(a) To issue subpoenas for and compel the attendance of witnesses and the production of pertinent books, papers, documents or other evidence.

(b) To hear testimony and receive evidence and to take or cause to be taken, depositions of witnesses residing within or without this State in the manner prescribed by law for depositions in civil cases in the Circuit Court. Subpoenas and commissions to take testimony shall be under seal of the industrial commission.

(c) Service of subpoenas may be made by any sheriff or constable, or any other person. The Circuit, Superior or County court of the county where any hearing is pending, or any judge thereof, either in term time or vacation, upon application of the industrial commission, or any member thereof, may, in his discretion, compel the attendance of witnesses, the production of pertinent books, papers, records or documents and the giving of testimony before the industrial commission or any member thereof, by an attachment proceedings, as for contempt, in the same manner as the production of evidence may be compelled before said court.

[Annual report.] § 12. The industrial commission shall make an annual report of its work under the provisions of this Act to the Governor on or before the first day of February of each year; and a biennial report to the Legislature on or before the first day of February of each odd-numbered year.

[Action in name of Industrial Commission.] § 13. All notices, orders, decisions, rules and other official action shall be in the name of the industrial commission.

[Records of proceedings.] § 14. The industrial commission shall keep a full and complete record of all proceedings had before it or any member thereof, and all testimony shall be taken by a stenographer appointed by the industrial commission. The commission shall also keep records which will enable any employer, employee or their agents, to determine all action taken by the industrial commission with respect to the subject matter in which such employer and employee is interested. All such records shall be open to public inspection.

[Publication of rules.] § 15. At least once each year, the industrial commission shall publish, in printed form, all of its rules made pursuant to Section 4 of this Act which are in full force and effect at the time of such publication.

[Record on return to writ of certiorari.] § 16. The record required to be furnished by the industrial commission as a return to the writ of certiorari shall be furnished by the industrial com-