

**OFFICE OF THE COMMISSIONER OF LABOUR, A.P., VIJAYAWADA**

**Memo No:J/COVID-19/2020-4**

**Date:18.04.2020**

Sub:- Labour Department – COVID-19 - Lockdown period - Payment of wages/salaries and other facilities provided by the Industries/Factories - Instruction – Issued – Reg.

- Ref:-1. Guidelines from the Ministry of Home Affairs, GoI, Dt.29.03.2020.  
2. Notification by the Chief Secretary, Govt., of AP., Dt.23.03.2020.  
3. Lr.No.I&C Dept./Spl. CS/171, dt.24.03.2020 of the Special Chief Secretary, Industries & Commerce Department.  
4. Instructions of the Chief Secretary, Govt. of AP., dt.18.04.2020.  
5. Govt. Memo No.3419328/Labour.II/A3/2020, dt.20.03.2020 of the Principal Secretary to Govt., LFB&IMS Dept.  
6. Govt. Memo No.COVID-19/1/2019, dt:-16-04-2020 of the Special Commissioner of Labour, A.P., Vijayawada.

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Government have issued orders in the references cited imposing certain restriction and distancing norms to prevent onset of community transmission of the corona virus and advised the concern Departments to issue separate instructions in the matter.

In the reference 2<sup>nd</sup> cited, the Govt. of Andhra Pradesh have issued instructions to all the Govt. as well as Private Establishments shall make payment of wages/salaries fully to the workers of the employees including those working under Contract and Outsourcing basis during the lock period and violation will be viewed seriously and invite panel action under the Epidemic Diseases Act 1897.

During the State Coordination Committee Meeting held in presence of the Chief Secretary, Govt. of Andhra Pradesh certain complaints have come to the notice of the Committee, that certain Industries and Factories have not paid wages/salaries during the lockdown period and also not provided food/accommodation facilities for labour/migrant labour.

In this regard, the Chief Secretary to Govt., of AP., have issued instructions to the Labour Department, to ensure, that every migrant labour in the AP shall be provided food and shelter, and also facilitate all industries and factories to pay their wages/salaries during the lockdown period.

Hence all the JCLs/DCLs/ACLs/ALOs are hereby instructed to ensure that every migrant labour is given food and shelter. All the labour in the industries shall be paid salaries during the lockdown period without making any deductions and shall not to remove any contact/casual labour, any violations of this order will be punishable under Disaster Management Act. The JCLs/DCLs are required to submit Daily Report in prescribed **Proforma (enclosed) in coordination with the General Manager, District Industries Centre without fail before 06:00PM.**

*G. Renua Rani*

**Spl. Commissioner of Labour**

**To**

All the Deputy Commissioners of Labour in the state.

- Copy submitted to the Chief Secretary to Govt., for kind information.
- Copy to the Secretary to Hon'ble CM, AP Secretariat for information.
- Copy submitted to the Principal Secretary to Govt., LFB&IMS Department.
- Copy submitted to the Special Chief Secretary to Govt., Industries & Commerce Department.
- Copy submitted to the Principal Secretary to Govt., TR&B Department.
- Copy to the all District Collectors in the State.
- Copy to the PS to Hon'ble Minister for LFB&IMS Department.
- Copy to the all JCLs in the state are directed to consolidate the information furnished by the DCLs and report through e-mail: [apcolpeshi@gmail.com](mailto:apcolpeshi@gmail.com)
- Copy to the all General Manager, District Industries Centers in the State for coordination with DCLs.

**Operational guidelines for payment of wages/salaries, provide food/shelter to the every migrant labour and other labourers in the state**

- All the ACLs in the Districts shall conduct field verification and shall check whether any labour/migrant labour has not been given food/shelter and also ensure that the salaries during the lockdown period. The management shall not remove any casual or contract labour during this lockdown period.
- The ACL shall give directions to ALOs to conduct field verification at Mandal/Village Level and shall check whether any labour/migrant labour have not been given food/shelter. He shall ensure that the salaries during the lockdown period.
- The Control Room established by the State Coordinating Committee in the District Level shall be used for monitoring and redressal grievances. A dedicated person should be drafted with a toll-free number. Any complaint received from toll-free/helpline number or Head Office shall be redressed at the field within 24hours.
- Daily Monitoring System should be established at field level by the ACL/ALO in consultation with Village Volunteers.
- A toll-free number should be installed in the District Coordination Centre. A wide publicity in Electronic & Print Media should be given by the DCL stating that any migrant worker or labourer who are suffering for food/shelter and non-payment of wages/salaries during the lockdown period should contact the above toll-free number for redressal of their grievance.
- All officers of the Labour Department should upload the details of each migrant worker, including their Aadhar and Bank Accounts provided by the Central Govt. Portal i.e. <http://164.100.137.137/dashboard> without fail.
- All officer of Labour Department should ensure that the daily reports should come through Supervision Officer (ALO to ACL, ACL to DCL, DCL to JCL) before 06:00PM through mail [apcolpeshi@gmail.com](mailto:apcolpeshi@gmail.com) without fail.

**State Showing the Details of Migrant Workers/Labourers providing food/shelter and payment of wages/salaries**

Sl. No.	Name of the Establishment with Address	No. of workers	Name of the Labourer/ Migrant	State/ District/ Village	Occupation	Aadhar Number	Bank Account	Any Migrant Labour/ Labour without Food/ Shelter	Salaries				Steps taken for providing Food/ Shelter	Remarks
									Salary paid entire Month of March 2020	Salary paid excluding lockdown period for the month of March 2020	Salaries not paid for the Month of March 2020	Steps to be taken for payment of salary for the April 2020		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15