



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

Introduction:

The Right to Information Act, 2005 has been assented to by the President of India on 15.06.2005 and was published in the Gazette of India, Extraordinary Part II, Section 1 dated 21.06.2006 and republished in the Official Gazette of Government of Goa, Series I, No. 14, Extraordinary dated 07.07.2005.

The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 14, 15, 16, 24, 27 and 28 came into force at once, that is with effect from 15.06.2005 and the remaining provisions of said Act came into force one hundred and twentieth day of its enactment, i.e. on 13th October, 2005.

Section 4(1)(b)(i)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Name of the office :- Inspectorate of Factories and Boilers

Address :- Altinho, Panaji, Goa – 403 001.

Head of the Department –

**Chief Inspector of Factories & Boilers
and Ex-Officio Joint Secretary**

Shri Vivek P. Marathe

Functions:

The main function of the Department is implementation of the Factories Act, 1948 (Central Act 63 of 1948) and the various rules made there under, The Boilers Act, 1923 (Central Act) and the various rules & Regulations made there under and part implementation of the Manufacture, Storage & Import of Hazardous Chemical Rules, 1989 (central rules) framed under the Environment Protection Act, 1986.

This office was bifurcated from the office of the Commissioner, Labour and Employment in the year 1984 and was established as a separate Department, being the competent public authority to enforce legislations pertaining to safety, health & welfare of the workers working in the factories and safety of the boilers. Subsequently with the enactment of Environment Protection Act, 1986, powers to implement certain provisions under the said Act were vested with the Chief Inspector of Factories & Boilers.

Details of the sanctioned and existing strength of the department are as under:

Sr. No.	Designation	Sanctioned No. of posts	Existing strength (as on 30.06.2018)	Pay Scale (As per VI CPC)
Group A				
1.	Chief Inspector of Factories & Boilers	01	01	Rs. 15600-39100 + GP Rs.6600

Group B				
2.	Medical Inspector of Factories	01	01	Rs.9300 - 34800 + GP Rs.4600
3.	Certifying Surgeon	01	-	Rs.9300 - 34800 + GP Rs.4600
4.	Inspector of Factories	06	05	Rs.9300 - 34800 + GP Rs.4600
5.	Inspector of Boilers	02	02	Rs.9300 - 34800 + GP Rs.4600
6.	Programme Officer	01	-	Rs.9300 - 34800 + GP Rs.4600
7.	Chemist	01	-	Rs.9300 - 34800 + GP Rs.4200
Group C				
8.	Office Superintendent	01	-	Rs.9300 - 34800 + GP Rs.4600
9.	Welfare Officer (CD)	01	-	Rs.9300 - 34800 + GP Rs.4200
10.	Training Assistant	01	01	Rs.9300 - 34800 + GP Rs.4200
11.	Craft Instructor (Boiler)	01	-	Rs.9300 - 34800 + GP Rs.4200
12.	Accountant	01	01	Rs.9300 - 34800 + GP Rs.4200
13.	Head Clerk	01	01	Rs.9300 - 34800 + GP Rs.4200
14.	Male Nurse	01	01	Rs.9300 - 34800 + GP Rs.4200
15.	Technical Assistant	01	-	Rs.9300 - 34800 + GP Rs.4200
16.	Labour Inspector (Engg.)	01	01	Rs.5200-20200 +GP Rs 2800
17.	Labour Inspector(Chem)	01	-	Rs.5200-20200 +GP Rs 2800
18.	Curator	01	-	Rs.5200-20200 +GP Rs 2800
19.	Statistical Assistant	01	01	Rs.5200-20200 +GP Rs 2800
20.	Audiometry technician	01	-	Rs.5200-20200 +GP Rs 2800
21.	Ophthalmic Assistant	01	01	Rs.5200-20200 +GP Rs 2800
22.	Laboratory Technician	03	02	Rs.5200-20200 +GP Rs 2400
23.	Laboratory Assistant	02	02	Rs.5200-20200 +GP Rs 2400
24.	X-Ray Technician	01	01	Rs.5200-20200 +GP Rs 2400
25.	ECG Technician	01	-	Rs.5200-20200 +GP Rs 2400
26.	Jr. Stenographer	02	01	Rs.5200-20200 +GP Rs 2400

