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All the Deputy Directors of Factories; All the Asstt. Directors of Factories; All the Asstt. Labour Commissioners; All the Labour Commissioners;

in the State.

No.SO/24749-97 Dated, Chandigarh, the 12,12,91 Simplification of Procedure/Inspections.

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Sub:-

The new industrial policy demands that certain changes are made in procedures so as to remove the hessels and

irritants faced by the enterprenours.

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

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

The above issues have been considered and it has

## been decided that :-

(1)

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

Contd..2

Whenever an industrial establishment is visited/ (2) inspected, the inspection will be done under all the Labour Laws except Factories Act. Separate . inspection will be done only under the Factories Act, 1948. Henceforth amall establishments will be guided by (3) the inspectorate staff regarding the Labour Laws (Exemption From Furnishing Returns and Maintain\_ -ing Registers by Certain Establishments) Act, 1988. As per this Act one register is required to be maintained by very small establishment i.e. on establishment with not more than 9 employ-Lees and three registers are to be maintained by small establishments i.e. an establishment with more than 9 and less than 20 employees. These establishments would submit one core Annual Return under all labour laws. Common inspection will be required to be done by the Field Staff. Common inspection means inspectic will jointly be done by inspectorate staff of Labour Wing and Factory Wing of the Department. Now the employer will be issued registration, (5) renewal of licence, de-registration etc. by the Deputy Director of Factories/Asstt. Director of Factories. Every enterpreneur will be issued check-list. (6) This check\_list will list out in details the obligation/formalities required to be completed by the enterpreneur and the inspectorate staff will henceforth check the items listed only in check list. Inspectorate staff will visit the establishments only once in a year. (7) In case of a complaint, joint inspection will be (8) done by a team of officers of Labour and Factory Wing of the area. However in case of emergency, an Inspector can (0) visit an establishment even without permission.

D.A/Check-list

(Hardial Singh) Labour Commissioner, Punjab,

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