

**DR. MCR 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 Functionary Manual.

Sri M.Sudhakar, Ex-Director of Factories has been assigned the job of the preparation of the Functionary 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 Functionary Manual contains Origin of the posts, Job Charts of various functionaries, Organisational Jurisdictions, Enactment of Rules, Critical provisions of enactments, Accountability, Targets for schemes, Programmes, Periodicals and Reports, Interface with public.


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 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 Functionary Manual.

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

Hyderabad  
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**

**FUNCTIONARY  
MANUAL**

**GOVERNMENT OF  
ANDHRA PRADESH**





# INDEX

S.No.	Contents	Page No.
1.	PREAMBLE .....	01
2.	ORIGIN OF THE POSTS .....	02
3.	LISTING OUT FUNCTIONS .....	10
4.	ORGANISATIONAL JURISDICTIONS .....	43
5.	ENACTMENT OF RULES .....	61
6.	CRITICAL PROVISIONS OF ENACTMENTS .....	69
7.	HELP REQUIRED .....	70
8.	ACCOUNTABILITY .....	71
9.	TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC. ....	73
10.	PERIODICALS AND REPORTS .....	74
11.	INTERFACE WITH PUBLIC .....	154



# Chapter 1

## PREAMBLE

In order to train various categories of Employees of State Government, need for development of Standard Manuals with uniformity of training content is contemplated for each department. One of such manuals is Functionary Manual. It is related to a single category of functionary/employee within the department and would indicate the hierarchy/organization, list out duties to be performed by this category of functionary and list the responsibilities vis-a-vis superiors, subordinates, both within and outside the department or the general public.

Articles 39 and 42 of Directive Principles of State Policy under Constitution of India are aimed at improving working conditions in place of work. Factories Act 1948 was enacted to regulate and improve safety and working conditions in factories.

Factories Department is entrusted with responsibility of securing the objectives as envisaged under Factories Act. The Department of Factories is created to enforce the provisions of Factories Act and AP Factories Rules made thereunder.



# Chapter 2

## ORIGIN OF THE POSTS

### 2.1. CREATION OF POSTS

Depending upon the work load and need, posts are created at different levels of Inspector of Factories, Deputy Chief Inspector of Factories and Joint Chief Inspector of Factories. Whenever, there is a need, a proposal for sanction of post of Inspecting Officer with supporting staff is submitted to Government and sanction is obtained. Posts of Inspector of Factories, Deputy Chief Inspector of Factories, Joint Chief Inspector of Factories are created, need based. Chief Inspector of Factories and Joint Chief Inspector of Factories are appointed by Government of Andhra Pradesh. Director of Factories is appointing authority for the posts of Deputy Chief Inspector of Factories, Inspector of Factories, Assistant Inspector of Factories, supporting staff in the levels of Superintendent, Senior Assistant, Steno and Junior Assistant/Typist. The delegation of appointment powers is the same as any Head of Department. Sanctioning authority for all the posts is Government of Andhra Pradesh.

Inspectors of Factories are recruited through A.P. Public Service Commission and also as per the Government Orders from time to time. Deputy Chief Inspector of Factories, Joint Chief Inspector of Factories and Director of Factories posts are filled on promotion from the respective feeder posts.

### 2.2. PURPOSE FOR CREATION OF POSTS

In order to implement provisions of the Act, Chief Inspector of Factories, Inspectors of Factories and additional Inspectors are appointed with supporting staff and infrastructure. In addition, Chief Inspector of Factories and Inspector of Factories are given powers for specific purposes under Payment of Wages Act, Maternity Benefits Act, Environment (Protection) Act and rules made there under.

### 2.3. AUTHORITY OF CREATION OF POSTS

The following are the Government Orders under which respective posts are created. The posts are initially created for one year and each year, depending upon the need, continuation proposal is placed before the Government excepting in respect of permanent posts.

### 2.3.1. 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 HQRS, Hyderabad                      GO Ms.No.303 of LE&TE(LabIV) dept.  
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.558 dated 26-3-1966 of  
Home(Lab III) 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 dt. 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-1  
Vijayawada 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<br>Tenali with staff                   | GO Ms.No.710 of E&SW (Home)<br>Dept dated 10-9-1974  |
| 16. Inspector of Factories<br>Karimnagar with staff               | GO Ms.No.710 of E&SW (Home)<br>Dept dated 10-9-1974  |
| 17. Dy.Chief Inspector of<br>Factories Eluru with staff           | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975  |
| 18. Dy.Chief Inspector of Factories<br>Hyderabad Rural with staff | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975  |
| 19. Inspector of Factories<br>Visakhapatnam I with staff          | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975 - earlier the post was<br>Inspector of Factories |
| 20. Inspector of Factories<br>Rajahmundry with staff              | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975  |
| 21. Inspector of Factories<br>Machilipatnam with staff            | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975  |
| 22. Inspector of Factories<br>Guntur I with staff                 | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975 - earlier the post was<br>Inspector of Factories |
| 23. Dy.Chief Inspector of<br>Factories Ongole I with staff        | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975 - earlier the post was<br>Inspector of Factories |
| 24. Inspector of Factories<br>Nellore with staff                  | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975  |
| 25. Dy.Chief Inspector of<br>Factories Kurnool-I with staff       | GO Ms.No.492 of ES&W (X2) Dept<br>dated 18-6-1975 - earlier the post was<br>Inspector of Factories |
| 26. Inspector of Factories<br>Chittoor with staff                 | GO Ms.No.492 of ES&W(X2) Dept<br>dated 18-6-1975   |
| 27. Inspector of Factories<br>Nalgonda I with staff               | GO Ms.No.492 of ES&W(X2) Dept<br>dated 18-6-1975 - earlier the post<br>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 Mahaboobnagar - 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<br>Vijayawada II        | GO Rt.No.158 of LET&F (Lab II) Dept.<br>dated 11-3-1996       |
| 52. Inspector of Factories<br>Ongole II with staff | GO Ms.No.33 of LET&F (Lab II) Dept.<br>dated 9-8-1996         |
| 53. Dy.Chief Inspector of<br>Factories Nellore     | GO Ms.No.1 of LET&F (Lab II)<br>Dept. dated 1-1-1999.         |
| 54. Asst.Inspector of Factories<br>14 posts        | GO Ms.No.558 of Home (Lab III) Dept.<br>dated 26-3-1966.      |
| 55. Asst.Inspector of Factories<br>6 posts         | GO Ms.No.492 of Emp&Soc.Welfare<br>(X2) Dept dated 18-6-1975. |

## 2.4. CATEGORIES OF POSTS AND NUMBER OF SANCTIONED POSTS

### 2.4.1. HEADQUARTERS

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

### 2.4.2. REGIONAL

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

### 2.4.3. DISTRICT AND BELOW

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

### 2.4.4. 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

#### 2.4.5. 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

#### 2.4.6. PRESENT ORGANISATIONAL STRUCTURE

##### DIRECTOR OF FACTORIES

###### Headquarters Office

Joint Chief Inspector  
of Factories (3)

Dy.Chief Inspector of  
Factories (2)

Sr.Inspectress of  
Factories (1)

Inspector of Factories  
(2)

###### Subordinate Offices

Joint Chief Inspector  
of Factories  
Visakhapatnam

Dy.Chief Inspector  
of Factories (12)

Inspector of Factories  
(40)

Asst.Inspector of Factories (20)



# Chapter 3

## LISTING OUT FUNCTIONS

### 3.1. FUNCTIONS OF THE DEPARTMENT

The Functions of Factories Department include implementation of the following enactment (as amended from time to time) for ensuring safety, health and welfare of industrial workers. Discharging duties assigned to Chief Inspector of Factories and Inspector of Factories, under different legislation like Factories Act, Manufacture, storage and Import of Hazardous chemicals Rules, Chemical Accidents Rules, Payment of Wages Act, 1936, Maternity Benefit Act is also another function. Different functions are detailed below:

#### 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.

### 3.2. FUNCTIONS OF EACH FUNCTIONARY

#### 3.2.1. FUNCTIONS OF 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. The Factories Act
2. The Payment of Wages Act (in respect of the Factories)
3. Maternity Benefit Act (in respect of the Factories)
4. Manufacture, Storage and Import of Hazardous Chemicals Rules, (in respect of the Factories)
5. Chemical Accidents (Emergency Planning, Preparedness and Response) Rules, (in respect of the Factories)

The Director of Factories in addition to ensuring overall supervision over work of all the officers both at Regional level and District level in the Department reviews monthly diaries of all the officers at Regional level and also re-reviews the diaries of Inspectors of Factories and communicates the observations from time to time for compliance.

In addition, the Director of Factories also reviews the periodicals monthly/ quarterly/ Half yearly, relating to accidents, prosecutions, collection of licence fee, issue of licences, approval of plans, plans scrutiny fee, office inspections, Establishment/ Administration matters, welfare amenities, Administration reports, reconciliation of receipts and expenditure etc. and communicates observations to the concerned officers, for necessary action. Also office of the subordinate offices are inspected by Senior Officers from Directorate.

Three Joint Chief Inspectors of Factories, two Deputy Chief Inspectors of Factories and two Inspectors of Factories who are at the Directorate would be attending to the duties as per the work distribution order issued from time to time by the Director of Factories.

### **3.2.2. JOINT CHIEF INSPECTOR OF FACTORIES VISAKHAPATNAM**

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' and 'C' 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 having upto 500 HP excepting chemical, MAH 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 in addition to any other responsibility assigned to him by Director of Factories, AP. from time to time by ensuring implementation of the provisions enshrined under and the Acts & Rules listed above, which the Department is implementing . The Jt.CIF, VSP shall inspect all MAH A&B factories twice in a year, should organise special drives, safety training programmes and ensure organising of mock drills by MAH factories, should inspect all offices of IFS atleast once in a year.

### **3.2.3. 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' & 'C' and all other major factories, Reviews diaries of the Inspectors of Factories in their regions and also inspect non-power factories employing more than 250 workers, approve plans of factories utilizing up to 100 H.P. excepting chemical factories, enquire into fatal/serious accidents, and complaints. Sanctions prosecutions, warnings in respect of certain items. The DYCIFs shall inspect all MAH A&B categories of Factories twice in a year, should organise special drives in accident prone industries, safety training programmes and ensure organising of mock drills by Major Accident Hazard factories, should inspect all offices of IFS at least once in a year.

Deputy Chief Inspector of Factories ensures safety, health and welfare of workers employed in Factories in addition to duties assigned by Director of Factories, from time to time by ensuring implementation of the provisions enshrined under the Acts & Rules listed above, which the Department is implementing.

### **3.2.4. SENIOR INSPECTRESS OF FACTORIES**

Assists Director of Factories in implementation of Welfare provisions relating to women employment in addition to any other responsibility assigned by Director of Factories, from time to time.

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

### **3.2.5. INSPECTOR OF FACTORIES**

There are 40 posts of Inspectors of Factories at the field level. The Inspectors of Factories approve plans in respect of specific categories of factories having H.P. up to 20, issue licences to factories excepting those of Chemical, Major Accident Hazard factories, Assist the concerned Deputy Chief Inspectors 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, in addition to any other responsibility assigned by Director of Factories from time to time by ensuring implementation of the provisions under the Acts and Rules listed above, which the Department is implementing.

### **3.2.6. 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)

In addition to any other responsibility assigned to him by Director of Factories from time to time.

### **3.2.7. Superintendent**

Assisting Director of Factories in the Functions of Directorate of Factories in the section concerned, such as administration, Act Implementation, Finance, Plans Approval, Prosecutions, Stationery, Statistics etc., Maintenance of Distribution Registers in the section, Maintaining correspondence as per DOM, etc., control of persons in his/her section.

### **3.2.8. Dy. Statistical Officer**

Collection of data from subordinate officers, compilation of information for Bureau of Labour Statistics, DGFASLI etc., updating the information and assisting Director of Factories.

### **3.2.9. Draftsman & Asst. Draftsman**

Scrutiny of Plans, Assisting the Officers in the approval of plans in Headquarters office.

### **3.2.10. Sr.Assistant /Jr.Assistant**

Assisting Directorate Functions by notes preparation, review maintaining correspondence, files, issue of remedies on subjects in respective sections.



**3.2.11. Sr. Steno/Jr. Steno**

Assist Directorate officers in taking dictations, typing, notes preparation and function as per DOM., up keep of typewriter.

**3.2.12. Lab Assistant Sr. Grade/ Jr. Grade**

Work related to industrial hygiene laboratory, Sampling, Keeping track of Samples, getting them analysed, custody and up keep of equipment and replenishment of consumables.

**3.2.13. Typists**

Preparation of draft letters, typing and final letter preparation, up keep of Typewriter-as per DOM.

**3.2.14. Shroff**

Presentation of bills, keeping track of tokens, unpaid bills, attending to drawing of cash, etc., assisting drawing and disbursement-officer.

**3.2.15. Lab Attendant**

Assisting in Industrial Hygiene Laboratory and related work, cleaning of equipment, housekeeping.

**3.2.16. Drivers**

Car/Van driving, routine check up of vehicle, cleaning of car and related work.

**3.2.17. Record Assistant**

Receiving and issue of records from different sections in the headquarters office, segregation, tagging, bundling, locating as per subject/year/disposal criteria for easy access and maintaining records, preparation of disposal list, periodical disposal with approval, housekeeping/ safety of records.

**3.2.18. Attender**

Assisting sections staff, officers in office, routing file transfers, housekeeping etc.

**3.2.19. Watchman**

Security of office premises equipment/furniture/record during day, night and on public or other holidays.



## **FUNCTIONS OF STAFF AT REGIONAL/DISTRICT/UNIT LEVEL**

### **3.2.20. Sr. Assistant in Regional/District/Unit Level**

Assisting Inspecting Officer's Function by notes preparation, review, maintaining correspondence, files, issue of reminders on subjects in respective seats. Control of Jr. Asst., typist, attenders/watchman in the office and functions as per DOM.

### **3.2.21. Typist**

Preparation of draft letters, typing and final letter preparation, up keep of typewriter and the functions assigned as per DOM.

### **3.2.22. Jr. Assistant**

Assisting Inspecting Officer's Functions by notes preparation, review, maintaining correspondence, files, issue of reminders on subjects in respective sections and the functions as per DOM.

### **3.2.23. Attenders**

Assisting sections staff, officers in office, routing file transfers, housekeeping etc.

## **3.3. DUTIES AND RESPONSIBILITIES OF INSPECTING OFFICERS**

### **3.3.1. INSPECTIONS**

If any plant/equipment warrants issue of prohibitory orders, they can issue the prohibitory orders in writing separately without clubbing with the Inspection orders issued along with show cause notice. The Subordinate officers are however cautioned to issue prohibitory orders judiciously and not in every case.

It shall be ensured that the workers in all the chemical factories are provided with required personal protective equipment and their use shall be insisted.

It should also be realised by every one concerned that there cannot be compromise on the particular requirement of work practice. at the work place. at all times for securing safety in Chemical industries.

The following should be the priority for inspections:

Scheduled industries.

Factories from which revenue is due.

Factories not inspected in the previous years.

Factories in which compliance is poor.

Factories of which plans were returned unapproved.

Jt. Chief Inspector of Factories, Visakhapatnam and Dy. Chief Inspectors of Factories shall prepare the list of factories allotted to them for inspection, but left uninspected either individually or jointly during the previous year and send the list of uninspected factories to the concerned Inspector of Factories for inspection under intimation to this office.

Inspectors of Factories shall prepare the list of factories allotted to them, but left uninspected either individually or jointly during the previous year and shall send the list of uninspected factories to the concerned Asst. Inspector of Factories if the post of Asst. Inspector of Factories exists there, for inspection, under intimation to this office.

As per the instructions in vogue, wherever required the factories shall be jointly inspected by the Dy. Chief Inspectors of Factories and Inspectors of Factories. Under exigencies, if Dy. Chief Inspector of Factories inspects a factory alone, he shall mark a copy of the Inspection order to the concerned Inspector of Factories.

Statutory Inspections will be carried out only once in a year as per a schedule of inspections to be fixed and announced in advance by the inspecting department. Inspection, other than such annual statutory inspections will be permitted only in the case of written, signed and verifiable complaints of violation of any rule and regulation by a unit. Such inspections will have to be authorized by an officer not below the rank of Deputy Chief Inspector of Factories. If the entrepreneur/manager refuses to accept a copy of the inspection report, the inspection report shall be sent by the inspecting officer by registered post to the entrepreneur.

Surprise inspections will be permitted only by an officer not below the rank of Deputy Chief Inspector /Joint Chief Inspector in case there is sufficient reason to believe that the unit has violated any rule or regulation and the reasons are recorded in writing by such authorising agencies.

In exceptional cases surprise inspections may be carried out by the officer not below the rank of Inspector of Factories without the prior approval of the Head of the Department or the Regional Officer. However the inspecting officer shall, within two days of conducting the inspection, send a report to the Head of the Department or the Regional office as to the reasons for

conducting the inspection, the reason why prior permission could not be taken and the findings of the inspection.

The Heads of Departments will monitor the conduct of the surprise inspections by the departmental staff and shall ensure that there is no harassment.

The factories excepting Chemical, Hazardous and Major factories, should be inspected only once in a year by the Departmental officer. However, whenever there is an accident in a factory or complaint against a factory that particular factory can be visited for the specific purpose. A-category Major Accident Hazard factories shall be inspected twice in a year.

### **3.3.2. REGULATED INSPECTIONS**

For factories employing 9 workers and running without valid licence - Asst. Inspector of Factories

For factories employing more than 9 workers and upto 50 workers - Inspector of Factories

For factories employing more than 50 workers and Hazardous Process factories - Joint Inspection by Dy. CIF & I.F.

The inspections to the factories by the Officers as stated above shall be done once in every calendar year excepting in the case of A&B categories Major Accident Hazard Factories. Second and subsequent inspections of any factory can be done only with the previous permission from immediate superior authority in case of complaints etc.

### **3.3.3. SMALL SCALE INDUSTRIES INSPECTIONS**

The Jt. Chief Inspector of Factories, Visakhapatnam Dy. Chief Inspectors of Factories are instructed to call their Inspectors of Factories to their respective Offices and chalk out the schedule of inspection of SSI units for the year and send a copy of the same to the Director of Factories within 15 days to enable the undersigned to monitor their schedule of programme of inspections in respect of SSI units.

In case of surprise inspections to be carried on, the concerned subordinate officer should obtain the prior permission of his immediate concerned supervising officer and carry on the surprise inspections.

Sub-ordinate Officers are not to inspect the SSI units till the inspection schedule is drawn and submitted to Director of Factories. Further the Jt. Chief Inspector of Factories, Visakhapatnam & Dy. Chief Inspectors of Factories should not inspect the SSI factories alone.

### 3.3.4. SPECIAL DRIVES

To impress upon the management to implement provisions of Factories Act in respect of setting up of creche at work places and adequate facilities like rest rooms and toilets with particular reference to women and girl children.

