

**Annual Report**  
**2017**

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## **Message of the Hon. Minister of Labour, Trade Union Relations and Sabaragamuwa Development**

The Department of Labour is the foremost government institution which implement Labour Acts and Ordinances affecting private sector employees. Accordingly, the main role of the department is to implement 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; facilitating to enter in to collective agreements; setting up and monitoring of labour standards in industrial sector; promotion and supervision of Employees' Provident Fund; legal activities and awareness raising relevant to employment of children and women; introducing formal methodologies for occupational safety and health, is also covered by the department.

It is a timely requirement to modernize the Department of Labour to be suited to the modern world. Accordingly, the activities of pertaining to restructuring as a people friendly department are now at a more favourable level. Further, a number of 179 Labour officers have been newly recruited in this year and it is a significant measure taken to increase the quality and efficiency of the services provided by the department.

In November of this year, I attended the 'Global Conference on Elimination of Child Labour' which held in Argentina, with the intention of performing the task of this department towards creating a Child labour Free Sri Lanka by 2020, through the lessons learned from holding technical discussion, exchanging experiences and implementing new programmes.

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, Trade Union Relations and Sabaragamuwa Development

## **Message of the Secretary to the Ministry of Labour, Trade Union Relations and Sabaragamuwa Development**

The Department of Labour, which is one of the main institutions under the Ministry of Labour and Trade Union Relations, is a very close government institution to both employees and employers in private and semi government sector. It is with great pleasure I send a message to 'Annual Report – 2017' which illustrates the role performed by the department during the year 2017.

A vital role is played by the Department of labour for the betterment of both the employees and employers while implementing Labour Acts and Ordinances, improving service conditions of employees, minimizing industrial disputes through social dialogue and maintaining industrial peace within the country.

Accordingly, it is commendable to have been taken necessary measures by the department in the year 2017 too as in the previous years, to provide a more efficient service to its service receivers. The department's performance of the year 2017 includes regulation of joint labour inspection process, taking measures to minimize strikes; industrial disputes; work place accidents, conducting awareness programmes for both employees and employers, and carry out Employees' Provident Fund promotional activities. In addition, the performance of the year also includes issuing the Survey Report on Child Labour (2015/2016) with a view to prevent child labour and launching a policy on child labour. Likewise, a number of 179 Labour officers have been newly recruited in 2017. This measure in turn enable to carry out labour inspections and complaint settlement process in a more qualitative and efficient manner. As a whole, the measure would facilitate to provide a better service to the service receivers of the department in the coming years.

I would like to take this opportunity to extend my warmest wishes to the entire staff including the Commissioner General of Labour, who contributed to achieve the goals of the Department of Labour in 2017.

**S. A. N. Saranathissa**

Secretary

Ministry of Labour, Trade Union Relations and Sabaragamuwa Development

## **Message of the Commissioner General of Labour**

The Department of Labour has come a long way from the day it was established in 1923. Along the way, the department has secured industrial peace in the country and strengthened favourable working conditions, secured working environment and provided social security benefits for both private and semi government sector employees. Further the department has been able to keep the Child Labour at minimum.

In 2017, The functions of the department have upgraded both quantitatively and qualitatively. Increase in number of Labour Inspections carried out, increase in settlement of complains, awareness programmes for the employees and employers, promotional activities by the Employees' Provident Fund, increase of factory inspections and Occupational Safety Audits etc. have contributed immensely for the increased performance of the department this year.

Further, In mid 2017 when I assume duties as the Commissioner General of Labour, the department has already taken initiatives to restructure the department to meet the necessities of the modern and fast pacing world. As a basic step, a group of new Labour officers were recruited and trained. It is expected to carry out more labour inspections with enhanced quality and speed up the dispute settlement process in the coming years. Further, infrastructure facilities of the department were upgraded. The constructions of new buildings for Awissawella and Negombo Labour Offices have been completed during the year and building development of eleven Labour Offices have been continued. Hence, in the coming years, it will be possible to provide more efficient service for the beneficiaries of the department. Moreover, it has decided to introduce National Identity Card number as EPF number instead of giving different numbers for EPF number.

I would like to bestow my heartfelt gratitude to all the officers of the department who contributed to the increased performance of the department. Furthermore, my heartfelt gratitude is bestowed upon the Ministry of Labour, Trade Union Relations and Sabaragamuwa Development for their guidance and inspiration.

**A.Wimalaweera**

Commissioner General of Labour

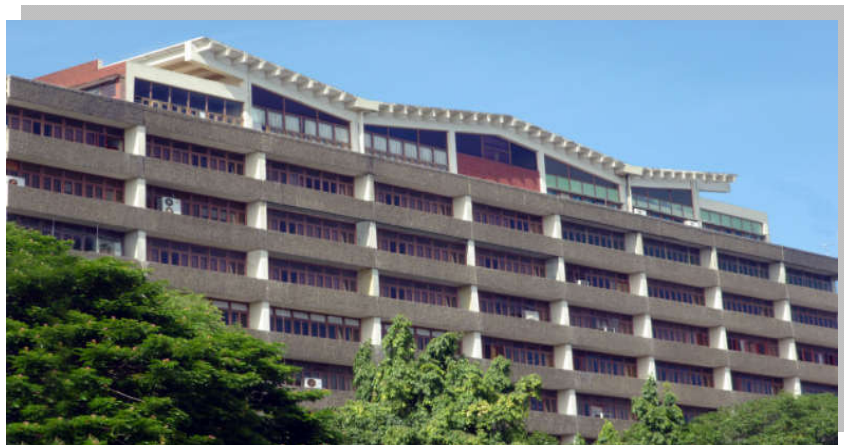
Department of Labour

## **Department of Labour**

The Department of Labour was established in 1923 under the Indian Immigrant Ordinance No.01 of 1923 with a view to provide welfare for the workers who migrated to Sri Lanka from India. At present, the Department of Labour is the foremost government institution which operates to ensure job security and welfare of the semi government and private sector working community in Sri Lanka.

The main role of this Department is to prepare and implement laws and regulations on wages, salary, service conditions, job security, occupational health, social security and welfare of the working people in the private and semi government sector who contribute to the economy of Sri Lanka, while maintaining industrial peace to strengthen national economy.

Whilst 13 main divisions operate to the head office of the Department of Labour, 11 of zonal Labour offices, 40 of District Labour offices, 17 of Labour sub offices and 10 District Factory Engineer's offices have been set up island wide under decentralization of activities of the department. The entire staff of the Department of Labour by 31st of December 2017 was 2495.



## **Vision, Mission and role of the Department of Labour**

### **Vision**

A country with everlasting Industrial peace for internationally competitive economy

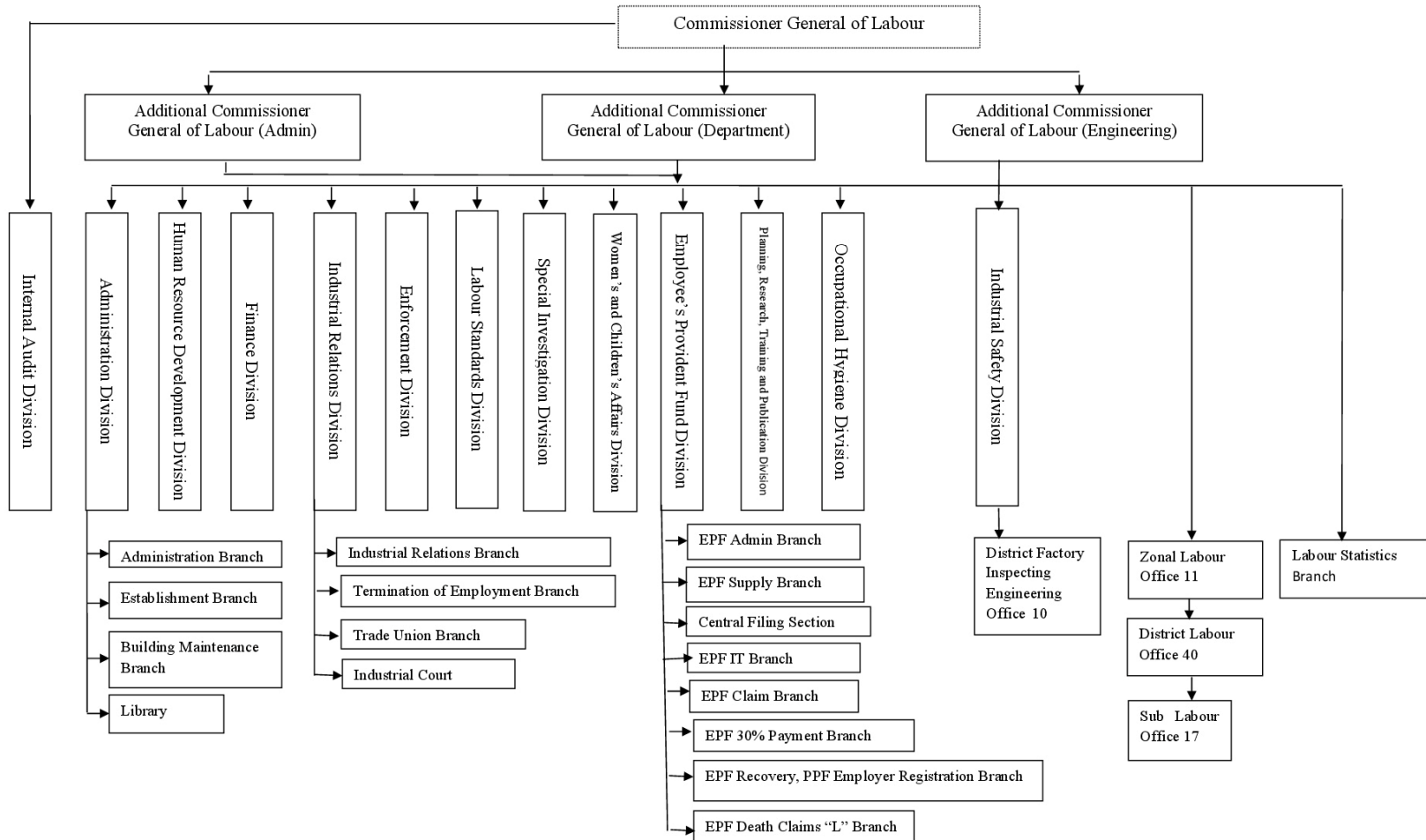
### **Mission**

Contribute for the development process of Sri Lanka through the establishment of a decent work environment with secured industrial peace

