



GOVERNMENT OF ASSAM

***ANNUAL
ADMINISTRATIVE
REPORT***

2020

CHIEF INSPECTOR OF FACTORIES; ASSAM

**NPS INTERNATIONAL SCHOOL LANE
BETKUCHI,LOKHRA,GUWAHATI-40**

**ANNUAL ADMINISTRATIVE REPORT ON THE WORKING OF THE
INSPECTORATE OF FACTORIES FOR THE YEAR,2020.**

1. **General Administration** :-In the year 2020 there was no Amendment of the Factories Act.1948. Sri Samiran Das has been continuing as Chief Inspector of Factories of Assam.

There are four Zonal Factory Offices each at Guwahati, Dibrugarh, Bongaigaon&Jorhat headed by Senior Inspector of Factories and assisted by Inspector of Factories.

There are seven(7) District Factory Offices each at Guwahati, Nagaon, Sibsagar, Tinsukia, Tezpur, Kokrajhar&Silchar headed by Inspector of Factories.

The posting of the Officers and opening of District Factory Offices depends upon the concentration of registered factories in the District/Areas.

An organizational Chart showing the detailed set-up of Inspectorate of Factories, Assam is annexed at Annexure –I.

The following Acts & Rules are administered by this Inspectorate.

- (i) The Factories Act.1948.
- (ii) The Assam Factories Rules 1950.
- (iii) The Payment of Wages Act.1936.
- (iv) The Cotton Ginning & Pressing Factories Act.1936.
- (v) The Assam Factories (Welfare Officers)Rules 1950.
- (vi) The Assam Factories (Safety Officers)Rules.1980.
- (vii) The physically Handicapped Person (Employed in Factories)Act.1986.
- (viii) The Assam Control of Industrial Major Accident Hazards Rules 1990.
- (ix) The Assam Physically Handicapped person (Employed in Factories)Rules.1992.
- (x) Manufacture, Storage, Import & Handling of Hazardous Chemicals Rules1989.
- (xi) The Chemical Accidents emergency Planning preparedness and response Rules 1996.
- (xii) The Child Labour Prohibition & Regulation Act.1986.
- (xiii) The Child Labour Prohibition & Regulation Rules.1992.

2. **Factories:-** At the end of the year 2020 the total number of factories in the

State has been increased to **7512** Nos. as against the previous years figure of **7225** nos. A total number of **302** new Factories were registered in the year and **15** Nos. of Factories were crossed off/removed from the list of the registered factories.

Out of **7512** nos. of factories **6039** were defined as Factories under section 2(m)(i), **1235** under section 2(m)(ii) and **238** nos. were declared factories under section 85 of the Act. Out of **7512** factories **122** nos. were Govt. owned and rest **7390** were under private sector.

The District and Industry wise distribution of newly registered and Crossed off factories along with the category of factories to workers are Shown in the Table-I and 2-A & 2-B respectively.

3. Working Factories:- Out of **7512** registered factories including **2** educational Institutions the number of working factories is **6425** against the previous year figure of **6133** and rest **1087** is not in working condition. The percentage of the working factories is 85.49 %

A total no of **280** Annual Returns were received from the factories during the year. The Inspector of Factories and Statistical staff were directed to motivate to defaulter factories towards regular submission of returns. Frequent inspection and legal action may help to improve the positions.

4. Employment :-Total 280Nos. of Factories submitted annual return.As per return the projected daily number of workers employed **42753** nos. And 6145 No. of factories which failed to submit the returns is **251972**. Thus the total average daily nos. of workers in **6425** factories is **294725** as against the last year figure **285841**.

The employment position as per Industrial Classification and district wise employment of workers in factories is shown in Table-III & IV.

5. Accidents:- The total number of Industrial Accidents reported by the factories during the year is **28** including **9** fatal accidents. Reduction in the frequency of accidents has always been a matter of great importance to this Inspectorate. To reduce the frequency of accidents steps have been taken which include frequent inspections, technical suggestion etc. The nature of Industry wise and cause wise distribution of accidents are shown in Table-VI & VII. The number of accidents for the last 3 years along with severity rate and frequency rate for 2020 are shown in Table-VIII.