Bestow personal attention in getting compliance of above welfare amenities on top priority and send special reports on the subjects.

To detect children employment, Joint Chief Inspector of Factories, Visakhapatnam and Deputy Chief Inspectors of Factories are to organise squads consisting of Inspectors of Factories, Additional Inspectors of Factories (Non-Tech) and the Asst. Inspector of Factories of the neighbouring circles and make surprise inspections of few factories in a day in respect of Lime Kiln Industry, Cashew processing industry and slate manufacturing Industry, Tile Manufacturing Industry, Agarbathi manufacture, Biscuit making, Yarn/cloth dyeing and printing factories, sea food factories. Cotton Ginning and Processing industries, spinning mills, seed processing units and other factories where there is likelihood of children employment. Such surprise inspections to other factories in that area are to be after a gap of 2 to 3 days. These surprise inspections should be repeated to all such factories in a period of one month. During the gap period of 2 to 3 days inspections are to be conducted in other circles of his jurisdiction. While making inspection one of the team members to see that no child employee is driven out. Inspector of Factories/Asst. Inspector of Factories of the area concerned should prepare the main inspection report and statement of Occupier/ Manager may also be obtained confirming the employment of children. While issuing notices and launching prosecutions for employment of children, relevant penal provisions of Child Labour (Prohibition and Regulation) Act 1986 Sections 14 and section 15 shall be quoted along with Section 67 of Factories Act. Detailed report on special drive is to be furnished. Further if any other type of industry other than mentioned here, where there is likelihood of children employment and furnish particulars after taking necessary action.

Joint Chief Inspector of Factories, Visakhapatnam, Deputy Chief Inspector of Factories and Inspectors of Factories are to conduct a survey of Hazardous and non-hazardous factories employing child labour in consultation with District Collectors connected and furnish information.

All Inspecting Officers are to co-operate and associate themselves with Labour Department, Revenue and other Departments Officials for detection of child labour in factories.



All Inspecting officers are to evince personal interest in fulfilling the commitment made by Government in eradication of children employment, by verifying employment of children during regular inspections and also if needed, by organising squad inspections in respect of children employment prone industries and take necessary action. It is clarified that the processes listed in Schedule I under Section 2 c(b) of Factories and also the factories carrying on dangerous operations enlisted under Rule 95 framed under Section 87 of the Factories Act shall be treated as Hazardous factories. In addition to the above, slate industries shall also be treated as factories carrying on hazardous processes. The information is to be appended to monthly diary.

Under Vision 2020, the Department targeted “Eradication of Children Employment in Factories” by 2002.

### **3.3.5. MAH FACTORIES**

Joint Chief Inspectors of Factories/Deputy Chief Inspectors of Factories, Inspector of Factories are to witness the mock drills to be conducted by MAH A category factories in their respective jurisdictions by attending same and communicate the observations, suggestions, remarks, recommendations to respective management of MAH A category factories for improving onsite emergency plans while marking a copy of the same to Head Office for information.

### **3.3.6. OFF-SITE EMERGENCY PLANNING INITIATIVE**

In respect of Factories which are likely to have an off-site emergency potential, Collector of the concerned District is designated as District Emergency Authority. As per Chemical Accidents Emergency Planning and Preparedness Rules under Environment (Protection) Act, State Crisis Group, District Crisis Group and Local Crisis Group are to function and co-ordinate the preparation of the Offsite-Emergency Plans. Inspector of Factories, Deputy chief Inspector of Factories and Joint Chief Inspector of Factories, Visakapatnam are designated as Member-Secretaries depending Upon their jurisdictions covering part of the district or entire district or the region. The following are such area assignments:



<b>District</b>	<b>Type of Crisis Group Location</b>	<b>Member Secretary</b>
<b>Adilabad</b>	<b>Local Crisis Group</b>	<b>Inspector of Factories Adilabad</b>
	<b>District Crisis Group</b>	<b>-do-</b>
<b>Chittoor</b>	<b>District Crisis Group</b>	<b>Inspector of Factories Chittoor</b>
	<b>Local Crisis Group</b>	<b>-do-</b>
<b>Cuddapah</b>	<b>District Crisis Group</b>	<b>Dy.Chief Inspector of Factories, Cuddapah</b>
<b>East Godavari</b>	<b>District Crisis Group</b>	<b>Dy.Chief Inspector of Factories, Kakinada</b>
	<b>Local Crisis Group</b>	<b>Inspector of Factories Rajahmundry</b>
		<b>Inspector of Factories Kakinada I</b>
		<b>Inspector of Factories Kakinada II</b>
<b>Guntur</b>	<b>District Crisis Group</b>	<b>Dy. Chief Inspector of Factories, Guntur</b>
	<b>Local Crisis Group</b>	<b>Inspector of Factories Guntur</b>
<b>Hyderabad</b>	<b>District Crisis Group</b>	<b>Dy.Chief Inspector of Factories, Twin Cities</b>
	<b>Local Crisis Group</b>	<b>Inspector of Factories Hyderabad I</b>
		<b>Inspector of Factories Rangareddy I</b>
<b>Karimnagar</b>	<b>District Crisis Group</b>	<b>Inspector of Factories Karimnagar</b>
	<b>Local Crisis Group</b>	<b>-do-</b>
<b>Khammam</b>	<b>District Crisis Group</b>	<b>Inspector of Factories Khammam</b>
	<b>Local Crisis Group</b>	<b>-do-</b>

Krishna	District Crisis Group	Dy.Chief Inspector of Factories, Vijayawada
	Local Crisis Group	Inspector of Factories Vijayawada I Inspector of Factories Vijayawada II
Kurnool	District Crisis Group	Dy.Chief Inspector of Factories, Kurnool
	Local Crisis Group	Inspector of Factories Kurnool I Inspector of Factories Kurnool II
Mahabubnagar	District Crisis Group	Inspector of Factories Mahabubnagar
	Local Crisis Group	Inspector of Factories Mahabubnagar
Medak	District Crisis Group	Dy.Chief Inspector of Factories (Rural)
Medak	Local Crisis Group	Inspector of Factories Sangareddy I
	Local Crisis Group	Inspector of Factories Sangareddy II
Nalgonda	District Crisis Group	Dy.Chief Inspector of Factories, Nalgonda
	Local Crisis Group	Inspector of Factories Nalgonda I
	Local Crisis Group	Inspector of Factories Nalgonda II
Rangareddy	Local Crisis Group	Inspector of Factories Rangareddy II
	Local Crisis Group	Inspector of Factories Rangareddy III
	Local Crisis Group	Inspector of Factories Jeedimetla

Srikakulam	District Crisis Group	Inspector of Factories Srikakulam
	Local Crisis Group	Inspector of Factories Srikakulam
Visakhapatnam	District Crisis Group	Joint Chief Inspector of Factories, Visakhapatnam
	Local Crisis Group	Inspector of Factories Visakhapatnam I
		Inspector of Factories Visakhapatnam II
Warangal	District Crisis Group	Dy.Chief Inspector of Factories, Warangal
	Local Crisis Group	Inspector of Factories Warangal
West Godavari	District Crisis Group	Dy.Chief Inspector of Factories, Eluru
	Local Crisis Group	Inspector of Factories Eluru
		Inspector of Factories Bhimavaram

### 3.3.7. PLANS

Government have fixed only 7 days for clearances although, the statutory limit is 30 days and procedures for giving an opportunity for the applicant for approval/rejection of plans proposals and communicate the orders. It is therefore, essential to avoid receiving any plans for approval in their offices when the Competent authority is some other officer. Specific cases if necessary will be referred to the Subordinate Officers.

Subordinate officers are to offer necessary guidance to the occupiers in submitting the plans direct to the Competent Authorities. They should also dispose of these time bound cases within the stipulated time whenever plans are submitted for approval in their own offices without keeping the files pending.

Clearances of plans are to be given within 7 days and these instructions are to be strictly followed without fail.

All subordinate officers including officers in head office are to ensure that all new MAH 'A' category factories submit notification of site containing the particulars specified in Schedule 7 under Rule 7 of Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 at least 3 months before commencing the Industrial activity which shall be made a pre-requisite for approving the plans of MAH 'A' category factories.

### 3.3.8. APPROVAL OF PLANS

- A) In respect of Factories with installed power of 75 or more than 75 HP and all the factories carrying hazardous process;
- a) plans in order to be approved within 7 days from the date of receipt.
  - b) For imposing conditions/rejecting the plans
    1. Discuss with the applicant/his representative
    2. Preferably take written undertaking from the applicant regarding conditions/discussions
    3. To communicate in writing the approval of plans with conditions/rejection 7 days from the date of hearing the applicant.

In either case spell the reasons for rejection of the plan

- B) For non hazardous factories with installed power of more than 30 HP and below 75 HP

Approval of plans is not required in this case. However, the occupier/owner has to submit the plans before commencement of manufacturing process.

- a) If plans are in accordance with the standards: while acknowledging the receipt of plans, shall communicate that the plans are taken on records within 7 days.
- b) If the plans are not in accordance with the standards
  1. To give the opportunity to the applicant to meet the officer to discuss with regard to the modification to be done.
  2. To communicate in writing to submit the modified plans 7 days from the date of hearing.
  3. If the modified plans so submitted are in accordance with the discussions, take the plans on record, while acknowledging the receipt 7 days from the date of receipt of modified plan.
  4. If the modified plans are not in accordance with the discussions repeat step B.

5. If modified plans are not submitted as per discussions then communicate the same to the applicant and close the file 1 month from step 2.

For the non-hazardous factories with installed power upto 30 H.P. no approval is required.

In respect of the plans approved earlier, plan deviations shall be communicated under the respective provisions of Act and Rules constituting the said deviation but not under Section 6 and rules framed thereunder.

If the plans approved earlier are already verified and deviations communicated, issue revised orders during next inspection under the respective provisions of Act and Rules constituting the said deviation but not under section 6 and rules framed thereunder.

For Non-hazardous factories with installed power more than 30 H.P. and below 75 HP.

In respect of the plans approved earlier, plan deviations shall be communicated as deviations from the submitted plans but not as a deviation from the approved plans.

If the plans approved earlier are already verified and deviations communicated, issue revised orders during next inspection as deviations from the submitted plans but not as a deviation from the approved plans.

#### **3.3.8.1. 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.

#### **3.3.8.2. JOINT CHIEF INSPECTOR 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 as detailed in the work distribution order issued by the Director of Factories from time to time.

#### **3.3.8.3. 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 as specified, certain categories of plans on behalf of the Director of Factories.



### 3.3.8.4. INSPECTOR OF FACTORIES

Inspectors of Factories are permitted to sanction prior approval of factory plans as per laid down criteria.

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.

### 3.3.9. LICENCE FEE

Anticipation of Annual Licence fee shall be completed before 31st October of preceding year. The anticipation of annual fee shall be done for one year only. The annual fee shall not be anticipated from the closed/Not working factories.

In case, any Management pays annual fee for a block period of 3 years, the fact of receipt of the annual fee for the additional two years shall be reflected in the anticipation register against the particular factory with red colour. Anticipation of annual fee shall not be done for these factories until the block period for which payment is already done is completed.

In view of introduction of simple interest at the rate of 2% per month on the annual fee due for those factories, where the annual fee is remitted after the due date (i.e., 31st December), the procedure of adding 25% surcharge to the anticipation amount shall be dispensed with.

In view of new licensing system, the proforma of periodical 67 is revised.

Circulars with regard to payment of annual fee and submission of challan to the effect shall be sent to management by 30th November of preceding year.

The Form 2 shall be preserved R.No. wise.

In view of amendment of Form No.2, with changed procedure of licensing, the Inspectors of Factories are advised to grant new licences on permanent basis in revised Form 4 on receipt of revised Form No.2 along with original challan towards the annual fee for year, 2000. Revised Form No.4 would be supplied to Subordinate Officers from the Directorate. The submission of the Form No.2 and the licence shall not be insisted upon for subsequent years. If any licence book issued earlier is submitted now, the same may be returned to management for their record along with new licence to be issued now.

### 3.3.10. PROPOSALS ON SHOW CAUSE NOTICE(S)

The following proposals shall be submitted to the Directorate:

Proposals on show cause notices issued on all inspections of factories by Joint Chief Inspector of Factories, VSP & Dy. Chief Inspectors of Factories whether directly or jointly with Inspectors of Factories and for factories allotted for regular inspection of Joint Chief Inspector of Factories. VSP/Dy. Chief Inspectors of Factories.

Proposals on show cause notices issued on noticing deviations from approved plans in respect of factories for which powers for approval of plans are not delegated to Joint Chief Inspector of Factories/Dy. Chief Inspectors of Factories.

Proposals relating to fatal/serious accidents, children employment, overtime working, Proposals on show cause notices issued to any factory related to welfare provisions such as Rest Shed, Ambulance Room, Canteen, Welfare Officer, Safety Officer, Occupational Health Centre etc. is applicable.

Proposals on show cause notices to factories to which any schedule under Rule 95 are applicable.

All cases wherever, the Deputy Chief Inspectors of Factories differ fully or partly from the proposals of the Inspectors of Factories.

The action on Show Cause Notice should be dealt separately so that the follow up action on the prohibitory orders could be dealt separately. Prohibitory orders shall be revoked as per the orders of Director of Factories based on the extent of compliance reported to Directorate.

Show cause notices should be issued invariably when the following violations of the provisions of the Factories Act and the A.P. Factories Rules are noticed at the time of their inspection.

Non payment of licence fee.

Children employment

Plan deviations

Overtime work without the exemption from Government/Director of Factories.

Non compliance of provision of toilets, creche, lunch rooms, canteens, ambulance rooms, Welfare Officer/Safety Officer.

Poor Safety standards.

Non-compliance of provisions under Chapter IV A.

The Subordinate Officers are allowed 60 days time from the date of inspection to send their further proposals on the show cause notices. The Subordinate officers should, after receipt of compliance report from the management, inspect the factory again verify compliance and then only they should submit their proposals.

Until the Director of Factories issues revised orders, the original prosecution sanction orders hold good and accordingly, they are instructed to file the Charge sheet in the court.

Gazette notification in the courts in respect of contested cases filed against management of Section 85(i) Factories Act are to be enclosed.

Proposals shall be submitted in full shape, within 60 days from the date of inspection.

The Subordinate Officers should send copies of the Inspection Orders and reply, if any, in duplicate along with the proposals.

When a joint Inspection/enquiry is made by the Joint Chief Inspector of Factories/Dy. Chief Inspectors of Factories along with the Inspectors of Factories the show cause notice and I.O's should be issued by the Senior Officer and prosecution proposals should invariably be sent by the Joint Chief Inspector of Factories, Visakhpantam/Dy. Chief Inspector of Factories.

In case of enquiry into fatal/serious accident, in the prosecution proposal the date of receipt of messages/Telegram/letter Accident report intimating the accident should be considered as date of inspection.

Remarks on the reply to the show cause notice should be clear and specific. Merely stating as "Not Satisfactory" or "Satisfactory" is of no avail in assessing the compliance. In case action is proposed for others, leaving important items relating to Safety, Health, Welfare/specific remarks shall be offered for not proposing action for the said items.

While issuing Inspection Orders and also framing charges, the sub-section and sub-rules if any, should be quoted.

In cases of fatal/serious accidents Inspection Orders/charges should be specific, pointing out the contravention. The Subordinate Officers should not include details, which would be to the advantage of the defence, during trial of the cases.

The Inspectors of Factories should give priority if the case is acquitted, and ensure that application is made for certified copy of the judgement in the courts immediately after the acquittal and follow up the matter. After obtaining certified copy of the judgment, the same along with 2 neatly typed copies should be sent to Directorate forth with along with their detailed remarks.

In case the acquittal relates to prosecution filed by his predecessors, while sending the copies to the Head Office, the Inspectors of Factories should also send simultaneously, a neatly typed copy of the judgement along with relevant documents to the particular Inspectors/Deputy Chief Inspectors of Factories or both in case of Joint Inspection, with a request to offer his/their remarks directly to Head Office.

Inspector of Factories/Dy Chief Inspector of Factories/Jt. Chief Inspector of Factories, should submit their detailed parawise remarks to the Directorate within 7 days from the date of receipt of the judgment copy. The remarks should cover all the aspects discussed in the judgments.

If the acquittal relate to the prosecutions filed by the Inspectors of Factories with the sanction from the concerned Dy. Chief Inspector of Factories / Joint Chief Inspector of Factories, VSP the Inspectors of Factories should also send copies of the Inspection Orders and sanction orders along with judgment copies.

Other proposals shall be submitted in full shape, within 60 days from the date of inspection after verification of compliance. If after receiving prosecution sanction orders from the Director of Factories, the officer feels that a lenient view can be taken against the management in view of the subsequent compliance, he should inform the same to the Director of Factories, and obtain the latter's prior permission before the last date for filing the charge sheet.

Further in cases, where warning proposals are sent after the receipt of prosecution sanction order from the Director of Factories, until the Director of Factories issues revised orders the original prosecution sanction orders hold good and accordingly they are instructed to file the charge sheet in the court.

If after receiving prosecution sanction orders from the Director of Factories, the officer feels that a lenient view can be taken against the management in view of the subsequent compliance, he should inform the same to the Director of Factories, and obtain the latter's prior permission before the last date for filing the charge sheet.

If no sanction orders are received from the Director of Factories, on the Prosecution Proposal submitted, the Subordinate Officers are instructed to file the charge sheets in anticipation as per the Prosecution Proposal, during the last week, before the last date and seek ratification.



### 3.3.11. ENQUIRY INTO COMPLAINTS

All the Subordinate Officers should understand the importance and see that personal attention is paid in disposing the complaints and give top priority in furnishing the correct information in respect of CM's Peshi References and duly marking as Top Priority.

### 3.3.12. ACCIDENTS

The findings of the Investigation should be made available to all Industrial concerns, the main purpose of the investigation being to aid industry to avoid such mistakes.

Further the Inspectors should also ensure from the concerned management that the injured are provided the best medical aid till they recover and also that they are suitably rehabilitated if there is any disability. In case of fatality, the management should be persuaded to help the dependants of the workers by providing suitable job or offer educational facilities to the children besides the statutory compensation or E.S.I. benefits due under the statutes.

The Files should not be closed until the details from the Management regarding the ex-gratia paid, ameliorative measures and other facilities provided are received. The above said details and result of action taken should be intimated to this office.

The accident enquiry reports need not be marked to the respective Workmen Compensation Commissioner.

It is desirable that the particulars of accidents enquired such as, name of the worker, date of accident, extent of injury (if can be ascertained) could be furnished to Workmen Compensation Commissioner in respect of serious and fatal accidents.

The purpose of sending the above information is only to bring to the knowledge of Workmen Compensation Commissioner for any possible course of action from his side in mitigating hardships to the affected or the dependants. However, in the instances where the Workmen Compensation Commissioner makes a statutory requisition, the inspecting officers can furnish the required information to meet requirements of the statutory proceedings of Workmen Compensation Commissioner.

