

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
(Updated on 15 July, 2024)

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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 6 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 Advisory Service (CAS) Division
5. Awards.

FACTORY ADVICE SERVICE DIVISION

The activities of the division include 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, Mormugao, Deen Dayal Port (Kandla), Jawaharlal Nehru Port (Nhava Sheva) and Kamarajar 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 Chief Inspector of Dock Safety is nominated by the Ministry of Labour and Employment and the administration of these dock safety statutes is carried out by the Ministry of Labour and Employment 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 ADVISORY SERVICE (CAS) DIVISION

Ministry of Labour and Employment had approved and created “Construction Advisory Service (CAS) Division on 09th June, 2021 at DGFASLI. The division is an advisory mechanism for Chief Labour Commissioner (Central) for the administration of the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and Central Rules, 1998.

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 raising 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 Director(Safety) & In-charge Safety Division may be contacted.

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 equipment 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 equipment(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 equipment.

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 an 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 workforce, safety and health professionals and agencies engaged in safety and health, the 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 equipment 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 and conference room 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 states of Uttar Pradesh (Except NCR), Uttarakhand, Madhya Pradesh, Rajasthan, and Chhattisgarh.

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.

REGIONAL LABOUR INSTITUTE, SHILLONG

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 06.01.2017. The Regional Labour Institute, Shillong is developed with the objective of providing technical services for improvement of Safety, health and well- being of workers employed in factories & other industries. This institute will cater the needs of the industries and promote occupational safety, health and work environment in the North Eastern states.

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 Central Labour Institute

1. To maintain and upgrade Safety Centre.
2. Assistance in organizing and conducting training programmes, seminars and in preparation of training materials.
3. Will assist senior Officers in scheduling the programme for the diploma course.
4. Assist in making handouts/lecture notes.
5. Assist in the procurement of training aids and in the preparation of training aids like slides.
6. Also assist the Officers in their research and survey work including the workshop.
7. Assisting the Officers in the activities of the Institute
8. Any other work assigned by the senior Officers

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. Preparation of reports.
7. Preparation of lesson plans, course handouts and audio-visual aids required for

conducting training sessions.

8. Carry out studies and surveys and prepare recommendations to the industries for improving their productivity, safety and health.
9. 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. Propagating CIS services, enrolling CIS members, liaising with CIS and ILO and all other work connected with CIS National Centre for India.
5. Supervision of photocopying work.
6. 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 equipment.
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 equipment, etc.
5. Looking after maintenance and repair of various equipment 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. Registration of members of the Library and issue and receipt of the books from the members
6. Helping the outsiders in locating the books.
7. Arrangement for binding and general upkeep of journals, publications etc.
8. 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 /equipment /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 Audio-visual 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 equipment 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 equipment 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 is 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 certificate is issued by respective training institution

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 In-charge 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 and Enforcement 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 Chief Inspector of Dock Safety is nominated 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.

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 / EMPLOYED) : ORGANISATION (WHERE PRESENTLY EMPLOYED)
6. DESIGNATION / POST HELD :
7. EDUCATIONAL QUALIFICATION :
8. DETAILSOFPROFESIONAL : EXPERIENCE

Sl. No.	Name of Organisation / Testing Establi- shment	Period of Service		Total Experi- ence (YY/MM /DD)	Designat ion/ Post Held	Area of Responsibi lity/ 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
O.A AND DATE
UNDER WHICH COMPETENCY
WAS GIVEN

20. PURPOSE
FOR WHICH COMPETENCY : WAS GIVEN

21. DATE UPTO 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

plz circulate to all concerned and get acknowledged
HC
69
11/4/22

F.No. 2777/2021- Estt.
 Government of India
 Ministry of Labour & Employment
 DGFASLI, Mumbai

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

ORDER

Subject: Charging of Fees of Services- Revision Regarding.

In pursuance to Ministry letter No. Z-1791/122/2021-ISH dated 09/04/2022 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 28/08/2018

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/TA for Two Weeks	Rs. 10000/-

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. 18,000/-


C. Educational program / Details for CIL, Mumbai and 4 IILs at Kanpur, Kolkata, Chennai and Faridabad (i.e. total 5 Institutes)

Sl. No.	Durations	Revised Fees per participant
1	DRS/ADIS/POIS for development of Qualified Safety Officer- One Year Course (per participants)	Rs. 25,000/-
2	APIT for development of Factory Medical Officer- Three months course (per participants)	Rs. 25,000/-
3	One month's Compulsory Eucaryotic Course for teaching Chemicals as under Section- 41(c) (ii) (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-cstt dated- 20.08.2018.

This is issued with the approval of Director General


(R. S. Vaidya)
Deputy Secretary
DGFASLI, Mumbai

To:

- 1) Shri B. L. Baiwa, DDG (HQ), DGFASLI, Mumbai
- 2) PS to DG, DGFASLI, Mumbai.
- 3) All Directors/Dy. Directors/Asst. Directors in GLI, Mumbai. Concerned HOO may please circulate and get circulation acknowledgement.
- 4) All Directors/Dy. Directors/Asst. 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. If 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 “green jobs” 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.

**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**

2024

GUIDELINES FOR THE POST-GRADUATE CERTIFICATE COURSE IN INDUSTRIAL HEALTH OF 3 MONTHS DURATION ASSOCIATE FELLOW OF INDUSTRIAL HEALTH (AFIH) has been updated in December 2023.

New Guidelines and Course Curriculum is available @

https://dglasli.gov.in/public/Admin/Cms/AllPdf/NEW_SYLLABUS_GUIDELINE_DECEMBER_2023_revised.pdf

**NAME OF THE INSTITUTES AND LOCATIONS RECOGNIZED/APPROVED
BY DGFASLI TO CONDUCT AFIH TRAINING PROGRAMME FROM THE
YEAR 2024**

SR. NO.	NAME OF THE INSTITUTES AND LOCATION
1.	Central Labour Institute, Mumbai
2.	Regional Labour Institute, Chennai
3.	Regional Labour Institute, Faridabad
4.	Regional Labour Institute, Kanpur
5.	Regional Labour Institute, Kolkata
6.	Regional Labour Institute, Shillong
7.	ESIC Medical College & Hospital, Faridabad, Haryana
8.	ESIC Medical College & Hospital, KK Nagar, Chennai
9.	ESIC Medical College & Hospital, Rajajinagar, Bangalore, Karnataka
10.	ESIC Medical College & Hospital, Gulbarga, Karnataka
11.	ESIC Medical College & Hospital, Sanathnagar, Hyderabad, Telangana
12.	ESIC Medical College & Hospital, Alwar, Rajasthan
13.	ESIC Medical College & Hospital, Bihta (Patna), Bihar
14.	ESIC Medical College & Hospital, Joka, Kolkata, West Bengal
15.	ESIC Post Graduate Institute of Medical Science and Research, Basaidarapur, New Delhi
16.	All India Institute of Hygiene and Public Health, Kolkata, MOHFW, Govt. of India

1. New E-mail ID of the AFIH Training Cell at Headquarter: afih-training@dglasli.nic.in

Revised Guidelines for One Month Certificate Course for supervisors to be employed in Hazardous Process Industries under section 41-C(b) of the Factories Act, 1948

1. COURSE TITLE: Certificate Course in Safety and Health for Supervisors to be Employed in Hazardous Process Industries

2. QUALIFICATION AND EXPERIENCE FOR ADMISSION

- (a) (i) A degree in chemistry or a diploma (three years full time) in any branch of engineering or technology or equivalent with not less than 5 years experience;

or

- (ii) A master's degree in chemistry or a degree in any branch of engineering or technology or equivalent with not less than 2 years experience.

- (b) The experience stipulated above shall be in process operations and maintenance, in any hazardous process industry.

3. COURSE DURATION

The duration of the course shall be as follows:

Full time (minimum 6 contact hours per day) – 4 weeks (Two weeks classroom teaching followed by one-week project work and on completion of which a further one week classroom teaching – 85 class room sessions)

4. COURSE CONTENT

The content of the syllabus of the training course for supervisors shall be as per **Annexure-I**.

5. ATTENDANCE

Minimum 80% of attendance shall be required for appearing in the examination. This minimum requirement is mandatory even if a candidate is declared sick on medical grounds. Those candidates not attaining the minimum percentage of attendance shall not be allowed to appear for the viva, laboratory work, project work and written examination and shall be required to repeat the course.

6. SCHEME OF EXAMINATION

- | | |
|---|------------|
| (a) Project work | -20 Marks |
| (b) Laboratory work (Safety, Hygiene and Industrial Medicine) | -20 Marks |
| (c) Oral examination based on project/laboratory work | -10 Marks |
| (d) Written examination | -150 Marks |

The project work may be carried out in the sponsoring organization or any organization of the participant's choice.

The examinations will be conducted by DGFASLI and the expenses towards TA/DA for the officials of DGFASLI for the conduct of the examination shall be borne by the Institute/organization as per their entitlement.

The written examination shall be of objective type consisting of 150 questions (multiple choice questions) and of two hours duration. The answers to the questions shall be marked in an OMR sheet. Further, for every wrong answer, 25% mark (Negative Marking) shall be deducted. All arrangements for conducting written, project, laboratory and oral examinations shall be made by the institute concerned by adhering to the specified norms.

The examination works including setting the question paper and evaluation of answer books, project reports, laboratory work and oral examination of the candidates shall be done by the empanelled examiners of DGFASLI only.

7. STANDARD OF PASSING

A candidate shall be declared to have passed the course if he/she secures minimum 50% marks in each of the items of the examinations [item 6(a), (b), (c) & (d)] and an aggregate of 60% or more.

8. AWARD OF CLASS /GRADE

The candidates passing in the examination as per the scheme given at item no. 6 & 7 above shall be awarded the Grade as below:

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%

9. RE-EXAMINATION

If a candidate for some genuine reasons could not appear for the examination after securing 80 % of the attendance, he shall be permitted to appear when the next examination is conducted within a reasonable period of time. Further, if a candidate could not pass in any one or more components of the examination, he shall be allowed to re-appear for those components once only. However, if a candidate having passed in all the components fails to secure minimum 60% marks in aggregate he shall be allowed to re-appear once in the written examination and/ or oral examination as per the candidate's choice.

10. AWARD OF CERTIFICATE

The certificate to the successful candidates shall be awarded by DGFASLI only. The format of the certificate is appended herewith as **Annexure – II**. The certificate will carry a photograph of the successful candidate, duly attested by DGFASLI and Head of the Institution or any other

authority so declared competent for this purpose with the seal of the institution and DGFASLI affixed on the certificate.

11. COURSE FEE

The course fee to be charged from the participants of this course shall not exceed the following:

- (a) In case of CLI & RLIs : ₹ 3,000/- (Rupees Three Thousand only)
- (b) For others: Not exceeding ₹ 20,000/- (Rupees Twenty Thousand only)

12. QUALIFICATION AND EXPERIENCE FOR FACULTY

The minimum qualifications and experience of the faculty members to be engaged for the course shall be as under:

For industrial safety discipline:

- (a) Three years diploma in chemical / mechanical / electrical / environmental / instrumentation / civil engineering and one year diploma in industrial safety conducted by DGFASLI or any institution recognized by the State Technical Boards or equivalent with 15 years of relevant work experience including teaching experience in an polytechnic / educational institutions for a minimum of three years.

OR

- (b) Bachelors degree in engineering / technology in chemical (including petro-chemical) / mechanical / electrical / environmental / instrumentation / civil engineering and one year diploma in industrial safety conducted by DGFASLI or any institution recognized by the State Technical Boards or equivalent with 10 years of relevant work experience including teaching experience in an polytechnic / educational institutions for a minimum of two years.

For industrial hygiene discipline:

- (a) Master of Science in Chemistry (any branch) and one year diploma in industrial safety conducted by DGFASLI or any institution recognized by the State Technical Boards or equivalent with 10 years of relevant work experience including teaching experience in an polytechnic / educational institutions for a minimum of two years.

For industrial health discipline:

- (a) MBBS with Associate Fellow of Industrial Health (AFIH) course conducted by DGFASLI or any institution recognized by DGFASLI in this behalf with 10 years of relevant work experience including teaching experience in any educational institutions for a minimum of two years.

Note: The term ‘relevant work experience’ means working in any industry / Major Accident Hazard installation. The term ‘teaching experience’ means experience in a teaching capacity in an educational institution imparting diploma / degree in engineering / technology/ Medicine.

PROCEDURE FOR APPROVAL OF THE TRAINING PROGRAMME CONDUCTED BY THE INSTITUTE /ORGANISATION

The Revised Guidelines for One Month Certificate Course for supervisors to be employed in Hazardous Process Industries under section 41-C(b) of the Factories Act, 1948 is available in the DGFASLI website under the tab Statutory courses.

