

**GOVERNMENT OF MEGHALAYA
PLANNING DEPARTMENT**

NOTIFICATION

No. PLR.44/2020/105

Dated, Shillong, the 4th December, 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 of introduction of online inspection system to ensure simplification, transparency and accountability of inspection and ease of compliance of law by the Establishments/Industries/Entities 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 Meghalaya Central Inspection System (hereafter also referred to as M-CIS) in accordance with requirement of Business Reforms Action Plan as shared by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India. The following shall be salient features of M-CIS:

1. Compliance based inspections shall be carried out only through M-CIS for following Acts and Rules:

S. No	Acts/Rules	Authority
1	The Factories Act, 1948	Chief Inspector of Boilers and Factories
2	The Meghalaya Factories Rules, 1980	
3	The Meghalaya Control of Industrial Major Accident Hazards (CIMAHA) Rules, 1994	
4	The Indian Boilers Act, 1923	
5	The Meghalaya Boilers Rules, 1986	
6	The Indian Boilers Regulations, 1950	
7	The Boiler Attendants Rules, 2011	
8	The Boiler Operation Engineers Rules, 2011	
9	The Chief Inspector, Deputy Chief Inspector and Inspector (qualification and experience) Rules, 2012	
10	The Boiler Appeal Rules, 2013	
11	Relevant portions of the Workmen's Compensation Act, 1923 (collection of returns)	
12	Relevant portions of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 (under the Environment Protection Act, 1986)	
13	Relevant portions of the Chemical Accidents Emergency Planning Preparedness and Response (EPPR) Rules, 1996 (under the Environment Protection Act, 1986)	
14	The Minimum Wages Act, 1948	Labour Commissioner
15	The Equal Remuneration Act, 1976	
16	The Payment of Bonus Act, 1965	
17	The Payment of Wages Act, 1936	
18	The Payment of Gratuity Act, 1972	
19	The Maternity Benefit Act, 1961	

20	The Contract Labour (Regulation and Abolition) Act, 1970	
21	The Meghalaya Shops and Establishments Act, 2003	
22	The Child and Adolescent Labour (Prohibition & Regulation) Act, 1986	
23	The Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1979	
24	The Water (Prevention and Control of Pollution) Act, 1974	Meghalaya State Pollution Control Board
25	The Air (Prevention and Control of Pollution) Act, 1981	
26	The Legal Metrology Act, 2009	Controller of Legal Metrology
27	The Meghalaya Legal Metrology (Enforcement) Rules 2011	

2. M-CIS, an online portal can be accessed at <http://cis.investmeghalaya.gov.in/cis2/> and shall have following functionalities:
 - a. Synchronized scheduling of inspections of the departments mentioned above.
 - b. System for identifying establishments that need to be inspected based on computerized risk assessment.
 - c. Computerized allocation of inspectors.
 - d. Allowing users to view and download submitted inspection reports of at least past three years (wherever the inspection reports are available).
 - e. Sending email/ SMS to the establishments along with information on inspection forms/ templates before the inspection process.
 - f. Developing modalities to conduct surprise and complaint-based inspections.

3. The aforesaid departments shall:
 - a. Define risk criteria (such as High, Medium and Low risk) to classify industries which undergo inspections.
 - b. Differentiate compliance inspection requirements based on risk profile of industries.
 - c. Publish well-defined inspection procedure, checklist on Department/M-CIS website.

4. It is hereby mandated that:
 - a. The same inspector shall not inspect the same establishment twice consecutively.
 - b. The inspection reports shall be submitted within 48 hours (2 working days) of the inspection through M-CIS. Inspection reports filed beyond 48 hours shall be considered as invalid.
 - c. Inspections (except in case of complaint based/ surprise inspections) shall be limited to the checklist published on the Department's/ M-CIS website. No inspections should be done beyond that checklist.
 - d. Surprise inspections (or inspections based on complaints) shall be conducted with prior approval from the respective Head of Department, with such powers delegated to maximum one level below the Head of Department.

5. Detailed modalities of M-CIS shall be as per notifications/office order issued by concerned departments/board as mentioned below:
 - a. Labour Department for Office of Chief of Factories and Boilers vide notification number LBG.39/2014/249 dated 1st December 2020 (enclosed as Annexure I).
 - b. Labour Department for Office of Labour Commissioner vide notification number LBG.39/2014/Pt/248 dated 1st December 2020 (enclosed as Annexure II).
 - c. Legal Metrology Department vide notification number LMG(G) 21/2016/125 dated 26th November 2020 (enclosed as Annexure III).

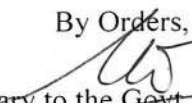
- d. Meghalaya State Pollution Control Board vide office order number MPCB/GEN – 148/2019/2020-21/33 dated 16th November 2020 (enclosed as Annexure IV).
6. This notification and M-CIS shall come into effect from 10th December 2020.
7. Additional Departments and Acts or Rules may be added from time to time through notification by concerned Departments.


(M. S. Rao, IAS)
Chief Secretary,
Government of Meghalaya

No. PLR.44/2020/105 – A
Copy to:

Dated, Shillong, the 4th December, 2020

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. P.S. to the Minister, in-charge of Forest and Environment, for kind information of the Hon'ble Minister.
4. P.S. to the Minister, in-charge of Legal Metrology, for kind information of the Hon'ble Minister.
5. P.S. to the Chief Secretary for kind information of the Chief Secretary.
6. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries of Government of Meghalaya for favour of information
7. The Secretary to the Government of India, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi -110011, Email: secy-labour@nic.in
8. 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: SS
9. The Joint Secretary to the Government of India, Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110011, Email: radhav@ias.nic.in
10. The Director, Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110011, Email: supriya.d@nic.in.
11. Secretary to Government of Meghalaya, Planning Department and Chairman of Ease of Doing Business Project Management Unit (PMU).
12. All Deputy Commissioners for favour of information
13. The Chief Inspector of Boilers and Factories, Meghalaya, Shillong.
14. The Labour Commissioner, Meghalaya, Shillong.
15. Controller of Legal Metrology, Government of Meghalaya.
16. Member Secretary, Meghalaya State Pollution Control Board.
17. The Director, Printing & Stationery, Meghalaya, Shillong for favour of publication in the next issue of Meghalaya Gazette.
18. The Senior Informatics Officer, NIC Meghalaya, with a request to put up in the website of the M-CIS: <http://cis.investmeghalaya.gov.in/cis2/>.