The Dy. Chief Inspectors of Factories of each region and Jt. Chief Inspector of Factories, Visakhapatnam will study the accidents that are occurring in their regions. He will assess the potential dangers and identify the factories where accidents are on the increase and which factories can have independent in-plant training programme. He will also identify other small



factories which cannot afford to have separate training programmes nor Would be in a position to spare workers at a stretch for training programme.

Officers, who have investigated serious accidents, shall obtain the statements of the injured persons either at the time of investigation or later. In the past, a few cases launched against the management following serious accidents in their factories, have ended in acquittal by the Courts as the Investigating Officers did not obtain the statement of the injured workers.

Statement of the injured can be taken as corroborative evidence in our cases after the injured testified before the Court of having given a statement at the time of enquiry. All the Subordinate Officers are instructed to invariably obtain the statement of the injured worker in case of serious accidents.

They should thoroughly investigate into the Fatal and serious accidents and should send a detailed and correct investigation report to Head Office. When the fatal accident is enquired jointly by Jt. Chief Inspector of Factories / Dy. Chief Inspector of Factories and Inspector of Factories the senior officer should prepare the Investigation report and the report should be sent by him to Head Office.

Sending of further proposals on Show Cause Notices in connection with fatal/serious accidents are re-iterated, to the extent that further proposals on the subject matter are ought to be sent to Director of Factories only.

The Inspector of Factories on receipt of information about Serious /Fatal accident shall immediately rush to the factory after intimating the same to Dy. Chief Inspectors of Factories/ Jt. Chief Inspector of Factories office over phone if the Dy. Chief Inspectors of Factories/ Jt. Chief Inspectors of Factories is at different Head Quarter. He shall make preliminary enquiry and wait for the arrival of his Dy. Chief Inspectors of Factories/ Jt. Chief Inspectors of Factories for conducting the enquiry and inspection.

The staff of the Dy. Chief Inspectors of Factories/Jt. Chief Inspector of Factories shall contact the Dy. Chief Inspector of Factories/Jt. Chief Inspector of Factories if he happens to be away on camp and inform him about the accident. The Dy. Chief Inspectors of Factories/ Jt. Chief Inspector of Factories shall cut short his tour and shall join his Inspector of Factories at the factory.

They shall jointly inspect and conduct the investigation. The enquiry report should be prepared jointly by the two officers. The Inspection Order should also be drafted by them and the Inspection Order along with Show Cause Notice should be issued by Joint Chief Inspector of Factories, Visakhapatam or Dy. Chief Inspectors of Factories concerned only.

The Dy. Chief Inspectors of Factories/ Jt. Chief Inspectors of Factories is therefore instructed to mark the Tour Programmes to his sub-ordinate officers for information and the officer is instructed to stick to the Tour Programme.

The Dy. Chief Inspector of Factories/ Jt. Chief Inspector of Factories Visakhapatnam should keep his office informed about his movements so that the office can contact him and inform about the message received from circle offices so as to enable him to cut short his tour and reach the accident spot at the shortest time possible.

The Joint Chief Inspector of Factories, Visakhapatnam and all the Dy. Chief Inspectors of Factories are requested to educate all the Management in their respective jurisdiction regarding the utmost importance of communicating information by telephone/ special messenger/or telegram to the authorities under section 88 Rule 96 of the Andhra Pradesh Factories Act and rules made there under at the time of inspection and sending a circular to that extent.

They are also advised to meet the divisional Fire Officer in the Districts and make similar request for passing on the information about fire occurrences in their area as and when they receive the fire emergency calls from factories.

Officers on their part also shall be vigilant and send the information immediately to the Directorate so that the Government could be informed about the occurrences before it is published in the press.

The enquiry report shall invariably contain all the relevant details spelt out in the circular memo issued in January, 2000.

### **3.3.13. DIARY**

All Subordinate Officers are to be prompt in submission of diaries on or before 10th of succeeding month.

They should include the following:

Compliance on the previous Inspection Orders

Major Contravention noticed

Details relating to MAH inspections, copy of Pdl 67, Plans verifications, children employment drives etc shall be enclosed to the diary.

A list of factories to which S.C.Ns are issued with the date of despatch should be attached to the diary as an enclosure.

The Deputy Chief Inspectors of Factories while reviewing the diaries of the Inspectors of Factories should comment on the above items. The review shall be exhaustive, purposeful and objective.

The list of factories un-inspected during the year shall be invariably enclosed to the diary for the month of December every year.

### **3.3.14. TOUR PROGRAMMES**

Factories should be inspected jointly by the Sr. Inspectress of Factories with the concerned Inspector of Factories for verification of compliance of provisions under Creche. She should plan inspection work in a circle in consultation with Inspector of Factories of area. The Inspector of Factories should issue Inspections Orders and if necessary Show cause Notice from his office on the joint inspection. The proposal on the Show Cause Notices issued on the joint inspections should be sent by the respective Inspector of Factories, to the Head Office. The remarks of the Sr. Inspectress of Factories if necessary can be obtained by the Inspector of Factories. The Sr. Inspectress of Factories should obtain tour programme approved by the Director of Factories during the month and send a copy of the to programme to the Inspector of Factories.

All the Subordinate Officers should note down the dates of previous visits to the places mentioned in their tour programmes.

All the Inspectors of Factories are informed that they should submit their tour programme in duplicate to the Deputy Chief Inspector of Factories under copy to the Director of Factories, A.P. Hyderabad, And they are instructed, not to go on tours unless their Tour Programme is approved by the concerned Deputy Chief Inspector of Factories. The Deputy Chief Inspector of Factories should communicate the approval before 30th of the preceding month.

The Joint Chief Inspector of Factories, Visakhapatnam / Dy. Chief Inspector of factories in the field are requested to send their monthly tentative tour programmes in duplicate to Director of Factories, by 20th of preceding month for approval and they should not go on tours unless their tour programme is approved.

Further, they are instructed not to go on tour unless their Tentative Tour Programme is approved by Director of Factories/ Joint Chief Inspector of Factories, Visakhapatnam concerned Dy. Chief Inspector of Factories and they should stick to the approved tour programme excepting under extraordinary circumstances like Court Duty, Accident Investigation etc.

### 3.3.15. SAFETY TRAINING PROGRAMMES

The Dy. Chief Inspectors of Factories would draw a calendar of programme for his region so that at least one safety training programme could be organised every month in his jurisdiction. This could be an inplant training programme or a common programme for a particular category of industry drafting 2 to 3 workmen from each smaller factories.

The Dy. Chief Inspectors of Factories, Inspectors of Factories, Safety Officers and Safety professionals of the region shall together organise these programmes. The Divisional Fire Officer and District Medical & Health Officers may be contacted and their services can be requested to handle subjects on fire and first aid respectively as faculty. Wherever possible the National Safety Council, A.P. Chapter and Loss Prevention Association of India Limited can also be requested to join in conduct of these programmes. The Dy. Chief Inspector of Factories will be course co-ordinator.

The Dy. Chief Inspectors of Factories, Head Quarters Incharge of training shall co-ordinate for these programmes from the Head Office as per the administrative convenience of Director of Factories in designing and finalising the programmes, supply of literature, safety films and case studies.

Apart from these programmes state-wide public courses will be also organised for major and hazardous factories at Hyderabad, Visakhapatnam, Tirupati, Vijayawada and Guntur etc., depending upon the concentration of said factories at these places. The Dy. Chief Inspectors of Factories, Joint Chief Inspectors of Factories at these places will be the course co-ordinator and liaison with Head Office.

This will also be taken into account for assessment of the work of the officer.



FUNCTIONARY	FUNCTIONS	ACCOUNTABILITY
1. Director of Factories	<ol style="list-style-type: none"> <li>1. Overall Supervision of Implementation of Acts under implementation.</li> <li>2. Supervision of work of all office/staff at Regional/District Level/office inspections.</li> <li>3. Supervising work of officer and staff at Headquarters office.</li> <li>4. Plans approval.</li> <li>5. Prosecution sanction.</li> <li>6. Administration work.</li> </ol>	Government of A.P.
2. Joint Chief Inspector of Factories at Headquarters	<ol style="list-style-type: none"> <li>1. Assisting Director of Factories, in all Functions.</li> <li>2. Any other duty as assigned from time to time by Director of Factories.</li> </ol>	Director of Factories.
3. Dy.Chief Inspector of Factories at Headquarters	<ol style="list-style-type: none"> <li>1. Assisting Director of Factories, in all functions.</li> <li>2. Any other duty as assigned from time to time by Director of Factories.</li> </ol>	Director of Factories.
4. Sr.Inspectress of Factories at Headquarters	<ol style="list-style-type: none"> <li>1. Inspecting All Factories employing 30 or more Women and factories where Maternity Benefit Act is applicable.</li> </ol>	Director of Factories.
5. Inspector of Factories at Headquarters	<ol style="list-style-type: none"> <li>1. Assisting Director of Factories in all functions.</li> <li>2. Any other duty as assigned from time to time by Director of Factories.</li> </ol>	Director of Factories.

<p><b>6. Office Superintendent</b></p>	<ol style="list-style-type: none"> <li>1. Assisting Director of Factories in his functions as per division of work</li> <li>2. Supervision of work of subordinate staff in his section.</li> <li>3. Maintenance of records, review and put up.</li> <li>4. Maintenance of Distribution Register of his section.</li> <li>5. Any other duties assigned as per DOM/other codes/manuals or by Superior Officers/Director of Factories.</li> </ol>	<p>IF/Sr.ISF/Dy.CIF Jt.CIF/DF</p>
<p><b>Sr.Asst/Jr.Asst in HQRS Office</b></p>	<ol style="list-style-type: none"> <li>1. Assists Director of Factories - in respective sections</li> <li>2. Maintenance of records - review and put up.</li> <li>3. Maintenance of Distribution Register of his section.</li> <li>4. Any other duties assigned as per DOM/ other codes/manuals or by Concerned Superintendent/Superior Officers/Director of Factories.</li> </ol>	<p>Concerned Superintendent/ IF/SR.ISF/ Dy.CIF/Jt.CIF/DF</p>
<p><b>Dy.Statistical Officer</b></p>	<ol style="list-style-type: none"> <li>1. Collection of Data from SOs</li> <li>2. Compilation of information for Bureau of Labour Statistics and DGFASLI</li> <li>3. Updating the information</li> <li>4. Assisting Director of Factories</li> <li>5. Any other duties assigned as per DOM/other codes/manuals or by superior Officers/Director of Factories</li> </ol>	<p>IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF</p>

<p><b>Draftsman/Asst. Draftsman</b></p>	<ol style="list-style-type: none"> <li>1. Scrutiny of Plans.</li> <li>2. Assisting Officers in plans disposal in HQRS Office.</li> <li>3. Assisting Director of Factories.</li> <li>4. Any other duties assigned as per DOM/other codes/manuals or by Superior Officers/Director of Factories</li> </ol>	<p>IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF</p>
<p><b>Sr.Steno/Jr.Steno</b></p>	<ol style="list-style-type: none"> <li>1. Assisting Directorate Officers in taking dictations, typing, notes preparation and function as per DOM</li> <li>2. Upkeep of typewriter/computer system.</li> <li>3. Any other duties assigned as per DOM/other codes/manuals or by Concerned Superintendent/Superior Officers/ Director of Factories</li> </ol>	<p>Concerned Superintendent/IF/Sr.ISF Dy.CIF/Jt.CIF/DF</p>
<p><b>Lab Assistant Sr.Grade/Jr.Grade</b></p>	<ol style="list-style-type: none"> <li>1. Work related to Industrial Hygiene Laboratory.</li> <li>2. Sampling, keeping track of samples.</li> <li>3. Analysis.</li> <li>4. Custody and upkeep of equipment.</li> <li>5. Replenishment of consumables.</li> <li>6. Any other duties assigned as per DOM/other codes/manuals or by Superior Officers/Director of Factories</li> </ol>	<p>IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF</p>
<p><b>Typists</b></p>	<ol style="list-style-type: none"> <li>1. Assisting Directorate Officers - typing, notes preparation and function as per DOM.</li> <li>2. Upkeep of typewriter/computer system.</li> <li>3. Any other duties assigned as per DOM/other codes/manuals or by Concerned Superintendent/Superior Officers/ Director of Factories</li> </ol>	<p>Concerned Superintendent/ IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF</p>

<b>Shroff</b>	<ol style="list-style-type: none"> <li>1. Presentation of Bills, keeping track of tokens, unpaid and rejected bills.</li> <li>2. Assisting Drawing and Disbursement Officer</li> <li>3. Assisting Director of Factories.</li> <li>4. Any other duties assigned as per DOM/ other codes/manuals or by Concerned Superintendent/Superior Officers/Director of Factories</li> </ol>	Concerned Superintendent IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF
<b>Drivers</b>	<ol style="list-style-type: none"> <li>1. Car/van Driving.</li> <li>2. Routine checks on vehicles.</li> <li>3. Cleaning of car/van.</li> <li>4. Security of Tools.</li> <li>5. Accounting of Fuel.</li> <li>6. Any other duties assigned as per DOM/other codes/manuals or by Concerned Superintendent/Superior Officers/ Director of Factories</li> </ol>	Concerned Superintendent/ IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF
<b>Record Assistant</b>	<ol style="list-style-type: none"> <li>1. Receiving and issue of records from different sections in headquarters office.</li> <li>2. Segregation, tagging, bundling, locating as per subject/year/disposal criteria for easy access maintaining records.</li> <li>3. Maintaining records.</li> <li>4. Preparation of disposal list as per DOM.</li> <li>5. Periodical disposal with approval.</li> <li>6. Housekeeping of record room.</li> <li>7. Safe custody of records.</li> </ol>	Concerned Superintendent/ IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF



	<p>8. Any other duties assigned as per DOM/other codes/ manuals or by Concerned Superintendent/ Superior Officers/Director of Factories</p>	
<p><b>Attenders</b></p>	<p>1. Assisting Sections, Staff, Officers in Office Routine, file transfers, housekeeping. 2. Any other duties assigned as per DOM/other codes/ manuals or by Concerned Superintendent/ Superior Officers/Director of Factories</p>	<p>Concerned Superintendent/ IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF</p>
<p><b>Watchman</b></p>	<p>1. Security of Office Premises, Equipment, furniture, records, during day, night and on public or other holidays. 2. Any other duties assigned as per DOM/other codes/manuals or by Concerned Superintendent/ Superior Officers/Director of Factories</p>	<p>Concerned Section Superintendent IF/Sr.ISF/Dy.CIF/ Jt.CIF/DF</p>
<p><b>Joint Chief Inspector of Factories Visakhapatnam</b>  <b>And</b> <b>Dy.Chief Inspector of Factories</b></p>	<p>1. Inspection &amp; implementation of Acts referred 2. Inspection of MAH factories 2 times a year 3. Inspection of Factories employing more than 50 workers in the jurisdiction. 4. Plans approval as assigned. 5. Sanction of prosecution in respect certain provision. 6. Complaint verification. 7. Investigation of Fatal/Serious accidents. 8. Office inspections of SOs. 9. Issue of licences as assigned. 10. Safety promotional activities.</p>	<p>Director of Factories.</p>

	<ol style="list-style-type: none"> <li>11. Any other job assigned by Director of Factories from time to time.</li> <li>12. Office Administration.</li> <li>13. Supervise all activities of Subordinate Officers and Staff in the jurisdiction.</li> <li>14. Submit Diaries every month in time.</li> <li>15. Submission of Tour Programmes in Time.</li> <li>16. Maintain dignity and decorum of Office.</li> <li>17. Any other duty assigned by Superior Officer/Director of Factories.</li> </ol>	
<p><b>Inspector of Factories</b></p>	<ol style="list-style-type: none"> <li>1. Inspection &amp; Implementation of Acts referred</li> <li>2. Inspection of Factories employing less than 50 workers, at not less than 30 in a month.</li> <li>3. URF Registration.</li> <li>4. Issue and renewal of licences.</li> <li>5. Work related to implementation as described above.</li> <li>6. Office Administration</li> <li>7. Supervision of AIF's work.</li> <li>8. Accident Investigation and submission of reports and further action.</li> <li>9. Office Inspection of AIF.</li> <li>10. Submission of Diaries every month in time.</li> <li>11. Submission of Tour Programmes in time.</li> </ol>	<p>Joint Chief Inspector of Factories in respect of Inspector of Factories, Srikakulam, Vizianagaram and Visakhapatnam/ Director of Factories.</p> <p>Dy. Chief Inspector of Factories and Director of Factories in other cases.</p>

	<p>12. Attending Meetings convened by District Collector and Industries Department.</p> <p>13. Safety Promotional Activities.</p> <p>14. Maintaining dignity and decorum of Office.</p> <p>15. Any other duties assigned by Superior Officers/Director of Factories.</p>	
<p>Assistant Inspector of Factories</p>	<ol style="list-style-type: none"> <li>1. Assists Inspector of Factories in Court Work.</li> <li>2. Assists in realisation of Arrears of Licence fee.</li> <li>3. Persuasion of defaulters in submission of Annual Returns.</li> <li>4. Submission of Diary every month in time.</li> <li>5. Submit tour programmes every month in time.</li> <li>6. Maintaining dignity and decorum of office.</li> <li>7. Any other duty assigned by Inspector of Factories and superior officers/Director of Factories.</li> </ol>	<p>Inspector of Factories</p>
<p>Sr. Assistant in Regional/District and Unit Level Offices.</p>	<ol style="list-style-type: none"> <li>1. Assists Unit Head.</li> <li>2. Maintenance of Records - review and put up.</li> <li>3. Maintenance of distribution register of his office.</li> <li>4. Duties assigned as per DOM/other codes and manuals.</li> <li>5. Supervision of work of Jr. Assistants, Typists and other staff of office.</li> <li>6. Any other work assigned by Unit Head from time to time.</li> </ol>	<p>Inspector of Factories.</p>

<p><b>Jr.Assistant in Regional/District and Unit Offices</b></p>	<ol style="list-style-type: none"> <li>1. As per assignment of work by Unit Head.</li> <li>2. Maintenance of records / correspondence.</li> <li>3. Registers and Periodicals as per DOM and other applicable codes / manuals and guidelines issued from time to time.</li> <li>4. Any other duty assigned by Sr.Assistant/ Unit Head.</li> </ol>	<p><b>Sr.Assistant/Unit Head (Joint Chief Inspector of Factories / Deputy Chief Inspector of Factories/Inspector of Factories/ Assistant Inspector of Factories</b></p>
<p><b>Typist in Regional/ District and Unit Offices</b></p>	<ol style="list-style-type: none"> <li>1. Assisting Unit Head-typing, notes preparation and function as per DOM.</li> <li>2. Upkeep of Typewriter/computer as the case may be.</li> <li>3. Any other duty assigned by Sr.Assistant/ Unit Head.</li> </ol>	<p><b>Sr.Assistant/Unit Head / Jt. Chief Insp. of Factories / Deputy Chief Insp. of Factories/Insp.of Factories/Asst. Insp. of Factories</b></p>
<p><b>Attender in Regional/District and Unit Offices</b></p>	<ol style="list-style-type: none"> <li>1. Assisting Unit Head, Staff in Office Routine, file movement, record room work, housekeeping.</li> <li>2. Any other job assigned to each Attender from time to time by Sr.Assistant/Unit Head.</li> </ol>	<p><b>Sr.Assistant/Unit Head Joint Chief Inspector of Factories Deputy Chief Inspector of Factories/Inspector of Factories/ Assistant Inspector of Factories</b></p>



<p><b>Watchman</b></p>	<ol style="list-style-type: none"> <li>1. Security of Office premises, Equipment, furniture, records during day and night and on public and other holidays.</li> <li>2. Any other job assigned by Sr.Asst. and Unit Head.</li> </ol>	<p><b>Sr.Assistant/Unit Head / Joint Chief Inspector of Factories / Deputy Chief Inspector of Factories/Inspector of Factories of Assistant Inspector of Factories.</b></p>
------------------------	--	---

# Chapter 4

## ORGANISATIONAL JURISDICTIONS

Depending upon the work load and nature of factories, their hazardous nature, concentration of factories with hazardous processes and locations, jurisdictions for each inspecting officer are assigned through Gazette Notification. The following are the jurisdictions of Inspecting officers at Directorate and at the Subordinate Offices.

