting social dialogue in between the parties in the field of labour.

I take this opportunity to offer my heartfelt wishes to the Commissioner General of Labour who took leadership to achieve the mission of her department in the year 2015, and I also thank the staff of the Department of Labour who extended their assistance to make success all the activities of the department.

S. M. Gotabaya Jayarathne

Secretary

Ministry of Labour and Trade Union Relations

Message of the Commissioner General of Labour

The Annual Report of the Department of Labour for year 2015 is presented with pleasure. This publication which presents the mission of the Department of Labour during the year will undoubtedly a great help for all parties interested in the field of Labour Relations.



The contribution of the Department of Labour towards the enhancement of the National Economy was derived during the year through the maintenance of industrial peace built through tripartite agreement of employer, employee and government. This was a year during which priority was given to amendment of Labour laws to suit the present context for the wellbeing of the labour field and the increasing of the minimum wage of the private sector to Rs 10,000/= and legalizing the laws with regard to the Budgetary Relief Allowance was significant.

The programme initiated as a pilot project from the Ratnapura District in year 2013 to create an area devoid of child labour was conducted to cover Sri Lanka fully by the end of 2015.

In concurrence with the World Children's Day 2015 Child Labour Protest Programmes were organized in Colombo, Badulla and Jaffna and necessary steps have been taken to prepare a combined programme to create awareness among all parties.

In addition, initiation of the 30% payment of prior benefits as a new project of the EPF, the largest pension benefit fund in Sri Lanka from May 2015 was a great achievement. Furthermore, the members of the Employees Provident Fund were facilitated by enabling them to check their account balances on their own.

The Department of Labour endeavoured to achieve better employer employee relationships through the promotion of Social Dialogue this year as well and conducted the island wide competition on Social Dialogue and Workplace Cooperation and the Social Dialogue Excellence Awards.

I take this opportunity to thank the officers of all the Divisions of the Department who endeavoured to achieve the expected targets. Furthermore, I would like to show my gratitude to the Ministry of Labour and Trade Union Relations and the International Labour Organization, Colombo office for their contribution on the same.

M. D. Chandani Amaratunga

Commissioner General of Labour

Department of Labour

01.Department of Labour

The Department of Labour has been working with the semi-governmental and private sector working community who represent the majority of the working class in Sri Lanka. The Labour Department is working for the welfare of the workers and to maintain the good employer and employee relations as well. The Labour Department which is endeavouring to maintain its productivity at the highest level has become the primary state institution that is working towards the achievement of the above mentioned goals.

It is pertinent to look at the history of this Department that is performing at the higher level of productivity in the country. During the early period of the colonial rule in Sri Lanka (1815 – 1948), the English entrepreneurs were motivated to make their investments in the expansion of coffee and tea cultivation, as a result of the attractive incentives that were provided by the British Government. As the British government acquired native people's land by force and by imposing various tax including the "body tax" and expanding their dominance over the native population, the Sinhalese refused to supply labour for these industries. As a result of this, the British investors as well as the British government had to face immense difficulties due to the acute labour shortage. As a solution for this problem, the British government brought South Indian labourers and had obtained their labour by paying low wages and providing minimum living facilities.

In the long run, the population of the Indian labourers increased slowly had reached to 602,700 according to the Census of 1921. The standard of living of the labour population was very low due to the low wages. The British government introduced the "Indian Migrant Labour Ordinance No 1 of 1923" with a view to provide welfare services to them. The government established the Department of the Controller of Indian Migrant Labour as a machinery to implement the Ordinance. Slowly another labour class with Sri Lankan identity too emerged. They too faced similar problems and demanded solutions for their problems from the management. These were referred to the Controller of Indian Migrant Labour to find solutions. There is accepted evidence to show that the Department of Labour commenced its operations after this process. Accordingly, the Department of Labour established in July 1931 functioned under a "Controller of Labour". In September, 1945 Controller of Labour was redesignated as "Commissioner of Labour" and in 1994 again as "Commissioner General of labour" with more powers. Presently, the Department of Labour, under the Commissioner General of Labour, engaged in the task of implementation of 63 Labour Acts and Ordinances passed by the Legislature of Sri Lanka during 92 years. After being a member country of International Labour Organization, the Department of Labour is also bound to implement 41 Conventions related to labour protection and welfare.

With the expansion of national economy in Sri Lanka, Private Sector also spread widely. As a result, a large number of employees are employed in private sector. Presently, the Department of Labour renders a great service providing welfare facilities to employees, making aware of employers on Labour Acts and Ordinances to protect the rights of the employees and endeavoring

to create a proper relationship between employer – employee parties to increase institutional productivity.

To perform the above mentioned important functions and carryout the essential responsibility, the Department of Labour employed 2,403 staff members as of 2015.12.31.

The Department estimates that there are around 7,000,000 labourforces that are spread all over the country. The Head Office of the Labour Department has been functioning with 13 divisions to fulfill the miscellaneous needs of this large number of labourers and also to maintain its essential function of maintaining industrial peace. Further, with a view to provide this labour force with different kind of services, welfare services and legal protection, the Department has been decentralized in to 11 Zonal Offices, 40 District Labour Offices, 17 Sub Labour Offices and 10 District Engineering Offices to monitor the factories.

Vision of the Department

A country with everlasting Industrial Peace for internationally competitive economy.

Mission of the Department

Contribute for the development process of Sri Lanka through the establishment of a Decent Work environment with secured industrial peace.

Functions of the Department

- Implementing the Labour Enactments and settling labour disputes for the welfare and development of the working class.
- Implementing social welfare programmes for the workers.
- Getting involved in conducting surveys in the labour sector, identifying projects that contribute for the development of the labour sector and improvement of the worker community, planning and internal awareness raising and implementing educational programmes.
- Promoting social dialogue in between the relevant partners in the sector.
- Collecting data that are relevant for the labour sector analyze and present them.
- Maintaining positive and active relationship with Trade Unions.
- As the Representative of Sri Lanka in the International Labour Organization, actively working in collaboration with the Ministry of labour and Trade Unions Affairs.