By Orders, etc

Secretary to the Govt. of Meghalaya
Planning Department.

GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT

NOTIFICATION

No. LBG. 39/2014/249

Dated, Shillong, the 1st December, 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 Inspectorate of Boilers and Factories to ensure simplification, transparency and accountability of inspection and ease of compliance of law by the Occupiers 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 Computerized Central Inspection System (hereafter also referred to as "CIS") that will cover the Office of the Chief Inspector of Boilers and Factories and Labour Commissioner 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 Office of the Chief Inspector of Boilers and Factories of Labour Department to categorize factories and boilers in the online Central Inspection System for random selection of units and random allocation of inspectors for inspection under the Factories Act, 1948 and the Boilers Act, 1923.

Following shall be key features of CIS and its related aspects:

Common to Factories and Boilers

1. **Compliance based inspections shall only be done through CIS.**
2. **The following Acts, Rules and Regulations will be covered under the online Central Inspection System:**
 - a. The Factories Act, 1948.
 - b. The Meghalaya Factories Rules, 1980,
 - c. The Meghalaya Control of Industrial Major Accident Hazards (CIMAH) Rules, 1994.
 - d. The Indian Boilers Act, 1923,
 - e. The Meghalaya Boilers Rules, 1986,
 - f. The Indian Boilers Regulations, 1950,

- g. The Boiler Attendants Rules, 2011,
- h. The Boiler Operation Engineers Rules, 2011,
- i. The Chief Inspector, Deputy Chief Inspector and Inspector (qualification and experience) Rules, 2012,
- j. The Boiler Appeal Rules, 2013.
- k. Relevant portions of :-
 - l. The Payment of Wages Act, 1936
 - m. The Workmen’s Compensation Act, 1923 (collection of returns)
 - n. The Maternity Benefit Act, 1961
 - o. The Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 (under the Environment Protection Act, 1986) and
 - p. The Chemical Accidents Emergency Planning Preparedness and Response (EPPR) Rules, 1996 (under the Environment Protection Act, 1986).

3. Database of Factories and Boilers: The following shall be the sources of database of factories and boilers for online inspections: Data of the Factories and Boilers units registered/renewed through a License book and Certificate respectively maintained manually at the Inspectorate, Head Quarter, Shillong and which will be subsequently uploaded to the portal.

Specific to Factories

4. Frequency of Inspection for Factories: Unless provided for in any of the relevant labour laws, the routine inspection of factories shall be carried out as follows:

Sl. No.	Category of the Factories	Frequency of Inspection
1	Low Risk	Once in 3 years.
2	Medium Risk	Once in 2 years.
3	High Risk	Once in a year

5. Risk Based Selection of Factories: The selection of factories shall be on the basis of the following Risk Assessment criteria:

- a. Number of workers employed: Risk Categorisation on the basis of the total number of workers employed: Factories will be categorised into High Risk, Medium Risk, and Low Risk, based on the number of workers employed. The risks of the workers in terms of their entitlements viz., wages, leave, holidays, working hours, worksite facilities, Occupational Safety & Health, welfare etc.

Sl. No.	No. of Workers employed	Category of the Factories
1	20 - 50	Low Risk
2	51 - 100	Medium Risk
3	101 and above	High Risk

- b. Type of the Manufacturing Processes: Risk Categorisation on the basis of the type of Manufacturing Processes: Various types of manufacturing process are being carried out by factories for which

workers are prone to accidents and contract with Occupational health hazards/diseases. In view of that, factories are categorised as below:

Sl. No.	Type of Manufacturing Processes	Category of the Factories
1	Any other manufacturing process which is not as prescribed under Section 87 and Section 2 (cb) of the Factories Act, 1948.	Low Risk
2	Manufacturing process involving dangerous operations/processes as prescribed under Section 87 of the Factories Act, 1948	Medium Risk
3	Manufacturing process involving Hazardous processes as prescribed under Section 2 (cb) of the Factories Act, 1948	High Risk

i. **High Risk Factories:** The Factories which carry out the following Manufacturing Processes are categorised as high risk:

1. Ferrous Metallurgical Industries
 - Integrated Iron and Steel
 - Ferro-alloys
 - Special Steels.
2. Non-ferrous Metallurgical Industries
 - Primary Metallurgical Industries, namely zinc, lead, copper, manganese and aluminum
3. Foundries (ferrous and non-ferrous)
 - Castings and forgings including cleaning or smoothening/roughening by sand and shot blasting.
4. Coal (including coke) Industries
 - Coal, Lignite, Coke, etc.
 - Fuel Cases (including Coal Gas, Producer Gas, Water Gas).
5. Power Generating Industries.
6. Pulp and paper (including paper products) Industries.
7. Fertilizer Industries
 - Nitrogenous
 - Phosphatic
 - Mixed.
8. Cement Industries
 - Portland Cement (including slag cement, puzzolona cement and their products).
9. Petroleum Industries
 - Oil Refining
 - Lubricating Oils and Greases
10. Petro -chemical Industries
11. Drugs and Pharmaceutical Industries
 - Narcotics, Drugs and Pharmaceuticals.
12. Fermentation Industries (Distilleries and Breweries).
13. Rubber (Synthetic Industries)
14. Paints and Pigment Industries.
15. Leather Tanning Industries.
16. Electro-plating Industries

