

PC - I
(Social Sectors)

200091-
Enabled Directorate of Labour, Khyber
Pakhtunkhwa for Better Service Delivery

Directorate of Labour

Labour Department
Government of Khyber Pakhtunkhwa

Total (Estimated) Cost Rs. 98.137 Million

Proposed Starting Date

(subject to approval by the Competent Forum)

Proposed Completion Date

(two years, subject to approval by the Competent Forum)

1.	Name of the Project:	200091-Enabled Directorate of Labour, Khyber Pakhtunkhwa for Better Service Delivery
2.	Location:	Khyber Pakhtunkhwa (The project is going to be managed at the head office of the Directorate and the field offices of the Directorate are also targeted for injecting benefits in the form of necessary supplies)
3.	Authorities responsible for; (i) Sponsoring: (ii) Execution: (iii) Operation & Maintenance:	Labour Department, Government of Khyber Pakhtunkhwa Directorate of Labour, Khyber Pakhtunkhwa Directorate of Labour, Khyber Pakhtunkhwa
	Corresponding Ministry in the Federal Government:	Ministry of Overseas Pakistanis & Human Resource Development, Government of Pakistan After the 18 th Constitutional Amendment and resultant devolution of the subject of Labour to the provinces, the Ministry of Labour at the Federal level has been dismantled and its residual functions like coordination and liaison with the international community has been assigned to the Ministry of Overseas Pakistanis & Human Resource Development (MoOP&HRD). However, the components of observance of international standards and reporting thereupon, along with others, have been entrusted to the provinces. Based on the mandate of the Labour Department at the Provincial level, the Directorate of Labour/Labour Department has also to coordinate with other ministries like Ministry of Human Rights, Ministry of Commerce, etc.
4.	(a) Plan provision	The scheme is conceptualized to contribute to capacity development of the Labour Department along with its two important constituent organs i.e. Directorate of Labour and the Labour Court(s) needing immediate attention. The scheme is going to also cater for missing facilities in the target areas. Additionally, the scheme could be split into three main components. These are;

