

RAJASTHAN, JAIPUR



State Minister

Labour, Factories & Boilers Inspection
(Independent Charge), Co-operative,
Indira Gandhi Nahar Pariyojana (IGNP)
Government of Rajasthan

Message

The manual of the Factories & Boilers Inspection department (Third Edition) has been published. It has come to my knowledge that the manual has comprehensive information about the functioning and organizational set up of the department. Various duties of the officers and different sections of the department have been clearly mentioned in this department manual.

I hope this will be helpful for the officers and the staff of the department in discharge of their duties in a better transparent manner. Similarly different industries and associations will be benefitted by release of the departmental manual.

My best wishes to all the officers and staff of the Factories & Boilers inspection Department, Rajasthan on the occasion of release of this manual.

Tika Ram Jully

PREFACE TO FIRST EDITION

The Manual of the Factories and Boilers Department, Rajasthan, is being published for the first time. Due to the rapid industrialization in the State, the activities & responsibilities of the department have also increased manifold. In order to have efficient running of the Department & to systematize the day to day working of the officers of the various cadres, Departmental manual is being published.

I am sure that the manual will be helpful to the officials of this Department.

Sd/-
B.N. DHOUNDIYAL
Secretary to the Government
Labour Department,
Rajasthan, Jaipur

PREFACE TO SECOND EDITION

The Manual of the Factories & Boilers Inspection Department, Rajasthan is being updated to incorporate the procedure for enforcement of new provisions in the Factories Act as amended by Factories (Amendment) Act, 1987.

There has been substantial modernization & innovation in the industrial field. Several chemical industries using & producing hazardous & toxic substances have come up. This has cast added responsibilities on the Department to ensure protection of workers and environment.

I am sure that the manual will be helpful to the officials of this Department in discharge of their duties under the amended Factories Act.

18-07-1988

Sd/-
R.V.Sontake
Commissioner & Secretary to Govt.
Labour Department,
Rajasthan, Jaipur

PREFACE TO THIRD EDITION

The Manual of the Factories & Boilers Inspection Department, Rajasthan is being updated to incorporate the procedure for enforcement of new provisions of the Factories Act, 1948 as amended by Factories (Rajasthan Amendment) Act, 2014 and Boilers Act, 1923 and any other Act / Rules / Ordinance.

There have been substantial change in the working of the Department after the implementation of Ease of Doing Business (EoDB) and the Central Inspection System (CIS) as per the guidelines of the Central Government .The Department has started online system for the renewal and registration of the factories & boilers through their RajFAB Web Application which has made the working of the Department totally transparent. Due to RajFAB Web Application, the Department is now paperless, presence less and cash less.

As rapid changes are being made in Labour Laws due to EoDB and Business Reforms Action Plan, the Department will accordingly change its procedure of inspections, renewal and registration process as per policies of the Central & the State Government.

I am sure that the manual will be helpful to the officials of this Department in discharge of their duties.

25.10.2019

Sd/-
NAVEEN JAIN
Secretary to Government
Labour and Employment Department,
Rajasthan, Jaipur

INDEX

Chapter No.	Subject	Page No.
1	Functions & Organisational Setup of Factories & Boilers Inspection Department	1
2	Duties of Various officers	10
3	IT enablement & official website and web application	30
4	Reforms and Business Re-engineering	35
5	Office procedure.	36
6	Work in Sections.	48
7	General Instructions & Inspection procedure	52
8	Functions of Accounts Section	61
9	Library, Record Room and Store	68
10	Inspection of offices	70
11	Retention of Files & Registers	75
12	General Instructions and Inspection procedures for Hazardous Industries.	91

Chapter 1
Functions and Organizational Set up of
Factories and Boilers Inspection Department.

Functions:-

The Factories & Boilers Inspection Department has following major functions: -

1. Enforcement of Acts and Rules —

The Chief Inspector of Factories & Boilers with the help of various officers of the Department will ensure enforcement of following Acts and Rules---

1. The Factories Act, 1948.
2. The Rajasthan Factories Rules, 1951.
3. The Boilers Act, 1923,
4. The Rajasthan Boilers Rules, 1954.
5. The Indian Boilers Regulations, 1950.
6. The Rajasthan Economizers Rules, 1959.
7. The Boiler Attendants' Rules, 2011
8. The Boiler Operation Engineers' Rules. 2011
9. The Building & Other Construction Workers' (Regulation of Employment & Conditions of Service) Act, 1996 (Safety and Health Provisions)
10. The Rajasthan Building & Other Construction Workers' (Regulation of Employment & Conditions of Service) Rules, 2009 (Safety and Health provisions)
11. The Payment of Wages Act and Rules made there under.

2. Registration and licencing of Factories under Factories Act, 1948 —

All factories which are coverable under the Factories Act, 1948 will be registered by the Chief Inspector of Factories & Boilers after receiving the application forms in the prescribed proforma and registration fee. Care should be taken wherever necessary that the plans (drawings) of the factory building and machinery layout have been got approved by the Chief Inspector/ Dy. Chief Inspector before the factory is registered. The licenses of all

the factories whose applications are complete in all respect will be renewed by the Chief Inspector/ Dy. Chief Inspector.

3. Approval of factory building and machinery layout Drawings —

It is necessary for the occupier of every factory to get the plans of the factory building machinery layout approved by the Chief Inspector of Factories/ Dy. Chief Inspector of Factories and obtain permission to construct and start the factory before commencement of production. The Chief Inspector will ensure that all such plans received in his office are approved if found conforming to the provisions of Factories Act and Rules made there under. In case any discrepancies are found in the plans submitted by the occupier of the factory, the same will be communicated to him within a reasonable period as per provisions of law.

4. Approval of steam pipe line —

Before installation of any steam pipeline, the Drawings for the installation of the same is required to be approved by the Chief Inspector of Boilers. The Chief Inspector will therefore, convey his approval to the layout drawing for installation of steam pipeline submitted to his office after getting the same scrutinized as per provisions of law, In case any discrepancy is found, the same will be communicated to the owner/agent of the premises where the said steam pipeline is to be installed within a reasonable period, along with the requirements and suggestions for changes. The Chief Inspector of Boiler will issue instructions to competent person in respect of installation of steam pipelines

5. Registration and inspection of steam boilers —

Every steam boiler which is registrable under the Boilers Act, 1923, will be registered by the Chief Inspector after the same has been inspected by a competent person and his recommendation.

6. Examinations and issual of certificate —

The department conducts examination under the Boilers Attendants' Rules, 2011 and Boilers Operation Engineer's Rules, 2011 The certificates are issued by the Department to candidate who gets success in the Examination.

The Chief Inspector of Factories & Boilers is ex-officio Chairman and Dy. Chief Inspector of Factories & Boilers (Hq.), Jaipur and Senior Inspector of Factories & Boilers (Admin.) is ex-officio Secretary for conducting the examination under the Boiler Operation Engineer's Rules, 2011 and the Boiler Attendants' Rules, 2011 respectively. They shall discharge their duties as prescribed in the Rules.

7. Material testing —

Testing of material required to be carried out as per the Indian Boiler Regulations, 1950 shall be carried out by the officer authorized by the Chief Inspector of Factories & Boilers.

8. Safety Museum and Training Center —

Safety Museum and Training Centre has been set up for the purpose of providing and imparting training to the industrial workers, supervisor and make them safety conscious while working in the factories. Safety training programmes are also organised for students of Technical Institutions to develop safety consciousness amongst them. Safety training and awareness programmes are also being conducted in Factories/Industrial Areas for the convenience of workers.

9. Industrial Hygiene Laboratory —

The Industrial Hygiene Laboratory has been set up with a view to find out and eliminate the causes of occupational diseases and occupational hazards in the factories.

10. Miscellaneous —

1. To advise the State Government on all matters connected with Acts and Rules being enforced by the Department.
2. To keep liaison with Director General Factory Advice Service & Labour Institute, Bombay, Central Boilers Board, New Delhi & Labour Bureau, Shimla.
3. To keep liaison with Chief Inspector of Factories & Boilers of other States and Union Territories.

11. Organizational Set up —

The Department is headed by the Chief Inspector of Factories & Boilers, Rajasthan, Jaipur who is assisted by the Dy. Chief Inspector of Factories and Boilers, Hq., Dy. Chief Inspector Factories (Chemical), Sr. Inspector of Factories and Boilers (Admn.) Sr.

Inspector of Factories & Boilers & TA to CIFB and Sr. Inspector Factories & Boilers (Hq.), Inspector of Factories (Medical), Senior Legal Officer, Senior Accounts Officer and their complement staff. Office of Chief inspector of Factories & Boilers is located at Jaipur.

For enforcement of Acts and Rules, the department has its offices located at Jaipur, Udaipur, Kota, Jodhpur, Bhilwara, Alwar, Bhiwadi (Alwar), Ajmer, Kishangarh (Ajmer), Sriganganagar, Chittorgarh, Bikaner, Pali, Banswara, Bharatpur, Hanumangarh, Bundi, Sikar, Makarana (Nagaur), Sirohi, Balotra (Barmer).

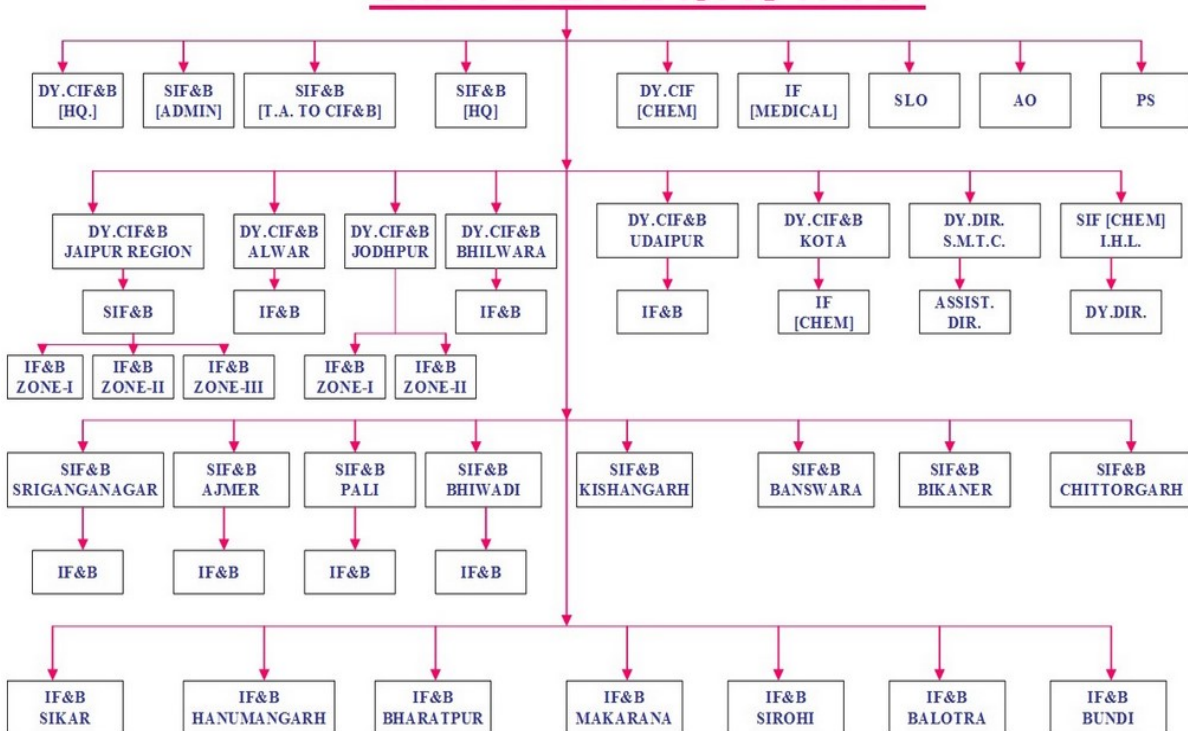
Offices at Jaipur (Region), Udaipur, Alwar, Jodhpur, Bhilwara & Kota are headed by the Dy. Chief Inspector Factories & Boilers. Offices at Ajmer, Sriganganagar, Chittorgarh, Bikaner, Pali, Banswara, Kishangarh (Ajmer), Bhiwadi (Alwar), are headed by the Sr. Inspector of Factories and Boilers and offices at Bharatpur, Hanumangarh, Bundi, Sikar, Makarana (Nagaur), Sirohi, Balotra (Barmer) are headed by Inspector of Factories & Boilers.

Safety Museum and Training Centre and Industrial hygiene laboratory located in Jaipur are headed by Dy. Director and Sr. Inspector Factories (Chemical) respectively.

All other officers are to report directly to Chief inspector of Factories & Boilers, Rajasthan, Jaipur. Inspection work of different officers is being reported to CIFB and respective DyCIFB/SIFB.

ADMINISTRATIVE STRUCTURE

C.I.F. & B. RAJASTHAN



THE EXISTING SET UP OF THE DEPARTMENT IS AS UNDER

Sl. No.	Name of Post	Scale	Sanctioned Post	Remarks
1	Chief Inspector of Factories & Boilers	L-21	1	
2	Dy. Chief Inspector of Factories & Boilers	L-19	7	
3	Dy. Chief Inspector of Factories (Chemical)	L-19	1	
4	Sr. Inspector of Factories & Boilers	L-16	12	
5	Sr. Inspector of Factories (Chemical)	L-16	1	
6	Inspector of Factories & Boilers	L-14	19	
7	Inspector of Factories (Chemical)	L-14	1	
8	Dy. Director (IHL)	L-16	2	On deputation
9	Assistant Director (SMTTC)	L-14	1	
10	Inspector of Factories (Medical)	L-14	1	On deputation
11	Private Secretary	L-15	1	
12	Sr. Accounts Officer	L-16	1	
13	Assistant Accounts officer- I	L-12	1	
14	Assistant Accounts officer- II	L-11	2	
15	Junior Accountant	L-10	2	
16	Sr. Legal Officer	L-12	1	
17	Additional Private Secretary	L-12	1	
18	Administrative Officer	L-12	1	
19	Addl. Administrative Officer	L-11	8	
20	Head Draftsman	L-11	1	On deputation
21	Personal Assistant	L-11	2	
22	Stenographer	L-10	8	
23	Assistant Administrative Officer	L-10	13	
24	Asst. Statistical Officer	L-14	1	
25	Statistical Inspector	L-10	3	
26	Sr. Lab. Assistant	L-10	1	
27	Lab Assistant	L-8	1	
28	Clerk Gr- I	L-8	25	
29	Clerk Gr-II	L-5	37	
30	Record Keeper/ Librarian	L-5	1	
31	Programmer	L-12	1	
32	Informatics Assistant	L-10	8	
33	Driver	L-5	1	
34	Jamadar	L-4	3	
35	Class IV	L-1	39	
36	Gardner	L-1	1	
	TOTAL		210	

JURISDICTION--

Jurisdiction of Deputy Chief Inspector of Factories & Boilers, Senior Inspector of Factories & Boilers, Inspector of Factories & Boilers and others Officers of the department. :-

Sr. No.	Office	Post	Administrative Jurisdiction
1.	Chief Inspector Factories & Boilers Rajasthan, Jaipur	➤ CIFB, Jaipur	Whole Rajasthan
		➤ DyCIFB (Hq.)	Whole Rajasthan
		➤ DyCIF (Chem)	Whole Rajasthan
		➤ SIFB, Adm.	Whole Rajasthan
		➤ SIFB, (Hq.)	Whole Rajasthan
		➤ SIFB & TA to CIFB	Whole Rajasthan
		➤ IF (Medical)	Whole Rajasthan
2.	DyCIFB Jaipur Region	➤ DyCIFB, Jaipur (Region)	Jaipur & Dausa Districts
		➤ SIFB, Jaipur (Region)	Jaipur & Dausa Districts
		➤ IFB, Jaipur Zone I	Tehsil Jaipur except V.K.I.A., Tehsil - Jamwaramgah, Bassi, Viratnagar & Dausa District.
		➤ IFB, Jaipur Zone II	Tehsil-Sanganer, Phulera, Chaksu, Mauzambad, Dudu & Phagi
		➤ IFB, Jaipur Zone III	Tehsil- Chomu, Kotputali, Shahpura, Amer & VKIA of Jaipur Tehsil.
3.	DyCIFB, Alwar	➤ DyCIFB. Alwar	Alwar District except Tizara Tehsil
		➤ I.F.B Alwar	Alwar District except Tizara Tehsil
4.	DyCIFB, Kota	➤ DYCIFB, Kota	Kota, Baran & Jhalawar Districts
		➤ IF(Chemical) Kota	Kota, Baran, Jhalawar Districts.
5.	DyCIFB, Jodhpur	➤ DY. CIFB, Jodhpur	Jodhpur & Jaisalmer Districts.