[Draft-Revised guidelines for certificate course-draft \(dgfasli.gov.in\)](http://dgfasli.gov.in)

**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
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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
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10.	Safety belt	IS 3521:1999	<ol style="list-style-type: none"> 1. Performance test 2. Dynamic test 3. Static test 4. Flammability test
11.	Dust Respirator	IS 9473:2002	<ol style="list-style-type: none"> i. Breathing resistance ii. Filter penetration test
12.	Breathing air Quality of air cylinder	IS 9623-2008	<ol style="list-style-type: none"> 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 Ministry- Labour & Employment ➤ Purpose – Press 'Search' ➤ Select -other receipts under Service and Service Fees ➤ Pay and Account Office (PAO) : Select - 030263 – PAO (DGFASLI) ➤ 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.	
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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)

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)	
	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 (7)	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 original departmental records.
25.	Weekly annual 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) (a)	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)	1
	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	123	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.	GIF Conference	3
3.	IBS Conference	3
4.	Local Conference.	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 gear.	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 Deck 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 Shree 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. Deck 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 Deck 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. Reinforcement of Heavy Packaging 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/ Supreme court Judgment.	Permanent. ✓
14. Plan & Plan project.	5 years after completion of proj.
15. Correspondence with Manufacturers/ organizations-Information/service.	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 5 years after audit concurrence.

Directory of DGFASLI officers

DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES (DGFASLI Head Quarters)

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.No.	DESIGNATION	NAME	E-Mail Id	Contact No.
1.	Director General	Shri Prabhat Kumar	pkumar@dgms.gov.in	022-2406-0609
2.	Director (Safety) & Chief Inspector of Dock Safety	Shri Sumit Roy	sr@dgfasli.nic.in	
3.	Director (Safety)	Shri B J Ravi	ravibj@dgfasli.nic.in	022-5406-0509
4.	Director (Safety) &HOO	Shri Vipul Mishra	vipul.mishra@dgfasli.nic.in	
5.	Deputy Director (Safety)	Shri Bhupendra Chakradhari	b.chakradhari@dgfasli.nic.in	022-2406-051
6.	Principal Private Secretary	Smt. Purnima Chugh	fasli@dgfasli.nic.in	022-2406-0609
7.	Deputy Secretary	Shri Rajesh Budgujjar	rajesh.budgujjar@nic.in	
8.	Under Secretary	Shri Subrata Chatterjee	subrata.chatterjee68@nic.in	
9.	Assistant Director(Safety)	Shri Naresh Reshamwar	nb.reshamwar@dgfasli.nic.in	
10.	Section Officer	Shri Sanjay Prabhu	sanjay.prabhu@dgfasli.nic.in	022-2406-0531
11.	Section Officer	Shri Sanjay Bhutapalle	sanjay.bhuttapalle@gov.in	
12.	Private Secretary	Smt S Rajeshwari	fasli@dgfasli.nic.in	
13.	Additional Assistant Director(S)	Shri K P Sreekumar	kps@dgfasli.nic.in	
14.	Additional Assistant Director(S)	Shri Anurag Johar	anurag.johar@dgfasli.nic.in	

CENTRAL LABOUR INSTITUTE

Central Labour Institute's Building,
N.S. Mankikar Marg, Sion, Mumbai- 400

022. PBX No. (022) 24060500

FAX : 022-24071986

E-mail:cli@dgfasli.nic.in

S.No.	DESIGNATION	NAM E	E-Mail Id	Contact No.
1.	Dr. Sudhanshu Saini	Director (IM)	ss@dgfasli.nic.in	022-2406-0549
2.	Dr. Saket Bihari Mishra	Director (IH) & HOO	sm@dgfasli.nic.in	022-2406-0606
3.	Shri G P Vijay Krishna	Director (ST/P)	gpv.krishna@dgfasli.nic.in	022-2406-0516
4.	Shri Ramesh Singh Rawat	Director (Safety)	ramesh.rawat28@dgfasli.nic.in	
5.	Shri Sailesh N Borkar	Deputy Director (ST/P)	snb@dgfasli.nic.in	022-2406-0511
6.	Shri Upendra Singh	Deputy Director (ST/P)	us@dgfasli.nic.in	022-2406-0635
7.	Dr. Devendra Kolekar	Deputy Director (IM)	devendra.kolekar@dgfasli.nic.in	022-2406-0518
8.	Shri Satyendra Narayan Singh	Deputy Director (ST/P)	satyendra25.singh@dgfasli.nic.in	022-2406-0511
9.	Shri K N Milli	Assistant Director (Safety)	kn.milli@dgfasli.nic.in	
10.	Shri Praveen G. Satpute	Assistant Director (IH)	p.satpute@dgfasli.nic.in	
11.	Shri S. Shiva Kumar	Assistant Director (S)	shiva.kumar@dgfasli.nic.in	022-2406-0604
12.	Shri Narayanan R	Assistant Director(ST/P)	narayanan.10@dgfasli.nic.in	
13.	Dr Samir Kumar Paine	Assistant Director(IH)	sk.paine@dgfasli.nic.in	
14.	Shri Tushar K. Biswas	ALIO	tkb@dgfasli.nic.in	022-2406-0545

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.	Dr. Ravindra P Bhave	Director (IH)	drrpb@dglasli.nic.in	
2.	Shri H.M. Bhandari	Deputy Director (Safety) & HOO	hmb@dglasli.nic.in	033-25342735
3.	Shri K. Durai	Assistant Director (S)	kd@dglasli.nic.in	
4.	Shri G. Sibananda	Assistant Director (Safety)	gs@dglasli.nic.in	
5.	Shri Milind Barhate	Assistant Director (S)	mb@dglasli.nic.in	

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, hooeli.kanpur@dglasli.nic.in

S.No.	DESIGNATION	NAME	E-Mail Id	Contact No.
1.	Shri Dev Kumar Saxena	Director (S) & HOO	dks@dglasli.nic.in	0512-2212502
2.	Shri S.Datta Choudhary	Deputy Director (Safety)	sdc@dglasli.nic.in	
3.	Dr. Arkaprabhu Sau	Deputy Director (MED)	arkasau@dglasli.nic.in	
4.	Shri N. Varadharajan	Deputy Director (Safety)	n.varadhrajan@dglasli.nic.in	
5.	Shri Karunesh Srivastava	Assistant Director (Safety)	kas@dglasli.nic.in	
6.	Smt. Dhanshree H Acharekar	Assistant Director (IH)	d.acharekar@dglasli.nic.in	
7.	Shri. Aditya Lama	Assistant Director (Safety)	aditya.lama@dglasli.nic.in	
8.	Shri Manoj B. Kasulla	Additional Assistant Director (S)	mbk@dglasli.nic.in	

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	Shri Tanoj Chandan	Director(Safety) & HOO	tc@dglasli.nic.in	044-2235-0737
2	Dr. S.M. Chaugule	Director (IH)	smc@dglasli.nic.in	
3	Dr. Anjani Kumar	Deputy Director (IM)	anjanikumar@dglasli.nic.in	
4.	Shri Dadi Sunil	Deputy Director(Safety)	dadi.sunil@dglasli.nic.in	
4	Shri Nag Mani Mishra	Assistant Director (Safety)	nmm@dglasli.nic.in	
5	Shri Arup K. Das	Assistant Director (S)	akd@dglasli.nic.in	

REGIONAL LABOUR INSTITUTE, FARIDABAD

Sector 47, Haryana 121010

Phone : 0129-2468033, 2468020

Email: rlifaridabad@dglasli.nic.in

S.No.	DESIGNATION	NAME	E-Mail Id	Contact
1.	Dr. Sushant Kumar	Deputy Director (IM)	drsushant.kumar@dglasli.nic.in	
2.	Shri Saket Kumar Pandey	Deputy Director (Safety)	saketk.pandey@dglasli.nic.in	
3.	Dr. Nitin Gedam	Assistant Director (IH)	nitin.gedam@dglasli.nic.in	
4.	Shri Kunal Sharma	Assistant Director (S)	sharma.kunal@dglasli.nic.in	
5.	Shri Amit Gola	Assistant Director (S)	amit.gola@dglasli.nic.in	
6.	Shri Sanjeev Kumar	Additional Assistant Director (S)	sanjeev.kumar@dglasli.nic.in	

7.	Dr. Nitin Gedam	Assistant Director (IH)	nitin.gedam@dglasli.nic.in	
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REGIONAL LABOUR INSTITUTE, SHILLONG

Near Women ITI, Behind Rynjah Police Station,

Rynjah, Shillong, Dist- East Khasi Hills,

Meghalaya- 793006.

Phone-0364-2914829

Email: rli-shillong@dglasli.nic.in

S.No.	DESIGNATION	NAME	E-Mail Id	Contact
1	Director (Safety) & In-charge	Shri. Samir Pandey	sp@dglasli.nic.in	8655775051
2	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;

Sr.No.	Name & Designation /E- mail address	Office
1.	Shri B.Chenchal Rao Addl. Asstt. Director (Safety)	22692180 / 56565511/ 56565558

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
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
1	Shri N B Reshamwar Asstt.Director(S) Email : idsmormugao@dglasli.nic.in	08322520752

Inspectorate Dock Safety, KolkataNizam Palace, 1st floor, 2nd

M.S.O.Bldg. 234/4 A.J.C. Bose

Road, **Kolkata**-700020.Email : idskolkatta@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office
1.	Shri G.G. Rao, Deputy Director(Safety) Email :	
1	Shri Navneet Verma Astt. Director (Safety) Email:	033-22830718 / 22830719

Inspectorate Dock Safety, ParadipBadapadia, 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
1	Shri Somashekhar B. Bajaramath Addl.Asstt.Director(S) Email: s.bajaramath@dglasli.nic.in	06722-222413

Inspectorate Dock Safety, VisakhapatnamEx. D.L.B. Bldg., 5th Floor,Visakhapatnam Port Area, **Visakhapatnam**-530035. Email : idsvizag@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office
1	Shri Mahesh Jarpula Asstt.Director(Safety) Email:mahesh.jarpula@dglasli.nic.in Additional charge	0891-2563857

Inspectorate Dock Safety, Chennai3rd Floor, Anchor Gate Bldg., Rajaji Salai,**Chennai** – 600 001.Email : idschennai@dglasli.nic.in; mahesh.jarpula@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office
1	Shri Mahesh Jarpula Asstt.Director(Safety) Email:mahesh.jarpula@dglasli.nic.in	044-25220888, 25246419
2	Shri D.Nagasamy 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: idstuticorin@dglasli.nic.in , b.kumar@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office
1.	Shri Brijendra Kumar Addl. Asstt. Director (Safety) Email : b.kumar@dglasli.nic.in	0461-2352372

Inspectorate Dock Safety, Kochi

C.D.L.B. Dispensary Bldg., G.V.Ayyar Road,

Willington Island, **Kochi** – 682 003.Email : ids.cochin@dglasli.nic.in; d.nagasamy@dglasli.nic.in

Sr.No.	Name & Designation /E- mail address	Office
1	Shri Gyanasundarm Additional. Assistant Director(Safety) Email:d.nagasamy@dglasli.nic.in	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
1	Shri Gopinath. B Addl. Assistant Director (Safety) E-mail : b.gopi@dglasli.nic.in	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,

Sr.No.	Name & Designation /E- mail address	Office
1	Shri K.P.Shreekumar , Additional Assistant Director (Safety) E-mail : kps@dglasli.nic.in	022-27245099 022-67815099

Monthly remuneration of Officers and Employees, including system of compensation

Monthly remuneration of officers and staff of DGFASLI:

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Sl.	Name of post	Pay level in pay matrix (under 7 th 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)	
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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 2024-25 under the “Vote of Account for 2024-25” (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. 166120 thousand under various heads.