		<p>(a) Development of knowledge-base; (b) Facilitation in outreach by providing locomotives; (c) Facilitation in maintenance and transmission of information/data efficiently</p> <p>The respective components are elaborated as under;</p> <p>(a) Development of knowledge-base Development of knowledge-base encompasses orientation/training of officials on different components of the subject of 'Labour' and contemporary issues in public administration/office management. Identification of staff to be sensitized/trained has been carried out. For the purpose local institutes and those outside the province have been identified.</p> <p>Additionally, the facilities available in the shape of Workers' Education Wing in the Directorate of Labour would be utilized to orient/educate workers on different issues concerning them and their workplaces by reaching them at their door steps in the Labour Colonies which accommodate workers from different industrial units and areas. Furthermore, these workers and their employers/management would also be reached at their workplaces/enterprises. Minimum of requirements of the Wing would also be looked after through the scheme.</p> <p>Modules identified under the component are listed as under;</p> <ul style="list-style-type: none"> - Management; - Occupational safety & health; - Industrial / employment relations; - Child Labour; - Bonded Labour; - Gender Mainstreaming. <p>(b) Facilitation in outreach by providing transport facilities Under the component need assessment of the Labour Department and Directorate of Labour has been undertaken. Senior officers in the Labour Department would be facilitated for monitoring overall activities of the Department. While at the Directorate level inspection fleet(s) both for factories and shops &</p>
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		<p>commercial establishments would be facilitated. Additionally, staff like dispatch-riders would be provided with motorbikes for efficiently performing their routine duties. Details of the beneficiaries along with their jurisdiction/services/duties is at Annexure-I.</p> <p>(c) Facilitation in maintenance and transmission of information/data efficiently and its usage for preparation of various reports</p> <p>Prior to the 18th Constitutional Amendment, the erstwhile Ministry of Labour at the Federal level was focal ministry to monitor observance of international standards and bilateral & multilateral treaties concerning the subject of labour. The ministry also prepared obligatory reports for different forums on components of the subject. For the purpose a specialized unit was functioning in the Ministry supervised normally by a Senior/Joint Secretary assisted by Central Labour Advisor and supporting staff.</p> <p>As a sequel to 18th Constitutional Amendment, the arrangements at the Federal Level have been done away with and the related responsibilities have been entrusted to the provinces to look after the matter concerning respective provinces. This necessitates strengthening of the Labour Department (LD) and all its arms to cope with the new situation. The recent Covid-19 pandemic and the active role played by the Labour Department not only signified the importance of LD but also exposed some major weaknesses that the LD and all its arms have. This ADP scheme provides with an opportunity to address and rectify those shortcomings in order to be better equipped, prepared and ready to face such challenges. Furthermore, this investment on the capacity building of the LD and the subsequent better service delivery would bring a very positive impression in the eyes of the international watchdogs e.g. ILO, UNICEF, UN agencies, UN Women, World Bank etc. which in return would pave way for the continuation of GSP⁺ status, improvement in grading in TIP tier system and HR index and many other favours linked with such initiatives.</p>
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	(b) provision in the current year ADP	Rs.5.331 million has been allocated for the scheme during the current financial year 2020-21.
5.	Project objectives:	<p>Objectives:</p> <ul style="list-style-type: none"> • To Strengthen the Labour Department and the Labour Courts for better service delivery. • To Strengthen Directorate of Labour, Khyber Pakhtunkhwa for efficient service delivery • To strengthen Labour Courts in Khyber Pakhtunkhwa for efficient service delivery/disposal of cases <p>Outcomes:</p> <ul style="list-style-type: none"> • To capacitate the Labour Department and Directorate of Labour to cope with the needs of the day ; • To Enable the Labour Department, Directorate of Labour and Labour Courts to perform in a more efficient and effective manner • To make for missing facilities at various levels in the Labour Department and its constituent bodies <p>Outputs:</p> <ul style="list-style-type: none"> • Capacitated Labour Department; • Capacitated Directorate of Labour • Capacitated Labour Court(s) <p>Indicators:</p> <ul style="list-style-type: none"> • Number of sensitized / trained staff; • Number of officers/staff facilitated; • Number of equipment procured; • Number of field offices capacitated; • Number of Labour Courts capacitated/facilitated; • Number of sensitization/training sessions conducted for workers and employers/management
6.	Description & justification of the project:	<p><u>Labour Department & Its Role</u></p> <p>Labour Department is the custodian of the guaranteed rights of the workers. It realizes its role through implementation of various labour laws and ensures that the workers enjoy rights guaranteed to them in the various international conventions, constitution of Islamic Republic of Pakistan and various legal instruments carrying standards in accordance with the provisions of the international</p>

