

Citizen's Charter



Government of Goa

Office of the Commissioner, Labour and Employment

Shrama Shakti Bhavan, 2nd Floor,
Patto Plaza, Panaji-Goa.

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About Labour

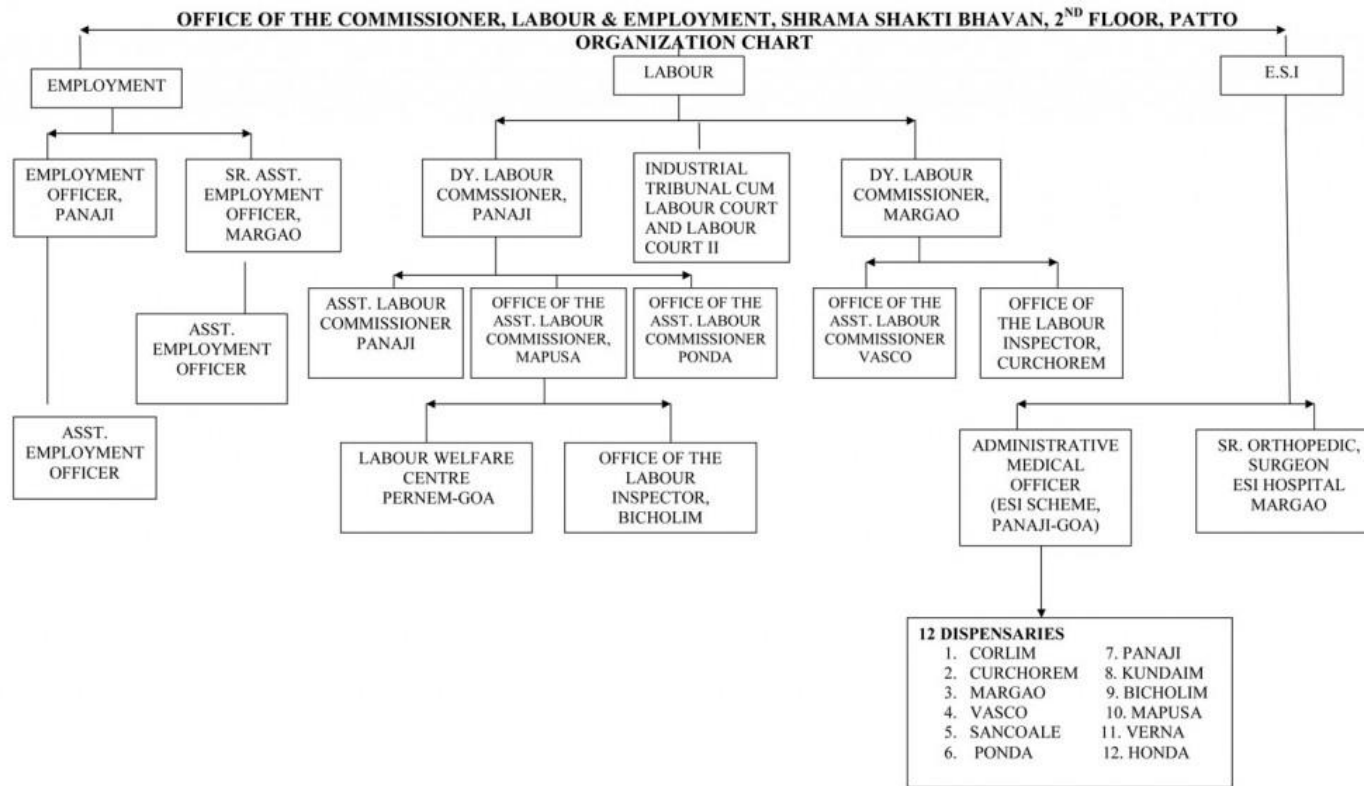
Vision

To maintain harmonious industrial relations between employer and employees through preventive mediation and provide labour welfare and facilitate employment opportunities.

