

RTI MANUAL
UNDER
SECTION 4 OF THE RTI ACT, 2005

**DIRECTORATE GENERAL FACTORY
ADVICE SERVICE & LABOUR INSTITUTES
(DGFASLI)**

**MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA**

(February, 2023)

CONTENT

Sr. No.	Title of the Chapter	Page no.
1.	Particulars of DGFASLI Organisation - its function & duties	1
2.	Powers and duties of the Officers and Employees	14
3.	Procedure followed in the decision making process including channels of supervision and accountability	38
4.	Norms set by DGFASLI for discharge of its functions	39
5.	The rules, regulations, instructions, manuals and records held by DGFASLI and used by its Employees for discharging its functions	44
6.	Record management/Record Retention Schedule followed by DGFASLI	185
7.	Directory of DGFASLI officers and employees	191
8.	Monthly remuneration of Officers and Employees, including system of compensation	200
9.	Particulars of budget allocation to Labour Institutes and Inspectorate of Dock Safety, including details of the plans, proposed expenditure and reports on disbursements made	203
10.	Particulars of concessions, permits and authorization granted by DGFASLI	207
11.	Information available in electronic form	277
12.	Particulars of Central Public Information Officers (CPIOs), Alternate Central Public Information Officers (ACPIOs) and Appellate Authorities (AAs) of DGFASLI	284
13.	DGFASLI Recruitment Rules	289
14.	DGFASLI transfer policy	328

Particulars of DGFASLI Organisation – It's function & duties

The Directorate General of Factory Advice Service & Labour Institutes (DGFASLI), formerly known as Chief Adviser of Factories, was set up in 1945 in Delhi, with the objective of advising the Central and State Governments on administration of the Factories Act, 1948 and liaising with factories inspection services in the States. The office was subsequently shifted to Mumbai in 1966.

DGFASLI achieved significant importance as an attached office of the Ministry of Labour, Government of India serving as a technical arm to assist the Ministry in formulation of national policies on Occupational Safety and Health (OSH) in Factories and Docks.

The Dock Workers (Safety, Health and Welfare) Act, 1986 and the Regulations, 1990 provide for Safety, Health and Welfare of dock workers. These are enforced by the DGFASLI through the Inspectorates of Dock Safety set up in all the major ports in India.

DGFASLI organisation comprises of the headquarters, the 5 Labour Institutes and 11 Inspectorates of Dock Safety.

- Headquarter situated in Mumbai.
- Central Labour Institute in Mumbai.
- Regional Labour Institutes in Chennai, Faridabad, Kanpur and Kolkata.
- Inspectorates of Dock Safety at Mumbai, Kolkata, Chennai, Kandla, Mormugao, Tuticorin, New Mangalore, Cochin, Visakhapatnam, Paradip and Jawaharlal Nehru Port.

In 1959, the Central Labour Institute, Mumbai was established under UNDP Project as a socio-economic laboratory and as a national institute dealing with scientific study of all human aspects of industrial development. Subsequently, Regional Labour Institutes are the scale down version of CLI and were established at Kolkata, Kanpur, Chennai and Faridabad to serve as Regional Centres.

The Labour Institutes are fully equipped with necessary laboratory facilities for conducting studies and surveys in the field of safety and health. The Institutes are also having conference facilities fully supported with modern audio-visual equipment. Industrial Safety, Health and Welfare Centers are also established at these Labour Institutes. Training Centers and Safety Exhibition Centers are also established in some of the inspectorates of dock safety.

HEAD QUARTERS, MUMBAI

The DGFASLI headquarters at Mumbai maintains overall liaison with the labour institutes, frames policy, plans and executes the programme concerning the organisation on matters pertaining to safety, health and welfare of workers in industries and docks and implements technical projects and liaises with national and international agencies. The headquarters consists of the following divisions:

1. Factory Advice Service Division
2. Statistical Cell
3. Dock Safety
4. Construction Safety
5. Awards

FACTORY ADVICE SERVICE DIVISION

The activities of the division includes interpretation of the provisions of the Factories Act, 1948 and the State Factories Rules, formulation of Model Rules, recommending amendments to the provisions of the Factories Act and the Rules whenever necessary, issue of technical guidelines, recommending, review and comment on documents on safety and health from the International Labour Organisation (ILO) and other international agencies and participation in international programmes.

A conference of the Chief Inspectors of Factories/Director of Industrial Safety & Health of States/UTs of the States is convened annually for the purpose of obtaining their views and suggestions regarding the changes that need to be made in the Factories Act, 1948 and Rules to meet the changing conditions brought about by new technology.

The division also grants approval for Four Weeks Course for Supervisors to be employed in Hazardous Process Industries under Section 41-C(b) of the Factories Act, 1948 being run by institutes.

STATISTICAL CELL

The statistical cell under the division collects and compiles accident statistics and other information related to the administration of the Factories Act, 1948 and Rules framed there under. This information base is used in planning and implementation of national policies concerning occupational safety and health. This information is also used to prepare replies to the various Parliament questions.

DOCK SAFETY

The office of the Chief Adviser of Factories, presently known as DGFASLI drafted the Indian Dock Labourers Regulations, 1948 under the Indian Dock Labourers Act, 1934. The Chief Adviser of Factories started administering the Regulations from 1948 in the five major ports of Mumbai, Kolkata, Chennai, Kochi and Visakhapatnam through the three

Inspectorates of Dock Safety set up in Mumbai, Kolkata and Chennai. Besides these Regulations, the Dock Workers (Safety, Health and Welfare) Scheme, 1961 framed under the Dock Workers (Regulation of Employment) Act 1948 was also enforced by the Inspectorates of Dock Safety in the major ports. Subsequently, seven more ports namely, Paradip, Tuticorin, New Mangalore, Mormugoa, Deen Dayal Port (Kandla), Jawaharlal Nehru Port (Nhava Sheva) and Kamrajar Port Limited (Ennore) were declared as major ports.

Consequent to the recommendation of the First National Commission on Labour (Gajendranagar Commission) a common comprehensive law on safety and health of dock workers titled the Dock Workers (Safety, Health and Welfare) Act, 1986 was framed and made applicable from 15th April, 1987. Under this Act a set of comprehensive regulations called the Dock Workers (Safety, Health and Welfare) Regulations 1990 was framed and brought into force with effect from 18th March 1990 and thereby repealing the earlier regulations and scheme. The new Act and Regulations are in line with the ILO Convention 152 concerning safety and health in dock work. The Director General, FASLI is the Chief Inspector of Dock Safety and the administration of these dock safety statutes is carried out by the Ministry of Labour through DGFASLI, Mumbai.

The Chief Inspector of Dock Safety is also entrusted with the responsibility of enforcing the Manufacture, Storage and Import of Hazardous Chemicals Rules 1989 framed under the Environment (Protection) Act 1986, in the port sector.

The main focus of the Dock Safety division is on:

- Administering the Dock Workers (Safety, Health and Welfare) Act, 1986 and the Dock Workers (Safety, Health and Welfare) Regulations 1990 framed there under involving administrative approval of decisions arising out of enforcement of the Statutes by the Chief Inspector of Dock Safety and fixing inspection priorities, etc. in all the eleven major ports.
- Proposing amendments to the existing Dock Safety Legislation.
- Enforcing the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 framed under Environment (Protection) Act 1986.
- Planning and policy making.
- Advisory services to the Port Authorities, Dock Labour Boards, Stevedores and other employers of dock workers.
- Organising and conducting the meetings of advisory committee.
- Publishing Annual Reports in the Standard Reference Note on the administration of the Dock Workers (Safety, Health and Welfare) Act and the Regulations framed thereunder.

The enforcement function is carried out through the eleven inspectorates located at the major ports namely Mumbai, Kandla, Mormugao, JN Port, Kolkata, Vishakhapatnam, Paradip, Chennai, Cochin, New Mangalore and Tuticorin with their regional inspectorates in Mumbai, Kolkata and Chennai. These Inspectorates of Dock Safety are responsible for carrying out the following major activities:

Enforcement

- Inspection of ships, docks, loose gear, lifting appliances, transport equipment, etc.
- Investigation of accidents and dangerous occurrences.
- Launching of prosecutions.

Advisory Services:

Rendering Technical advice to;

- The port authorities.
- Other employers of dock workers.
- Port users.

Safety Promotional activities:

- Functioning as representatives of the Chief Inspector of Dock Safety on the Dock Safety Committees at ports.

CONSTRUCTION SAFETY DIVISION

The Construction Safety division undertakes activities like collection of data related to manpower, accidents and dangerous occurrences in the construction sector of the country and training of managerial and supervisory personnel at the national and international levels with the assistance of international agencies and workers' and employers' associations.

AWARDS CELL

The Awards division at RLI, Faridabad under DGFASLI, Mumbai operates two national level award schemes namely National Safety Awards (NSA) & Vishwakarma Rashtriya Puraskar (VRP). Government of India, Ministry of Labour & Employment in 1965, instituted these two schemes. National Safety Awards Scheme was instituted to give recognition to outstanding performance on the part of industrial establishments and ports to stimulate and maintain the interest of both the management and workers in accident prevention and safety promotion Vishwakarma Rashtriya Puraskar was instituted to recognize workers employed in factories, docks and construction sites at the national

level for their outstanding suggestions that result in increased efficiency, productivity, quality, safety and working conditions including import substitution at the plant level.

The Awards division also provides technical support and secretarial assistance to the Prime Minister's Shram Awards Scheme being operated by the Ministry of Labour & Employment. The objective of the Prime Minister's Shram Awards Scheme is to recognize the workmen both from public and private sector organizations at the national level for their outstanding contributions, distinguished record of performance and devotion to duty of a high order.

CENTRAL LABOUR INSTITUTE, MUMBAI

The Central Labour Institute (CLI), Mumbai was conceived by the Government of India during the first 5-year Plan as a center for research, training and consultancy on the various aspects of industrial work related to the human factor. The Institute commenced its activities in a rented building in 1961. The first Prime Minister of India, Late Pandit Jawaharlal Nehru, laid the foundation stone of the CLI building. It was shifted to its present premises in 1966 when Late Dr. Sarvepalli Radhakrishnan inaugurated the building on 9th February 1966, the then President of India.

The activities of the institute are geared to improve work methods and working conditions so as to enhance the safety, health and productivity of the industrial workers and in general, their quality of work life. In this endeavor, the CLI interacts with the state factory inspectorates, employers' associations, trade unions, and professional bodies and institutes concerned with the matter. Further, the ILO/ARPLA has designated the institute as a center of excellence for training in labour administration for Asian and Pacific countries. It is the national center of International Occupational Safety and Health Information Centre (CIS, ILO Geneva) for India. It is also the Indian Centre for International Occupational Labour Organisation (ILO). Its activities are spread all over the country with main emphasis on the factories located in the western states of the country.

The divisions in CLI are organized as given below:

1. Industrial Safety
2. Industrial Hygiene
3. Industrial Medicine
4. Staff Training and Productivity
5. Management Information System
6. Major Accident Hazards Control
7. Work Environmental Engineering Division

1. INDUSTRIAL SAFETY DIVISION

The Industrial Safety Division provides inputs aimed at the improvement of working conditions and safety standards in factories and docks through training, consultancy, field studies, surveys and also undertaking safety promotional activities. It contributes towards:

- Evolution of a safety movement in the country
- Creation of national awareness on safety
- Development of infra-structure on safety at national level through competence building
- Training of Inspectors of Factories and technical support for effective enforcement of Factories Act, 1948 by providing latest techniques
- Arranging training for enforcement officials from the Developing Countries.

Studies and Surveys

National surveys are undertaken to study the prevailing status of working conditions, standards and the level of safety performance in particular industries and operations as is necessary for planning.

Unit level studies are carried out with the objective of assessing the safety related problems and formulating recommendations for improvement for the benefit of the unit.

Consultancy studies are undertaken in the areas of Occupational Safety, at the request of the Managements or Government Agencies like Factory Inspectorates. The objective is to assess the deviation from safety norms and standards and recommending feasible corrective steps.

Training

In keeping with its pioneering role in the field of industrial safety, the Division has been conducting training for the benefit of foreign delegates, comprising Factory Inspectors and Labour Administrators under various technical cooperation schemes such as Colombo Plan, Special Commonwealth African Assistance Programme (SCAAP), and Commonwealth Fellowship for technical co-operation and nominees from ILO, Geneva.

Specialized training courses are conducted for identified target groups such as Senior Managers, Safety Officers, Supervisors, Competent Persons, Trade Union Officials and Safety Committee Members from the industry. The significant courses are:

- Basic Course for Inspectors of Factories nominated by State Governments.
- Refresher course for Senior Inspectors nominated by State Governments.
- Testing and examination of lifting machinery, lifting tackles and pressure vessels
- Safety audit
- Refresher course for Safety Officers
- Training programme for Trade Union Leaders
- Functioning of Safety Committees
- Safety Management Techniques and Loss Control in Industries

- Industrial Ventilation, Noise and Illumination Hazards
- HAZOP, HIRA and Process Safety

Advanced Diploma in Industrial Safety (ADIS)

A One Year full time Advanced Diploma Course in Industrial Safety (ADIS) is conducted with the objective of providing qualified Safety Officers to the Industrial, Construction and Port Sectors to enable them to meet with statutory obligations.

Facilities:

Industrial Safety, Health and Welfare Center:

A unique center for arousing awareness on Safety and Health. The Industrial Safety, Health and Welfare Center demonstrates methods, arrangements and appliances for promoting safety and health awareness of workers. This center has working models and exhibits depicting safety, health and welfare in the form of properly guarded machines, personal protective equipment, safe methods of material handling, ergonomics and work light and colour schemes. The arrangements propagate the message for safety and health at workplaces. This center is open to organized groups from industry and educational institutions with prior appointment. Senior Executives from industries and Government officials also visit the center. For details please contact Director(Safety) & Incharge Safety Division

2. INDUSTRIAL HYGIENE DIVISION

The Industrial Hygiene division is concerned with the improvement of industrial work environment and comprises of Industrial Hygiene Laboratory (IHL), Respiratory PPE Testing Laboratory (RTL) and Non-Respiratory PPE Testing Laboratory (NRTL).

The division undertakes various studies/surveys, national projects and training courses to protect the health of industrial workers through identification, evaluation, and control of chemical hazards and advises the management on ways to meet the requirements prescribed in the Second Schedule (under Section 41F) to the Factories Act, 1948.

The IHL has sophisticated advanced equipments such as Atomic Absorption Spectrophotometer (AAS), High Performance Liquid Chromatography (HPLC), Gas Chromatography (GC), Phase contrast & Polarized Microscope, Mercury Analyzer, etc., to undertake analysis of different types of airborne contaminants by conducting Industrial Hygiene studies/surveys in various industries.

Respiratory PPE Testing Laboratory (RTL), carries out tests for the performance and efficiency of Respiratory Personal Protective Equipment such as dust respirators, canister, cartridges, compressed air cylinders and compressor breathing air quality, etc., and advises manufacturers on improvements required to meet prescribed standards.

Non Respiratory PPE Testing Laboratory (NRTL) carries out the testing of non-respiratory personal protective equipment such as Safety Helmets, eye protectors, ear protectors, PVC/leather/rubber hand gloves, safety belts & full body harness, safety

shoes, PVC/leather suit/clothing, apron, etc.

These personal protective equipments(PPEs) are tested as per the specifications set by the Bureau of Indian Standards (BIS). Based on the test reports, technical advice and guidance on quality improvement are provided to entrepreneurs and manufacturers. User industries are also advised on proper selection, use, care and maintenance of various personal protective equipments.

Industrial Hygiene division organizes training programmes and workshops in the area of Industrial Hygiene for all types of industries. These training courses are meant to help safety officers, laboratory chemists, supervisors and middle level managers in identification, recognition, evaluation and control of workplace hazards in their industries.

3. INDUSTRIAL MEDICINE DIVISION

The Industrial Medicine division aims to prevent and contain various health hazards at the workplace brought in by industrialization. The hazards may arise from physical, chemical, biological, ergonomical and psychological factors at the place of work.

Occupational health studies and surveys covering particular industries like asbestos, dyestuff, cement, chemical, engineering and ports, are carried out to assess the prevalence of occupational diseases. The division also runs a National Referral Diagnostic center to diagnose occupational diseases. Suitable recommendations such as medical surveillance, use of personal protective equipment, facilities for personal hygiene and first-aid, etc. are made, to prevent and control health hazards.

The division also carries out training, two major ones, being the training of factory medical officers and workers on occupational health aspects and first-aid. It has also started a three-month postgraduate course in industrial health (AFIH) for factory medical officers from March 1993.

The laboratory attached to the division has state of the art facilities for medical investigations including visual acuity tests, audiometric evaluation, and pulmonary function tests etc.

4. MANAGEMENT INFORMATION SYSTEM DIVISION

The main objective of the division is creation and operation of reference service on occupational safety and health, to act as a Action Resource Center for collection, processing and dissemination of OS&H information and contribute to the prevention of occupational injuries and diseases in the country.

Major Activities being carried out by the division are:

Design and maintenance of DGFASLI website

In order to disseminate information on OSH so as to reach the large work force, safety and health professionals and agencies engaged in safety and health, DGFASLI launched its website with the URL <http://www.dgfasli.gov.in>. This website is being maintained by the division and it has received tremendous response from the end-users based in India as well as abroad. Based on the feedback the division improvises the content of the website and adds new modules.

Databases on occupational safety and health

Databases in the area of Major Accident Hazard Installations, hazardous chemicals, national specialist, ship inspection, Parliament question, FAS proforma, Factories Act, 1948 Amendment, Awards etc. have been developed

CIS National Centre for India

The division operates the CIS National Centre for India and provides information and services on occupational safety and health.

Library-Cum-Information Centre

The library has about 20,000 volumes on the various disciplines dealt with by the Institute. About 100 Indian and foreign journals are also available in the library. The library collection includes books on Occupational Safety and Health, Industrial Medicine, Industrial Hygiene, Labour Economics, Industrial Psychology, Hindi literature etc. The library caters the information needs of the faculty members and students including Advanced Diploma in Industrial Safety(ADIS), Associate Fellow in Industrial Health(AFIH), students from various training courses as well as other visitors from industries, Institutions etc.

5. STAFF TRAINING AND PRODUCTIVITY DIVISION

The International Labour Organization organized a pilot project on supervisory training in India in 1952. Encouraged by the results of the pilot project and realizing that such training is an essential requirement for the successful implementation of the plans for the industrialization of the country and Ministry of Labour. Government of India set up the Training Within Industry (TWI) Centre in Mumbai in 1955 with the assistance of the ILO. In keeping with the changing trend of manpower training and development activities, the Centre was later renamed as the Staff Training Division.

The division -

- Conducts comprehensive supervisory trainers' development projects.
- Helps industry to set up training and development cells with persons trained by the division.
- Assists industry in institutionalizing their manpower training and development

efforts by helping them to formulate their training and development plans.

The division is conducting Public/In-plant Training Programmes on the following topics:

- Team Building for Health, Safety & Welfare at work
- Personal Growth & Group Dynamics for Improving Health & Safety at Work
- Effective Supervision for Results
- Training Methodology for Trainers

Also the division conducts One Month Specialized Course in Safety & Health for Supervisory Personnel Working in Hazardous Process Industries. Under Section 41C(b) of the Factories Act, 1948, as amended in 1987 has imposed specific responsibilities of the occupier in relation to the hazardous processes which states that every occupier of the factory involving any hazardous process shall appoint person who possess qualification and experience in handling hazardous substances and are competent to supervise such handling within the factory and the Chief Inspector may require the supervisor to undergo training in Health & Safety. Realizing the need of the course, the one-month Certificate Course has been started at to provide an opportunity to gain insight to safety system and procedures. Over a period of time the activities have expanded to cover the training of management and trade union representatives to help organization, create a climate conducive for the development and productivity.

The objectives of productivity aspects are improving productivity and working conditions and promoting labour-managed cooperation in industrial units, thus contributing to quality of work life.

The above objectives are sought to achieve through training courses and consultancy projects. In consultancy projects a management-labour project team is invariably developed and the experts of the division work as technical consultants and catalysts to the team.

Some of the courses conducted by the division are as Public Training Programmes as well as In-plant Training Programmes:

Productivity & Quality Improvement through Effective Employee Participation.

6. MAJOR ACCIDENT HAZARD CONTROL DIVISION

Major Accident Hazards Control division was established at CLI Mumbai in the year 1987 in name of Major Accident Hazards Control Advisory (MAHCA) Division as one of outputs of the ILO project *Establishment and initial operation of Major Accident Hazards Control System*. The project was executed by the DGFASLI in the close collaboration with factory inspectorates of various states and Union Territories. Although the project was completed in December 1990 but division continues to provide important services for the control of major accident hazards in the country.

The important achievements of this division are:

- Setting up of a three tier technical organization on major accident hazards control at the national, regional and state levels.
- Preparation of Major Accident Hazards Control (CIMAH) Rules
- Training of inspector of factories for effective inspection of major accident hazards installations
- Development and publication of training manuals and check lists
- Preparation of guidelines for inspection of chemical plants, on-site emergency plans and safety reports

Major Accident Hazards Control division offers the following services:

- Conducting institutional and in-plant training programmes/ workshops on Major Accident Hazards Control, Hazard and Operability (HAZOP) Study, On-site Emergency Preparedness and Off-site Emergency Preparedness for MAH installations/related Govt. functionaries.
- Conducting studies and surveys on specialised areas of Risk Assessment, HAZOP and Emergency Preparedness in Major Accident Hazards installations.

7. WORK ENVIRONMENTAL ENGINEERING DIVISION

The Environmental Engineering Division of Central Labour Institute, Mumbai is a combination of engineering and industrial hygiene branches dealing with identification, assessment and control of physical hazards in industries. Although the emphasis is given on the engineering control of the working environment, it is important not to forget the recognition of potential health hazards is done by the industrial hygienist. The EED identifies the cause and effect relationship of physical hazards to exercise the engineering control to eliminate the work environmental hazards for protecting workers from occupational diseases. EED also deals with logical and systematic approach toward recognizing and defining the potential exposures that exist within the occupational work environment which cannot be underestimated. EED helps the industries for solving a problem of physical hazards and concludes with adequate data to support that conclusion. The EED presents an outline of procedural method that can be used to recognize and evaluate physical hazard exposures that may be present within the work environment to provide a logical method of controlling the exposure.

The Division is well-equipped with Environmental Engineering Parameters and sophisticated monitoring equipments for industrial research, study and consultancy services including In-plant and In-house training programmes in the following areas;

- Industrial Noise
- Industrial Vibration
- Evaluation of ventilation system and thermal comfort
- Evaluation of illumination levels in the work places

FACILITIES AT CENTRAL LABOUR INSTITUTE (CLI):

Central Labour institute Mumbai has training hall, conference room and hostel facility for successful organisation of institutional training programmes/workshops. For details/updates, kindly refer department website: www.dgfasli.gov.in.

Auditorium and Conference Rooms

The Central Labour Institute has an auditorium with a seating capacity of about 300 persons. It has 3 air-conditioned conference rooms, fully equipped with audio visual aids. Two conference rooms have a seating capacity of approximately 30 persons each and one conference room for 15 persons. A fully furnished classroom having a seating capacity of 60 students is also available.

Hostel

The institute also has a well-furnished hostel with facility for catering to both the international and national level participants.

REGIONAL LABOUR INSTITUTES

The Regional Labour Institutes (RLIs) located at Chennai, Kanpur, Kolkata and Faridabad are scaled down version of the Central Labour Institute, Mumbai and are located in such a way that each institute serves one region of the country. These institutes are accordingly equipped in the following areas:

- Industrial Safety
- Industrial Hygiene
- Industrial Medicine
- Major Accident Hazards Control

The facilities available in the Regional Labour Institutes are:

- Industrial Safety, Health & Welfare Center
- Auditorium and Conference Hall
- Hostel

REGIONAL LABOUR INSTITUTE, CHENNAI

The Regional labour Institute, Chennai was set up in the year 1960 with its Safety, Health and Welfare Center located in a rented premise at Royapettah. All the activities and facilities of the Institute were then consolidated in its own premises at 1 Sardar Patel Road in an area donated by the State government.

The institute was formally inaugurated by the then Hon'ble Chief Minister of Tamil Nadu Shri M. Bhakthavathchalam in the presence of the then Hon'ble Union Labour Minister Shri D. Sanjivayya and it serves the Southern States of the country.

REGIONAL LABOUR INSTITUTE, KANPUR

The Regional Labour Institute, Kanpur was started on 31st March, 1962. The building was inaugurated on 6th July, 1965 by the Hon'ble Chief Minister of Uttar Pradesh Shrimati Sucheta Kriplani. The Institute serves the northern states of the country.

REGIONAL LABOUR INSTITUTE, KOLKATA

The Regional Labour Institute, Calcutta was set up at the present location in the year 1965. It was inaugurated by the then Hon'ble Union Labour Minister Shri D. Sanjivayya at a function presided over by Shri P.C. Sen, the Hon'ble Chief Minister of West Bengal. The Institute serves the Eastern States of the country.

REGIONAL LABOUR INSTITUTE, FARIDABAD

The Regional Labour Institute, Faridabad has been established under the Plan scheme during IXth and Xth Plan period. The building of RLI, Faridabad was inaugurated on 10th February, 2009. The Institute has its jurisdiction in the States of Haryana, Punjab, Himachal Pradesh and U.Ts of Delhi, J&K and Ladakh.

The Regional Labour Institute, Faridabad is being developed as Advance Centre of safety systems in the area of Occupational Safety and Health in MSMEs and Chemical Process Industries.

CONSTRUCTION ACTIVITY FOR REGIONAL LABOUR INSTITUTE, SHILLONG

Signing of Lease of Deed Agreement for transfer of land at Government ITI Rynjah, Shillong for setting up Regional Labour Institute at Shillong was done on 14th October, 2015. The foundation stone for the construction of a Regional Labour Institute at Shillong was laid by the Hon'ble Union Minister of State (Independent Charge) Labour & Employment, Shri. Bandaru Dattatreya on 6th January, 2017. Construction of Office and Hostel building are in progress. The Institute will serves the North Eastern States of the country.

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

Duties of Director General

1. Advising Central and State Governments, as well as Industry on matters pertaining to Safety, Health and Welfare as well as productivity and training in factories.
2. Providing guidance to the research, training and other scientific and technical activities of the Central and Regional Labour Institutes in fields of Safety, Occupational Health and Hygiene, etc.
3. Maintaining liaison with other research institutions within the country and abroad, who have similar interests, so as to enrich the activities of DGFASLI in the fields of research and also connected with research institutions in their Boards to give suggestions and guidelines for research projects.
4. Responsible for the administration of the Dock Workers (Safety, Health and Welfare) Act, 1986 and the regulations and scheme concerning the Safety, Health and Welfare of Dock Workers and initiating research and consultancy services for setting standards.
5. Responsible for the planning and budgeting and other administrative matters pertaining to the DGFASLI Organisation as the Head of Department.
6. Keeping liaison with the Ministry for efficient functioning of the Organisation

Duties of Deputy Director General

Deputy Director General provides technical and administrative support to the Director General and discharges the following functions:

1. Providing guidance in the planning, co-ordination and execution of studies and surveys in the industrial units and compilation of reports – Guidance for the research activities in the Institute.
2. Scrutiny and advice in the preparation of technical reports and papers.
3. Guidance in the publication of the technical bulletins and other brochures.
4. Rendering advice to management and unions on occupational health matters.
5. Participation in technical activities like training programmes, seminars, etc.
6. Liaising with professional bodies in the country and abroad with a view to meet the research and training needs of the personnel of the Organisation and thereby augment the technical activities.

7. Examination of the briefs being sent to the Ministry concerning Parliament Questions and other references.
8. Correspondence with the Ministry concerning ILO Conventions pertaining to Environmental Hygiene & Occupational Health matters.
9. Guidance in the framing of Rules under the Factories Act /Dock Safety Act.
10. Liaison with employer's organizations and trade unions with a view to promote occupational safety and health activities in the country.
11. Being responsible for the preparation of plan proposals, budget proposals, etc.
12. Administering the Dock Workers' (Safety, Health & Welfare) Act 1986 and rules and regulations framed there under

Duties of Director (Safety)

1. Dealing with matters concerned with Factories Act, 1948 and Model Rules.
2. Administering the Dock Workers' (Safety, Health & Welfare) Act
3. Planning, organising and coordinating research, education and training activities pertaining to safety in factories and docks.
4. Preparation of training materials, safety literature, etc.
5. Preparation of returns, reports and papers for use in factories and docks.

Apart from this, when a Director (Safety) is posted in Dock Safety Division or Factory Advice Service Division or Awards Division or in the Safety Division of Central Labour Institute or in the Regional Labour Institute, then he has to perform some Division /Institute specific functions/ duties. These duties are as follows:

Specific duties of Director (Safety) in Dock Safety Division

1. Coordination of enforcement of the statutes like the Dock Workers (Safety, Health & Welfare) Act, 1986; Rules and Regulation framed thereunder and also the Manufacture, Storage and Import of Hazardous Chemical Rules 1989 in major ports.
2. Investigation of accidents, prosecution cases, granting and renewal of competency to technical personnel (competent persons); empanelment of medical practitioners, issue of safety performance reports to stevedores etc.
3. Drafting amendments to the statutes and preparing replies to the parliament

questions and assurances.

4. Organising meetings of advisory committee.
5. Administering the Dock Workers' (Safety, Health & Welfare) Act 1986 and rules and regulations framed there under

Specific duties of Director (Safety) in Factory Advice Service Division

1. Coordination of administration of the statutes like the Factories Act, 1948 and the Rules made thereunder and also the Manufacture, Storage and Import of Hazardous Chemical (MSIHC) Rules, 1989 which are being enforced by the Chief Inspectors of Factories (CIFs) of all States and Union Territories.
2. Renders advice to CIFs on interpretation of the provisions of the Factories Act, 1948 and other statutes
3. Deals with the Court Cases under the Act
4. Overall administration of the Division and developmental activities, national seminars, workshops, and correspondence with Ministry of Labour and Employment and other Ministries of Government of India
5. Action on ILO conventions and recommendations
6. Action on Amendments to the Factories Act, 1948

Specific duties of Director (Safety) in Awards Division

1. Work related with the administration of National Safety Awards and Vishwakarma Rashtriya Puraskar Scheme
2. Seeking applications, scrutiny/processing of applications; including their internal assessment and evaluation; review by awards committee finalisation of awards, organising awards distribution function, etc
3. Look after the complete processing of Prime Minister's Shram Awards applications.

Specific duties of Director (Safety) in Safety Division of Central Labour Institute

1. Conducting one year Advanced Diploma Course in Industrial Safety
2. Looking after the training programmes both at Institute as well as in-company.
3. Coordinating and conducting studies and surveys in the field of industries safety.
4. Looking after the administration of the division.

Specific duties of Director (Safety) in Safety Division of Regional Labour Institutes

1. The senior most Director looks after the administration of the Institute.
2. Coordinates with the Chief Inspectors of Factories of the region for national studies, surveys and collection of data.
3. Conducting one year Advanced Diploma Course in Industrial Safety.
4. Undertakes training programmes both at institute as well as at unit level.

Duties of Deputy Director (Safety):-

1. Dealing with matters concerned with Factories Act and Model Rules.
2. Administering the Dock Workers' (Safety, Health & Welfare) Act.
3. Conducting and guiding of surveys and research studies in the field of industrial safety.
4. Preparation of safety literature and guiding in such work.
5. Providing guidance to industry and means of prevention of industrial accidents.
6. Conducting educational and training programmes.

Apart from this, when a Deputy Director (Safety) is posted in Dock Safety Division or Factory Advice Service Division or Awards Division or in the Safety Division of Central Labour Institute or in the Regional Labour Institute, then he has to perform some Division/ Institute specific functions/ duties. These duties are as follows:

Specific duties of Deputy Director (Safety) in Dock Safety Division

1. Collection and compilation of information on status of compliance with the provisions of the statutes in all major ports.
2. Processing of proposals for issue of safety performance reports for employers of Dockworkers
3. Scrutiny of accident reports and initiating actions thereon.
4. Holding annual conference of Dock Safety Inspectors.

Specific duties of Deputy Director (Safety) in Factory Advice Service Division

1. Collection of information on status of compliance with the provisions under the Factories Act, 1948

2. Collection, compilation and analysis of information including past references for giving correct interpretations of the provisions of the statutes
3. Collection of information and preparation of replies in connection with various court cases
4. Action on ILO conventions and recommendations
5. Action on Amendments to the Factories Act, 1948
6. Follow-up action on national studies, surveys, seminars and workshops

Specific duties of Deputy Director (Safety) in Safety Division of Central Labour Institute

1. Design of training programme in various areas of Industrial Safety
2. Design of brochures and training programme schedule
3. Identification of in-house as well as guest faculty and their finalisation
4. Identification of training needs of group of employees of various organisations based on their request
5. Design and conduct of in-plant training programme at the factories.
6. Being the faculty members, undertaking all the activities of Diploma Course in Industrial Safety viz. delivering lectures, providing guidance and counseling in connection with the course and project work to be undertaken by the students.

Specific duties of Deputy Director (Safety) in Safety Division of Regional Labour Institute

1. Delivering lectures, providing guidance and counseling in connection with the course and project work to be undertaken by the students.
2. Design and conduct of training programmes
3. Carrying out studies and surveys.
4. Identification of training needs of group of employees of various organisations based on their request
5. Design and conduct of in-plant training programme at the factories.

Specific duties of Deputy Director (Safety) in Inspectorate Dock Safety

1. Enforcement of the provisions under the Dock Workers (Safety, Health and Welfare) Act, 1986 and the Regulations framed thereunder
2. Inspection of ships and port premises, lifting machinery and the process of loading and unloading of cargo on ships and port premises
3. Investigation of accidents and dangerous occurrences
4. Attending to court cases and complaints, if any filed by the dock workers or their union
5. Attending safety committee meetings and safety day/week celebrations
6. Any other work assigned by the senior Officers

Duties of Assistant Director (Safety):-

1. Assisting in carrying out surveys and research studies in the field of industrial safety.
2. Preparation of safety literature, conducting educational and training programmes.
3. Work in connection with the enforcement of Dock Workers' (Safety, Health & Welfare) Act, 1986 and the rules and regulations framed thereunder.
4. Carrying out safety surveys in ports and conducting training programmes for the various levels of supervisory personnel and dock workers.

Apart from this, when an Assistant Director (Safety) is posted in Dock Safety Division or Factory Advice Service Division or Awards Division or in the Safety Division of Central Labour Institute or in the Regional Labour Institute, then he has to perform some Division /Institute specific functions/ duties. These duties are as follows:

Specific duties of Assistant Director (Safety) in Awards Division

1. Seeking applications
2. Scrutiny/processing of applications including their internal assessment /evaluation.
3. Assisting the Director (Awards) in finalising the awards and organising the awards function.

4. Assists the Director (Awards) in processing of Prime Minister's Shram Awards applications.
5. Any other work assigned by the senior Officers.

Specific duties of Assistant Director (Safety) in Safety Division of Central Labour Institute

1. Coordinates the visits to the Safety, Health and Welfare Centre as well as display of Mobile Safety Exhibition Van at the doorsteps of factories.
2. Undertaking the activities of Diploma Course in Industrial Safety viz. delivering lectures, providing guidance and counseling in connection with the course and project work to be undertaken by the students.
3. Conducting training programmes at the Institute as well as in-plant training programmes.
4. Undertaking studies in the field of safety audits, risk assessment, etc
5. Conducting studies and surveys in the field of industrial safety.
6. Any other work assigned by the senior Officers.

Specific duties of Assistant Director (Safety) in Safety Division of Regional Labour Institute

1. Looks after the functioning, maintenance and development of Safety, Health and Welfare Centre as well as the Mobile Safety Exhibition.
2. Conducting studies and surveys, both the national studies as well as unit level consultancy studies.
3. Assisting in the conduct of training programmes.
4. Any other work assigned by the senior Officers.
5. Assisting to DD(S) in scrutiny of SPR of stevedores
6. Any other work assigned by the senior Officers.

Specific duties of Assistant Director (Safety) in Inspectorate Dock Safety

1. Enforcement of the provisions under the Dock Workers (Safety, Health and Welfare) Act, 1986 and the Regulations framed thereunder.
2. Inspection of ships and port premises, lifting machinery and the process of

- loading and unloading of cargo on ships and port premises.
3. Investigation of accidents and dangerous occurrences in ports and docks.
 4. Attending to court cases and complaints, if any filed by the dock workers or their union.
 5. Attending safety committee meetings and safety day/week celebrations.
 6. Any other work assigned by the senior Officers.

Duties of Additional Assistant Director (Safety)

The grade of Additional Assistant Director (S) exists in the Regional Labour Institutes and Regional Inspectorates of Dock Safety. The duties of the Officers in the Institute and Inspectorate are given separately as follows:

Duties of Additional Assistant Director (Safety) in Regional Labour Institute

1. Will assist senior Officers in scheduling the programme for the diploma course.
2. Assist in making handouts/lecture notes.
3. Assist in the procurement of training aids like films and in the preparation of training aids like slides.
4. Also assist the Officers in their research and survey work including the workshop.
5. Any other work assigned by the senior Officers.

Duties of Additional Assistant Director (Safety) in inspectorate Dock Safety

1. Inspect port premises, ships, lifting machinery.
2. Inspect the process of loading and unloading of cargo from and into ships, in connection with the administration of Dock Workers (Safety, Health and Welfare) Act, 1986.
3. Investigate accidents and dangerous occurrences.
4. Attending to court cases and complaints, if any filed by the dock workers or their union
5. Any other work assigned by the senior Officers.

Duties of Director (Staff Training /Productivity):

1. Planning and carrying out of identification of training need surveys in industries with the help of Deputy Directors and Assistant Directors.
2. Planning and executing training programmes, general and specialised projects and research surveys in the field of Productivity Sciences and related fields.
3. Coordinating with various agencies and industries for conducting in-company training programmes.
4. Advising industries and organisations on problems pertaining to Productivity Sciences and related fields.
5. Organising and conducting need based training programmes for various target groups.
6. Undertaking studies and surveys in the areas of setting up of production norms and standards, work-study and work measurement, office management, wage structure rationalization, etc.
7. Preparing project and technical reports pertaining to the projects and surveys with the assistance of Deputy Directors and Assistant Directors.
8. Delivering lectures as faculty in programmes organized by other divisions and institutions.
9. Developing training material, manual and aids useful for conducting supervisory and trainers' programmes.
10. Preparing monographs for the Division.
11. Participating in seminars, training programmes and professional bodies' meetings.

Duties of Deputy Director (Staff Training /Productivity):

1. Assisting in identification of training needs, surveys, research and design need based training programme for the industries.
2. Assisting in organisation and planning of training programmes for trainers and supervisors.
3. Designing and conducting in-plant training programmes at the factories.
4. Coordinating with various agencies and industries for conducting studies and surveys in the areas of productivity.
5. Identification of in-house as well as guest faculty and their finalization.
6. To provide expert advice /assistance in conducting productivity studies including research surveys and to advise on problems related to plant design, production engineering, machine utilisation and statistical methods.

7. Preparation of reports.
8. Preparation of lesson plans, course handouts and audio-visual aids required for conducting training sessions.
9. Carry out studies and surveys and prepare recommendations to the industries for improving their productivity, safety and health.
10. Conduct courses in productivity and application of modern Industrial Engineering techniques.

Duties of Assistant Director (Staff Training /Productivity):

1. Conducting field studies on identification of training needs in industry.
2. Preparation and submission of study reports.
3. Collection of case studies from projects and re-writing them for use in training programme.
4. Collection of review material and required information for initiating these projects.
5. Collection, compilation and analysis of data collected from field studies, surveys, etc.
6. Assisting in arranging for training materials, Audio-Visual Aids and facilities, stationery, etc. required for training programmes.
7. Delivering talks in the training programmes.
8. Assisting the Director and Deputy Director as the members in surveys, studies and training programmes.

Duties of Director (Medical):

1. Planning, organizing and coordinating of Occupational Health studies, research and surveys in the Industrial Plants.
2. Designing and conducting training programmes and refresher courses with the help of Deputy Directors.
3. Preparation of scientific reports and papers and presenting them in Scientific Conferences.
4. Participation in the work of special committee such as the Committee on Workmen's Compensation Act to help formulation of statutory provisions pertaining to Occupational Health.

5. Offering advice and consultancy to Industrial units and to other Organisations.
6. Delivering lectures as guest faculty in programmes arranged by other Organisations.
7. Preparation of Monographs for the Division.

Duties of Deputy Director (Medical):

1. Participation in field studies on occupational health.
2. Assisting the Director (Medical) in the conduct of training programmes.
3. Preparation of reports and papers based on the above studies carried out by them.
4. Processing cases for procurement of equipment and expendable items.
5. Conducting and guiding in the field studies /research in the field of Occupational Safety in Industrial Plants.

Duties of Director (Industrial Hygiene):

1. Coordinating the activities of the various Officers in the Division.
2. Planning, organising and coordinating research in the field as well as controlled studies in the Laboratory.
3. Preparation of technical reports and papers.
4. Conducting special need-based training programmes /workshops.
5. Participation in the work of some national committees in the field of industrial Hygiene.
6. Rendering advice to the industries.

Duties of Deputy Director (Industrial Hygiene):

1. Conducting and carrying out research studies, surveys and research in Industrial Hygiene.
2. Participation in multi-disciplinary studies.
3. Conducting training programmes and workshops.

4. Preparation of reports and papers.
5. Procurement of equipment and chemicals.
6. Testing of respiratory protective equipment and raw materials.
7. Design and development of raw materials as well as simple respiratory protective devices.
8. Preparation of reports and returns.

Duties of Assistant Director (Industrial Hygiene):

1. Conducting small independent studies and helping in major project work.
2. Assisting in the conduct of training programmes.
3. Collection of review material pertaining to the activities of the Division.
4. Assisting in the compilation of reports and returns.

Duties of Deputy Director (Statistics):

1. To compile and analyze various types of data relating to industrial injuries occurring in the industries.
2. To organize socio-economic surveys with special reference to labour conditions.
3. To apply modern statistical techniques to research problems in the field of labour.
4. Any other work assigned by the senior Officers.

Duties of Under Secretary (CSS):

This is a common category post and belongs to Central Secretariat Service. The duties are the same as prescribed under the Manual of Office Procedure and as that of Under Secretary prescribed by DOP&T.

Duties of Section Officer (CSS):

This is also a common category post and belongs to Central Secretariat Service. The duties are the same as prescribed under the Manual of Office Procedure and as that of Section Officer prescribed by DOP&T.

Duties of Assistant Director (O.L.):

This is also a common category post and belongs to Official Language Service and the duties are same as that of the one prescribed by the Department of Official Language.

Duties of Personal Secretary (CSSS):

1. Taking dictation in shorthand and its transcription.
2. Typing of essential or confidential /secret documents including other typing work as considered necessary.
3. Screening of telephone calls and the visitors.
4. Fixing up appointments and canceling them, if necessary.
5. Keeping a list of engagements, meetings, tour programmes, etc. and reminding the Officer well in advance.
6. Keeping a note of the movement of files.
7. Collection of information and files, compilation of data.
8. Sending routine reminders.
9. Maintaining on proper order the papers required to be retained by the Officer.
10. Any other work assigned by the Officer.

Duties of Administrative Officer:

1. All matters relating to Establishment including maintenance of service records of Group 'A', 'B', 'C' and 'D' staff.
2. Matters relating to recruitment of Group 'C' and 'D' staff and their posting/ deployment to various Sections, Leave, Pension, pay fixation, increments and other related matters.
3. Discharging the functions of D.D.O. on behalf of H.O.O.
4. Coordination of work pertaining to audit reports.
5. Coordination for ensuring the writing of ACRs of all the staff and Officers.
6. Supervision of dispatch and diary sections; operation of franking machine, postal stamp procurement, etc.

7. Coordination of and assistance in the running of the training programmes, seminars conferences, meetings, etc
8. Ensuring proper maintenance of Conference Rooms, Lecture Rooms, Auditorium, Cafeteria with facilities therein.
9. Annual stock verification of all dead stock and consumables.
10. Procurement of stationery and forms including their local purchase.
11. Procurement of Office equipment, air-conditioners, furniture stores, etc and maintenance thereof including condemnation.
12. Supervision of work pertaining to Xerox machines, service contracts, etc.
13. Services like Telephone, FAX, etc.
14. Any other work assigned by the H.O.O.

Duties of Productivity Officer:

1. To assist Deputy Director (Stats) in conducting and coordinating training programmes such as material management, wage and salary administration, work study, CPM/PERT, value analysis, etc.
2. To assist Deputy Director (Stats) in carrying out projects in industry – such as work load surveys, job evaluation, queuing problems transportation problems, incentive schemes, etc.
3. To assist Deputy Director (Stats) in analysing experimental and research surveys data and interpreting results of projects undertaken by the various Divisions.
4. Any other work assigned by the superiors from time to time.

Duties of Assistant Library Information Officer:

1. In-charge of Library-cum-Information Centre.
2. Procuring micro documents such as reprints, standards, codes, leaflets, periodicals , monographs, etc. with a view to provide upto date and authenticated information on occupational safety, health and allied subjects.
3. Compiling and publishing documentation list, current awareness lists, subject bibliography, statistical reviews, abstracts, monographs and maintaining subject folders, clipping files of newspapers, etc.
4. Disseminating information on various subjects through supplying of copies of reports, papers, etc. and of extracts, summaries, photo-copies, etc. to the various Divisions of DGFASLI, CLI and RLIs, Dock Safety Inspectorates, C.I.F.s, Industrial Organisations, etc.

5. Propagating CIS services, enrolling CIS members, liaising with CIS and ILO and all other work connected with CIS National Centre for India.
6. Supervision of photocopying work.
7. Any other work assigned by the senior Officers from time to time.

Duties of Assistant (CSS):

This is a common category post and belongs to Central Secretariat Service. The duties are the same as prescribed under the Manual of Office Procedure and as that of Assistant prescribed by DOP&T.

Duties of Personal Assistant (CSSS):

1. Taking dictation in shorthand and its transcription.
2. Typing of essential or confidential /secret documents including other typing work as considered necessary.
3. Screening of telephone calls and the visitors.
4. Fixing up appointments and canceling them, if necessary.
5. Keeping a list of engagements, meetings, tours, etc. and reminding the officer sufficiently in advance.
6. Keeping a note of the movement of files.
7. Collection of information and files, compilation of data.
8. Sending routine reminders.
9. Any other work assigned by the Officer.

Duties of Audio-Visual Officer:

1. To take complete charge of all Audio-Visual equipments.
2. Planning, coordinating and executing the work of preparing slides, film strips, films and photographic prints and special enlargements for the various departments of DGFASLI.
3. Organising the work of cataloguing and indexing of slides, films and strips.

4. Selection and purchase of films, photographic materials, audio-visual equipments, etc.
5. Looking after maintenance and repair of various equipments and issue to Offices as per requirements.
6. Supervising work connected with provision of the audio-visual facilities and sound system at seminars, meetings, official functions, etc.
7. Maintenance of stock and issue registers, carrying out physical verification, arranging for review of films and equipment for the purpose of condemnation, ensure safety and security of films, equipment and other materials belonging to the audio-visual section.
8. Any other work assigned by the superiors from time to time.

Duties of Technical Assistant:

1. To maintain Safety Centre/Mobile Safety Van.
2. Supervision of the work in workshop.
3. Assisting in Inspection of port premises, ships, lifting machinery, working conditions and loading and unloading of cargo from and into the Ships,
4. Assisting in investigation of accidents and dangerous occurrences.
5. Assistance in organising and conducting training programmes, seminars and in preparation of training materials.
6. Field visits in Mobile Safety Van/Field Visits.
7. Assisting the Officers in the activities of the Institute.
8. Any other work assigned by the senior Officers.

Duties of Library Information Assistant:

1. Procurement of books, periodicals, etc.
2. Classification and cataloguing of books.
3. Accessioning of books / periodical stick verification.
4. Checking the relevant documents before the bills are passed for payment.
5. Correspondence regarding receipt/non-receipt of periodicals.

6. Registration of members of the Library and issue and receipt of the books from the members
7. Helping the outsiders in locating the books.
8. Arrangement for binding and general upkeep of journals, publications etc.
9. Any other work assigned by the senior Officers.

Duties and functions of Senior Scientific Assistant:

1. Technical assistance in Laboratory / Field Research / Studies /Surveys / Training programmes/Reports, etc.
2. Collection, collation and interpretation of data collected.
3. Assist in procurement, maintenance, repair, stock-taking and the like of the Laboratory equipment including keeping of Stock Registers.
4. Demonstration of Scientific equipment / appliances to visitors to the Laboratory.
5. Procurement of Chemicals and other laboratory appliances.
6. Supervision of cleanliness of the Laboratory.
7. Any other work assigned by the Superiors.

Duties of Junior Hindi Translator (HQ):

This is a common category post and belongs to Official Language Service and the duties are same as that of the one prescribed by the Department of Official Language.

Duties and functions of Caretaker:

1. Maintain a record for allotment of the Hostel rooms, collection of the rent due from the occupants and maintain the records pertaining to the rent collection. He will be responsible for timely deposit of the amount thus collected.
2. As far as the rent collection is concerned, he will be solely responsible to meet the audit requirements.
3. Look after the safety of the fixtures, furniture items and other stores in the hostel.
4. To check periodically the requirements for repairs and maintenance in CLI building, Hostel and getting them repaired through CPWD.
5. See that the day-to-day requirements of the occupants are well looked after.
6. Responsible for good housekeeping in respect of Hostel.

7. Responsible to look after the buildings and govt. property in the Institute campus.
8. Supervise the work of Chowkidars & Safaiwalas
9. Responsible for the arrangement of security and cleanliness in the Institute's buildings.
10. Physical verification of all the furniture items /equipments /other miscellaneous items of CLI Hostel.
11. Arrangement to dispose off condemned material /clothes, etc. of Hostel
12. Arrangement for shifting of furniture and arranging them in the Auditorium, Conference Hall and other places in Office buildings.
13. Any other work assigned by the superiors.

Duties of Head Clerk:

1. Supervisory work of Cash, Establishment and Housekeeping Units.
2. Coordination in procurement of equipment/furniture, stationery, etc.
3. Scrutiny of cases of establishment as well as supervision of dispatch work.
4. Assisting the Administrative Officer in all his matters.
5. Supervision/coordination of work in the section.
6. Checking the condition of Conference Room, Auditorium, etc. for programme purposes.
7. Any other work assigned by the superiors.

Duties of Stenographer Grade II:

1. Taking dictation and transcription of the same.
2. Typing of essential or confidential documents.
3. Fixing up appointments and screening the calls.
4. Opening of files, maintenance of current files.
5. Keeping a note of the movement of files.

6. Sending of routine reminders, etc.
7. Screening of telephone calls and visitors.
8. Any other work assigned by the Officer.

Duties of Head Clerk (Programme):

1. Identification of parties which will be interested in the programme.
2. Supervision of dispatch work and processing the letters received.
3. Supervision of course material.
4. Coordination of procurement of stationery for the divisions.
5. Preparation of annual calendar programme of all the divisions.
6. Acceptance of payment from the party and making arrangement to remit in Bank.
7. Making arrangements for visits (by the participants) to Factories.
8. Arrangement for hostel accommodation, conference room, catering, etc.
9. Arrangement for taking photographs, public address system, films, etc.
10. Any other work assigned by the superiors.

Duties and functions of Junior Scientific Assistant:

1. General assistance in the study / analytical work.
2. Assistance in procurement, maintenance and upkeep of Laboratory equipment, appliances and chemicals, etc.
3. Helping in collection of data and their tabulation and interpretation.
4. Analytical work, its demonstration.
5. Any other work assigned by the Superiors.

Duties and functions of Laboratory Assistant Grade-I:

1. Assistance and help in analytical work.
2. Assistance in field studies /surveys, etc.

3. General assistance to the superiors in the functioning of the Laboratory / Section concerned.
4. Any other work assigned by the superiors.

Duties of Art Assistant:

1. Preparing posters, flip charts, stencil drawings, etc.
2. Preparing design for book covers, slides, etc.
3. Assisting senior Officers in preparing and displaying material for National Awards function /Exhibits / Panels, etc.
4. Attending to work of preparing and renovating panels and models in the permanent and Mobile Safety Exhibition Van.
5. Assisting senior Officers in the purchase of art materials.
6. Any other work assigned by senior Officers from time to time.

Duties of Audiovisual Assistant:

1. Issue, inspection, splicing of films and carrying out minors whenever required.
2. Issue of slides, training modules and maintenance of records.
3. Assisting in carrying out physical verification of stock.
4. Maintenance of register, catalogues of slides and films, etc.
5. Assist Audiovisual Officer in his duties whenever required.
6. Any other work assigned by the superiors.

Duties of Stenographer (CSS):

1. Taking dictation in shorthand and its transcription.
2. Typing of essential or confidential /secret documents including other typing work as considered necessary.
3. Screening of telephone calls and the visitors.
4. Fixing up appointments and canceling them, if necessary.

5. Keeping a list of engagements, meetings, tours, etc. and reminding the Officer well in advance.
6. Keeping a note of the movement of files.
7. Collection of information and files, compilation of data.
8. Sending routine reminders.
9. Any other work assigned by the Officer.

Duties of Upper Division Clerk (CSS):

This is a common category post and belongs to Central Secretariat Service. The duties are the same as prescribed under the Manual of Office Procedure and as that of Upper Division Clerk prescribed by DOP&T.

Duties of Lower Division Clerk (CSS):

This is also a common category post and belongs to Central Secretariat Service. The duties are the same as prescribed under the Manual of Office Procedure and as that of Lower Division Clerk prescribed by DOP&T.

Duties of Stenographer Grade III (in Sub Offices):

1. Taking dictation and transcription of the same.
2. Typing of essential or confidential documents.
3. Fixing up appointments and screening the calls.
4. Opening of files, maintenance of current files.
5. Keeping a note of the movement of files.
6. Sending of routine reminders, etc.
7. Screening of telephone calls and visitors.
8. Any other work assigned by the Officer

Duties of Upper Division Clerk (in Sub Offices):

1. Typing work in the Section/Division.
2. Diary and dispatch.

3. Maintenance of files.
4. Registration of papers and maintenance of circulars and registers.
5. Records management and other clerical work, etc.
6. Any other work assigned by the superiors.

Duties of Lower Division Clerk (in Sub Offices):

1. Typing work in the Section/Division.
2. Diary and dispatch.
3. Maintenance of files.
4. Registration of papers and maintenance of circulars and registers.
5. Records management and other clerical work, etc.
6. Any other work assigned by the superiors.

Duties of Carpenter:

1. Fabrication of wooden panels, models, display boards and cabinets for mobile and permanent Safety Exhibitions.
2. Repairs and maintenance of wooden models, panels, etc.
3. Any other work assigned by senior Officers from time to time.

Duties of Machinist/Fitter:

1. To keep the machinery, tools and equipment of the workshop in good working order.
2. To carry out machining, fitting and fabrication work in connection with the exhibits of the Safety Centre and the Mobile safety Exhibition Van and equipment.
3. To carry out repairs to exhibit panels and equipment of the Safety Centre and the Mobile Exhibition.
4. To operate the Audio-Visual Aids and other equipments of the Institute and to carry out repairs from time to time.

5. To carry out repairs to instruments in Industrial Hygiene Laboratory and to the furniture and fixtures of the Institute and Hostel
6. Any other work assigned by the superiors.

Duties of Mechanic/Electrician:

1. To keep the electrical tools and testing equipment, electrical connections, wiring, etc. of the exhibit panels in Safety Centre /Mobile Van, etc. in proper condition.
2. Fabrication of metallic jobs.
3. Operation / maintenance of Public Address System /Projectors, etc.
4. Any other work assigned by the superiors.

Duties of Film Projector Operator:

1. Operate film, slide and overhead projectors for the different training programmes conducted in the Institute.
2. Setting up and separating public address and sound system in the auditorium and the conference rooms, whenever required.
3. Carrying out minor maintenance of Audio-Visual equipments and public address system.
4. Cleaning and maintenance of Audio-Visual equipment, films and slides.
5. Any other work assigned by senior Officers from time to time.

Duties of Senior Laboratory Attendant:

1. To carryout washing, cleaning, drying and safe storing of glasswares and other lab. Items after the analytical work is over
2. To attend various type of jobs during sample collection and sample analysis.
3. To keep the laboratory tables, instruments etc. in clean and fit condition.
4. To attend day-to-day work of the laboratory as directed by the supervisors.
5. To prepare distilled water for laboratory and to assist in collection of biological samples.
6. To assist in field surveys /studies, etc.

7. Any other work assigned by the senior Officers.

Duties of Laboratory Attendant:

1. To keep the instruments in the laboratory clean and dust free.
2. To clean and wash the glasswares used in the analysis.
3. To assist the staff members in the day-to-day laboratory work.
4. Assistance in displaying equipment, etc. for demonstration purposes.
5. To assist in field surveys /studies, etc.
6. Any other work assigned by the senior Officers.

Duties of erstwhile Group 'D' employees inducted in Group C Category as *Multi-tasking Staff* after training as per recommendations of Sixth Pay Commission will be as per the instructions issued vide DOP&T's O.M. No. AB-14017/6/2009-Estt (RR) dated 30.4.2010.[can be accessed at www.persmin.nic.in].

Procedure followed in the decision making process including channels of supervision and accountability

Regarding work of general nature in DGFASLI & its sub-offices procedure for functioning and channels of supervision are fixed in accordance with the Manual of Office Procedures. Accordingly, every level of supervisory officers are responsible for the act or non-act of staff/officers down the line. Derelictions of duties, disobedience, negligence etc. are misconduct under CCS (Conduct) Rules, 1964 and punitive action is taken under CCS (Classification, Control & Appeal) Rules, 1965, wherever required to be taken.

Regarding actions under FAS/DS divisions, there is no codified procedure, neither there are any in-house instructions with reference to level of decision making. Nevertheless channels of supervision are strictly hierarchy based. Misconduct in the functioning of the concerned officers comes under the purview of Conduct Rules and punishable under CCA Rules.

However, while enforcing the provisions of Dock Safety statutes with regard to inspection of Ships & Port premises etc. the officers functioning as Inspectors can take their own decision with the framework and are solely accountable for their actions or inactions. Their conduct in the performance of these duties is also subject to Conduct Rules & Penal provisions of CCA Rules.

Norms set by DGFASLI for discharge of its functions

Various norms for the function of DGFASLI in the areas of Occupational Safety and Health in Factories and Docks have been grouped together as per the details given below:

1. Rendering Advice Service

a. National Study/Survey

National Study is conducted in a specific group of industries located in various parts of the country to assess the safety and health conditions of the workers and to suggest remedial measures for further improvement. The national study may also be multi-disciplinary study where more than one division of the institute is involved. As such, a national study requires more time to carry out field work and sample analysis. However, the duration of the study and completion of the report should not be more than 12 months.

b. Studies/Surveys on the directives of Government

Sometimes, Studies and Surveys on safety and health are carried out in the concerned industries on directives from Government to find out the causative factors leading to safety and health problems to the workers in the factory or group of the factories. Such studies/surveys are taken on priority basis and must be completed within 3 months covering field work, sample analysis and preparation of report.

b. Consultancy Study/Survey

Various divisions of Central & Regional Labour Institutes carry out consultancy studies in the area of Industrial Safety, Industrial Hygiene, Industrial Health, Heat Stress, Ventilation, Industrial Ergonomics, Industrial Psychology, Safety Audits, HAZOP study, Maximum Credible Loss Scenario (MCLS), etc. The studies are carried out by assessing the existing conditions of the workplace, process, operation, plant and equipment. On the basis of the observations made and results obtained, the industries are advised for minimizing or eliminating the hazards in the form of a study report. The total duration for carrying out the study and submission of the report depend upon the size of the plant, number of locations, number of samples collected, type of analytical method adopted, etc. As such, the study may be completed and report prepared within 4 months.

c. Technical Advice

Technical advice is given by different divisions of Central & Regional Labour Institutes for improving safety and health status at workplace. The advice may be given on the basis of field visits, personal visit of the concerned industry to the institute or through correspondence. The advice service can be rendered within 30 days.

d. Testing of Personal Protective Equipment

Various types of Personal Protective Equipment (PPE), both Respiratory and Non-respiratory are tested in the laboratories at Central Labour Institute, Mumbai. The performance test of the report of the samples received from manufacturers/user industries are submitted within 30 days.

