



GOVERNMENT OF KHYBER PAKHTUNKHWA
ADMINISTRATION DEPARTMENT

RTS Commission
Govt of KPK

Dairy No: RTS S255

Date: 12/09/2022

Section: Admin

NOTIFICATION

Peshawar dated the September 06, 2022.

NO:SO(IMP)AD/RTS/Public Services/Labour/1-3/2022: In exercise of the power conferred by Section 4 of the Khyber Pakhtunkhwa Right to Public Services Act, 2014 (Khyber Pakhtunkhwa Act No. IV of 2014), the Government of Khyber Pakhtunkhwa is pleased to notify the following services of **Labour Department**. The services shall be delivered within the time limit mentioned herein by the designated officers. The appellate authorities shall hear appeals in case of delay, poor quality or denial as envisaged in the Act *ibid*.

For Record
M.

12/9/2022

S. No.	Type of Service	Time Limit	Designated Officer	Appellate Authority	Pre-requisite
1.	Registration of Trade Unions under the Khyber Pakhtunkhwa Industrial Relations Act, 2010 & rules made thereunder.	15 days.	i. Registrar Trade Unions KP. ii. Registrar Trade Unions (Peshawar, Kohat, Bannu, DI Khan, and Mardan Division at Peshawar) iii. Registrar Trade Unions Hazara Division. iv. Registrar Trade Unions Malakand Division.	Director Labour	The applicant must be an employers or workers /workmen under the Khyber Pakhtunkhwa Industrial Relations Act, 2010. The applicant must fulfill the requirements provided for in sections 4, 5, 6 and 7 of the Khyber Pakhtunkhwa Industrial Relations Act, 2010 and the rules made thereunder. Besides proof of being employers or worker/ workmen, as the case may be, of each member.
2.	Registration of Factories.	10 days.	Chief Inspector of Factories.	Director Labour.	The following documents are required (Complete in all respects for registration of factories): 1. Form A (Notice Occupation). 2. Form K (Certificate of Stability). 3. List of workers. 4. List of Machinery. 5. Site Plan. 6. Request Letter to Chief Inspector Factories for registration of factories under Khyber Pakhtunkhwa Factories Act, 2013 on letter head of factories.

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SECTION OFFICER (IMP.)
Establishment & Admin Department
Govt of Khyber Pakhtunkhwa Peshawar.

3.	Registration of Shops and Establishments on Form- C once.	01 week	Deputy Chief of District.	Chief Inspector of Shops and Establishments	i. Form- A (Application Form). ii. Form-B (Maintenance of Record).
4.	Medical Care.	Instant.	Social Security Officer.	Director Medical ESSI.	On Registration of employee/worker with ESSI.
5.	Housing Facility (Allotted to Registered Workers of the Province of Khyber Pakhtunkhwa.	Within 3 months as and when new colony established.	Assistant Director (Colony) Zone I, II and III	Allotment Committee / Secretary WWB	----
6.	Marriage and Death Grant Facility.	Minimum Period within one year.	Assistant Director OW	Provincial Scrutiny Committee / Secretary WWB	----
7.	Cash Benefits.	1 to 15 days.	Deputy Director / Social Security Officer.	Director.	----
8.	Scholarship (for the children of registered serving industrial workers)	Maximum period within one year.	Assistant Director Scholarships.	Provincial Scrutiny Committee for Scholarship / Chairman WWB.	----

**CHIEF SECRETARY
KHYBER PAKHTUNKHWA**

Endst. No & date even.

Copy forwarded to the:

1. Principal Secretary to Governor, Khyber Pakhtunkhwa.
2. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
3. Secretary, Labour Department, Khyber Pakhtunkhwa.
4. All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
5. Chief Commissioner, Right to Public Services Commission, Peshawar.
6. Accountant General, Khyber Pakhtunkhwa.
7. Chairman, Public Service Commission, Khyber Pakhtunkhwa.
8. All Chairmen Boards of Intermediate & Secondary Education in Khyber Pakhtunkhwa.
9. Secretary, Provincial Assembly, Khyber Pakhtunkhwa.
10. All Divisional Commissioners in Khyber Pakhtunkhwa.
11. All Deputy Commissioners in Khyber Pakhtunkhwa.
12. All Heads of Attached Departments in Khyber Pakhtunkhwa.
13. All Heads of Autonomous / Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
14. Registrar, Peshawar High Court, Peshawar.
15. Registrar, Services Tribunal, Khyber Pakhtunkhwa.
16. Director, Information Department, Khyber Pakhtunkhwa.
17. CSO, PSO & Private Secretary to Chief Secretary, Khyber Pakhtunkhwa.
18. All Private Secretaries to Provincial Ministers, Advisors & Special Assistants to Chief Minister and Parliamentary Secretaries, Khyber Pakhtunkhwa.
19. Deputy Director (IT), Administration Department.
20. Manager, Govt. Printing Press, Khyber Pakhtunkhwa for publication in the Extra-Ordinary issue of Government gazette of today's date.

(Signature)
(Zaman Ali Khan)
Section Officer (Implementation)

06/09/22