



GOVT. OF ASSAM
OFFICE OF THE CHIEF INSPECTOR OF FACTORIES, ASSAM
NPS International School Lane, Betkuchi, Lohra, Guwahati-781040.

Office Order No.93

Dated, Guwahati the 22nd May, 2017.

Allotment of works for the following officers in the office of the Chief Inspector of Factories, Assam, Guwahati.

1. Shri G.C. Bora, Addl. Chief Inspector of Factories.

- a) New Registration, approval of plans, Stability Certificate of Lower Assam Region. Renewal of the factories of Lower Assam Region except renewal of factories of undivided Kamrup.
- b) Matter relating to Establishment Section.
- c) Matter relating to Assembly, Rajya Sabha & Lok Sabha.
- d) Matter relating to the Site Appraisal Committee.
- e) Matter relating to RTI Act, 2005.

2. Shri S.C. Kalita, Addl. Chief Inspector of Factories.

- a) New Registration, approval of Plans, Stability Certificate of Upper Assam Region. Renewal of factories of Upper Assam Region except Dibrugarh & Tinsukia Districts.
- b) Matter relating to Accts Section.
- c) Matter relating to DGFASLI/RLI.
- d) Training of Officers & Staff.
- e) Official website & EODB etc.
- f) Amendment of Act/Rules etc.
- g) Departmental Purchase/Tender Committee.
- h) Statistics Section.
- i) Attendance & C.L. records of Officers & Staff.

3. M.I. Khan, Addl. Chief Inspector of Factories.

- a) New Registration, approval of Plans, Stability Certificate of Middle Assam Region. Renewal of factories of Middle Assam Region except Sonitpur & Darrang District.
- b) Matter relating to Condemnation Committee.
- c) Assembly Question.
- d) Matter relating to On Site/Off Site Emergency Plans.
- e) Matter relating to Forest & Environment Act/Rules.

4. Shri I Neog, Inspector of Factories.

- a) Renewal of Sonitpur & Darrang District.
- b) To check the Inspection Reports from the Zonal Officer and District Offices and call for compliance on behalf of the Chief Inspector of Factories, Assam. Any serious matter is to be brought to the notice of the concerned Addl. Chief Inspector of Factories.

- c) To classify the accident reports of Guwahati & Bongaigaon Zone. Fatal and serious accident are to be brought to the notice of concerned Addl. Chief Inspector of Factories.
- d) Any other job assigned by the Chief Inspector of Factories, Assam or Addl. Chief Inspector of Factories from time to time.

5. Smt. S Kemprai, Inspector of Factories.

- a) Renewal of Dibrugarh & Tinsukia District.
- b) To classify the accident reports of Jorhat & Dibrugarh Zone. Fatal and serious accidents are to be brought to the notice of concerned Addl. Chief Inspector of Factories.
- c) Working of the Industrial Hygiene Laboratory and all matters related to it and under guidance of the Chief Inspector of Factories.
- d) Any other job assigned by the Chief Inspector of Factories, Assam or Addl. Chief Inspector of Factories from time to time.

6. Shri B.P. Borthakur, Law Assistant.

- a) To keep records of all the cases under the Factories Act & Rules.
- b) Take appropriate measures for early disposal of cases.
- c) To assist the officers in preparation of charge sheet etc. if asked for.
- d) To look after all cases pertaining to the Department at High Court and take necessary steps after consultation with the Chief Inspector of Factories, Assam/Addl. Chief Inspector of Factories.
- e) To scrutinize the legal aspects of the documents submitted to the Site Appraisal Committee.
- f) Any other job assigned by the Chief Inspector of Factories, Assam or Addl. Chief Inspector of Factories from time to time.

This will supersede all earlier orders in this regard.

Sd/-
Chief Inspector of Factories,
Assam, Guwahati.

Memo No. Estt/158/

Dated, Guwahati the _____th May, 2017.

Copy to:

- 1. Officers concern.
- 2. Office Notice Board.
- 3. Office Order Book.
- 4. Office file.

Sd/-
Chief Inspector of Factories,
Assam, Guwahati.