S.No. 1	Name of the Office 2	Jurisdiction 3
<b>DIRECTORATE</b>		
1.	Director of Factories	Entire State of A.P.
2.	Jt.Chief Inspector of Factories-I	Entire State of A.P.
3.	Jt.Chief Inspector of Factories-II	Entire State of A.P.
4.	Jt.Chief Inspector of Factories-III	Entire State of A.P.
5.	Dy.Chief Inspector of Factories (Hqs)	Entire State of A.P.
6.	Dy.Chief Inspector of Factories (Hqs)	Entire State of A.P.
7.	Sr.Inspectress of Factories	Entire State of A.P.
8.	Chemical Inspector of Factories (Industrial Hygiene Laboratory)	Entire State of A.P.
9.	Inspector of Factories (Technical)	Entire State of A.P.

## SUBORDINATE OFFICES

- |   |   |
|---|---|
| 10. Jt.Chief Inspector<br>of Factories<br>Visakhapatnam | Srikakulam<br>Vizianagaram<br>Visakahapatnam Districts  |
| 11. Inspector of Factories<br>Visakhapatnam-I           | 1. Vizag (Defence)<br>2. Vizag (I.E.)<br>3. Vizag (M.C.)<br>4. Vizag Malkapuram<br>5. Gazuvaka  |
| 12. Inspector of Factories<br>Visakhapatnam-II          | 1. Butchayyapeta<br>2. Achutapuram<br>3. Cholvaram<br>4. Devarapalli<br>5. K.Kotapalu<br>6. Madugula<br>7. Kotavratla<br>8. Makarapalem<br>9. Narsipatnam<br>10. Nathavaram<br>11. Ravikamathan<br>12. Sabhavaram<br>13. Nakkapalli<br>14. Payakaraopeta<br>15. Rambilli<br>16. Anakapalli<br>17. Paravada<br>18. Kasmkota<br>19. Yalamanchili<br>20. Penagantyada<br>21. Gadem Kothaveedi<br>22. VSP Steel Plant and<br>near Steel Plant<br>23. S.Rayaram<br>24. Munchingaput<br>25. Pedabanalu<br>26. Dumbriguda<br>27. Arakuvalley<br>28. Anantagiri<br>29. Hukumpet<br>30. Paderu |

- |   |   |
|---|---|
|   | 31. Chirikuda   |
|   | 32. Koyyuru   |
|   | 33. Golugonda   |
|   | 34. Rolugunta   |
|   | 35. Anandapuram   |
|   | 36. Bhimunipatnam   |
|   | 37. Padamanabham  |
|   | 38. Pandurthi   |
| 13. Inspector of Factories<br>Srikakulam        | Srikakulam District   |
| 14. Inspector of Factories<br>Vizianagaram      | Vizianagaram District   |
| 15. Dy.Chief Inspector<br>of Factories Kakinada | East Godavari District  |
| 16. Inspector of Factories<br>Kakinada-I        | <ol style="list-style-type: none"> <li>1. Kakinada</li> <li>2. Alamuru</li> <li>3. Khajuluru</li> <li>4. Karapa</li> <li>5. Pedapudi</li> <li>6. Tallarevu</li> <li>7. Peddapuram</li> <li>8. Pamarru</li> <li>9. Ambajipeta</li> <li>10. Mummdivaram</li> <li>11. I.Polavaram</li> <li>12. Katrinakona</li> <li>13. Ainavalli</li> <li>14. Uppalguptam</li> <li>15. Mamilikoderu</li> <li>16. Allavaram</li> <li>17. Rajole</li> <li>18. Malkipuram</li> <li>19. Sakhinetipalli</li> <li>20. Amalapuram</li> </ol> |
| 17. Inspector of Factories<br>Kakinada-II       | <ol style="list-style-type: none"> <li>1. Kotananduru</li> <li>2. Tuni</li> <li>3. Gollaprolu</li> <li>4. Sankhavaram</li> </ol>  |



- |  |                        |
|--|------------------------|
|  | 5. Kirlampudi          |
|  | 6. Biccavolu           |
|  | 7. R.C.Puram           |
|  | 8. Rayavaram           |
|  | 9. Kapileswarapuram    |
|  | 10. Pithapuram         |
|  | 11. Samalkota          |
|  | 12. Anaparthi          |
|  | 13. Thondandi          |
|  | 14. Kothapalli         |
|  | 15. Prathipadu         |
|  | 16. Mandapeta          |
| 18. Inspector of Factories<br>Rajahmundry      | 1. Rajahmundry         |
|  | 2. Kadium              |
|  | 3. Atreyapuram         |
|  | 4. Ravulapalem         |
|  | 5. Kothapeta           |
|  | 6. P.Gannavaram        |
|  | 7. Rajanagaram         |
|  | 8. Rangampeta          |
|  | 9. Gandepalli          |
|  | 10. Jaggampeta         |
|  | 11. Yeleswaram         |
|  | 12. Rajavommangi       |
|  | 13. Addateegala        |
|  | 14. Y.Ramavaram        |
|  | 15. Mamidimilli        |
|  | 16. Devipatnam         |
|  | 17. Rampachodavaram    |
|  | 18. Gikavaram          |
|  | 19. Seethanagaram      |
|  | 20. Korukonda          |
| 19. Dy.Chief Inspector<br>of Factories - Eluru | West Godavari District |
| 20. Inspector of Factories<br>Eluru            | 1. Peravali            |
|  | 2. Ungutur             |
|  | 3. Tadepalligudem      |
|  | 4. Undrajavaram        |
|  | 5. Nidadavolu          |
|  | 6. Chagallu            |

**21. Inspector of Factories  
Bhimavaram**

7. Kovvur
8. Tallapudi
9. Nallajarala
10. Devarapalli
11. Gopalapuram
12. Koyyalagudem
13. Polavaram
14. Buttayagudem
15. Jeelugumilli
16. Jangareddigudem
17. T.Narasapuram
18. Chintalapudi
19. Kamavarapukota
20. Lingampalem
21. Dwaraka Tirumala
22. Pedavegi
23. Bhimadole
24. Denduluru
25. Eluru
26. Pedapadu

1. Mogalthur
2. Narsapur
3. Palakollu
4. Elamanchili
5. Achanta
6. Podur
7. Veeravasaram
8. Bhimavaram
9. Kalla
10. Palakoderu
11. Undi
12. Akiveedu
13. Ganapavaram
14. Nidamaru
15. Pentapadu
16. Attili
17. Penumantra
18. Penugonda
19. Iragavaram
20. Tanuku

22 Dy.Chief Inspector of  
Factories, Vijayawada

Krishna District

23 Inspector of Factories  
Vijayawada-I

1. Kanchikacherla
2. Nandigama
3. Jaggaiahpetta
4. Penamaluru
5. Vatchavai
6. Penuganchiprolu
7. Veerulapadu
8. Chandralapadu
9. Ibrahimpatnam
10. Aigripalli
11. A.Konduru
12. Bapulapadu
13. Chatrai
14. Gamapalagudem
15. Musunuru
16. Nuziveedu
17. Reddigudem
18. Tiruvuru
19. Vissannapet

24. Inspector of Factories  
Vijayawada-II

1. Vijayawada Urban
2. Vijayawada Rural
3. Vuyyuru
4. Kankipadu
5. Pamidimukkala
6. Thothala Volluru
7. C.Konduru
8. Mylavaram
9. Gannavaram
10. Vunguturu

25. Inspector of Factories  
Mahcilipatnam

1. Gudivada
2. Kaikaluru
3. Bantumilli
4. Machilipatnam
5. Pamarru
6. Challapalli
7. Avanigadda

- |  |   |
|--|---|
| 26. Dy.Chief Inspector<br>of Factories, Guntur | Guntur District   |
| 27. Inspector of Factories<br>Guntur-I         | <ol style="list-style-type: none"> <li>1. Guntur</li> <li>2. Medikanduru</li> <li>3. Achampeta</li> <li>4. Bellamkonda</li> <li>5. Phirangipuram</li> <li>6. Rajupalem</li> </ol>   |
| 28. Inspector of Factories<br>Guntur-II        | <ol style="list-style-type: none"> <li>1. Amaravati</li> <li>2. Nadendla</li> <li>3. Prathipadu</li> <li>4. Mangalagiri</li> <li>5. Chebrolu</li> <li>6. Pedakakani</li> <li>7. Sathenapalli</li> <li>8. Tadepalli</li> <li>9. Yedlapadu</li> <li>10. Pedakurapadu</li> <li>11. Vatticherukuru</li> <li>12. Tulluru</li> <li>13. Tadikonda</li> <li>14. Krosuru</li> <li>15. Dodleru</li> <li>16. Mandadam</li> </ol> |
| 29. Inspector of Factories<br>Tenali           | <ol style="list-style-type: none"> <li>1. Amarthulur</li> <li>2. Bapatla</li> <li>3. Bhattiprolu</li> <li>4. Cherukupalli</li> <li>5. Duggirala</li> <li>6. Kakumanu</li> <li>7. Karlapalem</li> <li>8. Kolluru</li> <li>9. Kollipara</li> <li>10. Nagaram</li> <li>11. Nitapatnam</li> <li>12. Pedanandipadu</li> <li>13. Pittalavaripalem</li> <li>14. Ponnuru</li> <li>15. Repalli</li> <li>16. Tenali</li> </ol>  |



30. Inspector of Factories  
Narasaraopet

17. T.Sunduru  
18. Vemuru

1. Bollapalli
2. Chilakaluripet
3. Dachepalli
4. Durgi
5. Gurajala
6. Ipur
7. Karampudi
8. Machavaram
9. Macherla
10. Muppalla
11. Nakerikallu
12. Narasaraopeta
13. Nuzendla
14. Piduguralla
15. Rentachintala
16. Romipicherla
17. Savalyapuram
18. Veldurthi
19. Vinukonda

31. Dy.Chief Inspector  
of Factories Nellore

Prakasam and  
Nellore Districts

32. Inspector of Factories  
Nellore

Nellore District

33. Inspector of Factories  
Ongole-I

1. Ongole
2. Addanki
3. Chinganjam
4. Inkollu
5. Korispadu
6. Naguluppalapadu
7. Yeddanapudi
8. Ardhaveedu
9. Chirala
10. J.Ponguluru
11. Kothapatnam
12. Martur
13. Yerragondapalem
14. Dornala

34. Inspector of Factories  
Ongole-II

15. Karramchedu
16. Kurichedu
17. Parchur
18. Vetapalem

1. Jarugumalli
2. Gudlur
3. Pedhacherlapalli
4. Pamaru
5. Kandukur
6. Kanigiri
7. Racherla
8. Maddipadu
9. Talluru
10. Tangutur
11. Lingasamudram
12. Ponnalur
13. Markapuram
14. Chandrasekharapuram
15. Komarole
16. Hanumanthenapadu
17. Mundlmur
18. Singarayakonda
19. Oletivaripalem
20. Darsi
21. Veligondla
22. Diddalur
23. Cumbam
24. Bestavaripeta
25. Santhamagalur
26. Kondapi
27. Marripudi
28. Podili
29. Pullacheruvu
30. Santhanuthalapadu
31. Tripuranthakam
32. Ulavapadu
33. Ballikurava
34. Chimakurthi
35. Kunkanimitta

35. Dy.Chief Inspector  
of Factories Cuddapah

Cuddapah and  
Chittoor Districts

- |  |  |
|--|--|
| 36. Inspector of Factories<br>Cuddapah         | Cuddapah District  |
| 37. Inspector of Factories<br>Chittoor         | Chittoor District  |
| 38. Dy.Chief Inspector of<br>Factories Kurnool | Kurnool and<br>Anantapur District  |
| 39. Inspector of Factories<br>Kurnool-I        | <ol style="list-style-type: none"> <li>1. Kurnool</li> <li>2. Nandikotkur</li> <li>3. Japadu Bunglow</li> <li>4. Pamulapadu</li> <li>5. Nandyal</li> <li>6. Panyam</li> <li>7. Rudravaram</li> <li>8. Gospadu</li> <li>9. Oravakal</li> <li>10. Midathuru</li> <li>11. Atmakur</li> <li>12. Kothapalli</li> <li>13. Mahanandi</li> <li>14. Gadivemula</li> <li>15. Sririvella</li> <li>16. Koyalakuntla</li> <li>17. Kolimigundla</li> <li>18. Bethamcherla</li> <li>19. Pagidyala</li> <li>20. Velgodu</li> <li>21. Srisailam</li> <li>22. Bandi Atmakur</li> <li>23. Allagadda</li> <li>24. Chagalmarri</li> <li>25. Dornipadu</li> <li>26. Sanjamala</li> <li>27. Uyyalawada</li> </ol> |
| 40. Inspector of Factories<br>Kurnool-II       | <ol style="list-style-type: none"> <li>1. Kallur</li> <li>2. C.Belgal</li> <li>3. Krishnagiri</li> <li>4. Banaganapalli</li> <li>5. Kowthalam</li> <li>6. Peddakambaduru</li> </ol>  |

- |     |  |   |
|-----|--|---|
|     | 7. Aluru   |   |
|     | 8. Aspari  |   |
|     | 9. Pathikonda                                    |   |
|     | 10. Gonegandla                                   |   |
|     | 11. Kodumuru                                     |   |
|     | 12. Dhone  |   |
|     | 13. Peapalli                                     |   |
|     | 14. OWK  |   |
|     | 15. Kosigi                                       |   |
|     | 16. Yemmiganur                                   |   |
|     | 17. Chippagiri                                   |   |
|     | 18. Hopagunda                                    |   |
|     | 19. Devanakonda                                  |   |
|     | 20. Maddikera                                    |   |
|     | 21. Gudur  |   |
|     | 22. Veldurthi                                    |   |
|     | 23. Adoni  |   |
|     | 24. Mantralayam                                  |   |
|     | 25. Nandavaram                                   |   |
|     | 26. Tuggali                                      |   |
|     | 27. Halavarvi                                    |   |
| 41. | Inspector of Factories<br>Anantapur              | Anantapur Distirct                                |
| 42. | Dy.Chief Inspector<br>of Factories Warangal      | Warangal and<br>Khammam Districts                 |
| 43. | Inspector of Factories<br>Warangal               | Warangal District                                 |
| 44. | Inspector of Factories<br>Khammam                | Khammam District                                  |
| 45. | Dy.Chief Inspector<br>of Factories<br>Karimnagar | Karimnagar,<br>Nizamabad and<br>Adilabad District |
| 46. | Inspector of Factories<br>Karimnagar             | Karimnagar Distirct                               |
| 47. | Inspector of Factories<br>Nizamabad              | Nizamabad District                                |



48. Inspector of Factories  
Adilabad

Adilabad District

49. Dy.Chief Inspector  
of Factories  
Nalgonda

Nalgonda and  
Mahaboobnagar District

50. Inspector of Factories  
Nalgonda-I

1. Kodad
2. Mellacheruvu
3. Munagala
4. Nandigudem
5. Chilakur
6. Suryapet
7. Chivemla
8. Mothi
9. Atmakur
10. Jajireddigudem
11. Noothankal
12. Penpahad
13. Tirumalagiri
14. Thungathurthy
15. Arvapally
16. Nakrekal
17. Shaligowararam
18. Kethapally
19. Kattanagur
20. Ramannapeta
21. Valigonda
22. Mothkur
23. Chityal
24. Choutuppall
25. Bhongir
26. Alair
27. Atmakur (M)
28. Bibinagar
29. B.Pochampally
30. B.Ramaram
31. Gundala
32. Rajapet
33. Thurkapally
34. Yadagirigutta

51. Inspector of Factories  
Nalgonda-II

1. Miryalaguda
2. Anumala
3. Damercharla
4. Nidamanur
5. Peddavoora
6. Tripuraram
7. Vemulapally
8. Huzurnagar
9. Neeruducherla
10. Garedepally
11. Matampally
12. Nalgonda
13. Chandur
14. Kanagal
15. Mungodu
16. Narayanapur
17. Narketpally
18. Thipparthy
19. Devarakonda
20. Chadampet
21. Chintapaly
22. Gundlapally
23. Gurrampoda
24. Nampally
25. Marriguda
26. Pedda Adiseriapally

52. Inspector of Factories  
Mahaboobnagar

Mahaboobnagar  
District

53. Dy.Chief Inspector of  
Factories (Rural)

Medak Distirct

54. Inspector of Factories  
Sangareddy-I

1. Sangareddy
2. Andole
3. Peddasankarampet
4. Sadasivpet
5. Zaheerabad
6. Kulcharam
7. Ramachandrapuram
8. Alladurga
9. Pulkal
10. Kondapur

- |   |                                      |
|---|--------------------------------------|
|   | 11. Kohir                            |
|   | 12. Toopran                          |
|   | 13. Patancheru                       |
|   | 14. Papannapeta                      |
|   | 15. Narayanakhed<br>(Kalher, Kongti) |
|   | 16. Munipali                         |
|   | 17. Marpalli                         |
|   | 18. Hathnoora                        |
| 55. Inspector of Factories<br>Sangareddy-II       | 1. Gajwal                            |
|   | 2. Ramayanpet                        |
|   | 3. Siddipet                          |
|   | 4. Dubbaka                           |
|   | 5. Ginnaram                          |
|   | 6. Medak                             |
|   | 7. Wargal                            |
|   | 8. Jegdevpur                         |
|   | 9. Chegunta                          |
|   | 10. Kondapaka                        |
|   | 11. Mirdoddi                         |
|   | 12. Kowdipalli                       |
|   | 13. Yeldurthi                        |
|   | 14. Muluru                           |
|   | 15. Dowlathabad                      |
|   | 16. Shankarampet (R)                 |
|   | 17. Naganor                          |
|   | 18. Narsapur                         |
|   | 19. Shivampet                        |
| 56. Dy.Chief Inspector<br>of Factories Rangareddy | Part of R.R.District                 |
| 57. Inspector of Factories<br>Rangareddy-II       | 1. Saroornagar                       |
|   | 2. Uppal                             |
|   | 3. Ghatkesar                         |
| 58. Inspector of Factories<br>Rangareddy-III      | 1. Bantaram                          |
|   | 2. Doma                              |
|   | 3. Kulkacherla                       |
|   | 4. Moinabad                          |
|   | 5. Pargi                             |
|   | 6. Rajendranagar (Kattedan)          |

