

Labour Commissioner, Punjab,
Chandigarh.

- To
1. All the Deputy Directors of Factories;
 2. All the Asstt. Directors of Factories;
 3. All the Asstt. Labour Commissioners;
 4. All the Labour-cum-Conciliation Officers in the State.

No. SO/24749-97
Dated, Chandigarh, the 12.12.91

Sub:- Simplification of Procedure/Inspections.

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The new industrial policy demands that certain changes are made in procedures so as to remove the hassels and irritants faced by the enterprenours.

It has been decided to make certain changes in the inspection and other procedures keeping in view the following issues:-

- (1) One challan of one establishment under one Act.
- (2) One common inspection under all the labour laws except Factories Act.
- (3) one register, one return and one display of notice for small establishments
- (4) System of common inspection by Labour and Factory Wing of the Department.
- (5) One window System for securing registration, licence renewal etc.
- (6) Issuance of check-list.
- (7) Prior permission of respective Assistant Labour Commissioner/Labour-cum-Conciliation Officer regarding inspections by Labour Inspectors.

The above issues have been considered and it has been decided that :-

- (1) One challan will be required to be filed for one establishment for all violations in respect of an Act and Rules made thereunder.

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- (2) Whenever an industrial establishment is visited/inspected, the inspection will be done under all the Labour Laws except Factories Act. Separate inspection will be done only under the Factories Act, 1948.
- (3) Henceforth small establishments will be guided by the inspectorate staff regarding the Labour Laws (Exemption From Furnishing Returns and Maintaining Registers by Certain Establishments) Act, 1988. As per this Act one register is required to be maintained by very small establishment i.e. an establishment with not more than 9 employees and three registers are to be maintained by small establishments i.e. an establishment with more than 9 and less than 20 employees. These establishments would submit one core Annual Return under all labour laws.
- (4) Common inspection will be required to be done by the Field Staff. Common inspection means inspection will jointly be done by inspectorate staff of Labour Wing and Factory Wing of the Department.
- (5) Now the employer will be issued registration, renewal of licence, de-registration etc. by the Deputy Director of Factories/Asstt. Director of Factories.
- (6) Every entrepreneur will be issued check-list. This check-list will list out in details the obligation/formalities required to be completed by the entrepreneur and the inspectorate staff will henceforth check the items listed only in check-list.
- (7) Inspectorate staff will visit the establishments only once in a year.
- (8) In case of a complaint, joint inspection will be done by a team of officers of Labour and Factory Wing of the area.
- (9) However in case of emergency, an Inspector can visit an establishment even without permission.

D.✓Check-list .

Sd/-
(Hardial Singh)
Labour Commissioner,
Punjab.

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RECORD TO BE MAINTAINED BY FACTORIES UNDER VARIOUS LABOUR LAWS

Particulars of Record	Section or Rule of the Act.	Form No.	Remarks
Registration & Licence to work in factory.	Rule 8 of F Act	4	
Register of Attendance-Muster Roll	" 110 Do	25	
Register of Lime Washing Painting etc.	" 18 Do	7	
Register of Tight Clothing	" 58 Do	7-A	
Register of Compensatory Holiday.	" 83 Do	9	
Overtime Register for exempted workers.	" 85 Do	10	
Register of Adult Workers	" 87 Do	12	
Register of Child Workers	" 93 Do	14	
Register of Leave with Wages	" 94 Do	15	
Register of Accidents & Dangerous Occurrences	" 111 Do	26	
11. Inspection Book.	" 112 Do	35	
12. Payment of Wages Register	(See. 26R.5 of P.W. Act. (See. 17R. 26 (1) M.W. Act. (See. 12R. 17 of P.W. Act.		
13. Advance Register	(See. 14R. 25 (3) of M.W. Act.		
14. Overtime Register	(See. 18R. 26 (2) of M.W. Act.		
15. Wages slips	(Rule (4) (a) of Bonus Act 65		A
16. Register in Form A			A
17. Register in Form B	R. 4 (b) Do		B
18. Register in Form C	R. 4 (c) Do.		C
19. Register of Festival Holidays Sick Leave and Casual Leave.	Rule 7(2) of P. Ind Estts. (N.E. H. casual & Sick-Leave) Act. & Rules.		B
20. Register in form A of Punjab Labour Welfare Fund Act. 65.	P.L.W. Fund Act. 65		A
21. Register of undisbursed amounts of the workers in Form D.	-DO-		B