

Government of Odisha  
Industries Department

RESOLUTION

Bhubaneswar, dated the 10.6.2015

No.19373400012015-3844-/1., As a measure to streamline and synchronize the inspection framework and improve the ease of doing business, it has been decided by Government to constitute a Central Inspection Co-ordination Group as follows :-

The Central Inspection Co-ordination Group (CICG) shall be constituted at State Level with the following members-


- |   |                 |
|---|-----------------|
| 1. Development Commissioner-cum- ACS                                | Chairman        |
| 2. Principal Secretary to Government<br>Industries Department       | Member          |
| 3. Principal Secretary to Government<br>Labour & E.S.I. Department. | Member          |
| 4. Labour Commissioner.   | Member          |
| 5. Secretary, MSME Department.                                      | Member          |
| 6. Director, Factories & Boilers                                    | Member          |
| 7. Member Secretary-OSPCE   | Member          |
| 8. Chairman -cum- Managing Director,<br>IPICOL                      | Member-Convener |

The functions of CICG are outlined below:

- Develop transparent checklists and procedures
- Ensure synchronized inspections of Labour Department and Odisha State Pollution Control Board
- Establish the framework for risk-based inspections.
- Develop modalities for conducting surprise inspections.
- Empanel third party inspectors, wherever applicable.
- Undertake capacity building initiatives.

Information Technology will be leveraged by the CICG to perform the above functions.

By Order of Governor.

  
Secretary to Government



## **INDUSTRIAL PROMOTION AND INVESTMENT CORPORATION OF ODISHA LIMITED**

(A Government of Odisha Undertaking)  
(An ISO 9001-2008 Certified State Level Nodal Agency)  
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No : IPICOL/SW/Make in India/594 dated 18.06.2015

To,

**Principal Secretary to Government, Industries Department  
Principal Secretary to Government, Labour & E.S.I Department  
Commissioner cum Secretary, H&UD Department  
Commissioner of Commercial Taxes  
Labour Commissioner  
Secretary, MSME Department  
Member Secretary, State Pollution Control Board  
Director, Factories & Boilers**

**Subject: Operating Procedures for Central Inspection Framework**

Sir,

In pursuance to the resolution of the Industries Department No. 19373400012015-3844/I dated 10/6/2015, the operating procedures for the Central Inspection framework as finalised during the 1<sup>st</sup> meeting of the Central Inspection Coordination Group (CICG) meeting held on 17/06/2015 are enclosed herewith.

It is further decided that the operating procedures shall come into force from the month of July 2015 and the existing procedure of independent inspections by respective departments shall be discontinued forthwith.

Yours Sincerely

Sd/-

**Chairman cum Managing Director**

Memo No.595 dated 18.06.2015

Copy to Private Secretary to Development Commissioner cum Additional Chief Secretary, for favour of information.

Sd/-

**Chairman cum Managing Director**

## Central Inspection Framework for Industrial Enterprises

### 1.0 Context

The need for a central inspection framework is to address the common complaints about ambiguity, duplication and overlapping mandates between inspection authorities, and a general lack of cooperation and coordination. Currently, industrial establishments are receiving multiple visits from different bodies often checking on the same things, and, on some occasions, contradicting each other.

As part of "Ease of Doing Business" framework, improving the inspection framework has become a critical parameter in ensuring clarity on inspections, frequency of inspections, and reducing duplications. This Inspection Framework aims to achieve the objective of simplifying business regulations and bring in transparency and accountability in inspections.

