CITIZEN'S CHARTER

INSPECTORATE OF BOILERS, ASSAM

(LABOUR AND EMPLOYMENT DEPARTMENT, ASSAM)

OFFICE OF THE CHIEF INSPECTOR OF BOILERS ASSAM
LALMATI, P.O-BELTOLA, GUWAHATI-781029 (ASSAM)

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INTRODUCTION:

Consequent upon bifurcation from commissioner for the Inspection of Steam Boilers, Bengal, Calcutta, the Governor-in-Council created Assam Boiler Inspectorate vide No. 353 f(A), which starts function with effect from 01-04-1935.

This Inspectorate is basically a regulatory department, functioning under the administrative control of Labour & Employment Department, Govt. of Assam. The aim of establishing the Inspectorate is to –

- Effective implementation of Boiler Laws in the state of Assam.
- Ensure safety of plants and properties during use of Boiler.
- Improve quality and performance of Boilers & Boiler Components.

This Citizen's Charter is prepared so that the citizen/client can avail the services rendered by this Inspectorate smoothly and in a transparent manner.

VISION:

- Preventing Boiler accident to protect life and property.

MISSION:

- To enforce Boiler Laws with fairness.
- To bring safety of life and property through prompt and efficient services.

LIST OF STAKE HOLDERS /CLIENTS:

- The owner of boilers, as defined in the Act.
- The citizen seeking recognition as Boiler Attendant.
- The citizen seeking recognition as Boiler Operation Engineer.
- The citizen seeking recognition as qualified Boiler Welder.
- The party seeking recognition as Boilers Repairer/ Erectors.
- The Government Departments.
- The Central Boiler Board, DIPP, Government of India.

FUNCTIONS:

- Effective implementation of all provisions of Boiler Laws.
- To register Boilers and Boiler components.
- To conduct periodical inspection to ensure safety of Boiler.
- To conduct stage inspection of Boiler/Boiler components at the time of erection/repair/alteration and modification.
- Conducting investigation of accidents of Boilers and Boiler components and subsequently preparation of report/recommendation.
- Initiate legal proceeding due to violation of Acts and Rules.
- Searching of unregistered and uncertified Boilers/ Boiler components.
- Supervision of Remnant Life Assessment of Boilers.

SERVICES RENDERED:

Sl No	Services	Condition	Timeline	Fee	Authority	Remarks
1.	Issuing certificate of fitness during registration of Boiler (To be issued after satisfactory inspection & test)	i). Submission of application. ii). Deposit of fees. iii).Submission of boiler folder. iv).Certificates of mounting & fittings. v).Offering Boiler for inspection .	2 working days	Refer to Table-I	Visiting Officer	
2.	Approval of steam lines layout drawings.	i). Submission of application. ii).Submission of layout drawings in triplicate. iii). Deposit of fees.	15 working days	Rs 20 for every 30 mtrs or part thereof	CIB, ASSAM (Inspecting Authority)	
3.	Granting charging order of steam lines. (To be issued after satisfactory inspection & test)	i). Submission of Proforma-II and relevant documents ii) Test certificates of materials. iii) Deposit of fees. iv) Offering pipeline for inspection.	15 working days	Rs 250 for every 30mtrs upto 100mm, Rs 600 for every 30 mtrs above 100mm	CIB, ASSAM (Inspecting Authority	
4.	Issuing renewal certificate of Boilers. (To be issued after satisfactory inspection & test)	i). Submission of Application. ii) Deposit of fees. iii) Preparation of Boiler for test. iv) Offering of boiler for inspection .	2 Working days	Refer to Table-II	Visiting Officer	
5.	Approval for repairing of Boilers/Boiler components	i) Submission of Application. ii)Submission of Proforma-II & relevant documents. iii) Submission of repair order.	15 working days	No fee	CIB, ASSAM (Inspecting Authority	
6.	Issue of certificate after repairing/modification of boilers/boiler components. (To be issued after satisfactory inspection & test)	i) Produce material certificates ii)Deposit of fees. iii)Engaging recognized repairer . iv) Offering boiler for stage inspections & test.	2 working days	Refer to Table-II (Twice the fees of renewal of certificate)	Visiting Officer	
7.	Issue of certificate of proficiency to Boiler Operation Engineers. (After publication of results of the examination)	i) Submission of prescribed forms. ii) Age certificate. iii) Experience certificate. iv) Qualification certificate. v) Deposit of fees. vi) Submission of photo.	14 days	Rs 1500/-	Secy./Chairman, BOE Examination Board, Assam	

