

**DR. MGR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**FACTORIES
DEPARTMENT**



PREFACE

The Factories Department is committed to ensure Safe Healthy and Welfare Environment for the workers employed in the factories registered under purview of the Factories Act, Safety of public residing around Major Accident Hazard factories and also Safety of the plant and machinery, material in the factories.

In pursuance of the directions given by the Hon'ble Chief Minister, Government of Andhra Pradesh, the Department took up the work of preparation of Departmental Manual.

Sri M.Sudhakar, Ex-Director of Factories has been assigned the job of the preparation of the Departmental Manual. All the relevant information has been furnished to him. The Director of Factories, the Departmental senior officers and staff totally involved themselves in preparation of this Manual.

The Departmental Manual contains Origin, Evolution, Present Role, Organisational Structure, Role of various functionaries, Major Enactments and Rules, Areas of Interface with other Departments, Future Vision.

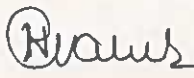
We hope that this Manual will serve as a source of ready reckoner for all those concerned.

The Department is thankful to Sri M. Sudhakar, Ex-Director of Factories, Sri T.E.C.Vidyasagar, Ex-Deputy Chief Inspector of Factories, who have contributed a lot in preparation of this Manual.

We are very much grateful to Sri K.Swaminathan, I.A.S., Special Chief Secretary to Government, Labour, Employment, Training and Factories Department and Sri P.V.R.K.Prasad, I.A.S., Ex-Officio, Special Chief Secretary to Government, General Administration Department and Director General, Dr. Marri Chenna Reddy Human Resource Development Institute of Andhra Pradesh for providing necessary guidance and support to the Department in the preparation of the Departmental Manual.

I once again thank all those concerned for preparing the Manual in the shortest time possible.

Hyderabad
24-6-2000

 24/6/2000
G.HEMACHANDRA BABU
Director of Factories

Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsive and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programs in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out department wise Manuals in two parts, namely

1. Departmental Manual

2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organizational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades in line with the vision 2020 of the state.

These manuals developed by the Factories Department are in two parts. As is evident, these publications are the out come of thorough study and analysis

of the Departments role, functions and procedures. They are intended to serve as useful aids to each and every employee of the Department in the effective discharge of his functions. It may be noted, however that these two manuals do not replace the codes and orders of Government on the subject but are at best, meant to guide and assist the functionaries in the effective discharge of their duties.

Any suggestions for the improvement of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad - 500 003, for consideration and incorporation in subsequent updations and revisions of the manuals.

(P.V.R.K. PRASAD I.A.S)

Director General

Dr. MCR Human Resource Development

Institute of Andhra Pradesh

&

Ex officio Spl. Chief Secretary to Government (HRD)

**DEPARTMENT OF
FACTORIES**

**DEPARTMENTAL
MANUAL**

**GOVERNMENT OF
ANDHRA PRADESH**

DEPARTMENT OF
FACTORIES

DEPARTMENTAL
MANUAL

GOVERNMENT OF
ANDHRA PRADESH

INDEX

S.No.	Contents	Page No.
1.	ORIGIN	01
2.	EVOLUTION	05
3.	PRESENT ROLE	09
4.	ORGANIZATIONAL STRUCTURE	10
5.	ROLE OF EACH FUNCTIONARY/CATEGORY IN DEPARTMENT .	22
6.	MAJOR ENACTMENTS AND RULES	26
7.	AREAS OF INTERFACE WITH OTHER DEPARTMENTS.....	34
8.	FUTURE VISION	37

Chapter 1

ORIGIN

1.1. ORIGIN OF DEPARTMENT

The Department of Factories is created for Inspection of Factories to enforce the provisions of Factories Act and AP Factories Rules made thereunder and to carryout various responsibilities assigned by Central and State Governments in pursuance of policies of the Government from time to time. Under Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 and Chemical Accidents (Emergency Planning, Preparedness and Response) Rules, 1996, Chief Inspector of Factories is appointed as an authority for the Factories under Factories Act, 1948. Further the other objectives include Basic Training and Refresher Training of Factory Inspectors at different levels on various topics useful to Department, Collection and Dissemination of Labour Statistics related to Factories. It is also the objective of the department to implement provisions of Payment of Wages Act and Maternity Benefit Act and rules made these under. Thus, the Department is mainly entrusted with responsibility of securing the objectives as envisaged under Factories Act. Further details are also provided at item 3 of this manual.

1.2. FUNDAMENTAL RIGHTS - CONSTITUTION OF INDIA

Article 21 Protection of Life & Personal Liberty

No person shall be deprived of his life or personal liberty except according to procedure established by law.

Article 24 Prohibition of Employment of Children in Factories etc.

No child below the age of fourteen years shall be employed to work in any factory or engaged in any other hazardous employment.

1.3. DIRECTIVE PRINCIPLES OF STATE POLICY CONSTITUTION OF INDIA

1.3.1. Article 38 State to Secure a Social order for the promotion of welfare of the people

The State shall in particular strive to minimise the inequalities in income, and endeavour to eliminate inequalities in status, facilities

and opportunities not only amongst individuals but also amongst groups of people residing in different areas or engaged in different vocations.

1.3.2. Article 39 (e) Certain Principles of Policy to be followed by the State

Health and strength of workers, men and women, and the tender age of children are not abused and that citizens are not forced by economic necessity to enter avocations unsuited to their age or strength.

1.3.3. Article 42 Provision for Just and humane conditions of work and maternity relief

The State shall make provision for securing just and humane conditions of work and for maternity relief.

1.3.4. Article 43 Living wage for workers

The State shall endeavour to secure, by suitable legislation or economic organisation or in any other way, to all workers, agricultural, industrial or otherwise, works, a living wage, conditions of work, ensuring a decent standard of life and full enjoyment of leisure and social and cultural opportunities and in particular, the State shall endeavour to promote cottage industries on an individual or co-operative basis in rural areas.

1.3.5. Article 43-A Participation of workers in Management of Industries

The State shall take steps, by suitable legislation or in any other way to secure the participation of workers in the management of undertakings, establishments or other organisations engaged in any industry.

1.3.6. Article 47 Duty of the State to raise the level of nutrition and the standard of living and to improve public health

The State shall regard the raising of level of nutrition and the standard of living of its people and the improvement of public health as among its primary duties and in particular, the State shall endeavour to bring about prohibition of the consumption except for medicinal purposes of intoxicating drinks and of drugs which are injurious to health.

1.3.7. Article 48-A Protection and improvement of environment and safeguarding of forests and wild life

The State shall endeavour to protect and improve the environment and to safeguard the forests and wild life of the country.

1.4. SUBJECTS OF WORKING CONDITIONS

Factories Act is held on the Concurrent List of Central and State Governments under Seventh Schedule to the Constitution of India. Thus guidelines are received from time to time from Government of India, Ministry of Labour and DGFASLI.

1.5. ILO CONVENTIONS AND RECOMMENDATIONS

Government of India is a signatory to different ILO Conventions and Recommendations. The following Conventions and Recommendations are relevant to activities and legislation implemented by Factories Department.

1.5.1. Conventions

- 81 Concerning Labour Inspection Functions
- 155 Concerning Occupational Safety and Health and the Working Environment
- 161 Concerning Occupational Health Services
- 170 Concerning safety in use of chemicals at work

1.5.2. ILO Recommendations

- 31 Concerning the Prevention of Industrial Accidents
- 81 Concerning Labour Inspection Functions
- 112 Concerning Occupational Health in Places of Employment
- 164 Concerning Occupational Health and the Working Environment
- 170 Concerning Labour Statistics
- 171 Concerning Occupational Health Services
- 177 Concerning safety in use of chemicals at work

1.6. FIVE YEAR PLANS

As a part of Labour and Industrial Relations programmes under the Five Year Plans, it was envisaged to improve working conditions by enforcement by Factory Inspectorate and need to strengthen the Factory Inspectorate covering areas of Occupational Health aspects. This was envisaged considering large number of factories, vast areas involved and then existing substandard working conditions and to secure strict compliance of law. Standards of inspections to be improved with special emphasis based on working conditions of the industry. It also recognised the need for increasing awareness of Employer and Employee regarding safety and working conditions.

It was recognised that team work is essence of successful factory inspection and inspection services are to be adequately equipped. The National Development Council has recommended for proper implementation of Factories Act and strengthening of Factory Inspection Service.

During Second Five Year Plan, the importance of better working conditions has been progressively recognised. Central Labour Institute is established at Bombay.

The need for Information Centre for Exchange of Research / investigations and research institutions, mustering cooperation of Employer / Employee Organisations in increasing awareness was emphasised.