Mission

1. To provide Citizen friendly labour services
 2. To ensure statutory benefits to working class through strict enforcement of labour legislations.
 3. To ensure redressal of grievances of labour class through prompt mediation.
 4. Provide training to kins of industrial workers through labour welfare centres
 5. To promote unemployed youths for employment and self employment through counseling
 6. To provide all types of medical benefits to the insured persons through ESI Schemes in the State of Goa.
 7. To provide Welfare benefits to the working class through various labour welfare Schemes.
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Organization Chart



**OFFICE OF THE COMMISSIONER, LABOUR AND EMPLOYMENT
GOVERNMENT OF GOA**

Sr. No.	Name and Address of the Offices
1	Office of the Commissioner, Labour & Employment, Shrama Shakti Bhavan, 2 nd Floor, Patto, Panaji-Goa.
2	Dy. Labour Commissioner Office, Opp. District Session Court, Near Income Tax Office, Margao-Goa.
3	Office of the Assistant Labour Commissioner, Dorado Bldg., Vasco-da-Gama, Goa.
4	Office of the Assistant Labour Commissioner, Govt. Complex Bldg., Near Fish Market, Mapusa, Goa.
5	Office of the Assistant Labour Commissioner, Govt. Complex Bldg., Tisk, Ponda-Goa.
6	Office of the Labour Inspector, Town Centre Bldg., Above R.T.O. Office, Bicholim-Goa.

7	Office of the Labour Inspector, Municipal Building, 2 nd Floor, Curchorem-Goa.
8	Labour Court-II Shrama Shakti Bhavan, 1 st Floor, Patto Panaji-Goa.
9	Industrial Tribunal cum Labour Court Shrama Shakti Bhavan, 1 st Floor, Patto, Panaji-Goa.
10	Labour Welfare Centre, Govt. Complex Bldg., Pernem-Goa.

Act & Rules

Central and state Labour Acts applicable to Goa

Sr No	Act/Rules
1	The Industrial Disputes Act, 1947
2	Industrial Disputes (Central) Rules, 1957
3	The Industrial Employment (S.O.) Act, 1946
4	The Industrial Employment (Standing Orders) it rules, 1947.
5	The Indian Trade Unions Act, 1926
6	Goa Daman & Diu Trade Unions Regulations, 1963.
7	The Indian Boilers Act, 1923.
8	Goa Boilers Rules, 1964
9	The Workmen's Compensation Act, 1923
10	Goa, Daman and Diu Workmen's Compensation Rules, 1965.
11	The Payment of Wages Act, 1936.
12	Goa, Daman & Diu Payment of Wages Rules, 1964.
13	The Factories Act, 1948.
14	Goa, Daman and Diu Factories Rules, 1965.
15	The Employees' Provident Fund Act, 1952. •
16	The Children Act, 1960.
17	The Provident Fund Act, 1925
18	The Weekly Holiday Act, 1942.
19	The Employees' State Insurance Act, 1948.
20	The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959.
21	The Apprentices Act, 1961.
22	The Motor Transport Workers Act, 1961.
23	Goa, Daman and Diu Motor Transport Workers Rules, 1966.
24	The Working Journalists (Conditions of Service and Miscellaneous provisions) Act, 1965.

25	Payment of Bonus Act, 1965.
26	The Payment of Bonus Rules.
27	The Maternity Benefit Act, 1965
28	Goa, Daman and Diu Maternity Benefit Rules, 1967.
29	The Beedi and Cigar Workers (Conditions of Service) Act, 1966.
30	Goa, Daman and Diu Beedi & Cigar Workers (Conditions of Service) Rules, 1969.
31	The Contract Labour (Regulation & Abolition) Act, 1970.
32	The Goa, Daman and Diu Contract Labour (Regulation & Abolition) Rules, 1972.
33	The Payment of Gratuity Act, 1972.
34	Goa, Daman & Diu Payment of gratuity Rules, 1973.
35	The Minimum Wages Act, 1948.
36	Goa, Daman and Diu Minimum Wages Rules, 1975.
37	Goa, Daman & Diu Shops & Establishments Act, 1973.
38	Goa, Daman & Diu Shops & Establishments Rules, 1975.
39	Employees State Insurance (Medical Benefit) Rules, 1975.
40	Goa, Daman & Diu Labour Welfare Fund Act, 1986.
41	Goa Labour Welfare Fund Rules, 1990.
42	The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979.
43	The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1982.
44	Child Labour (Prohibition and Regulation) Act, 1985.
45	Goa Child Labour (Prohibition & Regulation) Rules, 1994.
46	The Goa Employment (Conditions of Service) and Retirement Benefit Act, 2001.
47	The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.
48	The Goa Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Rules, 2008

Goa BOCWWB

Goa Building and Other Construction Workers Welfare Board

The Goa Building and Other construction Workers Welfare Board has implemented Building & Other Construction Workers Welfare (Regulation of Employment & Conditions of Service) Act 1996 in the state of Goa with effect from 1st April 2008. Schemes introduced by Goa Building and Other Construction Workers Welfare Board as follow

1. MEDICAL ASSISTANCE

MEDICAL ASSISTANCE

MEDICAL ASSISTANCE

- **NAME OF THE SCHEMES**
 - MEDICAL ASSISTANCE
- **ELIGIBILITY CRITERIA**
 - If the beneficiary is hospitalized for 5 or more days due to accident or any disease.
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO.XLII OR XLVI
- **QUANTUM OF BENEFITS**
 - Rs.400/- hospitalized for first 5 days and Rs.40/- for remaining days, subject to maximum Rs. 2000/-

2. DISABILITY PENSION

DISABILITY PENSION

DISABILITY PENSION

- **NAME OF THE SCHEMES**
 - DISABILITY PENSION
- **ELIGIBILITY CRITERIA**
 - Beneficiary who is permanently disabled due to paralysis, leprosy, TB, Accident.
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO XXXIX
- **QUANTUM OF BENEFITS**
 - Rs. 300/- PER MENSEM and in addition ex-gratia payment of not more than Rs. 10000/- depending on the disability percentage.

3. FUNERAL ASSISTANCE

FUNERAL ASSISTANCE

FUNERAL ASSISTANCE

- **NAME OF THE SCHEMES**
 - FUNERAL ASSISTANCE
- **ELIGIBILITY CRITERIA**
 - Funeral expense on the death of beneficiary.
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO. XLI
- **QUANTUM OF BENEFITS**
 - Rs.5000/- to the nominees/dependants.

4. DEATH BENEFIT

DEATH BENEFIT

DEATH BENEFIT

- **NAME OF THE SCHEMES**
 - DEATH BENEFIT
- **ELIGIBILITY CRITERIA**
 - Death of the beneficiary due to an accident, during course of employment.
- **DOCUMENTS TO BE SUBMITTED**
 - FROM NO. XXXVII
 - DEATH CERTIFICATE BY GOVT. DOCTOR NOT BELOW RANK OF ASST.SURGEON.
- **QUANTUM OF BENEFITS**
 - Rs.30000/- and Rs.100000/- in case the death is during course of employment.

5. LOAN FOR THE PURCHASE OF TOOLS

LOAN FOR THE PURCHASE OF TOOLS

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- **NAME OF THE SCHEMES**
 - LOAN FOR THE PURCHASE OF TOOLS
- **ELIGIBILITY CRITERIA**
 - Beneficiary who has completed 3 yrs membership in the fund and those who remit regular contribution.
- **DOCUMENTS TO BE SUBMITTED**

- FORM NO. XL
- **QUANTUM OF BENEFITS**
- Rs. 5000/-

6. **MATERNITY BENEFIT**

MATERNITY BENEFIT

MATERNITY BENEFIT

- **NAME OF THE SCHEMES**
 - MATERNITY BENEFIT
- **ELIGIBILITY CRITERIA**
 - For Two children
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO.XXXIV
- **QUANTUM OF BENEFITS**
 - Rs. 2000/-

7. **FINANCIAL ASSISTANCE FOR EDUCATION**

FINANCIAL ASSISTANCE FOR EDUCATION

FINANCIAL ASSISTANCE FOR EDUCATION

- **NAME OF THE SCHEMES**
 - FINANCIAL ASSISTANCE FOR EDUCATION
- **ELIGIBILITY CRITERIA**
 - Children of the beneficiary shall be benefited with the scheme.
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO. XLIII
- **QUANTUM OF BENEFITS**
 - As determined by board.

8. ADVANCE FOR PURCHASE OR CONSTRUCTION OF HOUSE

ADVANCE FOR PURCHASE OR CONSTRUCTION OF HOUSE

ADVANCE FOR PURCHASE OR CONSTRUCTION OF HOUSE

- **NAME OF THE SCHEMES**
 - ADVANCE FOR PURCHASE OR CONSTRUCTION OF HOUSE
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO.XXIX
- **QUANTUM OF BENEFITS**
 - Rs.50000/-

9. FINANCIAL ASSISTANCE FOR MARRIAGE

FINANCIAL ASSISTANCE FOR MARRIAGE

FINANCIAL ASSISTANCE FOR MARRIAGE

- **NAME OF THE SCHEMES**
 - FINANCIAL ASSISTANCE FOR MARRIAGE
- **ELIGIBILITY CRITERIA**
 - Beneficiary who is having continuous membership for 3 yrs can get financial assistance for their children and female beneficiary for her own marriage.
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO. XLIV
- **QUANTUM OF BENEFITS**
 - Rs. 4000/-

10. FAMILY PENSION

FAMILY PENSION

FAMILY PENSION

- **NAME OF THE SCHEMES**
 - FAMILY PENSION
- **ELIGIBILITY CRITERIA**
 - In case of death of a pensioner the spouse will get pension.
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO. XLV
- **QUANTUM OF BENEFITS**
 - 50% of the pension received by the pensioner or Rs.200/-

11. PENSION BENEFIT

PENSION BENEFIT

PENSION BENEFIT

- **NAME OF THE SCHEMES**
 - PENSION BENEFIT
- **ELIGIBILITY CRITERIA**
 - Member of the fund who is working not less than 1 year.
- **DOCUMENTS TO BE SUBMITTED**
 - FORM NO.XXXV
- **QUANTUM OF BENEFITS**
 - Rs. 300/- per mensem and an increase of RS.10/- for every completed year of service beyond 5 yrs.

12. INTERIM RELIEF TO THE BENEFICIARIES AFFECTED BY DISASTER

INTERIM RELIEF TO THE BENEFICIARIES AFFECTED BY DISASTER

Interim relief to the beneficiaries affected by disaster

- **NAME OF THE SCHEMES**
 - INTERIM RELIEF TO THE BENEFICIARIES AFFECTED BY DISASTER
- **ELIGIBILITY CRITERIA**
 - Beneficiaries affected by disaster, catastrophes or natural calamities
 - Committee shall decide about the modalities regarding disbursement of such relief, quantum and procedure to be followed for such disbursement.
- **DOCUMENTS TO BE SUBMITTED**
 - Employee/worker- possessing beneficiary card
- **QUANTUM OF BENEFITS**
 - Upto an amount of Rs. 10,00,000/-

Eligibility Criteria:-

1. Building workers who have completed eighteen years of age but have not completed sixty years.
 2. The worker should not be a member in any other fund.
 3. Should complete ninety days of service as a building worker in the year and shall have registration of the board.
 4. Unregistered workers or their dependents shall be eligible for benefits under first four schemes on production of a certificate from builder or Inspector of the area that he/she is a building worker.
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GOA LWB

GOA LABOUR WELFARE BOARD

The Goa, Daman & Diu Labour Welfare Fund Act, 1986 was brought with effect from 26/01/1990. The Goa Labour Welfare Board Constituted under the provision of Act implemented various Welfare Scheme in a phased manner to promote Welfare at working class and to ensure their allround development.

Schemes introduced by Goa Labour Welfare Board as follow

1. SCHEME NO 1

SCHEME NO 1

- **NAME OF THE SCHEMES**
 1. Application for issue of text book/note books to the children of industrial workers / employees.
- **ELIGIBILITY CRITERIA**
 1. For the children studying from standard I to IV.
 2. Six months continuous service.
 3. Salary should not exceed Rs. 10,000/-.
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer.
 2. Certificate from the Education Institution.
- **QUANTUM OF BENEFITS**
 1. Class-I Rs.600/-
 2. Class-II Rs.600/
 3. Class-III Rs.900/
 4. Class-IV Rs.900/

2. SCHEME NO 2

SCHEME NO 2

- **NAME OF THE SCHEMES**
 1. Grant of financial assistance to the school going children of industrial workers/employees studying in 1st to 4th standards for supply of one set of uniform.
- **ELIGIBILITY CRITERIA**
 1. For the children studying from standard I to IV
 2. Six months continuous service.
 3. Salary should not exceed Rs. 10,000/-
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer
 2. Certificate from the Education Institution.
- **QUANTUM OF BENEFITS**
 1. I to IV -Rs. 800/-