6. Safety in Factories:- The Inspectorate of Factories has taken special care for implementation of the Safety provisions of the factories Act.1948 and Rules framed there under during the year. The Department organized “ National Safety Day” and safety week in factories and safety training imparted to the workers and Managements. As a result of which the severity rate of Industrial Accidents has sharply come down. Moreover necessary guidance and advice was given by the Inspectors, on adoption of safety precaution such as guarding of machinery safe working condition, careful handling of materials, use of personal protective device etc. The Hazardous and major accident hazards factories of the state were asked to formulate their safety policies and to submit the policies.

With an aim for augmented activities in the field of accident prevention a forum consisting of management and workers representative is of prime

necessity and a safety committee can be the appropriate forum. The factories Act. provides for setting up the safety committee. This Inspectorate plays a vital role in setting up safety committee in various factories of the state. Most of the factories particularly the hazardous factories have constituted safety committee in the factory.

In addition to the above, mock drills at periodical intervals were carried out in the major accident hazards factories. The major accident hazards factories in the state have submitted the **ON SITE** emergency plans. The management of these factories are also being asked to prepare and submit the **OFF SITE** emergency plans, disclosure of information regarding hazardous chemical and hazards involved in the process, as required under the provisions of the Act. (Sec.41-B) The number of Safety Officers appointed in the hazardous factories as well as the factories employing more than 1000 workers are as shown in Table IX.

7. Health & Welfare : The working environment has got direct impact on the health of the persons who are working in the factories. The environment may be responsible for the cause of occupational diseases or other non-occupational diseases. The environmental factors such as presence of contaminants in the air, physical factor like humidity, noise, lighting etc, are examined by the Inspector and preventive measures are suggested.

The chapter V of the factories Act. 1948 deals with the provisions of Welfare of the workers employed in the factories and accordingly the following provisions are extended to factories in the state.

- (a) Washing facilities. First aid appliances etc.
- (b) Canteen facilities (where more than 250 worker are employed)
- (c) Shelter, rest rooms and lunch room (Where more than 150 workers are employed.)
- (d) Ambulance room (if more than 500 workers are employed)
- (e) Creache facilities (If more than 30 women workers are employed)
- (f) Welfare officers (If more than 500 workers are employed)

The welfare amenities like canteen, rest rooms, creaches,etc. are provided in most of the factories as a statutory requirement. These amenities are also provided by some managements in their establishment/ factories though they are not statutory bounded to do so. The average daily number of workers utilizing these facilities are highly satisfactory. The Welfare facilities provided in different factories as shown in Table X.

8. Safety Cell: The cell is headed by a Additional Chief Inspector of factories under the supervision of this cell, the major hazardous factories were classified and mock drills were carried out in the major hazards units. It also assessed the preventive and protective measures taken by the management of the hazardous unit and suggested additional measures to improve the work environment from the safety point of view. This cell also guides the Inspector in implementation of the Assam Control of Industrial major Accident Hazards Rules.

9. Statistical Cell: The statistical cell under control of the Chief Inspector of Factories was established in **1963**. The cell is headed by Statistical Officer and Assisted by two statistical assistance and two computers. In the year 2018 the Strength of cell was one Statistical Officer two statistical assistance (one is vacant) and two Computers.

The cell is responsible for collection of data in respect of Safety, Health, Welfare and employment in factories, covered under Factories Act & Rules framed there under & Payment of Wages Act, etc. Data's are compiled and consolidated statements are to be prepared within the stipulated time as per direction of the Director of Labour Bureau, Chandigarh. Moreover this cell is responsible for preparation of various statistical statements and proformas to feed many Govt. Depts. and other Non-Govt. Agencies, including individual scholars

10. Inspection: The Inspecting Officer of the Deptt. Carried out total **3500** inspection during the year 2020. Out of which **56** Inspections is made to chemical Factories. In addition **301** un- registered factories/ premises are inspected with a view to bring them under the purview of the factories Act.1948. Table No.XI show the detail in inspection.