1.8 FIVE YEAR PLANS

As a part of Labour and Industrial Welfare programme under the five year plan it was envisaged to improve working conditions by inspection by Factory Inspectorate and need to strengthen the Factory Inspectorate covering areas of Occupational Health aspects. This was envisaged considering large number of factories, vast areas involved and the existing substantial working conditions and to ensure strict compliance of law. Standards of inspectors to be improved with special emphasis based on working conditions of the industry. It also recognised the need for increasing awareness of Employer and Employees regarding safety and working conditions.

Chapter 2

EVOLUTION

2.1. HISTORICAL EVOLUTION OF THE FACTORIES DEPARTMENT

Till the end of nineteenth century, there was no Government Control over working conditions in industry in the country.

Public attention was drawn to the unsatisfactory working conditions in Indian factories and the need for regulating them by law for the first time in 1874, when Major Moore, the Chief of the Bombay Cotton Department, pointed out in his report the evils prevailing in the Bombay Cotton Mills.

In 1875, the Bombay Government on the initiative of the Secretary of State appointed a Commission consisting of 5 Englishmen and 4 Indians to examine the need for legislation. The Commission by a majority reported that legislation in any form was not needed. Two members of the Commission, however the Collector of Bombay and an English Doctor, recommended a simple act not merely for the Bombay Presidency but for the whole of India, to enforce adequate protection of machinery, prohibition of the employment of children, regulation of working hours, intervals for rest, a weekly holiday and provision of pure drinking water for the workers.

It thus became clear that the movement for the protection of the workers by means of legislation was humanitarian in origin. Amusingly, it was thought at that time, such a legislation was a kind of pressure by English Manufacturers to place restrictions on their Indian competitors, particularly in Cotton textiles.

In 1877, a bill was introduced and due to the opposition of mill owners and others, it was much whittled down in spite of the persistent efforts of Mr. Sorabji Shapurji Bengali, a well known social worker of the time, and of the representatives of the Poona Sarvajanik Sabha and a number of workers, was passed in 1881, in an attenuated form, and came to be known as the First Indian Factories Act.

Later, The Bombay Government, appointed a Commission in 1884 to examine the necessity for further legislation, and this commission recommended further protection to children and the grant of protection of women.

In the meanwhile, an International Labour Conference was held in Berlin in 1890, and as its recommendations were accepted by England, it was thought fit that they should be put into force in India also. The Secretary of State, therefore urged upon the Government of India the necessity of passing more stringent legislation, and later appointed a commission in 1890 to suggest the lines of reform. This Act remained in operation till 1912.

This Act of 1911 was not comprehensive and certain defects became prominent, especially the exclusion from its scope of all factories employing less than 50 workers and the exemption of cotton, ginning and pressing factories from all restrictions relating to the work of men. The Indian Cotton Committee pointed out that these defects had led to serious abuses. Fourthly, the Indian Industrial Commission in 1918 drew the attention of Government to the growing public opinion in favour of a reduction of the legal maximum of working hours, and recommended an examination of the question.

Certain amendments and measures for controlling artificial humidification and health and safety of operatives are brought in by Amendment of 1911 and 1922. The act was further amended in 1923, 1926, 1931. Based on Report of Royal Commission on Labour, 1931, various provisions were consolidated and comprehensive measures were included in Factories Act 1934. It was amended between 1935 and 1947. In 1948, in Independent India, The Factories Act, 1948 was enacted. It was piloted by the then Labour Minister Honble Jagjivan Ram before the constituent assembly.

This act was amended in 1954 based on ILO Conventions related to employment of women and young persons. Major amendments were carried out in 1976 and 1987. Presently, it is known as The Factories Act 1948 as amended in 1987.

Although the Factories Act has been passed by the Central Government and Legislature, the work of administering them was entrusted to the Provincial Governments which have also been empowered to frame rules under the Acts and get supplementary legislation passed with the sanction of the Government of India to enable them to meet varying local needs.

At the time of enactment of Factories Act, 1948, one portion of present Andhra Pradesh was a part of composite Madras State and another portion was Hyderabad State. The structure of department at different stages is given below:

2.1.1. STRUCTURE OF FACTORY INSPECTORATE IN ORGANISATION OF LABOUR AND FACTORY DEPARTMENT IN COMPOSITE MADRAS STATE

In the erstwhile composite Madras State, Commissioner of Labour was the Chief Inspector of Factories, and was assisted by

- 2 Deputy Chief Inspectors of Factories
- 8 Regional Inspectors of Factories
- 14 Inspectors of Factories and
- 1 Inspectress of Factories
- 149 Assistant Inspectors of Labour

To cope up with the increase in work and for more effective and efficient administration of the Factories Act, 1948, and Madras Shops and Establishments Act, 1947, the Factories Department had to be reorganised. An Additional Deputy Chief Inspector of Factories had been appointed and the 149 Assistant Inspectors of Labour were also notified as Additional Inspectors of Factories to inspect the non-power factories. The structure of Department by the end of 1951 was that Commissioner of Labour was the Chief Inspector of Factories and he was assisted by

- 8 Regional Inspectors of Factories
- 14 Inspectors of Factories
- 1 Inspectress of Factories, and
- 149 Assistant Inspectors of Labour

During the year 1953 the State of Andhra was formed. The old set up of the Labour and Factories Department continued to exist in the successor state of Andhra.

2.1.2. STRUCTURE OF FACTORIES DEPARTMENT IN ANDHRA STATE

In erstwhile Andhra State, The Commissioner of Labour was the Chief Inspector of Factories and he was assisted by One Deputy Chief Inspector of Factories (Headquarters). The other posts included

Three Regional Inspectors of Factories at Guntur, Visakhapatnam and Kurnool.

Five Inspectors of Factories at Kakinada, Eluru, Vijayawada, Nellore and Ananthapur.

One Inspectress of Factories at Vijayawada.

2.1.3. STRUCTURE OF THE DEPARTMENT IN HYDERABAD STATE

In the erstwhile Hyderabad State, Boiler and Machinery Act 1931 was enacted before the introduction of the Factories Act of 1937. A separate Department was created in order to enforce the provisions of the above Act. Boilers were inspected regularly under Boilers Act and factories under Machinery Act to look after safety and health provisions. This was under Commerce and Industries Secretariat.

The Secretary to Government, Commerce and Industries Department, promulgated rules as guidelines for the establishment of Factories in the State.

Even with the introduction of Factories Act the above procedure regarding granting permission for establishment of factories continued till Police Action. Boilers Act and Factories Act were administered by one Department i.e., Factories and Boilers.

Immediately after Police Action, the Government of Hyderabad appointed Sri Krishnaswamy, a Retired Senior Inspector of Factories, Madras State, to suggest Recommendations for Reorganisation of Factories and Boilers Department. Pending final recommendations, he suggested appointment of Inspectors of Factories separately for Hyderabad and Nizamabad Districts.

Sri Krishnaswamy recommended for the creation of 3 more posts of Inspector of Factories and 2 posts of Inspectors of Boilers in addition to the existing Inspectors. He has also recommended for the creation of a post of Technical Assistant to the Chief Inspector of Factories and Boilers. The recommendations were accepted into by the Government of Hyderabad. In the first stage, three Inspectors of Factories were appointed in June, 1950. Thus in the erstwhile State of Hyderabad there were four Inspectors of Factories with their headquarters at Warangal, Aurangabad, Gulbarga and Hyderabad. During the year 1950-51, two Boiler Inspectors were appointed with Headquarters at Hyderabad, in addition to existing Boiler Inspectors. In addition, Technical Assistant to the Chief Inspector of Factories and Boilers was appointed in the same year.

Chapter 3

PRESENT ROLE

The Factories Department is vested with the responsibility of implementation of the following enactments (as amended from time to time) for ensuring Safety, Health and Welfare of industrial workers.

3.1. LEGISLATION

3.1.1. The Factories Act 1948

The Factories Department has the regulatory functions to regulate the working conditions of workers employed in factories and it has to enforce the statutory provisions enlisted under the above said enactments in respect of registered factories. Further the Department has to implement the welfare provisions for the benefit of the industrial workers employed in factories.

3.1.2. Rules under Environment (Protection) Act 1986

The Chief Inspector of Factories is declared as the Authority in respect of Factories, under Manufacture, storage and Import of Hazardous Chemical Rules, 1989 and Chemical Accidents (Emergency Planning, Preparedness and Response) Rules, 1996

3.1.3. The Payment of Wages Act 1936

Inspector of Factories is notified as Inspector in respect of Factories registered under Factories Act.