### 2.0 Administrative Mechanism

The Government of Odisha through resolution No 193734000120153844/I dated 10<sup>th</sup> June 2015 has constituted a Central Inspection Co-ordination Group under the Chairmanship of Development Commissioner with the following members:

Development Commissioner –cum-ACS	Chairman
Principal Secretary to Government, Industries Department	Member
Principal Secretary to Government, Labour & E.S.I Department	Member
Secretary, H&UD	Member
Commissioner of Commercial Taxes, Odisha	Member
Labour Commissioner	Member
Secretary, MSME Department	Member
Director, Factories & Boilers	Member
Member Secretary, OPCB	Member
Chairman-cum-Managing Director, IPICOL	Member Convener

The functions of CIGG are as follows:

- i. Develop transparent checklists and procedures
- ii. Ensure synchronised inspections of Factories & Boilers, Labour Department and Odisha State Pollution Control Board (OPCB)
- iii. Establish the framework for risk based inspections
- iv. Develop modalities for conducting surprise inspections
- v. Empanel third party inspector, wherever applicable
- vi. Undertake capacity building initiatives.

The CIGG shall also be responsible for monitoring the performance of field offices and collecting regular reports at suitable intervals, and then aggregating these reports to determine benchmark achievements against plans.

### 3.0 Operational Framework

Synchronised Composite Inspection framework has been evolved to schedule inspections that will draw inspectors from OPCB, Labour department and Factories and Boilers in each district, listing out all the establishments in the district and the schedule of inspection for the Industrial

establishments by a specific Inspector. Central inspection plan is being created to reflect the priorities and lay down the framework for resource allocation. The annual plan shall define the inspectorate's directions and priorities for the year, while the monthly/weekly plans shall outline the activities needed to achieve the strategic goals and objectives. Every inspection shall be held so as to cover all the necessary statutes applicable to that establishment (applicable under OPCB, Labour department and Factories and Boilers department) to avoid any duplication of visits.

In the current context, a Joint Planning Group (JPG) is established at the central level and this group shall plan for joint inspections based on the risk of the projects. JPG shall ensure that the central inspection process shall be optimized that the resources are allocated to enterprises based on the identified risk profile. The composition of Joint Planning Group (JPG) is as follows

Chairman cum Managing Director, IPICOL	Chairman
Joint Commissioner, Labour	Member
Director of Industries	Member
Senior Environmental Engineer, OPCB	Member
Director, Factories & Boilers	Member
Senior Town Planner, H&UD	Member
Deputy Commissioner, Commercial Tax Department	Member
General Manager, IPICOL	Member Convener

The Joint Planning Group (JPG) shall have the database of all facilities, including basic information like the geographical location, sector, and compliance history, as well as information specific to the area of inspection. An IT framework shall be established to allow complete data sharing between all participating departments, inspections reports generation and management, mobile/email access, automated scheduling of inspections and work schedules of inspectors. JPG shall ensure that the central inspection process shall be optimized that the resources are allocated to enterprises based on the identified risk profile.

A comprehensive Check list and formats for inspections (Annexure II) has been developed to ensure reduction in paperwork formalities and increase consistency between inspectors. The State Level Nodal Agency (IPICOL) is in the process of developing on-line system to plan and schedule the inspections based on risk criteria. The system shall further assign inspections automatically and shall allow on-line filing of inspection reports and generation of reports, if needed. It shall also support mobile and email alerts.

#### 4.0 Risk Based Inspections Procedure for various Departments

Risk-based inspection tool, where resources are focused on those enterprises carrying a higher risk to the public is being developed for labour department, Factories and Boilers department, Commercial Tax Department, Housing and Urban Development and Odisha Pollution Control Board. This risk-based inspection tool shall form the basis to prioritize and determine the frequency of visits for each Industrial establishment, which shall form part of annual inspection plans and detailed visit schedules.

#### 4.1 Risk Based Inspections by Labour Department

Risk-based inspection tool, where resources are focused on those enterprises carrying a higher risk to the public has been developed for labour department as outlined below. This risk-based inspection tool shall form the basis to prioritize and determine the frequency of visits for each

Industrial establishment, which shall form part of annual inspection plans and detailed visit schedules.

#### 4.1.1 Criteria for Inspections

##### 1. Mandatory Inspections

In the following cases, the inspections will be mandatory for all units:-

- i. The establishments where fatal or serious accident has occurred in the last two years.
- ii. The establishments where strikes/lock out/retranchment has taken place in last two years.
- iii. Closed establishments till their workers' dues are settled.

