

URGENT

**G. Srinivas, IAS
Principal Secretary to Govt.,
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Odisha, Bhubaneswar- 751001**



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No. 353490/LESI
LL-I-(III) 32/15
Dated the 22nd April, 2015

To

**All Collectors,
All Deputy Labour Commissioners,
All Assistant Labour Commissioners,
All District Labour Officers**

Sub: Composite Inspection Scheme.

Madam/Sir,

You are aware that the field officers of the labour directorate are required to undertake inspections of different types of establishments under various labour laws. Although Labour Directorate issues month-wise targets to each Inspecting Officer for conducting inspections under different Acts, ~~the same is not carried out in the field in a systematic manner.~~ The Inspectors sometimes visit a single establishment more than once, for inspection under different Acts while many establishments are left uninspected for years together.

~~In order to ensure that field inspections are conducted in a systematic and efficient manner, it has been decided to adopt a **Composite Inspection Scheme**, the details of which are at **Annexure 1**. Under this Scheme, for each calendar year (January to December) a schedule of Inspections will be drawn up for each labour district, listing out all the establishments in the district and the month wise schedule of inspection for these establishments by a specific Inspector. Every inspection shall be held so as to cover all the labour statutes applicable to that establishment. The report of inspection will be submitted in a combined inspection form as per a~~

prescribed format. The Schedule of Inspection is to be put up by the Assistant Labour Commissioner / District Labour Officer to the Collector & District Magistrate for approval by the 1st of December of the preceding year and may be approved by the Collector latest by 15th December, marking one copy to the Labour Commissioner, Odisha. In case the Collector fails to approve the schedule by 15th December, the same shall be sent by the Assistant Labour Commissioner / District Labour Officer to the Labour Commissioner, Odisha for approval. The list of labour laws requiring inspection is at **Annexure-2**. The format for preparing the Schedule of Inspection is at **Annexure-3**. The format for the report of the combined inspection under different labour laws is at **Annexure-4**.

For the calendar year 2015, the Schedule may be approved by the Collectors by 15th May, 2015. For the calendar year 2016 the schedule is to be approved by the Collectors by 15th December 2015.

You are therefore, requested to take immediate action for preparing and approving the said Schedule of Inspection for your district. The list of establishments requiring inspection are first to be consolidated for the district with inputs from the Labour Officer, Factories Inspector, G.M., DIC, Pollution Control Board, R.T.O., District/Block Officers undertaking construction work, DFO, Urban Local Bodies and Rural Local Bodies in the district. The identified establishments should include all the industrial establishments, shops and commercial establishments, construction sites, beedi and cigar establishments, news paper establishments and motor transport establishments in the district. The list is to be revised each year due to opening of new establishments and closing of some establishments.

The approved Schedule of Inspection for the current year 2015 should be submitted to this office by 3rd week of May, 2015.

Yours faithfully,

Encl.:- As Above.


Principal Secretary to Government

Memo No. 3535 (3) /LESI, Bhubaneswar, dated the 22.4.2015

Copy alongwith copy of enclosures forwarded to P.S. to Hon'ble Minister, Labour & ESI / OSD to Chief Secretary, Odisha / P.S. to D.C.-cum-ACS, Odisha for information of Hon'ble Minister, Chief Secretary, DC-cum-ACS respectively.

[Signature]
22-4-15

Additional Secretary to Government

Memo No. 3536 (2) /LESI, Bhubaneswar, dated the 22.4.2015

Copy alongwith copy of enclosures forwarded to Labour Commissioner, Odisha, Bhubaneswar / Director, Factories & Boilers, Odisha, Bhubaneswar for information and necessary action.

[Signature]
22-4-15

Additional Secretary to Government

Memo No. 3537 /LESI, Bhubaneswar, dated the 22.4.2015

Copy alongwith copy of enclosures forwarded to Labour Commissioner(O)-cum-Member Secretary, Odisha Building & Other Construction Workers Welfare Board, Bhubaneswar for information and necessary action.

[Signature]
22-4-15

Additional Secretary to Government

Memo No. 3538 (9) /LESI, Bhubaneswar, dated the 22.4.2015

Copy alongwith copy of enclosures forwarded to Labour Law-II

Section / IR Section / Audit Section / Social Security Section / Plan & Budget Section of this Department for information and necessary action.

[Signature]
22-4-15

Additional Secretary to Government