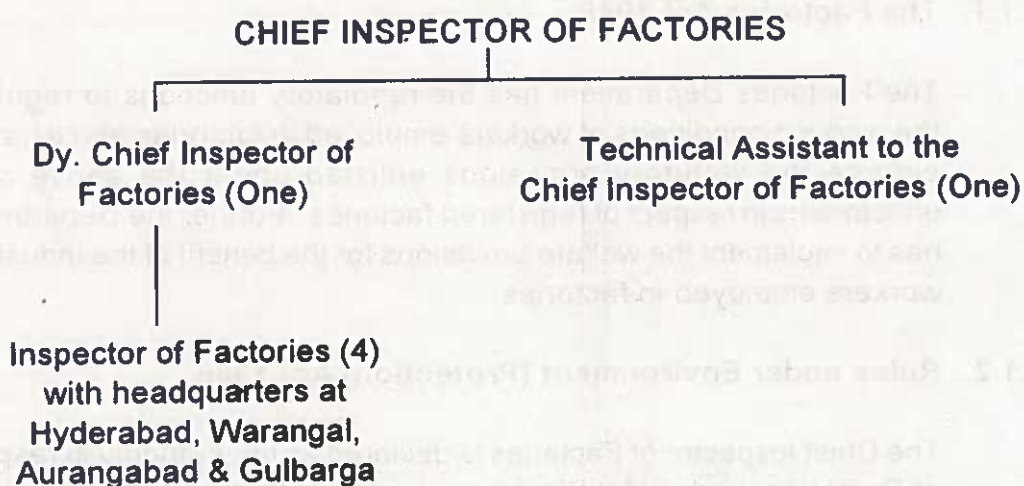
3.1.4. The Maternity Benefit Act 1961

Inspector of Factories and Inspectress of Factories are notified as Inspectors in respect of factories registered under Factories Act.

Chapter 4

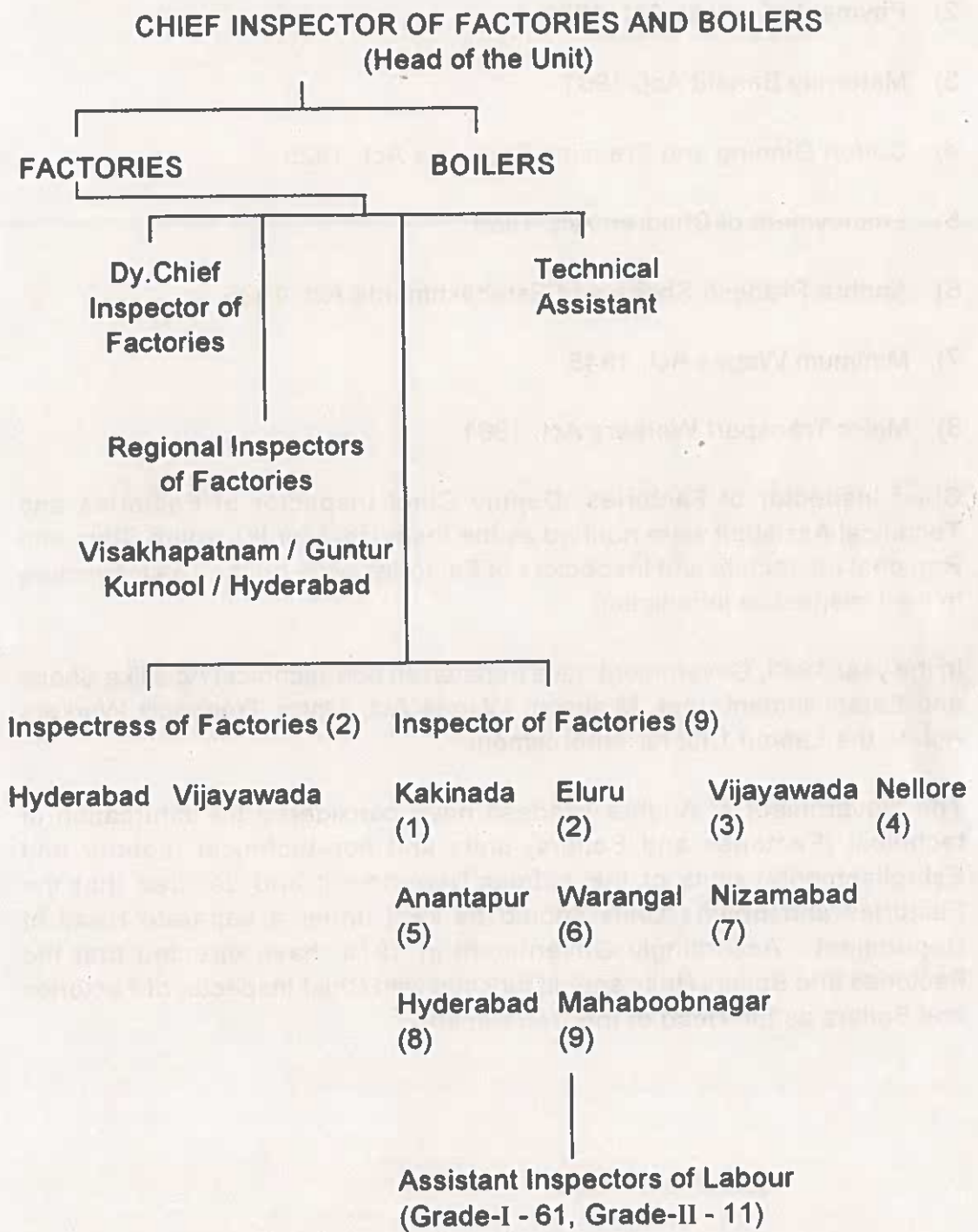
ORGANISATIONAL STRUCTURE

4.1. STRUCTURE OF THE FACTORIES DEPARTMENT IN HYDERABAD STATE AS ON 31-10-1956



Thus, the set up of Factory Inspectorate that existed in Andhra State was introduced in Andhra Pradesh State. Sri V.Rajeshwar Rao, I.A.S., was the first Commissioner of Labour, Factories and Boilers Department in Andhra Pradesh State.

4.2. SET UP OF FACTORIES UNIT OF LABOUR,
 FACTORIES & BOILERS DEPARTMENT
 AS ON 1-11-1956



The Inspectors of Factories were entrusted with the enforcement of the following enactments:

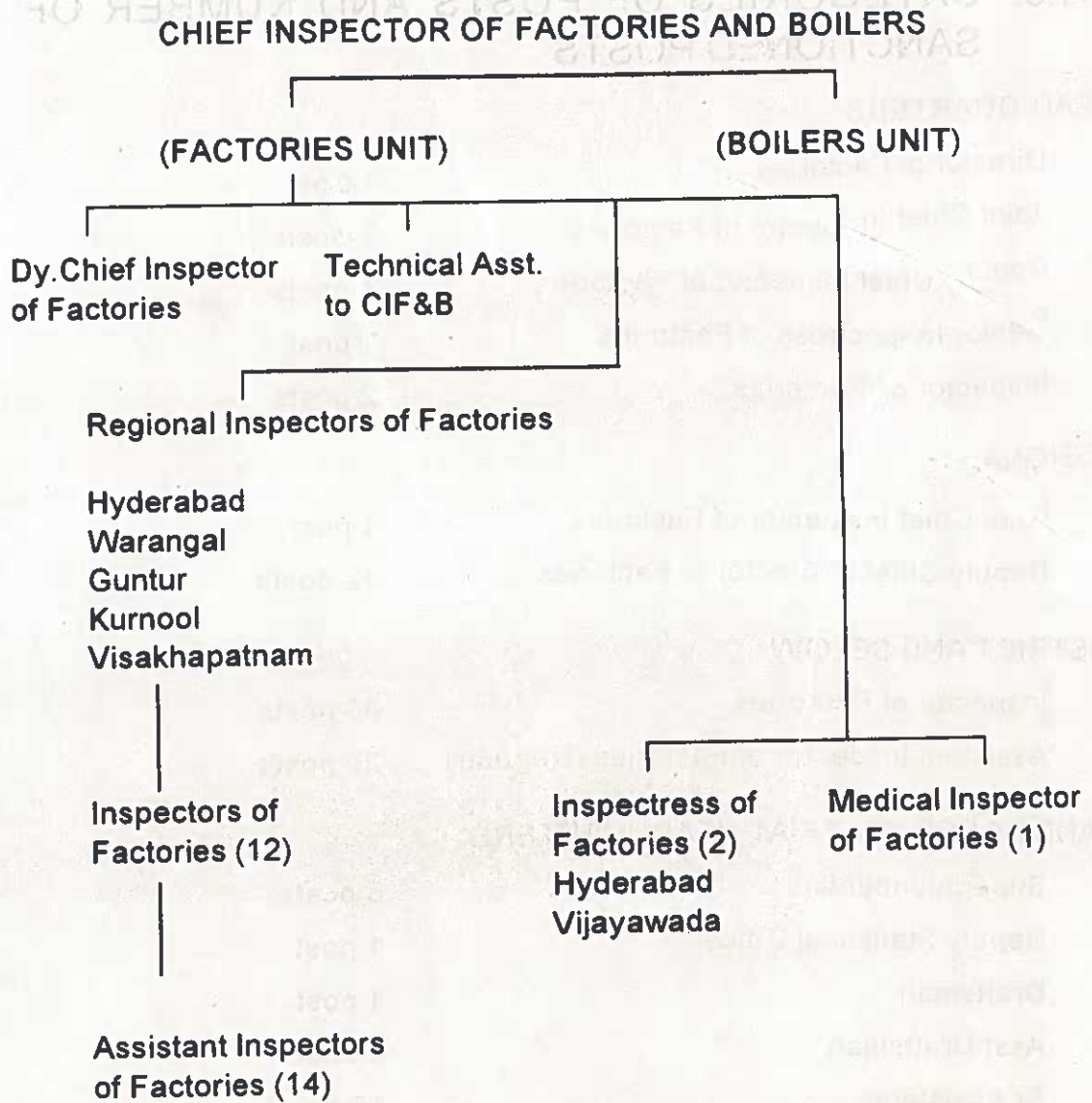
- 1) Factories Act, 1948
- 2) Payment of wages Act, 1936
- 3) Maternity Benefit Act, 1961
- 4) Cotton Ginning and Pressing Factories Act, 1925
- 5) Employment of Children Act, 1938
- 6) Andhra Pradesh Shops and Establishments Act, 1966
- 7) Minimum Wages Act, 1948
- 8) Motor Transport Workers Act, 1961

