

GOVERNMENT OF KARNATAKA

**Department Of Factories, Boilers,
Industrial Safety And Health**

CITIZEN'S CHARTER

2012-13

(Revised as on 31.03.2013)

**Directorate Of Factories, Boilers,
Industrial Safety And Health,
2nd Floor, Karmika Bhavan,
Bannerughatta Road, Bangalore-29**

Tel: 080 – 26531200/203/204

Fax: 080 – 26531202

Foreword

The department is the functionary under the administrative control of the Labour Secretariat governed by the Ministry of Labour. The main objectives and the intentions of the department are to enforce certain Labour legislations in the registered factories and the regulation of Indian Boiler Act to protect the interests of workmen, to ensure minimum basic amenities, conducive working environment and prevention of occupational diseases, accidents, damages to the property, life, flora and fauna.

During the course of enforcement and implementation of regulation, the department directly deals with various Central and State Government agencies, Entrepreneurs, large number of workmen, Trade unions and the general public. The issues related vary in nature. Maintaining transparency in administration at all levels and to make the departments more responsive and responsible is the need of the day. In tune with this expectation, the department of Factories, Boilers, Industrial Safety and Health, has brought out a revised compendium in the form of “Citizen Charter” containing the organization structure, functions, duties, procedure followed by all the officers and employees on the matters dealt by them in the day to day administration. Now the same has been revised in the back drop of the “**Sakala**” (flag ship programme) & on line service introduced by the Government and updated for the use of all concerned.

It is trusted that the same will be of immense use to all the concerned in getting their grievances redressed without loss of time, also helps them in identification of right person for the right job which prevents the petitioners or the general public running from pillar to post to get their work done in the department.

Place: Bangalore
Date: . . 2013.

(B S Ramachandra)

Director

ADMINISTRATIVE CHART

MINISTRY

Hon'ble Sri. P.T. Parameshwar Naik

MINISTER FOR LABOUR

336 – 336 A, Vidhanasoudha,
Bangalore - 560 001.

Phone No. 080-22258004

SECRETARY

Sri. Sanjeev Kumar, IAS.,

Principal Secretary to Government,
Labour Department,
414, 4th Floor, Vikasa Soudha,
Bangalore – 560 001

Phone No. Off - 080 - 22254894
080 - 22035004

HEAD OF THE DEPARTMENT

Sri. B.S. RAMACHANDRA

Director of Factories, Boilers, Industrial Safety and Health.
2nd Floor, Karmika Bhavan, Bannerghatta Road,
Bangalore-560 029.

Phone No.: Off- 080 - 26531200
Fax No. 080 - 26531202

DEPARTMENT OF FACTORIES, BOILERS, INDUSTRIAL SAFETY AND HEALTH

1. MAIN OBJECTIVES OF THE DEPARTMENT:

- To consolidate and amend the law regulating Labour in factories, to protect their health, safety, welfare and to ensure safe work environment;
- To regulate the payment of wages to certain classes of persons employed in the industries and to prevent unauthorized deductions, ensure timely payment etc.,
- To regulate the employment of women in certain establishment for certain period before and after childbirth and to provide maternity benefit and for other benefits.
- To prohibit the engagement of children in certain employment to ensure prevention of child employment;
- To provide for the protection and improvement of environment and for matters connected therewith; in the registered factories and
- To consolidate and amend the law relating to steam boilers to ensure the safety in its manufacture and use;
- To ensure safety of workmen working in building & other construction projects of more than 25 crores.

THE MAIN LEGISLATIONS ENFORCED:

- The Factories Act, 1948;
- The Payment of Wages Act, 1936;
- The Maternity Benefit Act, 1961;
- The Indian Boilers Act, 1923;
- The Child Labour (P & R) Act, 1986;
- The Environment (Protection) Act, 1986 (partially)
- And the allied rules made there under;
- Building and other construction workers (Regulation of employment & Service conditions) Act, 1996 and allied rules made there under.

MAIN FUNCTIONS OF THE DEPARTMENT:

- To register all the factories falling under the purview of the Act;
- To approve the location of the factories, building plan and layout keeping in mind the requirement of lighting, movement of space, ventilation, the activities around the factory and the habitation;
- To oversee the aspect of safety, health and welfare of the workers employed in the registered factories;
- To investigate the accidents;

- To impart training and advise the management and the workers to create the awareness in respect of various legislations enforced by the department;
- To impart training especially for women workers of the registered factories, to create awareness among them regarding special provisions and facilities they are entitled for;
- To conduct enquiries on complaints received from the workers, trade unions;
- To recognize and accept the competent persons to carryout tests and examinations wherever required;
- To prescribe the methods to be adopted for compulsory disclosure of information's about the hazardous processes;
- To assess the measures established for monitoring the work environment;
- To guide the management in preparation of safety policy, on-site emergency plan and preparedness procedures;
- To assist the district administration in preparation and implementation of comprehensive off-site emergency plan of the district and also the district disaster management control plan;
- To ensure timely payment of earned wages to the workers employed in the factories;
- To identify the unregistered factories and to bring them under the purview of the Act.
- To register the boilers, economizers and steam pipe lines;
- To conduct periodical annual inspections to ensure safety of the boilers and its accessories;
- To conduct stage inspection of boilers, economizers and steam lines at the time of erection;
- Detection of unregistered and uncertified boilers;
- To give guidelines and training to the boiler owners and the operators to keep and maintain their boilers in good conditions;
- To recognize organizations to carryout repairs and other allied activities;
- To conduct examinations Regulations as per the schedule, for Boiler attendants and Boiler operation Engineers.
- To give site clearance for initial location and expansion of Major Accident Hazardous and potentially hazardous industries.
- To maintain the safety and Health status of MAH and potentially hazardous industries.

COMPETENT AUTHORITIES

SL No	Designation of the Authority	Location/address	Jurisdiction
1	2	3	4
1	Deputy Director of Factories, Dvn-1, Bangalore	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Jurisdiction of Senior Assistant Director of Factories-9,10. Assistant Director of Factories-11, Bangalore
2	Deputy Director of Factories, Bangalore Division-2, Bangalore	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Jurisdiction of Senior Assistant Director of Factories-5,7, Assistant Director of Factories-12, Bangalore.
3	Deputy Director of Factories, Bangalore Division-3, Bangalore	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Jurisdiction of Senior Assistant Director of Factories-6, Assistant Director of Factories – 14, Bangalore.
4	Deputy Director of Factories, Bangalore Division-4, Bangalore	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Jurisdiction of Senior Assistant Director of Factories-8, Assistant Director of Factories – 13 & 15, Bangalore.
5	Deputy Director of Factories, Division-1, Mysore.	No. I, Ist Main, Opp : Industrial Estate, Yadavagiri, Mysore-10	Jurisdiction of Assistan Director of Factories-2, Mysore, Senior Assistant Director of Factories Tumkur
6	Deputy Director of Factories, Division-1, Mangalore.	1 st floor, Venkatesh Complex near Infosys, Kolture, Mangalore-575 006.	Jurisdiction of Assistant Director of Factories-2, Mangalore, Assistant Director of Factories Shimoga.
7	Deputy Director of Factoreis, Division-1, Belgaum	Flat No. 17, Datta prasad, K.R.layout, Club Road,Belgaum-590 001	Jurisdiction of Senior Assistant Director of Factories, Division-2, Belgaum & Senior Assistant Director of Factories, Hubli, Dvn
8	Deputy Director of Factories, Bellary	No. 4-C, Near Hotel pola people Tree School Road, Bellary-583104.	Jurisdiction of Assistant Director of Factories Gulbarga, Raichur and Davanagere.
9	Deputy Director of Boilers, Belgaum	Flat No. 17, Dattaprasad, K.R. Layout, Club Road, Belgaum-590 001	Jurisdiction of Senior Assistant Director of Boilers, Division-1 & 2, Bangalore, Mysore Division.
10	Deputy Director of Boilers, Davangere	2 nd Floor, Ganesh Complex, Behind Darshan Hotel, P.B. Road, Davanagere.	Jurisdiction of Senior Assistant Director of Boilers, Mangalore & Hubli, Assistant Director of Boiler, Shimoga and Gulbarga.
11	Joint Director of Boilers, Bangalore.	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Entire state-work related to Boiler's operations engineers examination cell & Central Boilers Board

12	Joint Director of Factories-1, Bangalore	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Jurisdiction of Deputy Director of Factories Bangalore Division - 1 / 4, Mangalore & Mysore Dvn
13	Joint Director of Factories-2, Bangalore	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Jurisdiction of Deputy Director of Factories Bangalore Division 2 / 3, Belgaum & Bellary Dvn.
14	Director of Factories, Boilers, Industrial Safety & Health	2 nd floor, Karmika Bhavan, Bannerghatta Road, Bangalore-29.	Jurisdiction of entire state of both Factories and Boilers wings.