3. The head-wise breakup of funds under the head 2251- Secretariat-Social Services, 00.091-Attached Office, 01- Other items, 03-Directorate General of Factory Advice Services and Inspectorate of Dock Safety is as follows:

Sl.	Section	Head	Object head	Amount (Rs. in thousand)
1.	Revenue	2251.00.091.01.03.	01-salaries	52208
2.			05-rewards	1042
3.			06-Medical treatment (MT)	1667
4.			07-Allowances	43333
5.			08-Leave Travel Concession (LTC)	1250
6.			09-Training Expenses (TE)	42
7.			11-Domestic travel expenses (DTE)	4792
8.			12-Foreign travel expenses (FTE)	42
9.			13-Office expenses (OE)	12500
10.			14-Rents, rates and taxes for land and buildings (RRT)	1250
11.			16-printing & publication (PP)	42
12.			18-rent for other (RFO)	42
13.			19-Digital Equipment (DE)	333
14.			21-materials & supplies (M&S)	83
15.			24-Fuels and Lubricants (F&L)	83
16.			26-advertising and publicity (A&P)	42
17.			27-Minor Civil and Electric works (MCEW)	12500
18.			28-Professional services (PS)	667
19.			29-Repair and maintenance (R&M)	417
20.			40-awards & prizes (A&P)	42
21.			49-Other Revenue Expenditure (ORE)	42
Total for Revenue section				132419

4. The head-wise breakup of funds under the head 4250- Capital outlay on other social services, 00.201-Labour, 18- Other items, 08- Directorate General of Factory Advice Services and Inspectorate of Dock Safety is as follows:

Sl.	Section	Head	Object head	Amount (Rs. in thousand)
1.	Capital	4250.00.201.18.08	51-Motor Vehicles (MV)	42
2.			52-Machinery and equipment (M&E)	1042
3.			60-Other capital expenditure (OCE)	42
4.			71-Information, Computer, Telecommunications (ICT) equipment (ICTE)	2083
5.			72-Buildings & Structures (B&S)	27083
6.			73-Infrastructural Assets (IA)	42
7.			74-Furniture & Fixtures (F&F)	1042
8.			77-Other Fixed Assets (OFA)	125
Total for Capital section				31501

5. The head-wise breakup of funds under the head 7610.00.201.01.00.55-House Building Advance (HBA) is as follows:

Sl.	Head	Object head	Amount (Rs. in thousand)
1.	7610.00.201.01.00.	55-House Building Advance (HBA)	2200

6. Information regarding office wise and object head wise distribution of funds provided in Vote of Account for the Financial Year 2024-25 in respect of DGFASLI organization:

Head of Account- 2251.00.091.01.03.

Revenue: Directorate General of Factory Advice Service (DGFASLI)

(Rs. in thousand)

Office	1	5	6	7	8	9	11	12	13	14	16	18	19	21	24	26	27	28	29	40	49	Total
	Sala ry	Rewar ds	MT	Allw	LT C	T E	DT E	FT E	OE	RR T	P& P	RF O	D E	M& S	F& L	A& P	MW	PS	R& M	AP Z	OR E	
DGFAS LI (HQ)	9079	150	252	7000	150	0	900	42	1000	0	0	42	33	0	0	12	0	13 0	100	0	39	1892 9
CLI, Mumbai	1920 0	265	250	1510 0	200	42	750	0	2680	180	24	0	40	38	45	10	3000	70	100	0	0	4199 4
RLI, Faridaba d	3700	150	250	3600	200	0	732	0	1800	100	0	0	40	0	38	0	3500	20	10	42	0	1418 2
RLI, Kanpur	5100	60	400	3846	100	0	500	0	1500	150	0	0	40	20	0	5	3500	50	30	0	3	1530 4
RLI, Kolkata	4500	120	75	4500	100	0	850	0	2250	200	18	0	40	20	0	10	1000	40	37	0	0	1376 0
RLI, Chennai	4100	50	75	4050	100	0	300	0	1950	0	0	0	40	0	0	5	1500	50	75	0	0	1229 5
IDS, Kandla	445	7	10	302	50	0	50	0	120	10	0	0	10	0	0	0	0	15	5	0	0	1024
IDS, Mumbai	2282	85	50	1654	50	0	50	0	330	150	0	0	10	5	0	0	0	60	10	0	0	4736
IDS, Mormug ao	300	12	10	220	30	0	50	0	150	100	0	0	10	0	0	0	0	15 0	5	0	0	1037

IDS, New Mangalo re	280	7	10	225	50	0	50	0	150	0	0	0	10	0	0	0	0	0	5	0	0	787
IDS, Kochi	490	7	10	380	50	0	50	0	150	50	0	0	10	0	0	0	0	0	5	0	0	1202
IDS, Tuticori n	540	15	200	460	30	0	50	0	50	10	0	0	10	0	0	0	0	5	5	0	0	1375
IDS, Chennai	800	50	25	680	30	0	200	0	180	200	0	0	10	0	0	0	0	37	5	0	0	2217
IDS, Vizag	100	7	10	100	50	0	160	0	20	0	0	0	10	0	0	0	0	0	5	0	0	462
IDS, Paradip	322	7	10	186	30	0	50	0	120	100	0	0	10	0	0	0	0	0	5	0	0	840
IDS, Kolkata	970	50	30	1030	30	0	50	0	50	0	0	0	10	0	0	0	0	40	15	0	0	2275
Total	5220 8	1042	166 7	4333 3	125 0	42	479 2	42	1250 0	125 0	42	42	33 3	83	83	42	1250 0	66 7	417	42	42	1324 19

Head of Account- 4250.00.201.18.08.
Capital: Directorate General of Factory Advice Service (DGFASLI)

(Rs. in thousand)

Office	51	52	60	71	72	73	74	77	Total
	MV	M&E	OCE	ICT	B&S	IA	F&F	OFA	
DGFASLI (HQ)	42	157	42	2083	0	42	273	0	2639
CLI, Mumbai	0	485	0	0	20683	0	477	125	21770
RLI, Faridabad	0	0	0	0	0	0	0	0	0
RLI, Kanpur	0	100	0	0	0	0	142	0	242
RLI, Kolkata	0	60	0	0	700	0	0	0	760
RLI, Chennai	0	200	0	0	5700	0	150	0	6050
IDS, Kandla	0	0	0	0	0	0	0	0	0
IDS, Mumbai	0	0	0	0	0	0	0	0	0
IDS, Mormugao	0	0	0	0	0	0	0	0	0
IDS, New Mangalore	0	0	0	0	0	0	0	0	0
IDS, Kochi	0	0	0	0	0	0	0	0	0
IDS, Tuticorin	0	0	0	0	0	0	0	0	0
IDS, Chennai	0	0	0	0	0	0	0	0	0
IDS, Vizag	0	0	0	0	0	0	0	0	0
IDS, Paradip	0	0	0	0	0	0	0	0	0
IDS, Kolkata	0	40	0	0	0	0	0	0	40
Total	42	1042	42	2083	27083	42	1042	125	31501

Head of Account- 7610.00.201.01.00.

(Rs. in thousand)

Office	55
	HBA
DGFASLI (HQ)	0
CLI, Mumbai	2200
RLI, Faridabad	0
RLI, Kanpur	0
RLI, Kolkata	0
RLI, Chennai	0
IDS, Kandla	0
IDS, Mumbai	0
IDS, Mormugao	0
IDS, New Mangalore	0
IDS, Kochi	0
IDS, Tuticorin	0
IDS, Chennai	0
IDS, Vizag	0
IDS, Paradip	0
IDS, Kolkata	0
Total	2200

**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	Shanthi Consulting Engineers Vadodara	26-April 2022	25-April-25
2	Prosafe Process Engineernig Pvt Ltd Surat	26-April 2022	25-April-25
3	Vidhya Bharti, Ahmedabad	05-Jul-19	04-Jul-24
4	JN Tata Vocational Training Institute (JNTVTI), Jamshedpur	26-April 2022	25-April-24
5	International Institute of Industrial Safety Management(IIISM), Bengaluru	17-Aug-22	16-Aug-24

Approvals/empanelment given by the Dock Safety Division, DGFASLI

S.No.	Name of Item	Web link
1.	List of approved competent persons approved by DGFASLI	@ https://dgfasli.gov.in/dock-safety-view
2.	List of Doctors Empanelled by DGFASLI to carryout Medical Examination of the Dock Workers Employed in the Major Ports is available in the pubic domain	@ https://dgfasli.gov.in/dock-safety-view
3.	List of Major Accident Hazards notified under MSIHC Rules, 1986	@ https://dgfasli.gov.in/dock-safety-view

**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 equipment
- (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

Equipment and facilities for audiometry
Equipment and facilities for vision testing from Occupational health point of view

* Equipment and facilities for Lung Function tests

Equipment 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 equipment 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		

1.

Course	Institution	Year of Passing	Grade
MBBS			
DIH / AFIH			
M.D.			
Others, if any			

2. 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

3. 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 likeCBC, Blood, Sugar & other bio-chemical tests of serum, urine R	Yes / No
*	Equipment and facilities for Audiometry	Yes / No
*	Equipment and facilities for vision testing from Occupational health point of view	Yes / No
*	Equipment and facilities for Lung Function tests	Yes / No
*	Equipment and facilities for taking Chest X-ray (full size)	Yes / No
*	Equipment and facilities for E.C.G.	Yes / No

4. 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.

Sl.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.

Note : List of Annexure to be submitted by the empanelled doctor

**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 N_s corrected or uncorrected (in either eye)
3. Binocular vision.
4. No diplopia.
5. No limitation of visual fields.
6. Stereopsis 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 :

(j) - 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.L. 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	Month in which Examinations 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,
San, Mumbai - 400 022.
- (2) The Inspector of Dock Safety
(of the concerned port)

Name & Address of the Doctor

[Signature of the Doctor]

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 equipment 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 atwho 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 under MSIHC Rules, 1989 is given below:

1. 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.
2. The reporting proforma is given in schedule 7 of MSIHC Rules. Schedule 7 of MSIHC Rules is available on website and should be downloaded.
3. 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.
4. Site plan along with the neighboring installations, if any is to be attached.
5. Any other documents in support information furnished in the report may be attached.

**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 Sumit Roy Director(Safety) Phone No. 022 24060555
CPIO	:	Shri Bhupendra Chakradhari Dy. Director (Safety) Phone No. 022 24060542

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 विभाग
कारखाना सलाह सेवा एवं श्रम संस्थान महाविद्यालय
GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTE
एन. एस. मन्कीकर मार्ग, सायन, मुंबई-22, N.S. Mankikar Marg, SION, MUMBI-22
Phone 022-24092203 Email-fasli@dgfasli.nic.in

No: 39/2/2022-Estt.

OFFICE ORDER

Dated 23.03.2022

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 23.03.2022, Director General, Directorate General Factory Advice Service & Labour Institutes (DGFASLI), Ministry of Labour & Employment designate the following officers as CPIO and ACPIO for the purpose of 19(1) of the said Act.

S. No.	Name of Institutes & Address	Name of CPIO	Name of ACPIO
1.	DGFASLI (HQ)	Shri Bhupendra Chaudhari, Deputy Director (Safety) Mobile : 93292 18121 b.chaudhari@dgfasli.nic.in	Shri N.B. Reshamwar, Assistant Director (Safety) Mobile -8340845416 nb.reshamwar@dgfasli.nic.in
2.	Central Labour Institute, Mumbai	Shri S. Dutt Choudhary, Dy. Director (Safety) Mobile -9339959755 sdc@dgfasli.nic.in	Shri R. Narayanan, Assistant Director (ST/P) Mobile : 788982181 narayanan.10@dgfasli.nic.in
3.	Regional Labour Institute, Faridabad	Shri Saket Kumar Pandey, Deputy Director (Safety) Mobile :9303837525 Saketk.pandey@dgfasli.nic.in	Shri Karunesh Srivastav, Assistant Director (Safety) Mobile : 94151 90078 ksat@dgfasli(dot)nic(dot)in
4.	Regional Labour Institute, Kanpur	Dr. Arizpretha Sau, Deputy Director (Medical) Mobile : 89815 68707 arizsau@dgfasli.nic.in	Shri G. Sibananda, Asstt. Director (Safety) Mobile : 89548 87880 gs@dgfasli(dot)nic(dot)in
5.	Regional Labour Institute, Chennai	Dr. Anjali Kumar, Deputy Director (Medical) Mobile: 7080203497 anjankumar@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, Mormugao, Tuticorin, Cochin, Paradip, New Mangalore and Visakhapatnam)	Shri Dadi Sunil, Dy. Director (Safety) Mobile: 9956554795 dadisunil@dgfasli.nic.in	Shri K. Dural, Assistant Director (Safety) Mobile : 99749 38764 kd[at]dgfasli[dot]nic[dot]in

This is issued with the approval of the Director General.

