

GOVERNEMENT OF MANIPUR  
TEXTILES, COMMERCE & INDUSTRY DEPARTMENT

**ORDERS**

Imphal, the 20<sup>th</sup> February, 2021

No.IP-202/1/2020-TCI -T,C&I      Whereas the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India, has suggested inspection reforms primarily based on the principles of transparency, streamline risk based regulation and automation i.e. uploading procedures, mandating time lines, risk rating of business through automation process etc. as a part of Business Reforms Action Plan (BRAP) under the Ease of Doing Business (EoDB).

Whereas the DPIIT has also proposed every State to develop and implement a Central Inspection System (CIS) (integrated risk based shared inspection system) covering multiple implementing agencies and compliance behaviour of specific business. A good regulatory practices for business inspection requires coordination of various inspection agencies to ensure that all relevant risks are properly address during inspection process.

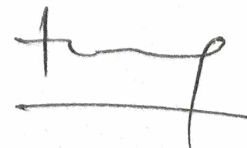
Whereas the Textiles, Commerce & Industry Department, Labour Department, CAF&PD and Manipur Pollution Control Board were independently carrying out inspections to the business establishments and compliance thereof under the various Acts and laws in the state.

Whereas the State Government as a part of the business reforms suggested by DPIIT under the EoDB has to adopt and integrate these inspection systems into a single inspection system by the development of a Central Inspection System (CIS) by integrating all the line Departments.

Now, therefore, the State Government has resolved to form a Central Inspection System (CIS) which shall integrate the independent inspection system of various departments. The CIS will synchronize multiple inspection and all inspection scheduled will be checked in through the system.

**The Key elements of Central Inspection System (CIS).**

1. Synchronize multiple inspections and all inspections will be directed through CIS.
2. Online inspection schedule to be generated through the CIS system for scheduling of inspections.
3. The selection of establishments for inspection is done using computerised risk assessment and allocation of inspectors.



4. Allow third party certification instead of Departmental Inspection under all the Textiles, Commerce & Industry, Labour, CAF&PD and Pollution Control Laws for low and medium risk industry.
5. Inspector scheduling on rotational basis i.e. mandate that same inspector cannot perform two consecutive inspections of the same business.
6. The final report to be uploaded on CIS system (Public domain) within 48 hours after the inspection.
7. The Visit Report compliance evaluation will be done by the concerned department at the appropriate authority level depending upon the Industry type.
8. The concerned department's field staff will visit the Industry jointly whenever the CIS system generates joint visit else the concerned field staff will visit the industry, independently, on a specified date with prior inspection notice provided to the business owner.

**State Level Planning and Monitoring Committee (SLPMC):**

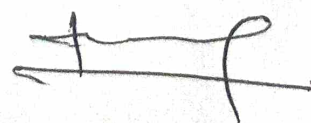
The policy matters with reference to the Central Inspection System will be decided by the State Level Planning and Monitoring Committee. The Committee shall develop module for online inspection system, randomised online selection of establishments and third party certification through Central Inspection System. The State Level Planning and Monitoring Committee shall be a State Level Body mainly to implement, advice, regulate and monitor the functioning of the CIS.

**The constitution of State Level Planning and Monitoring Committee shall be as follows:**

1	Administrative Secretary (Textiles, Com. & Industry)	Chairman
2	Director, Trade. Commerce & Industries	Vice-chairman
3	Member Secretary, Manipur Pollution Control Board	Member
4	Controller of Weight & Measures/Legal Metrology	Member
5	Deputy Labour Commissioner	Member Secretary
6	Deputy Chief Inspector of Factories	Member

The Chairman of SLPMC may nominate officials from other departments when respective departmental inspections are added to CIS.

State Level Planning and Monitoring Committee will look after the broad policy and procedure of the CIS. The function of State Level Planning and Monitoring Committee will be as follows,




1. Design and develop online inspection system for scheduling of inspections.
2. The system shall further assign inspections automatically and shall allow online filing of inspections reports and generation of reports, if needed. It shall also support mobile and email alerts. Avoid multiplicity of inspections and inspectors.
3. Allow third party certification instead of Departmental Inspection under all the Textiles, Com & Industry, Labour, CAF&PD and Pollution Control Laws for low and medium risk industry.
4. Develop an IT framework to allow complete data sharing between all participating department, inspections reports generation and management, mobile / e-mail access, automated scheduling of inspection and work schedules of inspectors.
5. To ensure that the Central Inspection process optimises the resources allotted.
6. Undertake training and development programme for various departments regarding Central Inspection System.
7. To formulate and develop tool kit with the relevant process, standard operating procedures, forms, checklist and guidelines for Monitoring and Inspection System.
8. Decide annual plan for inspection by various concerned departments.
9. Review the functioning of the Central Inspection system and the performance of each office integrated in the CIS.
10. To build capacity of the inspector and inspectorate by introducing training to enhance skill. To introduce cross training of the inspector for different inspection to optimize use of resources.
11. To supervise that the allotted establishment is properly inspected and inspection remarks are uploaded in 48 hours and give necessary instructions to concerned department.
12. To prioritise and determine the frequency of visits for each establishment.