2. Training & Education

a. Human Resource Development for Improving Safety & Health Standards

The officers of the organization are deputed for attending various training programmes organized by other agencies within the country and abroad, for exposure to the latest technical developments that are taking place in the field of Industrial Safety and Health.

b. Post Diploma in Industrial Safety

Central & Regional Labour Institutes conduct training for one year full time to award Post-graduate Diploma in Industrial Safety. The Certificate is issued by the Board of Technical Education of the State after passing the examination conducted by the Board.

c. Associate Fellow in Industrial Health (AFIH)

Central & Regional Labour Institutes conduct training on Occupational Health for 3 months full time for MBBS Doctors. The AFIH certificate is issued by DGFASLI.

d. Four Weeks Course for supervisors to be employed in Hazardous Process Industries under Section 41-C(b) of the Factories Act, 1948

Central & Regional Labour Institutes conduct Four Weeks Course for supervisors to be employed in Hazardous Process Industries under Section 41-C(b) of the Factories Act, 1948 being run by institutes. Further DGFASLI also grants approval for running the course to other public/private institutions. The examination is conducted by DGFASLI and certificates from DGFASLI are awarded to the candidates.

- e. **Basic course and Refresher Training on Industrial Safety and Health for Inspector of Factories** Central Labour Institutes conducts basic and refresher training on industrial safety and health for a duration of 10 days and 05 days respectively to the Inspector of Factories sponsored by different State Governments. The certificate is issued by DGFASLI.

 - f. **Short duration Training Programmes**
Various divisions of the Central & Regional Labour Institutes conduct one week or two weeks training programmes on different topics of Industrial Safety, Chemical Safety, Occupational Health, Industrial Hygiene, Industrial Physiology, Ergonomics, Industrial Psychology, Productivity, etc. The Certificate for participation of the programme is issued by the Director General at Central Labour Institute & by Director Incharge of the Regional Labour Institute.

 - g. **Training of foreign nationals and advice to developing countries**
The organization undertakes need based training programmes for safety and health enforcement agencies of developing countries. The duration of the programme and topics covered depend upon the requirement of the country concerned. It may vary from one week to 3 months duration.

 - h. **In-plant Training Programme**
In-plant Training Programme on safety and health is conducted by Central & Regional Labour Institute for 2 – 5 days duration depending upon the need of the factories and level of participants. The topics of the programmes are decided on the demand of the factory and the concerned division which is conducting the programme.
3. **Co-ordination of technical and legal activities to facilitate uniform standards of enforcement in factories**
- The DGFASLI co-ordinates technical and legal activities in respect of Factories Act, 1948 and amendments 1987, with the State Governments through correspondence, personal visits, meetings and conferences. The organization conducts a conference of Chief Inspector of Factories of the States every year chaired by the Director General, DGFASLI.

4. Administration of the Dock Workers (Safety, Health and Welfare) Act, 1986.

Administration of the Dock Workers (Safety, Health and Welfare) Act 1986 and the Regulations 1990 is carried out by the Ministry of Labour, through DGFASLI, Mumbai. The Director General is the Chief Inspector of Dock Safety appointed under the Act. The Chief Inspector of Dock Safety is also an authority for enforcement of various Provisions of Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 framed under the Environment (Protection) Act, 1986, in the major ports.

5. Promotional Activities by operating Schemes for Safety Awards

To appreciate the contribution made by the factories and docks towards producing quality goods and providing efficient services in safe and healthy conditions the following awards are being given every year.

a. Prime Minister's Shram Awards (PMSA)

Prime Minister's Shram Awards (PMSA) were instituted in 1985, for the workers (as defined in industrial Disputes Act, 1947) in recognition of their outstanding contributions in organizations both in public and private sector and who have distinguished record of performance, devotion to duty in a high order, specific contribution in the field of productivity, proven innovative abilities, presence of mind and exceptional courage and also to the workmen who have made supreme sacrifice of laying down their lives in the conscientious discharge of their duties.

The awards, in order of precedence, are: Shram Ratna, Shram Bhushan, Shram Vir/Veerangana and Shram Shri/Devi. The recognition consists of a Sanad and cash award of Rs. Two Lakhs (1 Award) Rs. One lakh (4 Awards), Rs. 60,000 (12 Awards) and Rs. 40,000 (16 Awards) respectively.

b. Vishwakarma Rashtriya Puraskar

It is designed to give recognition at the national level to outstanding suggestions resulting in (i) higher productivity (ii) improvement in safety and working conditions (iii) savings in foreign exchange (import substitute as well as quality and safety of products, (iv) improvement in overall efficiency of the establishments. It covers workers employed in factories and docks. Applications for the awards under the Scheme are invited every year and these are forwarded by the management on behalf of the workers. Prizes are grouped in three class's i.e.

CLASS (A) = 5, CASH AWARD OF Rs.75,000/- EACH,
CLASS (B) = 8, CASH AWARD OF Rs.50,000/- EACH
CLASS (C) = 15, CASH AWARD OF Rs.25,000/- EACH.

c. National Safety Awards

National Safety Awards are given in recognition of outstanding safety performance on the part of the industrial establishments covered under the Factories Act, 1948, the employees covered under the Dock Worker (Safety, Health and Welfare) Act, 1986 and Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996. Shields and Citation Certificates are awarded to Winners and Runners Up.

6. Co-operating International Agencies and advising Central Government in the adoption of International Standards concerning Safety and Health

The organization interacts with International Labour Organisation (ILO), World Health Organisation (WHO), United Nations Development Programmes (UNDP), in the areas of Safety & Health and advice Central Government for inclusion of various instruments in legal framework.

The Rules, Regulations, Instructions, Manuals and Records held by DGFASLI and used by its Employees for discharging its functions.

- **The Factories Act, 1948** (Available in public domain at <https://dgfasli.gov.in/en/factories-act-1948>)
- **The Dock Workers (Safety, Health & Welfare) Act, 1986** (Available in public domain on our website)
- **Model Rules framed under the Factories Act, 1948** (Available in public domain at <https://dgfasli.gov.in/sites/default/files/2018-12/2-Model%20Factories%20Rules%20as%20on%2001.03.2019.pdf>)
- **Standard Reference Note of DGFASLI** (Available in public domain on our website)
- **Declaration/re-declaration of competent persons under Regulations 2(d) of the Dock Workers (Safety, Health & Welfare) Regulations,1990**
- **Charging of fees, services, revision – regarding**
- **Terms and conditions for the technical services offered by the Central & Regional Labour Institutes**
- **National Policy on Safety, Health and Environment at Work Place** (Available in public domain at <http://dgfasli.gov.in/sites/default/files/2018-12/OSH-policy%281%29.pdf>)
- **Guidelines for empanelment of Doctors to carry out medical examination of Dock Workers under Regulations 107of the Dock Workers (Safety, Health & Welfare) Regulations,1990**
- **Model MAHC Rules**
- **Guidelines for Post Graduate Certificate Course in Industrial Health for 3 months duration – Associate Fellow of Industrial Health (AFIH)**
- **Guidelines for one month Course for Supervisors to be employed in Hazardous Process Industries under Section 41-C(b) of the Factories Act, 1948 including procedure for approval of the institutions** (Available in public domain at <http://dgfasli.gov.in/index.php/node/519>)
- **Guidelines for admission to one year Advanced Diploma Course in Industrial Safety**
- **Guidelines for carrying out testing of respiratory and non-respiratory Personal Protective Equipment**
- **Guidelines for award of NSA and VRP**
- **Safety Guidelines for Hoist and Lift**

Declaration of competent persons under Regulation 2(d) of the Dock Workers (Safety, Health & Welfare) Regulations, 1990

1. Approval of competency

- (a) The approval and declaration of '*competent person*' under Regulation 2(d) of the Dock Workers (Safety, Health and Welfare) Regulations, 1990 for the purpose of testing, examination or annealing and certification and certification of lifting appliances, loose gears or wire ropes are accorded by the Dock Safety (Head Quarters), DGFASLI, Mumbai.
- (b) All applications for approval of competent person and renewal of competency shall be submitted to the following address directly in the prescribed format (in duplicate) duly completed in all respect along with all required supporting documents.

The Chief Inspector of Dock Safety (CIDS)
Directorate General Factory Advice Service and
Labour Institutes (DGFASLI),
CLI Building, N.S. Mankikar Marg
Sion, Mumbai – 400 022
Maharashtra

Self Certified Copies of the following documents are to be submitted along with the application:

- (a) Age proof certificate and two passport size photographs.
- (b) Certificates of qualifications claimed.
- (c) Experience Certificates, for each of the periods of experience mentioned in the application.
- (d) Valid Calibration Certificates* of testing instruments
- (e) Recent Weigh Bridge Certificates in case of dead weights
- (f) Competency Certificates granted/issued under the statutes mentioned at item (17) of the Application Form

*The calibration certificate shall be obtained from an accredited organisation/laboratory with the validity of minimum one year thus covering the entire period of competency.

The prescribed application forms are available in the DGFASLI website at www.dgfasli.gov.in.

- (c) Incomplete applications or applications not meeting the eligibility criteria shall be rejected.
- (d) Applications shall be scrutinized by the Dock Safety Division (Head Quarters), DGFASLI, Mumbai. Inspection of the testing facilities shall be done by a team comprising of a minimum two members as approved by the competent authority to ascertain the adequacy, working conditions upkeepment/maintenance of the testing facilities and record of calibration certificate. Accordingly he shall submit an inspection report to Dock Safety Division (Head Quarters), DGFASLI along with specific recommendations.
- (e) On receipt of the satisfactory inspection report from the inspector of Dock Safety, the eligible applicant/candidate shall be called for written test and technical interview at the head quarter (i.e. DGFASLI, Mumbai) in case of first time application(new case).
- (f) The question paper shall comprise of objective and descriptive questions and shall be prepared and evaluated/examined by the officer who shall be nominated/approved by the competent authority. The passing marks in written test shall be more than 50% of the total marks. A committee shall be constituted by the competent authority to hold the technical interview for the assessment of the candidate. The date, time and venue for written test and technical interview shall be intimated to the candidate/applicant in advance.
- (g) Based on the satisfactory performance by securing a minimum marks of 50 out of 100 or more in the technical interview, the applicant, who shall secure the passing marks in written test, shall be recommended for grant of competency by the said committee.
- (h) Based on approval of the recommendation(s) made by the committee in respect of successful candidate/applicant in both written test and technical interview, the competency order shall be issued to the concerned person to declare him/her as competent person for the port and period specified in the order on certain terms and conditions stipulated in the said competency order.
- (i) The validity of the initial competency granted shall be for a period of one year from the date of issue of an order.

2. Renewal of competency

- (a) The competent person desiring to seek renewal shall apply at least 60 days before the expiry of his/her competency.
- (b) On receipt of application for renewal the process/procedure as stipulated under **para 1(d)** shall be followed.

- (c) On receipt of satisfactory inspection report, the candidate/applicant shall be called for technical interview at DGFASLI, Mumbai. For this, a committee shall be constituted by the competent authority to hold the technical interview for the assessment of the candidate. The date, time and venue for technical interview shall be intimated to the candidates/applicant in advance.
- (d) Based on the satisfactory performance by securing a minimum marks of 50 out of 100 or more in the technical interview, the applicant shall be recommended by the committee for the grant of renewal of competency.
- (e) Based on approval of the recommendation(s) made by the committee in respect of successful candidate/applicant in technical interview, the competency order shall be issued to the concerned person to declare him/her as competent person for the port and period specified in the order on certain terms and conditions stipulated in the said competency order.

3. Age, Qualification, Experience and Facilities of competent person.

The revised age, qualification, experience and facilities shall be as under:-

Age:

Competent person shall not be above the age of 65 years.

Qualification:

(a) A degree/diploma in Mechanical or Electrical or Marine or Metallurgical Engineering or their allied branches or its equivalent from a recognized University.

Experience:

- (i) A minimum experience of 7 years for above degree in engineering and 10 years for above diploma in engineering, in the following areas :
 - (a) Design or erection or maintenance; or
 - (b) Testing, examination and inspection of lifting machinery, chains, ropes and lifting tackles.
- (ii) he shall be :
 - (a) well conversant with current relevant code of practices and test procedures.
 - (b) conversant with fracture mechanics and metallurgy of the material of construction.
 - (c) conversant with heat treatment/stress relieving techniques as applicable to stress bearing components and part of lifting machinery and lifting tackles.

- (d) capable of identifying defects and arriving at reliable conclusion with regards to the safety of lifting machinery, chains , ropes and lifting tackles .

Testing facilities:

Facilities for load testing , tensile testing, heat treatment , equipment / gadgets for measurement, gauges and such other equipment to determine the safe working conditions of the lifting appliances and loose gears.

4. Medical Examination

Applicant/candidate shall have to undergo medical examination by the empanelled doctor of DGFASLI or medical officer of the port trust hospital of the concerned port at the time of application for grant/renewal of competency.

5. The procedure for issuance of special permission orders.

Under specific circumstances, the Competent Authority shall issue special permission to the competent person to carry out specific test & examination in the specified port..

Where competent person for specific purpose is not available at that port, the competent person who is declared for specific purpose like testing and examination of lifting appliances and loose gears **including container spreaders** to go to other major ports and other ports[as defined under Section 2(a) of the Dock Workers(Safety, Health and Welfare) Act, 1986], to carry out the specific task of testing and examination of container spreaders subject to availability of necessary testing and other facilities at the ports concerned, etc., only after obtaining a prior written permission in this regard.

**FORM OF APPLICATION FOR GRANT OF APPROVAL AS
COMPETENT PERSON UNDER REGULATION 2(d) OF THE DOCK
WORKERS (SAFETY, HEALTH AND WELFARE)
REGULATIONS,1990.**

A. PERSONAL DATA

1. NAME IN FULL(MR/MRS/MS) :
2. FATHER'S / HUSBAND'S NAME IN FULL :
3. ADDRESS IN FULL :
4. DATE OF BIRTH :
5. NAME & ADDRESS OF THE TESTINGESTABLISHMENT / ORGANISATION (WHERE PRESENTLY EMPLOYED) :
6. DESIGNATION / POST HELD :
7. EDUCATIONAL QUALIFICATION :
8. DETAILSOFPROFESIONAL EXPERIENCE :

Sl. No.	Name of Organisation / Testing Establishment	Period of Service		Total Experience (YY/MM/DD)	Designation/ Post Held	Area of Responsibility/ Activity
		From	To			

9. MEMBERSHIP, IF ANY,OF : PROFESSIONAL BODIES

NOTE: COPIES OF SUPPORTING DOCUMENTS TO BE ATTACHED FOR THE INFORMATION FURNISHED UNDER THE SERIAL NO. 4-8.

B. TESTING ESTABLISHMENT DATA

10. REGISTERED NAME OF THE TESTING ESTABLISHMENT/ ORGANISATION :

11. TELEPHONE NO. :

12. TELEX NO. :

13. FAX NO. :

14. DETAILS FOR FACILITIES FOR TESTING / EXAMINATION, ETC, AVAILABLE:

15. DETAILS OF RECENT CALIBRATION CARRIED OUT (COPIES TO BE ATTACHED) :

(a) NAME OF THE FIRM WHERE CALIBRATION CARRIED OUT :

(b) CERTIFICATE NO. AND DATE :

C. MISCELLANEOUS

16. PURPOSE FOR WHICH COMPETENCY TESTING, EXAMINATION IS REQUIRED AND CERTIFICATION OF (TICK MARK THE APPROPRIATE ITEM AND WRITE THE TESTING CAPACITY APPLIED FOR) :

(i) LIFTING APPLIANCES UNDER REGULATION 41, 50, 51

(ii) LIFTING GEARS

UNDER REGULATION 47, 50, 51

(iii) WIREROPES
UNDER REGULATION 48, 50, 51

(iv) HEAT TREATMENT OF
LIFTING GEARS UNDER
REGULATION 49, 50, 51

17. WHETHER THE
APPLICANT HAS BEEN :
DECLARED AS A
COMPETENT PERSON
UNDER ANY
OTHER STATUTES
(TICK MARK THE APPLICABLE BOX)

(i) THE FACTORIES ACT, 1948

(ii) THE MINES ACT, 1952,

(iii) THE DOCK WORKERS (SAFETY, HEALTH & WELFARE) ACT, 1986

(IF SO, GIVE THE DETAILS THERE OF
ALONG WITH THE COPY OF THE COMPETENCY CERTIFICATES) :

18. ANY OTHER RELEVANT INFORMATION :

D. FOR RENEWAL OF COMPETENCY

19. COMPETENCY CERTIFICATE NO. A
AND DATE
UNDER WHICH COMPETENCY WAS
GIVEN

20. PURPOSE
FOR WHICH COMPETENCY :
WAS GIVEN

21. DATE UP TO WHICH COMPETENCY IS:
/ WAS VALID

22. ANY ADDITION IN TESTING :
FACILITIES AFTER THE LAST
COMPETENCY AWARDED

E. DECLARATION BY THE APPLICANT

I, hereby declare that the information furnished above by me is true. Further, I undertake:

- a) that, in the event of any change in the facilities either addition or deletion or my leaving the aforesaid testing establishment / organization, I will promptly inform the Director General, DGFASLI;
- b) to maintain the facilities in good working order, as per manufacturer's instructions and calibrate it periodically; and
- c) to fulfill and abide by all the conditions stipulated in the certificate of competency and relevant provisions under the Dock Workers (Safety, Health and Welfare) Regulations, 1990.

Place:

Date:

Signature of the Applicant

**F. DECLARATION BY THE OWNER OF THE TESTING ESTABLISHMENT/
ORGANISATION.**

We _____ certify that Shri. _____ whose details are furnished above, is in our employment and I / We nominate him on behalf of the testing establishment/ organization, for the purpose of being declared as a competent person under Dock Workers (Safety, Health and Welfare) Regulations, 1990.

I / We also undertake that I / We shall:

- a) notify the Director General, DGFASLI, in case the competent person leaves our employment;
- b) provide and maintain in good working order all the testing facilities at our disposal as mentioned above; and
- c) notify the Director General, DGFASLI, any change in the facilities (either addition or deletion).

Further, I / we certify that the information furnished in this application is correct.

Signature:

Name:

Designation:

Place:

Date :

* OFFICE SEAL

Charging of fees, services, revision – regarding

HC

pls circulate to all concerned staff and get acknowledged.

69
11/4/22

(03)

F.No 27/7/2021- Estt.
Government of India
Ministry of Labour & Employment
DGFASLI, Mumbai

2nd Floor, DGFASLI,
N.S. Mankikar Marg,
Sion, Mumbai -400022
Dated, the 6th April, 2022

ORDER

Subject: Charging of Fees of Services- Revision Regarding.

In pursuance to Ministry letter No. Z-17011/22/2021-ISH dated 05/04/2022 regarding the fee structure the following fee revision will be effective from 01.04.2022 in modification to this Directorate General's Order number 27/2/2011-Estt. dated. 20.08.2018.

A. Training Program on Occupational Safety & Health

Sl. No.	Duration	Revised Fees per participant
1	One Day	Rs.3000/-
2	Three Days	Rs.5000/-
3	Five Days	Rs.10000/-
4	Training for the factory inspector of the State Government/LTs for Two Weeks	Rs.11000/-

B. In- plant Training Program on Occupational Safety & Health

Sl. No.	Duration	Revised Fees per participant
1	One Day	Rs.12,000/-
2	Studies, Surveys & Consultancy and Safety Audits for One Day	Rs.15,000/-

C. Educational program (Details for CLI, Mumbai and 4 RLIs at Kanpur, Kolkata, Chennai and Faridabad i.e. total 5 institutes) :

Sl. No.	Durations	Revised Fees per participant
1	DIS/ADIS/PDIS for development of Qualified Safety Officer- One Year Course (per participants)	Rs. 25,000/-
2	AFIH for development of Factory Medical Officer- Three months course (per participants)	Rs. 25,000/-
3	One month's Competent Supervisory Course for handling Chemicals as under Section 41(c) (b) (Four Weeks) (per participant)	Rs. 7,500/-

1/2

Other than above revised fees, the rest fees/ caution deposits and conditions will remain same as per order no. 27/2/2011-Estt. dated. 20.08.2018.

This is issued with the approved of Director General.

20
6/4/2022
(R. S. Vaidya)
Deputy Secretary
DGFASLI, Mumbai

To

- 1) Shri B.L. Bairwa, DDG (HQ), DGFASLI, Mumbai.
- 2) PS to DG, DGFASLI, Mumbai.
- 3) All Directors/Dy, Directors/Astt. Directors in CLI, Mumbai: Concerned HOO may please circulate and get circulation acknowledgement.
- 4) All Directors/Dy, Directors/Astt. Directors in RLI Chennai, Kanpur, Faridabad and Kolkata: Concern HOO may please circulate and get circulation acknowledgement.

Terms and conditions for the technical services offered by the Central & Regional Labour Institutes

The Institutes under the DGFASLI provide various types of technical services to the industries with a basic aim to improve the Safety & Health conditions of the workmen. The token fee charged and other terms and conditions from the organizations for different types of services are as given against each activity.

Type of Services/Activities	Terms & Conditions
<p>Safety Audit</p> <p>Safety Survey</p> <p>Industrial Hygiene Study</p> <p>Industrial Noise study</p> <p>Evaluation of ventilation system and thermal comfort in industries</p> <p>Evaluation of illumination levels in the work places</p> <p>Hazard & Operability studies</p> <p>Or other such studies.</p> <p>Industrial Vibration Study</p>	<p>1) The Institute fee @ Rs.15000/- per day (or as revised from time to time) for the number of days spent in the field work and reasonable number of days for report preparation. It the preliminary visit is required, the number of days spent in the plant for such a preliminary visit is also included in the chargeable days.</p> <p>Note:- The decision about the reasonable number of days for the laboratory analysis and report preparation etc. rests on the Director-in-Charge of the Institutes or the Divisions (of CLI). Yet unless specified otherwise the number of days charged for the report preparation etc. is taken as equal to that spent for field study.</p> <p>2) In addition to the above, to and fro travelling expenses for the team members as per the Central Govt. Rules will be required to be reimbursed by the managements. In order to facilitate the task, reserved to and fro tickets of the team members by the modes and classes of their entitlement are to be made available by the management at least 3 working days before the commencement of the journey and arrangement of local transport (appropriate lodging, boarding etc.) are to be borne by the managements. Consequently the residual daily allowances and travelling expenses will be billed by the institute for reimbursement by the managements.</p> <p>The bills for the Institute fee and for reimbursement of the residual travelling expenses will be sent to the managements after completion of the field work. While sending the reports of the studies, it will be ensured that the payments of the bills have been received by the institute. All the payment to be made by the client organizations shall be in favour of the institute, not to be paid directly to the team members and the payment to be made in</p>

		DD in favour of the Institute payable.
In-plant Programmes	Training	<p>1) The Institute fee @ 12,000/- per day (or as revised from time to time) will be charged for the number of days spent in training programmes.</p> <p>2) The to and fro travelling expenses of the faculty members, as per the Central Govt. Rules will be required to be reimbursed by the managements. In order to facilitate the task, reserved to and fro tickets of the team members by the modes and classes of their entitlement are to be made available by the management well before the commencement of the journey and arrangement of local transport (lodging, boarding) are to be borne by the managements. Consequently the residual daily allowances and travelling expenses will be billed by the institute for reimbursement by the managements.</p> <p>3.(a) The proforma bill for the Institute Fee will be sent along with the final travel plant. The payments against the bill will have to be handed over to the team leader on the last day of the training programme.</p> <p>(c)The bills for the residual daily allowances and travelling/expenses will be sent to the managements after completion of the training programme which will have to be paid by the management within a fortnight from the date of receipt of the bill. All the payments to be made by the client organizations will have to be in the form of demand draft in favour of the institute payable at its station.</p>

National Policy on Safety, Health and Environment at Work Place

1. PREAMBLE

The Constitution of India provide detailed provisions for the rights of the citizens and also lays down the Directive Principles of State Policy which set an aim to which the activities of the state are to be guided.

These Directive Principles provide:

- a) for securing the health and strength of employees, men and women;
- b) that the tender age of children are not abused;
- c) that citizens are not forced by economic necessity to enter avocations unsuited to their age or strength;
- d) just and humane conditions of work and maternity relief are provided; and
- e) that the Government shall take steps, by suitable legislation or in any other way, to secure the participation of employee in the management of undertakings, establishments or other organisations engaged in any industry.

On the basis of these Directive Principles as well as international instruments, Government is committed to regulate all economic activities for management of safety and health risks at workplaces and to provide measures so as to ensure safe and healthy working conditions for every working man and woman in the nation. Government recognizes that safety and health of workers has a positive impact on productivity and economic and social development. Prevention is an integral part of economic activities as high safety and health standard at work is as important as good business performance for new as well as existing industries.

The formulation of policy, priorities and strategies in occupational safety, health and environment at work places, is undertaken by national authorities in consultation with social partners for fulfilling such objectives. A critical role is played by the Government and the social partners, professional safety and health organizations in ensuring prevention and in also providing treatment, support and rehabilitation services.

Government of India firmly believes that without safe, clean environment as well as healthy working conditions, social justice and economic growth cannot be achieved and that safe and healthy working environment is recognized as a fundamental human right. Education, training, consultation and exchange of information and good practices are essential for prevention and promotion of such measures.

The changing job patterns and working relationships, the rise in self employment, greater sub-contracting, outsourcing of work, homework and the increasing number of employees working away from their establishment, pose problems to management of occupational safety and health risks at workplaces. New safety hazards and health risks will be appearing along with the transfer and adoption of new technologies. In addition, many of the well known conventional hazards will continue to be present at the workplace till the risks arising from exposure to these hazards are brought under adequate control. While advancements in technology have minimized or eliminated some hazards at workplace, new risks can emerge in their place which needs to be addressed.

Particular attention needs to be paid to the hazardous operations and of employees in risk prone conditions such as migrant employees and various vulnerable groups of employees arising out of greater mobility in the workforce with more people working for a number of employers, either consecutively or simultaneously.

The increasing use of chemicals, exposure to physical, chemical and biological agents with hazard potential unknown to people; the indiscriminate use of agro-chemicals including pesticides, agricultural machineries and equipment; industries with major accident risks; effects of computer controlled technologies and alarming influence of stress at work in many modern jobs pose serious safety, health and environmental risks.

The fundamental purpose of this National Policy on Safety, Health and Environment at workplace, is not only to eliminate the incidence of work related injuries, diseases, fatalities, disaster and loss of national assets and ensuring achievement of a high level of occupational safety, health and environment performance through proactive approaches but also to enhance the well-being of the employee and society, at large. The necessary changes in this area will be based on a co-ordinated national effort focused on clear national goals and objectives.

Every Ministry or Department may work out their detailed policy relevant to their working environment as per the guidelines on the National Policy.

2. GOALS:

The Government firmly believes that building and maintaining national preventive safety and health culture is the need of the hour. With a view to develop such a culture and to improve the safety, health and environment at work place, it is essential to meet the following requirements:-

Providing a statutory framework on Occupational Safety and Health in respect of all sectors of industrial activities including the construction sector, designing suitable control systems of compliance, enforcement and incentives for better compliance.

Providing administrative and technical support services.

Providing a system of incentives to employers and employees to achieve higher health and safety standards .

Providing for a system of non-financial incentives for improvement in safety and health.

Establishing and developing the research and development capability in emerging areas of risk and providing for effective control measures.

Focusing on prevention strategies and monitoring performance through improved data collection system on work related injuries and diseases.

Developing and providing required technical manpower and knowledge in the areas of safety, health and environment at workplaces in different sectors.

Promoting inclusion of safety, health and environment, improvement at workplaces as an important component in other relevant national policy documents.

Including safety and occupational health as an integral part of every operation.

3. OBJECTIVES:

The policy seeks to bring the national objectives into focus as a step towards improvement in safety, health and environment at workplace. The objectives are to achieve:-

- a) Continuous reduction in the incidence of work related injuries, fatalities, diseases, disasters and loss of national assets.
- b) Improved coverage of work related injuries, fatalities and diseases and provide for a more comprehensive data base for facilitating better performance and monitoring.
- c) Continuous enhancement of community awareness regarding safety, health and environment at workplace related areas.

- d) Continually increasing community expectation of workplace health and safety standards.
- e) Improving safety, health and environment at workplace by creation of “greenjobs” contributing to sustainable enterprise development.

4. ACTION PROGRAMME

For the purpose of achieving the goals and objectives mentioned in paragraphs 2 and 3 above, the following action programme is drawn up and where necessary time bound action programme would be initiated, namely:-

Enforcement

By providing an effective enforcement machinery as well as suitable provisions for compensation and rehabilitation of affected persons;

By effectively enforcing all applicable laws and regulations concerning safety, health and environment at workplaces in all economic activities through an adequate and effective labour inspection system;

By establishing suitable schemes for subsidy and provision of loans to enable effective implementation of the policy;

By ensuring that employers, employees and others have separate but complementary responsibilities and rights with respect to achieving safe and healthy working conditions;

By amending expeditiously existing laws relating to safety, health and environment and bring them in line with the relevant international instruments;

By monitoring the adoption of national standards through regulatory authorities;

By facilitating the sharing of best practices and experiences between national and international regulatory authorities;

By developing new and innovative enforcement methods including financial incentives that encourage and ensure improved workplace performance;

By making an enabling legislation on Safety, Health and Environment at Workplaces;

By setting up safety and health committees wherever deemed appropriate;

National Standards

By developing appropriate standards, codes of practices and manuals on safety, health and environment for uniformity at the national level in all economic activities consistent with international standards and implementation by the stake holders in true spirit;

By ensuring stakeholders awareness of and accessibility to applicable policy, documents, codes, regulations and standards;

Compliance

By encouraging the appropriate Government to assume the fullest responsibility for the administration and enforcement of occupational safety, health and environment at workplace, provide assistance in identifying their needs and responsibilities in the area of safety, health and environment at workplace, to develop plans and programmes in accordance with the provisions of the applicable Acts and to conduct experimental and demonstration projects in connection therewith;

By calling upon the co-operation of social partners in the supervision of application of legislations and regulations relating to safety, health and environment at work place;

By continuous improvement of Occupational Safety and Health by systems approach to the management of Occupational Safety and Health including developing guidance on Occupational Safety and Health management systems, strengthening voluntary actions, including mechanisms for self-regulatory concept and establishing auditing mechanisms which can test and authenticate occupational safety and health management systems;

By providing specific measures to prevent catastrophes, and to co-ordinate and specify the actions to be taken at different levels, particularly in the industrial zones with high potential risks;

By recognizing the best safety and health practices and providing facilitation for their adoption.

By providing adequate penal provisions as deterrent for violation of laws for the time being in force;

By encouraging all concerned to adopt and commit to “Responsible Care” and / or “Corporate Social Responsibility” to improve safety, health and environment at workplace performance;

By ensuring a suitable accreditation machinery to recognize institutions, professionals and services relating to safety, health and environment at workplace

for uniformity and greater coverage as also authenticating safe management system;

By encouraging employers to ensure occupational safety and health management systems, establish them in efficient manner to improve workplace safety and health;

By specifically focusing on such occupational diseases like pneumoconiosis and silicosis; developing a framework for its prevention and control as well as develop technical standards and guidelines for the same;

By promoting safe and clean technology and progressively replacing materials hazardous to human health and environment;

Awareness

By increasing awareness on safety, health and environment at workplace through appropriate means;

By providing forums for consultations with employers' representatives, employees representatives and community on matters of national concern relating to safety, health and environment at work place with the overall objective of creating awareness and enhancing national productivity;

By encouraging joint labour-management efforts to preserve, protect and promote national assets and to eliminate injuries and diseases arising out of employment;

By raising community awareness through structured, audience specific approach;

By continuously evaluating the impact of such awareness and information initiatives;

By maximizing gains from the substantial investment in awareness campaigns by sharing experience and learning;

By suitably incorporating teaching inputs on safety, health and environment at work place in schools, technical, medical, professional and vocational courses and distance education programme;

By securing good liaison arrangements with the International organisations;

By providing medical criteria wherever necessary which will assure insofar as practicable that no employee will suffer diminished health, functional capacity, or life expectancy as a result of his work place activities and that in the event of such occupational diseases having been contracted, is suitably compensated;

By providing practical guidance and encouraging employers and employees in their efforts to reduce the incidence of occupational safety and health risks at their places of employment and to impress upon employers and employees to institute new programmes and to improve existing programmes for providing safe and healthful working conditions, requiring employers to ensure that workers and their

Representatives are consulted, trained, informed and involved in all measures related to their safety and health at work;

Research and Development

By providing for research in the field of safety, health and environment at workplace, including the social and psychological factors involved, and by developing innovative methods, techniques including computer aided Risk Assessment Tools, and approaches for dealing with safety, health and environment at workplace problems which will help in establishing standards;

By exploring ways to discover latent diseases, establishing causal connections between diseases and work environmental conditions, updating list of occupational diseases and conducting other research relating to safety, health and environmental problems at workplace;

By establishing research priorities as per national requirements; exploring partnerships and improving communications with various national and international research bodies;

By ensuring a coordinated research approach and an optimal allocation of resources in Occupational Safety and Health sector for such purposes;

Occupational safety and health skills development

By building upon advances already made through employer and employee initiative for providing safe and healthy working conditions;

By providing for training programmes to increase the number and competence of personnel engaged in the field of occupational safety, health and environment at workplace;

By providing information and advice, in an appropriate manner, to employers and employees organisations, with a view to eliminating hazards or reducing them as far as practicable;

By establishing occupational health services aimed at protection and promotion of health of employee and improvement of working conditions and by providing employee access to these services in different sectors of economic activities;

By integrating health and safety into vocational, professional and labour related training programmes as also management training including small business practices;

By adopting Occupational Safety and Health training curricula in workplace and industry programmes;

Data collection

By compiling statistics relating to safety, health and environment at work places, prioritizing key issues for action, conducting national studies or surveys or projects through governmental and non-governmental organisations;

By reinforcing and sharing of information and data on national occupational safety, health and environment at work place information amongst different stake holders through a national network system on Occupational Safety and Health;

By extending data coverage relevant to work-related injury and disease, including measures of exposure, and occupational groups that are currently excluded, such as self-employed people;

By extending data systems to allow timely reporting and provision of information;

By developing the means for improved access to information;

Review

An initial review and analysis shall be carried out to ascertain the current status of safety, health and environment at workplace and building a national Occupational Safety and Health profile.

National Policy and the action programme shall be reviewed at least once in five years or earlier if felt necessary to assess relevance of the national goals and objectives.

5. CONCLUSION

There is a need to develop close involvement of social partners to meet the challenges ahead in the assessment and control of workplace risks by mobilizing local resources and extending protection to such working population and vulnerable groups where social protection is not adequate.

Government stands committed to review the National Policy on Safety, Health and Environment at Workplace and legislations through tripartite consultation, improve enforcement, compilation and analysis of statistics; develop special programmes for hazardous operations and other focus sectors, set up training mechanisms, create nation-wide awareness, arrange for the mobilization of available resources and expertise.

The National Policy and programme envisages total commitment and demonstration by all concerned stake holders such as Government and social partners. Our goals and objectives will be that through dedicated and concerted efforts consistent with the requirements of safety, health and environment at work place and thereby improving the quality of work and working life.

Guidelines for empanelment of Doctors to carry out medical examination of Dock Workers under Regulations 107

Periodicity of Medical Examination (vide Regulation 107, read with Schedule XI of Dock Workers (Safety, Health & Welfare) Regulations, 1990

Sl.No.	Category of dock workers	Periodicity of medical examination
a)	Drivers/ Operators of lifting appliances & transport equipment and signalers	i) At the time of initial employment ii) After illness or injury affecting his/her fitness iii) Once in every two years upto the age of 40 years and iv) Thereafter, once every year during the service period
b)	All other dock workers (not covered under para (a) above),	i) At the time of initial employment ii) After illness or injury affecting his/her illness iii) Once in every three years upto the age of 40 years, and iv) Thereafter, once in every two years during the service period

Eligibility Requirements :

(a) Qualifications:

Individuals applying for consideration must possess a MBBS degree from recognized medical college and should have completed rotating internship. In addition to the MBBS degree, they also should possess either Diploma in Industrial Health/Associated Fellow of Industrial Health Post Graduate qualification recognized by Medical Council of India/DGFASLI, respectively, or they possess M.D. qualification in Gen. Med./Chest/PSM. However, they shall be considered only for places where there are no doctors with Diploma in Industrial Health/Associated Fellow of Industrial Health qualifications.

(b) Facilities for conducting Medical Examination:

The individuals and the Institutions/Hospitals applying for empanelment shall have necessary facilities for undertaking the following :-

- i) Recording the details of history (present, past, personal, family, socio-economic and any other, if relevant).
- (ii) Occupational History (past and present with likely hazard to which may be exposed).

- (iii) General, medical physical examination.
- (iv) Systemic medical examination.
- (v) Specific target organ/system examination.
- (vi) Tests : Routine urine examination, CBC blood examination, blood sugar (both fasting and PP), and ECG, lung function tests, Audiometry, tests for visual performance (job oriented vision testing), X-ray, PA Chest (full size)
- (vii) Specific tests, if needed, to ascertain the fitness of individual for specific job and also to monitor his occupational health status in future (to be determined keeping in view the occupational hazard to which the individual is exposed).

(c) Fresh cases for Empanelment of Doctors:

- i) The application for empanelment is to be submitted to the headquarters, in prescribed format.
- ii) The application is scrutinised by the Dock Safety Division (HQ), DGFASLI and a Committee is constituted with the approval of competent authority to inspect the facilities available with him. Based on the satisfactory report from the committee, the applicant is called for the interview at DGFASLI, Mumbai.
- iii) Based on the recommendation of the interview committee, the empanelment is granted for a period of one year.

(d) Renewal of Empanelment of Doctors:

- (i) The application for renewal of empanelment is to be submitted to the Headquarters, in prescribed format.
- (ii) The application is scrutinised by the Dock Safety Division (HQ), DGFASLI and a Committee is constituted with the approval of competent authority to inspect the facilities available as on date of renewal application and compliance of the provisions given in the order for previous order of empanelment issued by the competent authority. Based on the satisfactory report from the committee, the applicant is called for the interview at DGFASLI, Mumbai.
- (iii) Based on the recommendation of the interview committee, the empanelment is granted for a period of two years.

(e) Records to be maintained:

- i. The doctors are required to maintain the details of Medical Examination of Dock Workers in prescribed format.
- ii. The doctors shall make available the details of Medical Examination of Dock Workers in prescribed format to the Employers of dock workers.
- iii. The doctors shall submit Half Yearly statement to the Inspector of Dock Safety in prescribed format.
- iv. The doctors shall also submit details of dock workers found unfit, in prescribed format.

Model MAHC Rules (As on 18/9/2001)

ARRANGEMENT OF RULES

1. Short title and commencement
2. Definitions
3. Collection, development and dissemination of information
 Duties of Inspector
4. General responsibility of the occupier
5. Notification of major accidents
6. Industrial activities to which Rules 7 to 15 apply
7. Notification of sites
8. Updating of the notification under Rule 7
9. Deleted
10. Safety reports and Safety audit reports
11. Updating of reports under Rule 10
12. Requirements for further information to be sent to the Inspector and the Chief Inspector
13. Preparation of on-site emergency plan by the occupier
14. Deleted
15. Information to be given to persons liable to be affected by a major accident
16. Disclosure of information notified under the Rules
17. Deleted
18. Power of the State Government to modify the Schedules
19. Repeals and Modifications to the Rules for the Factories (Amendment) Act, 1987
 - Schedule 1 Indicative criteria and list of chemicals
 - Schedule 2 Isolated storage
 - Schedule 3 List of hazardous chemicals
 - Schedule 4 Industrial installations within the meaning of Rule 2(b)
 - Schedule 5 Safety data sheet
 - Schedule 6 Information to be furnished regarding notification of a major accident
 - Schedule 7 Information to be furnished for the notification of sites

Schedule 8 Information to be furnished in a safety report

Schedule 8A Details to be furnished in the On-site Emergency Plan

Schedule 9 Repeals and Modifications to the Rules for the Factories (Amendment) Act, 1987

1. Short title and commencement –

- (1) These Rules may be called The Major Accident Hazard Control Rules, 1997
- (2) They shall come into force on the date of their publication in the Official Gazette as per the procedure laid down under the Factories Act, 1948.
- (3) These Rules supplement the Rules already notified under Chapter IV-a of the Factories Act, 1948

2. Definition –

In these Rules, unless the context otherwise requires –

- (a) “hazardous chemical” means, -
 - i) any chemical which satisfies any of the criteria laid down in Part I of Schedule 1 or is listed in Column 2 of Part II of this Schedule; or
 - ii) any chemical listed in Column 2 of Schedule 2; or
 - iii) any chemical listed in Column 2 of Schedule 3;
- (b) “industrial activity” means : -
an operation or process carried out in a factory referred to in Schedule 4 involving or likely to involve one or more hazardous chemicals and includes on-site storage or on-site transport which is associated with that operation or process, as the case may be;
- (c) “isolated storage” means storage which no other manufacturing process other than pumping of hazardous chemicals is carried out and that storage involves at least a quantity of that chemical set out in Schedule 2, but does not include storage associated with a factory specified in Schedule 4 on the same site.
- (d) “major accident” means an incident involving loss of life inside or outside the site or 10 or more injuries inside and / or one or more injuries outside or release of toxic chemical or explosion or fire or spillage of hazardous chemicals resulting in ‘on-site’ or ‘off-site’ emergencies or damage to equipment leading to stoppage of process or adverse effects to the environment.

- (e) "pipeline" means a pipe (together with any apparatus and works associated therewith), or system of pipes (together with any apparatus and works associated therewith), for the conveyance of a hazardous chemical, other than a flammable gas as set out in Column 2 of Part II of Schedule 3 at a pressure of less than 8 bars absolute;
 - (f) "Schedule" means Schedule appended to these Rules;
 - (g) Words and expressions not defined in these Rules but used thereunder have the same meaning as assigned therein.
- 3.
- (1) This Rule shall apply to an industrial activity or isolated storage in which a hazardous chemical which satisfies any of the criteria laid down in Part I of Schedule 1 or listed in Column 2 of Part II of this Schedule is or may be involved.
 - (2) An occupier of an industrial activity or isolated storage in terms of Sub-rule (1) of this Rule shall arrange to obtain or develop information in the form of Safety Data Sheet as specified in Schedule 5. The information shall be made accessible to workers upon request for reference.
 - (3) The occupier while obtaining or developing safety data sheet as specified in Schedule 5 in respect of hazardous chemical handled by him shall ensure that the information is recorded accurately and reflects the scientific evidence used in making the hazard determination. In case, any significant information regarding hazard of a chemical is available, it shall be added to the safety data sheet as specified in Schedule 5 as soon as practicable.
 - (4) Every container of a hazardous chemical shall be clearly labeled or marked to identify,
 - (a) the contents of the container;
 - (b) the name and address of the manufacturer or importer of the hazardous chemicals; and
 - (c) The physical, chemical and toxicological data of the hazardous chemical.
 - (5) In terms of sub-rule (4) of this Rule where it is impractical to label a chemical in view of the size of the container or the nature of the package, provision should be made for other effective means like tagging or accompanying documents.

3. Duties of Inspector –

The Inspector shall –

- (a) inspect the industrial activity or isolated storage at least once in a calendar year;
- (b) send annually status report on the compliance with the Rules by occupiers to the Ministry of Environment & Forests through the Directorate General Factory Advice Service and Labour Institutes and Ministry of Labour, Govt. of India
- (c) enforce directions and procedures in respect of industrial activities or isolated storages covered under the Factories Act 1948 and in respect of pipelines upto a distance of 500 m from the outside of the perimeter of the factory, regarding –
 - (i) Notification of the major accidents as per Rules 5(1) & 5 (2).
 - (ii) Notification of sites as per Rules 7 & 8
 - (iii) Preparation of Safety Reports as per Rules 10-12.
 - (iv) Preparation of on-site emergency plans as per Rule 13 and involvement in the preparation of off-site emergency plans in consultation with District Collector or District Emergency Authority.

4. General responsibility of the occupier –

- (1) This Rule shall apply to –
 - (a) an industrial activity in which a hazardous chemical, which satisfies any of the criteria laid down in Part I of Schedule 1 or is listed in Column 2 of Part II of this Schedule is or may be involved; and
 - (b) Isolated storage in which there is involved a quantity of a hazardous chemical listed in Column 2 of Schedule 2 which is equal to or more than the threshold quantity specified in this Schedule for than chemical in Column 3 thereof.
- (2) An occupier in terms of sub-rule (1) shall provide information on demand to show that he has –
 - (a) identified the major accident hazards; and
 - (b) taken adequate steps to –
 - (i) prevent such major accidents and to limit their consequences to persons and the environment; and
 - (ii) Provide to the persons working on the site with the information, training and equipment including antidotes necessary to ensure their safety and health.

5. Notification of Major Accident –

- (1) where a major accident occurs on a site or in a pipeline the occupier shall with 48 hours notify the Inspector and Chief Inspector of than accident, and furnish thereafter to the inspector and Chief inspect a report relating to the accident in installments, if necessary, in Schedule 6.

- (2) The Inspector and Chief Inspector shall on receipt of the report in accordance with sub-rule (1) of this Rule, shall undertake a full analysis of the major accident and send the requisite information to the Ministry of Environment and Forests through the Directorate General Factory Advice Service and Labour Institutes and Ministry of Labour, Government of India.
- (3) An occupier shall notify to the Inspector steps taken to avoid any repetition of such occurrence on a site.
- (4) The Inspector and Chief Inspector shall compile information regarding major accidents and made available a copy of the same to the Ministry of Environment and Forests through Directorate General Factory Advice Service and Labour Institutes and Ministry of Labour, Government of India.
- (5) The Inspector and the Chief Inspector shall inform the occupier in writing, of any lacunae which in their pinion needs to be rectified to avoid major accidents.

6. Industrial activities to which Rules 7 to 15 apply

- (1) (a) Rules 7, 8, 13 and 15 shall apply to an industrial activity, other than isolated storage, in which there is chemical listed in Column 2 of Schedule 3 which is equal to or more than the threshold quantity specified in the entry for that chemical in Column 3;
- (b) Rules from 10 to 12 shall apply to an industrial activity other than isolated storage, in which there is involved a quantity of a hazardous chemical listed in Column 2 of Schedule 3 which is equal to ore more than the threshold quantity specified in the entry for that chemical in Column 4;
- (c) Rules 7 and 8 shall apply to an isolated storage in which there is involved a quantity of a hazardous chemical listed in Column 2 of Schedule 2 which is equal to ore more than the threshold quantity specified in the entry for that chemical in Column 3;
- (d) Rules 10 to 13 and 15 shall apply to an isolated storage in which there is involved a quantity of a hazardous chemical listed in Column 2 of Schedule 2 which is equal to ore more than the threshold quantity specified in the entry for that chemical in Column 4;

7. Notification of sites

- (1) An occupier shall not undertake any industrial activity or isolated storage unless he has submitted a written report to Chief Inspector containing the particulars specified in Schedule 7 at least 90 days before commencing that activity or isolated storage; or before such shorter time as Chief inspector may agree and for

the purposes of this sub-rule, an activity in which subsequently there is or is liable to be threshold quantity given in Column 3 of Schedules 2 and 3 or more of an additional hazardous chemical shall be deemed to be a different activity and shall be notified accordingly.

- (2) The Chief Inspector within 60 days from the date of receipt of the report in accordance with sub-rule(1) of this Rules shall examine and on examination of the report if he is of the opinion that contravention of the provision of the Act or the Rules made thereunder has taken place, he may issue notice for obtaining compliance.

8. Updating of the notification under Rule 7

Where an industrial activity or isolated storage has been reported in accordance with Rule 7(1) and the occupier makes a change in it (including an increase or decrease in the maximum quantity of a hazardous chemical to which this Rule applies which is or is liable to be at the site or in the pipeline or at the cessation of the activity) which affects the particulars specified in that report or any subsequent report made under this Rule, the occupier shall forthwith furnish a further report to the Inspector and Chief Inspector.

9. Safety reports and Safety audit reports

- (1) Subject to the following sub-rules of this Rule, an occupier shall not undertake any industrial activity or isolated storage to which this Rule applies, unless he has prepared a safety report on that industrial activity or isolated storage containing the information specified in Schedule 8 and has sent a copy of that report to Chief Inspector at least 90 days before commencing that activity.
- (2) After the commencement of these Rules, the occupiers of both the new and the existing industrial activities or isolated storages shall arrange to carry out once in a year safety audit by a competent agency to be accredited by an Accreditation Board to be constituted by the Ministry of Labour, Government of India in this behalf and in absence of such Accreditation Board by a competent agency approved by Chief inspector of Factories.
- (3) The occupier, within 30 days of the completion of the audit, shall send a report to the Chief Inspector with respect to the implementation of the audit recommendations.

10. Updating of reports under Rule 10

- (4) Where an occupier has made a safety report in accordance with sub-rule (1) of Rule 10 he shall not make any modification to the industrial activity or isolated storage to which that safety report relates which could materially affect the

particulars in that report, unless he has made a further report to take account of those modifications and has sent a copy of that report to the Inspector and Chief Inspector at least 90 days before making those modifications.

- (5) Where an occupier has made a report in accordance with Rule 10 and sub-rule (1) of this Rule and than industrial activity or isolated storage is continuing, the occupier shall, within three years of the date of the last such report, make a further report which shall have regard in particular to new technical knowledge which has affected the particulars in the previous report relating to safety and hazard assessment and shall, within 30 days or in such longer time, as the Inspector and Chief Inspector may agree in writing, send a copy of the report to the Inspector and Chief Inspector.

11. Requirements for further information to be sent to the Inspector and the Chief Inspector

Where in accordance with Rules 10 and 11 an occupier has sent safety report and safety audit report relating to an industrial activity or isolated storage to the Inspector and Chief Inspector, the Inspector and Chief Inspector may by a notice served on the occupier, require him to provide such additional information as may be specified in the notice and the occupier shall send that information to the Inspector and Chief Inspector within 90 days.

12. Preparation of on-site emergency plan by the occupier

- (1) The occupier shall prepare, keep up-to-date and furnish to the Inspector and Chief Inspector an On-site emergency plan containing details specified in Schedule 8A and detailing how major accidents will be dealt with on the site on which the industrial activity or isolated storage is carried on and that plan shall include the name of the person who is responsible for safety on the site and the names of those who are authorized to take action in accordance with the plan in case of an emergency.

- (2) The occupier shall ensure that the emergency plan prepared in accordance with sub-Rule (1) of this Rule takes into account any modification made in the industrial activity or isolated storage and that every person on the site who is concerned with the plan is informed of its relevant provisions.
- (3) The occupier shall prepare the emergency plan required under sub-rule (1) of this Rule-
 - (a) Before the commencement of industrial activity or isolated storage.
 - (b) Within 90 days of coming into operation of these Rules in case of an existing industrial activity or isolated storage.
- (4) The occupier shall ensure that a mock drill of the on-site emergency is conducted at least once in every six months.
- (5) A detailed report of the mock drill conducted under sub-rule (4) shall be made immediately available to the Inspector and Chief Inspector.

13. Information to be given to persons liable to be affected by a major accident

- (1) The occupier shall take appropriate steps to inform persons outside the site who are likely to be in an area which may be affected by a major accident about –
 - a. the nature of the major accident hazard; and
 - b. the safety measures and the Do's and Don'ts which should be adopted in the event of a major accident.
- (2) The occupier shall take the steps required under sub-Rule(1) of this Rule to inform persons about an industrial activity or isolated storage before that activity is commenced, except that in respect of an existing industrial activity or isolated storage the occupier shall comply with the requirements of sub-Rule(1) of this Rule within 90 days of coming into operation of these Rules.

14. Disclosure of information notified under the Rules

Where for the purpose of evaluating information notified under Rule 5 or Rules 7 to 15, the Inspector or the Chief Inspector discloses that information to some other person,

that other person shall not use that information for any purpose except a purpose of the Inspector or the Chief Inspector disclosing it, as the case may be, and before disclosing that information the Inspector or the Chief Inspector as the case may be shall inform that other person of his obligations under this Rule.

15. Power of the State Government to modify the Schedules

The State Government may, at any time, by notification in the Official Gazette, make suitable changes in the Schedules.

16. Repeals and Modifications to the Rules for the Factories (Amendment) Act, 1987

- (1) The Rules set out in Part I of Schedule 9 be repealed.
- (2) The Rules set out in Part II of Schedule 9 be modified to the extent specified in column 4 of that Schedule.

SCHEDULE I

[See Rules 2(a)(i), 3(1) and 4(1)(a)]

Indicative Criteria and List of Chemicals

Part I INDICATIVE CRITERIA

(a) Toxic Chemicals:

Chemicals having the following values of acute toxicity and which, owing to their physical and chemical properties, are capable of producing major accident hazards.

Sl. No.	Degree of Toxicity	Medium lethal dose by the oral route (oral toxicity) LD (Mg/kg body weight of test animals)	Medium lethal dose by the dermal route (dermal toxicity) LD 50 (mg.kg body weight of test animals)	Medium lethal concentration by inhalation route (four hours (LC50 (mg/1 inhalation in test animals)
1.	Extremely toxic	1-50	1-200	0.1-0.5
2.	Highly toxic	51-500	201-2000	0.5-2.0

(b) Flammable chemicals:

- (i) Flammable gases : Chemicals which in the gaseous state at normal pressure and mixed with air become flammable and the boiling point of which at normal pressure is 20° degree C or below;
- (ii) Highly flammable liquids : Chemicals which have a flash point lower than 23°
- (iii) Flammable liquids: Chemicals which have a flash point lower than 65° degree C and which remain liquid under pressure, where particular processing conditions, such as high pressure and high temperature, may create major accident hazards.

(c) Explosives:

Chemicals which may explode under the effect of flame, heat or photochemical conditions, or which are more sensitive to shocks or friction than dinitrobenzene.