11. Prosecution: During the year 2020, 3 Nos. cases were launched against **2 Nos.** factories under different sections of the Factories Act 1948 for contravention of 8 provisions detected during the course of inspection by the field officer of the Department.

12. Approval of Plans : The Total no. of plans submitted for approval to the Chief Inspector of Factories during the year was **302** for Construction of new factories and **40** for extension, alteration, modification, of existing factories. Details are shown in Table No.XII.

13. Registration, Licencing& Collection of Fees etc. : The Inspectorate collects a good amount revenue by way of registration and licencing under the factories Act. 1948 and renewing the licenses of the existing factories.

The break up Figure of revenue earned by the Deptt. Were shown in Table No.XIII.

14. Industrial Hygiene Cell:-The Industrial Hygiene Laboratory had been revived and new equipments were procured for functioning of the laboratory. The laboratory staffs was entrusted with the job of testing sound level, environmental monitoring and toxic gas detection. More modern equipments are required to make the laboratory fully operative.

15. Conclusion:-*The effective enforcement of the provisions of the Factories Act and Rule for last 70 years has provided ample benefits to the working class of the factories and also the management. It has considerably improved the working and employment condition in the factories. Generally increased productivity, reduced the number of accidents, thus reduced the loss of time and helped overall development of the nation.*

The Inspectorate of Factories is dedicative in achieving its aim and sincerely Endeavour's towards its fulfillment. But in its strives it is still facing a lot of problems, which somehow or other acts as deterrent to some extant: Such as

- 1. Frequent or increased No. of inspections of factories could not be conducted due to meager T.A. fund, non availability of Govt. vehicles for field officers, as most of the factories are situated in areas not accessible by public transport.*
- 2. The capacity building skill development training programme are to be impacted to all the employees.*

Appropriate and timely action by appropriate authorities in these respect shall definitely boost up working of the inspectorate to a higher level of achievement.

The Inspectorate is on the verge of successful completion of an ambitious project called Factory Information System which is expected to be operational within a month of two. This project shall result in the improved efficiency of the organization. Improved decision making .Improved morale of employees and many more including a big step towards the E governance

The Inspectorate at present, delivers its service in online mode only thereby bringing transparency and timeliness in service delivery.

(Suresh Chandra Kalita)
Chief Inspector of Factories. Assam.
Guwahat-40

PROFORMA

Inspectorate Staff (Gazatted) under the Factories Act 1948 for the year 2020

Sl No.	Name of the post	Sanctioned Strenght	Working strength	Remarks
	1	2	3	
1	Chief Inspector of Factories.Assam.	1	1	HQ
2	Addl, Chief Inspector of Factories,Assam.	3	3	
3	Jt. Chief Inspector of Factories.	-	-	-
4	Dy. Chief Inspector of Factories.			
5	Regional/Sr. Inspector of Factories.	4	4	
6	Inspector of Factories	21	17	4 vacant
7	Asstt. Inspector of Factories			
8	Specialist Inspector 1. Medical Inspector..... 2. Chemical Inspector 3. Hygiene Inspector 4. Other Inspector	1	1	
9	Total of Inspection Staff Sl.No.1-8)	30	26	4 vacant
10	Certifying Surgeon (a) Employed by the Inspectorate (b) Notified	3 -	2 -	1 vacant