Efforts to Maintain Industrial Peace

The present government is seeking private sector participation much more than the participation of the state sector in the field of economic development. As a result of this, the role of private sector employees too had become an important factor. This is mainly due to their contribution towards the productivity of the private sector.

In this context, it is unavoidable for the private sector employees to become more valuable than in the past. According to this situation, it is very important to improve the productivity of private sector employees to achieve the expected economic goals. Under these circumstances, the Department of Labour could be considered as the only government organization that is in a position to strengthen the private sector. The Department's role has been further expanded as a result of this.

In endeavoring to achieve the above goals, it is very important to maintain permanent industrial peace that will result in the achievement of institutional goals and targets. At the same time, maintenance of the industrial peace will result in the achievement of expected economic goals and through which an opportunity will be afforded to all Sri Lankans to achieve sustainable development.

Accordingly, maintenance of industrial peace is an essential factor in the development of the country.

It is possible to minimize the number of industrial disputes between the employees and employers of the factories, work sites and institutions that provide services by motivating them to work in collaboration with each other and with mutual understanding. This approach will result in the prevention of strikes and will be helpful to continue the daily work in a peaceful manner at the work place. First, this industrial peace will result in the development of the institutions and finally, it will result in the achievement of the primary factor that will be the basis for the expected conditions for development in Sri Lanka.

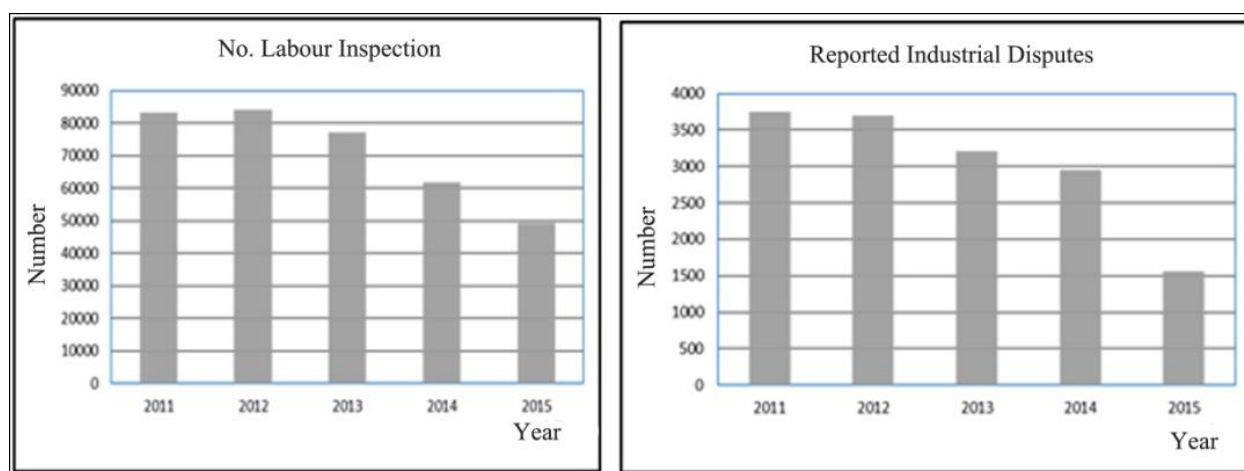
The Department of Labour could be considered as the powerful organization with legal power to achieve the nationally important responsibility of creating good employer - employee relationship. Different information and activities that were carried out in 2015 by the various divisions of the Department of Labour to achieve this important mission are given below:

02. Labour Inspections

It is essential to maintain a satisfied labour force in any country to achieve its economic development. It has been confirmed that the inspections that are conducted by the officers of the Department of Labour with a view to achieve industrial peace has resulted in the improvement of overall productivity of the country. There is evidence to show that industrial disputes have grown to the level of strikes and resulted in the continuous strikes, when labour inspection has not been conducted.

Statistics of Labour Inspections and Reported Industrial Disputes during the past five years

Figure 1 The number of Labour Inspections and Reported Industrial Disputes



Different programmes that were conducted by the Labour Officials from different divisions of the Department had resulted in the reduction of total number of industrial disputes in 2015. It seems that the following visible factors such as the increase in the quality and quantity of labour inspections and strengthening them, increased number of awareness raising programmes that were conducted by the different divisions of the Department using the Mass Media etc. had contributed for this reduction.

Conducting Zonal Progress Review Meetings systematically had afforded an opportunity to pay more attention to the weaknesses and defects in carrying out the inspections by the Labour Officers and guide them to minimize such weaknesses and defects had resulted in reducing the number of inquiries. In 2015 we conducted five Progress Review meetings.

Contribution of the Social Dialogue Division towards Industrial Peace

This division performs the following major functions:

- To maintain transparent decision making process with a view to build up good relationship and mutual trust between the employers and employees.

- To promote mutual dialogue between them and develop cooperation through this process.
- Conducting a Systematic evaluation at the end of the year for the organizations that have improved their productivity according to the proposed methodology and presentation of awards.

The major objective of this division is to create positive working environment through the establishment of working advisory committees at district and zonal level to promote dialogue and cooperation and taking decisions through the tripartite method.