- |   |   |
|---|---|
|   | 7. Sankarapalli   |
|   | 8. Basheerbad   |
|   | 9. Dharur   |
|   | 10. Vikarabad   |
|   | 11. Maheswaram  |
|   | 12. Mominpet  |
|   | 13. Peddemul  |
|   | 14. Shabad  |
|   | 15. Sherlingampalli   |
|   | 16. Yalal   |
|   | 17. Chevella  |
|   | 18. Gandipet  |
|   | 19. Marpalli  |
|   | 20. Nawabpet  |
|   | 21. Pudur   |
|   | 22. Shamshabad  |
|   | 23. Tandur  |
|   | 24. Hayatnagar  |
|   | 25. Ibrahimpatnam   |
|   | 26. Yacharam  |
|   | 27. Kandukur  |
|   | 28. Manchal   |
| 59. Inspector of Factories<br>Jeedimetla      | 1. Kutubullapur<br>2. Shameerpet<br>3. Medchal  |
| 60. Dy.Chief Inspector<br>of Factories (T.C.) | Hyderabad and Part<br>of R.R. Districts   |
| 61. Inspector of Factories<br>Hyderabad-I     | 1. Balamrai<br>2. Bowinpalli<br>3. Fathenagar<br>4. Hakimpet<br>5. Lallapet<br>6. M.G.Road<br>7. Picket<br>8. Ranigunj<br>9. I.E.Sanathnagar<br>10. Seethaphalmandi<br>11. Sardar Patel Road<br>12. Tirumalagir<br>13. Ameerpet |



- |  |  |
|--|--|
|  | 14. Boiguda                                      |
|  | 15. Chilakalaguda                                |
|  | 16. Ferozguda                                    |
|  | 17. Jeera Compound                               |
|  | 18. Lallaguda                                    |
|  | 19. Mettuguda                                    |
|  | 20. Park Lane                                    |
|  | 21. R.P.Road                                     |
|  | 22. S.D.Road                                     |
|  | 23. Sikh Village                                 |
|  | 24. St.Mary Road                                 |
|  | 25. Vikasnagar                                   |
|  | 26. Begumpet                                     |
|  | 27. Banjara Hills                                |
|  | 28. Bholakpur                                    |
|  | 29. Distillery Road                              |
|  | 30. Hasmathpet                                   |
|  | 31. Kovadiguda                                   |
|  | 32. Lothkunta                                    |
|  | 33. Minister Road                                |
|  | 34. Penderghast Road                             |
|  | 35. Sanathnagar                                  |
|  | 36. Sainikpuri                                   |
|  | 37. Secunderabad Stn Road                        |
|  | 38. Subhash Road (Ganji<br>Bazar Mahankali Road) |
|  | 39. Walkar Town                                  |
|  | 40. Yerragadda                                   |
|  | 41. Lakdikapool                                  |
|  | 42. Bakaram                                      |
| 62. Inspector of Factories<br>Hyderabad-II | 1. Old City Area                                 |
|  | 2. Chandulal Baradari (IE)                       |
|  | 3. Azamabad (I.E.)                               |
|  | 4. Amberpet                                      |
|  | 5. Ashoknagar                                    |
|  | 6. Dilsukhnagar                                  |
|  | 7. Basheerbagh                                   |
| 63. Inspector of Factories<br>Rangareddy-I | 1. Balanagar                                     |
|  | 2. Keesara                                       |
|  | 3. Malakajiri                                    |

## 4.1. DELEGATION OF POWERS

Administrative and Financial powers delegation for each Functionary is as per Government Procedures.

In case of Legislation being implemented, necessary powers are prescribed under respective legislation in case of Director of Factories, Inspector of Factories and Additional Inspectors.

Director of Factories has specific powers in respect of implementation of Factories Act and AP Factories Rules, 1950 and also under the other enactments the Department is implementing. Also, the Director of Factories is Inspector of Factories for entire state of Andhra Pradesh. He also can exercise powers of Government, on delegation by Government, from time to time.

## 4.2. POWERS OF INSPECTORS UNDER FACTORIES ACT 1948 AND AP FACTORIES RULES 1950

Subject to any rules made in this behalf, an Inspector may, within the local limits for which he is appointed, -

- a) enter with such assistants, being persons in the service of the Government, or any local or other public authority or with an expert, as he thinks fit, any place which is used, or which he has reason to believe, is used as a factory;
- b) make examination of the premises, plant, machinery, article or substance;
- c) inquire into any accident or dangerous occurrence, whether resulting in bodily injury, disability or not, and take on the spot or otherwise statements of any person which he may consider necessary for such inquiry;
- d) require the production of any prescribed register or any other document relating to the factory;
- e) seize, or take copies of, any register, record or other document or any portion thereof, as he may consider necessary in respect of any offence under this Act, which he has reason to believe, has been committed;
- f) direct the occupier that any premises or any part thereof, or anything lying therein, shall be left undisturbed (whether generally or in particular respects) for so long as is necessary for the purpose of any examination under clause (b);

- g) take measurements and photographs and make such recordings as he considers necessary for the purpose of any examination under clause (b) taking with him any necessary instrument or equipment;
- h) in case of any article of substance found in any premises, being an article or substance which appears to him as having caused or is likely to cause danger to the health or safety of the workers, direct it to be dismantled or subject it to any process or test (but not so as to damage or destroy it unless the same is, in the circumstances necessary, for carrying out the purposes of this Act), and take possession of any such article or substance or a part thereof, and detain it for so long as is necessary for such examination;
- i) exercise such other powers as may be prescribed.

**Powers of Inspectors:** An Inspector shall, for the purpose of the execution of the Act have power to do all or any of the following things, that is to say: to photograph any worker, to inspect, examine, measure, copy, photograph, sketch or test, as the case may be, any building or room any plant, machinery, appliance or apparatus, any register or document or any thing provided for the purpose of securing the health, safety or welfare of the workers employed in a factory: in the case of an Inspector who is a duly qualified medical practitioner, to carry out such medical examinations as may be necessary for the purpose of his duties under the Act:

to prosecute conduct or defend before a Court any complaint or other proceeding arising under the Act or in discharge of his duties as an Inspector.

When, in any area, an inspection is made by an additional Inspector, he shall prepare the report and shall within ten days of the inspection, send to the Inspector under Section 8 (1) for action. In no case shall an additional Inspector communicate copy of his report to the occupier or the manager of a factory direct.

An inspector may, if he has reason to believe, as a result of any inspection, examination or enquiry that an offence under the Act has been or is being committed, search any premises, plant and machinery and take possession or copies of any register, records or other documents or portions thereof pertaining to the factory after following the provisions of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) so far as may be applicable, relating to search and seizure under that Act.

# Chapter 5

## ENACTMENT OF RULES

Department of Factories, from time to time, based on the recommendations made by Director General Factory Service and Labour Institutes, Chief Inspectors of Factories Conference and need based, sends proposals to State Government for considering and notifying new rules or amendments or deletions under Factories Act, 1948 and AP Factories Rules, 1950. Also, the Department sends proposals for notifications under various provisions of Act and Rules for securing safety and health of workers in factories as envisaged in Act and Rules.

### 5.1. GIST OF ACTS AND RULES

#### 5.1.1. SALIENT FEATURES OF THE FACTORIES ACT AND RULES

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.

#### **HEALTH** (Chapter III Sections 11 to 20 and Rules 15 to 52)

The provisions relating to cleanliness, disposal of wastes and effluents, ventilation and temperature, dust and fumes, artificial humidification, over-crowding, 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.

#### **SAFETY** (Chapter IV & IV-A Sections 21 to 41-H Rules 53 to 61 (SC)(G))

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.

#### **WELFARE (Chapter V Sections 42-50 Rules 62-76-B)**

The Management 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.

#### **CANTEEN**

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

#### **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.

#### **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.

#### **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 worker exceeds 2000, one additional welfare officer shall be appointed for every additional 2000 workers or fraction thereof over 500.

#### **WORKING HOURS (Chapter VI Sections 51-66 Rules 77-84-A)**

Working hours in factories are regulated in Factories 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.

#### **ANNUAL LEAVE WITH WAGES (Chapter VII Sec. 78-84 Rules 87-94-A)**

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.

### **SPECIAL PROVISIONS (Chapter IX Section 85 to 91-A Rules 95-97)**

Special provisions for ensuring, safety, Health, welfare of workers employed in 30 notified scheduled dangerous operations enlisted under Rule 95 of AP Factories Rules are included A.P. Factories Rules.

### **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 or ESI Accident report 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 OCCURRENCES**

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, winch, hoist or other appliances used in raising or lowering persons or goods, or any part of 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 or building forming part of a factory or within the compound of factory, the manager of the factory shall forthwith send 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.

## 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 epitheliomatous cancer of the skin or pathological manifestation due to radium or other radio active substances or X-rays.

### 5.1.2. 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)

Nine 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.

1. Paddy shelling and / or rice polishing
2. Vegetable oil extraction
3. Sawing of Timber
4. Dall milling
5. Machining 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 or 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.

#### Non-ferrous metallurgical industries

- Primary Metallurgical Industries, namely, zinc, lead, copper, manganese and aluminium

#### Foundries (ferrous and non-ferrous)

- Castings and forging including cleaning or smoothening/roughening by sand and shot blasting

#### Coal (including coke) industries

- Coal, Lignite, Coke, etc. Fuel Gases (including Coal Gas, Producer Gas Water Gas)

#### Power Generating Industries

#### Pulp and paper (including paper products) industries

#### Fertilizer Industries

- Nitrogenous
- Phosphatic
- Mixed

#### Cement industries

- Portland Cement (including slag cement, puzzolona cement and their products)

#### Petroleum Industries

- Oil Refining
- Lubricating Oils and Greases

#### Petro-chemical Industries

#### Drugs and Pharmaceutical Industries

- Narcotics, Drugs and Pharmaceuticals

#### Fermentation Industries (Distilleries and Breweries)

#### Rubber (Synthetic) Industries

#### Paints and Pigment industries

#### Leather Tanning Industries

#### Electro-plating Industries

## Chemical Industries

- Coke Oven by-products and Coal tar Distillation products
- Industrial Gases (nitrogen, oxygen, acetylene, argon, carbon, dioxide, hydrogen, sulphur dioxide, nitrous oxide, halogenated hydrocarbon, ozone, Ammonia, LPG)
- Industrial Carbon
- Alkalies and Acids
- Chromates and dichromates
- Leads and its compounds
- Electrochemicals (metallic sodium, potassium and magnesium, chlorates perchlorates and peroxides)
- Electrothermal produces (artificial abrasive, calcium carbide)
- Nitrogenous compounds (cyanides, cyanamides and other nitrogenous compounds) -Phosphorous and its compounds
- Halogens and Halogenated compounds (Chlorine, Fluorine, Bromine and Iodine)
- Explosives (including industrial Explosives and detonators and fuses)

Insecticides, Fungicides, Herbicides and other Pesticides Industries

Synthetic Resin and plastics

Man made Fibre (Cellulosic and non-cellulosic) Industry

Manufacture and repair of electrical accumulators

Glass and Ceramics

Grinding or glazing of metals

Manufacture, handling and processing of asbestos and its products

Extraction of oils and facts from vegetable and animal sources

Manufacture, handling and use of benzene and substances containing benzene

Manufacturing processes and operations involving carbon disulphide

Dyes and Dyestuff including their intermediates

Highly flammable liquids and gases

Chrome Compounds

Compression of Oxygen and Hydrogen produced by electrolysis of water

### 5.1.3. 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.

#### **5.1.4. 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 and Section 85(1) Factory.

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

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 is 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 miscarriage and nursing breaks.

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

#### **5.1.5. RULES UNDER ENVIRONMENT (PROTECTION) ACT 1986**

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.

**5.1.6. 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.

**5.1.7. 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 in case of Local Crisis Group.

# Chapter 6

## CRITICAL PROVISIONS OF ENACTMENT

Provisions related to Safety, women and child employment, hazardous processes, dangerous operations, repeated offences, non-compliance leading to accidents, serious injury or death or release of toxic substances, fire and explosions, causing occupational diseases are considered to be critical provisions of enactment in addition to uniform implementation of all the provisions of legislation being implemented. Special drives with the framework of legislation implemented, as directed by Government in pursuance of their policies from time to time are also considered to be important. Important sections of the provisions are already given in Chapter 5.

# Chapter 7

## HELP REQUIRED

### 7.1. TECHNICAL GUIDANCE

Subordinate Officers can seek help in implementation, clarifications and additional information and latest trends in safety management and accident prevention, occupational hygiene etc. from the Directorate. Where such information is not available, assistance would be sought from Director General, Factory Advisory Service and Labour Institutes and other premier National Bodies and Experts.

### 7.2. ADMINISTRATIVE GUIDANCE

Clarifications, guidance in the matters of administration and management in Government would be sought from Secretariat, Government of AP and Dr. MCR Institute of Administration and other similar bodies of knowledge.

### 7.3. WHOM TO APPROACH

Each functionary can approach his superior for guidance in administrative and technical matters. Office Staff of each office can approach Head of Office, Assistant Inspector of Factories, Inspector of Factories, Deputy Chief Inspector of Factories, Joint Chief Inspector of Factories or Director of Factories, as the case may be. Inspecting Officers can seek guidance from superior officers or Headquarters Officers regarding administrative or technical guidance. All these are in addition to the guidance and directions available in Administrative manuals and other codes in vogue.

# Chapter 8

## ACCOUNTABILITY

### 8.1. ADMINISTRATIVE ACCOUNTABILITY

Administrative and financial accountability is strictly as per government codes, rules, procedures and norms. In respect of various functions carried out by the department and functionaries of the department, the accountability is as per norms laid down from time to time through Executive Instructions, Government Orders etc.

### 8.2. GENERAL OMISSIONS AND COMMISSIONS

General Omissions and commissions can be from the administrative, financial, and implementation point of view. Omissions and commissions also can be related to conduct of each functionary as a Government Servant.

### 8.3. RECTIFICATION PROCEDURE

District Office Manual, Finance Code, Accounts Code, Budget Manual, CCA Rules and instructions and guidelines issued by Government, Department and Superior Functionary specify actions and procedures in all such cases.

### 8.4. HEADQUARTERS OFFICE

S. No.	Designation	Omission of Duties	Accountable To
1.	Jt.Chief Inspector of Factories, HQRS	As Listed in 3.2.1	DF, AP
2.	Deputy Chief Inspector of Factories, HQRS	As Listed in 3.2.1	DF, AP
3.	Sr.Inspectress of Factories	As Listed in 3.2.4	DF, AP
4.	Inspector of Factories	As Listed in 3.2.1	DF, AP
5.	Superintendent	As Listed in 3.2.7	DF, AP
6.	Dy.Statistical Officer	As Listed in 3.2.8	DF, AP
7.	Draftsman/Asst.Draftsman	As Listed in 3.2.9	DF, AP
8.	Sr.Steno/Jr.Steno	As Listed in 3.2.11	DF, AP
9.	Sr.Assistant/Jr.Assistant	As Listed in 3.2.10	DF, AP

10.	Lab Assistant (Sr/Jr.Grade)	As Listed in 3.2.12	DF, AP
11.	Typist	As Listed in 3.2.13	DF, AP
12.	Shroff	As Listed in 3.2.14	DF, AP
13.	Driver	As Listed in 3.2.16	DF, AP
14.	Record Assistant	As Listed in 3.2.17	DF, AP
15.	Lab Attendent	As Listed in 3.2.15	DF, AP
16.	Attender	As Listed in 3.2.18	DF, AP
17.	Watchman	As Listed in 3.2.19	DF, AP

### 8.5. SUBORDINATE OFFICES

S. No.	Designation	Omission of Duties	Accountable To
1.	Jr.Chief Inspector of Factors, Visakhapatnam	As Listed in 3.2.2	DF, AP
2.	Deputy Chief Inspector of Factories	As Listed in 3.2.3	DF, AP
3.	Inspector of Factories	As Listed in 3.2.5	DF, AP and Concerned Deputy Chief Inspector of Factories
4.	Asst.Inspector of Factories	As Listed in 3.2.6	Inspector of Factories
5.	Sr.Assistant/Jr.Assistant	As Listed in 3.2.20	Head of Office
6.	Typist	As Listed in 3.2.21	Head of Office
7.	Attender	As Listed in 3.2.23	Head of Office
8.	Watchman	As Listed in 3.2.19	Head of Office



# Chapter 9

## TARGETS FOR SCHEMES PROGRAMMES WORKS ETC

Targets for Vision 2020 are as follows:

### 9.1. Setting up of Occupational Health Centres

Two centres every month in targeted hazardous factories with weight of 70 with duration as month.

### 9.2. Education of Industrial workers/supervisors/ Management

Two programmes every month with weight of 70 with duration as Month.

### 9.3. Medical Examination of workers employed in factories

200 workers to be covered every month with weight of 70 with duration as month.

# Chapter 10

## PERIODICALS AND REPORTS

Number of periodical reports and special reports are sought from the subordinate officers to supervising officers and also to the Headquarters Office. These periodicals vary from monthly reports, quarterly reports, half yearly reports and annual reports. Some of the periodicals emanate from Headquarters office and are sent to Government on various administrative and implementation aspects. Few reports related to labour statistics and related to Major Accident Hazard Control are sent to Labour Bureau Simla, Director General, Factory Advisory Service & Labour Institutes and Ministry of Environment, Government of India.

10.1. The following is the list of such periodicals :

PDL.NO.	DESCRIPTION	FROM	TO
1.	Assessment Roll for A.I.F	IF	DF
3.	Assessment Roll for IF	Dy.CIF	DF
5.	Statement of moveable & Immoveable Property	IF/Dy.CIF/Jt.CIF NGOS	DF IF/Dy.CIF Jt.CIF/DF
7.	Quarterly return to Empt. exchange in Form ER-I Statement of Vacancies	DF	Empt. Exchange
9.	Typists eligible for promotion	IF/Dy.CIF/Jt.CIF	DF
11.	Statement of Govt. Employees/ Members of SC, ST, BC and BHC	DF	Govt.
13.	Annual report in the Rule of Reservation in Recruitment	DF	Govt.

