

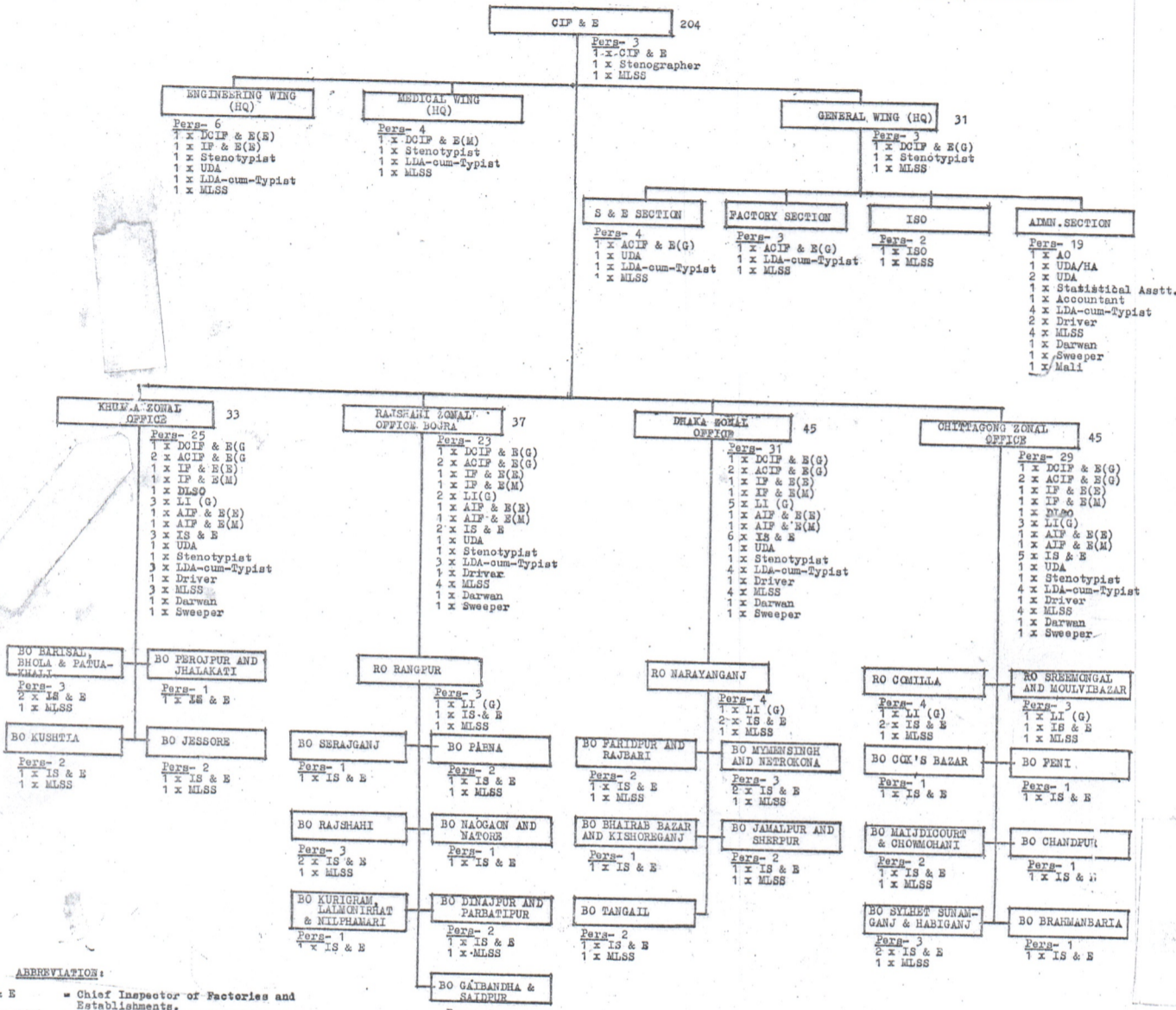
DEPARTMENT OF INSPECTION FOR FACTORIES AND ESTABLISHMENTS

LABOUR AND MANPOWER DIVISION  
MINISTRY OF LABOUR AND MANPOWER

FUNCTIONS:

- Inspection of factories, shops, commercial establishments, tea plantations, ports/docks, railways, inland water transport and road transport under above mentioned 46 labour laws for enforcement of the provisions relating to safety, health, hygiene, labour welfare, payment of wages, regulation of hours of work, conditions and terms of employment, social security etc. of workers.
- Prosecution against the violators of labour laws in different courts.
- Approval of construction and extension of factories.
- Approval of lay-out plan of factories.
- Issue of registration and licence of factories and realisation of fees for the purpose.
- Maintenance of liaison with different government departments, employers organisations and trade unions on enforcement of Labour Laws.
- Grant of exemption to the managements from operation of different provisions of Labour Laws.
- Collection and compilation of data for preparation of annual and other periodical reports under various labour laws.
- Assistance to the Government in formulation of policies about enforcement of labour laws and framing labour laws including amendment of various Acts and Rules.
- Preparation of replies to the ILO questionnaires relating to adoption of ILO Conventions and Recommendations.
- Assistance to other international agencies in preparing survey reports relating to labour inspection, wages administration, working conditions, occupational health and safety etc.
- Representing the Government in national and international seminars, meetings, forums etc. on labour inspections, labour administration, productivity etc.
- Approval of Service rules of the workers as and when applied for by the management of different establishments.
- Examination and checking of the certificates issued by the competent authority relating to safe operations of gears, derrick winches and other accessories of ports and ships ensuring safety. Also inspects ships touching at Chittagong and Chalna port for enforcement of safety and welfare provisions of law.

ORGANISATION



ABBREVIATION:

- CIP & E - Chief Inspector of Factories and Establishments.
- DCIP & E(G) - Deputy Chief Inspector of Factories and Establishments (General).
- DCIP & E(E) - Deputy Chief Inspector of Factories and Establishments (Engineering).
- DCIP & E(M) - Deputy Chief Inspector of Factories and Establishments (Medical).
- IP & E(E) - Inspector of Factories and Establishments (Engineering).
- IP & E(M) - Inspector of Factories and Establishments (Medical).
- ACIP & E(G) - Assistant Chief Inspector of Factories and Establishments (General).
- DLSO - Dock Labour Safety Officer.
- A.O. - Administrative Officer.
- LI (G) - Labour Inspector (General).
- ISO - Inspector of Standing Orders.
- AIIP & E(E) - Assistant Inspector of Factories and Establishments (Engineering).
- AIIP & E(M) - Assistant Inspector of Factories and Establishments (Medical).
- IS & E - Inspector of Shops and Establishments.
- R.O. - Regional Office.
- B.O. - Branch Office.
- S & E - Shops and Establishments.

SUMMARY OF MANPOWER

| Sl. No.          | Name of post   | Sanctioned | Actual | Revised |
|------------------|----------------|------------|--------|---------|
| <b>Class-I</b>   |                |            |        |         |
| 1.               | CIP & E        | 1          | 1      | 1       |
| 2.               | DCIP & E(Genl) | 5          | 5      | 5       |
| 3.               | DCIP & E(E)    | 1          | -      | 1       |
| 4.               | DCIP & E(M)    | 1          | 1      | 1       |
| 5.               | IP & E(E)      | 5          | 5      | 5       |
| 6.               | IP & E(M)      | 4          | 1      | 4       |
| 7.               | ACIP & E(G)    | 10         | 7      | 10      |
| 8.               | DLSO           | 2          | 2      | 2       |
| Total:-          |                | 29         | 22     | 29      |
| <b>Class-II</b>  |                |            |        |         |
| 9.               | AIIP & E(E)    | 19         | 13     | 19      |
| <b>Class-III</b> |                |            |        |         |
| 10.              | AIIP & E(M)    | 114        | 92     | 103     |
| <b>Class-IV</b>  |                |            |        |         |
| 11.              | IS & E         | 56         | 53     | 53      |
| Grand Total:-    |                | 218        | 180    | 204     |

AUTHORISATION OF TRANSPORT, MAJOR OFFICE EQUIPMENT AND MISCELLANEOUS POINTS ETC.

- The Department is authorised:
  - 6 x Car.
- Private use of transports will be as per Government Instructions issued from time to time.
- Office equipments: The following office equipments may be retained by the Department:
  - 1 x Duplicating Machine.
  - 17 x Typewriters. Ratio of Bengali and English typewriter will be 60 : 40.
  - 2 x Calculators.

BRIGADIER (ENAMUL HUR KHAN)  
CHAIRMAN, MARTIAL LAW COMMITTEE  
ON ORGANISATIONAL SET-UP OF  
MINISTRIES/DIVISIONS AND DEPARTMENT