

OFFICE OF THE COMMISSIONER OF LABOUR, A.P.HYDERABAD.

Memo.No.II/22381/2000

Dated.28.03.2002

Sub: Measures for Simplification of Government Procedure-
Coordination of Statutory Inspector and filing of Common
Annual Returns-In respect of SSI Units -Instructions -Issued.

Ref: 1.G.O.Ms.No.372 Industries & Commerce (SSI) Department
date.29-10-1999.

2.This Office memo No.O1/3880/1998,dated.8-12-1998.

3.This Office D.O.Lr.No.O1/3880/1998,dated.9-4-1999.

4. D.O.Lr.No.11/1/02/0014 UP, dt.02-02-2002 from the
Commissioner of Industries, A.P.Hyderabad.

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Government, in G.O.Ms.No.372, dated.29.10.1998 Industries and
Commerce (SSI) Department, dated. 29.10.1998, have directed the
Departments of Secretariat and the Heads of Departments to take
measures to simply Government procedures and stream line inspections
in respect t of SSI Units Keeping in view the representation received by
Government from various organisation, particularly from SSI Units, to
simplify the registers and returns and systematize inspections by the
Departmental Officers, Government requested the concerned
departments to take appropriate action to implement simplification of
Government procedures and Systematize Schedule of Inspections.
Government have also Stipulated, Inter-alia, the following measures to
be taken to simplify Government procedures and to stream-line
inspections.

- (1) The Departments which are involved in inspection of
industries should carry out only one annual statutory inspection. An
Inspector can be authorized to carry out inspections
- (2) The Departments shall prepare an annual schedule of
inspections for specific industrial areas in advance so that the
industries are aware of the dates of inspection.
- (3) The Common Annual return is sufficient to cover the returns
to be filed under the various Labour Laws of the Departments of
Labour and Factories.

2. In pursuance of the G.O.Ms.No.372 supra, instructions were issued
to all the Officers in the State, vide this office memo 2nd cited, for
implementation of Instructions Issued therein.

3. In pursuance of the G.O.Ms.No.372, the schedule of inspections of S.S.I Units was prepared in all the 7 Zones, covering 23 Districts, taking into account the jurisdiction of the Assistant Labour Officer concerned. Detailed proposals were submitted to the Principal Secretary to Government, Industries Department, Hyderabad, on the schedule of Inspections Vide reference 3rd cited.

4. The Commissioner of Industries, vide his reference 4th cited, has stated that their field officers in the Districts are given targets under performance indicators for ensuring Common Annual Inspection to be conducted by the Statutory Departments as they are co-ordinating the Common Annual Inspections by drawing up inspection schedules in consultation with the departments concerned at the District level. He further stated that the response from the field officers of the Labour Department is not encouraging; as it appears that there are no executive instructions to the field staff in this regard. He, therefore, requested to issue necessary instructions the Officers of the Labour Department to cooperate with the District Industries Centres in arranging and conducting annual inspections.

5. In view of the above, the following instructions are issued to the Officers of the Labour Department for strict compliance.

(1) The Asst Commissioner of Labour shall coordinate with the General Manager of the District Industries Center at the District level and follow the yearly schedule of statutory Inspections

(2) .The Asst Labour Officer who is notified Inspector under various Labour Laws is authorized to conduct yearly statutory inspection of SSI Units covered under Section 85(1)of the Factories Act.

(3). The Asst Commissioner of Labour, or Labour Officer, who is notified Inspector Under various Labour Laws are authorized to conduct yearly statutory inspection of SSI Units covered under Section 2(m)of the Factories Act .The list of 2(m) Factories to be inspected by the Labour Officer/Asst commissioner of Labour shall be prepared by the Dy.Commissioner of Labour.

(4). The Authorized/Notified Inspector shall only inspect the SSI Units situated in his jurisdiction as per the schedule in coordination with Industries Departmental Officials and take necessary action thereon as per the relevant provisions of Acts and Rules

(5). The common Annual return (copy enclosed) is introduced in G.O.Ms.No.476, dated 31-12-1998 of Industries & commerce (SSI) Department. It is sufficient if the common Annual Return is furnished in place of the returns prescribed under Labour enactments.

(6). Government in G.O.Ms.No No 10, dated 9-1-1999, of Industries Commencers Department, introduced Attendance Register and Salaries and Wage Register which shall be followed to satisfy the statutory requirements of records maintenance prescribed under eight statutes. A copy of the G.O. is enclosed for information and the inspectors should not ask for any prescribed registers if the employer is maintaining the information as prescribed in the G.O.

6. The above instructions shall be followed scrupulously by all Officers of the labour Department.

Sd/-AJOYENDRA PYAL
COMMISSIONER OF LABOUR

To

1. The Regional Joint Commissioner of Labour in the State
2. All the Dy.Commissioner of Labour in the State
3. All the Asst Commissioner of Labour in the State. They are requested to circulate these instructions from among all Labour Officer's and Asst Labour Officer's working under their control.

Copy to

1. Commissioner of Industries, A.P.Hyderabad
2. All Officers in Head Office
3. All Superintendents in Head Office.

//FORWARDED BY ORDERS //

Sd/-Gaurao
SUPERINTENDENT.