Borishankar Jha
(B.N.Jha)
Deputy Director General & HOD (HQ)

To
All officers as mentioned above

**Designation of Assistant Public Information Officer of Inspectorate of
Dock Safety (updated on 30.06.2024)**

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,b.chakradhari@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; b.chakradhari@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, b.chakradhari@dgfasli.nic.in Office Tel : 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,ggr@dgfasli.nic.in Office Tel : 033-22830718 / 22830719</p>

5	Head of Office	Inspectorate Dock Safety, Paradip Badapadia, Post Box No.126, Paradip – 754142, Orissa. Email : idsparadip@dglasli.nic.in , ggr@dglasli.nic.in Office Tel : 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 , ggr@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 ; dadi.sunil@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 , dadi.sunil@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 : ids.cochin@dglasli.nic.in , dadi.sunil@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 , dadi.sunil@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@dgfasli.nic.in , b.chakradhari@dgfasli.nic.in Office Tel : 022-27245099
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Recruitment Rules

रजिस्ट्री सं. डी.एल.-33004/92

REGD. No. D. L.-33004/92


भारत का राजपत्र
The Gazette of India

सौ.जी-डी.एल.-अ.-30092020-222120
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अनाधारण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)
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PUBLISHED BY AUTHORITY

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नई दिल्ली, सोमवार, सितम्बर 28, 2020/ अश्विन 6, 1942
NEW DELHI, MONDAY, SEPTEMBER 28, 2020/ ASVINA 6, 1942

श्रम और रोजगार मंत्रालय

अधिसूचना

नई दिल्ली, 10 सितम्बर, 2020

सा.कार.वि. 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, जहाँ तक इसका संबंध निदेशक(सुरक्षा), उप निदेशक(सुरक्षा), सहायक निदेशक (सुरक्षा) और अतिरिक्त सहायक निदेशक(सुरक्षा) के पदों से है या उन पदों के सिवाय अधिज्ञान करते हुए, जिन्हें ऐसे अधिज्ञान के पूर्ण किया गया है या करने का लोप किया गया है, ऐसे श्रम और रोजगार 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 -

- 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।
- पद संख्या, वर्गीकरण और वेतन मेट्रिक्स में स्तर :-** पद की संख्या, उनका वर्गीकरण और वेतन मेट्रिक्स में स्तर वह होगा, जो इन नियमों से उपावृद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में चिह्नित है।

4562 GI/2020

(1)

3. **भर्ती की पद्धति, आयु सीमा और अन्य अर्हताएं आदि** :- भर्ती की पद्धति, आयु सीमा, अर्हताएं और उनसे संबंधित अन्य बातें वे होंगी जो उत्तर पूर्वोक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।

4. **निरहता- यह व्यक्ति-**

(क) जिसने ऐसे व्यक्ति से जिसका पति वा जिसकी पत्नी जीवित है, विवाह किया है; वा

(ख) जिसने अपने पति वा अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा।

परन्तु यदि केन्द्रीय सरकार वा 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।

5. **लिखित करने की शक्ति**- यहां केन्द्रीय सरकार की यह शक्ति है कि ऐसा करना आवश्यक वा समीचीन है, यहां यह उसके लिए जो कारण है, उन्हें लेखबद्ध करके, तथा संघ लोक सेवा आयोग से परामर्श करके, इन नियमों के किसी उपबंध को किसी वर्ष वा प्रवर्ष के व्यक्तियों की शक्ति, आदेश द्वारा लिखित कर सकेगी।

6. **न्यायनि** : इन नियमों की कोई बात, ऐसे आरक्षण, आयु सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिसका 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 मेट्रिकल में स्तर	चयन वा आवयन पद।	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
1.	2.	3.	4.	5.	6.
निदेशक(मुख्य)	11*(2019) *कार्यभार के आधार पर परिचर्चन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह 'अ' राजपयिन, अनुसूचिनीया	वेतन मेट्रिकल में स्तर 12 (78,800 – 2,09,200 रुपए)।	नयन	50 वर्षों से अधिक नहीं टिप्पण 1: केन्द्रीय सरकार द्वारा जारी किए गए अनुदेशों वा आदेशों के अनुसार सरकारी सेवाओं के लिए 5 वर्षों तक विरहित की जा सकती है। टिप्पण 2: आयु सीमा विधार्जित करने के लिए निश्चायक तरीक यह होगी जो संघ लोक सेवा आयोग द्वारा यथा विज्ञापित किया जाए।

सीधी भर्ती के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं।	नया पदोन्नत कर्मचारियों के लिए आयु और अर्हता की यही शर्त लागू होगी जो सीधी भर्ती के लिए है।
7.	8.
अतिशाय: (i) किसी मान्यता प्राप्त विश्वविद्यालय/पर्यवधान से एनिमिकल वा विद्युत वा रसायन वा यतन वा उत्पादन वा औद्योगिक वा इन्स्ट्रुमेन्टेशन वा सिविल इंजीनियरिंग वा धातुकला वा टेक्नोलॉज रसायन वा टेक्नोलॉज इंजीनियरी वा	आयु सीमा - नहीं। शैक्षणिक अर्हता -हाँ।

<p>कंप्यूटर विज्ञान या इलेक्ट्रॉनिक एवं कम्युनिकेशन में स्नातक की उपाधि</p> <p>(i) कारखाना अधिनियम 1948(1948 का 63) या डॉक कर्मचार (सुरक्षा, स्वास्थ्य और कल्याण) अधिनियम 1986(1986 का 54) या भ्रष्ट और अन्य संबंधित कर्मचार (नियंत्रण तथा सेवा शर्त विनियमन) अधिनियम 1996 (1996 का 27) के प्रवर्तन से संबंधित किसी सरकारी विभाग, औद्योगिक संयंत्र या अनुसंधान प्रयोगशाला या तकनीकी संस्थान या संगठन में टेक्स्टाइल के भौतिक और रासायनिक परीक्षण या कारखाना, डॉक, पोस्ट, निर्माण स्थल पर औद्योगिक सुरक्षा के विभिन्न कानूनों में 10 वर्ष का अनुभव</p> <p>शैक्षिक : (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 किया कक्षाओं के निरीक्षण, आवाहन और संचालन में अनुभव</p> <p>टिप्पण 1 - अर्हताएं, अन्तर्गत सुअर्हित अभ्यर्थियों की दशा में उन कारणों के लिए जो लेखबद्ध किए जाए संघ लोक सेवा आयोग के विवेकानुसार भिन्न 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 है जब बहुत के किसी प्रकार पर संघ लोक सेवा आयोग की यह राय है कि उनके लिए आरक्षित स्थितियों को भरने के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।</p>	
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परीवीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति: सीधी भर्ती या पदोन्नति या प्रतिनियुक्ति या आमंत्रण तथा विविध विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमंत्रण द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमंत्रण किया जाएगा।
9	10	11
सीधी भर्ती के लिए 2 वर्ष जो विभाग द्वारा निर्धारित 2 सप्ताह के आंशिक प्रशिक्षण को पूरा करने के अधीन है	<ol style="list-style-type: none"> 50% प्रोन्नति द्वारा और इसके त हो सकने पर प्रतिनियुक्ति (जिनके अंतर्गत अल्पकालिक संविदा भी है) द्वारा 50% प्रतिनियुक्ति (जिनके अंतर्गत अल्पकालिक संविदा भी है) द्वारा और इसके त हो सकने पर सीधी भर्ती द्वारा 	<p>प्रोन्नति</p> <p>उप लिखित (सु) वेतन भेट्टिक्स में स्तर 11(67,700 - 2,08,700 रुपए) में 6 वर्ष के निरक्षित सेवा कर चुके हों और जिनको प्राकृतिक सुरक्षा और स्वास्थ्य के क्षेत्र में 2 सप्ताह का प्रशिक्षण पूरा किया हो।</p> <p>टिप्पण : बड़ा ऐसे अनिष्ट व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या प्राप्ता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, बड़ा 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 बावजूद अधिक से या दो वर्षों में, 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, अपनी उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p> <p>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है)</p> <p>केंद्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्रों या स्वायत्त या कानूनी संघटनों या पब्लिक सेक्टर उपक्रमों या मान्यता प्राप्त विश्वविद्यालयों या मान्यता प्राप्त अनुसंधान संस्थानों के ऐसे अधिकारी जो</p> <p>(क) (i) मूल संवर्ग या विभाग में नियमित आधार पर स्टाफ पर धारण किये हुए हैं, या</p> <p>(ii) मूल संवर्ग या विभाग में वेतन वेट्रिफ़ा में स्तर 11 (67,700-2,08,700 रुपए) या इसके समतुल्य पद पर नियुक्ति के पश्चात् उस श्रेणी में 5 वर्षों की नियमित सेवा कर चुके हों, और</p> <p>(ख) अनुबंध 7 में उल्लिखित शीर्षी शर्तों के लिए निर्धारित शैक्षणिक अर्हता और अनुभव रखता हों।</p> <p>टिप्पण 1: पोषक प्रवर्गों के ऐसे विभागीय अधिकारी, जो प्रोन्नति की शीर्षी शर्त में हैं, प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>टिप्पण 2: प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) की अवधि, जिसके अंतर्गत केंद्रीय सरकार के उभरी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य कारर बाह्य पर पर प्रतिनियुक्ति के अवधि है साधारणतया 4 वर्षों से अधिक नहीं होगी। प्रति नियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्षों से अधिक नहीं होगी।</p>
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यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में चिन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाना आवश्यक है
12	13
<p>1. समूह 'क' विभागीय पदोन्नति समिति नियमों विम्बलिखित शामिल होंगे -</p> <p>i) अध्यक्ष या सदस्य, संघ लोक सेवा आयोग - अध्यक्ष</p> <p>ii) अपर सचिव या संयुक्त सचिव या निदेशक, धर्म और रोज़गार मंत्रालय - सदस्य</p> <p>iii) महानिदेशक या उप महानिदेशक, कारखाना मन्दाह सेवा और धर्म संस्थान महानिदेशालय - सदस्य</p> <p>2. समूह 'क' विभागीय पृष्ठ समिति नियमों विम्बलिखित शामिल होंगे -</p> <p>i) अपर सचिव या संयुक्त सचिव, धर्म और रोज़गार मंत्रालय - अध्यक्ष</p> <p>ii) निदेशक, धर्म और रोज़गार मंत्रालय - सदस्य</p> <p>iii) महानिदेशक या उप महानिदेशक, कारखाना मन्दाह सेवा और धर्म संस्थान महानिदेशालय - सदस्य</p>	<p>सीधी भर्ती और प्रतिनियुक्ति (जिनके अंतर्गत अल्पकालिक संविदा भी है) पर अधिकारी की नियुक्ति करने समय संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है</p>

पदनाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन या गैर चयन पथ	सीधे भर्ती किए जाने वाले स्थितियों के लिए अनु-सीमा
1.	2.	3.	4.	5.	6.
उप निदेशक(पुरखा)	11*(2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण कैटेगरी सेवा समूह 'क' राजपत्रित, अननुवर्तिनीया	वेतन मेट्रिक्स में स्तर 11 (67700 - 2,08,700₹पर्यंत)	चयन।	नागू नहीं होता।

सीधी भर्ती के लिए अपेक्षित शैक्षणिक और अन्य अर्हताएं	क्या पदोन्नत कर्मचारियों के लिए अनु और अर्हता की नई शर्तें लागू होंगी जो सीधी भर्ती के लिए हैं
7.	8.
नागू नहीं होता।	नागू नहीं होता।

परीरीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति: सीधी भर्ती या पदोन्नति या प्रतिनियुक्ति या आमेखन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेखन द्वारा भर्ती की रकम में वे शेषियां जिन्हें प्रोन्नति या प्रतिनियुक्ति या आमेखन किया जाएगा।
9	10	11
नागू नहीं होता	प्रोन्नति द्वारा और इसके न हो सकने पर प्रतिनियुक्ति (जिनके अंतर्गत अल्पकालिक संविदा भी है) द्वारा	<p>प्रोन्नति</p> <p>महासक निदेशक (पुरखा) स्तर 10 (56,100 - 1,77,500₹पर्यंत) में 5 वर्ष के नियमित सेवा कर चुके हों और जिनको व्यावसायिक गुरुता और स्वतन्त्र्य के क्षेत्र में 2 सप्ताह का प्रशिक्षण प्राप्त हो।</p> <p>टिप्पणी - जहां ऐसे इच्छित आवेदकों की पदोन्नति पर विचार किया जा रहा है जिनकी अपनी अर्हता सेवा पूरी कर ली है, ऐसी स्थिति में उनसे बरिष्ठ के मामले पर भी विचार किया जाएगा बशर्ते की उनकी अपेक्षित</p>

यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	भर्ती करने में फिर परिस्थितियों में संशय होना सेवा अधोप से परामर्श किया जाएगा।
12	13
समूह क विभागीय प्रोन्नति समिति जिसमें निम्नलिखित शामिल होंगे— 1. सचिव, अम और रोजगार मंत्रालय – अध्यक्ष 2. अपर सचिव या संयुक्त सचिव या निदेशक, अम और रोजगार मंत्रालय – सदस्य 3. महानिदेश या उप महानिदेशक, कारखाना कलाह सेवा और श्रम संस्थान – सदस्य	प्रतिनिधित्व/नियत अंतराल अत्याधिक संविदा की है। पर अधिकारी को नियुक्ति करने समय संशय होना सेवा अधोप से परामर्श सेवा आवश्यक है।

पदनाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	षयन वा अचयन पद।	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा
1.	2.	3.	4.	5.	6.
सहायक निदेशक(पुरजा)	27*(2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण फेडीय सेवा समूह 'क' राजपत्रित, अकतुनचिरीया।	वेतन मेट्रिक्स में स्तर 10 (56,100-1,77,500 रुपए.)	नयना	35 वर्ष से अधिक नहीं टिप्पण 1: केन्द्रीय सरकार द्वारा समय समय पर जारी किए गए अनुदेशों या आदेशों के अनुसार सरकारी सेवाओं के लिए 5 वर्षों तक शिथिल की जा सकती है। टिप्पण 2: आयु सीमा निर्धारित करने के लिए निर्धारक तारीख संशय होना सेवा अधोप द्वारा की जाती।