##### 2. Optional Inspections

In following cases, the inspections would be generated randomly through the proposed online system, taking into account the following factors:

- i. Category of hazardous industry [20%].
- ii. Establishments employing 50% Contract Labour or minimum of 20 number of Contract Labour [20%].
- iii. Establishments where total number of workers is more than 200 [20%].
- iv. All other establishments, as per priority criteria fixed by the Collector [40%]

#### 4.2 Risk Based Inspections by Odisha Pollution Control Board

The Board vide office order No. 6456 dated 15.4.2015 classified the industrial projects as following:

Investment in Rs.	Green	Orange	Red
Up to 5.0 Crores	C	C	C
More than 5.0 Crores and up to 50.0 Crores	C	C	B
More than 50.0 Crores	C	B	A

The mining projects were also classified in the following manner.

Mining Projects	Category
Coal, Bauxite, Iron, Manganese, Limestone, Dolomite and Chromite	A
Other than Coal, Bauxite, Iron, Manganese, Limestone, Dolomite and Chromite	B

For the industrial project 'investment' means the capital investment in plant and machinery, land and building etc. exclusive of working capital. The 'Red', 'Orange' and 'Green' category projects are to be determined as notified by the F & E Deptt., Govt. of Odisha and amended from time to time.

- 1) The A category project being large in scale of operation and higher in pollution potential are subjected to rigorous scrutiny and inspection while category B & C projects are subjected to less scrutiny and inspection.
- 2) The Board issued circular vide No. 9968 dt. 17.6.2015 for following frequency of inspection and sampling



Project Category	Minimum Inspection frequency	Minimum Sampling frequency
A	At least once in 6 months	Every month
B	At least once in 2 years on random check basis	Once in 6 months
C	At least once in 3 years on random check basis	Once in a year

The above categorization as well as frequency inspection shall be taken as the logic for risk based inspection.

#### 4.3 Risk Based Inspections by Commercial Tax Department

The audit list shall be prepared on selective basis who have not been audited during the last two years. The following risk based rating shall be followed:

S.No	Category	Points	
I	Business Constitution (any one)	10	
	(i) Partnership	6	Dealers having TTO of Rs. 10 Lakh+ for the duration
	(ii) Proprietorship	6	
	Newly registered (last one year)	4	
II	(Excluding Manufactures)	15	
	(i) Iron Ore (or)		Dealers having TTO of Rs.10 Lakh + for the duration
	(ii) Marble, Granites, Tiles and Sanitary ware (or)		
	(iii) Glass, automotive spare parts (or)		
	(iv) Iron rods, Iron sheets, sand, metal and bricks		
III	Compliance Behaviors (i)+(ii)+(iii)	15	
	(i) Non-filer (any one of the sub parts)		Liable by (date) excluding cancelled dealers by (date)
	(i) a Non-filer for last one year with waybill transaction of Rs. 2.00 Lakh+		
	(i)b Non-filer for last 1 year with purchase from/sold to registered dealers for Rs.2.00 Lakh+		Liable by (date) excluding cancelled dealers by (date) Non filer under OVAT having purchase from/sold to registered dealers for Rs.2.00 lakh +from SI57 of other dealers
	(or)		
	(ii) Nil-filers (any one of the sub part)	10	Liable by (date) excluding cancelled dealers by (date)
	ii(a) Nil-filer for last one year with waybill transaction of Rs. 2.00 Lakh+		
	ii(b) Nil-filer for last 1 year with purchase from/sold to registered dealers for Rs. 2.00 Lakh+		
			1. Purchase from SI7+8A(v)+9A(vii)+9B(i,ii) 2. Sale from SI 41 of VAT return

