

Circular Memorandum

Sub: Labour Acts – Streamlining the Inspection and Reporting Mechanism – Instructions Issued – Regarding.

Ref: Letter No. 14548 / K2 / 2015-1, Labour and Employment Department, dated 16.06.2015.

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The Secretary to Government, Labour and Employment Department, has stated that there has been frequent reports about the harassment faced by the factories / industries, shops and establishments etc. due to repeated inspections and lack of structured systems to follow up on inspection reports. Hence has stated that it is necessary to maintain a strict time line regarding inspection and subsequent follow up action and has stated that the following points should be followed during inspection.

1. As far as possible, inspection must be done for various acts at the same time in any particular establishment.
2. Repeated visits to same place frequently to monitor different acts / regulations at different times will be treated as a clear case of harassment.
3. For all cases of inspection, the inspection report should be submitted to the concerned offices / establishment within two days after the date of inspection.

In this context, the Inspectors notified under various Labour Enactments are strictly instructed to adhere to the above guidelines while carrying out inspections in various establishments without any deviation.

The Inspectors of Labour are instructed to circulate this memorandum to their subordinates and to obtain their acknowledgement.

The Zonal Joint Commissioners of Labour and Regional Deputy Commissioners of Labour are requested to ensure that the above guidelines are followed by the Inspectors and the compliance should be monitored during the review meetings.

Further, the Zonal Joint Commissioners of Labour, Regional Deputy Commissioners of Labour and the Inspectors of Labour are requested to acknowledge the receipt of this circular memorandum within a week positively.

Sd./-xxxxx  
Commissioner of Labour

To  
All Zonal Joint Commissioners of Labour  
All Deputy Commissioners of Labour  
All Inspectors of Labour

Copy to  
All officers in this Office  
All Section in Office