		<p>conventions and constitution. As such it (or other entities delivering its role and mandate) occupies a very important role in the government setup of each and every country of the world. Since inception of Pakistan, Labour Department (Ministry of Labour) has been a pivotal component of the administrative setup both at the federal and provincial level. As a sequel to the 18th constitutional amendment of 2010, all the functions of the Labour Department (Ministry) have been entrusted to the provincial government with a few residuals retained at the federal level mainly in the Ministry of Human Resource Development and Oversees Pakistanis (MoHRD&OP).</p> <p>As stated that responsibilities/functions were transferred to the provinces without transfer of knowledge/ trained manpower that was retained at the federal level. The situation has posed challenges that the department has been striving to overcome.</p> <p>Adding insult to injury, ‘Labour’ department a separate and specialized entity in the provincial set-up emerged in 2010-11 by separating it off from the Department of Industries, Commerce, Labour, Mineral Development, Technical Education and Manpower Training without giving/allocating its due share to it in resources. Yet again, the newly created department was not given its share from its sister-department. It can be deduced from the fact that the ‘Labour Department’ was given nothing from its share like manpower and assets. A post of Secretary Labour was created without any Private Secretary, Section Officer, etc. and even was not initially provided a vehicle from more than a dozen available. The same remained the situation with the attached department of ‘Directorate of Labour’ that was placed under the ‘Labour Department’.</p> <p>Both the Labour Department and its attached department i.e.</p>
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	<p>the Directorate of Labour have, under the circumstances, to strive hard to discharge its functions.</p> <p>In short, both the Labour Department and its attached Directorate of Labour have been in dire need of capacity building since 2010-11.</p> <p>Main functions of the Directorate can be summarized in the following lines;</p> <ul style="list-style-type: none"> - Ensuring industrial peace in the province aiming at optimum efficiency and productivity; - Supervising labour management relations; - Registration and regulating trade unions of workers and employers (obligation under Constitution & ILO convention); - Ensuring safety & health of the workers at the work place (obligation); - Regulating terms of employment and conditions of work of the workers (obligation); - Regulating matters related to minimum wage, equal/fair wage and compensation (obligation); - Supervising matters of Child and Bonded Labour; - Collection, compilation and dissemination of labour statistics (obligation); - Supervising matters relating to gender discrimination at the workplaces (obligation); - Education of workers and employers on labour laws and contemporary issues; - Enforcement of international standards of weights and measures (obligation); <p>Discharging of the functions and realization of its roles, the Directorate of Labour enforces various labour laws through regular inspections which itself is an obligation under the constitution of Islamic Republic of Pakistan and international conventions, and bilateral/multilateral agreements.</p> <p>Directorate of Labour, an important constituent of the Labour Department, even prior to devolution of the subject of 'Labour' to the provinces played a significant role in the</p>
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		<p>realization of the role of the Labour Department. After devolution of the subject of ‘Labour’ to the provinces, role of the Directorate of Labour has attained vital significance in realization of role of the Labour Department.</p> <p>Not only devolution enhanced responsibilities of the Labour Department along with the Directorate of Labour but new trends in labour market dynamics at the global level and international trade has brought new challenges for the Department and the Directorate.</p> <p>The recent merger of the NMDs has further added to the burden of the Labour Department which at present is looking after the NMDs without any additional support either in terms of manpower or other resources etc.</p> <p>In order to cope with the challenges, both the Labour Department and the Directorate along with the relevant Labour Court(s) need to have a fully trained and equipped fleet with other necessary facilities.</p> <p><u>Labour Department & Obligations</u></p> <p>Pakistan (and Khyber Pakhtunkhwa being constituent province of the country) is a member of various international organizations like UN, ILO, SAARC, etc. and party to various international and regional treaties generally known as ‘conventions’.</p> <p>Pakistan has ratified (party to) 38 ILO conventions that provides for protection of various rights of the workers through adoption of legislative and administrative measures. Government of Khyber Pakhtunkhwa (Labour Department) realizing its responsibility after the 18th constitutional amendment, proposed provincial set of legislation on various components of the subject of ‘labour’ and was enacted by the provincial legislature during the period from</p>
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		<p>2013 to 2015. On the administrative side, arrangements were made to accommodate devolved entities e.g. Directorate of Workers' Education (DWE).</p> <p>As stated earlier, Pakistan has ratified 38 conventions of the ILO including all eight (08) core conventions.</p> <p>Convention-81 of the ILO on Labour Inspection stipulates that the inspection personnel shall be qualified, properly trained and well equipped so that the inspection staff have sufficient knowledge of working conditions, OSH, etc. and are free of all encumbrances to perform their duty with regard to implementation of constitutional and legal provisions in an efficient manner. The duty of an inspector/officer of the Labour department is not limited to cities only. Any activity involving Labour/ workers taking place anywhere is the domain of the Labour Department. For instance, the under construction Dams at Mohmand, Kohistan, Suki kanari Balakot, chitral. Tarbella dam extension, and many more small to medium size hydel power plants, the Oil and Gas rigs, exploration and extraction plants which are only heard of in media, the Labour Department is regularly visiting and monitoring the same for compliance of Labour Laws and also settling the disputes between the workers and management.</p> <p>Pakistan has also been enjoying trade concessions under GSP⁺ scheme of the European Union (EU) with certain standards/conditions put forward by the EU to observe/fulfill. Majority of the standards/conditions, directly or indirectly, are related to the subject of 'labour' which has brought additional responsibilities for the Labour Department and its constituent organs.</p> <p>During the prevailing Covid-19 pandemic, Labour Department was declared to be one of the essential</p>
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		<p>departments and was asked to continue with its operations. The Department was rather obligated to support other departments in realization of their role like monitoring observance of SOPs chalked out from time to time.</p> <p><u>The Situation in the Province</u></p> <p>Khyber Pakhtunkhwa like other provinces has a Labour Department as Directorate of Labour, as its attached department, to cater for service delivery to the workers community to enjoy their constitutional and legal rights.</p> <p>Despite the fact that the LD and Directorate occupy a very important position in the administrative setup of the province, its presence have never been felt that stalwartly as it lacks resources in all spheres like manpower, knowledge, equipment, means of mobility, etc. Its field office and staff has to cover whole of a district, at times more than one, and certain workplaces could not be covered due to lack of the outreach. Some of its officers, like Conciliator, Registrar Trade Unions, etc., can be termed as backbone of the Directorate but their outreach is restricted by lack of facilities. Likewise, the inspectors also feel handicapped. The concerned officers who are required to reach the workplaces in shortest possible time where some accident takes place.</p> <p>As stipulated in the international standard on labour inspection regarding its strengthening and empowerment the officials of the Labour Department and Directorate of Labour, directly or indirectly responsible for inspection, need to be properly trained, skilled and equipped to perform their duties efficiently and effectively. Contrary to the stipulations and requirements, both the Labour Department and Directorate of Labour, as a whole lack the skills and facilities.</p>
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	<p>erstwhile Ministry of Labour at the Federal level has almost zero capacity to discharge its role. It is mandated to sensitize/train workers, employers and other stakeholders on labour laws and labour related contemporary issues. It has only got a skeletal staff without any capacity to contribute to accomplishment of the role of the wing. The wing needs to be capacitated to cope with the enhanced role in the present day situation and needs to be able to reach to the door step of the target group to impart awareness and trainings.</p> <p>Similarly, another important organ of the Labour Department i.e. Labour Court(s) at certain stations lack capacity and need to be capacitated in terms of equipment and mobility so that it plays its due role in redressal of the issues of the working community through disposal of cases before them.</p> <p>The instant scheme was therefore conceived and proposed to carry out all round capacity development in the department in general and Directorate of Labour in particular for efficient service delivery.</p> <p>Capacity Building of the Labour Department, Directorate of Labour and Labour Courts can be described as under:-</p> <p>Labour Department: Strengthening of the Labour Department (LD) would be in terms of knowledge-base, IT equipment and mobility enabling it to discharge its role of monitoring and supervision of the attached formation. Besides, IT equipment, printers and photocopiers and other support material would also be needed. Training on some of the key areas e.g. 'Labour', OSH, Industrial relations, Inspection tools, Modern Inspection techniques etc. would also help.</p> <p>Sensitization/Training = 06 personnel</p>
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	<p>Computers with accessories= 03 number Photocopiers= 01 number Furniture etc.= as per requirements Appliances etc. = as per requirements (Details given in Annexure- II)</p> <p>Directorate of Labour</p> <p>Directorate of Labour being the main organ to carry out inspection, field visits, monitoring of compliance with the Labour Laws, Trade Unionism, Industrial Peace, Conciliation, inquiries, dealing with industrial accidents, Observance of OSH standards and also education and awareness raising of the stake holders need immediate capacity building. The Field/ district offices of the Directorate are involved in enforcement of the labour laws and labour standards within their respective area of jurisdiction.</p> <p>Transport facility at Hqtr for monitoring purposes= 06 number Transport facility for district/field offices for inspection and monitoring purposes= 15 number Computers and printers at Hqtr. level= 05 number Computers etc for district offices= 15 number Trainings and orientation of the inspecting of Hqtr and district= 64 personnel Multimedia and laptops= 03 number Furniture and other miscellaneous equipment= as per need Vehicles for Workers Education wing for trainings at the premises= 02 number (Details available in Annexure- II)</p> <p>Labour Courts</p> <p>Labour Courts (LC) adjudicate the cases lodged by the Directorate of Labour. The bailiff of the LC distributes summons and notices. Offices of the LCs also need strengthening in terms of computers and IT equipments etc.</p> <p>Computers with printers= 05 number Motorcycles for bailiffs= 05 number (Details given in Annexure- II)</p>	
7.	Detailed Cost	As per Annexure-II (component-wise break up at Annexure-