		➤ IFB Jodhpur, Zone-I	RIICO Ind. Area Basni Phase I & II, Shobhawaton Ki Dhani, Junavan Ki Dhani, Nakoda Ind. Area, Stone Park Mandor, Mandor Industrial Area in Jodhpur Tehsil. Tehsil-Mathania, Osiaon, Phalodi, Bawari, Tinwadi & Bap of Jodhpur Distt. & Jaisalmer Distt.
		➤ IFB Jodhpur, Zone-II	Tehsil-Jodhpur except RIICO Ind. Area Basni Phase I & II, Shobhawaton Ki Dhani, Junavan Ki Dhani, Nakoda Ind. Area, Stone Park Mandor, Mandor Ind. Area. Tehsil-Pal, Luni, Bilada, Pipad, Shergarh & Bhopalgarh.
6.	DyCIFB, Udaipur	➤ DyCIFB, Udaipur	Udaipur & Rajsamand Districts.
		➤ IFB, Udaipur	Udaipur & Rajsamand Districts.
7.	DY. CIFB, Bhilwara	➤ DY. CIFB, Bhilwara	Bhilwara District.
		➤ IFB, Bhilwara	Bhilwara District.
8.	SIFB, Bhiwadi	➤ SIFB, Bhiwadi	Tizara Tehsil of Alwar District.
		➤ IFB. Bhiwadi	Tizara Tehsil of Alwar District
9.	SIFB, Ajmer	➤ SIFB, Ajmer	Tonk & Ajmer Districts except Kishangarh sub-division.
		➤ IFB. Ajmer	Tonk & Ajmer District except Kishangarh sub-division.

10.	SIFB, Kishangarh	➤ SIFB, Kishangarh	Kishangarh sub-division of Ajmer District.
11.	SIFB, Bikaner	➤ SIFB, Bikaner	Bikaner & Churu Districts.
12.	SIFB, Sriganganagar	➤ SIFB, Sriganganagar	Sri Ganganagar District.
		➤ IFB, Sriganganagar	Sri Ganganagar District.
13.	SIFB, Pali	➤ SIFB, Pali	Pali District.
		➤ IFB, Pali	Pali District.
14.	SIFB, Banswara	➤ SIFB, Banswara	Banswara & Dungarpur Districts.
15.	SIFB, Chittorgarh	➤ SIFB, Chittorgarh	Chittorgarh & Pratapgarh Districts.
16.	IFB, Makarana	➤ IFB, Makarana	Nagaur District.
17.	IFB, Bharatpur	➤ IFB Bharatpur	Bharatpur, Karauli, Sawaimadhopur & Dholpur Districts.
18.	IFB Hanumangarh	➤ IFB Hanumangarh	Hanumangarh District.
19.	IFB, Sikar	➤ IFB, Sikar	Sikar & Jhunjhunu Districts.
20.	IFB Balotra	➤ IFB Balotra	Barmer District.
21.	IFB Sirohi	➤ IFB Sirohi	Sirohi & Jalore Districts.
22.	IFB, Bundi	➤ IFB, Bundi	Bundi District.
23.	SIF(Chem) IHL, Jaipur	➤ SIF(Chem)	Whole Rajasthan
		➤ Dy. Director IHL	Whole Rajasthan
24.	Dy. Director, SMTC, Jaipur	➤ Dy. Director SMTC	Whole Rajasthan
		➤ Astt. Director	Whole Rajasthan

Note- Jurisdiction is subject to revision from time to time by the State Government orders/notification.

Chapter 2
Duties of Officers of the department

Order No.2018/00532/1208-1210 dated 07-08-2019

S. No.	Post	Duties of Officer
1.	CIFB, Jaipur	<ol style="list-style-type: none"> 1. To approve factory building and machinery layout drawings. 2. To register the factories under the Factories Act & issue licences to the applicants. 3. To renew/amend the licences of the registered factories. 4. To register Steam Boilers. 5. To approve layout plans of steam pipeline. 6. To ensure enforcement of Acts & Rules administered by the Department. 7. To inspect sub-ordinate offices periodically. 8. To forward prosecutions for sanction to the State Government as submitted by area officers under the Factories Act, 1948. 9. To appoint any officer for any enquiry or for inspection in the State. 10. To decide the distribution of work among officers of the department and to prescribe the norms of the work to be carried out by the officers of the various cadre in consistent with the Govt. order in the matter. 11. Supervisory inspection of factories along with area officer. 12. To Issue any other approval under Factories Act/Boiler Act. 13. All administrative work as In Charge & Head of the Department.
2.	DyCIFB (Hq.)	<ol style="list-style-type: none"> 1. To renew the licences of the registered factories located in Bikaner, Sri Ganganagar, Hanumangarh & Churu, Districts. 2. To approve factory building and machinery layout drawings employing up to 150 workers except hazardous, dangerous operations and MAH factories located in Bikaner, Sri Ganganagar, Hanumangarh & Churu Districts 3. Inspection of Boilers under registration as allotted by CIS system. 4. Supervisory inspection of factories employing more than 100 workers once in a year with the permission of CIFB. 5. To conduct BOE Examination as Secretary of Board of Examination. 6. To carry out duties of Nodal officer as appointed by CIFB.

		<ol style="list-style-type: none"> 7. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
3.	Dy. CIF(Chem)	<ol style="list-style-type: none"> 1. To assist CIFB in matter of Registration of factories/ amendment of licences of factories 2. To assist CIFB in matter of approval of factory building and machinery layout drawings 3. Inspection of factories as allotted by CIS system. 4. To assist CIFB in examination of any accident/ dangerous occurrence reports submitted by area officers 5. To carry out duties of Nodal officer as appointed by CIFB. 6. Supervisory Inspection of MAH Units along with IHL Team. 7. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
4.	SIFB (Adm.)	<ol style="list-style-type: none"> 1. To assist CIFB in matter of Registration of factories/ amendment of license of factories as per CIFB Direction/ order. 2. To assist CIFB in matter of approval of factory building and machinery layout drawings as per CIFB direction/ order. 3. Inspection of Boilers under registration as allotted by CIS system. 4. To assist CIFB in examination of any accident/ dangerous occurrence reports submitted by area officers as per CIFB Direction/ order. 5. To carry out duties of Nodal officer as appointed by CIFB. 6. To conduct Boiler Attendant Examination as Secretary of Board of Examination. 7. To assist CIFB in administrative matter. 8. To assist CIFB in matter of reply of parliament and assembly questions. 9. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
5.	SIFB (Hq.)	<ol style="list-style-type: none"> 1. To assist CIFB in matter of registration of factories/ amendment of licence of factories as per CIFB Direction/ order. 2. To assist CIFB in matter of approval of factory building and machinery layout drawings as per CIFB direction/ order. 3. To assist Dy. CIFB, Jaipur (HQ) in matter of renewal of licence of factories as per CIFB direction/ order. 4. Inspection of boilers under registration as allotted by CIS system. 5. To assist CIFB in examination of any accident/

		<p>dangerous occurrence reports submitted by area officers as per CIFB direction/ order.</p> <ol style="list-style-type: none"> 6. To carry out duties of Nodal officer as appointed by CIFB. 7. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
6.	SIFB & TA to CIFB	<ol style="list-style-type: none"> 1. To assist CIFB in matter of Registration of factories/ amendment of license of factories as per CIFB direction/ order. 2. To assist CIFB in matter of approval of factory building and machinery layout drawings as per CIFB Direction/ order. 3. Inspection of boilers under registration as allotted by CIS system. 4. To assist CIFB in examination of any accident/ dangerous occurrence reports submitted by area officers as per CIFB direction/ order. 5. To carry out duties of Nodal officer as appointed by CIFB. 6. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
7.	I F (Medical)	<ol style="list-style-type: none"> 1. To carry out medical examination of workers employing in factories. 2. To conduct at least 2 training programmes & medical examination camps in a year. 3. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
8.	DyCIFB, Jaipur (Region)	<ol style="list-style-type: none"> 1. To renew the licenses of the registered factories located in Jaipur, Dausa, Sikar & Jhunjhunu Districts. 2. To approve factory building and machinery layout drawings employing up to 150 workers except hazardous, dangerous operations and MAH factories located in Jaipur, Dausa, Sikar & Jhunjhunu Districts. 3. Inspection of factories and Boilers as allotted by CIS system. 4. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> • employing more than 100 workers. • MAH factories. 5. To conduct inquiry of any accident in registered Boilers having rating exceeding 90 sq. meters. 6. Disposal of complaint received against registered factories <ul style="list-style-type: none"> • employing more than 100 workers. • MAH factories. 7. Disposal of complaint received against registered

		<p>boilers having rating exceeding 90 sq. meters.</p> <p>8. Survey/Inspection of un-renewed factories</p> <ul style="list-style-type: none"> • employing more than 100 workers. • MAH factories. <p>9. To carry out Inspection under BOCW Act.</p> <p>10. To organise one Safety & Health training programme in a year.</p> <p>11. All administrative work as In-charge & head of office.</p> <p>12. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.</p>
9.	SIFB, Jaipur (Region)	<p>1. To assist DyCIFB, Jaipur (Region) in matter of renewal of factory licence.</p> <p>2. To assist Dy. CIFB, Jaipur (Region) in matter of approval of factory building and machinery layout drawings.</p> <p>3. Inspection of factories & boilers as allotted by CIS system</p> <p>4. To conduct inquiry of any accident/ dangerous occurrence in registered factories Employing more than 50 to 100 workers except MAH factories.</p> <p>5. To conduct inquiry of any accident in registered Boilers having rating exceeding 30 sq. meters to 90 Sq. meters.</p> <p>6. Disposal of complaint received against registered factories employing more than 50 to 100 workers except MAH factories.</p> <p>7. Disposal of complaint received against registered Boilers having rating exceeding 30 sq. meters to 90 Sq. meters.</p> <p>8. Survey/Inspection of un-renewed factories employing more than 50 to 100 workers except MAH factories.</p> <p>9. Survey/Inspection of un-registered boilers.</p> <p>10. To carry out Inspection under BOCW Act.</p> <p>11. To organise one Safety & Health training programme in a year.</p> <p>12. To carry out such other duties as may be allotted to him by the Dy CIFB, Jaipur (Region)/ CIFB/ District Administration /or the State Government.</p>
10.	IFB, Jaipur Zone I	<p>1. Inspection of factories and boilers as allotted by CIS system.</p> <p>2. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories.</p> <p>3. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers.</p> <p>4. Disposal of complaint received against registered</p>

		<p>factories employing up to 50 workers & un-registered factories except MAH factories.</p> <ol style="list-style-type: none"> Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. Survey/Inspection of un-registered boilers. To carry out Inspection under BOCW Act. To carry out such other duties as may be allotted to him by the Dy. CIFB, Jaipur (Region)/ CIFB/District Administration /or the State Government.
11.	IFB, Jaipur Zone II	<ol style="list-style-type: none"> Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing upto 50 workers & un-registered factories except MAH factories. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories. Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. Survey/Inspection of un-renewed factories employing up to 50 workers & Un-registered factories except MAH factories. Survey/Inspection of un-registered boilers. To carry out Inspection under BOCW Act. To carry out such other duties as may be allotted to him by the Dy. CIFB, Jaipur (Region)/ CIFB/District Administration /or the State Government.
12.	IFB, Jaipur Zone III	<ol style="list-style-type: none"> Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing upto 50 workers & un-registered factories except MAH factories. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories. Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-

		<p>registered boilers.</p> <ol style="list-style-type: none"> Survey/Inspection of un-renewed factories employing up to 50 workers & Un-registered factories except MAH factories. Survey/Inspection of un-registered boilers. To carry out Inspection under BOCW Act. To carry out such other duties as may be allotted to him by the Dy. CIFB, Jaipur (Region)/ CIFB/District Administration /or the State Government.
13.	DyCIFB. Alwar	<ol style="list-style-type: none"> To renew the licences of the registered factories located in Alwar, Bharatpur, Dholpur, Sawai Madhopur, & Karauli districts. To approve factory building and machinery layout drawings employing up to 150 workers except hazardous, dangerous operations and MAH factories located in Alwar, Bharatpur, Dholpur, Sawai Madhopur & Karauli districts. Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. To conduct inquiry of any accident in registered Boilers having rating exceeding 30 sq. meters. Disposal of complaint received against registered factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. Disposal of complaint received against registered Boilers having rating exceeding 30 sq. meters. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. To carry out Inspection under BOCW Act. To organise one Safety & Health training programme in a year. All administrative work as in-charge & head of office. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
14.	I.F.B Alwar	<ol style="list-style-type: none"> To Assist Dy. CIFB, Alwar in matter of renewal of factory licence. To Assist Dy. CIFB, Alwar in matter of approval of factory building and machinery layout drawings. Inspection of factories & boilers as allotted by CIS system To conduct inquiry of any accident/ dangerous occurrence in registered factories employing upto 50

		<p>workers & un-registered factories except MAH factories.</p> <ol style="list-style-type: none"> 5. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. 6. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories. 7. Disposal of complaint received against registered Boilers having rating not exceeding 30 sq. meters & un-registered boilers. 8. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. 9. Survey/Inspection of un-registered boilers. 10. To carry out Inspection under BOCW Act. 11. To carry out such other duties as may be allotted to him by the Dy. CIFB, Alwar/ CIFB/District Administration /or the State Government.
15	DyCIFB, Kota	<ol style="list-style-type: none"> 1. To renew the licences of the registered factories located in Kota, Baran, Jhalawar, Bundi, Pratapgarh & Chittorgarh districts. 2. To approve factory building and machinery Layout drawings employing up to 150 workers except hazardous, dangerous operations and MAH factories located in Kota, Baran, Jhalawar, Bundi, Pratapgarh & Chittorgarh districts. 3. Inspection of factories and Boilers as allotted by CIS system. 4. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 5. To conduct inquiry of any accident in registered & unregistered boilers. 6. Disposal of complaint received against registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 7. Disposal of complaint received against registered & unregistered boilers. 8. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 9. To carry out Inspection under BOCW Act. 10. To organise one Safety & Health training programme in a year. 11. All administrative work as In-charge & head of office.

		12. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
16.	IF(Chemical) Kota	<ol style="list-style-type: none"> 1. To assist to Dy. CIFB, Kota in matter of renewal of factory licence. 2. To assist Dy. CIFB, Kota in matter of approval of factory building and machinery layout drawings. 3. Inspection of factories as allotted by CIS system. 4. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories. 5. Disposal of complaint received against registered factories Employing up to 50 workers & un-registered factories except MAH factories. 6. Survey/Inspection of un-renewed factories employing up to 50 workers & Un-registered factories except MAH factories. 7. To carry out Inspection under BOCW Act. 8. To carry out such other duties as may be allotted to him by the Dy. CIFB, Kota/ CIFB/District Administration /or the State Government.
17.	DyCIFB, Jodhpur	<ol style="list-style-type: none"> 1. To renew the licences of the registered factories located in Jodhpur, Pali, Barmer & Jaisalmer districts. 2. To approve factory building and machinery Layout drawings employing up to 150 workers except hazardous, dangerous operations and MAH factories located in Jodhpur, Pali, Barmer & Jaisalmer districts. 3. Inspection of factories and Boilers as allotted by CIS system. 4. To conduct Enquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 5. To conduct inquiry of any accident in registered Boilers having rating exceeding 30 sq. meters. 6. Disposal of complaint received against registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 7. Disposal of complaint received against registered Boilers having rating exceeding 30 sq. meters. 8. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 9. To carry out Inspection under BOCW Act. 10. To organise one Safety & Health training programme in a year. 11. All administrative work as In-charge & head of office.

		12. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
18.	IFB Jodhpur, Zone-I	<ol style="list-style-type: none"> 1. To assist Dy. CIFB, Jodhpur in matter of renewal of factory licence as per direction/order of Dy. CIFB, Jodhpur. 2. To assist Dy. CIFB, Jodhpur in matter of approval of factory building and machinery layout drawings as per direction/order of Dy. CIFB, Jodhpur. 3. Inspection of factories & boilers as allotted by CIS system 4. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing upto 50 workers & un-registered factories except MAH factories. 5. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. 6. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories. 7. Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. 8. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. 9. Survey/Inspection of un-registered boilers. 10. To carry out Inspection under BOCW Act. 11. To carry out such other duties as may be allotted to him by the Dy. CIFB, Jodhpur/ CIFB/District Administration /or the State Government.
19.	IFB Jodhpur, Zone-II	<ol style="list-style-type: none"> 1. To assist Dy. CIFB, Jodhpur in matter of renewal of factory licence as per direction/order of Dy. CIFB, Jodhpur. 2. To assist Dy. CIFB, Jodhpur in matter of approval of factory building and machinery layout drawings as per direction/order of Dy. CIFB, Jodhpur. 3. Inspection of factories & boilers as allotted by CIS system 4. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories. 5. To conduct inquiry of any accident in registered Boilers having rating not exceeding 30 sq. meters & un-registered boilers. 6. Disposal of complaint received against registered factories employing up to 50 workers & un-registered

		<p>factories except MAH factories.</p> <ol style="list-style-type: none"> Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. Survey/Inspection of un-registered boilers. To carry out Inspection under BOCW Act. To carry out such other duties as may be allotted to him by the Dy. CIFB, Jodhpur/ CIFB/District Administration /or the State Government.
20.	DyCIFB, Udaipur	<ol style="list-style-type: none"> To renew the licences of the registered factories located in Udaipur, Rajsamand, Banswara, Dungarpur, Sirohi & Jalore districts. To approve factory building and machinery layout drawings employing up to 150 workers except hazardous, dangerous operations and MAH factories located in Udaipur, Rajsamand, Banswara, Dungarpur, Sirohi & Jalore districts. Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> Employing more than 50 workers. MAH factories. To conduct inquiry of accident in registered boilers having rating exceeding 30 sq. meters. Disposal of complaint received against registered factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. Disposal of complaint received against registered boilers having rating exceeding 30 sq. meters. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. To carry out Inspection under BOCW Act. To organise one Safety & Health training programme in a year. All administrative work as In-charge & head of office. To carry out such other duties as may be allotted to them by CIFB/District Administration /or the State Government.
21.	IFB, Udaipur	<ol style="list-style-type: none"> To assist Dy. CIFB, Udaipur in matter of renewal of factory licence as per Dy. CIFB Udaipur direction/order. To assist Dy. CIFB, Udaipur in matter of approval of

		<p>factory building and machinery layout drawings as per Dy. CIFB Udaipur direction/order.</p> <ol style="list-style-type: none"> 3. Inspection of factories & boilers as allotted by CIS system 4. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories. 5. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. 6. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories. 7. Disposal of complaint received against registered Boilers having rating not exceeding 30 sq. meters & un-registered boilers. 8. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. 9. Survey/Inspection of un-registered boilers. 10. To carry out Inspection under BOCW Act. 11. To carry out such other duties as may be allotted to him by the Dy. CIFB, Udaipur/ CIFB/District Administration /or the State Government.
22.	DyCIFB, Bhilwara	<ol style="list-style-type: none"> 1. To renew the licences of the registered factories located in Bhilwara, Ajmer, Tonk & Nagaur Districts 2. To approve factory building and machinery Layout drawings employing up to 150 workers except hazardous, dangerous operations and MAH factories located in Bhilwara, Ajmer, Tonk & Nagaur Districts 3. Inspection of factories and Boilers as allotted by CIS system. 4. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> • Employing more than 50 workers. • MAH factories. 5. To conduct inquiry of any accident in registered Boilers having rating exceeding 30 sq. meters. 6. Disposal of complaint received against registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 7. Disposal of complaint received against registered Boilers having rating exceeding 30 sq. meters. 8. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 9. To carry out Inspection under BOCW Act.