17. Chemical Industries

- Coke Oven By-products and Coaltar Distillation products
- Industrial Gases (nitrogen, oxygen, acetylene, argon, carbon dioxide, hydrogen, sulphur dioxide, nitrous oxide, halogenated hydrocarbon, ozone, etc.
- Industrial Carbon
- Alkalies and Acids
- Chromates and dichromates
- Lead and its compounds
- Electro chemicals (metallic sodium, potassium and magnesium, chlorates, perchlorates and peroxides)
- Electro thermal produces (artificial abrasive, calcium carbide)
- Nitrogenous compounds (cyanides, cyanamides, and other nitrogenous compounds)
- Phosphorus and its compounds
- Halogens and Halogenated compounds (chlorine, fluorine, bromine and iodine)
- Explosives (including industrial explosives and detonators and fuses)

18. Insecticides, Fungicides, Herbicides and other Pesticides Industries.

19. Synthetic Resin and Plastics

20. Man-made Fiber (Cellulosic and non-cellulosic) industry.

21. Manufacture and repair of electrical accumulators.

22. Glass and Ceramics.

23. Grinding or glazing of metals.

24. Manufacture, handling and processing of asbestos and its products.

25. Extraction of oils and fats from vegetable and animal sources.

26. Manufacture, handling and use of benzene and substances containing benzene.

27. Manufacturing processes and operations involving carbon disulphide

28. Dyes and dyestuff including their intermediates.

29. Highly flammable liquids and gases.

ii. **Medium risk Factories:** The Factories carried out the following Manufacturing Processes are categorised as Medium risk:

1. Manufacture of aerated water and processes incidental thereto
2. Electrolytic plating or oxidation of metal articles by use of an electrolyte containing acids, bases or salts of metals such as chromium, nickel, cadmium, zinc, copper, silver, gold etc.
3. Manufacture and repair of electric accumulators
4. Glass manufacture
5. Grinding or glazing of metals.
6. Manufacture and treatment of lead and certain compounds of lead.
7. Generating petrol gas from petrol.
8. Cleaning or smoothing, roughening etc. of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam.
9. Liming and tanning of raw hides and skins and processes incidental thereto.
10. Certain lead processes carried on in printing presses and type foundries.
11. Manufacture of pottery.
12. Chemical works.
13. Manipulation of stone or any other material containing free silica.
14. Handling and processing of asbestos, manufacture of any article of asbestos and any other process of manufacture or otherwise in which asbestos is used in any form.
15. Handling or manipulation of corrosive substances
16. Processing of cashew nut.
17. Compression of oxygen and hydrogen produced by the electrolysis of water

- 18. Process of extracting oils and fats from vegetable and animal sources in solvent extraction plants.
- 19. Manufacture or manipulation of manganese and its compounds.
- 20. Manufacture or manipulation of dangerous pesticides.
- 21. Manufacture, handling and usage of benzene and substances containing benzene.
- 22. Manufacture, process or operations in carbon disulphide plants.
- 23. Manufacture or manipulation of carcinogenic dye intermediates.
- 24. Operations involving high noise level.
- 25. Manufacture of Rayon by Viscose Process.
- 26. Highly flammable liquids and flammable compressed gases.
- 27. Operations in foundries.

iii. **Low Risk Factories:** All other factories which are not included in the above mentioned categories shall be treated as Low Risk factories.

There are the other following criteria that may be considered for selection of factories for inspection:

- c. Complaints (from workers, trade unions, Management, citizens, etc)
- d. Compulsory Inspections (Court Orders, Orders of Judicial Institutions like Lok Ayukta, Human Rights Commission, Women’s Commission, Child Rights Commission, etc)

In case if a particular factory falls under two or more Risk Categories, then the highest Risk Category would be considered.

6. **Joint Inspection:** Factories which are subjected to compliance based inspections by the offices of the Chief Inspector of Boilers & Factories Meghalaya and Labour Commissioner Meghalaya; would be jointly inspected by officials/inspectors from these two offices.

Specific to Boilers

7. **Frequency of Inspection of Boilers:** The routine compliance-based inspection of boilers shall be carried out as follows:

Sl. No.	Category of the Boilers	Frequency of Inspection
1	Low Risk	Once in 5 years.
2	Medium Risk	Once in 3 years.
3	High Risk	Once in 2 year

8. **Risk Based Selection of Boilers:** The selection of Boilers shall be on the basis of the following Risk Assessment criteria: Risk Categorisation on the basis of the types and sizes of the Boilers: Boilers will be categorised into High Risk, Medium Risk, and Low Risk, based on the types and Sizes of the equipment 'Boiler'.

Sl. No.	Types and Sizes of the Boilers	Category of the Boilers
1	Coil type or once through Boiler	Low Risk
2	Small Industrial Boilers	Medium Risk
3	All other types of fired & unfired Boilers	High Risk

The following instructions are issued in compliance of Department-Industrial-Policy-and-Promotion (DIPP), Ministry of Commerce and Industry, Recommendations:-

9. Differentiation in Inspection requirements based on the Risk profile Boilers:

- a. Hydraulic Test shall carry out to low risk Boilers.
- b. Thorough examination and Hydraulic test shall carryout to medium risk Boilers.
- c. Thorough examination, Hydraulic test and Steam Test shall carryout to high risk Boilers.

Common to Factories and Boilers

10. Jurisdiction of Inspectors:

- a. In order to implement the Centralized Inspection System seamlessly, Government of Meghalaya allows the inspectors from Office of Chief of Boilers and Factories to conduct compliance-based inspections outside their local limits.
- b. In case of inspection of a factory in the area other than the jurisdiction of the inspecting officer, the inspecting officer having administrative jurisdiction can also take up follow-up action.

11. Surprise Inspections and inspections based on complaints: shall be carried out at any time only with prior approval of the Chief Inspector of Boilers and Factories, Meghalaya.

- a. Complaint based inspections may be carried out on the basis of:
 - i. Complaints received from Trade Unions or Workers or Citizens, etc
 - ii. 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).
 - iii. Relating to Judicial matters or Court cases.
 - iv. Special Drive, e.g., Child Labour, Bonded Labour, etc..