### **Role**

- Implementing labour Acts and ordinances enacted for the welfare and advancement of the working community and settling industrial disputes
- Implementing social security programmes for workers
- Conducting surveys on the field of Labour identifying projects that contribute for the development and labour force planning, launching internal and external awareness programmes, and educational programmes.
- Promoting social dialogue in between relevant parties in the field of labour.
- Collecting, analyzing, and presenting data relevant to the field of labour
- Maintaining proper and productive relationships with trade unions.
- Actively working in collaboration with the Ministry of Labour and trade union Relations, as the representative of Sri Lanka for the International Labour organization.
- Preparation of reports and gathering information on the field of Labour in relation to discharge of internationally adopted obligations.

## Organization Structure of Labour Department





## Ensuring Industrial peace

### Labour Inspections

Work place cooperation and industrial peace are essential factors in upsurge national productivity while securing domestic production facing international competition. Inspections carried out by the Department are more conducive to maintain workplace cooperation and industrial peace. A formal labour inspection process paves the way for minimization of workplace accident, implementation of fixed wages and conditions, ensure social security for worker's retirement life, and establishment of industrial place.

The number of routine inspections carried out by the officers of the Department of Labour in 2017 was 61073.



179 officers were newly recruited in December, 2017 to fill the vacancies existed in the posts of Labour officer. Accordingly it is expected to get the service of these newly recruited Labour officers in order to increase labour inspections carried out by the department both qualitatively and quantitatively in future.

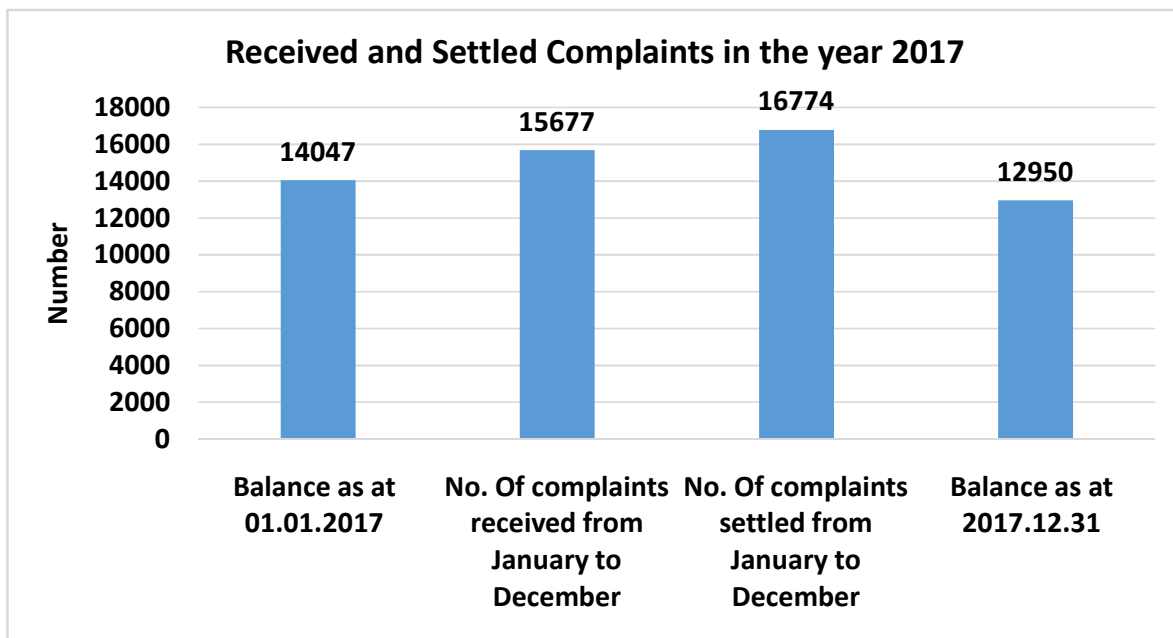
Thus, the number of routine inspections expected to be carried out by the Department in 2018 will be 90000.



The occasion of receiving letters of appointment by newly recruited Labour officers from His Excellency the President

## Settlement of Industrial Disputes

The number of industrial disputes has decreased in 2017 on account of labour inspection and various awareness programmes launched by the Department of Labour using mass media.

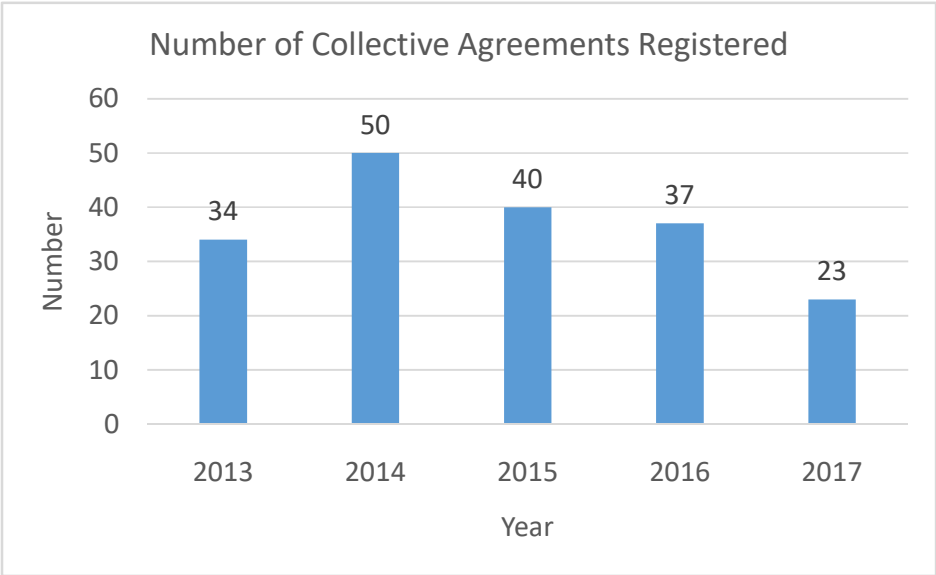


When considering the number of complaints received in 2017 on default of statutory payment, more complaints have been received on payments of wages/over time, gratuity and Employees provident fund. Therefore, paying attention with due priority on this situation, the Department will have to take steps to reduce such complaints in coming year. Necessary instructions have been given to District and sub labour offices for the speedy settlement of balance of complaints and labour offices with high balances of complains will be monitored continuously by the head office to speed up the complaint settlement process.

## Registration of Collective Agreements

Collective Agreement enable employees to obtain more privileges than those granted to them by labour laws. Accordingly, the number of collective agreements registered in the year 2017 was 23. Thus, the number of collective agreements in force as at the end of year 2017 was 62. A gradual decrease is indicated in the number of collective Agreements

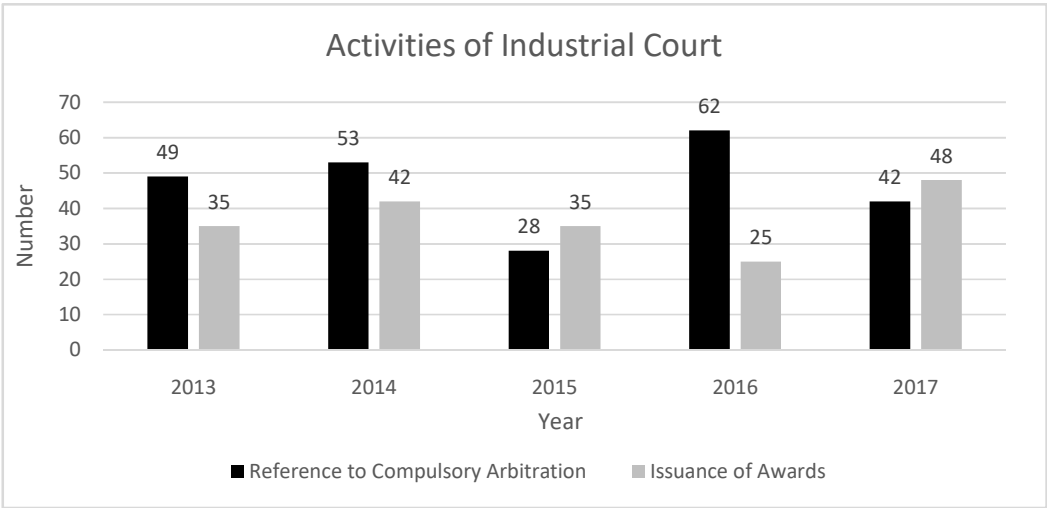
registered during the past few years. Hence, the Department of Labour is encouraging the establishment of more collective agreements through social dialogue.