27.	Assistant. Librarian	01	01	Rs.5200-20200 +GP Rs 2400
28.	Hostel Superintendent	01	01	Rs.5200-20200 +GP Rs 2400
29.	U.D.C.	03	02	Rs.5200-20200 +GP Rs 2400
30.	Audio Visual Operator	01	01	Rs.5200-20200 +GP Rs 1900
31.	L.D.C	06	05	Rs.5200-20200 +GP Rs 1900
32.	Receptionist cum-Tel.- operator	01	01	Rs.5200-20200 +GP Rs 1900
33.	Driver (HV)	03	03	Rs.5200-20200 +GP Rs 1900
34.	Driver (L.V)	03	02	Rs.5200-20200 +GP Rs 1900
Group D				
35.	Boiler Attendant	01	01	Rs.4440-7440 +GP Rs 1650
36.	Laboratory Attendant	01	-	Rs.4440-7440 +GP Rs 1650
37.	Field Assistant	01	01	Rs.4440-7440 +GP Rs 1300
38.	Peon	03	01	Rs.4440-7440 +GP Rs 1300
39.	Attendant	02	-	Rs.4440-7440 +GP Rs 1300
40.	Hostel Attendant	01	-	Rs.4440-7440 +GP Rs 1300
41.	Watchman	06	03	Rs.4440-7440 +GP Rs 1300
42.	Sweeper	04	04	Rs.4440-7440 +GP Rs 1300
	TOTAL	74	48	

Nodal Department – There is no separate Ministry in the State Government pertaining to this Department.

Reporting to which authority – Head of the Department i.e. the Chief Inspector of Factories & Boilers who is also Ex-Officio Joint Secretary reports to the Administrative Secretary and Hon'ble Minister for Factories & Boilers.

Jurisdiction - All the factories in the State of Goa falling under the purview of the Factories Act, 1948 by definition or by virtue of notification and all the boilers in the State of Goa falling under the purview of the Boilers Act, 1923, as amended from time to time.

Objectives – Fulfilling the mandate assigned in the Factories Act, 1948 (Central Act 63 of 1948) and the various rules made there under, The Boilers Act, 1923 and the various rules & Regulations made there under and the Manufacture, Storage & Import of Hazardous Chemical Rules, 1989 (central rules) framed under the Environment Protection Act, 1986.

Vision & Mission – The aim is to bring out the salient features of the above three legislations which are enforced by the Inspectorate of Factories & Boilers, to explain the steps to be followed to comply with the provisions and to change the attitude of management and employees towards the Inspectorate as a facilitating organization rather than an enforcing agency.

Details of services provided / duties –

The Factories Enforcement Section -

This section is responsible for implementation & enforcement of The Factories Act, 1948 & the rules made there under and The Manufacture, Storage & Import of Hazardous Chemicals Rules 1989. Services provided / duties include:

- Approval of factory plans
- Registration & grant of factory license.
- Renewal of factory license
- Amendment of factory license
- Transfer of factory license
- Approval of Notice of Period of Work for Adult Workers
- Issue of Certificate of Fitness to Young Person
- Routine inspections of registered factories
- Inspections for new coverage of factories
- Attend complaints
- Investigation of major accidents, dangerous occurrences and notifiable diseases reported.
- Furnishing updated data pertaining to the factories declared as Major Accident Hazard installations to the Ministry of Environment, Forests &

Climate Change, Govt of India and to the District Disaster management Authority for updating District Off Site Emergency Plan.

- Initiate legal proceedings against the defaulters in the court of law & follow up for the same.
- Recognition of Competent Persons, Occupational Safety & Health Auditors, Occupational Health Laboratories, Safety Officer, Welfare officer and Factory Medical Officer under the Act.
- Framing & amendment of rules prescribed under the aforesaid Act, amendment of the Act, issue of Notifications and Orders under the said Act.

The Boilers Enforcement Section -

This section is responsible for implementation & enforcement of The Indian Boiler Act 1923 and the rules made there under. Services provided / duties include:

- Registration of boilers
- Approval of boiler related plans
- Renewal of certificate to use a boiler
- Material inspection of boilers & its components
- Annual inspection of boilers & its components
- Recognition of Boiler Attendant and Boiler Operation Engineer
- Recognition of boiler repairers, manufacturers, etc.
- Accident investigations pertaining to boilers
- Initiate legal proceedings against the defaulters in the court of law & follow up for the same.