PART-II LIST OF HAZARDOUS CHEMICALS

- (1) ACETONE
- (2) ACETONE CYANOHYDRINE
- (3) ACETYL CHLORIDE
- (4) ACETYLENE (ETHYLENE)
- (5) ACROLEIN (2-PROPENAL)
- (6) ACRYLONITRILE
- (7) ALTICARB
- (8) ALDRIN
- (9) ALCYL PHTHALATE
- (10) ALLYL ALCHOHOL
- (11) ALLYLAMINE
- (12) ALPHA NAPHTHYL THIOUREA (ANTTU)
- (13) AMINODIPHENYL-4
- (14) AMINOPHENOL-2
- (15) AMIDON
- (16) AMMONIA
- (17) AMMONIUM NITRATE
- (18) AMMONIUM NITRATE IN FERTILIZERS
- (19) AMMONIUM SULFAMATE
- (20) ANABASINE
- (21) ANILINE
- (22) ANISIDNIE-p
- (23) ANTIMONY & COMPOUNDS
- (24) ANTIMONY HIDRIDE (STIBINE)
- (25) ARSYNIC HYDRIDE (ARSINE)
- (26) ARSYNIC PENTOXIDE, ARSYNIC (V) ACID & SALTS
- (27) ARSYNIC TRYOSIDE, ARSENIOS (III) ACID & SALTS
- (28) ASBESTOS
- (29) AZINPHOS-ETHYL
- (30) AZINPHOS-METHYL
- (31) BARIUM AZIDE
- (32) BENZENE
- (33) BENZIDINE
- (34) BENZIDINE SALTS
- (35) BENZOQUINONE
- (36) BENZOYL CHLORIDE
- (37) BENZOYL PHOROXIDE
- (38) BENZYL CHLORIDE
- (39) BENZYL CYANIDE
- (40) BERYLLIUM (POWDERS, COMPOUNDS)
- (41) BIPHENYL
- (42) BIS (2-CHLOROMETHYLE) KETONE
- (43) BIS (2, 4, 6 –TRINITROPHENYL) AMINE
- (44) BIS (2-CHLOROETHYL) SULPHIDE
- (45) BIS (CHLOROMETHYL) ETHER
- (46) 2, 2-BIS (tert– BUTYLPEROXY) BUTANE
- (47) 1, 1 – BIS (tert– BUTYLPEROXY) CYCLOHEXANE
- (48) BIS – 1, 2 (TRYVROMOPHENOXY) ETHANE

- (49) BISPHENOL
- (50) BORON & COMPOUNDS
- (51) BROMINE
- (52) BROMINE PENTA FLOURIDE
- (53) BROMOFORM
- (54) 1,3-BUTADIENE
- (55) BUTANE
- (56) N-BUTANETHIOL
- (57) 2-BUTANONE
- (58) BUTOXY ETHANOL
- (59) BUTYL GLYCIDAL EITHER
- (60) BUTYL PEROXYISOBUTYRATE tert
- (61) BUTYL PEROXYACETATE tert
- (62) BUTYL PEROXYISOPROPYL CARBONATE tert
- (63) BUTYL PEROXYMALEATIE tert
- (64) BUTYL PEROXYPIVALATE tert
- (65) BUTYL VINYL ETHER
- (66) BUTYL-n-MERCAPTAN
- (67) BUTYLAMINE
- (68) C9-AROMATIC HYDROCARBON FRACTIONCADMIUM & COMPOUNDS
- (69) CADMIUM & COMPOUNDS
- (70) CADMIUM OXIDE (fumes)
- (71) CALCIUM CYANIDE
- (72) CAPTAN
- (73) CAPTOFOL
- (74) CARBARYL (SEVIN)
- (75) CARBOFURAN
- (76) CARBON DISULPHIDE
- (77) CARBON MONOXIDE
- (78) CARBON TETRACHLORIDE
- (79) CARBOPHENOTHION
- (80) CELLULOSE NITRATE
- (81) CHLORATES (used in explosives)
- (82) CHLORDANE
- (83) CHLORFENVINPHOS
- (84) CHLORINATED BENZENES
- (85) CHLORINE
- (86) CHLORINE DIOXIDE
- (87) CHLORINE OXIDE
- (88) CHLORINE TRIFLUORIDE
- (89) CHLORMEQUATE CHLORIDE
- (90) CHLORACETAL CHLORIDE
- (91) CHLOROACETALDEHYDE
- (92) CHLOROANILINE-2
- (93) CHLOROANILE-4
- (94) CHLOROBENZENE
- (95) CHLORODIPHENYL
- (96) CHLOROEOXYPROPANE
- (97) CHLOROETHANOL
- (98) CHLOROETHYL CHLOROFORMATE

- (99) CHLOROFLUOROCARBONS
- (100) CHLOROFORM
- (101) CHLOROFORMYL, -4, MORPHOLINE
- (102) CHLOROMETHANE
- (103) CHLOROMETHYL ETHER
- (104) CHLOROMETHYL METHYL ETHER
- (105) CHLORONITROBENZENE
- (106) CHLOROPRENE
- (107) CHLOROSULPHONIC ACID
- (108) CHLOROTRINITROBENZENE
- (109) CHLOROXYLURON
- (110) CHROMIUM & COMPOUNDS
- (111) COBALT & COMPOUNDS
- (112) COPPER & COMPOUNDS
- (113) COUMAFURYL
- (114) COUMAPHOS
- (115) COUMATERALYL
- (116) CRESOLS
- (117) CRIMIDINE
- (118) CUMENE
- (119) CYANOPHOS
- (120) CYANOTHIOATE
- (121) CYANURIC FLUORIDE
- (122) CYCLOHEXANE
- (123) CYCLOHEXANOL
- (124) CYCLOHEXANONE
- (125) CYCLOHEXAMIDE
- (126) CYCLOPENTADIENE
- (127) CYCLOPENTANE
- (128) CYCLOTETRAMETHYLENETETRANITRAMINE
- (129) CYCLOTRIMETHYLENETRINITRAMINE
- (130) DDT
- (131) DECABROMODIPHENYL OXIDE
- (132) DEMETON
- (133) Di-ISOBUTYRYL PEROXIDE
- (134) Di-n-PROPYL PEROXYDICARBONATE
- (135) Di-sec-BUTYL PEROXYDICARBONATE
- (136) DIALIFOS
- (137) DIAZODINTROPHENOL
- (138) DIAZOMETHANE
- (139) DIBENZYL PEROXYDICARBONATE
- (140) DICHLOROACETYLENE
- (141) DICHLOROBENZENE-O
- (142) DICHLOROBENZENE-P
- (143) DICHLOROETHANE
- (144) DICHLOROETHYL ETHER
- (145) DICHLOROPHENOL, -2, 4
- (146) DICHLOROPHENOL, -2, 6
- (147) DICHLOROPHENOXY ACETIC ACID, -2, 4(2, 4-D)
- (148) DICHLOROPROPANE, -1, 2

- (149) DICHLOROSALICYLIC ACID, -3, 5
- (150) DICHLOROVOS (DDVP)
- (151) DICROTOPHOS
- (152) DIELDRIN
- (153) DIEPOXYBUTANE
- (154) DIETHYL PEROXYDICARBONATE
- (155) DIETHYLENE GLYCOL DINITRATE
- (156) DIETHYLENE TRIAMINE
- (157) DIETHYLENEGLYCOL BUTYL ETHER/
DIETHYLENEGLYCOLBUTYL ACETATE
- (158) DIETHYLENETRIAMINE (DETA)
- (159) DIGLYCIDYL ETHER
- (160) DIHYDROPEROXYPROPANE, -2, 2
- (161) Di-ISOBUTYRYL PEROXIDE
- (162) DIMEFOX
- (163) DIMETHOATE
- (164) DIMETHYL PHOSPHORAMIDOCY ANIDIC ACID
- (165) DIMETHYL PHTHALATE
- (166) DIMETHYLCARBOMOYL CHLORIDE
- (167) DIMETHYLNITROSAMINE
- (168) DINITROPHENOL, SALTS
- (169) DINITROTOLUENE,
- (170) DINITRO-*o*-CRESOL
- (171) DIOXANE
- (172) DIOXATION
- (173) DIOXOLANE
- (174) DIPHACINONE
- (175) DIPHOSPHORAMIDE OCTAMETHYL,
- (176) DIPROPYLENE GLYCOLMETHYLEETHER
- (177) DISULFOTON
- (178) ENDOSULFAN
- (179) ENDRIN
- (180) EPICHLOROHYDRINE
- (181) EPN
- (182) EPOXYPROPANE 1,2
- (183) ETHION
- (184) ETHYL CARBAMATE
- (185) ETHYL ETHER
- (186) ETHYL HEXANOL, -2
- (187) ETHYL MERCAPTAN
- (188) ETHYL METHACRYLATE
- (189) ETHYL NITRATE
- (190) ETHYLAMINE
- (191) ETHYLENE
- (192) ETHYLENE CHLOROHYDRINE
- (193) ETHYLENE DIAMINE
- (194) ETHYLENE DIBROMIDE
- (195) ETHYLENE DICHLORIDE
- (196) ETHYLENE GLYCOL DINITRATE
- (197) ETHYLENE OXIDE

- (198) ETHYLENE IMINE
- (199) ETHYLTHIOCYANATE
- (200) FENSULPHOTHION
- (201) FLUENETIL
- (202) FLUORO, -4, -2-HYDROXYBUTYRIC ACID & SALTS, ESTERS, AMIDES
- (203) FLUOROACETIC ACID & SALTS, ESTERS, AMIDES
- (204) FLUOROBUTYRIC ACID, -4, & SALTS, ESTERS, AMIDES
- (205) FLUOROCHROTONIC ACID, -4 & SALTS, ESTERS, AMIDES
- (206) FORMALDEHYDE
- (207) GLYCOLONITRILE (HYDROXYACETONITRILE)
- (208) GUANYL, -1, -4-NITROSAMINO GUANYL-TETRAZENE
- (209) HEPTACHLOR
- (210) HEXACHLORO CYCLOPENTADIENE
- (211) HEXACHLOROCYCLOHEXANE
- (212) HEXACHLOROCYCLOMETHANE
- (213) HEXACHLORODIBENZO-p-DIOXINE 1,2,3,7,8,9
- (214) HEXAFLUOPROPENE
- (215) HEXAMETHYLPHOSPHORAMIDE
- (216) HEXAMETHYL, -3,3,6,9,9-1,2,4,5 – TETROXACYCLOMONANE
- (217) HEXAMETHYLENEDIAMINE
- (218) HEXANE
- (219) HEXANITROSTILBENE
- (220) HEXAVALENT CHROMIUM
- (221) HYDRAZINE
- (222) HYDRIZINE NITRATE
- (223) HYDROCHLORIC ACID
- (224) HYDROGEN
- (225) HYDROGEN BROMIDE (HYDROBROMIC ACID)
- (226) HYDROGEN CHLORIDE (LIQUIFIED GAS)
- (227) HYDROGEN CYANIDE
- (228) HYDROGEN FLUORIDE
- (229) HYDROGEN SELENIDE
- (230) HYDROGEN SULPHIDE
- (231) HYDROQUINONE
- (232) IODINE
- (233) ISOBENZAN
- (234) ISODRIN
- (235) ISOPHORONE DIISOCYANATE
- (236) ISOPROPYL LETHER
- (237) JUGLONE (5-HYDROXYNAPHTHALENE-1, 4-DIONE)
- (238) LEAD (INORGANIC FUMES & DUSTS)
- (239) LEAD 2, 4, 6-TRINITRORESORCINOXIDE (LEAD STYPHNATE)
- (240) LEAD AZIDE
- (241) LEPTOPHOS
- (242) LINDANE
- (243) LIQUEFIED PETROLEUM GAS (LPG)
- (244) MALEIC ANHYDRIDE
- (245) MANGANESE & COMPOUNDS
- (246) MERCAPTO BENZOTHIAZOLE
- (247) MERCURY ALKYL

(248) MERCURY FULMINATE
(249) MERCURY METHYL
(250) METHACRYLIC ANHYDRIDE
(251) METHACRYLONITRILE
(252) METHACRYLOYLCHLORIDE
(253) METHAMIDOPHOS
(254) METHANESSUPHONYL FLOURIDE
(255) METHANETHIOL
(256) METHOXY ETHANOL (2-METHYL CELLOSOLVE)
(257) METHOXYETHYMERCURIC ACETATE
(258) METHYL ACRYLATE
(259) METHYL ALCOHOL
(260) METHYL AMYLKETONE
(261) METHYL BROMIDE (BROMOMETHANE)
(262) METHYL CHLORIDE
(263) METHYL CHLOROFORM
(264) METHYL CYCLOHEXENE
(265) METHYL ETHYL KETONE PEROXIDE
(266) METHYL HYDRAZINE
(267) METHYL ISOBUTYL KETONE
(268) METHYL ISOBUTYL KETONE PEROXIDE
(269) METHYL ISOCYANATE
(270) METHYL ISOTHIOCYANATE
(271) METHYL MERCAPTAN
(272) METHYL METHACRYLATE
(273) METHYL PARATHION
(274) METHYL PHOSPHONIC DICHLORIDE
(275) METHYL-N, 2,4,6-TETRANITROANLINE\
(276) METHYLENE CHLORIDE
(277) METHYLENEBIS-4,4,(2-CHLOROANLINE)
(278) METHYL TRICHLOROSILANE
(279) MEVINPHOS
(280) MOLYBDENUM & COMPOUNDS
(281) N-METHYL-N-2,4,6-TETRAITROANILINE
(282) NAPHTHA (COAL TAR)
(283) NAPHTHLAMINE,2
(284) NICKEL & COMPOUNDS
(285) NICKEL TETRACARBONYL
(286) NITROANILINE-O
(287) NITROANILINE-P
(288) NITROBENZENE
(289) NITROCHLOROBENZENE-P
(290) NITROCYCLOHEXANE
(291) NITROETHANE
(292) NITROGEN DIOXIDE
(293) NITROGEN OXIDES
(294) NITROGEN TRIFLUORIDE
(295) NITROGLYCERINE
(296) NITROPHENOL-P
(297) NITROPROPANE-1

- (298) NITROPROPANE-2
- (299) NITROSODIMETHYLAMINE
- (300) NITROTOLUNE
- (301) OCTABROMOPHENYL OXIDE
- (302) OLEUM
- (303) OLEYLAMINE
- (304) OO-DIETHYL S-ETHYLSULPHONYLMETHYL
- (305) OO-DIETHYL S-ETHYLSULPHONYLMETHYL PHOSPHOROTHIOATE
- (306) OO-DIETHYL S-ETHYLTHIOMETHYL PHOSPHOROTHIOATE
- (307) OO-DIETHYL S-ISOPROPYLTHIOMETHYL PHOSPHOROTHIOATE
- (308) OO-DIETHYL S-PROPYLTHIOMETHYL PHOSPHOROTHIOATE
- (309) OXYAMYL
- (310) OXYDISULFOTON
- (311) OXYGEN (LIQUID)
- (312) OXYGEN DIFLUORIDE
- (313) OZONE
- (314) PARAOXON (DIETHYL 4-NITROPHENYL PHOSPHATE)
- (315) PARAQUAT
- (316) PARATHION
- (317) PARATHION METHYL
- (318) PARIS GREEN (BIS ACETO HEXAMETAARSENITOTETRA COPPER)
- (319) PENTABORANE
- (320) PENTAROMODIPHENYL OXIDE
- (321) PENTABROMOPHENOL
- (322) PENTACHLORO NAPHTHALENE
- (323) PENTACHLOROETHANE
- (324) PENTACHLOROPHENOL
- (325) PENTAERYTHRITOL TETRANITRATE
- (326) PENTANE
- (327) PERACETIC ACID
- (328) PERCHLOROETHYLENE
- (329) PERCHLOROMETHYL MERCAPTAN
- (330) PENTANONE, 2, 4-METHYL
- (331) PHENOL
- (332) PHENYL GLYCIDAL ETHER
- (333) PHENYLENE P-DIAMINE
- (334) PHENYLMERCURY ACETATE
- (335) PHORATE
- (336) PHOSACETIM
- (337) PHOSALANE
- (338) PHOSFOLAN
- (339) PHOSGENE (CARBONYL CHLORIDE)
- (340) PHOSMET
- (341) PHOSPHAMIDON
- (342) PHOSPHINE (HYDROGEN PHOSPHIDE)
- (343) PHOSPHORIC ACID AND ESTERS
- (344) PHOSPHORIC ACID, BROMOETHYL BROMO (2,2-DIMETHYLPROPYL)
BROMOETHYL ESTER
- (345) PHOSPHORIC ACID, BROMOETHYL BROMO (2,2-DIMETHYLPROPYL)
CHLOROETHYL ESTER

- (346) PHOSPHORIC ACID CHLOROETHYLBROMO (2,2-DIMETHYLPROPYL) CHLOROETHYL ESTER
- (347) PHOSPHOROUS & COMPOUNDS
- (348) PHOSTALAN
- (349) PICRIC ACID (2,4,6-TRINITROPHENOL)
- (350) POLYBROMINATED BIPHENYLS
- (351) POTTASIIUM ARSENITE
- (352) POTASSIUM CHLORATE
- (353) PROMURIT (1-(3,4-DICHLOROPHENYL)-3 TRIAZENETHIOCARBOXAMIDE)
- (354) PROPANESULTONE-1,3
- (355) PROPEN-2-CHLORO-1,3-DIOU DIACETATE
- (356) PROPYLENE DICHLORIDE
- (357) PROPYLENE OXIDE
- (358) PROPYLENE IMINE
- (359) PRYAZOXON
- (360) SELENIUM HEXAFLUORIDE
- (361) SEMICARBAZIDE HYDROCHLORIDE
- (362) SODIUM ARSENITE
- (363) SODIUM AZIDE
- (364) SODIUM CHLORATE
- (365) SODIUM CYANIDE
- (366) SODIUM PICRAMATE
- (367) SODIUM SELENATE
- (368) STYRENE, 1,1,2,2-TETRACHLOROETHANE
- (369) SULPHOTEP
- (370) SULPHUR DICHLORIDE
- (371) SULPHUR DIOXIDE
- (372) SULPHUR TRIOXIDE
- (373) SULPHURIC ACID
- (374) SULPHOXIDE 3-CHLOROPROPYL OCTYL
- (375) TELLURIUM
- (376) TELLURIUM HEXAFLUORIDE
- (377) TEPP
- (378) TERBUFOS
- (379) TERABROMOSBISPHENOL-A
- (380) TETRACHLORO, 2,2,5,6,2,5-CYCLOHEXADIENE-1,4-DIONE
- (381) TETRACHLORODIBENZO-p-DIOXIN 2,3,7,8 (TCDD)
- (382) TETRAETHYL LEAD
- (383) TETRAFLUORIETHYNE
- (384) TETRAMETHYLENE DISULPHOTETRAMINE
- (385) TETRA METHYL LEAD
- (386) TETRA NITROMETHANE
- (387) THALLIUM & COMPOUNDS
- (388) THIONAZIN
- (389) THIONYL CHLORIDE
- (390) TIRPATE
- (391) TOLUENE
- (392) TOLUENE 2,4-DIISOCYANATE
- (393) TOLUIDINE-O
- (394) TOLUENE 2,6-DIISOCYANATE

- (395) TRANS-1,4-DI CHLORO-BUTENE
- (396) TRI-I ()
- (397) TRIAMINO, 1,3,5,2,4,6-TRINITROBENZENE
- (398) TRIBROMOPHENOL 2,4,6
- (399) TRICHLORO ACETYL CHLORIDE
- (400) TRICHLOROETHANE
- (401) TRICHLORO NAPHTHALENE
- (402) TRICHLORO (CHLOROMETHYL) SILANE
- (403) TRICHLORODICHLOROPHENYLSILANE
- (404) TRICHLOROETHANE 1,1,1
- (405) TRICHLOROETHYL SILANE
- (406) TRICHLOROETHYLENE
- (407) TRICHLOROMETHANE SULPHENYL CHLORIDE
- (408) TRICHLOROPHENOL 2, 2, 6
- (409) TRICHLOROPHENOL 2, 4, 5
- (410) TRIETHYLAMINE
- (411) TRIETHYLENE MELAMINE
- (412) TRIMETHYL CHLOROSILANE
- (413) TRIMETHYL PROPANE PHOSPHITE
- (414) TRINITRO ANILINE
- (415) TRINITRO ANISOLE 2,4,6
- (416) TRINITRO BENZENE
- (417) TRINITRO BENZOIC ACID
- (418) TRINITROCRESOL
- (419) TRINITRO PHENETOLE2,4,6
- (420) TRINITRORESORCINOL 2,4,6 (STYPHNICACID)
- (421) TRI ORTHOCRESYL PHOSPHATE
- (422) TRIPHENYL TIN CHLORIDE
- (423) TURPENTINE
- (424) URANIUM & COMPOUNDS
- (425) VANADIUM & COMPOUNDS
- (426) VINYL CHLORIDE
- (427) VINYL FLUORIDE
- (428) VINYL TOLUENE
- (429) VINYLEDENE CHLORIDE
- (430) WARFARIN
- (431) XYLENE
- (432) XYLIDINE
- (433) ZINC& COMPOUNDS
- (434) ZIRCONIUM & COMPOUNDS

SCHEDULE 2

[See Rule 2(a)(ii), 4(1)(b) and 6(1)(c) and (d)]

Isolated storage of Installation other than those covered by Schedule 4.

- a. The quantities set out below relate to each installation or group of installations belonging to the same occupier where the distance between installations is not sufficient to avoid, in foreseeable circumstances, any aggravation of major accident hazards. These quantities apply in any case to each of the installations belonging to the same occupier where the distance between the installations is less than 500 meters.
- b. For the purpose of determining the quantity of a hazardous chemical at an isolated storage, account shall also be taken of any hazardous chemical which is : -
- (i) in that part of any pipeline under the control of the occupier having control of the site, which is within 500 meters of that site and connected to it,
 - (ii) at any other site under the control of the occupier having control of the site, which is 500 meters of the said site, and
 - (iii) in any vehicle, vessel, aircraft or hovercraft under the control of the same occupier which is used for storage purpose either at the site or within 500 metres of it, but no account shall be taken of any hazardous chemical which is in a vehicle, vessel, aircraft or hovercraft for transporting it.

Sl. No.	Chemicals	Threshold Quantities (tonnes)	
		For application of Rules 4,5,7	For application of Rules 10 to 15
1.	2.	3.	4.
1.	Acrylonitrile	350	5000
2.	Ammonia	60	600
3.	Ammonium nitrate (a)	350	2,500
4.	Ammonium nitrate fertilizers (b)	1,250	10,000
5.	Chlorine	10	25
6.	Flammable gases as defined in Schedule 1, paragraph (b) (i)	50	300
7.	Highly flammable liquids as defined in Schedule 1, paragraph (b)(ii)	10,000	10,000

8.	Liquid oxygen	200	2000
9.	Sodium chlorate	25	250
10.	Sulphur dioxide	20	500
11.	Sulphur trioxide	15	100
12.	Carbonyl chloride	0.750	0.750
13.	Hydrogen sulphide	5	50
14.	Hydrogen fluoride	5	50
15.	Hydrogen cyanide	5	20
16.	Carbon disulphide	20	200
17.	Bromine	50	500
18.	Ethylene Oxide	5	501
19.	Propylene Oxide	5	50
20.	2-Propenal (Acrolein)	20	200
21.	Bromomethane (Methyl bromide)	20	200
22.	Methyl Isocyanate	0.150	0.150
23.	Tetraethyl lead or tetramethyl lead	5	50
24.	1,2 Dibromoethane (Ethylene dibromide)	5	50
25.	Hydrogen chloride (Liquified gas)	25	250

Sl. No.	Chemicals	Threshold Quantities (tonnes)	
		For application of Rules 4,5,7 & 8	For application of Rules 10 to 15
1.	2.	3.	4.
26.	1,2 Diphenyl methane di-isocyanate (MDI)	20	200
27.	Toluene di-isocyanate (TDI)	10	100

Foot notes:

- (a) This applies to ammonium nitrate and mixtures of ammonium nitrate where the nitrogen content derived from the ammonium nitrate is greater than 28 per cent by weight and to aqueous solutions of ammonium nitrate where the concentration of ammonium nitrate is greater than 90 per cent by weight.
- (b)** This applies to straight ammonium nitrate fertilizers and to compound fertilizers where the nitrogen content derived from the ammonium nitrate is greater than 28 per cent by weight (a compound fertilizer contains ammonium nitrate together with phosphate and / or potash).

SCHEDULE 3

[See Rule 2(a)(iii), 5 and 6(1)(a)]

List of Hazardous Chemicals for Application of Rules 5 and 7 to 15

- c. (a) The quantities set out below relate to each installation or group of installations belonging to the same occupier where the distance between installations is not sufficient to avoid, in foreseeable circumstances, any aggravation of major accident hazards. These quantities apply in any case to each of the installations belonging to the same occupier where the distance between the installations is less than 500 meters.
- d. For the purpose of determining the quantity of a hazardous chemical at an isolated storage, account shall also be taken of any hazardous chemical which is : -
- i) in that part of any pipeline under the control of the occupier having control of the site, which is within 500 meters of that site and connected to it,
 - ii) at any other site under the control of the occupier having control of the site, which is 500 meters of the said site, and
 - iii) in any vehicle, vessel, aircraft or hovercraft under the control of the same occupier which is used for storage purpose either at the site or within 500 meters of it,

but no account shall be taken of any hazardous chemical which is in a vehicle, vessel, aircraft or hovercraft for transporting it.

Sl. No.	Chemical	Threshold Quantity		CAS Number
		For application of Rules 5,7,8,13	For application of Rules 10 to 12	
1.	2.	3.	4.	5.
1.	Aldicarb	100 kg		116-06-3
2.	4-Aminodiphenyl	1 kg		92-67-1
3.	Amiton	1 kg		78-53-5
4.	Anabasine	100 kg		
5.	Arsynic pentoxide, arsynic (v) acid & salts	500 kg		
6.	Arsynic tryoside, arsenious (iii) acid & salts	100 kg		

7.	Arsine (Arsenic hydride)	10 kg		7784-42-1
8.	Azinphos-ethyl	100 kg		2642-71-9
9.	Azinphos-methyl	100 kg		86-50-0
10.	Benzidine	1 kg		92-87-5
11.	Benzidine salts	1 kg		
12.	Beryllium (powders, compounds)	10 kg		
13.	Bis (2-chloroethyl) sulphide	1 kg		55-60-2
14.	Bis (chloromethyl) ether	1 kg		542-88-1
15.	Carbofuran	100 kg		1563-66-2
16.	Carbophenothion	100 kg		786-19-6
17.	Chlorfenvinphos	100 kg		470-90-6
18.	Chloroformyl, -4, morpholine	1 kg		15159-40-7
19.	Chloromethyl methyl ether	1 kg		107-30-2
20.	Cobalt metal, oxides, carbonates, sulphides as powders	1 t		
21.	Crimidine	100 kg		535-89-7
22.	Cyanthoate	100 kg		3734-95-0
23.	Cyclohexamide	100 kg		66-81-9
24.	Demeton	100 kg		8065-48-3
25.	Dialifos	100 kg		10311-84-9
26.	oo-Diethyl S-ethylsulphinyl methyl phosphorothioate	100 kg		2588-05-8
27.	oo-Diethyl S-ethylsulphonyl methyl phosphorothioate	100 kg		2588-06-9
28.	oo-Diethyl S-ethylthiomethyl phosphorodithioate	100 kg		2600-06-9
29.	oo-Diethyl S-isopropylthylthiomethyl	100 kg		78-52-4

	phosphorodithioate			
30.	oo-Diethyl S-propylthyl thiomethylphosphorodithioate	100 kg		3309-68-0
31.	Dimefox	100 kg		115-26-4
32.	Dimethylcarbomoyl chloride	1 kg		79-44-7
33.	Dimethylnitrosamine	1 kg		62-57-9
34.	Dimethyl phosphoramidocy anidicacid	1 t		63917-41-9
35.	Diphacinone	100 kg		82-66-6
36.	Disulfoton	100 kg		298-04-4
37.	EPN	100 kg		2104-64-5
38.	Ethion	100 kg		563-12-2
39.	Fensulphothion	100 kg		115-90-2
40.	Fluenetil	100 kg		4301-50-2
41.	Fluoroacetic acid	1 kg		144-49-0
42.	Fluoroacetic acid, salts	1 kg		
43.	Fluoroacetic acid esters,	1 kg		
44.	Fluoroacetic acid, amides	1 kg		
45.	4-Fluorobutyric acid	1 kg		462-23-7
46.	4-Fluorobutyric acid, salts	1 kg		
47.	4-Fluorobutyric acid, esters	1 kg		
48.	4-Fluorocrotonic acid, amides	1 kg		
49.	4-Fluorocrotonic acid	1 kg		37759-72-1
50.	4-Fluorocrotonic acid, salts	1 kg		
51.	4-Fluorocrotonic acid, esters	1 kg		
52.	4-Fluorocrotonic acid, amides	1 kg		
53.	4-Fluoro-2-hydroxybutyric acid,	1 kg		

54.	4-Fluoro-2-hydroxybutyric acid, salts	1 kg		
55.	4-Fluoro-2-hydroxybutyric acid, esters	1 kg		
56.	4-Fluoro-2-hydroxybutyric acid, amides	1 kg		
57.	Glycolonitrile (hydroxyacetonitrile)	100 kg		107-16-4
58.	1,2,3,7,8,9-Hexachlorodibenzo-p-dioxine	100 kg		19408-74-3
59.	Hexamethylphosphoramide	1 kg		680-31-9
60.	Hydrogen selenide	10 kg		7783-07-5
61.	Isobenzan	100 kg		297-78-9
62.	Isodrin	100 kg		465-73-6
63.	Juglone (5-hydroxynaphthalene-1, 4-dione)	100 kg		481-39-0
64.	Methylenebis-4,4,(2-chloroaniline)	10 kg		101-14-4
65.	Methyl isocyanate	150 kg	150 kg	624-83-9
66.	Mevinphos	100 kg		7786-34-7
67.	Naphthlamine, 2	1 kg		91-59-8
68.	Nickel metal, oxides, carbonates, sulphide, as powders	1 t		
69.	Nickel tetra carbonyl	10 kg		13463-39-3
70.	Oxydisulfoton	100 kg		2497-07-6
71.	Oxygen diflouride	10 kg		7783-41-7
72.	Paraxon (diethyl 4-nitorphenyl phosphate)	100 kg		311-45-5
73.	Parathion	100 kg		56-38-2
74.	Parathion-methyl	100 kg		298-00-0
75.	Pentaborane	100 kg		19624-22-7

76.	Phorate	100 kg		298-02-2
77.	Phosacetim	100 kg		4104-14-7
78.	Phosgene (carbonyl chloride)	750 kg	750 kg	75-44-5
79.	Phosphamidon	100 kg		13171-21-6
80.	Phosphine (hydrogen phosphide)	100 kg		7803-51-2
81.	Promurit (1-(3,4-dichlorophenyl)-3 triazenethiocarboxamide)	100 kg		5836-73-7
82.	Propanesultone-1,3	1 kg		1120-71-4
83.	Propen-2-chloro-1,3-diou diacetate	10 kg		10118-72-6
84.	Pryazoxon	100 kg		108-34-9
85.	Selenium hexafluoride	10 kg		7783-79-1
86.	Sodium selenite	100 kg		10102-18-8
87.	Stibine (Antimony hydride)	100 kg		7803-52-3
88.	Sulphotop	100 kg		3689-24-5
89.	Sulphur dichloride	1 t		10545-99-0
90.	Tellurium hexafluoride	100 kg		7783-80-4
91.	TEPP	100 kg		107-49-3
92.	Tetrachlorodibenzo-p-dioxin 2,3,7,8 (TCDD)	1 kg		1746-01-6
93.	Tetramethylene-disulphotetramine	1 kg		80-12-6
94.	Thionazin	100 kg		297-97-2
95.	Tirpate (2,4-Dimethyl-1,3-dithiolane-2-carboxaldehyde O-methylcarbomoyloxime))	100 kg		26419-73-8
96.	Trichloromethane sulphenyl chloride	100 kg		594-42-3
97.	1-Tri(cyclohexyl) stannyl-1H-1,2,4-triazole	100 kg		41083-11-8

98.	Triethylene melamine	10 kg		51-18-3
99.	Warfarin	100 kg		81-81-2
<u>Group 2-Toxic Chemicals</u>				
100.	Acetone cyanohydrine (2-Cyanopropan-2-(1))	200 t		75-86-5
101.	Acrolein (2-propenal)	20 t	200 t	107-02-8
102.	Acrylonitrile	20 t	200 t	107-13-1
103.	Allyl alcohol	200 t		107-18-6
104.	Allylamine	200 t		107-11-9
105.	Ammonia	50 t	500 t	7664-41-7
106.	Bromine	40 t	500 t	7726-95-6
107.	Carbon disulphide	20 t	200 t	75-15-0
108.	Chlorine	10 t	25 t	7782-50-5
109.	Diphenyl methane di-isocyanate (MDI)	20 t	200 t	101-68-8
110.	Ethylene dibromide (1,2-Dibromoethane)	5 t	50 t	106-93-4
111.	Ethyleneimine	50 t		151-56-4
112.	Formaldehyde (concentration ≥ 90%)	5 t	50 t	50-00-0
113.	Hydrogen chloride (liquified gas)	25 t	250 t	7647-01-0
114.	Hydrogen cyanide	5 t	20 t	74-90-8
115.	Hydrogen fluoride	5 t	50 t	7664-39-3
116.	Hydrogen sulphide	5 t	50 t	7783-06-4
117.	Methyl bromide (bromomethane)	20 t	200 t	74-83-9
118.	Nitrogen oxides	50 t		11104-93-1
119.	Propyleneimine	50 t		75-55-8
120.	Sulphur dioxide	20 t	250 t	7446-09-5

121.	Sulphur trioxide	15 t	75 t	7446-11-9
122.	Tetraethyl lead	5 t		78-00-2
123.	Tetra methyl lead	5 t	200 t	75-74-1
124.	Toluene 2.4-di-isocyanate(TDI)	10 t	100 t	584-84-9 75-01-4
Group 3- Highly Reactive Chemicals				
125.	Acetylene (ethylene)	5 t		74-86-2
126.	a. Ammonium nitrate(1) b. Ammonium nitrate in the form of fertilizers(2)	350 t 1250 t	2500 t	6484-52-2
127.	2, 2-bis (tert– butyl-peroxy) butane (concentration>=70%)	5 t		2167-23-9
128.	1, 1 – bis (tert– butylperoxy) cyclohexane (concentration>=70%)	5 t		3006-86-8
129.	Tert Butyl peroxyacetate (concentration>=70%)	5 t		107-71-1
130.	Tert Butyl peroxyisobutyrate (concentration>=80%)	5 t		109-13-7
131.	Tert Butyl peroxyisopropyl carbonate (concentration>=80%)	5 t		2372-21-6
132.	Tert Butyl peroxy maleate (concentration>=80%)	5 t		1931-62-0
133.	Tert Butyl peroxy pivalate (concentration>=77%)	50 t		927-07-1
134.	Dibenzyl peroxydicarbonate (concentration>=90%)	5 t		2144-45-8
135.	Di-sec-butyl peroxydicarbonate (concentration>=80%)	5 t		19910-65-7
136.	Diethyl peroxydicarbonate (concentration>=30%)	50 t		14666-78-5

137.	Dihydroperoxypropane, -2, 2 (concentration>=30%)	5 t		2614-76-8
138.	Di-isobutryl peroxide (concentration>=50%)	50 t		3437-84-1
139.	Di-n- propyl peroxydicarbonate (concentration>=80%)	5 t		16066-38-9
140.	Ethylene oxide	5 t		75-21-8
141.	Ethyl nitrate	50 t		625-58-1
142.	3,3,6,9,9-Hexamethyl, -1,2,4,5 – tetroxacyclomonane (concentration>=75%)	50 t		22397-33-7
143.	Hydrogen	2 t	50 t	1333-74-0
144.	Liquid oxygen	200 t	2000 t	7782-44-7
145.	Methyl ethyl ketone peroxide (concentration>=60%)	5 t		1338-23-4
146.	Methyl isobutyl ketone peroxide (concentration>=60%)	50 t		37206-20-5
147.	Peracetic acid	50 t		79-21-0
148.	Propylene oxide	5 t	50 t	75-56-9
149.	Sodium chlorate	25 t		7775-09-9
Group 4 – Explosive Chemicals				
150.	Barium azide	50 t		18810-58-7
151.	Bis (2, 4, 6 –trinitrophenyl) amine	50 t		131-73-7
152.	Chlorotrinitrobenzene	50 t		28260-61-9
153.	Cellulose nitrate (containing > 12.6% nitrogen)	50 t		9004-70-0
154.	Cyclotetramethylenetetranitramine	50 t		2691-41-0
155.	Cyclotrimethylenetrinitroamine	50 t		121-82-4
156.	Diazodintrophenol	10 t		7008-81-3

157.	Diethylene glycol dinitrate	10 t		693-21-0
158.	Dinitrophenol, salts	50 t		
159.	Ethylene glycol dinitrate	10 t		628-96-6
160.	1-,Guanyl, -4-nitrosaminoguanyl-tetrazene	10 t		109-27-3
161.	2,2',4,4',6,6'-Hexanitrostilbene	50 t		20062-22-0
162.	Hydrazine nitrate	50 t		13464-97-6
163.	Lead azide	50 t		13424-46-9
164.	Lead styphnate (Lead 2, 4, 6-trinitroresorcinoxide)	50 t		15245-44-0
165.	Mercury fulminate	10 t		208-2-45-5 628-86-4
166.	N-methyl-N-2,4,6-tetraitroaniline	50 t		479-45-8
167.	Nitroglycerine	10 t	10 t	55-63-0
168.	Pentaerythritol tetranitrate	50 t		78-11-5
169.	Picric acid (2,4,6-trinitrophenol)	50 t		88-89-1
170.	Sodium picramate	50 t		831-52-7
171.	Styphnic acid (2,4,6-Trinitroresorcinol)	50 t		82-71-3
172.	1,3,5-Triamino-2,4,6-trinitrobenzene	50 t		3058-38-6
173.	Trinitro aniline	50 t		26952-42-1
174.	2,4,6Trinitro anisole	50 t		606-35-9
175.	Trinitro benzene	50 t		25377-32-6
176.	Trinitro benzoic acid	50 t		35860-50-5 129-66-8
177.	Trinitrocresol	50 t		28905-71-7
178.	2,4,6-Trinitro phenetole	50 t		4732-14-3

179.	2,4,6-Trinitrofluorene	50 t	50 t	118-96-7
------	------------------------	------	------	----------

PART – II CLASSES OF CHEMICALS NOT SPECIFICALLY NAMED IN PART-I

Sl.No.	Chemical	Threshold Quantity		CAS Number
		For application of Rules 5,7,8,13	For application of Rules 10 to 12	
1.	2.	3.	4.	5.
Group –5-Flammable Chemicals				
1.	Flammable Gases: Chemicals which in gaseous state at normal pressure and mixed with air become flammable and the boiling point of which at normal pressure is 20 degree C or below;	15 t	200 t	
2.	Highly flammable liquids: Chemicals which have a flash point lower than 23 degree C and the boiling point of which at normal pressure is above 20 degree C;	1000 t	50000 t	
3.	Flammable liquids: Chemicals which a flash point lower than 65 degree C and which remain liquid under pressure, where particular processing conditions, such as high pressure and high temperature, may create major accident hazards.	25 t	200 t	

Footnotes:

- 1) This applies to ammonium nitrate and mixtures of ammonium nitrate where the nitrogen content derived from the ammonium nitrate is greater than 28% by weight and aqueous solutions of ammonium nitrate where the concentration of ammonium nitrate is greater than 90% by weight.
- 2) This applies to straight ammonium nitrate fertilizers and to compound fertilizers where the nitrogen content derived from the ammonium nitrate is greater than 28% by weight (a compound fertilizer contains ammonium nitrate together with phosphate and/ or potash)

SCHEDULE 4

[See Rule 2(b)(1)]

1. Factories involved in the production, processing or treatment of organic or inorganic chemicals using for this purpose, among others:
 - (a) alkylation
 - (b) amination by amonolysis
 - (c) carbonylation
 - (d) condensation
 - (e) dehydrogenation
 - (f) esterification
 - (g) halogenation & manufacture of halogens
 - (h) hydrogenation
 - (i) hydrolysis
 - (j) oxidation
 - (k) polymerization
 - (l) sulphonation
 - (m) desulphurization, manufacture and transformation of sulphur-containing compounds
 - (n) nitration and manufacture of nitrogen-containing compounds
 - (o) manufacture of phosphorous-containing compounds
 - (p) formulation of pesticides and of pharmaceutical products
 - (q) distillation
 - (r) extraction
 - (s) solvation
 - (t) mixing
2. Factories involved in distillation, refining or other processing of petroleum or petroleum products.
3. Factories involved in the total or partial disposal of solid or liquid chemicals by incineration or chemical decomposition.
4. Factories involved in the production, processing or treatment of energy gases, for example, LPG, LNG, SNG.
5. Factories involved in the dry distillation of coal or ignite.
6. Factories involved in the production of metals or non-metals by a wet process or by means of electrical energy.

SCHEDULE 5

Format of a Material Safety Data Sheet

[See Rule 3(2) and (3)]

1. IDENTITY OF MATERIAL

Product Name	Chemical Classification
Trade name	Synonyms

Formula	Label: Category class	CAS Number	UN Number
---------	-----------------------	------------	-----------

Regulated Identification	Shipping Name	HAZCHEM Code:
	Codes/ Label	
	Hazardous Waste Identification Number	

Hazardous Ingredients	CAS Number
(1)	
(2)	
(3)	
(4)	

2. PHYSICAL AND CHEMICAL PROPERTIES

Physical state: (Gas, Liquid, Solid)	Boiling Point in degree C	Vapour Pressure at 35 degree C mm Hg.
Appearance	Melting/ Freezing Point in degree C	Evaporation rate at 30 degree C
Odour	Vapour Density (air=1)	Solubility in water at 30 degree C.
Others (Corrosivity, etc.)	Specific Gravity	pH

3. FIRE AND EXPLOSIVE HAZARDS DATA

Explosion Flammability	Flash Point (deg.) C	LEL %	Auto ignition Temperature degree C
	Flash Point (deg.) C	ULEL %	TDG Flammability (Classification)

4. REACTIVE HAZARDS

Stability To	Impact	(Hazardous Combustion Products)
	Static Discharge	(Hazardous Decomposition Products)
	Reactivity	(conditions to avoid)
Hazardous Polymerisation	May/May not occur	(conditions to avoid)
Incompatibility	Materials to avoid	

5. HEALTH HAZARD DATA

Routes of Entry : (inhalation, skin, membranes and eye contact and ingestion)
Effects of Exposure/ Symptoms :

LD50 (in rat) (Orally or persutaneous absorption) Mg/kg body weight)	LC50(in rat) (mg/1) / 4 hours
---	----------------------------------

Permissible Exposure ppm mg/cu.m Limit	Short Term ppm mg/cu.m Exposure Limit (STEL)
Threshold Limit ppm/mg.m Value (TLV) of ACGIH	Odour ppm mg/cu.m Threshold

Emergency Treatment :

6. HAZARD SPECIFICATION

NFPA Hazard Signal	Health	Flammability	Stability	Special
--------------------	--------	--------------	-----------	---------

Known hazards

Combustible Liquid	Water Reaction Material	Irritant
Flammable material	Oxidizer	Sensitizer
Pyrophoric material	Organic peroxide	Carcinogen
Explosive material	Corrosive Material	Mutagen
Unstable material	Compressed Gas	Others (Specify)

7. SAFE USAGE DATA

Ventilation	General/ Mechanical
	Local Exhaust
Protective equipment required	Eyes (Specify)
	Respiratory (Specify)
	Gloves (Specify)
	Clothing (Specify)
	Others (Specify)
Precautions	Handling & Storage (Specify)
	Others (Specify)

8. EMERGENCY RESPONSE DATA

Fire	Fire Extinguishing Media
	Special Procedure
	Unusual Hazards
Exposure (inhalation, skin and eye contact, ingestion)	Fire Aid Measures
Spills	Steps to be taken
	Waste Disposal Method

9. ADDITIONAL INFORMATION

10. SOURCES USED

Reference to books, journals, etc.

11. MANUFACTURER/ SUPPLIER DATA

Firm's Name	Standard Packing
Mailing Address	
Telephone Number	
Telex Number	Other
Telegraphic Address	Other
Contact Person in Emergency	Emergency Tel. In Transit Area

Acronyms and Glossary of terms:

CAS: Chemical Abstract Service Registration Number

UN Number | United Nations Number

HAZCHEM Code: Emergency Action Code (EAC), allocated by the Joint Committee of Fire Brigade Operations, UK.

TDG Flammability: Transport of Dangerous Goods – Flammability

Classification by United Nations.

NEPA | National Fire Protection Association, USA.

LD50 and LC50 represent the dose in mg/kg of body weight and the concentration in mg/l for 4 hours having lethal effect on 50% of the animals (rats) treated

PEL: Permissible Exposure Limit as laid down in the statutes or by the ACGIH.

TLV : Threshold Limit Value as laid down by the American Conference of Governmental Industrial Hygienists, (ACGIH), USA.

STEL: Short Term Exposure Limit as laid down in the statutes or by ACGIH.

GUIDELINES:

All efforts should be made to fill in all the columns. No column should be left blank. In case certain information is not applicable or available. N/App. or N/Av. Sign may be used.

SCHEDULE 6

[See Rule 5 (1)]

Information to be furnished regarding Notification of a Major Accident

Report number
of the particular accident

1. General data.

(a) Name of the site

(b) Name and address of the occupier
(Also state the telephone/ telex number)

(c) (i) Registration Number

(ii) License Number

(As may have been allotted under any

Statute applicable to the site, e.g. the Factories Act, 1948)

(d) (i) Nature of industrial activity
(Mention what is actually manufactured, stored, etc.)

(ii) National Industrial Classification, 1987 at the four digit level

--	--	--	--

2. Type of major accident Explosion

Explosion	Fire	Name of the Hazardous chemical

3. Description of the major accident

(a) Date, shift and hour of the accident

(b) Department / Section and exact place where the accident took place

(c) The process/ operation under taken in the department/ section where the accident took place. (Attach a flow chart, if necessary)

(d) The circumstances of the accident and the hazardous chemical involved.

4. Emergency measures taken and measures envisaged to be taken to alleviate short term effects of the accident.

5. Causes of the major accident known (to be specified)

Not known

Information will be supplied as

Soon as possible

6. Nature and extent of damage

(a) Within the establishment- Casualties

..... Killed

..... Injured

..... Poisoned

- Persons exposed to the major accident

- Material damage

- The danger is still present

- Danger no longer exists

(b) Outside the establishment

- Casualties..... Killed

..... Injured

..... Poisoned

- Persons exposed to the major accident

- Damage to environment

- The danger is still present

- Danger no longer exists

7. Data available for assessing the effects of the accident on persons and environment

8. Steps already taken or envisaged

- (e) to alleviate medium or long term effects of the accidents
- (f) to prevent recurrence of similar major accidents
- (g) any other relevant information.

SCHEDULE 7

[See Rule 7 (1)]

Information to be furnished for the Notification of Activities/ Sites

1. The name and address of the occupier making the notification.
2. The full postal address of the site where the notifiable industrial activity will be carried on.
3. The area of the site covered by the notification and of any adjacent site which is required to be taken into account by virtue of Schedule 2(b) and Schedule 3(b).
4. The data on which it is anticipated that the notifiable industrial activity will commence or if it has already commenced a statement to that effect.
5. The name and maximum quantity liable to be on the site of each hazardous chemical for which notification is being made.
6. Organisation structure, namely, organization diagram for the proposed industrial activity and set up for ensuring safety and health.
7. Information relating to the potential for major accidents, namely –
 - (a) Identification of major accident hazards;
 - (b) The conditions or events which could be significant in bringing one about;
 - (c) brief description of the measures taken.
8. Information relating to the site namely –
 - (a) a map of the site and its surrounding area to a scale large enough to show any features that may be significant in the assessment of the hazard of risk associated with the site;
 - (i) Area likely to be affected by the major accident,
 - (ii) Population distribution in the vicinity.
 - (b) A scale plan of the site showing the location and quantity of all significant inventories of the hazardous chemicals;
 - (c) A description of the processes or storages involving the hazardous chemicals, the maximum amount of such a hazardous chemical in the given process or storage and an indication of the conditions under which it is normally held;
 - (d) The maximum number of persons likely to be present on site.
9. The arrangement for training of workers and equipment necessary to ensure safety of such workers.

SCHEDULE 8

[See Rule 10 (1)]

Information to be furnished in a Safety Report

1. The name and address of the person furnishing the information.
2. Description of the industrial activity, namely –
 - (a) site,
 - (b) construction design,
 - (c) protection zones (explosion protection, separation distances),
 - (d) accessibility of plant,
 - (e) Maximum number of persons working on the site and particularly of those persons exposed to the hazard.
3. Description of the processes, namely –
 - (a) technical purpose of the industrial activity,
 - (b) basic principles of the technological process,
 - (c) process and safety-related data for the individual process stages,
 - (d) process description,
 - (e) Safety-related types of utilities.
4. Description of the hazardous chemicals, namely –
 - (a) chemicals (quantities, substance data on physical and chemical properties, safety related data on explosive limits, flash point, thermal stability, toxicological data and threshold limit values, lethal concentrations)
 - (b) the form in which the chemicals may occur or into which they may be transformed in the event of abnormal conditions,
 - (c) The degree of purity of the hazardous chemical.
5. Information on the Preliminary Hazard Analysis, namely –
 - (a) type of accident,
 - (b) System elements or events that can lead to a major accident.
 - (c) Hazards,
 - (d) safety-relevant components
6. Description of safety-relevant units, among others;
 - (a) special design criteria,
 - (b) controls and alarms,
 - (c) special relief systems,
 - (d) quick-acting valves,

- (e) collecting tanks/ dump tanks,
- (f) sprinkler systems,
- (g) Fire protection.

7. Information on the hazard assessment, namely –
 - (a) identification of hazards,
 - (b) the causes of major accidents,
 - (c) assessment of hazards according to their occurrence frequency,
 - (d) assessment of accident consequences,
 - (e) safety systems,
 - (f) Known accident history.

8. Description of information on organizational systems used to carry on industrial activity safely, namely –
 - (a) maintenance and inspection schedules,
 - (b) guidelines for the training of personnel,
 - (c) Allocation and delegation of responsibility for plant safety, implement of safety procedures.

9. Information on assessment of the consequences of major accidents, namely –
 - (a) assessment of the possible release of hazardous chemicals or of energy,
 - (b) possible dispersion of released chemicals;
 - (c) assessment of the effects of the releases (size of the affected area, health effects, property damage)

10. Information on the mitigation of major accidents, namely –
 - (a) fire brigade;
 - (b) alarm systems;
 - (c) emergency plan containing system of organization used to fight the emergency, the alarm and the communications routes, guidelines for fighting the emergency, examples of possible accident sequences,
 - (d) coordination with the District Collector or the District Emergency Authority and its off-site emergency plan,
 - (e) notification of the nature

Schedule 8A

[See Rule 13(1)]

Details to be furnished in the On-site Emergency Plan

1. Name and address of the person furnishing the information.
2. Key personnel of the organization and responsibilities assigned to them in case of an emergency.
3. Outside organization if involved in assisting during on-site emergency.
 - (a) Type of accidents
 - (b) Responsibility assigned.
4. Details of liaison arrangement between the organizations.
5. Information on the preliminary hazard analysis
 - (a) Type of accidents
 - (b) System elements or events that can lead to a major accident
 - (c) Hazards
 - (d) Safety relevant components
6. Details about the site
 - (a) Location of dangerous substances
 - (b) Seat of key personnel
 - (c) Emergency control room
7. Description of hazardous chemicals at plant site.
 - (a) Chemicals (Quantities and toxicologies data)
 - (b) Transformation if any which could occur
 - (c) Purity of hazardous chemicals
8. Likely dangers to the plant
9. Enumerate effects of :
 - (i) stress and strain caused during normal operation;
 - (ii) fire and explosion inside the plant and effect if any, or fire and explosion outside.
10. Details regarding
 - (i) Warning, alarm & safety and security systems;
 - (ii) Alarm and hazard control plans in line with disaster control and hazard control planning, ensuring the necessary technical and organizational precautions;
 - (iii) Reliable measuring instruments, control units and servicing of such equipments;

- (iv) Precautions in designing of the foundation and load bearing parts of the building;
 - (v) Continuous surveillance of operations;
 - (vi) Maintenance and repair work according to the generally recognized rules of good engineering practices;
11. Details of communication facilities available during emergency and those required for an off-site emergency.
 12. Details of fire fighting and other facilities available and those required for an off-site emergency.
 13. Details of first aid and hospital services available and its adequacy.

Schedule 9

[See Rule 19(1) & (2)]

PART I MODEL RULES TO BE REPEALED

Sl.N o.	Model Rule No.	Title
1.	82 C	Collection, development and dissemination of information
2.	82 E	Disclosure of information to general public
3.	82 F	Disclosure of information to the Local Authority
4.	82 I	Emergency Plan
5.	82 J	Disaster Control and Management Plan

PART II MODEL RULES TO BE MODIFIED

Sl. No.	Model Rule No.	Title	Modification Suggested
1.	82 H	Disclosure of information to the Chief Inspector.	The modified sub rule (1) will read as “the occupier of every factory carrying on ‘hazardous process’ shall furnish, in writing, to the Chief Inspector, a copy of all the information furnished to the workers”.
2.	82 K	Information on Industrial Wastes	The modified sub rule (1) will read as “the information furnished under Rule 82 D and 82 H shall include the quantity of the solid and liquid wastes generated per day, their characteristics and the method of treatment such as incineration of solid wastes, chemicals and biological treatment of liquid wastes and arrangements for their final disposal”.

3.	82 L	Review of the information furnished to workers, etc.	The modified sub rule (1) will read as “the occupier shall review once in every calendar year and modify, if necessary, the information furnished under Rule 82 D and 82 H to the workers and the Chief Inspector”.
4.	82 M	Confidentiality of information	<p>The modified sub rule (1) will read as “the occupier of a factory carrying on ‘hazardous process’ shall disclose all information needed for protecting safety and health of the workers to –</p> <p>(a) his workers; and</p> <p>(b) Chief Inspector as required under Rules 82 D and 82 H. If the occupier is of the opinion that the disclosure of the details regarding the process and details regarding the process and formulations will adversely affect his business interests, he may make representation to the Chief Inspector stating the reasons for withholding such information. The Chief Inspector shall give an opportunity to the occupier of being heard and pass an order to the representation. An occupier aggrieved by an order of Chief Inspector may prefer a appeal before the State Government within a period of 30 days. The State Government shall give an opportunity to the occupier of being heard and pass an order. The order of the State Government shall be final”.</p>

Foot note:

After deleting the Model rules 82 E, 82 F, 82 G, 82 J and 82 I the remaining Model Rules may be renumbered suitably.

**GUIDELINES
FOR
THE POST-GRADUATE CERTIFICATE COURSE
IN
INDUSTRIAL HEALTH OF 3 MONTHS
DURATION**

**ASSOCIATE FELLOW OF INDUSTRIAL
HEALTH (AFIH)**



**DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR
INSTITUTES GOVERNMENT OF INDIA, MINISTRY OF LABOUR &
EMPLOYMENT
CENTRAL LABOUR INSTITUTE
SION, MUMBAI 400 022**

2021

CONTENTS

1. ORGANISATIONAL SET-UP FOR CONDUCTING 3 MONTHS POST-GRADUATE CERTIFICATE COURSE IN INDUSTRIAL HEALTH (AFIH)

1.1 ACADEMIC COUNCIL

COMPOSITION
FUNCTIONS
MEETING

1.2 TECHNICAL COMMITTEE FOR CONDUCTING EXAMINATION

COMPOSITION
FUNCTIONS
MEETING

1.3 SECRETARIAT

1.4. INSTITUTION LEVEL RESPONSIBILITIES

2. REQUIREMENTS FOR RECOGNITION OF THE INSTITUTIONS TO CONDUCT THIS COURSE AND PREPARE THE CANDIDATES FOR EXAMINATION TO BE CONDUCTED BY THE TECHNICAL COMMITTEE FOR CONDUCTING EXAMINATION OF THE COURSE, DGFASLI., GOVT. OF INDIA, MINISTRY OF LABOUR.

PREMISES

REGISTRATION

EQUIPMENTS FOR PRACTICAL TRAINING

COURSE DIRECTORS/COURSE CO-ORDINATORS

FACULTIES

FACULTIES FOR CLINICAL AND SPECIALISED TRAINING

VISITS

LIBRARY

3. **PROCEDURE OF RECOGNITION**

APPLICATION

INSPECTION BEFORE RECOGNITION

PERIOD OF RECOGNITION

NUMBER OF COURSES AND PARTICIPANTS

4. **COURSE DETAILS**

NAME

DURATION

OBJECTIVE

ELIGIBILITY FOR ADMISSION

SYLLABUS

THEORY

PRACTICALS

CLINICAL TRAINING

EDUCATIONAL VISITS

TUTORIALS / PAPER PRESENTATION

PROJECT WORK

GROUP DISCUSSION/WORKSHOP/SEMINAR

EXAMINATION

ELIGIBILITY TO APPEAR IN THE EXAMINATION

APPLICATION FOR APPEARING IN THE EXAMINATION

ADMIT CARD

EXAMINATION PROCEDURE

THEORY

PRACTICALS/ORAL/CLINICAL/PROJECT WORK

CRITERIA TO QUALIFY

RE-APPEARING IN THE EXAMINATION

QUESTION PAPER SETTER

EXAMINERS

RESULTS

CERTIFICATES

REGISTRATION

WITHDRAWAL OF REGISTRATION

1. ORGANISATIONAL SET-UP FOR CONDUCTING 3 MONTHS POST-GRADUATE CERTIFICATE COURSE IN INDUSTRIAL HEALTH (AFIH)

The course shall be controlled by the Directorate General Factory Advice Service & Labour Institutes, Government of India, Ministry of Labour, at the All India level and shall be assisted by the Advisory Bodies to be known as **AFIH Academic Council**.

ACADEMIC COUNCIL

COMPOSITION

The following 15 members will constitute the Academic Council -

- | | |
|---|--|
| 1. Director General
Factory Advice Service & Labour Institutes,
Govt. of India, Ministry of Labour, Mumbai | President |
| 2. Dy. Director General
Factory Advice Service & Labour Institutes,
DGFASLI, Mumbai
(to be nominated by Director General, DGFASLI) | Chairman |
| 3. Director (IM) / Deputy Director (IM)
DGFASLI, Mumbai | Course In-charge &
Member Secretary |
| 4. Director In-charge / Dy. Director (Industrial Hygiene
Division), Central Labour Institute, Mumbai | Member |
| 5. Director General,
Directorate General of Health Services Govt. of India,
Ministry of Health & Family Welfare, New Delhi | Member |
| 6. Director
National Institute of Occupational Health (NIOH)
I.C.M.R., Ahmedabad | Member |
| 7. Director, I.T.R.C., Lucknow | Member |
| 8. Director of Industrial Safety & Health, Govt. of
Maharashtra, Mumbai | Member |
| 9. C.I.F./Director of Industrial Safety & Health, from one
State/U.T. as nominated by the President of the
Council as nominated by the President of the Council | Member |
| 10. Representative of Confederation of Indian Industry | Member |

11. Professor/Associate Professor/Reader of P.S.M./Community Medicine/Chest Diseases from a medical college as nominated by the President of the Council	Member
12. Dean, (faculty of medicine) University of Mumbai	Member
13. Head of a specialized institution related to Industrial Health such as Burn/Rehabilitation Centre etc. as nominated by the President of the Council	Member
14. Clinical expert practicing Occupational Medicine/Chest Medicine/Skin as nominated by the President of the Council	Member
15. Practicing Industrial health Expert with AFIH/DIH qualification as nominated by the President as nominated by the President of the Council	Member

FUNCTIONS

The council will function as an advisory body to the Director General. Nominated members shall have a term of 5 years. The council will have following functions:-

- To review and revise the syllabus, if necessary, from time to time and suggest changes in the curriculum of the course.
- To recommend the recognition of institutions/organizations desirous of running the course, after receiving the report of the committee constituted by the President/Director General, DGFASLI.
- To consider withdrawal/suspension of recognition in respect of institutions.
- To consider withdrawal of qualification/registration of the individual.
- Any other matter brought before the academic council for their advice by the President/Director General related to syllabus, recognition, withdrawal of recognition/qualification or any other technical matter.

MEETING

Academic Council shall meet ordinarily once in every year on the date and venue as decided by the President. However, special meeting may be called by the president to discuss special agenda.

All the expenses including TA/DA etc. incurred by the members for attending the meeting are to be borne by the members themselves/their departments as the case may be. DGFASLI will not be reimbursing any part of these expenses in respect of the members.

TECHNICAL COMMITTEE FOR CONDUCTING EXAMINATION

COMPOSITION

A technical committee will be formed by the Chairman of AFIH Academic Council to deal with the examination of AFIH course. The Chairman of AFIH Academic Council will also be the Chairman of technical committee for conducting the examination. The technical committee shall consist of representatives from the field of Industrial Medicine, Industrial Safety, Industrial Hygiene, Staff training & productivity of DGFASLI as members.

FUNCTIONS

The Chairman of AFIH Academic council shall be overall in-charge for the conduct of the examination and evaluation process.

Technical committee comprising of subject experts may be constituted by chairman for arranging question papers, appointment of question paper setters, printing of question papers and sending them to the centers so that it reaches on time, to appoint examiners for theory, practicals, project works & oral/clinical etc. and to receive the examiner's report etc., to get them tabulated by tabulator if needed and get back the details of marks and result.

The AFIH Academic Council will also be responsible for declaration of result and distribution of the certificates to successful candidates. Besides these, any and all work related to examination will also fall within the jurisdiction of the committee. The Member Secretary of the AFIH Academic Council will also act as member secretary of the technical committee for examination.

MEETING

The Technical committee constituted for the conduct of examination shall meet once in a year to decide the details of the examination and other business pertaining to its functions.

1.3 SECRETARIAT

Secretariat of the Council will be at AFIH Academic Council of the Central Labour Institute at Sion, Mumbai and will be managed by the Secretary. Administrative support shall be provided by the Central Labour Institute, Mumbai.

1.4. INSTITUTION LEVEL RESPONSIBILITIES

Every institution conducting the course shall nominate a Director, who shall be responsible for all the matters related to the course at the institute level. He shall be the only competent person to have any correspondence with the State Govt., Central Govt., DGFASLI and/or AFIH Academic Council.

2. **REQUIREMENTS FOR RECOGNITION OF THE INSTITUTIONS TO CONDUCT THIS COURSE AND PREPARE THE CANDIDATES FOR EXAMINATION TO BE CONDUCTED BY THE TECHNICAL COMMITTEE FOR CONDUCTING EXAMINATION OF THE COURSE, DGFASLI, GOVT. OF INDIA, MINISTRY OF LABOUR.**

PREMISES

Institutions/Organisations seeking such recognition must have premises of their own with all the facilities for imparting necessary training such as fully furnished class rooms, audio-visual aids, etc., sufficient space for imparting practical training as per the curriculum. The Institute should have a detailed proper postal address.

REGISTRATION

Institutions/organisations seeking such recognition must be a registered body under the relevant law.

EQUIPMENTS FOR PRACTICAL TRAINING

Institutions/organizations must have the facilities either of their own/or arranged for imparting practical trainings on orthorators, audiometry, lung function tests, ILO Radiographs, ECG., personal environmental sampling, dust counting, measurement of noise and illumination, assessment of heat stress and laboratories of pathological and bio-chemical analysis of blood, urine, stool etc.

COURSE DIRECTORS/COURSE CO-ORDINATORS

In case of institutes under DGFASLI, i.e. CLI and RLIs, the Course Co-ordinators shall be the Medical Officer in the level of Dy. Director (IM) and above and same will be approved by the Chairman, AFIH Academic Council, DGFASLI, Mumbai.

In case of CLI, there will be a Course Director at the level of not less than Dy. Director General to whom the Course Co-ordinator will report.

In case of RLIs, the Course Co-ordinator will report to the Director In-charge or Head of Office of the respective institute.

In case of other institutes, the Course Co-ordinators should be a Medical professional with MBBS Degree and AFIH Qualified with 3 years of experience.

All the course co-ordinators shall submit the report/status of the complete AFIH Course including the details of the candidates interviewed, selection of candidates, merit list of the selected candidates as per the Reservation policy subjected to its applicability; before the course starts, weekly attendance of the candidates, list of faculties, numbers of lectures as per the syllabus, theory, project, industrial visits nad term related information to AFIH Academic Council, DGFASLI on afih.ac@dglasli.nic.in .

FACULTIES

Institutions/organizations must have faculties to impart the teaching of special topics competently. Normally, a faculty should be an MBBS with Post-graduate qualification in the respective branch of the medical science having sufficient experience in occupational health.

Or

A medical officer with minimum 10 years experience in the practice of occupational health after MBBS qualification in a large industry.

Or

A Teacher/Faculty in a medical institution imparting such training.

Or

An officer of the Central Labour Institute, DGFASLI, will be the faculties subjected to the approval of Course Co-ordinator depending on the subject of specialisation.

Or

A Medical Inspector of Factories.

Faculties for non-medical topics should hold Masters Degree in the respective field with minimum 2 years of experience in the field, or a Bachelors Degree in Engineering with minimum experience of 2 years in the respective area.

