

: FAQs for Investors:

Q.1 What is the Policy regarding Skilling and Entrepreneurship?

Ans. There is a National Policy named as "National Policy for Skilling & Entrepreneurship, 2015 (<http://msde.gov.in/National-Policy-2015.html>).

Q.2 Is there any attraction in the National Policy to encourage industries?

Ans. National Skill Development Fund (NSDF) has been set up by Government of India with the objective of encouraging skill development in the country. A public trust set up by Government of India is the custodian of the Fund. To attract funds from industry, companies will be encouraged to spend at least **25%** of their Corporate Social Responsibility (CSR) funds on skill development initiatives directly or through NSDF. Further, industry should earmark at least **2%** of its payroll bill (including for contract labour) for skill development initiatives in their respective sectors. These funds can be channelized for skill development activities either through respective SSCs or through NSDF.

Q.3 Is there any standard guideline for starting skill development activity? Does guidelines applicable to Government of India OR it will be applicable to Gujarat also?

Ans. In order to bring about uniformity and standardization in the implementation of various Skill Development Scheme by different Central Ministries / Departments of the Government of India has notified the common norms for Skill Development Schemes. (www.skilldevelopment.gov.in/assets/images/Notification/common%20norms.pdf) Government of Gujarat is also aligning its skill development programmes with common norms notified by government of India.

Q.4 What are the incentives provided for skill development initiatives by Government of Gujarat?

Ans. Government of Gujarat has come out with sector specific policies for the development of that sector. Sector specific policies have separate provisions for skill development initiatives. The details related to all policies is available on (<http://www.indextb.com>) Sectoral brief details are given below:

Sr. No.	Sector	Name of the policy	Reference of skill development initiative in that policy
1	Industries	Industrial Policy 2015	<ul style="list-style-type: none"> • Financial Assistance for Setting up of Anchor Institute • Short Term Bridge Courses by Industries/Institute • Specialized Skill Development Centres • Skill Up-gradation Centres (SUCs) • Skill Development to MSME Sectors • Supports for Setting up Gems & Jewelry Training Center/Institute • Assistance for Tuition Fee for Enhancement of Skill • More details are available on https://gidc.gujarat.gov.in/pdf/Circular/GR-1-4-15-Scheme-for-Enhancement-of-Technical-Competence-and-Manpower.pdf
2	Agriculture	Agro Business Policy 2016	<p>Scheme for Skill Enhancement (Only MSME Units)</p> <ul style="list-style-type: none"> • Financial Assistance to Agro & Food Processing Units/ Infrastructure Projects at 50% of fee paid per employee for obtaining industry recognized skill certifications from recognized institutions for 3yrs
3	Start ups	Electronics & IT/ITeS Start Up Policy 2016	<p>Skill Certification Grant</p> <ul style="list-style-type: none"> • Skill certification grant at the rate of INR 5000 per skill certification per person
4	Electronics	Electronics Policy 2016	<p>Assistance to Training Institutions & Trainees</p> <ul style="list-style-type: none"> • New Scheme with customized courses with on-floor training for skill development to be set up by State Labor & Employment Department
5	IT / ITeS	IT / ITeS Policy 2016	<p>Skill Enhancement Incentives</p> <ul style="list-style-type: none"> • Re-imburement of 50% of fee paid per employee of an IT/ ITeS unit for undertaking industry certified skill certifications
6	Tourism	Tourism Policy 2015	<p>Skill Development Incentives</p> <ul style="list-style-type: none"> • Reimbursement of 100% of course fee for course duration of a fortnight or more for tourist service providers for up gradation of IT skills & other skills required for travel trade • Monthly stipend of INR 5000 for tourist guides registered with CoT & undergoing training

Q.4 What are the policies for Public Private Partnership?

Ans. a) Policy for PPP ITIs (<http://www.employment.gujarat.gov.in/Training/ppp.aspx>)

b) Labour and Employment Department has derived 16 Shelf of projects where private players can wish to invest in skill development sector. Details pertaining to investment projects in Skill Development Sector are available on <https://vibrantgujarat.com/project-profiles.htm>

Q.5 I want to become a training provider, please guide me.

Ans. a) You can be a training provider under Pradhan Mantri Kaushalya Vardhan Yojana (PMKVY). Details are available on <http://pmkvyofficial.org>

b) You can start a Self-Financed ITI. (<http://www.employment.gujarat.gov.in/>)

Q.6 What are the provisions for corporates if they desire to start their Skilling Centre ?