12. Third party Certification: There is no Third-Party Agency available in Meghalaya, assessed or registered/declared, who can certify/inspect the Factories and Boilers under the Factories Act, 1948 and the Boilers Act, 1923 respectively. However, whenever such type of agency is available, necessary initiatives will be taken for implementing "Third Party Inspection/Certification". Criteria for selection of Third-Party Agency shall be decided by Chief of Boilers and Factories from time to time.

13. Random allocation of factories and inspectors for online inspection:

- a. The online Central Inspection System will randomly allocate factories to the inspecting officers and the inspecting officers to the factories. In case of inspection of the factories 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 Factory is not allotted to the same inspector twice consecutively.

14. Inspection Procedure, Checklist and uploading the inspection reports:

- a. A well-defined inspection procedure and a comprehensive inspection checklist/form would be uploaded on the CIS website by the department for Boilers and Factories. This comprehensive inspection checklist/form need to be strictly followed by the inspectors. No inspections should be done beyond that checklist except in case of complaint-based inspections.
- b. All such Inspection Report shall be submitted to the appropriate authority through the online Central Inspection System portal and uploaded, within 48 hours of completion of the inspection.

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- c. Wherever inspection report is available, establishments would be allowed to view and download submitted inspection reports of at least past three years. However, it is noted that as on date department does not have any specific data of establishments which were inspected since the establishments are very general in nature.

15. Changes from time to time: Frequency of inspection with respect to risk categories, categorization of risk, inspection check-list, differentiation in inspection requirements and criteria for selection of third party are subjected to change from time to time through a notification by Chief of Boilers and Factories.

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

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

^{PT}
Memo No. LBG. 39/2014/249-A

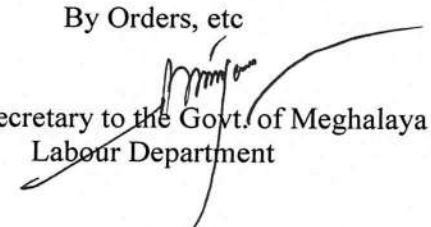
Dated, Shillong, the 1st December, 2020

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
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
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.

} for favour of information.

By Orders, etc


 Deputy Secretary to the Govt. of Meghalaya
 Labour Department

Secretary to the COM,
 Planning Deptt & Chairman,
 Project Management Unit (PMU) for
 Ease of Doing Business (KODB).

GOVERNMENT OF MEGHALAYA
LABOUR DEPARTMENT

NOTIFICATION

No. LBG.39/2014/Pt/248

Dated, Shillong, the 1st December, 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, forcreating 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 **registered** Employers/Establishments/Industries under various statutes and rules, and routine compliance inspections are to be done through the online inspection system;

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:

Contd..... 2/-

- (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 frequency of routine compliance inspection for the different risk categories 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)

In case a particular establishment or industry falls under two or more categories, the highest Risk Category will be considered for inspection.

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. Construction activities, employing fifty (50) or more workers for the time period or time frame of construction activity.
4. Cashew Nut Processing
5. Chemicals and Pharmaceuticals
6. Cement and related/allied activities
7. Coke and related activities
8. Cinema Industry
9. Colour Printing and Yarn Dyeing,
10. Construction or maintenance of roads and buildings
11. Cotton ginning and pressing,
12. Glass industry,
13. Hotels, Restaurants and Eating houses
14. Jute and coir,
15. Match & Fire Works
16. Food based Industry
17. Ferro Alloys, Metal Foundries and General Engineering
18. Mines & Minerals
19. Petrol Pumps and Sales, Distribution & Handling of Petroleum Products
20. Power generation, distribution and transmission
21. Power loom industry
22. Rice Mills, Flour mills, Saw mills
23. Stone breaking and stone crushing
24. Tiles (Concrete or otherwise) and Potteries
25. Security Services
26. Spinning mills
27. Baking process including biscuit manufactory
28. Cement concrete pipes
29. Distilleries and breweries,

- 30. Paper and paper boards,
- 31. Straw board and handmade paper manufactory
- 32. Wood work establishments (including Plywood Industry)
- 33. Woollen carpeting and shawl weaving establishments.

(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. Soft drinks and aerated/ mineral/ distilled water manufacturing units,
- 9. Handloom weaving,
- 10. Printing press including litho and offset printing,
- 11. Transit Godowns, etc,

Salt Pans removed

(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. Complaints-based and Surprise Inspections : Complaints-based and 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) Compliances for Registration and Licensing under the various Labour Laws in the District Labour Offices offices
- (b) Complaints received from Trade Unions or Workers or Citizens, etc
- (c) 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).
- (d) Relating to Judicial matters or Court cases.
- (e) 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 Low Risk or 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.
- (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.**
- (c) Inspectors will be allowed to conduct inspections outside their local limits of jurisdiction but within the same district or adjoining district, as and when notified by the state government.
- (d) 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.

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, particularly in the cases of the Offices of the Labour Commissioner, Meghalaya and the Chief Inspector of Boilers & Factories. 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, and uploaded in the CIS portal, shall have to be strictly followed in respect of general points, records/registers & returns. No inspections should be done beyond that checklist.

11. All such Inspection Report shall be submitted to the appropriate authority through the online Central Inspection System portal, within **48 hours** of completion of the inspection.

12. Wherever an inspection report is available, the establishments or industrial units would be allowed to view or download, or sent electronically to them, the submitted inspection reports of atleast past three years.

This Notification is in supersession of Notification No.LBG.39/2014/Pt/228 dated Shillong, the 14th October 2020.

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

Sd/-

Shri. D. P. Wahlang, IAS
Principal Secretary to the Govt. of Meghalaya
Labour Department

Contd..... 6/-

Memo No. LBG. 39/2014/Pt/248-A

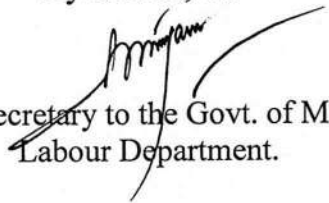
Dated, Shillong, the 1st December, 2020

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
4. P.S. to the Chief Secretary for kind information of the Chief Secretary.
5. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries
6. All Deputy Commissioners
7. The Chief Inspector of Boilers and Factories, Meghalaya, Shillong.
8. The Secretary to the Government of Meghalaya, Planning Department and Chairman, Project Management Unit (PMU) for Ease of Doing Business (EoDB) in Meghalaya, for information and necessary action.
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.