FACULTIES FOR CLINICAL & SPECIALISED TRAINING

Institutions/organizations must have arrangements with the hospitals and large occupational health center dealing with industrial workers/medical college hospitals/district hospitals etc. for imparting the clinical training to the candidates in the area of occupational health disorders/occupational diseases.

VISITS

Institutions/organizations must have arrangements for minimum 3 factory visits and minimum 2 institutions of specialized nature dealing with occupational health.

LIBRARY

Institutions/organizations must have a reasonably good library with books and journals in the area of occupational health.

3. PROCEDURE OF RECOGNITION

APPLICATION

Application for recognition should be made to the Academic Council of AFIH enclosing the documentary evidence of fulfilling all the requirements. On receipt of applications, the committee constituted by Chairman/Director General, Academic Council of AFIH, may inspect the institution.

INSPECTION BEFORE RECOGNITION

Committee constituted by Chairman/Director General, Academic Council of AFIH may inspect the institutions to satisfy regarding the availability of facilities as per the norms before recommending the application to the Chairman/Director General. All the expenses of such inspection including TA/DA etc. of the inspecting team will be borne by DGFASLI.

PERIOD OF RECOGNITION

Initially the recognition shall be granted for 2 years to start the AFIH Course. The renewal of recognition shall be for every 2 years subjected to the performance evaluation by the committee appointed by the AFIH Academic Council. After evaluating the performance by the expert body of the academic council, the recognition period may be extended further or withdrawn as the case may be.

NUMBER OF COURSES AND PARTICIPANTS

The AFIH Academic Council shall decide and intimate the number of course to be conducted in a year.

The maximum intake capacity for the institutes of DGFASLI for Central Labour Institute, Mumbai is 100 seats, whereas for Regional Labour Institutes Chennai, Faridabad, Kanpur and Kolkata is 50 seats each at the respective institute, for every course to be conducted.

The maximum intake capacity for the other institutes recognized by the Council is 25 seats for every course to be conducted

4. COURSE DETAILS

NAME

The course will be called *POST GRADUATE CERTIFICATE COURSE IN INDUSTRIAL HEALTH - ASSOCIATE FELLOW OF INDUSTRIAL HEALTH*. In short, it may be written as AFIH.

DURATION

The course shall be a full time regular course and shall be of three months duration.

OBJECTIVE

The objectives of the course is to enable the doctors –

- to identify and manage the occupational health disorders / occupational diseases encountered in various industries in the country and to manage the industrial injuries caused by chemical intoxication, in general and in hazardous process industry in particular.
- to suggest preventive and control measures of such occupational health problems.
- to advise, supervise and participate in the national occupational health programmes for the health protection of industrial workers, improving national productivity and national prosperity.

ELIGIBILITY FOR ADMISSION

Candidates seeking admission must possess MBBS qualification with registration with concerned Medical Council of India.

Minimum of 1 year experience in industry or relevant field of occupational health or 2 years experience otherwise, after completion of compulsory internship.

SYLLABUS

THEORY

Introduction to occupational health, history and development of occupational health, status of occupational health globally and in India, Public Health and Social Welfare, Strategy for health protection of workers in India, role of Governments, Employers, Trade Unions and Employees in health protection of workers, General health policy of India including administration of health care delivery system in India, Safety movement and role of occupational health in total safety of industrial workers.

General sanitation, purification of water, drinking water supply, waste disposal in general.

Principles and relevance of toxicology, toxicology related to different system/organs, epidemiology – purpose, planning, determinants of diseases, methods, descriptive studies, analytical studies, case control and cohort studies, experimental studies, incidence rate, prevalence rate, mortality rate, morbidity rate, sampling, sample size, sampling methods, data analysis, standardization, preparation of reports, validity testing – standard deviation, t-tests, significance testing, Chi² testing, correlation, research methodology and planning for research in occupational health.

Occupational health disorders and occupational diseases – mode of causation, acute versus chronic, relationship between health and work, history and trend of occupational diseases, status of occupational diseases in India, occupational notifiable diseases as per the Factories Act, ESI Act, Mines Act and Port & Dock Workers health, safety & welfare regulation, occupational diseases listed in Workmen Compensation Act and Rules. Details of all such diseases including causation metabolism, pathogenesis, clinical features, investigations, differential diagnosis, diagnosis management, first-aid, prevention and control of such diseases. Occupational health disorders in hazardous processes.

Occupational lung diseases – occupational asthma, extrinsic allergic alveolites and other special diseases such as silicosis, asbestosis, byssinosis and coal miners pneumoconiosis. Occupational skin diseases, occupational eye injuries, diseases due to physical environment – extremes of temperature, pressure, heat, noise, vibration and radiation.

Introduction & basics of ergonomics, back-ache, repetitive strain injuries, cumulative trauma disorders, stress performance, application of ergonomics in occupational health, anthropometry, principles of work station designing.

Diagnosis of occupational diseases – special investigations, biological monitoring, tests for mutagenicity, carcinogenicity, principles of behavioural toxicology.

Industrial Hygiene – Introduction to industrial hygiene, concept of TLV, airborne contaminants, organizing industrial hygiene service and industrial ventilation.

Industrial Safety – Accident prevention, safety committee, personal protective equipments, industrial illumination & colour, accident investigation & reporting.

Industrial Psychology – Introduction to industrial psychology, occupational stress & its management, shift work, occupational health disorders of psychological origin, well being programme.

Work Physiology, heat stress; techniques of training, identification of training needs, designing & conducting training programmes, communication & barriers of communication, effective communication; occupational health in relation to productivity – concept of productivity, inventory control & techniques, principles of kaizen.

History of legislation related to occupational health & safety, of industrial workers globally and in India, Factories Act & process of making of rules, health provisions under the Indian Factories Act, ESI Act, Workmen Compensation Act and relevant legislation. Workmen Compensation Act & evaluation of industrial injuries.

Occupational Health Service at work place – organization, function & management, prevention & control of occupational diseases – medical surveillance, pre-employment medical examination, pre-placement medical examination, periodic medical examination, pre-retirement medical examination, special medical examination, maintenance of health registers and records. Occupational health programmes – hearing conservation, vision conservation programme, industrial nutrition, first-aid service, ambulance service, medical emergency response planning for MAHC & use of computers in occupational health.

Recent advances in occupational medicine & relation/impact of diabetes, T.B., I.H.D., HIV. Women at work, national & international organizations in the field of occupational health, occupational health management, industrial nutrition, canteens.

PRACTICALS

Lung function tests, Audiometry, Vision testing (Orthorator), E.C.G., Bio-chemical & pathological investigations, routine & special, I.L.O. radiographs, dust counting, use of personal sampler & measurement of noise, heat illumination and ventilation, anthropometry.

CLINICAL TRAINING IN HOSPITALS/PUBLIC HEALTH DEPARTMENTS/OCCUPATIONAL HEALTH CENTRES IN INDUSTRY:

Clinical teaching in hospitals dealing with industrial workers, preventive and social medicine, public health/community medicine.

EDUCATIONAL VISITS

At least 9 field visits must be conducted to study the functioning of occupational health services, specialized advanced management of diseases & centers for management of occupational health problems.

TUTORIALS / PAPER PRESENTATION

Every candidate must present health & safety related paper on the allotted topic. His/her presentation should be discussed in detail in the class.

PROJECT WORK

Every candidate shall submit a project work (thesis) on the topics allotted to them as per the guidelines.

GROUP DISCUSSION/WORKSHOP/SEMINAR

EXAMINATION

On completion of 3 months curriculum, examination shall be conducted and successful candidates will be awarded the certificates to that effect.

ELIGIBILITY TO APPEAR IN THE EXAMINATION

Candidates must attend the classes regularly and shall have minimum of 80% attendance inclusive of theory, practical, industrial visit, project work etc.

Candidate having a shortfall of not more than 10% of attendance, may be considered for appearing for the examination subjected to the decision of AFIH Academic Council.

Candidates with shortfall of 80% attendance will be debarred from appearing the examination and shall not be allowed to appear the examination in future. However, such candidate may re-apply for the course, he/she has to undergo the complete procedure of the admission to the course and shall be eligible to appear for the examination only after undergoing the complete course again with 80% attendance.

Candidates must have submitted the project work, tutorial/presentation of paper, practical note book and field visit books.

APPLICATION FOR APPEARING IN EXAMINATION

Candidates attending regular course should forward their application through the Director of the institute along with the necessary enclosures to the Secretary, the AFIH Academic Council so that it reaches him before the stipulated period.

Candidates who failed in the earlier examination/could not appear but were declared eligible to appear, should submit their application for re-appearing in the examination. Examination forms and other details can be obtained from the respective institutes.

ADMIT CARD

Candidates found eligible to appear in the examination shall be issued with an admit card which they must produce to the authorities on demand before entering the examination hall.

EXAMINATION PROCEDURE

Theory

A multiple-choice questionnaire containing 100 questions with multiple answers shall be given to the examinees to pick up the correct answer. Every correct answer will be of 1 mark and every wrong answer will be of minus $\frac{1}{4}$ marks. Candidates securing 50 marks shall be declared to have passed in this section. Time allowed for this shall be 2 hours.

Practicals/Oral/Clinical/Project Work

Practical/Oral/Clinical/Project Work examinations shall be of 100 marks which is divided as –

1. Practical	-	40 marks	}	50 marks
Practical note book,	-10 marks	Visits work book		
Oral/Clinical	-	40 marks	}	50 marks
Project work	-	10 marks		

Candidates securing minimum of 50 marks [25 marks in (i) and 25 marks in (ii) separately] shall be declared to have passed in this section.

To qualify for the award of certificate, a candidate must pass in both the sections as mentioned in 4.6.4.1. & 4.6.4.2. separately. Those securing 75% and above as total will be declared to have passed with distinction.

Candidates who have failed and wish to appear again in the examination shall have to appear in both i.e. theory and practical, oral, clinical, project work etc. sections irrespective of their performance in various sections in the last examination in which they appeared.

A candidate re-appearing after two years (either failed twice or could not appear for two years due to any other reason) shall have to submit a fresh project work (thesis) on a topic allotted to them by the institute.

Question paper setter

The AFIH Academic Council approves the paper setting committee for each year comprising of officers representing the experts from respective fields.

The paper setting committee shall prepare 2 sets of question paper and hand it over in sealed cover to the AFIH Academic Council. The AFIH Academic Council with minimum of 3 independent officers shall open the question paper two hours before examination and will send to the examiners in password protection for later distribution of question paper.

The Course Director/Course Co-ordinator/Invigilator (as the case may be) shall collect the examination paper and answer sheet together of all the candidates in the examination center, shall seal it and dispatch the same by registered speed post within 1 hour of closing of the examination to the AFIH Academic Council.

Examiners

Examination shall be taken by duly appointed examiners by the the AFIH Academic Council. The number of such examiners shall be minimum of four, one each for theory, practical, oral/clinical and project work & field visit work book. Out of the four, minimum one and maximum two examiners may be from the institute concerned and remaining from outside. However, The AFIH Academic Council may decide to appoint all the examiners from outside, if they desire so.

Examiners shall submit the details of marks obtained by the candidates and examiners report to the Secretary of The AFIH Academic Council within 15 days of the examination. After receipt of the marks from examiners, Secretary will send it to tabulator for preparation of detailed tabulation sheet and result which tabulator will submit back to the Secretary.

RESULT

On receipt of the final result sheet from the tabulator, Secretary, Technical Committee for examination shall process the matter for perusal and approval of the Director General, Factory Advice Service & Labour Institutes, Ministry of Labour, Government of India.

In special circumstances, Director General may grant up to 3 marks as grace to candidate/candidates if he feels necessary. On receipt of the approval, Secretary will declare the result.

i. CERTIFICATES

Certificates shall be awarded by the DGFASLI, Ministry of Labour, Government of India and the same will qualify to fulfill the requirements as stipulated in this regard in the Factories Act and rules frame there under in the country.

ii. REGISTRATION

DGFASLI, Ministry of Labour, Government of India shall maintain a register of successful candidates, who passed the examination of AFIH. The register shall have the entries in respect of name, address, father's/husband's name, appointment if any. The serial number of entries in respect of the particular candidate in this register shall be deemed as his/ her registration number. Every successful candidate shall be provided with a copy of such entries called as 'certificate of registration'.

No individual shall be entitled to any special consideration on the basis of certificate of passing the examination of AFIH certificate unless he or she is registered with the DGFASLI and the details are entered in the aforesaid register.

iii. WITHDRAWAL OF REGISTRATION

The registration accorded to any individual may be temporarily suspended or permanently withdrawn by the Director General, Factory Advice Service & Labour Institutes, Ministry of Labour, Government of India on the recommendation of the academic council, if a duly appointed committee by either him or academic council finds the individual not worthy of retaining the same and by the action has brought about the disrepute to the profession or the institute.

The decision of the AFIH Academic Council on all matters connected to the AFIH Course will remain final.

ANNEXURE-I

TEACHING PLAN OF THE TRAINING COURSE FOR SUPERVISORS

Topics	Minimum no. of Sessions(each of 60 minutes)
1. Statutory Provisions -	
The Factories Act, 1948 and Rules	2
The Environment (Protection) Act, 1986 and Rules with special emphasis on MSIHC Rules & Handling of Hazardous Wastes Rules	3
The Indian Petroleum Act 1934 and Rules	1
	1
The Indian Explosives Act, 1984 and Rules	1
	1
The Static and Mobile Pressure Vessel Rules & Indian Boilers Act and Rules	1
The Insecticides Act and the Rules&	1
Gas Cylinder Rules	1
Note: Inputs to be imparted to the participants in the above Acts and Rules should be relevant to the factory processes and operations.	
2. Basic Principles of Accident Prevention –	
2.1 Basic philosophy of industrial accidents– causation and prevention, near miss reporting and learning lessons; Accident causation models&	1
2.2 Safety and Health Policy	1
2.3 Types of hazards–physical, chemical ,electrical, mechanical, biochemical, radiological, etc.	1
2.4 Role of supervisor in promoting safety &health	1
2.5 Accident and root cause analysis	1
2.6 Principal factors for classification	1
2.7 Formulation of accident prevention programme	1
2.8 Electrical Safety	1
2.9 Case study	1
3. Techniques of Identification of Hazards and Risk Management	
3.1 Plant Safety Inspection&	1
3.2 Accident Investigation	
3.3 Job Safety Analysis (JSA)	1
3.4 Fault tree Analysis (FTA)	1
3.5 Failure Modes and Effect Analysis (FMEA)	1
3.6 Hazards and Operability (HAZOP) Study	1

3.7 Hazard Identification and Risk Assessment (HIRA)&	
3.8 Risk and Risk Management	1
4. Prevention and Control Techniques-	
Hierarchy of Controls	1
Dilution & Substitution, etc.	1
Segregation, Enclosure, Isolation, Barricading, Guarding, Interlocks	1
Industrial ventilation	1
5. Chemical Hazards and Specific Control Measures–	
Storage, handling and transportation of chemicals (safety in bulk storage, Handling of hazardous chemicals, chemical safety),	2
Permit to work – procedure and compliance	
Safety in shut-down and start-up procedures	1
Colour coding of pipelines , cylinders & valves	2
Labelling and Hazard Communication(HAZCOM)	1
Personal Hygiene	1
Tank farm Safety and dyke arrangements	1
Chemical Safety Data Sheets/MSDS	1
House Keeping	1
Personal Protective Equipment	1
Standard Operating Procedures(SOP)	1
Standard Maintenance Procedures(SMP)	1
Safety Instrumented System(SIS)	1
Concept of Reliability and calibration	1
6. Fire and Explosion Hazards –	
6.1 Fire and Explosion	1
6.2 Flash point, explosive limits, etc.	1
6.3 Fire Prevention and Control; Portable and fixed fire fighting systems;	1
6.4 Hazards area classification and safety aspects including flameproof electrical Equipment	1
DOW fire & explosion index	1
Reporting deviations for inspection, refilling, examination, etc, of fire fighting System	1
6.7 Consequence Modeling	1
6.8 Electrical Safety, bonding, earthing and Hazardous Area Classification	1
6.9 Static Electricity hazards and its prevention and control	

7. Health hazards due to chemical exposure –	
7.1 Factors contributing to hazardous situation	1
7.2 Routes of entry	1
7.3 Concentration and types of exposure	1
7.4 Work environment monitoring – techniques & procedure	1
7.5 Toxic effects of chemicals	1
7.6 Health monitoring	1
7.7 First Aid	1
7.8 PEL, TLV, IDLH, LC 50 and LD 50&	1
7.9 Toxicology; Dose Vs. Response Relationship	
8. Chemical Emergency Procedures–	4
The onsite Emergency Plan	
8.1.1 Key persons and their responsibilities	
8.1.2 Alarms	
8.1.3 Control room	
8.1.4 Evacuation	
8.1.5 Assembly points	
8.1.6 Emergency Control Centre	
8.1.7 Rehearsals	
8.1.8 Rehabilitation of the affected area	
Off-site Emergency Plan	1
Other Emergency Procedures Disaster Management Planning	1
9. Counseling and motivating for safety & health –	
9.1 Techniques&	1
9.2 Strategies	
At Risk Behaviours &	
Discretionary Performance	1
Motivational Models	1
Human Error – Prediction, Prevention and Control	1
10. Others –	
10.1 Total quality management and ISO Series&	
10.2 Safety audit and OSHAS&	1
10.3 Environmental Management System (EMS)	
Communication skills for safety & health at work	1
Behavioural aspects of safety&	
10.6 Physiological aspects of safety	1
10.7 Total Safety Culture&	
10.8 Resilience Engineering	1
Note: The detail content of the syllabus shall be as given in Annexure-IV	

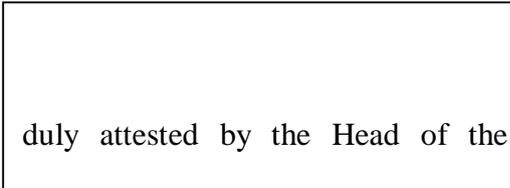
CERTIFICATE

This is to certify that
Shri/Smt/Kum.....

attended the “Certificate Course in Safety and Health for Supervisory Personnel Engaged in Hazardous Process Industry ” as required under Section 41-C(b) of The Factories Act, 1948 and the Rules made there under, from to..... at

On successful completion of the course with grade , he/she is herewith conferred with this certificate of competency to work as Supervisor in industries involving hazardous processes.

Photograph of the candidate



Seal of the Training

(Signature of

Institute/Organisation
seal) (overflowing the photograph)

Approving Authority with

Date:

Grading: A+ - 80% and above; A - 70% and above but below 80%; B+ - 65% and above but below 70%; B – 60% and above but below 65%.

ANNEXURE – III

PROFORMA FOR APPLICATION FOR APPROVAL OF TRAINING INSTITUTION/ ORGANISATION FOR THE PURPOSE OF TRAINING OF SUPERVISORS UNDER SECTION 41 C (b) OF THE FACTORIES ACT,1948

Note:

1. Applications are to be submitted induplicate.
2. A committee constituted by approving authority shall inspect the Institute/
Organisation for verification in case of fresh applications.
3. A committee constituted by approving authority may visit the Institute/
Organisation for verification in case of renewals if necessary as may be decided by
the Director General.

GENERAL

Name and Address

(a) Name of the Institution/ Organisation

(b) Postal address :

(c) Website :

(d) Email address:

(e) Fax and Phone Nos. (with STD code in bracket):

(f) Date of establishment of the Institution/ Organisation:

(The organization shall have a minimum of three years of training experience inthe
relevant field at the time of application)

Name and designation of the Head of the
Institution/ Organisation with residential & office
telephone numbers

(with STD Codes in bracket) :

Type of the Institution (Central Govt./ State Govt./ Autonomous/ Private):

Please specify whether your training institution/ organization is located in your own building or hired building (in case of hired building pl. attach a copy of the 'Registered Lease

(Agreement' which is valid for a minimum period of five years):

TRAINING DETAILS:

Training Programmes conducted during the previous years (A Minimum of three years training details shall be provided)

S.No.	Type of training programme, title and Venue	Level of participants	Duration

Whether your Institution /organization is recognized by State govt./ DGFASLI or any other Organisation. If yes' please enclose a copy of the approval/certificate

Yes [] No[]

List of the Organisations where training Programmes were conducted by you during the previous years: (A Minimum three years Training details shall be provided)

Please provide a list of training manuals, publications, etc. brought out by your organization/institute.(The copies of the supporting documents shall be enclosed)

DETAILS OF TRAINING FACULTY:

Faculty for training

Type of Faculty	Strength
i) Full-Time*	
ii) Part-time	
iii) Visiting	
(Please give details such as name, qualification, experience & address)	

- The faculty shall have the required academic qualification and experience as mentioned at sl. No. (12) of the guidelines.

* A minimum of three full-time faculties one each specialized in the field of Safety, Hygiene and Industrial Medicine shall be ensured. These full-time faculties shall be on the institution/ organisation's pay-roll.

Any other activities / services:

5.0 FACILITIES AVAILABLE IN THE INSTITUTION/ORGANISATION

Facility	Nos
<p>(i) Conference room/ training room with Area in Sq. Mtrs. (minimum 25 Sq.Mtrs.)</p> <p>(ii) Overhead projector/ computer projection system</p> <p>(iii) Films, DVDs/VCDs on safety, health and environment, etc. (Please provide the list)</p> <p>(iv) (a) <u>Industrial Hygiene and work environment monitoring laboratory</u></p> <p>(please provide list of equipment available or copy of the signed agreement between the institution and the organisation willing to provide this facility.)</p> <p>(b) <u>Safety Engineering Laboratory</u></p> <p>(please provide list of equipment available or copy of the signed agreement between the institution and the organisation willing to provide this facility.)</p> <p>(c) <u>Industrial Medicine Laboratory</u></p> <p>(Please provide list of equipment available or copy of</p>	<p>.</p>

6.0 LIBRARY FACILITIES AVAILABLE (with respect to safety, health and environment)

Category	Total No. of titles acquired till date	Total no. of volumes acquired during past one year
a) Reference books*		
b) Encyclopedia		
c) Others (journals,		

* Reference books shall consist of books relevant to the syllabus of the course specially on industrial safety, industrial hygiene, occupational health and copies of the relevant Acts and Rules (as per syllabus).

- Books listed must have been published within a period of 5 years from the date of application.

(Video recording of the library shall be submitted in a CD along with the application)

7.0 CONSULTANCY AND MAN-POWER DEVELOPMENT

Give details of the consultancy, projects/ studies, Sponsored Research, professional development Programs undertaken during the last five years

(Please enclose the list and supporting documents)

8.0 ANY OTHER INFORMATION

9.0 CERTIFICATE

Certified that the information furnished above and in the Annexures attached hereto, are true to the best of my knowledge and belief.

Signature of the Head of
Institution/Organization
with official seal

Place:

Date:

Detailed contents of the Syllabus to be covered**1. Statutory Provisions**

Rationale :Every Supervisory personnel working in Chemical Industry must know the various laws relating to Industrial Safety as these provide guidelines in decision making in any situation.

S.No	Units	Coverage time (Each of 75 Min)
1.1	The Factories Act, 1948 & Rules	2
1.2	The Environment (Protection) Act 1986 with special emphasis on MSIHC Rules & Handling of Hazardous wastes Rules	3
1.3	The Indian Petroleum Act 1934 & Rules	1
1.4	The Indian Explosive Act 1984 & Rules	1
1.5	The Static & Mobile Pressure Vessel Rules	1
1.6	The Indian Boiler Act & Rules	1
1.7	The Insecticides Act & Rules	1
1.8	Gas Cylinder Rules	1
	Total	11

Detailed Contents :**The Factories Act & Rules**

- Definition – Adult, adolescent, young person, child, competent person, hazardous process, manufacturing process, worker, factory, occupier.
- General duties of occupier & manufacturers, powers of Inspectors & certifying surgeons.
- Provisions relating to Safety, health and welfare measures and rules made there under.
- Dangerous operations and schedule on chemical works.
- Notice of accidents, dangerous occurrences & certain diseases.
- Obligation & Right of Workers.

Environmental Protection Act:

- Manufacture, Storage & import of hazardous chemical rules 1989
- Hazardous waste (Management & Handling) Rules 1989.

Petroleum Act & Rules:- Petroleum & its classification, General Provision for Transportation of Petroleum by vehicles & pipe lines, bulk storage, type of licenses & their terms & conditions, electric installation in hazardous areas.

Indian Explosive Act & Rules:

- Handling, precautions & general provisions of explosive rules 1983, classification of explosives & safety distances, magazines & store house, transport of Explosive by road.

SMPV Rules:

- Definition of Design pressure, pressure vessel, compressed gas, filling density
- Test & Inspection of Pressure Vessels
- Fittings on vessels
- Provision relating to loading & unloading & other operations.
- General provision for storage & licenses for storage & transport
- Any other notification under SMPV Rules 1981.

Indian Boiler Act & Rules:

- Definition of Boiler, Inspection procedure & preparation of boiler for inspection & Hydraulic test, defects & repairs of boilers.

Insecticide Act & Rules :

- General Provisions

Gas Cylinder Rules:

- General Provisions, license, notice of accidents, conditions for storage of LPG Cylinders.

2. Basic Principles of Accident Prevention

Rationale : Accident Prevention is an integrated programme, a series of coordinated activities directed to control unsafe personal performance & unsafe mechanical conditions so as to operate the plants & processes in a manner that protects the environment & safety of employees & the public, commitment by all levels of management for protecting & promoting the health & safety of people working at sites.

S.No.	Units	Coverage time (each of 75 Min duration)
2.1	Basic Philosophy of Industrial Accidents – Causation & Prevention near miss reporting and learning lessons; Accident causation models	1
2.2	Safety & Health Policy	1
2.3	Types of Hazards – Physical, Chemical, Electrical, Mechanical, biochemical, radiological, etc.	1
2.4	Role of Supervisor in promoting Safety & Health	1
2.5	Accident and root cause analysis	1
2.6	Principal Factors for classification	1
2.7	Formulation of Accident Prevention Programme	1
2.8	Electrical Safety	1
2.9	Case Study	1
Total		9

Detailed Contents:

Basic Philosophy of Industrial Accident – Causation & Prevention near miss reporting and learning lessons; Accident causation models:

10 axioms of Industrial Safety, theories of accident occurrence – Heinrich domino sequence & updated frank bird model, Multi-causation theory, Foundation of Major Injury, Basic Motives for the occurrence of unsafe acts, basic methods for preventing accident, Accident Causation Models.

Safety & Health Policy:

Legal requirement for safety policy, basis for formulation & effective implementation of safety policy, Areas to be touched in safety policy.

Type of Hazards:

Physical– Heat stress, Noise, Fatigue, Radiation, Vibration, Illumination
 Chemical– Exposure to toxic material, contact with corrosive material, spillage
 Electrical– Fire, Burn, Shock

Mechanical – Hazards due to in running nips of machinery parts & mechanism, working at height, hazards due to improper manual & mechanical handling.

Biochemical –

Radiological – Different types of radiation hazard

Role of Supervisors in promoting Safety & Health:

- Responsibilities of Supervisors, Acceptance of Responsibility for safety,
- Role of Supervisor in safety.

Accident and root cause analysis:

- Injuries, employment, No. of working factories, rate of injuries, injuries by states/union territories, injuries by industries, injuries by causes.
- Frequency Rate, Severity Rate, Incidence Rates, Accident free period, use of accident rates.

Principal Factors for Classification:

- Standard classification of factor associated with accident. (IS-3786)

Formulation of Accident Prevention Programme:

- Planning - Management leadership, Goal setting, budgeting
- Organising - Organisation structure, delegation of power, span of control, safety education & training and 5 min. pep talk, safety content.
- Directing - Communication system, safety committee, safety manual, SOP'S, Suggestion Scheme.
- Coordinating – Motivational Activities (safety contest, display of posters, celebration of safety day and safety week)

- Controlling – Accident reporting, record & analysis, accountability, surveillance.

Electrical Safety

Case Study:

Bhopal disaster, flix borough disaster, mexico disaster etc.

3. Techniques of Identification of Hazards and Risk Management

Rationale : Hazard identification is the process of finding all items, activities & situations that could lead to the potential of injury or illness. Supervisors should be conversant with such technique.

S.No	Units	Coverage time (each of 60 Min)
3.1	Plant Safety Inspection	1
3.2	Accident Investigation	
3.3	Job Safety Analysis (JSA)	1
3.4	Fault tree Analysis (FTA)	1
3.5	Failure Modes and Effect Analysis (FMEA)	1
3.6	Hazard & Operability (HAZOP) study	1
3.7	Hazard Identification and Risk Assessment	1
3.8	Risk and Risk Management	
Total		6

Detailed Contents:

Plant Safety Inspection:

Responsibility for inspection, types of inspection, planning for inspections, conducting inspections, inspection reports, Development of checklist for storage & process areas and Safety sampling.

Accident Investigation:

Need for accident investigation, pre-accident plan, investigation at accident site, persons to make investigation, identifying key facts & causes, first aid report, supervisor's, investigation report, notification of accident, accident record register, personal injury record card.

Job Safety Analysis(JSA)

Fault tree Analysis(FTA)

Failure Modes and Effect Analysis(FMEA)

Hazard & Operability Study:

Objective, operating deviation, guide words, principles of examination, methodology, benefits of HAZOP study and a case study.

Hazard Identification and Risk Assessment (HIRA)

Responsibility for J.S.A. & its use, conducting J.S.A. with an example.

Risk and Risk Management

HIRA work sheets, Risk Matrix, Probability and Consequence, Prevention and Control Measures

4. *Prevention and Control Techniques*

Rationale :The segregation & separation of materials within storage area largely depends upon classification of materials & electrical areas, industrial ventilations, other control techniques, help in improving the work environment. Knowledge of such control technique is essential for plant supervisor.

S. No.	Units	Coverage time (Each of 75 mins)
4.1	Hierarchy of Controls	1
4.2	Dilution & Substitution, etc.	1
4.3	Segregation, Enclosure, Isolation, Barricading, Guarding, Interlocks	1
4.4	Industrial ventilation	1
Total		4

Detailed Contents:

Hierarchy of Controls

Dilution & Substitution, etc.

Substitution : Replacing material/process with less hazardous substances/process.

Dilution : Handling of material in dilute form like use of dilute nitric acid in place of concentrated fuming nitric acid & similar examples.

Segregation, Enclosure, Isolation, Barricading, Guarding, Interlocks

- Segregation : Material classification for volatile liquid, Electrical Area Classification and Various methods of Isolation of equipment & pipelines.
- Equipment barricade & provision of enclosures.
- Principles of machine guarding, type of guards, selection, maintenance & repair of guards.
- Interlocks

Industrial ventilation

Types of ventilation and their application.

5. Chemical Hazards & Specific Control Measures

Rationale :Unplanned, sudden release of chemicals from manufacturing processing, handling & onsite storage facilities causes pollution to the air, water or land & increase the risk of fire, explosion or pollution. Hence supervisory personnel should be aware of various requirements of safe task activities.

S.No.	Units	Coverage time (Each of 75 Min)
5.1	-Storage, handling & transportation of chemicals (Safety in bulk storage, handling of hazardous chemicals, chemical process safety)	2
5.2	Permit to work – procedure & compliance	1
5.3	Safety in shutdown & startup procedures	2
5.4	Colour coding of pipelines, cylinders & valves	1
5.5	Labelling & Hazard Communication (HAZCOM)	2
5.6	Personal Hygiene	1
5.7	Tankfarm Safety and dyke arrangements	1
5.8	Chemical Safety data sheets / MSDS	1
5.9	House Keeping	1
5.10	Personal Protective Equipment	1
5.11	Standard Operating Procedures (SOP)	1
5.12	Standard Maintenance Procedures (SMP)	1

5.13	Safety Instrumented System (SIS)	1
5.14	Concept of Reliability and calibration	
Total		16

Detailed Contents:

Storage, handling & transportation of chemicals (safety in bulk storage, Handling of hazardous chemicals, chemical safety), Industrial Classification:

- Handling & storage of dangerous materials & their classification(U.N.)
- HAZCHEM Code
- TREM Cards
- Types of Bulk Storage & their lay out, bunds, pressure vacuum valves, flame arrester, atmospheric vents, fire relief, inspection of storage tanks.
- Storage of chlorine, L.P.G., Ammonia, Class'A' petroleum product, hydrogen
- Loading & unloading facilities of chemicals.
- Hazard Communication
- Industrial Classification

Permit to Work– procedure and compliance:

Need for permit to work system, areas to be covered, types of work permit, contents of permit format, operation of permit, monitoring of permit system, confined space work permit system.

Safety in Shut down & Start up procedures

- Standard operating procedure, Standard Maintenance Procedure, start up procedure (Phases of start up), typical errors on start up of plants, start up after emergency shutdown
- Shut down procedure - Normal shut down, Emergency shutdown
- Modification procedure – classification of modification.

Colour coding of pipelines, cylinders & valves:

- Pipe work & valves, inspection, examination & testing of pipelines, cylinders valves, colour coding of pipe lines (IS2379-1990)
- Tankfarm Safety
- Dyke arrangements

Labelling and Hazard Communication (HAZCOM)

Personal Hygiene

Washing facilities, drinking water, facilities for storing work clothings & personal clothing & drying clothes (clock room), storage of food items in plant & prohibition of consuming food etc in work room. Special bathing accommodation, health awareness do's and don'ts.

Tank farm Safety and dyke arrangements

Chemical Safety Data Sheets/MSDS

- Contents of M.S.D.S. of MSIHC Rules 1989 & its preparation.
- M.S.D.S. of Cl₂, NH₃, LPG & benzene
- Hazard Communication

House-Keeping

Typical accidents due to poor house-keeping, disposal of scrap & other trade wastes, prevention of spillage, marking of gangways & other locations, clean up campaigns.

Personal Protective Equipment

- Non Respiratory personal protective devices – head protection, ear protection, face & eye protection, hand protection, feet protection, body protection
- Use care & maintenance of personal protective equipment & breathing apparatus
- Classification of respiratory personal protective devices & their uses, selection of respirators.

Standard Operating Procedures(SOP)

Standard Maintenance Procedures(SMP)

Safety Instrumented System(SIS)

Concept of Reliability and calibration

- Basic Instrumentation & designed safety methods like
- Control of variables like temperature, pressure, level, PH, density, flow ratios etc.
- Multipoint recorders, process alarms, interlock system
- Operators records like log book, log sheet.
- Safety Instrumentation System

6. Fire & Explosion Hazards

Rationale :Fire hazard is a term which includes not only the causes of fire but embraces those circumstances which increase the probability of fire occurring or which enable or permit fire. Hence supervisory personnel must know an effective fire loss control program.

S.No	Units	Coverage time (Each of 75 Min)
6.1	Fire and Explosions	1
6.2	Flash Point, Explosive limits etc	1
6.3	Fire Prevention and control Portable & Fixed Fire Fighting Systems	1
6.4	Hazardous Area classification & safety aspects including flame proof electrical equipment	1
6.5	Dow Fire & explosion index	1
6.6	Reporting deviations for inspection, refilling, examination etc of fire fighting system	1
6.7	Consequence Modelling	1
6.8	Electrical Safety; bonding, earthing and HazardousArea Classification	1
6.9	Static Electricity hazards and its prevention andcontrol	1
TOTAL:		9

Detailed Contents :

Fire and Explosion Definition:

Flammability, flash point, fire point, flammable range, auto ignition, boiling point, vapour pressure, vapour density, ignition energy, spontaneous ignition.

Chemistry of Fire :

Factors contributing towards fire, chemistry of fires, classification of fires, common causes of industrial fires.

Flash point, explosive limits, etc.

Fire Prevention and Control; Portable & Fixed Fire Fighting System:

- Portable extinguishers, water system, CO₂ system, foam extinguisher system, chemical extinguishing system.
- Fire detection & alarm system – heat detector, smoke detector, detector for special purpose etc.
- Sprinkler system

Hazardous Area Classification and safety aspects

Hazardous area classification, control of hazards due to static electricity, , precautions in their selection, maintenance & use.

Dow Fire & Explosion Index:

Knowledge of exothermic & endothermic reactions & their hazards, material factor, assessment of fire & explosion index, toxicity index.

Reporting deviations for inspection, refilling, examination, etc, of fire fighting System:

Importance of Maintenance, preventive maintenance program for portable & fixed fire fighting equipment, extinguisher card, fire alarm system inspection, testing & maintenance.

Consequence Modeling

Health hazard due to fire and explosion and its first-aid measures.

- Burn
- Unconsciousness
- Shock

Electrical Safety, bonding, earthing and Hazardous Area Classification

Static Electricity hazards and its prevention and control

7. Health Hazards due to Chemical Exposure

Rationale: Industrial Hygiene activities includes surveys, measurements, evaluation, controls & recommendations. Properly documented exposure – illness records serve to determine safe or unsafe, healthy or unhealthy working conditions & limits of exposure.

Industrial hygiene integrates three elements i.e. recognition, evaluation and control of different physical and chemical stresses /agents at the work place.

The trainees should be given brief orientation at least on the following topics :

Introduction to different physical stresses /agents like heat ,noise ,illumination etc and chemical agent and their effects Chronic and acute effects , Dose Response relationship , Classification of airborne chemical agents (including based on physical nature i.e. dust, gases, fumes, mists, vapours and smoke). Routes of Entry of Hazardous Chemicals in human body, Exposure evaluation and air sampling. The concept of threshold limit values, Control techniques of airborne Contaminants, Industrial Ventilation and personal Protective Equipment.

The trainees should be demonstrated on following main laboratory exercises:

1. Detection of Carbon Monoxide, NO_x, Hydrogen Sulphide, Ammonia, SO₂ by Gas Detectors and other direct reading instruments.
2. Measurement of Concentration of Dust using Personal Sampler by Gravimetric Method.

3. Sampling and analysis of Ammonia.
4. Estimation of Hydrogen Sulphide in Air.
5. Estimation of Chlorine in Work Environment.
6. Measurement of illumination level by Photo Meter.
7. Assessment of Heat Stress in Work Environment using WBGTIntex
8. Measurement of number of air changes in a room by Velometer
9. Measurement of Sound Levels.
10. Determination of concentration of inflammable vapours.

S.No	Units	Coverage time (Each period of 75 min)
7.1	Factors contributing to hazardous situation	1
7.2	Routes of entry	1
7.3	Concentration and types of exposure	1
7.4	Work environment monitoring – techniques & procedure	1
7.5	Toxic effects of chemicals	1
7.6	Health monitoring	1
7.7	First Aid	1
7.8	PLE, TLV, IDLH, LC 50 and LD 50	1
7.9	Toxicology; Dose Vs. Response Relationship	1
Total:		8

Factors contributing to hazardous situation

Permissible limit of exposure:

TLV – TWA, STEL, Ceiling, Skin, Additive effect, Nuisance Dust, Carcinogenesis.

Routes of entry The modes of entry & action of toxic materials:

Classification of contaminants & route of entry - Physical classification – Gases & vapour, particulate matter like dust, fog, fume, smoke, smog, aerosol etc .- Chemical classification – Irritants, Asphyxiants, Anesthetics & Narcotics, Systemic poisons, Sensitizers, particulate matter other than systemic poisons (Bacteria & other microorganisms).

Concentration and types of exposure

Work Environment Monitoring – Techniques & Procedures:

- Strategy for representative quantitative surveys.
- Air sampling – Integrated sampling, gas sampling, impingement
- Analysis of samples – Gravimetric technique, colorimeter procedure & evaluation of samples.
- Direct Reading Techniques – colorimetry, explosive meter, other electronic monitor.
- Industrial Hygiene Engineering Control.

Toxic effects of chemicals

Health Monitoring:

- Common occupational diseases & mode of causation of these disease.
- Diagnostic methods & methods of prevention.
- Pre employment & periodical medical examination.
- Monitoring of occupational health by maintaining records.

First Aid:

Artificial respiration techniques and cardiac message (CPR), bandaging, burn, fracture etc.

PEL, TLV, IDLH, LC 50 and LD50

Toxicology; Dose Vs. Response

Relationship Demonstration of Equipment

in laboratory:

- Measurement of dust concentration in work environment by counting method using midget smpinger & microscope.
- Estimation of H₂S in air
- Sampling & analysis of NH₃ & Cl₂
- Determination of concentration of inflammable vapours.
- Visit to medical laboratory.

8. Chemical Emergency Procedures:

Rationale :Emergency plan should be prepared for significant events that threaten the viability of the organisation, periodically tested & reviewed.

S.No.	Unit	Coverage time (Each of 75 Mins)
8.1	The Onsite Emergency Plan	4
8.1.1	Key persons and their responsibilities	
8.1.2	Alarms	
8.1.3	Control room	
8.1.4	Evacuation	
8.1.5	Assembly points	
8.1.6	Emergency Control Centre	
8.1.7	Rehearsals	
8.1.8	Rehabilitation of the affected area	
8.2	Off site E.P.	1
8.3	Other Emergency Procedures DisasterManagement Planning	1
		6

The Onsite Emergency Plan:

- The general contents of onsite emergency plan, identification of credible events, categorisation of emergency level.
- Key persons & their responsibilities, alarms, control room, evaluation, assembly points, medical organisation/responses for major accident hazard control
- Rehearsals & Rehabilitation of the effected area.
- medical response in chemical emergency.

The off site Emergency Plan:

- Response time, contents of off site E.P. together with responsibilities
- Role of emergency planning officer.
- Rules on Emergency, Planning, Preparedness & Responses for chemical accidents-96

Other Emergency Procedures:

Emergency eye wash & showers, emergency kit for chlorine & ammonia.

Disaster Management Planning

Disaster Management Planning in Chemical Industries – Disaster Management Act –
Legal Compliance

9. Counseling and motivating for safety & health Motivation, Communication & Appraisal for Safety & Health

Rationale : Process measures provide not only a better tool for safety improvement but also a means of measuring employee involvement and commitment. Periodic audit should be conducted for a critical & appraisal of all elements of OH&S management system.

S.No	Units	Coverage time (Each of 75 Mins)
9.1	Techniques	1
9.2	Strategies	
9.3	At Risk Behaviours	1
9.4	Discretionary Performance	
9.5	Motivational Models	1
9.6	Human Error – Prediction, Prevention and Control	1
Total:		4

Techniques

Strategies

At Risk Behaviours

Discretionary Performance

Motivational Models

Human Error – Prediction, Prevention and Control

10. Others

Behavioural aspects of safety, Physiological aspects of safety – Resilience Engineering

S.No.	Units	Coverage time (Each of 75Mins)
10.1	Total quality management and ISO Series.	1
10.2	Safety audit and OSHAS	
10.3	Environmental Management System (EMS)	
10.4	Communication skills for safety & health at work	1
10.5	Behavioural aspects of safety	1

10.6	Physiological aspects of safety	
10.7	Total Safety Culture	1
10.8	Resilience Engineering	
Total:		4

Total quality management and ISO Series.

Safety audit and OHSAS

Safety Audit – Definition, Objectives, Types of Audit, Methodology, Developing checklist for safety audit – technical aspects & management aspects.

OHSAS

Environmental Management System (EMS)

Communication skills for safety & health at work

Types of communication, barriers of effective communication and how to overcome these barriers.

Behavioural aspects of safety

Physiological aspects of safety

Total Safety Culture

At Risk Behaviour – Discretionary Performance - Motivational Models – Human Error –

Prediction, Prevention and Control

Resilience Engineering

ANNEXURE-V

Basic Laboratory facilities/equipments to be maintained: I- Industrial Hygiene Laboratory

1. Personal Samplers

2. Filter Discs
3. Analytical Balance
4. Rota meter
5. Detector tubes for Carbon Monoxide , ammonia, Chlorine etc
6. GasMonitorsforcommonchemicalgaseslikeCarbonMonoxide,ammonia,Chlorineetc
7. Glassware and chemicals
8. Analytical Instruments like Spectrophotometer etc
9. WBGT Meter or Globe Thermometer and Whirling Hygrometer
10. Explosi meter

// -Safety Engineering Laboratory

1. Sound Level Meter
2. Illumination Level Meter
3. Vibration Meter
4. Static Electricity Meter

III- Industrial Medicine Laboratory

1. Audiometry
2. Titmus Vision Test
3. PFT

**Study & Evaluation Scheme for Certificate Course in Safety & Health for
Supervisory Personnel Working in Hazardous Process**

Curriculum (Total periods) (Each of 75 Mins) Theory. Practical		Subject	Scheme of Examination		
			Theory	Practical	Total
			Max. Marks	Max. Marks	
11	-	1. Statutory Provision	20	-	20
9	-	2. Basic Principles of Accident Prevention	15	-	15
6	-	3. Techniques of Identification of Hazards	15	-	25
4	-	4. Control Techniques	10	-	10
16	-	5. Chemical Hazards & Specific Control Measures	20	-	30
9	-	6. Fire & Explosion Hazards	20	-	20
8	2	7. Health Hazards due to Chemical Exposures	20	20	30
6	-	8. Chemical Emergency Preparedness	10	-	10
4	-	9. Motivation, Communication & Appraisal for Safety &	10	-	10
4	-	10. Others	10	-	10
-	5	11. Factory visit & preparation of Report		20	10
-	3	12. Student Centered Activities (Films, visits to safety centre etc)	-	-	-
		13. Oral Examination	-	10	10
75	10		150	50	200

	85	Total	Maximum Marks = 200		
--	----	--------------	---------------------	--	--

GUIDELINES FOR ADVANCED DIPLOMA IN INDUSTRIAL SAFETY (ADIS) / DIPLOMA IN INDUSTRIAL SAFETY (DIS) / POST DIPLOMA IN INDUSTRIAL SAFETY (PDIS) TO BE CONDUCTED AT CENTRAL LABOUR INSTITUTE, MUMBAI & REGIONAL LABOUR INSTITUTE CHENNAI, FARIDABAD, KANPUR AND KOLKATA

ABOUT THE COURSE

Rapid Technological developments and large scale Mechanization in Petrochemical, Chemical, Engineering Industries, Construction activities, etc. have resulted in complex Safety & Health problems in these Industries. Hence these Industries need the services of qualified safety professionals exclusively to take care of various Safety and Health aspects of their personnel/other persons who are likely to be affected by any adverse effects arising from these Industries. Recognizing this need and also to facilitate the Factory Management in fulfilling the Statutory requirements regarding appointment of Safety officers under Section 40-B of The Factories Act, 1948, Central Labour Institute, Mumbai / Regional Labour Institutes Chennai, Faridabad, Kanpur and Kolkata have been conducting the one year Diploma Course in Industrial Safety.

The ADIS / DIS / PDIS offered by the Central Labour Institute, Mumbai and Regional Labour Institutes Chennai, Faridabad, Kanpur and Kolkata is a recognized statutory qualification for appointment as Safety Officers as per The Factories Act, 1948. These Diplomas are awarded by the Directorate of Technical Education of the respective State Governments.

DURATION

This is a FULL TIME Course and the duration of the Course is One year.

METHODOLOGY

a) The Course will be conducted through class room sessions, lectures, discussions, case studies, Laboratory exercises, Factory visits, etc. The students are required to carry out one project work & term work and two laboratory works during the course of the programme, as a requirement under the syllabus.

b) Term work and project work which are the part of the course will have to be carried out only in the sponsoring organization by the sponsored candidates. Under no circumstance, the sponsored students will be permitted to carry out the term work and project work other than in the sponsoring organization.

c) The non-sponsored candidates will have to make their own arrangement for carrying out the project and term work and the Institute will nowhere be responsible identifying organization in this regard. No letter will be issued by the Institutes for carrying out Project work & term work in this regard.

EXAMINATION

The students will have to appear for Final Examination which will be conducted by the Board of Examinations, Directorate of Technical Education of the concerned State Governments. The Examination consists of theory papers, project work, term work and practical. The Diploma will be awarded to the successful candidates in the Examination by the respective Technical Education Boards. Note: (a). The Students studying at RLI, Kolkata will have to undergo examinations in two semesters of 6 month each as conducted by the West Bengal State Council of Technical Education.

QUALIFICATION & EXPERIENCE

A. Educational Qualifications:

Recognized Degree or Diploma in any branch of Technology / Engineering or Recognized Degree in Physics or Chemistry as the Major Subject.

Note : (a) Science graduates (B.Sc.) with Physics, Chemistry & Mathematics as main subjects will be considered at RLI, Kolkata.

(b) B.Sc/M.Sc degree from College/University approved by UGC, will only be considered.

(c) Diploma and B.E/B.Tech degree from institutes approved by AICTE or from University Approved by UGC, will only be considered.

(d) Candidates already having the qualification like Diploma in Industrial Safety will not be considered for admission. (e) Candidates with higher qualifications in Industrial Safety shall be considered only if vacancy exists.

B. Experience:

Practical experience in a Supervisory Capacity for 2 years in the case of Degree in Engineering/Technology and 5 years in the case of Diploma in Engineering/Technology or Degree in Physics or Chemistry in the following fields: Manufacturing, Maintenance or Safety Department in a Factory as defined under The Factories Act, 1948. Or Research, Training or Education in the field of Industrial Safety. Or Government Department in the Administration of any Safety Legislation. Or Building and other Construction works as defined under The Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996. The establishment should have registration under the BOCW Act with respective state governments. Or Port or Dock work as defined under The Dock Workers (Safety, Health and Welfare) Act, 1986. The establishment/ agency should have registration with the respective Port Authority or State Government.

FEES AND OTHER CHARGES

a) Course Fee : Rs.25,000/ (Subjected to Revision by the Competent Authority) to be paid by Crossed Demand Draft (separate DD) drawn in favour of respective Institutes i.e. Central Labour Institute, Mumbai and Regional Labour Institutes at Chennai, Faridabad, Kanpur and Kolkata at the time of admission. The fee once paid will not be refunded.

b) Caution Money Deposit: Rs. 2500/- (Subjected to Revision by the Competent Authority) to be paid by Crossed Demand Draft (Separate DD) drawn in favour of the respective Institutes i.e. Central Labour Institute, Mumbai and Regional Labour Institutes at Chennai, Faridabad, Kanpur and Kolkata at the time of admission, as Caution Money Deposit. This amount is refundable subject to recoveries, if any, at the end of the course.

c) Examination Fee : Examination and other related fees as prescribed by the Board of Examinations, Directorate of Technical Education of the concerned State Governments are payable by the students.

Other Expenses:

The expenditure incurred towards purchase of books, course materials, stationeries, preparation of Project / Term Work reports, TA/DA charges in connection with the local / outstation factory visits, Seminar fee, Examination fees, etc. are to be borne by the sponsoring organizations / students.

SUBMISSION OF APPLICATION

a) The prescribed application Form complete in all respects, together with self attested copies of certificates, in duplicate shall be prepared and two copies of the application shall be sent only to "The Chairman, Central Scrutiny Committee for ADIS / DIS / PDIS Course, Central Labour Institute Building, Sion, Mumbai – 400 022" only.

b) No application will be received by any of the Regional Labour Institutes / Central Labour Institute under any circumstances.

Guidelines for carrying out testing of respiratory and non-respiratory Personal Protective Equipment

Performance Test Reports of Respiratory Personal Protective Equipment:

The samples received from manufacturers/user industries are tested in the laboratory as per the guidelines and standards specified by the Bureau of Indian Standards, as per the details given below

Type of PPE	BIS Standard and related Tests
CANISTER TYPE (Gas Mask) (1) Front or Back Mounted (2) Chin Type (3) Escape Type	IS:8523 – 1977(Reaffirmed in February, 1991) Performance Tests : (1) Breathing Resistance : (i) Inhalation Resistance and (ii) Exhalation Resistance (2) Life and efficiency of sorbents against the specific gas/vapour : (i) With Equilibration and (ii) Without Equilibration (3) Valve leakage test and (4) Face Piece fitness test
CARTRIDGE TYPE	IS : 8522-1977(Reaffirmed in February, 1991) Similar tests as mentioned above
DUST RESPIRATOR	IS : 9473 – 1980 (Reaffirmed in February, 1991) (1) Breathing Resistance (i) Inhalation Resistance and (ii) Exhalation Resistance (2) Efficiency of the filter against silica dust (3) Valve leakage test (4) Pressure tightness test and (5) Coal dust tightness test
	(face piece fitness test)

Performance Test Reports of Non-Respiratory Personal Protective Equipment

The samples received from manufacturers/user industries are tested in the laboratory as per the guidelines and standards specified by the Bureau of Indian Standards, as per the details given below :

Various Tests for Personal Protective Equipment conducted as per National Standards at Central Labour Institute, Mumbai.			
Sl no	Name of PPE	National Standards	Test as per National Standards
1.	Safety Helmet	IS: 2925-1984	<ol style="list-style-type: none"> 1. Shock absorption resistance 2. Penetration resistance 3. Flammability Resistance 4. Water Absorption 5. Heat Resistance 6. Electrical resistance 7. Sterilization
2.	Eye Protectors/ Safety Goggles / Safety Spectacle	IS: 5983-1980 IS: 7524(Part-I)-1979 IS: 7524(Part-II)-1979	<ol style="list-style-type: none"> 1. Non-Optical tests <ol style="list-style-type: none"> i. Stability at elevated temperature ii. Test for Robustness iii. Resistance to corrosion of metal parts iv. Proof against chemical splashes 2. Optical Tests <ol style="list-style-type: none"> i. Spherical, cylindrical powers ii. Determination of transmittance (UV/VIS/IR)
3.	Welding Apparatus Filter Cover for welding filter	IS: 5983-1980 / IS: 1179 -1967 IS:5983-1980/ IS:1179-1967	<ol style="list-style-type: none"> 1. Determination of Transmittance 2. Corrosion Resistance of metal parts 3. Disinfection 4. Flammability <ol style="list-style-type: none"> 1. Stability at elevated temperature 2. Optical test 3. Robustness 4. Transmittance
4.	Face Shield with Plastic Visor	IS:8521(Part-I)-1977	<ol style="list-style-type: none"> 1. Visual and Dimensional Examination 2. Impact Resistance 3. Penetration Resistance 4. Visible Transmittance 5. Flammability 6. Disinfection
5.	Safety Gloves (Natural Rubber for Electrical purpose)	IS:4770-1991	<ol style="list-style-type: none"> 1. Test Potential and Leakage current 2. Breakdown voltage 3. Thickness

6.	Leather Gloves	IS:2573-1986 / IS: 6994-1973	<ol style="list-style-type: none"> 1. Size and Dimension 2. Thickness 3. Chromium Content 4. Material, chromate extractable 5. pH of Aqueous extract
7.	Safety footwear	IS:11226-1993/ IS 14544 – 1998/ IS:13469-1992	<ol style="list-style-type: none"> 1 Impact test for toe caps 2. Rubber Sole and heels <ol style="list-style-type: none"> i. Relative Density IS:3400-1978 (Part-IX)/12240(Part-3) ii. Hardness IS3400(Part-II)/ 12240 (Part-6)-1988 iii. Electrical resistivity (Antistatic) IS:3400(Part-XV)-1971 iv. Oil Resistance IS:11226/13469-1992 v. Chemical Resistance IS:13469-1992 3. Upper leather <ol style="list-style-type: none"> i. pH of Aqueous extract
8	Safety footwear	IS 15298- 2016 (Part – I,II,III,IV)	<ol style="list-style-type: none"> 1. Impact test 2. Compression test 3. Internal diameter of toe cap 4. Size/design 5. Nail penetration 6. Energy Absorption 7. Sole and heels <ol style="list-style-type: none"> i. Oil resistance ii. Electrical Resistivity (Antistatic) iii. Thickness 8. Upper <ol style="list-style-type: none"> i. pH of Aqueous extract
9.	Rubber / PVC Gum Boots	IS:12254-1993	<ol style="list-style-type: none"> 1. Impact test 2. Rubber/PVC Sole and heels <ol style="list-style-type: none"> i. Thickness ii. Hardness iii. Oil resistance 3. Upper <ol style="list-style-type: none"> i. Thickness ii. Relative density iii. Hardness iv. Aging tests-heat treatment IS-3400(Part-IV) v. Oil Resistance test

10.	Safety belt	IS 3521:1999	1. Performance test 2. Dynamic test 3. Static test 4. Flammability test
11.	Dust Respirator	IS 9473:2002	i. Breathing resistance ii. Filter penetration test
12.	Breathing air Quality of air cylinder	IS 9623-2008	i. Carbon Monoxide ii. Carbon Dioxide iii. Oil mist iv. Odour

INSTITUTIONAL FEE

The charges (inclusive GST) for the services rendered by the laboratory for testing of different types of Non-Personal Protective Equipment are given below:

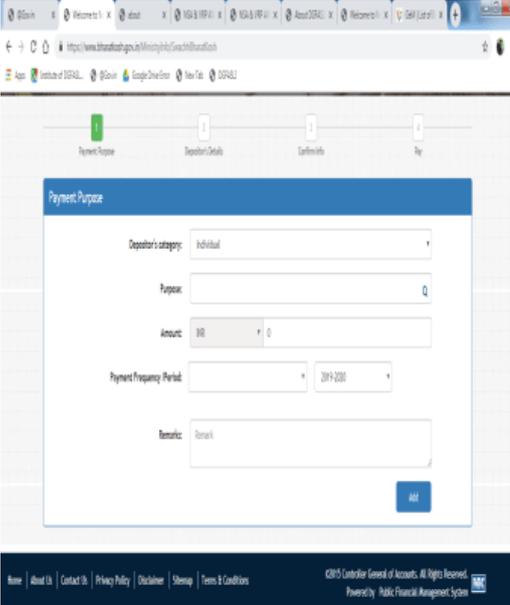
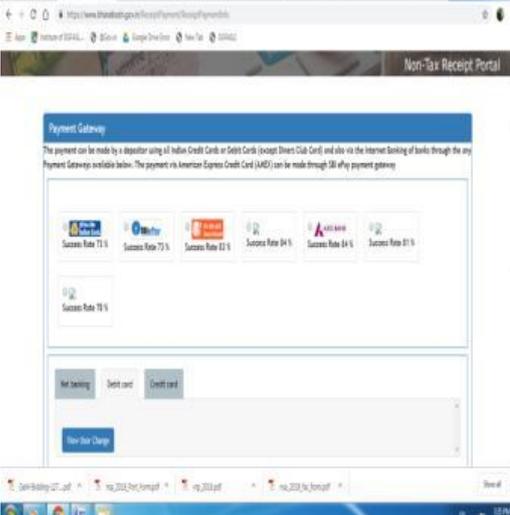
TESTING CHARGES FOR PERSONAL PROTECTIVE EQUIPMENT

PPE	No of sample required for testing	Testing Charges (Per Sample)
Safety Goggles, Face Shield,	3 nos each	Rs. 2000/-
Safety Hand-gloves,	2 nos of pairs	Rs. 2000/-
Safety Chemical Apron / Suit	1 no each	Rs. 2000/-
Safety Helmet	5 nos each	Rs. 2000/-
Safety shoe	2 nos of pair	Rs. 4000/-
Safety Belt & Full Body Harness	2 nos. each	Rs. 4000/-
Dust respirators	5 nos. each	Rs. 2000/-
Chemical respirators	3 nos. each	Rs. 2000/-
Breathing air cylinder	1 no. each	Rs. 2000/-

* The samples along with institute fee should be submitted along-with forwarding letter. Payment may be made through www.bharatkosh.gov.in.

** Step by Step procedure for payment of testing charges of PPEs is given below.

Step by Step procedure for payment of testing charges of PPEs

<p>Step-1</p>	<ul style="list-style-type: none"> ➤ Visit https://www.bharatkosh.gov.in ➤ Click on Non Register User ➤ Window opens 	
<p>Step-2</p>	<ul style="list-style-type: none"> ➤ Payment purpose will open in window ➤ Depositors Category - Corporate/Commercial undertaking : Select as applicable ➤ Select in Purpose <p>Ministry- Labour & Employment</p> <ul style="list-style-type: none"> ➤ Purpose – Press 'Search' <p>Select -other receipts under Service and Service Fees</p> <ul style="list-style-type: none"> ➤ Pay and Account Office (PAO) : <p>Select - 030263 – PAO (DGFASLI)</p> <ul style="list-style-type: none"> ➤ Drawing & Disbursing Office(DDO): ➤ Select -230265 – Administrative Officer, Central Labour Institute, CTI Building ➤ Fee - @ INR. 2000/- (for e.g.) ➤ Write in Remarks : Testing charges of (As applicable) ➤ Click on Add button ➤ Go to next page – Depositors Details 	
<p>Step-3</p>	<ul style="list-style-type: none"> ➤ Depositors Details ➤ Fill all details of depositors ➤ Name & Address ➤ TAN (If any) ➤ Pan (If any) ➤ Aadhar No: ➤ Mobile No- ➤ Email: ➤ Select Mode of Payment ➤ Online or NEFT through Challan ➤ Confirm your Information on Next window ➤ A New window open for Payment Gateway ➤ Pay and Download receipt and submit it. 	