14. Disciplinary Cases - review	IF/Dy.CIF/Jt.CIF DF	DF Govt.
15. Recruitment (direct) Group II Services Estimate of Vacancies	DF	Govt.
16. New Entrants/dropout	DF	Bureau of Economics & Statistics
18. Monthly Pension Exeditious Disposal	IF/Dy.CIF/Jt.CIF DF	DF Govt.
19. Official Language - Introduction of Telugu as Medium of Official correspondence	IF/Dy.CIF/Jt.CIF DF	DF Govt.
20. O&M Important Instructions	DF	Govt.
31. Resume of Work Done	IF Dy.CIF/Jt.CIF	Dy.CIF/ Jt.CIF/DF DF
41. Additions/Removals/Changes	IF	Dy.CIF/ Jt.ICF/DF
43. List of Factories	IF	DF
44. Annual Admn. report under Factories Act	IF DF	DF Lab. Stat, Simla
45. List of Factories employing 100 or more workers	IF	Dy.CIF/ Jt.CIF/DF
46. Statement of PW Act	IF DF	DF Lab.Stat.Simla
47. Maternity Benefits Act	IF DF	DF Lab.Stat.Simla

52.	Verification Certificate Stores and furniture	IF/Dy.CIF/Jt.CIF	DF
57.	Accidents Report	IF	Dy.CIF/ Jt.CIF/DF
58.	Reportable Accidents/Injuries/ Fatal Accidents	IF/Dy.CIF/Jt.CIF	DF
61.	Statement of Plans approved Rejected/referred	Dy.CIF/Jt.CIF	DF
63.	Factories proposed for removal	IF	Dy.CIF/ Jt.CIF/DF
64.	List of factories to be notified Denotified for provision of Canteen	IF DF	Dy.CIF/ Jt.CIF/DF Govt.
65.	Welfare Amenities	Dy.CIF	DF
66.	Prosecution Periodical	IF	Dy.CIF/ Jt.CIF/DF
67.	Anticipated Revenue	IF	Dy.CIF/ Jt.ICF/DF
69.	Licence Particulars of Factories	IF	Dy.CIF/ Jt.CIF/DF
71.	Particulars of receipt of Scrutiny fee	IF	DF
82.	Statement of Addl. Allotments and surrenders for the year	AIF//IF/Dy.CIF/ Jt.CIF DF	DF Govt,
83.	Number Statement for the year 200 - 200	AIF//IF/Dy.CIF/ Jt.CIF DF	DF Govt.

84. Statement showing the Budget Estimate for 200 - 200 & Revised Estimate for 200 - 200	AIF/IF/Dy.CIF/ Jt.CIF DF	DF Govt.
88. Permanent Advance Acknowledgement	IF/Dy.CIF/Jt.CIF	DF
89. Actual Receipts of Licence Fee	IF	Dy.CIF/ Jt.CIF/DF
91. Appropriation of Account Outstanding audit paras	IF/Dy.CIF/ Jt.CIF	DF
Abstract-Accident Investigation Report	IF/Dy.CIF/ Jt.CIF	DF



Pdl 1.

**ASSESSMENT ROLL FOR ASSISTANT INSPECTOR OF FACTORIES:**

1. Name & Designation of the Officer :
2. Period of Assessment :
3. Basic Tasks :
  - i. Collection of licence fee, amendment fee etc.
  - ii. Attending to court work
  - iii. Inspections of allotted factories
  - iv. Other jobs assigned by the inspector of Factories/Dy. Chief Inspector of Factories
4. TARGETS ACHIEVED:
  - i. Total amount to be realised by way of licence fee etc., including the arrears  
Amount actually collected:
  - ii. Court work turned out and special achievements, if any
5. MODE OF GRADATION
  - a. Grading for inspections:
    - Outstanding : Achievements in excess of targets
    - Good : More than 85% but less than 100%
    - Satisfactory : More than 75% but less than 85%
    - Poor : 75% and less
  - b. Grading for collection of licence fee etc:
    - Outstanding : More than 90%
    - Good : More than 90% but less than 99%
    - Satisfactory : More than 85% but less than 90%
    - Poor : 85% and less

**6. EVALUATION**

Targets	Percent of achievements	Gradation
Realisation of licence fee		
Court work		

Signature &amp; Designation of Grading Authority

**PdI 3****ASSESSMENT ROLL FOR THE INSPECTOR OF FACTORIES :**

1. Name & Designation of the Officer:
2. Period of Assessment:
3. Basic Tasks:
  - i. Minimum 360 regular and full inspection of working factories per annum
  - ii. Inspection of all allotted working factories at least once during the year
  - iii. Investigation to all serious accidents in time in his circle
  - iv. Verification of all approved plans of the Factories that are taken into use
  - v. Annual inspection of all officers of Assistant Inspector of Factories located at other stations in the jurisdiction of the Inspector of Factories
  - vi. Enquiry and taking of a suitable action on all complaints of non-implementation received against the management of factories
  - vii. Collection of licence fee from all working factories
4. TARGETS ACHIEVED :
  - i. No. of regular inspection of working factories made
  - ii. a. Total No. of factories allotted to the Inspector of Factories in the Jurisdiction
  - b. No. of Factories inspected during the year
  - iii. a. Total amount of to be realised by way of licence fees etc. including the arrears, if any
  - b. Amount actually realised

- iv. a. No. of serious accidents reported during the year
- b. No. of serious accidents investigated and reports submitted during the year
- v. a. No. of plans of factories approved during the year
- b. No. of plans of factories verified during the year
- c. No. of approved plans yet to be verified from previous years
- vi. No. of annual inspection of office of the Asst. Inspector of Factories made
- vii. a. No. of complaints of non-implementation received
- b. No. of enquired and suitable action taken

## 5. MODE OF GRADATION

Grading for inspection of Factories

Outstanding

Good

Satisfactory

Poor

Grading of collection of licence

Fee and other

Targets:

Outstanding:

Good:

Satisfactory:

Proof:

## 6. EVALUATION :      Targets      Percentage of achievements      Gradation

- i. Working inspection
- ii. Inspection of all allotted Factories:
- iii. Realisation of licence fee:
- iv. Investigation into accidents:

- v. Verification of plans:
- vi. Annual inspection of office of Asst. Inspector of Factories
- vii. Enquiry of complaints
- viii. No. of URF Factories plans at the beginning of the year:
  - No. of plans verified:
  - No. of Factories registered:
  - No. of URF plans pending:

Signature & Designation of Grading Authority

- Note: 1. The Director of Factories, A.P., Hyderabad will be the authority to fix and revising the basic targets
2. The Director of Factories, A.P., Hyderabad will be the authority for giving grading. He will be the officer to communicate the grading to the Inspector of Factories.

Amount of licence fee yet to be collected is Rs.

Defaulters are:

Hence no chance of realisation, Regarding other factory prosecution is already launched

PdI 5

## ANNEXURE - I

Statement of immovable property possessed, acquired and disposed of by Sri or any other person on his behalf or be any member of his family during the year ending: (Sub-Rule (7) of Rule 9 of A.P.C.S. (Conduct) Rules, 1964)

1	2	3	4	5	6	7	8	
	Nature of Property	Situation of property- Survey/ Municipal Number with extent.)	Held in whose name	Date and mode of acquisition/ disposal	Price paid obtained	Source of payment	Whether information given or sanction obtained with ref.No. & Date	Annual income from Property
1.	House							
2.	Flat							
3.	Shop							
4.	House plot							
5.	Agrl.Land (dry or wet)							
6.	Any other immovable property							

Note: Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.



## ANNEXURE - II

Statement of movable property possessed, acquired and disposed of by Sri or any other person on his behalf or by any member of his family during the year ending: (Sub-Rule (7) of Rule 9 of A.P. C.S. (Conduct) Rules, 1964)

1	2	3	4	5	6	7
Nature of property	Held in whose name	Date and mode of acquisition disposal	Name & Address of person from whom acquired/to whom disposed	Whether transaction done within the limits of jurisdiction	Price paid/obtained	Source of Payment
<b>Movable (Whose value exceed Rs.20,000)</b>						
Vehicles	Motor Car, Motor Cycle/ Scooter	any other vehicles				
Electrical goods						
Air Conditioner/VCR/ Television/Refrigerator						
Any other goods						
Jewellery	Ornaments	Vessels etc.				
Investment & Cash Bank Deposits/ Debentures	Shares/Bank balance etc.					
Furniture	Live Stocks	Any other goods				

**Note:** Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

**PdI 7**

**FORM ER-1**

Quarterly return to be submitted to the local Employment Exchange for the quarter ended .....

[Vide the Employment Exchange (Compulsory Notification of Vacancies) Rules 1960]

The Following information is required under the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960 to assist in evaluating trends in employment and for action to correct imbalances between labour supply and demand.

Name & Address of the employer .....

Whether Head office Branch office

Nature of business / principal activity.....

**1. a) EMPLOYMENT**

Total number of persons including working proprietors / partners / commission agents / contipent paid and contractual workers, on the pay rolls of the establishment excluding part-time workers and apprentices (The figures should include every person whose wage of salary is paid by the establishment)

	On the last working day of the previous quarter	On the last working day of the quarter under report
Men		
Women		
Total		

b) Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5% during quarter .....

**Note :** Establishment are reminded of their obligation under the Employment Exchanges (Compulsory Notification of vacancies after notifying to Employment Exchanges deails of vacancies specified under the Act, before they are filed.

**2. VACANCIES :** Vacancies carrying total employments of Rs. 60 or over per month and of over 3 months duration.

2. a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter.

No. of vacancies which come with in the purview of the Act				
Occurred	Notified		Filled	Source (describe the source from which filled)
	Local Employment Exchange	Central Employment Exchange		

- b) Reasons for not notifying all vacancies occurred during the quarter under report vide 2 (a) above.

.....  
 .....

### 3. MANPOWER SHORTAGES

Vacancies / posts unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the post	No. of unfilled vacancies / posts		
	Essential qualifications prescribed	Essential experience	Experience not necessary

Please list any other occupations for which this establishment had recently any difficulty in obtaining suitable applicants.

-----  
 -----

Signature of the Employer

Please Note : Make sufficient copies of this proforma and file them in Employment Returns File

To  
 The Regional Employment Officer  
 First Floor, T. Anjaiah Bhavan,  
 RTC 'X' Road, Hyderabad - 20.

Note : This return shall relate to quarters ending 31st March / 30th June / 30th September and 31st December shall be rendered to the local Employment Exchange within 30 days after the end of the quarter concerned.

**PdI 9**

**Sub: Establishment - A.P. Ministerial Services - Jr. Assistant - Typists Eligible for promotion to Sr.Assistants - Preparation of List for the Half Year ending with Report - Submitted**

S. No.	Name of the Individual	Office in which working	Designation	Date of regular appointment to that category	Details of tests passed by them with the information such as Gazetted No. date in which the result published with remarks
1	2	3	4	5	6

## Annexure - V

Pdl. 11

Statement showing the total number of Government Servants and then the Number of Members of Scheduled Castes, Scheduled Tribes, Backward Classes and Physically Handicapped among them as on

S.No.	Class of the post	Total No.of employees	S.C's	S.T's	B.C's	P.H.	Remarks
1	2	3	4	5	6	7	8

1. Class-I Senior Gazetted Officers:  
(Non-cadre post)

All Gazetted Officers in the scale of pay of Rs. and above (i.e., category XVIII and above) vide Statement in the revised Pay Scales of 1986 Scheduled-I under Rule 2(4) and (3)

2. Class-II Gazetted Officers and other than those mentioned against Class-I and above

3. Class-III - all posts in

1. Subordinate Services

2. Ministerial Services

3. General Subordinate Services

4. Class-IV

a. All posts in Last Grade Services (excluding Sweepers and Scavengers)

b. Sweepers and Scavengers

N.B : In respect of institutions other than the Government, equivalent categories/classes of officers to be taken for purposes of this statement.



## Pdl. 13

## APPENDIX IV

## Annual Report in the Rule of Reservation in Recruitment for the year

S. No.	Category of posts to which rules of Special Representation Apply	Total Number of Vacancies		Number of vacancies (Out of Column 4)		Total	Number of candidates appointed	Number of reserve vacancies filled by others to be carried forward next recruitment year
		Arising	Filled	Carried forward from last year	Arising in the year			
1	2	3	4	5	6	7	8	9

1. Class-I - Senior Gazetted Officer  
(Non-Cadre post)

All gazetted Officers in the scale of and above (i.e, upto Rs.

category XX vide statement in the Revised Pay Scale of 1978 Schedule I under Rule 2(4) and (3)

2. Class II Gazetted Officers and other than those mentioned against Class I above. Categories mentioned Under XVII, XVIII and XIX of the same scheduled

3. Class III - All Posts in
  1. Subordinate services
  2. Ministerial Services
  3. General Subordinate Services
4. Class IV
  - a. All posts in Last Grade Services  
(excluding Sweepers and Scavengers)
  - b. Sweepers and Scavengers

**PdI. 14**

**Sub: Disciplinary Cases - Review of Pending cases by Higher Authorities - Report for the half year ending submitted**

Pdl 15

## ANDHRA PRADESH PUBLIC SERVICE COMMISSION : HYDERABAD

Request on form for the post of  
(separate form should be used for each category of post)

Designation of Unit Officer

1. a. Designation of the post  
b. The service to which the post belongs  
c. Rules governing the post  
(G.O.No. may also be quoted)
2. a. Number of vacancies  
b. Whether Local Reservation is applicable  
c. Percentage of Local Reservation specified for  
this post (as specified in the presidential order)  
d. No. of local vacancies, if any, brought forward from  
the previous rectt. (Zone-wise to be furnished)  
e. Whether the No.of vacancies at (a)  
are inclusive of (d)
3. Whether physically Handicapped persons are eligible  
for this post. If not the Rule or G.O. may be quoted  
ii. If yes, the category of the handicap may be indicated ie.,  
i. Blind  
ii. Deaf/Dumb  
iii. Orthopaedically Handicapped  
(as per G.O.Ms.No.115, W.D.C.W&C (WH Desk) Dept)
4. a. Does the rule of special representation (GR 22)  
apply if so, break up is to be specified (If the post is  
solitary, special representation will not apply as per G.R.22(i))

No.of fresh vacancies  
Women General = Total

No.of Backlog vacancies  
Women General Total

- i. S.C's
- ii. S.T's
- iii. BC-A
- iv. BC-B
- v. BC-C
- vi. BC-D

- vi. BC-D
- vii. O.C.
- viii. P.H.
- ix. Ex.Ser.

- b. Specify the point & cycle at which the earlier roster ended
- c. Indicate the point & cycle from which current roster should commence

- 5. Qualifications Required
  - a. Academic
  - b. Technical
  - c. Preferential
  - d. Experience
- 6. Age-limits
  - a. Lower age
  - b. Upper age
  - c. Concessions available for any category of persons
- 7. Any other specification provided in the Rules
- 8. Scale of pay attached to the post
- 9. Any other conditions (such as security Deposit etc. or qualifications not covered by the above) Rules should be cited)

**N.B.:** This form must be signed by the Unit Officer or the Appointing Authority concerned. Incomplete form will not be entertained.



**PdI 16**

**Report of the Half Year Ending  
Half-Yearly return on the number of new entrants drop-outs of employees in the State  
Public Sector for the Half Yearly Ending on**

**Block-I Office Identification**

1. District:
2. Mandal:
3. Location:
4. Sector:
5. Name of the Deptt:
6. Name of the office:

**Block II - Individual particulars consolidated for the drawing officers unit**

S. No.	Name of the employee	Sex in (Codes)	Native District (in codes)	Social Group (in codes)	Whether physically Handicapped or Ex-service Men (in codes)	Date of Birth	Highest Educational qualifications (in codes)		Date of entry into service
							General	Technical/ professional	
1	2	3	4	5	6	7	8(a)	8(b)	9

**Block -II (Contd)**

Date of leaving the service (for dropouts)	11	12	13	14	15	16	17
Designation of the post (in codes)	Category of post (in codes)	Nature of post (in codes)	Scale of pay Rs.	Scheme in which salary is drawn (in codes)	Reasons for leaving the post (in the case of dropouts)	Remarks	

**CODE LIST**

Col.No. Item code

- 3 Sex - Male-1, Female-02
- 5 Social Group - CC-1, SC-2, ST-3, BC-A-4, BC-B-5, BC-C-6, BC-d-7
- 6 Physically Handicapped-1, Exserviceman-2, Others-3
- 8a & 8b As given the instructions Booklet given for the census of employees as on
- 13 Regular-1, Temporary-2, Others-3
- 15 Plan-1, Non-plan-2
- 11&12 As given in the instructions Booklet given for the Census of Employees as on

PdL. 18

## ANNEXURE - I (Retirements)

Sub : PENSIONS - Expeditions settlement of pension cases - Quarterly Report for the Quarterly ending \_\_\_\_\_ submitted

1. Name of the Office : Dy.Chief Inspector of Factories, Ranga Reddy.
2. Total Number of employees retiring six months ahead.
3. No. of employees in whose cases pension papers are sent to pension Issuing Authority six months in advance to the date of retirement. - NIL -
4. Balance cases (column 2 minus column 3) Details of those cases wherein Pension papers could sent to the Pension Issuing Authority six months in advance the date retirement are furnished below :

Sl. No.	Name of the employee	Designation and office where working	Date of retirement	Detailed pensions for not sending pension papers to pension issuing Authority six months in advance to the date of retirement	Date by which the pension papers are expected to be sent to pension issuing Authority	If disbursement pension is not to be commencement due date whether managements are made payment of Anti pension
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

Certified that I had reviewed personally all the above cases wherein pension papers could not be to the Pension Issuing Authority six months in advance to the normal date of retirement and detailed.

**ANNEXURE - II**  
Quarterly statement of Pension Cases  
(Death Cases)

1. Name of the Office : Dy.Chief Inspector of Factories, Ranga Reddy.
2. Total number of death cases :
3. No. of death cases wherein Family pension papers where sent to Pension Issuing Authority within 2 months from the date of death - NIL -
4. Balance cases (Column 2 minus column 3) Details of those where in Family pension papers where not sent to the pension Issuing Authority within 2 months from the date of death are furnished below :

Sl No.	Name of the deceased employee	Designation and office where last worked.	Date of death	Details reasons for not sending F.P. Papers to pension issuing Authority within 2 months from the date of death	Date by which the F.P. Papers are expected to be sent to the pension issuing Authority	Whether arrangements are made for payment of anticipatory Family Pension and if not reasons for the same
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

Certified that I had reviewed personally all the above cases wherein F.P. Papers were not sent to the Pension Issuing Authority within 2 months from the date of death and detailed reasons are given above.

Pdl 19

అధికార భాషగా తెలుగు తెలుగు అమలుపరచుటలో సాధించిన ప్రగతి గూర్చి 200\_\_\_,

మాసపు నివేదిక .....