	(iii)	Newly registered	5	
<b>IV</b>	<b>ITC Mismatch (i)+(ii)+(iii)</b>		<b>40</b>	
	(i)	ITC of Rs.50,0000+claimed being purchased from cancelled dealers, non-filers, nil-filers, suspended dealers and dealers having invalid, TIN	20	Excluded PSU selling dealers
	(ii)	ITC accrual increased in revised return	5	ITC accrual of increase from Rs. 2000+in revised so far
	(iii)	Decreased taxable sales and tax payment in revised return	5	Decreased taxable sales of Rs 2000+and tax payment of Rs.2000+revised return
	(iv)	ITC of Rs. 50000+having mismatch with the registered dealers	10	excluding PSY selling dealers
<b>V</b>	<b>Turnover ratios (i)+(ii)+(iii)+(iv)</b>		<b>20</b>	
	(i)	Total sales/Total purchase < 1	5	Total sales/Total purchase <1 relating to dealers who have taxable sale of Rs. 10 Lakh
	(ii)	Output tax / Input tax <1	5	Output tax/input tax<1 relating to dealers who's output tax is Rs. 50,000+
	(iii)	Sales @ 13.5%/Purchase@13.5%<1	5	Sales @ 13.5/Purchase @13.5% <1 relating to the dealers who have taxable sale of Rs. 10 Lakh
	(iv)	Intrastate purchase/Total purchase >0.8 and interstate sales/Total sales >0.8	5	
	<b>TOTAL</b>		<b>100</b>	

The report of inspection will be submitted in a combined inspection form as per a prescribed format (Annexure II). The format shall clearly identify the proper procedures and sanctions for each type of violation, taking into consideration the intensity and recurrence of a violation. The common inspection framework shall address the inspection requirement as under various laws as mentioned in Annexure I. In, addition the list of inspectors with their jurisdiction will be displayed on line as presented for Department of Factories and Odisha State Pollution Control Board in Annexure-III.

#### 4.4 Risk Based Inspections by Factories and Boilers Department

The risk based inspection to be undertaken by the Factories and Boilers Department shall be as per the following logic:

Sl. No.	Nature of Factory	Periodicity of Inspection
01.	Major Accident Hazard (MAH) category factories	Twice in a year

#### 4.4 Risk Based Inspections by Factories and Boilers Department

The risk based inspection to be undertaken by the Factories and Boilers Department shall be as per the following logic:

Sl. No.	Nature of Factory	Periodicity of Inspection
01.	Major Accident Hazard (MAH) category factories	Twice in a year

Sl. No.	Nature of Factory	Periodicity of Inspection
02.	Section 2(cb) category factories	Once in a year
03.	Section 87 category factories (excluding factories covered under Section 2(cb) category)	Once in a year
04.	Section 85 category factories (i.e. class of factories as Notified)	Once in a year
05.	Other Accident Hazard (OAH) category factories such as factories where dangerous equipments like Boiler, etc. Installed / In operation	Once in a year
06.	Factories of Non-Hazardous category	20% factories selected at random (as approved by the Director of Factories & Boilers)

'Factories of Non-Hazardous category' are required to submit a declaration by the 1<sup>st</sup> week of January every year duly signed by the Occupier and Manager indicating compliance with the legal provisions, as applicable.

#### 4.5 Routine Inspections

In addition to the risk- based inspections, periodic inspections will be conducted for non-hazardous/low-risk and other units. The frequency of such inspections shall be based on the location of the industry, track record of the unit and complaints received if any.

#### 4.6 Inspection Process – Schedule and Allocation of Inspectors

The Schedule of Inspection shall be formulated through an online system monitored by JPG in consultations with the field officers and respective line departments and approved by CIG.

The visits shall be conducted by the respective inspectorate with the help of a tool kit with shall have the relevant processes, standard operating procedures, forms and checklists; and guidelines for communication between the central and field offices. The processes will also cover behavioural aspects, as well as the procedural or technical aspects of an inspection, which can also be governed by a statute or government regulation. It shall be ensured that the final reports are furnished within 72 hours of inspection. Surprise inspection shall be approved/conducted by JPG only based on complaints received with specific permission from the Head of Department/CIG. The online format for allocation Inspectors and compliance for joint inspection and for joint inspection are attached in Annexure 'IV-a' and Annexure 'IV-b' respectively. This shall be generated on random basis through a computerized system keeping their jurisdiction as the base parameter.