**Activities of industrial court**

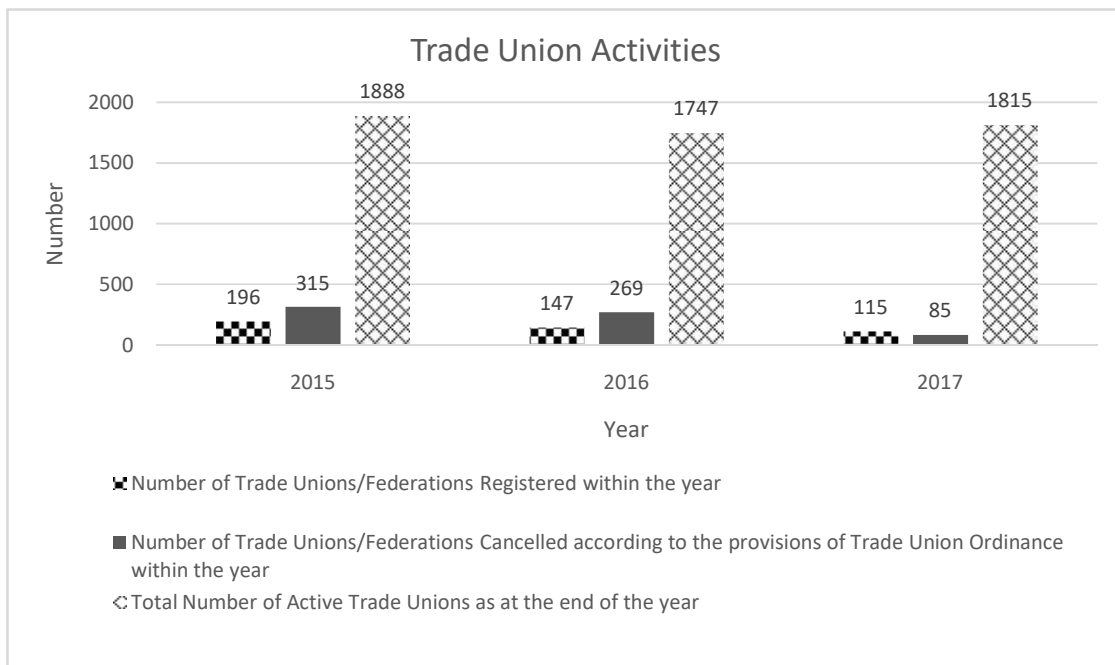
The main objective of the Industrial court is settling industrial disputes while engaging in granting awards, interpreting on the granted awards at the request of Commissioner General of Labour and coordinating with Attorney General’s Department, when make writ applications against awards.

Further, amongst the complaints received by the Department, only those which are not covered under any labour law, not related to default of statutory payments or subjected to prescription are referred for Arbitration. Accordingly, a lesser number of complaints are referred for arbitration out of total number of Complaints received by the department. A board, comprising 17 members has been appointed in 2017 in order to expedite the settlement of complaints.



## Trade Union Activities

During the year 2017, 115 of Trade Unions / Federations were registered and the registration of 85 Trade Unions / Federations were cancelled according to the provisions of Trade Union Ordinance. Accordingly, total number of active Trade Unions / Federations by the end of year 2017 was 1815. As a result of increased awareness among trade union members about the operations of the trade unions, number of cancellations of Trade Unions / Federations has been decreased gradually during past few years.

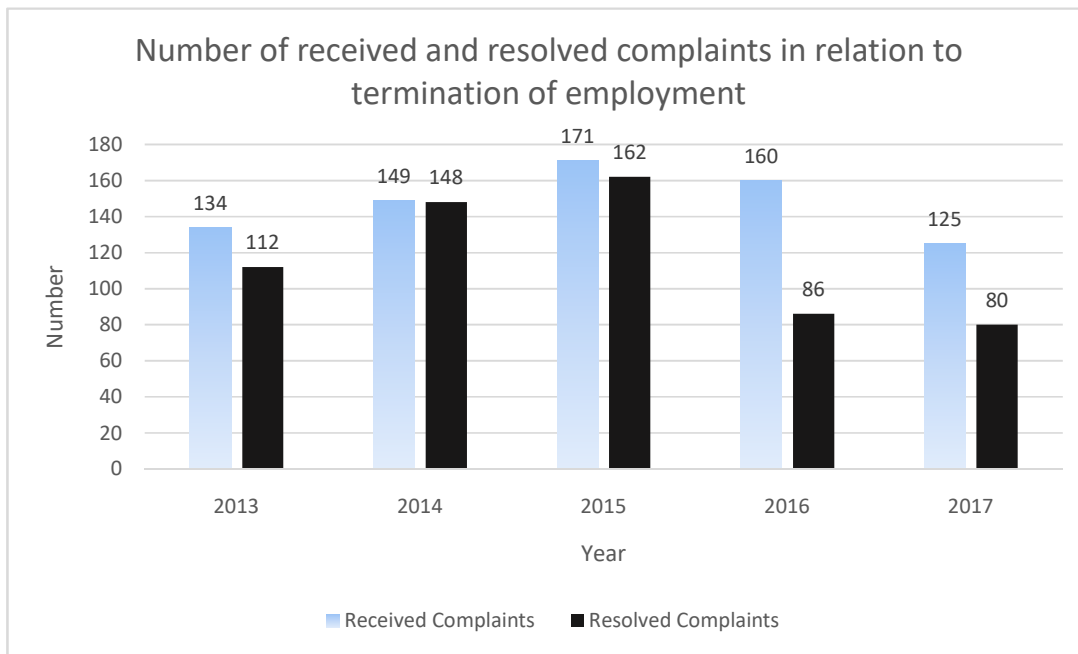


## Activities related to Termination of Employment of Workmen

The department of labour intervene to minimize arbitrary and unfair termination of employment, provide fair and justifiable relief for workmen who lose employment due to environmental changes, and to take necessary measures to provide relief to business community in dismissal of redundant employees as a strategic action of strengthening their business.

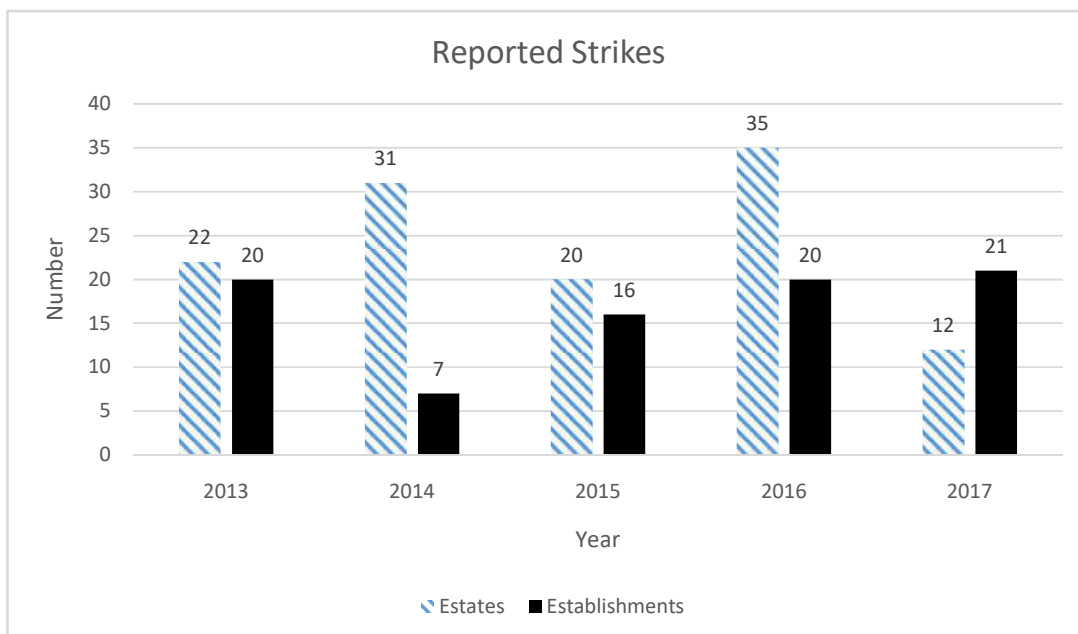
In 2017, the number of complaints received in relation to termination of employment was 125. Out of which 80 were resolved during the same year.

During the year 2017, applications had been received in relation to termination of employment, and permission had been granted for 24 applications.



## Strikes

In 2017 a total of 33 strikes were reported from semi government and private sector working community and 10312 employees had involved in these strikes. The total number of man days lost due to the strikes was 58279.