TABLE NO-1
New Registered Factories-2020

District	No of Factories				No of Workers			
	2(m)(i)	2(m)(ii)	Sec(85)	Total	2(m)(i)	2(m)(ii)	Sec(85)	Total
1	2	3	4	5	6	7	8	9
Barpeta	4			4	81			81
Baksa	8			8	170			170
Bongaigaon	6	2		8	120	160		280
Cachar	10			10	310			310
Chirang	1			1	20			20
Darrang	1			1	20			20
Dibrugarh	14			14	566			566
Dhubri	2	1		3	30	100		130
Dhemaji	4			4	80			80
Goalpara	4			4	112			112
Golaghat	7	1		8	148	70		218
Hailakandi								
Jorhat	12	2		14	273	55		328
Kamrup	91	3		94	2989	300		3289
Karimganj	5			5	173			173
Karbi- Anglong								
Kokrajhar								
Lakhimpur	1		1	2	10		3	13
Marigaon	3	4		7	140	400		540
Nagaon	12	7		19	205	550		755
Nalbari	7	1		8	310	100		410
N.C.Hills								
Sibsagar	11			11	240			240
Sonitpur	24	9		33	556	600		1156
Tinsukia	33	5		38	780	240		1020
Udalguri	6			6	217			217
TOTAL=	266	35	1	302	7550	2575	3	10128

TABLE NO.2(A)
Details of the De- Registered Factories,2020

District.	No. of Factories.				No. of Workers			
	2(m)(I)	2(m)(II)	Sec.85	TOTAL	2(m)(I)	2(m)(II)	Sec.85	TOTAL
Kamrup	10		1	11	679		7	686
Dibrugarh	1			1	90			90
Goalpara	1			1	10			10
Marigaon		1		1		100		100
Sibsagar	1			1	14			14
Total=	13	1	1	15	793	100	7	900

TABLE NO.-2(B)
Industry Wise De-Registered Factories.-2020

Sl.No.	Category	Description	No. of Factories.
1	01	Crop and Animal Productio	
2	10	Mfg.of Food products	
3	11	Mfg. Distilling, rectifying & blending of Spirit	
4	12	Mfg. of tobacco products	
	13	Mfg. of Textile	
	14		
5	16	Mfg. of wood & wood products	1
6	17	Mfg. of Newsprint	
	18		1
	20	Mfg. of chemical & chemical products	3
7	21	Mfg. Of pharmaceutical, medicinal chemical and botanical products.	1
8	22	Mfg. of rubber & plastics products	1
9	23	Mfg. of other non- metallic mineral products	3
10	24	Mfg. of basic metals	1
11	25	Mfg. of fabricated metal products	1
12	27	Mfg. of electrical equipments	3
13	28	Mfg. Of machinery and equipments	
14	31	Mfg. Of Furniture	
15	45	Wholesale and retail trade and repair of motor vehicles and motorcycles	
16	52	Warehousing and transport activities for transportation	
		TOTAL=	15

TABLE-III

Shows District wise distribution of registered factories and average daily No. of Employment in the year 2020

SL.No	District	No. of Factories	No. of workers
1	2	3	4
1	Barpeta	100	2723
2	Baksa	34	1546
3	Bongaigaon	99	7568
4	Cachar	419	14408
5	Chirang	25	1210
6	Dibrugarh	537	28621
7	Darrang	106	3401
8	Dhemaji	20	381
9	Dhubri	141	6891
10	Goalpara	53	2064
11	Golaghat	385	10790
12	Hailakandi	55	3531
13	Jorhat	438	11610
14	Kamrup	2110	78447
15	Karimganj	138	4371
16	KarbiAnglong	50	1498
17	Kokrajhar	51	3197
18	Lakhimpur	91	2770
19	Marigaon	126	6931
20	Nagaon	484	22459
21	Nalbari	61	2488
22	North Cachar	28	991
23	Sibsagar	478	17426
24	Sonitpur	603	26532
25	Tinsukia	786	28234
26	Udalguri	94	4614
	TOTAL=	7512	294725

TABLE-IV

Average daily number of workers employed in registered factories in the year, , 2018,2019& 2020