Guidelines for award of NSA and VRP

VISHWAKARMA RASHTRIYA PURASKAR(VRP)

INTRODUCTION

“Suggestion Schemes” are being operated in many progressive industrial undertakings in the country for the last several years. These “Schemes” operate on plant wide basis. Good suggestions leading to outstanding achievement or good performance on the part of workers in increasing productivity, quality, safety, working conditions, import substitution etc. are suitably rewarded by the Management at the enterprise level with financial & non-financial incentives including prizes & citation. The quantum of the prize money is generally related to the anticipated annual savings in the cost of production, resulting from the implementation of the suggestion at the plant level.

With the growing tempo of industrialization, it was considered desirable to provide for public recognition of outstanding achievement on the part of the workers, at the national level, so that, the workers could feel that they were accorded a place similar to that of other recipient of Rashtriya Puraskars for outstanding achievements in the other walks of life. The Government of India, Ministry of Labour & Employment has, therefore, instituted Vishwakarma Rashtriya Puraskar Scheme (previously known as Shram Vir National Awards) in the year 1965 for rewarding & recognizing the efforts of workers from the industrial undertakings at the national level. Since then this scheme has been in operation. This scheme is applicable for workers employed in the factories & docks.

BASIS OF AWARDS

The scheme is open to such Industrial Undertakings where Suggestion Schemes in the form of Quality Circles, General Suggestion Scheme, Safety Suggestion Scheme, Kaizen Schemes & Small Group Activities etc. are in operation. Suggestions accepted by the management and adopted during the previous calendar year in respect of any of the following qualify for the consideration of Vishwakarma Rashtriya Puraskar (VRP).

1. Inventions and improvements that bring about saving in materials including fuel & power reduction in production time and improvement in the utilization of plant and equipment;
2. Improving ways and means for using indigenous materials in the place of imported ones (Import substitution);
3. Better utilization of machinery & equipment, waste or scrap material for raising productivity;

4. Lightening physical efforts/ergonomic interventions in certain operations and thereby leading to reduced fatigue & increased productivity;
5. Improvement of working conditions including safety, health and welfare, safety standards, safety devices and environmental conditions and improvement in methods for prevention of occupational diseases;
6. Increased efficiency of the organization and management;
7. Improvement in quality of products or their designs & packing methods;
8. Making general working environment safe.

NUMBER OF AWARDS

There are Total Twenty eight (28) Awards under the following three classes:

- CLASS “A” OR PRATHAM SHRENI - (5) FIVE CASH AWARDS OF Rs. 75,000/-* EACH
- CLASS “B” OR DWITIYA SHRENI - (8) EIGHT CASH AWARDS OF Rs. 50,000/-* EACH
- CLASS “C” OR TRITIYA SHRENI - (15) FIFTEEN CASH AWARDS OF Rs.25,000/-* EACH

*** REVISED PRIZE MONEY**

PROCEDURE FOR THE GRANT OF AWARDS

Each year applications are invited in the prescribed format for the grant of awards through advertisement in important national & local newspapers. Respective managements of the organization where these suggestion schemes are in operation are required to send the applications on behalf of the workers. The accepted applications are evaluated by both Internal and External Evaluation Committees consisting of Three Experts in each with specialization in Mech. Engg./Production Engg./ Indust.Engg./ Elect.Engg./Chemical Engg./Ergonomics/Envir. Engg/General Mgmt. The applications so evaluated by both the Committees are adjudged by a Tripartite Awards Committee appointed by the Ministry of Labour & Employment, Government of India, solely on the basis of their technical ability and expertise. The Tripartite Awards Committee consists of representatives from Government, Employers & Employees.

AWARDS DISTRIBUTION FUNCTION

The Vishwakarma Rashtriya Puraskar (VRP) for each Performance Year will be granted to the awardees by the Hon'ble Union Labour & Employment Minister, Govt. of India at a special function to be held in New Delhi. Usually, the function is held each year on 17th September to coincide with the Vishwakarma Day.

NATIONAL SAFETY AWARDS

INTRODUCTION

To give recognition to good safety performance on the part of Industrial Establishments and to stimulate and maintain the interest of both the managements and the workers in accident prevention and safety promotion programmes, the Government of India instituted National Safety Awards(NSA) in the year 1965. Initially the NSA was instituted for factories registered under the Factories Act, 1948 which work One million man-hours or more during the contest year. From the year 1971, separate schemes were introduced for factories working less than One million man hours and also for Ports. From the year 1978 two more schemes were introduced for factories working more than one lakh and less than two and half lacs man hours during each year of the contest period. Further, the schemes which existed prior to 1978 were modified in 1978 as per the decision of the Awards Committee specially constituted for this purpose by the Ministry of Labour and Employment, Govt. of India. At present there are twelve schemes whose details are furnished as below. These schemes are operated by the Directorate General Factory Advice Service and Labour Institutes (DGFASLI), Mumbai, under the Ministry of Labour and Employment, Government of India.

The Schemes I to X are applicable to the Factories registered under the Factories Act, 1948, Construction Sites under the Building & Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and Installations under Atomic Energy Regulatory Board (AERB). The Schemes XI to XII are applicable to establishments under Ports.

BASIS OF AWARDS

FOR FACTORIES/CONSTRUCTION SITES/INSTALLATIONS UNDER AERB, WORKING ONE MILLION MANHOURS AND MORE

Scheme I: Based on Lowest Average Frequency Rate

There is one Winner and one Runner-up in each of the 15 Groups of industries as given in the Schedule which achieve the lowest average weighted accident

frequency rate over a period of three preceding consecutive years ending with the performance year. Each awardees will be presented with a shield and a certificate of merit. The weighted frequency rate is the sum of –

- (i) The number of non-fatal accidents per million manhours worked
- (ii) The number of total fatal accidents per million manhours worked multiplied by ten and
- (iii) No. of total permanent disabled cases per million manhours worked multiplied by ten.

Scheme II : Based on Accident Free Year

There is one winner and one runner-up in each of the 15 groups of industries as given in the Schedule which has worked the largest number of manhours, without any fatal/non-fatal accident/total permanent disability during the performance year. Each awardee will be presented with a shield and a certificate of merit.

**FOR FACTORIES/CONSTRUCTION SITES/INSTALLATIONS UNDER AERB,
WORKING LESS THAN ONE MILLION MANHOURS SUBJECT TO A MINIMUM OF
HALF A MILLION MANHOURS**

Scheme III : Based on Lowest Average Frequency Rate

There is one Winner and one Runner-up in each of the 11 Groups of industries as given in the Schedule which achieve the lowest average weighted accident frequency rate over a period of three preceding consecutive years ending with the performance year. Each awardee will be presented with a shield and a certificate of merit.

Scheme IV : Based on Accident Free Year

There is one winner and one runner-up in each of the 11 groups of industries as given in the Schedule which has worked the largest number of manhours, without any fatal/non-fatal accident/total permanent disability during the performance year. Each awardee will be presented with a shield and a certificate of merit.

**FOR FACTORIES/CONSTRUCTION SITES/INSTALLATIONS UNDER AERB,
WORKING LESS THAN HALF MILLION MANHOURS SUBJECT TO A MINIMUM OF
ONE QUARTER MILLION MANHOURS**

Scheme V : Based on Lowest Average Frequency Rate

There is one Winner and one Runner-up in each of the 11 Groups of industries

as given in the Schedule which achieve the lowest average weighted accident frequency rate over a period of three preceding consecutive years ending with the performance year. Each awardee will be presented with a shield and a certificate of merit.

Scheme VI : Based on Accident Free Year

There is one winner and one runner-up in each of the 11 groups of industries as given in the Schedule which has worked the largest number of manhours, without any fatal/non-fatal accident/total permanent disability during the performance year. Each awardee will be presented with a shield and a certificate of merit.

**FOR FACTORIES/CONSTRUCTION SITES/INSTALLATIONS UNDER AERB,
WORKING LESS THAN ONE QUARTER MILLION MANHOURS SUBJECT TO
MINIMUM OF ONE LAKH MANHOURS**

Scheme VII : Based on Lowest Average Frequency Rate

There is one Winner and one Runner-up in each of the 11 Groups of industries as given in the Schedule which achieve the lowest average weighted accident frequency rate over a period of three preceding consecutive years ending with the performance year. Each awardee will be presented with a shield and a certificate of merit.

Scheme VIII : Based on Accident free Year

There is one winner and one runner-up in each of the 11 groups of industries as given in the Schedule which has worked the largest number of manhours, without any fatal/non-fatal accident/total permanent disability during the performance year. Each awardee will be presented with a shield and a certificate of merit.

**FOR FACTORIES/CONSTRUCTION SITES/INSTALLATIONS UNDER AERB,
WORKING LESS THAN ONE LAKH MANHOURS SUBJECT TO MINIMUM OF FIFTY
THOUSAND MANHOURS.**

(NEWLY INTRODUCED)

Scheme IX : Based on Lowest Average Frequency Rate

There is one Winner and one Runner-up in each of the 11 Groups of industries as given in the Schedule which achieve the lowest average weighted accident frequency rate over a period of three preceding consecutive years ending with the performance year. Each awardee will be presented with a shield and a certificate of merit.

Scheme X : Based on Accident free Year

There is one winner and one runner-up in each of the 11 groups of industries as given in the Schedule which has worked the largest number of man hours, without any fatal/non-fatal accident/total permanent disability during the performance year. Each awardee will be presented with a shield and a certificate of merit.

FOR PORTS

Scheme XI: For work on ships (Based on Lowest Average Frequency Rate) – Previously designated as Scheme IX

Provides for the grant of three awards to employer handling any cargo, except bulk oil on board the ship who achieves the lowest average weighted frequency rate of accidents over a period of three consecutive years ending in the performance year. One award is for employers who work a minimum of 1,00,000 man-hours(Group A) during each of the three consecutive years ending in the performance year. The second award is for employers who work a minimum of 50,000 manhours but less than 1,00,000 manhours(Group B) and the third award is for employers who work a minimum of 25,000 manhours but less than 50,000(Group C) manhours during each of the three consecutive years. Under each group a shield is given to the winner and the runner-up. A certificate of merit is also given to the awards winners.

Scheme XII : For work on shore (Based on Lowest Average Frequency Rate) - Previously designated as Scheme X

Provides for the grant of three awards for shore employers, including port authorities, who achieve the lowest average weighted frequency rate over a period of three consecutive years ending in the performance year. One award is for employers who work a minimum of 2,50,000 manhours(Group A) during each of the three consecutive years ending in the performance year. The second award is for employers who work a minimum of 1,00,000 manhours but less than 2,50,000 manhours (Group B) and the third award is for employers who work less than 1,00,000 manhours but subject to minimum of 25,000 manhours (Group C) during each of the three consecutive years. Under each group a shield is given to the winner and runner-up. A certificate of merit is also given to the awards winners.

PROCEDURE FOR THE GRANT OF AWARDS

Every year applications are invited in the prescribed form for the grant of the awards through DGFASLI website. Organisations are required to apply for awards under each scheme as applicable to them. The applications are adjudged by Tripartite Awards Committee constituted for three years by the Ministry of Labour and consisting of not less than five members selected solely on the basis of their experience and technical ability. The decision of the Awards Committee is final with regard to the final result.

AWARDS DISTRIBUTION FUNCTION

The National Safety Awards (NSA) for each Performance Year will be granted to the winners and Runners up by the Hon'ble Labour & Employment Minister, Govt. of India, in a special function to be held in New Delhi. Usually the function is held each year on 17th September to coincide with the Vishwakarma Day.

SCHEDULES FOR SCHEMES I AND II

1. Manufacture of Textiles
2. Manufacture of Paper & Paper Products, Publishing, Printing and Reproduction of Recorded Media.
3. Manufacture of Chemicals & Chemical Products
4. Manufacture of Coke & Refined Petroleum Products
5. Manufacture of Rubber & Plastic Products
6. Manufacture of Machinery & Equipment other than Electrical Machinery & apparatus.
7. Manufacture of Electrical Machinery and apparatus.
8. Manufacture of Electrical & Electronic machinery & equipment/apparatus & Medical Precision and optical instruments and watches and clocks.
9. Manufacture of Transport Equipment
10. Manufacture of Motor Vehicles, Trailers and Semi Trailers.
11. Manufacture of Basic Metals & Fabricated Metal Products Except Machinery & Equipment.
12. Manufacture of Non-Metallic Mineral Products.
13. Manufacture of Food Products and Beverages.
14. Construction
15. Miscellaneous (not included elsewhere)

SCHEDULES FOR SCHEMES III, IV, V, VI, VII, VIII, IX AND X

1. Manufacture of Textiles
2. Manufacture of Chemicals and Chemical Products

3. Tanning and Dressing of Leather : Manufacture of Luggage, Handbags, Saddlery, Harness and Footwear.
4. Manufacture of Rubber and Plastic Products
5. Manufacture of Non-Metallic Mineral Products.
6. Manufacture of Food Products & Beverages.
7. Manufacture of Electrical and Electronic machinery & apparatus, Medical Precision and optical Instruments, Watches and Clocks.
8. Manufacture of Machinery and Equipment except Electrical machinery.
9. Manufacture of Fabricated Metal Products Except Machinery and Equipment
10. Construction
11. Miscellaneous (not included elsewhere)

Safety Guidelines for Hoist and Lift

1. INTRODUCTION:

Lifts and hoists are used for raising or lowering persons and goods from one floor to another within a building. They are driven by electric motor either directly (electric lifts) or indirectly through the movement of a liquid under pressure generated by a pump driven by electric motor (hydraulic lifts).

Electric lifts are almost exclusively driven by traction machines, geared or gearless, depending upon speed of the cage/car. The designation "traction" means that the power of electric motor is transmitted to the multiple rope suspension of the cage/car and counterweight by friction between specially shaped grooves of the driving or "traction" sheaves of the machine and the ropes. This one of the several safety features of the system, because, when the counterweight land on the buffer in the pit, traction ceases and the power is no longer available to move the system, cage/car-ropes-counterweight, into the upper structure.

2. BASICS OF WORKING OF A LIFT:

The sheave grips the hoist ropes, so when the sheave rotates, the ropes also move. The sheave is connected to electric motor (2). When the motor turns one way, the sheave raises the elevator; when the motor turns the other way, the sheave lowers the elevator. In gearless elevators, the motor rotates the sheaves directly. In geared elevators, the motor turns a gear train that rotates the sheave. Typically, the sheave, the motor and the control system (1) are all housed in a machine room above the elevator shaft. The ropes that lift the car are also connected to a counterweight (4), which hangs on the other side of the sheave. The counterweight weighs about the same as the car filled to 40-percent capacity. In other words, when the car is 40 percent full (an average amount), the counterweight and the car are perfectly balanced.

The purpose of this balance is to conserve energy. With equal loads on each side of the sheave, it only takes a little bit of force to tip the balance one way or the other. The motor only has to overcome friction -- the weight on the other side does most of the work. To put it another way, the balance maintains a near constant potential energy level in the system as a whole. Using up the potential energy in the elevator car (letting it descend to the ground) builds up the potential energy in the weight (the weight raises to the top of the shaft). The same thing happens in reverse when the elevator goes up. The system is just like a see-saw that has an equally heavy kid on each end.

Both the elevator car and the counterweight ride on guide rails (5) along the sides of the elevator shaft. The rails keep the car and counterweight from swaying back and forth, and they also work with the safety system to stop the car in an emergency.

3. GENERAL SAFETY REQUIREMENTS:

- i. Passenger and goods lifts should comply with safety requirements with view to safeguarding people and the objects against the risk of accidents associated with their operations. Possible accidents with such equipment include shearing; crushing; falling; impacts; trapping; fire; electrocution; damage to material etc. The persons to be safeguarded are the users; maintenance and inspection personnel and the persons outside the lift well and in the machine room. The objects to be safeguarded are the material in the cage/car; the component of the lift installed and the building.
- ii. All components of the lift should be properly designed and should be of sound mechanical and electrical construction having adequate strength and quality.
- iii. Shearing is prevented by providing adequate clearances between moving components and between moving and fixed parts.
- iv. Crushing is prevented by safeguarding /providing sufficient headroom at the top of the cage/car in its highest position and the upper structure and a clear space in the pit for persons to remain safely when the cage/car is in its lowest position.
- v. Protection against falling down the well is obtained by properly closed doors without any opening and by preventing the movement of the machine through cutting off the power to the control circuit until the doors are fully closed and safely locked.
- vi. Impact is limited by restraining the kinetic energy of closing power operated doors, trapping of persons in the cage/car, by providing unlocking device on the doors and a means of lifting the brakes and moving the machine by hand.
- vii. Overloading of the cage/car is prevented by a strict ratio between the rated load and net floor area of the cage/car.

4. GOVERNOR:

This system prevents over speeding of the cage. Most governor systems are built around a sheave positioned at the top of the elevator shaft. The governor rope is looped around the governor sheave and another weighted sheave at the bottom of the shaft. The rope is also connected to the elevator car, so it moves when the car goes up or down. As the car speeds up, so does the governor.

In this governor, the sheave is outfitted with two hooked flyweights (weighted metal arms) that pivot on pins. The flyweights are attached in such a way that they can swing freely back and forth on the governor. But most of the time, they are kept in position by a high-tension spring. As the rotary movement of the governor builds up, centrifugal force moves the flyweights outward, pushing against the spring. If the elevator car falls fast enough, the centrifugal force will be strong enough to push the ends of the flyweights all the way to the outer edges of the governor. Spinning in this position, the hooked ends of the flyweights catch

hold of ratchets mounted to a stationary cylinder surrounding the sheave. This works to stop the governor.

The governor ropes are connected to the elevator car via a movable actuator arm attached to a lever linkage. When the governor ropes can move freely, the arm stays in the same position relative to the elevator car (it is held in place by tension springs). But when the governor sheave locks itself, the governor ropes jerk the actuator arm up. This moves the lever linkage, which operates the brakes.

In this design, the linkage pulls up on a wedge-shaped safety, which sits in a stationary wedge guide. As the wedge moves up, it is pushed into the guide rails by the slanted surface of the guide. This gradually brings the elevator car to a stop.

5. BRAKES:

Lifts also have electromagnetic brakes that engage when the cage comes to a stop. The electromagnets actually keep the brakes in the open position, instead of closing them. With this design, the brakes will automatically clamp shut if the elevator loses power.

Lifts also have automatic braking systems near the top and the bottom of the elevator shaft. If the lift cage moves too far in either direction, the brake brings it to a stop.

If all else fails and the lift does fall down the shaft, there is one final safety measure that will probably save the passengers. The bottom of the shaft has a heavy-duty shock absorber system -- typically a piston mounted in an oil-filled cylinder. The shock absorber works like a giant cushion to soften the elevator cage's landing.

6. EXAMINATION AND TESTS:

Prior to putting a lift into service and also when some modification /alteration major repair work is done, it should be examined and tested by an organization approved by the public authorities to establish its conformity with the applicable up-to-date standards. A technical dossier should be submitted to the public authority before putting the lift into service. The various elements to be examined and tested should include:

1. Locking devices.
2. Landing doors (Possibly fire tests)
3. Safety Gear.
4. Over speed Governors.
5. Buffers.

Certificate of the corresponding components used in the installation should be included in the register. To check whether the lift has been kept in good working condition periodic thorough examination should be conducted by a competent person who has obtained skill and thorough knowledge of the mechanical and electrical defects of the lifts, safety rules and has been declared competent to conduct such examinations by the statutory public authority.

The examination is carried out to find out if the lift can continue to be used safely. A written report of the examination has to be made and given to the owner of the lift. If the examination has revealed that repairs are needed, the report must say this and give time limits by which the repairs have to be made. Lifts must be thoroughly examined every six months.

A thorough examination is a systematic and detailed examination of the lift and all its associated equipment by a competent person. Its aim is to detect any defects, which are, or might become, dangerous, and for the competent person to report them to the occupier so that appropriate remedial action can be taken.

To determine the extent of the thorough examination, the competent person will assess the risks, considering factors such as where the lift will be used, frequency of use, age and condition, the weight of loads to be lifted, etc.

A thorough examination may include some testing, if the competent person considers it to be necessary. The competent person will normally determine what tests are required, taking account of the relevant guidance and standards and occupier /owners are recommended to insist on this approach.

Thorough examination may also be supplemented by inspection. Inspections should be carried out at suitable intervals between thorough examinations and may be done 'in-house' by a competent, trained employee. Inspections would normally include visual and functional checks, e.g. that the alarm interlocks operate correctly and lift doors cannot be opened from the landing side.

Thorough examination should not be confused with preventive maintenance, although they have some elements in common. Preventive maintenance usually involves replacing worn or damaged parts, topping up fluid levels and making routine adjustments to ensure risks are avoided. Thorough examination may act as a check that maintenance is being carried out properly, but is not intended to replace it.

Thorough examination should include the following:

- Landing and car doors and their interlocks;
- Worm and other gearing;
- Main drive system components;
- Governors;
- Safety gear;
- Suspension ropes;
- Suspension chains;

- Overload detection devices;
- Electrical devices (including earthing, earth bonding, safety devices, selection of Fuses, etc);
- Braking systems (including buffers and over speed devices); and
- Hydraulics.

This list is not exhaustive. Further guidance can be found in the model rules framed by DGFASLI and adopted by various states in their State Factories Rules.

The lift should be regularly serviced by a reputable maintenance company (about every three months). The service report provided should relate to the efficient working of the lift and does not replace the thorough examination mentioned above. Any repair work identified should be done as soon as possible.

The safety steps given below will reduce the risk of accidents caused by or in lifts, and may be used as a safety checklist.

- Make sure that the lift is thoroughly examined by a competent person (A competent person is a person who has been declared so by the chief Inspector of Factories) and carry out any repair work which may be needed.
- Make sure that the lift is regularly serviced by a reputable company. The maintenance contract should include removing rubbish from the lift shaft as it may contribute to the risk of a fire.
- Develop a system for rescuing people trapped in the lift. If it is going to be carried out by your own staff, you should provide training on this procedure. Written procedures should be displayed at conspicuous places.
- Make sure that there is suitable lighting on all lift landings to reduce the risk of people tripping or falling. Make sure that there is emergency lighting in the lift, which will come on if the mains power fails.
- Make sure that the door to the lift plant room is secured and locked to prevent unauthorized access. A notice explaining that access is restricted should be placed on the door. The key to the plant room and the lift landing doors should be kept in a secure place, controlled by a responsible person, and be available at all times. Make sure that unauthorised people cannot open the landing doors to the lift shaft unless the lift is level with the landing floor.
- Inform all the people not to use the lifts during a fire evacuation by putting up warning notices at lift landings and around the building, and using the public address system, where available.

7. EXAMINATION OF TRACTION WIRE ROPES:

Rope Lay length: Lay length of a wire rope is the distance along the axis of the rope through which a single strand completes one cycle in the rope.

Correct Method of measuring grope's Lay Length

External Inspection.

The external inspection criteria for general usage running rope are as follows:

Reduction of nominal rope diameter due to loss of core support or internal or external corrosion or wear of individual outside wires. The diameter shall be measured in a circumscribing circle in six or more places on the rope.

- a. Number of broken outside wires and degree of distribution or concentration of broken wires
- c. Corroded, pitted, or broken wires at end connections
- d. Severe kinking, crushing, or distortion of rope structure
- e. Evidence of heat damage from any cause.

Internal Inspection:

A wire rope can be opened for internal inspection only when completely relaxed. Using care to avoid damaging the strands or core, open the wire rope in six or more places, by working a marlin spike beneath two strands. Carefully rotate the spike to expose the core and underside of the strands. Inspect for evidence of internal corrosion, broken wires, or core failure. Particular attention should be given to the wire rope in areas close to end fittings, those lengths that pass over sheaves, onto drums, or that remain exposed to or immersed in seawater. If a wire rope has been opened properly and carefully, and internal condition does not show cause for removal, the strands can be returned to their original working positions without distorting the wire rope or impairing future usefulness. Only qualified personnel shall be authorized to inspect wire rope.

Reduction in rope diameter:

Any marked reduction in rope diameter is a critical deterioration indicating factor. It is often due to excessive abrasion of the outside wires, loss of core support, internal or external corrosion, inner wire failure or loosening of rope lay. All new ropes stretch slightly and decrease in diameter after being used. This is normal but the rope must be replaced if the diameter is reduced by more than:

- 1mm (3/64 in) of rope diameter of rope up to and including 19mm (3/4 in)
- 1.5 mm(1/16in) of rope diameter of rope 22-28mm(7/8-1 1/8 in)
- 2mm (3/32 in) of rope diameter of rope 32-38mm (1 ¼ - 1 ½ in)
- Wear of 1/3 the original diameter of outside individual wires, evidenced by flat spots on almost the full width of the individual wire, extending one lay length or more

Broken wires:

Occasional premature wire failure may be found in the life of almost any rope and they should not constitute a basis for the rope replacement provided such wire failures are at well spaced intervals. The broken wire ends should be removed as soon as possible by repeatedly bending them backwards and forwards with the help of a set of pliers, by doing this the broken wires get tugged between the strands and may not do further harm to the wire rope. The rope must be replaced if:

1. The number of outer visible broken wires is more than 5% of the total wires in a length of 10-rope diameter.
2. In running ropes, there are 6 or more randomly distributed broken wires in one lay length or 3 or more broken wires in any one strand in one lay length.
3. In pendants or standing ropes, there are 3 or more broken wires in one rope lay.
4. One or more broken wires near an attachment fitting such as sockets, are the result of fatigue stresses concentrated in these localized sections. The wire breaks of this type should be cause for the replacement of the rope or renewal of the attachment to eliminate the locally fatigued area.
5. In running ropes, the wire brake in the valleys between the strands (near core) indicates an abnormal condition, possibly fatigued. More than one of these valley breaks in one lay length should be a reason for rope replacement.
6. Other causes for rope replacement include, excessive rope stretch, corrosion, High stranding, Bird-caging, *Kinks*, Core protrusion etc.

REFERENCES & FURTHER READINGS:

1. The factories Act, 1948
2. Model Rules framed by DGFASLI, Min. of Labour & Employment Govt.of India.
3. Through Examination and testing of Lifts , Simple guidance for Lift owners Leaflet INDG339(rev1),revised 01/08 by Health & Safety Executive, U.K
4. Guidelines on the Supplementary Tests of In-service Lifts Safety Assessment Federation 2006. Available from the Safety Assessment Federation Ltd, Nutmeg House, 60 Gainsford Street, Butlers Wharf, London, SE1 2NY
5. Safe use of lifting equipment: Lifting Operations and Lifting Equipment Regulations1998: Approved Code of Practice and guidance L113 HSEBooks 1998 ISBN 978 0 7176 1628 2
6. Simple guide to the Lifting Operations and Lifting Equipment Regulations 1998 by HSE, U.K
7. IS 3938 : 1983 Specification for Electric Wire Rope Hoists (SecondRevision)
8. IS 1860: 1980 Code of practice for installation, operation and maintenanceof electric passenger and goods lifts.
9. IS 4666 : 1980 Electric passenger and goods lifts (First Revision)
10. IS 6383 : 1971 Electric service lifts

11. IS 2365 : 1963 Specification for steel wire suspension ropes for lifts and hoists
12. IS 6620 : 1972 Code of Practice for Installation, Operation and Maintenance of Electric Service Lifts
13. IS 14665 : Part 3 : Sec 1 and 2 : 2000 Electric Traction Lifts - Part 3 :Safety Rules - Section 1 : Passenger and Goods Lifts - Section 2 : Service Lifts
14. Encyclopedia of occupational Health and Safety by ILO, Geneva, Switzerland.
15. Lifting Tackle Manual by D.E. Dickie, Butterworths.

**Record management/Record Retention Schedule followed by
DGFASLI**

APPENDIX 28

**RETENTION SCHEDULE FOR RECORDS PRESCRIBED
IN THE MANUAL OF OFFICE PROCEDURE
[Vide Para. 111 (1) (c)]**

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
1.	Dak register ...	9 (6)	1
	Invoice ...	10 (1)	1
2.	Section diary ...	12 (1)	3
	Movement slip of receipts ...	15 (3)	To be destroyed after the relevant receipts have been received in the section concerned.
3.	Assistant's diary ...	18 (2)	1
4.	Standing guard files ...	30 (1) (c)	Permanent. The earlier version of these records will normally be weeded out as soon as the revised version becomes available.
	Standing note ...	30 (1) (b)	
	Distribution chart ...	75 (1)	1
	Typist's diary ...	75 (2)	1
5.	Issue diary ...	76 (1)	1
	Despatch Register ...	80 (2)	5
6.	Section Despatch Register	85 (1) (d)	5
	Postal registration books	80 (4)	5
7.	Receipts of telegrams ...	80 (7)	1
	A Register of daily abstract of stamps used ...	80 (8)	5
8.	Messenger book ...	81 (1)	1
	Stamps account register ...	84 (1)	5
9.	Weekly statement of cases disposed of without reference to Minister ...	85 (2) (b) (i)	1
10.			
11.			
11 (a)			
12.			
13.			
14.			

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
15.			
16.			
17.			
18.	File Register	91	Permanent
	File movement register ...	94 (1)	1
19.	Register for watching the progress of recording	98 (2) (b) and (3)	3
20.	Index slips ...	101	5 years or till printed departmental index becomes available, whichever is later.
	Consolidated departmental index	101	Permanent
	Precedent book	104	Permanent
21.	List of files transferred to—		
	(a) Departmental record room	106 (3)	25
	(b) National Archives	106 (5)	Permanent
	Record review register	106 (4)	1
22.	List of files received for review	107 (5)	1
23.	Register of spare copies of publications, circulars, orders, etc.	107 (9)	1
	Record requisition slip	109	To be destroyed after the requisitioned file has been returned to the National Archives.
24.	Record requisition card ...	109	To be destroyed after all the space for entries has been used and the last file requisitioned has been returned to the sectional departmental records.
25.	Weekly arrear statement.	117 (1) (a)	1
	Case sheets of cases pending disposal over a month.	118 (2) (a)	1
26.	Numerical abstract of cases pending disposal for over a month	118 (4) (d)	1

Sl. No.	Description of record	Reference to relevant para. of the Manual	Retention period (years)
(1)	(2)	(3)	(4)
30.			
31.			
32.			
33.	Consolidated numerical abstract of cases pending disposal for over a month in the various sections of the department	118 (8) (a)	3
	Call book	119 (1)	3
	Monthly Progress report on recording of files	120 (1)	1
34.	Reminder diary	121	1
	Register for keeping a watch on communications received from M.Ps.	122	1
35.	Register of Parliamentary assurances	123 (1)	1
	Check-lists for periodical reports	124	1
36.	Inspection reports	133	1 year after the date of next inspection.
37.			
38.			
39.			
40.			

NOTE.—The retention period will be reckoned with reference to the date from which the record ceases to be current / active. Where, however, it is proposed to weed out a register wherein certain entries are still current, e.g., file movement register where certain files entered therein have not been recorded or the register of assurances, where certain assurances have not been implemented, the current entries will first be transferred to the new register and the old register weeded out thereafter.

Records Common to Regional Office/Records Centres

S. No.	Subject/Records Groups	Retention Period	Remarks
1	Monthly Progress Report	C-3	
2	Annual Report	C-3	
3	Performance Budget Report	C-5	
4	Action Plan work programme	C-5	
5	Report on development of Archives	C-3	
6	Hindi Quarterly Progress Report	C-3	
7	Purchase of Library books correspondence reg.	C-5	
8	Implementation of Rajbhasha Policy	B	
9	Hindi Pakhwara(Fortnight)	C-5	
10	Budget estimate/Revised Estimate	C-3	
11	Security	C-5	
12	Public Relations	C-3	
13	Reports and matters relating to public records Act, 1993	C-5	Important notes containing policy decision may be marked-B
14	Workshops/Seminars	C-3	
15	Matters relating to I.H.R.C.	C-3	

Note: In case, any particular contract/case/file is under Arbitration, Litigation, Enquiry or Audit by any Authority, all documents and records shall be required to be retained till the final clearance from Arbitration, Litigation, Enquiry or Audit as the case may be or till the prescribed retention period, whichever is later. This is applicable on all the Divisions/Sections of National Archives of India Headquarters, New Delhi and Regional Office, Bhopal, Records Centres, Jaipur, Bhubaneswar and Pudducherry.

Sl. No.	Subject	No. of years for which records on the subject be preserved.
<u>I. ACCIDENT.</u>		
1.	Accidents (Fatal and serious)	10 years.
2.	" (Non-Fatal.)	3
3.	Dangerous occurrences & Investigation)	1
4.	Prosecution when pleaded guilty	1
5.	Prosecution (others)	3
<u>II. CONFERENCES/COMMITTEES:</u>		
1.	ILO Conferences	5
2.	CIF Conference	3
3.	IDS Conference	3
4.	Local Conferences.	3
5.	Dock workers & Advisory Committee	2-10
6.	Dock Safety Committee	2
7.	ISI Committee	3
8.	Industrial Committee.	5
<u>III. Inspection.</u>		
1.	Inspection of Dock	2
2.	Inspection of ships.	2
3.	Inspection of gears.	2
<u>IV. Legislation:</u>		
1.	Labour Acts/ Rules / Regulations including amendments.	✓Permanent.
2.	Interpretation of provisions of Labour acts/ Rules / Regulations.	10
3.	Reference regarding vice, complaint etc.	2
<u>V. PUBLICATION.</u>		
1.	Policy matters relating to publications.	10
2.	ISI Dock files (with comments.)	5
3.	ISI Dock files (without comments)	2
4.	Industrial safety & health Bulletin.	1
5.	Survey reports.	2
6.	Study reports.	2

VI. REPORTS/RETURNS/FORMS/STANDARD NOTES.

1. Weekly reports		5 (Inspectorates Dock Safety)
2. Monthly reports.	1 year.	1 (Head Quarters.)
3. Annual reports.	2 year.	
4. Forms	2 years.	
5. Standard Notes.	2 years.	
6. Circulars.	5 years.	
7. Dangerous Occurrence /Accidents monthly returns.	1 year.	

VII SAFETY.

1. Application for National Safety Awards and Sharam Vir National Awards.	2 years.
2. Recommendations of Award Committee.	5 years.
3. Expenses on Award Functions	5 years.
4. Talks/ Visites on Safety.	1 year.
5. Exhibits on Safety.	3 years.
6. Assistance to Industry in in connection with safety.	2 years.

VIII. SEMINARS.

1. International Seminars.	5 years.
2. Dock Safety Seminars.	2 years.
3. Seminar in safety centre.	2 years.

IX. TRAINING

1. Training under International Agencies.	5 years.
2. Training within India.	3 years.
3. Training within Industry.	3 years.
4. Training of Dock Safety Inspectorates.	3 years.
5. General training courses.	1 year.

X. Miscellaneous:

1. Appointment of competent person.	10 years.
2. Appointment of Inspector under Act/Rules Permanent.	
3. Trade Test.	5 years.
4. Hazardous Cargo	2 years.
5. Enforcement of Heavy Packaged etc.	5 years.

6. Instructions on technical matters.	2 year.
7. Matters pertaining to procurement/ transfer of equipment.	5 years.
8. Approval for flame-proof equipment	Permanent.
9. Approval for a cylinder.	permanent.
10. Performance report.	3 years.
11. Test report/Issue of certificate	permanent. ✓
12. Licences	3 years
13. Important cases of High Court/ Superem court Judgment.	Permanent. ✓
14. Plan & Plan project.	5 years after completion of proj.
15. Correspondence with Manufacturers/ organisations-Info mat on/advice.	2 years.

16. Purchase/ acquisition of land.	Permanent.
17. Constructions.	Permanent.

XI. REGISTERS:-

1. Training abroad	Permanent.
2. Foreign Training Register	Permanent.
3. Training courses Register	10 years.
4. Guest speakers Register.	10 years.
5. Cheque Register.	10 years.
6. TWI Card Register.	5 years.
7. Register of Accidents and Car handled in Major ports.	5 years.
8. Diploma Holder Register.	Permanent.
9. Crane Register.	5 years.
10. Equipment Register.	Permanent.
11. Issue Register of Equipments.	10 or 3 years after audit concurrence.

Directory of DGFASLI officers and employees

(A) DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES (DGFASLI)

Central Labour Institute's Building,
N.S. Mankikar Marg, Sion, Mumbai- 400 022.
PBX No. (022) 24060500 FAX : 022-24071986
E-mail: fasli@dgfasli.nic.in

S.N o.	DESIGNATION	NAME	E-Mail Id	Contact No.
1	Director General	Prabhat Kumar	dg@dgms.nic.in dg-office[at]dgfasli[dot]nic[dot]in	24060691/ 609
2.	Deputy Director General & HOO(HQ)	B. N. Jha	bnj[at]dgfasli[dot]nic[dot]in	24060555

CENTRAL LABOUR INSTITUTE

Central Labour Institute's Building,
N.S. Mankikar Marg, Sion, Mumbai- 400 022. PBX
No. (022) 24060500 FAX : 022-24071986E-mail:
cli@dgfasli.nic.in

S.N o.	DESIGNATION	NAM E	E-Mail Id	Contact No.
1	Director (IH)	Dr. Saket Bihari Mishra	sm@dgfasli.nic.in	24060521
2	Director (Med)	Dr. S. S. Waghe	ssw@dgfasli.nic.in	24060591
3	Director (ST/P)	Dr. R.N. Meena	rnm@dgfasli.nic.in	24060519
4	Director (M)	Dr. S. Saini	ss@dgfasli.nic.in	24060515
5	Director(ST/P)	G.P. Vijaya Krishna	gpv.krishna@dgfasli.nic.in	24060537
7.	Dy. Director (ST/P)	S. N. Borkar	snb@dgfasli.nic.in	24060511
8.	Dy. Director (IH)	Dr. R.P. Bhave	drspb@dgfasli.nic.in	24060550
9.	Dy. Director (ST/P) &	Upendra singh	us@dgfasli.nic.in	24060635
10.	Dy. Director (S)	S. D.Choudhury	sdc@dgfasli.nic.in	24060570
11.	Dy. Director (IM)	Dr. D. Kolekar	devendra.kolekar@dgfasli.nic.in	24060610
12.	Dy. Director(Safety)	B. Chakradhari	b.chakradhari@dgfasli.nic.in	24060517
13.	Dy. Director (Safety)	Rajkrishna M.R.	rajkrishna@dgfasli.nic.in	24060518
14.	Dy. Director(ST/P)	Satyendra Narayan Singh	Satyendra25.singh@dgfasli.nic.in	24060516
15.	Asst. Director (Safety)	N.B. Reshamwar	nbr@dgfasli.nic.in	24060590
	Asst. Director(Safety)	N. Varadhrajan	n.varadhrajan@dgfasli.nic.in	20460608

14	Asst. Director (Safety)	K. Durai	kd@dglasli.nic.in	24060552
	Asstt.Director(IH)	P.G. Satpute	p.satpute@dglasli.nic.in	2060654
15	Asst.Director(IH)	Dr. Samir Kumar Paine	Sk.paine@dglasli.nic.in	-
16	Documentation Officer	T.K. Biswas	tkb@dglasli.nic.in	24060545
17	Asst. Director (OL)	A. K. Shrivastava	hindi@dglasli.nic.in	24060536
18	Addl.Asstt.Director	Narayanan R	narayanan.10@dglasli.nic.in	24060508

REGIONAL LABOUR INSTITUTE

Lake Town, Kolkata – 700 089

Phone : 033 – 5342732, 5342735, 25218761, 25210303

FAX : 033 – 5348182

Email: rli.kolkata@dglasli.nic.in

S.No.	DESIGNATION	NAME	E-Mail Id	Contact No.
1	Dy. Director (Medical)	Dr. Sushant Kumar	drsushant.kumar@dglasli.nic.in	25342735 25342732
2	Deputy Director (Safety)	Shri H.M. Bhandari	hmb@dglasli.nic.in	
3	Dy. Director (Incl. Hygiene)	Dr. S. M. Chaugule	smc@dglasli.nic.in	25342735 25342732
4	Asstt. Director (Safety)	Shri G. G. Rao	ggr@dglasli.nic.in	25342735 25342732
5	Asstt. Director (Safety)	Shri Milind Barhate,	mb@dglasli.nic.in	25342735 25342732
6	Addl. Asstt. Director (Safety)	Shri H. Meena,	harikesh.meena@dglasli.nic.in	25342735 25342732

REGIONAL LABOUR INSTITUTE

Vyavsayik Suraksha aur Swasthya Bhawan

Sarvodaya Nagar , Kanpur 208005

Phone . No. 0512- 2218691, 2218692, 2218745

E-Mail : rli-kanpur@dglasli.nic.in, hoocli.kanpur@dglasli.nic.in

S.No.	DESIGNATION	NAME	E-Mail Id	Contact No.
1	Director (Safety)	D. K. Saxena	dks@dglasli.nic.in	
2	Deputy Director (Med) & HOO	Dr. Arkaprabha Sau	arkasau@dglasli.nic.in	0512- 2218691
3.	Assistant Director (Safety)	Mr. G. Sibananda	gs@dglasli.nic.in	
4.	Assistant Director (Safety)	Mr. Samir Pandey	sp@dglasli.nic.in	
5.	Assistant Director (IH)	Smt. D. H. Acharekar	d.acharekar@dglasli.nic.in	
6.	Additional Assistant Director (Safety)	Mr. M. B. Kasulla	mbk@dglasli.nic.in	
7.	Senior Scientific Assistant	Mr. V. K. Dwivedi	vijay.dwivedi@dglasli.nic.in	
8.	Library Information Assistant	Ms. Shruti Dwivedi	shruti.dwivedi@dglasli.nic.in	
9.	Head Clerk (PROGRAMME)	Mr. Shiv Shankar	shiv.shanker@dglasli.nic.in	
10.	Stenographer-Gr-II	Mr. Ram Nath	ram.nath01@dglasli.nic.in	
11.	UDC	Mr. Sanjay Tiwari	s.tewari@dglasli.nic.in	
12.	LDC	Mr. K. K. Meena	-	
13.	MTS	Mr. Rajesh Batham	-	
14.	MTS	Mr. Gopal Kumar	-	
15.	MTS	Mr. Jitendra Kumar	-	
16.	MTS	Mr. Sambhu Singh	-	
17.	MTS	Mrs. Meera Singh	-	

REGIONAL LABOUR INSTITUTE, CHENNAI.

Sardar Patel Road,

Adyar, TTTI PO, Chennai-600113

Phone : 2350737, 2351569

E-Mail: rlichennai@dglasli.nic.in

S.No.	DESIGNATION	NAME	E-Mail Id	Contact No.
1	Director (Safety), In-Charge	Shri Tanoj Chandan,	tc@dglasli.nic.in	
2	Deputy Director(Medical)	Dr. Anjani Kumar	anjanikumar@dglasli.nic.in	044-22350737
3	Dy. Director (Safety)	B.J. Ravi	bjravi@dglasli.nic.in	
4	Assistant Director (Ind. Hygiene)	Dr. Nitin Shriniwas Gedam	nitin.gedam@dglasli.nic.in	
5	Assistant Director (Safety)	Ramesh Singh Rawat		

REGIONAL LABOUR INSTITUTE, FARIDABAD

Sector 47, Haryana 121010

Phone : 0129-2468033, 2468020

Email: rlfaridabad@dglasli.nic.in

S.No.	DESIGNATION	NAME	E-Mail Id	Contact
1	Director (Safety)	Shri Sumit Roy	sr@dglasli.nic.in	0129-2468033
2	Dy. Director (Safety)	Shri Saket Kumar Pandey	saketk.pandey@dglasli.nic.in	
3	Assistant Director (Safety)	Shri Kunal Sharma	sharma.kunal@dglasli.nic.in	
4	Assistant Director (Safety)	Shri Amit Gola	amit.gola@dglasli.nic.in	
5	Additional Assistant Director (Safety)	*Shri Sanjeev Kumar	sanjeev.kumar@dglasli.nic.in	
6	Assistant Director (Safety)	Shri. Karunesh Srivastava	kas@dglasli.nic.in	
7	Additional Assistant Director (Safety)	Shri D. Gnanasundaram	dgn@dglasli.nic.in	
8	Stenographer Gr.II	Shri Ajay Singh	ajay.singh10@dglasli.nic.in	
9	LIA	Smt. Bharti Midhore	bharti.midhore@dglasli.nic.in	
10	UDC	Shri Raushan Kumar	raushan.kumar01@dglasli.nic.in	
11	JSA	Shri Om Prakash	om.prakash1988@dglasli.nic.in	
12	Steno-Grade III	Shri Lucky	lucky.karwani@dglasli.nic.in	
13	L.D.C.	Shri Dharmendra B. Chunni	dharmendra.chunni@dglasli.nic.in	
14	Sr.Lab.Attendant	** Shri Bhupal Singh Waldia	-	

*Posted at RLI, Faridabad but salary drawn from RLI, Chennai.

**Posted at RLI, Faridabad but salary drawn from CLI, Mumbai.

REGIONAL LABOUR INSTITUTE, SHILLONG

S.No.	DESIGNATION	NAME	E-Mail Id	Contact No.
1	Asstt. Director(Safety)	Shri Ashish Jambhe,	avj@dglasli.nic.in	9324243140

INSPECTORATE DOCK SAFETY OFFICES

Inspectorate Dock Safety, Mumbai

MbPT OSC Bldg., 3rd Floor, Opp

GPO, P. D'Mello Road,

Mumbai-400 038

Email: idsmumbai@dglasli.nic.in; dadi.sunil@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Dadi Sunil Dy. Director(Safety) Email:dadi.sunil@dglasli.nic.in	24060517/ 55565511/56565558	022-22613391
2	Shri B.Chenchal Rao Addl. Asstt. Director (Safety) Email : @dglasli.nic.in	22692180 / 56565511/ 56565558	022-22613391

Inspectorate Dock Safety, Kandla

Near Bunder Gate, Kandla Port, **New Kandla**, Post Box

No.18,Dist Kutch, Pin – 370210, Gujarat.

Email: idskandla@dglasli.nic.in ; priyabrata@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Priyabrata Shaw, Addl. Assistant Director(Safety), Email: priyabrata@dglasli.nic.in	02836-270249	

Inspectorate Dock Safety, Mormugao Civil
Maintenance Office Building Mormugao Port Trust,
Headland Sada, **Mormugao**, Goa- 403804.

Email: idsmormugao@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Kshetra Mili Asstt.Director(S) Email : idsmormugao@dglasli.nic.in	08322520752	08322520752

Inspectorate Dock Safety, Kolkata Nizam
Palace, 1st floor, 2nd M.S.O.Bldg. 234/4 A.J.C.
Bose Road, **Kolkata**-700020.

Email : idskolkata@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Navneet Verma Astt. Director (Safety) Email:	033-22830718 / 22830719	033 – 22830718

Inspectorate Dock Safety, Paradip Badapadia,
Post Box NO.126 **Paradip** – 754142, Orissa.

Email: idsparadip@dglasli.nic.in; s.bajaramath@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Somashekhar B. Bajaramath Addl.Asstt.Director(S) Email: s.bajaramath@dglasli.nic.in	06722-222413	06722-222413

Inspectorate Dock Safety, Visakhapatnam

Ex. D.L.B. Bldg., 5th Floor,
Visakhapatnam Port Area, **Visakhapatnam-530 035.**
Email : idsvizag@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Mahesh Jarpula Asstt.Director(Safety) Email:mahesh.jarpula@dglasli.nic.in Additional charge	0891-2563857	0891 – 2563857

Inspectorate Dock Safety, Chennai

3rd Floor, Anchor Gate Bldg., Rajaji Salai,
Chennai – 600 001.

Email : idschennai@dglasli.nic.in, gpn@dglasli.nic.in; mahesh.jarpula@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Mahesh Jarpula Asstt.Director(Safety) Email:mahesh.jarpula@dglasli.nic.in	044-25220888, 25246419	
2	Shri D.Nnagasamy Addl. Assistant Director(Safety) Email:d.nagasamy@dglasli.nic.in		

Inspectorate Dock Safety, Tuticorin

Tuticorin Port Trust, Admn. Office Bldg.
Harbour Estate, **Tuticorin – 628004.**

Email: dstuticorin@dglasli.nic.in , b.kumar@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1.	Shri Brijendra Kumar Addl. Asstt. Director (Safety) Email : b.kumar@dglasli.nic.in	0461-2352372	1.

Inspectorate Dock Safety, Kochi

C.D.L.B. Dispensary Bldg., G.V.Ayyar Road, Willington
Island, **Kochi** – 682 003.

Email : idscochin@dglasli.nic.in; d.nagasamy@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri D. Nagasamy Addl. Assistant Director(Safety) Email:d.nagasamy@dglasli.nic.in Additional charge	0484-2666532	0484-2666532

Inspectorate Dock Safety, New Mangalore

Labour Deployment Office Building,
U.S. Mallya Gate, New Mangalore Port Trust, Panambur,
Mangalore – 575010, Karnataka

E-Mail: idsmangalore@dglasli.nic.in, b.gopi@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Gopinath. B Addl. Assistant Director (Safety) E-mail : b.gopi@dglasli.nic.in	0824-2407781	0824- 2407781

Inspectorate Dock Safety, Navi Mumbai

Jawaharlal Nehru Port,
P.O.C. Canteen Bldg., Ground Floor, Sheva, Navi
Mumbai – 400 707.

Email : idsjnpt@dglasli.nic.in, aditya.lama@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office	Fax No.
1	Shri Aaditya Lama, Assistant Director (Safety) E-mail aditya.lama@dglasli.nic.in	022-27245099 022-67815099	022-22623391

Monthly remuneration of Officers and Employees, including system of compensation

Monthly remuneration of officers and staff of DGFASLI:

.....

Sl.	Name of post	Pay level in pay matrix (under 7th pay commission)
1.	Director General	14
2.	Deputy Director General	13
3.	Director (Stats)	13
4.	Director (Safety)	12
5.	Director (Staff Training/Productivity)	12
6.	Director (Medical)	12
7.	Director (Industrial Hygiene)	12
8.	Deputy Director (Safety)	11
9.	Deputy Director (Stats)	11
10.	Deputy Director (Staff Training/Productivity)	11
11.	Deputy Director (Medical)	11
12.	Deputy Director (Industrial Hygiene)	11
13.	Under Secretary	11
14.	Assistant Director (Safety)	10
15.	Assistant Director (OL)	10
16.	Assistant Director (Staff Training/Productivity)	10
17.	Assistant Director (Industrial Hygiene)	10

18.	Section Officer (CSS)	8
19.	PS (CSSS)	8
20.	Administrative Officer	7
21.	Assistant Library Information Officer	7
22.	Additional Assistant Director (Safety)	7
23.	Assistant Section Officer (CSS)	7
24.	PA (CSSS)	7
25.	Senior Scientific Assistant	6
26.	Library Information Assistant	6
27.	Head Clerk (Programme)	6
28.	Head Clerk	6
29.	Junior Hindi Translator	6
30.	Stenographer grade – II	6
31.	Junior Scientific Assistant	5
32.	Stenographer grade – III	4
33.	Steno (CSSS)	4
34.	UDC (CSCS)	4
35.	UDC	4
36.	Audio Visual Assistant	4
37.	Library Assistant Grade-I	4
38.	LDC	2
39.	LDC (CSCS)	2
40.	Staff car driver	2
41.	Senior library attendant	2
42.	Multi tasking staff (Peon, hostel attendant,	2

	farash, mali, chowkidar, safaiwala &laboratory)	
--	---	--

DGFASLI CANTEEN STAFF:

Sl.	Name of post	Pay level in pay matrix (under 7th pay commission)
1.	Manager	6
2.	Clerk	6
3.	Halwai	5
4.	Bearer	3
5.	Tea/coffee maker	3
6.	Safaiwala	3
7.	Wash boy	2

Particulars of budget allocation to Labour Institutes and Inspectorate of Dock Safety, including details of the plans, proposed expenditure and reports on disbursements made

The budget allocated to DGFASLI during the financial year 2020-21 under the “Detailed demands for grants 2022-23” (demand no. 64) has been divided into 2 sections, namely:

- (i) Revenue section.
- (ii) Capital section.

2. DGFASLI has been allocated total fund of Rs. 495000 thousand under various heads.

3. The head-wise breakup of funds under the head 2230- Labour employment & skill development, 01-Labour, 102-Working conditions & safety, 13- DGFASLI schemes, 01-Directorate General of Factory Advice Service (DGFASLI) is as follows:

Sl.	Section	Head	Minor head	Amount (Rs. in thousands)
1.	Revenue	2230.01.102.13.01.	01-salaries	233000
2.			02-wages	0
3.			03-overtime allowances (OTA)	0
4.			06-Medical treatment (ME)	2400
5.			11-Domestic travel expenses (DTE)	3500
6.			12-Foreign travel expenses (FTE)	200
7.			13-Office expenses (OE)	25200
8.			14-Rents, rates and taxes (RRT)	3000
9.			20-other administrative expenses (OAE)	100
10.			26-advertising and publicity (A&P)	100
11.			27-Minor works (MW)	25000
12.			28-Professional services (PS)	200
13.			50-Other charges (OC)	100
Total				292800

4. The head-wise breakup of funds under the head 2230- Labour employment & skill development, 01- Labour, 102-Working conditions & safety, 13- DGFASLI schemes, 96-Swachta Action Plan is as follows:

Sl.	Section	Head	Minor head	Amount (Rs. in thousand)
1.	Revenue	2230.01.102.13.96.	13-OE	100
2.			27-MW	100
Total				200

5. The head-wise breakup of funds under the head 4250- Capital outlay on other social services, 00.201-Labour, 19- DGFASLI schemes, 04-Directorate General of Factory Advice Service and Inspectorates of Dock Safety is as follows:

Sl.	Section	Head	Minor head	Amount (Rs. in thousand)
1.	Capital	4250.00.201.19.04.	52-Machinery and equipments (M&E)	50000
2.			53-Major works (MJW)	152000
Total				200000

Head of Account- 4250.00.201.19.04.
Capital: Directorate General of Factory Advice Service and Inspectorates of Dock Safety

(Rs. In thousands)

	52	53	
Office	M&E	MJW	Total
DGFASLI (HQ)	0	0	0
CLI, Mumbai	20000	98562	118562
RLI, Kolkata	1000	51068	52068
RLI, Kanpur	1000	0	1000
RLI, Chennai	15000	2370	17370
RLI, Faridabad	13000	0	13000
Total	50000	152000	202000

Information regarding officewise and object headwise distribution of funds provided in Budget Estimates 2022-2023 in respect of

DGFASLI organization:

Head of Account- 2230.01.102.13.01.

Revenue: Directorate General of Factory Advice Service (DGFASLI)

(Rs. In thousands)

	01	06	11	12	13	14	20	26	27	28	50	
Office	Salary	ME	DTE	FTE	OE	RRT	OAE	A&P	MW	PS	OC	Total
DGFASLI (HQ)	43100	360	920	200	7120	0	100	100	0	0	0	51900
CLI, Mumbai	80000	800	600	0	4900	554	0	0	9800	0	0	96654
RLI, Faridabad	14800	200	250	0	4900	0	0	0	500	100	100	20850
RLI, Kanpur	20000	200	360	0	2500	730	0	0	6900	0	0	30690
RLI, Kolkata	21000	200	300	0	2000	280	0	0	800	0	0	24580
RLI, Chennai	24500	200	400	0	2000	0	0	0	7000	40	0	34140
IDS, Kandla	1450	20	40	0	150	1	0	0	0	0	0	1661
IDS, Mumbai	9500	100	50	0	150	200	0	0	0	0	0	10000

IDS, Mormugao	2400	20	50	0	170	250	0	0	0	0	0	2890
IDS, New Mangalore	1600	20	20	0	150	0	0	0	0	0	0	1790
IDS, Kochi	1600	20	50	0	150	110	0	0	0	0	0	1930
IDS, Tuticorin	1550	20	190	0	160	15	0	0	0	0	0	1935
IDS, Chennai	4500	100	50	0	150	860	0	0	0	0	0	5660
IDS, Vizag	1300	20	20	0	150	0	0	0	0	0	0	1490
IDS, Paradip	1700	20	30	0	250	0	0	0	0	0	0	2000
IDS, Kolkata	4000	100	170	0	300	0	0	0	0	60	0	4630
Total	233000	2400	3500	200	25200	3000	100	100	25000	200	100	292800

Head of Account- 2230.01.102.13.96.

Swachta Action Plan

(Rs. In thousands)

	13	27	
Office	OE	MW	Total
DGFASLI (HQ)	0	0	0
CLI, Mumbai	20	100	120
RLI, Faridabad	20	0	20
RLI, Kanpur	20	0	20
RLI, Kolkata	20	0	20
RLI, Chennai	20	0	20
IDS, Kandla	0	0	0
IDS, Mumbai	0	0	0
IDS, Mormugao	0	0	0
IDS, New Mangalore	0	0	0
IDS, Kochi	0	0	0
IDS, Tuticorin	0	0	0
IDS, Chennai	0	0	0
IDS, Vizag	0	0	0
IDS, Paradip	0	0	0
IDS, Kolkata	0	0	0
Total	100	100	200

Head of Account- 4250.00.201.19.04.