### Reported Strikes during last five years

		2013	2014	2015	2016	2017
Reported Strikes	Estates	22	31	20	35	12
	establishments	20	07	16	20	21
Number of workers Involved	Estates	5031	4833	5229	18355	1885
	establishments	6088	1618	3171	10317	8427
Number of man days lost	Estates	41669	29165	29743	123151	5643
	establishments	38754	8158	8630	18840	52636

### Legal Activities

Initiating legal action against violators of labour laws and thereby protecting and promoting employer-employee rights and cooperation are among the main functions of the department.

Accordingly, details of the court cases filed by the labour offices in 2017 are as follows.

Relevant Act	Balance as at 01.01.2017	Number of Court Cases filed during the year	Number Court Cases Concluded	Amount Recovered through Court Cases (Rs.)	Amount to be recovered through Court Cases (Rs.)
1.Gratiuity Act	2706	1363	761	125,186,398.00	130,505,316.00
2.Industrial Dispute Act	253	40	8	1,275,836.00	136,650.00
3.Termination of Employment Act	9	13	-	-	23,767,677.45
4.Wages Boards Ordinance	547	115	22	2,337,852.00	7,346,025.93
5.Shop and Office Employees Act	161	41	8	296,264.00	20,388,024.05
6.Orders of Labour Tribunals	449	62	16	2,699,358.00	35,181,727.68
7.Women and Children Act	14	6	-	-	-

Relevant Act	Balance as at 01.01.2017	Number of Court Cases filed during the year	Number Court Cases Concluded	Amount Recovered through Court Cases (Rs.)	Amount to be recovered through Court Cases (Rs.)
8.Employees' Provident Fund Act	9013	2343	2159	2,141,840,039.00	2,066,196,116.45
9.Maternity Benefits Ordinance	1	2	-	-	-
10.Budgetary Relief allowance Act	31	23	-	-	2,500,695.60
11.Private Provident Funds	0	4	-	-	865,000.00

#### Details of the Cases Filed in Courts in 2017

Court	Balance as at 01.01.2017	Number of Cases Filed	Amount to be Recovered (Rs.)	Number of Cases Concluded	Recovered Amount (Rs.)
Supreme Court	148	33	-	02	-
Court of Appeal	301	35	-	10	-
High Court	167	104	-	98	-
District Court and Commercial High Court	257	11	3,132,454,228.41	58	255,528,784.03
Magistrate's Court	15,140	4,012	2,286,887,233.16	2,974	2,273,635,747.00

## Social Security

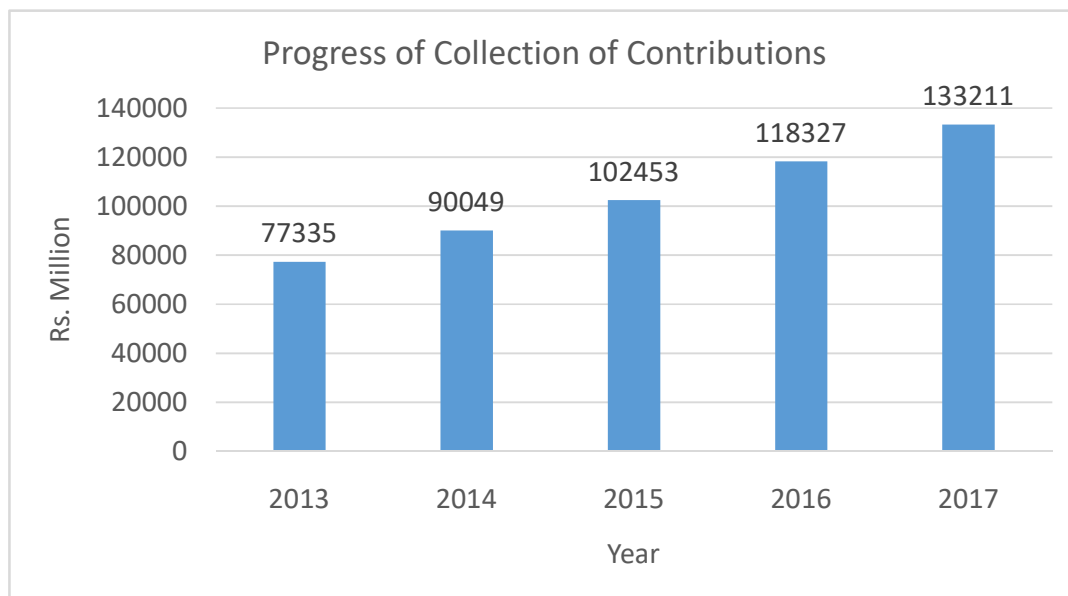
Employees' Provident Fund which is the most attractive social security mechanism created to protect the retirement life of the working population in Sri Lanka, is maintained by the Department of Labour.

Accordingly, the number of employers and employees registered with the Employees' Provident Fund in 2017 was 6507 and 454,971 respectively.

### Collection of Contributions

EPF contributions of a particular month should be deposited in the Central Bank of Sri Lanka by respective employer on behalf of all the employees covered by the Employees' Provident Fund Act No. 15 of 1958. Recovery of EPF contributions have now been more effective as EPF monitoring system has been installed in every Labour Office.

The progress of collection of EPF Contributions during past five years is as follows



### Registration of Finger Prints

Finger prints of 12600 members have been registered by the head office in the year 2017. Presently, fingerprint registration system has been installed in 23 labour offices in addition to the head office.



*Progress of the Employees' Provident Fund*

		As at 2016.12.31	As at 2017.12.31
Total number of Membership Accounts		17,131,226	17,314,362
Total Number of Employers		223,114	222,735
Value of Funds (Rs. Millions)		1,841,497	2,066,299
Number of Active Members (Millions)		2.61	2.61
Active Employers		73,482	75,756
New Registrations	Employees	620,806	454,971
	Employers	7,178	6,507
Payment of Benefits	Number of Beneficiaries	187,149	260,989
	Benefits paid (Rs. Millions)	108,393	117,477
Collection of Contributions (Rs. Millions)		118,327	133,353
EPF Housing Loans	Number of Approved Applications	12,780	10,998
	Approved Loan Amount (Rs. Mn)	5,414	4,946

**Progress of the payment of EPF 30% Pre Retirement Benefits**

The number of EPF 30% pre retirement benefits eligibility applications received by the head office, exclusive of those received by the District Labour Offices was 31033. The number of Form 'S' handed over after being eligible was 21315. The number of applications forwarded to Central Bank of Sri Lanka to make payments was 21699.

The number of EPF Beneficiaries during past three years

Benefit	Number of Beneficiaries		
	Year 2015	Year 2016	Year 2017
Withdrawal of EPF benefits upon reaching retirement age	238063	87541	87268
Payment of benefits for female members upon leaving employment due to marriage	108614	22708	22426
Payment of benefits upon leaving employment due to permanent disability	7513	978	1048
Diseased member benefits	4672	4496	4738
30% pre-retirement benefits	678	69482	33014
Payment of benefits on migration for permanent residence	13923	1755	1959
Payment of benefits upon leaving employment on account of receiving a permanent and pensionable appointment in public / provincial public service	29453	10133	13488
Payment of benefits for employees who left employment on account of closure of government co operations / boards or conversion to a company as a means of cost reduction	18165	108	2785

### **Promotion of Employees' Provident Fund and progress of efficiency development programmes**

In 2017, advertisements were telecast and broadcast through television and radio in order to make aware members with a view to minimize problems which arise due to absence of correct awareness on the Employees' Provident Fund. In addition, mobile services were conducted as well.

### **Progress of supervision of Private Provident Fund**

The number of institutions and the number of members who contribute to Private Provident Fund is 149 and 192342 respectively. While the amount of net assets is Rs. 221,086,931,366.97, the amount of net investment is Rs. 135,680,427,446.75.

## Social Dialogue

Department of Labour is dedicated to achieve economic prosperity through maintaining Industrial Peace and Harmony. In order to build industrial peace, it is essential to educate employers and employees on the importance of communication, consultation and joint decision making. In this effort, social dialogue plays a vital role.

Accordingly, in order to promote social dialogue, Department of Labour conducted 128 social dialogue promotion programmes in 2017.

PROGRAMMES	NO OF PROGRAMMES CONDUCTED	NO OF PARTICIPANTS
Workshops in Institutions	60	2648
For Managers and Employees	10	407
For Semi Government Sector	12	545
Zonal Advisory Councils	8	277
District Advisory Councils	40	1333
For Institutions under District Office	32	1155
For Institutions under Sub Labour Office	14	469



The Department of labour annually conducts the all island competition on social dialogue and workplace cooperation as a follow up and evaluating process of various programmes conducted to promote social dialogue and workplace cooperation. This annual competition is held under two sections; evaluation of institutions which implement social dialogue concept at an optimal level and evaluation of employees' creative skills. Accordingly, the competition, was held in the year 2017 too and winners were awarded.