Industry code	Group of Industries (Factories)	2018		2019		2020	
		No. of Factories	No. of workers	No. of Factories	No. of workers	No. of Factories	No. of workers
1	2	3	4	5	6	7	8
01	Crop and animal production, Hunting & Related activities	47	927	48	947	20	453
05	Mining of Coal and lignite	4	32	3	22	3	22
06				1	10	1	10
10	Mfg. Of Food	1912	83784	1948	84033	2035	85633
11	Mfg. Of Beverages	158	3552	170	3724	180	3961
12	Mfg. Of Tobacco products	47	702	48	735	48	723
13	Mfg. Of Textiles.	56	4169	68	4288	69	4296
14	Mfg. Of Wearing apparel.	7	102	7	95	9	175
15	Mfg. of leather and related products	1	12	1	12	1	12
16	Mfg. Of Wood & products of wood cork	434	9234	432	9211	435	9156
17	Mfg. Of Paper & Paper products	149	5872	157	6032	163	6246
18	Printing & reproduction of recorded media	67	1689	69	1748	72	1848
19	Mfg. Of Coke and ,Refined Petroleum products	91	9479	110	9737	115	9562
20	Mfg. Of Chemical & Chemical products.	186	14036	190	14095	201	14254
21	Mfg. Of pharmaceutical, medicinal chemical and botanical products.	64	6493	64	7301	68	8094
22	Mfg. Of rubber and plastics products.	365	9463	383	9661	402	10062
23	Mfg. of other non- metallic mineral products	2447	101267	2584	105889	2724	111789
24	Mfg. Of basic metals	168	4640	172	4764	174	4821
25	Mfg. Of Fabricated metal products except machinery & equipment	163	2753	166	2832	172	2916
26	Mfg. Of Computer, electronic and optical products	18	293	17	293	17	293
27	Mfg. Of electrical equipment	107	4124	110	4108	111	3378
28	Mfg. Of machinery and equipments	51	865	51	850	52	898
29	Mfg. Motor vehicle, Trailer & semi Trailer	3	42	3	42	3	42
30	Mfg. Of other Transport equipments	10	3674	10	3674	10	3674
31	Mfg. Of Furniture	46	1126	48	1156	54	1463
32	Other manufacturing	5	61	5	61	5	61
33	Repair and installation of machinery and equipment	12	224	13	234	13	234
35	Electricity, gas, steam and air conditioning supply	53	5025	55	3945	55	4081

Table IV

36	Water collection, treatment and supply	4	46	4	46	4	50
38		1	15	1	15	1	15
45	Wholesale and retail trade and repair of motor vehicles and motorcycles	163	3853	172	4299	178	4484
46	Wholesale trade, except motor vehicles and motorcycles.	1	nil	1	0	1	0
47	Retail trade except of motor vehicles and motorcycles	37	364	37	364	39	403
49	Land transport and transport via pipelines	13	648	13	662	13	640
52	Warehousing and transport activities for transportation	41	848	41	806	41	811
74	Other professional, scientific and technical activities	2	8	2	8	2	8
85	Technical and vocational education	2	nil	2	0	2	0
95	Repair of computer and personal and household goods	20	124	19	124	19	124
TOTAL		6945	279246	7225	285841	7512	294725

TABLE-V.

Woman and Children Workers employed in Factories which submitted returns.

Year	No. of Factories		Total No. of Workers	Total No. of Woman workers.	Total No. of Child workers
2018	6945	279	279246	35939	
2019	7225	286	285841	37159	
2020	7512	280	294725	38314	

TABLE –VI
Cause wise distribution of Accident in Assam.

Sl.No.	Cause of Accident	2018		2019		2020	
		A	B	A	B	A	B
1	Mining & agglomeration of hard coop (101)						1
2	Machinery moved by machine power(102-112)	1	23	1	11	2	9
3	Machinery not moved by mechanical power (122-123)		1				
4	Transport (113-116)	1		1		1	1
5	Electricity (117)	3		1		1	1
6	Fire,Explosion,Gassing (118-120)	2	3	1	2		2
7	Molten Metal (121)						
8	Use of Hand Tools (124)						
9	Struck by falling body (125)				1	1	2
10	Falling From height (126)	2	5		3	4	2
11	Falling on the flat (127)				1		
12	Falling into pits excavation (128)		1				
13	Stepping or striking against objects (129)	1			1		
14	Handling goods & Articles (130)		1		1		
15	Others (131)	2	1		1		1
	TOTAL=	12	35	4	21	9	19

TABLE-VII
Industry wise distribution of Accidents.