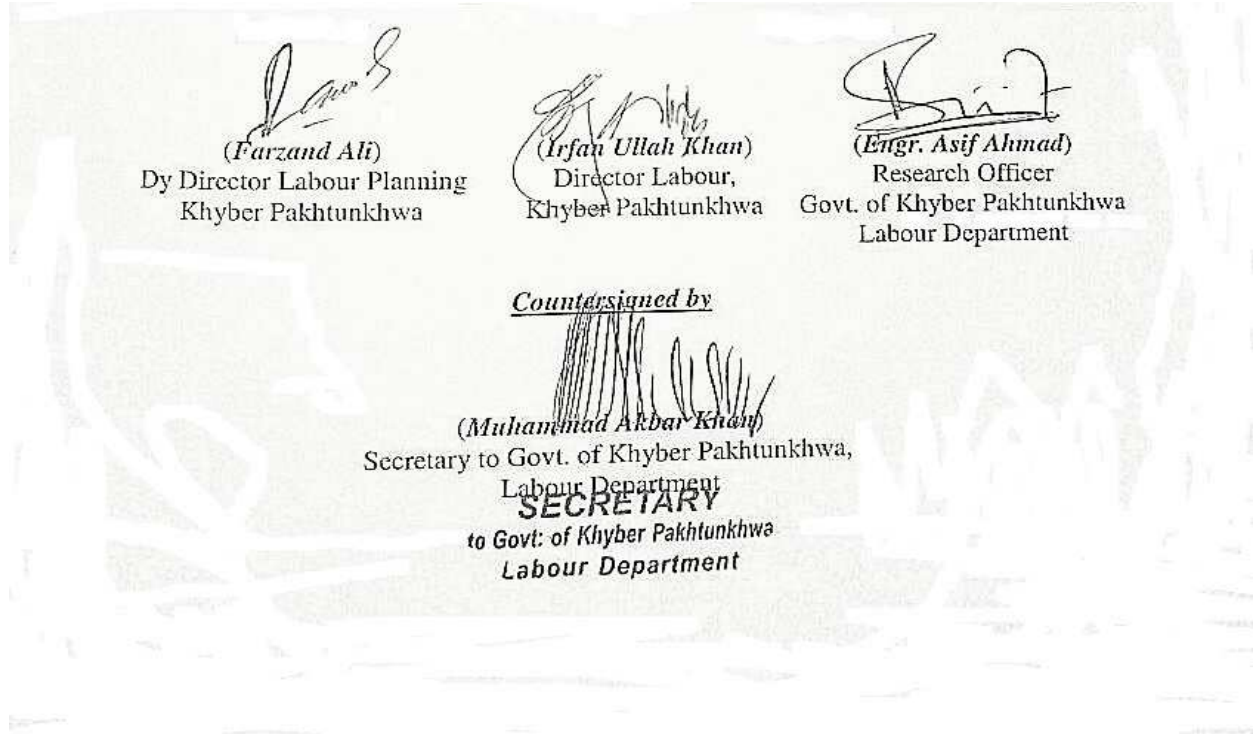
	Estimates:	II-A) with concurrence of Finance Department to the Revenue Component at Annexure-III.								
8.	Annual Operating & Maintenance Cost After completion of the project:	<table border="0"> <tr> <td>a. Salaries & Allowances (Approx)</td> <td>6.000 million</td> </tr> <tr> <td>b. Non-Salary Component (Approx)</td> <td>4.000 million</td> </tr> </table>	a. Salaries & Allowances (Approx)	6.000 million	b. Non-Salary Component (Approx)	4.000 million				
a. Salaries & Allowances (Approx)	6.000 million									
b. Non-Salary Component (Approx)	4.000 million									
9.	Demand & Supply Analysis:	In light of the stated facts under item-6, there is felt dire need to build capacity both the department and Directorate level to ensure efficient service delivery.								
10.	Financial Plan and mode of payment:	<table border="0"> <tr> <td>a. 100% by Provincial Government through its ADP for 2020-21 and onwards</td> <td></td> </tr> <tr> <td>b. Debt</td> <td>NIL</td> </tr> <tr> <td>c. Grants along with source</td> <td>NIL</td> </tr> <tr> <td>d. Weighted cost of Capital</td> <td>NA</td> </tr> </table> <p>The Project is going to be financed by the Provincial Government of Khyber Pakhtunkhwa through its ADP for 2020-21 and onwards.</p>	a. 100% by Provincial Government through its ADP for 2020-21 and onwards		b. Debt	NIL	c. Grants along with source	NIL	d. Weighted cost of Capital	NA
a. 100% by Provincial Government through its ADP for 2020-21 and onwards										
b. Debt	NIL									
c. Grants along with source	NIL									
d. Weighted cost of Capital	NA									
11.	Project Benefits with analysis:	<p>(i) Financial</p> <p>Pakistan has every now and then been approaching different nations and regions of the world for grant of GSP+ status. The granting nations/regions always check for compliance of various standards relating to different spheres. These standards also include ones on labour rights. In case these standards are not met/ observed the GSP+ status is denied and the applying nation is deprived of trade concessions. In one such instance Pakistan when applied to the EU for GSP+ in early-mid 2000s, it was denied for not meeting certain standards including that on bonded labour. Presently Pakistan has been granted GSP+ status because of better compliance which if fully exploited can earn more than 5.00 billion Dollars per annum. Continuation of GSP+ status is dependent on better compliance and tangible steps taken by the Government and capacitating the Labour Department and Directorate of Labour for effective implementation of relevant laws, adjudication, etc. is one of them. It will also help in bringing investments and better economic ties.</p>								

