



**NATIONAL
CHARTER
OF
DEMANDS
OF
INDIAN
LABOUR**

**BHARATIYA MAZDOOR SANGH PRESENTS
SHRI V. V. GIRI, PRESIDENT OF INDIA
AN ORDER OF DUTIES & DISCIPLINES**

**National
Charter Of Demands**

**AN
ORDER OF DUTIES
AND DISCIPLINES**

B.M.S.

Rs. 3

To

Shri V.V. Giri,
President of India,
New Delhi.

Respected Rashtrapatiji,

Bharatiya Mazdoor Sangh most respectfully submits you this National Charter of Demands on behalf of the toiling millions of the country, in the form of an "Order of Duties and Disciplines".

The Bharatiya Mazdoor Sangh Executive had resolved to observe "The Indian Workers Demands Fortnight" from October 29, 1969, the Golden Jubilee Day of the International Labour Organisation. In course of this campaign, all our affiliates throughout the country organised meetings through which workers were conveyed the significance of the services rendered by the I.L.O. to the cause of the world labour, as well as the rationale behind their common demands.

The campaign has culminated in this massive rally of workers here to-day, to submit you the National Charter.

What inspired us to organise this rally at this juncture was the fact that now, for the first time in the history of independent India, a true representative of Bharatiya Mazdoors is heading the State as its President.

Again, this is a period of transition for the entire labour field. The National Labour Commission has submitted its Report, and the National Labour Policy is to be revised and re-determined in the light of its recommendations and observations. It would be appropriate to present publicly the workers' view point on this occasion.

The Charter we are submitting has its peculiar characteristics.

While it covers all the general demands of the workers, they are presented as an 'Order of Duties and Disciplines'. The fact is that whatever is a 'demand' of one section of our population constitutes a 'duty' or 'discipline' for some other, corresponding section or organ of the society. Secondly, it implies that while private employers and the State, as employer or as administrator, are to shoulder the main burden of socio-economic responsibility in this respect, all the various sections, organs or institutions in the society, such as, the Local Self Government Bodies, the University, the Press, the Social Organisations, etc., have also certain specific duties towards the labour. You will kindly appreciate that this is a more comprehensive, and, therefore, a more realistic view.

We sincerely believe that formulation of such an 'Order' by a Central Labour Organisation during the Golden Jubilee year of the I.L.O. is the best tribute Indian Labour can pay to that highly distinguished world organisation.

Bharatiya Mazdoors find a new ray of hope in your noble self. They hope and trust that you will inaugurate a new era of socio-economic justice. We are submitting this 'Order' to you with full confidence that the execution of the Universal Law for the benefit of our countrymen would be quite safe in your able hands.

With best regards,

Respectfully Yours

B. S. Kamble.

New Delhi
17th November, 1969.

President
Bharatiya Mazdoor Sangh

THE DISCIPLINE OF THE ELECTED BODIES

THE character and composition of Lok Sabha and State Assemblies be changed. The territorial representation should be reduced numerically, each member being required to represent a larger electorate. The element of functional representation be introduced. In industrial sector, workers of each major industry and minor industries or their trade groups be given representation in the Lok Sabha and the State Assemblies respectively. The organised labour be given representation on Local-Self Governmental bodies and university senates.

There should be de-limitation of industrial constituencies on the national, the state and the local level for the above purpose.

On the national level, the number of representatives to be elected by the workers of every industry be directly proportionate to the extent of its contribution to the national income.

FEWER MINISTRIES : SLIMMER CIVIL SERVICE

TO establish a national profession of Public Administration with its defined professional standards, both substantive and ethical, and its own professional discipline, training and progressive activities.

To grant this profession statutory recognition.

Retaining in the departmental structure only the strictly governmental functions for which direct ministerial responsibility to Parliament is essential; to convert all other functions, whether routine payments, technical or specialist services, trading and economic services, judicial and equity administration or regionalised and localised services into non-governmental public agencies under Commissions, Tribunals or Boards to be managed by the Public Administrators and subject only to supervision at the highest level by the Parliament through specially constituted Ministry of Public Agencies; thus to achieve the ideal of fewer Departments and slimmer Civil Service by relieving the Cabinet and bureaucracy of certain departmental functions, such as;

- (i) Industrial Relations,
- (ii) Health, Education and Youth Services,
- (iii) Information, Broadcasting and Tourism,
- (iv) Posts, Telegraphs, Civil Aviation, Railways, Shipping and Transport, and
- (v) Social Welfare, Family Planning, Cooperation and Community Development.

OMBUDSMAN

An institution of 'Ombudsman' that will associate itself with representatives of workers, should be set up.

THE DISCIPLINE OF THE VILLAGE COMMONWEALTH

EVERY village is a cooperative commonwealth of peasants, agricultural workers and artisans. It will be the duty of the peasants to relieve themselves of any land that becomes surplus on account of land-ceiling legislation; to offer statutory minimum wages to agricultural workers; and due share to the village artisans and agricultural workers in the additional agricultural produce.

It will be the duty of the artisans to offer prompt and efficient service to the needy peasants of the village; to improve upon their own implements and work-methods; and to organise their market-cooperatives with a view to ensure greater economy and efficiency.

It will be the duty of the agricultural workers to offer unreservedly their services to the peasants and cooperate with them in the collective efforts of increasing the quality and quantity of agricultural produce.

Each village-commonwealth will be governed in its internal affairs by a 'panchayat' comprising of the elected representatives of all the three interests. It will be the duty of the panchayat to determine working conditions of its constituents, including the working hours. The entire labour force, implements, land, subsidiary industries and other means of production within the jurisdiction of each village will be at the disposal of the village panchayat for the purpose of deployment.

It will be the duty of the village panchayat to re-allot lands periodically to peasants' families in the light of the changes in the size of different families and the consequent requirements during the period.

THE DISCIPLINE OF THE BANKING INDUSTRY

THE setting up of an autonomous monetary authority in full charge of currency and credit, by raising the Reserve Bank of India to that status, after changing its present character and composition, so that its Board of Directors should be manned by independent economists and not by bureaucrats or politicians. The authority should be made responsible for price-stability through currency control and fullest employment through credit control.

It will be the duty of the nationalised banking to organise Financial Consultation Service upto village level.

It will be the duty of the Financial Consultation Service to:-

- (a) invite from small uncreditworthy peasants, village artisans and self employed persons in urban areas their individual and collective developmental plans; scrutinise and modify such micro-plans in the light of the technical and managerial experience; advance short term and medium term loans for their implementation; inspect and supervise the process of implementation, and thus render creditworthiness to uncreditworthy citizens through phased programmes of Breeder Finance in course of which income generated at every stage would be bigger than the expenditure incurred,
- (b) take economic survey of every village; suggest and initiate appropriate subsidiary industries in it, and ensure full employment of all faculties of every individual throughout the year.

Among other things, it will be the duty of every nationalised

bank to define the status of its employees; to equalise their pay-scales and allowances at Bank of India level; and to ensure their real participation in management, not excluding the problem of decision-making regarding deployment of capital.

It will be the duty of the nationalised banking of assist the Government in regulating the unorganised money-market.

TAXATION

WITHDRAWAL of all indirect taxes on essential commodities;

Exemption to workers from the operation of Professional Tax;

Rural Debt Relief Legislation.

Exemption to all workers having annual income upto Rs. 6000/- from the operation of Income Tax.

Exemption to workers' cooperatives from all taxation.

EDUCATION

COMPLETE reorientation of the system of Education with a view to fulfil total developmental and employment needs of the country in the near future and to facilitate simultaneously complete unfoldment of potential talents, faculties and aptitudes of every individual.

NATIONAL LABOUR DAY

TO recognise and propagate 'Vishwakarma Day' as the National Labour Day having a unique, eternal significance. With Vishwakarma, the first skilled craftsman, designer and fashioner of many tools, started in India a tradition of self-employed artisans that produced a variety and plenty of goods and articles that enriched the society. Recognising, later, the great significance of this tradition, the people worshipped its founder, the first worker, Vishwakarma, as God.

To the workers, therefore, the Vishwakarma Day is a remembrance of the importance of work and tools of work and dedication to the spirit of skill in works.

To the Society, the Day signifies an occasion to honour the Divinity enshrined in works, to remember how work done as a worship becomes the harbinger of material prosperity and gives them the Yoga of works.

The Day should also be appropriately celebrated as a day to take stock of progress of Material Science and technological development, and take decisions for its extended application and research.

It is a day to reckon the role of Labour in nation-building activity and make fresh resolutions and plans to enlarge and heighten the significance of that role.

It is a day when Man the Mental Being should pay his homage to Matter, and invoke its secret laws and combinations that have potencies of abundance of production.

The Vishwakarma Day is Bharat's timeless national day of Divine Materialism which gives to worker his frontal importance in a National Worship whose fruit is abundant riches.

COMMON DISCIPLINES

RECRUITMENT

WHENEVER lands are acquired for the setting up of a public sector undertaking, the persons displaced consequently should be paid due compensation, 50 per cent of which should be paid in cash and the remaining 50 per cent converted into their shares in the concerned undertaking.

Such displaced persons and their dependants be given priority in employment in the undertaking;

Preference be given to local and regional persons in recruitment for non-technical jobs (class III & IV);

Recruitment for technical jobs be purely on the basis of merit,—on all—India level (class I & II);

For the benefit of local-tribals, suitable programmes for recruitment, training and promotion be formulated.

COMMON DISCIPLINE

WAGE FIXATION

TO conduct working class family budget inquiries in all industrial centres, and to determine the quantum of the needs-based-minimum wage to be paid to the unskilled worker as his initial pay, on the basis of the findings of such inquiries.

To undertake frequent up-gradation of present pay-scales so as to bring the actual minimum wage to the level of the need-based minimum, thus determined.

To complete (i) standardisation of nomenclature; (ii) job-description, job-analysis and job-evaluation of all the jobs; and (iii) fixation of different pay-scales and wage-differentials in the light of the findings of 'job-evaluation'.

To link the entire pay-packet with the cost of living index number, with a view to fully neutralise the price-rise and ensure the real wage.

To appoint a third pay Commission for all the Central Government employees, excluding railwaymen, for whom a separate wage board be constituted.

To appoint wage-boards for different organised industries, after converting them into the tripartite forums for collective bargaining.

To set up a standing national wage council machinery on the national level with a view to collect up to-date data, statistics, facts, figures and all other relevant information including a break-up of the components of earnings, such as, wages, D.A, fringe benefits, bonus, allowances, etc; necessary in the process of wage-fixation.

To accept the principle that wage rise can be responsible for price-rise only to the extent to which the former is in excess of productivity rise.

Fixation statutorily of the Minimum wage for the workers in the sweated, unorganised industries, after suitably dividing them in different sectors (rural, urban, etc.) and grouping establishments as per size, capital, technological levels, etc., and also for various occupations and degrees of skilled work in each industry.

To vest powers in local bodies for their strict enforcement.

To construct and maintain Minimum Wage Indices for different areas and utilise them to protect real content of Minimum Wage.

To convene from time-to-time a round table conference of all economic interests to determine a national policy on incomes (including wages), prices, production, employment, profits, capital gains and taxes. This should also provide guidelines for I.R.C.

To take a periodic review of wage revisions particularly those done through bilateral or unilateral methods and of areas suffering from absence of wage revisions and discuss the results of such review in a round-table conference of all social interests with a view to evolve appropriate methods of wage-fixation with due respect to the aspirations of freedom and obligations of orderly growth.

To take wage census and study sectoral balance in wage structure and in its light to redraft from time to time institutional arrangements for wage-fixation and income-distribution with a view to provide for both full employment and equitable growth of all sections of population.

To apply the payment of wages Act to all workers and take deterrent action on lines of the Income Tax Act for non-payment or delay and recovery of all dues of workers.

To provide equal pay for equal work.

To strive for progressive realisation of the ratio of 1:10 between the minimum and the maximum incomes in the country.