} for favour of information.

By Orders, etc


Deputy Secretary to the Govt. of Meghalaya
Labour Department.

Annexure - III

(81)

**GOVERNMENT OF MEGHALAYA
LEGAL METROLOGY DEPARTMENT**

NOTIFICATION

Dated, Shillong, the 26th November 2020.

NO.LM(G) 21/2016/125 - 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, and bring in transparency and accountability in the inspection of business 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 for the Legal Metrology officers to ensure simplification, transparency and accountability of inspection and ease of compliance of law by the business Establishments and Industries under various provisions of the Legal Metrology Act/Rules;

WHEREAS, there is a need to allow access of inspection reports by business Establishments and Industries and the provisions to report unofficial visit by the Legal Metrology officers;

NOW, THEREFORE, the State Government has decided to introduce an online-based inspection system called the Central Inspection System (hereafter also referred to as CIS) that will also include the office of Controller of Legal Metrology.

After careful examination of the matter, the Government of Meghalaya hereby issues direction to include compliance based inspections under Legal Metrology Act, 2009 and Meghalaya Legal Metrology (Enforcement) Rules 2011 (collectively to be referred as "Rules") in CIS.

Following shall be the key features of CIS and related aspects:

1. **Compliance based inspections shall only be done through CIS.**
2. **Database of Establishments:** The following shall be the sources of database of establishments and industries for online inspections:
 - (a) Data of Establishments and Industries registered/renewed through a ledger/register book and maintained manually at various offices of Legal Metrology and which will be subsequently uploaded to the portal.
 - (b) Data of Establishments and Industries registered/renewed online through the online registration portal of Legal Metrology and on Invest Meghalaya, pending full-fledged computerization of the Legal Metrology offices.
3. **Risk Categorization Criteria of establishments and Frequency of Inspection:** Frequency of compliance based inspections of the establishments/ industries shall be in accordance with Risk Categories as mentioned below:

Sl. No.	Types of Business	Risk Category	Frequency of Inspection
1.	Storage Tank	Low	36 months
2.	(a).Manufacturer, Packers & Importer of Pre-packed Commodities (b). License Repairer in weights and measures	Medium	24 months
3.	License Dealers and Importer in weights and measures	High	12 months

4. **Surprise Inspections and inspections based on complaints:** Surprise Inspection shall be carried out as usual as per the monthly tour programme approved by the Controller and any complaints received from the consumer shall be addressed by the Inspector immediately with the Controller.

Complaint based inspections may be carried out on the basis of:

- (a) Complaints received from consumers or users or Citizens, etc
- (b) Instruction received from the State Government, Lok Ayukta, or Elected Public Representatives (MPs, MLAs) or other competent authorities.
- (c) Relating to Judicial matters or Court cases.

5. **Third party Certification:** Efforts would be undertaken to identify qualified Third-Party Inspection Agencies/ Individuals for carrying out selected inspections.

6. **Random allocation of establishments and Legal Metrology Officers for online inspection:**

- (a) The online Central Inspection System will randomly select Establishments/Industries on the basis of computerized risk assessment as mentioned in serial number 3.
- (b) Allocation of Legal Metrology Officers shall be done by CIS.
- (c) Same Legal Metrology Officers will not inspect the same establishment twice consecutively.

7. **Jurisdiction of Inspectors:**

- (a) In order to implement the CIS seamlessly, government of Meghalaya vide notification LM(G)21/2016/108 dated 5th October, 2020 has allowed Legal Metrology inspectors under section 14(3) of the Legal Metrology Act, 2009 to conduct compliance based inspections outside their local limits but within the jurisdiction of the zonal areas as mentioned in office order No.CLM/G-325/2017/1842 dated 25th September 2020.
- (b) 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 can take up follow-up action.

8. **Inspection Procedure, Checklist and uploading the inspection reports:**

- (a) A well-defined inspection procedure and a comprehensive inspection checklist/form would be uploaded on the CIS website by the department. This comprehensive inspection checklist/form needs to be strictly followed by the Legal Metrology Officers. No inspections should be done beyond that checklist except in case of complaint-based inspections.
- (b) All such Inspection Report shall be submitted to the appropriate authority through the online Central Inspection System portal and uploaded, within 48 hours of completion of the inspection.
- (c) Where ever inspection report is available, establishments would be allowed to view and download submitted inspection reports at least for the last three years. However, presently the department does not have any specific inspection reports for any individual establishments where inspection reports submitted by the Inspectors are general in nature.

The frequency of inspection with respect to risk categories, categorization of risk, Inspection checklist, differentiation on inspection requirements and criteria for selection for third party are subjected to change from time to time through a notification to be issued by the Controller of Legal Metrology, Meghalaya, Shillong

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

Sd/-
Secretary to the Govt. of Meghalaya
Legal Metrology Department

Copy to :-

1. P.S. to the Chief Minister for kind information of the Hon`ble Chief Minisster.
2. P.S. to the Minister in-charge Legal Metrology Department for kind information of the Hon`ble Minister.
3. The P.S. to Speaker for information of the Hon`ble Speaker.
4. The P.S. to Leader of Opposition for information of Hon`ble Leader of Opposition.
5. The Secretary to the Government of India, Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumers Affairs, Weights and Measures Units, New Delhi .
6. The Secretary to the Government of India, Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi – 110011.
7. P.S. to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
8. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries for favour of information.
9. All Deputy Commissioners for favour of information.
10. The Controllor of Legal Metrology, Meghalaya, Shillong for favour of information.
11. The Deputy Secretary to the Govt, of Meghalaya, Labour Department for information.
12. The Director, Printing & Stationery, Meghalaya, Shillong for favour of publication in the next issue of Meghalaya Gazette.
13. The Senior Informatics Officer, NIC, Meghalaya with a request to upload in the Departmental website megweights.gov.in