APPELLATE AUTHORITIES

SL NO	Competent Authority / Authorities	Appellate Authority	Contact Address and Telephone Nos. of Appellate Authority
1	2	3	4
1	Deputy Director Factories / Deputy Director of Boilers	Concerned Joint Director of Factories / Joint Director of Boilers.	2 nd Floor, Karmika Bhavan, Bannerghatta Road, Bangalore-560 029. Tel No. 080-26531203 / 4 / 8
2	Joint Director of Factories/ Joint Director of Boilers	Director of Factories, Boilers, Industrial Safety and Health	2 nd Floor, Karmika Bhavan, Bannerghatta Road, Bangalore-560 029.Tel No.080 26531200 Fax No.080 26531202
3	Director of Factories, Boilers, Industrial Safety and Health	Principal Secretary to Government, Labour Department,	Room No. 414, 4 th Floor, Vikasa Soudha, Bangalore. Tel No.080 22254894

ENFORCING OFFICERS, THEIR LOCATIONS & JURISDICTIONS

Sl. No.	Designation of the Officers	Assigned local limits
1	2	3
1	Director of Factories, Boilers, Industrial Safety and Health In Karnataka	Entire State of Karnataka
2	Joint Director of Factories-1, Bangalore	Entire State of Karnataka
3	Joint Director of Factories-2, Bangalore (Plan Post)	Entire State of Karnataka

4	Deputy Director of Factories, Division-1, Bangalore	Areas comprising on left side of NH-4 from Jallahalli circle up to the boundary of Nelamangala Tq & right side of 100 ft ring road from Jallahalli circle, 1 st main road of ward 12 (Nandini layout) of Kantirava Studio road and towards right side of Magadi road till boundaries of Magadi taluka including taluka limits of Magadi of Bangalore (Rural) District but excluding 2 nd , 3 rd & part of 4 th phase of Peenya Indl area assigned to Assistant Director of Factories, Bangalore Division –8, Bangalore and Dasanapura Hobli of North Taluka.
5	Deputy Director of Factories, Division-2, Bangalore	Areas comprising within the limits of BMP ward 84, 86 to 98 & Right side of Old Madras Road & left side of varthur Road from Bangalore after city corporation limit and upto the limits of talukas of Hoskote and Anekal excluding Bidarahalli Hobli of Bangalore East taluk & inclusive of areas comprising within the taluka limits of Hoskote falling on the right side of old Madras rd from Bangalore.
6	Deputy Director of Factories, Division-3, Bangalore.	Areas comprising within the limits of BMP ward 65, right side of NH-7 (Hosur road) from Bangalore after corporation limits and left side of Bannerhatta road up to the boundaries of Anekal taluka and inclusive of Jigani Industrial area of Anekal taluka.
7	Deputy Director of Factories, Division-4, Bangalore	Areas comprising within the limits of BMP ward no 51 to 56, right side of Bannerhatta road after corporation limit upto the boundary of Anekal taluka & left side of Mysore Road upto the boundry of Bangalore City Corporation including taluka limits of Kanakapura, Ramanagaram & Channapatna of Bangalore (Rural) District.
8	Senior Assistant Director of Factories, Division-5, Bangalore.	Areas comprising within the limits of BMP ward 72 to 75, 82, 83, and 85, and right side of Varthur road from Bangalore after BMP corporation limit and left side of NH-7 (Hosur road) upto the boundaries of Anekal & Hoskote Talukas and areas inclusive of Industrial Area of Veerasandra & Electronic City of Anekal Taluk.
9	Senior Assistant Director of Factories, Division -6, Bangalore.	Areas comprising within the entire taluk of Anekal of Bangalore Urban District except Electronic city, Jigani Industrial area and Veerasandra Industrial area.
10	Senior Assistant Director of Factories, Division-7, Bangalore	Areas comprising within the local limits of BMP ward 1 to 9, 99, 100, 1 st phase of Peenya Industrial Area in Ward 11, Right side of NH-4 from Bangalore and Left side of NH-7 (Bellary Road) from Bangalore after corporation limits upto Taluka limits of Nelamangala, Doddaballapur and Devanahalli excluding the industrial area of Yelahanka.
11	Senior Assistant Director of Factories, Division-8, Bangalore	Areas comprising within the limits of BMP ward No.15 to 20 & 32 to 40 & Ward no.21 except Rajajinagar industrial estate, left side of Magadi Road up to the boundary of Magadi Taluk and right side of Mysore Road up to the boundary of Ramanagaram taluka after corporation limit.
12	Senior Assistant Director of Factories, Division-9, Bangalore	Areas comprising within the local limits of ward no's 41-43, 45, 47-50, 57-64 and 66-71of Bangalore city Municipal corporation.
13	Assistant Director of Factories, Division-10, Bangalore	Areas comprising within the II nd phase, III rd phase and IV th phase of Peenya industrial area upto 12 th cross of IV th phase, part of III rd phase in ward No.11 and inclusive of Chokkasandra village area.

14	Assistant Director of Factories, Division-11, Bangalore	Areas comprising within the local limits of BMP ward No. 10, 12-14 and left side of NH-4 up to Jalahalli circle and area left side of 100 feet road of Peenya Industrial Area up to BWSSB Road.
15	Assistant Director of Factories, Division-12, Bangalore.	Area comprising within the BMP ward No.22 to 31, 44, 46, 76 to 81 and Rajajinagar industrial estate of ward No.21.
16	Assistant Director of Factories, Division -13.	Areas comprising within the District of Kolar and Hoskote Taluk of Bangalore Rural District and Bidarahalli Hobli of Bangalore East taluk, excluding the area of Hoskote taluk falling on the right side of Old Madras road (NH-4) upto the border of Kolar District, starting from Bangalore.
17	Assistant Director of Factories, Bangalore Division-14.	Areas comprising on the left side of old Madras Road and right side of Bellary road of Bangalore after Corporation limits upto the taluk boundaries of Hoskote and Devanahalli, including Yelahanka industrial area and Dasanapura hobli of Bangalore North taluk and talukas of Doddaballapur, Devanahalli and Nelamangala of Bangalore Rural District and excluding Bidarahalli hobli of Bangalore East taluka.
18	Deputy Director of Factories, Division – 1, Mysore.1st Main, Opp. Industrial Estate, Yadavgiri, Mysore-570020	Areas comprising within the Districts of Kodagu & Mysore excluding the taluka of T.Narasipur of Mysore District and the areas falling on the right side of Mysore – Nanjangud railway track from railway station up to the taluka border of Nanjangud and to the right side of KRS road starting from Dasappa circle up to the border of Mandya District.
19	Senior Assistant Director of Factories, Division – 2, Mysore 1st Main, Opp. Industrial Estate, Yadavgiri, Mysore-570020	Areas comprising within the Districts of Mandya, Hassan, Chamarajanagar and T.Narasipur taluka of Mysore District & the areas falling on the left side of Mysore – Nanjangud railway track from railway station up to the taluka border of Nanjangud and to the right side of KRS road starting from Dasappa circle up to the border of Mandya District.
20	Deputy Director of Factories, Division – 1, Mangalore (Plan Post) IInd floor (south) Corporation Building, Lalbhang, Mangalore-575003.	Area comprising within the District of Dakshina Kannada excluding the area falling on the left side of National Highway No. 7 of Mangalore taluka upto the border of Udupi District including Mangalore Mahanagara Palike limits.
21	Senior Assistant Director of Factories, Division-2, Mangalore.IInd floor (south) Corporation Building, Lalbhang, Mangalore-575003.	Areas comprising within the Districts of Udupi and right side of National Highway No. 7 of Mangalore taluka upto the border of Udupi District including Mangalore Mahanagara Palike limits.
22	Senior Assistant Director of Factories, Division – 1, Hubli. Umachagi Building, Koin Road, Hubli-580 020.	Areas comprising within the Districts of Dharwad and Uttara Kannada, excluding the area falling on the right side of Bangalore-Pune National Highway within the taluka of Hubli, HDMC area and the Tarihal industrial area of Hubli taluka.