**Risk Based Inspection Procedure for various departments:**

Risk Based Inspection tool, where resources are focused on those enterprises carry a higher risk to the public is developed by the respective department. This risk based inspection tool shall form the basis to prioritize and determine the frequency of visit of each industrial establishments which shall form part of the annual inspection plans and detail visit schedule, The risk based schedule of the offices integrated in the CIS is as follows.

**a. Manipur Pollution Control Board:**

1. Repetition of the same Industry / site not to occur in the same month



2. Assign 20 Industries to each Field Officer (FO) per month
3. Assignment of Industries to FO's would be alternate working days.
4. Priorities of industries would be as follows:

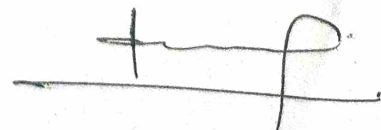
Category	Industries	Frequency
High risk (red category)	17 category industries as identified by CPCB, Common Bio-medical Waste Treatment Facility/ Common Hazardous Waste Storage Recycling and Disposal Facility/ Common Municipal Solid Waste Treatment and Disposal Facility/Common Effluent Treatment Plant/Sewage Treatment Plant.	Once in 3 months
	Other Red Categories	Once in 6 months
Medium risk (Orange category)	Dairy & Dairy products, vegetable oil manufacturing including refinery, food & food processing industries including fruits and vegetable processing, sea food processing units & coffee seed processing industries	Once in a year
Low risk	All green category industries	Once in 2 years Exempt physical inspection of units with history of satisfactory compliance. Satisfactory compliance means: 1. There are no pending Prohibitory directions From Courts/Appellate authority/ National Green Tribunal/ any Judicial Authority 2. There are no specific directions of closure/stop production by the Board under Section 33 (A) of Water Act, 1974 and Section 31 (A) of Air Act, 1981 and amendments thereof.

'Randomized Risk base inspection and sampling' procedure through software base tool having some serious issue like complaint, LAQ matter, verification call from Consent Appraisal Committee / Consent Committee cell may assign any particular visit with valid reason

**b. Labour Department :**

The risk based inspection of the Labour Department is as follows.

Sl.	No. of employees	Category	% of establishment to be
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No			visited
1.	above 501	A	10 %
2.	above 301 but below 500	B	20 %
3.	above 101 but below 300	C	30 %
4.	above 10 but below 100	D	40 %

At present 10 numbers of establishments per inspector per month shall be allotted.

**c. Directorate of Trade, Commerce & Industries:**

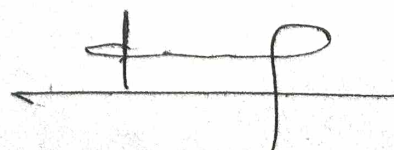
Category	Industries	Frequency
High risk factories	a. All Major Accident Hazard factories (MAH) b. All factories employing more than 1000 workers c. All factories where there is risk of workers being affected with occupational diseases like Stone Crushers, Asbestos, etc d. All factories covered under Section 2 (cb) and Section 87 & Rule 98 of the Manipur Factories Rules, 1972 employing more than 150 workers	Once a year
Medium risk factories	a. Petroleum and oil terminals, LPG Bottling plants, etc of Oil companies in Public sector covered under OISD, PESO, PNGRB b. All factories covered under Section 2 (cb) and Section 87 & Rule 98 of the Manipur Factories Rules, 1972 employing more than 20 and less than 150 workers c. All factories employing more than 150 and less than 1000 workers	Once in 2 years
Low risk factories	All factories employing more than 20 and less than 150 workers (not elsewhere classified)	Once in 3 years

**d. CAF&PD (Legal Metrology)**

**Frequency & Risk category of inspection of licensees:**

**a. Manufacturer**

S No.	Description of Weight or measure to be inspected and Verified	Risk category	At least Periodicity
1	Manufacturing Licence of Storage Tanks	Low	36 months
2	Manufacturing Licence of all weight or measure other than Storage Tanks	High	12 months



**b. Repairer**

S No.	Description of Weight or measure to be inspected and Verified	Risk category	At least Periodicity
1	Repairing Licence (Calibration) of Storage Tanks	Low	36 months
2	Repairing Licence of all weights, capacity measures, length measures, tape, beam scale and counter machine	Medium	24 months
3	Repairing Licence of all weight or measure including tank lorry <i>other than</i> weights, capacity measures, length measures, tape, beam scale and counter machine and storage tanks	High	12 months

**c. Dealer**

S No.	Description of Weight or measure to be inspected and Verified	Risk Category	Atleast periodicity
1	Dealing Licence for all weight or measure	High	12 months

However, every Department integrated in the CIS shall carry out surprise inspections or inspections based on complaint **with specific permission** from their respective **Head of the Department**.

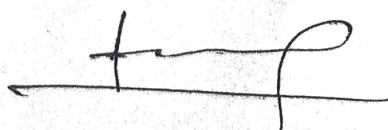
**Nodal Officers :**

Every office integrated in the Central Inspection System will nominate a Nodal Officer at its Head Office. The Nodal Officer shall be responsible for intra-department co-ordination for the implementation of the CIS. He will apprise the field level software, hardware and operational issues to the Supervisory Committee and the State Level Planning and Monitoring Committee. He will also ensure the submission of monthly reports as may be prescribed by the State Level Planning and Monitoring Committee in time. He will coordinate training of the field officers and review their progress and submit it to the Head of the Department.