Deputy Secretary to the Govt. of Meghalaya
Legal Metrology Department

LEGAL METROLOGY DEPARTMENT

Compliance based Inspection on Regulation of Licence Manufacturers, Dealers, Repairer and Importer of Weights and Measures

1. Computer allocates business establishments to be inspected by the Inspecting Officer and probable date of inspection
2. Controller approved and inform the Inspecting Officer the name of business Establishment and the date of Inspection
3. The Inspecting Officer inform the business Establishment the date of Inspection
4. The Inspecting Officer shall inspects the said Establishment on the designated date
5. The Inspecting Officer shall Inspect as per the checklist
6. The Inspecting Officer shall prepare the Inspection Report in prescribed Performa
7. The Inspecting Officer generates an Inspection Report with Unique ID number
8. The Inspecting Officer digitally signed the Inspection Report
9. The Inspecting Officer shall upload an Inspection Report unto the website within 48 Hours
10. The Inspecting Officer will inform the party about availability of the Inspection Report and its ID number on the website
11. The concerned party may download the Inspection Report from the Website

Checklist for Manufacturer

1. Validity of Licence
2. Valid Verification Certificate of Test weights.
3. Sale and Proceeds register
4. Numbers of weights and measures lying at the stock
5. Certificate of Skilled workers
6. Tools & Equipments
7. Model Approval Certificate

Checklist for Dealers & Importers

1. Validity of Licence
2. Valid Verification Certificate of Test weights.
3. Sale and Proceeds register
4. Numbers of weights and measures lying at the stock

Checklist for Repairer

1. Validity of Licence
2. Valid Verification Certificate of Test weights.
3. Register
4. Certificate of Skilled workers
5. Tools & Equipments

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INSPECTION REPORT ON COMPLIANCE BASE INSPECTION OF THE MANUFACTURER, IN
WEIGHTS AND MEASURES

Name & Address: _____

Name of the Proprietor: _____

- | | | |
|---|---|-------------------------|
| (1) Licence | - | Valid / invalid |
| (2) Model Approval Certificate | - | Yes / No |
| (3) Verification Certificate of test weights | - | Valid / Invalid |
| (4) Sales & Proceeds Register | - | Upto date/not upto date |
| (5) Nos. Of weights and measures lying in the.State | - | Valid / Invalid |
| (6) Skilled Labour | - | Yes / No |
| (7) Sufficient Tools & Equipments | - | Yes / No |

Remarks of Inspecting Officer:

Signature

06

INSPECTION REPORT ON COMPLIANCE BASE INSPECTION OF THE DEALER IN WEIGHTS AND MEASURES

Name & Address: _____

Name of the Proprietor: _____

- (1) Licence - Valid / invalid
- (2) Verification Certificate of test weights - Valid / invalid
- (3) Sales & Proceeds Register - Upto date/not upto date
- (4) Nos. Of weights and measures lying in the Stock - Valid / Invalid

Remarks of Inspecting Officer:

Signature

INSPECTION REPORT ON COMPLIANCE BASE INSPECTION OF THE REPAIRER IN WEIGHTS AND MEASURES

Name & Address: _____

Name of the Proprietor: _____

- (1) Licence - Valid / invalid
- (2) Verification Certificate of test weights - Valid / Invalid
- (3) Register - Upto date/not upto date
- (4) Skilled Labour - Yes / No
- (5) Sufficient Tools & Equipments - Yes / No

Remarks of Inspecting Officer:

Signature

LEGAL METROLOGY DEPARTMENT

Compliance based Inspection for Determination of Net Quantity / Content, Declaration of Packaged Commodities and Checking the accuracy of weights and measures used in the Business Establishment.

1. Computer allocates industrial / business establishments to be inspected by the Inspecting Officer and probable date of inspection
2. Controller approved and inform the Inspecting Officer the name of business Establishment and the date of Inspection
3. The Inspecting Officer inform the industry/ business establishment the date of Inspection
4. The Inspecting Officer inspects the industry/ business establishment on the designated date
5. The Inspecting Officer inspects the industry/ business establishment as per the checklist
6. The Inspecting Officer prepares an Inspection Report
7. The Inspecting Officer generates an Inspection Report with unique Id no.
8. The Inspecting Officer digitally signed the Inspection Report
9. The Inspecting Officer uploads Inspection Report unto the website within 48 hours
10. The Inspecting Officer inform about availability of the Inspection Report and its identification number, on the website
11. The concerned industry/ business establishment may download the Inspection Report from website.

Checklist

1. Check the Validity of Verification Certificate of all weights and measures.
2. Check the Registration Certificate as Manufacturer and Packers
3. Determine the Net Content of Packaged Commodity from the packing line or by taking sample from the Lot.
4. Check all the Mandatory Declaration of all the packages as prescribed under the Legal Metrology (Packaged Commodities) Rules.
5. Check all the Sealing of weighing and measuring instruments as prescribed under the Model Approval.
6. Check the Stamp of weights and measures
7. Conduct the different type of test of all weighing and measuring instruments as prescribed under the Legal Metrology (General) Rules, 2011 during inspection.

