

13. **Continuation of Existing System:-** This Scheme is voluntary and the Occupier who does not desire to opt for the Scheme shall be treated as per the existing system.
14. **Transparency and Accountability:** The Occupier, who has opted for registration under this Scheme shall maintain all Records, Registers and other up-to-date information as required under the applicable laws either in soft copy form or hard copy-form in the factory. Whenever Department authorities call for in writing for the records/ registers/ information of the Factory, under the provisions of any applicable laws, then the Occupier is duty-bound to produce the same to the concerned authority, in soft copy form or hard copy-form as desired by the Authorities, as provided under the provisions of the applicable laws.
15. **Display of Compliance Information:-** The Occupier/Manager shall display the terms and conditions of this Scheme as well as the status of compliance on a notice board/ in a conspicuous place which is visible to all the workers. The Occupier shall also declare that he has opted for the Karnataka State Self Certification Scheme-2024, on their website, if available.
16. **Removal of Difficulties:-** In case, there are any difficulties in implementation of this Scheme, the decision of the Director of Factories, Boilers, Industrial Safety and Health in Karnataka, on the specific issue, shall be final and binding on the concerned parties.

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### The Karnataka State Factories Self Certification Scheme-2024

#### Form-I

#### SELF DECLARATION

I Sri/Smt \_\_\_\_\_ S/o/D/o/W/o \_\_\_\_\_ residing at \_\_\_\_\_ do hereby submit, as under and in the capacity as the Occupier of M/s. \_\_\_\_\_ Situated at \_\_\_\_\_ registered under the Factories Act, 1948 and the rules made thereunder and bearing Factory Licence No. \_\_\_\_\_

I have gone through the provisions of the Karnataka State Factories Self Certification Scheme-2024 and have understood the same. I wish to be covered under the said Scheme. The necessary information and other documents as required under the scheme are herewith submitted for your consideration and acceptance. I undertake to abide by all terms and conditions of the scheme. It is also certified that I am competent and duly authorized to make any statement or provide any information to any competent Authority of the Department of Factories, Boilers, Industrial Safety and Health, on behalf of this factory. As such I request you kindly issue the necessary registration for the same.

,That I have applied for grant of coverage of factory by the name of M/s. . . . .  
 . . . . . situated at (complete address of the unit) . . . . .  
 . . . . . under the Karnataka State Self

Certification Scheme-2024 of the Department of Factories, Boilers, Industrial Safety and Health, Government of Karnataka, as notified vide Notification No. . . . . dated . . . . .

I further certify that ;

1. I have gone through the provisions of the Scheme and have fully understood the provisions of this Scheme and hereby undertake to abide by the same.
2. We are complying and will continue to comply with all provisions of Factories Act, 1948 and the rules made thereunder, Payment of wages Act, 1936 and rules made thereunder, Maternity Benefit, 1961 rules made thereunder as amended from time to time.
3. The contents given above are true and correct to the best of my knowledge and belief.

I agree to accept the penalty prescribed under the applicable laws and this Scheme, in case of violation of the provisions of the applicable laws.

Date: . . . . .

Place: . . . . .

Signature of the Applicant  
(Name, Designation and Full Address)

### **Verification**

I the above named deponents to do hereby further solemnly affirm that the contents given above are true to my knowledge.

Date: . . . . .

Place: . . . . .

Signature of the Occupier

Certified by Notary/Gazetted Officers

## **INFORMATION FORM FOR SELF CERTIFICATION UNDER THE SCHEME**

### **1. General Information**

1	Name & Address of the Factory	
2	Name of the Occupier / Employer	

3	<b>Particulars of the plan</b>				
	Approval Number and date				
	Approving authority				
4	<b>Particulars of License</b>				
	Number of workers				
	HP / KW				
5	License renewed up to				
	Manufacturing process with NIC Code				
6	<b>Employment details</b>		<b>MALE</b>	<b>FEMALE</b>	<b>TOTAL</b>
	Permanent				
	Contract				
	Casual				
	Apprentice				
	Trainee				
	Adolescent				
	Others				

**2. HEALTH**

Sl. No.	Section	Rule	Provisions	Yes / No / NA	Remarks
1	11(1)(a)		Is the factory kept clean?		
2	11(1)(b)		Is the floor of every workroom washed at least once in a week?		
3	11(1)(c)		Are the drains properly constructed and kept clean?		
4	12	18	Is effective arrangement made for disposal of trade wastes and effluents		
5	13(1)(a)		Are effective and suitable provision made for adequate ventilation for circulation of fresh air?		