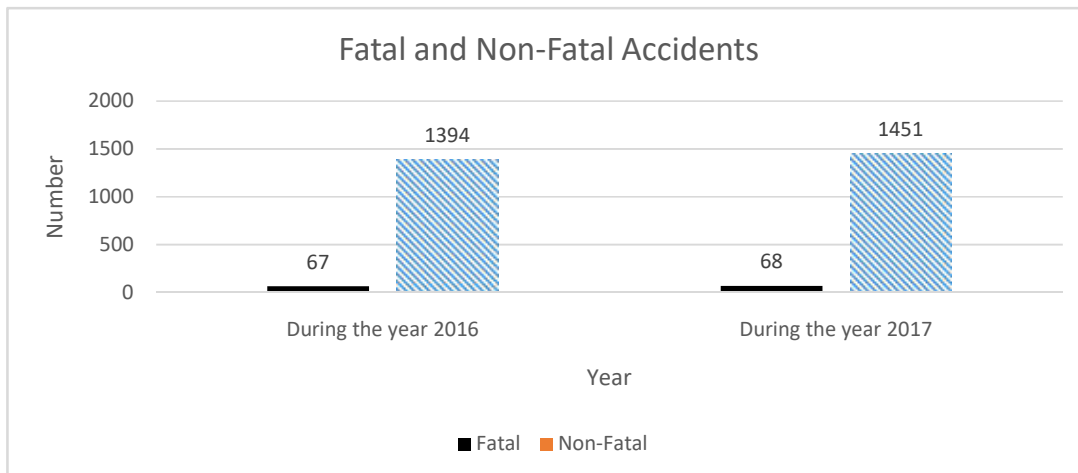
All Island Competition on Social Dialogue and Workplace Cooperation -2017

Further, the annual news magazine 'Kathikawa' which includes articles and compositions on social dialogue and workplace cooperation was also launched in the year 2017 with the objective of spreading the message of social dialogue and work place cooperation.

## Industrial Safety and Occupational Hygiene

A working environment free from accidents and hazards result in increased efficiency and productivity of the workers and the quality of the goods and services. Therefore, the Department of Labour takes measures to minimize accidents, hazards and occupational diseases in workplaces.

In 2017, a total number of 4943 inspections on factory accidents and investigations on complaints have been carried out by the Department. In addition, 7530 of inspections on dangerous machineries, 68 of investigations on fatal accidents and 1451 of inspections on non fatal accidents have also been carried out during the year 2017. The highest number of fatal accidents were reported in construction sector and therefore necessary actions have been taken to conduct awareness programmes in coming years for employers and employees to minimise those accidents.



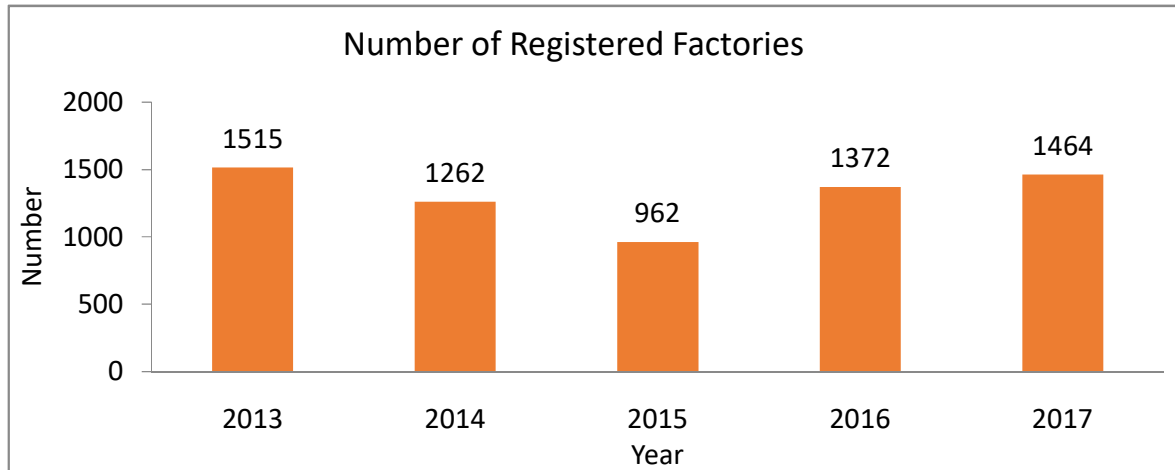
The Department of Labour organized a national level programme at Investment Promotion Zone – Awissawella in 2007, in order to commemorate World Day for Safety which falls on 28<sup>th</sup> April in every year.



Commemoration Ceremony of World Day for Safety – 2017

The programme on behalf of occupational safety week was also held at the Galadari Hotel in October 2017.

The below graph shows the number of new factory registrations done from year 2013 to 2017 in respect of industrial safety. In addition, a total number of 28,854 factories have been registered as at 31.12.2017.



While, 4 of environmental monitoring have been done to check the work environments which are vulnerable to occupational diseases, 1235 of biological monitoring have been done for early detection of occupational diseases or symptoms. Further, a total number of 271 occupational health and safety audits have been carried out by the Department.

During the year 2017, the Department of Labour has conducted 399 of awareness programmes in order to promote industrial safety and occupational hygiene.



Awareness programme for employees on occupational safety and health – Brombil Tea Factory, Pelawatta



Workshop on occupational safety, health and welfare, Polonnaruwa

## Labour Standards

Formulating standards on the service conditions which affect the job security and welfare of private sector employees, giving legal status to those standards and supervision are among the main functions of the Department of Labour.

Accordingly, following tasks have been performed in the year 2017.

- Appointment of representatives for 12 wages boards and publishing the same in newspapers.
- Holding two rounds of discussions of the workers covered by the Wages Board for Hotel and Catering Trade
- Publishing the Order of the Marine Transport and Operational Services Trade in newspapers
- Responding to the complaints on Budgetary Relief Allowance and Minimum Wages according to the relevant committee decisions
- Granting approval to 200 employers for the implementation of 5 day work week
- Checking the legal validity of 33 of collective agreements
- Printing of leaflets in order to make aware on National Minimum Wage of Workers Act No 03 of 2016 and Budgetary Relief Allowance of Workers Act No 04 of 2016
- Calling for objections regarding the Flowers, Ornamental plants, Vegetables and Fruits Cultivation and Export Trade and publishing through newspaper notices
- Publishing of Cost of Living Allowance for the Cocoa, Cardamom, and Pepper Growing and Manufacturing Trade in the newspapers

The list of wages boards which were in force in Sri Lanka as at 31.12.2017 has been mentioned below.

<b>Wages Board</b>	
<b>Plantation Sector</b>	
01 - Tea Growing and Manufacturing Trade	
02 - Cocoa, Cardamom, and Pepper Growing and Manufacturing Trade	
03 - Rubber Growing and Manufacturing Trade	
04 - Coconut Growing Trade	
<b>Manufacturing Sector</b>	
05 - Engineering Trade	
06 - Printing Trade	
07 - Tea Export Trade	
08 - Rubber Export Trade	
09 - Liquor and Vinegar Trade	
10 - Match Manufacturing Trade	
11 - Coconut Manufacturing Trade	
12 - Building Trade	
13 - Baking Trade	
14 - Ice, Aerated waters, Fruit Juice and Jam Manufacturing Trade	
15 - Brick and Tile Manufacturing Trade	

16 - Coir Mattresses and Bristle Fiber Export Trade
17 - Garment Manufacturing Trade
18 - Hosiery Manufacturing Trade
19 - Paddy Hulling Trade
20 - Textile Manufacturing Trade
21 - Biscuit and Confectionary Manufacturing Trade
22 – Rubber (Including Tire Manufacturing and Re Building) Plastic and Petroleum Resin Products Manufacturing Trade
23 – Tanning, Footwear and Leather goods Manufacturing Trade
24 - Ceramic Products Manufacturing Trade
25 - Prawn Culture and Export Trade
26–Metal Quarry and Metal CrushingTrade
27 - Plumbago Trade
28 - Cinnamon Trade
29 - Tobacco Trade
<b>Service Sector</b>
30 - Motor Transport Trade
31 - Cinema Trade
32 - Nursing Home Trade
33 - Hotel and Catering Trade
34 - Security Trade
35 - Journalists Trade
36 - Retail and Wholesale Trade
37 - Marine Transport and Operational Services Trade
38. Janitorial Service Trade
<b>Decisions of Commissioner of Labour</b>
39 - Batik Trade
40 - Glassware Manufacturing Trade
41 - Pre-school Trade
42-Beedi Manufacturing Trade
43 - Cigar Manufacturing
44 - Flowers, Ornamental plants, Vegetables and Fruits Cultivation and Export Trade



## **Protection of rights of working women and elimination of child labour**

The employed women play a prominent role in the production process of Sri Lanka. It is the responsibility of the Department of Labour to look in to the vocational rights, safety, and providing for the health and welfare facilities of women. Similarly the elimination of child labour in order to safeguard children who are the lifeblood of our nation is also a main responsibility of the Department.

Accordingly, during year 2017, the Department of Labour has engaged in the below mentioned activities for the safety of employed women.

- ✓ The International Women's Day was celebrated as a counselling seminar with the participation of approximately 400 female employees at the Koggala Investment Promotion Zone.
- ✓ Three seminars for women employees of the plantation sector, 09 in service seminars to create awareness among women employees of factories were conducted. Further, 02 psychological counselling / Yoga Programmes and 04 awareness programmes on venereal diseases were also conducted for the women employees of Katunayaka, Biyagama and Koggala Investment Zones.
- ✓ Eight Narcotic Prevention Programmes were conducted to create awareness among Trade Zone resident women employees of the Free Trade Zones.
- ✓ Four self – employment training programmes for women employed in small scale plantation and agricultural sectors were conducted with the view of providing an additional income for them.
- ✓ With the objective of ensuring safety of the children of employed women, 19 programmes were conducted to promote and facilitate the Day Care Centers. An improvement in the contribution of women towards labour was expected through this.
- ✓ Sixty-two combined inspections were conducted to approve night work in factories.