		<p>10. To organise one Safety & Health training programme in a year.</p> <p>11. All administrative work as In-charge & head of office.</p> <p>12. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.</p>
23.	IFB, Bhilwara	<p>1. To assist Dy. CIFB, Bhilwara in matter of renewal of factory licence as per Dy. CIFB Bhilwara direction/order.</p> <p>2. To assist Dy. CIFB, Bhilwara in matter of approval of factory building and machinery layout drawings as per Dy. CIFB Bhilwara direction/order.</p> <p>3. Inspection of factories & boilers as allotted by CIS system</p> <p>4. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing upto 50 workers & un-registered factories except MAH factories.</p> <p>5. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers.</p> <p>6. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories.</p> <p>7. Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-registered boilers.</p> <p>8. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories.</p> <p>9. Survey/Inspection of un-registered boilers.</p> <p>10. To carry out Inspection under BOCW Act.</p> <p>11. To carry out such other duties as may be allotted to him by the Dy. CIFB, Bhilwara/ CIFB/District Administration /or the State Government.</p>
24.	SIFB, Bhiwadi	<p>1. Inspection of factories and boilers as allotted by CIS system.</p> <p>2. To conduct inquiry of any accident/ dangerous occurrence in registered factories</p> <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. <p>3. To conduct inquiry of accident in registered Boilers having rating exceeding 30 sq. meters.</p> <p>4. Disposal of complaint received against registered factories</p> <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. <p>5. Disposal of complaint received against registered Boilers having rating exceeding 30 sq. meters.</p>

		<ol style="list-style-type: none"> 6. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 7. To carry out Inspection under BOCW Act. 8. To organise one Safety & Health training programme in a year. 9. All administrative work as In-charge & head of office. 10. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
25.	IFB. Bhiwadi	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories. 3. To conduct inquiry of any accident in registered Boilers having rating not exceeding 30 sq. meters & un-registered boilers. 4. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories. 5. Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. 6. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. 7. Survey/Inspection of un-registered boilers. 8. To carry out Inspection under BOCW Act. 9. To carry out such other duties as may be allotted to him by the SIFB, Bhiwadi/ CIFB/District Administration /or the State Government.
26.	SIFB, Ajmer	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 3. To conduct inquiry of any accident in registered Boilers having rating exceeding 30 sq. meters. 4. Disposal of complaint received against registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 5. Disposal of complaint received against registered Boilers having rating exceeding 30 sq. meters. 6. Survey/Inspection of un-renewed factories

		<ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. <p>7. To carry out Inspection under BOCW Act.</p> <p>8. To organise one Safety & Health training programme in a year.</p> <p>9. All administrative work as In-charge & head of office.</p> <p>10. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.</p>
27.	IFB. Ajmer	<p>1. Inspection of factories and boilers as allotted by CIS system.</p> <p>2. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories.</p> <p>3. To conduct inquiry of any accident in registered Boilers having rating not exceeding 30 sq. meters & un-registered boilers.</p> <p>4. Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories.</p> <p>5. Disposal of complaint received against registered boilers having rating not exceeding 30 sq. meters & un-registered boilers.</p> <p>6. Survey/Inspection of un-renewed factories employing up to 50 workers & Un-registered factories except MAH factories.</p> <p>7. Survey/Inspection of un-registered boilers.</p> <p>8. To carry out Inspection under BOCW Act.</p> <p>9. To carry out such other duties as may be allotted to him by the SIFB, Ajmer/ CIFB/District Administration /or the State Government.</p>
28.	SIFB, Kishangarh	<p>1. Inspection of factories and boilers as allotted by CIS system.</p> <p>2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories.</p> <p>3. To conduct inquiry of accident in registered/un-registered boilers.</p> <p>4. Disposal of complaint received against registered/ un-registered factories and boilers.</p> <p>5. Survey/Inspection of un-renewed/un registered factories and boilers.</p> <p>6. To carry out Inspection under BOCW Act.</p> <p>7. To organise one Safety & Health training programme in a year.</p> <p>8. All administrative work as In-charge & head of office.</p> <p>9. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.</p>

29.	SIFB, Bikaner	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. 3. To conduct inquiry of any accident in registered/un-registered boilers. 4. Disposal of complaint received against registered/ un-registered factories and boilers. 5. Survey/Inspection of un-renewed/un registered factories and boilers. 6. To carry out Inspection under BOCW Act. 7. To organise one Safety & Health training programme in a year. 8. All administrative work as In-charge & head of office. 9. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
30.	SIFB, Sriganganagar	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 3. To conduct inquiry of any accident in registered boilers having rating exceeding 30 sq. meters. 4. Disposal of complaint received against registered factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 5. Disposal of complaint received against registered Boilers having rating exceeding 30 sq. meters. 6. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> • employing more than 50 workers. • MAH factories. 7. To carry out Inspection under BOCW Act. 8. To organise one Safety & Health training programme in a year. 9. All administrative work as In-charge & head of office. 10. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
31.	IFB, Sriganganagar	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories. 3. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-

		<p>registered boilers.</p> <ol style="list-style-type: none"> Disposal of complaint received against registered factories employing up to 50 workers & un-registered factories except MAH factories. Disposal of complaint received against registered Boilers having rating not exceeding 30 sq. meters & un-registered boilers. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. Survey/Inspection of un-registered boilers. To carry out Inspection under BOCW Act. To carry out such other duties as may be allotted to him by the SIFB, Sriganganagar/ CIFB/District Administration /or the State Government.
32.	SIFB, Pali	<ol style="list-style-type: none"> Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. To conduct inquiry of any accident in registered boilers having rating exceeding 30 sq. meters. Disposal of complaint received against registered factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. Disposal of complaint received against registered boilers having rating exceeding 30 sq. meters. Survey/Inspection of un-renewed factories <ul style="list-style-type: none"> employing more than 50 workers. MAH factories. To carry out Inspection under BOCW Act. To organise one Safety & Health training programme in a year. All administrative work as In-charge & head of office. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
33.	IFB, Pali	<ol style="list-style-type: none"> Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered factories employing up to 50 workers & un-registered factories except MAH factories. To conduct inquiry of any accident in registered boilers having rating not exceeding 30 sq. meters & un-registered boilers. Disposal of complaint received against registered

		<p>factories employing up to 50 workers & un-registered factories except MAH factories.</p> <ol style="list-style-type: none"> Disposal of complaint received against registered Boilers having rating not exceeding 30 sq. meters & un-registered boilers. Survey/Inspection of un-renewed factories employing up to 50 workers & un-registered factories except MAH factories. Survey/Inspection of un-registered boilers. To carry out Inspection under BOCW Act. To carry out such other duties as may be allotted to him by the SIFB, Pali/ CIFB/District Administration /or the State Government.
34.	SIFB, Banswara	<ol style="list-style-type: none"> Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. To conduct inquiry of any accident in registered/un-registered boilers. Disposal of complaint received against registered/ un-registered factories and boilers. Survey/Inspection of un-renewed/un registered factories and boilers. To carry out Inspection under BOCW Act. To organise one Safety & Health training programme in a year. All administrative work as In-charge & head of office. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
35.	SIFB, Chittorgarh	<ol style="list-style-type: none"> Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. To conduct inquiry of any accident in registered/un-registered boilers. Disposal of complaint received against registered/ un-registered factories and boilers. Survey/Inspection of un-renewed/un registered factories and boilers. To carry out Inspection under BOCW Act. To organise one Safety & Health training programme in a year. All administrative work as In-charge & head of office. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
36.	IFB, Makarana	<ol style="list-style-type: none"> Inspection of factories and boilers as allotted by CIS system. To conduct inquiry of any accident/ dangerous

		<p>occurrence in registered/un-registered factories.</p> <ol style="list-style-type: none"> 3. To conduct inquiry of any accident in registered/un-registered boilers. 4. Disposal of complaint received against registered/ un-registered factories and boilers. 5. Survey/Inspection of un-renewed/un registered factories and boilers. 6. To carry out Inspection under BOCW Act. 7. All administrative work as In-charge & head of office. 8. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
37.	IFB Bharatpur	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. 3. To conduct inquiry of any accident in registered/un-registered boilers. 4. Disposal of complaint received against registered/ un-registered factories and boilers. 5. Survey/Inspection of un-renewed/un registered factories and boilers. 6. To carry out Inspection under BOCW Act. 7. All administrative work as In-charge & head of office. 8. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
38.	IFB Hanumangarh	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. 3. To conduct inquiry of any accident in registered/un-registered boilers. 4. Disposal of complaint received against registered/ un-registered factories and boilers. 5. Survey/Inspection of un-renewed/un registered factories and boilers. 6. To carry out Inspection under BOCW Act. 7. All administrative work as In-charge & head of office. 8. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
39.	IFB, Sikar	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. 3. To conduct inquiry of any accident in registered/un-registered boilers. 4. Disposal of complaint received against registered/ un-registered factories and boilers.

		<ol style="list-style-type: none"> 5. Survey/Inspection of un-renewed/un registered factories and Boilers. 6. To carry out Inspection under BOCW Act. 7. All administrative work as In-charge & head of office. 8. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
40.	IFB Balotra	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. 3. To conduct inquiry of any accident in registered/un-registered Boilers. 4. Disposal of complaint received against registered/ un-registered factories and Boilers. 5. Survey/Inspection of un-renewed/un registered factories and Boilers. 6. To carry out Inspection under BOCW Act. 7. All administrative work as In-charge & head of office. 8. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
41.	IFB Sirohi	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. 3. To conduct inquiry of any accident in registered/un-registered boilers. 4. Disposal of complaint received against registered/ un-registered factories and boilers. 5. Survey/Inspection of un-renewed/un registered factories and boilers. 6. To carry out Inspection under BOCW Act. 7. All administrative work as In-charge & head of office. 8. To carry out such other duties as may be allotted to him by the CIFB/District Administration /or the State Government.
42.	IFB, Bundi	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct inquiry of any accident/ dangerous occurrence in registered/un-registered factories. 3. To conduct inquiry of any accident in registered/un-registered boilers. 4. Disposal of complaint received against registered/ un-registered factories and boilers. 5. Survey/Inspection of un-renewed/un registered factories and boilers. 6. To carry out Inspection under BOCW Act. 7. All administrative work as In-charge & head of office. 8. To carry out such other duties as may be allotted to him

		by the CIFB/District Administration /or the State Government.
43.	SIF(Chem) IHL	<ol style="list-style-type: none"> 1. To carry out Work environment sampling in factories and analysis of samples. 2. All administrative work as In-charge & head of office. 3. To advise the employers and workers about the safe working conditions in the Factories. 4. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
44.	Dy. Director IHL	<ol style="list-style-type: none"> 1. To carry out Work environment samples in factories and analysis of samples. 2. To advise the employers and workers about the safe working conditions in the Factories. 3. To carry out such other duties as may be allotted to them by the SIF (Chem)/ CIFB/District Administration /or the State Government.
45.	Dy. Director SMTC	<ol style="list-style-type: none"> 1. Inspection of factories and boilers as allotted by CIS system. 2. To conduct one training programme at the site in quarter. 3. All administrative work as In-charge & head of office. 4. To carry out such other duties as may be allotted to them by the CIFB/District Administration /or the State Government.
46.	Asstt. Director SMTC	<ol style="list-style-type: none"> 1. To conduct at least 3 training programmes per month. 2. To conduct one training programme at the site in quarter. 3. To advise the employers and workers about the safe working conditions in the factories. 4. To develop SMTC in scenario of new technology. 5. To carry out such other duties as may be allotted to them by the Dy. Director (SMTC) / CIFB/District Administration /or the State Government.

Chapter 3

IT enablement & official website and web application

RajFAB

RajFAB is the abbreviation for the Factories and Boilers Inspection Department of Rajasthan State Government which is being used for web representation of the Department.

Official website and web application

The official website of the department is ***www.rajfab.nic.in*** working since 2008 and the official web application is ***www.rajfab.rajasthan.gov.in*** working since 29-05-2015.

IT Cell

An IT Cell is working in the Department for the development and maintenance of the website and the web application and to provide support to citizen. The structure of the IT cell is –

1. Chief Inspector of Factories and Boilers
 2. Nodal Officer IT
 3. In-charge (Software Development)
 4. Asst. Programmer
 5. Informatics Assistant and Development Team
- a. The overall in-charge of the IT Cell shall be the ***Nodal Officer (IT)*** appointed by the Chief Inspector of Factories and Boilers. The Nodal Officer shall carry out planning of the software development as per the requirements and the direction of the Chief Inspector.
 - b. The Programmer or any other senior officer posted in the department by the DOIT shall be ***the In-charge (Software Development)*** and shall carry out the timely execution of overall software development, security and support to citizen as per the requirements and the direction of the Nodal Officer (IT) and the Chief Inspector.
 - c. The Informatics Assistants, the Asst. Programmers posted at the head office and the software development team (hired by RajCOMP or the department) shall work as per the direction of the in-charge of software development.
 - d. The Informatics Assistants, the Asst. Programmers posted at the regional offices shall work as per the direction of the DDO of the office.

Online work on RajFAB web application

Applications under Factories Act 1948 and the Boilers Act, 1923

- i. Application and fees payment shall be received online only.
- ii. In case of objections in the application, all objections should be conveyed in one time. No additional objections should be made during subsequent transactions.
- iii. In case of additional objection is required and is of utmost importance for the safety and health of the workers then it should be intimated to the Chief Inspector immediately for consent.
- iv. No additional document other than the prescribed on the official website of the department should be asked to submit by the citizen.
- v. In case of additional document is required and is of utmost importance for the safety and health of the workers then it should be intimated to the Chief Inspector immediately for consent.
- vi. The language of the objections made to an application should be simple, understandable by the citizen and free from grammatical mistakes.
- vii. The application shall be disposed within the prescribed timeline as notified under the Rajasthan Guaranteed Delivery of Public Services Act, 2011 (Annexure A)
- viii. In case of any application received out of jurisdiction the same should be reported to the Chief Inspector immediately.
- ix. In case of transfer or additional charge, the handing/taking over the user name and password of the respective jurisdiction of RajFAB web application, emails etc. are the duty of the officer/staff.

Returns

- i. Returns form factories should be accepted online only.

Emails

- i. Every email received from citizen should be disposed of and should be duly replied.

Inspections

- i. Inspections of the factories and boilers should be carried out as allotted by Central Inspection System (CIS) only.
- ii. Surprise inspection or inspections based on complaints should only be conducted with specific permissions from the Chief Inspector.
- iii. No permission or allotment by CIS is required for inspection of unregistered factory/boiler or for the inspection directed by Hon'ble Court, Hon'ble Human Rights Commission, State Government or Local Administration or any accident enquiry.

- iv. Inspection should be limited to the checklist available on the official website of the department.
- v. In case of any change is required in the above checklists for the safety, health and welfare of the worker, the same should be reported to the Chief Inspector.
- vi. During inspection assess risk criteria (such as High, Medium and Low risk) to classify factories during inspection entries in RajFAB web application.
- vii. Inspection report should be submitted online within 48 hours.
- viii. Same inspector will not inspect the same establishment twice consecutively
- ix. Inspection of factories should be carried out as Joint Inspection with Labour Inspector as per the order dated 13.10.2017

Compliance

- i. Compliance report of the compliance-based inspections should be received online only.
- ii. In case the above compliance received by Dak then the same should be duly uploaded.