## 4.7 Third Party Certification

The "third party certification" shall be encouraged for services pertaining to factories and boilers, electricity, building plans, testing, etc. Renewal of consents from OSPCB (for certain categories) may also be modelled on the lines of accredited agencies of MoEF (for EIA studies). The certifiers/assessors/agencies need to be accredited (by a reputed accreditation body attesting their technical capacity) for each particular type of assessment separately and approved by the department. The assessor/certifier shall be made liable for assessments and compliance.

### ANNEXURE I

#### LIST OF APPLICABLE LAWS/ACTS APPLICABLE UNDER THE CENTRAL INSPECTION FRAMEWORK

##### Labour, Factories & Boilers Department

- 1) The Equal Remuneration Act, 1976.
- 2) The Maternity Benefit Act, 1961 and Rules 1966
- 3) The Minimum Wages Act, 1948 and Rules 1954.
- 4) The Payment of Wages Act, 1938 and Rules 1938.
- 5) The Orissa Shops and Commercial Establishment Act, 1956 and Rules 1958
- 6) The Building and other Construction Workers' Welfare Cess Act, 1996 and Rules, 1998
- 7) The Payment of Bonus Act, 1965 and Rules 1975.
- 8) The Payment of Gratuity Act, 1972 and Rules 1974.
- 9) The Contract Labour (Regulation and Abolition) Act, 1970 and Rules 1975.
- 10) The Inter State Migrant Workmen (Regulation of Employment and Condition of Service) Act 1979 and Rules 1980.
- 11) The Child Labour (Prohibition and Regulation) Act, 1986 and Rules 1994.
- 12) The Orissa Industrial Establishment (National Festival) Holidays Act, 1969 and Rules 1972.
- 13) The Motor Transport Workers Act, 1961 and Rules 1966.
- 14) The Building and Other Construction Workers (Regulation of Employment Conditions of Service Act, 1996 (Central Act) and Rules 2002.
- 15) The Beedi and Cigar Workers (Condition of Employment) Act, 1966 and Rules 1969
- 16) The Working Journalists (Condition of Service) and Miscellaneous Provision Act, 1955.
- 17) The Sales Promotion Employees (Condition of Service) Act and Rules 1976.

##### Directorate of Factories and Boilers

- 1) The Factories Act, 1948

##### Commercial Tax Department

- 1) Odisha Value Added Tax Act 2004
- 2) Orissa Entry Tax Act, 1999
- 3) CST (O) Rules, 1957

##### Housing and Urban Development Department

Orissa Development Authorities Act, 1962

##### State Pollution Control Board

- 1) Water (Prevention and Control of Pollution) Act, 1974
- 2) Air (Prevention and Control of Pollution) Act, 1981

##### Industries Department

Orissa Industries Facilitation Act, 2004

## ANNEXURE II

### CHECK LIST and COMPOSITE INSPECTION FORMAT

#### I – Labour Department

##### Report on inspection conducted under various labour laws

- 1) Date & time of inspection
- 2) Date of last inspection and by whom
- 3) Name and address of the establishment
- 4) Name of the Act under which the establishment is registered with Regd. No. & Date
- 5) Brief description of the trade / business / work/product
- 6) Name and address of the employer with Telephone Number (Off./Res.) & Email address :
- 7) Name and address of the Manager / Occupier or person responsible for supervision and control of the establishment
- 8) Number of workers employed

	Regular Worker		Temporary / Casual Worker		Contract Labour	
Unskilled						
Semi-skilled						
Skilled						
Highly skilled						
Supervisors						

- 9) Rate of wage paid :

	Regular Worker		Temporary / Casual Worker		Contract Labour	
Unskilled						
Semi-skilled						
Skilled						
Highly Skilled						
Supervisors						

- 10) Date of commencement of establishment / production / manufacturing
- 11) Name and address of the person representing the employer / management present the time of inspection