**Capital: Directorate General of Factory Advice Service
and Inspectorates of Dock Safety**

(Rs. In thousands)

	52	53	
Office	M&E	MJW	Total
DGFASLI (HQ)	0	0	0
CLI, Mumbai	20000	98562	118562
RLI, Kolkata	1000	51068	52068
RLI, Kanpur	1000	0	1000
RLI, Chennai	15000	2370	17370
RLI, Faridabad	13000	0	13000
Total	50000	152000	202000

**Particulars of concessions, permits and authorization granted by
DGFASLI**

**List of institutes granted approval for conduct of one month supervisory
training programme for competent supervision under Section 41C(b) of the
Factories Act, 1948**

S.No	Name of the Institute	From	To
1	Institute of Quality & Environment Management Systems Pvt.Ltd., Bhubaneswar	15-Jan.2021	02-Jul-24
2	Shanathi Consulting Engineers Vadodara	26-Aprl 2022	25-Aprl-25
3	Prosafe Process Engineernig Pvt Ltd Surat	26-Aprl 2022	25-Aprl-25
4	Vidhya Bharti, Ahmedabad	05-Jul-19	04-Jul-24
5	JN Tata Vocational Training Institute (JNTVTI), Jamshedpur	26-Aprl 2022	25-Aprl-24
6	International Institute of Industrial Safety Management(IIISM), Bengaluru	17-Aug-22	16-Aug-24

List of Competent Persons approved for testing, examination and certification of lifting appliances, loose gears and wire ropes under Regulation 2 (d) of the Dock Workers (Safety, Health & Welfare) Regulations, 1990As on 31.12.2022

S. No.	Name & Designation of the Competent Person	Name, address & contact details of the testing establishment	Purpose	Details of Competency Order & Capacity	Period / Expiry date	Remarks
<u>Mumbai Port</u> L.A. & L.G. Including/Excluding Container Spreaders						
1	Shri Mohammed Ameen Salim Nevrekar Lifting Inspector	M/s. Sea Hook Engineering Works, Shop No.1, BMC. (CS. No.94), Shree Mahapurush Mandir Marg, Gun Powder Road, Mazgaon, Mumbai-400 010 Tel No.: 022-23755530, Mob: 9870179761 Fax : 022 23745081 E-mail: seahook@rediffmail.com	L.A. & L.G. Excluding Container Spreaders	41/8(61)/2013-DS/Part-I Dt. 25.04.2022 Capacity: LA - 119 T LG - 300 T	2 years 24.04.2024	Valid
2	Shri Anup Kumar Gayen Managing Director	M/s. Betal Engineering Co Pvt. Ltd., Sagar/D-13/2:4, Sector - 29, Vashi, Navi Mumbai- 400 703 Tel: 022-27684497/9187 Fax: 022-27668783 Mobile: 9987035915 E-mail: anup@betal.info	L.A. & L.G. Excluding Container Spreaders	41/8-W/2002-DS Dt. 11.06.2019 Capacity: LA - 80 T LG- 150 T	3 years 10.06.2022	Invalid

3	Shri Mineshkumar M. Engineer Director	M/s. M & M Engineers (Gujarat) Pvt. Ltd., PAP-C-22-T.T.C.Ind.Area, MIDC, Mahape, Navi Mumbai – 400 703 Tel: 022-27087704/24, 9320162876 Email: bombay@mandmengineers.com	L.A. & L.G. Excluding Container spreaders	41/8(10)/2006- DS/Part-I Dt. 18.11.2021 Capacity: LA- 104 T LG- 180 T	2 years 17.11.202 3	Valid
4	Shri Asim Kumar Biswas General Manager	M/s. Western Marine & Engineering Services Pvt. Ltd., 13B ID, Yellow Gate, Carnac Bunder, Mumbai Port, Mumbai- 400 001 Tel: 022-65294618 Mobile: 9833988527 E-mail: mumbai@westernmarine.in westernmarinem@gmail.com	L.A. & L.G. Including Container Spreaders	41/8(35)/2010- DS/Part-I Dt. 31.01.2022 Capacity:LA - 88 T LG - 100 T CS - 85 T	2 years 30.01.202 4	Valid
5	Shri Gaurav Sharma Director	M/s. Cargo Gear Services (I) Pvt. Ltd.,Plot No.10, Opp. Santa Janabai Municipal Market,Godapdev Cross Rd. No. 1, Opp. E.S. Patanwala Marg,Mumbai- 400 033. Ph. :022- 23780451/23730854 Fax:022-23780538 E-mail: cgs@cargogearservices.com	L.A. & L.G. Excluding Container spreaders	41/8(8)/2006- DS /Part-I Date- 18.11.2022 Capacit y:LA- 219 T LG- 200 T	2 years 09.08.202 4	Valid

6	Shri Satheesan C Works Manager	M/s. Cargo Gear Services (India) Pvt. Ltd., Plot No. 10, Opp. Sant Janaben Municipal Market, Godapdev Cross Road No.1, Opp. E.S. Patanwala Marg, Mumbai-400 033. Ph: 022-23780451/23730854 Fax: 022-23780538 E-mail: cgs@cargogearservices.com	L.A. & L.G. Excluding Container Spreaders	41/8(7)/2006- DS/Part-II Dt. 17.06.2022 Capacity: LA- 219 T LG- 160 T	2 years 16.06.2024	Valid
7	Shri Rajendra Raghunath Bhosale Proprietor	M/s. M.M. Marine Services, Unit No.13, Building No.8, Ground Floor, Jogani Industrial Estate, V.N. Purav Marg, Chunabhatti (E), Mumbai- 400 022. Tel.: 022-24053999 Mobile: 9619093919 Fax: 022-24053999 E-mail: lifeboats@mymarineserv.com admin@mymarineserv.com	L.A. & L.G. Excluding Container Spreaders	41/8(74)/2014-DS Dt. 23.05.2022 Capacity: LA- 50 T LG- 200 T	2 years 22.05.2024	Valid

8	Shri Ramayan B. Yadav Technical Director	M/s. Hi-Tech Lifting Equipment, Plot No.88/89, Darukhana, Mazgaon, Mumbai- 400 010. Tel.: 022-23775619 Mobile: 9822010321/22 E-mail: rbyadav12@rediffmail.com	L.A. & L.G. Excluding Container Spreaders	41/8(53)/2011- DS/Part-I Dt. 29.07.2022 Capacity:LA- 18 T LG- 200 T	2 years 28.07.2024	valid
9	Shri Santosh Sindhe Engineering In-charge	M/s. M M Cargo Gear & Marine Services Pvt. Ltd., C/o. Jeena Engineering, Kaula Bandar, Near Marriamma Temple, Plot No. 105-F, Reay Road, Mumbai - 400 010 Mobile No.: 9979009268 Tel: 02836- 231385 Fax : 02836- 235255 E-mail: technical@mmcargogear.com	L.A. & L.G. Excluding Container Spreaders	41/8(97)/2018-DS Dt. 02.09.2022 Capacity:LA- 45 T LG- 200 T	2 years 01.09.2024	Valid
10	Shri Harshal Bharatkumar Joshi Manager	M/s. Western Marine & Engineering Services Pvt. Ltd., 13B ID, Yellow Gate, Carnac Bunder, Mumbai Port, Mumbai- 400 001 Tel : 022-27412043, 9898313334 Fax : 022-27412042 E-mail: westernmarine.harshal@gmail.com mumbai@westernmarine.in westernmarinem@gmail.com	L.A. & L.G. Including Container Spreaders	41/8(99)/2018- DS/Part-I Dt. 31.01.2022 Capacity: LA - 88 T LG - 100 T CS - 85 T	2 years 30.01.2024	Valid

11	Shri Parab Ajay Ramakant Engineer – Test house incharge	M/s. Excel Marine Services Pvt. Ltd., 26-B, Timber Market Occupants Society, 8, Signal Hill Avenue, Reay Road, Mumbai - 400 010 Tel. No. 2373 2430 Fax:2372 2431 Mobile: 9870884291 E-mail :excelmarineservices@yahoo.co.in excel@excelmarine.org	L.A. & L.G. Excluding Container Spreaders	41/8(100)/2018-DS Dt. 10.08.2022 Capacity:LA- 72 T LG- 150 T	2 years 09.08.2024	Valid
12	Shri Krishna Kumar Sharma Engineer-Test house	M/s. Excel Marine Services Pvt. Ltd., 26-B, Timber Market Occupants Society, 8, Signal Hill Avenue, Reay Road, Mumbai-400 010 Mobile: 8104392072, 7709290512 9833441777 Tel : 022-2372 2431/2373 2430 E-mail :excelmarineservices@yahoo.co.in excel@excelmarine.org	L.A. & L.G. Excluding Container Spreaders	41/8(103)/2019-DS Dt. 16.04.2021 Capacity: LA- 72 T LG- 150 T	2 years 15.04.2023	Valid
13	Shri Rajesh Sitaram Madachane Sr. Engineer	M/s. M.M.Marine Services Unit No. 13, Bldg. No. 8, Ground Floor, Jogani Industrial Estate, Chunnabhatti (E)Mumbai - 400 022 Tel.: 022-24053999 Mobile: 9769239549 Fax: 022-24053999 E-mail: lifeboats@mmmarineserv.com admin@mmmarineserv.com	L.A. & L.G. Excluding Container Spreaders	41/8(108)/2020-DS Dt. 24.02.2022 Capacity:LA- 50 T LG- 200 T	2 years 23.02.2024	Valid

14	Shri Shib Shankar Bose HOD/ General Manager	M/s. A. S. Moloobhoy Pvt. Ltd., Plot No. D-335, TTC Indl. Area, Near IBIS Hotel, Turbhe, Navi Mumbai - 400 705 Tel.: 022-23080800 Fax: 022-23080799 Mobile: 9702555582, 7045507850 E-mail: bose@asmoloobhoy.com service@asmoloobhoy.com	L.A. & L.G. Excluding Container Spreaders	41/8(11)/2021-DS Dt. 31.10.2022 Capacity: LA- 35 T LG- 140 T	2 years 30.10.2024	Valid
15.	Shri Sushil Kumar Singh Quality Control Manager	M/s. Sea-Linkers Pvt. Ltd., Plot No. R-514/520, TTC Indl. Area, Thane Belapur Road, Rabale, Navi Mumbai-400701 Tel.: 022-2760 8400 Fax : 022 -2760 8383 M-9820003314, 8169875304, 9820027638 E-mail: sushil@sealinkers.com zebra@sealinkers.com	L.A. & L.G. Excluding Container Spreaders	41/8(5)/2021-DS Dt. 22.03.2022 Capacity: LA- 118 T LG- 195 T	1 year 21.03.2023	Valid
16.	Shri Pritam Krishnakant Thorawade Proprietor	M/s. ARYA Engineering and Certification Plot No. D-222/11, TTC Industrial Area, Nerul MIDC, Navi Mumbai-400706. Mobile: +91- 75061 75016 / 70219 19582 E-Mail: info@aryaec.com	L.A. & L.G. Excluding Container Spreaders	41/8(12)/2021-DS Dt. 28.03.2022 Capacity: LA- 50 T LG- 100 T	1 year 27.03.2023	Valid
17.	Shri Manish Dagadu Bhosale Service Engineer	M/s. Cargo Gear Services (I) Pvt. Ltd., Plot No.10, Opp. Sant Janaben Municipal Market, Godapdev Cross Road No. 1, OFF. E. S. Patanwala Marg, Mumbai- 400 033. Mobile: +919323499254, +91-22-23770450/51 E-Mail: cgs@cargogearservices.com	L.A. & L.G. Excluding Container Spreaders	41/8(2)/2022-DS Dt. 14.09.2022 Capacity LA- 219 T LG- 150 T	1 year 13.09.2023	Valid

Wire Ropes & Wire Rope Slings						
18	Shri Anil Kumar Proprietor	M/s. Mahadev Industries, C-10, Sector A-2, UPSIDC, Tronica City, Loni-201 102, Dist. Ghaziabad (U.P.) – 201 102 PH: 0120-2696200 FAX: 011-47104301 Mob: 9811119301 E-mail: info@mahadevropes.com	Wire Ropes & Wire Rope Slings	41/8(36)/2010-DS Dt. 25.09.2019 Capacity: 100 T	3 years 24.09.2022	Invalid
Wire Ropes						
19	Shri Salinder Pal SinghAGM (Q.A .)	M/s. Usha Martin Ltd., Wire and Wire Ropes Division-North, Dharamshala Road, Chohal, Hoshiarpur – 146 024, Punjab Ph-01882-393200-01 Fax : 01882-393202 022-49714749, 022-27412042 Mob : 9702555582, 9224878819 E-Mail : s_p_singh@ushamartin.co.in	Wire Ropes	41/8(40)/2011-DS /Part-I Dt. 02.12.2022 Capacity: 100 T	2 years 01.12.2024	Valid
20	Shri Mikesh Gupta Director(Works and Quality Assurance)	M/s. Asahi ropes Pvt. Ltd.902,KLJ Tower North Netaji Subhash Place,Pitampura Delhi-110034 Ph: +91- 011-49002900 E-mail: access@asahiropes.in	Wire Ropes(Paradip and Visakhapatnam Port Authority only)	41/8(98)/2018-DS Dated 27.04.2022 Capacity: 25 T	1 year 26.04.2023	Valid

Own Manufactured L.G. Including/Excluding Container Spreaders						
21	Shri Mustafa Zoeb Mahimwala Manager	M/s. Gee Kay Industries (India), 17/A, Sitafal Wadi, Mount Road, Mazgaon, Mumbai - 400 010. Tel.: 23709839/23749834 Mobile: 9869727127 E-mail: mustafazm@gmail.com info@geekaygroup.com	Own Manufactured L.G. Excluding container spreaders	41/8(62)/2013-DSDt. 28.03.2022 Capacity: 120 T	2 years 27.03.2024	Valid
<u>Chennai Port</u> L.A. & L.G. Including/Excluding Container Spreaders						
1	Shri K.S.Sudhakaran Engineering In-charge	M/s. M M Cargo Gear & Marine Services Pvt.Ltd 27 SNSJ Harbour Tower, Maraicoir Labbai Street, Parrys, Chennai-600 001 Ph.: 2836231385 Fax: 2836235255 Mob : 9791251225 Email : chennai@mmcargogear.com	L.A. & L.G. Excluding Container Spreaders	41/10(7)/2009-DS/Part-I Dated 15.02.2022 Capacity: LA- 48 T LG- 120 T	2 years 14.02.2024	Valid
2	Shri G. Palani Manager -Technical	M/s. Industrial and Marine Safety Care, Test house no. 55/26, Moore Street, Mannady (Nataraj Hotel B. Side), Chennai – 600 001. Mob: 9962042468 E-mail: govathananpalani@gmail.com palaniindustrialmarine55@gmail.com willwinindia55@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/10(24)/2012-DS/Part-I Dt. 06.10.2022 Capacity: LA- 200 T LG- 150 T	2 years 05.10.2024	Valid

3	Shri S. Muralidharan General Manager	M/s. Southern Marine Services Pvt. Ltd., 53, Srinivasa Chetty Street, Sri Padmavati Nagar, Thiruvallur, Minjur, Chennai – 601 293 Mob: 9841625080 E-mail: smurli74@gmail.com	L.A. & L.G. Including Container Spreaders	41/10(36)/2018- DS Dt. 27.06.2022 Capacity: LA- 117 T LG- 100 T CS- 80 T	2 years 26.06.2024	Valid
4	Shri D. Ravishankar Techincal Consultant	M/s. Afloat Engineers, No.2, Moore Street, Chennai-600 001 Tel No. 044-25232565 Mob: 9840053872, 9500068239 E-mail : esmdrs@gmail.com afloat_engineers@yahoo.co.in	L.A. & L.G. Excluding Container Spreaders	41/10(40)/2019- DS Dt. 29.07.2020 Capacity: LA- 100 T LG- 250 T	2 years 28.07.2022	Invalid
5	Shri Sridhar Mohanty Superintendent	M/s. Southern Marine Services Pvt. Ltd., 53, Srinivasa Chetty Street, Sri Padmavati Nagar, Thiruvallur, Minjur, Chennai-601 203 E-mail: sm232r@gmail.com southernmarine.gm@gmail.com	L.A. & L.G. Including Container Spreaders	41/10(29)/2015- DS Dt. 03.09.2019 Capacity: LA- 117 T LG- 100 T CS- 80 T	3 years 02.09.2022	Invalid
6	Shri M. Vivekanandan Engineer-Incharge	M/s. Afloat Engineers, No.2, Moore Street, Chennai-600 001 Tel No. -044-25232565 Mob- Email-id: afloat_engineers@yahoo.co.in	L.A. & L.G. Excluding Container Spreaders	41/10(1)/2022-DS Dt. 10.06.2022 Capacity: LA- 100 T LG- 250 T	1 year 09.06.2023	Valid

2.	Mrs. Sreya Mukherjee Director	M/s. NCGB Marine Pvt. Ltd., 3-A, George Terrace, Hastings, Kolkata – 700 022		41/9(17)/2008- DS/Part-I Dt.		
		Tel.: 6289323023, 033-22344000 Fax: 033-22230199	Own Manufactured L.A. & L.G. Including/Excluding Container Spreaders	23.05.2022	2 years	
7	Shri Pravasha Pati Works Manager	E-mail: sreya.mukherjee@ncgb.net ncgb@ncgb.in M/s. Madras Hardtools Pvt. Ltd., No. 1, Peranna Maistry Street, P.B. No. 1687, Chennai - 600 001 Tel 25222923/25222922, 9840064831 Fax : 044-25222088 E-mail : pp@madrashardtools.com	Including Container Spreaders Manufactured L.G. Excluding Container Spreaders	Capacity: 41/9(31)/2016- LA-210 T TLG-65 T CS-65 T Capacity - 300 T	22.05.2024 2 years 13.07.2024	Valid Valid
3.	Shri Vivekanand Sharma Manager	E-mail: mmcskol@yahoo.com M/s. Mohan Marine & Container Services, Haldia Dock Complex, NO. 41, Bhabanipur, P.O. Durgam Dist. Midnapur, West Bengal - 721 657 Tel.: 033-24594521, 9234613410 Fax: 033-24540013	Kolkata Dock System & Haldia Dock Complex of Svama Prasad Mookerjee Port L.A. & L.G. Including/Excluding Container Spreaders	41/9(18)/2008-DS Dt. 30.08.2022	2 years 29.08.2024	Valid
1.	Shri Vijay Kumar Sharma Executive Engineer	E-mail: mmcskol@yahoo.com M/s. Mohan Marine & Container Services, 12, Ramanath Paul Road, Khidderpore, Kolkata - 700 023 Tel.: 033-24594521 Fax: 033-24590013 91/1/A, C Road, Howrah, Kolkata-711105 E-mail: mmcskol@yahoo.com Tel.: 033-26516323/26516568 Ramesh - mmcs@yahoo.com Mob: 9874364646 e-mail: ntrc1@live.com ntrcservices@gmail.com	L.A. & L.G.	Capacity: KDS LA-5.3 T LG-50 T CS- 75 T 41/9(24)/2009- DSDt.	CS- 75 T 2 years	
4	Shri Jitendra Kumar Mishra Technical Executive	M/s. NTRC Marine & Engineering Services Pvt. Ltd. 91/1/A, C Road, Howrah, Kolkata-711105 E-mail: mmcskol@yahoo.com Tel.: 033-26516323/26516568 Ramesh - mmcs@yahoo.com Mob: 9874364646 e-mail: ntrc1@live.com ntrcservices@gmail.com	Including Container Spreader L.A. & L.G.	41/9(29)/2008- DS/Part-I Dt.26.10.2021 KDS LA-53 T LG-50 T Capacity: KDS HDC	23.02.202 4 2 years LA-35.3 T LG-150 T CS- 75 T	Valid Valid
			Including Container Spreaders	LA-78.5 TLG- 400 T CS- 100 T	LA-115.4 TLG- 200 T CS- 100 T	

5	Shri Basishtha Ghata Manager	M/s. NCGB Marine Pvt. Ltd., 3-A, St. George Terrace, Hastings, Kolkata – 700 022 Tel.: 9836598860, 033-22344080 to 85 Fax: 033-22230199 E-mail: basishtha.ghata@gmail.com ncgb@ncgb.in ncgbc@gmail.com	L.A. & L.G. Including Container Spreaders	41/9(36)/2014- DS/Part-I Dt. 23.05.2022 Capacity: <table border="1"> <tr> <td><u>KDS</u></td> <td><u>HDC</u></td> </tr> <tr> <td>LA-210</td> <td>LA-105</td> </tr> <tr> <td>TLG-65</td> <td>TLG-</td> </tr> <tr> <td>T</td> <td>100 T</td> </tr> <tr> <td>CS- 65</td> <td>CS- 80 T</td> </tr> <tr> <td>T</td> <td></td> </tr> </table>	<u>KDS</u>	<u>HDC</u>	LA-210	LA-105	TLG-65	TLG-	T	100 T	CS- 65	CS- 80 T	T		2 years 22.05.2024	Valid
<u>KDS</u>	<u>HDC</u>																	
LA-210	LA-105																	
TLG-65	TLG-																	
T	100 T																	
CS- 65	CS- 80 T																	
T																		
6	Shri Rathindra Nath Bhattacharyya General Manager	M/s. NCGB Marine Pvt. Ltd., 3-A, St. George Terrace, Hastings, Kolkata – 700 022 Tel.: 9830350917, 033-22344080 to 85 Fax: 033-22230199 e-mail: rnbncgb@gmail.com ncgb@ncgb.in ncgbc@gmail.com	L.A. & L.G. Including Container Spreaders	41/9(40)/2016- DS/Part-I Dt. 13.09.2021 Capacity: <table border="1"> <tr> <td><u>KDS</u></td> <td><u>HDC</u></td> </tr> <tr> <td>LA-210</td> <td>LA-105</td> </tr> <tr> <td>TLG-65</td> <td>TLG-</td> </tr> <tr> <td>T</td> <td>100 T</td> </tr> <tr> <td>CS- 65</td> <td>CS- 80 T</td> </tr> <tr> <td>T</td> <td></td> </tr> </table>	<u>KDS</u>	<u>HDC</u>	LA-210	LA-105	TLG-65	TLG-	T	100 T	CS- 65	CS- 80 T	T		Up to 06.03.2023	Valid
<u>KDS</u>	<u>HDC</u>																	
LA-210	LA-105																	
TLG-65	TLG-																	
T	100 T																	
CS- 65	CS- 80 T																	
T																		
7	Shri Sujit Mallick Assistant Manager	M/s. NTRC Marine & Engineering Services Pvt. Ltd., 97/1/A, 'C' Road, Howrah-711 105, West Bengal, India Tel : 033- 26516323, Mob: 7076800138 Fax: 033-26516568 E-mail : ntrcservices@gmail.com	L.A. & L.G. Including Container Spreaders	41/9(44)/2019-DS Dt. 29.07.2020 Capacity: LA-230 T LG-400 T CS- 100 T	2 years 28.07.2022	Invalid												

**Kolkata Dock System of
Syama Prasad Mookerjee**

Port

L.A. & L.G.

Including/Excluding Container Spreaders

8	Shri Arnab Majumdar Senior Engineer	M/s. IRC Project Services, Mondal Para, Bankra, Howrah-711403 Tel. 033-26534296, 033-68888941 Mob: 9434673846, 8584853734 E-mail: arnab_me67@rediffmail.com mearnab.majumdar@gmail.com ircprojectservices18@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/9(42)/2018 -DS/ Part-I Dt. 29.09.2022 Capacity :LA-29 T LG-400 T	2 years 28.09.2024	Valid
Wire Ropes						
1.	Shri Sandeep Jaiswal DGM (QA)	M/s. Usha Martin Ltd., Tatisilwai, Ranchi, Jharkhand-835 103. Tel.: 651-3051400/651-2265241 651-3051542 Mob: 9934379391 Fax: 651-3051409/410 E-mail: feedback@ushamartin.co.in sandeep_jaiswal@ushamartin.co.in	Wire Ropes	41/8(69)/2014- DS /Part-I Dt. 19.12.2022 Capacity: 800 T	2 years 18.12.2024	Valid

2.	Shri Abhijeet Sinha Assistant Manager (Quality Assurance)	M/s. Usha Martin Ltd., Tatisilwai, Ranchi, Jharkhand - 835 103. Tel.: 651-3051400/651-2265241 651-3051542 Mob: 7280900900 Fax: 651-3051409/410 E-mail: feedback@ushamartin.co.in abhijeet_sinha@ushamartin.co.in	Wire Ropes	41/9(46)/2020-DS Dt. 18.02.2022 Capacity: 300 T	2 years 17.02.2024	Valid
----	---	---	------------	---	---------------------------	-------

Deendayal Port,

Gujarat

L.A. & L.G. Including/Excluding Container Spreaders

1	Shri Shailesh C. Modi Director	M/s. M.M. Cargo Gear & Marine Services Pvt. Ltd., Plot No.114, GIDC,Oslo Cinema Road, Gandhidham, Dist. Kutch-370 201 Tel No. 2836-231385/ 238385 Mob : 9978912031 E-mail: mmcargo10@hotmail.com	L.A. & L.G. Including Container Spreaders	41/11(1)/2006- DS/Part-II Dt. 23.05.2022 Capacity: LA- 150 T LG- 200 T CS- 90 T	2 years 22.05.2024	Valid
---	---------------------------------------	---	--	---	---------------------------	-------

2	Shri Sanjeev Kumar Agarwal Chief Engineer	M/s. SSR Marine Services Pvt. Ltd., Plot No.69, Ward 6, Industrial Area, Gandhidham, Kutch, Gujarat - 370 201 Tel.: 022- 25899751/65617625 E-mail: sanjeev@ssrmarineservices.com business@ssrmarineservices.com	L.A. & L.G. Excluding Container Spreader	41/11(7)/2012-DS /Part-I Dt. 12.07.2022 Capacity: LA- 75 T LG- 100T	2 years 11.07.2024	Valid
3	Shri Suraj Kumar Choudhary Manager	M/s. Western Marine & Engineering Services Pvt. Ltd., Plot No. 3, Survey No. 44/2, Chudva nagar, Jawahar Nagar, Gandhidham, Kutch 370 201, Gujarat Mob. - 9558558153, 9574830092 E-mail : suraj.gec@gmail.com gujaratwesternmarine@gmail.com	L.A. & L.G. Including Container Spreader	41/11(6)/2012-DS Dt. 25.04.2022 Capacity: LA- 64 T LG- 100 T CS- 85 T	2 years 24.04.2024	Valid

4	Shri Paras S. Vaghela In-charge (Testing Division)	M/s. Testomar Gujarat Pvt. Ltd., P. No. 306, Sector 1/A, Manali Chambers, Gandhidham, Kutch, Gujarat – 370 201 Tel.: 230488 Fax: 239057 Mob : 9825167360 E-mail: paras.vaghela@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/11(2)/2009 - DS/Part-I Dt. 06.09.2021 Capacity :LA- 57 T LG- 100 T	2 years 05.09.2023	Valid
5	Shri Upendra Vinodray Joshi Sr. Engineer	M/s. M.M. Marine Services, Plot No. 134, Ward 6, Industrial Area, Gandhidham, Kutch-Gujrat-370 201 Mobile: 9979084045, 9619093919, 9769239549 E-mail: lifeboats@mymarineserv.com admin@mymarineserv.com	L.A. & L.G. Excluding Container Spreaders	41/11(11)/2019- DS Dt. 29.07.2022 Capacity : LA- 124 T LG- 100T	2 years 28.07.2024	Valid
6	Shri Kushal Shailesh Modi Engineer In-charge	M/s. M M Cargo Gear and Marine Services Pvt. Ltd., Plot No.114, G.I.D.C., Sector - 10A, Near Oslo Cinema, Gandhidham -370 201, Gujarat. Tel No. 2836- 231385/ 238385 Mob : 9099189696 E-mail: mmcargo10@hotmail.com	L.A. & L.G. Including Container Spreader	41/11(13)/2020-DS Dt. 02.05.2022 Capacity: LA- 154 T LG- 220 T CS- 90 T	2 years 01.05.2024	Valid

7.	Shri Rajan Kumar Chief Engineer	M/s. Hawkvale UK, Plot No.-13, Sub Plot No.-2, Sec.-10 A, Light Industrial Area, GIDC, Gandhidham, Gujarat-370201 E-mail: info@hawkvaleuk.com Mobile No.-9997036381	L.A. & L.G. Excluding Container Spreaders	41/8(5)/2022-DS dated 18.11.2022 Capacity: LA- 67 T LG- 300 T	1 Year 17.11.2023	Valid
----	------------------------------------	--	--	---	--------------------------	-------

J N Port
L.A. & L.G.
Including/Excluding Container Spreaders

1	Shri Sushil Kumar Singh Quality Control Manager	M/s. Sea-Linkers Pvt. Ltd., Plot No. R-514/520, TTC Indl. Area, Thane Belapur Road, Rabale, Navi Mumbai-400701 Tel.: 022-2760 8400 Fax : 022 -2760 8383 M-9820003314, 8169875304, 9820027638 E-mail: sushil@sealinkers.com zebra@sealinkers.com	L.A. & L.G. Excluding Container Spreaders	41/8(12)/07-DS/ Part-III Dt. 14.09.2022 Capacity: LA - 105 T LG - 275 T	2 years 13.09.2024	Valid
---	--	--	--	---	---------------------------	-------

2	Shri Anup Kumar Gayen Managing Director	M/s. Betal Engineering Co Pvt. Ltd., Sagar/D-13/2:4, Sector - 29, Vashi, Navi Mumbai- 400 703 Tel.: 022-27684497/9187 Fax: 022-27668783 Mobile: 9987035915 E-mail: anup@betal.info	L.A. & L.G. Excluding Container Spreaders	41/8-W/2002-DS Dt. 11.06.2019 Capacity: LA - 80 T LG- 150 T	3 years 10.06.2022	Invalid
3	Shri Asim Kumar Biswas General Manager	M/s. Western Marine & Engineering Services Pvt. Ltd., Silver Spring, Unit No.39, Ground floor, 'B' Block, Plot No.6 , MIDC, Taloja, Navi Mumbai – 410 208 Tel: 022-65294618, 9833988527 E-mail: westernmarinem@gmail.com mumbai@westernmarine.in	L.A. & L.G. Including Container Spreaders	41/8(14)/2021-DS Dt. 30.05.2022 Capacity: LA - 133 TLG - 200 TCS - 85 T	2 years 29.05.2024	Valid
4	Shri Harshal Bharatkumar Joshi Manager	M/s. Western Marine & Engineering Services Pvt. Ltd., Silver Spring, Unit No. 39, Plot No 06, Ground Floor, 'B' Block, Taloja Industrial Area, Taloja MIDC, Navi Mumbai – 410 208 Tel : 022-27412043, 9898313334 Fax : 022-27412042 E-mail: westernmarine.harshal@gmail.com mumbai@westernmarine.in westernmarinem@gmail.com	L.A. & L.G. Including Container Spreaders	41/8(99)/2018-DS Dt. 30.08.2022 Capacity: LA - 216 T LG - 200 TCS - 80 T	2 Years 29.08.2024	Valid

5	Shri Rajesh Sitaram Madachane Sr. Engineer	M/s. M.M.Marine Services Unit No. 13, Bldg. No. 8, Ground Floor, Jogani Industrial Estate, Chunnabhatti (E) Mumbai - 400 022 Tel.: 022-24053999 Mobile: 9769239549 Fax: 022-24053999 E-mail: lifeboats@mmmarineserv.com admin@mmmarineserv.com	L.A. & L.G. Excluding Container Spreaders	41/8(109)/2020-DS Dt. 24.02.2022 Capacity: LA- 50 T LG- 200 T	2 years 23.02.2024	Valid
6	Shri Shib Shankar Bose HOD/ General Manager	M/s. A. S. Moloobhoy Pvt. Ltd., Plot No. D-335, TTC Indl. Area, Near IBIS Hotel, Turbhe, Navi Mumbai - 400 705 Tel.: 022-23080800 Fax: 022-23080799 Mobile: 9702555582, 7045507850 E-mail: bose@asmoloobhoy.com service@asmoloobhoy.com	L.A. & L.G. Excluding Container Spreaders	41/8(7)/2022-DS Dt. 31.10.2022 Capacity :LA- 35 T LG- 140 T	1 year 30.10.2023	Valid
7.	Shri Gaurav Sharma Director	M/s. Cargo Gear Services (I) Pvt. Ltd., Plot No.10, Opp. Santa Janabai Municipal Market, Godapdev Cross Rd. No. 1, Opp. E.S. Patanwala Marg, Mumbai- 400 033. Ph. :022- 23780451/23730854 Fax:022-23780538 E-mail: cgs@cargogearservices.com	L.A. & L.G. Excluding Container spreaders	41/8(8)/2022- DS Date- 18.11.2022 Capacity:LA- 219 T LG- 200 T	2 years 13.11.2023	Valid

Mormugao Port, Goa

L.A. & L.G.

Including/Excluding Container Spreaders

1	Shri Koushik Majumder Executive Engineer	M/s. Western Marine & Engineering Services Pvt. Ltd., 3, Surekha Complex, Near Lake, Vaddem, Vasco-Da-Gama, Goa – 403 802 Tel No. : 7980718410, 9732458139, (0832) 2516606, 9822126857 Fax No. (0832) 2516607 E-mail: goawmes@gmail.com	L.A. & L.G. Including Container Spreaders	41/12(8)/2016-DS Dt. 06.09.2021 Capacity: LA-63 T LG-100 T CS - 85 T	2 years 05.09.2023	Valid
2.	Shri Sai Krishna Engineer	M/s. SK Marine Services, AF No.2, Marvel Building, Dhanashree Village, Merces Vasco in, Vaddem, Vasco Da Gama, Goa – 403802. Mob: 9986108222 E-mail: skmsgoa@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/12(12)/2022-DS Dt. 30.08.2022 Capacity: LA-70 T LG-200 T	1 year 29.08.2023	valid

New Mangalore Port
L.A. & L.G.
Including/Excluding Container Spreaders

1	Shri Shashidhar Bhat Managing partner	M/s. S.V. Marine Corporation, Baikampady Indl. Area, Baikampady New Mangalore-575 011 Tel.: 0844-2406682, 0824-2407161 Mobile: 9986108222/ 9545108222, 9741900547 E-mail: marinesv@gmail.com Mob: 9845431767	L.A. & L.G. Excluding Container Spreaders	41/13(9)/2014-DS Dt.10.06.2022 Capacity: LA- 58 T LG- 200 T LG- 200 T	2 years 09.06.2024	Valid
2	Shri Sai Krishna Engineer	M/s. SK Marine Services, 1 ST Floor, D. No. 3/145-1, Kukkady House, Near Shetty Ice Cream, Kulai, Mangalore – 575 019 Mob: 9986108222 E-mail: skmsgoa@gmail.com	L.A. & L.G. Including Container Spreaders	41/12(5)/2010- DS/Part-I Dt. 28.03.2022 Capacity: LA- 80 T LG- 200 T CS- 80 T	2 years 27.03.2024	Valid

Cochin Port
L.A. & L.G. Including/Excluding Container Spreaders

1	Shri Jose Mathew K. Technical Engineer	M/s. Bright Marine Safety Services, 1/591, V.P.Road, Azheekal, P.O. Vypin, Kochi-682 510 Tel : 9349450230, 9847268825 E-mail: brighttechkochi@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/14(14)/2017- DS Dt.17.06.2022 Capacity: LA-100 T LG-200 T	2 years 16.06.2024	Valid
2	Shri Sumesh Soman Manager	M/s. Western Marine & Engineering Services Pvt. Ltd., VII/512D, Panchayat Crash Programme Road,Kundanoor Jn., Maradu P.O., Kochi- 682 304 Tel.: 0484-2705824 E-mail: westernmarine.india@gmail.com	L.A. & L.G. Including Container Spreaders	41/14(8)/2012-DS Dt. 02.09.2022 Capacity: LA-124 T LG-100 T CS-100 T	2 years 01.09.2024	Valid
3	Shri Rishil Franklin Mechanical Engineer	M/s. JP Marine Services, 5/65A, Mampilly Vadel Church Road, Nayarambalam P.O., Ernakulam - 682 509 Mob. : 9495102035, 9847281268 E-mail: jpmarineservices@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/14(1)/2021-DS Dt. 19.04.2022 Capacity: LA-151 TLG- 200 T	2 years 18.04.2024	Valid

V. O. Chidambaranar Port, Tuticorin L.A. & L.G. Including/Excluding Container Spreaders						
1	Shri J. Mercelin Engineering In-charge	M/s. M.M. Cargo Gear & Marine Services Pvt. Ltd., 4B/9, New Salt Colony, Near Kamraj College, Tuticorin-628 003 Tel.: 2836231385 Mob : 9600294524 Fax: 28362355255 E-mail: tuticorin@mmcargogear.com	L.A. & L.G. Excluding Container Spreaders	41/15(5)/2010-DS/Part-I Dt. 14.02.2022 Capacity: LA- 132 T LG- 220 T	2 years 13.02.2024	Valid
2	Shri V.Ramanathan Proprietor	M/s. Technical Solutions, 2F/639, P & T Colony, 13 th Street West Extension, Tuticorin -628 008 Tel.: 461-2345778 Fax: 461-2310474 E-mail: technicalsolutions777@rediffmail.com	L.A. & L.G. Excluding Container Spreaders	No.41/15(4)/2009-DS Dt.11.06.2019 Capacity: LA- 144 T LG- 200 T	3 years 10.06.2022	Invalid
3	Shri D. Paramasivan Senior Engineer - Operations	M/s. Technical Solutions, 2F/639, P & T Colony, 13 th Street, West Extension, Tuticorin -628 008 Tel.: 461-2345778, 9600452628 Fax: 4612310474 E-mail: technicalsolutions777@rediffmail.com	L.A. & L.G. Excluding Container Spreaders	41/15(9)/2012-DS/Part-I Dt.03.02.2022 Capacity: LA- 144 T LG- 200 T	2 years 02.02.2024	Valid

4	Shri M.R. Sudhahar Chief Engineer	M/s. N.C. Marine Service, 5A/584, Plot No.9, Caldwell Colony, 6th Main Road,Tuticorin-628 008 Tel.: 461-2377422 Fax: 461-2375170 Mob: 9159197487, 9585522386 E-mail: ncmarinetuticorin@yahoo.com service@mescindia.in	L.A. & L.G. Excluding Container Spreaders	41/15(10)/2012- DS Dt. 12.07.2022 Capacity: LA- 69 T LG- 200 T	2 years 11.07.2024	Valid
5	Shri Swapnadip Choudhury General Manager	M/s. NCGB Engineering Co. Private Ltd., 5-B/20, Aruna Nagar Layout, Celceeni Colony, Tuticorin- 628 008 Tel.No. 9133-22344080 Fax No. 9133-22230199 E-mail: s.chowdhury@ncgb.co.in	L.A. & L.G. Including Containers Spreaders	41/9(13)/2006- DS/Part-I Dt. 07.02.2022 Capacity: LA- 61 T LG- 200 T CS- 80 T	2 years 06.02.2024	Valid
6	Shri Sridhar PradhanChief Executive	M/s. N.C. Marine Services, 5A/584, Plot No.19, Caldwell Colony,6th Main Road, Tuticorin-628 008 Tel.: 461-2377422 Fax: 461-2375170 Mob: 9159197487, 9585522386 E-mail: ncmarinetuticorin@yahoo.com service@mescindia.in	L.A. & L.G. Excluding Container Spreaders	41/15(13)/2016- DS Dt. 06.09.2021 Capacity: LA- 69 T LG- 200 T	2 years 05.09.2023	Valid

Visakhapatnam Port
L.A. & L.G.
Including/Excluding Container Spreaders

1	Shri Hari Prasad Nekkanti Inspection Engineer	M/s. Omega Pipe Inspection & Services Pvt.Ltd., Pawan Residency, Kurmanpalem, Plot No.107, Near Steel Plant, Visakhapatnam, Andhra Pradesh - 530 046 Tel.: 0884-2307272, 7013698133 Fax: 0884-2307272 E-mail: nekkanti302@gmail.com omega@omegapipe.com	L.A. & L.G. Excluding Container Spreaders	41/16(36)/2014- DS Dt. 08.08.2019 Capacity: LA- 140 T LG- 100 T	3 years 07.08.2022	Invalid
2	Shri Gangadhar Talisetty Engineer-In-Testing & Inspection	M/s. Rig-Tech HSE & Testing Services, Plot No.D-3/B, 'B' Block, Near SRMT, Beside Andhra Bank ATM, Auto Nagar, Visakhapatnam – 530 012. Mob: 9989241199 E-mail: rigtechvsp@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/14(6)/2012-DS Dt. 10.08.2022 Capacit y:LA- 100 T LG- 200 T	2 years 09.08.2024	Valid
3	Shri T.S. Kruthivasu Engineer	M/s. Vishnu Marine Service,9-40-6, Pitapuram Colony, Visakhapatnam – 530 003(AP) Tel: 0891-2575432 & 9440271721 Fax: 0891-2738828 E-mail: vishnu_marineservices@hotmail.com safetyservices@vishnumarineservices.in	L.A. & L.G. Excluding Container Spreaders	41/16(5)/2007-DS Dt.26.10.2021 Capacit y:LA- 110 T LG- 200 T	2 years 25.10.2023	Valid

4	Shri T. Madhu Service Engineer	M/s. Vishnu Marine Services, 9-40-6, opp. V.M.D.A. Kalabharthi, Pitapuram Colony, Visakhapatnam – 530 003 Tel: 0891-2575432 & 9440271721 E-mail: vishnu_marineservices@hotmail.com safetyservices@vishnumarineservices.in	L.A. & L.G. Excluding Container Spreaders	41/16(30)/2013- DS Dt. 10.06.2022 Capacity: LA- 110 T LG- 200 T	2 years 09.06.2024	Valid
5	Shri B.N.V.G. Prasad Proprietor	M/s. Sri Venkateswara Marine Services, 27-7-23, Srinagar, Gajuwaka, Visakhapatnam-530 026 Tel.: 0884-2362993, Mobile: 9989144658 E-mail: venkateswaramarine@yahoo.com	L.A. & L.G. Excluding Container Spreaders	41/16(19)/2009- DS/Part-I Dt. 07.02.2022 Capacity :LA- 60 T LG- 200 T	2 years 06.02.2024	Valid
6	Shri Pradip Dutta Roy Engineer In- charge	M/s. Southern Marine Services Pvt. Ltd., Sagar Vihar Apartment, Flat No. 501, Door No.7-5-1/57(31), R.K. Beach Road, Near Fish Aquarium, Visakhapatnam-530 035 Tel: 0891-2529082 E-mail: southern.vizag@gmail.com	L.A. & L.G. Including Container Spreaders	41/9-E/2005-DS /Part-I Dt. 17.06.2022 Capacity :LA- 70 T LG- 100 T CS- 80 T	2 years 16.06.2024	Valid
7	Shri Pereddi Srinivasa Rao Proprietor	M/s. Kalyani Marine & Industrial Engineers, D. No.24-1-9, Thompson Street, Near Old Post Office Visakhapatnam-530 001 Mob: 9618326391, 9640357400 E-mail: kalyanimarine@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/16(47)/2019- DS Dt. 29.07.2022 Capacity: LA- 69 T LG- 120 T	2 years 28.07.2024	Valid

8	Shri Pasi Ravi Shankar Engineer (QA)	M/s. High Seas Shipping Associates, Plot No. 5 , Fishing Harbour, Visakhapatnam – 530 001 Tel. 0891-2784140, 0891-2506550 Fax. 0891-2502045 Mob: 9912399640, 7981153867 E-mail: hssa@yahoo.co.in	L.A. & L.G. Excluding Container Spreaders	41/16(48)/2019-DS Dt. 10.08.2022 Capacity: LA- 71 T LG- 120 T	2 years 09.08.2024	Valid
9	Shri Sanatan Das Assistant Manager	M/s. NTRC Marine & Engineering Services Pvt. Ltd., Dutch House Apartment, Kirlampudi Layout, Vishakhapatnam-530 017. Mob: 6260675815, 9874364646 E-mail : ntrcservices@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/16(49)/2019-DS Dt. 01.08.2022 Capacity: LA- 130 T LG- 200 T	2 years 31.07.2024	Valid
10	Shri Ravi Kiran Vibudi Service Engineer	M/s. Cargo Gear Services (India) Pvt. Ltd., 10-1-89, Meher Nagar, Gajuwaka, Visakhapatnam, Andhra Pradesh- 530 026 Mob: 9603665559, 8688607566 E-mail : cgskkd@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/16(52)/2019-DS Dt. 07.07.2021 Capacity: LA- 200 T LG- 500 T	2 years 06.07.2023	Valid
11	Shri V. V. P. Harihara Rao Ponnuru Engineer-In-Charge	M/s. Indo Marine, D-10, Industrial Estate, Visakhapatnam - 530 007 Mob: 9912208844, 9440083278 E-mail: indomarine2006@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/16(50)/2019-DS Dt. 26.10.2021 Capacity: LA- 56 T LG- 100 T	2 years 25.10.2023	Valid

12	Shri Vipparthi Venkat RaviKumar Engineer-In-Charge	M/s. M M Cargo Gear & Marine Services Pvt. Ltd., Plot No. 53, Venkannapalem(V), Peddagantyada Post, GVMC Limits, Visakhapatnam - 530 044 Mob: 8885820405 E-mail: vipparthiravikumar609@gmail.com mmcargo10@hotmail.com	L.A. & L.G. Including Container Spreaders	41/16(51)/2019- DS Dt. 13.09.2021 Capacity: LA- 60 T LG- 200 T CS- 60 T	2 years 12.09.2023	Valid
13	Shri Kambala Satish Engineer In charge	M/s. Simhadri Shipping & Logistics Private Limited, Shed No.-5, Slipway Complex, Fishing Harbour Dry Dock, Visakhapatnam-530 001 Mob: 8912795958 E-mail: simhadri.shiprepairs@gmail.com	L.A. & L.G. excluding Container Spreaders	41/16(59)/2022- DS Dt. 15.09.2022 Capacity :LA- 47 T LG- 150 T	1 year 14.09.2023	Valid

Paradip Port
L.A. & L.G.
Including/Excluding Container
Spreaders

1	Shri Raghunath Mahapatra Engineer-in-Charge	M/s. Neelanchala Testing House, Premjoti Market Complex, Bijayachandrapur, Paradip, Jagatsinghpur, Orissa – 754 142. Mob.9861167333, 9477023386 E-mail: neelanchala@yahoo.co.in	L.A. & L.G. Excluding Container Spreaders	41/17(1)/2006-DS/Part-I Dt. 31.03.2022 Capacity: LA- 252 T LG- 400 T	2 years 30.03.2024	Valid
2	Shri Pradipta Kumar Pagada Service Engineer	M/s. Neelanchala Testing House, Premjoti Market Complex, Bijayachandrapur, Paradip, Jagatsinghpur, Orissa – 754 142. Mob: 9861167333, 9477023386 Fax: 06722-222386 E-mail: neelanchala@yahoo.co.in	L.A. & L.G. Including Container Spreaders	41/17(4)/2010-DS Dt. 04.05.2022 Capacity : LA- 252 T LG- 400 T CS- 85 T	2 years 03.05.2024	Valid
3	Shri Biranchi Narayan Lenka Manager	M/s. NCGB Marine Pvt. Ltd., Kashipati Nivas, Plot No.30, Industrial Estate, P.O. Paradip Ghar, Dist. Jagatsinghpur, Paradip – 754 141 Tel.No. 9133-22344080 Fax No. 9133-223015 E-mail: ncgb@ncgb.in	L.A. & L.G. Including Container Spreaders	41/11(4)/2010-DS Dt. 28.03.2022 Capacity : LA- 148 T LG- 72 T CS- 80 T	2 years 27.03.2024	Valid
4	Shri Somnath Sarkar Assistant Manager	M/s. NTRC Marine & Engineering Services Pvt. Ltd., Kash Complex, Plot No. 48 (opp. Main Post Office) Paradip - 754142 Dist. Jagansinghpur, Odisha, India Mob: 9933454887, 9874364646 E-mail : ntrcservices@gmail.com	L.A. & L.G. Excluding Container Spreaders	41/17(11)/2019-DS Dt. 01.08.2022 Capacity: LA- 280 T LG- 408 T	2 years 31.07.2024	Valid

List of Doctors Empanelled by DGFASLI to carryout Medical Examination of the Dock Workers Employed in Major Ports as on 10-10-2022

S. No.	Name of Doctor and Name of the Hospital/Clinic	DGFASLI Order No. & date	Period/ Valid up to	Remark
MUMBAI PORT				
1.	Dr. Ashish Balkrishna Rane, M/s. MicroCare Diagnostic & Health Centre, CGS Colony, Sector 7, Convenient Shopping Centre, Opp. Building No. 87, Antop Hill, Wadala (East), Mumbai- 400 037. Tel.: 022-24033744 /47, Mobile: 9769207001, Email: microcaremum@gmail.com	No. 45/6-D(6)/2014-DS dt. 22.08.2022	Two years/ 21.08.2024	Valid
2.	Dr. (Mrs.) Neelam Anand More, M/s. MicroCare Diagnostic & Health Centre, CGS Colony, Sector 7, Convenient Shopping Centre, Opp. Building No. 87, Antop Hill, Wadala (East), Mumbai- 400 037. Tel.: 022-24033744/47, Mobile: 9769207001, Email: microcaremum@gmail.com	No. 45/6-D(5)/2014-DS dt. 22.08.2022	Two years/ 21.08.2024	Valid
3.	Dr. A.M. Hajwane, M/s. Hajwane's Health care Pvt. Ltd., 13/14, Rex Chambers, Gr. FLR, W. H. Marg, Near GPO, Ballard Estate, Mumbai-400001. Tel.: 022-22655233/34, Mobile: 9821281664/9223381664, Email: mail@hajwaneshhealthcare.com drhajwane@yahoo.com	No. 45/6-D(4)/2013-DS dt. 05.08.2022	Two years/ 04.08.2024	Valid
4.	Dr. A. Harigopal Subudhi, M/s. Sun Clinic, 47, Vaju Kotak Marg, Near GPO, Fort, Mumbai-400001. Tel.: 022-66340226/65006307, Mobile: 9821232673, Email: info@sunclinicindia.com support@sunclinicindia.com	No. 45/6(1)19/2006-DS dt. 13.06.2022	Two years/ 12.06.2024	Valid

5.	Dr. Ashish P. Chaudhari, M/s. Marine Medical Services, 209, 210, 211 Mint Chamber, 45/47, Mint Road, Fort, Mumbai-400001. Tel:022-22611213/22675152, MobileNo.:9820189028, Email: marinemedical@gmail.com info@marinemedicalservices.in	No.45/6-D(18)/2018- DS dt.22.08.2022	Two years/ 21.08.202 4	Valid
----	---	---	---------------------------------	-------

KOLKATA PORT

1.	Dr. Sanjay Kumar Gupta, M/s. Seaman Safety(India) Pvt. Ltd., Aastha Clinic, 57, Diamond Harbour Road, Kolkata-700023. Tel.:033-24485582, Mobile:9831088295 Email: entdr.sanjay@gmail.com	No. 45/6-D/97- DS dt.26.09.2022	Two years/ 25.09.2024	Valid
----	---	---------------------------------------	--------------------------	-------

MORMUGAO PORT

1.	Dr. Anand Kumar Thakur, M/s. Sidad`s Pathology Lab, Of 4 & 5, Chase Chambers, Vasco, Goa-403 802. Tel:0832-2501316, Email: sidads@hotmail.com	No.41/6-D(11)/2017- DS dt.19.03.2021	Two years/ 18.03.202 3	Valid
----	---	---	---------------------------------	-------

COCHIN PORT

1.	Dr. Sriram Chandran, M/s. Gautam Hospital, P.B.No.868, Panayappilly, Kochi – 682005. Tel.:0484-2210510 /2210512, Fax:0484-2210511, Mobile:8606216733, Email: gauthamhospital70@gmail.com mmail@gauthamhospital.org dmin@gauthamhospital.org	No.45/6-D(4)/2010- DS/Part-I dt.05.08.2022	Two years/ 04.08.2024	Valid
----	--	--	--------------------------	-------

J N PORT

1.	Dr. Jatin Damji Hurbada, M/s. Ojas Nursing Home, Sector 8, Plot No. 8/3, Phase II, Behind MGM School, Nerul, Navi Mumbai-400706. Tel.:022-27725634, Fax:022-27725102, Email: drrahulkt1@gmail.com	No. 45/6-D(3)/2016- DS dt.22.08.2022	Two years/ 21.08.2024	Valid
----	---	---	--------------------------	-------

VISAKHAPATNAM PORT

1.	Dr.(Mrs) D. Hiranmayi Chikkala, M/s Venkatarama Hospital, # 47-7-43, Nehru Market Road, Near Diamond Park, Dwarakanagar, Visakhapatnam- 530016. Mobile:8977099945, Email: deep.hiranmayi@gmail.com	No.45/6-D(5)/2019- DS Dt.19.03.2021	Two years/ 18.03.202 3	Valid
----	--	--	---------------------------------	-------

CHENNAI PORT

1.	Dr. Balakrishna Udaya Kumar, M/s.DOC Medical Services Pvt. Ltd., No.1, Ambadi Road, Kotturpuram, Chennai-600085. Tel.:044-42188814/24472407 Mobile:9840031509, Email: uday@doc- chennai.comuday@docm edservices.com	No.45/6-D(3)/2017- DS Dt.12.07.2021	Two years/ 11.07.202 3	Valid
----	--	--	------------------------------	-------

**NAME AND ADDRESSES OF THE INSTITUTES RECOGNIZED BY DGFASLI
TO CONDUCT AFIH COURSE**

SR. NO.	NAME OF THE INSTITUTES
1.	Central Labour Institute N.S.Mankiker Marg Sion, Mumbai 400022
2.	Regional Labour Institute, Chennai TTTTI P.O. Taramani, Adyar, Chennai-600113
3.	Regional Labour Institute Sector 47, Faridabad – 121 0010
4.	Regional Labour Institute Lake Town, Patipukur, Kolkata 700089
5.	Lokmanya Medical Research Centre, Lokmanya Hospital, 314/B Telco Road Chinchwad, Pune- 411 033
6.	Department of Environmental Health Engineering, Sri Ramachandra University, Porur, Chennai - 600 116
7.	School of Public Health, SRM University SRM Nagar, Kattankulathur, Kancheepuram, Dist.Tamil Nadu- 603 203
8.	ICMR, NIOH,PB. NO. 2031, Meghani Nagar Ahmedabad, Gujarat-380015
9.	ICMR, ROHC, Block DP, Sector V, Bidhan Nagar (Salt Lake), Kolkata-700091, West Bengal
10.	Regional Occupational Health Centre Nirmal Bhawan Complex, Poojanahalli Road, Off. NH-7, Devanahalli Tal., Kannamangala PO Bengaluru - 562 110
11.	Regional Centre for Occupational Health A Unit of Micro Diagnostic & Health Centre, Bagwe Hospital, Cama Lane, Opp. SNTD College, Neelkanth Nagar, Ghatkopar (W), Mumbai - 400086
12.	Indian Institute of Public Health, Opp. Air Force Head Quarters, Chiloda Road, Lekawada, Gandhinagar, Gujarat 382042

13.	NLC India General Hospital NLC India Ltd.,Neyveli, Kurinchipadi T. K. Cuddalore District,Tamil Nadu-607803
14.	Chief Inspector of Factories & Boilers Institute of Safety, Occupational Health & Environment, Althino, Panaji, Goa - 403 001
15.	Dr. Y.V.Rao Clinics 8-2-316/A/6/A, 4 th FloorAbove SBI Bank, Road 14,Banjara Hills, G.S.Nagar Nandhi Nagar, Hyderabad Telangana 500033
16.	Amravati Chemical Safety (ACS) Consultants 1 st Floor, Besides Lazarus Hospital, 10-50-2, Ram Nagar,Waltair Main Road, Visakhapatnam , Andhra Pradesh 530002
17.	Centre for Occupational and Environmental Health IVPSS of Govt. of NCT of Delhi, Health & Family Welfare Department 2, Bahadur Shah Zafar Marg, Maulana Azad Medical College Campus, Balmiki Basti, New Delhi, Delhi 110002

**APPLICATION PROCEDURE, ELIGIBILITY, ETC. FOR GRANT OF APPROVAL AS
“EMPANELLED DOCTOR” UNDER THE DOCK WORKERS (SAFETY, HEALTH
AND WELFARE) REGULATIONS, 1990.**

1. APPLICATION PROCEDURE :

All applications are to be sent, in duplicate, in the prescribed format along with all enclosures to:

The Director General

**Factory Advice Service and Labour Institutes
Ministry of Labour and Employment
Government of India**

**N.S. Mankikar Marg Sion,
Mumbai – 400 022**

2. CHECKLIST OF ENCLOSURES : Self Certified Copies of the following documents

are to be submitted along with the application:

- (a) Age proof certificate and two passport size photographs
- (b) Certificates of qualifications claimed
- (c) Experience Certificates, for each of the periods of experience mentioned in the application
- (d) *Valid Calibration Certificates of clinical equipments
- (f) Empanelment granted/issued under the statutes mentioned at item (9) of the Application Form

* the validity of the calibration certificate is one year from the date of calibration

3. ELIGIBILITY:

The eligibility for application shall be as under:-

Age: Less than 65 years on the date of application.

Qualifications

Individuals applying for consideration must possess a MBBS degree from recognized medical college recognized by Medical Council of India and should have completed rotating internship. In addition to the MBBS degree, they also should possess either DIH/AFIH Post Graduate qualification, recognized by Medical Council of India/DG FASLI, respectively,

Experience:

Minimum five years of experience in the field of occupational health.

4. FACILITIES:

Laboratory / facilities / technicians, etc. to carry out blood tests like CBC, Blood, Sugar & other bio-chemical tests of serum, urine R / E

Equipments and facilities for audiometry

Equipments and facilities for vision testing from Occupational health point of view *

Equipments and facilities for Lung Function tests

Equipments and facilities for taking Chest X-ray (full size)

Equipment and facilities for E.C.G.

5. Individuals applying for consideration should have facilities of their own for conducting such medical examinations and tests.

6. Institutions/Hospitals can also apply for conducting medical examinations if they have the qualified Doctor as mentioned in 2 above.

7. MEDICAL EXAMINATION SHALL CONSIST OF:

- Recording the details of history (present, past, personal, family, socio-

economic and any other, if relevant).

- Occupational History (past and present with likely hazard to which may be exposed).
- General medical / physical examination.
- Systemic medical examination.
- Specific target organ/system examination.

Tests: - Routine urine examination, CBC blood examination, blood sugar (both fasting and PP), and ECG, lung function tests, Audiometry, tests for visual performance (job oriented vision testing), X-ray PA View of Chest (full size).

Specific tests, if needed, to ascertain the fitness of individual for specific job and also to monitor his occupational health statutes in future (to be determined keeping in view the occupational hazard to which the individual is exposed).

8. MISCELLANEOUS :

Fresh applications for empanelment will be accepted until further notice.

Application procedure, Eligibility, etc. are subject to change at the discretion of the Chief Inspector of Dock Safety, DGFASLI, Ministry of Labour and Employment, Government of India, Mumbai – 400 022.

Incomplete applications, or applications not meeting the eligibility criteria, shall be rejected.

Distance between clinic and workplace should be feasible.

All clinical equipments required for medical examination should be calibrated annually.

The validity of the empanelment granted shall be for a period of one year only.

The application along with all necessary documents for renewal of empanelment should be made strictly 60 days before the expiry of validity) **or** in case of modification / change in the existing facilities, to the Chief Inspector of Dock Safety, DGFASLI, Ministry of Labour and Employment, Government of India, Mumbai – 400 022.

In case of any one time addition or deletion of testing facilities intended for carrying out specific testing requirements, the empanelled doctor shall approach the Chief Inspector of Dock Safety, DGFASLI, Ministry of Labour and Employment, Government of India, Mumbai – 400 022, for obtaining necessary approval.

The details of the medical examination shall be suitably recorded and shall be made available to the Inspector on demand.

(j) The empanelled doctor attends on a dock workers suffering from any disease specified in Schedule IV, a notice in Form XIV shall be sent to the Director General, Directorate General Factory Advice Service and Labour Institutes, DGFASLI, Ministry of Labour and Employment, Government of India, Mumbai – 400 022.

(k) The empanelled doctor is of the opinion that the dock workers so examined is required to be taken away from the dock work for health protection he may inform the Port Authorities or Dock Labour Board or the other Employer of dock workers and Chief Inspector of Dock Safety, DGFASLI, Ministry of Labour and Employment, Government of India, Mumbai – 400 022, accordingly.

9. WITHDRAWAL:

Empanelment can be withdrawn anytime by the Chief Inspector of Dock Safety without assigning any reason.

GOVERNMENT OF INDIA

**MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES
N.S. MANKIKAR MARG, SION, MUMBAI – 400 022, INDIA**

**APPLICATION FORM FOR EMPANELMENT OF DOCTORS
FOR MEDICAL EXAMINATION OF DOCK WORKERS**

Sr. No.	Details		Passport Size Photograph
1.	Name in full		
2.	Date of Birth		
3.	Address		
	(a) Residence		
	(b) Clinic/ OHC/ Hospital		
4.	Telephone No. (Res.)		
	Hospital / Clinic		

5.

Course	Institution	Year of Passing	Grade
MBBS			
DIH / AFIH			
M.D.			
Others, if any			

6. Experience (a)Employment :

Sl. No.	Name & Address of Employer	Period		Nature of Job
		From	To	

(b) Private Practice

Sl. No.	Name & Address of Clinic / Hospital	Period		Nature of Practice
		From	To	

(c) Experience in area of occupational health and medical surveillance of
Workers, if any: -----

Sl. Name & Address Nature of work done other details, No. of industries / ports if any
where work carried out

7. Are you / your hospital, is having the facilities of your own (Put tick mark at
appropriate answer)

*	Laboratory / facilities / technicians, etc. to carry out blood tests like CBC, Blood, Sugar & other bio-chemical tests of serum, urine R	Yes / No
*	Equipments and facilities for Audiometry	Yes / No
*	Equipments and facilities for vision testing from Occupational health point of view	Yes / No
*	Equipments and facilities for Lung Function tests	Yes / No
*	Equipments and facilities for taking Chest X-ray (full size)	Yes / No
*	Equipment and facilities for E.C.G.	Yes / No

8. In case you do not have all the facilities as mentioned in item No.7 then indicate how do you propose to get them done & give the details of the facilities available there.