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 पदा में लागू होंगी या नहीं।
7.	8.
अनिवार्य : (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान में मैकेनिकल वा विद्युत वा रसायन वा भरीन वा उत्पादन वा औद्योगिकीय वा इन्स्ट्रुमेन्टेशन वा सिविल इंजीनियरिंग वा अतनुकता वा टेक्सटाइल रसायन वा टेक्सटाइल प्रौद्योगिकी वा कंप्यूटर विज्ञान वा इलेक्ट्रॉनिक एंड कम्युनिकेशन में स्नातक की उपाधि ii) कारखाना अधिनियम 1948(1948 का 83) वा डॉक कर्मकार (पुरजा,स्वास्थ्य और कलाप)अधिनियम 1986(1986 का 54) वा मजदूर और अन्य शक्तिमोक्ष कर्मकार (निरोधन तथा सेवा अर्ह अधिनियम) अधिनियम 1996 (1996 का 27) के अन्वय में संबंधित किसी सरकारी विभाग, औद्योगिक संगठन वा अतनुकता प्रयोगशाला वा तकनीकी संस्थान वा संगठन में टेक्सटाइल के भौतिक और रासायनिक परीक्षण वा कारखाना, डॉक, पोड, निर्माण स्वयं पर औद्योगिक सुरक्षा के विभिन्न कार्यों में 3 वर्ष का अनुभव	आयु सीमा – नहीं शैक्षणिक अर्हता – नहीं, किन्तु किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान में कम से कम मैकेनिकल / रसायन /विद्युत /सिविल/ भरीन अभियांत्रिकी/ अतनुकता/ टेक्सटाइल रसायन / टेक्सटाइल प्रौद्योगिकी में डिप्लोमा रखता हो।

<p>बोध्यव्यर्थ : (i) किसी मातृता प्राप्त विश्वविद्यालय या संस्थान से उपर्युक्त अनिवार्य योग्यता से संबंधित इवीनिटरिंग या प्रौद्योगिकी से मास्टर डिग्री</p> <p>(ii) किसी मातृता प्राप्त विश्वविद्यालय या संस्थान से औद्योगिक सुरक्षा में परा स्नातक या मास्टर डिग्री</p> <p>(iii) किसी मातृता 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, अनुभव सुअर्हति अभ्यर्थियों की दशा में उन कारणों के लिए जो न्येचवद्ध किए जाएं संघ लोक सेवा आयोग के विवेकानुसार शिथिल की जा सकती हैं।</p> <p>टिप्पण 2 – अनुभव संबंधी अर्हता (अर्हताएं) उन कारणों के लिए जो न्येचवद्ध किए जाएं संघ लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों की दशा में कम शिथिल की जा सकती हैं जब चयन के किसी प्रक्रम पर संघ लोक सेवा आयोग की यह राय है कि उनके लिए अपेक्षित रिक्तियों को भरणे के लिए अपेक्षित अनुभव रखने वाले उन समुदायों के अभ्यर्थियों के पर्याप्त संख्या में उपलब्ध होने की सम्भावना नहीं है।</p>	
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परीचीक्षा अवधि, यदि कोई हो	भर्ती की पद्धति: सीधी भर्ती या प्रोन्नति या प्रतिनिधुक्ति या आमेसन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनिधुक्ति या आमेसन द्वारा भर्ती की दशा में वे श्रेणियां विनये प्रोन्नति या प्रतिनिधुक्ति या आमेसन किया जाएगा।
9	10	11
<p>सीधी भर्ती के लिए 2 वर्ष और प्रोन्नत किए जाने वाले व्यक्तियों के लिए विभाग द्वारा निर्धारित 2 मर्याद के आरंभिक प्रशिक्षण को पूरा करने के अर्थात् है।</p>	<ol style="list-style-type: none"> 25% पदोन्नति द्वारा किये न हो सकने पर प्रतिनिधुक्ति (जिसके अंतर्गत अल्पकालिक अवधि भी है) द्वारा। 75% सीधी भर्ती द्वारा। 	<p>प्रोन्नति</p> <p>अतिरिक्त महायुक्त निदेशक (सुरक्षा) स्तर 7(44,900- 1,42,400 स्तर) में 3 वर्ष के नियमित सेवा कर चुके हो और तिनको आख्यकालिक सुरक्षा और स्वास्थ्य के क्षेत्र में 2 वर्षाहृत पर प्रशिक्षण प्राप्त हो।</p> <p>टिप्पण : जहां ऐसे इनिड व्यक्तियों के संबंध में, तिनहोंने अपनी अर्हक का पायता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, जहां उनके न्येच व्यक्तियों के संबंध में भी विचार किया जाएगा परंतु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पायता सेवा, अपेक्षित अर्हक या पायता सेवा के आधे से अधिक से या दो वर्ष से, उनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे इनिड व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पायता सेवा पहले ही पूरी कर ली है, अपनी उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिचीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p>

		<p>अर्हत सेवा की अवधि ऐसी अर्हत सेवा की अवधि के साथ या दो वर्षों को भी कम न हो, ये कम हो और उन्होंने अपने संबंधित अधिकारियों जिन्होंने पहले ही ऐसी अर्हत सेवा पूरी कर ली है, के साथ अपने उच्चतर सेट 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 संरक्षित 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 साव्य पर कार्य करने हुए हैं; या</p> <p>(ii) मूल संवर्ग या विभाग में वेतन वेट्रिफ़ा में स्तर 10 (56,100 – 1,77,500 रुपए) या इसके समतुल्य दर पर नियुक्ति के पश्चात उन वर्षों 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 वैज्ञानिक या विद्युत या रसायन या मरीन या उत्पादन या औद्योगिक या इन्स्ट्रुमेंटेशन या सिविल इंजीनियरिंग या वास्तुशास्त्र या टेक्नोलॉजी रसायन या टेक्नोलॉजी प्रौद्योगिकी या कंप्यूटर विज्ञान या इलेक्ट्रॉनिक एंड कंप्यूटेशन में स्नातक की उपाधि।</p> <p>(ii) कारखाना अधिनियम 1948(1948 का 63) या डॉक वर्कर्स (नुरक्षा, स्वास्थ्य और कल्याण) अधिनियम 1986(1986 का 54) या मजदूर और अन्य परिभाषा कर्मकार (नियोजन तथा सेवा धर्म विनियमन) अधिनियम 1996 (1996 का 27) के प्रवर्तन से संबंधित किसी सरकारी विभाग, औद्योगिक संरक्षण या अनुसंधान प्रयोगशाला या तकनीकी संस्थान या संरक्षण में टेक्नोलॉजी के भौतिक और सामाजिक परीक्षण या कारखाना, डॉक, पोत, निर्माण स्थल पर औद्योगिक सुरक्षा के विभिन्न कार्यों में 5 वर्ष का अनुभव।</p> <p>आवश्यक : (i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से उत्तुल्य 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 परिशोधन विद्यालयों के नियोजन, आयोजन और संचालन में अनुभव</p> <p>टिप्पण 1: पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोव्रिजि की सीधी पक्ति 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) वाले प्रोव्रिजि 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 केंद्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य वाइट काजू पर पर प्रतिनियुक्ति के अवधि है साक्षात्पत्रवा 4 वर्ष से अधिक नहीं होगी। प्रति नियुक्ति (जिसके अंतर्गत अल्पकालिक संविदा भी है) द्वारा नियुक्ति के लिए अधिकतम आयु सीमा अवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>
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		<p>प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) केन्द्रीय सरकार या राज्य सरकारों या संघ राज्य क्षेत्रों या स्वायत्त या कानूनी संसदों 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 मादृश पद धारण किने हुए हैं; या</p> <p>(ii) मूल संवर्ग या विभाग में केवल मेंट्रिक्स में स्लट 503 वा इसके समतुल्य पद पर नियुक्ति के पश्चात् उम्र श्रेणी में 2 वर्ष की नियमित सेवा कर चुके हों; और</p> <p>(घ) लम्ब 7 में उल्लिखित सीधी धर्ती के लिए निर्धारित वैधानिक अर्हता और अनुभव रखता हों।</p> <p>टिप्पण्य 1: चोपक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी धर्ती में हैं, प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>टिप्पण्य 2: प्रतिनियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उमी या किसी अन्य संघटक या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य काठर याद्वय पर प्रतिनियुक्ति के अवधि है साधारणतया 4 वर्ष से अधिक नहीं होगी। प्रति नियुक्ति (जिसके अंतर्गत अल्पकालिक सविदा भी है) द्वारा नियुक्ति के लिए अधिकतम अनु सीमा आवेदन प्राप्त करने की अन्तिम तारीख को 68 वर्ष से अधिक नहीं होगी।</p>
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यदि विभागीय प्रोन्नति समिति है, तो उसकी संरचना	धर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श लिया जाएगा।
12	13
<p>1. समूह क विभागीय प्रोन्नति समिति जिसमें निम्नलिखित होंगे -</p> <p>(i) अध्यक्ष या सदस्य, संघ लोक सेवा आयोग - अध्यक्ष</p> <p>(ii) जगर सचिव या संपुक्त सचिव या निदेशक, धर्म और रोजगार संचालन - सदस्य</p> <p>(iii) महानिदेशक या उप महानिदेशक, कल्याणता सहाय सेवा और धर्म संस्थान - सदस्य</p>	प्रत्येक अवसर पर संघ लोक सेवा आयोग से परामर्श सेवा आवश्यक है

2. समूह के विभागीय पुष्टि समिति जिसमें निम्नलिखित होंगे— (i) संयुक्त सचिव या निदेशक, वन और रोजगार मंत्रालय—अपना (ii) उप सचिव, वन और रोजगार मंत्रालय—सदस्य (iii) महानिदेश या उप महानिदेशक, कारखाना मन्दाह सेवा और वन संस्थान—सदस्य	
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पदनाम	पदों की संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन या नैर चयन पद	सीधी भर्ती के लिए अनु सीमा
1.	2.	3.	4.	5.	6.
अतिरिक्त प्रशासनिक निदेशक (पुरखा)	17*(2019) *कार्यभार के अनुसार पर परिवर्तन किया जा सकता है।	साधारण मेट्रीक्स सेवा समूह 'अ' पांचपंचित, अननुसूचित/वर्गीय	वेतन मैट्रिक्स का स्तर 7 (44,900 - 1,42,400 रुपए)	नाम नहीं होता।	30 वर्ष से अधिक नहीं टिप्पण 1: केन्द्रीय सरकार द्वारा समय समय पर जारी किए गए अनुदेशों या आदेशों के अनुसार सरकारी सेवाओं के लिए 5 वर्षों तक भविष्य की जा सकती है। टिप्पण 2: अनु सीमा निर्धारित करने के लिए निर्धारक तारीख से लोक सेवा अधिनियम द्वारा की जाएगी।

सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अयोग्य शैक्षणिक और अन्य शर्तें:	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित अनु सीमा और शैक्षणिक अर्हताएं श्रेष्ठ व्यक्तियों की दृष्टि में लागू होंगी या नहीं ।
7.	8.
आवश्यक: किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से मैकेनिक्स या विद्युत या रसायन या भौतिक या उष्णता या औद्योगिक या इलेक्ट्रिकल या सिविल इंजीनियरिंग या वास्तुशास्त्र या टेक्सटाइल/टेक्सटाइल रसायन/टेक्सटाइल प्रौद्योगिकी या कंप्यूटर विज्ञान या इलेक्ट्रॉनिक्स गैर कम्प्यूटिंग में स्नातक की उपाधि (ii) कारखाना अधिनियम 1946(1946 का 63) या लोक कर्मकार (पुरखा, प्वायप और कल्याण) अधिनियम 1986(1986 का 54) या भवन और अन्य सार्वजनिक कर्मकार (नियोजन तथा सेवा शर्तें विनियमन) अधिनियम 1996 (1996 का 27) के अंतर्गत में संबन्धित निम्नी सरकारी विभाग, औद्योगिक संगठन या अनुसंधान प्रयोगशाला या तकनीकी संस्थान या संगठन में टेक्सटाइल के भौतिक और रासायनिक परीक्षण या कारखाना, डॉन, पीन, निर्माण स्थल पर औद्योगिक सुरक्षा के विभिन्न कार्यों में 1 वर्ष का अनुभव बाध्यता : औद्योगिक सुरक्षा, निर्माण सुरक्षा और डॉक सुरक्षा के संबन्धित अनुसंधान, शिक्षण और प्रशिक्षण किया कलाओं के नियोजन, आयोजन और संचालन का अनुभव	लागू नहीं होगा।