Nature of Industries	2018		2019		2020	
	Fatal	Non-Fatal	Fatal	Non-Fatal	Fatal	Non-Fatal
01-Crop and animal production						
10-Mfg. Of Food	3	25				
11-Mfg. Of Beverages		1	1	11	5	9
12-Mfg. Of Tobacco products						
13- Mfg. Of Textiles.					1	
16-Mfg. of wood and wood products	2			1		
17-.Mfg. Of Paper & Paper products			1	1	1	4
19- Mfg. Of Coke and ,Refined Petroleum products	1	3		1		
20- Mfg. Of Chemical &Chemical products.		4		2		3
21-Mfg. Of pharmaceutical, medicinal chemical and botanical products			2	1		
22-Mfg. Of rubber and plastics products						1
23- Mfg. of other non- metallic mineral products.	5	1		1	1	
24- Mfg. of basic metal	1				1	
25-Mfg. Of Fabricated metal products except machinery & equipment		1		3		1
28- Mfg. Of machinery and equipments						
30- Mfg. of other transport equipments.						
35- Electricity, gas, steam and air conditioning supply.						1
TOTAL=	12	35	4	21	9	19

TABLE-VIII.
Accidents in Factories in Assam.

Year	Fatal	Non-Fatal	TOTAL	Severity	Frequency
1	2	3	4	5	6
2018	12	35	47	16.12%	0.31%
2019	4	21	25	42.0%	0.19%
2020	9	19	28	5.28%	0.22%

S.R= Mandays works
Mandays lost X one thousand

F.R.=No. of Accident X one Lakh
Manday worked

TABLE-NO.IX

Year	No. of Safety officers to be Appointed as per provision.	No. of Safety officers to Appointed as present As per submitting return
2018	8	74
2019	9	70
2020	12	72

TABLE-X.

Year	Ambulance Room.	Canteen	Shelter/Rest/ Lunch Room	Crèche	Welfare Officers	
					Required to be appointed.	
2018	83	108	112	45	81	81
2019	92	108	112	45	85	85
2020	88	120	117	49	84	157

TABLE-XI
Inspection of Factories

Year	2(m)(i)	2(m)(ii)	Sec.85	Total	U/R Factories	Chemical Factories	Total No. of regd. factories
2018	492	175	5	672	245	25	6946
2019	998	500	37	1535	255	30	7225
2020	1995	1429	76	3500	301	56	7512

TABLE-XII
Approval of Plan

Year	Plans Submitted for new construction	Plans submitted for extension/alteration/modification	TOTAL	Plans Approved		TOTAL	Return back for resubmission
				New Construction	Extension		
2018	285	36	321	285	36	321	
2019	289	8	297	289	8	297	
2020	302	40	342	302	40	342	

TABLE- XIII
Revenue and Expenditure

Sl. No.	Head of collection	Calendar year			Expenditure Incurred (Non-plan)		
		2018	2019	2020	2018	2019	2020
1	2	3	4	5	6	7	8
1	New Registration	225500.00	289000.00	297500.00	67286603.00	73959871.00	74188111.00
2	Renewal fee	14284313.00	16659118.00	18377705.00			
3	Late fee	937310.00	972836.00	1034401.00			
4	Transfer fee	84500.00	177000.00	56125.00			
5	Amendment fee	51200.00	6400.00	105625.00			
6	Duplicate fee	28000.00	2000.00				
7	Fitness fee	nil	nil	7020.00			

N.B.: -Some of the staff are engaged in NRC duty, could not submit the data of New Registration, Renewal, Amendment fee etc due to their busy schedule with NRC work.