23	Assistant Director of Factories, Division – 2, Hubli, Umachagi Building, Koin Road, Hubli-580 020.	Areas comprising within the Districts of Gadag, Haveri and Bagalkot and the area falling on the right side of Bangalore-Pune National Highway within the taluka of Hubli, HDMC area and the Tarihal industrial area of Hubli taluka.
24	Deputy Director of Factories, Division-1, Belgaum. (Plan Post), P. No. 17, Datta Prasad Building, K.R. Layout, Club Road, Belgaum-590 001.	Areas comprising under the talukas of Savadatti, Athani, Chikkodi, Raibag of Belgaum District and part of Belgaum taluka falling on the left side of NH-4A starting from the taluka boundry of Khanapur upto the junction of NH-4 (Bangalore-Pune Highway) via college road, chennamma circle, J.N.Medical college road of Belgaum Mahanagara Palike area upto the boundry of Hukkeri taluka.
25	Senior Assistant Director of Factories, Division – 2, Belgaum.P. No. 17, Datta Prasad Building, K.R. Layout, Club Road, Belgaum-590 001.	Areas comprising within the talukas of Khanapur, Gokak, Bailahongal, Ramdurg and Hukkeri of Belgaum District and part of Belgaum taluka falling on the right side starting from Khanapur taluka border of Belgaum District via college road, J.N.Medical college through chennamma circle of Belgaum Mahanagara Palike and through NH-4 (Bangalore-Pune road) upto the taluka border of Hukkeri and the District of Bijapur.
26	Assistant Director of Factories, Division, Gulbarga.1872/41, Vasanthanagar, MSK Mill Road, Gulbarga-585101.	Areas comprising within the Districts of Gulbarga and Bidar.
27	Deputy Director of Fys Bellary Dvn. Ist Floor, Sangeetha Complex, Behind to Shyamala Lodge, Opp. to KSRTC Bus stand, Bellary.	Areas comprising within the Districts of Bellary and Koppal.
28	Assistant Director of Factories, Tumkur Division, St. Marry School Rd, Gandhi nagar, Tumkur-572102	Areas comprising within the District of Tumkur.
29	Assistant Director of Factories, Shimoga Division, 615/98, Amarakrupa, LLR Road, Durgigudi Road, Shimoga-577201.	Areas comprising within the Districts of Shimoga & Chikkamagalur.
30	Assistant Director of Factories, Davanagere Division, 280/5, RE Complex, 1 st Floor, Chamarajpet, Davanagere-577001.	Areas comprising within the Districts of Davanagere & Chitradurga.
31	Assistant Director of Factories, Raichur Division, Udayanagar, Station Road, Raichur – 584 101.	Areas comprising within the District of Raichur.

PROVISIONS OF THE LEGISLATIONS AND BRIEF GUIDELINES FOR COMPLIANCE

THE FACTORIES ACT, 1948 AND THE KARNATAKA FACTORIES RULES, 1969.

1. APPLICABILITY OF THE FACTORIES ACT, 1948:

The Act is applicable to the premises wherein: -

- (i) 10 or more persons are employed with use of power
- (ii) 20 or more persons are employed without the use of power
- (iii) Less than 10 workers Engaged in manufacturing activities, if notified by the Government.

- The Act is applicable to all the factories including state, and Central Government.
- It is onus on the part of the management of the factory to comply with the provisions of Factories Act and Rules made there under.

PROCEDURE TO BE FOLLOWED IN COMPLIANCE OF APPROVAL OF PLANS, REGISTRATION OF FACTORIES: RENEWAL, AMENDMENT AND TRANSFER OF LICENCE.

Sl. No	Nature of compliance	Documents required / procedure to be followed	Remarks
1	2	3	4
1	Approval of Plans:	<ol style="list-style-type: none"> 1. Form no.1; 2. Fee structure is as below <ol style="list-style-type: none"> a) Upto 500 workers- ` 500 b) 501 to 1000 workers- ` 1000 c) Above 1000 workers- ` 2000 3. Land or site possession certificate; 4. Questionnaire Form; 5. The manufacturing process (brief write up); 6. Process flow chart; 7. Clearance certificate from the controller of explosives wherever applicable; 8. Certificate from the state pollution control board in respect of industries falling under restricted list; 9. Plans in triplicate drawn to scale showing the: <ol style="list-style-type: none"> a) The site of the factory and immediate surroundings including adjacent buildings and other structures, road, drains and the like; b) The plan, elevation and necessary cross section of various buildings, structures indicating all relevant details relating to natural lighting, ventilation with side elevations, showing the minimum height of the buildings and means of escape in case of fire, drawing showing the fire hydrant system incorporated; c) The position of the plants and machineries, aisles and passageways; d) The drawings must include the legend of various buildings in the site plan, schedule of openings in the civil engineering drawing, the schedule of machineries in the plant and machinery layout. 10. Form no.1A in respect of existing buildings or when the factory is extended or any new plant, machinery or structures are added; 	<p>The occupier to obtain previous permission in writing of the Inspectorate of Factories and Boilers before citing, constructing the</p> <p>factory building at the entry level and also the permission is required whenever the factory is extended or machineries and plants are added.</p>

2	Registration and grant of licence	<ol style="list-style-type: none"> Form no.2; Registration fee as per Table A and Table B; Partnership deed in case of a firm/Memorandum and article of association in case of a company/KST & CST certificate in case of a proprietorship firm; Present list of partners/ directors with residential addresses; 	The occupier to submit the application 15 days in advance before the factory being taken into use.																											
3	Renewal of factory licence	<ol style="list-style-type: none"> Form no.2 in triplicate; License renewal fee as prescribed under Table A and Table B; Original License; Present list of directors/partners with residential addresses; <p>(A provision is made to facilitate the entrepreneur to seek renewal of license for a period of three years at once)</p>	The renewal application to be made on or before 31 st of October of every calendar year to the area inspector.																											
4	Amendment and Transfer of licence	<ol style="list-style-type: none"> Form no.2; Amendment or Transfer fee of ` 250/- Original license; Board resolutions for changes in the directors/ revised partnership deed/ dissolution deed, certificate of incorporation as the case may be; <p>(In case of changes in HP/KW, the approval of corresponding machinery/equipment layout drawings are required to be obtained)</p>	The amendment and transfer are required to be sought before effecting the changes.																											
5	Issue of duplicate licence	<ol style="list-style-type: none"> Requisition letter explaining the circumstances; Fee of ` 500/- 																												
6	Issue of medical fitness Certificate	<ol style="list-style-type: none"> Fee for Issue of medical fitness certificate - ` 25/- Fee for Reissue of medical fitness certificate - ` 5/- 	Persons Seeking fitness certificate shall make an application to certifying surgeon.																											
7	Issue & renewal of competency certificate under section 28,29,31 and Rule 57, 88B, 129 of KFR 1969	<ol style="list-style-type: none"> Form No. 1B or 1C as the case may be; Prescribed fee is as follows of ` 1000/- for an individual and ` 2000/- for an industry; 1. 	The applicant or an industry shall make an application to the Chief Inspector of																											
<table border="1"> <thead> <tr> <th>CC</th> <th>RULE</th> <th>Issue of cc (in `)</th> <th>Renewal of cc(in `)</th> </tr> </thead> <tbody> <tr> <td rowspan="9">To an individual</td> <td>i. Section 28 and 29,</td> <td>2000/-</td> <td>2000/-</td> </tr> <tr> <td>ii. Section 31</td> <td>2000/-</td> <td>2000/-</td> </tr> <tr> <td>iii. Clause 2(c) of Schedule V under Rule 57</td> <td>1000/-</td> <td>500/-</td> </tr> <tr> <td>iv. Clause 6 of Schedule VI under Rule 57</td> <td>500/-</td> <td>500/-</td> </tr> <tr> <td>v. Schedule V Rule 129</td> <td>500/-</td> <td>500/-</td> </tr> <tr> <td>vi. Clause 13 of Schedule XVII under Rule 129</td> <td>500/-</td> <td>500/-</td> </tr> <tr> <td>viii. Rule 69 (4)</td> <td>500/-</td> <td>500/-</td> </tr> <tr> <td>ix. Rule 88 B (4)</td> <td>500/-</td> <td>500/-</td> </tr> </tbody> </table>		CC	RULE	Issue of cc (in `)	Renewal of cc(in `)	To an individual	i. Section 28 and 29,	2000/-	2000/-	ii. Section 31	2000/-	2000/-	iii. Clause 2(c) of Schedule V under Rule 57	1000/-	500/-	iv. Clause 6 of Schedule VI under Rule 57	500/-	500/-	v. Schedule V Rule 129	500/-	500/-	vi. Clause 13 of Schedule XVII under Rule 129	500/-	500/-	viii. Rule 69 (4)	500/-	500/-	ix. Rule 88 B (4)	500/-	500/-
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	To an Institution	i.	Section 28 and 29,	2000/-	2000/-
		ii.	Section 31	2000/-	2000/-
		iii.	Clause 2(c) of Schedule V under Rule 57	1000/-	500/-
		iv.	Clause 6 of Schedule VI under Rule 57	500/-	500/-
		v.	Schedule V Rule 129	500/-	500/-
		vi.	Clause 13 of Schedule XVII under Rule 129	500/-	500/-
		vii.	Rule 69 (4)	500/-	500/-
		viii.	Rule 88 B (4)	500/-	500/-
	To an Industry	i.	Section 28 and 29,	25,000/-	25,000/-
		ii.	Section 31	(irrespective of the provisions for which the competency certificate is applied for)	(irrespective of the provisions for which the competency certificate is applied for)
		iii.	Clause 2(c) of Schedule V under Rule 57		
		iv.	Clause 6 of Schedule VI under Rule 57		
		v.	Schedule V Rule 129		
		vi.	Clause 13 of Schedule XVII under Rule 129		
		vii.	Rule 69 (4)		
		viii.	Rule 88 B (4)s		
	3. Resume of an individual or an industry with supporting documents;				
	4. Equipment possessed.				