Chief Inspector of Factories, Deputy Chief Inspector of Factories and Technical Assistant were notified as the Inspectors for the entire State and Regional Inspectors and Inspectors of Factories were notified as Inspectors in their respective jurisdiction.

In the year 1963, Government have transferred non-technical Acts like Shops and Establishments Act, Minimum Wages Act, Motor Transport Workers Act, to the Labour Unit for enforcement.

The Government of Andhra Pradesh have considered the bifurcation of technical (Factories and Boilers) units and non-technical (Labour and Establishments) units of the Labour Department and decided that the Factories and Boilers Units should be kept under a separate Head of Department. Accordingly Government in 1974, have directed that the Factories and Boilers Units should function with Chief Inspector of Factories and Boilers as the Head of the Department.

4.3. SET UP OF FACTORIES INSPECTORATE IN STATE OF ANDHRA PRADESH AS ON 6-8-1974 (i.e.) THE DATE FROM WHICH CHIEF INSPECTOR OF FACTORIES AND BOILERS IS MADE HEAD OF THE DEPARTMENT



Through G.O.Ms.No.607, Emp&Soc. Welfare Dept. dated 6-8-1974, Chief Inspector of Factories is made Head of Department.

From 19th December, 1980, the post of Chief Inspector of Factories and Boilers is redesignated as Director of Factories and Boilers.

4.4. SEPARATE OF BOILERS UNIT

In 1987, Boilers unit of Factories Department was separated and a separate department under Director of Boilers as the Head, was constituted vide G.O.Ms.No.184, LE&TE (Lab IV) Dept., dated 5-6-1987.

4.5. CATEGORIES OF POSTS AND NUMBER OF SANCTIONED POSTS

HEAD QUARTERS

Director of Factories	1 post
Joint Chief Inspector of Factories	3 posts
Deputy Chief Inspector of Factories	2 posts
Senior Inspectress of Factories	1 post
Inspector of Factories	2 posts

REGIONAL

Joint Chief Inspector of Factories	1 post
Deputy Chief Inspector of Factories	12 posts

DISTRICT AND BELOW

Inspector of Factories	40 posts
Assistant Inspector of Factories (Regular)	20 posts

SANCTIONED STAFF AT HEADQUARTERS

Superintendents	6 posts
Deputy Statistical Officer	1 post
Draftsman	1 post
Asst.Draftsman	1 post
Sr.Assistants	15 posts
Sr.Steno	1 post
Lab Assistant Sr.Grade	1 post
Lab Assistant Jr.Grade	1 post
Projector Operator	1 post
Jr.Assistants	19 posts

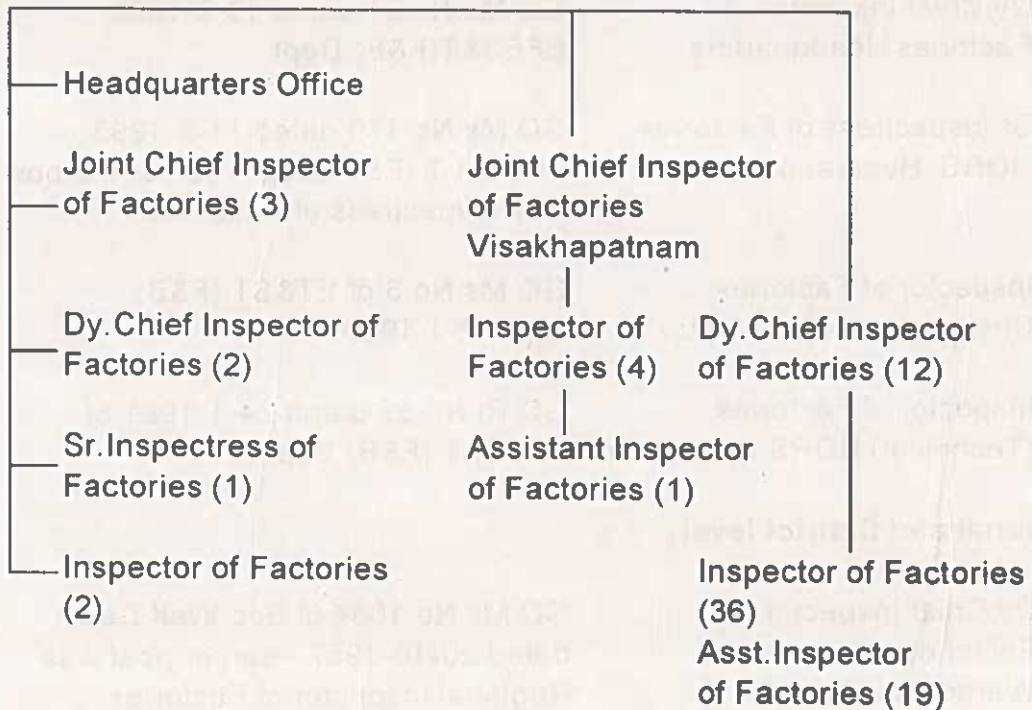
Typists	6 posts
Jr. Steno	1 post
Shroff	1 post
Lab attendant	1 post
Drivers	2 posts
Record Assistant	1 post
Attenders	23 posts
Watchman	3 posts

4.6. SANCTIONED STAFF STRENGTH AT REGIONAL AND DISTRICT LEVEL

Sr. Assistants	36 posts
Jr. Assistants	73 posts
Typists	49 posts
Attenders	95 posts
Watchman	19 posts

4.7. PRESENT ORGANISATIONAL STRUCTURE

DIRECTOR OF FACTORIES



4.8. GO REFERENCES OF SANCTIONING THE POSTS

Category of post	GO Reference
Headquarters	
1. Director of Factories AP Hyderabad	GO Ms.No.886 dated 19-12-1980 of LE&TE(LabIV)Dept - Earlier the Post was Chief Inspector of Factories.
2. Joint Chief Inspector of Factories-I	GO Ms.No.303 of LE&TE(LabIV) dept HQRS, Hyderabad dated 15-5-1982
3. Joint Chief Inspector of Factories-II HQRS, Hyderabad	GO Ms.No.303 of LE&TE (LabIV) Dept dated 15-5-1982
4. Joint Chief Inspector of Factories-III HQRS, Hyderabad	GO Ms.No.158 dated 3-8-1994 of E&F(F&B) Dept
5. Dy.Chief Inspector of Factories Headquarters	GO Ms.No.54 dated 16-3-1993 EFES&T(F&B) Dept
6. Dy.Chief Inspector of Factories Headquarters	GO Ms.No.54 dated 16-3-1993 EFES&T(F&B) Dept
7. Sr.Inspectress of Factories, HQRS, Hyderabad	GO Ms.No.170 dated 11-8-1993 EFES & T (F&B) Dept - earlier the post was Inspectress of Factories
8. Inspector of Factories Chemical - at Head Office	GO Ms.No.3 of ET&ST (F&B) dated 2-1-1989
9. Inspector of Factories (Technical) HQRS Hyderabad	GO Rt.No.55 dated 24-1-1991 of EFES&T (F&B) Dept
Regional and District level	
1. Dy.Chief Inspector of Factories Warangal with staff	GO Ms.No.1064 of Soc.Welf.Dept. dated 20-10-1957 - earlier post was Regional Inspector of Factories