The Department of Labour has engaged in the following activities during year 2017 in order to safeguard the rights of children who are the lifeblood of the nation.

- ✓ The World's Children's Day which fell on the first of October 2017 was celebrated with the participation of 50 school children from 10 schools of the Welimada Division. Knowledge Quizzes, Singing Competitions, Aptitude Tests and relay running events were held among the school children and awards and certificates were presented to the winners as well as all the participants.
- ✓ A ceremony was not organized this year to celebrate the World day against Child Labour. However, a programme was conducted to distribute exercise books containing the message

of child labour and elimination of child labour among school children of low income families facing the risk of being engaged in hazardous employment in concurrence of the day.

- ✓ Twenty nine awareness programmes were conducted for school children with the twin objectives of preventing them from leaving school due to various social factors and economic constraints and controlling the employment of young persons below the age of 18 under the programme to achieve Zero Child Labour in Sri Lanka.
- ✓ Two special workshops were conducted to create awareness amongst the Officers of Women and Children's Divisions of Police Stations, Probation Officers, Regional Officers of the National Child Protection Authority, Children's Rights Promotion officers, and Grama Niladharies who assist the Labour Officers in the implementation of laws related to Child Labour.
- ✓ Three mobile programmes were conducted at R/St. Jokeem Vidyalaya, Kahawatta Tamil College and R/Pathberiya Narada Central College covering the Ratnapura District under the patronage of the International Labour Organization.
- ✓ The launch of the Child Labour Survey Report (2015/2016) and the special media awareness discussion was held at Global Tower Hotel, Wellawatta. The Hon. Minister of Labour, trade Union Relations and Sabaragamuwa Development, the Secretary to the Ministry, the Commissioner General of Labour, Officers of the ILO, Officers of the Department of Labour, Officers of Census and Statistics Division and Media personnel participated in this event.

## **Special Investigations**

In addition to the routine labour inspections and complaint inspections, a special investigation division has been set up in the Department of Labour to implement the labour laws and regulations, expedite and to carry out emergency inspections and special investigation duties.

Accordingly, 420 complaint inspections have been carried out during 2017 and the arrears calculated amounted to Rs. 198,184,397.89.

52 complaint inspections have been carried out regarding complaints received from various institutions such as Sri Lanka Human Rights Commission, Parliamentary Advisory Council, Public Petitions Council, President's office and the Prime Minister's office. 16 institutions with more than 100 employees (from selected sectors) have been inspected.

## Administration

### Administration of physical resources

Upgrading the infrastructure of the department is essential to facilitate the officers of the Department of Labour to carry out their duties efficiently and effectively.

**Accordingly, the “Mehewara Piyasa” is being constructed in the land owned by the Department of Labour.** The expenditure incurred this purpose in 2017 is Rs. 2133.75Mn. The physical progress of the building as at 31.12.2017 is 67.92%.

The construction of new buildings for Awissawella and Negombo Labour Offices have been completed during the year and both offices are now being maintained in newly constructed buildings.



The progress of the construction of labour offices is as follows.

Programme / Activity	Progress as at 2017.12.31	
	Physical	Financial (Rs. Mn)
Mehewara Piyasa	67.92%	2133.80
Awissawella	100%	-
Negombo	100%	-
Polonnaruwa	Phase 03 - 100%	-
Kurunegala	Phase 02 - 30%	61
Puttalam	Phase 03 - 98%	15
Ambalangoda	Phase 02 - 20%	21
Anuradhapura	Phase 02 - 100%	3.447
Mahiyanganaya	Phase 02 - 50%	21
Ratnapura	3%	24.99
Badulla	2%	24.79
Hatton	2%	14.98
Na-Ula	2%	0.014
Vauniya	2%	0.023

## Human Resource Management

The duties of the department can be efficiently and effectively carried out by maintaining the staff at optimum level. The functions carried out for this purpose is given below.

- Obtaining the approval of the Public Service Commission (PSC) for Technical Service recruitment procedure.
- Requesting for the approval of PSC for the recruitment of Research officers of the Sri Lanka Scientific Service.
- Requesting for the PSC approval for the recruitment procedure of Commissioner of Labour (Occupational Health)
- Recruitment of 04 Legal officers, 179 Labour Officers, 05 Stenographers, 17 Drivers, 20 KKS and an Electrician for the vacancies.
- Calling in the performance appraisals of Staff officers (1A, 1B, 2, 3, 17)
- Uniform Allowances (for Watchers, Drivers, KKS and other relevant categories of employees)
- Granting of Annual salary increments
- Preparation of pension files
- Conducting efficiency bar exams for the Assistant Commissioners of Labour, Sri Lanka Engineering Service, Labour Officers, Human Resource Development Officers, Drivers and KKS.
- Reporting to the Human Rights Commission and Public Petition Council as required
- Calling in mid-year performance (Annual)
- Calling in Assets and Liabilities Reports
- Conversion of salaries as per PSC Circular 03/2016
- Primary functions relevant to implementing the recommendation of the Department Restructuring Report.

## Library and Information Service

The Department library is maintained with the objectives of collecting of information to suit the identified requirements relevant to the progress of the employer-employee community, paving the way to expand the knowledge in accordance with the requirements, and spread the knowledge regarding the labour field amongst the employees of the Department of Labour as well as the general public. Accordingly 173 books and magazines were bought during the year to enhance the knowledge, comprehension and appreciation of the readers.

Further the Department maintains a labour museum and it exhibits the commencement and evolution of the labour field as well as conservation of acts and ordinances and other documents related to the labour field of Sri Lanka.



A photograph of the Labour Museum

## Progress Supervision and Review

The annual action plan for all divisions of the Department of Labour as well as all District / Sub Labour offices is prepared and the progress of the same is supervised monthly and quarterly.

In 2017, six progress review meetings were conducted at zonal level for the supervision of progress of the labour offices. Further 03 seminars were conducted for officers in charge of regional offices.

The LISA programme (Labour Inspection System Application) was updated during the year in order to maintain a systematic data system by the computerization of information on labour inspections carried out by Labour offices, complaints received by offices and Court Cases. The relevant officers have been advised regarding issues related to internet, and computers upon studying the manner in which LISA Programme is used in District Offices, solving the problems connected to the use of LISA programme, the petition register and maintenance of the court cases register. Accordingly, instructions have been issued to the respective officers.

Various training programmes have been conducted to upgrade the performance of officers.

Programmes	Number of Programmes Conducted
Staff Officer Training Programmes	6
Management Assistants Training Programmes	18
Computer Training Programmes	14
Sponsoring of Post Graduate and Diploma Courses	80
External Training Programmes	24
Other Training Programmes	5
Foreign Training Programmes	6
Initial Training for newly recruited labour officers	1



Photographs of training programmes conducted during the year

## Financial management

The Department of Labour was able to use the financial resources efficiently, productively and economically during 2017.

The below mentioned functions were carried out for financial management.

- Preparation and implementation of the Departmental Procurement plan.
- Proper distribution of the goods and services acquired through the procurement process.
- Issuing of imprest for sub offices and financial supervision
- Preparation of monthly, bi-annual and annual accounts and submitting to the relevant parties on the due dates
- Regulation of all receipts and payments received from outside parties in accordance with law.
- Survey of capital assets owned by the Department and disposal of unnecessary assets
- Payment of Salaries of department officers, loan advances, and allowances

Financial progress of the Department from January to December 2017

Programmes	Type of Expenditure	Provision for 2017 (Rs.)	Expenditure as at 31st December 2017
221	Recurrent	1,505,256,000	1,451,795,889.23
	Capital	3,607,300,000	2,503,986,516.61

#### Capital Expenditure Classification

Type of Expenditure	Provision – Budget 2017	Actual Expenditure 2017	Actual Expenditure as a percentage
Improvement and Rehabilitation of Capital Assets	57,400,000.00	48,032,220.55	84%
Acquisition of Capital Assets	3,526,250,000.00	2,387,686,957.42	68%

#### Recurrent Expenditure

Type of Expenditure	Provision – Budget 2017	Actual Expenditure 2017	Actual Expenditure as a percentage
Personal Salaries	1,174,700,000.00	1,134,858,706.99	97%
Traveling Expenses	61,700,000.00	60,568,532.90	98%
Supplies	55,291,000.00	48,684,156.32	88%
Maintenance Services	13,143,000.00	11,868,679.55	90%
Constructions	1,770,000.00	1,415,213.74	80%
Other Services	174,064,000.00	169,914,384.92	98%
Transfers	24,562,000.00	24,462,898.81	100%
Other	26,000.00	23,316.00	90%
Total	1,505,256,000.00	1,451,795,889.23	96%



## **Publishing of Statistics related to the labour field**

Collection of correct information and statistics whilst studying the timely complicated changes of the labour field of Sri Lanka, analyzation and introduction of foresights through the same are carried out by the Department of Labour. Accordingly, the following functions were carried out in 2017

- Annual Employment Survey Report 2016  
published through print and website
- Annual Employment Survey 2017  
The data of the 2017 survey still being computerized
- Labour Statistics Annual Publication 2016  
Prepared for publishing through print and website
- Sri Lanka Labour Gazette Quarterly publication 2017  
Information collected from other institutions
- Survey Report on General earnings and Number of Hours Worked -2017  
2017 March Survey Completed. The September Survey data still being received
- Calculation of Minimum Salary Rate  
The minimum rates of salaries in accordance with the wages Boards have been calculated up to the month of October
- Computerization of EPF new registrations  
The received EPF details have been computerized

## Information Technology Affairs

The initial steps relevant to the launch of Lanka Public Net Project have been taken in 2017. Furthermore, the Public services Provided through the department web site have been promoted.