Table "A"
See Rule 5 (1)

Scale of Fees Payable for Licence and Annual Renewal of licence by Factories

Quantity of H.P. Installed	Maximum number of persons to be employed on any day during the year (Amount in Rupees.)									
	Up to 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 750	From 751 to 1000	From 1000 to 5000	From 5001 to 10000	From 10001 and above
Nil	360	720	2160	2320	5400	7920	10400	12960	15520	16200
Up to 10 HP	720	1440	2240	5040	9720	14400	18880	21600	27000	33480
Above 10 HP up to 50 HP	1440	2080	2880	5760	10640	15360	20000	22680	29160	34560
Above 50 HP up to 100 HP	2080	2880	3760	6640	10720	16560	21600	24120	30960	36720
Above 100 HP up to 250 HP	3240	3600	4280	7560	12600	18000	24080	25600	32560	38520
Above 250 HP	3600	4320	5400	8920	14760	20640	26480	29880	37800	44640

up to 500 HP										
Above 500 HP up to 1000 HP	5760	6640	7920	12240	19440	27000	33840	38160	40680	56520
Above 1000 HP up to 5000HP	7200	8640	10800	16960	27360	37800	47670	53200	68400	80800
Above 5000HP up to 10000HP	14400	17280	21600	33920	54720	75600	95330	106400	136800	161600
Above10,000HP	24400	28800	32400	50880	82080	113400	143000	159600	205200	242400

Table "B"

Scale of fees for Licence and Annual Renewal of License by electricity generating, transforming or transmitting factories or attached powerhouse and for heating circuits in addition to the scale of fees payable in TABLE "A"

	Total installed capacity (in KW)	Fee payable (in `)
A	50KW or less	720
B	51 KW to 100 KW	880
C	101 KW to 150 KW	1120
D	151 KW to 300 KW	1600
E	301 KW to 700 KW	3600
F	701 KW to 1000 KW	6400
G	1001 KW to 5000 KW	9320
H	5001 KW to 10000 KW	15560
I	10001 KW to 50000 KW	25880
J	50001 KW to 60000 KW	31040
K	60001 KW to 80000 KW	36240
L	80001 KW to 100000 KW	41400
M	100001 KW to 150000 KW	51760
N	150001 KW to 200000 KW	61680
O	200001 KW to 300000 KW	72480
P	Above 300001 KW	82800

EXEMPTION PROVISIONS UNDER THE ACT AVAILABLE FOR THE MANAGEMENT- PROCEDURE TO BE FOLLOWED:

1. EXCEPTIONAL PRESSURE OF WORK- EXEMPTION TO WORK OVERTIME :

Application must be made by the occupier on a plain sheet of paper with justification along with supporting documents, noting the period of exemption with number of personnel to be deployed on overtime etc. The exemption must be sought only in respect of willing workmen.

Application must be made in duplicate to the Director of Factories through the area Inspector under an advance copy to the Director.

Application must be made at least 15 days prior to the engagement of workers on overtime work. Exemption will be granted in accordance with law. Exemption will be granted for a quarter starting from January, April,

July and October in a calendar year. The exemption granted restricts the overtime hours for 75 hours in a quarter;

Please note the Act does not provide any provision for grant of exemption for overtime work to women workers.

2. EXEMPTION FOR MAINTAINANCE OF REGISTERS IN PRESCRIBED FORMS:

Act provides provisions in granting exemption to maintain registers other than in prescribed forms. Such application with a court fee stamp of ` 2/- may be made to the Director of Factories, along with the intended format and reasons thereof.

3. EXEMPTION FOR EMPLOYING WOMEN WORKERS UPTO 10PM.

Government has exempted fifteen categories of factories to employ women workers upto 10 p.m. with the following conditions;

- Free transport facility must be provided by the occupier to the women workers employed beyond 7pm to return to their homes after the work;
- The facilities of canteen and crèche must be extended if the same is available in the factory.
- Written consent of each employee must be obtained;
- No overtime work must be extracted from the woman workers;
- Every woman must have minimum 9 hours of rest before commencement of the next shift.

AMENITIES TO BE PROVIDED IN THE FACTORIES:

Minimum basic amenities are to be provided in the factories as compliance to Health and Welfare provisions. The type of amenities and the adequacy relates to the number of workers employed in the factory.

Sl. No.	Type of amenity	NO. of workmen required	Nos. to be provided.
1	Drinking water points		Adequate supply at 5litres/worker
2	Cooled supply of water	>250	One for 150
3	Latrine accommodation		One for 25 (separately for male and female)
4	Urinal accommodation		One for every 50.
5	Washing facility		Adequate
6	First aid box with appliances		One equipped first aid box per 150 persons.
7	Ambulance room	>500	Facilities as per rule 92 of the KFR 1969.
8	Rest room/shelter/lunch room	>150	Facilities as per rule 100 of the KFR 1969
9	Crèche	>30 female	Facilities as per rule 101 to 104 of the KFR 1969.
10	Canteen	>250	Facilities as per rule 93 to 99 of KFR 1969
11	Occupational Health	>50	Facilities as prescribed under Rule 88M

	Centers (in respect of hazardous process industries)		of KFR 1969
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APPOINTMENTS OF SAFETY AND WELFARE OFFICERS:

Sl. No.	Particulars of appointment	No. required	Qualifications
1	Safety officers (for factories employing more than 1000 workmen and notified factories)	One per thousand	Basic degree in engineering and Diploma in Industrial Safety.
2	Welfare Officers (for factories employing more than 500 workmen)	One per 500 upto 2000 and one additional per every 1000. A lady welfare officer wherein 500 women workers are employed	Degree or diploma in social science with personnel management, Industrial relation and Labour welfare as special subjects.

3	Factory Medical Officer (in respect of industries involving hazardous processes)	One for 500 workers and one more for additional 1000	Degree under the Medical Degree Act and certificate course in occupational health.
4	Supervisors (in factories involving hazardous processes)	-	A degree in chemistry or diploma in chemical engineering with experience.
5	First aid trained personnel	Adequate Nos.	Workers of the factories must be trained in the recognized institutions.
6	Qualified nursing staff (wherever crèche facilities are provided)	One woman in charge & one female attendant for every 20 children.	Women in charge should possess nurse's qualification.

REGISTERS REQUIRED TO BE MAINTAINED UNDER THE FACTORIES ACT, 1948 AND RULES MADE THEREUNDER:

It is obligatory on the part of the management to maintain the following registers with up to date entries:

- Muster Roll in Form No.22;
- Register of adult workers in Form No.11;
- Register of leave with wages in Form no.14;
- Register of accident or dangerous occurrence in Form no.23;
- Inspection book containing Form No.6, 28 and 29;
- Overtime register in Form no.9 in respect of exempted workers and corresponding duplicate copy of the overtime slip;
- Health registers in Form no.16 in respect of factories involving hazardous processes and dangerous operations.

Small industries employing less than 20 workers are permitted to maintain a single core register in form C or E as per the Labour laws (Exemption from furnishing returns and maintaining registers by certain establishment) Act, 1988.

NOTICES TO BE DISPLAYED:

The following statutory notices or displays must be displayed at conspicuous place in the factory premises.