<p>टिप्पण 1 – अर्हताएं, अन्यथा सुझाई अभ्यर्थियों की प्रशा में उन कारणों के लिए जो विद्यमान हैं कि उन्हें कार्य में लोक सेवा आयोग के विवेकानुसार अधिलेखित की जा सकती है।</p> <p>टिप्पण 2 – अनुभव संबंधी अर्हता (अर्हताएं) उन कारणों के लिए जो विद्यमान हैं कि उन्हें कार्य में लोक सेवा आयोग के विवेकानुसार अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों की प्रशा में सब अधिलेखित की जा सकती है जब चयन के किसी प्रक्रम पर 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>	
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सीधी भर्ती, यदि कोई हो	भर्ती की प्रकृति: सीधी भर्ती या पदोन्नति या प्रतिनिधित्व या आयेन तथा विभिन्न विधियों द्वारा भरी जाने वाली रिक्तियों का प्रतिशतता	प्रोन्नति या प्रतिनिधित्व या आयेन द्वारा भर्ती की प्रशा में वे श्रेणियाँ जिससे प्रोन्नति या प्रतिनिधित्व या आयेन किया जाएगा।
9	10	11
<p>सीधी भर्ती के लिए 2 वर्ष जो विभाग द्वारा निर्धारित 2 सालों के आर्थिक प्रशिक्षण को पूरा करने के अधीन है।</p>	<p>सीधी भर्ती द्वारा</p> <p>टिप्पण - यदि कोई पदधारक प्रतिनिधित्व या सीधी भर्ती या अथवा न्यून छुटी 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 प्रतिनिधित्व पर भरे जा सकते हैं जो,</p> <p>(क) मूल संघर्ष/विभाग में नियमित आधार पर न्यून पद धारण किये हुए हैं; या</p> <p>(ख) मूल संघर्ष/विभाग में वेतन मेट्रिक में स्तर 6 (25,400- 1,12,400 रुपया) या इसके समतुल्य पद पर नियुक्ति के पश्चात उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हों।</p> <p>(घ) सांख्यिकी में उल्लिखित सीधी भर्ती के लिए निर्धारित आर्थिक अर्हता और अनुभव प्राप्त कर चुके हों।</p> <p>प्रतिनिधित्व (जिसके अंतर्गत अल्पकालिक संविदा भी है) की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उनी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य कठोर बाह्य पद पर प्रतिनिधित्व की अवधि है साधारणतया 3 वर्ष से अधिक नहीं होगी। प्रतिनिधित्व द्वारा नियुक्ति के लिए अधिकतम आय सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>	<p>नागु नहीं होगा।</p>

यदि विभागीय प्रोवज़ि मसिति है, तो उसकी संरचना	भर्ती करने में किल परिस्थलियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
12	13
विभागीय पुष्टी मसिति (पुष्टी के सम्बन्ध में विचार करने के लिए) किमें निम्नलिखित होंगे - 1. महानिदेशक या उप महानिदेशक, कारखाना सवाह सेवा और श्रम संस्थान - अख्तार 2. निदेशक (सुरक्षा) कारखाना सवाह सेवा और श्रम संस्थान - सदस्य 3. निदेशक या उप सचिव, श्रम और रोज़गार संस्थान - सदस्य	संघ लोक सेवा आयोग से परामर्श लेना आवश्यक है

[सं. सं. ए-12018/01/2015.आई एल एच.1 (भाग III)]

निधा 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. Notes- 1 Relaxable for Government servants up to five years' in accordance with the instructions or orders issued by the Central Government. Notes- 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.	(i) 50 % by promotion filling which by Deputation (including short term contract), (ii) 50 % by deputation (including short term contract) filling which by Direct Recruitment.	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. 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. Deputation (including short term contract): 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: (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 11 (Rs.67,700 – 2,08,700) in the pay matrix or equivalent in the parent cadre or department; and (b) possessing the educational qualifications and experience prescribed for direct recruits under column (7). 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. 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.

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
1. Group 'A' Departmental Promotion Committee consisting of: (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 2. Group 'A' Departmental Confirmation Committee consisting of:- (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	Consultation with Union Public Service Commission necessary while making Direct Recruitment and appointing an officer on Deputation (including short term contract).

(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.	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. 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. 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: (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 (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 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>(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 (53 of 1948) or the Dock Workers (Safety, Health &</p>				<p>Age: No.</p> <p>Educational Qualification: No. But must possess atleast 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>	
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(9)	(10)	(11)
<p>Two years for direct recruits and promotes subject to completion of two weeks induction training as prescribed by Department.</p>	<p>25 % by promotion (including which by Deputation (including short term contract). 75% by Direct Recruitment.</p>	<p>Promotion: Additional Assistant Director (Safety) in Level-7 (Rs. 44,900-142,400) 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>
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(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 Reliexble 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>(i) (i) holding analogous posts on regular basis in the parent cadre/ Department; or</p> <p>(a) 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 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-12018/01/2015.1SHI (Pt.III)]

VIBHA BHALLA, J. Secy.

बच और पेनशन संवधान

नई दिल्ली, 29 अगस्त, 2019

न.सं.नि. 280.—जाइवनि, पेंशनरों के अनुसूचित 302 के परामर्श द्वारा प्रदान किये गये पेंशन बचने हुए और कारखाना बचाव सेवा एवं बच संवधान महाविद्यालय (समूह 'क' और समूह 'ख' पर) शर्ती नियम, 1909, यहाँ तक उनका संबंध निदेशक, (कर्मचारी प्रशिक्षण (3) / निदेशक (उत्पादकता) (3), उप-निदेशक, (कर्मचारी प्रशिक्षण) (7) / उप निदेशक (उत्पादकता) (4), और महापंच निदेशक, (कर्मचारी प्रशिक्षण) (3) / महापंच निदेशक (उत्पादकता) (3), के हत से हैं, उन शर्ती के विचार अधिकांक करते हुए, जिन्हें ऐसे अधिकार से दूरे किया गया है, या करने का सोच किया गया है, यह एवं पेनशन संवधान के अधीन कारखाना बचाव सेवा एवं बच संवधान महाविद्यालय में निदेशक, (कर्मचारी प्रशिक्षण उत्पादकता), उप-निदेशक, (कर्मचारी प्रशिक्षण/उत्पादकता) और महापंच निदेशक (कर्मचारी प्रशिक्षण/उत्पादकता) के एक पर शर्ती की पद्धति का क्लियरन्स करने के लिए निम्नलिखित नियम लागू हैं, अर्थात्—

1. शर्ती एवं शर्त— (1) इन नियमों का प्रारंभिक नाम कारखाना बचाव सेवा एवं बच संवधान महाविद्यालय (समूह 'क'-कर्मचारी प्रशिक्षण/उत्पादकता) नियम संघी पर) शर्ती नियम, 2019 है।

(2) ये शर्तों में प्रदान की शर्तों में लागू होंगे।

2. लागू होना— ये नियम, इन नियमों के अन्तर्गत अनुसूची के अन्तर्गत (1) में विनिर्दिष्ट शर्तों पर लागू होंगे।

3. पर-संख्या, शर्तीकरण और वेतन मेट्रिक में स्तर—एक शर्ती की संख्या, अन्तर्गत शर्तीकरण और इनका वेतन मेट्रिक में स्तर का वेतनरतन के होंगे जो इन नियमों में उत्पादक अनुसूची के स्तर (2) के स्तर (4) में विनिर्दिष्ट हैं।

4. शर्ती की पद्धति, अनुसूची, अर्थात् शर्त—एक पर पर शर्ती की पद्धति, अनुसूची, अर्थात् और उभय संशोधित अन्तर्गत करने के होंगे जो एक अनुसूची के स्तर (5) के (13) में विनिर्दिष्ट हैं।

5. निर्णय— यह शर्त—

(क) जिसने एक शर्त में जिसका इति या जिसकी शर्ती अधीन है, विचार किया है, या विचार की शर्तों की है या

(ख) जिसने शर्तों की या अपनी शर्ती के शर्तीक पद्धति हुए किसी शर्त में विचार किया है, या विचार की शर्तों की है।

एक पर पर निर्णय का प्राय नहीं होगा।

एक पर पर केन्द्रीय सरकार का यह संवधान हो जाता है कि ऐसा विचार उस शर्त और विचार के अन्य संवधानों को लागू शर्तों के अधीन अनुसूची है और ऐसा करने के लिए अन्य संवधान है जो यह किसी शर्तों को इन नियमों के अन्तर्गत से दूर ले सकेंगी।

6. शर्तों करने की शर्त— यहाँ केन्द्रीय सरकार की यह प्राय है कि ऐसा करना आवश्यक या अनिवार्य है, यहाँ यह उभय संशोधित को लागू है, उन्हें संशोधित करके, एक संघ संघ सेवा अधीन से प्राप्त करने हुए नियमों के किसी उपबंध को किसी शर्ती का शर्तों के शर्तों को लागू, अर्थात् द्वारा शर्तों कर सकेंगी।

7. शर्त— इन शर्तों की कोई शर्त, ऐसे शर्तों, अनुसूची में दूर और अन्य शर्तों पर प्राय नहीं करेगी, जिसका केन्द्रीय सरकार द्वारा इस संवधान में संवधान-संशोधित पर शर्ती किया कर शर्तों के अनुसूची अनुसूचित शर्तों, अनुसूचित शर्तों, अन्तर्गत करेगी, अनुसूचित शर्तों और अन्य शर्तों शर्तों के शर्तों के लिए उपबंध कर सकेंगी।

अनुसूची

परामर्श	शर्ती की संख्या	पर का शर्तीकरण	वेतन मेट्रिक में स्तर	वेतन या शर्त अन्तर्गत	शर्ती शर्ती के लिए अनुसूची
(1)	(2)	(3)	(4)	(5)	(6)
निदेशक (कर्मचारी प्रशिक्षण/उत्पादकता)	2* (2019)	साधारण केन्द्रीय सेवा समूह पर राजस्विक समनुसूचित	वेतन मेट्रिक में स्तर 12 (78,800-2,09,200 रुपया)	अन्तर्गत	लागू नहीं होगा

सीट नहीं के लिए अनधिकृत विधायक और अन्य सदस्यों	समाप्त पदों पर, कर्मचारियों के लिए अनुपूरक और अतिरिक्त सीटें नहीं लागू होती जो सीटों नहीं के लिए हैं।	परिषदों अर्थात्, यदि कोई हो	सीटों की पद्धति सीटों नहीं के पदों पर या प्रतिनिधित्व (असंगत) तथा विभिन्न विधियों द्वारा नहीं जाने वाली विधियों का है।
(7)	(8)	(9)	(10)
लागू नहीं होता	लागू नहीं होता	लागू नहीं होता	परिषदों द्वारा नियुक्त न हो सकने पर प्रतिनिधित्व द्वारा नियुक्त अंतर्गत अल्पसंख्यक सचिव भी है।

