

**No. L&E (Comp) 2015 (Shramsuidha)**  
Government of Himachal Pradesh  
Inspectorate of Factories, Himachal Pradesh  
Dated, Shimla-171001 June, 2016

**Office Order**

In order to implement the State Labour Inspection Policy which has already been circulated to various field offices vide this office letter number L&E (Lab)/Com/15-Misc dated 26.09.2015, module for conducting and reporting the inspections under various labour laws has been developed which can be accessed at <http://admis.hp.nic.in/ofris/>. The salient features of this module are as under:-

1. Random generation of units for selection of units to be inspected by field officers so as to ensure transparency and objectivity in conducting inspections.
2. Inspection Report will be uploaded within 48 hours of conducting of inspection through said module.
3. After inspecting the units, Inspecting Authority will give 15 days time to the employer for compliance.
4. After receipt of compliance report, inspecting authority will check the correctness of compliance report physically or as per his wisdom and feasibility.
5. In case compliance report is not received within stipulated period of time, then inspecting authority will take necessary steps to prosecute the defaulting employer within 15 days.
6. The inspecting authority will file the complaint in the competent court of law within 15 days after receipt of prosecution sanction from competent authority.

It is hereby ordered that above mentioned provisions of State Labour Inspection Policy shall be implemented by all the inspecting authority in the department in letter & spirit.

For further details, State Labour Inspection Policy may be referred which is available on the website of Department <http://himachal.nic.in/employment>.

*sdt-*

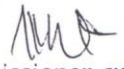
Labour Commissioner-cum-  
Chief Inspector of Factories, HP

Endst.No.As above  
Copy to

Dated June, 2016

Shimla-171001

1. The Principal Secretary (Labour & Employment) to the Govt. of HP for information.
2. The Joint Labour Commissioner, Shimla, HP for information.
3. The Deputy Labour Commissioner, Shimla, HP for information.
4. The Deputy Director Factories, Una, District Una, HP for necessary action.
5. All the Labour Officers in Himachal Pradesh for necessary action.
6. All the Labour Inspectors in Himachal Pradesh for necessary action.
7. The Labour Inspector (HQ), Shimla, HP for necessary action.
8. Computer Operator, Directorate of Labour & Employment, Shimla, HP with a request to upload this circular on the website of the department.

  
Labour Commissioner-cum-  
Chief Inspector of Factories, HP