- Notice of periods of work in Form no.10 along with weekly holiday, name and address of the inspector and the medical officer;
- Abstract of the Act and rules made there under in Form no.19;
- Relevant cautionary notices wherever required;
- Safety and health policy of the factory;
- Relevant safety posters to create awareness amongst the workers;

RETURNS TO BE FILED UNDER THE FACTORIES ACT WITH DUE DATES:

The Managers of all the registered factories are required to submit the following returns to the area inspector.

1. Combined Annual Return in Form No.20 in duplicate on or before 1st February of subsequent year;
2. Half yearly Return in Form no.21 in duplicate on or before 15th July of the calendar year;
3. Monthly accident return in Form no.23, on or before 5th day of subsequent month;

HAZARDOUS INDUSTRIES IN KARNATAKA AT A GLANCE.

All factories having manufacturing processes mentioned in the first schedule appended to the Factories Act, 1948 are termed as hazardous process factories.

THE FIRST SCHEDULE
(Section 2(cb) of the Factories Act, 1948)

Sl. No	Category Of Hazardous Processes
1	2
1	Ferrous metallurgical Industries <ul style="list-style-type: none"> • Integrated Iron and Steel • Ferrous Alloys • Special Steels
2	Non ferrous metallurgical industries <ul style="list-style-type: none"> • Primary metallurgical industries namely zinc, lead copper manganese and aluminum
3	Foundries (ferrous and non ferrous) <ul style="list-style-type: none"> • Castings and forging including cleaning or smoothening/roughening by sand and shot blasting.
4	Coal (including coke) industries <ul style="list-style-type: none"> • Coal, Lignite, Coke etc., Fuel Gases (including paper products) industries
5	Power Generating Industries

6	Pulp and Paper (including paper products) industries
7	Fertilizer industries <ul style="list-style-type: none"> • Nitrogenous • Phosphatic • Mixed
8	Cement Industries <ul style="list-style-type: none"> • Portland Cement (including slag cement, puzzolona cement and their products)
9	Petroleum Industries <ul style="list-style-type: none"> • Oil Refining • Lubricating Oils and Greases
10	Petro-chemical Industries
11	Drugs and Pharmaceutical Industries <ul style="list-style-type: none"> • Narcotics, Drugs and Pharmaceuticals
12	Fermentation Industries (Distilleries and Breweries)
13	Rubber (Synthetic) Industries
14	Paints and Pigment Industries
15	Leather Tanning Industries
16	Electro-plating industries
17	Chemical Industries <ul style="list-style-type: none"> • Coke Oven By-products and Coal tar distillation products • Industrial Gases (nitrogen, oxygen, acetylene, argon, carbon di oxide, hydrogen, sulphur dioxide, nitrous oxide, halogenated hydrocarbon, ozone etc., • Industrial Carbon • Alkalies and Acids • Chromates and Dichromates • Leads and its compound • Electrochemical (metallic sodium, potassium and magnesium, chlorates, perchlorates and peroxides) • Electrothermal produces (artificial abrasive, calcium carbide) • Nitrogenous compound (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 an fuses)
18	<ul style="list-style-type: none"> • Insecticides, Fungicides, Herbicides and other Pesticides industries
19	<ul style="list-style-type: none"> • Synthetic Resin and Plastics
20	<ul style="list-style-type: none"> • Man-made Fiber (Cellulosic and Non-Cellulosic) Industry
21	<ul style="list-style-type: none"> • Manufacture and repair of electrical accumulators
22	<ul style="list-style-type: none"> • Glass and Ceramics
23	<ul style="list-style-type: none"> • Grinding or glazing of metals
24	<ul style="list-style-type: none"> • Manufacture, handling and processing of asbestos and its products
25	<ul style="list-style-type: none"> • Extraction of oils and fats from vegetable and animal sources
26	<ul style="list-style-type: none"> • Manufacture, handling and use of benzene and substances containing benzene
27	<ul style="list-style-type: none"> • Manufacturing processes and operations involving carbon disulphide
28	<ul style="list-style-type: none"> • Dyes and dyestuff including their intermediates
29	<ul style="list-style-type: none"> • Highly flammable liquids and gases

PAYMENT OF WAGES ACT, 1936 AND THE RULES MADE THERE UNDER

MAIN PROVISIONS ENVISAGED IN THE ACT:

1. It regulates the payment of wages in time i.e., not later 7th day of last of day of the wage period for factories employing less 1000 workmen and 10th day for factories exceeding 1000 workers.
2. Wages must be paid in cash in current currency within the working hours.
3. Only authorized deductions can be caused from the earned wages;
4. Workers must be issued wage slips giving all the details of their earned wages along with the wages paid;
5. Fines can be imposed as per the rules specified;

CLAIMS, WHICH CAN BE MADE UNDER THE ACT:

Any delay in payment of earned wages or unauthorized deductions from the earned wages of the workmen the redressal can be obtained by filing an application under Section 15 of the Act, before the competent authority notified by the Government.

The application can be made either by the Inspector appointed under the Act, or by aggrieved person himself or through a registered trade union in prescribed formats viz., Form A, Form B and Form C respectively.

The competent authority who hears the application may direct for immediate payment of earned wages in addition to imposing compensation for the said delay in payment of wages or ten times the wages for the unauthorized deductions made.

Any aggrieved workmen working in registered factories may contact the concerned area Assistant Director of Factories for suitable redressal.

REGISTERS TO BE MAINTAINED.

1. Wages register;
2. Register of advance;
3. Register of fines;
4. Register of deductions;

RETURNS TO BE FILED:

Annual return in Form No. IV (in duplicate) must be submitted on or before 15th of February of the subsequent calendar year.

PROCEDURE TO BE COMPLIED WITH IN RESPECT OF INDUSTRIES INVOLVING HAZARDOUS PROCESSES.

1. Before citing any factory, the clearance from the ecology, environment clearance committee is a must;
2. Relevant information in detail about the process, chemicals used, hazards identified and also measures to overcome hazards must be informed to the authorities, workers and the general public;
3. Safety and health policy must be prepared and filed before registration of the factory;

4. On site emergency plan/disaster management plan must be prepared and submitted for approval.
5. Safety manual must be prepared and issued to all the workmen;
6. Subject all the workmen for pre employment and periodical medical examination and maintain relevant records;
7. Ensure that the toxic chemicals and substances used in the factory are within the permissible threshold limits at the work environment;
8. Safety committee comprising of workers representatives and the management must be constituted and the same should function as per rules;
9. Provisions envisaged under the Control of Industrial Major Accident Hazard (Karnataka) Rules, 1994 must be complied with;
10. Mock rehearsals in respect of handling the emergencies must be conducted periodically; (i.e., once in six months)
11. Workers must be trained and educated about the hazards, emergency preparedness, and use of personal protective equipment, safety and health consciousness.
12. Assist the district crisis group in evolving off site emergency plan, if the unit is coming under the MAH category;
13. Maintain occupational health Centre with all the facilities and with required antidotes.
14. The factory should extend co-ordination and mutual aid to the neighboring factories in case of exigencies.

POWERS AND DUTIES OF THE OFFICERS (General):

DIRECTOR OF FACTORIES, BOILERS, INDUSTRIAL SAFETY AND HEALTH

- Head of the department, having administrative control over both factories and boilers wing.
- Implementation of the policy decision of the government communicated from time to time;
- Monitoring the implementation of various legislations enforced by the Department;
- Carryout all duties and responsibilities entrusted to him as an head of the department;
- Represent the department before the forums viz., KSPCB, state level environmental clearance committee, state level single window agency, state crisis group, central boilers board.
- Chairman Boiler Attendant and Boiler Operation Engineers Examination Board;
- To approve plans, issue and grant of licence, transfer, issue of duplicate of licence and amend the licences in respect of factories employing above 500 workers;
- To grant exemption under section 65(2) of the Factories Act, 1948 in respect of factories employing above 500 workers;
- He is also an Inspector under section 8(1) of the Factories Act, 1948.
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since he has been notified under section 17 of the said Act;

JOINT DIRECTOR OF FACTORIES:

In addition to the powers conferred under section 8(1) of the Factories Act, 1948 the Joint Director of factories has got the additional powers as mentioned below:

- To approve plans, issue and grant of license, transfer, issue of duplicate of license and amend the licenses in respect of factories employing above 250 workers but below 500 workers;
- To grant exemption under section 65(2) of the Factories Act, 1948 in respect of factories employing above 250 workers but below 500 workers;
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since they have been notified under section 17 of the said Act;
- To assist the Director of Factories in his day to day administration;
- To oversee the work of subordinate offices/officers;

Note: He is also assigned with the local limits through notification by the Government from time to time.