Table: 2 Progress of the Programmes that were conducted by the Social Dialogue and Work Place Co-operation Unit in 2015

By the Social Dialogue Division	No. of programmes conducted	80
	No. of employees participated	4,403
By the Zonal, District and Sub Offices	No. of programmes conducted	116
	No. of employee participated	4,094

In addition to the excellent island wide social dialogue programmes, the Annual Productivity Award Ceremony also was conducted with the participation of Honorable President as the Chief Guest on 2015.12.17 at the NelumPokuna. The Exhibition was conducted in an excellent manner at the Sri Lanka Foundation Institute. The winners were selected from large, medium and small scale organizations from plantation, services, apparel and production sectors and prizes and certificates were awarded to them. Further competitions were conducted with a view to show the skills of the workers from all over the country in art,

essay writing (Sinhala/Tamil), composing poetry (Sinhala/Tamil), poster competition, short videos and films and the winners were awarded with gifts and certificates.

Strikes in 2015

In 2015 a total number of 36 strikes were reported from the semi-government and private sector worker community. A total number of 8,400 workers had participated in these strikes and a total number of 38,373 man days were lost due to these strikes.

Responsibility of the Law Enforcement Division in 2015

The main responsibility of this division is to manage the legal matters that are related to the Labour Department. Representing the Commissioner General in legal matters and supporting the Attorney General in judicial proceedings are the two major functions that are performed by this division.

The Law Enforcement Division continuously pays its attention to enforce the minimum legal provisions with a view to motivate the employers and employees to follow them voluntarily.

In comparison with 2014, the number of cases that were filed by the Law Enforcement division had increased in several fields, with the increase in EPF Act (3,244) and the Payment of Gratuity Act (2,044). More details about the cases that were filed are given below in Table 3:

Table: 3 Number of Cases Filed

Acts	2014	2015
Payment of Gratuity Act	2,044	2,524
Industrial Disputes Act	146	153
Termination of Employment Act	36	49
Wages Board Ordinance	244	282
Shop and Office Employees Act	88	99
Maternity Benefit Act	03	03
Employment of Women, Young Person & Children Act	11	05
Employees' Provident Fund Act	3,244	2,336
Orders of the Labour Tribunals	183	164
Budgetary Relief Allowance Act	32	29
Approved EPF	07	03

Responsibility of Special Investigation Division

This Division performs the duties of intervening when there is a breakdown of industrial peace and they also intervene in the specialized industries and services projects that are assigned to them from time to time. There is an island wide network of Zonal, District and Sub Offices for the purpose of conducting inquiries and investigations. This division can intervene in the following circumstances:

1. Performing emergency inquiries and the special investigations for the purpose of the implementation of Labour Acts and their provisions.
11. Taking immediate action on the public complaints that are referred by the Ministry of Labour and Trade Union Relations, Commissioner General of Labour and Additional Commissioner of Labour.

- 111. Sending replies for the inquiries that are being conducted by the organizations such as Sri Lanka Human Rights Commission, Parliament Advisory Committee, Committee on Public Petitions etc. on Public Complaints.
- IV. Conducted joint investigations in collaboration with other divisions of the Department.
- V. Calling for reports from Zonal, District and Sub offices on public complaints.
- VI. Take legal action to recover the statutory payments.

Table 4: Progress of Special Investigation Division

No of Complaints Received	292
Amount of EPF due in Rs. (000)	634,968,795
Amount of Statutory payments due Rs. (000)	4,995,760

03.Security for Workers Community by Wages and Service Conditions

Wages and Service Conditions for Workers Security

The Labour Standard Division is working for the betterment of the living standard of the private sector workers and for a better future for their dependents, by helping the workers to get the wage that is equal to their labour. This has been done by formulating service conditions that are acceptable for the employers and employees and also prevent exploitation of labour. The division is working with the intention of building up positive relationship between both parties. The final objective of this division is to establish industrial peace with a view to improve the overall productivity of Sri Lanka. This division that carries out very important responsibilities could be considered as the live wire of the Labour Department. The following Acts/Ordinances are coming under the purview of this division:

- I. Wages Board Ordinance No 27 of 1941
- II. Shop and Office Employees Regulation of Employment and Wages Act No 19 of 1954
- III. Employees' Budget Relief Act No 36 of 2005

The Functions of Labour Standard Division

- 1. Appointment of 16 representatives for the Wages Board who should have been appointed in 2014.
- 11. Calling for objections for the proposed salary increase by the Wages Board Ordinance in 2015.
- 111. Appointment of Wages Board representatives that fell vacant in 2015.
- 1V. 48 Wages Board meetings Conducted in 2015.
- V. Gave publicity for the Order of the Wages Board on the trade of rubber growing and sheet rubber processing and the preparation of relevant service conditions for this trade
- V1. Publish the monthly wage details for Cocoa, Cinnamon and Pepper Growing trade.
- V11. Preparation the Wages Board Decision of Transportation Industry, Dockyards and Ports.
- VIII. Named the relevant Order to increase the attendance allowance for the representatives of Wages Board submit to the Parliament for approval.

04. Implementation of Social Welfare Programmers

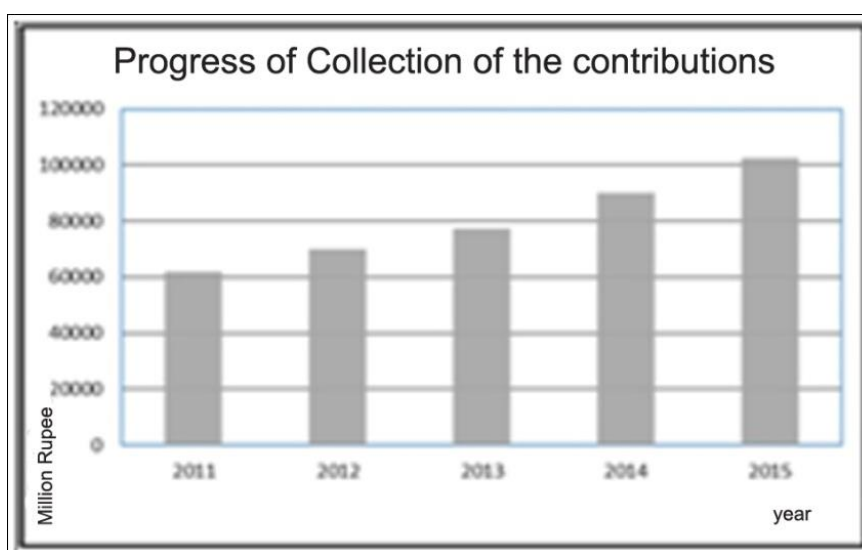
Employees' Provident Fund

The Employees' Provident Fund Act No 15 of 1958 was formulated as a support mechanism for the workers from the private and semi government sectors to lead a comfortable retired life. This Act was implemented with effect from 1958 June 01. This could be considered as the primary social security system in the country.

