



Government of Goa
Inspectorate of Factories and Boilers
Altinho, Panaji, Goa – 403 001

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NOTIFICATION

The Factories Act, 1948 (Central Act 63 of 1948) has been enacted primarily with the object of protecting workers employed in factories against industrial and occupational hazards. For that purpose, it seeks to impose upon the owner or the occupier, certain obligations to protect the workers and to secure their employment in conditions conducive to their health and safety.

The Goa Factories Rules, 1985, as amended from time to time, prescribed under the said Act contains requirements with respect to maintaining various registers and submission of returns in hard format on periodical basis. Further, the unplanned inspection of the factories creates avoidable procedural hassles for the industry. However, with changing times, there is a need to simplify the said requirements by way of allowing maintaining various registers in electronic format and online submission of returns and so also to minimise enforcement visits of Inspectors. At the same time it is necessary to ensure more effective compliance of the law by the employers without compromising on the provisions of safety, health and welfare of the workers as provided in the said Act and Rules.

In view of the aforesaid objective, the Government of Goa is pleased to introduce an integrated scheme as under:

1. **Short title and commencement** – (1) This Scheme shall be called the '**Self Certification Scheme**' for the Factories covered under The Factories Act, 1948 and the Rules made there under.
 - (2) It shall come into force at once.
 - (3) Words and expressions used herein but not defined shall have the same meanings as are respectively assigned to them in The Factories Act, 1948 as amended from time to time and the Goa Factories Rules, 1985, as amended from time to time.
2. **Objective** - The objective of this scheme is to:
 - (1) reduce visits of the Inspectors for inspection of factories which opt for the scheme without compromising on safety, health and welfare of workers;
 - (2) remove the requirement of maintaining various registers and submission of returns in hard format on periodical basis; and
 - (3) Achieve the objective of simplifying business regulations and to bring in transparency and accountability in inspections. It also envisages objective criteria for selection of factories for inspection.

(4) Provide an integrated platform for online submission of returns by an Occupier and Manager through a web based portal.

3. **Eligibility** – This scheme shall be available to all the factories registered under either Section 2(m) (i) or Section 2(m) (ii) of the said Act or covered under Section 85 of the said Act except for the factories categorized as “major accident hazards (MAH) installations” as defined under clause (ja) of rule 2 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989, as amended from time to time.

4. **Nature of the Scheme** – The scheme is voluntary in nature and therefore the factory may exercise the option of joining the scheme.

5. **Procedure** – (1) The Occupier may opt for this scheme at any time in a calendar year by submitting an application in Form – I and an undertaking in the prescribed proforma to the Chief Inspector of Factories and Boilers along with processing fees as indicated below given Schedule in form of either a Demand Draft in favour of the “Chief Inspector of Factories & Boilers, Panaji” or a by a treasury receipt showing that the appropriate amount of fee has been paid into the local treasury under the head of account “0230 – Labour and Employment, 104-Fees realized under Factories Act, 1948”.

(3) Any discrepancy in the application or enclosures shall be communicated to the applicant within 30 days from the receipt of the application. If no discrepancy is so communicated, the applicant shall be deemed to have been enrolled under the Self-Certification Scheme.

Schedule

Category	Amount of fees in Rs.
Factories employing upto 50 workers	10,000
Factories employing upto 150 workers	20,000
Factories employing upto 250 workers	30,000
Factories employing upto 500 workers	40,000
Factories employing upto 1000 workers	50,000
Factories employing upto 2500 workers	60,000
Factories employing above 2500 workers	70,000

(4) In case, after joining the scheme, the number of workers employed in a factory increases, and which would increase the amount of prescribed registration and processing fees, difference in the amount of fee shall have to be deposited to the Chief Inspector of Factories & Boilers, within one month from the date of such increase.

6. **Validity of the Scheme** – (1) Once the occupier opts for the Scheme, it shall be valid for five calendar years including the calendar year in which the scheme has been opted for.

(2) After the completion of the tenure of the scheme, the may renew the registration under this Scheme for further five calender years as per the procedure specified at clause 5 above.

(3) The occupier shall be free to withdraw from the Self-Certification Scheme at any time before completion of five years by submission of application in writing. However, no refund of fees will be given for remainder period of the scheme.

(4) The scheme shall cease to be in force in case there any violation of the provisions prescribed under the said Act or Rules made there under is observed as a result of inquiry conducted in connection with occurrence of a fatal accident or accident causing serious bodily injury or dangerous occurrence or complaint or if there is institution of prosecution as a result of inspection conducted under the scheme. However, there will no bar on fresh inclusion in the Scheme if applied afresh.

7. **Filing of Returns:** After being enrolled for Scheme, the occupier / manager of the factory shall file the Returns in online mode through Goa Online e-District portal - <https://goaonline.gov.in/AppIn/Uil/DeptServices? DocId=FAB& Serviceld=FAB04> as per the prescribed frequency under the Goa Factories Rules, 1985.

