



GOVERNMENT OF ASSAM  
OFFICE OF THE CHIEF INSPECTOR OF FACTORIES :: ASSAM  
NPS International School Lane, Betkuchi, Lohra, Guwahati - 781040

No. Estt/398/17/933-49

Dated, Guwahati the 25<sup>th</sup> March 2020

**Subject: Corona Virus Disease 2019 (COVID -19)- Guidelines to the Factory Management.**

In view of the prevailing emergent situation arising from the outbreak of COVID-19 and as imperative to the Lock Down declared by the Government of Assam (w.e.f. 6pm of 24-03-2020) and subsequently by the Union Government (w.e.f. the midnight of 24-03-2020), following directives shall be applicable to all factories coming under the purview of Indian Factories Act 1948 and Assam Factories Rules 1950 with immediate effect.

- A) All Factories shall safely shut down their processes or operation with the exemption of following category of factories as described below, so as to comply with the deadline associated to the Lock Down process i.e. not later than 6pm of 24-03-2020. The description of exempted category of factories that have been permitted to operate are;
- i) Manufacturing units of essential commodities.
  - ii) Production units which require continuous process after obtaining required permission from the Government of Assam.

If there is any doubt whether any establishment/service is essential or not, the District Magistrate shall be the competent authority to decide.

- B) All factory managements are requested to treat the shutdown period as paid holidays, with full emoluments as eligible, for the employees including the contract and daily waged workers.
- C) The two categories of factories as mentioned in item A) above, that are declared exempted from shut down domain, are permitted to operate subject to the following conditions:
- i) The guide lines issued by this Inspectorate and uploaded in its website (vide no. Estt/398/17/740-56, Dated 20<sup>th</sup> March 2020), in the wake of outbreak of CORONA Virus shall be strictly complied with.
  - ii) Factories are advised to maintain only bare minimum personnel for safe operation of the plant.
  - iii) Factories shall so deploy their employees that they avoid the close proximity of each other which under no circumstances is less than 1 metre.
  - iv) No construction works or any activity not directly linked to the core manufacturing process shall be carried out in any factory.
  - v) Exempted Factories having storage of any hazardous material or product should have enough Hazard containment facility and fire fighting units with trained staffs for the safe operation of the plant.
  - vi) Exempted factories having storage of hazardous materials of any form shall convey the details of the same with MSDS and steps taken for their safe storage to the to the concerned Inspector of Factories / Senior Inspector of

Factories through any electronic communication mode with copy thereof to the Chief Inspector of Factories, Assam.

- vii) All the exempted factories including the Major Accident Hazard (MAH) categories shall come up with a detail action plan (with details of reserve employees) in case any exigencies arising out of exposure of their employees to COVID-19 and convey the same to this Inspectorate through electronic mode.
- viii) The list with contact details, mobile phone numbers and associated Police Station of deployed staffs should be kept ready and maintained by the Occupier/Manager and to be made available to the concerned authority when demanded.
- ix) Notwithstanding anything as listed above, Factories shall adhere to all directives under various departments of Govt. of Assam and Govt. of India.

These orders shall remain in force till the cessation of the Lock Down.

Chief Inspector of Factories, Assam  
Betkuchi, Lohra, Guwahati – 40.

Memo No. Estt/398/17/933-49

Dated, Guwahati the 25<sup>th</sup> March 2020

Copy to:

1. The Secretary, Labour Welfare Department, Dispur, Guwahati – 781006, Assam.
2. All Additional Chief Inspector of Factories.
3. All Senior Inspector of Factories.
4. The Medical Inspector of Factories.
5. All Certifying Surgeon.
6. All the Inspector of Factories.
7. Website.

Chief Inspector of Factories, Assam  
Betkuchi, Lohra, Guwahati – 40.