6	13(1)(b)		Is the temperature in the working rooms high? If so, what are the measures to be taken to reduce it?		
7	14(1)		Is dust or fume given off in the manufacturing process? If so, mention types of dust or fume and the arrangements made in the factory in brief.		
8	16(2)	141	Is any working room over crowded?		
9	17(1),(2) & (3)	34, 35	Is lighting in all the rooms and passages sufficient and suitable?		
10		38	Is sufficient quantity of drinking water provided for the use of the workers?		
11		39	What is the source of supply? If it is not from public water-supply system, has it been tested? Specify the agency.		
12		40	Is drinking water stored in suitable vessels with water taps and dust-proof covers placed on raised platform in shade?		
13		44	Is sufficient latrine and urinal accommodation provided to the workers separately for men and women?		
14		45	Are the latrines and urinals of a type conforming to the requirements of the public health authorities?		
15		46	Is the latrine provided with roof? Are partition provided with a proper door and fastenings to secure privacy?		
16		47	Are pictorial sign boards exhibited at the entrances of the latrines of men and women?		
17		51	Are the walls of the latrines and urinals white- washed or colour washed at least once in every four months?		
18		52	Are the latrines, urinals, drains and surroundings kept clean		
19		53	Are water taps or water cisterns with cans provided in the latrines?		
20		55 & 56	Are sufficient number of spittoons of the prescribed type provided? Are they kept clean?		

### 3. SAFETY

Sl. No	Section	Rule	Provisions	Yes / No / NA	Remarks
1			<b>Are the following parts of machinery guarded or securely fenced:-</b>		
a	21(1)(i)		All exposed moving parts of prime mover and fly wheel connected to it.		

b	21(1)(ii)		Head race and tail race of water wheel and water turbine.		
c	21(1)(iii)		Any part of stock bar which projects beyond the head stock of lathe.		
d	21(1)(iv)(a)		Electric generator, a motor or rotary converter		
e	21(1)(iv)(b)		Transmission machinery.		
f	21(1)(iv)(c)		Dangerous parts of any other machinery		
<b>2</b>			<b>Are Special precaution taken in the case of following machinery?</b>		
a			Cotton Textile machinery. (Vide Schedule I)		
b			Cotton ginning (Vide Schedule II)		
c	21(1)	57	Wood working machinery. (Vide Schedule III)		
d			Rubber mills. (Vide Schedule IV)		
e			Centrifugal machines (Vide Schedule V)		
f			Power Presses(Vide Schedule VI)		
g			Shears, slitters and guillotine machines (Vide Schedule VII)		
3	22(1)		Are only experienced and trained men wearing tight fitting clothing allowed to lubricate the bearing etc.?		
4	22(1)		Are their names entered in the prescribed register?		
5	22(2)		Are women and young person prevented from cleaning or lubricating machinery?		
6	23		Are young persons without sufficient training and supervision employed on dangerous machinery?		
7	24(1)(a)		Are proper belt movers provided?		
8	24(1)(b)		Are proper belt hanger provided?		
9	24(2)		Are Suitable devices for cutting off power in case of emergencies in every work room provided?		
10	27		Are women and children prevented from working in a room in which cotton opener is at work?		
11	28		Are hoists and lifts suitably constructed and properly maintained?		
12	28(1)(a)(ii)		Are they periodically examined at least once in six months by a competent person and the prescribed register maintained?		

13	29		Are cranes and other lifting machinery other than hoists and lifts suitably constructed and properly maintained?		
14	29(1)(a)(iii)		Are they periodically examined at least once in twelve months and the prescribed register maintained?		
15	30		Are the provisions of section 30 complied with in respect of revolving machinery and the required notices exhibited?		
16	31	65	Are special precautions taken in the case of pressure plants and report in Form No. 7 obtained?		
17	32(a)		Are floors, stairs, Platforms, gangways and passages maintained properly and hand rails provided wherever necessary?		
18	32(b)		Are safe means of access provided to all the places of work?		
19	33		Are all the tanks, sumps, openings in floors, pits, etc., securely covered or fenced?		
20	34	66	Are excessive weights carried by the workers?		
21	35	67	Are proper precautions taken for protection of eyes?		
22	36		Are necessary precautions taken against dangerous fumes?		
23		65E	Is necessary Personal protective equipment issued to the workers on the basis of the work carried on by them? If so specify details		
24	37		Are necessary precautions taken against explosion?		
25	38(1)	71	Are means of escape in case of fire adequate?		
26		71	Are staircases constructed in accordance with		
27		71	Are the passage, exit doors, ways etc., free of obstructions?		
28	38	71	Are adequate precautions taken against danger of fire?		
29		71(12)(b)	Are sufficient number of persons trained in handling of firefighting equipment		
30	39		Is there any building or part of building or machinery or plant in a dangerous condition? If so, what is the action taken?(Specify time)		