Feedback

- i. Any negative feedback on RajFAB web application should be resolved and conveyed to the citizen within 48 hours.

Note: Any future direction or order of the State Government or the Central Government shall supersede the above directions.

**Services/Timelines defined under
The Rajasthan Guaranteed Delivery of Public Services Act, 2011**

Sr. No.	Detail of Service
1	Approval of plan and permission to construct/extend/or take into use any building as a factory under - Factories Act, 1948
	1 Factories as defined under Section 2m(ii) and involving non-hazardous process as defined under rule 2(m)
	2 Other factories
2	Registration of factory - Factories Act, 1948
	1 Factories as defined under Section 2m(ii) and involving non-hazardous process as defined under rule 2(m)
	2 Factories involving non-hazardous process as defined under rule 2(m)
	3 Factories involving hazardous process as defined under Section 2cb
	4 Factories involving dangerous operations under section 87
	5 Major Accident Hazard factories as defined under Rajasthan Control of Major Accident Hazard Rules, 1991
3	Renewal of factory - Factories Act, 1948
	1 Factories as defined under Section 2m(ii) and involving non-hazardous process as defined under rule 2(m)
	2 Factories involving non-hazardous process as defined under rule 2(m)
	3 Factories involving hazardous process as defined under Section 2cb
	4 Factories involving dangerous operations under section 87
	5 Major Accident Hazard factories as defined under Rajasthan Control of Major Accident Hazard Rules, 1991
4	Registration under Boilers Act, 1923
	1 Approval of steam pipe line drawings
	2 Inspection
	3 Registration of boiler from the date of completion of the inspection (s)
5	Renewal under Boilers Act, 1923
	1 Inspection
	2 Renewal in cases in which Competent Person is empowered to issue a certificate under section 8 without further reference
	3 Renewal of boiler in any other case
6	Inspection of Factories under the Factories Act, 1948
	1 Factory Inspection Report Upload in RajFAB
7	Approvals/ Permission for Boiler Manufacturer, Manufacturing & Repairing of Boilers, Repairer/ Erector, Welder and various activities under Boilers Act, 1923
	1 Issue of Welder qualification certificate in Form XII after submission of satisfactory reports – Reg. 614
	2 Approval of design and manufacturing drawings for boilers and boiler components made in India - Reg. 393(a)

	3	Approval of materials for boilers and boiler components made outside India - Reg. 393(b) (After receiving approval from the Central Boiler Board, Government of India, wherever required)
	4	Approval of design and manufacturing drawings for boilers and boiler components made outside India - Reg. 393(b) (After receiving approval from the Central Boiler Board, Government of India, wherever required)
	5	Inspection during construction/ manufacture – Appendix-J
	6	Issue of Certificate for manufacture and test - 4(c)(1)
	7	Issue of Inspecting Authority Certificate during erection in “Form IIC” - 4(c)(1)
	8	Issue of provisional order in Form-V after registration inspection - 381(e)
	9	Assigning of Registration No. for boilers - 386(d)
	10	Steam Tests of boiler - 380(a)
	11	Issue of Certificate for use of boiler in Form-VI – 389
	12	Permission to carry out repairs/alterations in boilers - 392(iv)(b)
	13	Recognition of repairers boilers & steam pipes -392(5) and Approval of Manufacturers of Boiler, Boiler Components, Steam Pipeline, Fittings, Valves, etc. and Erectors and Fabricators and Renewal thereof - -Section 4(C) & 4(E) of Boiler Act,1923
	14	Transfer of Memorandum of Inspection Book & Registration Book – 388
8		Approval of a training institute and any other Approval under Paperless Services through RajFAB Web Portal
	1	Approval of a training institute to impart training under Section 111-A(ii) for the requirements of Section 45(3) of the Factories Act, 1948 and Rajasthan Factories Rules, 1951
	2	Any Other Approval under Paperless Services through RajFAB Web Portal

Note: Applications should be disposed-off within the timelines prescribed in the Rajasthan Guaranteed Delivery of Public Services Act, 2011

Chapter 4

Reforms and Business Re-engineering

Ease of Doing Business (EoDB)

The Department has been actively participating in various reform plans of the State Government and the Central Government.

Reforms by State Government

The Department should plan and execute business re-engineering as per the policy of the State Government and as per the directions of the Administrative Department for better service delivery to citizen and Ease of Doing Business.

Reforms by Central Government

The Department should plan and execute business re-engineering as per the policy of the Central Government under the direction of the State Government and the Administrative Department for better service delivery to citizen and Ease of Doing Business.

Chapter 5

Office Procedure

Attendance of the Staff:

1. Punctuality should be strictly observed by all the staff members. For this purpose, a separate register for each category of staff working in the head office or digital biometric method and common register in all subordinate office will be maintained in Form G. A. 159 by the respective offices. It will remain on the table of head of the office. All the members of the staff attending the office should mark their attendance by putting their initials and noting down the time of their arrival. They are advised to cultivate the habit of coming five minutes earlier than the prescribed time so that they may start actual working at the schedule time. The attendance of the Class IV staff members is required to come half an hour before the schedule time.
2. The staff members who are on leave or on duty should be marked so in the register. In the absence of the Head of the office, the next senior most official is authorized to perform this duty.
3. The late comers are required to appear before the officer In-charge soon on their arrival for making attendance denoting the time of their arrival.
4. For late coming of the staff members, action will be taken as per Government order in force at present or issued from time to time in this behalf.
5. The Administrative Officer (AO)/Assistant Administrative Officer (AAO) should pay frequent surprise visits in the office with the view to see whether or not the staff members observe punctuality and work properly. He should also report his observation to the Head of office for appropriate action.

Receipt and Disposal of Dak:

6. The AO/AAO/office Asstt. in the head office and the head of the office in the subordinate office will open all the postal and dak received daily, the covers marked 'Secret' and 'Confidential' or the covers addressed to office by name shall be opened be office only.
7. The Officer/AO/AAO/official will first of all take from the lot all 'Secret' and 'Confidential' covers as well as covers addressed to the officers by name and send the same to the concerned at once. He will then get opened in his presence all 'Dak' and collect in a pad. He should go through each letter and initial with date and put section mark. For the sake of convenience, a rubber seal may be got prepared for stamping date. This work be got done from a peon by the order of AO/AAO or concerned office or official in his presence.

8. All the postal registered covers, parcels, and the letters of urgent, will be received by the receipt Jr. Assistant/Sr. Assistant and should immediately be sent to the AO/AAO/Officer In charge. The receipt clerk will note down the registered covers and the parcels in a separate register and would see that the same are properly delivered to the sections/Jr. Assistant/Sr. Assistant s concerned marked by the AO/AAO or officer-in-charge and receipt obtained.
9. Out of the whole lot, the AO/AAO will sort out urgent papers and requiring perusal of the office and the 'Dak' received from the Govt, and seen same at once in a pad to the Chief Inspector of Factories & Boilers, Rajasthan, Jaipur and in his absence to the concerned Sr. Inspector of Factories & Boilers/Inspector of factories & Boilers. The Other 'Dak' will be handed over to the general Receipt Jr. Assistant/Sr. Assistant immediately for being entered in the prescribed Receipt Register. This procedure will be repeated twice or thrice in a day as and when postal 'Dak' is received in lot.
10. The officer while perusing Dak opened by him or received for perusal from office will record necessary order while going through the 'Dak' the same to the AO/AAO. He will also mark cases for dictation. He will mark over such cases to his P.A./steno for dictation and P.A./ stenographer will arrange to issue letters forthwith after these have been signed by the officer. An effort should be made to dispose of as many papers as possible at this stage without waiting for a formal note.
11. A special register shall be maintained for mails, urgent and important papers and papers required to be put up on a particular date under the supervision of the Administrative officer/PS, in the form prescribed for the purpose, such papers need not be diarized in the General Receipt register. This will enable the AO/AAO to see that orders passed are being complied within time. He may depute one of the Jr. Assistant/Sr. Assistant s to make necessary entries in this register, That Jr. Assistant/Sr. Assistant will follow up the papers from the Jr. Assistant/Sr. Assistant to Jr. Assistant/Sr. Assistant and will have the needful done and report the case of default if any, to the officer In charge through the AO/AAO, Separate register will also be maintained for the representation received from the employees of the Department so that the Jr. Assistant/Sr. Assistant can follow it up.
12. The receipt Jr. Assistant/Sr. Assistant will be required to diarize all the Dak received by him 2.30 P.M and deliver section/Jr. Assistant/Sr. Assistant. The dak received thereafter may be diarized and delivered the next day by 1.00 P.M at the latest, the railway Receipt will be delivered to the store-keeper immediately on their receipt for arranging their delivery to avoid any demurrage. The inward Jr. Assistant/Sr. Assistant in the head office will receive the 'Dak'. The similar procedure will be followed in the subordinate offices.

13. Ordinarily there will be one General Receipt Register for the entire office. However, in the Head office where the volume of work is considerable and cannot be handled by one Jr. Assistant/Sr. Assistant, two Jr. Assistants/Sr. Assistants can be entrusted the receipt work who will maintain separate registers.

General Dispatch: -

14. Ordinarily, there will be one Jr. Assistant/Sr. Assistant for the entire office for issue and dispatch work. However, in the Head Office having a number of sections where volume of work is considerable, dispatch work can be carried out by two or more Jr. Assistant/Sr. Assistant s depending on the work-load of each Jr. Assistant/Sr. Assistant & shall maintain a separate register.
15. For the sake of facility in sorting out papers for dispatch, the dispatcher will be provided with a 'pigeon whole stand' containing the requisite number of holes.
16. All letters for dispatched shall bear the number of the file to which they relate on the left-hand top corner and the number of enclosures, if any, at the bottom of the body of the letter on the left-hand side. Care should be taken to ensure that no enclosure is left behind. Both the dealing Jr. Assistant/Sr. Assistant and the dispatcher should be held responsible for such mistake.

With a view to minimize such changes, the Jr. Assistant/Sr. Assistant concerned should make it a point to see before the papers are made over to the dispatches that enclosures are stitched to the letter meant for dispatch and the office copy is placed below separately. The typist should also indicate the enclosures by drawing slanting line in the left-hand margin of the typed matter making mention of the enclosure.
17. Ordinarily, papers for dispatch will be accepted by the general dispatch up to 3.00 P. M The letters marked express will however, be accepted by him irrespective of the above-mentioned time and all letters received by him be dispatched on the same day. The concerned section will ensure that the registered letters are sent to the dispatch at least an hour before the time fixed by the respective post office, so that they can be dispatch and accepted by the post office on the same day. All other papers which are issued after the timing referred above should be sent to the dispatch on the next day in early hours.
18. The dispatcher will maintain a proper account of the service postage stamps in register issued to him by the cashier and he will be responsible for any shortage. He will strike off daily balance and will get it signed by the AO/AAO in the head office & by the officer in charge in other offices. He will keep the stamp in his custody under lock & keys.

19. It will be the responsibility of the dispatcher that service stamps are properly used and the letters are sent correctly stamped according to the rates of the post office.
20. He will also ensure before actual dispatch of the letters that the envelopes bear full and correct address. He will also use used envelopes by pasting economy slips on them. The confidential covers delivered to him duly sealed will be put in another ordinary envelopes duly addressed before dispatch.
21. For the sake of expeditious work, it would be expedient to provide the dispatcher the seal of the following designations in particular will be of considerable utility for the dispatcher working in the Head office.
 - I. The Deputy Chief Inspector of Factories & Boilers.
 - II. The Senior Inspector of Factories & Boilers.
 - III. The Inspector of Factories & Boilers.
 - IV. The Secretary Skill, Employment & Entrepreneurs, Labour, Factories & Boilers and E.S.I. Department, Rajasthan, Jaipur.

Other seals in general such as for marking (1) Confidential (2) Registered post (3) Registered A.D. (4) Urgent (5) Most urgent (6) Book Post (7) Speed post etc. should also be supplied to him.

22. All local dak as far as possible will be sent through the Cycle-Sawar duly entered in a Peon Book, the dispatcher will check every day whether the Dak sent through the Cycle Sawar has been properly delivered in time by the Cycle Sawar and receipt of the addressee is obtained. In case of any default, he will report the matter to the AO/AO, Officer In charge without loss of time for necessary action against the defaulter.
23. In small offices of the department where volume of work is not much, the work of receipt and dispatch can be entrusted to one Jr. Assistant/Sr. Assistant.

Procedure For work in the section: -

24. In small offices where section have not been formed, the General Receipt Jr. Assistant/Sr. Assistant will deliver papers direct to the dealing clerks concerned and will obtain their signature in the Delivery Book to be maintained for the purpose. In the offices where sections have already been formed and section in charge has been provided for such sections, the General receipt Jr. Assistant/Sr. Assistant will deliver the papers to the concerned section In-charge and obtain his signature in the Delivery Book. The section In-charge should go through the Dak, put his dated initials on each paper and also write in brief the name of the Jr. Assistant/Sr. Assistant to whom it relates and arrange to distribute the same among the Jr. Assistant/Sr. Assistant within an hour of receipt of the Dak by him. He should obtain their signature in token having

received the papers in a Memo Book to be maintained in the prescribed form. This Memo Book will be maintained in the section by one of the Jr. Assistant/Sr. Assistant.

25. On receipt of the papers, each dealing Jr. Assistant/Sr. Assistant will enter them in the dealing Jr. Assistant/Sr. Assistant's diary to be maintained and get the entries initialed by the Section In-charge who will at the time verify from the Memo Book maintained by him that the entries have been correctly made. Where sections have been formed but the section In-charge has not been provided, it will be done by the next senior most person.
26. Entries in the Diary column 1 to 6 will be made as soon as a paper is received by the dealing Jr. Assistant/Sr. Assistant. Before dealing with a paper the Jr. Assistant/Sr. Assistant will first of all ascertain whether it is fresh receipt for which a new file has to be opened or is a receipt in reply to same communication or is otherwise connected with a case for which a file already exists. In respect of latter kind of receipts, he will first take out the relevant files and place the papers thereon. The file number will be noted in column No. 7 of the Diary at the same time. For fresh receipt new file number will then be noted in columns will be made when the case is received back after orders are passed or when the orders passed have been complied with as the case may be.
27. Every dealing Jr. Assistant/Sr. Assistant shall maintain a register of files in prescribed preformed.
28. In regard to files relating to certain special subject head e.g. pension leave, loss of Government property etc. it is desirable to enter in the register some more particulars about such cases. The form of the register shall be framed accordingly so as to provide column for the information which may be required.
29. In the register of files, separate pages shall be allotted to files relating to different subject heads and a separate series of number shall be allotted to files relating to each head.
30. Sufficient number of pages should be set apart for making entries of files relating to each heads or sub head.
31. Every head and sub head should have a code number assigned to it and the file number relating to that head or sub head should always be prepared by this code number. For example, a file has to be opened in Establishment section of the Head office (Chief Inspector of Factory & Boilers) in respect of Non-Gazetted staff under Major Head 'Establishment' which is at serial number 2 in the list of subject head, the minor head Non-Gazetted at No. (b). The file opened in number 15 In serial order for the year 2015 under the above heads, the file number of this file will be denoted as shown below: -

CIFB Stands for Chief Inspector of Factories & Boilers

F	stands for file
2	stands for Major Head number
B	stands for Minor Head number
15	stands for file number at serial order.
Estt.	stands for the section.
2015	stand for the year of file.

32. A new serial number be given with the communicant of each calendar year and file number should always be followed by the year to which it relates.
33. After a paper has been entered in the Dealing Jr. Assistant/Sr. Assistant s Diary and has been liked with previous correspondence, if there is any, or a fresh file has been opened, if there is no previous file on the subject, the dealing Jr. Assistant/Sr. Assistant s is required to deal with that paper. For that purpose, he would first look for the following papers and collect them before writing his note: -
- a. All paper directly or indirectly referred in the paper.
 - b. All rules and circulars etc. relating to any question raised on involved in the cases.
 - c. All precedents i.e. cases involving similar question & death with of decided in the part.
34. It is not necessary that every noting should be done on a separate sheet of paper. Most of the cases to be dealt with are of routine nature. It would be sufficient if brief nothing is done on the P.U.C itself and a draft of the reply to be sent and also the relevant papers are put up along with it. This would save enough time that is otherwise taken in writing a note on a separate sheet and entering thereon the number and date of brief abstract of the paper to be death with P. U. C.
35. The possibility of preparing a note on a separate sheet of paper cannot however, be ruled out altogether. As in important and complicated cases the officer may require from his office at any time to prepare a consolidated note to enable him to take a decision on some point in the matter. As such, the note prepared from time to time will form a part of the file like a P. U. C. & paged.
36. The system of continuous separate sheet of paper is to be adopted in cases pertaining to embezzlements and enquires against the Government servants and in such cases the day to day proceedings recorded are very important and may have to be referred to from time to time.