This fund is in operation with effect from 1958 June 01 to date. The administration of the fund is being handled by the Commissioner General of Labour and the relevant financial management is being handled by the Monetary Board of the Central Bank of Sri Lanka according to the provisions of the Act.

This fund consists of 8% of the monthly salary of the worker and 12% monthly contribution from the employer and being deposited in the Bank monthly. The employees' fund balance grows with every monthly deposit. There are instances where the worker contribution is 10% and the employer contribution is 15%.

Table 5: Progress of Collection of the Contributions during the Past Five Years 2011 – 2015



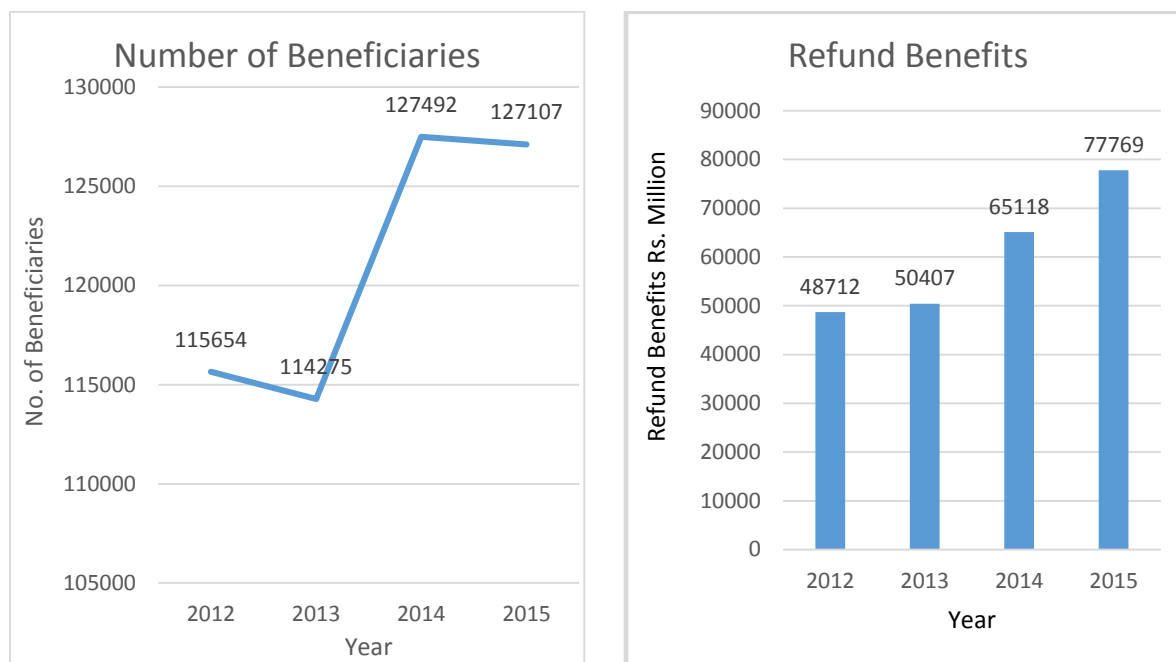
Duties Performed by the EPF Division in 2015

At present, the EPF Monitoring Information System has been established within all District Labour Offices and Sub Labour Offices. All these offices with EPF Monitoring Information System sent notices to the employers and supported them to calculate the EPF and they have also collected the EPF due from them. It could be clearly seen the progress in the EPF related activities after the establishment of this data system.

As of today, the EPF payment data system had been established in all District Labour Offices and they had also been established in the Sub Labour Offices of Nawalapitiya, Beliatta, Mannar, Mahiyanganaya and Morawaka.

Based on the number of applications that were submitted by the members from all over the Island, a total number of 127,107 payment orders had been issued and an amount of Rs. 77,769 million had been paid as benefit in 2015.

Number of Beneficiaries and Refund Benefits in 2015 are as follows.



The EPF division which is performing the important function of providing social security for the employees in the private and semi government sectors in Sri Lanka could be considered as one of the primary divisions within the Department of Labour without dispute.

In addition to this, with effect from 2015 the EPF division has been successfully implementing a project of issuing 30% loans on the EPF balance for the construction of houses and health facilities for its members who have made EPF contribution for 10 years or those who have completed 10 years of service and for those who have an EPF balance of above Rs. 300,000.

Table 6: The Progress of 30% Project as at 2015.12.31

	No of Applications Received to date	No of 'S' Applications Sent	No of 'S' Applications Handed Over	No of 'S' Applications Sent and Not Handed Over	No of 'S' Applications being Handled	No of Decision Letters	Balance at Hand
Head Office	70,839	46,594	12,873	33,721	3,352	9,521	24,245
Other Decentralized Offices	-	-	912	-	-	404	-

05. Contribution towards Women's and Children's Affairs

Women and Children Based Programmes

Women who represent a considerable percentage of the Sri Lankan labour force make a special contribution towards the overall production process of the country. This is proved by the leading position held in the earning of foreign exchange by the garment manufacturing sector which is dominated by the female labour. There are several Acts that are being implemented with a view to provide these women who serve the country with Trade Union Rights, Security, Health and Welfare related facilities and other related concessions.