		<p>As such both direct and indirect financial benefits are expected to accrue.</p> <p>(ii) Social Benefits with Indicators The project would strengthen the Department and the Directorate in terms of implementation of labour legislation ensuring guaranteed rights to the workers. Active and efficient duty-bearer(s) will result in satisfied target population (right-holder).</p> <p>(iii) Employment generation (direct and indirect) The project will provide employment directly to twenty-four (24) people.</p> <p>(iv) Environmental impact No direct environmental impact, thus not applicable.</p> <p>(v) Impact of delays on project cost and viability In the recent developments at the regional and international level with regard to observance of human (labour) rights and competitive environment, the delay in the scheme may leave an important player like Labour Department (Directorate of Labour in particular) lag behind in playing its due constitutional role.</p>
12.	<p>(a) Implementation schedule</p> <p>(b) Result based monitoring indicators</p>	<p>(a) As per Annexure-IV</p> <p>(b) As per Annexure-V</p>
13.	<p>Management Structure and manpower requirements including specialized skills during execution and operational phases</p>	<p>Director Labour would be the overall head/ supervisor of the project (Project Director-PD), assisted by other relevant officers responsible for administrative and financial matters of the Directorate in implementation of the scheme.</p> <p>Required number of Drivers is the only requirement in terms of manpower requirements for the effective and efficient implementation of the project and its sustainability after completion.</p>
14.	<p>Additional projects/decisions required to maximize socio-economic benefits from the proposed project</p>	<p>Will be conceptualized and proposed in due course.</p>

15.	Certified that the project proposal has been prepared on the basis of instructions provided by the Planning Commission/ P&D Department for the preparation of PC-I for social sector projects.
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Prepared by

Checked by



Details / justification in respect of vehicles included in the PC-I of ADP scheme
'200091-Enabled Directorate of Labour Khyber Pakhtunkhwa for Better Service Delivery'

- A. Labour Department => Motor Car 1300 cc - 02 number
 B. Directorate of Labour => Motor Car 1000 cc – 25 number, Flying Coach/Hiace – 01 number, APV/MPV – 01 number

<i>Sl. #</i>	<i>Office / Station & Number of Personnel</i>	<i>Job Description / Responsibilities</i>	<i>Jurisdiction</i>
1.	Conciliator - (02 personnel)	<p><u>Administration of Khyber Pakhtunkhwa Industrial Relations Act, 2010</u></p> <ul style="list-style-type: none"> - Receiving Charter of Demand in the labour-management issues; - Mediation in labour-management disputes; - Facilitating negotiations in labour-management disputes; - Facilitating resolution in the labour-management disputes; - Facilitating/advising district administration in the eve of labour-management conflict threatening law & order; - Attending labour courts/tribunals in cases relating to labour-management relations. 	<ul style="list-style-type: none"> - Conciliator at malakand : Districts of Malakand Division - Conciliator at Peshawar : Khyber Pakhtunkhwa excluding Malakand Division
2.	Registrar Trade Union – (03 Personnel)	<p><u>Administration of Khyber Pakhtunkhwa Industrial Relations Act, 2010</u></p> <ul style="list-style-type: none"> - Receiving application for registration of trade unions of workers; - Receiving application for registration of trade unions of employers; - Inquiries into the genuineness of the applications of trade unions; - Arranging for holding referendums for determination of collective bargaining agent (CBA) unions in the industrial units; - Supervising referendums for determination of collective bargaining agent (CBA) unions; - Assisting National Industrial Relations Commission (NIRC), Islamabad in holding referendums for determination of CBA unions in the establishments under its jurisdiction; - Assisting labour courts/tribunals of law in cases pertaining to registration of trade unions and disputes there-under. 	<ul style="list-style-type: none"> - Registrar Trade Unions, Hazara Division - Registrar Trade Union, Malakand Division - Registrar Trade Union Peshawar, whole of the province excluding Hazara & Malakand Divisions