प्राथमिक प्रतिनिधित्व / असंगत द्वारा नहीं की बात में वे विधायक नियुक्त प्राथमिक प्रतिनिधित्व / असंगत किया जाएगा। (11)	
<p>पदोन्नति: वेतन मेरिट में सार 11 (87,700-2,08,700 रु.) में ऐसे पद नियुक्त (कर्मचारी प्रतिष्ठान / उत्पादकता) को उस सीटों में 6 वर्षों की नियमित सेवा कर चुके हैं और नियुक्ति आकांक्षित मुख्य एवं स्वल्प में जो लागू कर प्रतिष्ठान प्राप्त किया है।</p> <p>विषय 1: वहाँ ऐसे कर्मचारी व्यक्तियों के संख्या में, नियुक्ति अपनी अर्हक का कारण सेवा पूरी कर ली है, प्रोत्साहित के लिए विचार किया जा रहा है, वहाँ उनके अन्य व्यक्तियों के संख्या में भी विचार किया जाएगा वस्तु यह सब जब कि उनके द्वारा की गई सभी अर्हक का कारण सेवा, अर्थव्यवस्था अर्हक का कारण सेवा के अर्थ में अधिक से का दो वर्षों में, इसमें से जो भी कम हो, कम न हो और उपर्युक्त अपने ऐसे कर्मचारी व्यक्तियों सहित, नियुक्ति ऐसी अर्हक का कारण सेवा पहले ही पूरी कर ली है, अपनी उच्चतर सीटों में प्रोत्साहित के लिए अपनी प्राथमिक की अर्हक अभावपूर्वक पूरी कर ली है।</p> <p>प्रतिनिधित्व (विशेष संसदीय अल्पसंख्यक संविदा भी है): केन्द्रीय सरकार का राज्य सरकार का संघ राज्य क्षेत्र का स्वतंत्र या कल्पनी संसदों का पत्रिका संसद उपसदों का कारणता प्राप्त विधायकालयों का अनुसूचित संसदों के ऐसे अधिकारी जो</p> <p>(क) (i) पूरा मकान का विधान में नियमित अंतर पर सातव वर प्राप्त करते हो या (ii) वेतन मेरिट में सार 11 (87,700-2,08,700 रु.) का इनके समतुल्य पद पर नियमित अंतर पर नियुक्ति के पश्चात उस सीटों में 5 वर्षों की नियमित सेवा कर चुके हो और (ख) नियुक्ति के लिए अर्हक और अनुभव रखते हैं;</p> <p>अभियोग (i) मन्त्रालय प्राप्त विधायकालयों में प्राथमिक या विद्युत का प्रचार का सांख्यिक या उत्पादन या औद्योगिक या इन्फ्रामेन्टल या विभिन्न इंजीनियरिंग या अर्थव्यवस्था या टेक्नोलॉजी संसाधन या टेक्नोलॉजी प्रौद्योगिकी में सातक की उपरि का इंजीनियर और इंजीनियरिंग का एसेसिएट संसद।</p> <p>(ii) इंजीनियरिंग अर्थव्यवस्था या उद्योग या प्रसिद्ध संसदों के अंतर-अधिकृत हैं, मुख्यतः वैश्विक सेवा के साथ 10 साल का अनुभव।</p> <p>साक्षरता: (i) किसी कारणता प्राप्त विधायकालय के उपर्युक्त उल्लिखित क्षेत्र के लिए मुख्यतः प्रौद्योगिकी या इंजीनियरिंग में परास्नातक की शिक्षा। (ii) परीक्षाओं और अन्य पर्यवेक्षक कार्यों के लिए अधिकृत कार्यक्षेत्रों के योग्यता का अयोग्य और संसाधन में अनुभव या एंजीनियरिंग कक्षाओं या उद्योग या प्रतिष्ठान संसाधन में उत्पादकता विधान में अनुभव।</p> <p>विषय 2: प्रतिनिधित्व की अर्हक विशेष संसदीय अल्पसंख्यक संविदा भी है। विशेष संसदीय सरकार के उच्च या किसी अन्य संसद या विधान में इस नियुक्ति के ठीक पहले प्राप्ति किसी अन्य प्रकार सात वर का प्रतिनिधित्व की अर्हक है साधारणतः 4 वर्षों के अधिक नहीं होनी।</p> <p>विषय 3: प्रतिनिधित्व (विशेष अंतर्गत अल्पसंख्यक संविदा भी है) द्वारा नियुक्ति के लिए अधिकतम अनुपूरक अंतर्गत उस करने की अधिकतम सीटों को 50 वर्षों से अधिक नहीं होनी।</p> <p>विषय 4: योग्य करने के ऐसे विधायक अधिकारी, जो प्रोत्साहित की सीटों सीटों में हैं, प्रतिनिधित्व या नियुक्ति के लिए विचार किए जाने के साथ नहीं होने। इसी प्रकार प्रतिनिधित्व अर्हक प्रोत्साहित द्वारा नियुक्त के लिए विचार किए जाने के साथ नहीं होने।</p>	

(8)	(9)	(10)
संयुक्त शक्ति सेवा	एक वर्ष, विभाग द्वारा निर्धारित किए गए के अनुसार जो संसद का सम्मेलन अधिवेशन की पूर्णता के अधीन।	(i) 25% संयुक्त शक्ति द्वारा [प्रतिनिधिक (विशेष अंतर्गत अल्पसंख्यक शक्ति की है।)।अधिसूक्ति]। (ii) 75% सीधी शक्ति द्वारा।

(11)	(12)	(13)
<p>संयुक्त शक्ति - [प्रतिनिधिक (विशेष अंतर्गत अल्पसंख्यक शक्ति की है।)।अधिसूक्ति]</p> <p>केन्द्रीय सरकार का राज्य सरकारों या लोक राज्य क्षेत्र या स्वायत्त या कर्मचारी संसदों या पब्लिक सेक्टर उपकरणों का सम्बन्ध प्राप्त विश्वविद्यालय या अनुसंधान संस्थान के ऐसे अधिकारी जो</p> <p>(क) (i) मूल कर्मचारी का विभाग में नियमित आधार पर कार्य पर कार्य करते हैं या</p> <p>(ii) मूल कर्मचारी का विभाग में केवल पेंशन में स्तर 10 (56,100-1,77,500 रुपये) का उनके सामान्य चर पर नियमित आधार पर नियुक्ति के पश्चात उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हों।</p> <p>(ख) अनुच्छेद 7 के तहत सीधी शक्ति के लिए निर्धारित वैधानिक श्रेणी और अनुभव प्राप्त कर चुके हों।</p> <p>टिप्पण्य 1- विभागीय महासचिव निदेशक [कर्मचारी प्रतिपालन/उत्पादन], वेतन पेंशन में स्तर 10 (56,100-1,77,500 रुपये) को उस श्रेणी में 5 वर्ष की नियमित सेवा कर चुके हैं और आकस्मिक दुर्घटा व स्वास्थ्य में दो संवार का प्रतिपाद प्राप्त कर चुके हैं, के अंतर्गत पर की प्रतिनिधिक अधिकारियों के मामले के साथ विभाग किया जाएगा और यदि यह पर उनका स्थान होता है तो देने अधिकि माना जाएगा।</p> <p>टिप्पण्य 2- प्रतिनिधिक (विशेष अंतर्गत अल्पसंख्यक शक्ति की है।) की शक्ति, विशेष अंतर्गत केन्द्रीय सरकार के जारी या किसी अन्य संसद का विभाग में इस नियुक्ति से लोक पहले प्राप्त किसी अन्य प्रकार का अनुभव पर प्रतिनिधिक की शक्ति है वास्तविकता 4 वर्ष से अधिक नहीं होती।</p> <p>टिप्पण्य 3- प्रतिनिधिक द्वारा नियुक्ति के लिए अधिकतम आयु सीमा अंतर्गत प्राप्त करने की शक्ति शारीर को 56 वर्ष से अधिक नहीं होती।</p>	<p>संयुक्त शक्ति विभागीय पुष्टि समिति (पुष्टि के संबंध में विचार करने के लिए) विभाग निम्नलिखित शामिल होंगे</p> <ol style="list-style-type: none"> 1. ज्यूर शक्ति का संयुक्त शक्ति का अध्यक्ष अधिकारी, एवं और दो संयुक्त संसद - संसद 2. महासचिव, वास्तविकता संसद सेवा एवं एवं संसद - संसद 3. उप महासचिव, वास्तविकता संसद सेवा एवं एवं संसद - संसद 	<p>संयुक्त शक्ति सेवा अंतर्गत में कार्यकारी शक्ति प्राप्त (आवश्यक है।)</p>

(11)	(12)	(13)
वापु नही होगा	समूह (क) विभागीय बुद्धि समिति (बुद्धि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे: 1. प्रमुख अधिकारी या निदेशक, अथवा और दोस्तानु संसाधन - प्रमुख 2. उप निदेशक, अथवा और दोस्तानु संसाधन - सहायक 3. उप महासंचालक या निदेशक, अथवा और दोस्तानु संसाधन - सहायक	संघ लोक सेवा आयोग से परामर्श देना आवश्यक है।

[सं. सं. 12016/01/2015-अर्थ/संसाधन-६]

विचार प्रस्ताव, संयुक्त सचिव

MINISTRY OF LABOUR AND EMPLOYMENT

New Delhi, the 29th August, 2015

G.S.R. 280.—In exercise of the powers conferred by the provision 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) (2) / 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:

1. **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, 2015.

(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 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.

4. **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 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, 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.

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, 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.

7. **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.

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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 promotions	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 falling 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 those 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 Organizations 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 recognized 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 services 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 50 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 by 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: (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.	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 (Staff Training/Productivity)	A* (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 these in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir state, Lakshadweep and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Island and Lakshadweep.	Essential: (i) Bachelor's Degree in Mechanical or Electrical or Chemical or Metallurgical or Industrial 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 recognised university or institute in Engineering or Technology relevant to 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>
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(8)	(9)	(10)
Not applicable	One year, subject to completion of two weeks of industrial 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 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 regular service in the grade involved 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 additional qualifications and experience prescribed for direct recruits under column (7).</p> <p>Note 1: The departmental Assistant Director (Staff Training/ Productivity) in Level III 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>

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<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)
<p>3. Assistant Director (Staff Training Productivity).</p>	<p>1* (2019) *Subject to variation dependent on work load.</p>	<p>General Central Service Group 'A' Gazetted, Non-ministerial.</p>	<p>Level 10 in the pay matrix (Rs 56,100-1,77,200)</p>	<p>Not applicable</p>

(6)	(7)
<p>Not exceeding 35 Years. (Relaxable for Government servants upto 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, Lakshadweep District and Pangi Sub-Division of Chambo District of Himachal Andaman and Nicobar Island and Lakshadweep.</p>	<p>Essential:</p> <ul style="list-style-type: none"> (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). (ii) Three years' experience in an engineering workshop or industry or training institute relating to the field of qualification mentioned above. <p>Desirable:</p> <ul style="list-style-type: none"> experience in planning, organising or conducting training programmes for supervisors and other management personnel. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> 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 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)
<p>Not applicable</p>	<p>One year, subject to completion of two weeks of induction training as prescribed by department.</p>	<p>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.</p>

		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 exceed three years. Note 2: The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 50 years as on the closing date of receipt of application.
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(1)	(2)	(3)
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.

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VIJHA BHALLA, B. Secy.



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धम और रोजगार संरक्षण

अधिसूचना

नई दिल्ली, 19 नवम्बर, 2019

सा.सं.नि. 867(ब).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रथम श्रेणियों का प्रयोग करने हुए और महाविदेशालय कारखाना सहाह और धम संस्थान (समूह 'क' और समूह 'ख' पर) भर्ती नियम, 1989 को उन बातों के विषय में अधिकृत करने हुए, किन्हीं ऐसे अधिकृतों में पहले किया गया है या करने में लगे किया, धम एवं रोजगार संरक्षण के अधीन कारखाना सहाह सेवा और धम संस्थान महाविदेशालय में समूह 'क' के विभिन्न पदों पर भर्ती की पद्धति का विनिर्देश करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्—

1. संक्षिप्त नाम और शीर्षक.—(1) इन नियमों का संक्षिप्त नाम कारखाना सहाह सेवा और धम संस्थान महाविदेशालय (समूह 'क' चिकित्सा शिपव संबंधी पद) भर्ती नियम, 2019 है।

(2) वे राजपत्र में उनके प्रकाशन की तारीख को लागू होंगे।

2. लागू होना.—ये नियम, इसके उपाखण्ड अनुसूची के स्तम्भ(1) में विनिर्दिष्ट पदों को लागू होंगे।

3. पद-संख्या, वर्गीकरण और वेतन मेट्रिक्स में स्तर.—उक्त पदों की संख्या, उनका वर्गीकरण और वेतन मेट्रिक्स में स्तर वे होंगे जो इन नियमों में उपाखण्ड अनुसूची के स्तम्भ (2) के स्तम्भ (4) में विनिर्दिष्ट है।

4. भर्ती की पद्धति, आवु-सीमा, और अन्य बर्हताएँ आदि.—उक्त पदों पर भर्ती की पद्धति, आवु-सीमा, बर्हताएँ और उनमें संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तम्भ (5) से (13) में विनिर्दिष्ट हैं।

5. निरहता.—इहू व्यक्ति

(क) जिसने ऐसे व्यक्ति से विवाह पति या जिसकी पत्नी जीवित है, विवाह किया है, या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है,

उक्त पर 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 अनुबंध है और ऐसा करने के लिए अन्य आधार है तो वह किसी व्यक्ति को इस नियम के प्रवर्तन में छूट दे सकेगी।

6. विधित करने की शक्ति.—यहां केन्द्रीय सरकार की यह शक्ति है कि ऐसा करना आवश्यक या समीचीन है, यहाँ यह 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 शक्ति, आदेश द्वारा स्थगित कर सकेगी।

7. व्यापकता.—इन नियमों की कोई बात, ऐसे अर्थों में, अनुसूची में छूट और अन्य रिक्तियों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इन संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़े वर्गों, अनुसूचित क्षेत्रों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पदनाम	पदों की संख्या	पद का वर्गीकरण	वेतन मैट्रिक्स में स्तर	अवकाश या वर अवकाश पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अनु-सीमा
(1)	(2)	(3)	(4)	(5)	(6)
1. निदेशक (चिकित्सा)	2* (2019) *भारत के अधिकांश पर परिवर्तन किया जा सकता है।	साधारण श्रेणी सेवा समूह 'क' राजस्थान अनुसूचित/विशेष	स्तर 12 (78,800-2,09,200) और प्रेसिडेंसबंदी गण	अवकाश	लागू नहीं होता।