At the same time, we also conduct inquiries in collaboration with the District Labour Offices as a solution for the problem of child labour by young children who work as house maids and involved in other risky work.

The Acts that are being implemented by this division are given below:

- I. Employment of Women, Young Persons and Children Act No 47 of 1956
- II. Maternity Benefit Ordinance No 32 of 1939
- III. Sections 2 and 18 pertaining to women and young persons of the Shop and Office Act No 19 of 1954
- IV. Sections pertaining to Women and Young Persons of the Factories Ordinance No 45 of 1942.

The contribution made by the Women and Children Division in connection with the special activities for women and children are given below:

1. International Women's Day, 2015.03.08

Five hostellers who are talented in singing were selected each from the Model Hostels from Katunayaka, Biyagama, and Koggala Export Processing Zones. The winners amongst them were selected from a competition that was held on the International Women's Day at the Labour Department and they were awarded with presents and certificates.

2. International Anti Child Labour Day

A ceremony was held at the Auditorium of the Labour Department to commemorate the International Anti Child Labour Day on 2015.06.12 and a postal stamp was released to commemorate this day. At the same time, an Island wide programme had commenced to declare selected 22 districts, except the districts of Ratnapura, Kegalle and Ampara, as Child Labour free Zones.

3. Commemoration of International Children's Day

Simultaneous to the International Children's Day on 2015.10.01, three walks were held in the Uva, Northern and Western Provinces on the declaration of the programme to make Sri Lanka a Zero Child Labour area.

4. Prevention of Hazardous Child Labour

A total number of 51 programmes were conducted island wide to raise the awareness of the school children on the hazardous Child Labour.

5. Programme on the Creation of Zones without Child Labour

Under the above programme we have conducted awareness raising programme for Zonal Deputy Labour Commissioners and through them the awareness raising programmes were conducted for the GramaNiladharis, Child Rights Protection Officers and Probation Officers.

Further, under the awareness raising programme for working women, 8 programmes were conducted in 2015 on the Laws that affect working women and the Laws related to the Social Security; nineteen programmes were conducted on the same topics for the female workers in the factories. In addition to them 15 programmes were conducted on Psychological Counseling for those who work in the Investment Promotion Zone.

Ninety one inquiries were conducted in collaboration with the District Labour Offices to give permission for women to work at night. We have also conduct inquiries on the complaints from female workers and complaints regarding the maternity benefits in collaboration with the respective District Labour Offices and necessary advice were given. We have also conducted inquiries on complaints related to Child Labour. All these inquiries were conducted by the Women and Children division in 2015.

06. Operations on Industrial Safety

With a view to protect the island wide industrial workers' safety, health and welfare, this division conducts programmes in collaboration with 10 District Factory Inspecting Engineering Offices.

With a view to protect the Industrial Safety, this division is constantly involved in the implementation of the Factories Ordinance No 45 of 1942 together with the following subsequent amendments:

- Factories Ordinance Amendment Act No 22 of 1946
- Factories Ordinance Amendment Act No 54 of 1961
- Factories Ordinance Amendment Act No 12 of 1976
- Factories Ordinance Amendment Act No 18 of 1998
- Factories Ordinance Amendment Act No 33 of 2000
- Factories Ordinance Amendment Act No 19 of 2002

The Industrial Safety Division is performing the following duties to ensure the Safety of workers in the factories and other work places according to the provisions of the above Acts:

1. Examination and Supervision of the Factories
2. Investigation of accidents, complaints and dangerous incidents
3. Analysis of accidents
4. Approval of factory building plans
5. Conducting awareness programmes on the workers' Safety and Health for the employers and employees.
6. Taking legal action when necessary
7. Appointing authorized persons according to the necessity

Activities of the Industrial Safety Division

Table 07: Summary of Duties Performed by the Industrial Safety Division in 2015

Total No of Registered Factories	26,198
Inquiries Conducted	5,090
Factory Inspection Engineers	28
Approved Plans	130
Lectures and Seminars Conducted	205

- Boiler Training Programme conducted by the Expert Indian Training Specialists for Factory Inspection Engineers at the University of Peradeniya

- Conducted a Workshop at the Awissawella Investment Promotion Board Auditorium on “Global Protection Day” on 2015.04.28
- Conducted the National level seminar at the Awissawella Industrial Promotion Board Auditorium on “National Occupational Protection and Health Week” on 2015.10.13
- Conducted a Workshop at the Labour Head Office at Narahenpita on 2015.11.17
- Conducted a Workshop at the Bagawanthalawa National Plantation Management Institute on 2015.10.30
- Conducted a Workshop at the Institute of Post Harvesting Technology at Anuradhapura on 2015.11.27
- Printed and distributed 24,000 hand bills with a view to promote security and health

Occupational Health Division

The primary responsibility of this division is to reduce the number of health related incidences that affect majority of the worker community members due to the occupational risks, occupational illnesses and other unhealthy conditions that are caused by the bad industrial environment.

The worker community’s occupational health depends on the maintenance of the work place or factory environment free from dangers, free from waste and establishment of a good service environment. The positive factors that take place as a result of this will contribute for the improvement productivity of the factory and the quality and quantity of the products. The final result of this will be the improved profit for the relevant factory. This result is common for the organizations that are involved in the supply services as well.

According to the prevailing Factory Ordinance in Sri Lanka on the health and Safety of the workers has become a legal requirement. The Occupational Safety Division has taken several important actions to realize the above mentioned objectives.

Risk Assessment

The Occupational Safety Division conducts quality and quantity assessments on the occupational risks related to the work places. The risk factors that prevail at the work places will be identified by the assessments that are conducted during the preliminary field inspection and later an inspection will be conducted based on a scientific system and the quality and quantity of the risk factors will be decided.