Industrial Health Section -

- This section conducts the medical examination of the workers working in the various factories as per the requirement of the factories and also as and when directed by the Head of the Department.
- Co-ordinates Three Month Certified course in Associate Fellow of Industrial Health affiliated to DGFASLI, Mumbai.

Industrial Hygiene Section -

This section conducts industrial hygiene surveys like noise, ventilation, illumination, heat stress & work zone monitoring in the factories as per the requirement of the factories and also as and when directed by the Head of the Department.

Training Section -

This section caters to the various training needs of the factories as per the requirement.

Physical Assets - Office building, furniture and motor vehicles provided by the State Government.

Section 4 (1) (b) (ii)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Sr. No.	Designation	Powers & Duties
1	Chief Inspector of Factories & Boilers	<p>He is the Head of the Department and Head of Office.</p> <p>Appointing authority for Group C and Group D employees.</p> <p>Exercises Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.</p> <p>Exercises all the statutory powers conferred under the Factories Act, 1948 and the Rules made there under, The Boilers Act, 1923 and the various rules & Regulations made there under and the Manufacture, Storage & Import of Hazardous Chemical Rules, 1989 (central rules) framed under the Environment Protection Act, 1986.</p> <p>Other duties include general superintendence, direction and management of affairs of the Department, State level policy co-ordination, enforcement, service matters, confidential matters, budgetary works, vigilance, etc.</p>
2	Inspector of Factories	<p>Exercise all the statutory powers conferred under the Factories Act, 1948 and the Rules made there under.</p> <p>Other duties as may be assigned by the Head of the Department.</p>
3	Medical Inspector of Factories	<p>Exercise all the statutory powers conferred under the Factories Act, 1948 and the Rules made there under.</p> <p>Other duties as may be assigned by the Head of the Department.</p>
4	Inspector of Boilers	<p>Exercise all the statutory powers conferred under the</p>

		Boilers Act, 1923 and the various rules & Regulations made there under. Other duties as may be assigned by the Head of the Department.
5	Chemist	Duties as may be assigned by the Head of the Department.
6	Other employees	Duties as may be assigned by the Head of the Department.

Section 4 (1) (b) (iii)

PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Department is responsible for implementation and enforcement of the Factories Act, 1948 (Central Act 63 of 1948) and the various rules made there under, The Boilers Act, 1923 (Central Act) and the various rules & Regulations made there under and part implementation of the Manufacture, Storage & Import of Hazardous Chemical Rules, 1989 (central rules) framed under the Environment Protection Act, 1986 in whole of the State of Goa.

The enforcement of these statutory enactments is done as per the provisions of respective statutes. The system is implemented by the Inspectors appointed under the relevant statutes and there is a well defined hierarchy of reviewing and appellate authority under the said statutes.

For smooth implementation of the said Acts and the Rules, if any changes are to be incorporated the matter is put up to the Government through the Secretary (Factories & Boilers) for decision. Wherever considered desirable, legal opinion is also being taken from the Law Department. Accountability is shared at respective levels by the decision making authorities.

Section 4(1)(b)(iv)

NORMS SET FOR DISCHARGE OF FUNCTIONS

The existing provisions of the Acts and rules lay down the norms regarding discharge of duties in carrying out the functions of the said Acts and rules.

Section 4 (1)(b)(v)

THE RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-

1. The Factories Act, 1948 and the rules made there under i.e. The Goa Factories Rules, 1985 as amended in the year 2016, The Goa Control of Major Accident Hazards Rules 1993, etc.
2. The Boilers Act, 1923 as amended in the year 2007 and the rules and regulations made there under i.e. The Goa Boiler Rules 1983, Indian Boiler Regulations, 150, etc.
3. The Manufacture, Storage & Import of Hazardous Chemicals Rules, 1989 prescribed under the Environment Protection Act 1986. (part implementation)
4. The Right to Information Act, 2005
5. The Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013, Rules made there under and Notifications issued there under.
6. The Manual of Office Procedures and other Government of Goa rules for dealing with routine administration and accounts work.