Ans. The Details are available on <http://www.nsdcindia.org/csec>

Q.7 Is there any taxation benefits available if someone invests in skill development activity?

Ans. Yes. The details are available on <http://www.nsdcindia.org/csec>

Q. 8 Any Skill Development Schemes where Industry can intervene?

Ans. Yes. Directorate of Employment & Training's I-KVK, KVK and Public Private Partnership Schemes are industry supportive schemes. More details are available on www.employment.gujarat.gov.in

Q-9 What is the arrangement to provide manpower to the industries in the state?

Ans: There are 48 Employment Exchanges and career counselling centres across pan Gujarat functional under Labour and Employment Department of state is having enough database of the educated, skilled and semi-skilled manpower.

**FAQs Related to Directorate of Industrial Safety & Health
Labour and Employment Department**

1. Which factory need to take license under Factories Act, 1948?

Factories Act, 1948 and Gujarat Factories Rules there under are applicable to any premises including the premises.

- Where Ten or more workers are working or were working on any day of the preceding twelve months and in any part of which a manufacturing process is being carried on with the aid of power or is so ordinarily so carried on.
- Where twenty or more workers are working or were working on any day of the preceding twelve months and in any part of which manufacturing process is being carried on without aid of power or is ordinarily so carried on
- All the premises declared as a "Factory" by the State Govt. by notification under section 85 of the Factories Act. 1948 in the Official Gazette.

2. What is the procedure for applying for the license?

For new license

- License is issued only to the premises where the Act is applicable.
- A previous permission in writing from the DISH office is to be obtained before any factory building or premises is so constructed, extended or taken into use as a Factory or part of the Factory.
- Before license can be issued, first of all the plan of factory is approved by Director / Joint Director Industrial Safety and Health and a Certificate of stability issued by the competent person in Form No. I-A has been submitted.
- License can only be issued after receiving the application for the same with Form No. 2 (Triplicate) for the registration & Form No. 3(Duplicate) for the grant of license with relevant documents accompanied by a treasury Chalan for payment of fees and verifying it by visiting the premises of the factory.
- License application can also be done online on website www.lfp.gujarat.gov.in with online e-payment option.

3. What is the procedure for applying for the renewal of license?

Following documents should be submitted for license renewal

- An application in form No. 3 (Duplicate)
- Treasury receipt (challan) of necessary fees. (as per Fees Chart)
- Original License.
- Process flow chart
- Application should reach to the office not later than two months before the date on which the license is due to Expire for late application 25% additional fees is to be paid.
- Renewal License application can also be done online on website www.dish.gujarat.gov.in with online e-payment option.

4. What are the requirement for the approval of the plans?

- An application for obtaining previous permission for the site on which the factory is to be situated and for the construction or extension of a factory shall be made to the Directorate Industrial Safety and Health Offices.
- Application for such permission shall be made in Form No. 11 along with Questionnaires Form which shall be accompanied by the following documents:
 - A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;
 - Plan showing factory building with machinery layout and factory premises with immediate surroundings including adjacent buildings and other structures, roads, drains, etc. in duplicate drawing to the scale.
 - For chemical factories material safety data sheet as per schedule-5(M.S.D.S.) and information as per schedule-7 of all the chemical used.
 - Provisions for the safe disposal of the solid, liquid and gaseous waste arising out of the processes carried out in premises and Annexure 4, Annexure 6
 - Permission letter from local Authorities and N.O.C. Wherever it is necessary
- Application can also be done online on website www.ifpqujarat.gov.in

5. What are the records required to be maintained?

Following records are required to be maintained by all the factories.

- Muster Roll -> Form 28
- Register of Leave with wages -> Form-18
- Register of Accidents, Major Accidents and dangerous occurrences -Form 29
- Inspection Book for the inspector & certifying person. -> Form 31
- Register of adults workers -> Form 15
- Wages Register -> Form II-A
- Health Register -> Form 20 and Form32
- Testing Reports of lifting tools & tackles (Form 9), lifting appliances (Form 10), pressure vessels (Form 11) etc. carried out by competent person approved under the Act.
- Overtime Register form for Exempted workers-> Form 13
- Register of working environment monitoring -> Form 37

6. Which are the returns to be Submitted?

- Annual Return Form 24 to be submitted on or before 1st Feb. or Consolidated Annual Return (CAR Form) to be submitted before 15th Feb
- Half yearly Return Form 25 to be submitted on or before 15th July and 15th Jan.