Testing the Environment

Micro equipment will be utilized to test the physical and chemical hazards that prevail in the environment of the work places that are spread all over the Island and these findings will be utilized to take decisions. This service is provided free of charge. Some of these tests are being done within the service centers and some are being taken to the assigned Laboratories for the relevant analysis. This division constantly conducts tests on the level of temperature, light, noise, dust, fog, gas and steam.

Biological Testing

The primary objective of the biological testing is to prevent illnesses that prevail at the work places due to the negative health conditions. This Department is always prepared to provide this service on request for the employers who want to reduce the unhealthy industrial wastes.

Testing Lung Function

This testing is being done annually for the workers who are involved in the following sectors:

1. Asbestos and cement industries
2. Cloth weaving industry
3. Industries that use more chemicals
4. Graphite mining related industries.

National Occupational Safety and Health Week

October second week has been named as the National Occupational Safety and Health Week. This Division also implements programmes related to this week.

Table 08: The Activities that were carried out to maintain Clean Environment in the Industrial Sector by the Occupational Health Division

01	No of tests conducted within the industries	228
02	No of tests carried out within the Laboratories	235
03	Tests on Lung Function	857
04	Tests on Noise Pollution	605
05	Training and Educational Programmes Conducted Based on the behavioral security	
	Factory Managers	725
	Supervisory Officers	1,245
	Factory Workers	3,410
06	Medical tests related to the EPF	600
07	Appearance in the Workmen Compensation Court for those who met with accidents while in the service	09
08	Presentation of facts to the EPF regarding non-functional workers	520
09	Conducted Awareness programmes for the Katunayaka Free trade Zone Employees	-
10	Conducted a programme at the Ceylon Biscuits Company on the National Occupational Safety and Health Week	

07.Planning, Research, Training, Publication and Statistics

Planning, Research, Training and Publications Division

This division could be considered as the essential and active one within the Department of Labour. They perform the following functions:

1. Improving the welfare and productivity of the Sri Lankan Workers Community.
2. Informing about different projects that are to be implemented by the relevant divisions.
3. Reformulate the submitted projects with feasibility and submit them to the sources of funding.
4. Providing miscellaneous support for the implementation of the approved projects.
5. Completion of the projects as targeted through the management of progress monitoring and evaluation and achieving the expected benefits from the project.
6. Conducting research on the topics of contemporary public needs and publishing the conclusions and data related to the research.
7. Creation of staff members with knowledge and technology through the provision of necessary training and knowledge to actively face the labour sector.

Activities that were carried out by the Division in 2015

This division prepared a plan incorporating the duties that should be performed by all divisions in the Head office, Zonal, District and Sub Offices and prepared a consolidated Work Plan for 2015. This development programme received 9.636 million rupees from the provision of Grant Funding. Five projects were completed using this fund. In addition to this, under the Other Investment financial source 3 projects were completed spending an amount of Rs. 1.8 million.

Statistics Division

This division is involved in the collection of data that are necessary for the Labour Department and analyses and publish them. This updated and trustworthy data that has been prepared based on the workers in the factories and in the semi government sectors are being utilized by the Planners, Researchers and by this division.

Activities that are carried out by this Division in 2015

- **Annual Survey on Employment**

This survey has been implemented since 1971. This is being carried out in the month of June every year with a view to prepare the data that are necessary for the administrative, financial and planning purposes. This survey has already been commenced for 2015 (Status as of 2015.03.15).

- **Survey on Hourly Work and General Earning**

The major objective of this survey is to prepare the data on general earning and working hours for the workers who work in the factories for which the Wages Board has been stipulated the minimum salaries. The survey that is relevant for the month of March has been completed and the survey report on Hourly Work and General Earning for 2015 is scheduled to be published in the first quarter of 2016.

- **Preparation of Minimum Wage Indices**

These Indices are being calculated monthly based on the minimum wages that are being stipulated by the Commissioner General of Labour under the direction of the Wages Board and based on the updated statistics. Preparation and publishing of statistics on minimum wages for a 10 year period and giving publicity for them were the major duty that was carried by this division in 2015.

- **Publication of Worker Statistics**

This division has published the annual publication of the Worker Statistics which is consist worker data and information.

08. General Administration of Department of Labour

The Administration Division has been endeavoring to realize the Vision and Mission of the Department of Labour by objectively leading different divisions within it. The main objective of this division is to take action to provide the Department with necessary infrastructure facilities and develop the quantitative and qualitative development of physical resources through the quantitative and qualitative development of the human resources of the Department.

Human Resource Development

The Administration Division which is in charge of the functions of the professional development of the workers community and the filling of vacancies is performing an appreciable service. This division has taken action to provide training programmes abroad for the following officials:

Table 09: Officials who were sent for training Abroad

Designation	No Trained
Additional Commissioner General of Labour	01
Commissioners of Labour	04
Deputy Commissioners of Labour	04
Assistant Commissioners of Labour	06
Accountant	01
Specialist Industry Inspection Engineer	01
Statistical Officer	01

Following recruitment were made by the Department of labour in 2015.

Table 10: New Recruitment by the Department in 2015

New Recruitment by the Department of Labour	
Legal Officers	05
Office Peon	20
Assignment to the Department from the Combined Services and Island wide Services	
Assistant Commissioners of Labour(SLAS)	06
Management Assistants	219

Physical Resource Development

Engineering and Building Maintenance Unit

This division could be described as one of the active divisions that functions within the Department of Labour. They perform appreciable work in the maintenance of all Department buildings in good condition and in satisfying the need for new buildings.

At present, the major duty of the Building Maintenance division is the construction of 36 story huge building “Mehewara Piyasa” for the Department of Labour. As at the end of 2015 the 17th story of the building has been under construction.