31	40		Is any building or part of a building in dangerous condition involving imminent danger to human-life or safety? If so, what is the action taken? (Specify time)		
32		86	Whether provision for providing earth leakage relay and overload relays have been provided in the main switch board		
33		87	Whether instructions given not to drive the vehicles at a speed exceeding 16 km/hr in the premises of the factory and displays made to that effect		

#### 4. WELFARE

Sl. No.	Section	Rule	Provisions	Yes / No / NA	Remarks
1	42	89	Are adequate and suitable washing facilities (including soap and brushes) provided separately for men and women?		
2	45(1)	91	Are sufficient number of First Aid Boxes provided containing all the prescribed equipment and medicines provided?		
3	45(2)	91A	Are they in-charge of trained persons?		
4	47	100	Is the factory ordinarily employing more than 150 workers? If yes, Is the lunch room constructed according to plans approved? Is the accommodation sufficient and adequately furnished		
5		100	Is the lunch room maintained in a clean state and provided with adequate facilities for washing and drinking water?		
6	48	101	Is the factory ordinarily employing more than 30 women workers? If yes, Is the crèche constructed according to plans approved and is the accommodation sufficient?		
7		101(5)	Is the crèche adequately furnished and equipped?		
8		101(6)	Is there a playground for older children?		
9		102	Is there a wash room with the required facilities along with clean clothes to the children?		
10		103	Are refreshments and milk supplied to the children free of cost?		
11		104	Is the crèche adequately staffed with qualified nurse and staff and provided with suitable clothes?		
12		104-A	Is Rule 104-A applicable? If Yes, give details		

**5. WORKING HOURS OF ADULTS**

Sl. No.	Section	Rule	Provisions	YES / NO / NA	Remarks
1	51		Is any adult worker allowed/required to work for more than 48 hours in any week?		
2	52		Is any person allowed/required to work on the first day of any week,		
3	52(1)(a)		Is substituted holiday given?		
4	52(1)(b)(i)		Is a notice delivered to the Inspector in accordance with Section?		
5	52(1)(b)(ii)		Was a copy of notice displayed in the factory?		
6	52		Is the factory exempted from this?		
7	53	105	If so, are compensatory holidays granted?		
8		105	Is a register maintained in Form No.8?		
9	54		Is any adult worker allowed/required to work for more than 9 hours on any day?		
10	55		Are intervals for rest granted in accordance with Section 55?		
11	56		Is the spread over in order?		
12	58		Are there any overlapping shifts? [Section 58] Is the factory exempted?		
13	65(2)		Are any workers exempted from Section 51,52,54 and 56? If so, are overtime wages paid in accordance with Section 59?		
14		107	Is overtime work muster-roll maintained in Form No.9?		
15		109	Is overtime slip issued?		
16	65(3)		Are conditions attached to the exemptions duly observed?		
17	60	110	Is any worker required to work on the same day in more than one factory?		
18	61	111	Is notice of period of work framed in Form No.10 and exhibited in the factory in accordance with Rule 111? Are copies of it sent to the Inspector?		
19	62	112	Is register of adult workers maintained correctly and up to date in Form No.11?		
20	63		Is any worker required to work otherwise than in accordance with the notice of periods of work?		
21	64(2)	116	Are all or any of the classes of workers exempted under section 64(2)? If so, what are the processes exempted and from what sections?		
22	66(1)(b)		Is any women employed in the night between 7 p.m. and 6 a.m.? If so, are the conditions laid down in respect of safety of women workers being followed? Please Specify		

**6. Employment of Young persons**

Sl. No.	Section	Rule	Provisions	YES / NO / NA	Remarks
1	67		Is any child who has not completed his 14 <sup>th</sup> year of age allowed to work in the factory?		
2	68(a)&70		Is any child or adolescent allowed to work without certificate of fitness?		
3	68(a)		Are certificates of fitness in the custody of the Manager?		
4	68(b)		Is every child or adolescent in possession of a token?		
5	70		Is any adolescent who has not completed 18 years of age allowed to work as an adult? If yes, does he/she carry a certificate of fitness?		