క్రమ సంఖ్య	కార్యాలయము పేరు	కార్యాలయము నుండి మొత్తం జారీ అయిన ఉత్తర ప్రత్యుత్తరాల సంఖ్య	తెలుగులో జారీ అయిన ఉత్తర ప్రత్యుత్తరాల సంఖ్య	ఇంగ్లీషులో జారీ అయిన ఉత్తర ప్రత్యుత్తరాల సంఖ్య	5వ కాలంలో జారీ అయిన శాసన సంబంధమైన ఉత్తర ప్రత్యుత్తరాలు, నోటీసులు వగైరా సంఖ్య	వోకేషాలు
1	2	3	4	5	6	7



**PdI 31**

PdI's - Monthly - Resume of work done by Sri  
Jt.Chief/Dy.Chief/Inspector of Factories for the month of

- |                |                      |              |       |  |
|----------------|----------------------|--------------|-------|--|
| 1. No. of Days | At the Head Quarters |              |       |  |
|                | On tour              |              |       |  |
|                | On Casual Leave      |              |       |  |
|                | Seasonal             | Non-seasonal | Total |  |
2. a. No. of Regd. Factories inspected  
(Circle wise)  
Working  
Not-working
- b. No. of factories inspected for  
which inspection orders are issued
- c. No. of first inspections on which  
factories are registered
3. Other visits: a. Casual f. Closed  
b. Special g. Unregistered  
c. Surprise h. Child Labour Detection  
d. Sunday i. Complaint verification  
e. Night

SUMMARY OF WORK DONE FROM to

- |  | Seasonal | Non-<br>seasonal | Total |
|--|----------|------------------|-------|
| 1. No. of factories allotted for regular inspections<br>including freshly registered (Circle wise) |          |                  |       |
| 2. No. of factories inspected  |          |                  |       |
| 3. No. of factories yet to be inspected  |          |                  |       |
| 4. No. of Plans Verified   |          |                  |       |

Details of enclosures:

1. Diary
2. Copies of inspection orders
3. List of show cause notices
4. Details of MAH factories inspected
5. Plans verifications done
6. Abstract of Child Labour detected

Endt. No. PdI.31/ Dated

Submitted to the D.F., A.P., Hyd/Jt.Chief/Dy.Chief/Inspector of Factories  
Copy to the D.F., A.P., Hyderabad

**PART - II**

Plans approved by the Department during the Month of

S.No.	R.No.	Name and Address of the Factory with Pin Code	Approval No. & Date and by whom approved
1	2	3	4

Jt.CIF/Dy.CIF/IF

**PART - III**

Particulars of Plans verified

S.No.	Regd.No.	Name & Address of the Factory with Pincode	Approval No. & Date and by whom approved	Date of Verification	Action taken/ Remarks
1	2	3	4	5	6

Jt.CIF/Dy.CIF/IF

**ANNEXURE - 1**

**Jt. Chief/Dy. Chief/Inspector of Factories, Region/Circle for the month of**

**Diary of Sri**

Date	Place	R.No. and Name of the factory visited Time of visit and any other work done	Class of the Factory, Working or not working Proof of employment, Licence position, Plans verified, whether previous orders, complied with Summary of defects found and action taken	Previous inspection Date
1	2	3	4	5

Jr.CIF/Dy.CIF/IF

## Annexure - 3

List of Show Cause Notices issued during the month of

S.No.	R.No.	Name & Address of the Factory with pincode	Date of inspection	Date of issue of S.C.N.
1	2	3	4	5
Jt.CIF/Dy.CIF/IF				

## Annexure-4

I. Resume of Work in Respect of MAH Factories During Month of

Category	No. of MAH factories Region/Circle	No. of MAH factories Inspected during the month	Total No. of MAH factories Inspected at the end of the month	No. of MAH factories yet to be inspected
1	2	3	4	5
A				
B				
C				
Total				

II. List of MAH Factories inspected during the month of

S.No.	R.No.	Name & Address of the Factory with Pin code	Category	Date of inspection	Remarks
1	2	3	4	5	6

## ANNEXURE - 5

Details of Plans verified and action taken in case of deviations for the month of

S. No.	Details	Registered Factories	Un-Registered Factories	Total
1	2	3	4	5

- 1 No. of Plans approved upto the end of the previous month
- 2 No. of Plans approved during the month
- 3 Total No. of Plans approved upto the end of the current month
- 4 No. of Plans verified upto the end of previous month
- 5 No. of Plans verified during the month
- 6 Total No. of Plans verified upto the end of the current month
- 7 No. of Plans yet to be verified by the Jt. Chief/Dy. Chief/IF

## CERTIFICATE

Certified that all the Plans of registered Factories inspected by me during the month were verified. Further certified that the pending URF Plans pertaining to the areas covered during the month were also verified.

Jt. CIF/Dy. CIF/IF



**ANNEXURE - 6**

**ABSTRACT OF CHILD LABOUR DETECTED IN HAZARDOUS/NON-HAZARDOUS FACTORIES AND ACTION TAKEN**

S. No.	Name of the factory with Address	Date of Inspection	Mfg. Hazardous	Process with details Non-Hazardous	No. of child- ren/adoles- cents found	Action taken	No. of Prosecutions launched during the month on the previous inspection	No. of con- victions with relevant details viz. Case.No./fine/ imprisonment	No. of cases pending at the end of the month	No. of acquittals during the month		
							Sec. 67	Sec. 68	Sec. 67	Sec. 68		
1		3	4	5	6	7	8	9	10	11	12	13

**CERTIFICATE**

Certified that incidence of child labour if any is checked up in every factory inspected by me during the month and Inspections Orders along with S.C.N. are issued wherever the contraventions are found under Section 67 and 68 of the Factories Act, 1948.

Jt. CIF/Dy. CIF/IF

PdI 41

Quarter No.

Year:

Name of the Circle:  
Name of the District:

Sub: List of additions, removals and changes in the annual list of factories -  
Quarterly ending report (District and Taluk-wise)

District Code	State's Licence/Registration No.	Law Provision	Sector Code	NIC	Factory Name and Location	Average daily employment	Estimated employment	H.P.	Major Products	Description of main activities	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

ADDITIONS

CHANGES

REMOVALS

Submitted to the D.F., A.P., Hyd.

Copy Submitted to the Dy.CIF

Sd/- (IF)

Name of the Circle District

Copy to the Dy. Director N.S.S.O.(FOD) A.P.(N) 8th Floor,  
Gaganvihari, MJ Road, Hyderabad-500 001.

PdI 43

Name of the Circle  
Name of the District

Dist and Mandal-wise List of Factories as on

S. No.	Regd. No.	Law provision 2 m (I) 2 m (ii), 85(I)	Sector Public/Private	NIC Code	Name of the Factory and Postal address with Pin Code	Description of Main Economic activity of enterprises	H.P.	Raw material used	Furnished Products	Total Workers		Maximum employment	
										Men	Women		Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Average daily employment

15

Remarks (Closed)

16

Allotted to I.F./AIF

17

Encl: Submitted to D.F., A.P., Hyd with 3 sets  
Copy to the Chief Planning Officer  
Copy to the Asst. Director ESI  
Copy to the Asst. Director P.F. Commission  
Copy to District Collector

Sd  
Name of the Circle  
Name of the District (IF)

**PdI 43****Instructions**

1. In Col.1 give the licence or registration number of the factory allotted by the State Government.
2. In Col.2 one digit code according to the provisions of the Factories Act under which it falls ie., Section 2m (i); Section 2 (ii) and Section 85 may be given.
3. In Col.3 Public or Private Sector in which factory falls may be indicated by code 1 and 2 respectively.
4. In Col.4 Districts may be arranged alphabetically and two digit numbering beginning from 01, 02 and 03 may be indicated.
5. In Col.5 the Industry Code of each unit is to be indicated at five digit level as per the National Industrial Classification, 1998.
6. In Col.6, complete name and location of the factory is to be furnished.
7. Columns 7 and 8 are self-explanatory.
8. Number of factories reported in this proforma should tally with column 5 of Statement-I relating to annual return submitted to Labour Bureau.
9. This list should include the factories reported in Proforma II also.

**PdI 45**

**For the Year**

**Name of the Circle  
Name of the District**

**Sub: List of factories employing 100 or more workers as on 1st January**

S.No. & Dist Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Regn. No.	Name and full address of the factory	Average Men	No. of Women	Total Workers	Maximum employment	NIC Code No.	Name of the Occupier with designation Manager	Name of the General Manager/ Factory Officer	Name of the Personnel Manager/ Personnel	Name of the Welfare Officer if any.	Name of the Medical Officer if any.	Name of the Safety Officer if any.	Remarks	

**Sd  
(IF)**

**Name of the Circle  
Name of the District**

**Submitted to the D.F., A.P., Hyd.  
Copy submitted to the Dy.CIF**



PdI 47

M.B. Act 1961 for the year ending 31st December,

For the year

Name of the Circle

Name of the District

**PROFORMA**  
**Maternity Benefit Act for the Year**

Category of Establishment covered by the Act.	No. of Estts covered by the M.B. Act.	No. of Estts covered by making returns	No. of Estts making returns	Aggregate No. of women employed in the estts. year	No. of women who claimed M.B. during the year	No. of claims accepted & paid either fully or partly		No. of cases in which bonuses were paid	Total Amount of M.B. (including bonuses paid) Rs.	Amount of bonuses in col.9) Rs.	No. of cases of women enjoyed full maternity leave prior to confinement
						Total	From current year claims				
1	2	3	4	5	6	7	8	9	10	11	

Name of the Circle  
Name of the District

**PdI 52**

Sub : Stores and Furniture - Verification Certificate for the Financial year ending 31.3.20

**Certificate of Verification of Stores**

- i) I hereby certify that the stock of stationery articles on hand has been verified by me on 20 and that every article in stock has actually agreed with the quantity shown as balance in the stock registers.
- ii) that each and every item of stationery received during the year either from the stationery from any other offices on loan etc., and that purchased locally has been duly entered in the stock register.
- iii) that every article of stationery in stock has a page or pages allotted to it in the stock book and that the stock actually agrees with the quantity shown as balance.
- iv) that no Officer or other Government servant has been supplied during the year with any article in excess of the scale sanctioned for him in respect of periodical articles and in respect of all articles that he has not been supplied in excess of actual requirements.
- v) that every issue has been acknowledged by the recipient in the stock register and has been made only on demands.
- vi) that acknowledgement has been duly obtained for each and every article issued to other offices.
- vii) that all balances shown in old stock registers have been correctly brought forward in the new register.
- viii) that paper is duly accounted for in the stock register reams of 500 sheets.
- ix) that no articles liable to be deterioration have been kept in stock for long periods.

**Instructions:**

1. The above certificate has to be sent to the Director of Printing, Stationery & Stores Purchase, Andhra Pradesh, Hyderabad along with the annual indent and a copy of the above certificate marked to the Head of Department by 15th April.
2. As per para 55 of the A.P. Stationery Manual Volume-I, result of verification has to be reported to Head of Department and to Director of Printing and Stationery. If any excess or deficiency in any article is discovered at the annual verification, a statement in form No.C.F.347 prescribed in appendix VII of Stationery Manual Volume II shall be forwarded to the Head of the Department and to the Director of Printing, Stationery & Stores Purchase, Andhra Pradesh, Hyderabad with a copy of yearly certificate. Excess shall be brought to stock and deficiencies dealt with by Head of Department as prescribed in para 60 of Andhra Pradesh Stationery Manual Volume-I with due intimation to Head of Office.

**Certificate of Verification of Furniture**

I hereby certify that the stock of furniture on hand has been verified by me on \_\_\_\_\_ 20\_\_\_\_\_ and that every article in stock has actually agreed with the quantity shown as balance in the stock register of furniture.

Signature of Officer

Pdl 57

## Office of the Inspector of Factories

Sub: Factories Act, 1948 - Accidents - Report for the month of

Submitted

S. No.	NIC Code	Name of the Major Industry	No. of Accidents				Total	
			From Factories covered under E.S.I.Act		From Factories not covered under E.S.I.Act		Fatal	Non-Fatal
			Fatal	Non-Fatal	Fatal	Non-Fatal		

A - Fatal. B - Non-Fatal

## PART-B

Classification of Accidents	Number of Accidents							
	Adults				Adolescent		Children	
	Men		Women		Men	Women	Boys	Girls
	A	B	A	B	A	B	A	B

## I. JUTE

- i. Softening Machinery
- ii. Card room Machinery
- iii. Drawing Frames
- iv. Roving Frames
- v. Spinning Machinery
- vi. Winding Machinery
- vii. Weaving Machinery
- viii. Finishing Machinery
- ix. Fining shutters
- x. Other Misc. Machinery
- xi. Non Machinery

Total

**II. TEXTILES**

- i. Opening and blow room machinery
- ii. Card room Machinery
- iii. Drawing Frames
- iv. Speed Frames
- v. Spinning Machinery
- vi. Weaving Machinery
- vii. Finishing Machinery
- viii. Flying shutters
- ix. Other Misc. Textiles Machinery
- x. Misc. Non Machinery accidents

**PART.C**

Causation Number	Adults		Adolescents				Children						
	Men		Women		Men		Women		Boys		Girls		
	A	B	A	B	A	B	A	B	A	B	A	B	
101. Prime Movers (Not electric shocks, steam Gas & Others.													
102. Shafting													
103. Belts ropes, pulleys & Gearings													
104. Lifting machinery													
105. Power Press (Other than punches)													
106. Others													
107. Circular Saws (all types)													
108. Planing Machines													
109. Vertical Spindle Mould in machines													
110. Others													
111. Rollers of Calendars Raisors etc. not for metal or wood working (Nip-Accidents)													



112. Others
113. Power shunted
114. Manually shunted
115. Driven by powers
116. Manually shunted  
(others 117-131)
117. Electricity
118. Explosions
119. Fires
120. Gassing
121. Molten Metal or  
other hot corrosive substances
122. Lifting Machinery
123. Others
124. Use of hand tools
125. Struck by falling Body
126. Falling from height
127. Falling on the Flat
128. Falling into pits  
excavations etc.
129. Stopping on or  
striking against object
130. Handling tools or  
articles
131. Miscellaneous

**Totals**

**Note :** The number of accidents in Part C are inclusive of the accidents in Part-A

Office of the Inspector of Factories

B/PdI 58 dated

Sub: Factories Act, 1948. - Accidents - Enquiries Made into Fatal/Serious Accidents - Report for the Month of Submitted

S. No.	Name of Factory/work place in which occurred	Name of injured/dec eased person and Designation	Date of accident	When it was reported to Factory Inspectorate	Date of enquiry	Date of sending investigation report to DF with ref No.&date	Nature of accident	Fatal/non fatal-in case of non fatal accident, indicate nature and extent of injuries to injured	Person or persons responsible for accident & action taken against management	Whether deceased/in jured covered under WC Act/ESI Amount of compensation ameliorative measures provided if any
1	2	3	4	5	6	7	8	9	10	11

Jt./Deputy Chief/Inspector of Factories

Submitted to the Director Factories, AP, Hyderabad

**PdI 61**

**Periodicals - Monthly statement showing the particulars of plans approved, rejected and referred to other offices - Report for the month of - Reg.**

S. No.	Name and address of all the factories a. Old receipts b. New receipts	H.P./No. of workers	Category NIC Code (Mfg activity)	New approval/extensions/ alterations (Details of installations) Indicate N.A/ Exten./ Attn	Date of receipt	Appl.No. & date	Rejection No. & date	Reasons for pendency indicate W.D.(Want of document) U.S.(under scrutiny) any other	No. & Dt. of plans referred to other offices
1	2	3	4	5	6	7	8	9	10

**ABSTRACT**

**Report for the month of**

No. of plans received during the month	No. of plans approved during the month			No. of plans returned during the month	No. of plans submitted by Subordinate Officers to the higher authorities
	Within 1 month	between 1 & 2 months	between 2 & 3 months		
1	2	3	4	5	6



PdI 64

Office of

Sub: PdI's-Half yearly-List of factories to be notified/de-notified for provision of Canteen - Report for the half year ending

PART - A - To be Notified

S.No.	R.No.	Name & full address of the factory with pin code	No. of workers/ Date
1	2	3	4



**PART - B - To be De-notified**

S.No.	R.No.	Name & Full address of the factory with pin code	No. of Workers/Date	Reasons for de-notification
1	2	3	4	5

I.F.

To  
The D.F., A.P., Hyd.  
CC to

**Sub: Pdl Licences - Particulars of factories to which licences were issued and action taken against defaulters - Progress report for the quarter ending - Submitted.**

Year	No. of factories in the circle	Number applied for licence	Licence issued out of Col.No.2	Reasons for pending details of defectives	No. of defaulters			Action taken on defaulters	
					working	Closed	Total	Show cause notice	Prosecution
1	2	3	4	5	6	7	8	9	10

Pdl 65

Office of

Sub : Pdl's - Half yearly - Provision of Welfare amenities in the factories - Report for the half year ending

## I. NUMERICAL STATEMENT

S.No.	Welfare amenities	Total No. of factories to be provided	No. of factories provided	No. of factories not provided	Remarks
1	2	3	4	5	6
1.	Safety Officers				
2.	Safety Committee				
3.	Labour Welfare Officers				
4.	Ambulance Rooms				
5.	Medical Officers				
6.	Creches Seasonal Non Seasonal				
7.	Canteens				
8.	Canteen Managing Committee				
9.	Cooled Drinking Water				
10.	Rest Sheds				

I. Particulars of Safety Officers appointed/not appointed

S. No.	R.No. Name & Address of the Factory with Pin code	No. of Workers/ Date	Name & date of appointment of Officer/ Whether recruitment procedure followed, scale of pay & salary	Qualification	Approval No. & Date of D.F., A.P., Hyd.	If notified G.O.Ms.No. & Date	Remarks Latest date inspection & present status	
1		2	3	4	5	6	7	8

II. Safety Committees appointed/not appointed

S.No.	R.No., Name and Address of the Factory with Pin Code	No. of Workers/ Date	Safety Committee formed & Total no. of members	Date of appointment	Whether Officer concerned attended meeting with date	Remarks (Date of latest inspection & action taken)
1	2	3	4	5	6	7

III. Particulars of Welfare Officers appointed/not appointed

S. No.	R.No., Name & Address of the Factory with Pin code	No. of Workers/Date	Name of Labour Welfare Officer with Qualification (Whether recruitment procedure followed)	Date of Appointment	Scale of pay/ salary	No. of date of approval of D.F., A.P. Hyderabad	Remarks
1	2	3	4	5	6	7	8

IV. Particulars of Ambulance Rooms, Doctors etc. provided/not provided

S. No.	R.No., Name & Address of the factory with Pincode	No. of Workers Date	Ambulance Room Date & No. of approval & by whom	Ambulance Van	Name of the Doctor and Qualification	Staff in Ambulance Room	E.S.I. Covered	Latest date of Inspection	Remarks
1	2	3	4	5	6	7	8	9	10

## VI. Particulars of CRECHes provided/not provided

S.No.	R.No., Name & Address of the factory with Pin Code	No. of Workers/ Date	Whether temporary shed or permanent shed provided	No. & Date of approval of Plans & By whom	Facilities provided with details	Whether Ayah appointed	Remarks
1		3	4	5	6	7	8

## VII. Particulars of Canteens provided/not provided

S.No.	R.No., Name & Address of the factory with Pin Code	No. of Workers/ Date	No. & date of Plans approved & by whom	No. & date of Gazette Notification	Date of Canteen Committee formed according to Rule 70	Remarks
1		3	4	5	6	7

## VIII. Particulars of Canteen Managing Committee appointed/not appointed

S.No.	R.No., Name & Address of the Factory with Pin Code	No. of Workers/ Date	Particulars of members of the Committee	Date of appointment	Whether concerned Officer attended meeting with date	Remarks (Date of latest inspection and action taken).
1		3	4	5	6	7



**IX. Particulars of Cooled Drinking Water provided/not provided**

S.No.	R.No., Name & Address of the factory with Pin Code	No.of Workers/Date	No.of Coolers Provided/Places	Source of Supply	Remarks
1	2	3	4	5	6

**X. Particulars of Rest Sheds provided/not provided**

S.No.	R.No., Name & Address of the factory with Pin Code	No.of Workers/Date	No. & Date approved & by whom	No.of Rest Sheds/Lunch Rooms	Remarks
1	2	3	4	5	6

To  
The D.F., A.P., Hyd.  
Copy to:

I.F.