Section 4 (1)(b)(vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

S. No	Nature of Record	Type of record	Details of information available	Section where available	Retention period, If specified
1	Register of Factories	Register	List of factories registered till date	Factories Enforcement	Permanent preservation
2	Factory license and related plan approval	Files	Factory license file - Documents pertaining to registration, grant of license, renewal, amendment, if any. Plan approval file – documents pertaining to approval of plans and approved plans, if any.	Factories Enforcement	01 year from the date of closure of the factory
3	Annual returns and Half Yearly Returns filed under the Factories Act, 1948 and the Rules made there under	Files	Annual returns and half yearly returns in the prescribed format	Statistical	02 years from the end of the calendar year to which it pertains
4	Boiler registration and certificate for use	File	Boiler registration and certificate for use file - Documents pertaining to registration, grant & renewal of certificate for use, amendment, if any.	Boilers Enforcement	01 year from the date of discarding / scrapping or 02 years from the date of transfer to another State
5	Economiser registration and certificate for use	File	Economiser registration and certificate for use file - Documents	Boilers Enforcement	01 year from the date of discarding / scrapping or 02 years from the date of transfer to

			pertaining to registration, grant & renewal of certificate for use, amendment, if any.		another State
6	Steam pipeline plan approval	File	Plan approval file – documents pertaining to boiler and steam pipeline approval	Boilers Enforcement	01 year from the date of discarding / scrapping or 02 years from the date of transfer to another State
7	Memorandum of Inspection or Registration Book - Boilers	Registers	Information / details pertaining to registration and periodic inspection of each Boiler	Boilers Enforcement	01 year from the date of discarding / scrapping
8	Memorandum of Inspection or Registration Book – Economisers	Registers	Information / details pertaining to registration and periodic inspection of each Economiser	Boilers Enforcement	01 year from the date of discarding / scrapping
9	Memorandum of Inspection or Registration Book – Steam pipes & connected fittings	Registers	Information / details pertaining to registration and periodic inspection of each steam pipe & connected fittings	Boilers Enforcement	01 year from the date of discarding / scrapping or 02 years from the date of transfer to another State

Section 4(1)(b)(vii)

CONSULTATION WITH PUBLIC IN FORMULATION OF POLICY

As and when there is any new legislation or change in existing legislation proposed, objections and suggestions are invited from all persons likely to be affected thereby giving specific time limit.

Section 4(1)(b) (viii)

**LIST OF BOARDS / COUNCILS / COMMITTEES OR OTHER
BODIES CONSTITUTED**

Details of the same are as under:

Sr No.	Description of the Board / Council / Committee	Purpose	Tenure	Whether Minutes of Meeting are accessible for public
1	Board of Examiners	Constituted under the provisions of the Boiler Attendant Rules, 2011 vide Notification VI/BLR/(2)/A-144/IFB/2016/4360 dated 03.03.2016	03 years	Yes
2	Board of Examiners	Constituted under the provisions of the Boiler Operation Engineers Rules, 2011 vide Notification VI/BLR/(2)/A-144(Part-I)/IFB/2017/441 dated 27.04.2017	03 years	Yes

Section 4(1)(b)(ix)

DIRECTORY OF THE OFFICERS & EMPLOYEES

Name Of The Officer	Telephone No & E-Mail Id
Shri Anant Pangam Inspector of Factories	0832 - 2404874 pangam-ifb.goa@nic.in
Shri Premanand Gaude Inspector of Factories	0832 - 2404869 pgaude-ifb.goa@nic.in
Shri Nandan Sawaikar Inspector of Factories	0832 - 2404870 sawaikar-ifb.goa@nic.in
Shri Sanjay R. Naik Inspector of Factories	0832 - 2404875 naik-ifb.goa@gov.in
Shri Pandurang Malik Inspector of Factories	0832 - 2404867 malik.pandurang@gov.in
Shri R.T.Korgaonkar Inspector of Boilers	0832 - 2404863 korgaonkar-ifb.goa@nic.in
Shri Ivan Rodrigues Inspector of Boilers	0832 - 2404864 rodrigues-ifb.goa@nic.in
Dr. (Smt) Sunita Arlekar Medical Inspector of Factories (Certifying Surgeon under the Factories Act, 1948)	0832 - 2404841 ifb.goa@nic.in
Other Employees	0832 - 2227670

Section 4(1)(b)(x)

DETAILS OF REMUNERATION OF OFFICERS

The officers and the employees are receiving the monthly salaries, wages and other allowances as admissible under the law.