In addition to this, the other construction works that were implemented by this division is summarized in Table 10 below:

Table 10: Summary of other Construction Works that were implemented by this Division

No	Building Constructed	Estimated Amount for 2015 (Rs. ‘000)	Amount Spent as of 2015.12.31
1	Jaffna	23,000	23,000
2	Awissawella	20,000	20,000
3	Mullaithivu	25,000	25,000
4	Negombo	25,000	25,000
5	Beliatta	30,000	30,000
6	Killinochchi	25,000	25,000
7	Polonnaruwa	25,000	25,000
8	Puttalam	10,000	10,000
9	Anuradhapura	5,000	2,269
10	Kurunegala	30,000	30,000



Mehewara Piyasa

Library and Labour Museum

The following activities that were implemented by the Library of the Labour Department take a prominent place in 2015: developing the book reserve in the library, providing library facilities and information, further development of the branches of the Library, maintenance of data management system, performing the affairs of the Publication and Website Committees, the sale of books and providing Photocopy services. Systematically maintain the sole working sector Museum in Sri Lanka which contains valuable items, letters and other documents since the establishment of the Department of the Indian Immigrant Workers Controller's Department in 1923 and since the establishment of the present Labour Department to date, could be described as one of the duties of the Library.

Finance Division

This division also could be considered as an active branch of the Department of Labour. This division collects all the estimated expenditures for the Department of Labour from different divisions and systematically estimates and classifies them as the Recurrent and Capital Expenditure and submits it to the Ministry of Finance. Spending the approved estimated expenditures under the Financial Heading without delay also could be described as their duty.

Statistical Data

Industrial Relations Division

		2012	2013	2014	2015
Statistics on Industrial Disputes					
Reported Cases		3,702	3,204	2,948	1,561
Number Resolved		3,695	3,077	2,903	1,493
Number of Collective Agreements		43	34	50	40
Trade Union Activities					
No of Registered Trade Unions/Federations		114	108	125	181
No of cancelled Trade Unions/Federations		02	114	255	315
Industrial Court Activities					
Reference to Compulsory Arbitration		43	49	53	28
Award Issued		26	35	42	35
Statistics on Reported Strikes					
Reported strikes	Estate	14	22	31	20
	Organizations	20	20	07	16
No of employees participation	Estate	4,338	5,031	4,833	5,229
	Organization	5,626	6,088	1,618	3,171
Lost man days	Estate	25,043	41,669	29,165	29,743
	Organization	10,774	38,754	8,158	8,630
Activities of Termination of Employment Division					
No of Complaints referred		92	134	149	171
No of Complaints resolved		143	112	148	162
Permission given for applications for the termination of employment of workmen		31	41	51	24
Conducting programmes on Social Dialogue					
Conducted by Social Dialogue Division	No of programmes conducted	153	107	88	80
	No of workers participation	4,751	6,560	5,433	4,403
By District and Sub Offices	No of programmes conducted	225	214	199	116
	No of workers participation	7,902	7,768	6,861	4,094

No of functional Trade Unions as at 2015.12.31 1907

No of functional TU Federations as at 2015.12.31 27

Law Enforcement Division

Act	No of Cases Filed			
	2012	2013	2014	2015
Payment of Gratuity Act	3,404	2,371	2,044	2,524
Industrial Dispute Act	77	126	146	153
Termination of Employment Act	59	58	36	49
Wages Board Ordinance	290	203	244	282
Shop and Office Employees Act	132	112	88	99
Maternity Benefit Act	02	05	03	03
Women, youth and children Employment Act	10	07	11	05
EPF Act	3,210	3,415	3,244	2,336
Labour Tribunals orders	165	144	183	164
Budgetary Relief Allowances Act	134	22	32	29
Approved EPF	07	01	07	03

Special Investigations Division

	2012	2013	2014	2015
Inquiries on Complaints	264	122	216	292
Calculated the arrears of the EPF dues (in Rs.)	313,770	28,012	32,416	634,969
Calculated the arrears of statutory payments due	40,831	5,814	2,970	4,996

EPF Division

	As at 2012.12.31	As at 2013.12.31	As at 2014.12.31	As at 2015.12.31
Total no of member Accounts	14,559,328	15,203,073	15,851,410	*****
Total no of Employers	198,893	204,777	210,595	*****
Value of EPF (Rs. in Millions)	1,144,409	1,299,974	1,486,931	1,664,852
No of Active members (in Million)*	2.34	2.40	2.40	2.40
No of active Employers**	68,140	69,148	69,683	72,917

		2012	2013	2014	2015
New Registrations	Employees	785,078	813,010	827,883	****
	Employers	7,195	7,802	6,176	5,770
Payment of Benefits	No of beneficiaries	115,654	114,275	127,492	127,107
	Amount of benefits paid (Rs. Millions)	48,712	50,407	65,118	77,769
Collection of contribution (in Rs. Millions)		70,171	77,335	90,049	102,453
Housing loan on EPF	No of approved Applications	11,234	16,268	17,786	13,132
	Value of approved loans (Rs. Millions)	3,973	6,914	8,021	5,377

*Membership Accounts for which at least one payment within an year

**Number of employers who had paid at least one payment on behalf of the members

***Information validated as of 2015.09.30 as of

****Not in a position to get information

Industrial Safety Division

	2012	2013	2014	2015
Total No. of factories registered	22,459	23,974	25,236	26,198
No. of investigations done	6700	6372	5067	5090
No. of Investigators (Engineers)	28	28	30	28
Approved Plans	106	97	111	130
Lectures and Seminars	229	218	147	205

Occupational Health Division

	2012	2013	2014	2015
No. of Factory Inspection	410	352	250	312
No. of awareness programmes	137	190	296	204