**PdI 66****Prosecution Periodical for the Month of****Revised Abstract**

1. No.of Cases pending at the end of the month :
2. No.of cases filed during the month :
  - a. No. of cases filed for Safety :
  - b. No. of cases filed for Welfare :
  - c. No. of cases filed for Registers :
  - d. No.of cases filed for Licence :
  - e. No.of cases filed for Plans :
  - f. No.of cases filed for Children employment :
  - g. No.of cases filed for Night employment of women :
  - h. No.of cases filed for health :
  - i. No.of cases filed for other contraventions :
3. No.of cases admonished during the month :
4. No.of cases acquitted during the month :
5. No.of cases withdrawn during the month :
6. No.of cases convicted during the month :
7. Amount of Fine collected :
8. No.of cases pending at the end of the month :
  - a. Above 2 years :
  - b. 1 year to 2 years :
  - c. 6 months to 1 year :
  - d. Below 6 months :



Pdl.67 For the Month of Year Dated

1		2		3		4	
Anticipated Revenue for the year		Arrears		INTEREST		(TF AF	
Rs		Rs.		Receipts in		Receipts till	
Receipts till last month		Receipts in the month		Receipts in the month		Receipts till last month	
Total		Total		Total		Total	
the month		the month		the month		the month	
a	b	a	b	a	b	a	b
c		c		c		c	
Other Fee etc.		BLF		URF		etc)	
Receipts in the month		Receipts in the month		Receipts in the month		Receipts in the month	
Total		Total		Total		Total	
c		c		c		c	

Submitted to the Director of Factories, Andhra Pradesh, Hyderabad along with Pdl.31/99 Pdl.31  
 Copy submitted to the Jt.Chief Inspector of Factories, Visakhapatnam/Concerned Dy.Chief Inspector of Factories along with Pdl. 31

1. Column No.1 reflects the fee realised only from the factories for which the Annual fee is anticipated
2. Column No.2 reflects realisation of arrears from earlier year's anticipation.
3. Column No.3 reflects the interest realised for the payments after due date.
4. Column No.4 reflects the realisation of fee from Un-anticipated amounts like BLF, AF, TF, URF etc.

**PdI 69**

**Sub :** Periodicals - Licences - Particulars of factories to which licences were issued and action taken against defaulters - Progress report for the quarter ending 31-3-20\_\_\_\_\_ submitted.

1	2	3	4	5	6	7	8	9	10





**PdI 82**

(Incoming Proforma)  
Statement of additional allotments and surrender for the year

Detailed Head of Account	Actual expenditure from 1-4-200__ to 31-12-200__	Probables from 1-1-200__ to 31-3-200__	Total of Col.2 & 3	Budget allotment for year	Excess (+) Savings (-)	Reasons for variations
1	2	3	4	5	6	7
<b>Salaries:</b>						
011. Pay						
012. Allowances						
013. Dearness Allowance						
<b>Total</b>						
Encashment of E.L.						
Leave Travel Concession						
T.T.A.						
Travelling allowance						
Service Postage Stamps						
Telephone & Trunk Call						
R.R.T.						
Water						
Electricity						
Other Office Expenses						



PdI 83

(Incoming & Out going to Govt. from S. O's. \_\_\_\_\_)

Number Statement for the Year

2230 - Labour and Employment - 01 - Labour, 102, Working conditions and Safety: 01 - Headquarters office (Director of Factories), 04 Inspectors of Factories (Non plan & plan)

S. No.	Scale Description of Post	No. of Posts vacant for more than six months	No. of posts for which provision is claimed	G.O.Ms.No. in which the Staff was sanctioned (temp)	State of persons in scales that scale	No. of persons in that scale	Salary that will be drawn Provision to be made in Budget for 2000-2001													Increase/ Decrease in Strength	Rem-arks
							Pay	DA	HRA	CA	CA	Pay	DA	HRA	CA	CA	13	14	15		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				

PdI 83

- 2230 - Labour & Employment
- 01 - Labour
- 102 - Working conditions & safety
- 01 - Headquarters Office (Director of Factories) (Non-Plan)
- 04 - Inspectors of Factories (Non-Plan & Plan)

S.No.	Item	Pay	DA	HRA	CA	Total
	1. Establishment - Permanent					
	2. Establishment - Temporary					
	<b>Total</b>					
	1. Officers - Permanent					
	2. Officers - Temporary					
	<b>Total</b>					
	<b>Grand Total</b>					
011	- Payment of Officers					
012	- Pay of Establishment					
013	- HRA					
014	- OA					
015	- SEL					
016	- Medical reimbursement					
017	- LTC					
018	- DA					
	<b>Total</b>					



**PdI 84**

Statement showing budget estimates for the year 200\_\_ - 200\_\_ and revised estimates for the year 200\_\_ - 200\_\_ in respect of the office of the inspector of factories, Rajahmundry

Sl. No.	Particulars	Actual expenditure from 1-4-200__ to 31-7-200__ (4 months)	Probable expenditure from 1-8-200__ to 31-3-200__ (8 months)	Revised estimates for the year 200__ - 200__	Budget estimates for the year 200__ - 200__	Remarks
1	2	3	4	5	6	7

PdI 84

WORKING SHEET

Budget estimates for the year 200\_\_ - 200\_\_ and revised estimates for the year 200\_\_ - 200\_\_ in respect of the office of the inspector of factories. Rajahmundry

Revised Estimates for 200\_\_ -200\_\_

Sl. No.	Description	200__ - 200__	200__ - 200__
1	Salaries and allowances	500	500
2	Grants-in-aid	100	100
3	Contingencies	50	50
4	Printing and stationery	20	20
5	Travel	10	10
6	Telephone	5	5
7	Light and power	5	5
8	Repairs and maintenance	5	5
9	Books and newspapers	5	5
10	Medical	5	5
11	Security	5	5
12	Insurance	5	5
13	Postage and telegrams	5	5
14	Subsidies	5	5
15	Other	5	5
16	Total	700	700

Pdl 84 (Out going proforma to be sent to govt.)

**DEMAND XXIX LABOUR AND EMPLOYMENT**

2230 - Labour and Employment

01 - Labour

102 - Working Conditions and Safety

01 - Headquarters Office (Director of Factories)

Detailed Head	Budget estimates	Revised estimates	Budget	Remarks
	200__ - 200__	200__ - 200__	200__ - 200__	

010 - Salaries

011 - Pay of Officers

012 - Pay of Estt.

013 - H.R.A.

014 - Other Allowances

015 - Encashment - EL

016 - Medical Reimbursement/Advance

017 - L.T.C.

018 - Interim Relief

020 - WAGES

021 - Daily Wages

022 - Contingent Employees

030 - Dearness Allowance

040 - Travelling Expenses

041 - Travelling Allowance

042 - F.T.A.

043 - Conveyance allowances

044- Bus Warants

045 - T.T.A.

050 - Office Expenses

051 - S.P.T.

052 - Tel. Charges

053 - Water Charges

054 - Elec. Charges

056 - O.O.E.

057 - M.OV.

061 - Rents

070 - Publications

450 - Petrol, Oil and Lubricants

451 - General Office vehicle

PdI. 88

### Details of Permanent Advance Acknowledgement

Officers Designation	Amount Held	Remarks
1	2	3

PdI 89

Sub: Statement showing the actual receipts of licence fee for the month of - Report - Submitted

S. No.	Regn. No.	Name and address of the factory	Challan remitted during the month and received same month	Amount (Rs.)	Challan remitted during other months and received during the month	Amount (Rs.)	Name of the Sub-Treasury
1	2	3	4	5	6	7	8

ABSTRACT

S.No.	Name of the Sub-Treasury	Challan remitted during the month and received same month	Plans (Rs.)	Challan remitted other months and received during the month	Plans (Rs.)	Total
1	2	3	4	5	6	7



No.A/Pdl. 91

(Incoming)

Sub : Appropriation of Accounts and Audit Reports - Outstanding audit paras and Objections - Disposal - Monthly report for the month of - Submitted.

Sl.No.	Name of the Office	Reference of Accountant General/District Treasury Officer/Sub-Treasury Officer.	Details of paras pending.	Reasons for pendency of Audit paras	Details of Audit Objections pending	Reason for pendency of Audit Objections.
1	2	3	4	5	6	7

**ABSTRACT****SALIENT FEATURES OF THE ACCIDENT /  
DANGEROUS OCCURRENCE**

(To be submitted in duplicate)

1. a. Nature of the accident with date & time :  
(Fatal/Serious/Dangerous Occurrence/Natural Death)
- b. If serious accident, brief description of the injury and actual result of the accident.
2. a. Name and address of the factory with R.No. :
- b. Whether falls under MAH 'A' / 'B' or other category :
- c. Nature of manufacturing activity, with NIC Code :
3. Names of the Occupier and Manager :
4. a. Names and designations of the deceased / injured :
- b. Father's Name / Husband's Name :
5. Age, Sex, marital status and family particulars of the victims :
6. Wages (Gross/Daily/Monthly)
7. i. Whether covered under E.S.I.
- ii. whether intimation sent to the Commissioner under Workmen's Compensation Act.
8. Particulars of Payment / ameliorative measures :
  - a. Ex-gratia
  - b. Medical benefits
  - c. Funeral Expenses
  - d. Other ameliorative measures declared
9. a. Source of information with time and date
- b. Time and date of information received from the Management
10. a. Date of enquiry and by whom
- b. Persons interrogated
- c. Witnesses from whom statements recorded.
11. Statutory contraventions and others leading to the accident

12. Details of last inspection :
- a. Date of last inspection
  - b. Name and designation of the inspecting officer
  - c. Action proposed
  - d. Whether the present contravention is covered in the Previous Inspection Orders

13. Action proposed :

14. Cause of the accident  
(Describe briefly how the accident took place)

15. Causation and its code number :

Enclosures (Y/N)

- |   |     |
|---|-----|
| 1. Form No. 18                          | ( ) |
| 2. Statements                           | ( ) |
| 3. Inspection Order                     | ( ) |
| 4. Show Cause Notice                    | ( ) |
| 5. Schedule VI for dangerous occurrence | ( ) |
| 6. FIR / Post mortem report             | ( ) |
| 7. Photos                               | ( ) |

## 2. REGISTERS TO BE MAINTAINED

Registers to be maintained by functionaries at Headquarters and subordinate offices, for implementation of the Acts are given below. However, Registers to be maintained under DOM, Financial Code, Budget Manual etc. are not included here as per the Manual Preparation Guidelines. The following are the registers to be maintained in the Office of Director of Factories and in Subordinate Offices related to the function of the department.

### 1) REGISTERS RELATED TO IMPLEMENTATION OF ACT

Register of Prosecutions  
Register of Show cause notices  
Register of Warnings  
Register of Number allotment  
Register of welfare amenities  
Register of Complaints  
Register of MAH Factories  
Register of Inspection Dates  
Register of Exemptions  
Register of Serious and Fatal Accidents  
Register of Accidents

### 2) PLANS

Register of Plans approved under Factories Act  
Register of Plans approved under APGP Act  
Register of Plans approved under APMP Act  
Register of Plans Movement  
Register of approved plans under Factories Act  
(Regn.No.wise)

### 3) REVENUE

Register of Licence Receipts  
Register of Anticipated revenue  
Register of Cheques/Drafts  
Register of Anticipated Revenue and Actual Receipt  
Register of General Particulars

## PROSECUTION REGISTER

S. No.	R. No.	Name of the Accused Occupier/Manager	Name and Address of the Factory	Date of Inspection Dy.CIF/IF	No. & Dt. of proposal	No. & Dt. of Approval	Contra-ventions	Date of filing charge sheet	10	11	12
									Name of the court	STC No.	Nature of Disposal
1	2	3	4	5	6	7	8	9	10	11	12



**SHOW CAUSE NOTICE REGISTER**

S. No.	Current R.No.	Name of the Occupier and Address of the Factory	Date of Inspection	Date of Issue of SCN	Contraventions	Prosecution proposal /Warning proposal	To whom submitted	Remarks
1	2	3	4	5	6	7	8	9

### WARNING REGISTER

S.No.	Name and Address of the Factory	Date of Inspection	Approval No. Date	By whom Approved	Initial of Officer
		3	4	5	6
1	2				

## REGISTER OF WELFARE AMENITIES

S.No.	Welfare amenities	No.of Factories To be provided/appointed	Provided/appointed	Yet to be provided	Remarks
1	2	3	4	5	6
1.	Safety Officers				
2.	Welfare Officers				
3.	Canteens				
4.	Ambulance Rooms				
5.	Creches				
6.	Rest Sheds				
7.	Cooled Drinking Water				

### COMPLAINT REGISTER

S. No.	Name of the Complaint & Full Address	Name of the factory against the comp.	Date of Comp. received.	Date of visit	Date of reply submitted to the Comp.	Remarks & Action Taken
1	2	3	4	5	6	7

### INSPECTION DATES REGISTER

S.No.	R.No.	Name and the Factory Address	Date of Inspection	Remarks
1	2	3	4	5

## REGISTER OF ALL EXEMPTIONS UNDER THE FACTORIES ACT AND RULES

S. No.	Name of factories or class of factories exempted	Sections or rules from which exemptions are given	Subject dealt with	Extent of and reason for exemption	By whom given	Date and number of order
1	2	3	4	5	6	7

## REGISTER OF SERIOUS &amp; FATAL ACCIDENTS

S. No.	R.No.	Name of the factory and Address	Name of Injured	Date of Accident	Date of Information received	Date of Investigation	Nature of Accident	Action Taken	E.S.I. W.C.A. particulars	Exgratia	Remarks
1	2	3	4	5	6	7	8	9	10	11	12





PLANS APPROVED UNDER MUNICIPAL ACT 1965/AP GRAM PANCHAYAT ACT. 1964

S. No.	Name of the Factory & Address	Date of receipt	Approval No. & Date	No. of Workers	Nature of Approval	Initial of Officer
1	2	3	4	5	6	7

## PLANS MOVEMENT REGISTER

S. No.	Name and addresses of all the Factories whose plans are received: a. Details of plans pending as per the previous monthly reports. b. Details of new receipts.	H.P. & No. of Workers	Category 2m (i) 2m (ii) 85 (i)	New approval extension/alternation details of installation	Date of Receipt	Appi/No & Date	Rejection No. & Dt.	Reasons for pending (indicate W.D./U.S. any other)	No. and date of plans referred to H.O./ Dy.CIF
1					6	7	8	9	10
2									
3									
4									
5									
6									
7									
8									
9									
10									

REGISTER OF ANTICIPATED REVENUE

1		2			3			4				
ANTICIPATED REVENUE FOR THE YEAR		ARREARS			INTEREST			OTHER FEE Etc				
Receipts till last month	Receipts in the month	Total	Receipts till last month	Receipts in the month	Total	Receipts till last month	Receipts in the month	Receipts till last month	Receipts in the month	Receipts till last month	Receipts in the month	
a	b	c	a	b	c	a	b	a	b	a	b	c

## GENERAL PARTICULARS REGISTER

- 1. Registration No.:
- 2. Name of the Factory:
- 3. Name of the occupier:
- 4. Address (Town & Taluk):
- 5. Previous licence No.:
- 6. Present Licence No.:
- 7. Date of receipt of application:
- 8. Maximum installed B.H.P.:
- 9. Maximum No. of workers:

Year	Licence fee as per columns 8 and 9		Amendment fees		Transfer fees		Challan No. & date	Receipt No. & date	Challan No. & date	Receipt No. & date
	Payable	Receipt	Payable	Receipt	Payable	Receipt				
1	2	3	4	5	6	7	8	9	10	10



## CHANGES IN GENERAL PARTICULARS

Year	Name of the Factory	Name of occupier	Maximum B.H.P.	Maximum No. of workers	Licence No.
1					
2					
3					
4					
5					
6					
7					

Payable	Surcharge Receipt	Challan No. & date	Payable	Balance of licence Receipt	Challan No. & date	Charge for duplicate copy of licence Payable	Receipt	Challan No. & date
7	8	9	10	11	12	11	12	13

# Chapter 11

## INTERFACE WITH PUBLIC

1. Implementation of Legislation-Management Personnel-Employees-Trade Unions-Interested groups, Non Governmental Organisations and Media.
2. Employer Organisations/Trade Unions.
3. Organisations and individuals involved in Industrial Accident Prevention, Safety Promotion, research etc.

## 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 Institute, 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

**REVISED OBJECT HEADS**  
(G.O.Ms. No. 664 dt. 27-10-2001 Fin(BG-1) Dept.)

**NEW HEADS**

**010-Salaries**

011-Pay

012-Allowances

013-Dearness Allowances

014-Sumptuary Allowance

**020-Wages**

**110-Domestic Travel  
Expences**

111-Travelling Allowance

**130-Office Expences**

131-Utility Payment

132-Other office Expences

140-Rent, Rates & Taxes

**240-Petrol, Oil & Lubricants**

**510-Motor Vehicles**

**310-Grants-in-Aid**

312-Other Grants in Aid

**OLD HEADS**

**010-Salaries**

011-Pay of officers

012-Pay of Establishment

013-House rent allowance

014-Other allowances

015-Encashment of earned leave

016-Medical reimbercement / Advance

017-Leave travel concession

**030-Dearness Allowance**

020-Wages

021-Daily Wages

**040-Travel Expences**

041-Travelling Allowance

045-T.T.A

**050-Office Expences**

051-Service Postage &  
Telegrame Charges

052-Telephone charges

053-Water charges

054-Electricity Charges

056-Other office Expences

058-Computer Maintenance

060-Rent, Rates & Taxes

061-Rents

062-Rates & Taxes

450-Petrol, Oil & Lubricants

451-General Office Vehicles

055-Purchase Motor Vehicles

057-Maintenance of Office Vehicles

090-Grants-in-Aid

092-Other Grants in Aid

093-Obsequeies Charges

094-Grants in Aid towards interim reliefs

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)3548887