 SI.No.Facilities Name & Address of Polyclinic / Hospital -----

-----Use separate sheet to provide the detailed information

***Whether the applicant has been empanelled under any other statutes (tick mark)

i.	The Factories act, 1948 -
ii.	The Mines act, 1952 -
iii.	The Dock Workers (Safety, Health & Welfare) Act, 1986

(If so, give the details there of along with the copy of the empanelment order)

8. Any other information which you wish to provide :-

I certify that the information given above is true to the best of my knowledge. I further certify that I shall comply with all the conditions laid down by the DGFASLI in this regard from time to time.

Signature of the Applicant

Place:

Date:

*Please enclose attested copies of the certificates supporting the information provided under item Nos.5 & 6.

**Please attach separate sheet if the space provided is insufficient.

***Please enclose attested copies of the certificates supporting the information provided under item No.9.

Format for Application for Renewal of empanelment for carrying out
medical examination of dock workers.

1. Name in full :
2. Date of Birth :
3. Address :
4. Whether acquired DIH/AFIH : YES / NO
5. Number of Supervisors/ :
Workers medically examined
during the previous period of
empanelment
6. Details of additional :
facilities acquired during the
previous period of empanelment
7. Arrangements proposed, :
if lung function test,
eudiometry test, etc.
available or not with the doctor

PROFORMA FOR MEDICAL EXAMINATION RECORD OF DOCK WORKERS
--

(A) Personal Data :

S.No.

Date of Examination :

Name :

Age

Sex

Height

Weight

Father's name :

Address :

Mark of
identification :**(B) History of present
illness, if any :****(C) History of past
illness :****(D) Personal history :****(E) General Examination :**

General condition

Build

Skin

Dyspnoea

Anaemia

Oedema

Venous engorgement

Deformity

Pulse

Temperature

Respiration

Blood Pressure

Any other special observations / findings.

(F) Systemic examination :

1. Respiratory system :
2. Cardio vascular system :
3. Gastro-intestinal system :
4. Central nervous system :
5. Musculo-skeletal system :
6. Genito-urinary system :
7. Ear, Nose and Throat :
8. Nose
9. Throat
10. Skin
11. Any other :

(G) Occupation related special examination :

1. Job description :
2. Special Medical Examination for the dock work :
 - i) Sight :
 1. Distant vision, either eye should not be less than Snellen 6/12 corrected or uncorrected and not less than 6/36 uncorrected in the worse eye.
 2. Near vision; not less than Ns°corrected or uncorrected (in either eye)
 3. Binocular vision.
 4. No diplopia.
 5. No limitation of visual fields.
 6. Stercopsis must be column 4,5, or 6 in key-stone vision screening test.
 7. Testing of colour vision (especially the ability to distinguish between red and green) by a suitable test.

- ii) Hearing :
Persons with normal hearing must be able to hear a forced whisper at 24 feet. Person using hearing aids must be able to hear a warning shout under noisy working conditions.
- iii) Upper limbs : Adequate arm function and grip (both arms)
- iv) Lower limbs : Adequate leg and foot function.
- v) Spine : Adequate flexible for the job concerned.
- vi) General : Mental alertness and stability with good eye, hand and foot co-ordination.

3. Tests :

- i) Blood - CBC
- ii) Blood sugar - F & PP
- iii) Urine examination - routine
- iv) Vision testing (on vision tester)
- v) Audiometry
- vi) E.C.G
- vii) Lung function test
- viii) X-Ray chest (full size PA view)
- ix) Any other

Overall assessment of the person examined :

(l) Conclusion :

Fit / Unfit (give reasons) / Temporarily unfit (give reasons)

Signature or Left thumb impression
of the person examined

Date :

Place :

Signature of Medical Officer

Special Recommendation of the Medical Officer, if any :

Signature of the Medical Officer

**PROFORMA FOR MAKING AVAILABLE INFORMATION REGARDING MEDICAL EXAMINATION
TO THE EMPLOYER OF DOCK WORKERS**

1. Sl. No.
2. Date and time of medical examination
3. Whether pre-employment or periodic medical examination
(strike out whichever is not applicable)
4. Date of last medical examination
5. Signature of L.T.I. of the dock worker examined
6. Name of the dock worker examined
7. Employment / Registration No. if any
8. Address of the employer
9. (Strike out whichever is not applicable)
 - i) The findings of the medical examination suggest that the person examined is fit and has no symptoms and signs indicating adverse effects on health and can continue working.
 - ii) The findings of the medical examination suggest that the person examined has signs and symptoms suggestive of health affliction due to occupational risks and should be kept away from such exposure and needs medical attention.
 - iii) The findings of the medical examination suggest that the person is unfit temporarily due to health affliction due to occupational risks. He is suffering from which could be occupational health disorder.
 - iv) The findings of the medical examination suggest that the person examined is afflicted with the occupational disease and is permanently incapacitated to continue in the job. The case may be reported to the Chief Inspector Dock Safety in the prescribed proforma.

Date

Place

Signature of Medical Officer

MONTHLY STATEMENT OF MEDICAL EXAMINATIONS CARRIED OUT									
Month & Year:									
Sl. No.	Name of the Employer (Name of Stevedores, Port Trust, transporter, clearing & forwarding agents etc.)	Month in which Examination conducted	Category of Dock Workers						
			Operators of winch, cranes and Transport equipment and signallers			Others			
	Initial Exam.		Periodical Examination		Initial Exam.	Periodical Examination			
			Below 40 yrs.	Above 40 yrs.		Below 40 yrs.	Above 40 yrs.		

- Forward to: (1) The Chief Inspector of Dock Safety,
Directorate General Factory Advice Service & Labour Institutes,
Govt. of India, Ministry of Labour,
Sion, Mumbai - 400 022.
- (2) The Inspector of Dock Safety
(of the concerned port)

Name & Address of the Doctor

(Signature of the Doctor)

Annexure-D

STATEMENT OF DOCK WORKERS FOUND UNFIT (MONTHLY REPORT) Month & Year:			
Sl. No.	Name of the Employer	Name(s) of the workers found unfit with age	Reasons for unfit

(Signature of the Doctor)

**PROFORMA FOR MEDICAL EXAMINATION AND CERTIFICATE OF FITNESS FOR
THE COMPETENT PERSON UNDER “THE DOCK WORKERS SAFETY, HEALTH
AND WELFARE ACT’ 1986.**

Date of Examination:

Date of last Examination:

I. Personal data:-

1. Name.....
2. Age..... 3. Sex..... M/F.....
5. Designation..... .5. Plant..... .6. Employee Code No.....
6. Section..... 8. Qualification.....
9. Identification Marks: (1)
(2)

II. Occupational history:-

1. Present occupation.....
2. Type of work being done.....
 - (a) In the present occupation
 - (b) In the previous occupation
3. Years of Service:

III. Personal history:-

1. Smoking: Y / N Duration..... No. of Pack per day.....
2. Alcohol:
Occasional/Regular.....
3. Others: (Tobacco, Pan, Bhangetc.).....
5. Family details: Married/Unmarried... 5. No. of children.....

**IV. Job specific personal protective equipments used (Mandatory/
Other than Mandatory).....**

V. History of past illness:

- R S
- CVS.....
- CNS.....
- GIT
- Others.....

VI. History of present illness: Present Complaints and duration

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

VII. General Examination:-

- 1. Height.....Cms; 2. Weight.....Kg;
- 3. Nutritional Status:Normal/UnderNourished/Malnourished/Obese.....
- 4. Personal Hygiene..... 5. Cyanosis.....
- 6. Pulse...../ Minutes..... 7. Liver.....
- 8. Blood pressure.....mm Hg. 9. Spleen.....
- 10. Pallor..... 11. Skin.....
- 12. Clubbing..... 13. Others.....
- 14. Oedema..... 15. Blood group.....

VIII. Systemic Exam

- 1. R.S.....
- 2. CVS.....
- 3. P/A.....
- 4. Nervous System.....
- 5. Others.....

IX. INVESTIGATIONS:

- 1. Titmus Vision Test:
- 2. ECG:
- 3. Audiometry
- 4. PFR
- 5. Others

Place :

Date : (Signature of Medical Officer)

Name & Seal of the empanelled
Medical Doctor approved by DGFASLI.

DGFASLI Order No & Date.....

.....
Medical Registration No.& Date.....

.....

**FITNESS CERTIFICATE OF THE COMPETENT PERSON UNDER DOCK
WORKERS (SAFETY, HEALTH & WELFARE) ACT, 1986 AND
REGULATIONS, 1990.**

**(Before issuing the Certificate, Reference is invited to the Standard
Physical Fitness for the work in Ports and Docks in the page 5).**

I hereby certify that I have personally examined
(name).....son/daughter/wife of residing at
.....who is desirous of being employed in.....in the
capacity of and that his/her age as nearly as can be ascertained
from my examination is.....years and that he/she is free from any disease or
disability likely to endanger him and others on employment inin the
capacity of..... and hence I declare him physically and mentally fit for
employment.

Reason for—

- i. Refusal of fitness certificate.....
- ii. Certificate being revoked.....

Signature/Left thumb Impression
of Competent Person

(Signature of Medical Officer)
Name & Seal of the empanelled
Medical Doctor approved by DGFASLI.
DGFASLI Order No & Date.....
.....
Medical Registration No.& Date.....
.....

Place:
Date:

Note:

1. Certificate to be supported by the results of medical examination and investigation results in the prescribed Proforma.
2. Exact details of the cause of physical disability should be clearly stated.
3. Functional/Productive abilities should be stated if disability is stated.

STANDARD OF PHYSICAL FITNESS FOR THE WORK IN PORTS AND DOCKS

- (i) General Physique:
- (ii) Vision: Total visual performance using Standard Orthorator like Titmus Vision Tester should be estimated and suitability for placement in accordance with the prescribed job standards.
- (iii) Hearing: Persons with normal hearing must be able to hear a forced whisper at twenty four feet. Person using hearing aids must be able to hear a warning shout under noisy working conditions.
- (iv) Breathing: peak flow rate using standard Peak Flow Meter and the average peak flow rate determined out of these readings of the test performed. The results recorded at pre-placement medical examination could be used as a standard for the same individual at the same altitude for reference during subsequent medical examination.
- (v) Upper Limbs: Adequate arm function and grip (both hands).
- (vi) Lower Limbs: Adequate Leg and Foot function.
- (vii) Spine: adequately flexible for the job concerned.
- (viii) General: mental alertness and stability with good eye, hand and foot co-ordination
- (ix) Any other tests which the examining doctor considers on the requirements of specific nature of works

The procedure of approval of site notification is given below:

The applicant should submit the report to Chief Inspector of Dock Safety along with the following enclosures and a copy of the same to local Inspectorate of Dock Safety. The reporting proforma is given in schedule 7 of MSIHC Rules. Schedule 7 of MSIHC Rules is available on website and should be downloaded. Document in support of name and address of employer is required to be attached. Document in support of the postal address of the site is to be attached. Site plan along with the neighbouring installations, if any is to be attached. Any other documents in support information furnished in the report may be attached. The necessary approval on the report will be given within 60 days from the receipt of the report complied with the provision of the act or rules made thereunder.

Information available in electronic form

A. WITH MIS DIVISION

1. ON DGFASLI WEBSITE

About DGFASLI

Information about DGFASLI

STATUTES

Factories Act 1948

Dock Workers Safety, Health & Welfare Act 1986

Model Rules framed under Factories Act

Model Rules : Part II

Other Acts – links to :

Environmental Protection Act

Manufacture, Storage and Import of Hazardous Chemical
(Amendment) Rules, 2000

Building & Other Construction Act

Mines Safety Act

Indian Boilers Act 1923

Indian Boilers Regulations

Dangerous Machines (Regulations) Act

Child Labour (Prohibition and Regulations) Act

Indian Electricity Act

Indian Electricity Rules

Indian Explosives Act

The Petroleum Act

Static and Mobile Pressure Vessels Rules

ADVISORY SERVICES

Respiratory Equipment Testing Laboratory (RETL)

Types of Respiratory Protective Equipment & Related Tests

Non – Respiratory Testing laboratory (NRTL)

Material Safety Data Sheet(MSDS)

National Referral Diagnostic Centre (NRDC)

INDOSHNEWS

60 issues available in .pdf format right from 1996 to 2012.

SAFETY AND HEALTH INFORMATION

National Policy on OSH

English

Hindi

International Chemical Safety Cards

Hind - 100 cards

Statistics

Factories – Registered factories, No. of factories inspected, No. of workers Employed, Industrial injuries, Frequency and Incidence Rate, State wise fatal and non-fatal injuries, state wise status of safety officers,

Docks – Reportable accidents in major ports, ships and oil tankers inspected, appointment of Safety Officers, etc.

Video Clippings and Safety & Health Poster Gallery

Video film on OSH

Safety and health posters

Fitness

Exercise and Cardiovascular Fitness

Important addresses

List of Chief Insp. of Factories

List of Dock Safety Offices

List Regional Labour Institutes

Awards

Vishwakarma Rashtriya Puraskar – Details of the scheme

National Safety Awards – Details of the scheme

List of Awardees – from 1993 onwards

Publications

Reports Published by DGFASLI

Survey of process safety, occupational health and work environment in
Pesticide industries in India

STUDY REPORTS

1. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Kerala
2. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Goa
3. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Tamil Nadu
4. Assessment of Capabilities & Management of Occupational Safety & Health in the State of West Bengal
5. Assessment of Capabilities & Management of Occupational Safety & Health in the National Capital Territory of Delhi
6. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Uttar Pradesh
7. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Orissa
8. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Andhra Pradesh
9. Assessment of Capabilities & Management of Occupational Safety & Health in the Union Territory of Chandigarh
10. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Madhya Pradesh
11. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Assam
12. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Himachal Pradesh
13. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Rajasthan
14. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Maharashtra
15. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Gujarat
16. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Jharkhand
17. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Karnataka
18. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Tripura
19. Assessment of Capabilities & Management of Occupational Safety & Health in the State of Uttaranchal

Training Courses: List of training programmes conducted by all the labour institutes in a calendar year

- At Mumbai
- At Chennai
- At Kanpur
- At Kolkata
- At Faridabad

Related Links – Links to important OSH websites worldwide

Announcements:

Academic courses

Diploma in Industrial Safety – Brochure and form for each institute

AFIH(ASSOCIATE FELLOW OF INDUSTRIAL HEALTH) – Brochure and form

Specialised courses

One Month Specialized Certificate Course in Safety & Health for Supervisory Personnel Working in Hazardous Process Industries – Brochure and form

Awards

- ❖ Prime Minister's Shram Awards
- ❖ N.S.A. & VRP AWARDS

Results

AFIH Results

Special Announcements

Model of Personal Protective Equipments for display at Safety, Health & Welfare Centre

Tenders

2.ON DGFASLI INTRANET

Principal Monthly Report

Standard Reference Note

Catalogue of library

Monthly Principal Activity of DGFASLI

Plan Scheme

Circulars

CIF Conference .Agenda

Citizen's Charter

Right to Information Act 2005

3. ILO publications

Your Health & Safety at Work

CIS Abstract – A

CIS Abstract – B

ILO digital Collection

Encyclopedia

Standards on Occupational Safety & Health – ILO

CIS Thesaurus

Safe Work Bookshelf – 2005

4. CDs received from ILO, etc.

Over one lakh MSDS available on CDs received from CCINFO, Canada

CDs on CHEMpendium which includes NIOSH pocket guide, fact sheets, transport TDG, transport 49 CFR, CHEMINFO, CESARS, etc.

CDs on OSH researcher which includes information on chemicals and other safety and health aspects.

B. WITH FAS DIVISION

1. The Factories Act, 1948 as amended upto 1987
2. The Model Rules
3. National Policy on Occ. Safety, Health & Environment at work place
4. One month certificate course for Supervisory Personnel engaged in hazardous manufacturing processes
5. Standard Reference Note
6. Standard note on Legislation
7. Agenda and Proceedings of the Annual Conference of CIFs
8. Agenda and Proceedings of the Conference of Inspectors of Dock Safety
9. Agenda and Proceedings of the Advisory Committee Meetings under DW (SH&W) Act
10. Month Activity Report
11. Quarterly Performance/Progress Report
12. Model MAHC Rules, 1987
13. Study
14. Report of Special Committee constitutes by DG/Ministry, etc.

C. WITH DOCK SAFETY DIVISION

1. Dock Safety Annual Report
2. List of Competent Persons declared
3. List of Stevedores cleared by DGFASLI.
4. Dock Workers (Safety, Health & Welfare) Act, 1986 and the Rules and Regulations made thereunder
5. Manual for Inspectors
6. Reference Manual for Inspectors
7. Training Report on Model Ship Breaking Yard
8. Inspection manuals
9. Proceedings of the Workshops of the Competent Persons
10. Report of Special Committee constitutes by DG/Ministry, etc.

D. WITH INDUSTRIAL MEDICINE DIVISION

The information on the Statement of Categories of documents that are held or under its control by various disciplines/divisions of DGFASLI are given below:-

1. Reports:
 - a) The report of various national studies and surveys conducted by the divisions/disciplines under the DGFASLI on matters of occupational health and safety.
 - b) The reports of the studies conducted at the behest of the Government and other agencies.

- c) The reports of consultancy studies and surveys conducted by the various divisions on occupational health and safety matters.
2. Manuals of training programmes: The manuals prepared by various divisions/disciplines of the institute during the conduct of various training programmes (short term/ long term) for issue to the participants.
 3. Registers: The registers containing the details of participants attending various programmes along with the fee collected from the participants etc.
 4. Guidelines: The guidelines issued by the authorities for the conduct of training programmes, selection of candidates, administrative instructions etc.
 5. Records: The records/files of various candidates selected, undergone the course and successful candidates of various examinations like the ADIS Course, AFIH Course etc.

Particulars of Central Public Information Officers (CPIOs), Alternate Public Information Officers (ACPIOs) and Appellate Authorities (AAs) of DGFASLI

R.T.I. RELATED INFORMATION

Public Authority	:	DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES
First Appellate Authority	:	Shri B.N. Jha Dy. Director General Phone No. 022 24060555
CPIO	:	Shri Bhupendra Chakradhari Dy. Director (Safety) Phone No. 022 24060516

Fee for seeking Information

Application fee	:	Rs. 10/- per application
Other fees	:	Towards cost of providing information as per RTI Rules, 2012.
Mode of payment	:	By D.D. or Banker Cheque or Indian Postal Order payable to the Accounts Officer, DGFASLI, Or by way of cash to the Public Authority or to the CPIO of the public authority against a proper receipt.
Access to RTI Manual	:	1. With CPIO during working hours 2. www.dgfasli.gov.in at the link "RTI"

Central Public information Officers (CPIOs) & Alternate Central Public information Officers (ACPIOs)



भारत सरकार, श्रम और रोजगार मंत्रालय
कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय
GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTE
एन. एस. मनकीकर मार्ग, सायन, मुंबई-22, N.S. Mankikar Marg, SION, MUMBI-22
Phone 022-24092203 Email-fasli@dgfasli.nic.in

No: 39/2/2022-Estt.

Dated 23.03.2022

OFFICE ORDER

In exercise of the power conferred under section 5(1) read with section 2(c) of the Right to information Act 2005 (No. 22 of 2005) and in supersession of Office Order No.39/2/2022-Estt. dated 13.01.2022, Director General, Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Ministry of Labour & Employment designate the following officers as CPIO and CAPIO for the purpose of 19(1) of the said Act.

S. No.	Name of Institutes & Address	Name of CPIO	Name of CAPIO
1.	DGFASLI (HQ)	Shri Bhupendra Chakradhari, Deputy Director ((Safety) Mobile ; 93292 18121 b.chakradhari@dgfasli.nic.in	Shri N.B.Reshamwar, Assistant Director (Safety) Mobile -8240845416 nb.reshamwar@dgfasli.nic.in
2.	Central Labour Institute, Mumbai	Shri S. Dutta Choudhary, Dy. Director(Safety) Mobile -9339959755 sdc@dgfasli.nic.in	Shri R. Narayanan, Assistant Director (ST/P) Mobile : 7989882181 narayanan.10@dgfasli.nic.in
3.	Regional Labour Institute, Faridabad	Shri Saket Kumar Pandey, Deputy Director(Safety) Mobile :9303837526 Saketk.pandey@dgfasli.nic.in	Shri Karunesh Srivastav, Assistant Director (Safety) Mobile : 94151 90078 kas[at]dgfasli[dot]nic[dot]in
4.	Regional Labour Institute, Kanpur	Dr. Arkaprabha Sau, Deputy Director(Medical) Mobile : 89815 68707 arkasau@dgfasli.nic.in	Shri G. Sibananda, Asstt. Director(Safety) Mobile 89538 97880 gs[at]dgfasli[dot]nic[dot]in
5.	Regional Labour Institute, Chennai	Dr. Anjani Kumar, Deputy Director (Medical) Mobile: 7080203497 anjanikumar@dgfasli.nic.in	Shri Nag Mani Mishra, Assistant Director (Safety) Mobile : 94445 09556 nmm[at]dgfasli[dot]nic[dot]in
6.	Regional Labour Institute, Kolkata	Dr.Sushant Kumar, Deputy Director(Medical) Mobile : 75040 08770 drsushant.kumar@dgfasli.nic.in	Shri Milind Barhate, Assistant Director (Safety) Mobile : 98692 77266 mb[at]dgfasli[dot]nic[dot]in
7.	All Inspectorate of Dock Safety) IDS offices (Mumbai, J.N. Port, Chennai, Kolkata, Kandla, Murmagaon, Tuticoring, Cochin, Paradip, New Mangalore and Visakhapatnam	Shri Dadi Sunil , Dy. Director (Safety) Mobile: 9966954795 dadi.sunil@dgfasli.nic.in	Shri K. Durai, Assistant Director (Safety) Mobile : 99749 38764 kd[at]dgfasli[dot]nic[dot]in

This is issued with the approval of the Director General.

Banish Nath Jha
(B.N.Jha)
Deputy Director General & HOO (HQ)

To
All officers as mentioned above

Designation of Assistant Public Information Officer of Inspectorate of Dock Safety (updated on 31.12.2022)

No.	Designation of Assistant Public Information Officer	Office Address
1	Head of Office	<p>Inspectorate Dock Safety, Mumbai Operation Service Centre Bldg., 3rd Floor, Opp GPO, P. D'Mello Road, Mumbai - 400 038, Maharashtra Email : idsmumbai@dgfasli.nic.in,dadi.sunil@dgfasli.nic.in Office Tel. : 022-22613391/66565558 Fax : 022-22613391</p>
2	Head of Office	<p>Inspectorate Dock Safety, Kandla Near Bunder Gate, Kandla Port, New Kandla, Post Box No.18,Dist Kutch, Pin – 370210, Gujarat. Email : idskandla@dgfasli.nic.in; priyabrata@dgfasli.nic.in. Office Tel : 02836-270249 Fax : 02336-270249</p>
3	Head of Office	<p>Inspectorate Dock Safety, Mormugao Civil Maintenance Office Building Mormugao Port Trust, Headland Sada, Mormugao, Goa- 403804. Email : idsmormugao@dgfasli.nic.in Office Tel : 0832 – 2520752 Fax : 0832 – 2520752</p>
4	Head of Office	<p>Inspectorate Dock Safety, Kolkata Nizam Palace, 1st floor, 2nd M.S.O.Bldg. 234/4 A.J.C. Bose Road, Kolkata-700020. Email : idskolkata@dgfasli.nic.in, navneet.verma30@dgfasli.nic.in Office Tel : 033-22830718 / 22830719 Fax : 033 – 22830718</p>

5	Head of Office	Inspectorate Dock Safety, Paradip Badapadia, Post Box No.126, Paradip – 754142, Orissa. Email : idsparadip@dglasli.nic.in , s.bajaramath@dglasli.nic.in Office Tel : 06722- 222413 Fax : 06722- 222413
6	Head of Office	Inspectorate Dock Safety, Visakhapatnam Ex. D.L.B. Bldg., 5 th Floor, Visakhapatnam Port Area, Visakhapatnam -530 035. Andhra Pradesh Email: idsvizag@dglasli.nic.in , Office Tel : 0891 – 2563857 Fax : 0891 – 2563857
7	Head of Office	Inspectorate Dock Safety, Chennai 3 rd Floor, Anchor Gate Bldg., Rajaji Salai, Chennai – 600 001, Tamil Nadu Email : idschennai@dglasli.nic.in ; mahesh.jarpula@dglasli.nic.in Office Tel : 044-25220888, 044-25246419 Fax : 044-25220888
8	Head of Office	Inspectorate Dock Safety, Tuticorin Tuticorin Port Trust, Admn. Office Bldg. Harbour Estate, Tuticorin – 628004, Tamil Nadu Email: dstuticorin@dglasli.nic.in , b.kumar@dglasli.nic.in Office Tel : 0461- 2352372 Fax : 0461- 2352372
9	Head of Office	Inspectorate Dock Safety, Kochi C.D.L.B. Dispensary Bldg., G.V.Ayyar Road, Willington Island, Cochin – 682 003, Kerala Email : idscochin@dglasli.nic.in , Office Tel : 0484-2666532 Fax : 0484-2666532
10	Head of Office	Inspectorate Dock Safety, New Mangalore Inspectorate Dock Safety, Labour Deployment Office Building, U.S. Mallya Gate, New Mangalore Port Trust, Panambur, Mangalore – 575010, Karnataka Email : idsmangalore@dglasli.nic.in , b.gopi@dglasli.nic.in Office Tel : 0824- 2407781 Fax : 0824- 2407781

11	Head of Office	Inspectorate Dock Safety, Navi Mumbai Jawaharlal Nehru Port, P.O.C. Canteen Bldg., Ground Floor, Sheva, Navi Mumbai – 400 707. Email : idsjnpt@dglasli.nic.in , dadi.sunil@dglasli.nic.in Office Tel : 022-27245099 Fax : 022-22623391
----	----------------	--


भारत का राजपत्र
The Gazette of India

सी.जी.-डी.एल.-अ.-30092020-222120
CG-DL-E-30092020-222120

असाधारण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 479] नई दिल्ली, सोमवार, सितम्बर 28, 2020/ आश्विन 6, 1942
No. 479] NEW DELHI, MONDAY, SEPTEMBER 28, 24020/ ASVINA 6, 1942

श्रम और रोज़गार मंत्रालय

अधिसूचना

नई दिल्ली, 10 सितम्बर, 2020

सा.का.नि. 588(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय (समूह 'क' और समूह 'ख' पद) भर्ती नियमावली, 1989 को, जहां तक इसका संबंध निदेशक(सुरक्षा), उप निदेशक(सुरक्षा), सहायक निदेशक (सुरक्षा) और अतिरिक्त सहायक निदेशक(सुरक्षा) के पदों से है या उन बातों के सिवाय अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण के पूर्व किया गया है या करने का लोप किया गया है, ऐसे श्रम और रोज़गार मंत्रालय के अधीन कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय में निदेशक(सुरक्षा), उप निदेशक(सुरक्षा), सहायक निदेशक (सुरक्षा) और अतिरिक्त सहायक निदेशक(सुरक्षा) के पदों पर भर्ती की प्रक्रिया का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् -

1. **संक्षिप्त नाम और प्रारंभ:-** (1) इन नियमों का संक्षिप्त नाम कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय (समूह 'क' और समूह 'ख'- सुरक्षा विधा विशेष पद) भर्ती नियम, 2020 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख से प्रवृत्त होंगे।

2. **पद संख्या, वर्गीकरण और वेतन मेट्रिक्स में स्तर :-** पद की संख्या, उनका वर्गीकरण और वेतन मेट्रिक्स में स्तर वह होगा, जो इन नियमों से उपावद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट है।

3. भर्ती की पद्धति, आयु सीमा और अन्य अर्हताएं आदि :- भर्ती की पद्धति, आयु सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त/ पूर्वोक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।

4. निरर्हता- वह व्यक्ति-

(क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित हैं, विवाह किया है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह उस व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. शिथिल करने की शक्ति- जहाँ केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहाँ वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके, तथा संघ लोक सेवा आयोग से परामर्श करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

6. व्यावृत्ति : इन नियमों की कोई बात, ऐसे आरक्षण, आयु सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पदनाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन या अचयन पद।	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
1.	2.	3.	4.	5.	6.
निदेशक(सुरक्षा)	11*(2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह 'क' राजपत्रित, अननुसचिवीया	वेतन मेट्रिक्स में स्तर 12 (78,800 – 2,09,200 रुपए)।	चयन।	50 वर्ष से अधिक नहीं टिप्पण 1: केन्द्रीय सरकार द्वारा जारी किए गए अनुदेशों या आदेशों के अनुसार सरकारी सेवकों के लिए 5 वर्षों तक शिथिल की जा सकती है। टिप्पण 2: आयु सीमा निर्धारित करने के लिए निर्णायक तारीख वह होगी जो संघ लोक सेवा आयोग द्वारा यथा विज्ञापित किया जाए।

सीधी भर्ती के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं।	क्या पदोन्नत कर्मचारियों के लिए आयु और अर्हता की वही शर्तें लागू होंगी जो सीधी भर्ती के लिए हैं
7.	8.
अनिवार्य: (i) किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से मैकेनिकल या विद्युत या रसायन या मरीन या उत्पादन या औद्योगिकीय या इन्स्ट्रुमेंटेशन या सिविल इंजीनियरिंग या वास्तुकला या टेक्सटाइल रसायन या टेक्सटाइल प्रौद्योगिकी या	आयु सीमा – नहीं। शैक्षणिक अर्हता -हाँ।

<p>कंप्यूटर विज्ञान या इलेक्ट्रॉनिक एंड कंप्यूनिक्शन में स्नातक की उपाधि</p> <p>(ii) कारखाना अधिनियम 1948(1948 का 63) या डॉक कर्मकार (सुरक्षा,स्वास्थ्य और कल्याण)अधिनियम 1986(1986 का 54) या भवन और अन्य सन्निर्माण कर्मकार (नियोजन तथा सेवा शर्त विनियमन) अधिनियम 1996 (1996 का 27) के प्रवर्तन से संबंधित किसी सरकारी विभाग, औद्योगिक संगठन या अनुसंधान प्रयोगशाला या तकनीकी संस्थान या संगठन में टेकस्टाइल के भौतिक और रासायनिक परीक्षण या कारखाना, डॉक, पोत, निर्माण स्थल पर औद्योगिक सुरक्षा के विभिन्न कार्यों में 10 वर्ष का अनुभव</p> <p>वांछनीय : (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से उपर्युक्त अनिवार्य योग्यता से संबंधित इंजीनियरिंग या प्रौद्योगिकी में मास्टर डिग्री</p> <p>(ii) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से औद्योगिक सुरक्षा में परा स्नातक या मास्टर डिग्री</p> <p>(iii) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से औद्योगिक सुरक्षा में परा स्नातक डिप्लोमा</p> <p>(iv) औद्योगिक सुरक्षा, डॉक सुरक्षा और निर्माण सुरक्षा से संबंधित अनुसंधान, शिक्षण और प्रशिक्षण क्रिया कलापों के नियोजन, आयोजन और संचालन में अनुभव</p> <p>टिप्पण 1 – अर्हताएं, अन्यथा सूअर्हित अभ्यर्थियों की दशा में उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार शिथिल की जा सकती हैं।</p> <p>टिप्पण 2 – अनुभव संबंधी अर्हता (अर्हताएं) उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों की दशा में तब शिथिल की जा सकती हैं जब चयन के किसी प्रक्रम पर संघ लोक सेवा आयोग की यह राय है कि उनके लिए आरक्षित रिक्तियों को भरने के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।</p>	
--	--

परीवीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति: सीधी भर्ती या पदोन्नति या प्रतिनियुक्ति या आमेलन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा।
9	10	11
सीधी भर्ती के लिए 2 वर्ष जो विभाग द्वारा निर्धारित 2 सप्ताह के आरंभिक प्रशिक्षण को पूरा करने के अधीन है	<ol style="list-style-type: none"> 50% प्रोन्नति द्वारा और इसके न हो सकने पर प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा 50% प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा और इसके न हो सकने पर सीधी भर्ती द्वारा 	<p>प्रोन्नति उप निदेशक (सु) वेतन मेट्रिक्स में स्तर 11(67,700 - 2,08,700 रुपए) में 5 वर्ष के नियमित सेवा कर चुके हों और जिनको व्यावसायिक सुरक्षा और स्वास्थ्य के क्षेत्र में 2 सप्ताह का प्रशिक्षण पूरा किया हो।</p> <p>टिप्पण : जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनके ज्येष्ठ</p>

	<p>व्यक्तियों के संबंध में भी विचार किया जाएगा परंतु यह तब जब कि उसके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p> <p>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है)</p> <p>केन्द्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्रों या स्वायत्त या कानूनी संगठनों या पब्लिक सेक्टर उपक्रमों या मान्यता प्राप्त विश्वविद्यालय या मान्यता प्राप्त अनुसंधान संस्थान के ऐसे अधिकारी जो</p> <p>(क)(i) मूल संवर्ग या विभाग में नियमित आधार पर सादृश पद धारण किये हुए हैं; या</p> <p>(ii) मूल संवर्ग या विभाग में वेतन मेट्रिक्स में स्तर 11 (67,700-2,08,700 रुपए) या इसके समतुल्य पद पर नियुक्ति के पश्चात उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हों; और</p> <p>(ख) स्तंभ 7 में उल्लिखित सीधी भर्ती के लिए निर्धारित शैक्षणिक अर्हता और अनुभव रखता हों।</p> <p>टिप्पण 1: पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>टिप्पण 2: प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काइर बाह्य पद पर प्रतिनियुक्ति के अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगी। प्रति नियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>
--	---

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाना आवश्यक है
12	13
<p>1. समूह 'क' विभागीय पदोन्नति समिति जिसमें निम्नलिखित शामिल होंगे –</p> <p>i) अध्यक्ष या सदस्य, संघ लोक सेवा आयोग – अध्यक्ष</p> <p>ii) अपर सचिव या संयुक्त सचिव या निदेशक, श्रम और रोजगार मंत्रालय – सदस्य</p> <p>iii) महानिदेशक या उप महानिदेशक, कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय – सदस्य</p> <p>2. समूह 'क' विभागीय पृष्ठ समिति जिसमें निम्नलिखित शामिल होंगे –</p> <p>i) अपर सचिव या संयुक्त सचिव, श्रम और रोजगार मंत्रालय – अध्यक्ष</p> <p>ii) निदेशक, श्रम और रोजगार मंत्रालय – सदस्य</p> <p>iii) महानिदेशक या उप महानिदेशक, कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय – सदस्य</p>	सीधी भर्ती और प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर अधिकारी की नियुक्ति करते समय संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है

पदनाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन या गैर चयन पदा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
1.	2.	3.	4.	5.	6.
उप निदेशक(सुरक्षा)	11*(2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केंद्रीय सेवा समूह 'क' राजपत्रित, अननुसचिवीया	वेतन मेट्रिक्स में स्तर 11 (67700 – 2,08,700रुपए)	चयन।	लागू नहीं होता।

सीधी भर्ती के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	क्या पदोन्नत कर्मचारियों के लिए आयु और अर्हता की वही शर्तें लागू होंगी जो सीधी भर्ती के लिए हैं
7.	8.
लागू नहीं होता।	लागू नहीं होता।

परीवीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति: सीधी भर्ती या पदोन्नति या प्रतिनियुक्ति या आमेलन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा।
9	10	11
लागू नहीं होता	प्रोन्नति द्वारा और इसके न हो सकने पर प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा	<p>प्रोन्नति</p> <p>सहायक निदेशक (सुरक्षा) स्तर 10 (56,100 – 1,77,500 रुपए) में 5 वर्ष के नियमित सेवा कर चुके हों और जिनको व्यावसायिक सुरक्षा और स्वास्थ्य के क्षेत्र में 2 सप्ताह का प्रशिक्षण प्राप्त हो।</p> <p>टिप्पणी - जहाँ ऐसे कनिष्ठ आवेदकों की पदोन्नति पर विचार किया जा रहा है जिन्होंने अपनी अर्हत सेवा पूरी कर ली है, ऐसी स्थिति में उनसे वरिष्ठ के मामले पर भी विचार किया जाएगा बशर्तें की उनकी अपेक्षित</p>

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा।
12	13
समूह क विभागीय प्रोन्नति समिति जिसमें निम्नलिखित शामिल होंगे :— 1. सचिव, श्रम और रोजगार मंत्रालय – अध्यक्ष 2. अपर सचिव या संयुक्त सचिव या निदेशक, श्रम और रोजगार मंत्रालय – सदस्य 3. महानिदेश या उप महानिदेशक, कारखाना सलाह सेवा और श्रम संस्थान – सदस्य	प्रतिनियुक्ति(जिसके अंतर्गत अल्पकालिक संविदा भी है) पर अधिकारी की नियुक्ति करते समय संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है।

पदनाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन या अचयन पद।	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
1.	2.	3.	4.	5.	6.
सहायक निदेशक(सुरक्षा)	27*(2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केंद्रीय सेवा समूह 'क' राजपत्रित, अननुसचिवीय।	वेतन मेट्रिक्स में स्तर 10 (56,100–1,77,500 रुपए)	चयन।	35 वर्ष से अधिक नहीं टिप्पण 1: केन्द्रीय सरकार द्वारा समय समय पर जारी किए गए अनुदेशों या आदेशों के अनुसार सरकारी सेवकों के लिए 5 वर्षों तक शिथिल की जा सकती है। टिप्पण 2: आयु सीमा निर्धारित करने के लिए निर्णायक तारीख संघ लोक सेवा आयोग द्वारा की जाएगी।

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं।
7.	8.
अनिवार्य : (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से मैकेनिकल या विद्युत या रसायन या मरीन या उत्पादन या औद्योगिकीय या इन्स्ट्रुमेंटेशन या सिविल इंजीनियरिंग या वास्तुकला या टेक्सटाइल रसायन या टेक्सटाइल प्रौद्योगिकी या कंप्यूटर विज्ञान या इलेक्ट्रॉनिक एंड कंप्यूटेशन में स्नातक की उपाधि ii) कारखाना अधिनियम 1948(1948 का 63) या डॉक कर्मकार (सुरक्षा,स्वास्थ्य और कल्याण)अधिनियम 1986(1986 का 54) या भवन और अन्य सन्निर्माण कर्मकार (नियोजन तथा सेवा शर्त विनियमन) अधिनियम 1996 (1996 का 27) के प्रवर्तन से संबंधित किसी सरकारी विभाग, औद्योगिक संगठन या अनुसंधान प्रयोगशाला या तकनीकी संस्थान या संगठन में टेक्सटाइल के भौतिक और रासायनिक परीक्षण या कारखाना, डॉक, पोत, निर्माण स्थल पर औद्योगिक सुरक्षा के विभिन्न कार्यों में 3 वर्ष का अनुभव	आयु सीमा – नहीं शैक्षणिक अर्हता – नहीं, किंतु किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से कम से कम मैकेनिकल / रसायन /विद्युत /सिविल/ मरीन अभियांत्रिकी/ वास्तुकला/ टेक्सटाइल रसायन / टेक्सटाइल प्रौद्योगिकी में डिप्लोमा रखता हो।

<p>वांछनीय : (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से उपर्युक्त अनिवार्य योग्यता से संबंधित इंजीनियरिंग या प्रौद्योगिकी में मास्टर डिग्री</p> <p>(ii) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से औद्योगिक सुरक्षा में परा स्नातक या मास्टर डिग्री</p> <p>(iii) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से औद्योगिक सुरक्षा में परा स्नातक डिप्लोमा</p> <p>(iv) औद्योगिक सुरक्षा, डॉक सुरक्षा और निर्माण सुरक्षा से संबंधित अनुसंधान, शिक्षण और प्रशिक्षण क्रिया कलाओं के नियोजन, आयोजन और संचालन में अनुभव</p> <p>टिप्पण 1 – अर्हताएं, अन्यथा सुअर्हित अभ्यर्थियों की दशा में उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार शिथिल की जा सकती हैं।</p> <p>टिप्पण 2 – अनुभव संबंधी अर्हता (अर्हताएं) उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों की दशा में तब शिथिल की जा सकती हैं जब चयन के किसी प्रक्रम पर संघ लोक सेवा आयोग की यह राय है कि उनके लिए आरक्षित रिक्तियों को भरने के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।</p>	
--	--

परीवीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति: सीधी भर्ती या प्रोन्नति या प्रतिनियुक्ति या आमेलन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा।
9	10	11
सीधी भर्ती के लिए 2 वर्ष और प्रोन्नत किए जाने वाले व्यक्तियों के लिए विभाग द्वारा निर्धारित 2 सप्ताह के आरंभिक प्रशिक्षण को पूरा करने के अधीन है	<ol style="list-style-type: none"> 25% पदोन्नति द्वारा जिसके न हो सकने पर प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा 75% सीधी भर्ती द्वारा। 	<p>प्रोन्नति</p> <p>अतिरिक्त सहायक निदेशक (सुरक्षा) स्तर 7(44,900- 1,42,400 रुपए) में 3 वर्ष के नियमित सेवा कर चुके हों और जिनको व्यावसायिक सुरक्षा और स्वास्थ्य के क्षेत्र में 2 सप्ताह का प्रशिक्षण प्राप्त हो।</p> <p>टिप्पण : जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनके ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परंतु यह तब जब कि उसके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परीवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p>

	<p>अर्हत सेवा की अवधि ऐसी अर्हत सेवा की अवधि के आधे या दो वर्षों जो भी कम न हो, से कम हो और उन्होंने अपने कनिष्ठ अधिकारियों जिन्होंने पहले ही ऐसी अर्हत सेवा पूरी कर ली है, के साथ अगले उच्चतर ग्रेड में पदोन्नति के लिए अपनी परीक्षा अवधि सफलतापूर्वक कर ली हो।</p> <p>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है)</p> <p>केंद्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्रों या स्वायत्त या कानूनी संगठनों या पब्लिक सेक्टर उपक्रमों या मान्यता प्राप्त विश्वविद्यालयों या अनुसंधान संस्थानों के ऐसे अधिकारी जो</p> <p>(क)(i) मूल संवर्ग या विभाग में नियमित आधार पर सादृश पद धारण किये हुए हैं; या</p> <p>(ii) मूल संवर्ग या विभाग में वेतन मेट्रिक्स में स्तर 10 (56,100 – 1,77,500 रुपए) या इसके समतुल्य पद पर नियुक्ति के पश्चात उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हों; और</p> <p>(ख) जो निम्नलिखित शैक्षणिक अर्हता और अनुभव रखते हों।</p> <p>अनिवार्य : (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से मैकेनिकल या विद्युत या रसायन या मरीन या उत्पादन या औद्योगिक या इन्स्ट्रुमेंटेशन या सिविल इंजीनियरिंग या वास्तुकला या टेक्सटाइल रसायन या टेक्सटाइल प्रौद्योगिकी या कंप्यूटर विज्ञान या इलेक्ट्रॉनिक एंड कम्यूनिकेशन में स्नातक की उपाधि।</p> <p>(ii) कारखाना अधिनियम 1948(1948 का 63) या डॉक कर्मकार (सुरक्षा, स्वास्थ्य और कल्याण) अधिनियम 1986(1986 का 54) या भवन और अन्य सन्निर्माण कर्मकार (नियोजन तथा सेवा शर्त विनियमन) अधिनियम 1996 (1996 का 27) के प्रवर्तन से संबंधित किसी सरकारी विभाग, औद्योगिक संगठन या अनुसंधान प्रयोगशाला या तकनीकी संस्थान या संगठन में टेक्स्टाइल के भौतिक और रासायनिक परीक्षण या कारखाना, डॉक, पोत, निर्माण स्थल पर औद्योगिक सुरक्षा के विभिन्न कार्यों में 5 वर्ष का अनुभव।</p> <p>वांछनीय : (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से उपर्युक्त अनिवार्य योग्यता से संबंधित इंजीनियरिंग या प्रौद्योगिकी में मास्टर डिग्री</p> <p>(ii) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से औद्योगिक सुरक्षा में स्नातकोत्तर डिग्री</p> <p>(iii) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से औद्योगिक सुरक्षा में स्नातकोत्तर डिप्लोमा</p> <p>(iv) औद्योगिक सुरक्षा, डॉक सुरक्षा और निर्माण सुरक्षा से संबंधित अनुसंधान, शिक्षण और प्रशिक्षण क्रियाकलापों के नियोजन, आयोजन और संचालन में अनुभव</p> <p>टिप्पण 1: पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति(जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति(जिसके अंतर्गत अल्पकालिक संविदा भी है) व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>टिप्पण 2: प्रतिनियुक्ति(जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति के अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगी। प्रति नियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>
--	--

	<p>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) केंद्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्रों या स्वायत्त या कानूनी संगठनों या पब्लिक सेक्टर उपक्रमों या मान्यता प्राप्त विश्वविद्यालय या मान्यता प्राप्त अनुसंधान संस्थान के ऐसे अधिकारी जो</p> <p>(क)(i) मूल संवर्ग या विभाग में नियमित आधार पर सादृश पद धारण किये हुए हैं; या</p> <p>(ii) मूल संवर्ग या विभाग में वेतन मेट्रिक्स में स्तर 9/8 या इसके समतुल्य पद पर नियुक्ति के पश्चात उस श्रेणी में 2 वर्ष की नियमित सेवा कर चुके हों; और</p> <p>(ख) स्तंभ 7 में उल्लिखित सीधी भर्ती के लिए निर्धारित शैक्षणिक अर्हता और अनुभव रखता हों।</p> <p>टिप्पण 1: पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में है, प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>टिप्पण 2: प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति के अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगी। प्रति नियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>
--	---

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा।
12	13
1. समूह क विभागीय प्रोन्नति समिति जिसमें निम्नलिखित होंगे – (i) अध्यक्ष या सदस्य, संघ लोक सेवा आयोग – अध्यक्ष (ii) अपर सचिव या संयुक्त सचिव या निदेशक, श्रम और रोजगार मंत्रालय – सदस्य (iii) महानिदेशक या उप महानिदेशक, कारखाना सलाह सेवा और श्रम संस्थान – सदस्य	प्रत्येक अवसर पर संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है

2. समूह क विभागीय पुष्टि समिति जिसमें निम्नलिखित होंगे – (i) संयुक्त सचिव या निदेशक, श्रम और रोजगार मंत्रालय – अध्यक्ष (ii) उप सचिव, श्रम और रोजगार मंत्रालय – सदस्य (iii) महानिदेश या उप महानिदेशक, कारखाना सलाह सेवा और श्रम संस्थान – सदस्य	
---	--

पदनाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन या गैर चयन पद	सीधी भर्ती के लिए आयु सीमा
1.	2.	3.	4.	5.	6.
अतिरिक्त सहायक निदेशक (सुरक्षा)	17*(2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केंद्रीय सेवा समूह 'ख' राजपत्रित, अनुसूचितवर्गीय	वेतन मेट्रिक्स का स्तर 7 (44,900 – 1,42,400 रुपए)	लागू नहीं होता।	30 वर्ष से अधिक नहीं टिप्पण 1: केन्द्रीय सरकार द्वारा समय समय पर जारी किए गए अनुदेशों या आदेशों के अनुसार सरकारी सेवकों के लिए 5 वर्षों तक शिथिल की जा सकती है। टिप्पण 2: आयु सीमा निर्धारित करने के लिए निर्णायक तारीख संघ लोक सेवा आयोग द्वारा की जाएगी।

सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं ।
7.	8.
आवश्यक : किमी मान्यता प्राप्त विश्वविद्यालय/संस्थान से मैकेनिकल या विद्युत या रसायन या मरीन या उत्पादन या औद्योगिकीय या इन्स्ट्रुमेंटेशन या सिविल इंजीनियरिंग या वास्तुकला या टेक्सटाइल/टेक्सटाइल रसायन/टेक्सटाइल प्रौद्योगिकी या कंप्यूटर विज्ञान या इलेक्ट्रॉनिक्स एंड कम्प्यूनिवेशन में स्नातक की उपाधि (ii) कारखाना अधिनियम 1948(1948 का 63) या डॉक कर्मकार (सुरक्षा, स्वास्थ्य और कल्याण) अधिनियम 1986(1986 का 54) या भवन और अन्य सन्निर्माण कर्मकार (नियोजन तथा सेवा शर्त विनियमन) अधिनियम 1996 (1996 का 27) के प्रवर्तन से संबंधित किमी सरकारी विभाग, औद्योगिक संगठन या अनुसंधान प्रयोगशाला या तकनीकी संस्थान या संगठन में टेक्सटाइल के भौतिक और रासायनिक परीक्षण या कारखाना, डॉक, पोत, निर्माण स्थल पर औद्योगिक सुरक्षा के विभिन्न कार्यों में 1 वर्ष का अनुभव वांछनीय : औद्योगिक सुरक्षा, निर्माण सुरक्षा और डॉक सुरक्षा से संबंधित अनुसंधान, शिक्षण और प्रशिक्षण क्रिया कलापों के नियोजन, आयोजन और संचालन का अनुभव	लागू नहीं होता।

<p>टिप्पण 1 – अर्हताएं, अन्यथा सुअर्हित अभ्यर्थियों की दशा में उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार शिथिल की जा सकती हैं।</p> <p>टिप्पण 2 – अनुभव संबंधी अर्हता (अर्हताएं) उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों की दशा में तब शिथिल की जा सकती हैं जब चयन के किसी प्रक्रम पर संघ लोक सेवा आयोग की यह राय है कि उनके लिए आरक्षित रिक्तियों को भरने के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।</p>	
--	--

परीवीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति: सीधी भर्ती या पदोन्नति या प्रतिनियुक्ति या आमेलन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा।
9	10	11
<p>सीधी भर्ती के लिए 2 वर्ष जो विभाग द्वारा निर्धारित 2 सप्ताह के आरंभिक प्रशिक्षण को पूरा करने के अधीन है।</p>	<p>सीधी भर्ती द्वारा</p> <p>टिप्पण - यदि कोई पदधारक प्रतिनियुक्ति या लंबी बीमारी या अध्ययन छुट्टी या किसी अन्य परिस्थिति में एक वर्ष या उससे अधिक अवधि के लिए उपस्थित नहीं है तो ऐसे रिक्त पदों पर केन्द्र सरकार के ऐसे अधिकारी प्रतिनियुक्ति पर भरे जा सकते हैं जो,</p> <p>(क)(i) मूल संवर्ग/विभाग में नियमित आधार पर सादृश पद धारण किये हुए हैं; या</p> <p>(ii) मूल संवर्ग/विभाग में वेतन मेट्रिक्स में स्तर 6 (35,400- 1,12,400 रुपए) या इसके समतुल्य पद पर नियुक्ति के पश्चात उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हों</p> <p>(ख) स्तंभ 7 में उल्लिखित सीधी भर्ती के लिए निर्धारित शैक्षणिक अर्हता और अनुभव प्राप्त कर चुके हों।</p> <p>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है साधारणतया 3 वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>	<p>लागू नहीं होता।</p>

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
12	13
विभागीय पुष्टी समिति (पुष्टी के सम्बन्ध में विचार करने के लिए) जिसमें निम्नलिखित होंगे – 1. महानिदेशक या उप महानिदेशक, कारखाना सलाह सेवा और श्रम संस्थान – अध्यक्ष 2. निदेशक (सुरक्षा) कारखाना सलाह सेवा और श्रम संस्थान – सदस्य 3. निदेशक या उप सचिव, श्रम और रोज़गार मंत्रालय – सदस्य	संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है

[फा. सं. ए-12018/01/2015.आई एस एच.1 (भाग III)]

विभा भल्ला, संयुक्त सचिव

**MINISTRY OF LABOUR AND EMPLOYMENT
NOTIFICATION**

New Delhi, the 10th September, 2020

G.S.R. 588(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Directorate General, Factory Advice Service and Labour Institutes (Group 'A' and Group 'B' Posts) Recruitment Rules, 1989, in so far as they relate to the posts of Director (Safety), Deputy Director (Safety), Assistant Director (Safety) and Additional Assistant Director (Safety) except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Director (Safety), Deputy Director (Safety), Assistant Director (Safety) and Additional Assistant Director (Safety) in the Directorate General, Factory Advice Service and Labour Institutes under the Ministry of Labour and Employment, namely:-

1. **Short title and commencement.**- (1) These rules may be called the Directorate General, Factory Advice Service and Labour Institutes (Group 'A' and Group 'B'-Safety Discipline Posts) Recruitment Rules, 2020.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Number of posts, classification and level in pay matrix.**-The number of the said posts, their classification and the level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.
3. **Method of recruitment, age-limit, other qualifications, etc..**- The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in column (5) to (13) of the said Schedule.
4. **Disqualification.**- No person,-
(i) who has entered into or contracted a marriage with a person having a spouse living; or
(ii) who, having a spouse, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts;

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax.**- Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, and for reasons to be recorded in writing, in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.
6. **Saving.**-Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other

Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the Post	Number of posts	Classification	Level in pay matrix	Whether Selection post or non-selection post	Age limit for direct recruits
1	2	3	4	5	6
Director (Safety)	11* (2019). *-Subject to variation dependent on workload.	General Central Services, Group 'A' Gazetted, Non-Ministerial.	Level -12 in the pay matrix (Rs. 78,800-2,09,200)	Selection	Not exceeding 50 years. Note:- 1 Relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government Note:- 2 The crucial date for determining the age-limit shall be as advertised by Union Public Service Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
7	8
<p>Essential:</p> <p>(i) Bachelor's Degree in Mechanical or Electrical or Chemical or Marine or Production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile Chemistry or Textile Technology or computer science or Electronics & communication of a recognized University or Institute.</p> <p>(ii) Ten years' experience in handling various aspects of industrial safety in a factory, dock, ship, construction site or physical and chemical testing of textiles in an industrial concern or research laboratory or a technical institution/ organisation or in a government department dealing with the administration of Factories Act 1948 (63 of 1948) or the Dock Workers (Safety, Health & Welfare) Act 1986 (54 of 1986) or the Building and other construction workers (regulation of employment conditions of services) Act 1996 (27 of 1996).</p> <p>Desirable:</p> <p>(i) Master Degree in Engineering or Technology relevant to essential qualification mentioned above from a recognized University/ Institute</p> <p>(ii) Master's Degree or Post Graduate in Industrial Safety from a recognized University or Institute.</p> <p>(iii) Post Graduate Diploma in Industrial Safety from a recognized University or Institute.</p> <p>(iv) Experience in planning, organising and coordinating of research, education and training activities pertaining to industrial safety, dock safety and construction safety.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2:- The Qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recording in</p>	<p>Age: No. Educational Qualification: Yes.</p>

writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.	
--	--

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made
9	10	11
Two years for direct recruits; subject to completion of two weeks induction training as prescribed by Department.	<p>(i) 50 % by promotion failing which by Deputation (including short term contract),</p> <p>(ii) 50 % by deputation (including short term contract) failing which by Direct Recruitment.</p>	<p>Promotion: - Deputy Director (Safety) in Level-11 (Rs.67,700 – 2,08,700) in the Pay Matrix with five years regular service in the grade and having completed two weeks of training in Occupational Safety and Health.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p> <p>Deputation (including short term contract):</p> <p>Officers of the Central Government or State Governments or Union Territories or autonomous or statutory organizations or Public Sector Undertakings or Recognised University or Recognised Research Institutions:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level 11 (Rs.67,700 – 2,08,700) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the educational qualifications and experience prescribed for direct recruits under column (7).</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion</p> <p>Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>

If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment
12	13
<p>1. Group 'A' Departmental Promotion Committee consisting of :</p> <p>(i) Chairman or Member, Union Public Service Commission - Chairman (ii) Additional Secretary or Joint Secretary or Director, Ministry of Labour and Employment - Member (iii) Director General or Deputy Director General, Factory Advice Service & Labour Institutes - Member</p> <p>2. Group 'A' Departmental Confirmation Committee consisting of:-</p> <p>(i) Additional Secretary or Joint Secretary, Ministry of Labour and Employment - Chairman (ii) Director, Ministry of Labour and Employment - Member (iii) Director General or Deputy Director General, Factory Advice Service & Labour Institutes - Member</p>	<p>Consultation with Union Public Service Commission necessary while making Direct Recruitment and appointing an officer on Deputation (including short term contract).</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Deputy Director (Safety)	11* (2019). *-Subject to variation dependent on workload.	General Central Services, Group 'A' Gazetted, Non-Ministerial	Level -11 in the pay matrix (Rs. 67,700-2,08,700)	Selection	N.A.	N.A.	N.A.

(9)	(10)	(11)
N.A.	By promotion failing which by deputation including short-term contract.	<p>Promotion: Assistant Director (Safety) in Level-10 (Rs. 54,100-1,77,500) in the pay matrix with five years regular service in the grade and having completed two weeks of training in Occupational Safety and Health.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short term contract): Officers of the Central Government or State Governments or Union Territories or autonomous or statutory organization or Public Sector Undertakings or recognised Universities or Recognised research Institutions:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level 10 (Rs.56,100-1,77,500) in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) Bachelor's Degree in Mechanical or Electrical or Chemical or Marine or Production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile Chemistry or Textile Technology or computer science or Electronics & communication of a recognized University or Institute. (ii) Five years' experience in handling various aspects of industrial safety in a factory, dock, ship, construction site or physical and chemical testing of textiles in an industrial concern or research laboratory or a technical institution/ organisation or in a government department dealing with the administration of Factories Act 1948 (63 of 1948) or the Dock Workers</p>

		<p>(Safety, Health & Welfare) Act 1986 (54 of 1986) or the Building and other construction workers (regulation of employment conditions of services) Act 1996 (27 of 1996).</p> <p>Desirable:</p> <p>(i) Master's Degree in Engineering or Technology relevant to essential qualification mentioned above from a recognized University or Institute</p> <p>(ii) Master's Degree or Post Graduate Degree in Industrial Safety from a recognized University or Institute.</p> <p>(iii) Post Graduate Diploma in Industrial Safety from a recognized University or Institute.</p> <p>(iv) Experience in planning, organising and coordinating of research, education and training activities pertaining to industrial safety, dock safety and construction safety.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
--	--	--

(12)	(13)
<p>Group 'A' Departmental Promotion Committee consisting of :-</p> <p>(i) Secretary, Ministry of Labour and Employment - Chairman;</p> <p>(ii) Additional Secretary/ Joint Secretary/ Director, Ministry of Labour and Employment – Member;</p> <p>(iii) Director General/ Deputy Director General, Factory Advice Service & Labour Institutes - Member</p>	<p>Consultation with Union Public Service Commission necessary while appointing an officer on Deputation (including short term contract).</p>

(1)	(2)	(3)	(4)	(5)	(6)
Assistant Director (Safety)	27* (2019). *-Subject to variation dependent on workload.	General Central Services, Group 'A' Gazetted, Non-Ministerial.	Level -10 in the pay matrix (Rs. 56,100-1,77,500)	Selection	Not Exceeding 35 years Note:- 1 Relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government Note:- 2 The crucial date for determining the age-limit shall be as advertised by Union Public Service Commission.