FRINGE BENEFITS

TO accept the principle that till workers get a living wage, maximum possible funds of Industry should be used to give the workers fringe benefits in the form of Educational facilities, Health services including nutritious diet, Housing and Security.

Periodic surveys should be taken of relationship existing between different sets and forms of fringe benefits and their effect on quality of labour force and resultant economic growth on the lines of monograph published by International Labour Office, and use these results to achieve optimum utilisation of fringe benefits.

To entrust the management of fringe benefits to workers so as to convert them into community services and along with industrywise management of social security provision make them an instrument to establish industrial family-system.

The Government should make equal contribution with Industry for the fringe benefits as a part of its social welfare programme.

The responsibility to cater fringe benefits to workers in unorganised industries should be placed on local bodies which may be given powers to levy appropriate cess or tax on employers in such unorganised sector for this purpose.

BONUS

TO incorporate in the Bonus Law the principle that bonus is only a deferred or supplementary wage, so long as there is a gap between the Living Wage and the actual wage, and profit-sharing, after the actual wage attains the level of the Living Wage;

To extend the provisions of Bonus Law to all industrial and commercial establishments in the public as well as private sector, and also to government services, with no reference to the number of workers employed therein;

To extend to workers the facility of inspecting account books and other relevant documents of their concerns, challenging the propriety of various expenditures, and suggesting the ways and means of further deployment of capital;

No ceiling of percentage on the quantum of bonus to be distributed each year;

Guarantee of minimum bonus even in concerns running in loss.

COMMON DISCIPLINE

HOLIDAYS, LEAVES & WORKING HOURS

To recast the present system of rest days in such a fashion that all religious and national festivals or occasions are declared as Holy-days on appropriate, i.e., the national and the state levels; when people free from routine work can unite their minds in devotional prayers and national aspirations.

To give full leave for any period of sickness.

To give to each worker a minimum of 15 days of casual leave which can be enjoyed as a right. This quantum should be suitably enhanced for workers on official tours and for those working on night shifts.

To give to each worker one month's privilege leave with a provision to accumulate it upto 3 months.

To grant 3 months' maternity leave to expectant mothers.

To abolish all present distinctions in matters of leave and working hours, such as, those between factory workers, clerical staff, officers, etc., and apply uniform rules to all except for those who are considered as on 24 hours duty. In the case of the latter the quantum of privilege leave should be for 2 months in a year.

To grant personal leave for family occasions such as marriage, child-birth, birth-days, death in family, shraddha day, etc.

The week should be considered as consisting of 40 working hours and all extra work should earn overtime at double the rate of respective wages with a ceiling, if need be, by mutual agreement.

There should be a continuous research on absenteeism done jointly by union and management, wherever the phenomenon occurs, and its underlying causes, such as, distance between place of residence and work, transport difficulties, monotony and lack of interest in work, unhealthy working conditions, psychological frictions at work-site, unusual work-load, unhealthy habits, etc., should be immediately removed so as to make the phenomenon non-existent.

COMMON DISCIPLINE

PROMOTION POLICY

TO establish a rule that no posts in any higher category of any industry or establishment should be filled by direct recruits when suitable persons are available in the same establishment or industry.

To decide and circularise the job-descriptions, job-analysis and job-specifications for each promotionary post.

To widely inform all employees about the different manners in which a selection programme for merit-testing can be devised without any bias, such as, the modern methods of group-interview tests where applicants make their own assessments; ways of setting up question papers, intelligence tests and aptitude tests that leave little or no discretion to examiners; personnel development programmes based on performance appraisal techniques, merit-rating methods, service anniversary reviews, etc., which make full use of ergonomics, observed data and objective indicators and thus to awaken wide consciousness and discretion about right and wrong selection techniques.

To use the above as a base for devising a right promotion policy for every category and grade in each industry and adopt an enlightened and widely accepted promotion policy through an agreement between union and management.

To give to seniority the priority in all policies of promotion and to give weight to other factors only when it is inevitable to do so, and, that too, to the minimum possible extent.

To abolish the present practice of allowing the managements to impose promotions as a fait accompli, which is done by

capitalising on the fact that insistence on subsequent demotions are always difficult. To take account of this tendency in devising ways for implementation of promotion policy, which can ensure for prior trade union certification, method of first communication of rejections with avenues of Grievance Procedure followed finally by selection announcements and by such other psychological and methodological applications.

To use follow-up techniques for evaluation of different promotion systems, make reviews on the basis of such studies and consolidate experience of different units and establishments from time to time to achieve exactitude and perfection in this regard.

To satisfy the urges of talent and capacity and make their best use for common progress by application of qualitative techniques of man-power planning and human inventory, career programming and career services (as in case of research, technical work, etc.).

To provide for in-service training, facilities for getting college and technical studies, refresher courses, etc., to enable every willing person to advance on his job or in his industry to the maximum possible extent.

To combine in a proper manner line and staff functions in occupational hierarchy so as to avoid conflict between seniority and merit advancements.

SOCIAL SECURITY

TO remove the lacunae in the existing laws and schemes governing social security, in keeping with the suggestions made by the trade unions; to enact laws providing for Gratuity and Pension; and to link all these benefits with index number.

To introduce unemployment insurance scheme for the unemployed above 18 years of age.

To recognise the fact that the three schemes of provident fund, gratuity and pension have three different purposes and, therefore, all the three benefits be conferred on a worker simultaneously.

To extend gradually the entire scheme to the self-employed persons.

To evolve an integrated social security scheme including provident fund; gratuity; pension; compensation for employment injury, retrenchment, lay-off and closure; benefits pertaining to maternity, sickness, extended sickness, disablement, widowhood, funeral; medical benefit; benefit to the family, i.e.; children of a worker deceased in natural course or on account of natural calamity; insurance against occupational risks and hazards, etc.

To set up a tripartite body on the national level for proper implementation and supervision of such scheme.

WELFARE

TO recognise the fact that the Home, the family life and the religious or spiritual living forms the nerve centre of all well-being and hence of welfare programmes. All economic considerations, such as, location and layout of Industry and its capital base, adoption of technology, etc., should be made subservient to this basic need for well-being of a worker.

All new industries that may come up hereafter should be required to provide to each family of its workers a good home and all industries should be required to adopt a phased programme in this regard by suitable dispersal.

To entrust all welfare work to representatives selected by workers' families to whom sufficient funds should be made available by the Industry, Regional bodies, Financing Institutions and the State.

At the place of work a comprehensive house-keeping programme should be put in day-to-day practice which should include, among others, cleanliness of premises, proper ventilation and lighting, control of noise and smell, occupational safety, adequate spacing, furniture, toilet arrangements, drinking water, washing and bathing facilities, canteen facilities, rest-shelters, first-aid equipment, creches, etc.

To adopt a comprehensive health programme which should extend to all family-members of workers and cover aspects of public-health and hygiene, preventive and curative medicine, facilities for sports and outdoor activities and recreation etc.

To aid and encourage useful hobbies such as reading, artistic talent, touring, debating, writing, development of physique, etc.

To organise these welfare activities in small establishments by grouping them in a suitable manner and with the aid received from local bodies by such different units for this purpose.

To include in the welfare provisions of out-door workers, things like provision of rain-coats, winter-clothing, etc., and compensation against difficulties of accommodation, irregularities, deprivation from family life by suitably regulating his hours of work, work-load, leaves etc.

To organise fringe services, such as, fair-price shops, transport from place of work to home and railway station, adult education, family planning clinics, credit societies, etc.

To grant adequate shift allowance, maternity leave and other benefits, leave-travel facilities and holiday homes.

To provide free schooling in industrial establishments and in other cases to grant to workers' children scholarships, textbooks and other educational material.

COMMON DISCIPLINE

INDUSTRIAL HOUSING

TO continue and implement expeditiously the existing schemes for the housing of backward and depressed classes, whether in rural or industrial areas.

In the meanwhile, to formulate an overall national housing programme, within the framework of national planning, giving it the priority it deserves, notwithstanding competing claims of other pressing activities.

To initiate the industrial housing programmes; to recover from the unwilling employers their contribution to the schemes as land revenue arrears.

To give adequate financial aid to all the various societies, cooperatives etc., engaged in this work.

To construct for the rural or the unorganised workers houses with brick, mud and cement with standard specifications.

To educate the workers thus housed, in the art of converting 'house' into 'home'.

COMMON DISCIPLINE

INDUSTRIAL SAFETY AND OCCUPATIONAL DISEASES

It will be the joint duty of Managements and Trade Unions to—

make specialised study in Industrial Safety and introduce by removal of all unsafe conditions, such as, inadequate guarding of the dangerous parts of the machine, improper stocking of inflammable material, absence of protective clothing, and equipment, poor visibility, etc., and by training workers in proper handling of machines, tools and other equipments and materials and in correct bodily movements and by discouraging attitudes of negligence, nervousness, undue haste, etc., which are a major cause of many accidents.

protect workers from occupational diseases by keeping them informed about (i) properties, uses, and mode of entry of the poison; (ii) occupations involved; (iii) harmful effects; (iv) protective measures and (v) medical control methods, regarding poisoning (lead; lead tetra-ethyl; phosphorus; mercury; manganese; arsenic; nitrous fumes or oxides of nitrogen; carbon bisulphide; benzene; trichlorethylene; carbon tetra chloride; and radium, other radio-active substances, and X rays); toxic jaundice; toxic anaemia; primary epitheliomatous cancer of skin; silicosis; anthrax; chrome ulceration; etc.; and assist them in securing compensation in cases of occupational diseases.

COMMON DISCIPLINE

PROVISION FOR CALAMITIES

STANDING provision of funds at the Central and the State levels for prompt relief to, and rehabilitation of, workers affected by natural calamities, such as, floods, fire, draughts, earthquakes, epidemics, etc., or by extraneous factors, such as, wars, riots, accidents, violence, sabotage, etc.

Constant coordination in the efforts of various official and non-official, voluntary organisations towards this end.

Standing provision of funds for financial aid to the families of military personnel or members of police and other forces killed in course of their duties.

AUTOMATION—RATIONALISATION

A FIVE-YEAR ban on automation—either general or selective and gradual, for production work or table work,—except in Defence and Space-Science;

Selective rationalisation after experts examination of the proposals and approval of workers' representatives,—after completion of rationalisation on the organisational and managerial sides, on the following conditions:

- (a) No retrenchment without alternate employment in the same establishment or under the same employer,—without loss of continuity of service, seniority or grade;
- (b) No loss of earnings to any worker;
- (c) Periodical inspection and assessment of work-load by workers' representatives assisted by experts; and
- (d) Equitable sharing of additional gains consequent to rationalisation as between the worker, the employer and the consumer.

PRODUCTIVITY

IN introducing all schemes relating to productivity, such as, system of payment by results, individual and group incentive schemes, norms of staffing and workload, changes in organisation and methods, rationalisation, mechanisation, etc., the following considerations should be respected.

- (i) All such schemes should be introduced as a result of agreement with concerned unions.
- (ii) Each such scheme must provide for a minimum of a fall-back wage which has no relation to productivity.
- (iii) Complete safeguards must be provided for protection against fatigue and undue speed-up.
- (iv) The management must carry out a continuous appraisal of factors affecting productivity, such as, methods and work-study, continuous supply of good material, quality of tools, machine-breakdowns, lay-out, quality-control, physical, perceptual and mental loads, environmental factors, such as, lighting, ventilation, temperature, noise, cleanliness etc., and share these studies with labour and make all revisions only on the basis of joint studies and agreement.
- (v) All measurements of work should be done jointly and must provide for factors like needs of safety, rest and relaxation, interruptions, delays, etc. The same should apply to valuation of physical product where such valuation forms the basis of incentive payments.

Indices of land-productivity, capital-productivity and

labour-productivity should be separately compiled and used respectively for planning, rate of economic growth and distribution of income.