JOINT DIRECTOR OF BOILERS:

In addition to the power conferred under section 5(5) of Indian Boilers Act 1923 the Joint Director of Boilers has got the additional powers as mentioned below.

- Conduct inspection and examination of boilers and steam pipes in respect of boilers having heating surface of 10000 m² and above.
- Receive application for registration of boilers and steam pipe lines conduct inspection & examination and submit necessary proposal to the Director of Boilers.
- Conducting stage inspection of Boiler and Boiler fittings while manufacturing.
- Discharge the duties as secretary of Boiler Operation Engineers examination Board.
- Review of inspection report of Boiler and steam pipe line conducted by subordinate officers and counter sign in the M.I. Book.
- Review of dairies and tour programmes of the subordinate officers.
- Conducting Enquiry of Boilers and Steam Pipe line Accidents.
- Enforcing certain legislation as they are notified under section 17 of the said Act.
- Monitor the work of the subordinate offices / officers.
- Monitoring and maintain all the prescribed register.
- Assist the Director in day to day work.

OCCUPATIONAL HEALTH SPECIALIST / JOINT DIRECTOR OF FACTORIES (MEDICAL): To

- Assist the head office in the activities related to occupational health and medical surveillance in the registered factories;
- Identification of notifiable diseases registered factories;
- Certify child/young persons employed in the registered factories;

- Carryout medical examinations in the factories involving dangerous process or operations;
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since they have been notified under section 17 of the said Act;

ADMINISTRATIVE OFFICER: To

- Assist the head of the department in day to day administrative matter
- Supervise the work of establishment sections;
- Conduct the sub ordinate office inspection under the guidance and supervision of head of the department /Joint Director of Factories;

GAZETTED MANAGER - 1: (Under JDF-1): To

Compilation of revenue statements, compilation monthly revenue reports and related work.

- Monitoring of clearance section (inward and dispatch).
- Compilation of pendency list of files pertaining to Head office & Division Offices & Preparation of Monthly / Annual reports to be submitted to Govt.
- Maintenance of Department vehicles and their log book systematically and arranging vehicle after receiving requisition from the Joint Director and for legislative assembly and council with the permission of the Director.
- Disposal of application under RTI act pertaining to JDF-1 after obtaining orders from him.
- Monitoring and disposal of files pertaining to plans and license of Director and Joint director-1
- Other work entrusted by JDF-1 pertaining to their section.

GAZETTED MANAGER - 2: (Under JDF-2): To

- Monitoring the work of Disposal of files pertaining to legislative assembly /Council, Loka Sabha / Rajya Sabha questions, appointing of nodal officer & deputation of officer to the session & to obtain gallery passes to officers & etc.,
- Monitoring of RST section - Maintenance of records, Furnitures, Stationary & Library & disposal of unused items.
- Monitoring and Maintenance of Computers, Printers, Fax Machines EPABX & other electronic items in good condition.
- Disposal of application under RTI act pertaining to JDF-2 after obtaining orders from him.
- Monitoring and disposal of files pertaining to plans and license of Director and Joint director-2
- Other work entrusted by JDF-1 pertaining to their section.

GAZETTED MANAGER - 3: (Under JDF-3): To

- Monitoring of SAKALA counter in head office & work as per the direction of JDB for smooth disposal of application under KGSC Act.
- Disposal of application under RTI act pertaining to JDB after obtaining orders from him.

- Disposal of Boiler attendant examination files.
- Monitoring of files of section subordinate coming under JDB Other work entrusted by JDF-1 pertaining to their section.

EXECUTIVE CUM ADMINISTRATIVE ASSISTANT: To

- Comb-out the unregistered factories falling under the purview of the Act;
- Realization of revenue due from the defaulting factories;
- Assist the area inspectors in obtaining the returns to be filed under the statute;
- Assist area officers to which they have been attached in day to day work;

SUPERINTENDENT: To

- Supervise the works of respective sections;
- Scrutiny of files submitted by the subordinate case workers;
- Deal the complicated cases directly and submit to the next higher authority;
- Discharge the duties of the respective sections as envisaged under the hand book of office procedure;
- Assist the immediate superior officer in day to day work;

ACCOUNTS SUPERINTENDENT: To

To supervise the work of entire accounts section and to take care of the following important work

- Preparation of annual budget and expenditure statements.
- Reconciliation of the departmental revenue and expenditure
- Allotment of budget to various offices of the department under different heads
- Up keeping of all information to MMR

LEGAL ASSISTANT:To

- Discharge duties as suptd. of legal section as per office procedure
- Scrutiny of the files viz: Prosecution, Complaints, accidents etc., submitted by the concerned case work.
- Assist the Director in quick disposal of the legal section files.
- Up-dating the statistics pertaining to prosecutions, complaints & Accidents.
- If required to attend Court, Law Department, Prosecution Department.
- Up-data and monitor the amendments to the Rules and Regulations enforce by the department and correspondence with DGFASLI.

STENOGRAPHER: To

- Take dictation and prepare fair copies;
- Maintain the concerned officers diary, tour programmes etc.,
- Carryout any other works as entrusted by the concerned officer;

FIRST DIVISION ASSISTANT's: To

- Receive all the connected tappals, open the file and submit to the concerned superintendent/immediate officers along with their specific noting;
- Maintain the special registers, case registers etc., as prescribed;
- Maintain the circular files with proper index and catalogue;

- Take full responsibility for disposal of papers under various compilation entrusted to them;
- Discharge the duties of the respective sections as envisaged under the hand book of office procedure;
- Assist the superintendent / immediate officers in discharging day to day work;

SECOND DIVISION ASSISTANT: To

- Maintain inward, dispatch, and service stamp registers;
- Maintain dead stock and stationary registers;
- Maintain records and relevant record registers with proper indexing and catalogue;
- Receive all the connected tappings, open the file and submit to the concerned superintendent/immediate officers along with their specific noting;
- Maintain the special registers, case registers etc., prescribed;
- Maintain the circular files with proper index and catalogue;
- Discharge the duties of the respective sections as envisaged under the hand book of office procedure;

SENIOR DRIVERS / DRIVERS

- To perform the driving of vehicles as per the requirement of officer concern;
- Keeping of Government vehicles in good condition;

Sr. TYPIST/TYPIST: To

- Carryout typing work entrusted from time to time;
- Maintain fair copying register as prescribed under the office procedure book;

GROUP – D: JAMEDAR / CYCLE ORDERLY / RECORD ATTENDER: To

- Attend the office half an hour earlier to the commencement of the actual working hours and to leave the office only after the officer leaves the office;
- Maintain the office neat and tidy and to assist in record room for up keeping of old records;
- Transmit the Tappal from section to officer and vice versa – to the government as and when required;
- Make the visitors to sit in the lounge and allow them to see the officers during visiting hours or on the appointed hours;
- To perform Jamedar work under HOD.

POWERS AND DUTIES OF THE OFFICERS; (FACTORY WING)

ASSISTANT DIRECTOR OF FACTORIES / SENIOR ASSISTANT DIRECTOR OF FACTORIES TO:

- Enter with such assistants, being person 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 reasons to believe is used, as a factory;
- Make examination of premises, plant, machinery, article or substance;

- Inquire into any accident or dangerous occurrences;
- Require the production of any prescribed registers;
- Seize or take copies of any registers, record or other document as he considers necessary in the enforcement of the legislation;
- Take measurements and photographs, record statements and to seize any article or any substance found in any premises which appears to him as having caused or is likely to cause danger to the health or safety of the workers;
- Issue prohibitory orders in case of any imminent dangers at the factory site;
- 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;
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since they have been notified under section 17 of the said Act;
- Maintain and supervise all the prescribed special registers in his office with index and catalogue;

Note: The officers have been assigned with the local limits through a notification under section 8(1) of the Factories Act, 1948 in the official gazette by the government from time to time. They function only in their area of notification.

DEPUTY DIRECTOR OF FACTORIES:

In addition to the powers conferred under section 8(1) of the Factories Act, 1948 the Deputy Director of factories has got the addition powers as mentioned below:

- To approve plans, issue and grant of licence, transfer, issue of duplicate licence and amend the licences in respect of factories employing upto 250 workers;
- To grant exemption under section 65(2) of the Factories Act, 1948 in respect of factories employing upto 250 workers;
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since they have been notified under section 17 of the said Act;
- To assist the district administration - they have been made as the member secretaries of the crisis groups constituted by the Government at his place of work;
- To oversee the work of subordinate offices/officers;

Note: He is also assigned with the local limits through notification by the Government from time to time.