2. Jt.Chief Inspector of Factories Visakhapatnam with staff GO Ms.No.558 of Home (Lab-III) Dept. dt.26-3-1966 for Dy.CIF
Later the post was upgraded as Jt.CIF In GO Ms.No.158 dated 3-8-1994 of E&F (F&B)Dept
3. Dy.Chief Inspector of Factories Guntur with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
4. Dy.Chief Inspector of Factories Kurnool with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
5. Dy.Chief Inspector of Factories Hyderabad Twin Cities with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
6. Inspector of Factories Kakinada-I with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
7. Inspector of Factories Eluru with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
8. Inspector of Factories Anantapur with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
9. Inspector of Factories Khammam with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
10. Inspector of Factories Nizamabad with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
11. Inspector of Factories Hyderabad I with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
12. Inspector of Factories Hyderabad II with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966
13. Inspector of Factories Vijayawada-1 with staff GO Ms.No.558 of Home (Lab III) dated 26-3-1966 - earlier the post was Inspector of Factories
14. Inspector of Factories Vizianagaram with staff GO Ms.No.710 of E&SW (Home) Dept dated 10-9-1974

- | | |
|--|--|
| 15. Inspector of Factories
Tenali with staff | GO Ms.No.710 of E&SW (Home)
Dept dated 10-9-1974 |
| 16. Inspector of Factories
Karimnagar with staff | GO Ms.No.710 of E&SW (Home)
Dept dated 10-9-1974 |
| 17. Dy.Chief Inspector of
Factories Eluru with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 |
| 18. Dy.Chief Inspector of
Factories
Hyderabad Rural with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 |
| 19. Inspector of Factories
Visakhapatnam I with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 - earlier the post was
Inspector of Factories |
| 20. Inspector of Factories
Rajahmundry with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 |
| 21. Inspector of Factories
Machilipatnam with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 |
| 22. Inspector of Factories
Guntur I with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 - earlier the post was
Inspector of Factories |
| 23. Inspector of Factories
Ongole I with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 - earlier the post was
Inspector of Factories |
| 24. Inspector of Factories
Nellore with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 |
| 25. Inspector of Factories
Kurnool-I with staff | GO Ms.No.492 of ES&W (X2) Dept
dated 18-6-1975 - earlier the post was
Inspector of Factories |
| 26. Inspector of Factories
Chittoor with staff | GO Ms.No.492 of ES&W(X2) Dept
dated 18-6-1975 |

- | | |
|---|---|
| 27. Inspector of Factories
Nalgonda I with staff | GO Ms.No.492 of ES&W(X2) Dept
dated 18-6-1975 - earlier the post
was Inspector of factories |
| 28. Inspector of Factories
Rangareddy I with staff | GO Ms.No.1413 dated 17-11-1978
of LEN&TE (Lab IV) Dept. |
| 29. Inspector of Factories
Sangareddy-I with staff | GO Ms.No.90 LET&F (Lab IV) Dept
dated 20.3.1984 - earlier the post was
Inspector of Factories |
| 30. Inspector of Factories
Narasaraopet with staff | GO Ms.No.90 LE&TE (Lab IV) Dept
dated 20.3.1984. |
| 31. Inspector of Factories
Jeedimetla with staff | GO Ms.No.314 of LE&TE (Lab IV) Dept
dated 2-9-1985. |
| 32. Inspector of Factories
Mahabubnagar - with staff | GO Ms.No.314 of LE&TE (Lab IV) Dept
dated 2-9-1985 |
| 33. Inspector of Factories
Cuddapah | GO Ms.No.314 of LE&TE (Lab IV) Dept
dated 2-9-1985 |
| 34. Inspector of Factories
Adilabad - with staff | GO Rt.No.883 of EFES&TE (F&B)
dated 18-10-1989 |
| 35. Inspector of Factories
Warangal - with staff | GO Rt.No.883 of EFES&T (F&B)
dated 18-10-1989 |
| 36. Dy.Chief Inspector of
Factories
Rangareddy with staff | GO Rt.No.883 of EFES&T (F&B)
dated 18.10.1989 |
| 37. Inspector of Factories
Srikakulam with staff | GO Rt.No.883 of EFES&T (F&B)
dated 18-10-1989 |
| 38. Dy.Chief Inspector of
Factories Kakinada | GO Rt.No.158 of EFES&T (F&B) Dept
dated 11-3-1992 |

39. Dy.Chief Inspector of
Factories Vijayawada GO Ms.No.54 of EFES&T (F&B) Dept
dated 16-3-1993
- Staff GO Rt.No.461 of EFES&T (F&B) Dept.
dated 15-9-1994.
40. Dy.Chief Inspector of
Factories Cuddapah GO Ms.No.54 of EFES&T (F&B) Dept.
dated 16-3-1993
- Staff GO Rt.No.461 of EFES&T (F&B) Dept.
dated 15.9.1994
41. Dy.Chief Inspector of
Factories Nalgonda GO Ms.No.54 of EFES&T (F&B) Dept.
dated 16-3-1993
- Staff GO Rt.No.461 of EFES&T (F&B) Dept.
dated 15.9.1994
42. Inspector of Factories
Visakhapatnam II with staff GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993
43. Inspector of Factories
Kakinada II with staff GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993
44. Inspector of Factories
Bhimavaram GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993
- Staff GO Rt.No.2197 of LET&F (Lab II) Dept.
dated 25-9-1995
45. Inspector of Factories
Kurnool II with staff GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993
46. Inspector of Factories
Rangareddy II with staff GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993
47. Inspector of Factories
Rangareddy III with staff GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993
48. Inspector of Factories
Sangareddy II with staff GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993
49. Inspector of Factories
Guntur II with staff GO Rt.No.67 of LET&F (Lab II) Dept.
dated 1-2-1993

- | | |
|--|---|
| 50. Inspector of Factories
Nalgonda II | GO Rt.No.273 of LET&F (Lab II) Dept.
dated 27-11-1995 |
| 51. Inspector of Factories
Vijayawada II | GO Rt.No.158 of LET&F (Lab II) Dept.
dated 11-3-1996 |
| 52. Inspector of Factories
Ongole II with staff | GO Ms.No.33 of LET&F (Lab II) Dept.
dated 9-8-1996 |
| 53. Dy.Chief Inspector of
Factories, Nellore | GO Ms.No.1 of LET&F (Lab II)
Dept. dated 1-1-1999. |
| 54. Asst.Inspector of Factories
14 posts | GO Ms.No.558 of Home (Lab III) Dept.
dated 26-3-1966. |
| 55. Asst.Inspector of Factories
6 posts | GO Ms.No.492 of Emp&Soc.Welfare
(X2) Dept dated 18-6-1975. |

Chapter 5

ROLE OF EACH FUNCTIONARY/ CATEGORY IN DEPARTMENT

5.1. DIRECTOR OF FACTORIES

The Director of Factories is the Head of the Department and is entrusted with the overall supervision regarding implementation of the Acts listed.

He supervises the work of all the officers both at regional and district level in the Department. He is assisted by 3 Joint Chief Inspectors of Factories, 2 Deputy Chief Inspectors of Factories, 1 Senior Inspectress of factories, 2 Inspectors of Factories in the Directorate.

Director of Factories ensures safety, health and welfare of workers employed in Factories. The following legislation and relevant rules are implemented:

1. Factories Act
2. Payment of Wages Act (in respect of Factories)
3. Maternity Benefit Act (in respect of Factories)
4. Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989
5. Chemical Accidents(Emergency Planning, Preparedness and Response) Rules, 1996

5.2. JOINT CHIEF INSPECTOR OF FACTORIES - VISAKAPATNAM

At the field level there is one post of Joint Chief Inspector of Factories at Visakhapatnam. He inspects the Visakhapatnam steel plant, all class 'A', 'B' category Major Accident Hazard factories and also other major factories in the districts of Visakhapatnam, Vizianagaram and Srikakulam, enquires into fatal and serious accidents, reviews diaries of the officers in the region, Approves plans of factories, excepting class 'A' and major categories of factories and also sanctions prosecutions and warnings in respect of certain items.

Joint Chief Inspector of Factories ensures safety, health and welfare of workers employed in Factories. The following legislation and relevant rules are implemented:

1. Factories Act
2. Payment of Wages Act (in respect of Factories)
3. Maternity Benefit Act (in respect of Factories)
4. Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989
5. Chemical Accidents (Emergency Planning, preparedness and Response) Rules, 1996

5.3. DEPUTY CHIEF INSPECTOR OF FACTORIES

There are 12 posts of Deputy Chief Inspectors of Factories in the field. The Deputy Chief Inspectors of Factories inspect factories employing more than 50 workers, Major Accident Hazard Class 'A' & 'B' and all other major factories. Review diaries of the Inspectors of Factories in their region and also inspect non-power factories employing more than 250 workers, approve plans of factories utilising up to 100 H.P. excepting chemical factories, enquire into fatal/serious accidents, and complaints. Sanction prosecution and warning in respect of certain items.