37. In whatever from noting is done i.e. either of the forms as indicated at paras 33 to 35, it must bear paragraph number. The dealing Jr. Assistant/Sr. Assistant is responsible for putting up a correct note.
38. Where there is continuous noting the serial number of the letter received or issued on the files shall be entered on the note sheet at the place where the entry regarding the letter is made.
39. There should be no delay in putting up a paper by a dealing Jr. Assistant/Sr. Assistant. Ordinarily a paper received by a Jr. Assistant/Sr. Assistant should be put to the Office Superintendent/ Officer In charge along with the previous papers If any and the rules and precedents concerning the issues raised in the letter within a period not exceeding their days of its receipt (except holidays).
40. If it is not possible in any case to trace previous reference or relevant rules and precedents the paper should nevertheless be put up within the period specified above with a statement of the time for putting up complete papers got extended by AO/AAO/Officer in charge and during that period earnest efforts should be made to complete the papers and put up the same.
41. Mails, Demi-official letters and urgent letters must be dealt with expeditiously and put up along with necessary reference on the same day on which they are received as far as possible.
42. When a paper is received after orders for putting up any reference or report the required reference or report should be put on the same day in urgent cases and the next day in all other cases.
43. There should be no delay in putting up draft when required or in issuing letters when required or ordered. Draft be put up on the same day and letters issued soon after their approval. In routing and simple cases, a draft reply should be put up algorithm the P. U. C The dealing Jr. Assistant/Sr. Assistant is responsible for drafting of the letters on proper lines.

(Note: - The tendency to leave everything on the man who is the lowest in the cadre should be discouraged).

Procedure about issue of reminders

44. A register shall be maintained in prescribed Performa in respect of pending cases a reply is not received. The register will be called the register of pending cases for issue of timely reminders and will be maintained by each dealing Jr. Assistant/Sr. Assistant. Entries in this register will be made in serial order and date wise. In column No. 3 the

file number will be noted and below this serial number of the letter for which a reminder is required to be issued. From column No. 4 to 15 are the names of the months. In these columns, the due date of reminder is to be noted. Suppose a letter is issued in file No. ClFB/F-2 (B) (15) Estt. and the serial number of the letter is 1254 in the column of July, 18th will be noted for issue of first reminder after a month and 3rd 17th in the column of August for second and third reminder. If further have to be issued necessary posting will be made in subsequent column. The same procedure will be adopted letters issued from time to time.

45. It would be the duty of the Jr. Assistant/Sr. Assistant concerned to look up this register every day before starting other normal work and take-up the cases in which reminder are to be issued on that date. He will then take out the relevant files from their places and after issue of reminders keep them back at their proper place and when a final reply is received, he will write in column No. 16 of the register against the relevant entry or reply received and also draw a red line on the entry itself the case is finalized. The section in charge or the senior most person of the Section will be responsible for proper maintenance of the above procedure.
46. The above procedure will obviate the necessity of repeating the file number of every date reminder is issued and posting made for the next due date for issue of reminder. One more advantage will be that the register will show at a glance the number of files which are pending up to date want of replies this will also be useful for the Inspecting officer to see whether reminders are issued timely and regularly in all cases.

FILING SYSTEM

Files should be divided in two classes: -

1. Closed files, that is to say, files in which further correspondence is not expected such files should be consigned to the record section at the close of each month.
2. Pending files, that is to say, files in which further correspondence may be expected.

Pending files shall be kept arranged in pads in serial order. If the number is large, separate pad be provided for different subjects.

Files concerning general letters and circulars received and issued are not correspondence files and should not be mixed up with correspondence files. Such files are to be entered separately and maintained on annual basis and not consigned to the Record Room like correspondence files as these are often required for reference by the dealing Jr. Assistant/Sr. Assistant.

If a circular gives rise to any correspondence, the same shall be kept in a separate file, a note being made on the circular to this effect and the number of the correspondence in file note thereon.

The letters on each file shall be arranged in chronological order i.e., in book form, the last letter received or issued being placed at the bottom of the files and the first letter received or issued at the top. As soon as any paper is disposed off after issue of reply or otherwise, it should be properly placed in file and should be paged then and there.

Rejected or superseded drafts and rough copies of documents of which fair copies are on record should be weeded out of the file without delay.

Where a file is bulky and can split-up between several department or office or between several matters or details the file may be split-up into parts each relating to particular department or office or relating to particular item or detail so that the whole file may be arranged in logical sequence rather than in a mere chronological order.

When a paper (e.g. an application for employment or an irregular application) does not lead to any exchange or correspondence or when a consecutive correspondence from a start to finish is small in bulk and is of only ephemeral value, such paper or correspondence need not be arranged in an independent file but should be filed together in one record, with other papers or correspondence of similar bulk and tagged.

Every head of correspondence should have separate file for such sundry papers such files should be maintained on annual or half-yearly basis.

If a letter refers to or be connected with another head that file should be linked with the file to which the letter pertains the file being separately tied up but connected by piece of tape. The linked files shall remain together until the file containing the reference or connection has been finally disposed off when these shall be regulated to their proper places, a note being made on each file that it was linked with the other on receipt of the letter.

One file should relate only to single consecutive series of correspondence with regard to the same case.

Correspondence which is not consecutive and relates to more than one case shall not be mixed up in one file even though it may relate to same general subject or head.

If several cases are connected and are disposed off by the same order, their files should still be separate, relevant extracts from one file being placed on the other files so as to make each file self-contained.

MISCELLANEOUS INSTRUCTIONS

When in any case order or notification is sent for publication in the official gazette the case should not be closed and the papers should not be filed until the order or notification has been so published and date and page of the relevant issue of the gazette has been noted on the office copy of order or notifications.

If the order or notification is not published in the gazette within a reasonable time say two or three weeks the matter should be taken up with the Director of Printing & Stationery Department, Jaipur.

The number and date of the circular shall be noted on the file in which the order for issue of the circular is passed.

When a paper is flagged and reference is made to it in the note sheet it is not sufficient merely to refer it as the papers at flag 'A' flag 'B' etc. The page number of the file and the number and date of the letter should also be noted. If the paper referred to is contained in same file other than the one to which the note sheet relates, the head, subhead, year and number of the file should also be noted along with the page number.

The return of every paper submitted to officers should be awaited for a reasonable time not exceeding one week in ordinary cases and not exceeding one or two days (according to circumstances) in urgent cases. If the paper is not received back within a reasonable time the matter should be reported to the AO/AAO.

Complaints which are referred to the subordinate officers for enquiry of report should not be sent to them in original. Only copies should be sent as a rule. The original complaint or paper should be sent only if there is definite order to that effect and in that case a copy of the paper (or papers) sent should be retained.

No suggestion as to the action to be taken except in matters of a routine nature should be made by the AO/AAO.

The AO/AAO on receiving a paper should see the necessary action as detailed in the preceding paragraph has been taken. Any deficiency or defect should be rectified before the paper is put up for orders.

There should be no formal correspondence between one Jr. Assistant/Sr. Assistant and another. If another file is to arise out of some paper in a file, an attested copy of the paper showing the number of the file in which the original papers is placed shall be taken on the note sheet when he should note not only the receipt of the copy but the head and the number of the file In which action on the copies is being taken.

REGISTERS

Every Jr. Assistant/Sr. Assistant should keep hung near his table a list of registers maintained by him. This list should show the order or rules under which each register is prescribed.

The AO/AAO should keep hung near his table a consolidated list of registers maintained by each Jr. Assistant/Sr. Assistant.

No register shall be maintained which is not prescribed by competent authority.

Record of all orders passed from time to time prescribing the registers, shall be kept on a file to be maintained for the purpose.

RETURNS

Every Jr. Assistant/Sr. Assistant should keep hung rear his table a list of returns received by him from subordinate office as also of the returns prepared by him and submitted for perusal or sent to higher authorities.

The AO/AAO will keep hung near his table a consolidated list of returns received or sent from the office.

In Statistical Section the list of returns will be kept by the statisticians. Such lists should show the order or rule under which each returns is prescribed, the nature of the returns viz, whether it is weekly, monthly or annual etc. the due dates of receipts or submission, the name of offices from which received and the names of the authorities to whom consolidated returns are sent.

A file shall be maintained in which all orders prescribing the returns together with the specimen forms of returns shall be kept.

In order to ensure that returns are received regularly and timely from all subordinate offices register of receipt of returns be maintained in form No. 15. If the number of returns is not large one register may be maintained for the whole office. This register should be kept on the table of the AO/AAO and each Jr. Assistant/Sr.

Assistant dealing with any returns or returns will make necessary entries in the register. In this register separate pages shall be allotted for each kind of returns and the due date of the receipt noted on the right-hand top corner. The register should show the names of the offices from which the returns received and the actual dates on which returns received from each office from time to time be noted in the relevant column. In respect of last receipts, the dates will be noted in red ink so that the register will show at a glance the number of times the returns were received late from a particular office.

On the basis of the entries in register, a consolidated chart will be prepared showing the names of defaulting officers and the number of times on which delay was caused in sending returns during a calendar year. Such delays will be communicated to the officers concerned through a D.O. letter under the signature of the Head of Department telling them that delays will be taken note of while recording remarks in the confidential report and they should show improvement in this respect in future. This procedure will prove more effective than writing of stray letters to them from time to time.

Every dealing Jr. Assistant/Sr. Assistant shall prepare at the close of each month a statement in form No. 23 showing the number of papers received by him, the number of papers disposed off and the number of papers remained pending at the close of the month showing separately the number of papers pending for more than a fortnight.

The AO/AAO shall verify the entries about receipt of papers by dealing Jr. Assistant/Sr. Assistant from the Memo book maintained by him and forward the statement to the office-in-charge who will arrange for early disposal of papers pending for more than a fortnight and take disciplinary action against the Jr. Assistant/Sr. Assistant concerned if the disposal was delayed on account of any default on his part.

Every Jr. Assistant/Sr. Assistant shall prepare and submit at the close of each month a statement in Form. No. 16 showing under different heads the number of closed and pending files with him at the beginning of the month, the number of files opened and disposed off during the month and the number of closed and pending files remaining at the end of the month and the duration of the pending files.

The AO/AAO will particularly examine the files pending over one year and arrange to have their disposal expedited. He will then put up the statement for perusal of pending files over one year and arrange to have their disposal expedited.

Chapter 6

Work in Sections

Office of the Chief Inspector of Factories and Boilers comprises of following sections:

1. Establishment Section (Gazetted & Non Gazetted)
2. Registration & Renewal Section.
3. Drawing Section.
4. Boiler Section.
5. Statistics Section.
6. Legal Section.
7. Accounts Section
8. IT Cell for Software development

1 Establishment Section: - Establishment section will be concerned with following work: -

1. Maintenance of service books of all the officers and staff members and service rolls of Class IV staff.
2. Maintenance of personal files of all Gazetted/Non-Gazetted officials.
3. Maintenance of up to date seniority list of each category of staff and it should be declared from time to time.
4. Sanction of annual grade increment and other allowances and issue pay slips.
5. Sanction of leave (all kind)
6. Preparation of reply of assembly and parliament questions and other related matters.
7. Making correspondence with Govt. related to establishment and other matters.
8. Maintenance of complaint register and their follow-up action.
9. Approval of tour programs of subordinate officers.
10. Preparation of Annual Progress Report of the department.
11. Dealing all matters related to C.C.A. Rules & Services Rules.
12. Preparation of pension cases and related matters.
13. Issual of Government and Department circulars to subordinate offices.
14. Submission of various gazette notifications to the Govt.
15. All other related matters.

2. Registration and Renewal Section: - Registration & Renewal section will be concerned with following jobs: -

1. Processing of online application received for registration/renewal of Factory licence.
2. Issue of licence to applicants and make entries in prescribed registers.

3. Maintenance of Duplicate copy of licence for office record.
4. Maintenance of Master register and make entries thereof.
5. Dealing applications received from Deputy Chief Inspector of Factories & Boilers for amendment of licences.
6. Issual of list of factories not applied for renewal of licence to concerned Area officers.
7. All other related work.

3. Drawing Section: -

1. Processing of online application of drawings received for approval.
2. Making entries of plans received in the receipt register maintained separately in the section.
3. Online Scrutinizing the plans of factory building and machinery lay-out received from factory owners and convey them approval/objections.
4. Follow-up action to issue timely reminders to these units whose plans have not been approved and are under objections.
5. All other related work.

4. Boiler Section: - Boiler Section will be concerned with the following jobs: -

1. Registration of Boilers and Economizers and maintenance of M.I. & M.R. Books of Boilers and Economizers.
2. Online Scrutinizing of steam pipe line drawings.
3. Make correspondence for obtaining the records of boilers transferred from other state.
4. Issual of repair order for a boiler.
5. Maintenance of register of boilers & Economizers in part A & B.
6. All work related with Boiler Attendants Examination, Boiler Operation Engineer's Examinations and Welders Examinations.
7. All work related with testing of materials.
8. Prosecution sanction under Boiler Act, 1923.
9. All other related work.

5. Statistics Section: - Statistics section will be concerned with following jobs: -

1. Compilation of statistics through return which are submitted by factories registered under Factories Act, 1948.
2. Preparation of statement in Form No. 1 to 13 and other statements.

These statements shall be submitted within time to:

- (i) Director General Factory Advice Service and Labour Institute, Mumbai.
- (ii) Labour Bureau, Shimla.
- (iii) Director Economics & Statistics.
- (iv) Secretary to the Government of Rajasthan.

3. Preparation of list of registered factories mentioning registration no., name and address of the factory and Occupier/ Manager, average no. of workers employed, section and type of factory etc.
4. Maintenance of record showing name and address of the factory, year of registration, average employment and Horse Power used etc.
5. Maintenance of list of newly registered and closed factories.
6. Maintenance of inspection reports and monthly returns received from various subordinate officers.
7. Issue of the timely reminders to subordinate officers whose returns are not received.
8. Maintenance of monthly progress report register, it shall contain no. of registered factories in the month, no. of newly registered factories and closed in the said month etc.
9. Dealing with accident reports and investigation reports received from subordinate offices. These shall be entered in the accident register.
10. All other related work.

6. Legal Section: - Legal section will be concerned with following jobs: -

1. Dealing of prosecution cases and submission of file to State Government for administrative sanction.
2. Send prosecution permission from State Government to the concerning officers.
3. Maintenance of prosecution register,
4. All correspondence regarding Acts and Rules administered by the Department.
5. Compilation of amendment notification and publication of Acts and rules.
6. Proposal of Amendment/notifications and publication of Acts and Rules based on model rules received from Director General Factory Advice Service & Labour Institute, Mumbai or under instructions from the Government.
7. All other related work.

8. Accounts Section: - The structure of Accounts section in the department is as follows: -

1. Senior Accounts officer
2. Asstt. Accounts officer- I

3. Asstt. Accounts officer- II
4. Junior Accountant

The Accounts section will carry out the following duties: -

1. Budget preparation and Budget allotment to sub ordinate offices & monitoring of Budget.
2. Internal Audit work
3. Compliance & putting comments on Audit of AG office, Inspection Department and physical verification by Inspection Deptt.
4. Comments on establishment files, Fixation work, ACP fixation
5. Store purchasing, Auction work & store bill processing work as per RTPP Act, 2012 & Rules, 2013

9. IT Cell for software development:

An IT Cell is working in the Department for the development and maintenance of the website and the web application and to provide support to citizen. The structure of the IT cell is –

1. Chief Inspector of Factories and Boilers
 2. Nodal Officer IT
 3. In-charge (Software Development)
 4. Asst. Programmer
 5. Informatics Assistant and Development Team
- a) The overall In-charge of the IT Cell shall carry out planning of the software development as per the requirements and directions of the Chief Inspector.
 - b) The Programmer or any other senior officer posted in the department by the DOIT shall carry out the timely execution of overall software development, security and support to citizen as per the requirements and directions of the Nodal Officer (IT) and the Chief Inspector.
 - c) The Informatics Assistants, the Asst. Programmers posted at the head office and the software development team shall work as per directions of the In-charge of software development.
 - d) The Informatics Assistants, the Asst. Programmers posted at the regional offices shall work as per directions of the DDO of the office.

Chapter-7

General Instructions & Inspection Procedure

1. All officers of the Department will complete the norms as prescribed by the State Government from time to time.
2. All the officers of the department will carry out the inspections of registered & renewed Factories & Boilers as per CIS guidelines for EoDB and subject to any change by the Government from time to time.
3. The monthly return and the expenditure return required to be submitted every month should reach office of CIFB latest by the 10th day of the next month, online. It is also desired that no officer will proceed on tour in the beginning of the month unless his monthly returns and expenditure returns are completed and dispatched to Chief Inspector of Factories & Boilers.
4. No officer shall incur expenditure beyond the budget provisions allocated to him.
5. All the following registers shall be maintained Inspector-wise and not office-wise in every subordinate office: -
 - (a) Accident Register
 - (b) Prosecution Register
 - (c) Factories Register (Registered//Unregistered).
 - (d) Any other register required to be maintained in the office.
6. Any application received for registration or renewal of Factory License shall be properly scrutinized in respect of fees and other entries of from No. 2, before forwarding the same to the office of the Chief Inspector of Factories & Boilers.
7. A roaster for Ministerial & Class IV staff must be maintained in the officers of every Dy. C.I.F.B., /S.I.F.& B., /I.F. & B. in pursuance of Government order No. F.7(11) APTS/F-V/70 dated 15.10.1978. Further, before issuing any appointment order after selection of a candidate for the post of Class IV or Ministerial staff, one should, obtain approval of the State Government in order to ascertain that the appointment has been made as per rules & according to the roaster.
8. No. general circular/letter shall be issued to the Factories by the Dy CIFB/SIFB/IFB without prior approval of the Chief Inspector of Factories & Boilers.
9. No person should be sent to office of CIFB for collecting stationery or for some other work without getting prior confirmation from the Chief Inspector of Factories & Boilers/SIFB (Admin). It causes un-necessary TA/DA expenses as well as no useful purpose is served in case the concerned clerks in the Head office are not available on that date.