Planning, Research, Training and Publications Division

	2012	2013	2014	2015
Training programmes for Staff Officers	04	14	18	36
Training programmes for Management Assistants	08	17	23	16
Programmes on Computer training	33	-	17	02
Other training programmes	02	02	08	11
Post Graduate Courses	20	41	81	56
External Training	57	23	18	13
Progress Review Meetings	05	06	05	05

Finance Division

		2013	2014	2015
Recurrent Expenditures	Allocation (Rs)	1,100,630,000	1,138,550,000	1,411,200,000
	Expenditure (Rs.)	1,016,129,328	1,117,107,412	1,364,002,819
Capital Expenditure	Allocation (Rs.)	760,275,000	373,200,000	1,705,904,000
	Expenditure (Rs.)	732,936,934	306,883,421	1,574,171,513

Establishment Division

	2013	2014	2015
Total Cadre at the commencement of the year	2,219	2,169	2,256
• New recruitments by the department	1	32	25
• Additions as new appointments of the combined services	37	163	219
• Transfers (net)	(1)	(10)	(63)
• Additions to the staff or the department due to other reason	-	5	0
• Retirements	(55)	(5)	(26)
• Leaving the Department staff due to other reasons	(32)	(53)	(6)
Total cadre at the end of the year	2,169	2,256	2,405

Staff of the Department of Labour as at 31.12.2015

	Designation	Approved Number	Present Number	Casual Substitute	Vacancies
Senior					
1.	Commissioner General of Labour	1	1		0
2.	Additional Commissioner General of Labour (SLAS)	1	1		0
3.	Additional Commissioner General of Labour (Departmental)	1	0		1
4.	Medical Officer	4			2
	Medical Officer		1		
	Medical Officer (Research)		1		
5.	Commissioner of Labour (SLAS) (Two Officers are serving in foreign missions)	6	7		(1)
6.	Commissioner of Labour (Departmental)	2	0		2
7.	Commissioner of Labour (Industrial Safety) and Chief Factory Inspecting Engineer (SLES)	1	1		0
8.	Commissioner of Labour (SLSS / SLMS)	1	0		1
9.	Chief Accountant	1	1		0
10.	Chief Internal Auditor	1	1		0
11.	Chief Legal Officer and Commissioner of Labour (Enforcement)	1	0	1	1
12.	Deputy Commissioner of Labour Deputy Chief Factory Inspecting Engineer (SLES)	1	1		0
13.	Deputy Commissioner of Labour (SLAS)	15	0		15
14.	Deputy Commissioner of Labour (Departmental)	9	6		3
15.	Deputy Commissioner of Labour and Specialist Research Officer (SLSS)	1	0		1
16.	Accountant	5	4		1
17.	Assistant Commissioner of Labour (SLAS)	41	38		3
18.	Assistant Commissioner of Labour (Departmental)	63	40		23
19.	Legal Officer	14	7		7
20.	Assistant Director - Planning	1	1		0
21.	Specialist Factory Inspecting Engineer Officer (SLES)	3	3		0

	Designation	Approved Number	Present Number	Casual Substitute	Vacancies
22.	District Factory Inspecting Engineer	10	10		0
23.	Civil Engineer (SLES)	1	0		1
24.	Factory Inspecting Engineer (SLES)	14	12		2
25.	Chemical Engineer	2	2		0
26.	Senior Research Officer (SLSS)	1	1		0
27.	Research Officer (SLSS)	3	3		0
28.	Assistant Director (SLICTS)	1	0		1
Total		205	142	1	63
Tertiary Level					
29	Librarian (Super Grade)	1	0		1
30	Technical Officer (SLTS Special Class)	1	0		1
31	Finger Print Inspecting Officer (SLTS Special Class)	1	0		1
32	Labour Officer (Supra Grade)	56	0		56
33	Registrar	1	1		0
34	Information and Communication Technology Officer	3	0		3
35	Translator (Sinhala – English)	2	2		0
36	Translator (Tamil – English)	1	1		0
37	Translator (Sinhala – Tamil)	3	0		3
38	Administrative Officer	2	1		1
39	Labour Officer	597	395		202
Total		668	400	0	268
Secondary Level					
40	Field Officer	10	10		0*
41	Human Resource Development Officer	69	69		0*
42	Development Officer	96	0		96
43	Technical Officer (Civil)	1	0		1
44	Technical Officer (Electrical)	1	1		0

	Designation	Approved Number	Present Number	Casual Substitute	Vacancies
45	Finger Print Inspecting Officer	5	4		1
46	Research Assistant	4	0		4
47	Building Inspector	4	0	1	4
48	Draughtsman	3	2		1
49	Librarian	4	3		1
50	Public Management Assistant service	1527	1299		228
51	Clerk (EPF)	19	19		0*
52	Stenographer	10	8	1	2
53	Computer Operator	0	0		0*
54	Officer In Charge	4	3		1
55	Hostel Matron	4	3		1
56	Information and Communication Technology Assistant	9	7		2
57	Transport Officer	1	1		0
Total		1771	1429	2	342
Primary Level					
58	Driver	82	76		6
59	Electrician	2	2		0
60	Machine Mechanic	1	1		0
61	Carpenter	1	1		0
62	Plumber	1	1		0
63	Caretaker of circuit bungalows	5	4		1
64	KKS	350	299		51
65	Watcher	40	44		(4)
66	Lorry Cleaner	1	1		0
Total		483	429	0	54
Grand Total		3127	2400	3	727

*According to the new Carder approved for Department of Labour by the letter of Director General of the Department of Management Services bearing No DMC/C/08/36/01-Vol 1 dated 30.11.2012 on "Recommendation of Carder Adjustments within the limits of the Requirements of Government Establishments" above designations have been offered subject to personally applicable to the holder of the designation and abolish thereafter.

Organization Structure of the Department

