

From

Labour Commissioner, Haryana,  
Chandigarh.

To

1. Additional Labour Commissioner (NCR) Gurugram.
2. Additional Director, (IS&H)
3. Joint Labour Commissioner.
4. Joint Director, IS&H, HQ & Gurugram
5. All Deputy Directors, IS&H and IH in the State
6. All Deputy Labour Commissioners in the State.
7. All Assistant Directors, IS&H, IS&H (C) and IH in the State
8. All Assistant Labour Commissioners in the State.
9. Welfare Officer (W) in the State.

No. Spl.-1

Dated: 03.04.2020

**Subject: - Minutes of review meeting held on 02.04.2020 at 02:00 PM under the Chairmanship of Sh. Dushyant Chautala, Hon'ble Deputy Chief Minister, Haryana through Video Conference.**

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Please find attached herewith the minutes of review meeting held on 2<sup>nd</sup> April, 2020 at 02.00 PM under the Chairmanship of Hon'ble Deputy Chief Minister, Haryana through Video Conference.

During the review meeting, certain directions were given by Hon'ble Deputy Chief Minister, Haryana to mitigate the present crisis arose due to the spread of COVID-19 and to deal with this challenging situation in an effective way. All the Officers are directed to ensure compliance of these directions in letter and spirit.

  
Deputy Labour Commissioner, HQ  
for Labour Commissioner, Haryana.  
3/4/2020

Endst. No. Spl.-2

Dated: 03.04.2020

A copy is forwarded to the following:-

1. PS to Hon'ble Dy. CM for information of Hon'ble Deputy Chief Minister, Haryana.
2. PS to Hon'ble MOS (L&E) for information of Hon'ble Minister of State (Labour & Employment), Haryana.
3. PS to PS (L) for information of Principal Secretary, to Govt. Haryana, Labour Department.

  
Deputy Labour Commissioner, HQ  
for Labour Commissioner, Haryana.  
3/4/2020

**Minutes of review meeting held on 02.04.2020 at 02:00 PM under the Chairmanship of Sh. Dushyant Chautala, Hon'ble Deputy Chief Minister, Haryana through Video Conference.**

A review meeting through video conference was held on 02.04.2020 at 02:00 PM under the Chairmanship of Hon'ble Deputy Chief Minister, Haryana in the presence of Sh. Vineet Garg, IAS, Principal Secretary to Govt. Haryana, Labour Department, Sh. Pankaj Agarwal, IAS, Labour Commissioner, Haryana and other senior officers of the Labour Department. All the field officers presented their report in the meeting. Hon'ble Deputy Chief Minister, Haryana deliberated upon the report of each districts w.r.t. basic facilities i.e food, dry ration is being provided to the workers at the factory/establishment/construction sites and shelter homes. After reviewing the reports, Hon'ble Deputy Chief Minister has directed DLCs, DD(IS&H) to ensure following directions:-

- The workers residing at construction sites, brick kiln, stone crushers, shelter homes and in high density industrial regions such as Gurugram, Faridabad, Panipat etc shall be personally visited and monitored by the concerned officers. The district wise detailed report will be submitted on daily basis to the Head Office at mail [hrylabour.covid19@gmail.com](mailto:hrylabour.covid19@gmail.com) (with videos and photographs of the same). It will be ensured that the workers residing there are provided the basic facilities including adequate quantity of hygienic food, proper sanitization and educating them to keep adequate social distancing etc.
- It will be ensured that there should not be any lay off and retrenchment case in their area of jurisdiction and the detailed report will be submitted to the Head Office in the prescribed proforma attached (Annexure A). The report must reach the Head Officer till 12:00 Noon on 06.04.2020.
- The workers of the factories/establishments who are residing in the rental houses in nearby colonies/villages and are unable to pay the rents because of lock down, the concerned officers will ensure that no landlord should harass them for rent. Further, the delivery of dry ration and other daily use items shall also be ensured in co-ordination with the District Administration.
- There are many factories/establishments which make the payment of the wages to their workers on daily/weekly basis. The concerned officers will ensure that

*Vineet*

the payment of the wages to such worker is being done and report/details of such factories/establishments must reach the Head Office till 12:00 Noon on 06.04.2020.

- Detail of complaints/cases received w.r.t. non-payment/deduction in wages, retrenchment/lay off and deferring/nonpayment of rent to accommodation will be submitted in the prescribed proforma attached (Annexure B).
- All the factories which are making essential items and are in operation must maintain the sanitization, proper hygiene, social distancing and other guidelines issued by the Govt. The concerned officers will ensure the compliance so as to restrict the spread of COVID-19.
- The Deputy Directors, IS&H and Deputy Labour Commissioners will jointly prepare a strategic plan for the operation of the factories/establishments after the lock down is lifted in in phased manner in consultation with the industrial association so as to restrict the chances of future spread of COVID-19.
- The concerned officers will assess the feasibility of utilization of canteen/base kitchen of the factories/establishments/IT companies for preparation and distribution of Food packets if required.

The district wise action taken report on above said directions will be submitted jointly by the concerned Deputy Directors, IS&H and Deputy Labour Commissioners for their respective jurisdiction.

Hon'ble Deputy Chief Minister, Haryana appreciated the officers of the department for working hard in co-ordinated manner and encouraged them to continue this in letter and spirit.

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The meeting ended with the vote of thanks to the chair.

**Note:** A dedicated email i.e. [hrylabour.covid19@gmail.com](mailto:hrylabour.covid19@gmail.com) has been created. All the correspondence shall be done only on this email id by all the departmental officers.



**Annexure – B**

**Detail of complaints/cases received w.r.t. non-payment/deduction in wages, rent and retrenchment/lay off.**

|                                 | Date of receipt of complaint | Source of complaint | Present status | Remarks (if any) |
|---------------------------------|------------------------------|---------------------|----------------|------------------|
| Non payment /deduction in wages |                              |                     |                |                  |
| Rent related issue              |                              |                     |                |                  |
| Retrenchment / Lay off          |                              |                     |                |                  |