**කම්කරු දෙපාර්තමේන්තුව**  
**Department of Labour**  
**தொழில் திணைக்களம்**

සිල් පිටුව අප ගැන අපගේ සේවාවන් දැන්වීම් සාමාන්‍ය කිරීම් අප අවිනෝග්‍ය

**අපගේ සේවාවන්**

**කම්කරු නිලධාරීන් සඳහා වන 1 වන කාර්යක්ෂමතා කඩඉම් පරීක්ෂණය සඳහා අයදුම්පත් කැඳවීමේ කාලය දිව්‍ය කිරීම් - 2017**

කම්කරු දෙපාර්තමේන්තුවේ කේන්ද්‍රගත කාර්යාලගත පෙට්ටි 2 සේවා කණය සඳහා 2013.09.26 දිනෙන් අනුමත බඳවා ගැනීමේ පරිසාරය අනුව, කම්කරු නිලධාරී කතෘතුරේ II වන ලේඛයට බඳවාගෙන වසර 3 ක් ගතවීමට පෙර I වන කාර්යක්ෂමතා කඩඉම් පරීක්ෂණය සමත් විය යුතු අතර, I වන ලේඛයට එසේ වී වසර 5 ක් ගතවීමට පෙර II වන කාර්යක්ෂමතා කඩඉම් පරීක්ෂණය සමත් විය යුතුය.

**ප්‍රමි වාසනා අරමුදල විසින්, වසර 35 ක් හෝ ඊට වැඩි කාලයක් වෘත්තීය සමිති ක්ෂේත්‍රයේ නිරත වෘත්තීය සමිති නායකයින් සම්බන්ධ තොරතුරු ලබා ගැනීම**

ප්‍රමි වාසනා අරමුදල විසින්, වසර 35 ක් හෝ ඊට වැඩි කාලයක් වෘත්තීය සමිති ක්ෂේත්‍රයේ නිරතව සිටි වෘත්තීය සමිති නායකයින් සම්බන්ධ තොරතුරු රැස්කරගෙන යනු ලැබේ. එබැවින් එම නායකයන්ගේ සියලු තොරතුරු සහ සඳහන් ආකෘති සත්‍ය අනුව 2017 අප්‍රේල් 15 වන දිනට පෙර සෑ වෙත ලැබීමට සලස්වන ලදී. වෘත්තීය සමිති ක්ෂේත්‍රයේ නිරතවූ අයගෙන් ප්‍රථම සිටිනු ලැබේ. අදාළ තොරතුරු සහාය, ප්‍රමි වාසනා අරමුදල, නො. 97, ජාතික පාර, කොළඹ 05, යන ලිපිනයට හෝ සහාය සඳහන් විද්‍යුත් ලිපිනයට ඉදිරිපත් කළ හැකිය.

**වැදගත් සබැඳි**

- විදේශ සිසාන්ට
- ප්‍රකාශයක් දැන්වීම
- දෙපාර්තමේන්තුව
- තොරතුරු දැනගැනීමේ අයිතිවාසිකම්
- වෙළුම් අවධි

- ශ්‍රී ලංකා කම්කරු වෘත්තීය සමිති සබඳතා හා සබැඳුම් සංවර්ධන අරමුදල
- ශ්‍රී ලංකා වෘත්තීය සාමාජිකයන්ගේ අරමුදල (ETF)
- ශ්‍රී ලංකා ජාතික කම්කරු අධ්‍යයන ආයතනය
- ශ්‍රී ලංකා විද්‍යාල හා රැකියා දෙපාර්තමේන්තුව
- ශ්‍රී ලංකා ජාතික රැකියා සුරක්ෂිතතාව සහ සෞඛ්‍ය ආයතනය
- ශ්‍රී ලංකා ප්‍රමි වාසනා අරමුදල
- ශ්‍රී ලංකා ස්නාටික
- ශ්‍රී ලංකා ස්නාටික ලේඛන කාර්යාලය
- ශ්‍රී ලංකා අභියාචනාධිකාරණය
- ශ්‍රී ලංකා ලේක්ෂ්‍යාධිකාරණය

**Chief Officers of the Divisions of Department of Labour (as at 31.12.3017)**

	Division	Designation	Name
1	Commissioner General of Labour		Mr. A. Wimalaweera
2	Additional Commissioner General of Labour (Administration)		Mr. C.N. Withanachchi
3	Additional Commissioner General of Labour (Department)		Mr. P.S. Pathiratne
4	Additional Commissioner General of Labour (Engineer)		Mr. W.I.C.D.R. Fernando
5	Administration Division	Commissioner of Labour	Mr. G.D.W. Jayawardena
6	Industrial Relations Division	Commissioner of Labour	Mr. K.D. Manoj Priyantha
7	Employees' Provident Fund Division	Commissioner of Labour	Mr. D.P.K.R. Weerakoon
8	Law Enforcement Division	Commissioner of Labour	Mr. D.M. Karunarathne
9	Planning, Research, Training and Publications Division	Commissioner of Labour	Mr. D.P.K.R. Weerakoon
10	Special Investigations Division	Commissioner of Labour	Mr. P.W.M.G. Wickramasinghe
11	Labour Standards Division	Commissioner of Labour	Mr. Janaka Paranamana
12	Human Resource Development Division (Social Dialogue and Workplace Cooperation Unit)	Commissioner of Labour	Ms. L.D. Chitra Jayaseeli
13	Women and Children's Affairs Division	Commissioner of Labour	Mr. Mahadewa
14	Industrial Safety Division	Commissioner of Labour	Mr. W.I.C.D.R. Fernando
15	Finance Division	Chief Accountant	Ms. D.K.D.P. Lakmali
16	Internal Audit Division	Chief Auditor	Mr. I. L. Somasiri
17	Occupational Hygiene Division	Deputy Commissioner of Labour	Dr. Vajira Palipana
18	Statistics Division	Deputy Director (Statistics)	Mr. D. Weerawarna
19	Construction and Building Maintenance Division	Engineer (Buildings) Engineer (Civil) Engineer (Electrical)	Mr. R. J. Abesiriwardhana Mrs. G.H.R.S.E. Silva Mrs. H.L.L. Dhammika
20	Library	Librarian	Mrs. Renuka Kumari Jayawardhana

#### Zonal Labour Offices

	Zonal Labour Office	Name of the Deputy Commissioner of Labour in charge of the Zone as at 31.12.2017
1	Western I	Mr. L. T. G. D. Darshana (On Duty)
2	Western II	Mr. R. W. M. Podinilame (On Duty)
3	Western III	Ms. N. M. Y. Thushari (On Duty)
4	Sabaragamuwa	Mr. G.P.S. Liyanage (Covering Duty)
5	North – Western	Mr. W. M. S. Bandara (On Duty)
6	Central	Ms. J. K. Bogahawaththa (On Duty)
7	South	Mr. W. W. Punchihewa (On Duty)
8	Uva	Ms. R. N. Wickramarachchi (Covering Duty)
9	North Central	Mr. D. M. G. Weerasinghe (Covering Duty)
10	Northern	Ms. N. Jegadeeshwaran (Acting)
11	Eastern	Mr. K. M. R. L. Jayatilake (On Duty)

#### District Labour Offices

	District Labour Office	Name of Assistant Commissioners of Labour in charge of the District Labour Office as at 31.12.2017
1	Colombo Central	Mr. W. M. D. R. Weerakoon
2	Colombo South	Ms. R. P. I. Udayangani
3	Colombo West	Ms. P. B. C. Pemabandu
4	Colombo East	Ms. N. R. Ranawaka
5	Kalutara	Ms. E. C. S. Weerasinghe
6	Panadura	Ms. L. M. Hewawitharana
7	Mathugama	Mr. K. A. Premasiri
8	Maharagama	Mr. D. L. Dayananda
9	Colombo North	Mr. A. D. K. Milanga Weerakkody
10	Gampaha	Mr. B. A. J. M. Balachandra
11	Ja el	Mr. B. A. Mahinda
12	Negambo	Mr. C. G. H. Sanath Lanka
13	Ratnapura	Mr. R. G. J. B. Gunathilake
14	Awissawella	Mr. P. G. R. Chandrawansa
15	Pelmadulla	Mr. G. P. S. Liyanage