3. **SCHEME NO 3**

SCHEME NO 3

- **NAME OF THE SCHEMES**
 1. Scheme for awards of scholarships to school or college going children of employees/industrial employees in various establishments.
- **ELIGIBILITY CRITERIA**
 1. For the children studying from standard V onwards.
 2. Six months continuous service.
 3. Salary should not exceed Rs. 10,000/-
 4. The child should secure minimum 45 % of the last examination.
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer.
 2. Certificate from the Education Institution.
 3. Attested copy of marksheet.
- **QUANTUM OF BENEFITS**
 1. Class V & VI Rs. 1000/-
 2. Class VII, VIII,IX,X Rs. 1400/-
 3. Class XI,XII,XIII, UAI SC Etc Rs. 1800/-
 4. (All pre-graduation course where admission is open for students after qualifying in Xth class)
Graduation & post graduation, Degree Course in Arts, Science & Commerce and Lower Technical Courses, Professional courses like B.T., L.T., M.ED., & L.L.B. Etc Rs. 5,000/-
 5. M.B.B.S., B.E., B.SC. (Agri.) And other Higher Technical courses, Research and Doctorate Studies.Rs. 10,000/-

4. **SCHEME NO 4**

SCHEME NO 4

- **NAME OF THE SCHEMES**
 1. Scheme for supply of T.V sets to industrial establishments/ labour welfare centers/clubs/recreation rooms.
- **ELIGIBILITY CRITERIA**
 1. Minimum 300 employees.
 2. Cost of T. V. set including all accessories should not exceed Rs. 25000/-
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer.
 2. Agreement to be signed between the Board and the management.
- **QUANTUM OF BENEFITS**
 1. Cost of T. V. set including all accessories should not exceed Rs. 2500/-

5. **SCHEME NO 5**

SCHEME NO 5

- **NAME OF THE SCHEMES**
 1. Scheme for grant of financial assistance the industrial Worker/employee for purchase spectacles
- **ELIGIBILITY CRITERIA**
 1. One year continuous service
 2. No wage limit
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the Doctor.
 2. Original cash receipt.
 3. Certificate from the management/ employer.
- **QUANTUM OF BENEFITS**
 1. Reimbursement of cost subject to maximum of Rs. 1000/-. After five years if there is a need to change the lenses, reimbursement at a cost not exceeding Rs. 200/-

6. **SCHEME NO 6**

SCHEME NO 6

- **NAME OF THE SCHEMES**
 1. Child care benefit scheme for female industrial workers.
- **ELIGIBILITY CRITERIA**
 1. To female workers only twice in her life time
 2. No wage limit.
 3. To be submit within six months from the date of delivery.
- **DOCUMENTS TO BE SUBMITTED**
 1. Birth certificate of the child born.
 2. Certificate from the management/ employer.
 3. Certificate from the recognized Hospital.
- **QUANTUM OF BENEFITS-** Rs. 2000/- (Twice in her life time)

7. **SCHEME NO 7**

SCHEME NO 7

- **NAME OF THE SCHEMES**
 1. Scheme for organising sports games social and cultural activities for workers/employees.
- **ELIGIBILITY CRITERIA**
 1. The functional will be arranged in areas where the employees / workers are more than 1000.
 2. Total expenditure should not exceed Rs. 20,000/-
- **DOCUMENTS TO BE SUBMITTED**
 1. Nature of the event.
 2. List of participants.
 3. Original bills / other supporting documents with the required certificates.
 4. Stamped acquaintance from the participants of the amount received and on what account.
 5. Advance stamped receipt for the amount payable by the Welfare Board, duly signed and sealed by the management or voluntary organization.
 6. A detail report about the event.
- **QUANTUM OF BENEFITS-** Rs. 20,000/-

8. **SCHEME NO 8**

SCHEME NO 8

- **NAME OF THE SCHEMES**
 1. Scheme for excursion-cum-study tours for the workers / employees employed in various industrial establishments.
- **ELIGIBILITY CRITERIA**
 1. Mode of transport for excursion- cum study shall be a bus/ mini bus/ matador van/ train.
 2. One trip for one financial year.
 3. Period of the tour should not exceed 10 days and 3000 kms.
 4. No. of workers in one trip should not be less than 7 and not more than 25.
 5. Minimum Two year continuous service.
 6. The financial aid will be a grant-in-aid payable matching basis subject to a maximum of Rs. 30,000/- per tour.
- **DOCUMENTS TO BE SUBMITTED**
 1. Identity card of the employees / workers.
 2. Original bills / other supporting documents with the required certificates.
 3. Stamped acquaintance from the participants of the tour.
 4. Advance stamped receipt for the amount payable by the Welfare Board, duly signed and sealed by the management.
 5. A detail report about the event.
- **QUANTUM OF BENEFITS-** Rs. 30,000/

9. **SCHEME NO 9**

SCHEME NO 9

- **NAME OF THE SCHEMES**-Crèches- scheme for the benefit of children of industrial workers/employees.
- **ELIGIBILITY CRITERIA**
 1. Salary should not exceed Rs. 10,000/-
 2. For children between the age group of one years to three years.
- **DOCUMENTS TO BE SUBMITTED**- Receipt to a maximum of Rs. 2,000/- per month.
- **QUANTUM OF BENEFITS**-Rs. 2,000/- per month

10. **SCHEME NO 10**

SCHEME NO 10

- **NAME OF THE SCHEMES**
 1. Scheme for the treatment of mentally challenged and spastic children of industrial workers.
- **ELIGIBILITY CRITERIA**
 1. Six months continuous service.
 2. Certificate as mentally challenged form the Institute of Psychiatry, Hospicio Hospital, Asilo Hospital Mapusa.
 3. No wage limit.
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate of the medical office of the recognized mental hospital
 2. Alive certificate from the doctor (every 6 months)
 3. Certificate from the management/ employer.
- **QUANTUM OF BENEFITS**
 1. Rs. 3,000/- per month

11. **SCHEME NO 11**

SCHEME NO 11

- **NAME OF THE SCHEMES**
 1. Scheme for grant- in- aid to libraries from Goa Labour Welfare Board.
- **ELIGIBILITY CRITERIA**
 1. The grant-in-aid shall be per annum and shall be paid by the Secretary of the Board on a matching basis on production of vouchers and after satisfying himself that the expenditure has been actually incurred.
 2. The amount of grant shall be restricted to Rs. 25,000/-
 3. Grant in aid would be admissible only to purchase books and that to incase of library.
 4. Minimum 250 workers.
- **DOCUMENTS TO BE SUBMITTED**
 1. Bond to be executed.
- **QUANTUM OF BENEFITS**- Rs. 25,000/-

12. SCHEME NO 12

SCHEME NO 12

- **NAME OF THE SCHEMES**
 1. Scheme to pay incentives to the wards of workers on the basis of percentage of marks obtained by them on passing final examination conducted by the board/universities from class X onwards.
- **ELIGIBILITY CRITERIA**
 1. From class X onwards
 2. No wage limit.
 3. The child should secure minimum 50 % of the last examination
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer.
 2. Certificate from the Education Institution.
 3. Attested copy of marksheet.
- **QUANTUM OF BENEFITS**
 1. Ist Division (60 % above) and IInd Division (50 % above)
 2. High School (Xth std.) Rs. 1250/- and Rs. 875/-
 3. Plus 2/ Industrial Trade Certificate (ITI) (XI & XII) Rs. 1875/- and Rs. 1250/-
 4. Graduation / 3 years Prof. Diploma Rs. 2500/- and Rs. 1875/-
 5. Prof. Degree(BE/MBBS/B.Rrch. etc) Rs. 5000/- and Rs. 3750/-

13. SCHEME NO 13

SCHEME NO 13

- **NAME OF THE SCHEMES**
 1. Scheme for payment of extra monetary compensation for sterilization to employees.
- **ELIGIBILITY CRITERIA**
 1. Employee and his/her spouse who undergo vasectomy / tubectomy.
 2. Certificate from the Medical Officer working in a recognized hospital operating upon him/her should be submit within one months from the date of operation.
 3. Once in life time.
 4. Should have two or less living children.
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer.
 2. Certificate of the Doctor.
 3. Form signed by the Gazetted Officer, the Mamlatdar of Taluka, the Sarpanch of the concerned Panchayat stating that he/she do not have more than two leaving children.
- **QUANTUM OF BENEFITS**
 1. Rs. 2,000/- per head (once in life time)

14. **SCHEME NO 14**

SCHEME NO 14

- **NAME OF THE SCHEMES**
 1. Scheme for T.B. domiciliary treatment of employees covered under the Goa Labour welfare act, 1986.
- **ELIGIBILITY CRITERIA**
 1. Documents showing worker suffering from T.B and undergoing treatment in approved dispensary.
 2. Original bill.
 3. No wage limit.
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer.
 2. Certificate of the Doctor.
- **QUANTUM OF BENEFITS**
 1. Rs. 1,000/- per month.