8. **Exemptions under the scheme** – The registered factories under the scheme shall be exempted from maintainance of following registers in hard format and shall be maintained in soft format: -

- (i) Record of lime washing, painting, etc in Form no. 08;
- (ii) Humidity Register in Form No. 9;
- (iii) Register of Compensatory Holidays in Form no. 17;
- (iv) Overtime muster roll for exempted workers in Form no. 18;
- (v) Register of adult workers in Form no. 20;
- (vi) Register of child workers in Form no. 22,.
- (vii) Register of leave with Wages in Form no. 23
- (viii) Leave Book in Form No.24;
- (ix) Nomination for Payment of Wages due for period of leave with wages in the event of death of worker in Form No.25;
- (x) Muster Roll in Form no. 36;
- (xi) Register of accidents and dangerous occurrences in Form no. 37; and
- (xii) Inspection Book in Form no. 38.

9. **Inspection procedure under the Scheme** – (1) Under this Scheme, not more than 25% of the factories so covered under the scheme shall be picked up randomly through online Central Inspection System for inspection once in a year and which shall be carried out only once regarding the implementation of the Act to which this scheme applies.

- (2) Inspection Report will be issued online by the Inspector within 48 hours from the time of inspection for compliance.
- (3) In case, after physical inspection, if any additional information and documents are sought by the Inspector to ascertain compliance, then the Inspection Report will be issued for compliance within 48 hours from the time of receipt of the said additional information and documents.
- (4) Occupier / manager shall submit compliance to the inspection report within one month from the date of receipt Inspection Report.
- (5) if no compliance report is received within the above stipulated period then the Inspector shall initiate necessary legal action for the alleged offences under the relevant provisions of the said Act and Rules made there under with prior approval of the Chief Inspector.
- (6) Once inspected, the same factory will not be inspected again during remaining period of the validity of the scheme unless there is occurrence of a fatal accident or accident causing serious bodily injury or dangerous occurrence takes place or any specific complaint / grievance is received regarding violation of the law during said period.
- (7) Inspections based on complaints / grievances will be conducted with due authorization from the Chief Inspector of Factories & Boilers or any other person authorized in this behalf.

FORM - I

APPLICATION-FORM

To,
The Chief Inspector of Factories & Boilers
Inspectorate of factories & Boilers
Altinho, Panaji, Goa.

Sub: Application to Self Certification Scheme

Sir/Madam,

The undersigned wish to join the 'Self Certification Scheme' of the Inspectorate of Factories & Boilers, Government of Goa.

- 1. Name and address of the Factory : _____
: _____
: _____
- 2. License Number of the Factory : _____
- 3. Name and Residential Address of the Occupier : _____
: _____
: _____
- 4. E-mail Id : _____
- 5. Mobile Number : _____
- 6. Name and Residential Address of the Manager : _____
: _____
: _____
- 7. E-mail Id : _____
- 8. Mobile Number : _____

I have read and understood all the provisions of the Scheme. That, after reading and understanding the terms and conditions of said Scheme initiated by the Inspectorate of the factories & Boilers, Government of Goa, I have applied to join the Scheme and have submitted my application in the prescribed format.

I undertake to abide by all provisions of the Scheme. I also undertake to submit returns as per the scheme within the prescribed time limit.

I am depositing Rs. _____ by Demand Draft in the favour of Chief Inspector of Factories & Boilers, Panaji bearing number _____ dated _____ drawn on _____ Bank _____ branch / challan vide no. _____ dated _____ as processing fees and the same is being submitted along with this application. In case the number of workers increases after joining the Scheme, the difference of the applicable registration and processing fees shall be deposited by me as per provisions of the scheme.

Signature of the :
Occupier

Full Name (in block :
letters)

Place:

Dated:

UNDERTAKING

[To be filed by the Occupier on factory letter head]

I _____
R/o _____ and Occupier
of M/s. _____ situated at
_____ hereby state as under:

That I have applied for grant of coverage of my factory for the Self Certification Scheme of the Inspectorate of Factories and Boilers, Government of Goa as issued vide Notification No. _____ dated _____.

That I have gone through the Scheme and have fully understood the contents of this Scheme and undertake to abide by the same.

That it is declared that I am complying with and will continue to comply with all provisions of law covered under this Scheme.

I agree that in case of violation detected in my factory under the said law covered under the scheme during Self Certification period, I will be responsible for the consequences . If any violations are detected during the course of inspection, it will be dealt with in accordance with the law.

DATE:

PLACE:

Occupier

**By Order and in the name of
the Governor of Goa**

**Sd/-
(VIVEK P. MARATHE)
Chief Inspector of Factories and Boilers
and Ex-officio Joint Secretary**

Copy to:

1. The Director, Department of Printing Press and Stationery, Panaji Goa with a request to publish the same in the Official Gazette.
2. Office copy