Sl No	Services	Condition	Timeline	Fee	Authority	Remarks
8.	Issue of Certificate of competency to Boiler Attendant (After publication of results of the examination)	i) Submission of prescribed forms. ii) Age certificate. iii) Experience certificate. iv) Qualification certificate. v) Deposit of fees. vi) Submission of photo.	14 days	For 1st Class-Rs 500 For 2ndClass-Rs 300	Secy./Chairman BA Examination Board, Assam	
9.	Recognition to firm as Boiler repairer	i) Submission of Application. ii) Reply on Questionnaire. iii) List of Tools & Tackle. iv)List of manpower. v) Details of Experiences. vi) Deposit of fees.	30 days	Category III-Rs 2500 Category II- Rs 5000 Category I-Rs 10000 Category Spl. 15000	CIB, Assam	
10.	Issue of certificate for Welder test	i) Submission of Application. ii)Arrangement of test iii) Deposit of fees. iv) Submission of photo. v) Submission test report and x-ray films.	15 days	For Tube- Rs 300/- For Plate-Rs 300/- For Pipe- Rs 300/-	CIB, Assam (competent Authority)	
11.	Issuing information under RTI	i) Submission of application. ii) Deposit of fees.	30 days	Rs 10/- +Rs 2/- for each page of document.	SPIO, Inspectorate of Boilers.	
12.	Forwarding of pension papers to Accountant General, Assam (To be submitted before 90 days from the date of superannuation)	i)Submission of requisite forms duly filled in. ii) Submission of photos of self and with spouse.	30 days	No fee	CIB, Assam	
13.	Forwarding leave application to Govt. (To be submitted before 15 days from the date of leave)	i) Submission of application ii)Medical Certificate, if required.	10 days	No fee	CIB, Assam	
14.	Sanction for GPF advance	i) Submission of application. ii) Details of previous GPF advances received.	10 days	No fee	CIB, Assam	
15.	Uploading of Acts /Rules/ Regulations/OM/Circulars	i)Any amendment/changes in Act Rules, Regulations., ii) Issue of Circulars/OM	Monthly	No fee	CIB, Assam	
16.	Updating of website	i) Any changes in the contents of the website is to be updated.	Weekly	No fee	CIB, Assam	
17.	Issuing order for additional Services under RTPS	To be notified	30 days	No fee		

FEE FOR REGISTRATION OF BOILERS:

The payment of fees for the following services are to be made into Treasury under the Head of Accounts " 0230- Labour and Employment ,103- Fee for inspection of Steam Boilers" . The treasury challan in original is to be submitted to the Chief Inspector of Boilers, Assam, Lalmati,NH-37,P.O: Beltola , Guwahati-29.

TABLE-I

Sl No.	Boiler Ratings	Fee in rupees
1	For Small Industrial Boiler as per Chapter XIV	1200
2	For Boiler Rating not exceeding 10sq. meters	1800
3	For Boiler Rating exceeding 10 sq. meters but not exceeding 30 sq. meters	2400
4	For Boiler Rating exceeding 30 sq. meters but not exceeding 50 sq. meters	2700
5	For Boiler Rating exceeding 50 sq. meters but not exceeding 70 sq. meters	3300
6	For Boiler Rating exceeding 70 sq. meters but not exceeding 90 sq. meters	3900
7	For Boiler Rating exceeding 90 sq. meters but not exceeding 110 sq. meters	4500
8	For Boiler Rating exceeding 110 sq. meters but not exceeding 200 sq. meters	5100
9	For Boiler Rating exceeding 200 sq. meters but not exceeding 400 sq. meters	5700
10	For Boiler Rating exceeding 400 sq. meters but not exceeding 600 sq. meters	6600
11	For Boiler Rating exceeding 600 sq. meters but not exceeding 800 sq. meters	7200
12	For Boiler Rating exceeding 800 sq. meters but not exceeding 1000 sq. meters	8100
13	For Boiler Rating exceeding 1000 sq. meters but not exceeding 1200 sq. meters	9600
14	For Boiler Rating exceeding 1200 sq. meters but not exceeding 1400 sq. meters	10800
15	For Boiler Rating exceeding 1400 sq. meters but not exceeding 1600 sq. meters	12600
16	For Boiler Rating exceeding 1600 sq. meters but not exceeding 1800 sq. meters	13500
17	For Boiler Rating exceeding 1800 sq. meters but not exceeding 2000 sq. meters	15000
18	For Boiler Rating exceeding 2000 sq. meters but not exceeding 2200 sq. meters	16200
19	For Boiler Rating exceeding 2200 sq. meters but not exceeding 2400 sq. meters	18000
20	For Boiler Rating exceeding 2400 sq. meters but not exceeding 2600 sq. meters	18900
21	For Boiler Rating exceeding 2600 sq. meters but not exceeding 2800sq. meters	20400
22	For Boiler Rating exceeding 2800 sq. meters but not exceeding 3000 sq. meters	21600

