

DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR  
INSTITUTES,SION,MUMBAI-22

No:-27/3/2011-Estt.

Dt:- 22/3/2011

**ORDER**

Sub:-Charging of Fees of Services-Revision-regarding.

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In supersession of this Directorate General's Order of even number dt. 23/3/2007 the following revised instructions are issued for charging fees for various services:-

**1. Training Programmes-Public Programmes**

Duration	Rate per participant
1-2 days	Rs. 825/-
3-5 days	Rs.1375/-
2 weeks and part thereof	Rs. 2750/-
3 weeks & part thereof	Rs. 3300/-

**2. Inplant Training Programmes.**

Rs. 4400/- per day. In addition, TA/DA as per Government Rules, arrangement of Transport for local journeys, accommodation for faculty members, etc. may also be borne by the concerned organization.

**3. Collaboration Programmes**

Institution fee etc. to be charged will be decided on case to case basis.

**4. Studies, Surveys & Consultancy and Safety Audit.**

Rate per effective days Rs.6000/-.Effective day comprise of days spent on fieldwork including preliminary visit, analysis of data and preparation of report etc. This will have to be decided by the concerned Director-in-Charge.

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5. **Testing of Personal Protective Equipment**

Rs.660/- per each sample/piece. However testing charges for Safety shoes will be Rs.1980/- per shoe.

6. **Supply of Material Safety Data Sheet(MSDS) and Dispersion Models.**

Rs.138/-for MSDS per chemical and Rs.4400/- for Dispersion Model per chemical like chlorine, ammonia, LPG, etc.

7. **Mobile Safety Exhibition Van.**

Rs.550/- per display per day

8. **Service Provided by Communication Division.**

The copy of the video film on Occupational Health & Safety produced by the Communication Division may be made available to the Industries/ Associations at cost of Rs.88 0/- plus blank cassettes or CDs.

9. **Service to Small Industries for conducting Training Programmes, Studies & Surveys.**

The total cost to be borne by the department.

10. **Educational Programmes.**

- |    |                          |                           |
|----|--------------------------|---------------------------|
| 1. | Duration 1-3 months      | Rs.2200/- per participant |
|    |                          | Rs.1100/- caution money   |
|    |                          | per participant.          |
| 2. | Duration beyond 3 months | Rs.3300/- per participant |
|    | and upto 6 months        | Rs.1100/- caution money   |
|    |                          | per participant           |
| 3. | Duration beyond 6 months | Rs.6600/- per participant |
|    |                          | Rs.1100/- caution money   |
|    |                          | per participant.          |

...3/-

..3..

### 11. Honorarium to Guest Faculty

Honorarium at rates fixed by the Government from time to time.

### 12. Hostel Charges.

Until the Hostel charges are finalized by the competent authority, the following charges per head/per day may be levied.

	<b>Non AC</b>	<b>AC</b>	<b>VIP(CLI)</b>
Participants/Students	Rs. 25/-	N.A.,	N.A.
Ministry of Labour Officers/ officials staying in connection with official work	Rs.35/-	Rs.55/-	Rs.165/-
Ret.Officials from DGFASLI Organisation	Rs.25/-	Rs.30/-	Rs.80/- ( for those officers who retd. at the level of JS & above from DGFASLI Organisation)
Others	Rs.55/-	Rs.110/-	N.A.

### 13. Charges for Safety Belts and Harness Test

Rs.2200/- per each sample

....4/-

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13. **Other Instructions** as laid down in Memo No.27/17/91-Estt.dt.14.11.1991(copy enclosed) under the heading Note (i),(ii),(iii) & (iv) below para 2 and charging of Institution fee for services rendered to Government departments as in para 3 would remain as it is. These charges will be effective from 1-7-2011. It may be ensured that all programmes commencing on 1-7-2011 and onwards are charged at the new rates only.

(J.Sankar)  
Section Officer,  
for Head of Department.

To

1.DDG(M.R.)/DDG(S.B.M.)

2.All Directors/Dy.Directors/Asstt.Directors in CLI

( Head of Office,CLI may please circulate to all concerned and get  
circulation acknowledged)

3.All Directors/Dy.Directors/Asstt.Directors in RLI Chennai/Kolkata

Kanpur /Faridabad(Head of Office,RLIs may please circulate to all concerned and get  
circulation acknowledged)

Copy to:-

1. Director (ISH),Ministry of Labour,New Delhi-110001
2. P&D Section/Factory cell/Dock Cell/Admn.Section/Award Cell
3. IDs,Mumbai/Chennai/Kolkata/Cochin/New Mangalore/  
Mormugao/Kandla/Tuticorin/Visakhapatnam/Paradip
4. G.F.No.48

DIRECTORATE GENERAL FACATORY ADVICE SERVICE &  
LABOUR INSTITUTES,SION,MUMBAI-400 022

No:-27/3/2011-Estt.