The gains of productivity should be distributed between shareholders, workers, consumers and plough-back effect on the basis of the formula evolved by National Productivity Council as modified by Shri V.M. Dandekar, Ex-Director, Gokhale School of Economics & Politics, Poona, and on this basis workers should be increasingly made shareholders of their industry.

At no time any incentive scheme should lead to rate-cutting for any category of workmen.

COMMON DISCIPLINE

PAY-STRUCTURE

TO systematise the science of structure of a Pay Scale by rationalising the role of various factors thereof such as the span of Scales of Pay; Ratio of Minimum to Maximum in a Pay-Scale; ratio of increments to various stages of a pay-scale and structure of incremental scale with reference to conditions of service in a firm or establishment such as chances of promotion from various entry-grades, age at recruitment to a given cadre, needs of expanding family responsibilities, utility of experience, etc.

COMMON DISCIPLINE

STRUCTURE OF SPECIAL PAYS, ALLOWANCES ETC.

TO standardise uniform nomenclature for special pays and various types of allowances and give them identical connotations and import throughout the country.

To group various jobs into job-clusters for treatment of special pays. In each such job-cluster a bench-mark job shall be named which carries no special pay. The other jobs in the same job-cluster, while having an identical pay-scale may be awarded additional remuneration by way of special pays for the difference they have from the bench-mark job on account of additional duties or responsibilities, operation of machines, hazardous working conditions or risks, different types of skill, and such other distinctly additional job factors. These should be treated as pay for all purposes.

To grant special allowances for different environmental factors that affect employees, such as Dearness Allowance to compensate increases in cost of living, Hill and Fuel Allowance for employees posted at Hill Stations and in cold regions, water scarcity allowance for periods of water shortage, city compensatory allowance for higher costs in metropolitan centres and cities, shift-duty or night-allowance for night duties, etc. These allowances can vary according to the postings of staff and hence may not be treated as pay except when in cases such as D.A. they have become normal and uniform features for all staff irrespective of postings.

To grant additional allowances by way of amenities or reliefs such as House-Rent Allowance, Child-allowance, Maternity allowance, Education-allowance, funeral allowance etc.

To grant allowances by way of compensation for expenditure incurred or special exertions made on the job such as, over-time pay or allowance, posting allowance, acting duty, travelling allowance, halting allowance, meal allowance, cycle, motor-cycle or car allowance, etc. The principle for all these allowances shall be to see that the employee is not required to pay from his pocket during the course of his official duties and is compensated for additional involvements made or time and energy spent for official duties beyond normal performance.

COMMON DISCIPLINE

SENIORITY

TO define for purposes of seniority and promotions based on seniority, entry and promotionary posts, delimitation of areas for common seniority, channels of promotion and grouping of categories, if any, considered as separate job clusters on the ladder of promotion.

To make standing rules for fixation of seniority, when a person is transferred from one pool or region of seniority classification to another or on amalgamation and/or bifurcation of departments, reorganisation schemes, absorption of staff rendered surplus in other areas, departments, services or firms and establishments in the same industry and for such other contingencies.

To count the service age of a person for purposes of seniority from the date of entry in service or particular cadre irrespective of the date of confirmation and by ignoring involuntary breaks in service.

To maintain an up-to-date list of seniority, make it always available to the staff for inspection and entertain and settle grievances arising therefrom in time.

WOMEN WORKERS

SELECTION of types of jobs (in non-agricultural sector) for which women have special aptitude ;

Vocational and technological guidance and training to women workers;

Their progressive absorption in semi-skilled and skilled categories ;

A more rational distribution of female labour force so as to reduce competition between men and women;

Strict enforcement of statutory provisions relating to women workers;

Equal pay for equal work.

WORKING HOUSEWIVES

ON the basis of the recent empirical study conducted by the Shri Ram Centre for Industrial Relations, to devise the ways and means of (i) eliminating conflict between the professional role of the housewife and her responsibilities in the family; (ii) reconciling the different expectations from her professional and domestic duties, particularly towards children and husband; (iii) minimising her job-dissatisfaction; and (iv) overcoming generally the "five dimensions of stress" revealed by the study.

Recognition by employers of the fact that working housewives constitute a special employment group and necessary adjustments regarding their working hours, work schedules, facilities for housing and transport, etc.

Suitable extension of and qualitative improvement in child-care-services, such as, nurseries, shishu-sadans' kindergartens and boarding schools or extended school days.

'PART-TIME' WORKERS

SEPARATE, 'part-time employment avenues' wings under the Employment Exchanges for the benefit of students, housewives, widows, unabsorbed ex-servicemen, pensioners, etc., who seek part-time jobs.

A separate piece of legislation to protect the interests and overcome the peculiar difficulties of such 'part-time' workers.

CHILD LABOUR

TO endorse the *Children's Charter* or *Bill of Rights* (containing their 19 rights), as evolved through a series of White House Conferences in U.S.A.

To accept the United Nations Declaration of Rights of the Child (November, 20, 1959), laying down ten (10) basic principles.

Strict enforcement of statutory provisions relating to child labour particularly in unorganised industries and rural areas;

Co-relation of working hours of the adolescents with their school hours;

Strict implementation of the Children Acts, the Reformatory School Acts and the Borstal Schools Acts; Setting up of an adequate number of juvenile courts, remand homes, certified schools, school health services, child guidance clinics, children's aid societies, reformatory schools, juvenile jails, orphanages, after care services, recreation centres, reading rooms, pre school projects, shishu sadans, correctional institutions, care institutions, etc.

To follow "Minimum Standards for Child Care Institutions" as evolved by the Indian Conference of Social Work.

RETIRED PERSONS

IT will be the duty of the employers including the Government to:—

- (i) Revise current pension rates correlating them with the present cost of living index;
- (ii) Link pension rates to the Index Number;
- (iii) Extend the protection of the labour legislation to pensioners, ex-servicemen and their associations;
- (iv) Organise Pension Committee in different industries and services in order to expedite judiciously the disposal of cases and grievances pertaining to pensions and
- (v) Provide (a) light, part-time jobs to willing pensioners for a period of 10 years after retirement (b) a guardian's allowance to those having one or more children under 16 and (c) facility of free medical treatment to pensioners and their dependents during their life-time.

THE DENOTIFIED TRIBES

TO amend the Constitution with a view to extend the protection and facilities offered to Scheduled Tribes therein to all the Denotified communities or the Ex-criminal Tribes and all the Nomadic and Semi-nomadic Tribes.

VANAVASI LABOUR

ERADICATION of anti-social systems, such as 'Gothi', 'Palemodi' etc.

Distribution of surplus land.

Debt Relief Measures.

Protection of the Minimum Wages Act.

Priority in forest services, i.e. forest guards, watchmen etc.

Bringing private forest areas at par with Govt. forest areas for the purposes of concessions.

Preservation and restoration of their traditional rights in the forest areas.

Introduction of and encouragement to forest-based industries.

Protection of forest labour cooperatives from the conspiracy of contractors and conservators.

Encouragement to the formation of cooperative Corporation for managing the forest labour societies.

Simplification of the cooperative Laws, Rules and Regulations.

Organisation of the cooperative Training Classes.

Immediate rehabilitation of vanavasis displaced in the name of development.

Setting up of machinery at the Central and the State levels to follow up strictly and implement the already accepted recommendations and

Their progressive integration with the general society.

CONSTRUCTION WORKERS

STRICT enforcement of the 'Fair Wage Clause' and a review of the fair wages from time to time.

Maintenance of attendance registers showing permanent and local addresses of all construction workers.

Enactment of regulatory and protective legislation for construction workers and setting up adequate statutory enforcement machinery.

Prescription of severe and deterrent penalties to contractors, sub-contractors, labour contractors etc. for malpractices.

Classification and registration of building contractors.

In Govt. undertakings, a suitable planning of the programmes undertaken to ensure a reasonably steady volume of work and employment.

Introduction of decasualisation schemes.

Mobile dwellings to labour at work sites.

CASUAL LABOUR

IN every establishment requiring casual labour, Standing Order should specify the strength of casual labour, against the normal strength of the establishment.

‘If employment is discontinued for a short period and the worker is re-employed, this short period should not be treated as a break in service.’

‘After a casual worker has completed a stipulated period of service, he should be allowed the same benefits which a permanent worker enjoys.’

Complete decasualisation of labour in Railways, Public Works Departments, Irrigation Depts., Transport Corporations, State Electricity Corporations, Construction Works, Engineering Concerns, Central and State Govt. Departments, Ports and Docks etc. etc.

Pending completion of decasualisation, a better regulation of conditions of work of casual labour.

CONTRACT LABOUR

ABOLITION of contract labour system.

Regulation of their conditions, principal employer being made legally responsible for their employment wages, working conditions, hours of work, service conditions, welfare and social security measures and housing of the specified standard.

UNPROTECTED LABOUR

ON the model of the "Maharashtra Mathadi, Hamal and other manual Workers" (Regulation of Employment and Welfare) Bill, 1968, Special State legislations be enacted for unprotected labour, such as, Fishermen; Saltpan Workers; Mathadis; hamals; Lokhandi Jatha Workers; Casual, piece-rated workers under Mukadams, Tolaiwalas, etc., employed in Iron and Steel markets or shops; cloth and Cotton markets or shops, docks, grocery markets or shops, General Markets and Factories and other establishments; railway yards and goods sheds, public transport vehicles, godowns, vegetable markets, etc., in connection with loading, unloading, stacking, carrying, weighing, measuring, or such other works including work preparatory or incidental to such operations.

REFUGEES

TO recognise that complete rehabilitation of all refugees is our National responsibility.

To conduct a fresh census of refugees.

To regularise squatters' colonies formed after January 1, 1951.

To extend rehabilitation benefits to displaced persons coming after January 1, 1958 and staying over in West Bengal.

To provide economic holdings to agriculturist families and larger amounts as trade loans by driblets over the long periods, to non-agriculturist families.

To revise the previous policy of confining the work of rehabilitation to a few items called the residuary problems as assessed and virtually agreed upon by the then Central and State Govts. in 1960-61.

To implement recommendations of the Review Committee,—particularly those regarding rehabilitation of families living in ex-camp sites and defunct Vagrants' Homes, educational facilities to new migrants, etc.

To broad-base the terms of reference of the Review Committee.

To consider expeditiously the recommendations of the Committee set up for the purpose by the West Bengal state Govt. in 1967.

To ensure participation and cooperation of displaced persons in formulation and implementation of various

rehabilitation schemes through local committees of regularised squatters' colonies.

To revise the present policy of fixation of the price of lands in squatters' colonies as laid down by the Union Government, on the basis of acquisition cost, development cost, rent compensation and interests, and to charge a fair price for homestead plot in squatters' colonies.

To remit all categories of loans to refugees.

To increase the per capita—assistance to refugees.

PROSTITUTES

A QUALITATIVE Research in the problem on the lines adopted by The Bombay State Branch of the Association for Moral and Social Hygiene.

- (a) The cause-wise break-up of the entries in the profession, such as, family background; emotional, social and economic aspects; broken homes; marital status; heredity; environmental influence, etc.
- (b) Preventive measures at the village level; Family Service; vocational training and guidance; Lucrative occupations for widows, mothers; and economic rehabilitation of fallen women.
- (c) Abolition of 'tolerated areas'.
- (d) Active implementation of—

The Devadasi Law, The Child Marriage Restraint Act, The Dowry Prohibition Act, The Suppression of Immoral Traffic in Women and Girls Act, The Police Acts providing against soliciting in public places and controlling or prohibiting the location of brothels, and The Women's & Children's Institutions (Licensing) Act.

- (e) The After-Care Homes for Rescued Women.

*Condensed Courses of crafts and other training;

*Finding out what gainful, productive employments will suit those rescued from the profession of the prostitution, after arranging for their job training wherever possible.

To follow the same procedure regarding the class of Eunuchs also.

*To make appropriate arrangements for their employment with the Employment Exchanges. (Hostels for working women).

Following in general the letter and spirit of the United Nations Economic and Social Council on 'the suppression of the trafficking in persons and of the exploitation of the prostitution of others' 1959.

CRIMINAL—PRISONERS

TO appoint on all-India level Jail Reforms Committee and Jail Industries Enquiry Committee.

To prepare a fresh All India Jail Manual.

The Open-Air-Camp or Sampurnananda Shivar Scheme which treats the prisoner not as a hardened criminal but as a normal human being fallen on evil ways, and, therefore, capable of being reclaimed as a self-respecting member of society;

Arrangements for their moral and social education;

Vocational and other craft training to them and utilising the same for production, while in prison;

Issuance of clean-character-certificate to dependable criminal prisoners, at the time of release; and

Their absorption in suitable jobs, with the help of Employment Exchanges.

**DUTIES OF THE OWNER-MANAGER
(SMALL & MEDIUM SIZE INDUSTRIES)**

- (a) Buying the raw materials.
- (b) Design of his products.
- (c) Control of production.
- (d) Obtaining wholesale or retail sales outlets.
- (e) Advertising.
- (f) Distribution.
- (g) Accounts and correspondence.

Coordination between production, distribution to sales outlets and advertising to arouse consumers' interest.

- (a) Finding the money to finance the development.
- (b) Obtaining larger premises.
- (c) Engaging adequate staff.
- (d) Giving responsibility to selected employees. (e.g. Works Manager, Office Manager, Sales Manager, Transport Manager, etc.)

A continual check on costs and reducing wastage to a minimum; a constant watch on the activities of other concerns; development of new lines of merchandise, reflecting changes in consumers tastes on the basis of careful re-organisation of floor space and machinery within the factory without interrupting the flow of production unduly.

To secure fullest cooperation of the staff by converting them into a 'Master Mind Group' to function as an organic unit.

DUTIES OF A FOREMAN OR HIS EQUIVALENT

- (a) First class knowledge of the work of his department.
- (b) The ability to train new employees to operate the machines.
- (c) Awareness of the responsibility (for maintaining standards and for the setting of standards of both work and behaviour).
- (d) A pleasant manner plus the technique of passing on information without distorting it.
- (e) A keen awareness of the need for continually improving methods of production.
- (f) The knack of delegating responsibility wherever possible.
- (g) The ability to form an efficient production team.
- (h) The power of leadership, i.e., the ability to get a job done (i) when he wants it done, (ii) in the way he wants it done, and (iii) with the workers' recognition that it must be done.

DUTIES OF MANagements (PUBLIC & PRIVATE)

IT will be the duty of the managements:

- To follow the industrial discipline enunciated in this order elsewhere, and, in case of P. U.S. the discipline prescribed by the proposed Bureau of Enterprises also.
- To achieve rated capacities; (installation of the equipment and machinery);
- To achieve fullest utilisation of capacities of men and machines; to watch and compile idle time of machines; and introduce standardisation and uniformity in the classification of delays in the utilisation of machines.
- To introduce uniform schemes for production: incentive bonus for individuals and groups.
- To strike a balance between expansion programmes and consolidation of the production programme of the initially installed capacity.
- To select proper (contractors and) suppliers.
- To ensure steady supply of raw materials, spares and components within proper time and of required quality level, transportation, and uninterrupted power supply;
- To exercise control on the consumption of materials and on rejections within plants.
- To strive for import substitution, indigenous manufacture of spares and equipment of standard quality

and reasonable price, and to arrange for necessary imports.

- To make preventive maintenance and plant and machinery—care and maintenance more effective; to secure Maintenance Manuals from the suppliers of plant and machinery; (To take precautionary measures against fire, etc.)
- To prepare Manuals on Quality Control.
- To organise efficient Industrial Engineering Department and Safety Engineering Sections.
- To streamline the process of procurement planning.
- To takes steps to bring down the inventory holding to an economic level.
- To conduct demand surveys and market surveys.
- To set up specific machinery to look into consumers' complaints.
- To keep informed of upto date technological and scientific developments, concerning the industry.
- To build up our own cadre of maintenance experts to carry out capital repair works.
 - (a) To reduce progressively the number of foreign commissioning personnel;
 - (b) To promote mastery of the problems of production and maintenance by Indian personnel;
 - (c) To achieve self-sufficiency in technology and technological cadres.
- To introduce appropriate innovations without foreign assistance.

- To devise the measures to step up exports.
- To introduce management accountability at various levels.
- To encourage 'Management by Exception' and 'Management by Objectives'.

To study:

- (1) In what respects is the pattern of supply orders, time-schedules, expenditures (actual cost of production) and other details different from that contemplated in the DPR?
 - (2) Reasons for non-attainment of targets of production and basis for fixation of these targets.
 - (3) A possible correlation between the expenditure on care and maintenance and its effect on bringing down the incidence of breakdowns (mechanical, electrical, etc.) and the life of machinery.
 - (4) Plant lay-outs, (here and abroad) of comparable enterprises.
- To conduct training programmes for the operating and maintenance staff, to help them acquire "on the job skill" necessary for attainment of rated capacity operation; and for supervisory personnel, quality control personnel, and those engaged in production management.
 - To develop a good personnel department—arrangements for appropriate training.
 - To eliminate existing disparities in regard to items like working conditions, working hours, and holidays as

between workers/ staff recruited at different times, and to ensure non-recurrence of such disparities in new undertakings in future.

- To pay grants and allowances to help with costs of fares, temporary lodging and acquisition of and removal to the new home,—for mobile labour.
- To specify the levels of management for the purpose of decision-making, inform the workers about the same and to associate them at every level of the decision-making process on an equal status.
- To establish work-place environment conducive to the wellbeing of a worker.
- To furnish the Unions with the essential and pertinent time-study-data collected and processed for determination of “Allowed Job Time”; all information about every phase of the proposed incentive wage payment plan; the results of the application of Ergonomics intended primarily to give job—satisfaction and only incidentally—increase in productivity; the results of method study for job-evaluation and the proper techniques for its installation; and the data and observations furnished by the chartered Accountants.
- To arrive at an agreement with workers’ representatives before introducing any of these methods.
- To continue pay, allowances and other amenities to workers elected for full time trade union and cooperative activities.
- To enforce strictly all labour laws, awards, agreements, etc.,
- To form in each establishment a works committee consisting of the elected representatives of all workers

in the establishment and respective officials and vest the works committee with all powers regarding disciplinary actions such as dismissal, discharge, suspension, transfer, stoppage of increment, fine, etc.

- To progressively enlarge the jurisdiction of works committee so as to include subjects such as promotions, transfers, retrenchments, lay-off, confirmation, seniority and also subjects like productivity, work-load, choice of technique, etc.
- To introduce schemes of progressive labourisation.

DISCIPLINE FOR THE EMPLOYERS' ORGANISATION

SO far as industrial relations are concerned:

- i To ensure implementation by its members of all relevant labour laws, bipartite and tripartite agreements and wage-board-awards, without undue delay and reservations;
- ii To dissuade its members from unfair labour practices;
- iii To undertake promotion of collective bargaining at all levels, and encourage voluntary arbitration;
- iv To persuade its members to adopt enlightened personnel policy;
- v To arrange employers' education (a) in the concept of labour partnership in industry, (b) for ensuring identity of interests of labour and management, and (c) for promoting harmony between the goals of industry and of the community;
- vi To enlighten them through training, research and communication in the field of industrial relations; and
- vii To arrange for Scientific training of Supervisors and middle management personnel in the art of Labour management.

DUTIES OF THE BUREAU OF ENTERPRISES

THE Bureau of Public Enterprises should be separated from the Finance Ministry and reorganised as a Bureau of Enterprises with status and powers almost equivalent to those of the Bureau of the Budget in the United States.

It should be the duty of the Bureau of Enterprises:

- I. To set standards for and supervise the processes of:
 - (1) (a) works or operational management, and (b) production control management;
 - (2) coordination;
 - (3) separate production planning cells;
 - (4) RSDF (routing, scheduling, dispatching and follow up) techniques;
 - (5) communication system;
 - (6) reporting system;
 - (7) the PERT (i.e., Programme Evaluation Review Technique);
 - (8) common research and development organisation for industries in the same group; exchange of results of their researches between the public and the private sectors;
 - (9) Demand Surveys/Market Surveys;
 - (10) achievement of installed capacity;
 - (11) product-diversification;
 - (12) job combination;
 - (13) derating of production capacity;
 - (14) the position of cost-accounting department vis-a-vis the Production Planning and Control Deptt;
 - (15) formulation and revision of prices of public undertakings products;
 - (16) stepping up of exports.
- II. Generally to take measures and lay down guidelines for improving management techniques in all its various aspects.
- III. To assist p.u.s. to secure suitable managerial talent.
- IV. To evolve an effective machinery for periodical review

and appraisal of their performance—jointly with the administrative Ministries, whenever necessary, so that defects may be put right as speedily as possible.

- V. To introduce effective reporting system followed by Performance Review Meetings.
- VI. To delegate, simultaneously, sufficient powers relating to financial and administrative matters to Public Enterprises so as to enable them to work with greater autonomy.
- VII. To take into consideration, in course of its conduct, the recommendations of the Administrative Reforms Commission in their Report on “Public Sector Undertakings”, those of the Parliamentary Committee on Public Undertakings, and the periodical reviews undertaken by Government on the performance of p.u.s.
- VIII. To ensure uniformity in terms of policy objectives and basic principles for all p.u.s.
- IX. To recognise the principle that, while no undertaking can be allowed to continue in loss, its success cannot be measured solely on the basis of its profits, and that total gains or incomes of the Society including rent (land), wages and salaries (labour), interest (capital), profits (entrepreneurship) and taxes (society) that are generated in the course of its conduct should be the criteria for this purpose.
- X. Apart from general research, to conduct special research in Pre-determined Motion Time Studies (PMTS), Method Time Measurement (MTM), and the techniques of operational research, in the light of the Indian conditions and requirements.
- XI. To assist the private enterprises with information

regarding researches, management techniques, etc., in public sector, and collect the same information regarding private sector.

XII To conduction all India Survey to:

- (a) collect data and information on existing ancillary relationship in industry;
- (b) present an analysis of the nature of these relationships and the factors favouring or hampering their development; and,
- (c) suggest scopes for and recommend measures required for promoting the establishment and development of (i) wholly ancillary units; (ii) sub-contracting units; (iii) open market sellers; and (iv) the mixed type of ancillaries.

XIII To advise both sectors regarding location of industries on the strength of the surveys of industrial potentialities of different regions.

XIV To coordinate the activities of the concerned Ministries, the Directorate General of Technical Development, the chief cost Accounts Officer to the Govt. of India, The Directorate General of Supplies and Disposals, and the proposed Industrial Prices Commission.

XV To forecast the Technical and Administrative needs of the future with a perspective of at least 25-30 years and initiate proper measures to meet the needs of future.

XVI To realise the fact that each Industry has a natural objective in the sound fulfilment of which lies its duty towards the Nation. The right pattern of ownership and management for each Industry will ultimately be that which enables each Industry to completely and perfectly realise its national obligations. Within this

realistic context to review from time-to-time the structure of ownership and management of each Industry so as to achieve the ideal of progressive labourisation and Industrial Democracy.

XVII To advise the Government and other authorities about the ways and means of influencing industrial activity of private sector, i.e., through fiscal and monetary policy: through the level of public expenditure; through the placing of Government contracts; through the policies of public enterprises; and by physical controls, such as, the use of the legislation concerning monopolies and restrictive practices, and the operation of powers to control new industrial and office building and changes in land use; by inducements, exhortation, and the provision of services, information and advice,—apart from legislation and certain export and import controls over a small range of products.

XVIII To secure cooperation of Industry and Labour for establishing a voluntary 'early warning' system for prices and incomes.

DISCIPLINE OF THE PUBLIC SECTOR

THE administration of the public undertakings should be entrusted in future to professional public administrators, and, in the meanwhile, the civil servants now on deputation should be relieved of their responsibilities in the public sector, unless they opt to be absorbed in that sector as its full-fledged employees. Persons on the verge of retirement should not be appointed.

To furnish the concerned Minister with any information, statistics and financial accounts which he may require and to reach major policy decisions in consultation with him

To conduct the business so that receipts at least balance outgoings taking one year with another.

To initiate and maintain a dialogue with the Private Sector, University and Research Institutes about Technical developments and Research.

To assist the organisation of social welfare and community development of citizens in the project area—and adjacent localities.

DISCIPLINE OF PRIVATE SECTOR

TO realise the fact that the interests of the industry, the labour and the nation lie in the same direction.

To follow strictly the industrial disciplines prescribed in this Order elsewhere, and the national financial discipline.

To supplement unalloyed profit motive with service-motive, enlightened self-interest and common national aspirations.

To furnish the Bureau of Enterprises with upto date information about researches, management techniques, etc., in private sector, and to receive from the Bureau information on these matters in public sector without prejudice to the right of Patents. To exchange all industrial/ managerial/ scientific information with the public undertakings.

To fulfil the given national targets.

To equal, if not excel, the Public Sector as model employer.

To assist the growth of Industrial Families, each comprising organisationally of the entire Labour, Capital, and Technical/ Managerial Skill within it for all practical purposes.

DISCIPLINE FOR COOPERATIVE ENTERPRISES

TO run the enterprise entirely with a motive to give to its members an economic service and promote amongst them goodwill and brotherhood.

To give special attention to build smooth relations amongst its members by honesty in dealings, discretion in tone and manner of criticism, mutual understanding and respect for common decisions.

To plan and execute the purchase and sales policy by devoting full care to quality of goods, market conditions, terms and conditions of sale, time and place of delivery and courteous habits.

To maintain proper and efficient accounting and audit system, ensure neat and safe stocking of goods, conduct efficient management of credits and working capital, institute proper care of assets and remain accountable to periodical meetings of managing board and general members.

To organise industrywise, District, State and National Federation of Cooperative enterprises to pool together expertise, undertake bulk purchasing, buffer stocking etc., strengthen and consolidate cooperative movement and obtain from Government and local bodies the necessary assistance in the form of acquisition of suitable land, site or building, loan and other credit or financial arrangements, direct supply of controlled items if any and generally to acquire suitable legislative and executive protection as may be conducive to the sound growth of the cooperative movement.

In respect of management of the enterprise and labour relation to follow the common discipline enunciated for all managements and respective industries in this order.

DUTIES OF TECHNOLOGISTS

TO study thoroughly and assimilate industrial technology all over the world;

To locate and introduce such parts of Foreign Technology as are suited to Indian conditions;

To introduce for the benefit of artisans, reasonably adaptable changes in the traditional techniques of production, without incurring the risk of increase in unemployment of workers, wastage of the available managerial and technical skill, and decapitalisation of the existing means of production; and

To evolve our own indigenous technology with great emphasis on decentralisation of the processes of production with the help of power, with home, instead of factory, as a centre of production.

DUTIES OF CONSUMERS' FORUMS/COUNCILS

APART from the general work with a view to protect and promote consumers' interests, to undertake specifically the task of disseminating knowledge and information about consumers' needs and problems: protecting consumers against hazards in food, drugs, appliances, machines and other consumer goods; adopting measures, such as, vigilance, investigation, legislation, etc., against unfair trade practices, cheating, charging of exorbitant prices, short weights and measurements, deceptive packaging, misleading advertisements, quakery of all kinds; and persuading consumers to buy only the standardised and certified goods, as far as possible.

DUTIES OF CHARTERED ACCOUNTANTS

TO prepare and circulate among managements a Statement on Qualifications in Audit Reports providing complete guidance and laying down principles regarding the form and purpose of qualifications made in auditors' reports:

- (a) To create a body of public opinion to ensure higher standards of conduct by managements with the help of share-holders, the stock exchanges and governmental regulatory authorities.
- (b) To investigate into the propriety of various expenditures, i.e., 'proprietary audit.'

To equip themselves for scientific management services by:

- (a) Reading regularly official publications like The Annual Survey of Industries, Income-tax Revenue Statistics, Journal of Trade and Industry, Monthly Statistics of Production in Selected Industries, Monthly Abstract of Statistics, etc., and various journals devoted to management subjects;
- (b) Associating themselves with stock brokers, industrial engineers, sales and marketing executives and economists;
- (c) Gathering information regarding the raw materials used in different industries, by-products and their use, the marketing techniques followed by different companies, utilisation of scrap, etc.;
- (d) Studying subjects like Job Evaluation, Inventory Control, Value Analysis, Work Study, Time Study, Wage Payment Techniques, Purchasing and Marketing,

Project Analysis and Evaluation, inter-firm comparisons, the functions of the stock exchange and evaluation of shares etc.

To assist the managements:

- (a) In the matter of drafting of Memorandum and Articles of Association, company prospectuses, presentation of information to the Controller of Capital Issues, filing preliminary documents with the Registrar and allied matters;
- (b) In critical analysis and evaluation of investments;
- (c) In scientific inventory management;
- (d) Through sectional, departmental or productwise analysis of profits;
- (e) Through idle time analysis;
- (f) In fixation of selling prices wherever they are not fixed by government;
- (g) In evolving incentive wages schemes;
- (h) In determining which components are to be manufactured and which others to be bought from outside;
- (i) Through inter-firm comparisons on the basis of various ratios—financial and operational;
- (j) Through graphic presentation of facts on the basis of several tables pie charts, vertical and horizontal bar charts, diagrams and graphs;
- (k) Through collection and intelligent presentation of the relevant data to financial institutions like the Industrial Finance Corporation, etc. when approached for financial assistance; and
- (l) In the selection of candidates for key administrative (financial) posts.

DUTIES OF A CENTRAL LABOUR ORGANISATION

TO dedicate itself of the furtherance of national interests and to guide its affiliated units accordingly.

To work for and uphold a harmonious relationship between the Nation, the Industry and the Labour.

To participate in discussions with other organs of society with a view to inform them about worker's needs and expectations from these bodies and understand their needs and expectations from the workers, and, in the light of the latter, to continuously guide its constituent units for right maintenance of socio-economic order and upholding of cultural and spiritual values of the Nation.

To guide, direct, supervise and co-ordinate the basic functions of unions, occupational institutions, national industrial federations, and its own regional bodies, so as to make them limbs of one organised body of labour dedicated to its declared objectives.

DUTIES OF NATIONAL INDUSTRIAL FEDERATION

TO work for the evolution and maintenance of an Industrial amily according to the Bharatiya pattern.

To guide its affiliated Unions in technical matters, industrial safety, occupational diseases etc.

To keep informed about the short-term and long-term problems of the Industry, assist in Industrial Research and give guidelines to workers in the light of its findings and study.

To belong to a central labour organisation and work within its broad discipline.

To prepare with the assistance of Industry comprehensive Social Security and Labour Welfare Schemes for workers in the Industry and their families and run the said schemes.

To negotiate with managements on problems of change-over from one technological equilibrium to a higher or different technological equilibrium with a minimum of Social cost.

To make a continuous study of occupational pattern of the industry with particular reference to state of technology employed and capital invested in firms or units and maintain National job evaluation plans and deal with problems of recruitment, training, promotion and occupational equilibrium within the Industry.

To represent workers in the Industry before National forums, wage boards, tribunals etc.

DUTIES OF THE UNION

TO protect and promote the interests of its members by organising different types of actions, such as implementation of laws, awards, agreements etc., to secure and protect existing rights and privileges, representation of cases through correspondence, discussion, appearances at domestic enquiry and at labour courts, formulation and presentation of charter of demands, taking part in negotiations, mediation, conciliation, Arbitration, Adjudication, Wage Boards, Tribunals etc., filing of cases in respective labour and industrial courts, High Courts, Supreme Courts, preferring of claims in payment of wages court and for workmen's compensation, P.F., E.S.I. and other dues, raising of issues in various Government Committees and forums and in press, public meetings, State Assemblies and Parliament, soliciting intervention of public officials like labour commissioners, Ministers, etc., and organising mass actions like demonstrations, processions, protest slogans, batch-wearing, morchas, work-to-rule movements, mass casual leave, hunger-strikes and in extreme cases go-slow movements, pen-down and sit-down strikes, token strikes and indefinite strikes on unit, region or national industrial level to better the terms and conditions of their employment, improve their working and living conditions and achieve for them a higher standard of living and status in industrial and social life.

To educate the workers regarding their rights and responsibilities through conferences, study classes, gate meetings, meetings, seminars, symposiums, journals, pamphlets, book-lets, posters, press-releases, articles etc; and offer responsive co-operation to Industry for promotion of common aims.

To organise and conduct social and welfare activities like,

housing cooperatives, credit-societies, canteens, sports, recreational activities, etc.

To belong to a National Industrial Federation and a Central Labour Organisation and through its bodies try to influence policies and decisions concerning the labour and industrial, economic and social life of workers, and accept the disciplines of such central labour organisation or national industrial federation in its day-to-day working, practice and broad policies.

DUTIES OF OCCUPATIONAL INSTITUTIONS

TO evolve and maintain professional standards for the occupation and ensure their uniform observance.

To advise industries regarding technical needs of occupation and represent occupational interests in industrial, regional and national assemblies.

To fulfil national obligations of respective occupations, in both quantitative and qualitative terms and, for this purpose, cooperate with planning bodies and universities.

To carry on constant technical research in occupational progress, hazards and occupational diseases.

To take enlightened interest in the evolution of inter-occupational wage and status differentials and create regard for national decisions taken in its regard.

To work for equal treatment to the members of occupational group through different industries and regions, and prepare merit-rating schemes for individual performance and rewards, so as to hold in esteem standards of professional conduct and discipline and mastery of technique.

To determine the total span of working life for the occupation, specially in cases such as Rayon Industry or for driver's occupation etc; and plan for timely switch-overs to suitable alternative employment.

DUTIES OF LABOUR COOPERATIVES

TO protect workers from the exploitation by middlemen.

To arrange employment opportunities for the under-employed and the unemployed among the former;

To ensure prompt payment of adequate wages to them;

To give bonus to their members out of a portion to profit.

DUTIES OF A WORKER

TO know the history of labour movement in India, basic approaches of all centres of labour movement, and consciously belong to a Union of his own choice and keep fidelity with its ideal and discipline.

To give a day's honest labour on each day.

To understand clearly his responsibilities towards himself, his family, occupation, industry, region, co-workers, citizens and Nation; consciously to follow the disciplines flowing therefrom; and work through his union and other allied organisations to bring about necessary changes in industrial life and maintenance of standards, which would enable him to discharge his duties and disciplines effectively.

To respect National, Industrial and Group priorities properly, so as to maintain the ideals of an organised society.

LABOUR: POSITION IN LAW

INCLUSION of 'Labour' in the Union List only. Amendment to the I.D. Act, 1946, Definition of 'Appropriate Government'. For undertakings whose activities are spread over more than one State, the appropriate Government should be Central Government.

Under Trade Union Act, the authority for registration of a trade union whose activities are spread over more than one State, should be the Central Registrar of Trade Unions. (Central Government).

Common Labour Code for common problems with uniform definitions, concepts and standards, without affecting adversely the privileges the Labour has secured in any State.

Setting up of the Industrial Relations Commission at the national level and similar IRCs at the State level which would function under the discipline of the National IRC. To define clearly the powers and responsibilities of the IRCs; to set up a separate all India Service for the purpose; to provide for a periodic get-together of its officials; and to empower the IRCs to intervene in any industrial dispute at any of its stages.

Giving a firm guide line to the IRCs regarding the criteria for recognition.

LABOUR ADMINISTRATION

SINCE the National Commission on Labour, after suggesting the creation of Industrial Relations Commissions, has left the question of labour administration practically unattended, and since the question brooks no delay, a committee should be immediately appointed to suggest ways and means of making the administration of labour matters effective and efficient. This committee should apply itself, inter alia, to the following aspects involved in labour administration:

1. The ways of implementing Policy decisions on Labour, General Directives given by Tripartite bodies, oral and other assurances given by Ministers, public officials and employers.
2. Implementation of Wage Board decisions, Awards, etc., with a special reference to the anomalies, defects and questions of interpretation which so often attend these third-party verdicts.
3. Questions involved in non-implementation of agreements arrived at between the parties, including cases where complications arise due to mutual obligations contemplated in such agreements and the employers' and workers' organisations do not carry any mandatory powers against their constituents on whose behalf the agreements are made.
4. Speedy recovery of workers' dues with due regard to questions arising out of Employers' attitudes, and incapacities; appointment of Labour Prosecutors.
5. Enforcement of various Acts by making a special study of casual and habitual defaulters; questions regarding

quality, character and strength of inspectorates (including those arising out of financial limitations); limits of prosecution; jurisdictional questions between Local bodies, State and Central Government and between different organs of Government; evasions made by following standard practices such as sub-division of unit, treatment given to temporary employees, etc.

6. Areas where implementation is a continuous process, such as, agreements or policies regarding Housing, Welfare, Work-load, Promotion, etc.
7. Practical difficulties encountered in cases where Government or Public Body is an employer or where implementation is a responsibility of Statutory Corporation as in the case of E.S.I. or P.F. schemes or for pensions and social security provisions.
8. Enforcement of working conditions including safety provisions.
9. Problems arising out of unfair labour practices.
10. Demarcation of areas of persuasion and sanction and in the former case use of public opinion and in the latter deterrent penalties and punishments.
11. Pre-requisites of good administration, such as, involvement of parties in policy-making or precautions required to be taken in initiating a labour matter.
12. Questions of administration of specialised directorates or agencies, such as, compilation of Indices, promotion of labour research, etc.
13. Fixation of responsibility for non-implementation in a bureaucratic set-up working under divergent pulls and pressures, from politicians, trade-unionists, employers, intelligence men, publicity men, etc.

14. Questions requiring technical knowledge, such as, those about incentive schemes, job evaluation, etc.
15. Early location of ambiguities of law.
16. Difficulties regarding enforcement experienced in case of small units.
17. Simplification of official procedures.
18. Psychological nature of labour problems and administrative repercussions resulting therefrom.

SPECIAL I.D. LAWS

ENACTMENT of special Industrial Dispute Laws to protect the interests of workers in:

- i) Educational institutions;
- ii) Social Welfare organisations;
- iii) Domestic employ; (domestic servant)
- iv) Hospitals;
- v) Co-operatives other than workers' Cooperatives;
- vi) Construction works;
- vii) Small Scale Industries;
- viii) Cottage Industries;
- ix) Seasonal Industries;
- x) Rikshaw-pulling;
- xi) Mallah-work;
- xii) Agriculture;
- xiii) Forests;
- xiv) Concerns and Institutes of various arts;
- xv) Employ of Ex-Rulers (former Princes);
- xvi) Firms of Advocates, Solicitors and other legal agencies.
- xvii) Shops and Commercial Establishments.
- xviii) Rayons;
- xix) Seamen's category.

SEPARATE REDRESSAL MACHINERY

APPROPRIATE machinery for the redressal of grievances of:

- i) The military personnel;
- ii) The police personnel;
- iii) The members of the Central Industrial Security Force;
- iv) Employees of religious institutions.
- v) Employees and officials of foreign services.
- vi) Employees of Intelligence Departments.
- vii) Senior executives and class I and II officials—
administrative and managerial cadres.
- viii) Licensee workers.

STANDING ORDERS

APPROPRIATE revision of the Model Stading Orders, in view of the changed circumstances, and the consequent difficulties experienced so far.

Separate Appropriate Standing Orders for:

- I Shops and Commercial Establishments.
- II Small Scale Industries.
- III Sizeable cottage industries-not being operated on family basis.
- IV Establishments employing casual labour.

UNFAIR LABOUR PRACTICES

PROHIBITION of and penalties for unfair Labour Practices as specified in the Report of the Maharashtra Govt. Committee on Unfair Labour Practices. (July, 1969.)

Industrywise additional lists of unfair labour practices be prepared, such as;

I) Short payments; unwarranted deductions; extra deductions for absenteeism, in tanning;

II Circumvention of law by distributing material to workers and requiring them to return finished products in bidi and tanning;

III Evasion of legal provisions by splitting a concern into a number of smaller units, in bidi, powerlooms, etc.;

IV Mala fide rejection of bidis and consequent deduction from wages.;

V Carrying of night soil on head and the Jagirdari/Jajmani System, for Sweepers/Scavengers; And for cooperatives—

VI Barring their employees from holding a share in the cooperative enterprise;

VII Deviation from the professed objectives of a cooperative, while dealing with its workers and

VIII Denying them an opportunity to participate in the management of a cooperative enterprise in which they serve.

LABOUR STATISTICS

IMPLEMENTATION of the recommendations of the conference of Labour Statistics (CLS);

Periodical collections and timely publication of all relevant statistics regarding unorganised sector, i.e., Shops and Commercial establishments, Small-Scale Industries, Agriculture, etc;

Amendment to the Companies Act, 1956, to the effect that a schedule furnishing all relevant information regarding number of employees, grades, designations, wage-scales, D.A. rates, bonus, etc., be incorporated in the annual general report of the (i) Public Limited Companies, (ii) Public Sector Undertakings, (iii) Cooperative Societies (iv) Registered Societies, such as, educational institutions, etc.

Activisation of the Central Institute of Labour Research, with coordination of Labour research as one of its functions, as proposed by the Department of Labour and Employment; and

Evolution of an integrated Labour Statistical System.

Index Compilation

A FRESH working class—family budget inquiry in all industrial centres; and

Recompilation of the working class cost of living index at the local, the State and the all—India levels on a realistic and Scientific basis.

RECOGNITION

THE entire problem of recognition should be within the jurisdiction of the Industrial Relations Commissions.

To accept the results of a secret ballot of unionised workers as a basis for recognition of trade unions at all levels.

For representative character in dealing with problems peculiar to their areas, establishments, trades or categories, recognition for local area or for establishment-trade-category-level be granted to such union or unions as are not recognised at industrial level on national plane but are having in their respective areas or on their respective levels, membership larger than that of the recognised union at industrial level on national plane.

For the purpose of recognition:

- i) The membership of the union should cover at least 55 per cent of the workers in the establishment concerned.
- ii) Where no one union fulfils this condition, all the unions with membership covering 30 per cent or more of the workers should be recognised.
- iii) Membership would be counted only of those who had paid their subscriptions for at least six consecutive months immediately preceding the reckoning.

There should be no discrimination between the recognised and the unrecognised unions on the following points:

- i) Collection of membership fee/subscriptions payable by members to the union within the premises of the undertaking;

- ii) Putting up or causing to put up a notice board on the premises of the undertaking, and affixing or causing to be affixed thereon notices relating to meetings, statement of accounts, and other relevant announcements;
- iii) Inspection, by prior arrangement, of any place in the undertaking; and
- iv) Receipt of any relevant information about the working of the undertaking.

The unrecognised union should have a right to represent individual cases; to interpret any agreement already arrived at and ensure its strict implementation; to approach courts on any point not covered by the agreement between the management and the recognised union; to receive from management replies to communications and hearing to deputations; and to challenge the status of the recognised union, one year after the recognition.

LABOUR JUDICIARY

TO institute, within the overall discipline of Judiciary, a labour wing with three sections viz:

- i) Labour Court, to deal with cases regarding existing rights, such as, those relating to interpretation and enforcement of labour laws, awards, agreements etc.
- ii) Industrial Court, to settle disputes regarding demands, and
- iii) Technical Court, to deal with technical subjects like incentive schemes, job evaluation, work-load etc.

To make the justice cheap and expeditious.

To encourage the conduct of cases at regional level in respective regional languages and those of national level in Hindi.

To carry out the responsibilities as Courts of Justice, and not as mere Courts of Law.

TOWARDS I.L.O.

TO RATIFY suitable conventions of I.L.O., such as:

Convention 87—"Freedom of Association and Protection of the Right to Organise", and

Convention 98—"Right to Organise and Collective Bargaining."

(It is wrong to presume that Forced Labour system prevails in India).

To highlight and streamline the part played by India in the ILO, and the part played by the ILO in India.

To participate vigorously in the World Employment Programme launched by the ILO this year on the occasion of its 50th Anniversary; to strive, consequently, for the success of the Asian Manpower Plan by reinforcing vigorous national action to introduce and strengthen comprehensive systems of manpower planning with the turn inter-related objectives of promoting higher levels of productive employment and of providing adequate supplies of trained manpower to match the rising demand generated by the development process.

To accept the general sense of direction based on the three factors of (i) the need to expand world production, (ii) the need to distribute the fruits of increased production more equitably, and (iii) the need to enlist the full participation of the whole community in the turn tasks of expanding production and securing fairer distribution of the product.

To fully utilise the forum of the ILO to materialise the BMS ideal of "Workers! Unite the World".

DISCIPLINES FOR SERVICES OF GOVERNMENTS

COMMON DISCIPLINES

TO follow the common disciplines enunciated elsewhere in this Order, regarding i) granting of need-based minimum wage; ii) wage-differentials based on job-evaluation; iii) protection of real wage by linking emoluments with scientifically compiled cost of living index number, iv) Fringe benefits by way of provision of Houses, Health Services and Educational facilities, v) Social security by way of Index-bound Pension Scheme (with a proviso of raising its quantum to 50 per cent of last pay) Provident Fund and Gratuity, vi) Holidays, leaves and working hours vii) Promotion policy, viii) welfare facilities, ix) Safety and occupational diseases, x) provision for calamities xi) Recognition of Unions, xii) Pay Structure, xiii) Structure of special pay, allowances etc., and xiv) Seniority.

SERVICES OF GOVERNMENTS

PARTICULAR DISCIPLINES

TO appoint Third Pay Commission immediately and thereafter periodically to revise the pay-structure of Government employees.

To remove the disparity in pay-scale of the Central and State Government employees and those in-between the employees of various State Governments.

To give special attention to the categories of employees which have been overlooked in the past and have represented on that account.

To re-instate the employees victimised during the 1960 and 1968 strikes and for union activities.

To condone and compensate for the various penalties given to employees for union activities such as break-in-service, compulsory retirement etc.,

To grant full-fledged trade union rights to government employees including the right to strike.

To recognise the federations of the recognised unions for negotiating on common demands and other matters.

To evolve, formulate and implement the three-tier joint consultative and compulsory arbitration machinery with adequate representation to recognised unions.

SERVICES OF GOVERNMENTS

ALLOWANCES AND AMENITIES

TO devise machinery to compile indices of comparative costliness of different cities and regions and to utilise the same to determine the rates of house-rent and compensatory allowances payable to Government employees.

To grant adequate winter allowance, hill or desert allowance and water allowance to employees hit by peculiar circumstances involving acute cold, remote hilly or desert tracks and water scarcity respectively.

To grant overtime allowance to Government employees for any compulsory overstay on extra duty at the rates to be revised proportionately in the context of the rise in the cost of living.

To grant reimbursement of expenditure on medical treatment of self and any dependent in the family certified as essential by a registered medical practitioner; therefor to treat all medicines under any system of medicine recognised by the Board of Medicine, as admissible

To give advances for medical treatment in case of all indoor patients and to outpatients also wherever necessary.

To reimburse the expenditure on education of children upto their attaining the age of 20 years.

To give children's education allowance in cases where the children are required to stay away from the place of duty of the parents.

To liberalise the leave travel concession so as to make it admissible to any place in the country and for the entire distance to be travelled by him and two members of his family

with sufficient scope for adjustment of leave and the period of journey etc.

To evolve schemes to benefit the employees and their children from utilisation of the proportionate amount of the welfare fund; therefor to organise sports and other activities.

To grant invariably an advance for purchase of bicycles or two-wheeler auto-vehicles or motor cars to class IV, class III and class II and I quasi-permanent officials respectively, to cover the entire cost of the vehicles purchased; the officials without being required to insure the vehicles comprehensively.

HOUSING—QUARTERS

TO work out a scheme for implementation jointly by the Central and State Governments to construct suitable residential quarters for various categories of Government employees to be allotted under the joint pool as per the seniority of the claim in the context of the nature of duty performed by the employee. To ensure that no residential quarter lies vacant in any department-quota so long as there is any claim for accomodation in any department in the city.

To make it completely voluntary ro avail of the Government accomodation unless necessitated by the peculiar nature of duties.

To build suitable quarters in the vicinity of the duty-places or within office premises for housing the officials doing split duty such as caretakers, choukidars or others.

To offer accomodation to officials coming on transfer immediately on their joining duty.

To formulate for implementation a scheme to construct houses/flats to be sold out to needy Government servants on the hire purchase system, the cost being recoverable in easy instalments spread over the entire period of his service.

To offer a house/flat of standard specification to a retiring Government employee at the place of his choice, against the amount deposited by him in advance in monthly instalments as per the agreement.

To offer facilities to Government servants to form co-operative societies of (1) Government servants of a department, (2) Government servants of different departments and (3)

Government servants and other citizens which will acquire land, develop the same under the scheme of the City Corporation/ Municipality/Trust, allot the plots to the members who will build houses by securing loan from the societies/Government.

The society may take it upon itself to secure the house-building loan for the Government servants and undertake joint construction of houses/flats to be allotted to individual members.

To arrange for conveyance facilities for Government servants either by running Government vehicles or by cooperation of the city transport services.

To provide marketing, schooling, water-supply, parks, playgrounds, libraries, recreational centres and other facilities in the residential localities.

SERVICES OF GOVERNMENTS

TRANSFERS

TO resort to transfers only when inevitable

To give deputation terms to officials, who are not transferable by specific prevision of service condition even when transferred to a different place under the same establishment.

To call for volunteers before effecting transfers.

To guarantee protection of emoluments.

To grant extra allowance or compensation allowance.

To transfer junior-most in the category.

To make available appropriate residential accomodation at the new place of duty at the time of joining and provide for suitable joining time and afford consequential facilities such as advance pay, travelling, hiring, coolie charges etc.

To effect transfer after the close of or before the commencement of the academic session.

To give sufficient notice to the official concerned prior to the actual issue of the order.

To rescind from effecting transfer in violation of agreement with or assurances to the staff or their organisations.

To specify the period for which the official is being transferred to outer station.

To offer repatriation as early as possible.

SERVICES OF GOVERNMENTS.

REORGANISATION

TO reorganise departmental structure only when highly essential in the largely public interest.

To consult all interests involved to arrive at an agreed proposal in respect of the form, programme and consequences.

To consult experts for various assessments.

To plan with minimum dislocation.

To provide for all types of compensatory benefits to the officials affected adversely.

To take into account the various provisions of rules and legal and Constitutional provisions.

WORKING HOURS

TO restrict the daily working hours to six and a half without lunch break or to seven hours spreadover, depending upon the conveyance facilities and other circumstances.

To extend the daily working hours to all departments without exception and to compensate adequately any compulsory overstayal.

To maintain all essential services by shift duties wherever necessary; To restrict split duties only to voluntary basis, even in essential services.

To declare closed holidays on the second saturday and on the third (or the fourth when it is not the last) saturday of every month.

To extend the limit of working hours to all categories of Government employees including choukidars, sweepers, peons etc.

SERVICES OF GOVERNMENTS

WORKING CONDITIONS

TO introduce revised techniques of work to ensure improved performance.

To increase the ratio of class IV employees with a view to ensure up-to-date maintenance of records and adequate assistance to class III staff to boost up the out-put.

To give a quite handsome scale to selection grade clerks allotting them supervisory duties and important items of work.

To give a very handsome scale to the sectional superintendents increasing their sphere of supervision and responsibility to even three fold divesting at the same time some items of their work to the selection grade clerks.

To alter the periodicity of returns in respect of as many items as possible so as to facilitate completion of many preliminary stages in the right earnest and to avoid the tendency to accumulate work.

To maintain adequate supply of space, furniture, arrangements for maintenance of current and old records, services of peons, daftaries, tools, materials, appliances, literature including departmental, code books, waste paper baskets, stationary.

To maintain adequate arrangements of lighting, cooling, warming, sweeping, cleaning, washing the floor, cleaning window-panels, cleaning the furniture before office hours etc.

To locate the lavatories as per requirements of the staff.

To make adequate arrangements of drinking water.

To make arrangements to serve tea at the seats twice during the working hours.

To give facilities of canteens, common rooms both for gents and ladies, tiffin rooms, and provide for receptionist with counter.

To provide sitting arrangements for class IV.

To provide the class IV including malis etc with decent uniforms. (woolen uniform also wherever necessary)

To give adequate washing allowance to class IV.

To provide the class IV with umbrellas/raincoats, bicycles for messenger duties etc.

To keep the sectional peons and daftaries directly under the supervision of the sectional superintendents concerned.

SERVICES OF GOVERNMENTS

RECRUITMENT PROMOTIONS ETC.

TO treat a Government employee who has put in three years' service as quasi-permanent automatically without being required to make any declaration as such by the authorities.

To forward applications of officials for jobs in all other Government departments or semi-Government establishments.

To recruit fresh candidates only in lower posts and such other posts for which qualified or experienced senior officials are not available.

To prescribe common age limit, requirements of educational qualifications etc for recruitment to identical posts in all departments belonging to Central or State Governments.

To give automatic promotion to higher cadre by virtue of 10 years service in the existing cadre.

To make available all departmental and code books and adequate free coaching facilities to facilitate efficient discharge of responsibilities and to give knowledge of rules and work pertaining to higher cadres involving higher responsibility.

To give incentive in the form of advance increments for meritorious work and efficiency.

To promote class IV officials to class III cadre on their acquiring the minimum educational qualifications prescribed for the posts in question.

To prescribe departmental tests to qualify for promotion to higher cadres wherever knowledge of rules etc. may not possibly be acquired by experience and to prescribe the ratio of such promotions to those of the experienced officials.

To give special pay to officials stagnating in the cadre after ten years or those qualified by passing the prescribed departmental test in case they could not be promoted for want of posts etc.

To entrust extra charge to such stagnating officials by grant of adequate charge allowance.

To introduce selection grade in class IV cadre.

To increase the number of selection grade posts in the upper grade clerical cadre to the extent of 20% of the total number of lower and upper division clerks.

To give automatic immediate promotion to class III official in lower cadre on his attaining the academic qualification prescribed for higher posts.

DISCIPLINARY RULES

To frame the Classification, Control and Appeal Rules for all Central and State Government employees with a view to give them sufficient opportunity to give their defence before any punishment is awarded to them.

To formulate a detailed procedure for holding of the disciplinary inquiries putting forth all stages with adequate clarity.

To provide for legal assistance to the delinquent officials confronted with charges involving legal implications, evidence from Police/C.B.I. etc., To make the provision specific and binding.

To provide the delinquent official with a Government employee of his choice as his defence counsel irrespective of the department or the place of duty of the latter.

To define the circumstances in which a Government servant may be suspended and to make rules to cut down the period of suspension to the minimum.

To treat the period of suspension as duty for all purposes unless the official is terminated or removed or dismissed from service.

To give all facilities including necessary legal aid to the Government official, terminated, removed or dismissed from service, in case he seeks redressal in the court of law.

To frame a procedure to award character roll entries of

adverse nature to Government servants who should be given opportunity to explain the circumstances resulting in the adverse remarks.

To provide for impartial and independent Commission or Body having representation of Staff Association to which disciplinary cases arising out of the union/association activities should be referred.

SERVICES OF GOVERNMENTS

CONDUCT RULES

TO make it binding to every Government servant to enrol himself as a member of any of the staff unions/associations on his entering service.

To make provision in Conduct Rules enabling Government servants to contribute membership subscription, welfare fund, organisational or relief fund raised by the unions/associations whether recognised or unrecognised.

To allow Government servants to accept any part-time employment outside his duty hours, to supplement their income, provided he informs the authorities about the same, subject to conditions that the additional job will not affect his work and efficiency.

To allow Class I officials to seek permission for participation in local Government political activities.

To allow Class II officials to seek permission to take part in most political activities subject to the approval of the need for discretion.

To allow the class III and IV employees to resign their appointment, in case of their contesting election to legislatures, before nomination day on the understanding that if not elected they will be reinstated in their previous capacity within a week of the declaration of the election results, though they would be completely free to engage in all kinds of national and local political activities.

To allow Government servants free expression of criticism of any government policy or action.

To allow Government servants to strike work in case the call for such strike is given by the representative association/ union with due and adequate notice after the failure (recorded) of negotiated settlement.

DUTIES OF THE PARLIAMENT

TO pass laws regulating the life of the community, including Labour.

To take formal action, cast in legislative form, to make available finance for the needs of the community and to appropriate the funds necessary for the services of the State.

To put relevant facts and issues before the electorate.

To lay down general policies for the public undertakings within the frame work of the national interests, and to exercise control over them through debates, including debates on their annual reports and accounts; by answers to parliamentary questions: and through the work of the Public Undertaking and other parliamentary committees.

To fix the national targets and prescribe the national financial discipline for all the sectors.

DUTIES OF THE LOCAL SELF-GOVT. BODIES

PROVISION of building for night shelters; choultries; schools; hospitals; maternity homes; for persons affected by house collapse, road enlargement programmes, floods, etc.; and for persons suffering from contagious diseases.

Provision of roads, bridges, fresh supply of drinking water, efficient drainage system, public latrines and urinals, sewage purification and disposal.

Propagation and execution of public health programmes, such as, sanitation, pest-control, inoculations and other preventive medicines, anti-adulteration measures, reduction in child mortality through proper pre-natal and post-natal care and general public hygiene.

Undertaking city planning in all its aspects, such as, avoidance of congestion of men and traffic, checking obstruction to fresh air, etc.

Provision of facilities for marketing, transport, street lighting fire-brigades, ambulance, etc.

Provision of parks, stadiums, playgrounds, and the cremation and burial grounds.

Erection of shelters for rikshaw-pullers, auto-rikshaws and taxi drivers, bus passengers, etc; provision of water for tonga-horses and other animals.

Slum improvement, Slum clearance, and provision of tenements to slum-dwellers; and pending completion of this work, conferring ownership right of zuggis and zopadis to the dwellers therein

Mid-day meals for primary school children; Health service to all students for medical check up, and medical advice on preventive medicine.

50 per cent reduction in taxation on workers, for house, water, etc.

Establishment of small workshops for the physically handicapped; Aid to small establishments for labour welfare measures.

Implementation of labour Laws for the unorganised labour; issuance of licences for appropriate occupations.

To work in cooperation with trade unions to meet the workers' needs for cheap and efficient transport between place of residence and work, adequate canteen and welfare facilities for all types of labour such as those working in factories, shops, streets and labour engaged on out-door and night duties, etc.

DUTIES OF THE PRESS COUNCIL

To preserve the established freedom of the Press.

To maintain the character of the Press in accordance with the highest professional and commercial standards.

To keep under review any developments likely to restrict the supply of information of public interest and importance.

To deal with complaints about the conduct of the press or the conduct of the persons and organisations towards the press.

To report on developments in the press which may tend towards greater concentration or monopoly.

To encourage the press to constantly undertake the task of educating the general public about the current problems of Labour and Industry through objective and impartial news display, and to keep the news information-oriented rather than event-oriented only.

To make representation on appropriate occasions to the Government, to organs of the United Nations, and to press organisations abroad.

To publish its adjudications and periodical reports recording its work and to review from time to time developments in the press and the factors affecting them.

DUTIES OF A UNIVERSITY (Re: Industrial Life)

TO keep up-to-date library of books, journals, periodicals and other literature embracing national and inter-national labour movement.

To conduct purposeful and need-oriented research in industrial problems, such as strikes, and lock-outs, absenteeism, motivation of work, team-work, incentive schemes, leadership (organisational and industrial), wage behaviour, discipline, role of state in industrial relation, productivity, nature and content of social security, forecasting of future technical skills and employment position, development of case law, working conditions, and safety, labour quality and methods of recruitment, promotion and training, etc., and examine relevance of institutional constitutions and practices as fulfilling the aim of life.

To assist in statistical researches like capital/output ratios, Research/Development ratios and sociological researches like family living surveys, communication patterns, etc., with a view to evolve enlightened plans and policies in this regard.

To maintain a continuous dialogue with Industry and Trade Unions to find out current and long-term educational needs of industrial life and keep Industry and Labour apprised of up-to-date advances in information, knowledge and research.

To carry on research of impact of Technology on Culture and help their re-orientation to each other.

INDUSTRIAL COUNCIL (Industrial Family)

IT shall be the duty of all parties to Industrial Relation to reconstitute themselves into an Industrial Family.

Towards this end, for each major industry and for minor industries or their trade group, Industrial Councils comprising of the elected representatives of workers, managerial and technical cadre and capitalists be constituted on National and State levels respectively.

Such Industrial Councils, will have final authority, subject to the approval of the Parliament or State Assemblies in determining general policies of their industries, including those pertaining to deployment of labour force, managerial and technical cadre and capital.

The entire labour force, the managerial and technical skill and the capital within the industry shall be at the disposal of the national or state Industrial Councils for their own deployment as well as for the purposes of formulating and implementing certain decisions such as, production and employment targets, level of technology, wage policy, import and export trade etc.

Each Industrial Council shall work for an objective and targets given to it by the Nation and co-ordinate its activities with similar Councils of other industries following the discipline laid down by the Bureau of Enterprises. For this purpose it shall revise and suitably amend from time to time its constitution and reformulate the internal relationship of firms, units, groups, individuals etc., working within the industry.

They will follow a plan of income-distribution adopted at national level to meet the needs of workers, technical skill,

capital, consumers, research and development needs, plan priorities and dues of the State.

The Industrial Councils thus constituted shall be under an obligation to ensure that no worker is retrenched consequent to mechanisation, rationalisation, modernisation or automation, unless an alternate employment is offered to him without loss of continuity of service, in the same industry, though, may be in different establishment.

Each industrial council shall take full care of each individual worker and members of his family and foster his full growth on natural lines never to throw him out of employment or in distress and privation for want of basic necessities of life. All those depending for their daily livelihood on the Industry shall be treated as members of one large joint Industrial Family and the Family's social security cover will be extended to workers as well as their children, old people, the afflicted, the widows, the physically and mentally handicapped persons etc., that are the natural members of the Industrial Family.

It shall be the duty of the Industrial Family to absorb within the Industry the children of their member-workers unless they themselves opt differently.

The Industrial Family working on this discipline will thus give a Material Shelter to human-beings that are its constituents and afford to them suitable opportunities for their cultural and spiritual pursuits and fulfilment of life.

DISCIPLINE FOR SOCIAL WORKERS

INTEREST in and sympathy for the physically and the mentally sick and disabled people; patience; maturity; objectivity.

Special training in a school of social work in such subjects as philosophy and history of social work, Indian social problems, social legislation, medical information, public welfare and community welfare services, basic social work techniques, namely, case work, group work, community organisation, social research, dynamics of human behaviour, adult and child psychiatry, including psychopathology, crime psychology, treatment of neuroses and psychoses, various behaviour problems and management of the mentally defective; psychosomatic medicine, social and emotional components of illness, care and rehabilitation, case work in psychiatric settings, child guidance techniques; organisation and administration of psychiatric social service in various settings.

Research in the prevention, causation and treatment of mental diseases.

Special training in Social and Preventive Medicine and medical social work. Providing channels of communication between social work and medicine by organising themselves into professional groups under the auspices of organisations like Indian Conference of Social Work, the Association of Alumni of Schools of Social Work, or the Indian Medical Association. Work in hospitals, clinics, and sanatoria etc., and extension of medical social work in public health settings, community health programmes, and public welfare agencies. Acting as a liaison between the hospital, the patient, his family and the community on the one hand, and doctors, psychiatrists,

nurses, occupational therapists, physio-therapists, etc., on the other.

An all-India survey of the physically and the mentally handicapped.

Organisation, with the Government aid, of better mental hospitals (with 1,800,000 beds and 5,000 psychiatrists); psychiatric out-patient and mental hygiene clinics; 'Day Hospitals'; institutes like 'the School for Children in Need of Special Care' (Bombay); 'Day Care Centres'; mobile vans for villages carrying trained persons; occupational centres and 'colony system' as in U.K.; child guidance clinics (one to 100,000 people); scientific family welfare services; institutes, 'homes', workshops; schools and training centres for the blind, the deaf, the crippled, the dumb, the aged, the infirm, the disabled, the orthopaedically handicapped, the leper, the allergic, the cardiac, the metabolic, the encephalitic, the epileptic, the paraplegic, the juvenile delinquents, the lunatic, the criminal, the beggars, the destitutes, etc.

Persuading the legislators to enact a separate law giving special facilities to the physically and the mentally handicapped in terms of training and employment, medical aid, priority and quota in job opportunities, and Government subsidies to their wages.

An all-India survey of beggars; conscious development among them of sense of self-respect; classification of all beggars; national assistance and pension scheme; registry of disabled persons; development of placement agencies for the handicapped; appealing to industry to absorb a fixed minimum number of the disabled; starting of, at least, one shelter workshop for every administration division and establishment of vocational training school; provision for grant-in-aid in the form of raw material and tools to the trained disabled; establishment of uncomplicated gadgets, prosthetic and orthopaedic aids and artificial limbs; creating a foundation for the disabled; starting of

preventive workshops; development of grant-in-aid schemes for the handicapped and the diseased.

Ensuring the passage of a Model Act by the Central Government to serve as a standard, which should include provisions for (a) classification centre; (b) probation with supervision; (c) separate courts; (d) special police units; (e) training and treatment homes; (f) licensing with supervision; (g) indefinite detention; (h) separate measures to deal with habitual and delinquent beggars and also exploiters; (i) provision of voluntary detention not in homes but in shelters.

Undertaking sample socio-economic surveys of the Scheduled Castes, the Scheduled Tribes, the Denotified Tribes, and other Backward Classes, in different areas; to suggest ways and means of improving their plight; and to work among them with that object.

DUTIES OF SOCIO-CULTURAL LEADERS

Towards Social Work

To raise, encourage, inspire and guide the properly trained and qualified social workers in the country; &

To review, balance and integrate the social work that is being done by the various official and unofficial local and national voluntary agencies and schemes.

Towards Consumers-

To recognise the fact that consumers' interest is the nearest economic equivalent of national interest.

To rouse consumer-consciousness in the society.

To organise Consumers' Forums to steadily and continuously educate consumers about all matters affecting their interests, including the current state of affairs in the industrial field of the country.

To mobilise public opinion through frequent, consumers' conferences in order to bring appropriate pressure to bear upon governments, traders or different parties to industrial relations,—whenever this becomes necessary to protect and promote consumers' interests.

To organise consumers' resistance and consumers' strike in course of which they would refuse to purchase the product of any plant following anti-consumer policies.

To set and propagate consumption patterns with a

view to encourage Swadeshi and healthier personal habits.

To set by, for major industries, consumers' Advisory or Consultative Councils on the model of the two 'Coal Consumers' Councils' of Great Britain which make annual reports to the Minister which are laid before Parliament along with the report received by the Minister from the National Coal Board.

Towards Bharatiya Culture

To evolve a coordinated system of Wage differentials and status-differentials which would ensure reconciliation of equality with incentive, in view of the fact that if values of life are purely economic or materialistic, equitable distribution of wealth would remain incompatible with incentive for highest individual development;

To generate consequently the psychological, cultural environment in which there would invariably be an inverse ratio between social status and personal wealth; and

To bring about the ratio of 1:10 between the minimum and the maximum incomes in the country.

Towards The Nation

To convince all parties to industrial relations that they are all part and parcel of the national organism and that their sectional interests are *essentially* identical with those of the Nation.

To free consequently all citizens connected with the industrial field from the disruptionist tendencies of regionalism, linguism, casteism and communalism; to

teach them how to respect, -and not merely tolerate,
all the religions, not excluding marxism.

3. To build uP national character.

Toward: The Humanity

To contribute to world culture by example and communication our distinctive, characteristic Sanatana values of life with a view to enable the world community to realise the highest human aspiration for Peace, Plenty, Freedom, Oneness and Delight.

DISCIPLINE FOR SOCIETY

TO offer fullest scope to every individual for his fullest development according to his cast of being, nature and aptitudes so as to fully utilise all faculties of all individuals for the cause of national prosperity.

To appreciate and honour the multitudinously various stand-points, needs positions, degrees and angles of thought, emotions, tastes, preferences, habits, desires temperaments and attitudes of different individuals,

and yet discover through them an Order of oneness that organically unfolds itself by giving an unity of discipline to various groups such as those of family, community, region, occupation, industry etc..

To knit to-gether this warp and woof of social life by joining individual efforts from a smaller to a larger and from a more homogeneous to a more complex and complete group,

by defining and combining the specialised and common fields of actions appropriate to each individual and institution and groups of individuals and institutions.

To understand the necessity and wisdom of a apparently loose, large and leisurely but organic working of a social order that gives to each of the divided and variously formulated schools of knowledge, effort and tendency an environment for free and full growth,

and yet harmoniously associates these fragmented cells of National Body, first in a crude form of give and take type of exchange

and then travelling through a discipline of mutual aid and concessions, mutual support and gratification, emotional warmth, sympathy and fellow-feeling reaches to a last interfusion of the true unity of Sons and Daughters of the One Mother. The every-perfecting technique of Social Order in its various formulations over a period of Time.

To recognise the need of the Present Time which consists in the rapid advancement and progress of the backward and down-trodden sections of population to satisfy their wholly legitimate clamour for satisfaction of basic needs of life and their elevation in a spirit of brotherhood so as to rank them as true equals with the others and thus alone secure for Freedom its rightful office. The utilities and opportunities offered by Modern Science, its mass production techniques multiplication of labour saving devices, medias of mass communication should all be pressed into service towards this single aim of upliftment of masses, spread of mass education, raising of the average level of intellectual equipment and capacity and welfare of the masses by universalising the gifts of modern civilisation.

To guide this vast and multitudenous effort of modern times by fitting it into a matching framework of social discipline which the Timeless Order gives us as its most precious gift and part of which has been uncovered in this Order of Duties and Disciplines.

Thus to set each individual in his proper place and role in Life reveal to him his own true natural line of unfoldment and progress and make him free and secure to follow his own Self-Discipline, Self-Order and Self-Fulfilment.

SELF—DISCIPLINE

TO discharge perfectly the duties appropriate to one's own station and position, in life and society.

To understand the true nature of all conflicts as so many problems in reconciliation of motivations and seek always a better light that gives a more complete synthesis to resolve each and every discord.

To contribute constantly to the society and the life around oneself a better and still better form of service so as to make Earth a worthy place for human habitation.

To progress always from ignorance to knowledge and from knowledge to higher knowledge, from darkness to light, from discords to concords, from hatred to love, from narrower to a larger view of things, from division to unity, from bondage to freedom, from perishable to the every-lasting values of life, and from finite to the infinite.

Ultimately, being free from want and fear, to advance towards the goal of self-realisation through any of the spiritual disciplines.

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