#### **4) Payment of Wages Act, 1936 and Rules**

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether the wages have been paid within prescribed time limit? If not, details of unpaid wages.
- b) Whether prescribed registers are maintained and kept? If not, extent of violations :
- c) Whether prescribed notices are displayed?
- d) Whether prescribed Return has been submitted within prescribed time limit?
- e) Any other violation of the provisions of the Act and Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):

#### **5) Payment of Bonus Act, 1965 and Rules**

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether bonus has been paid to all eligible employees within prescribed time limit?
- b) Whether prescribed Registers are maintained & kept; If not, specify the extent of violations.
- c) Whether prescribed Return has been submitted within prescribed time limit?
- d) Any other violation of the provisions of the Act and Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):

#### **6) Equal Remuneration Act, 1976 & Rules**

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether remuneration at equal rates paid to men and women workers for performing the same or similar nature of work
- b) Whether prescribed register has been maintained or kept?
- c) Whether prescribed return has been submitted within the prescribed time limit?
- d) Whether prescribed Return has been submitted within prescribed time limit?

3) Summary of violation (mention relevant Sections and Rules)

#### **7) Child Labour (Prohibition and Regulation) Act, 1986 and Rules**

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether any child has been employed in any occupation and/or process set forth in Part-A and Part-B of the Schedule?
- b) Whether any child has been employed in employment other than the occupations or processes set forth in Part-A and Part-B of the Schedule? If

yes, whether the conditions as set forth in Sec.-7, Sec.-8 have been complied with and whether the Occupier has sent written notice to the Inspector as required under Section-9.

c) Whether prescribed Register has been maintained and kept?

3) Summary of violation (mention relevant Sections and Rules)

### **8) Contract Labour (Regulation and Abolition) Act, 1970 and Rules**

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum number of contract labour for which registration made.
- b) Details of contractors and number of contract labour employed by them.
- c) Whether the contractors to whom this Act is applicable, obtained licence? If yes, the details of licence No. and date, period of validity, maximum number of contract labour for whom licence obtained should be specified contractor wise?
- d) Whether the welfare amenities as per this Act have been provided? If not, extent of violations?
- e) Whether the principal employer ensured the presence of his authorized representative at the time & place of the disbursement of wages by the contractors to the workmen?
- f) Whether prescribed registers are maintained and kept? If not, extent of violations.
- g) Whether prescribed notices have been displayed?
- h) Whether prescribed returns have been submitted by the principal employer and the contractors within prescribed time limit?
- i) Any other violation of the provisions of the Act and Rules noticed.

3) Summary of violation (specify the Sections and Rules):

### **9) Inter State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979 and Rules**

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether the establishment has been registered? If yes, Regd date & date, details contractors and maximum number of inter-state migrant workmen to be employed for whom registration obtained.
- b) The details of contractors and maximum number of inter-state migrant workmen employed by them.
- c) Whether the contractor to whom this Act is applicable, obtained licence? If yes, specify the license no. and date, maximum number of inter-state migrant workmen for whom license is obtained?
- d) Whether displacement allowance and journey allowance are paid to the inter-state migrant workmen?
- e) Whether facilities as per this Act have been provided to the inter-state migrant workmen? If not, extent of violation.
- f) Whether prescribed registers are maintained and kept by the principal employer and the contractor(s)? If not, extent of violations.
- g) Whether prescribed returns have been submitted by the principal employer and

contractor(s) within prescribed time limit

h) Any other violation of provisions of this Act and Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):

#### 10) Maternity Benefit Act & Rules

1) Whether the provisions of this Act are applicable to the establishment?

2) If yes;

a) Whether the provisions of this Act & Rules made thereunder relating to payment of maternity benefit to women employed in the establishment are complied with? If not, extent of violations.

b) Whether prescribed register, record has been maintained and kept?

c) Whether abstract of the Act & the Rules made thereunder has been exhibited?

d) Any other violation of the provisions of the Act & Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):

#### 11) Payment of Gratuity Act, 1972 and Rules

1) Whether the provisions of this Act are applicable to the establishment?