Above 3000 sq. meters, for every 200 sq. meters or part thereof, an additional fee of Rs. 600 shall be charged:

FEE FOR RENEWAL OF STEAMING CERTIFICATE OF BOILERS:

The payment of fees for the following services are to be made into Treasury under the Head of Accounts " 0230- Labour and Employment ,103- Fee for inspection of Steam Boilers" . The treasury challan in original is to be submitted to the Chief Inspector of Boilers, Assam, Lalmati,NH-37,P.O: Beltola , Guwahati-29.

TABLE-II

Sl No.	Boiler Ratings	Fee in Rupes
(1)	(2)	(3)
1.	For Small Industrial Boiler as per chapter XIV	1000
2.	For Boiler Ratings not exceeding 10 sq. meters	1600
3.	For Boiler Rating exceeding 10 sq. meters but not 30 sq. meters	2100
4.	For Boiler Rating exceeding 30 sq. meters but not exceeding 50 sq.meters	2400
5.	For Boiler Rating exceeding 50 sq. meters but not exceeding 70 sq.meters	2700
6.	For Boiler Rating exceeding 70 sq. meters but not exceeding 90 sq.meters	3400
7.	For Boiler Rating exceeding 90 sq. meters but not exceeding 110 sq.meters	4000
8.	For Boiler Rating exceeding 110 sq. meters but not exceeding 200 sq.meters	4500
9.	For Boiler Rating exceeding 200 sq. meters but not exceeding 400 sq.meters	5000
10.	For Boiler Rating exceeding 400 sq. meters but not exceeding 600 sq.meters	5800
11.	For Boiler Rating exceeding 600 sq. meters but not exceeding 800 sq.meters	6300
12.	For Boiler Rating exceeding 800 sq. meters but not exceeding 1000 sq.meters	7100
13.	For Boiler Rating exceeding 1000 sq. meters but not exceeding 1200 sq.meters	8400
14.	For Boiler Rating exceeding 1200 sq. meters but not exceeding 1400 sq.meters	9500
15.	For Boiler Rating exceeding 1400 sq. meters but not exceeding 1600 sq.meters	11100
16.	For Boiler Rating exceeding 1600 sq. meters but not exceeding 1800 sq.meters	11900
17.	For Boiler Rating exceeding 1800 sq. meters but not exceeding 2000 sq.meters	13200
18.	For Boiler Rating exceeding 2000 sq. meters but not exceeding 2200 sq.meters	14300
19.	For Boiler Rating exceeding 2200 sq. meters but not exceeding 2400 sq.meters	15800
20.	For Boiler Rating exceeding 2400 sq. meters but not exceeding 2600 sq.meters	16600
21.	For Boiler Rating exceeding 2600 sq. meters but not exceeding 2800 sq.meters	18000
22.	For Boiler Rating exceeding 2800 sq. meters but not exceeding 3000 sq.meters	19000

Above 3000 sq. meters, for every 200 sq. meters or part thereof an additional fee of Rs. 500 shall be charged.

PUBLIC GRIEVANCE REDRESSAL MECHANISM:

Complaints pertaining to deficiency of services are to be lodged-

- Online at www.cib.assam.gov.in or
- Grievances on plain paper may be submitted by hand or by post to-

Name and Designation of the Public Grievance Officer	Address for Correspondence	Telephone No.
Sri, Munidra Mali, Inspector of Boilers, Guwahati	Office of the Chief Inspector of Boilers, Lalmati, NH-37, Guwahati-781029 (Assam).	9435143240

EXPECTATIONS FROM CLIENTS:

We expect our client –

- To be truthful to Act, Rule & Regulation.
- To be faithful for disclosing the condition of boiler, observed during operation.
- To make payment of necessary fee for services.
- To prepare their boiler properly for inspection.
- To place the boiler for inspection & test immediately after expiry of certificate.

REVIEW:

This Citizen's character will be reviewed annually. Any suggestion in this regard may kindly be sent to:

Sri G. Mazumder,
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Lalmati, P.O- Beltola, Guwahati-781029 (Assam)
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