15. **SCHEME NO 15**

SCHEME NO 15

- **NAME OF THE SCHEMES**
 1. Scheme to provide incentive/financial assistance on the attendance in schools/colleges etc. To the female students studying in classes V and onwards in any field of education being daughters of workers/employees
- **ELIGIBILITY CRITERIA**
 1. For female students from standard V onwards.
 2. Six months continuous service.
 3. Salary should not exceed Rs. 10,000/-
 4. Entitled to avail the benefits only once in a particular class.
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer.
 2. Certificate from the Education Institution.
 3. Attested copy of mark sheet.
- **QUANTUM OF BENEFITS**
 1. Rs. 5.00 per day subject to maximum ceiling of Rs. 1,200/- per annum per child.

16. SCHEME NO 16

SCHEME NO 16

- **NAME OF THE SCHEMES**
 1. Labour welfare centers:- scheme for the benefits of Industrial workers/employees.
- **ELIGIBILITY CRITERIA**
 1. Syllabus of the scheme be designed on the course conducted by the Office of the Commissioner, Labour and Employment and the State Directorate of Craftsmen's Training.
 2. No wage limit
- **DOCUMENTS TO BE SUBMITTED**
 1. Certificate from the management/ employer stating that they are children of the Industrial workers.

17. SCHEME NO 17

SCHEME NO 17

- **NAME OF THE SCHEMES**
 1. Retrenched workers assistance scheme.
 - **ELIGIBILITY CRITERIA**
 1. Workman should have minimum 3 years continuous service.
 2. He/ she should not cross 58 years of age.
 3. Workman who has resigned or abandoned the service on his own accord or has enjoyed the benefits of Voluntary Retirement Scheme shall not be eligible to claim the benefits.
 - **DOCUMENTS TO BE SUBMITTED**
 1. Appointment letter of the company.
 2. Retrenchment letter / Settlement copy of the company.
 3. Birth proof.
 - **QUANTUM OF BENEFITS**
 1. Upto the age of 40 years Rs. 3,000/- per month
 2. 40 years to 50 years Rs. 4,000/- per month
 3. Above 50 years to 58 years Rs. 5,000/- per month
(Subject to a maximum of 30 months)
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Labour Welfare Centers

LABOUR WELFARE CENTRE

Labour Welfare Centres activities are started from late Seventy's. The Office of the Commissioner, Labour & Employment is operating various Labour Welfare Centres in the State of Goa providing welfare facilities to the members of the Industrial Workers and their families. Through these Labour Welfare Centres, training is being imparted in different crafts like embroidery, needle work, cutting and tailoring etc. The main objective of these Labour Welfare Centres is to train the family members of the Industrial Workers so that they become self-employed. They can earn to some extent to help their family. Presently there are 25 Labour Welfare Centres functioning in the State of Goa.

LIST OF LABOUR WELFARE CENTRES

1. Labour Welfare Centre, Panaji – Goa.
2. Labour Welfare Centre, Kumbharjua – Goa.
3. Labour Welfare Centre, Mapusa – Goa.
4. Labour Welfare Centre, Sodiem – Siolim – Goa.
5. Labour Welfare Centre, Pernem – Goa.
6. Labour Welfare Centre, Morjim – Goa.
7. Labour Welfare Centre, Torxem, Pernem – Goa.
8. Labour Welfare Centre, Bicholim – Goa.
9. Labour Welfare Centre, Pale – Goa.
10. Labour Welfare Centre, Ponda – Goa.
11. Labour Welfare Centre, Shiroda – Goa.
12. Labour Welfare Centre, Curchorem – Goa.
13. Labour Welfare Centre, Guddi, Paroda Quepem – Goa.
14. Labour Welfare Centre, Margao – Goa.
15. Labour Welfare Centre, Navelim – Goa.
16. Labour Welfare Centre, Carmona – Goa.
17. Labour Welfare Centre, Varca – Goa.
18. Labour Welfare Centre, Cuncolim – Goa.
19. Labour Welfare Centre, Vasco – Da – Gama, Goa.
20. Labour Welfare Centre, Benaulim – Goa.
21. Labour Welfare Centre, Majorda – Goa.
22. Labour Welfare Centre, Borda, Fatorda Salcette – Goa.
23. Labour Welfare Centre, Vaddem, kurdi, Sanguem – Goa.
24. Labour Welfare Centre, Morod, Sangolda Bardez – Goa.
25. Labour Welfare Centre, Assonora, Bardez – Goa.