INSPECTION REPORT ON COMPLIANCE BASE INSPECTION OF THE LEGAL METROLOGY ACT/RULES IN RESPECT OF MANUFACTURER, PACKER, IMPORTER OF PACKAGED COMMODITIES & WEIGHTS AND MEASURES

Name of the Business Establishment: _____

Name of the Proprietor: _____

A. Compliance in weights and measures used in commercial transactions.

- (1) Verification Certificate of weights and measures - Valid / invalid
 - (2) Inspector Seals - Intact / Tampered
 - (3) Inspector Stamp - Valid / Invalid
 - (4) Accuracy - Within the MPE/Beyond the MPE
- (Test Report attached)

B. Determination of Net Quantity of Pre-packed Commodities.

- (i) Registration Certificate of Manufacturer, Packer : Yes / No
& Importer of Pre-packed Commodity.
- (ii) Mandatory Declaration : Yes / No
- (iii) Accuracy of Netweight / Content : Within the MPE/Beyond the MPE
(Result Data Sheet attached)

Remarks of Inspecting Officer:

Signature

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THE SEVENTH SCHEDULE

FORM A

Weight Checking - Data Sheet

A Particulars of Package		Name of Manufacturer / Packer			
		Address	Price	Month	Year
B Commodity Classification		1[Lot Size : Sample Size : Maximum permissible error (g)]			
C		Sample Gross Tare Net	Remarks		
		No.	Weight	Weight	Weight /error
Weight Checking Data		1			
		200			
D Results		Declared Wt.	Wt.		Avg.
E GENERAL COMMENTS WITH REGARD TO THE COMPLIANCE WITH THE ACT AND THE RULES MADE THEREUNDER					
F		Signature and name of the authorized person	Signature and name of manufacturer/ Packer authorized by manufacturer or any competent witness		
			Place:		
			Designation:		
			Name:		
			Time:		
Note: If the data sheet runs into more pages than one, the each continuation sheet shall bear the signatures specified in Part F.					

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Annexure - LV


mspcb

Meghalaya State Pollution Control Board

Forests & Environment Department, Government of Meghalaya
'ARDEN' Lumpyngad, Shillong-793014
Website: <http://megspcb.gov.in>

No. MPCB/GEN-148/2019/2020-21/33

Dt. Shillong the 16th November 2020

OFFICE ORDER

In pursuance of the Ease of Doing Business which 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, the State Government has decided to introduce an online-based inspection system called the Central Inspection System (hereafter also referred to as CIS) and Meghalaya State Pollution Control Board is included in it to ensure simplification, transparency and accountability of inspection and ease of compliance of law by the Establishments under various acts and rules:

Following shall be key features of Computerized Central Inspection System and related aspects:

1. **Compliance based inspections shall only be done through CIS.**
2. **Frequency of Inspection:** Frequency of compliance-based inspections of the establishments/ industries shall be in accordance with Risk Categories as mentioned below:

S. No.	Industrial Category/Facility	Frequency of Mandatory Inspection for Environmental Standards
1.	Highly Polluting 17 Category of Industries	3 months
2.	Red Category (other than 17 category industries)	6 months
3.	Orange Category Industries	1 year
4.	Green Category Industries	2 years
5.	CBWTF/CHWTSDF/CMSWTDF/CETP/STP	3 months

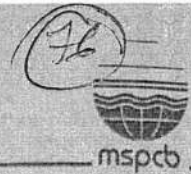
3. **Surprise Inspections and inspections based on complaints:** shall be carried out at any time only with prior approval of the Member Secretary, Meghalaya State Pollution Control Board.
 - a. Complaint based inspections may be carried out on the basis of:
 - i. Complaints received from Citizens, institutions working in the field of environment etc.
 - ii. Instruction received from the State Government, Lok Ayukta, or Elected Public Representatives or other competent authorities.
 - iii. Relating to Judicial matters or Court cases.
4. **Random allocation of establishments and inspectors for online inspection:**
 - a. The Computerized Central Inspection System will randomly select establishments/industries on the basis of frequency of inspections fallen due as per Risk Category as mentioned in serial number 2.
 - b. Allocation of inspectors shall be done by Computerized Central Inspection System.
 - c. Same inspector will not inspect the same establishment twice consecutively.

Meghalaya State Pollution Control Board

Forests & Environment Department, Government of Meghalaya

'ARDEN' Lumpyngngad, Shillong-793014

Website: <http://megspcb.gov.in>



5. Jurisdiction of Inspectors:

- In order to implement the Centralized Inspection System seamlessly, government of Meghalaya allows the inspectors from Meghalaya State Pollution Control Board to conduct compliance-based inspections outside their local limits.
- In case of inspection of an establishment or industry in the area other than the jurisdiction of the inspecting officer, the officer having administrative jurisdiction can take up follow-up action.

6. Inspection Procedure, Checklist and uploading the inspection reports:

- Inspection is to be carried out as per Inspection procedure and a comprehensive inspection checklist/form (copy enclosed). This comprehensive inspection checklist/form needs to be strictly followed by the inspectors.
- All such Inspection Report shall be submitted to the appropriate authority through the online Central Inspection System portal and uploaded, within 48 hours of completion of the inspection.

7. **Changes from time to time:** Frequency of inspection with respect to risk categories, categorization of risk, inspection check-list, differentiation in inspection requirements and criteria for selection of third party are subject to change from time to time through a notification by the Member Secretary, Meghalaya State Pollution Control Board.

The above instructions are issued in order to achieve various mandates under 'Ease of Doing Business'. However, in the matter related to legal cases, complaints, issues referred by Govt. & other authorities, officials shall carryout inspections as per the instructions issued therein so as to take further action for implementation of various Environmental Laws.

B. K. Lyngwa, IFS
CHAIRMAN

Meghalaya State Pollution Control Board,
Shillong

Memo No. MPCB/GEN-148/2019/2020-21/33-A

Dt. Shillong the 16th November 2020

Copy to:

- The Chairman, Meghalaya State Pollution Control Board for kind information.
- The Sr. Scientist, MSPCB for kind information
- The Environmental Engineer-I for kind information and necessary action
- The Environmental Engineer-II for kind information and necessary action
- The Assistant Environmental Engineer's I, II, III, IV, V, VI for kind information and necessary action
- The Junior Environmental Engineer for kind information and necessary action
- The Draughtsman for kind information and necessary action

CHAIRMAN

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PROCEDURE FOR CARRYING OUT INSPECTION