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षणिक और अन्य महत्वपूर्ण	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आय और शैक्षणिक महत्वपूर्ण प्रोफ़ेशनल व्यक्तियों की दशा में लागू होगी	परिशीला अवधि, यदि कोई हो	भर्ती की पद्धति: भर्ती सीधी होगी या प्रोफ़ेशनल द्वारा या प्रतिनिधित्व/कमेनन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रविष्टता
(7)	(8)	(9)	(10)
लागू नहीं होता।	लागू नहीं होता।	लागू नहीं होता।	प्रोफ़ेशनल द्वारा जिनके न हो सके पर प्रतिनिधित्व (अल्पकालिक संविदा सहित) द्वारा

प्रोफ़ेशनल/प्रतिनिधित्व/कमेनन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोफ़ेशनल/प्रतिनिधित्व/कमेनन किया जाएगा

11

प्रोफ़ेशनल:

वेतन मैट्रिक्स में स्तर 11 (67,700-2,08,700 रु.) में ऐसे उच्च निदेशक (चिकित्सा) अधिकारी जो स्तर में 5 वर्ष की विधित सेवा कर चुके हैं और जिन्होंने सामाजिक और रोकथामपरक जीवविज्ञान या जीवोद्योगिक हाइजीन या प्री-रिजिस्ट्रेशन विज्ञान संबंधी जीवविज्ञान या व्यावसायिक स्वास्थ्य में दो सप्ताह का प्रशिक्षण प्राप्त किया हो।

टिप्पणी: यहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोफ़ेशनल के लिए विचार किया जा रहा है, यहाँ उनके ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के अधे 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, अपनी उच्चतर श्रेणी में प्रोफ़ेशनल के लिए अपनी परिशीला की अवधि सफलतापूर्वक पूरी कर ली हो।

प्रतिनिधित्व (अल्पकालिक संविदा सहित):

केन्द्रीय सरकार या राज्य सरकारों का संघ राज्य क्षेत्रों या स्वायत्त या कानूनी संगठनों या पब्लिक सेक्टर के उपक्रमों या सार्वजनिक प्रशासन विभागों या अनुसंधान संस्थानों के ऐसे अधिकारी जो

(ए) (i) जो मूल उपहार का विचार में नियमित आधार पर बहुत पर धारण किए हुए, या

(ii) किलोमीटर क्षेत्र में स्तर 11 (67,700-2,08,700 रु.) का इसके समतुल्य पर पर नियमित आधार पर नियुक्ति के आधार पर में 5 वर्षों की नियमित सेवा की हो।

(क) जो निम्नलिखित शैक्षणिक अर्थों और अनुभव रखते हैं:-

अनिवार्य : भारतीय शिक्षा परिषद अधिनियम, 1956 (1956 का 102) की पहली या दूसरी अनुसूची या तीसरी अनुसूची के भाग 2 (अनुशासित शासक अर्थों के अलावा) में मान्यता प्राप्त शिक्षा अर्थात् सम्मिलित होनी। (अनुसूची के भाग 2 में सम्मिलित शैक्षणिक अर्थों द्वारा प्राप्त उपाधीकरण को उक्त अधिनियम के खंड 13(3) में निर्धारित अर्थों को पुरा करना होगा।)

(ख) व्यावसायिक स्वास्थ्य सेवा केंद्र या कर्षाधीन राज्य बीमा शिक्षाालय या कर्षाधीन राज्य बीमा विभाग के व्यावसायिक स्वास्थ्य सेवा केंद्र या निर्वाह उद्योग या कारखानों या पालनों या छावनों में स्वास्थ्य सेवा के क्षेत्र में 5 वर्षों के अनुभव सहित 10 वर्षों पर व्यावसायिक अनुभव।

बांझीय: किसी मान्यता प्राप्त विश्वविद्यालय के सामाजिक और सेवाकार्यक और/कि या औद्योगिक हाईस्कूल या स्तरि किया शिक्षण संबंधी क्षेत्रों में व्यावसायिक स्वास्थ्य में परास्नातक डिग्री या डिप्लोमा या औद्योगिक स्वास्थ्य में प्रयोगित फेलो (एएफआईएफ)।

टिप्पण्य 1: पेशेवर इवर्ष के ऐसे निभागीय अधिकारी, जो प्रोविसि की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। इसी प्रकार प्रतिनियुक्ति व्यक्ति प्रोविसि द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।

टिप्पण्य 2: प्रतिनियुक्ति की अवधि, जिसके अवधि के अंत में कार्य के अंत में किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले प्राप्ति किसी अन्य कारक बहुत पर पर प्रतिनियुक्ति के अवधि है स्थापनाकाल 4 वर्षों से अधिक नहीं होगी। प्रति नियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा अकेल प्राप्त करने की अवधि तारीख को 58 वर्षों से अधिक नहीं होगी।

<p>एक निभागीय प्रोविसि समिति है, जो इसकी संरचना</p>	<p>बनी करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा</p>
(12)	(13)
<p>संयुक्त निभागीय प्रोविसि समिति (प्रोविसि पर विचार करने के लिए) निम्नलिखित होंगे:-</p> <p>1. अध्यक्ष या सदस्य, संघ लोक सेवा आयोग - अध्यक्ष</p> <p>2. जूनियर अधिकारी या सहायक निदेशक या निदेशक या समकक्ष अधिकारी, जून और सेवाकार्यक - सदस्य</p> <p>3. महाविद्यालय/उपमहाविद्यालय, कारखाना महाविद्यालय एवं अन्य संस्थान महाविद्यालय - सदस्य</p>	<p>प्रतिनियुक्ति (असाधारणिक संविदा सहित) पर अधिकारी की नियुक्ति करने समय संघ लोक सेवा आयोग से परामर्श सेवा आवश्यक है।</p>

(1)	(2)	(3)	(4)	(5)
(2) उपनिदेशक (शिक्षण)	57 (2019) अधिनियम के अधिनियम पर परिश्रम किया जा सकता है।	साधारण कर्षाधीन सेवा समूह 'क' राजपत्रित अनुसूचित	स्तर 11 (67,700-2,08,700) और प्रतिनियुक्ति अला	पात्र नहीं होगा।

(6)	(7)
<p>40 वर्षों से अधिक नहीं।</p> <p>(किसी परास्नातक द्वारा समकक्ष-व्यव पर जारी किए गए अनुभवों या अर्थों के अनुसार सरकारी सेवाओं के लिए 5 वर्षों तक विधित की जा सकती है।)</p>	<p>अनिवार्य</p> <p>1) भारतीय शिक्षा परिषद अधिनियम, 1956 (1956 का 102) की पहली या दूसरी अनुसूची या तीसरी अनुसूची के भाग 2 (अनुशासित शासक अर्थों के अलावा) में मान्यता प्राप्त शिक्षा अर्थात् सम्मिलित होनी। (अनुसूची के भाग 2 में सम्मिलित शैक्षणिक अर्थों द्वारा प्राप्त उपाधीकरण को उक्त अधिनियम की धारा 13(3) में अनुसूची अर्थों को पुरा करना होगा।)</p>

<p>टिप्पण : आयु सीमा अप्रधारित करने के लिए निर्धारित तारीख में संघ लोक सेवा आयोग द्वारा विज्ञापित की जाएगी।</p>	<p>(i) व्यावसायिक स्थावर्य सेवा केन्द्र वा कर्मचारी राज्य बीमा विधिकलापण वा कर्मचारी राज्य बीमा निरुध के व्यावसायिक स्थावर्य से वा केन्द्र वा विरहित उद्योग वा करखालों वा फलनों वा धारों में स्थावर्य सेवा के क्षेत्र में 3 वर्षों के अनुभव सहित 5 वर्षों का व्यावसायिक अनुभव।</p> <p>नोटिसी:</p> <p>विनी मान्यता प्राप्त विरविज्ञानय में सासायिक और वेदकायपनक औपधि वा औद्योगिक इरुडिजिन वा शरीरकिया निरुधन संकी औपधि वा व्यावसायिक स्थावर्य में परामलानक विधी वा डिप्लोमा वा औद्योगिक स्थावर्य में अगरेकिरट फेलो (एएफआईएफ)।</p> <p>टिप्पणी 1: जरी के लिए आवेदन संगपले समय विरहित वैशयिक अर्हाता की जानकारी नूचित की जाएगी।</p> <p>टिप्पणी 2: अर्हाताएं, अन्यथा सुअर्हित अन्वर्षियों की फला में संघ लोक सेवा आयोग के विरिधकानुधाय विरहित की जा सकली है।</p> <p>टिप्पणी 3: अनुभव संकी अर्हाता (अर्हाताएं) संघ लोक सेवा आयोग के विरिधकानुधाय अनुनूचित जारिधों, अनुनूचित जन जातिधों और अन्य निरुद्धा वर्ग के अन्वर्षियों की फला में तब विरहित की जा सकली है जब फला के विनी प्रक्रम पर संघ लोक सेवा आयोग की तब राय है कि उनके विरि अररहित निरुधों की अरने के लिए अररहित अनुभव रखने जाने उन समुदायों के अन्वर्षियों के अररहित संकल में उपलब्ध होने की सम्भावना नहीं है।</p>
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(8)	(9)	(10)
<p>साइड नहीं</p>	<p>दो समानु के प्रतिकार दुरा करने के अररधरीत एक वर्ष</p>	<p>सीधी जरी द्वारा</p> <p>टिप्पणी: परधारी के प्रतिनिधुक्ति वा अन्वी बीमानी वा अररधन छुटी वा विनी अन्य परिधिधिविधों में एक वर्ष वा दुसरे अधिक अररधि के लिए साइड करने के कारण हुई निरुधक कर्मीय सरकार के निरुधलिविन अररिधारीधों में से प्रतिनिधुक्ति के अररधर पर जरी जा सकली।</p> <p>(क) (i) मूल साइड वा विभाय में निररधित अररधर पर साइड पर अररधर किए हुए हैं वा</p> <p>(ii) मूल साइड वा विभाय में वेतन मेरुधिस में स्तर 10 (58,100-1,77,600 रुपए) वा इसके समानुल पर पर 5 वर्ष की निररधित सेवा अरर बुके हैं।</p> <p>(ख) सांभ 7 में सीधी जरी किए जाने वाले जारिधों के लिए विरहित वैशयिक अर्हाता और अनुभव रखते हैं।</p> <p>टिप्पण : प्रतिनिधुक्ति की अररधि, निररधके अररधरत केरमीय सरकार के उनी वा किसी अन्य संगठन वा विभाय में इन निरुधति से ठीक पहले अररधित किसी अन्य साइड साइड पर प्रतिनिधुक्ति के अररधि है साधरलपनका 4 वर्ष से अधिक नहीं होना। प्रतिनिधुक्ति द्वारा निरुधति के लिए अररिधनय अररुमीया आवेदन साइड करने की अररधित तारीख को 50 वर्ष से अधिक नहीं होनी।</p>

(11)	(12)	(13)
राज्य सहयोगिता	<p>संयुक्त या विभागीय पुरि समिति (पुरी पर विचार करने के लिए) जिसमें निम्नलिखित होंगे:</p> <p>1. अवर सचिव या संयुक्त सचिव या समकक्ष अधिकारी, इस और रोजगार संशालय - संयुक्त</p> <p>2. निदेशक या उप सचिव या समकक्ष अधिकारी, इस और रोजगार संशालय - संयुक्त</p> <p>3. महानिदेशक या उप-महानिदेशक, कल्याणता बहाल सेवा एवं वन संस्वांग महाविद्यालय - संयुक्त.</p>	सीधी भर्ती करने समकक्ष लोक सेवा आयोग से परामर्श लिया जाएगा।

[फा. सं. ए-12018/01/2015-आदेशनएल-1]

अनुसंधा बंगार, अवर 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 in 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' (Casualty). 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 promoters	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)

Promotion:

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.

Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniority 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.

Deputation (including short term contracts):

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:

- (a) (i) holding analogous posts on regular basis, in the 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 (Rs. 67,700-2,08,700) in the pay Matrix or equivalent; and
(b) possessing the following educational qualifications and experience:

Essential:

- (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 (2) of the said Act.
(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.

Desirable:

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>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>
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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>L. 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. 67,700-2,00,700) 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>

	<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.</p>
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(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>	<p>Union Public Service Commission shall be consulted while making Direct Recruitment.</p>

[F.No. A-12018/01/2015-ISH-4]

ANURADHA PRASAD, Addl. Secy.

Transfer Policy of Group A, B, and C employees of DGFASLI

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 filing 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 Kestram
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;

Prakash Kumar
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(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.

Note 1- 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) **Liability 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.

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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.N o.	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)	Elderest 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.

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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 DGFASLI by 15 th January	Reference to a date in this
15-31 st January	Submission of proposal before the Transfer Committee.	table shall be taken as the next working day in case of
1-15 th February	Holding meeting of Transfer Committee	the indicated date is a
15-23 rd February	Obtaining of approval of the competent authority and issuing transfer order.	holiday.

- 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.

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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.

Basit Khan
15/12