**Inspection Process – Schedule and Allocation of Inspectors:**

The Schedule of Inspection shall be formulated through an online system monitored by State Level Planning and Monitoring Committee.

The visit shall be conducted by the respective inspectors with the help of a tool kit which shall have the relevant processes, standard operating procedures, forms and checklists, and guidelines for communications between the central and field officer. The processes will also cover behavioral aspects, as well as the procedural or technical



aspects of an inspection, which can also be governed by a Statute or Regulation. It shall be ensured that the final reports are furnished within 48 hours of inspection. The online format for allocation of inspectors and compliance for joint inspection shall be developed by the system. This shall be generated on random basis through a computerised system keeping their jurisdiction as the base parameter. The report of inspection will be submitted in a combined inspection form in a format as prescribed by SLPMC.

The format shall clearly identify the proper procedure and sanctions for each type of violation, taking into consideration the intensity and recurrence of a violation. The common inspection framework shall address the inspection requirement as under various laws as mentioned in Annexure I. In addition, the list of inspectors with their jurisdiction will be displayed online.

#### **Third Party Certification:**

All the Departments involved in the CIS shall encourage "Third Party Certification" for effective implementation and compliance of the respective legislation enforced by the respective Department. The Third Party Inspection shall be allowed for low and medium risk units, based on their past records. The certifiers / assessor / agencies needs to be accredited by a reputed accreditation body attesting their technical capacity for each particular type of assessment separately and approved by the respective office. The Third Party Certifiers shall be liable for assessment and compliance.

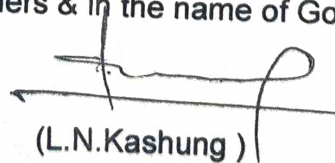
#### **Introduce Self Certification Scheme:**

Each office, integrated in CIS shall introduce Self Certification Scheme for low and medium risk units

The Manipur Government resolution is available at the website [dcimanipur.gov.in/crismanipur.mn.gov.in](http://dcimanipur.gov.in/crismanipur.mn.gov.in) Reference No.IP-202/1/2020-TCI -T,C&I.

This is in supersession of this Government's earlier Order of even number dated 2<sup>nd</sup> February, 2021.

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By Orders & in the name of Governor



(L.N.Kashung )

Joint Secretary(Textiles, Com & Industry)  
Government of Manipur

Copy to:

Receipt No. 1068  
Time .....  
Date 9/3/21  
Directorate of Trade &  
Commerce Industries, Manipur

1. Secretary to the Hon'ble Governor, Manipur
2. Secretary to the Hon'ble Chief Minister, Manipur
3. S.O to the Chief Secretary, Government of Manipur
4. The Addl. Chief Secretary (Forest & Environment), Manipur
5. The Additional Chief Secretary (Labour), Govt. Of Manipur
6. The Commissioner (Textiles, Commerce & Industry), Manipur
7. The Director, CAF& PD, Govt. Of Manipur
8. The Director, Trade, Commerce & Industries, Manipur
9. The Director, Health Services, Manipur
10. Member Secretary, Manipur Pollution Control Board
11. Deputy Labour Commissioner, Govt. of Manipur
12. Deputy Chief Inspector of Factories, Manipur
13. Guard file.

ANNEXURE- I

LIST OF APPLICABLE LAWS/ACTS APPLICABLE UNDER THE CENTRAL INSPECTION FRAMEWORK

**Labour Department:**

1. The Equal Remuneration Act, 1976
2. The Minimum Wages Act, 1948 and Rules 1954
3. The Payment of Wages Act, 1936 and Rules 1936
4. The Payment of Bonus Act, 1965 and Rules 1975
5. The Payment of Gratuity Act, 1972 and the Rules 1974
6. The Contract Labour [Regulation & Abolition] Act, 1970 and Rules 1975
7. The Shops and Establishments Act

**Directorate of Trade, Commerce & Industries**

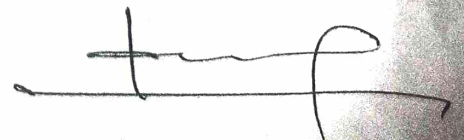
1. The Factories Act, 1948
2. The Boilers Act, 1923

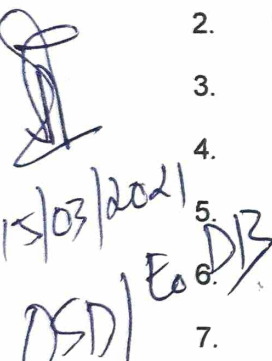
**Manipur Pollution Control Board:**

1. Water (Prevention and Control of Pollution), Act 1974
2. Air (Prevention and Control of Pollution), Act 1981

**Directorate of CAF&PD (Weight & Measure ):**

Legal Metrology Act, 2009 and Rules



  
15/03/2021  
OSD/EO/DIB