2) If yes;

a) Whether gratuity has been paid to eligible employees as per Sec. — 4 of the Act?

b) Whether prescribed notices have been displayed.

3) Summary of violation (mention relevant Sections and Rules):

#### 12) Beedi and Cigar Workers (Condition of Employment) Act, 1966 and Rules

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

a) Whether licence has been obtained to use or allow to be used any place or premises as an industrial premises? If yes, specify the licence number, date and maximum number of employees for whom licence obtained.

b) Whether provisions relating to cleanliness, ventilation, overcrowding, latrines & urinal, washing facilities, crèche, First-Aid and Canteen have been complied with? If not, extent of violations.

c) Whether provisions relating to working hours wages for overtime work, interval for rest, spread over, weekly holidays, annual leave with wages have been complied with? If not, extent of violation.

d) Whether any child or women or young person has been employed in contravention of the provisions of Sections 24 and/or 25?

e) Whether prescribed registers, records have been maintained and kept?

f) Whether prescribed return has been submitted within time limit?

g) Any other violation of provisions of the Act & Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):



### **13) Building & Other Construction Workers (RE&CS) Act & Rules**

1) Whether the provisions of the Act & Rules are applicable to the establishment?

2) If yes;

- a) Whether the establishment has been registered? If yes, Regd. No. & date, maximum no. of workers for whom registration obtained.
- b) Whether the provisions of the Act and Rules made thereunder pertaining to hours of work, rest intervals, weekly off, payment of wages etc. have been complied with? If not, extent of violation.
- c) Whether the provisions of the Act & Rules, made thereunder pertaining to safety and health measures have been complied with? If not, extent of violation.
- d) Whether prescribed notices have been displayed?
- e) Whether prescribed registers, records are maintained & kept?
- f) Whether prescribed return has been submitted within time limit?

3) Summary of violation (mention relevant Sections and Rules):

### **14) Building & Other Construction Workers Welfare Cess Act & Rules**

1) Whether the provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether the employer has paid cess within the prescribed time

3) Summary of violation (mention relevant Sections and Rules):

### **15) Working Journalists & Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 & Rules**

1) Whether the provisions of this Act are applicable to the establishment?

2) If yes;

- a) a) Whether working journalists and non-journalists have been paid wages as per notified rate? If not, specify details of less payment.
- b) Whether the provisions of the Act & Rules relating to hours of work, leave, payment of gratuity etc. have been complied with? If not, specify detail violation.
- c) Whether prescribed registers, records and muster rolls are maintained and kept.
- d) Any other violation of the provisions of the Act & Rules noticed.

3) Summary of violation (mention relevant Sections and Rules):

### **16) Sales Promotion Employees (Condition of Service) Act and Rules**

1) Whether provisions of this Act are applicable to the establishment?

2) If yes;

- a) Whether letter of appointment in Form-A has been furnished to sales promotion employees?
- b) Whether leave facilities have been provided under this Act and Rules have been allowed to sales promotion employees?
- c) Whether prescribed registers and records are maintained & kept?

3) Summary of violation (mention relevant Sections and Rules):

Annexure IV

Annexure IV-A: Online format for schedule of visit of Inspectors for Joint Inspection

(SPCB, Odisha, Labour Department, Directorate of Factories & Boilers, Commercial tax department, Housing & Urban Development)

Month (2015-16)

Date of visit	Name of Factory/Industrial unit to be visited (Randomly generated based on risk assessment)	Name of Inspector / Department (Online/system generated)

Annexure IV-B: Online format for Compliance for Joint inspection

Month (2015-16)

Name of Factory/Industrial unit	Name of Inspector / Department (Allotted)	Name of Inspector / Department visited	Scheduled Date of Inspection	Actual Date of Inspection	Date of report submission	Was the report submitted in 72 hours from the date of inspection	If No (Reason for non-compliance)