Dt:-22/3/2011

OFFICE MEMORANDUM

Reference O.M.No.27/2/2007-Estt. dt.26/5/2008 on 'standard terms and conditions' for technical services officered by DGFASLI and its subordinate offices.

Copy of the 'standard terms and conditions' after revision of Institute Fee is sent herewith for information and necessary action.

(J.Sankar)  
Section Officer  
for Head of Department

To

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**Ministry of Labour & Employment**  
**Directorate General Factory Advice Service & Labour Institutes**  
**MUMBAI**  
**Terms and conditions for the technical services offered by the Central & Regional Labour Institutes**

The Institutes under the DGFASLI provide various types of technical services to the industries with a basic aim to improve the Safety & Health conditions of the workmen. The token fee charged and other terms and conditions from the organizations for different types of services are as given against each activity.

Type of Services/Activities	Terms & Conditions
<p><b>Safety Audit</b></p> <p><b>Safety Survey</b></p> <p><b>Industrial Hygiene Study</b></p> <p><b>Industrial Noise study</b></p> <p><b>Evaluation of ventilation system and thermal comfort in industries</b></p> <p><b>Evaluation of illumination levels in the work places</b></p> <p><b>Assessment of ergonomic stress in industries</b></p> <p><b>Assessment of psychological stresses in industries</b></p> <p><b>Psychometric assessment of</b></p>	<p>1) The Institute fee @ Rs.6000/- per day ( or as revised from time to time) for the number of days spent in the field work and reasonable number of days for report preparation. It the preliminary visit is required, the number of days spent in the plant for such a preliminary visit is also included in the chargeable days.</p> <p>Note:- The decision about the reasonable number of days for the laboratory analysis and report preparation etc. rests on the Director-in-Charge of the Institutes or the Divisions ( of CLI). Yet unless specified otherwise the number of days charged for the report preparation etc. is taken as equal to that spent for field study.</p> <p>2) In addition to the above, to and fro travelling expenses for the team members as per the Central Govt. Rules will be required to be reimbursed by the managements. In order to facilitate the task, reserved to and fro tickets of the team members by the modes and classes of their entitlement are to be made available by the management <b>atleast 3 working days</b> before the commencement of the journey and arrangement of local <b>transport</b> (appropriate lodging, boarding etc.) are to be borne by the managements. Consequently the residual daily allowances and travelling expenses will be billed by</p>

<p><b>personnel</b></p> <p><b>Hazard &amp; Operability studies</b></p> <p><b>Or other such studies.</b></p>	<p>the institute for reimbursement by the managements.</p> <p>3) The bills for the Institute fee and for reimbursement of the residual travelling expenses will be sent to the managements after completion of the field work. While sending the reports of the studies, it will be ensured that the payments of the bills have been received by the institute. All the payment to be made by the client organizations shall be in favour of the institute, not to be paid directly to the team members <b>and the payment to be made in DD in favour of the Institute payable.</b></p>
<p><b>2.Inplant Training Programmes</b></p>	<p>1) The Institute fee @ 4,400/- per day (or as revised from time to time) will be charged for the number of days spent in training programmes.</p> <p>2)The to and fro travelling expenses of the faculty members, as per the Central Govt. Rules will be required to be reimbursed by the managements. In order to facilitate the task, reserved to and fro tickets of the team members by the modes and classes of their entitlement are to be made available by the management well before the commencement of the journey and arrangement of <b>local transport( lodging, boarding) are to be borne</b> by the managements. Consequently the residual daily allowances and travelling expenses will be billed by the institute for reimbursement by the managements.</p> <p>3)(a) The proforma bill for the Institute Fee will be sent along with the final travel plant. The payments against the bill will have to be handed over to the team leader on the last day of the training programme.</p> <p>(b) The bills for the residual daily allowances and travelling/expenses will be sent to the managements after completion of the training programme which will have to be paid by the management within a fortnight from the date of receipt of the bill.</p> <p>All the payments to be made by the client organizations will have to be in the form of demand draft in favour of the institute payable</p>

**3.Dispersion Modelling &  
Effects Calculation**

at its station.

1. The Institute fee @ Rs.4,400/- per substance will be charged.
2. The bill will be raised as soon as the report is ready. The report will be sent to the management after receipt of the payment.
3. All the payments to be made by the client organizations will have to be in the form of demand draft in favour of the institute payable at its station