<i>Sl. #</i>	<i>Office / Station & Number of Personnel</i>	<i>Job Description / Responsibilities</i>	<i>Jurisdiction</i>
3.	Inspector of Factories (Technical) – 02 personnel	Administration of provision regarding occupational safety & health (OSH) in industrial units	- IFT-Haripur: Districts of Hazara Division - IFT-Peshawar: Khyber Pakhtunkhwa excluding Hazara Division
4.	Deputy Controller Weights & Measures – 01 personnel	Supervision implementation of international standards of weights and measures through implementation of Khyber Pakhtunkhwa Standard Weights & Measures (Enforcement) Act, 1976 and rules made there-under	Whole of the province of Khyber Pakhtunkhwa
5.	Deputy Director Labour Planning – 01 personnel	- Carrying out planning and supervising implementation of the ADP schemes in the Directorate; - Assisting/guiding project director(s)/ managers in matter relating to implementation of ADP schemes	Whole of the province of Khyber Pakhtunkhwa
6.	Asstt. Director Labour (Litigation) – 01 personnel	- Preparing comments for different courts in various departmental cases; - Assisting court in departmental cases	Whole of the province of Khyber Pakhtunkhwa (at times travelling outside –SC and NIRC at Islamabad)
7.	Labour Office DI Khan – 01 personnel	These vehicles would be in the shape of Pool vehicles for a Field Office and will be used by various officers/inspectors for the following purposes. Enforcement of; - Khyber Pakhtunkhwa Factories Act, 2013; - Khyber Pakhtunkhwa Industrial & Commercial Employment (Standing Orders) Act, 2013; - Khyber Pakhtunkhwa Payment of Wages Act, 2015; - Khyber Pakhtunkhwa Workers’ Compensation Act, 2015; - Khyber Pakhtunkhwa Minimum Wages Act, 2015; - Khyber Pakhtunkhwa Maternity Benefits Act, 2015; - Khyber Pakhtunkhwa Industrial Statistics Act, 2015; - Khyber Pakhtunkhwa Prohibition of Employment Act, 2015; - Khyber Pakhtunkhwa Bonded Labour System (Abolition) Act, 2015; - Khyber Pakhtunkhwa Shops & Commercial Establishment Act, 2015 - Inquiries of various types e.g Industrial Disputes, strikes, Industrial accidents, trade union’s verifications and other tasks assigned by the Department from time to time like the recent enforcement of Covid-19 SOP’s by assisting the Secretaries Committees and the District	- Districts of DI Khan, Tank, South Waziristan
8.	Labour Office Bannu – 01 personnel		- Districts of Bannu, Lakki Marwat, North Waziristan
9.	Labour Office, Kohat – 01 Personnel		- Districts of Kohat, Hangu, Kurran & Orakzai
10.	Labour Office, Karak – 01 personnel		- District of Karak
11.	Labour Office, Peshawar – 01 Personnel		- Districts of Peshawar and Khyber
12.	Labour Office, Nowshera – 01 personnel		- District of Nowshera
13.	Labour Office, Mardan – 01 personnel		- District of Mardan
14.	Labour Office, Swabi – 01 personnel		- District of Swabi
15.	Labour Office, Charsadda – 01 personnel		- Districts of Charsadda & Mohmand
16.	Labour Office, Buner – 01 personnel		- Districts of Buner & Malakand
17.	Labour Office, Dir – 01 personnel	- Districts of Dir Lower, Dir Upper, Bajaur, Chitral Upper & Chitral Lower	
18.	Labour Office, Swat – 01 personnel	- Districts of Swat & Shangla	