A- Red Category

- *The Inspection Team usually comprises of one or more officers, as the case may be, authorized to carry out inspections under the provisions of various environmental legislations.*
1. A notice is served by the Inspection Team for entry/ Inspection of the premises to the occupier or Authorized /responsible person in case of samples to be collected u/s 21 of Water (Prevention & Control of Pollution) Act, 1974 and u/s 26 of Air (Prevention & Control of Pollution) Act, 1981.
 2. The Team shall verify the following, in the presence of the occupier or authorized / responsible person:-
 - i) Operation of plant(s), product(s) being manufactured, raw material being used with quantity,
 - ii) Status of operation of Environment Management System comprising of generation and control measures taken for Water /Air /Solid Wastes/ Hazardous Wastes and their storage and disposal.
 - iii) Number of outlets provided for disposal of waste water/liquid waste and compliance of thereof.
 - iv) Number of emission stacks / vents / boilers/ furnaces with their capacity etc.
 - v) Area within or outside the premises to check any unauthorized disposal or general housekeeping.
 - vi) The compliance of the conditions of previously granted Consents / Authorizations under Environmental Laws.
 - vii) Online Continuous Monitoring system details (if applicable)
 3. The Team shall also collect sample(s) of waste water, emission(s) and hazardous waste(s), as deemed necessary by the Team, depending upon the environmental circumstances during the visit.
 4. The Inspection Team prepares a detailed visit report indicating observations/ non-compliances, observed, if any, and they are brought to their notice with required corrective measures. A copy of the Inspection Report shall be provided on demand after getting receipt.
 5. Checklist of documents that may be verified by the Inspection Team during its visit are as follows:
 - i) Production details
 - ii) Water Consumption Data
 - iii) Solid Wastes / Hazardous Waste Generation and Disposal Records and Logbooks

B- Amber/Orange Category

- *The Inspection Team usually comprises of one or more officers, as the case may be, authorized to carry out inspections under the provisions of various environmental legislations.*
- 1. A notice is served by the Inspection Team for entry/ Inspection of the premises to the Occupier or Authorized /responsible person in case of samples to be collected u/s 21 of Water (Prevention & Control of Pollution) Act, 1974 and u/s 26 of Air (Prevention & Control of Pollution) Act,1981.
- 2. The Team shall verify the following , in the presence of the occupier or authorized / responsible person:-
 - i) Operation of plant(s), product(s) being manufactured.
 - ii) Status of operation of Environment Management System comprising of generation and control measures taken for Water /Air /Solid Wastes/ Hazardous Wastes and their storage and disposal.
 - iii) Number of outlets provided for disposal of waste water/liquid waste and compliance of thereof.
 - iv) Number of emission stacks / vents / boilers/ furnaces with their capacity etc.
 - v) Area within or outside the premises to check any unauthorized disposal or general housekeeping.
 - vi) The compliance of the conditions of previously granted Consents under Environmental Laws.
- 3. The Team shall also collect sample(s) of waste water and emission(s) and hazardous waste(s), as deemed necessary by the Team, depending upon the environmental circumstances during the visit.
- 4. The Inspection Team prepares a detailed visit report indicating observations/ non-compliances, observed, if any, and they are brought to their notice with required corrective measures. A copy of the Inspection Report shall be provided on demand after getting receipt.
- 5. Checklist of documents that may be verified by the Inspection Team during its visit are as follows:
 - i) Production details
 - ii) Water Consumption Data
 - iii) Solid Wastes / Hazardous Waste Generation and Disposal Records.

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C- Green Category

- *The Inspection Team usually comprises of one or more officers, as the case may be, authorized to carry out inspections under the provisions of various environmental legislations.*
1. A notice is served by the Inspection Team for entry/ Inspection of the premises to the Occupier or Authorized /responsible person in case of samples to be collected u/s 21 of Water (Prevention & Control of Pollution) Act, 1974 and u/s 26 of Air (Prevention & Control of Pollution) Act,1981.
 2. The Team shall verify the following , in the presence of the occupier or authorized / responsible person:-
 - i) Operation of plant(s), product(s) being manufactured.
 - ii) Status of operation of Environment Management System comprising of generation and control measures taken for Water /Air /Solid Wastes and their storage and disposal.
 - iii) Number of outlets provided for disposal of waste water/liquid waste and compliance of thereof.
 - iv) Number of emission stacks / vents / boilers/ furnaces with their capacity etc.
 - v) Area within or outside the premises to check any unauthorized disposal or general housekeeping.
 - vi) The compliance of the conditions of previously granted Consents / Authorizations under Environmental Laws.
 3. The Team shall also collect sample(s) of waste water, emission(s) as deemed necessary by the Team, depending upon the environmental circumstances during the visit.
 4. The Inspection Team prepares a detailed visit report indicating observations/ non-compliances, observed, if any, and they are brought to their notice with required corrective measures. A copy of the Inspection Report shall be provided on demand after getting receipt.
 5. Checklist of documents that may be verified by the Inspection Team during its visit are as follows:
 - i) Production details
 - ii) Water Consumption Data
 - iii) Solid Wastes Generation and Disposal.

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INSPECTION REPORT FORMAT

Meghalaya State Pollution Control Board, Shillong-793014

1.0	Name and Complete Postal Address of the Industry	
2.0	Tel./Fax/	
3.0	Type of Industry	
4.0	Category	
5.0	Date of Visit	
6.0	Products/By Products	
7.0	Name of the Officials visiting the Unit	
8.0	Status of Consent under the Water Act. 1974	
8.1	Source of water (Surface or groundwater)	
8.2	Status of the ETP	
8.3	Name of the Treatment Units in the System	
8.4	Source of effluent	
9.0	Status of Consent under the Air Act. 1984	
9.1	Status of the Emission Control Systems (ECS)	
9.2	Name of the Emission Control Units in the System	
9.3	Adequacy of the ECS (Adequate/Not adequate)	
10.0	Status of the Authorisation under the Hazardous & Other Waste (Management & Transboundary Movement) Rules 2016	
10.1	Hazardous Waste Disposal	
10.2	Type of Disposal Facility Existing	
10.3	Adequacy of the Disposal Facility (Adequate/Not adequate)	
11.0	Implementation of MSIHC Rules, 1989	
12.0	Applicability of Bio-Medical Waste Rules, 2016	
13.0	Overall Observations	
14..0	Signatures of Visiting Official	