7. What are the names of the website of labour & Employment Department and Directorate, Industrial Safety & Health?

Website of Labour & Employment department, Gujarat State is --> labour.gujarat.gov.in Website of Directorate, Industrial Safety & Health, Gujarat State is --> www.dish.gujarat.gov.in

The Building and Other Construction Workers (RECS) Act, 1996

1. **What is covered under Building and Other Construction Work?**

Building or other construction work means the construction , alteration, repairs, maintenance or demolition of or, in relation to, buildings, streets, roads, railways, tramways , airfields, irrigation, drainage, embankment and navigation works, flood control works (including storm water drainage works) , generation, transmission and distribution of power, water works (including channels for distribution of water), oil and gas installations, electric lines, wireless , radio, television, telephone telegraph and overseas communication , dams, canals, reservoirs, watercourses, tunnels, bridges, viaducts, aqueducts , pipelines, towers, cooling towers, transmission towers and such other work as may be specified in this behalf by the appropriate Government , by notification but does not include any building or other construction work to which the provisions of the Factories Act, 1948, or the Mines Act, 1952 apply.

2. **Who is known as building worker?**

Building worker means a person who is employed to do any skilled, semi-skilled or unskilled, manual, supervisory, technical or clerical work for hire or reward, whether the terms of employment be expressed or implied, in connection with any building or other construction work but does not include any such person-

- (i) who is employed mainly in a managerial or administrative capacity; or
- (ii) who, being employed in a supervisory capacity, draws wages exceeding one thousand six hundred rupees per mensem or exercise, either by the nature of the duties attached to the office or by reason of the powers vested in him, functions mainly of a managerial nature

More over workers working in following categories of work are also known as building workers.

1. Cutting , breaking and crushing of stone
2. Cutting and polishing of slabs / tiles
3. Woodwork including painting, varnishing etc.
4. Sewerage and plumbing work
5. Electrical works including wiring, distribution, panel fixing.
6. Installation and repair of firefighting systems
7. Installation and repair of cooling and heating systems
8. Installation of lifts, escalators etc.

9. Installation of security gates, devices etc.
10. Fabrication and installation of iron / metal grills, windows, doors
11. Construction of water harvesting structures
12. Interior work including carpeting, false ceiling, lighting, plaster of parts
13. Cutting, glazing and installation of glass panels
14. Making of bricks, roofing tiles etc not covered under the Factories Act, 1948
15. Installation of energy efficient equipment like solar panels etc
16. Installation of modular units for use in places such as kitchens
17. Making and installation of pre-fabricated concrete modules etc

18. Construction of sports / recreation facilities including swimming pools, golf courses etc
19. Construction / erection of signage, road furniture, bus shelters/ depots / stands, signaling systems etc
20. Construction of rotaries, installation of fountains etc
21. . Construction of public parks, walking tracks, landscaping etc.

3. **When a notice regarding start or finish of construction activities is to be intimated to concern office?**

30 days before starting and 30 days after finishing of construction work , employer of the construction site is responsible to send a notice regarding start or completion of the work to the concern office in Form no. IV.

4. **Where the employer of any building and other construction work is supposed to apply for registration of his construction site?**

The employer of any building and other construction work is supposed to apply for registration of his construction site to the Directorate Industrial Safety & Health offices within 60 days of the start of construction work .

Note: An application for registration can also be done online on website

www.ifpgujarat.gov.in with online e-payment option.

5. **What is the applicability criteria for registration of any Building and Other Construction Work?**

Any employer carrying out any building and other construction work , if employs 10 or more no. of building workers on such work , then such construction site comes under applicability criteria for registration. But does not include an individual who employs such workers in any building or construction work in relation to his own residence , the total cost of such construction not being more than Rs.10 lakhs.

6. **What is the procedure of applying for registration of Building and Other Construction Work?**

The employers have to submit an application containing following documents

- Form No. 1 for site registration duly filled
- Treasury receipt challan as fees for site registration
- Employers residence and photo I.D. proof
- A copy of work order issued to any contractor / sub contractor (if any)
- Proof of land possession by the employer
- Proof of construction permission granted by local authority
- Copy of muster roll showing employment of building workers on the site

Note: An application for registration can also be done online on website www.ifpgujarat.gov.in with online e-payment option.