No TA/DA bill of any person, who is asked to come to Jaipur should be passed unless a duty certificate is given by head office. In case the above instructions are not strictly followed, the expenses of the TA/DA will have to be borne by the officer concerned.

10. Before issuing a last pay certificate to any officer or member of the ministerial staff and subordinate staff when they are transferred, a "No dues certificate " should first be issued & then the last pay certificate should follow"
11. Applications of any staff member for the purpose of transfer to other Department should not be forwarded directly by any subordinate office. All such applications should be forwarded to the office of the Chief Inspector of Factories & Boilers for onward transmission to the respective Department. Such applications will be forwarded purely on the basis of merits.

12. Every IFB/SIFB/DyCIFB/ is required to carry out the Inspection of his own office at least once in every financial year as per contents in office inspection proforma. Report of the Inspection should be endorsed to the office of the Chief Inspector within fifteen days of the carrying out the inspection.
13. The Inspectors of Factories and Boilers are the members of the District Industries Committee in the various districts. Hence at the place of the headquarter of the Dy. CIFB/SIFB, will attend the said meeting whenever called by the Collector and at other places, the concerned Inspector of Factories will attend the said meeting.

Every officer should, accordingly attend the said meeting whenever called by the Collector and he should not proceed on any tour or on leave on the date when the meeting is called by the Collector.

Approval of tour programme and Commencement of Tour

1. All officers are required to submit the actual tour programme for approval to Head Office and the IFBs who are in subordination to DyCIFB/SIFB are required to submit their actual tour programme for approval to their Head of Office.
2. The Inspector of Factories and Boilers posted at the various district/sub-divisional headquarter are required to submit their tour programmes in triplicate in the prescribed proforma to their respective DyCIFB/SIFB concerned for the approval thereof. A copy of tour program shall be endorsed to the Chief Inspector of Factories and Boilers for information. All DyCIFB/SIFB will send one copy of the approved tour program direct to the IFB concerned and endorse one copy of the same to the CIFB for his information.
3. All the officers should remain in their office for at least one day in a week to dispose off the official work.
4. All officers of the Department shall manage their year-round tour within the respective budget allotted to them so that un-claimed TA bills of one year are not carried forward in the following year and thus may not disturb the TA budget of following years.
5. All officers shall incorporate in their tour program, the journey to local industrial areas for which TA is admissible. Further they shall arrange their tour in such a way that only minimum visits are required of the local industrial areas in a week except for investigation of fatal or serious accidents.
6. The officer of the Department shall not come to Head office (Jaipur) without obtaining prior permission from the Chief Inspector either in writing or on telephone, irrespective of the fact that said journey is mentioned in their tour program. Any officer who happens to come to Jaipur on any official duty shall contact the CIFB either in person or on telephone as the situation allows. The officers of the Deptt. when they go on tour outside their jurisdiction whether for attending Court/Head office/Departmental enquires or for any other work, they shall carryout the said tour after getting the tour programme duly approved well in time. They shall also obtain a certificate of their attending the head office/Court/Secretariat as the case may be and the said certificate shall be attached along with the TA bills in order to avoid any query regarding the number of days, they remained out of station. Unless the attendance certificate showing the number of days stayed outside their jurisdiction is attached, the TA bills will not be passed and countersigned. Further they shall leave by the first available train or bus as the case may be so as to reach their respective Headquarter and attend the office on the next working day.

7. All officers shall submit their TA bills along with a copy of tour report.
8. A complaint register shall be maintained in each subordinate office.
It shall be ensured that complaints are acknowledged. Grievances are redressed and reply is sent to the complainant.

INSPECTION PROCEDURE

- (i) Every officer of the Department will prepare a Inspection note at the site and at the time of Inspections in the inspection book prescribed under rule 110 of Rajasthan Factories Rule 1951 with complete particular of date and time of the inspection name of factories with address, number of workers found working, quantum of H.P used, manufacturing process, name and designation of the responsible person in whose presence the inspection has been carried out along with the various contraventions of the provisions of various acts and rule enforced by the department. This inspection record should be shown to the manger or any other responsible person in whose presence the inspection has been carried out and his signature shall be obtained on the inspection note. In case this person concerned refuses to sign on the inspection note prepared on the spot, a note to this affect should be marked at the end of the inspection note. A copy of the original inspection note prepared at the site along with copy of notice issued to the factory management should be sent to the Chief Inspector of Factories and Boilers.
- (ii) Detailed inspection of every un-registered factory found within the purview of the Factories Act will be prepared at the site of inspection and its copy be sent to the Chief Inspector along with copy of the show cause notice sent to the factory owner.
- (iii) The maximum number of workers employed in all shifts on any one day during the preceding year should also be mentioned. The extent of compliance made as directed at the time of the previous inspection will also be intimated to the Chief Inspector of Factories and Boilers and it will be insisted upon the factories owners or manager to submit the compliance report.
While forwarding an inspection report of a factory to the Chief Inspector of Factories and Boilers a short description will be mentioned in the endorsement regarding the improvement done for removing the contraventions mentioned in last inspection report.
- (iv) Record from out station Factories: - DyCIFB/SIFB/IFB will not ask to outstation factories to produce their records in his office for inspection. This can be done only in case of local factories which he has inspected and the records were not made available at the time of inspection. In such case, the concerned officer will prepare a report of inspection of the records.
- (v) Confirming to approved plans: - At the time of inspection the concerned Dy. CIFB/SIFB/IFB will also verify that no extension of factory building has been carried out since his last inspection and this fact should be confirmed in the endorsement made to the Chief Inspector of Factories and Boilers. The management of those factories whose plans have not been got approved from CIFB should be persuaded to get plans approved at the earliest.
- (vi) Reports of all the Factories whether registered or unregistered and whether within or beyond the scope of the provisions of the Factories Act, will be sent to the Chief Inspector of Factories & Boilers. The names of such factories will also be added in the monthly return of inspection under the Factories Act.

- (vii) At the time of inspection of any registered factory it must be ensured that the fee charged for issue of the factory license is correct, according to the horse power installed and maximum number of workers employed in the factory. In case of any discrepancies the fact should be brought to the knowledge of the Chief Inspector of Factories & Boilers immediately.
- (viii) At the time of carrying out of the inspections of the registered factories under Section 2m(i) and (ii), every officer will confirm whether the yearly return has been submitted by the management of the factories or not. In case the returns have not been submitted by the factory management, this fact should be mentioned in the inspection report and necessary action for getting the same from the factory management should be taken. No returns are required to be collected from the factories registered under Section 85.
- (ix) If at all in special circumstance, there arises any necessity for Dy. CIFB/SIFB to inspect a factory or a boiler required to be inspected by IFB, he will after recording reasons, take along with him the concerned IFB of the area in which the factory or boiler to be inspected falls so that effective action may be taken if required, and also the inspection becomes useful & beneficial to the IFB.
- (x) Inspector of Factories & Boilers will be responsible for working of any un-registered factory or boiler in his area. In case of overlapping areas of IFB with Dy. CIFB/SIFB it will be the responsibility of the IFB of the area to see that no un-registered factory or boilers is working in his area except in case of un-registered boilers of the registered factories which are required to be inspected by the Dy. CIFB/SIFB.

In case of unregistered boilers working in the registered factories required to be inspected by DyCIFB/SIFB, the responsibility of taking legal action against these unregistered boilers will be of the concerned Dy. CIFB/SIFB. In case any un-registered factory or boiler is detected by a Dy. CIFB/SIFB in his normal course of inspection, the Dy. IFB/SIFB will not send the notice directly to the factory owner where IFB is working under him. In such case he shall inform the concerned IFB about the name & particulars of such unregistered factory, or boiler detected so that such factories or boiler as the case may be, will be inspected in detail by the concerned IFB who will take effective action for the registration of unregistered factory or the boiler as the case may be.

Factory Inspections: -

S. No.	Nature of Factory	No. of workers employed	Frequency of inspections
1	MAH factories	more than 50	Once in 6 months
2	MAH factories	upto 50	Once in 12 months
3	Factories carrying out Hazardous process	more than 50	Once in 6 months
4	Factories carrying out Hazardous process	upto 50	Once in 12 months
5	Factories carrying out dangerous operations	more than 50	Once in 6 months
6	Factories carrying out dangerous operations	upto 50	Once in 12 months
7	Factories carrying out non-Hazardous process	more than 100	Once in 12 months
8	Factories carrying out non-Hazardous process	51 to 100	Once in 18 months
9	Factories carrying out non-Hazardous process	20 to 50	Once in 24 months
10	Factories carrying out non-Hazardous process	less than 20	Once in 36 months

Inspection of Boilers and Steam Pipeline

(i) All the documents of the boiler shall be submitted online by boiler owner to the Chief Inspector of Factories & Boilers, Jaipur.

The inspection of all the newly installed/established boilers in the State shall be carried out by the officer authorised by the Government/CIFB.

(ii) No provisional order will be issued for a new unregistered boiler without obtaining prior approval of the Chief Inspector of Factories & Boilers regarding maximum working pressure to be allowed.

(iii) DyCIFB/SIFB/IFB will not correspond/communicate with the manufacturer of the boiler directly. Any difficulty or query including non-compliance of the I.B.R. according to the provisions of law arising at the time of inspection should be brought to the knowledge of the CIFB in writing, so that the desired information can be obtained from the manufacturer. In no case the Dy. CIFB/SIFB/IFB will make any direct correspondence with the manufacturer of the boiler within or outside the state without permission of the Chief Inspector of Factories & Boilers.

(iv) Any boiler to which repair orders have been issued by the Chief Inspector cannot be allowed to operate without the permission of the CIFB either at reduced pressure or whatsoever. The inspecting officer will convey their comments along with the recommendations if any to the CIFB so that necessary decision may be taken in case the repairs are required to be postponed.

(v) The annual inspection of the boiler will be carried out within one month of the receipt of the inspection fee.

(vi) During yearly inspections of a boiler, the open inspection of the boiler will be carried out along with hydraulic test.

Unless the condition of the boiler is found satisfactory at the time of open inspection, hydraulic test should not be taken. In case the boiler is found to be in deteriorated condition at the time of open inspection, the hydraulic test pressure may be reasonably reduced. There should not be inordinate delay for the hydraulic test after the open inspection has been carried out unless so desired by the owner/ agent of the boiler in writing.

(vii) If the boiler owner does not apply for renewal after expiry date of certificate, the boiler must be inspected as illegal boiler.

Installation of Steam Pipeline and Repairs to a Boiler

(i) The installation of the steam pipeline will not be allowed to be carried out unless layout drawing for the installation of the same is approved by the Chief Inspector and the certificate of the material to be used are received and submitted to the Chief Inspector of Factories & Boilers for approval. The samples of the material received by any officer will be sent to the Chief Inspector of Factories & Boilers for testing immediately.

(ii) An officer inspecting the installation of the steam pipeline will prepare the inspection report of the installation of the steam pipeline in the prescribed proforma and send the same to Chief Inspector of Factories & Boilers.

(iii) The Dy. CIFB/SIFB/IFB will be responsible for the working of the boilers in their respective jurisdiction according to work distribution order. The Inspecting officer concerned will himself supervise the repairs of the boilers in his jurisdiction according to work distribution order. Whenever the repairs ordered by the CIFB are carried out by the owner/agent of the boilers, it may be confirmed that: -

(a) All repairs to boiler and installation of steam pipeline are got done from an enlisted repairer who can satisfy the CIFB that the supervisory and operational staff employed by him possesses the necessary training and experience for the work undertaken. Therefore, necessary approval shall be got from the Chief Inspector before allowing any repairer to start the work.

(b) All welding has to be carried out by a certified welder holding certificate granted under Chapter XIII. of the I.B.R. 1950.

(c) Dy. CIFB/SIFB/IFB will intimate the date of inspection of boilers/ installation of steam pipeline to management in accordance with EoDB.

(d) The testing of welders to certify him as a welder under chapter XIII of I.B.R. will be carried out by the officers posted in the office of Chief Inspector of Factories & Boilers under the supervision of Chief Inspector of Factories & Boilers. Welders certified by the other State shall not be permitted to work unless the said certificate is endorsed by the Chief Inspector.

(e) The various chemical & physical tests to certify the material under I.B.R. will be carried out by officers posted in the office of CIFB under the supervision of CIFB.

Procedure for Institution of Suits in the Court and Conducting of Court Cases

- (i) No legal proceedings will be instituted in the Court without prior approval of State Government.
- (ii) In case any Inspecting officer (IFB/SIFB/DyCIFB) notices serious violations of law during the inspection of a factory sufficient evidence to sustain legal proceedings should be taken immediately. Accordingly, the draft of the complaint to be put up in the Court should be submitted to the CIFB within one month of the date of inspection for obtaining approval from State Government.
- (iii) No legal action shall be proposed unless a show-cause notice has been served upon the Manager/Occupier of the factory as the case may be against whom the legal action is proposed to be taken.
- (iv) While submitting the draft complaint for approval copies of such show cause notice and other documents like inspection notices and form No.2, should be enclosed and in case reply to the show-cause notice has been received a copy of the same should also be attached.
- (v) In case an IFB detects an unregistered factory covered under the purview of the Factories Act, he shall see that either an application for registration complete in all respect is received or legal action is taken before the expiry of the period of three months from the date of inspection.
- (vi) No legal action for contravention of Sec. 6 of the Factories Act, 1948 will be sanctioned unless the list of workers found working at the time of inspection is prepared and included in the inspection memo and supporting document showing the accused as occupier of the factory is attached.
- (vii) After a complaint has been filed in a court, an officer will make an application to the Collector / Distt. Magistrate of the Distt. requesting him to appoint a public prosecutor for conducting the case in the Court.

In case it is felt by the officer concerned that complaint put up in the Court involves legal complications, he may after seeking approval of the Chief Inspector of Factories and Boilers request the Collector/Distt. Magistrate to appoint a penal lawyer to conduct the case in the Court.

When a Public Prosecutor/Penal Lawyer/Govt. Advocate has been appointed for conducting case in the Court, the concerned officer may make an application before the Court requesting his exemption from being present in the Court on the date of every hearing. However, it shall be the responsibility of every officer to ensure that the cases are conducted properly and not dismissed in default.

The DyCIFB/ SIFB/ IFB will send the bills submitted by the penal lawyers to the CIFB quarterly.

- (viii) Whenever a case has been decided by the Court, the officer concerned shall immediately apply for issual of an attested copy of the judgment and send its copy to the Chief Inspector of Factories and Boilers along with his comments. In case a complaint has been dismissed or the accused has been acquitted, the Dy. CIFB/SIFB/IFB concerned will clearly state whether it is a fit case for making an appeal.
- (ix) The following priority may be given for taking legal action: —
 - (a) Legal action against the managements of those factories who run their factory without prior registration or renewal of factory licence.
 - (b) Legal action against the managements of those factories where the compliance of the safety provisions of Factories Act and Rules made there under, is not made i.e. Chapter IV.
 - (c) Legal action against the management of factories for rest of the provisions of the Factories Act.
- (x) If the Occupier/Manager of the factory applies for registration/ renewal of the factory licence and complies with provisions of Section 6 of the Factories Act, 1948 during process of draft complaint scrutiny, the complaint should not be put up in the Court before written sanction of the state Government has been accorded .Once the State Government sanction is issued, the prosecution has to be filed in the court.
- (xi) While proposing legal action against Occupier/Manager of the State Enterprises or a public sector undertaking it should be clearly mentioned whether the person against whom the legal action has been proposed is a civil servant or not. This fact should be mentioned in covering letter so that in case the Occupier/Manager is a civil servant, necessary permission froth the Government may be obtained before putting the complaint in the Court.
- (xii) The officer who has inspected the factory or investigated an accident shall be the complainant in case legal action is required to be taken and the case will be conducted by the complainant himself.
- (xiii) The proceedings of every date of hearing in Court in respect of every case must be sent to the CIFB informing the next date fixed by the Court.

ACCIDENTS AND INVESTIGATION THEREOF

- (i) Every accident, whether fatal/serious or minor will be investigated by the officer who is responsible for carrying out inspection of the said factory. Accordingly, if legal action. is required to be taken on account of occurrence of any such accident, the officer concerned himself shall put up the complaint in the Court.
- (ii) All the serious or fatal accidents shall be thoroughly investigated by the concerned officer at the earliest and sufficient evidence should be taken in order to arrive at a decision. The detailed investigation report will be submitted to the CIFB with definite conclusion within a period of one month from the date of occurrence of accident. The DyCIFB/SIFB/IFB will convey the conclusion of the investigation and shall clearly mention whether the accident occurred due to any contravention of the Factories Act or not and the remedies suggested in order to avoid similar type of accident in future.
- (iii) In case any written information regarding serious or fatal accident occurred in the factories required to be inspected by Dy. CIFB/SIFB is received in the office of an IFB, the same shall immediately be forwarded to the DyCIFB/SIFB concerned and vice-versa.