<i>Sl. #</i>	<i>Office / Station & Number of Personnel</i>	<i>Job Description / Responsibilities</i>	<i>Jurisdiction</i>
19.	Labour Office, Haripur – 01 personnel	- Administration in identification of deserving for EHSAS programme etc.	- District of Haripur
20.	Labour Office, Abbottabad – 01 personnel		- District of Abbottabad
21.	Labour Office, Mansehra – 01 personnel		- Districts of Mansehra, Kohistan, Batagram & Tor Ghar
22.	DD Workers Education(WE), Peshawar (Generally a fleet of two Resource persons, Computer and multimedia operators, support staff and a driver carry out the WE activities at site and the team travels in a Hiace)	To create awareness and educate both the workers, employers and other stakeholders regarding Labour Laws, Labour rights, Trade Unionism, Industrial relations, OSH compliance, healthy and productive employer-worker relations, decent work, etc and other contemporary issues e.g. awareness regarding Covid 19, Dengue, Hepatitis, HIV Aids etc.	- Peshawar, Mardan, Malakand, Kohat, Bannu and DIKhan Divisions and the NMD's
23.	AD Workers Education, Haripur (composition of the fleet is as above however due to a relatively smaller area of jurisdiction team would travel in an APV/MPV)	As above.	- Hazara Division

IMPLEMENTATION SCHEDULE (Subject to approval)

<i>Output/Activity</i>	<i>Financial Year with quarters</i>							
	<i>2020 – 21</i>				<i>2021 – 22</i>			
	<i>Qtr 1</i>	<i>Qtr 2</i>	<i>Qtr 3</i>	<i>Qtr 4</i>	<i>Qtr 5</i>	<i>Qtr 6</i>	<i>Qtr 7</i>	<i>Qtr 8</i>
<u>Output: Approvals</u>								
Activity-1: Drafting & Scrutiny of PC-I								
Activity-2: Concurrence of Finance Dept. to Revenue Component								
Activity-3: Approval of PC-I								
<u>Output: Procurements</u>								
Activity-1: Invitation of proposals								
Activity-2: Evaluation of Proposals								
Activity-3: Placement of Orders								
<u>Output: Training of Manpower</u>								
Activity-1: Identification of training facility								
Activity-2: Correspondence with the training facility (ies) on modalities								
Activity-3: Identification of target staff								
Activity-4: Planning of Training Schedule								
Activity-5: Orientation / Training Sessions								
<u>Output: Induction of Manpower included in PC-I</u>								
Activity-1: Planning of Induction Process								
Activity-2: Calling Applications								
Activity-3: Short Listing of Applicants								
Activity-4: Interviews of Short Listed Candidates								
Activity-5: Preparation of Merit List								
Activity-6: Placement of Offers / Arrival of Selected Candidates								
<u>Output: Project Implementation & Completion</u>								
Activity-1: Compilation of Report for internal record & consumption								
Activity-2: Reporting to relevant forums & agencies								
Activity-3: Uploading of information & reports on relevant computer applications								
Activity-4: Drafting of PC-IV								
Activity-5: Submission of PC-IV to relevant forums								
Activity-6: Uploading PC-IV on relevant computer application								

MONITORING INDICATORS
(Subject to approval)

1. Number of relevant staff sensitized / trained on relevant topic(s)
2. Number of officers / staff facilitated;
3. Number of equipment procured;
4. Number of inspection(s) by capacitated staff;

<i>Description of Indicator</i>	<i>Financial Year & Time Period of Achievement of Indicator</i>								<i>Total Achievement</i>
	<i>2020 – 21</i>				<i>2021 – 2022</i>				
	<i>Qtr 1</i>	<i>Qtr 2</i>	<i>Qtr 3</i>	<i>Qtr 4</i>	<i>Qtr 5</i>	<i>Qtr 6</i>	<i>Qtr 7</i>	<i>Qtr 8</i>	
Number of sensitized / trained staff	-	-	-	-	20	40	40	20	120
Number of staff using technology	-	-	-	-	-	150	-	-	150
Number of Inspection / monitoring visits	-	-	300	300	300	300	300	300	1800
Number of vehicles recorded on stock	-	-	-	-	-	44	-	-	44
Number of equipment recorded on stock	As per invoices on record								
Number of furniture recorded on stock	As per invoices on record								