	District Labour Office	Name of Assistant Commissioners of Labour in charge of the District Labour Office as at 31.12.2017
16	Kegalle	Mr. K. G. J. B. Kurukothenna
17	Kurunegala	Mr. A. D. S. R. Wijayasinghe
18	Kuliyapitiya	Mr. H. P. D. N. K. Jayasekara
19	Chilaw	Ms. A. M. S. Chandrika
20	Puttalam	Mr. M. A. A. D. P. V. Munasinghe
21	Maho	Ms. R. M. P. Ratnayaka
22	Wennappuwa	Ms. K. L. D. V. Ratnakumari
23	Kandy North	Mr. A. R. Hewapathirana
24	Kandy South	Mr. B. A. S. P. K. Balasuriya
25	Matale	Mr. J. M. P. Karunarathne
26	Hatton	Mr. W. W. S. B. Madugalla
27	Nuwara Eliya	Mr. E. M. P. Ekanayaka
28	Galle	Ms. N. P. Manage
29	Matara	Mr. D. H. T. Deshapriya
30	Hambonthota	Mr. J. L. Wickramanayaka
31	Badulla	Mr. D. M. Gamini (Acting)
32	Monaragala	Mr. D. M. Gamini
33	Haputale	Ms. R. N. Wickramarachchi
34	Anuradhapura	Ms. R. M. I. C. K. Rathnayaka
35	Polonnaruwa	Mr. K. M. R. L. Jayathilake
36	Jaffna	Ms. N. Jegadeeshwaran
37	Vauniya	Ms. S. Siwaranjani
38	Trincomalee	Mr. A. M. Bandaranayaka (Acting)
39	Ampara	Mr. M. S. M. Anzar
40	Batticaloa	Mr. A. Kogularanjan (Covering Duty)

#### Sub Labour Offices

	Sub Labour Office	Name of Senior Labour Officer in charge of the Sub Labour Office as at 31.12.2017
01	Yatiantota	Ms. L. N. K. K. S. Dayarathna
02	Embilipitiya	Ms. A. G. A. Shriyani
03	Warakapola	Mr. J. A. C. N. Jayakodhi
04	Gampola	Ms. B. H. M. W. K. Bamunuhendra
05	Naula	Mr. M. K. S. Siriwardhana
06	Nawalapitiya	Mr. U. G. K. I. Perera
07	Ambalangoda	Ms. T. H. S. A. Silva
08	Elpitiya	Mr. A. P. A. Priyantha
09	Morawaka	Mr. K. W. Athapaththu
10	Beliatta	Mr. I. R. Wellappili
11	Mahiyanganaya	Mr. A. M. J. K. Aththanayake
12	Medawachchi	Mr. C. M. M. Chandrasekara.
13	Kilinochchi	Mr. P. Pradeepan
14	Mulathivu	Mr. P. Pradeepan (Acting)
15	Mannar	Mr. Arudselvam (Acting)
16	Kantale	Mr. S. M. Nazar
17	Kalmunei	Mr. M. S. Hussain

#### District factory Inspecting Engineers Offices

	District factory Inspecting Engineers Office	Name of District Factory Inspecting Engineer in charge of the District factory Inspecting Engineers Office as at 31.12.2017
01	Anuradhapura	Mr. S. G. Dissanayaka
02	Badulla	Mr. H. M. A. C. Nawaratne (Factory Inspecting Engineer)
03	Colombo	Mr. E. Abeysiriwardena (Special Factory Inspecting Engineer)
04	Galle	Ms. M. H. I. Lakmali
05	Gampaha	Mr. R. J. Abeysiriwardena
06	Jaffna	Mr. V. Suseendran

	District factory Inspecting Engineers Office	Name of District Factory Inspecting Engineer in charge of the District factory Inspecting Engineers Office as at 31.12.2017
07	Kandy	Mr. K. M. V. B. Kulasekara
08	Kalutara	Mr. T. G. R. K. Hemachandra
09	Kurunegala	Mr. M. R. Wijethunga
10	Ratnapura	Ms. M. R. C. A. Wijekoon

Changes in the Staff of the Department as st 31.12.2017

Total Number of Employees at the beginning of year	2400
New Departmental recruitments and attachments to the department from new recruitments in combined services	253
Transfers, Retirements and depart from the departmental staff	(158)
Total Number of Employees at the end of the year	2495

Staff of the Department of Labour as at 31.12.2017

	Designation	Approved Number	Present Number	Casual Substitute	Vacancies
<b>Senior Level</b>					
1.	Commissioner General of Labour	1	1		0
2.	Additional Commissioner of Labour (SLAS)	1	1		0
3.	Additional Commissioner of Labour (Department)	1	0		1
4.	Additional Commissioner of Labour (Engineer)	1	1		0
5.	Medical Officer	4			2
	Medical Officer		1		
	Medical Officer ( Research)		1		
6.	Commissioner of Labour (SLAS) (Two Officers are engaged as foreign delegates)	6	8		-2
7.	Commissioner of Labour (Department)	2	0		2
8.	Commissioner of Labour (Industrial Safety) and Chief Factory Inspecting Engineer (SL Eng. S)	1	0		1
9.	Commissioner of Labour (SL Scientific Service / SL Medical Service)	1	0		1

	Designation	Approved Number	Present Number	Casual Substitute	Vacancies
10.	Chief Accountant	1	1		0
11.	Chief Internal Auditor	1	1		0
12.	Chief Legal Officer and Commissioner of Labour (Legal Enforcement)	1	0		1
13.	Deputy Commissioner of Labour – Deputy Chief Factory Inspecting Engineer (SL Engineering Service)	1	0		1
14.	Deputy Commissioner of Labour (SLAS)	15	0		15
15.	Deputy Commissioner of Labour (Department)(one Officer on foreign mission)	9	3		6
16.	Deputy Commissioner of Labour Specialist Research Officer (SL Scientific Service)	1	0		1
17.	Accountant	5	5		0
18.	Assistant Commissioner of Labour (SLAS) (Two Officers on foreign scholarships)	41	29		12
19.	Assistant Commissioner of Labour (Department) (Five Officers on foreign missions)	63	58		5
20.	Legal Officer	14	12		2
21.	Assistant Director - Planning	1	1		0
22.	Specialist Factory Inspecting Engineer (Electrical Safety)	1	1		0
23.	Specialist Factory Inspecting Engineer (High Risk Machinery Safety)	1	1		0
24.	Specialist Factory Inspecting Engineer (Construction Safety)	1	1		0
25.	Specialist Factory Inspecting Engineer (Chemical / Mechanical Safety)	1	1		0
26.	Specialist Factory Inspecting Engineer	3	1		2
27.	District Factory Inspecting Engineer	10	7		3
28.	Civil Engineer (SL Eng. Service)	1	0		1
29.	Factory Inspecting Engineer (SL Eng. Service)	14	14		0
30.	Chemical Engineer	2	2		0
31.	Senior Research Officer (SL Scientific Service)	1	1		0
32.	Research Officer (SL. Scientific Service)	3	2		1
33.	Assistant Director (SLI ATS)	1	0		1



	Designation	Approved Number	Present Number	Casual Substitute	Vacancies
	Total	210	154	0	56
<b>Tertiary Level</b>					
34	Librarian (Super Grade)	1	0		1
35	Technical Officer (SL Scientific Service) Special Class	1	0		1
36	Finger Print Inspection Officer (Special Grade – SL Tech. Service)	1	0		1
37	Labour Officer (Supra Grade)	56	0		56
38	Registrar	1	1		0
39	Information and Communication Technical Officer	3	2		1
40	Language Translator (Sinhala – English)	2	2		0
41	Language Translator (Tamil – English)	1	1		0
42	Language Translator (Sinhala – Tamil)	3	0		3
43	Administration Officer	2	1		1
44	Labour Officer	597	519		78
	Total	668	526	0	142
<b>Secondary level</b>					
45	Field Officer	10	8		0*
46	Human Resource Development Officer	69	69		0*
47	Development Officer	96	51		45
48	Technical Officer (Civil)	1	0		1
49	Technical Officer (Electric)	1	1		0
50	Finger Print Inspection Officer	5	4		1
51	Research Assistant	4	0		4
52	Building Inspector	4	0	1	4
53	Draughtsman	3	2		1
54	Librarian	4	3		1
55	Management Assistant service	1522	1172		350
56	Clerk (EPF)	19	19		0*
57	Stenographers	15	11	1	4
58	Officer in Charge	4	3		1

	Designation	Approved Number	Present Number	Casual Substitute	Vacancies
59	Warden	4	3		1
60	Information and Communication Technology Assistants	9	8		1
61	Transport Officer	1	1		0
	<b>Total</b>	<b>1771</b>	<b>1355</b>	<b>2</b>	<b>414</b>
<b>Primary Level</b>					
62	Driver	89	82		7
63	Electrician	2	2		0
64	Carpenter	1	1		0
65	Plumber	1	1		0
66	Caretaker of circuit bungalow	5	4		1
67	KKS	350	327		23
68	Watcher	40	42		-2**
69	Lorry Cleaner	1	1		0
	<b>Total</b>	<b>489</b>	<b>460</b>		<b>29</b>
	<b>Grand Total</b>	<b>3138</b>	<b>2495</b>	<b>2</b>	<b>643</b>

\*This carder is subject to changes as per personal needs and abolishment of posts and in accordance with the new carder approved for the Department of Labour by letter No. DMS/C/08/36/01 – Vol 1 dated 30.11.2012 of the Director General of management services under the recommendation in relation with the carder requirement of Public Institutions.

\*\*A request has been made to the Management Services Department to approve 8 watcher posts in accordance with the awarding of permanent appointments to employees recruited on temporary, casual, (daily), contract or relief basis as per Budget Proposal 2015.