Contact us

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Phone No – 0832-2263263

Office of the Assistant Labour Commissioner, Govt. Complex Bldg., Tisk, Ponda – Goa.
Phone No – 0832-2312003

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Phone No – 0832-2437084

Industrial Tribunal cum Labour Court, Shrama Shakti Bhavan, 1st floor, Patto, Panaji –
Goa.

Phone No – 0832-2437109

Labour Welfare Centre, Govt. Complex Bldg., Pernem, Goa.

Phone No – 0832-2201843

Services provided by the Office of the Commissioner, Labour & Employment, Shrama Shakti Bhawan, Patto-Panaji.

I. Registration Certificate under Goa, Daman & Diu Shops Establishment Act, 1973 and Rules 1975.

- a) Category.... I (Shop)
- b) Category... II (Commercial)
- c) Category ... III (Restaurant)
- d) Category... IV (Theatre)
- e) Category.... V. (Bank)

1. New Registration Forms required under Goa, Daman & Diu Shops & Establishment Act.

- a) Form No. 1 (On E Forms Online)
- b) Form No. XXIV.(Notice of close day or change in close day)
- c) Form No. XXV. (Notice of Shop/Establishment)
- d) Form No. XXVIII.(List of Holiday)

2. Documents for New Registration under Goa, Daman & Diu Shops & Establishment Act.

- a) Premises Documents :- Deed of Sale/Lease Agreement/N.O.C.from Owner of the Shop(Notarises Copy)/ Will/Gift Deed.
- b) N.O.C. from Panchayat/Municipality.
- c) If there are Partners :- Enclose Partnership Deed.

- d) If there is Company.... Enclosed Memorandum of Article.
- e) If there is Bar and Restaurant:- Then Attach Exercise License Copy. and also enclose Food and Drugs License Copy & Health NOC. Alongwith Other above documents.
- f) If there is Money Exchange:- Then enclosed R.B.I. Letter and also alongwith other above documents.
- g) I.D.C. :- Plot Allotment Letter/NOC from IDC/Triparty Deed.
- h) If Bank:- NOC from Registrar/RBI Letter.

II. Renewal under Goa, Daman & Diu Shops and Establishment Act, 1973 and the Rules 1975.

- a) Form No. IV (Renewal for Registration Certificate)

III. Registration Certificate under Motor Transport Workers Act, 1961.

- a) Form No. I
- b) Documents: License Copy from RTO Office.

IV. Renewal under Motor Transport Workers Act, 1961.

- a) Form No. I (same form as required at the time of Registration)

V. Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970 and the rules made there under.

- a) Form No. I
- b) Documents: ID Proof/Memorandum of Article.

VI. Licences under Contract Labour (Regulation & Abolition) Act, 1970 and the rules made there under.

- a) Form No. IV
- b) Documents: Form No.V (from Principal Employer)
- c) ID Proof/Memorandum of Article/Partnership deed.

VII. Renewal of Licences under Contract Labour (Regulation & Abolition) Act, 1970 and the Rules made there under.

- a) Form No. VII

VIII. Registration Certificate under Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979.

- a) Form No. I
- b) Documents: ID Proof/Memorandum of Article.

IX. Licence under Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979.

- a) Form No. V
- b) Documents: Form No.VI (from Principal Employer)
- c) ID Proof/Memorandum of Article/Partnership deed.

X. Renewal of Licence under Inter State Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979.

- a) Form No. IX

XI. Registration Certificate under Building and Construction Workers (Regulation of Employment & Conditions of Services) Act, 1996.

a) Form No.- I