Deputy Chief Inspector of Factories ensures safety, health and welfare of workers employed in Factories. The following Legislation and relevant rules are implemented:

1. Factories Act
2. Payment of Wages Act (in respect of Factories)
3. Maternity Benefit Act (in respect of Factories)
4. Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989
5. Chemical Accidents(Emergency Planning, Preparedness and Response) Rules, 1996

5.4. SENIOR INSPECTRESS OF FACTORIES

Assists Director of Factories in implementation of Welfare provisions related to women employment.

Senior Inspectress of Factories implements Maternity Benefit Act and Rules in respect of Factories.

5.5. INSPECTOR OF FACTORIES

There are 40 posts of Inspectors of Factories at the field level. The Inspector of Factories approve plans in respect of specific categories of factories having H.P. up to 20, issue licences to factories excepting those of Major Accident Hazard factories, assist the concerned Deputy Chief Inspector of Factories in enquiries into fatal / serious accidents, and also attends to the court work. Inspector of Factories also sanctions prosecutions and warnings in respect of certain provisions.

Inspector of Factories ensures safety, health and welfare of workers employed in Factories. The following Legislation and relevant rules are implemented:

1. Factories Act
2. Payment of Wages Act (in respect of Factories)
3. Maternity Benefit Act (in respect of Factories)
4. Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989
5. Chemical Accidents(Emergency Planning, Preparedness and Response) Rules, 1996

5.6. ASSISTANT INSPECTOR OF FACTORIES

Assists the Inspector of Factories in Court Work, realisation of arrears of Licence Fee and persuasion of defaulters in submission of Annual Returns and inspection of small factories allotted by Inspector of Factories and implements.

1. Factories Act
2. Payment of Wages Act (in respect of Factories)

5.7. SUPERINTENDENT

He will be incharge of the section allotted to him. He will supervise the work of staff members working in his section. He assists the concerned officers in the subjects earmarked to his section.

5.8. SENIOR ASSISTANT

He will supervise the works of subordinates assist the Inspector of Factories in Establishment/Accounts and enforcement of Factories Act and other connected acts. He will also assist the Inspector of Factories in preparation of Annual Administration Reports and other miscellaneous reports to be prepared under the Factories Act and other acts and other matters allotted from time to time.

5.9. JUNIOR ASSISTANT

He will assist the Senior Assistant in Establishment, Accounts and other miscellaneous matters as allotted from time to time.

5.10. TYPIST

He will attend to the typing work.

Chapter 6

MAJOR ENACTMENTS AND RULES

1. The Factories Act, 1948 and Rules made there under
2. The Payment of Wages Act 1936 and Rules made thereunder
3. The Maternity Benefit Act 1961 and Rules made thereunder
4. Rules under The Environment (Protection) Act 1986
 - Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989
 - Chemical Accidents (Emergency Planning, Preparedness and Response) Rules, 1996.

6.1. SALIENT FEATURES OF THE FACTORIES ACT

Under the Factories Act the provisions relating to Health, Safety, Hazardous processes, Welfare, working hours of adults, Employment of young persons, Annual leave with wages, special provisions and penalties procedures are incorporated. The Factories Department closely monitors implementation of the said statutory provisions by the Management of Factories.

6.1.1. HEALTH

The provisions relating to cleanliness, disposal of wastes and effluents, ventilation and temperature, dust and fumes, artificial humidification, overcrowding, Lighting, Drinking water, Latrines and Urinals, Spittoons have to be complied by the Management.

The Department ensures disposal of wastes and effluents, up to the satisfaction of local Health authorities and Andhra Pradesh state pollution control board.

6.1.2. SAFETY

The provisions relate to fencing of dangerous parts of machinery, prohibition of employment of women and children near the dangerous machinery, protection of eyes, lifting tackle, revolving machinery, means of access, pits, excessive weights, precautions against dangerous fumes gases etc., precautions in case of fire, safety of plant and machinery, employment of safety officers.

Also the following provisions relating to Hazardous processes are incorporated in the amended Factories Act of 1987: constitution of site appraisal committee, compulsory disclosure of information by the occupier, specific responsibility of occupier in relation to Hazardous processes, power of Central Government to appoint enquiry committee, Emergency standards, permissible limits of exposure of chemical and toxic substances, workers participation in Safety Management, Right of workers to Warn about the imminent danger.

6.1.3. WELFARE

The Managements are required to provide the following - statutory welfare amenities in Factories, facilities for washing, drying clothes and sitting, First aid facilities, first aid boxes with prescribed contents - Ambulance room has to be provided in factories employing more than 500 workers.

6.1.4. CANTEEN

The factories employing more than 250 workers should provide canteen with all the required facilities as prescribed under the Factories Act and Rules.

6.1.5. SHELTERS, REST ROOMS AND LUNCH ROOMS

Factories employing more than 150 workers should provide the shelters, Rest room and lunch rooms for the use of workers.

6.1.6. CRECHES

Factories employing more than 30 women workers are required to provide creche for the use of children under the age of six years of such women in the factories.

6.1.7. WELFARE OFFICERS

The occupier of every factory where 500 or more workers are employed shall appoint at least one welfare officer, provided further that where the number of workers exceeds 2000, one additional welfare officer shall be appointed for every additional 2000 workers or fraction thereof over 500.

6.1.8. WORKING HOURS

Working hours in factories are regulated through provisions relating to weekly holidays, compensatory holidays, daily hours, intervals of rest, spread over, night shifts, prohibition of overlapping shifts, extra wages for over time work, Restriction of double employment, Notice of periods of work for adults, and also provisions relating to prohibition of employment of children, who have not completed 14th year, regulation of employment of adolescents, working hours of children are incorporated.

6.1.9. ANNUAL LEAVE WITH WAGES

Every worker, who has worked for a period of 240 days or more in any factory during the calendar year shall be allowed during subsequent calendar year, leave with wages at the rate of one day for every 20 days of work performed in case of adults workers and 1 day for 15 days in case of children.

6.1.10. SPECIAL PROVISIONS

Special provisions for ensuring, Safety, Health, Welfare of workers employed in 30 notified scheduled dangerous operations are included A.P. Factories Rules.

6.1.11. NOTICE OF ACCIDENTS AND DANGEROUS OCCURRENCES

Where in any factory an accident occurs, which causes death or likely to cause death or any dangerous occurrence enlisted below the Manager of the factory shall forthwith send a notice by telephone, special Messenger or telegram to the Inspectorate and the same shall be confirmed by sending a written report in Form 18 within 12 hours.

When an accident occurring in a factory prevents injured from working for a period of 48 hours or more, the Manager shall send a report to the Inspector in Form 18 within 24 hours after expiry of 48 hours.

Dangerous Occurances : Bursting of a vessel used for containing steam under pressure greater than atmospheric pressure other than plant which comes within the scope of the Indian Boilers Act.

Collapse or failure of a crane, derrick, with, hoist or other appliances used in raising or lowering persons or goods, or any part thereof or the over turning of a crane.

Explosion or fire causing damage to any room or place in which persons are employed or fire in rooms in Cotton Pressing factories where a cotton opener is in use.

Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.

Collapse or Subsidence of any floor, gallery, roof bridge, tunnel, chimney, wall, building or any other structure forming part of a factory or within the compound of factory, the manager of the factory shall forthwith send a notice thereof to the Inspector, Dy. Chief Inspector, Chief Inspector, if the accident is fatal or of such a serious nature that it is likely to prove fatal, notice shall also be sent to the officer in charge of the nearest police station, and the relatives of the injured or deceased person.

6.1.12. NOTICE OF CERTAIN DISEASES

Where any worker in a Factory contracts any of the diseases, listed in Third Schedule of Factories Act the Manager of the factory Shall send notice thereof forthwith both to the Chief Inspector and the Certifying Surgeon.

In case of lead, phosphorous, mercury, manganese, arsenic, carbon bisulphide or benzene, poisoning by nitrous fumes or by halogens or halogen derivatives of the hydrocarbons of the aliphatic Series or the chrome ulceration, anthrax, silicosis, toxic anaemia, toxic jaundice, primary epithelomatous cancer of the skin or pathological manifestation due to radium or other radio active substances or X-rays.

6.1.13. CATEGORIES OF FACTORIES REGISTERED UNDER FACTORIES ACT

There are three categories of Factories registered under purview of the Factories Act 1948. They are -

Sec. 2m (i)

Factories where in 10 or more workers are employed on any working day of the preceding 12 months, in which manufacturing process is being carried on with the aid of power.

Sec.2m (ii)

Factories in which 20 or more workers are employed on any working day of the preceding 12 months in which manufacturing process is being carried on without the aid of power.

Sec.85 (i)

Thirteen (13) categories of Factories detailed below are covered under section 85 (i) of the Factories Act, even though the number of workers employed in them is less than 10 with the aid of power.