RENEWAL OF LICENCES

- (i) The renewal of all the factories' licences will be done online by the DyCIFBs as defined in Chapter 2. In cases of amendment in the licences, all applications should be forwarded to the CIFB for further necessary action.
- (ii) The detailed instructions and guidelines given by the Chief Inspector from time to time regarding the procedure to be adopted for the renewal of licences will be strictly followed by DyCIFBs.

CHAPTER-8

Functions of Accounts Section

To assist the department in the matter of proper maintenance of departmental accounts and rendition of these accounts and other returns of the accounts and other quarters, the accounts wing in the Head office has been organised under overall supervision and control of the Senior Accounts Officer/ Assistant Account Officer. The main object of this wing is to assist the Head of the Department in attaining a reasonable high standard of financial administration so that financial regularity may be secured all-round by enforcing implicit observance of rules and orders relating to financial procedure and propriety and to insure that the accounts of the department are maintained efficiently.

The main functions of the accounts wing are:

1. Fixation of pay.
2. Internal audit of offices under the control of the Head of department in respect of department revenue/receipt and expenditure.
3. With the Support of Head of office/Drawing Disbursing Officer Disposal of inspection reports, draft Para's, public accounts matter and O.B. items. This includes timely compliance of audit inspection reports, clearance of O.B. items and prompt disposal of audit Para's.
4. Budgeting: —
 - (i) To get the Budget estimates. of revenue and expenditure and performance budget prepared in time and to scrutinize proposals for new expenditure.
 - (ii) Online Allotment of funds and control of expenditure,
 - (iii) preparation of supplementary grant, re-appropriation and statement of saving and excess if any
 - (iv) Timely reconciliation of expenditure with A. G, office.
5. To tender advice in matter of purchase of stores and establishment matters like leave, pension etc.
6. To watch timely recovery of Govt. Dues/Loans. The Senior Accounts officer/ Assistant Accounts Officer shall record his comments, views opinion on matters concerning Finance, Accounts, Establishment etc. direct to the Head of Department and shall be completely independent in discharge of his functions. He shall function under the direct control of the Head of the Department. He should be consulted in matters connected with transfers, posting and allocation of duties of staff working in Accounts' section of his own office as well in the offices subordinate to the Head of the Department. He shall be treated as representative of the Finance Department and his advice should be obtained in matters relating to Finance and Accounts, the operation of the financial rules, enforcing economy, realisation of Government dues, as per Head of Department's direction disbursement, purchase of stores etc. in order to avoid any financial irregularities.

The Senior Accounts Officer/ Assistant Accounts Officer shall coordinate with the Administration for timely recoveries of Government dues/loans and to bring reasons for delay to the notice of Head of the Department, to render the quarterly returns of Government dues/loans to the Government, for preparation of budget estimates of revenue and receipts for conduct of internal audit and disposal of inspection reports, drafts Para's and public accounts matters. The Senior Accounts Officer/ Assistant Accounts Officer will carry out fixation of pay, budgeting, disposal settlement of audit objection and maintenance of accounts. He is also required to assist the Senior Inspector of Factories & Boilers (Administration) in matters of purchase of stores etc. The duties and responsibilities of Senior Accounts Officer/ Assistant Accounts Officer is as prescribed in Appendix IV & V of G.F.&A.R.

Receipt of the Factories & Boilers Inspection Department: -

1. Revenue:

The revenue of the Factories and Boilers Inspection Department is collected under the Factories Act, 1948 and Rajasthan Factories **Rules**, 1951, Boilers Act. 1923 and Boilers Rules 1954, Indian Boiler Regulations, 1950, Boiler Attendant Rules, 2011 and Boiler Operation Engineers Rules, 2011.

2. Receipt Head:

The revenue of the Department is credited in the Government Treasury through Online Challan.

1.	Fees for the inspection of Steam Boilers, Boilers attendant's examination fee etc	0230	श्रम तथा रोजगार
		-00-	
		-103-	वाष्प बॉयलरों के निरीक्षण के लिये शुल्क
		-00-	
		-00-	
2.	Factory registration & Renewal	0230	श्रम तथा रोजगार
		-00-	
		-104-	फैक्ट्री अधिनियम के अंतर्गत उगाहा गया शुल्क
		-00-	
		-00-	

3.	Other Miscellaneous receipts.	0070-	अन्य प्रशासनिक सेवायें
		-60-	अन्य सेवायें
		-800-	अन्य प्राप्तियां
		-00-	
		-00-	

3. Receipts:

The Department have a computer cell along with qualified I.T Experts for maintaining all the receipts record which is deposited by the applicant through e-mitra / e-grass.

4. Expenditure:

The Chief Inspector of Factories & Boilers is the controlling authority in respect of grants under following heads: -

2230	श्रम एवं रोजगार
01	श्रम
102	कार्य की परिस्थितियां तथा सुरक्षा
02	निर्माणियों के निरीक्षक (राज्य निधि)
01	निर्माणियों के निरीक्षक (राज्य निधि)
2230	श्रम एवं रोजगार
01	श्रम
796	जन जाति कल्याण निधि
02	निर्माणियों के निरीक्षक (राज्य निधि)
00	निर्माणियों के निरीक्षक (राज्य निधि)

The following officers of the department are the disbursing officers for the funds placed at their disposal: -

1. Dy. Chief Inspector of Factories and Boilers.
2. Sr. Inspector of Factories and Boilers.
3. Sr. Inspector of Factories and Boilers (Admn.)
4. Inspector of Factories and Boilers.

All the bills are prepared through pay manger and payments are made though E.C.S. by Treasury.

5. Reconciliation of Expenditure:

All drawing and disbursing officers shall submit the monthly expenditure statements in prescribed proforma to Head office. Expenditure of each office is reconciled with Treasury.

In case of any difference, same shall be conveyed to concerned officer for clarification. On receipt of clarification, transfer entry will be given to Accountant General through concerned Treasury.

6. Refund of Amount:

All refund bills shall be prepared, checked and passed by the Accounts Section.

7. Payment of Advocate Bills:

Bills received from the advocate towards the fee for conducting the court cases shall be checked and verified by the legal cell and passed by the Head office.

8. Counter signature of T.A./Medical Bills:

The Travelling allowance/medical bills of all the officers are countersigned at Head office. These bills should be checked by the Accountant before countersignature of controlling officer. All time-barred claims shall be pre checked by the Accountant/AAO

9. Recovery of pending Revenue:

For recovery of the pending departmental revenue, all officers of the department shall take effective steps. In case where the outstandings are due to closure of the factories, the recoveries are made under the P.D.R. Act. For recovery under PDR Act, all relevant papers are submitted to the Collector of the concerned district. Concerned officers of the department shall pursue the cases under PDR Act. In case where outstandings are against the owner of running units, after inspection a show-cause notice shall be issued to the factory owner for depositing the fee. In case of default, legal action shall be taken against the factory owner.

10. Internal Check:

As per rules of G.F. & A.R. every controlling officer must satisfy himself not only that an adequate machinery exist within the departmental organisation for systematic internal checks calculated to prevent and detect errors and irregularities in financial proceedings of his subordinate offices and to guard against waste and loss of public money and store, but also that the resorbed checks are effectively applied. In order to achieve this object, internal check parties have been provided in the department to check the accounts and give necessary guidance for avoidance and settlement of irregularities therefore the

internal check parties shall regularise things on the spot, correct procedural defect and get the various registers, records and service book duly completed under their guidance. The party will give constructive guidance to the staff working in the subordinate offices. Duties of the parties are as under: -

1. Inspection of the prescribed accounts procedure.
2. Ensuring compliance of the suggestions given by the Accountant General and settlement of objections.
3. Emphasizing the timely submissions of correct statement/return of receipt.
4. Securing implementation of recommendation of public accounts committee and,
5. To guide the staff engaged on the job and ensure their efficiency.

STORES

In the purchases, use and handling of stores, the departmental officers shall be guided by the rules and instructions laid down in RTPP ACT 2012 RTPP Rules 2013 and as per G.F.& A.R. Rules. These rules are, also available on Finance Department, Government of Rajasthan website (Finance.Raj.gov.in.)

- (a) The purchase must be made in the most economical manner in accordance with the definite requirements of the office.
- (b) Separate Account shall be kept for: -
 - (i) Dead stock such as plant, machinery, Furniture etc.
 - (ii) Other stores-

An inventory of the dead stock shall be maintained in prescribed form. The inventory shall be priced whenever the items have to enter into the book account maintained for government commercial undertakings.
 - (iii) The inventory shall be maintained at the site of the dead stock.
 - (iv) The inventory shall be checked by an officer duly authorised by Chief Inspector of Factories & Boilers.
 - (v) Articles of dead stock shall be verified at least once a year and the result of verification recorded inventory.
- (c) The stores shall be physically verified at least once in very year by an officer duly authorised by the Chief Inspector of Factories & Boilers, subject to the condition that the verification is not entrusted to a person who is the custodian, the Ledger keeper or the Accountant of the Store, or who is not conversant with the nomenclature and technique of particular classed of stores.
- (d) If there is any loss of stores, the losses shall be duly enquired into by the officer In- charge of the store and responsibility fixed.
- (e) Stores which are reported to be obsolete, surplus or unserviceable may be disposed off by sale or otherwise under the orders of the

competent authority. For declaring any stores unserviceable full reasons for condemning them and how the condemned stores shall be disposed off, should be given. The unserviceable stores shall be disposed off and losses written off in accordance with instructions given in GF&AR.

1. **Financial Powers:**

The financial powers have been delegated to the Head of departments other than Class I and Head of Offices in GF&AR. (Delegation of Finance Powers).

2. **Settlement of Inspection reports of A.G:**

All Head of offices shall pay personal attention to the settlement of all the outstanding Para's.

Inspection Reports:

- (1) During the course of local inspection, the audit staff issue 'memos' calling for some information from the departmental officers, It should be ensured that replies to the 'memos' are issued promptly and that replies are correct with reference to the records so that at a later stage, the accuracy of the figures and statements of facts contained in the inspection report are not called to question. To ensure this, it is necessary that replies to the 'memos' are furnished only after approval by the appropriate authority.
- (2) Before finalising the inspection report, the officer in charge of the Audit party discusses the report with the department officer concerned. This opportunity should be taken advantage of, to see whether all relevant material has been made available to audit to enable it to bring out full facts of each case in the inspection report, so that at a later stage no dispute regarding the facts reported by Audit may arise.
- (3) As soon as the discussions are over, action to rectify the irregularities, defects, omissions etc., which came to light during the course of audit, should be initiated with-out waiting for the receipt of the inspection report from the office of the Accountant General. Particular attention shall be made to persisting irregularities, such a step will beside be helping timely rectification of defects enable early disposal of inspection report. For example, if during the course of local audit, it is discovered that a sanction issued by a departmental officer is in excess of powers delegated to him, steps can be taken immediately to get the irregularity regularised, or if any defalcation, loss or embezzlement, is established, action should immediately be taken to recover loss and institute disciplinary proceeding against the main delinquent and those responsible for supervisory/contributory negligence under the C.C.A. Rules or any other law in force at that time.
- (4) As soon as an inspection report is received from the A.G.'s office, it should be

entered in a register maintained in the prescribed preform.

- (5) This register should also be reviewed critically and carefully once in a month by the concerned officers in the same manner as the register of Audit objections, the object of the review being timely expeditious clearance of objections.

Important irregularities involving losses, infructuous avoidable expenditure, over-payments and other instance of serious financial improprieties noticed during local audit/inspection are reported simultaneously to the Head of the Department/Government. Such Para's shall receive prompt and serious consideration, action shall also be taken to ascertain the factual position of the cases, get the comments of the subordinate office and send timely replies to the Accountant General wherever the irregularities established enquires shall be instituted to ascertain the Bona fide of the action and further steps taken.

The normal time limit for sending first reply through the next high authority is one month. This time limit should be strictly adhered to. Even if final replies to some of the Para's (included) in the inspection report cannot be furnished to A.G. within the time limit, the first replies to the inspection report shall not be delayed on that account. In respect of these Para's whose first reply cannot be given in time; an interim reply may be given indicating the action taken to rectify the defects pointed out. Here again, the Head of the office/Department shall ensure that the replies given are complete and factually correct and that proper steps have been taken to avoid recurrence of such defects in future.

Reminders received from the office of the Accountant General on the compliance reports shall also receive prompt attention; it may be ensured that replies to reminders and further observations are also issued within a fortnight of their receipt.

"All the rules and orders are available on finance department website Finance.Rajasthan.gov.in."

Chapter 9

LIBRARY, RECORD ROOM & STORE

LIBRARY

The Department has library which has sufficient number of books mainly related to labour laws, technical reference books, periodicals, etc. The main object is to provide full and latest technical information and guidance to the officers of the Department. The central library is located at Jaipur while the subordinate offices of the Department also maintain reference books, periodicals etc.

The library is maintained by the Librarian. The Librarian shall perform following duties: -

1. Classification of literature received in the Library.
2. Distribution of books & periodicals etc. to the subordinate offices.
3. Preservation of various types of literature received in the library.
4. Clipping of important news articles from newspapers.
5. Issue & receipt of books etc., and its related record.
6. Other related work.

RECORD ROOM

The Department has Record Room for managing and maintaining old and current records. It has set procedure for transferring records to and retrieving records from the records room once they are no longer in current use.

The essential functions of a records office are to: -

- receive and record all files.
- list and index the files.
- build up and control all officially registered files and other documentation, so that they can be produced quickly by means of effective indexing, classification and tracking procedures.
- know the location of all registered files
- review and dispose of all outdated files or other records in accordance with retention periods as per norms.

Record of different sections are kept as follows:

1. Record of Accounts and Establishment section are maintained year wise.
2. Record of Statistics section is maintained year wise and serial wise.
3. Record of Boiler section is maintained according to registration No.
4. Record of Drawing section is maintained district wise.

5. Record of Registration & Renewal section is maintained according to registration No.
6. Record of Legal section is year wise. Cases of Hon'ble Supreme Court and High Court are kept according to case No.

The Record Room is maintained by the Librarian.

STORE

The Department has a store for the purpose of storage of permanent and temporary articles used in the Department. The Store is under the control of Storekeeper.

The Storekeeper performs following work viz.,

1. To purchase materials ordered by the Head of Office.
2. To ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
3. To categorize the materials category wise and stock in the appropriate locations.
4. To take appropriate action for care and preservation of the materials.
5. Yearly physical stock verification and ensure correctness of stock at all times.
6. To maintain the neatness and tidiness of store.
7. To issue materials to the subordinate offices of the departments as per the indents.
8. To pass the bills of the materials received from vendor and send it to Accounts department for payment.
9. To carry out periodical condemnation board for the unserviceable materials.
10. To take action for disposal of scraps materials as per the procedure.
11. To maintain all the documents up to date.
12. To attend audit by the auditors.
13. To maintain records of purchase of permanent and temporary articles, Office maintenance, Government printing press, Computer maintenance, appointment of security guard, work done by PWD and Government Vehicle.
14. Maintenance of Office Building through PWD

CHAPTER 10

INSPECTION OF OFFICES

Regular and timely inspections of the various offices go a long way in improving the working of state of affairs in each unit and to ensure that the procedure prescribed and instructions issued from time to time are followed uniformly and intelligently. This also helps in assessing the attention paid to the quality of work done by officers and staff in discharging of their duties and also to test their capabilities and merits.

Each unit should be inspected at least once in a year. At the time of inspections, all aspects of work should be scrutinized in detail and it should be ensured that the lacunas pointed out in the previous inspection are rectified.

Inspection Report

The inspection reports should be submitted in the prescribed proforma.

Surprise Inspection

In addition to regular inspection, there should also be surprise inspection by the officers concerned so that the actual working of the office, maintenance of the records can be properly assessed.