POWERS AND DUTIES OF THE OFFICERS (BOILER WING)

ASSISTANT DIRECTOR OF BOILERS / SENIOR ASSISTANT DIRECTOR OF BOILERS: To

- Conduct inspection and examination of boilers below 10,000 m² capacity and of inspection of all steam pipes;
- Maintain memorandum of Inspection book for each boiler and steam pipe lines and submit periodically to the Director for examination and counter signature;

- Receive application for registration of boiler and steam pipe lines, conduct inspection and submit necessary proposal to the Director;
- Enquire into the accidents to boiler and steam pipe lines;
- Submit proposal for necessary repairs, alterations to boiler and steam pipe lines;
- Issue prohibitory orders;
- Submit proposal for prosecution for any violations of the provisions under the Act;
- Conduct stage inspection of boilers and fittings during the course of manufacture;
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since they have been notified under section 17 of the said Act;
- Maintain all records pertaining to inspection, testing and examination etc., for all boilers and scantlings;
- Maintain and supervise all the prescribed special registers in his office with index and catalogue.

ASSISTANT DIRECTOR OF BOILERS (BTTE CELL): To

- Scrutiny of all manufacturing drawings of boilers, steam pipelines, fittings and accessories;
- Scrutiny of proposals of registration of new boilers;
- Assist the Director of Factories and Boilers in the matters related to central boilers board;
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since they have been notified under section 17 of the said Act;
- Perform the duties of secretary boiler attendant examination board;
- Conduct training classes boiler attendant and boiler fireman;
- Maintain and supervise all the prescribed special registers in his office with index and catalogue.

DEPUTY DIRECTOR OF BOILERS: To

- Conduct inspection and examination of boilers and steam pipes in respect of boilers having heating surface of below 10000 m² capacity and above;
- Maintain memorandum of Inspection book for each boiler and steam pipe lines and submit periodically to the Director for examination and counter signature;
- Receive application for registration of boiler and steam pipe lines, conduct inspection and submit necessary proposal to the Director;
- Enquire into the accidents to boiler and steam pipe lines;
- Submit proposal for necessary repairs, alterations to boiler and steam pipe lines;
- Issue prohibitory orders;
- Submit proposal for prosecution for any violations of the provisions under the Act;
- Conduct stage inspection of boilers and fittings during the course of manufacture;
- Enforce the provisions envisaged under the Child Labour (P&R) Act, 1986 since they have been notified under section 17 of the said Act;

- Maintain all records pertaining to inspection, testing and examination etc., for all boilers and scantlings;
- Maintain and supervise all the prescribed special registers in his office with index and catalogue
- Oversee the work of sub ordinate offices/officers;
- Assist the Director of Boilers in his day to day work;

PROCEDURE FOLLOWED IN SERIATUM TO CLEAR THE PAPERS

Receipt	-	R & I section;
Opening of file & noting	-	Case worker/superintendent/A.O;
Decision-making	-	Officer concerned;
Follow up of decision	-	-A.O./Superintendent/case worker;
Signature	-	Officer concerned;
Dispatch	-	R & I Section

ANNUAL INSPECTION OF BOILERS/ECONOMISERS & STEAM PIPE

LINES:

- a. Make application to the Divisional Inspector in Form-I and Inspection fee paid in challan.

The inspection of the Boiler, Economizer and steam line will be done within 30 days or shorter period as may be prescribed from the date of the receipt for examination of the Boiler giving not less than 10 days notice of the date fixed.

After satisfactory completion of open inspection and hydraulic test, certificate for the use of Boiler/Economiser will be issued within 48 hours of making such examination.

REPAIRS TO BOILERS, ECONOMISERS AND STEAM PIPELINES.

- a. The Assistant Director of Boiler after making examination of the Boiler, Economizer and Steam line is of the opinion that the boiler is not fit to use and needs any structural alteration, addition he will intimate the owner within 48 hours of making the examination.
- b. After receiving the suggestions from the Assistant Director of Boilers for carrying out needful repairs to make the Boilers, Economizers and steam line serviceable, the owner shall make application to the Director of Boilers seeking permission to carry out the repairs mentioning the authorized Boiler repairer name through whom he is getting the same repaired.
- c. After obtaining approval from the Director of Boilers the owner should offer the Boiler Economizer and steam line for which repairs are being carried out at various stages for inspection to the Assistant Director of Boilers and obtain his clearance.
- d. After satisfactory completion of open inspection and hydraulic test, after repairs certificates for the use of Boilers. Economizer will be issued within 48 hours of making examination.

PERSONS TO BE INCHARGE OF BOILERS:

A certificate of Second class shall qualify the boiler thereof to be in charge of a single boiler of any kind, the heating surface of which does not exceed 139.5 sq. Mt. a second class boiler attendant may be an attendant to a battery of boilers (not consisting of more than connected boilers and not exceeding 139.5 sq. Mt. in aggregate of total heating surface) provided he is assisted by the number of firemen considered necessary by the Director of Boilers.

A certificate of first class shall qualify the holder thereof to be in charge of a single boiler of any kind or capacity or two or more boilers in a battery or of so many separate individual boilers, the total heating surface of which does not exceed 697.6 sq. Mt. provided that such boilers shall be situated within a radius 23 Mts. in the same premises belong to one owner.

PROCEDURE FOR APPEARING FOR FIRST CLASS & SECOND CLASS BOILER ATTENDANT EXAMINATION;

A. REQUIREMENT to appear for Second class examination

1. Age – shall not be less than 20 years.
2. Experience–Has served for not less than 3 years as an engine fitter where boiler and engines are repaired or made and worked under steam. 1 year at least of which he should have worked as an assistant fireman, or
3. Has served for not less than 3 years in the capacity of a fireman or an assistant firemen on a steam boiler or a combined steam engine & boiler or
4. Produces from the head of an industrial or technical institution a certificate stating that he has completed a three years course of training, one year of which must have been as an apprentice in a steam power plant of a mill or factory or an engineering workshop for the maintenance of boilers.

B. Requirement to appear for first class examination:

1. Age – shall not be less than 21 years
2. Experience - Has served for not less than two years as a boiler attendant with second class certificate of competency in sole of working charge of boiler whose rated heating surface is not less than 46.51 sq. Mt. or
3. Produces from the head of an industrial or technical institution a certificate stating that he has completed a three years course of training one of which must have been as on apprentice in a steam power plant of a mill or factory or an engineering workshop where engines and boilers or repaired or made and in addition has served for not less than one year in sole working charge of a boiler not less than 46.51 of heating surface with a second class boiler attendants certificate.

C. Procedures for making application for first class and second class examination

I. FIRST CLASS;

1. Application shall be made in Form-A duly attested by the Gazetted officer.
2. Service certificate in original with copy.
3. Character certificate issued by employer in original with a copy.
4. Two copies of recent passport size photographs.
5. Fee of Rs.100/- paid in challan.

II. SECOND CLASS

1. Application shall be made in Form-A duly attested by a Gazetted officer.
2. Service certificate in original with a copy.
3. Character certificate issued by employer in original with copy.
4. Two copies of recent passport photographs.
5. Fee of Rs.50/- paid in challan.

BOILER OPERATION ENGINEERS EXAMINATION:

The qualified Boiler Operation Engineers are required to maintain a boiler or battery of boilers having a total heating surface area of 697.6m².

The requirements are:

- | | | |
|---------------------------|---|---|
| Age | - | not less than 23 years of age |
| Educational Qualification | - | Should have completed apprentice engineers course in a recognized workshop engaged in making or repairing of Boilers and Accessories OR should possess a degree in mechanical or electrical engg., or possess a diploma recognized by the Institute of Engineers. |
| Experience | - | should have served not less than 2 years as Engineer/Asst. Engineer in running and maintenance of battery of boilers not less than two in number and each boiler not having less than 93.02 m ² heating surface |
| Method of examination | - | Written examination consists of one paper in Mathematics, applied mechanics, heat engines in each subject and one paper of drawing followed by oral examination |
| Mode of application | - | Prescribed application duly filled in <ul style="list-style-type: none">➤ Form A attested by gazetted officer➤ Service certificate in original along with a copy➤ Character certificate from the employer➤ Two recent passport size photographs➤ Rs.150/- paid in challan or DD |

Contact person for further details: The secretary /Senior Assistant Director of Boilers, Boiler Operation Engineers Board.