1. Paddy Shelling and/or rice polishing
2. Vegetable oil extraction
3. Sawing of timber
4. Dall Milling
5. Machinery works or Engineering works
6. Graphite powdering and / or processing
7. Stone Crushing
8. Slab polishing
9. Manufacturing and or bottling of Liquefied Petroleum gas, Nitrogen, Hydrogen, Oxygen, Carbon dioxide, oxides of Nitrogen and Ammonia.
10. All the processes, involving usage of chlorine.
11. Manipulation (Mixing, bending, formulating, filling, emptying, packing and otherwise handling) of pesticides, insecticides, Fungicides and Herbicides as defined in the schedule XXIV, under rule 95 of Andhra Pradesh Factories Rules, 1950 framed under section 87 of the Factories Act, 1948.
12. Handling and processing of Asbestos, Manufacture of any article asbestos, or its ancillary products and any other process in which asbestos is used in any form.
13. Manufacturing of Bulk Drugs and their Intermediates.

6.1.14. APPROVAL OF PLANS

All the management of Factories carrying on hazardous processes listed under Schedule I of the Factories Act and managements of factories having 75 HP and more shall obtain prior -approval of plans for factories from the Department in respect of (i) the proposed factories before they start civil works and also of the extensions/ additions/ alternations of the existing factories. Approval of Plans is not required in respect of non-hazardous factories using upto 30 HP. In respect of non hazardous factories having 31 to 74 HP, only submission of plans is required and no prior approval is stipulated.

Obtain permanent licence for carrying on the manufacturing process in the factory. The licence will be issued only after the factory starts working but the application should be made one month before starting the production.

6.1.15. AUTHORITIES COMPETENT TO ACCORD APPROVAL

DIRECTOR OF FACTORIES

As Head of the Department, he is the overall authority to approve the plans in respect of all factories in Andhra Pradesh.

JOINT CHIEF INSPECTORS OF FACTORIES (HEADQUARTERS) AND DEPUTY CHIEF INSPECTORS OF FACTORIES (HEADQUARTERS)

These officers will assist the Director of Factories in scrutiny and approval of the plans. The officers can also independently sanction prior approval under certain limitations.

JOINT CHIEF INSPECTOR OF FACTORIES, VISAKHAPATNAM AND DEPUTY CHIEF INSPECTORS OF FACTORIES (FIELD)

These officers are permitted to sanction prior approval of plans of factories of specified categories on behalf of the Director of Factories.

INSPECTOR OF FACTORIES

There are 40 Inspectors of Factories in the field. These Inspectors of Factories are permitted to sanction prior approval of factory plans as per laid criteria down.

Plans of all other factories, which are not referred to above (as at Dy. Chief Inspector of Factories and Inspector of Factories) would be considered for approval by the Directorate.

6.2. PAYMENT OF WAGES ACT 1936

The Act is intended to regulate the payment of wages to certain classes of employed persons.

It covers responsibility for payment of wages, fixation of wage periods, time of payment of wages. It specifies deductions which may be made from wages and fines. Certain records and registers are prescribed under the Act and also Rules.

It lays down the Procedure for claims arising out of deductions from wages or delayed payment and penalty for malicious claims. Inspector of Factories is appointed as Inspector for the purposes of the Act in respect of all Factories.

6.3. MATERNITY BENEFIT ACT 1961

This is an Act to regulate the employment of women in certain establishments for periods before and after child birth and to provide for maternity benefit and certain other benefits.

It is applicable to every establishment which is a factory, excepting those covered under ESI Scheme.

Woman should not be employed during six weeks immediately following the day of delivery or mis-carriage.

Pregnant woman, on her request, should not be required by employer, to do any hazardous nature of work which involves long hours of standing or which in any manner likely to interfere with her pregnancy or the normal development of foetus or is likely to cause her miscarriage or otherwise adversely affect her health.

Woman is entitled to payment of maternity benefit at the rate of average daily wages for period of her actual absence immediately preceding the day of her delivery.

Woman is entitled to maternity benefit and also entitled to receive medical bonus.

Woman is entitled for leave for mis-carriage and nursing breaks.

AP Maternity Benefits Rules, 1966 prescribe method and time of payment of maternity benefits.

6.4. ENVIRONMENT (PROTECTION)ACT 1986 AND RULES

As a sequel to World Environment Conference in June, 1972 at Stockholm, the first Indian Federal Enactment on Prevention and Control of Pollution came into being in 1974 as Water Act and Air Act in 1981 and is implemented by Pollution Control Boards at Central and State level. In 1986, a

comprehensive legislation covering hazardous industries was enacted, providing for protection and improvement of environment is called The Environment (Protection) Act, 1986. Under the powers of the Act, from time to time various Rules are made.

In Manufacture, Storage & Import of Hazardous Chemicals Rules, 1989, hazardous chemical, threshold quantity, industrial activity, isolated storage, pipeline, major accident, site are defined. The Rules require notification of major accident, notification of site, updating site notification following changes in threshold quantity, submission of safety reports in case of certain industrial activity, updating such reports, preparation of onsite emergency plan, preparation of off-site emergency plan by prescribed authority, information to be given to persons liable to be affected by a major accident, collection, development and dissemination of information. Chief Inspector of Factories is assigned with duties of enforcement of directions and procedures in respect of industrial installations. Also Chief Inspector of Factories is notified as Authority for the purposes of notification of Major Accident, notification of Sites, Submission of Safety Reports, Preparation of Onsite Emergency Plan by Occupiers and Preparation of Off-site Emergency Plans by District Emergency Authority.

In Chemical Accidents (Emergency planning, Preparedness and Response) Rules, 1996. Chemical Accident, hazardous chemical, industrial activity, industrial pocket, isolated storage, major chemical accident, major accident hazard installation, off-site emergency, site, pipeline and transport are defined. Procedure and functions for constitution of Central Crisis Group, crisis Alert System, State Crisis Group, District Crisis Group and Local Crisis Group, powers of such group, information to public are laid out. Inspector of Factories is the Member Secretary of the District Crisis Group as well as the local Crisis Group.

Chapter 7

AREAS OF INTERFACE

Implementation of Legislation-Management Personnel-Employees-Trade Unions-Interested groups, Non Governmental Organisations and Media

Employer Organisations / Trade Unions

Organisations and individuals involved in Industrial Accident Prevention, safety Promotion, research etc.

7.1. INTERFACE WITH OTHER DEPARTMENTS

7.1.1. Directorate General & Factory Advisory Service and Labour Institutes, Government of India-

Basic Training and Refresher Training of Factory Inspectors at different levels, in topics like :

Industrial Hygiene

Industrial Medicine

Industrial Physiology

Staff Training

Productivity

Major Accident Hazards Control

Industrial Psychology

Communication-Legislation and Standards

Technical Advice & Co-ordination with International organization

Chemical Safety

Ergonomics

Information on Occupational Safety & health

National Safety Awards

Vishwakarma Rashtriya Puraskar

Policy and standards

Policy planning and standards formulation on occupational safety & health

Safety equipment Certification

Serves as duly recognized agency for certification, testing and setting standard specifications of personal protective equipment and other safety devices and issuance of performance reports

7.1.2 Department of Labour Statistics, Simla

Collection and Dissemination of labour Statistics related to number of Factories, Accidents (Fatal and Non-Fatal Injuries), Accident Frequency Rates, Incident Rate, Severity Rate etc. and statistics related to Welfare Amenities etc.

7.1.3. Ministry of Environment and Forests, Government of India

Exchange of information, setting up of Occupational Hygiene laboratories

Chemical Accident Prevention-Reporting of Major Hazard Accidents Preparation

Emergency Plans- Major Accident Hazard Control and Implementation of Environment Protection Act and Rules where Chief Inspector of Factories is notified as Authority for certain purposes of the Provisions-

Preparation of Off-site emergency plans

Chief Inspector of factories is Member of Technical Committee.

7.1.4. Labour Department

Implementation of Labour Legislation where, Inspector of Factories is notified as Inspector

7.1.5. Department of Energy, Environment, Science & Technology and AP Pollution Control Board

Site Appraisal- Technical Committee Meetings

7.1.6. Employees State Insurance Department

Exchange of information related to Accidents and occupational Diseases etc.

7.1.7. Department of Industries

Approvals of Plans under Factories Act-clearance of approvals for Small Industries-single window scheme for clearances.

7.1.8.. Department of Law

Pursuance of litigation arising out of implementation of legislation administered by Factories Department and those arising out of staff matters-public interest litigation etc.

7.1.9. Department of Administrative Reforms and Training-

Regarding administrative reforms and also training of personnel of the Factories Department.

7.1.10.National Sample Survey Organization

Collection of Statistics related to size/employment/number of workers, type of industry etc. (information collected through Half Yearly and Annual Reports would be compiled and forwarded as and when required.