(7)	(8)
<p>Essential:</p> <p>(i) Bachelor's Degree in Mechanical or Electrical or Chemical or Marine or Production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile Chemistry or Textile Technology or computer science or Electronics & communication of a recognized University or Institute.</p> <p>(ii) Three years' experience in handling various aspects of industrial safety in a factory, dock, ship, construction site or physical and chemical testing of textiles in an industrial concern or research laboratory or a technical institution or organisation or in a government department dealing with the administration of Factories Act 1948 (63 of 1948) or the Dock Workers (Safety, Health &</p>	<p>Age: No.</p> <p>Educational Qualification: No, But must possess at least Diploma in Mechanical / Chemical / Electrical / Civil/Marine Engineering/ Architecture/Textile Chemistry / Textile Technology from a recognized University/Institute.</p>

<p>Welfare) Act 1986 (54 of 1986) or the Building and other construction workers (regulation of employment conditions of services) Act 1996 (27 of 1996).</p> <p>Desirable:</p> <p>(i) Master Degree in Engineering or Technology relevant to essential qualification mentioned above from a recognized University or Institute</p> <p>(ii) Master's Degree or Post Graduate in Industrial Safety from a recognized University or Institute.</p> <p>(iii) Post Graduate Diploma in Industrial Safety from a recognized University or Institute.</p> <p>(iv) Experience in planning, organising and coordinating of research, education and training activities pertaining to industrial safety, dock safety and construction safety.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2:- The Qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recording in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	
---	--

(9)	(10)	(11)
<p>Two years for direct recruits and promotees subject to completion of two weeks induction training as prescribed by Department.</p>	<p>25 % by promotion failing which by Deputation (including short term contract.), 75% by Direct Recruitment.</p>	<p>Promotion: Additional Assistant Director (Safety) in Level-7 (Rs. 44,900-1,42,400) in the pay matrix with three years regular service in the grade and having completed two weeks of training in Occupational Safety and Health.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short term contract): Officers of the Central Government or State Governments or Union Territories or autonomous or statutory organization or Public Sector Undertakings or Recognised Universities or Recognised Research Institutions:</p>

		<p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or</p> <p>(ii) with two years' service in the grade rendered after appointment to the post on a regular basis in posts in Level 9/ Level 8 in the pay matrix or equivalent in the parent cadre or department; and</p> <p>(b) possessing the educational qualifications and experience prescribed for Direct Recruits under column (7).</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
--	--	--

(12)	(13)
<p>1. Group 'A' Departmental Promotion Committee consisting of : -</p> <p>(i) Chairman or Member, Union Public Service Commission – Chairman;</p> <p>(ii) Additional Secretary or Joint Secretary or Director, Ministry of Labour and Employment – Member;</p> <p>(iii) Director General/ Deputy Director General, Factory Advice Service & Labour Institutes – Member.</p> <p>2. Group 'A' Departmental Confirmation Committee consisting of:</p> <p>(i) Joint Secretary or Director, Ministry of Labour and Employment - Chairman</p> <p>(ii) Deputy Secretary, Ministry of Labour and Employment - Member</p> <p>(iii) Director General/ Deputy Director General, Factory Advice Service & Labour Institutes – Member</p>	<p>Consultation with UPSC necessary on each occasion</p>

1	2	3	4	5	6
Additional Assistant Director (Safety)	17* (2019). *-Subject to variation dependent on workload.	General Central Services, Group 'B' Gazetted, Non-Ministerial.	Level -7 in the pay matrix (Rs. 44,900-1,42,400)	N.A.	Not exceeding 30 years. Note:- 1 Relaxable for Government servants up to five years' in accordance with the instructions or

					orders issued by the Central Government Note:- 2 The crucial date for determining the age-limit shall be as advertised by Union Public Service Commission.
--	--	--	--	--	--

7	8
<p>Essential:</p> <p>(i) Bachelor's Degree in Mechanical or Electrical or Chemical or Marine or Production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile or Textile Chemistry or Textile Technology or computer science or Electronics & communication of a recognized University / Institute.</p> <p>(ii) One year experience in handling various aspects of industrial safety in a factory, dock, ship, construction site or physical and chemical testing of textiles in an industrial concern or research laboratory or a technical institution or organisation or in a government department dealing with the administration of Factories Act 1948 (63 of 1948) or the Dock Workers (Safety, Health & Welfare) Act 1986 (54 of 1986) or the Building and other construction workers (regulation of employment conditions of services) Act 1996 (27 of 1996).</p> <p>Desirable:</p> <p>Experience in planning, organising and coordinating of research, education and training activities pertaining to industrial safety, construction safety and dock safety.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2:- The Qualification regarding experience is relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	NA

9	10	11
Two years; subject to completion of two weeks of induction training prescribed by Department.	<p>By Direct Recruitment,</p> <p>Note: Vacancies caused by the incumbent being away on Deputation or Long illness or Study Leave or under other circumstances for a duration of one year or more may be filled on Deputation basis from officers of the Central Government:</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level 6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre/ department; and</p> <p>(b) possessing the qualifications and experience prescribed for direct recruits under column (7).</p> <p>Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>	Not Applicable

12	13
Departmental Confirmation Committee consisting of: (i) Director General/ Deputy Director General, Factory Advice Service & Labour Institutes - Chairman (ii) Director (Safety), Directorate General Factory Advice Service & Labour Institutes - Member (iii) Director / Deputy Secretary, Ministry of Labour & Employment - Member	Consultation with Union Public Service Commission necessary.

[F. No. A-12018/01/2015.ISH.I (Pt.III)]

VIBHA BHALLA, Jt. Secy.

श्रम और रोजगार मंत्रालय

नई दिल्ली, 29 अगस्त, 2019

सा.का.नि. 280.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय (समूह 'क' और समूह 'ख' पद) भर्ती नियम, 1989, जहाँ तक उनका संबंध निदेशक, (कर्मचारी प्रशिक्षण) (3) / निदेशक उत्पादकता (3), उप-निदेशक, (कर्मचारी प्रशिक्षण) (7) / उप निदेशक (उत्पादकता) (4), और सहायक निदेशक, (कर्मचारी प्रशिक्षण) (3)/ सहायक निदेशक (उत्पादकता) (3), के पद से है, उन बातों के सिवाय अधिकांत करते हुए, जिन्हें ऐसे अधिकरण से पूर्व किया गया है, या करने का लोप किया गया है, श्रम एवं रोजगार मंत्रालय के अधीन कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय में निदेशक, (कर्मचारी प्रशिक्षण/ उत्पादकता), उप-निदेशक, (कर्मचारी प्रशिक्षण /उत्पादकता) और सहायक निदेशक (कर्मचारी प्रशिक्षण /उत्पादकता) के पद पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. लघु शीर्ष एवं आरंभ.—(1) इन नियमों का संक्षिप्त नाम कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय (समूह 'क'-कर्मचारी प्रशिक्षण/उत्पादकता विषय संबंधी पद) भर्ती नियम, 2019 है।

(2) ये राजपत्र में प्रकाशन की तिथि से लागू होंगे।

2. लागू होना.— ये नियम, इन नियमों से उपाबद्ध अनुसूची के स्तम्भ(1) में विनिर्दिष्ट पदों पर लागू होंगे।

3. पद-संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर.—उक्त पदों की संख्या, उनका वर्गीकरण और उनका वेतन मैट्रिक्स में स्तर या वेतनमान वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।

4. भर्ती की पद्धति, आयु सीमा, अर्हताएं आदि.—उक्त पद पर भर्ती की पद्धति, आयु सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।

5. निरर्हता.— वह व्यक्ति-

(क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है; या विवाह की संविदा की है या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है, या विवाह की संविदा की है।

उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह उस व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार है तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

6. शिथिल करने की शक्ति.— जहाँ केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहाँ वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके, तथा संघ लोक सेवा आयोग से परामर्श करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

7. व्यावृत्ति.— इन नियमों की कोई बात, ऐसे आरक्षणों, आयु सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पदनाम	पदों की संख्या	पद का वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन या गैर चयन पद	सीधे भर्ती के लिए आयु-सीमा
(1)	(2)	(3)	(4)	(5)	(6)
1 निदेशक (कर्मचारी प्रशिक्षण/उत्पादकता)	2* (2019) * कार्यभार के आधार पर परिवर्तन किया जा सकता है	साधारण केंद्रीय सेवा समूह 'क' राजपत्रित अननुसूचितीय	वेतन मैट्रिक्स में स्तर 12 (78,800-2,09,200 रूपए)	चयन	लागू नहीं होता

सीधे भर्ती के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	क्या पदोन्नत कर्मचारियों के लिए आयु और अर्हताएं की वही शर्तें लागू होंगी जो सीधी भर्ती के लिए हैं	परिबीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति सीधी भर्ती या पदोन्नति या प्रतिनियुक्ति /आमेलन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का %
(7)	(8)	(9)	(10)
लागू नहीं होता	लागू नहीं होता	लागू नहीं होता	पदोन्नति द्वारा जिसके न हो सकने पर प्रतिनियुक्ति द्वारा जिसके अंतर्गत अल्पकालिक संविदा भी है।

प्रोन्नति/ प्रतिनियुक्ति / आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति/ प्रतिनियुक्ति /आमेलन किया जाएगा।
(11)
<p>पदोन्नति: वेतन मेट्रिक्स में स्तर 11 (67,700-2,08,700 रु.) में ऐसे उप निदेशक (कर्मचारी प्रशिक्षण / उत्पादकता) जो उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हैं और जिन्होंने व्यावसायिक सुरक्षा एवं स्वास्थ्य में दो सप्ताह का प्रशिक्षण प्राप्त किया हो।</p> <p>टिप्पणी 1: जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनके ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परंतु यह तब जब कि उसके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिबीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p> <p>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) : केंद्रीय सरकार या राज्य सरकार या संघ राज्य क्षेत्र या स्वायत्त या कानूनी संगठनों या पब्लिक सेक्टर उपक्रमों या मान्यता प्राप्त विश्वविद्यालयों या अनुसंधान संस्थानों के ऐसे अधिकारी जो</p> <p>(क) (i) मूल संवर्ण या विभाग में नियमित आधार पर सादृश पद धारण करते हों या (ii) वेतन मेट्रिक में स्तर 11 (67,700-2,08,700 रु.) या इसके समतुल्य पद पर नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हो और (ख) निम्नलिखित शैक्षिक अर्हताएं और अनुभव रखते हों:</p> <p>अनिवार्य (i) मान्यता प्राप्त विश्वविद्यालयों से यांत्रिकी या विद्युत या रसायन या सामुद्रिक या उत्पादन या औद्योगिक या इन्स्ट्रुमेंटेशन या सिविल इंजीनियरिंग या आर्किटेक्चर या टेक्सटाइल रसायन या टेक्सटाइल प्रौद्योगिकी में स्नातक की उपाधि या इंस्टीट्यूट ऑफ इंजीनियरिंग का एसोसिएट मेम्बर। (ii) इंजीनियरिंग वर्कशॉप या उद्योग या प्रशिक्षण संस्थान जैसा कि अपर उल्लिखित है, मुसंगत शैक्षिक योगता के साथ 10 साल का अनुभव।</p> <p>वांछनीय: (i) किसी मान्यता प्राप्त विश्वविद्यालय से उपयुक्त उल्लिखित क्षेत्र के लिए मुसंगत प्रौद्योगिकी या इंजीनियरिंग में परास्नातक की डिग्री। (ii) पर्यवेक्षकों और अन्य प्रबंधन कार्मिकों के लिए प्रशिक्षण कार्यक्रमों के योजना या आयोजन और संचालन में अनुभव या इंजीनियरिंग वर्कशॉप या उद्योग या प्रशिक्षण संस्थान में उत्पादकता विज्ञान में अनुभव</p> <p>टिप्पणी 1: प्रतिनियुक्ति की अवधि (जिसके अंतर्गत अल्पकालिक संविदा भी है) जिसके अंतर्गत केंद्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगी।</p> <p>टिप्पणी 2: प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p> <p>टिप्पणी 3: प्रोन्नत प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्त के लिए विचार किए जाने के पात्र नहीं होंगे।</p>

(8)	(9)	(10)
लागू नहीं होता	एक वर्ष, विभाग द्वारा निर्धारित किए गए के अनुसार दो सप्ताह का समावेशन प्रशिक्षण की पूर्णता के अधीन।	(i) 25% संयुक्त विधि द्वारा [प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है)]+प्रोन्नति] (ii) 75% सीधी भर्ती द्वारा

(11)	(12)	(13)
<p>संयुक्त विधि - [प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) + प्रोन्नति]</p> <p>केन्द्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्र या स्वायत्त या कानूनी संगठनों या पब्लिक सेक्टर उपक्रमों या मान्यता प्राप्त विश्वविद्यालय या अनुसंधान संस्थान के ऐसे अधिकारी जो</p> <p>(क) (i) मूल संवर्ग या विभाग में नियमित आधार पर सादृश पद धारण करते हों या</p> <p>(ii) मूल संवर्ग या विभाग में वेतन मेट्रिक्स में स्तर 10 (56,100-1,77,500 रुपये) या इसके समतुल्य पद पर नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हों।</p> <p>(ख) स्तंभ 7 के तहत सीधी भर्ती के लिए निर्धारित शैक्षणिक अर्हता और अनुभव प्राप्त कर चुके हों।</p> <p>टिप्पण 1- विभागीय सहायक निदेशक [(कर्मचारी प्रशिक्षण/उत्पादकता), वेतन मेट्रिक्स में स्तर 10 (56,100-1,77,500 रुपये) जो उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हैं और व्यावसायिक सुरक्षा व स्वास्थ्य में दो सप्ताह का प्रशिक्षण प्राप्त कर चुके हैं, के आवेदन पर भी प्रतिनियुक्त अधिकारियों के मामले के साथ विचार किया जाएगा और यदि पद पर उनका चयन होता है तो इसे प्रोन्नति माना जाएगा।</p> <p>टिप्पण 2- प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है।) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगी।</p> <p>टिप्पण 3 - प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>	<p>समूह 'क' विभागीय पुष्टि समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित शामिल होंगे</p> <ol style="list-style-type: none"> 1. अपर सचिव या संयुक्त सचिव या समकक्ष अधिकारी, श्रम और रोजगार मंत्रालय - अध्यक्ष 2. महानिदेशक, कारखाना सलाह सेवा एवं श्रम संस्थान - सदस्य 3. उप महानिदेशक, कारखाना सलाह सेवा एवं श्रम संस्थान - सदस्य 	<p>संघ लोक सेवा आयोग से परामर्श किया जाना आवश्यक है।</p>

यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करते समय ऐसी स्थितियां जहां संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है
(12)	(13)
समूह 'क' विभागीय प्रोन्नति समिति (प्रोन्नति के संबंध में विचार करने के लिए) जिनमें निम्नलिखित शामिल होंगे :-	प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) पर अधिकारी की नियुक्ति करते समय संघ लोक सेवा आयोग से परामर्श करना आवश्यक है।
1. अध्यक्ष या सदस्य संघ लोक सेवा आयोग ,	- अध्यक्ष
2. अपर सचिव या संयुक्त सचिव, धर्म और रोजगार मंत्रालय	- सदस्य
3. महानेदशक या उप महानेदेशक, कारखाना सलाह सेवा एवं श्रम संस्थान महानेदेशालय	-सदस्य

(1)	(2)	(3)	(4)	(5)
(2) उप निदेशक (कर्मचारी प्रशिक्षण/ उत्पादकता)	4*(2009)* कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह राजपत्रित 'क' अनुसूचिकीय	वेतन मेट्रिक्स में स्तर 11 (67,700-2,08,700 रुपये)	चयन

(6)	(7)
<p>40 वर्षों से अधिक नहीं।</p> <p>केन्द्रीय सरकार द्वारा जारी निर्देशों या आदेशों के अनुसार सरकारी कर्मचारी के मामले में 5 वर्षों की छूट दी जा सकती है।</p> <p>टिप्पण</p> <p>अनु सीमा निर्धारित करने की निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी।</p> <p>यह तारीख असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू और कश्मीर राज्य का लद्दाख प्रभाग और हिमाचल प्रदेश के चम्बा जिले के पांगी उपप्रभाग और लाहौल व स्पिती जिले, अंडमान व निकोबार द्वीप समूह और लक्षद्वीप के उम्मीदवारों के लिए निर्धारित अंतिम तारीख नहीं है।</p>	<p>अनिवार्य</p> <p>(i) मान्यता प्राप्त विश्वविद्यालय से यांत्रिक या विद्युत या रसायन या सामुद्रिक या उत्पादन या औद्योगिक या इन्स्ट्रुमेंटेशन या सिविल इंजीनियरिंग या आर्टिटेक्चर या टेक्सटाइल रसायन या प्रौद्योगिकी में स्नातक की उपाधि अथवा असोशिएट मेंबर ऑफ इन्स्टीट्यूट ऑफ टेक्नोलॉजी (एएमआईई)</p> <p>(ii) उपर्युक्त उल्लिखित अर्हता के क्षेत्र में इंजीनियरिंग वर्कशॉप या उद्योग या प्रशिक्षण संस्थान में 5 साल का अनुभव</p> <p>बांछनीय:</p> <p>(i) शैक्षणिक अर्हता में उल्लिखित ट्रेड के लिए सुसंगत प्रौद्योगिकी या इंजीनियरिंग में किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से परा स्नातक की उपाधि</p> <p>(ii) पर्यवेक्षकों और अन्य प्रबंधन कार्मिकों के लिए प्रशिक्षण कार्यक्रमों के नियोजन, योजना या संचालन में अनुभव; या</p> <p>इंजीनियरिंग वर्कशॉप या उद्योग या प्रशिक्षण संस्थान में उत्पादकता विज्ञान में अनुभव</p> <p>टिप्पण 1 – अर्हताएं, अन्यथा सुअर्हित अभ्यर्थियों की दशा में उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार शिथिल की जा सकती है।</p> <p>टिप्पण 2 – अनुभव संबंधी अर्हता (अर्हताएं) उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों की दशा में तब शिथिल की जा सकती हैं जब चयन के किसी प्रक्रम पर केन्द्रीय सरकार/ संघ लोक सेवा आयोग/कर्मचारी चयन आयोग या सक्षम प्राधिकारी की यह राय है कि उनके लिए आरक्षित रिक्तियों को भरने के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।</p>

(1)	(2)	(3)	(4)	(5)
(3) सहायक निदेशक (कर्मचारी प्रशिक्षण/ उत्पादकता)	1*(2019)* कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह 'क' राजपत्रित, अनुसूचितीय	वेतन मेट्रिक्स में स्तर 10 (56,100-1,77,500 रुपये)	लागू नहीं होता

(6)	(7)
35 वर्ष से अधिक नहीं। केन्द्रीय सरकार द्वारा जारी निर्देशों या आदेशों के अनुसार सरकारी कर्मचारी के मामले में 5 वर्षों की छूट दी जा सकती है। टिप्पण आयु सीमा निर्धारित करने की निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी। यह असम, मेघालय, अरुणाचल प्रदेश (मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू एवं कश्मीर राज्य का लद्दाख प्रभाग और हिमाचल प्रदेश के चम्बा जिले के पांगी उप प्रभाग और लाहौल व स्पिती जिले, अंडमान एवं निकोबार द्वीप समूह और लक्षद्वीप के उम्मीदवारों के लिए निर्धारित अंतिम तारीख नहीं है।	अनिवार्य (i) मान्यता प्राप्त विश्वविद्यालय से यांत्रिक या विद्युत या रसायन या सामुद्रिक या उत्पादन या औद्योगिकीय या इन्स्ट्रुमेन्टेशन या सिविल इंजीनियरिंग या आर्किटेक्चर या टेक्सटाइल रसायन या प्रौद्योगिकी में स्नातक की उपाधि अथवा असोशिएट मेंबर ऑफ इन्स्टीट्यूट ऑफ इंजीनियरिंग (एएमआईई) ✓ (ii) उपर्युक्त उल्लिखित अर्हता के क्षेत्र में इंजीनियरिंग वर्कशॉप या उद्योग या प्रशिक्षण संस्थान में 3 साल का अनुभव। वांछनीय: पर्यवेक्षकों और अन्य प्रबंधन कर्मिकों के लिए प्रशिक्षण कार्यक्रमों के योजना, आयोजन और संचालन में अनुभव अथवा इंजीनियरिंग वर्कशॉप या उद्योग या प्रशिक्षण संस्थान में उत्पादकता विज्ञान में अनुभव। टिप्पण 1 – अर्हताएं, अन्यथा सुअर्हित अभ्यर्थियों की दशा में उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार शिथिल की जा सकती हैं। टिप्पण 2 – अनुभव संबंधी अर्हता (अर्हताएं) उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों की दशा में तब शिथिल की जा सकती हैं जब चयन के किसी प्रक्रम पर संघ लोक सेवा आयोग की यह राय है कि उनके लिए आरक्षित रिक्तियों को भरने के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।

(8)	(9)	(10)
लागू नहीं होता	एक वर्ष, विभाग द्वारा निर्धारित किए गए के अनुसार दो सप्ताह का समावेशन प्रशिक्षण की पूर्णता के अधीन	सीधी भर्ती द्वारा टिप्पण: पदधारकों के एक वर्ष या इससे अधिक समय के लिए अध्ययन अवकाश पर होने या लंबी बीमारी से ग्रस्त होने या प्रतिनियुक्ति पर होने या अन्य परिस्थितियों के कारण उत्पन्न रिक्तियों पर केन्द्रीय सरकार के ऐसे अधिकारियों की प्रतिनियुक्ति के माध्यम से भर्ती की जा सकती है जो (i) मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद धारण करते हों या (ii) स्तंभ 7 के अधीन सीधी भर्ती के लिए निर्धारित शैक्षिक अर्हता और अनुभव प्राप्त कर चुके हों। टिप्पण 1: प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य कार्डर बाह्य पद पर प्रतिनियुक्ति की अवधि है साधारणतया 3 वर्ष से अधिक नहीं होगी। टिप्पण 2: प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है।) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।

(11)	(12)	(13)
लागू नहीं होता।	समूह 'क' विभागीय पुष्टि समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे: 1. संयुक्त सचिव या निदेशक, श्रम और रोजगार मंत्रालय – अध्यक्ष 2. उप सचिव, श्रम और रोजगार मंत्रालय – सदस्य 3. उप महानिदेशक या निदेशक कारखाना सलाह सेवा एवं श्रम संस्थान – सदस्य	संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है।

[फा. सं.ए-12018/01/2015-आईएसएच-1]

विभा भल्ला, संयुक्त सचिव

MINISTRY OF LABOUR AND EMPLOYMENT

New Delhi, the 29th August, 2019

G.S.R. 280.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Directorate General, Factory Advice Service and Labour Institutes (Group 'A' and Group 'B' Posts) Recruitment Rules, 1989, in so far as they relate to the posts of Director (Staff Training (3) / Director Productivity (3), Deputy Director (Staff Training) (7) / Deputy Director (Productivity) (4) and Assistant Director (Staff Training) (3) / Assistant Director (Productivity) (3), except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Director (Staff Training / Productivity), Deputy Director (Staff Training / Productivity) and Assistant Director (Staff Training / Productivity) in the Directorate General, Factory Advice Service and Labour Institutes under the Ministry of Labour and Employment, namely:-

- Short title and commencement.**— (1) These rules may be called the Directorate General, Factory Advice Service and Labour Institutes (Group 'A' – Staff Training / Productivity Discipline Posts) Recruitment Rules, 2019.
(2) They shall come into force on the date of their publication in the Official Gazette.
- Application.**— These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.
- Number of posts, classification and level in pay matrix.**—The number of the said posts, their classification and the level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule.
- Method of recruitment, age-limit, other qualifications, etc.**— The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in column (5) to (13) of the said Schedule.
- Disqualification.**— No person,-
(i) who has entered into or contracted a marriage with a person having a spouse living; or
(ii) who, having a spouse, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts;

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, and for reasons to be recorded in writing, in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.
- Saving.**— Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of posts	Classification	Level in pay matrix	Selection post or non-selection post	Age-limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
I. Director (Staff Training / Productivity)	2* (2019). *-Subject to variation dependent on workload	General Central Services, Group 'A'. Gazetted, Non-ministerial.	Level-12 in the pay matrix (Rs.78,800 – 2,09,200)	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods
(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	Promotion failing which by deputation including short-term contract.

In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made

(11)

Promotion: Deputy Director (Staff Training /Productivity) with five years regular service in Level 11 in the pay matrix (Rs.67,700–2,08,700) and having completed two weeks of training in Occupational Safety and Health.

Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation (including short-term contract):

Officers under the Central Government or State Governments or Union territory Administration or Autonomous or Statutory Organisations or Public Sector Undertakings or research institutions:

(A) (i) holding analogous posts on regular basis in parent cadre or department; or

(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in level 11 in the pay matrix (Rs.67,700-2,08,700) or equivalent in parent cadre or department; and

(B) possessing the following educational qualifications and experience.:

Essential:

(i) Bachelor's Degree in Mechanical or Electrical or Chemical or Marine or Production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile Chemistry or Textile Technology from a recognised University or Associate Member of Institute of Engineering (AMIE).

(ii) Ten years' experience relevant to educational qualification mentioned as above in an engineering workshop or industry or training Institute.

Desirable:

(i) Master's Degree in Engineering or Technology relevant to educational qualification mentioned as above from a recognized University.

(ii) Experience in planning, organising or conducting training programmes for supervisors and other management personnel.

OR

Experience of productivity science in an engineering workshop or industry or training institute.

Note 1: The period of deputation (including short-term contract) including the period of deputation in another ex-cadre post held immediately before appointment in the same or some other organisation or department of the Central Government shall not exceed four years.

Note 2: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 3: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

If a Departmental Promotion Committee exists, what is its composition?	Circumstances under which Union Public Service Commission is to be consulted in making recruitment.
(12)	(13)
Group 'A' Departmental Promotion Committee (for considering promotion) consisting of:	Consultation with Union Public Service Commission is necessary while appointing an officer on Deputation (Including short-term contract).
(i) Chairman or Member, Union Public Service Commission –Chairman;	
(ii) Additional Secretary or Joint Secretary, Ministry of Labour and Employment – Member;	
(iii) Director General or Deputy Director General, Factory Advice Service and Labour Institutes – Member.	

(1)	(2)	(3)	(4)	(5)
2. Deputy Director (Staff Training/Productivity)	4 * (2019) *Subject to variation dependent on workload	General Central Service; Group 'A' Gazetted, Non-Ministerial	Level 11 in the pay matrix (Rs.67,700 – 2,08,700)	Selection

(6)	(7)
Not exceeding 40 years. (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government.) Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir state, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal, Andaman and Nicobar Island and Lakshadweep.	Essential: (i) Bachelor's Degree in Mechanical or Electrical or Chemical or Marine or Production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile Chemistry or Technology of a recognised University or Associate Member of Institute of Technology (AMIE). (ii) Five years' experience in an engineering workshop or industry or training institute, relating to the field of qualifications mentioned as above. Desirable: (i) Master's Degree from a recognized university or institute in Engineering or Technology relevant the trade mentioned in educational qualifications. (ii) Experience in planning, organising or conducting training programmes for supervisors and other management personnel; OR Experience of Productivity Science in an engineering workshop or industry or training Institute.

	<p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
--	--

(8)	(9)	(10)
Not applicable	One year, subject to completion of two weeks of induction training as prescribed by department	(i) 25 per cent by composite method [deputation (including short term contract) plus promotion. (ii) 75 per cent by direct recruitment.

(11)	(12)	(13)
<p>Composite method [deputation (including short-term contract) plus promotion]:</p> <p>Officers under the Central Government or State Governments or Union territory administration or Autonomous organisations or Statutory Organisation or Public sector undertakings or recognized university or recognized research institutions:</p> <p>(A) (i) holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in the level 10 in the pay matrix(Rs.56,100-1,77,500) or equivalent in parent cadre or department; and,</p> <p>(B) possessing the educational qualifications and experience prescribed for direct recruits under column (7).</p> <p>Note 1: The departmental Assistant Director (Staff Training/ Productivity) in Level 10 in the pay matrix (Rs.56,100 – 1,77,500) with five years of regular service in the grade and having completed two weeks of training in 'Occupational Safety and Health' shall also be considered along with deputationists and in the event of his selection to the post, it shall be treated as promotion.</p>	<p>Group 'A' Departmental Confirmation Committee (for considering confirmation) consisting of:</p> <p>(i) Additional Secretary or Joint Secretary, Ministry of Labour and Employment - Chairman;</p> <p>(ii) Director General, Factory Advice Service and Labour Institutes - Member;</p> <p>(iii) Deputy Director General, Factory Advice Service and Labour Institutes - Member.</p>	<p>Consultation with Union Public Service Commission is necessary on each occasion.</p>

<p>Note 2: The period of deputation including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall not exceed four years.</p> <p>Note 3: The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the last date of receipt of applications.</p>		
--	--	--

(1)	(2)	(3)	(4)	(5)
3. Assistant Director (Staff Training /Productivity).	1* (2019) *Subject to variation dependent on work load.	General Central Service Group 'A' Gazetted, Non-ministerial.	Level 10 in the pay matrix (Rs.56,100-1,77,500)	Not applicable

(6)	(7)
<p>Not exceeding 35 Years.</p> <p>(Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Andaman and Nicobar Island and Lakshadweep.</p>	<p>Essential :</p> <p>(i) Bachelor Degree in Mechanical or Electrical or Chemical or Marine or Production or Industrial or Instrumentation or Civil Engineering or Architecture or Textile Chemistry or Technology of a recognised University or Associate Member of Institute of Engineering (AMIE).</p> <p>(ii) Three years' experience in an engineering workshop or industry or training institute relating to the field of qualification mentioned above.</p> <p>Desirable:</p> <p>experience in planning, organising or conducting training programmes for supervisors and other management personnel;</p> <p style="text-align: center;">OR</p> <p>experience of Productivity Science in an engineering workshop or industry or training institute.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>

(8)	(9)	(10)
Not applicable	One year, subject to completion of two weeks of induction training as prescribed by department	By direct recruitment. Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation

141

		basis from officers of Central Government: (i) holding analogous posts on regular basis in the parent cadre or department ; and (ii) possessing educational qualifications and experience prescribed for direct recruits under Column (7).
		Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed three years. Note 2: The maximum age-limit for appointment by deputation (Including short term contract) shall be not exceeding 56 years as on the closing date of receipt of application.

(11)	(12)	(13)
Not applicable	Group 'A' Departmental Confirmation Committee (For considering confirmation) consisting of: (i) Joint Secretary or Director, Ministry of Labour and Employment – Chairman; (ii) Deputy Secretary, Ministry of Labour and Employment – Member; (iii) Deputy Director General or Director, Factory Advice Service and Labour Institutes – Member.	Consultation with Union Public Service Commission is necessary.

[F.No. A-12018/01/2015-ISH-I]

VIBHA BHALLA, Jt. Secy.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 684]

नई दिल्ली, शुक्रवार, नवम्बर 22, 2019/अग्रहायण 1, 1941

No. 684]

NEW DELHI, FRIDAY, NOVEMBER 22, 2019/AGRAHAYANA 1, 1941

श्रम और रोजगार मंत्रालय

अधिसूचना

नई दिल्ली, 19 नवम्बर, 2019

सा.का.नि. 867(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और महानिदेशालय कारखाना सलाह और श्रम संस्थान (समूह 'क' और समूह 'ख' पद) भर्ती नियम, 1989 को उन बातों के सिवाय अधिक्रान्त करते हुए, जिन्हें ऐसे अधिक्रमण से पहले किया गया है या करने से लोप किया, श्रम एवं रोजगार मंत्रालय के अधीन कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय में समूह 'क' के विभिन्न पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्—

1. संक्षिप्त नाम और प्रारंभ.—(1) इन नियमों का संक्षिप्त नाम कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय (समूह 'क' चिकित्सा विषय संबंधी पद) भर्ती नियम, 2019 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को लागू होंगे।

2. लागू होना.—ये नियम, इससे उपाबद्ध अनुसूची के स्तम्भ(1) में विनिर्दिष्ट पदों को लागू होंगे।

3. पद-संख्या, बर्गीकरण और वेतन मेट्रिक्स में स्तर.—उक्त पदों की संख्या, उनका बर्गीकरण और वेतन मेट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।

4. भर्ती की पद्धति, आयु-सीमा, और अन्य अर्हताएं आदि.—उक्त पदों पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।

5. निरर्हता.—वह व्यक्ति

(क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित हैं, विवाह किया है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

6062 GU/2019

(1)

उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार है तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

6. शिथिल करने की शक्ति.—जहाँ केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहाँ वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके, तथा संघ लोक सेवा आयोग से परामर्श करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

7. व्यावृत्ति.—इन नियमों की कोई बात, ऐसे आरक्षणों, आयुसीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पदनाम	पदों की संख्या	पद का वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन या गैर चयन पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
(1)	(2)	(3)	(4)	(5)	(6)
1 निदेशक (चिकित्सा)	2* (2019) के आधार पर परिवर्तन किया जा सकता है	साधारण केन्द्रीय सेवा समूह 'क' राजपत्रित अननुसन्धिवीय	स्तर 12 (78,800-2,09,200) और प्रेक्टिसबन्दी भत्ता	चयन	लागू नहीं होता

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षणिक और अन्य अहर्ताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षणिक अहर्ताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी	परिबीक्षा अवधि, यदि कोई हो।	भर्ती की पद्धति: भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता
(7)	(8)	(9)	(10)
लागू नहीं होता।	लागू नहीं होता।	लागू नहीं होता।	प्रोन्नति द्वारा जिसके न हो सकने पर प्रतिनियुक्ति (अल्पकालिक संविदा सहित) द्वारा

प्रोन्नति/प्रतिनियुक्ति/आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति/प्रतिनियुक्ति/आमेलन किया जाएगा
11
<p>प्रोन्नति:</p> <p>वेतन मैट्रिक्स में स्तर 11 (67,700-2,08,700 रु.) में ऐसे उप निदेशक (चिकित्सा) अधिकारी जो ग्रेड में 5 वर्ष की नियमित सेवा कर चुके हैं और जिन्होंने सामाजिक और रोकथामपरक औपधि या औद्योगिक हाईजिन या शरीरक्रिया विज्ञान संबंधी औपधि या व्यावसायिक स्वास्थ्य में दो समाह का प्रशिक्षण प्राप्त किया हो।</p> <p>टिप्पण : जहाँ ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहाँ उनके ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परंतु यह तब जब कि उसके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिबीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p> <p>प्रतिनियुक्ति (अल्पकालिक संविदा सहित):</p> <p>केन्द्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्रों या स्वायत्त या कानूनी संगठनों या पब्लिक सेक्टर के उपक्रमों या मान्यता प्राप्त विश्वविद्यालय या अनुसंधान संस्थानों के ऐसे अधिकारी जो</p>

(क) (i) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए, या (ii) जिन्होंने वेतन मेट्रिक में स्तर 11 (67,700-2,08,700 रु.) या इसके समतुल्य पद पर नियमित आधार पर नियुक्ति के पश्चात ग्रेड में 5 वर्ष की नियमित सेवा की हो। (ख) जो निम्नलिखित शैक्षणिक अर्हता और अनुभव रखते हों:
अनिवार्य : भारतीय चिकित्सा परिषद अधिनियम, 1956 (1956 का 102) की पहली या दूसरी अनुसूची या तीसरी अनुसूची के भाग 2 (अनुज्ञापि प्राप्त अर्हता के अलावा) में मान्यताप्राप्त चिकित्सा अर्हता सम्मिलित है। तीसरी अनुसूची के भाग 2 में शामिल शैक्षणिक अर्हता प्राप्त उम्मीदवार को उक्त अधिनियम के खंड 13(3) में निर्धारित शर्तों को पूरा करना होगा।
(ii) व्यावसायिक स्वास्थ्य रोग केन्द्र या कर्मचारी राज्य बीमा चिकित्सालय या कर्मचारी राज्य बीमा निगम के व्यावसायिक स्वास्थ्य सेवा केन्द्र या निर्माण उद्योग या कारखानों या पत्तनों या खानों में स्वास्थ्य सेवा के क्षेत्र में 5 वर्षों के अनुभव सहित 10 वर्षों का व्यावसायिक अनुभव।
बांझनीय : किसी मान्यता प्राप्त विश्वविद्यालय से सामाजिक और रोकथामपरक औषधि या औद्योगिक हाईजिन या शरीर क्रिया विज्ञान संबंधी औषधि या व्यावसायिक स्वास्थ्य में परास्नातक डिग्री या डिप्लोमा या औद्योगिक स्वास्थ्य में असोसिएट फेलो (एएफआईएच)।
टिप्पण 1 : पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।
टिप्पण 2 : प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति के अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(12)	(13)
समूह 'क' विभागीय प्रोन्नति समिति (प्रोन्नति पर विचार करने के लिए) जिसमें निम्नलिखित होंगे:- 1. अध्यक्ष या सदस्य, संघ लोक सेवा आयोग - अध्यक्ष 2. अपर सचिव या संयुक्त सचिव या निदेशक या समकक्ष अधिकारी, श्रम और रोजगार मंत्रालय - सदस्य 3. महानिदेशक/उपमहानिदेशक, कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय - सदस्य	प्रतिनियुक्ति (अल्पकालिक संविदा सहित) पर अधिकारी की नियुक्ति करते समय संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है।

(1)	(2)	(3)	(4)	(5)
(2) उपनिदेशक (चिकित्सा)	5* (2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह 'क' राजपत्रित अननुसचिबीय	स्तर 11 (67,700-2,08,700) और प्रेक्टिसबंदी भत्ता	लागू नहीं होता।

(6)	(7)
40 वर्षों से अधिक नहीं। (केन्द्रीय सरकार द्वारा समय-समय पर जारी किए गए अनुदेशों या आदेशों के अनुसार सरकारी सेवकों के लिए 5 वर्षों तक शिथिल की जा सकती है।)	अनिवार्य i) भारतीय चिकित्सा परिषद अधिनियम, 1956 (1956 का 102) की पहली या दूसरी अनुसूची या तीसरी अनुसूची के भाग 2 (अनुज्ञापिप्राप्त अर्हता के अलावा) में मान्यताप्राप्त चिकित्सा अर्हता शामिल है। तीसरी अनुसूची के भाग 2 में सम्मिलित शैक्षणिक अर्हता धारण करने वाले अभ्यर्थियों को उक्त अधिनियम की धारा 13(3) में अनुबद्ध शर्तों को पूरा करना होगा।

<p>टिप्पण : आयु सीमा अवधारित करने के लिए निर्णायक तारीख संघ लोक सेवा आयोग द्वारा विज्ञापित की जाएगी</p>	<p>ii) व्यावसायिक स्वास्थ्य रोग केन्द्र या कर्मचारी राज्य बीमा चिकित्सालय या कर्मचारी राज्य बीमा निगम के व्यावसायिक स्वास्थ्य से वा केन्द्र या निर्माण उद्योग या कारखानों या पत्तनों या खानों में स्वास्थ्य सेवा के क्षेत्र में 3 वर्षों के अनुभव सहित 5 वर्षों का व्यावसायिक अनुभव।</p> <p>वांछनीय:</p> <p>किसी मान्यता प्राप्त विश्वविद्यालय से सामाजिक और रोकथामपरक औषधि या औद्योगिक हाईजिन या शरीरक्रिया विज्ञान संबंधी औषधि या व्यावसायिक स्वास्थ्य में पराम्नातक डिग्री या डिप्लोमा या औद्योगिक स्वास्थ्य में असोसिएट फेलो (एएफआईएच)।</p> <p>टिप्पणी 1: भर्ती के लिए आवेदन मंगवाते समय निश्चित शैक्षणिक अर्हता की जानकारी सूचित की जाएगी।</p> <p>टिप्पणी 2: अर्हताएं, अन्यथा सुअर्हित अभ्यर्थियों की दशा में संघ लोक सेवा आयोग के विवेकानुसार शिथिल की जा सकती है।</p> <p>टिप्पणी 3: अनुभव संबंधी अर्हता (अर्हताएं) संघ लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों, अनुसूचित जन जातियों और अन्य पिछड़ा वर्ग के अभ्यर्थियों की दशा में तब शिथिल की जा सकती हैं जब चयन के किसी प्रक्रम पर संघ लोक सेवा आयोग की यह राय है कि उनके लिए आरक्षित रिक्तियों को भरने के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।</p>
--	--

(8)	(9)	(10)
<p>लानू नहीं</p>	<p>दो समाह के प्रशिक्षण पूरा करने के अध्यक्षीन एक वर्ष</p>	<p>सीधी भर्ती द्वारा</p> <p>टिप्पणी: पदधारी के प्रतिनियुक्ति या लम्बी बीमारी या अध्ययन छुट्टी या किन्हीं अन्य परिस्थितियों में एक वर्ष या इससे अधिक अवधि के लिए बाहर रहने के कारण हुई रिक्तियां केन्द्रीय सरकार के निम्नलिखित अधिकारियों में से प्रतिनियुक्ति के आधार पर भरी जा सकेंगी।</p> <p>(क) (i) मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं या</p> <p>(ii) मूल काडर या विभाग में वेतन मेट्रिक्स में स्तर 10 (56,100-1,77,500 रुपए) या इसके समतुल्य पद पर 5 वर्ष की नियमित सेवा कर चुके हों।</p> <p>(ख) स्तंभ 7 में सीधी भर्ती किए जाने वाले व्यक्तियों के लिए विहित शैक्षणिक अर्हता और अनुभव रखते हों।</p> <p>टिप्पण : प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति के अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगा। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयुसीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>

(11)	(12)	(13)
लागू नहीं होता।	<p>समूह 'क' विभागीय पुष्टि समिति (पुष्टि पर विचार करने के लिए) जिसमें निम्नलिखित होंगे:</p> <ol style="list-style-type: none"> अपर सचिव या संयुक्त सचिव या समकक्ष अधिकारी, श्रम और रोजगार मंत्रालय - अध्यक्ष निदेशक या उप सचिव या समकक्ष अधिकारी, श्रम और रोजगार मंत्रालय - सदस्य महानिदेशक या उप-महानिदेशक, कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय - सदस्य. 	सीधी भर्ती करते समय संघ लोक सेवा आयोग से परामर्श लिया जाएगा।

[फा. सं. ए-12018/01/2015-आईएसएच-1]

अनुराधा प्रसाद, अपर सचिव

MINISTRY OF LABOUR AND EMPLOYMENT

NOTIFICATION

New Delhi, the 19th November, 2019

G.S.R. 867(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Directorate General, Factory Advice Service and Labour Institutes (Group 'A' and Group 'B' Posts) Recruitment Rules, 1989, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to various Group 'A' posts in Directorate General Factory Advice Service and Labour Institutes under the Ministry of Labour and Employment, namely:-

1. Short title and commencement.-

(1) These rules may be called the Directorate General Factory Advice Service and Labour Institutes (Group 'A' – Medical Discipline posts) Recruitment Rules, 2019.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application.-** These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. **Number of posts, classification and Level in the Pay Matrix.-** The number of the said posts, their classification and the Pay Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

4. **Method of recruitment, age limit and other qualifications, etc.-** The method of recruitment, age limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the said schedule.

5. **Disqualification.-** No person,-

(i) who has entered into or contracted a marriage with a person having a spouse living, or

(ii) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax.-** Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.-** Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Caste, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of post	Classification of the post	Level in the Pay Matrix	Selection post or Non-Selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
(1) Director (Medical)	2* (2019). *Subject to variation dependent on workload.	General Central Services; Group 'A' (Gazetted). Non-ministerial.	Level 12 (78,800 – 2,09,200) Plus Non-Practicing Allowance.	Selection.	Not Applicable.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods
(7)	(8)	(9)	(10)
Not Applicable.	Not Applicable.	Not Applicable.	Promotion failing which by deputation (including short term contract).

In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made
(11)
<p>Promotion:</p> <p>Deputy Director (Medical) in Level 11 (Rs. 67,700-2,08,700) in Pay Matrix with five years regular service in the grade and having completed two weeks of training in Social and Preventive Medicine or Industrial Hygiene or Physiological Medicine or Occupational Health.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation (including short term contract):</p> <p>Officers under the Central Government or State Governments or Union Territory Administration or Autonomous or Statutory Organisations or Public Sector Undertakings or Recognised University or Research Institutions:</p> <p>(a) (i) holding analogous posts on regular basis; in the parent cadre or department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level 11 (Rs. 67,700-2,08,700) in the pay Matrix or equivalent; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(i) A recognised medical qualification included in the first or the Second Schedule or part II of the Third Schedule (other than the licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of educational qualifications included in the part II of the Third Schedule should fulfil the conditions stipulated in section 13 (3) of the said Act.</p> <p>(ii) Ten years' professional experience including five years experience in occupational health in Factories or Ports or Mines or Construction Industry or Occupational Health Service Centre of Employees' State Insurance Corporation (ESIC) or Employees' State Insurance (ESI) Hospital or Occupational Health Disease Centre.</p> <p>Desirable:</p> <p>Post Graduate Degree or Diploma in Social and Preventive Medicine or Industrial Hygiene or Physiological Medicine or Occupational Health from a recognised university or Associate Fellow of Industrial Health (AFIH).</p>

<p>Note 1: The Departmental officers in the feeder grade who are in the direct line of promotion will not be eligible for consideration for appointment by deputation. Similarly, the deputationist shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding appointment in the same or some other organisation or department of the Central Government shall not exceed four years. The maximum age limit for appointment by deputation or contract shall be not exceeding 56 years as on the last date of receipt of applications.</p>
--

If a Departmental Promotion Committee exists, what is its composition	Circumstances under which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
<p>1. Group 'A' Departmental Promotion Committee (for considering promotion) consisting of:</p> <p>(i) Chairman or Member, Union Public Service Commission – Chairman</p> <p>(ii) Additional Secretary or Joint Secretary or Director or equivalent rank officer, Ministry of Labour and Employment - Member</p> <p>(iii) Director General or Deputy Director General, Factory Advice Service and Labour Institutes -Member.</p>	Consultation with Union Public Service Commission is necessary while appointing an officer on Deputation (including short term contract).

(1)	(2)	(3)	(4)	(5)
(2) Deputy Director (Medical).	5* (2019) *Subject to variation dependent on workload.	General Central Service Group 'A' (Gazetted) Non-ministerial.	Level 11 (Rs. 67,700 – 2,08,700) Plus Non-Practicing Allowance.	Not applicable.

(6)	(7)
<p>Not exceeding 40 years.</p> <p>(Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government.)</p> <p>Note: The crucial date for determining the age limit shall be as advertised by UPSC.</p>	<p>Essential:</p> <p>(i) A recognized medical qualification included in the First or the Second Schedule or part II of the Third Schedule (other than the licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of educational qualifications included in the part II of the Third Schedule should fulfill the conditions stipulated in Section 13 (3) of the said Act.</p> <p>(ii) Five years' professional experience including three years experience in occupational health in the Factories or ports or Mines or construction industry or Occupational Health Service Centres of Employees' State Insurance Corporation (ESIC) or Employees' State Insurance (ESI) Hospital/Occupational Health Disease Centre.</p> <p>Desirable:</p> <p>Post Graduate Degree or Diploma in Social and Preventive Medicine or Industrial Hygiene or Physiological Medicine or Occupational Health from a recognized university or Associate Fellow of Industrial Health (AFIH) from a recognised institution.</p> <p>Note 1: Exact qualification will be indicated at the time of inviting applications for recruitment.</p> <p>Note 2: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p> <p>Note 3: The qualifications regarding experience are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in the case of</p>

	candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available, to fill up the vacancies reserved for them.
--	--

(8)	(9)	(10)
Not applicable	One year subject to completion of two weeks of training.	<p>By Direct recruitment.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation from officers of the Central Government:</p> <p>(a)(i) holding analogous posts on regular basis in parent cadre or department; or,</p> <p>(ii) with five years' regular service in posts in the Level 10 (Rs.56,100-1,77,500) in the Pay Matrix or equivalent in parent cadre or department; and,</p> <p>(b) possessing the educational qualifications and experience as prescribed for direct recruits under column 7.</p> <p>Note: Period of Deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>

(11)	(12)	(13)
Not applicable	<p>Group 'A' Departmental Confirmation Committee (for considering confirmation) consisting of:</p> <p>(i) Additional Secretary or Joint Secretary or equivalent rank officer, Ministry of Labour and Employment - Chairman.</p> <p>(ii) Director or Deputy Secretary or equivalent rank officer, Ministry of Labour and Employment - Member.</p> <p>(iii) Director General or Deputy Director General, Factory Advice Service and Labour Institutes - Member.</p>	Union Public Service Commission shall be consulted while making Direct Recruitment.

[F.No. A-12018/01/2015-ISH -I]

ANURADHA PRASAD, Addl. Secy.

File No.A-22012/01/2016-ISH.I

No. A-22012/01/2016-ISH-I
Government of India
Ministry of Labour and Employment

Shram Shakti Bhawan, Rafi marg,
New Delhi, dated 15th June, 2022

To,

The Director General,
DGFASLI,
N. S. Mankikar Marg,
Sion, Mumbai – 400022.

Subject: Transfer Policy of Group 'A', 'B' and 'C' Employees of DGFASLI-reg.

Sir,

I am directed to refer to above mentioned subject and to state that the competent authority has accorded approval of the online Transfer Policy of Group 'A', 'B' and 'C' Employees of DGFASLI. The revised transfer policy shall come into force with immediate effect and supersedes the earlier transfer/posting guidelines. A copy of the same is enclosed for information and necessary action.

2. DGFASLI to ensure following points for implementation of the revised transfer policy:

- (i) Henceforth, all transfers/ postings shall be done based on the revised transfer policy;
- (ii) Posting of officers/ officials on return from deputation/ long leave/ long term training etc. shall be done based on the revised transfer policy; and
- (iii) Initial posting of officers/ officials shall be in accordance with the revised transfer policy;

3. DGFASLI to complete all necessary activities/ formalities such as filling of employees' details on the portal including posting history, security audit of the newly created portal for transfer etc. by **22.06.2022** and thereafter call for options for Annual General Transfer-2022. All transfer/ posting orders to be issued by **15.07.2022**.

Yours faithfully,

(K. R. Meena)
Under Secretary to the Govt. of India

Encl: As above

Digitally Signed by Keshram
Meena
Date: 15-06-2022 11:00:57
Reason: Approved

Copy for information to:-

- i. PS to Hon'ble LEM.
- ii. PS to Hon'ble MOS,L&E.
- iii.PPS to Secretary(L&E).
- iv.PPS to AS(L&E)/ Sr. PPS to JS (VB)/ PA to Director (ISH).

**GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT**

ONLINE ANNUAL GENERAL TRANSFER POLICY OF GROUP 'A', 'B' AND 'C'

1. **Vision:** To ensure equitable distribution of Government employees at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Department.
2. **Application:** This policy shall be applicable to all the employees i.e. Group 'A', 'B' & 'C' employees belonging to DGFASLI working on regular basis.
3. **Definitions :** In this policy, unless there be anything repugnant in the subject or context;
 - (a) **'Blocked Posts'** means the vacancies of a cadre remain unfilled at any given point of time due to shortage of employees in the department. Block posts shall be decided before hand of submission of preferences by the employees.
 - (b) **'Employees of Special Category'** means widow/ divorced/ legally separated/ unmarried female or male employee more than 40 years of age/ spouse of serving military personnel/ Paramilitary personnel working outside the country/ widower having one or more minor children and/ or unmarried daughter(s).
 - (c) **'Prescribed Tenure'** In general:
 - (i) The minimum tenure for every Officer/ Official in a particular place shall generally not be less than 02 years, provided there is no serious complaint of misconduct against the Officer/ Official or it is expedient in public interest to transfer him/her before the completion of the minimum tenure.
 - (ii) The maximum tenure for every officer/ official in a particular place of posting in Dock Safety shall not be more than three years.
 - (iii) The maximum tenure of Group 'A' & Gazetted Group 'B' Officers posted in RLI, CLI & DGFASLI shall not be more than 6 years at a time at a particular location including tenure at Dock Safety.
 - (iv) The maximum tenure of Non Gazetted Group 'B' and 'C' Officers/ Officials posted in RLI, CLI & DGFASLI shall not be more than 6 years at a time at a particular location including the tenure at Dock Safety.
 - (v) Under exceptional circumstances, if an officer needs to be retained beyond the stipulated tenure or needs to be transferred before completion of prescribed tenure, the same will be examined by the Transfer Committee and its recommendations will be put up to the Competent Authority for approval.
 - (d) **'Qualifying date' for the purpose of calculation of vacant post(s)** shall be the 31st March of the calendar year of transfer;
 - (e) **'Service' means** duty period and all kinds of leave including extraordinary leave availed by a Govt. employee during the prescribed tenure.
 - (f) **'Transfer'** means posting/appointment from one DGFASLI office to another on or before completion of prescribed tenure in an Office;

Cashew
15/6

(g) **Vacant Post for transfer'** means

- (i) A post not occupied by any employee;
- (ii) A post presently occupied by an employee for a prescribed period and become available for rotational transfer; and
- (iii) A post occupied by an employee who has been adjudged eligible and allowed by the competent authority to participate in general transfer drive even if he has not completed the prescribed tenure in the Office where he is presently posted.

Note1- Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant posts for transfer.

Note 2-The post against which an employee has been posted /transferred on compulsion of administrative reasons or litigation nature shall also not be included in the vacant posts for transfer.

Note 3- DGFASLI shall prepare the list of vacant posts for transfer and notify them for information of officers/ officials due for transfer for giving preference by them.

4. **General Principles:**

(a) **Time schedule for online transfers:**

- (i) General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, direct recruitment, post needed to be filled up in public interest, can be made anytime by the competent authority.
- (ii) The online annual transfer/posting process will be completed upto 31st March and implemented by 31st April of every year.
- (iii) The DDO concerned shall not draw the salary of the employees who have not complied with the orders.

(b) **Liabie to be posted anywhere:**

- (i) The officers/ officials belonging to DGFASLI are liable to be transferred and posted anywhere in India. Transfer/Posting shall be made keeping in view the need to expose individual officers to all the different kinds of work entrusted to the DGFASLI organisation; and
- (ii) An officer will not be posted at a particular RLI/ CLI/ IDS on more than three occasions during entire service period.

(c) **Online portal for taking options for transfer:** DGFASLI to enter posting records of all employees on the online portal for the first time. Employees shall be asked to confirm the same. Thereafter, employees shall update the posting detail, every year before start of transfer process, which shall be verified by DGFASLI.

(d) **Rationalization and Blocking of Posts:** To avoid disproportionate concentration of employees at a particular station, the department may rationalize their sanctioned posts and also block actual vacant posts to be kept vacant in the transfer drive. In the long run, however the departments may increase/ decrease the total number of sanctioned posts as per their assessment/ recruitment in consultation with Ministry.

Kashyap
15/6

5. Merit Criteria for the allotment of post:

- (a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee out of 100 points as described in the table given below. The employee earning highest points shall be eligible to be transferred against a particular vacancy.
- (b) Age shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 20 points, out of total 100 points.
- (c) A special category employee shall get weightage of 15 points.
- (d) Other factors shall carry total weightage of 65 points.
- (e) The employees who are 100% blind or having 80% or more locomotors disabilities involving both the legs shall be eligible for their choice of posting.
- (f) There will be a fixed tenure of posting of 3 years at a stretch in NER for officers with service of 10 years or less. If more than 10 years of service, the tenure will be 2 years at a stretch in NER. The officer on completion of fixed tenure of service mentioned above will be eligible for posting to a station of his/ her choice, as far as practicable subject to the availability of vacancies.

(A) Age: The first set of merit points will be the Age of the Government employee concerned as enumerated below:-				
S.No.	Major Factor	Sub Factor	Max Points	Criteria for calculation
(i)	Age (present date i.e. (31 st March of the year of consideration minus date of birth)	Eldest person shall be given maximum points	20	Age in no of days / 365 (maximum four decimal points only.)
(B) Special Category: The second set of merit points will come from the Special Category enumerated hereinafter:				
(ii)	Special Category female/ male employees	(i) Widow/ divorced/ legally separated/ unmarried female or male employee more than 40 years of age/ spouse of serving military personnel/ Paramilitary personnel working outside the country; and (ii) Widower having one or more minor children and/ or unmarried daughter(s).	15	All females/ males of this category shall be given 15 Points only.
(C) Other factors: The third set of merit points will come from other factors enumerated hereinafter:				
(iii)	Differently abled persons	Disability as per Right of Persons with Disability Act, 2016.	20	40% to 60% disability = 10 Marks Above 60% to 80 % = 15 marks Above 80% =20 marks
(iv)	Serious medical conditions a. Suffering from cancer or b. Having undergone by-pass heart surgery or c. Kidney transplant or d. Currently undergoing dialysis.	Self/ spouse/ dependent unmarried children/ dependent parents.	15	Valid medical certificate issued during last one year by AIIMS or Central Govt. Hospitals or State Government Hospital or CGHS empanelled Hospitals.
(v)	Differently-abled or mentally challenged children	Male/Female employee having mentally challenged or 100% differently abled child	10	Male/Female employee having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
(vi)	Spouse case	Only applicable to spouse.	10	Employees spouses working in any Department/ Board/ Corporation under any State Govt. or Govt. of India.
(vii)	Children Education	Up to two children studying in 10 th / 12 th Standards	10	Weightage of 10 points will be given to employees whose children will go to 10 th or 12 th standard(s) in next academic year of the annual general transfer.

Kandikar
15/6

6. Procedure to be adopted:

- (a) All transfer in DGFSLI shall be based on objective criteria as mentioned in para-5 above and shall be through online portal.
- (b) DGFASLI shall seek preferences for choice of Offices/Institutes of DGFASLI from the eligible employees for transfer.
- (c) The option once availed and confirmed by the employee shall be final and cannot be changed.
- (d) The post occupied by an employee who is due for superannuation within one year or less service shall not be considered as vacant post for transfer drive.
- (e) The post occupied by differently abled persons shall not be considered as vacant post for transfer drive, unless the employee desires for transfer.
- (f) An employee aggrieved with the transfer process can represent to DGFASLI within thirty days after joining at the new place of posting.
- (g) T.A. on transfer will be admissible as per the Department of Expenditure's instructions as amended from time to time, provided that T.A. on transfer shall not be admissible where an officer is posted at station of his choice after making such request through proper channel.
- (h) Time schedule for various procedures/ actions related to the Annual General Transfer shall be as prescribed in the Table below. An authority shall dispose of the function indicated under the table within a reasonable time subject to limit prescribed herein.

Date	Exercise	Remarks
1 st January	Calling of option by DGFALI by 15 th January	Reference to a date in this table shall be taken as the next working day in case of the indicated date is a holiday.
15-31 st January	Submission of proposal before the Transfer Committee.	
1-15 th February	Holding meeting of Transfer Committee	
15-23 rd February	Obtaining of approval of the competent authority and issuing transfer order.	

- 7. **Bar against canvassing:** Officers shall not be allowed to bring outside influence/political influence to further his/her request for posting of his/her choice as enumerated in Rule 20 of Central Civil Service (conduct) Rules, 1964.
- 8. **Appointment by promotion/direct recruitment:** List of the employees taken in a cadre through direct recruitment/ promotion / repatriation shall be placed before the Transfer Committee.
- 9. List of officers eligible for transfer along with their options shall be placed before the Transfer Committee.

Kashyap
15/6

10. Composition of Transfer Committee in r/o the officers of DGFASLI will be as follows:-

(a) Group 'A' officers of the level of Assistant Director and above:

Special Secretary/ Additional Secretary, MoLE	-Chairperson
Joint Secretary, ISH, MoLE	-Member
Director General, DGFASLI	-Member

(b) For officers/ officials below the level of Assistant Directors:-

Deputy Director General, DGFASLI (HQ)	- Member
Director level Officer of DGFASLI	- Member
Director/ Deputy Secretary/Under Secretary (ISH), MoLE	- Member
Deputy Secretary/ Under Secretary, DGFASLI	- Member

11. The Competent Authority for approval of the transfer/posting of officers in DGFASLI will be as follows:-

(a) Hon'ble LEM/ Hon'ble MoS (L&E) in respect of the officers of the level of Assistant Director and above; and

(b) DG, DGFASLI in r/o officers below the level of Assistant Director.

12. Clarification & Implementation: In case of any doubt of the provisions of this policy, the Ministry shall be the competent authority to clarify such doubt or to remove such difficulty.

13. Power to relax: Notwithstanding anything contained in the policy, the Competent Authority of appropriate Level shall be competent to transfer an employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

Basu
15/6