

## Manual - I

### **The particulars of the department, function and duties:**

The main function of the Shops & Establishment Department is to enforce the provisions of the following Labour enactment in area of Municipal Corporation of Greater Mumbai.

1. Maharashtra Shops & Establishment (regulation of Employment and service condition) Act 2017
2. Child Labour (Prohibition and Regulation Act, 1986
3. Other labour laws assigned by State Govt. for implementation to MCGM.

The object of these labour enactments is to regulate the condition of work and employment in respect of employees working in different categories of establishment's viz. shops, commercial establishments, residential hotels and restaurants, theaters and other public amusement centers, etc. The State Government exercises the supervisory powers on working of the Acts through the Commissioner of Labour, Mumbai and other designated officers as provided under Rule 28 of Maharashtra Shops & Establishment (Regulation of Employment and service condition) Act 2017

. Senior Facilitator and Facilitator has to implement policies decided by the mcgm and state govt in relation to Maharashtra shops & Establishment (Regulation of Employment and service condition) Act, 2017 and other related labour laws.

The Senior Facilitator has to process the applications received for registration under the Shops & Establishment Act and he has to register the new establishment under the Shops & Establishment Act and renew the registration certificate periodically. The Facilitator appointed under section 28 of the Act not only acts as an Advocate for the employees working in various establishments but also has to see that cordial relations are maintained between the owner and the servant in the interest of smooth running of the business/trade or profession. He is deemed to be a "PUBLIC SERVANT" within the meaning of Section 21 of the Indian Penal Code. He is also an "Assistant Public Prosecutor" when appears in the Court of Law to conduct proceedings in respect of cases filed by him against the offenders under various provisions of the Maharashtra Shops & Establishment (regulation of Employment and service condition) Act 2017 and Rules there under. He pleads the cases filed under different provisions.

### **Strength of Department**

Chief Facilitator, Shops & Establishments is responsible to the Municipal Administration being a Municipal department and to the State Government and supervises the work of the following staff of the department.

1. Chief Facilitator, Shops & Establishments – 1,
2. Deputy Chief Facilitators -4,
3. Senior Facilitators - 38,
4. Facilitators - 109,
5. Head Clerks - 2,
6. Junior Stenographer - 1,
7. Clerks - 39,
8. Senior Shop Attendants - 7,
9. Shop Attendants - 54,
10. Naik - 1,
11. Peons - 3.

The department is headed by the Chief Facilitator (Shops & Establishments). He is assisted by 4 Deputy Chief Facilitators/ 2 Head Clerks and other clerical staff at the Head Office level. The working of this department carries out by Senior Facilitator in each Ward who is assisted by the Facilitators, Clerks and Shops Attendants accordingly to the strength of number of establishments registered in the Ward.

The Facilitatorial staff, as well as clerical and other staff of different wards work under the functional set up of the Ward Officers, however their work is supervised by the Chief Facilitator.

The Administrative Head Quarters of this department is situated at 5<sup>th</sup> Floor, Hawkar's Plaza Building, Opp Senapati Bapat Marg, Dadar west, Mumbai-400 028 and Telephone Nos.23411751.