Chapter 8

FUTURE PROJECTS

OR

VISION - 2020

8.1. WORKING CONDITIONS

Improving working conditions in factories as envisaged under the provisions of Factories Act-Conducting special surveys in Hazardous Process Industries.

8.2. COMPUTERISATION

Computerisation of the Headquarters Office and Subordinate Offices.

8.3. ACCIDENT DATA BANK

Building up of Accident Data Bank and making it available to Inspecting Officers, Industrial Management and others engaged in safety promotion.

8.4. ERADICATION OF CHILD LABOUR IN FACTORIES

Eradication of Child labour in Factories as envisaged in Factories Act and Vision 2020. Since Child labour rate is high in AP, the problem has been addressed in Vision 2020 through strict enforcement. Proposed Action Plan is by organising circle-wise squad inspections covering the targeted factories every month.

8.5. SAFETY AWARENESS

Increasing safety awareness among industrial workers, Supervisors and Management under Vision 2020 programmes. Apart from implementation of statutory provisions through inspections, safety training programmes have also been thought of. Imparting training to Officers of Department on latest techniques in Factory Inspection and Chemical Factories. Two training programmes are planned every month. Action plan is that the Department would organize the training programmes by actively involving the departmental officers / managements/trade unions and associations of various industrial estates.

8.6. CONSTITUTION OF SAFETY COMMITTEE

Constitution of Safety Committees to promote participative safety management under Vision 2020 programmes.

8.7. OCCUPATIONAL HEALTH CENTRES

Setting and development of Occupational Health Centres as required under Factories Act and also under Vision 2020 Programmes. Setting up of 2 occupational health centres every month in factories carrying hazardous processes is taken as target. To achieve this, special drives would be conducted by departmental officers.

8.8. MEDICAL EXAMINATION OF WORKERS EMPLOYED IN THE FACTORIES

Department plans to organise medical examination of workers employed in the factories in the State with the help of factory medical officers and ESI doctors for ensuring better health of the workers. Target is to medically examine 200 Industrial workers every month. The action plan is to involve departmental officers, factory medical officers, ESI Doctors, trade unions and management.

8.9. WELFARE AMENITIES

Improvement of welfare amenities as provided for in Factories Act and under Vision 2020 Programmes.

8.10. ACCORDING SPECIAL RELIEFS TO SMALL SCALE INDUSTRIES.

8.11. INCREASING TRANSPARENCY IN WORKING OF THE DEPARTMENT.

8.12. PLAN OF ACTION

8.12.1. Special Inspection/drives are taken up to verify working conditions and action is initiated in addition to regular/check inspection. Hazardous Process and dangerous operation factories are given special attention.

8.12.2. INFRASTRUCTURE DEVELOPED FOR SPECIAL SURVEYS

PHYSICAL FACILITIES

Equipment available for occupational safety and health monitoring

- Carbon monoxide detector
- Oxygen Indicator
- Sound level meter
- Illumination meter
- Explosive gas meter
- Air Velo meters
- Combustible gas indicator
- Combustible gas leak detector
- Optical technometer
- Spiro meter
- Audio meter
- Pulmonary function test eqpt.
- Personal Sampler
- Gas liquid Chromatograph
- Air Sampling Pump
- Spectro photo meter
- Humidity indicator
- Spiro meter with accessories
- Thermometer
- Gas Monitors

TRAINING AIDS

- Library
- Industrial Hygiene laboratory
- Audio- Visuals
- Training Class room
- Over Head Projector
- Slide Projector
- Film Projector
- Camera

8.13. SAFETY AND HEALTH ACCIDENT REDUCTION ACTION PLAN (SAHARA)

Guidelines from DGFASLI are being followed covering Total Safety Control System and Full Safety System.

8.14. AT PRESENT THE FOLLOWING INFORMATION HAS BEEN COMPUTERISED.

Personal data of officers.

List of Major Accident Hazardous Factories - A & B categories.

List of Factories having potential of Children employment.

Welfare amenities.

Half Yearly Administration Reports.

Writ petitions filed in A.P. High Court - regarding Licence fee.

It is also proposed to computerise the following:

Circle-wise list of factories, list of Factories employing 100 and more workers.

Periodicals pertaining to

Welfare amenities in all the registered factories

Circle-wise prosecutions launched and list of cases pending in the various Courts

Circle-wise licence fee collection, anticipated revenue and number of licences issued and Reconciliation of revenue receipts circle-wise, etc.

Major Accident Hazard (MAH) information in respect of Major accident hazard factories viz., On-site Emergency Plans. Risk Analysis reports, Survey reports and Safety Committees, etc.

Statistical Data of factories furnished by the managements in their Annual reports.

Accounts, Budget, Pay Bills and Reconciliation of Expenditure Statements Circle-wise etc.

8.15. Special Emphasis drive by forming Inspection Team with labour Department and other District Officials, is conducted, by coordinating with District Collector and action is initiated in cases of Child Employment.

8.16. Increasing Awareness of Safety among Managements/ Supervisors/ Employees

The Factories Department in collaboration with the National Safety Council, Andhra Pradesh Chapter for which Director of Factories is the Honorary Chairman, is organising various tailor made training programmes including Inplant Training Programmes for managerial personnel as well as workers.

Instructions are issued to all Deputy Chief Inspectors of Factories and Inspectors of Factories to organise programmes in their jurisdictions. Programmes are being conducted for the benefit of contract workers also.

8.17. SIMPLIFICATION OF PROCEDURES AND RULES

Rules amended simplifying requirements regarding maintenance of registers, sending notices- and deletion of display of abstracts of Acts and Rules and submission of Half yearly returns.

Further, issue of permanent licence, exemption of prior approval of plans up to 75 HP are considered. Further, for non-hazardous factories employing less than 1000 workers, preparation and submission of Safety Policy is exempted. Compulsory report on quality of drinking water from Health Officer is dispensed with unless there is a doubt about the quality of water.

Ordinary factories would be inspected only once a year and two times in case of Chemical Factories. In case of complaints and special Purposes, the Inspecting Officer has to take prior permission from higher authority.

8.18. TRAINING OF OFFICERS

Officers are deputed to special training programmes at premier institutes such as Central labour Institute, National Institute of Occupational Health, Indian Institute of Technology etc. It is also the endeavour to depute the Officers of the Department to countries like Australia, Netherlands, Germany, USA, UK and Japan to study the Factory Inspection Techniques, Major Accident Hazard Control etc.

8.19. SPECIAL COMMITTEE

Government have constituted a special committee with Principal Secretary to Government, Labour, Employment Training and Factories Department as Chairman, Director of Factories as Member Convenor and 3 members to review working of Factories Department. The Special Committee has already started functioning.

8.20. TRANSPARENCY

Statistics relating to factories, workers, Major Accident Hazard Factories, prosecutions launched, Accidents, Welfare amenities to be provided and actually provided are exhibited at conspicuous place in the Office of Director of Factories.

GLOSSARY OF TERMS USED IN THE REPORT

AF	Amendment Fee
BLF	Balance Licence Fee
DF	Director of Factories
DGFASLI	Directorate General and Factory Advisory Service and Labour Institutes, Mumbai
Dy.CIF	Deputy Chief Inspector of Factories
ESI	Employees State Insurance
IF	Inspector of Factories
ILO	International Labour Organisation
Jt.CIF	Joint Chief Inspector of Factories
Lab-Stt Simla	Department of Labour Statistics, Simla
MAH	Major Accident Hazard
NIC	National Industrial Classification
SAHARA	Safety and Health Accident Reduction Plan
SCN	Show Cause Notice
Sr.IsF	Senior Inspectress of Factories
TF	Transfer Fee
URF	Un Registered Factory
US	Under Scrutiny
VSP	Visakhapatnam
WC Act	Workmen Compensation Act
WD	Want of Documents

GLOSSARY OF TERMS USED IN THE REPORT

AE	Attachment Fee
BLF	Business License Fee
CF	Contract of Factors
CGS&L	Directorate General and Factory Advisory Service and Labor Inspector Museum
Dy. CIE	Deputy Chief Inspector of Factories
ESI	Employee State Insurance
IF	Inspection of Factories
ILC	International Labour Organisation
JICIE	Joint Chief Inspector of Factories
Lab. St. Staff	Staff of Labor Statistics Office
MAH	Major Accident Report
NIC	National Industrial Classification
SAHARA	Safety and Health Accident Reduction Plan
SEN	Show Cause Notice
SJAF	Senior Inspector of Factories
TF	Transfer Fee
URF	Unregistered Factory
US	Unfair Security
VSP	Vishwasgram
WC Act	Workmen Compensation Act
WD	Wage of Document

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

Dr. MCR Human Resource Development Institute of Andhra Pradesh

Road No. 25, Jubilee Hills, Hyderabad-500 033. Phone : 3548487, 3543727 Fax : (040)3548877