**7. Leave with Wages**

Sl. No.	Section	Rule	Provisions	YES / NO / NA	Remarks
1	79(1)		Is leave with wages granted?		
2	79(10)		Is leave refused to any worker who is eligible for leave?		
3	79(3)		Are wages in lieu of leave granted to workers who is discharged or dismissed or quit employment or superannuated or died while in service?		
4	84		Is the factory exempted under this section?		
5		119	Is leave with wages register maintained correctly and up to date in Form No.14?		
6		121	Is leave book in Form No.15 provided to each worker?		
7	88	130	Are notices of accidents sent?		
8	89	131	Are notices of certain diseases sent?		

**8. Notice and registers**

Sl. No.	Section	Rule	Provisions	YES / NO / NA	Remarks
1	108(1)	133	Are abstracts of the Act and Rules in Form No.19 in English and in the local language exhibited?		
2		137	Is a muster roll cum register of wages/salary in Form No.22 maintained correctly and up to date?		
3		138	Is a register of accidents and dangerous occurrences maintained correctly and up to date in Form No.23 and reports sent monthly?		
4		139	Is there an Inspection Book maintained correctly and up to date?		

**9. Payment of Wages Act, 1936**

Sl. No.	Section	Rule	Provisions	YES / NO / NA	Remarks
1	5		Is wage given within the stipulated period?		
2	25	21	Is an abstract of the Act displayed in Form No.V?		
3		5(2)	Is wage slip given along with the salary to all the categories of workers? Please specify particularly for contract workers?		
4		7	Is the rate of wages payable to different classes of workers displayed?		
5	3		Is register of Fine in form No.1 maintained?		
6	4		Is register of deductions for damage or loss in form No. 2 maintained?		
7		19	Is register of advance in form No. 3 maintained?		
8	2		How many workers are covered under this Act?		

**10. Maternity Benefit Act, 1961**

Sl. No.	Section	Rule	Provisions	YES / NO / NA	Remarks
1			How many workers are covered under ESI?		
2	2		How many workers come under Maternity Benefit Act?		
3			How many have been given maternity benefit under this Act?		
4	8		Is medical bonus paid? If yes, how many have been paid		
5	12		Is any worker dismissed while on maternity leave?		
6	19		Is abstract of the Act in form No. J displayed?		

**11. Miscellaneous**

Sl. No.	Section	Rule	Provisions	YES / NO / NA	Remarks
1			Is labour welfare fund paid under the Labour Welfare Fund Act and From D submitted? Amount & Date		
2			Is Sexual harassment prevention committee constituted?		
3			Whether meetings are conducted regularly?		
4			Whether proceedings are recorded properly?		
5			Whether any complaint received and redressed?		
6			Are there any legal actions initiated? If so, Please specify.		

7	134(1)	Whether Combined Annual Returns in Form 20 submitted?		
8		Whether action has been taken to display posters relating to health safety and welfare of the workers?		

**GOVERNMENT OF KARNATAKA  
DEPARTMENT OF FACTORIES, BOILERS, INDUSTRIAL SAFETY AND HEALTH**

Date: .....

**Form-II  
Certificate issued for having admitted under The Karnataka State Factories  
Self Certification Scheme-2024**

1	<b>Name and address of the Factory</b>	
	Phone No.	
	Mobile No.	
	Email.	
	Fax No.	
	Website	
2	<b>Name of Occupier of the Factory</b>	
	Phone No.	
	Mobile No.	
	Email.	
	Fax No.	
3	Licence no.	
4	Nature of Manufacturing Process	
5	Licensed No. of workers	

This is certify that the above factory has been admitted for the Karnataka State Factories Self Certification Scheme-2024 for a period of five years from date: \_\_\_\_\_ to date: \_\_\_\_\_ subject to the condition stipulated under the said scheme.

Signature of the Chief Inspector

Date:

Place: