

**GOVERNMENT OF MEGHALAYA  
LABOUR DEPARTMENT**

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**NOTIFICATION**

No. LBG. 39/2014/Pt/228

Dated, Shillong, the 14<sup>th</sup> October 2020

WHEREAS Ease of Doing Business is a priority of the Government of Meghalaya, in consonance with the Business Reform Action Plan of the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India;

WHEREAS there is a need to simplify business regulations and ease of compliance of labour laws, and bring in transparency and accountability in the inspection of establishments and industries, for creating a conducive environment for business investors and entrepreneurs in the State;

WHEREAS there is a need of introduction of online inspection system in Labour Commissionerate to ensure simplification, transparency and accountability of inspection and ease of compliance of law by the Employers/Establishments under various statutes and rules;

WHEREAS there is a need to allow access of online inspection reports by businesses and provisions to report unofficial visits by inspectors/officials;

NOW, THEREFORE, the State Government has decided to introduce an online-based inspection system called the Central Inspection System that will cover the Offices of the Labour Commissioner and Chief Inspector of Boilers and Factories of Labour Department, and Offices of the Controller of Legal Metrology and Meghalaya State Pollution Control Board and accordingly one web-based online inspection system is being developed.

After careful examination of the matter, the Government of Meghalaya hereby issues the following online inspection procedures for the Central Inspection System with regards to the Labour Commissionerate of Labour Department to categorise establishments or industries in the online Central Inspection System for random selection of units and random allocation of inspectors for inspection under various Labour Laws.

**1. The following Acts will be covered under the online Central Inspection System :**

- (a) The Minimum Wages Act, 1948
- (b) The Equal Remuneration Act, 1976
- (c) The Payment of Bonus Act, 1965
- (d) The Payment of Wages Act, 1936
- (e) The Payment of Gratuity Act, 1972
- (f) The Maternity Benefit Act, 1961
- (g) The Contract Labour (Regulation and Abolition) Act, 1970
- (h) The Meghalaya Shops and Establishments Act, 2003
- (i) The Child and Adolescent Labour (Prohibition & Regulation) Act, 1986
- (j) The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979.

**2. Database of Establishments :** The following shall be the sources of database of establishments and industries for online inspections :

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- (a) Data of Establishments and Industries registered/renewed through a ledger/register book and maintained manually at the District Labour Offices, and which will be subsequently uploaded to the portal.
  - (b) Data of Establishments and Industries registered/renewed online through the online registration portal of Labour Department/Commissionerate and/or Invest Meghalaya, pending full-fledged computerisation of the Commissionerate and its subordinate offices.
3. **Frequency of Inspection** : Unless provided for in any of the relevant labour laws, the routine inspection of establishments and industries shall be carried out as follows:

Sl. No.	Category of the industry/ establishment	Frequency of Inspection
1	Very Low Risk	Exempted
2	Low Risk	Once in 3 years.
3	Medium Risk	Once in 2 years.
4	High Risk	Once in a year

4. **Risk Based Selection of Establishments** : The selection of establishments and industries shall be on the basis of the following Risk Assessment criteria:
- A. Number of workers employed
  - B. Number of Contract Workers engaged
  - C. Nature of Activity of the establishment or industry

There are the other following criteria that may be considered for selection of establishments and industries for inspection:

- D. Status of Compliance on the basis of Annual Returns or Online Inspections (Ratings of Compliance to be given by the department)
- E. Complaints (from workers, trade unions, management, citizens, etc)
- F. Compulsory Inspections (Court Orders, Orders of Judicial Institutions like Lok Ayukta, Human Rights Commission, Women's Commission, Child Rights Commission, etc)

- A. **Risk Categorisation on the basis of the total number of workers** : Establishments/Industries will be categorised into High Risk, Medium Risk, Low Risk & Very Low Risk, based on the number of workers employed. The risks of the workers in terms of their entitlements viz., wages, bonus & other remunerations, leave, holidays, working hours, worksite facilities, safety & health, welfare and social security measures like gratuity, EPF, accident compensations, etc.

Sl. No.	No. of Workers	Category of the industry/ establishment
1	0 - 5	Very Low Risk
2	6 - 50	Low Risk
3	51 - 100	Medium Risk
4	101 and above	High Risk

- B. **Risk Categorisation on the basis of the number of contract workers engaged** : There are certain establishments and industries employing large number of contract workers, in some cases more than the number of regular workers. The terms and conditions of employment of regular workers and contract workers are totally different and contract workers are prone to exploitation. Such

establishments and industries are categorised as follows :

Sl. No.	No. of Contract Workers	Category of the industry/ establishment
1	0 (zero)	Low Risk
2	Less than 50% of regular workers	Medium Risk
3	More than 50% of regular workers	High Risk

**C. Risk Categorisation on the basis of the Nature of Activity of the establishment or industry :** In certain activities of the establishments and industries, workers are prone to the Exploitation, apart from the risk of accidents and health hazards. In view of that, establishments and industries are categorised as below:

(i) **High Risk Establishments :** The establishments and industries undertaking the following activities are categorised as high risk establishments.

1. Automobile engineering workshops including servicing and repairs
2. Brick kilns, Brick Making and other Cement Concrete based products
3. Cashew Nut Processing
4. Chemicals and Pharmaceuticals
5. Cement and related/allied activities
6. Coke and related activities
7. Cinemas Industry
8. Colour Printing and Yarn Dyeing,
9. Construction or maintenance of roads and buildings
10. Cotton ginning and pressing,
11. Glass industry,
12. Hotels, Restaurants and Eating houses
13. Jute and coir,
14. Match & Fire Works
15. Food based Industry
16. Ferro Alloys, Metal Foundries and General Engineering
17. Mines & Minerals
18. Petrol Pumps and Sales, Distribution & Handling of Petroleum Products
19. Power generation, distribution and transmission
20. Power loom industry
21. Rice Mills, Flour mills, Saw mills
22. Stone breaking and stone crushing
23. Tiles (Concrete or otherwise) and Potteries
24. Security Services
25. Spinning mills
26. Baking process including biscuit manufactory
27. Cement concrete pipes
28. Distilleries and breweries,
29. Paper and paper boards,
30. Straw board and handmade paper manufactory
31. Wood work establishments (including Plywood Industry)
32. Woollen carpeting and shawl weaving establishments.

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(ii) **Medium risk establishments** : On the above same basis, the following establishments and industries are categorised as Medium Risk Establishments.

1. Candle Making
2. Courier/Delivery Services
3. Clubs and canteens,
4. Electronics/IT/ITeS industry,
5. Fisheries and fish foods,
6. Garment and allied manufacturing industry,
7. Hospitals, Nursing homes and clinics other than Govt. Hospitals and dispensaries,
8. Salt Pans,
9. Soft drinks and aerated/ mineral/ distilled water manufacturing units,
10. Handloom weaving,
11. Printing press including litho and offset printing,
12. Transit Godowns, etc,

(iii) **Low Risk Establishments** : All other establishments and industries which are not included in the above mentioned categories shall be treated as Low Risk Establishments.

**5. Exemption from Online-based Central Inspection System :**

- (a) Establishment/Industry with 0 (zero) employees or employing family members only.
- (b) Start-Ups Establishment/Industry for the period of five (5) years from the date of commencement of business as per the Self Certification Scheme notified by the Labour Department, Government of Meghalaya.
- (c) Establishment/Industry specifically exempted by the Government of Meghalaya.

**6. Mandatory and Surprise Inspections** : Mandatory/Surprise inspection of the establishment or industry shall be carried out at any time with prior approval of the Labour Commissioner, Meghalaya. Such inspections may be carried out on the basis of

- (a) Complaints received from Trade Unions or Workers or Citizens, etc
- (b) Instruction received from the State Government, Deputy Commissioner, State Human Rights Commission, State Commission for Protection of Child Rights, State Women Commission, Lok Ayukta, or Elected Public Representatives (MPs, MLAs).
- (c) Relating to Judicial matters or Court cases.
- (d) Special Drive, e.g., Child Labour, Bonded Labour, etc.

**7. Third party Certification** : There is no Third Party Agency available in Meghalaya, assessed or registered/declared, who can certify/inspect the Establishments under various labour laws. However, whenever such type of agency is available, necessary initiatives will be taken for implementing "Third Party Certification" for the Medium Risk Establishments.

**8. Random allocation of establishments and inspectors for online inspection :**

- (a) The online Central Inspection System will randomly allocate establishments and industries to the inspecting officers and the inspecting officers to the establishments and industries. In case of inspection of an establishment or industry in the area other than the jurisdiction of the inspecting officer, the inspecting officer having administrative jurisdiction shall take up follow-up action.
- (b) The system will ensure that **the same Establishment is not allotted to the same inspector twice consecutively and within a period of 1 year.**

9. **Joint Inspection** : The online Central Inspection System will incorporate the offices of the Labour Commissioner Meghalaya, Chief Inspector of Boilers & Factories Meghalaya, Controller of Legal Metrology and Meghalaya State Pollution Control Board. The establishments or industries or factories or boilers that are commonly figured in the lists of the above mentioned offices will be identified and indicated in the portal to the respective inspecting officers of the concerned offices for conducting joint inspections. This will eliminate inspections conducted in silos and ensure reduction of compliance time and cost to the investor/entrepreneur as well as mutual sharing of information between inspecting officers and departments.
10. The General Inspection Procedure along with the Inspection Checklist-cum-Format laid under the concerned labour laws for inspection of any establishment/industry shall have to be followed in respect of general points, records/registers & returns.
11. All such Inspection Report shall be submitted to the appropriate authority through the online Central Inspection System portal, within **72 hours** of completion of the inspection.

This will take effect from the date of its publication in the official Gazette.

Sd/-  
D. P. Wahlang, IAS  
Principal Secretary to the Govt. of Meghalaya  
Labour Department

**Memo No. LBG. 39/2014/Pt/228-A**

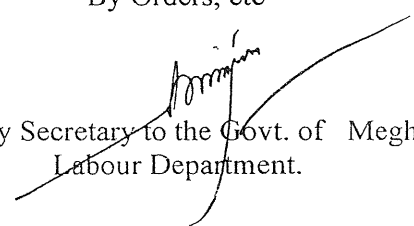
**Dated, Shillong, the 14<sup>th</sup> October 2020**

Copy to:-

1. P.S. to the Chief Minister for kind information of the Hon'ble Chief Minister.
2. P.S. to the Deputy Chief Minister, in-charge Labour Department, for kind information of the Hon'ble Deputy Chief Minister.
3. The Secretary to the Government of India, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi -110011, Email: [secy-labour@nic.in](mailto:secy-labour@nic.in)
4. The Secretary to the Government of India, Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110011, Email: [secy-ipp@nic.in](mailto:secy-ipp@nic.in)
5. P.S. to the Chief Secretary for kind information of the Chief Secretary.
6. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries
7. All Deputy Commissioners
8. The Chief Inspector of Boilers and Factories, Meghalaya, Shillong.
9. The Labour Commissioner, Meghalaya, Shillong.
10. The Director, Printing & Stationery, Meghalaya, Shillong for favour of publication in the next issue of Meghalaya Gazette.
11. The Senior Informatics Officer, NIC Meghalaya, with a request to put up in the website of the Labour Commissioner, Meghalaya, [www.meglc.gov.in](http://www.meglc.gov.in).

} -for favour of information.

By Orders, etc

  
Deputy Secretary to the Govt. of Meghalaya  
Labour Department.