REGISTERS TO BE MAINTAINED

- Register of boilers and scantlings in Form no. B;
- Registration book and Memorandum of Inspection book of all Boilers in Form no. 1;

- Register of appeals in Form C;
- Register of accidents in Form D;
- Register of registration and inspection fees in Form E;
- Register in Form F – all registered boiler;
- Register of steam pipelines in Form G;

INDIAN BOILER ACT, 1923

THE RELATED REGULATIONS AND RULES ENFORCED:

- i. The Indian Boiler regulation 1950
- ii. The Karnataka Boiler Rules 1982
- iii. The Karnataka Economizers Rules 1959
- iv. The Karnataka Boiler operation Rules 1959
- v. The Karnataka Boiler Attendants Rules 1962

PROCEDURES FOR REGISTRATION OF BOILERS & ECONOMISERS:

A. FIRE TUBE BOILERS ALSO CALLED AS SMOKE TUBE BOILER.

Submit the following Original documents pertaining to the Boiler intended for registration to the concerned Divisional Inspector.

- i. Document folder issued to the manufacturer as registering documents by the inspecting authority i.e., The Director of Boilers;
- ii. Registration fee paid in challan;

The Process of registration of the Boiler will be done within 30 days giving not less than 10 days notice of the date fixed.

After satisfactory completion of open inspection and hydraulic test provisional order will be issued pending steam test and refusal or otherwise from the Director of Boiler

B. WATER TUBE BOILER

- Obtain permission to erect the Boiler through an authorized Boiler repairer from the Director of Boilers.
- Submit following Original documents pertaining to the Boiler intended for Registration to the concerned area Inspector.
 - i. Document folder issued to the manufacturer as registering documents by the inspecting authority i.e., The Director of Boilers;
 - ii. Registration fee paid in challan
- Offer the Boiler for carrying out stage inspection to the concerned divisional Inspector and obtain his clearance at every stage

PROCEDURES FOR REGISTRATION OF STEAM PIPE LINE:

- A. Obtain approval of the proposed steam line drawing from the Director of Boilers by submitting following documents.
 - i. Steam line drawing in triplicate showing clearly welding details, materials specifications, working pressure of boilers and feed pipeline and registration Number of Boilers
 - ii. Steam line drawing scrutiny fee paid in challan
(Fee is Rupees 50/- for every 30 meters or part thereof)

- iii. Mention the authorized boiler repairer through whom you are getting the same erected.
- B. After obtaining approval of proposed steam line drawing from the Director of Boilers make application for registration of proposed steam line with the Division inspector by submitting the following original documents
 - i. All material certificates prescribed under IBR 1950 with respect to the materials used;
 - ii. Welders certificate
 - iii. Registration fee paid in challan.
- C. Offer steam pipe and fittings for material inspection and obtain clearance for erection from the Assistant Director of Boilers.
- D. Offer the weld set up, weld edge preparation for inspection, and obtain clearance for erection from the Assistant Director of boilers.
- E. Subject the weld joint joints for radiographic examination, if needed
- F. subject the erected steam line for hydraulic test to the Assistant Director of boiler
- G. Submit revised steam line drawing incorporating any deviations caused during the erection due to site condition for approval to the Director of boiler through Assistant Director of Boiler along with drawing scrutiny fee.

THE MATERNITY BENEFIT ACT, 1961. AND THE RULES MADE THERE UNDER

The department enforces Maternity Benefit Act and the Rules in respect of woman workers employed in the registered factories only. The Director of Factories under is the appellate authority under the Act for any issues arising in this matter.

Wherever the worker is covered by the ESI the Maternity Benefit will be paid by the ESI Corporation in other cases the management has to pay the prescribed benefits, which is being monitored by the department Inspectors.

MAIN PROVISIONS ENVISAGED UNDER THE ACT:

1. Any woman worker who has worked for minimum of 80 days in a factory is eligible to claim the benefit under the Act by her employer;
2. The benefit consists of payment of twelve weeks paid holidays (six weeks pre natal and six weeks postnatal).
3. A medical bonus of Rs. 250/- is also eligible by the woman worker.
4. No employer shall employ any woman in the factory before six weeks immediately following the day of her delivery;
5. Woman workers are restricted to perform hazardous jobs during the pregnancy period.
6. The amount of maternity benefit for the periods preceding the day of her expected delivery can be made in advance subject production of proof and subsequent payment shall be paid by the employer within 48 hours of production of such proof that woman has delivered the child.
7. The woman availing this benefit shall give her claim application in the prescribed form which has to be supplied by her employer;

Any grievances in respect of entitled maternity benefit for woman worker in registered factories may seek redressal from the department by making an application to the concerned Assistant Director of Factories and also Senior Assistant Director of factories who has been entrusted with the special task of looking in to woman welfare in registered factories.

REGISTERS TO BE MAINTAINED:

1. Muster roll in Form A;

RETURNS TO BE FILED

1. Combined Annual Return (Form-20) to be submitted in duplicate on or before 31st of January of subsequent
2. Calendar year (Form – 20 is annexed).

SERVICES IDENTIFIED UNDER KARNATAKA SERVICE GUARANTEE ACT 2011

List of services, Designated officers, Competent Officers, Appellate Authority, time limit for disposal by disposal of "SAKALA" applications

Sl No	List of services	Designated officers	Stipulated time for designated officer	Competent officer	Time limit for disposal by the comp. officer	Appellate authority	Time limit for disposal by the appellate authority
1	Approval of factory plans	Asst. Director/Sr. Asst. Director/Dy. Director	90 days	Joint Director	60 days	Director	60 days
2	Registration of factories and issue of license	Asst. Director/Sr. Asst. Director/Dy. Director	90 days	Joint Director	60 days	Director	60 days
3	Amendment license	Asst. Director/Sr. Asst. Director/Dy. Director	90 days	Joint Director	60 days	Director	60 days
4	Disposal of complaints	Asst. Director/Sr. Asst. Director/Dy. Director	60 days	Joint Director	30 days	Director	30 days
5	Approval of boiler and pressure part manufacturing drawing/steam pipeline and pipeline layout drawings	Assistant Director	60 days	Joint Director	60 days	Director	30 days
6	a) Registration of boilers, economizers b) steam pipelines	Asst. Director/Sr. Asst. Director/Dy. Director	90 days	Joint Director	60 days	Director	60 days

7	Issue of boiler certificate on annual inspection	Asst. Director/Sr. Asst. Director/Dy. Director	17 days	Joint Director	60 days	Director	30 days
8	Transfer of Licence	Assistant Director / Senior Assistant Director / Deputy Director	90 days	Joint Director	60 days	Director	60 days
9	Issue of duplicate Licence	Assistant Director / Senior Assistant Director / Deputy Director	90 days	Joint Director	60 days	Director	60 days

NORMS ADOPTED BY THE PUBLIC AUTHORITY FOR DISCHARGE OF ITS FUNCTIONS

SL. No.	Particulars	NORMS		Remarks
		Statute	Administrative	
1	Renewal of Licence (to make application)	60 days	60 days	60 days refers for submission of application for renewal before the expiry date.
2	Issue of competency certificate under section 28,29, 31, Rule 57, 88B and 129 of KFR 1969	60 days	60 days	The date of receipt of application.
3	Issue of exemption orders for overtime work incase exceptional pressure of work	-	15 days	The date of receipt of application.
4	Filing of prosecutions for any violations	90 days	90 days	From the date of knowledge of the offence
5	Deregistration of factories	-	90 days	The date of receipt of application.
6	Pension papers			
7	Recognition of authorized repairers		60 days	From the date of receipt of application.
8	Recognition of well known steel makers and foundries		30 days	The report will be sent to central boilers board for necessary action.
9	Recognition of IBR welders to make them qualify	-	90 days	From the date of application.
10	Accident investigation (a) Fatality/explosion/gas leakage/Fire etc., (b) Serious accidents;	- -	Immediate	From the time of knowledge of the accident/occurrence.
11	Prosecution under the IB Act.	2 years	90 days	From the date of offence.

On receipt of complaint, enquiries, applications, petitions etc., the competent authority will decide the nature of the case, assess priority for disposal, accordingly assign the red, yellow or green tag or a card which specifies the time limit for disposal and makes over a copy of the same to the petitioner. The rest of the procedure will be followed in accordance with the norms set up under various statute and administrative procedure.

Director
Department of Factories, Boilers,
Industrial Safety and Health, Bangalore.