Government of Rajasthan
Factories & Boilers Inspection Department
Office Inspection Proforma

1 (a) Name of the office Inspected (b) Date of Inspection	
2. Last Inspection Name of officer and Date	
3. Whether compliance made in full as regards points raised in the last inspection note	
4 (a) Whether the building is of State or rented (b) If it is rented whether rent is paid regularly in accordance with the fair rent	
5. No. of factories: (a) Registered (b) Licenses renewed (c) Licenses not renewed (d) Closed Total	
6.. No. of Boilers: (a) Registered (b) Licenses renewed (c) Licenses not renewed (d) Closed Total	
7. (a) Application pending for Registration (b) Application pending for Renewal	

<p>8. Register of Boilers in Form No. 'A'</p> <ol style="list-style-type: none"> Whether maintained up to date and entries made properly No. of registered boilers No. of registered working boilers No. of unregistered working boilers Whether Inspection /Certification of boilers is done on due dates No. of boilers un-inspected / uncertified after due period. Whether boiler remained closed during uncertified period Whether all the boilers have qualified boiler attendants. If not give Nos. Action taken against such boilers having no attendant or qualified attendants. Whether certificates are issued in time. No. of boilers whose repairing was ordered during the year. 	
<p>9. Register of Accidents of boilers.</p> <p>(a) No. of accidents during the year</p> <p>(b) No. of prosecution launched</p> <p>(c) Cases pending in the court</p>	
<p>10. Register of Registered factories</p> <p>Whether all particulars regarding No. of workers / No. of H.P / Names of Owners / Partners are properly entered in the Register.</p>	
<p>11. Register of un-registered factories</p> <p>Action taken against the un-registered factories who have not applied for registration.</p>	

12. (a) Whether all investigations are made in time (b) Whether all prosecutions launched in time (c) Cases pending in the Court	
13.(a) Tour Programme being submitted for approval at Head Office. (b) Tours and Inspections uploaded on Rajasthan Sampark Portal.	
14. Register for Prosecutions.	
(a) Cases pending at the beginning of the year	
(b) Cases launched during the year	
(c) Cases decided during the year.	
(d) Cases pending at last	
15. Register of Complaints (a) No. of complaints received (b) No. of complaints decided by the regional officer (c) Complaints decided by C.I.F.B. (d) Complaints pending	
16. Major Accident Hazard (MAH) Installation	
Name of MAH unit	
Notification of site submitted	
Safety Audit Report submitted	
Health & Safety Policy submitted	
Status of Mock drills.	
On-site emergency plan	

Monitoring of work environment	
Medical examination of workers	
Inspection	
Hazop study	
17. Right to Information Act 2005	
(a) No. of applications pending at the beginning of the year	
(b) No. of applications received during the year	
(c) No. of application disposed off during the year	
(d) No. of applications pending at the end of the year.	
18. Status of Compliances of EoDB directions.	
19. Audit Paras	
(a) Pending AG paras	
(b) Internal audit paras	
(c) Physical verification paras	
20. Any other important point & directions at the time of inspection.	

Signature
Name & Designation of the
Concerned Officer

Signature
Inspecting Officer

CHAPTER 11

Retention of files & Registers

Files & Registers maintained in the department shall be prescribed for the period mentioned in the schedule given below. After the expiry of the period, the files & register may be weeded out or destroyed.

SCHEDULE

1. Establishment:
 - (a) Recruitment & Service Matters.
 - (b) Training & Examinations.
 - (c) Staff Welfare.
2. Complaints, Enquiries & Disputes.
3. Reports, Meetings & Conferences.
4. Assembly.
5. Miscellaneous
6. Accounts.
 - (a) Budget Estimates.
 - (b) Accounts.
 - (c) Contracts & Agreements.
 - (d) Insurance & provident Fund.
 - (e) Nominations.
 - (f) Pension.
 - (g) Stores.
 - (h) Library,
 - (i) Works.
7. Registration & renewal.

Description of record.

Main Head	Sub-head	Retention Period	Remarks
1. Establishment			
A. Recruitment & Service matters			
	Continuance/abolition/ revival of posts	5 Years	
	Conversion of temporary posts into permanent one	5 Years	

	Creation of posts.	10	
	Upgrading of posts	10	
	Annual Estimates of Vacancies	2	
	Recruitment through Employment Exchange/ Open market	5	
	Recruitment through RPSC-including requisition for recruitment & recommendation of RPSC	10	
	Relaxation of qualification for recruitment	Permanent	Archives. Department may be consulted
	Relaxation of age in Appointment	5	
	Appointment of dependents of deceased employees	10	
	No objection certificate	1	
	Employment priorities & maintenance of Roaster	5	
	Return regarding appointment & promotions made without consultation with RPSC	1	
	Apprentice Employment	5	
	Advertisement reg. posts	5	
	Civil list, gradation/seniority list	3	
	Posting & Transfer	1	
	Promotions & Reversions	5	
	Resignations	1	
	Deputation of Officers	3	
	Re-employment	1	
	Representations	5	

	Grant of merit pay/awards/Honorarium.	3	Archives Deptt. may be consulted
	Personal files	Permanent	
	Engagement of casual labour	3	
	Leave A/C	3	
	Casual Leave A/C	Each year	
	Matters relating to screening of officers under rule 244 of RSR	5 Years	
	Allotment of residential accommodation	10 Years	
B. Training & Examinations			
	Training		
	(a) Within India	1 Year	
	(b) Within State	1 Year	
	(c) Within Department	1 Year	
	(d) Abroad.	1 Year	
	Departmental Examinations		Archives Deptt. may be consulted
	(a) Framing of Rules	Permanent	
	(b) Holding of examinations & results	5 Years	
	Permission for further studies		
	(a) Rules/Orders/ Instructions	Permanent	Archives Deptt. may be consulted
	(b) Permission	3 Years	
C. Staff Welfare			
	Staff welfare	Permanent	Archives Deptt. may be consulted
	(i) Staff Union/Association		

	(a) Recognition	Permanent	Archives Deptt. may be consulted
	(b) Representation	3 Years	
	(ii) Suggestion scheme		
	(a) General aspects.	Permanent	Archives Deptt. may be consulted
	(b) Suggestions.		
	(i) Those accepted and rewarded	3 Years	
	(ii) Those not accepted		
2. Complaints enquiries & Disputes			
	Complaints	10 Years	
	Anonymous	Each Year	
	Preliminary Enquiries	3 Years	
	Departmental Enquiries	5 Years	
	Review & Appeals	5 Years	
	Cases against Govt. Servants for action in official capacity	5 Years	
	Notices under Section 80 C.P.C	5 Years	
	Appointment of officer In-charge in Civil Suits/Writs/Petition/Appeals	2 Years	
	Arbitration & Litigation cases	3 Years	
	Civil Suits against the Government	5 Years	
3. Reports & meetings			
	Annual Administration Report	1 Year	Archives Deptt. may be consulted

	(i) Tour & Inspection		
	(a) Govt. Rules, orders	Permanent	
	(b) Inspection reports of Deptt. offices	3 Years	
	(c) Misc. files of Tour programme. PAC reports	2 Years	Archives Deptt. may be consulted
	Estimate Committee Report	5 Years	Archives Deptt. may be consulted
	Study Reports	3 Years	Archives Deptt. may be consulted
	Committees/Commissioner of enquiry	Permanent	Archives Deptt. may be consulted
	(ii) Notices, agenda and proceedings of Inter Departmental meetings	Appropriate period to be prescribed by the Deptt.	
	(a) Committees at State level	5 Years	
	(b) Committees at Distt	5 Years	
	(c) Specific Committees of the Department	5 Years	
	(d) Recommendation & Decision	Permanent	Archives Deptt. may be consulted
	Seminar & Conferences		
	Arrangement for meeting and Conferences	3 Years	
	Decision & Implementation	Permanent	Archives Deptt. may be consulted
4	Assembly general Aspects		

	Assurances and undertakings	Permanent	
	Cut motions, resolutions, calling attention notices	5 Years	
	Assembly Questions Assembly		
	(a) Admitted and answered/ discussed	3 Years	
	(b) Disallowed, lapsed or withdrawn	--	
5	Miscellaneous		
	Office accommodation	Permanent	
	Cooperative Societies		
	(a) Rules/Byelaws	Permanent	Archives Deptt. may be consulted
	(b) Others	3 Years	
	Maintenance of Office equipments like typewriters, duplicating machines	5 Years	Archives Deptt. may be consulted
	Donations	Permanent	Archives Deptt. may be consulted
	Registers of Service matters		
	Service Book/Roll	5 Years	
	Register of Service Book	Permanent	
	Performance Appraisal Reports	5 Years	
	Register of watching receipts & disposal of C/R.	Permanent	
	Charge reports (copies)	3 Years	
	Leave Account.	5 Years	

	Casual Leave Alc.	1 Years	
	Establishment Register	Permanent	
	Periodical increment certificates	1 Years	
	Register of pay increments	Permanent	
	History of services	Permanent	
	REGISTER MISC		
	Dealing clerks diary	1 Years	
	Reminders clerk diary	1 Year	
	File Register	Permanent	
	Receipt Register	5 Years	
	Dispatch	5 Years	
	Attendance Register	5 Years	
	Peon Book	5 Years	
	File movement register	5 Years	

Major Head	G. A. Form No	Sub. Head	Retention period	Remarks
6. Accounts	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11	(a) Budget Estimates Form relating to Budget Estimates	5 Years	
	18	Slip to Accountancy	1 Year	
	19	Register showing expenses by Heads of A/C	3 Years	
	21	Broad sheet for watching Receipts of A/cs from Disbursing Officers	1 Year	

	22 & 23	Comparative & Reconciliation Sheets, Statement of Reconciliation of Accounts.	1 Year	
	25 & 26	Preliminary/ Final Statement of Anticipated Excess & Savings	1 Year	
	27	Monthly statement of Liabilities & commitments.	1 Year	
	29	Application & sanction & Re appropriation of funds.	1 Year	
	30 & 31	Supplementary estimates / Advance out of Contingency fund	1 Year	
		Appropriating accounts	5 Years	After meeting of PAC held and matter settled
		(b) Accounts		
		Registers. Bills and Statements		
	49 & 50	Cash Book	10 Years	
	59	Bill Register	3 Years	
	60	Register of Retrenchment	1 Years	
	61	Register of Special Recoveries.	1 Year	
	73	Register of pay & Allowance drawn by	Permanent	

		Gazetted officers		
	70, 71, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 91, 100, 101, 139	Salary Bills & Acquittance Rolls, L.P.C. (with schedules)	Permanent	
	89	No Demand Certificate	1 Year	
	90	Absentee Statement	1 Year	
	72, 94, 95, 96, 97	T.A. Bills	10 Year	
	98	T.A. Bill Register	3 Years	
	99	Register of T.A. Claims submitted for countersignature to controlling authority	3 Years	
	102	Register of undisbursed pay & Allowances	1 Year	
	104	Register of contingent charges	3 Years	
	105	Register of D.C. Bills of contingent charges	3 Years	
	106	Advice for contingent Bills Cheques	1 Year	
	107, 108, 109, 110, 111, 112, 113, 117, 118, 119, 120, 121, 125, 154, 164, 172, 189	Contingent bills and other bills/vouchers Acknowledgements (those retained in the office.)	3 Years	

	114	Stock Register of service Stamps used and Register showing Service Postage Stamps	1 Year	
	115	Register showing service Stamps used and their balance in hand	1 Year	
	117	Detailed disbursement A/C of Permanent Advances.	Permanent	
	157, 158	Application for Advance for purchase of conveyance, House Building etc	3 Years	
	173	Register for watching encashment of bills	3 Years	
	163	Register of defalcation cases	3 Years	
	185, 186, 188	Register of loans and Advances and Statements	Permanent	
	187	Register of irrecoverable Advances Written Off	5 Years	
		Bill Transit Register	1 Year	
		Register of Honorarium	3 Years	
FILES				
		Sanctions	5 Years	Permanent sanction to be retained)

		Circulars/ Amendments issued by the Government (Finance Department etc.)	Permanent	
		Office orders issued by Head of Department / Head of office	Permanent	
		Declaration of Officers as Head of Deptt	Permanent	
		Declaration of Officers as Drawing and Disbursing Officer	3 Years	
		Loans and Advances	5 Years	After the clearance of advances
		Audit Reports	5 Years	After the objections settled
		Internal Check	5 Years	After the objections settled
		Inspection Reports of A. G	5 Years	After the objections settled
		Audit by Chief Accounts officer	5 Years	After the objections settled
		Audit objections 6 months old	3 Years	After the objections settled
		O.B. Items	3 Years	After the objections

				settled
		Transfer of compulsory Deposit	10 Years	After final repayment
		Refund of compulsory Deposit	5 Years	After repayment
		Income Tax Statement	1 Years	
		Shortages/Frauds/Embezzlement	5 Years	After closure of case
		Pre-audit-sanction for investigations of claims	5 Years	
		Draft paras	5 Years	After PAC meeting & objection settled
		Delegation of Powers		
		(a) Orders	Permanent	
		(b) Misc. correspondence	5 Years	
		No due certificates	5 Years	
		Remission/Refund	5 Years	
		Grant in aid.		
		(a) Rules.	Permanent	
		(b) Sanctions.	3 Years	
		Claims of deceased Govt. Servant.	5 Years	

		Court attachment	5 Years	
(C) Contracts and Agreements				
	63, 64, 65, 175, 176, 177, 173, 179, 180, 181, 182, 183, 184	Bonds/Agreements/ Deeds etc. (including, Indemnity bonds) of Contractors/Suppliers	5 Years	After the contract is completed & in case of audit objections raised settled. Settlement of last claim.
		Indemnity Bonds received from Govt. servants.	5 Years	After the payment of arears
		Interpretation of contracts documents.	Permanent	
(d) Insurance & Provident Fund				
	165, 166, 167, 170	Declaration of First Insurance, Further insurance (copies), Insurance Loans Maturity of claims	5 Years	
(e) Nominations				
	123, 124, 126, 127, 128, 129, 130, 168, 169	Nomination of all kinds (Pension, GPF etc.)	5 Years	After payment of claim
(f) Pension				
	131, 132, 133, 134, 135, 136, 145, 146, 148	Applications for pension/ Declaration by the	5 Years	After retirement

		Pensioners Report of Medical Board etc.		
	140, 141, 142, 143, 144, 147, 174	Certificate regarding Pensions & other papers in respect of pension & monthly statements thereof.	5 Years	After retirement
	152	Register showing receipt & disposal of application for pension	5 Years	After retirement
(g) Stores Registers etc.				
	161	Stationery Register/ Consumable stock Register	1 Year	
	162	Dead stock Register/Register of Tender/Earnest money/ Register of Railway receipt.	Permanent	
		Transport/Register of Tender forms	1 Year	
		Register of unserviceable/ obsolete Articles	3 Years	After disposal of items by auction or otherwise
		Survey Report.	3 Years	
		Sale Account.	3 Years	
		Indents (copies)	3 Years	
		Purchases.	3 Years	
		Reports and Maintenance.	3 Years	
		Auction.	3 Years	
		Transfer	3 Years	

		Written off.	3 Years	
		Physical Verification.	3 Years	
		Refund of Security Deposit	3 Years	
(h) <u>Library (Registers etc.)</u>				
		Accession Register)	Permanent	
		Attendance register of newspapers etc	3 Years	After Audit
<u>Files</u>				
		Purchases	3 Years	
		Maintenance	1 Year	
		Physical Verification	3 Years	
		Shortage/Auction	3 Years	
		Subscription	3 Years	
		Bills, Acts, Ordinances	Permanent	
		Rules, Regulations, Codes and Manuals	Permanent	
Registration and Renewal				
		(a) Master Registers.	Permanent	
		(b) Register of registered factories	5 Years	
		(c) Register of unregistered factories	5 Years	
		(d) Factory licence office copies	5 Years	
		(e) M. I. Book of boilers & Economizers	Permanent	
		(f) Boilers & Economizers (Running File)	5 Years	

		(g) Boilers and Economizers (Transferred)	3 Years	
		(h) Register of registered boilers and Economizers	Permanent	
		(i) Register of Transferred boilers and Economizers	Permanent	
		(l) Accident reports and their enquiry reports	5 Years	

CHAPTER 12

General Instructions and Inspection Procedures for MAH/Hazardous/Dangerous operation involving industries.

The Factories Act, 1948, was amended from time to time to strengthen the legal frame work for regulating the hazardous processes and stipulating important control measures in MAH/Hazardous/Dangerous operations involving Industries identified as per RCIMAH Rules, 1991, Section 2cb & Section 87 of Factories Act. 1948. The Act has provided specifically the safeguards to be adopted in the use & handling of hazardous substances & laying down the emergency standards & control measures. General duties have been cast upon the occupier to declare written safety & health policy with respect to the health & safety of the workers.

In order to achieve better results and strict enforcement of these provisions, general instructions and inspection procedure for inspection of factories involving hazardous process are mentioned below: -

- All the Officers will identify new MAH/ Hazardous/Dangerous operations involving factories as soon as it is established in their jurisdiction.
- All the Officers after identification of MAH/ Hazardous/Dangerous operations involving factories will categories such factories as follows: -
 - (i) Where plan for on-site and off- site (both) emergency control measures are required.
 - (ii) Where only plan for on-site emergency control measures is required, and
 - (iii) Where eventuality of on-site and off-site emergency does not exist but only health hazard is existing.
- All the officers will collect Chemical data Sheet from the factories where on-site and off-site emergency exist.
- All the officers will check the report submitted by the factory management and will convey suggestions.
- All the officers will guide and assist to District Collector for preparation of off-site emergency plan and shall submit the same to the head office after approval of District collector.

"Plan has been studied from all angles, each and every contingency has been anticipated. Risk assessment is quite reasonable and all on-site/Off-Site

Preventive and control measures provided inside factory have been checked and verified.”

- (1) All the officers will verify at the time of inspection.
 - (2) All the eventualities of on-site and offsite emergencies.
 - (3) Maximum storage of hazardous chemicals.
 - (4) Rehearsals of emergency plan.
 - (5) Use of new hazardous chemicals not informed earlier by the management or change in manufacturing process
- All the information mentioned above in clause 1 to 5 shall be forwarded to Head Office immediately.
 - Priority to factory inspection should be given as follows: -
 - M.A.H. Factories.
 - Hazardous Process.
 - Dangerous Operation.
 - Priority to provisions of Factories Act, 1948 & Rajasthan Factories Rules, 1951 should be given as follows: -
 - Safety provisions
 - Health provisions
 - Welfare provisions
 - Others provisions
 - Inspection should be carried out as per check list.