Section 4(1)(b)(xi)

BUDGET

The budget estimates for the Financial Year 2018-2019 is as follows: -

Demand, Major, Sub-Major, Minor and Detailed Heads	(Rs. in lakhs)
	Budget Estimates 2018-2019 Total
TOTAL DEMAND 59 [2230, 4202]	583.79
2230 Labour and Employment	508.79
01 Labour	508.79
102 Working Conditions and Safety	500.29
01 Strengthening of Factories & Boilers Inspectorate (Non-Plan)	255.42
01 Salaries	216.92
02 Wages	1.00
03 Overtime Allowance	0.30
11 Domestic travel expenses	2.00
13 Office expenses	25.00
20 Other Administrative Expenses	0.20
21 Supplies and Materials	5.00
26 Advertising and Publicity	3.00
50 Other Charges	2.00
02 Strengthening of Factory & Boilers Inspectorate (Plan)	214.87
01 Salaries	155.47
02 Wages	1.00
03 Overtime Allowance	0.20
11 Domestic travel expenses	1.00
13 Office expenses	40.00
16 Publications	0.10
20 Other Administrative Expenses	0.10
21 Supplies and Materials	7.00
26 Advertising and Publicity	2.00

	27 Minor Works	2.00
	28 Professional Services	4.00
	50 Other Charges	2.00
03	Development of E-Governance Software/Project(P)	30.00
	13 Office Expenses	30.00
277	Education	8.50
	01 Institute of Safety, Occupational Health and Environment (Plan)	8.50
	11 Domestic travel expenses	0.20
	13 Office expenses	2.20
	21 Supplies and Materials	2.00
	26 Advertising and Publicity	1.00
	27 Minor Works	0.10
	28 Professional Services	3.00
911	Deduct – Recoveries of Overpayment	-
	01 Recoveries of overpayment of previous year	-
	01 Salaries	-
4202	Capital Outlay on Education. Sports, Art & Culture	75.00
02	Technical Education	75.00
800	Other Expenditure	75.00
	01 Buildings (Factories and Boilers)	75.00
	51 Motor Vehicles	--
	53 Major Works	75.00

Section 4(1)(xii)

DETAILS OF SUBSIDY PROGRAMMES

The Department does not implement any subsidy programmes.

Section 4(1)(xiii)

DETAILS OF BENEFICIARIES OF SUBSIDIES

Not Applicable

Section 4(1)(b)(xiv)

DETAIL OF INFORMATION AVAILABLE IN ELECTRONIC FORM

Sr.No.	Details of Document / information	Where it is available	Retrieval
1.	Acts, Rules, Regulations and Orders	www.ifbgoa.gov.in	Through internet
2.	Citizens Charter	- Do -	- Do -
3.	Other relevant information pertaining to the statutes being implemented	- Do -	- Do -

Section 4(1)(b)(xv)

FACILITIES PROVIDED TO CITIZEN AND LIBRARY FACILITIES

Sl.No.	Facility available	Nature of Information available	Working hours
1	PIO/APIO	Information on all activities covered under RTI Act, 2005	9.30 AM to 5.45 PM
2	Website	Complete Information pertaining to the Department	
3	Library	Presently it stocks various books and films (CDs) on various specialized subjects like Industrial Safety, Occupational Health, Pollution Control, Fire Fighting, Boiler Engineering, Disaster & Risk Management, Chemical Safety, etc	9.30 AM to 5.45 PM

Section 4(1)(b)(xvi)

Public Information Officer

Shri Ivan F Rodrigues
Inspector of Boilers
Inspectorate of Factories & Boilers
Altinho, Panaji, Goa – 403 001
Tel: 0832-2404864

Assistant Public Information Officer

Shri R T Korgaonkar
Inspector of Boilers
Inspectorate of Factories & Boilers
Altinho, Panaji, Goa – 403 001
Tel: 0832-2404863

First Appellate Authority

Shri Vivek P Marathe
Chief Inspector of Factories & Boilers
Inspectorate of Factories & Boilers
Altinho, Panaji, Goa – 403 001
Tel: 0832-2227670

Section 4(1)(b)(xvii)

ANY OTHER INFORMATION PRESCRIBED

No Information is prescribed by the appropriate Govt. under this subsection. For complete information pertaining to the Department may please access our website www.ifbgoa.gov.in