


COMPLIANCE AUDIT ON MATTERS
RELATING TO THE LABOUR

SATURDAY 30TH MAY, 2015

INSTITUTE OF COMPANY
SECRETARIES OF INDIA

BY

RESOURCE INPUTS LIMITED



PRESENTED BY
S.V.RAMACHANDRA RAO
MANAGING DIRECTOR
RESOURCE INPUTS LIMITED

THE EMPLOYEES' PROVIDENT FUNDS & MISCELLANEOUS PROVISIONS ACT, 1952



Resource Inputs Ltd.

THE EMPLOYEES' PROVIDENT FUNDS & MISCELLANEOUS PROVISIONS ACT, 1952

- Applicable to every establishment which is a factory engaged in any industry specified in schedule 1 and in which 20 or more persons are employed.
- Establishment should register in the month in which 20 employees are employed.
- Employees whose wages per month are Rs. 15,000/- are covered under the Act.
- Once covered employee will continue to get covered even after his monthly wage crosses Rs. 15,000/-.



THE EMPLOYEES' PROVIDENT FUNDS & MISCELLANEOUS PROVISIONS ACT, 1952

- When principal employer is covered under the act, all the contract workmen are also covered even if the number of employees of the contractor are less than 20.
- Employer has to obtain nomination / declaration form from the employee
- All employees at the time of joining should submit Form no. 11
- If the wages of the new employee is more than Rs. 15,000/- per month and not a member of Provident Fund earlier, it is choice of the employer to enroll or not to enroll the employee.



THE EMPLOYEES' PROVIDENT FUNDS & MISCELLANEOUS PROVISIONS ACT, 1952

- If enrolled in PF, the employee is not eligible to become member of the Pension Scheme under EPF.
- If the wages of the new employee is more than Rs. 15,000/- per month and was member of PF before joining, then the new employee should be enrolled in PF and also under pension scheme. The UAN (universal account number) shall be uploaded for such employees.
- Bank account details and aadhar card details of all the PF members shall be uploaded.



THE EMPLOYEES' PROVIDENT FUNDS & MISCELLANEOUS PROVISIONS ACT, 1952

- The employer and employee contributions towards Provident Fund, EDLI together with administrative charges should be paid on or before 15th of every month.
- In place of monthly and annual returns, the wage record should be uploaded every month and ECR generated.
- Even if wages are not disbursed, the PF contributions should be deposited.



THE EMPLOYEES' STATE INSURANCE ACT, 1948



Resource Inputs Ltd.

THE EMPLOYEES' STATE INSURANCE ACT, 1948

- Act is applicable to all factories and establishments wherein 10 or more employees are employed.
- The Act will operate only in notified areas
- The Act is not applicable to seasonal establishments.
- Employees whose monthly gross wage is Rs. 15,000/- and below are covered under the Act.
- Once covered will continue to be covered till the end of the contribution period.



PAYMENT OF BONUS ACT, 1965



Resource Inputs Ltd.

PAYMENT OF BONUS ACT, 1965

- If profit and loss accounts are prepared and maintained in respect of any such department or undertaking or branch, then such department or undertaking or branch is treated as a separate establishment.
- Eligible employees salary / wages shall be Rs. 10,000/- or below per month.
- In the first 5 accounting years following the accounting year in which employer sells the goods produced or renders services required to pay bonus only if it derives profit.



PAYMENT OF BONUS ACT, 1965

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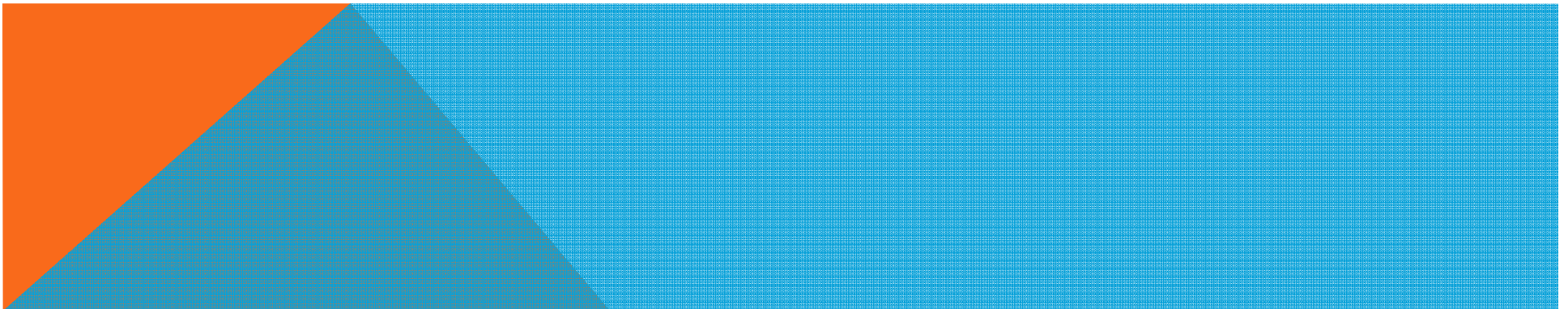


PAYMENT OF BONUS ACT, 1965

- A register showing the computation of the allocable surplus in Form A
- A register showing the set-on and set-off of the allocable surplus in Form B
- A register showing the details of the amount of bonus due to each of the employees in Form C
- Within 8 months from the close of the accounting year Bonus shall be paid.
- Within 30 days of the expiry of time limit return in Form D shall be submitted.



THE PAYMENT OF GRATUITY ACT, 1972



THE PAYMENT OF GRATUITY ACT, 1972

- Applicable to every factory, mine, oil field, plantation, port, railways, company, shop, establishment or educational institution employing 10 or more employees.
- Eligibility on completion of 5 years of service except in case of death or disablement
- Gratuity shall be paid @ 15 days wages for every completed year of service.
- Daily wage shall be arrived by dividing by 26 of the monthly wage.
- In case of establishments having branches in more than one state appropriate government is Central Government.



THE PAYMENT OF GRATUITY ACT, 1972

- Abstract of the act should be displayed as in Form U
- Name & Designation of Officer to receive application should be displayed.
- Nomination should be obtained in Form F from the employee.
- Gratuity should be paid within 30 days.
- When gratuity is payable copy of Form L and if not payable Form M to be submitted to the labour department.
- In the State of Telangana and Andhra Pradesh the employer has to obtain group gratuity insurance policy.



MINIMUM WAGES ACT, 1948



Resource Inputs Ltd.

MINIMUM WAGES ACT, 1948

- The list of category of industries are mentioned in the Schedule of the Act
- (viz. Pharma, Beedi manufacturing, Textile, establishments etc.,)
- Minimum Wages are fixed based on the category of employment.
- (ie. Unskilled, semi skilled, skilled and highly skilled or by designation)
- All the employees (including contract, temporary) working in an industry are entitled to the same minimum wage applicable that industry.



MINIMUM WAGES ACT, 1948

- In the State of AP & Telangana the all minimum wages are linked to VDA and the State Government will announce increase or decrease of VDA points once in 6 months (April & October)
- The minimum wage fixed is for 8 hours.
- When piece rate earning for 8 hours work is less than minimum wage, minimum wages are to be paid.
- For working over and above 9 hours per day or 48 hours per week, over time shall be paid at double the ordinary rate.



MINIMUM WAGES ACT, 1948

- Register of Fines – Form I
- Register of Overtime – Form IV
- Register of Wages – Form X
- Wage slip – Form XI,
- Muster Roll – Form V
- The register are to be preserved for a period of 3 years.

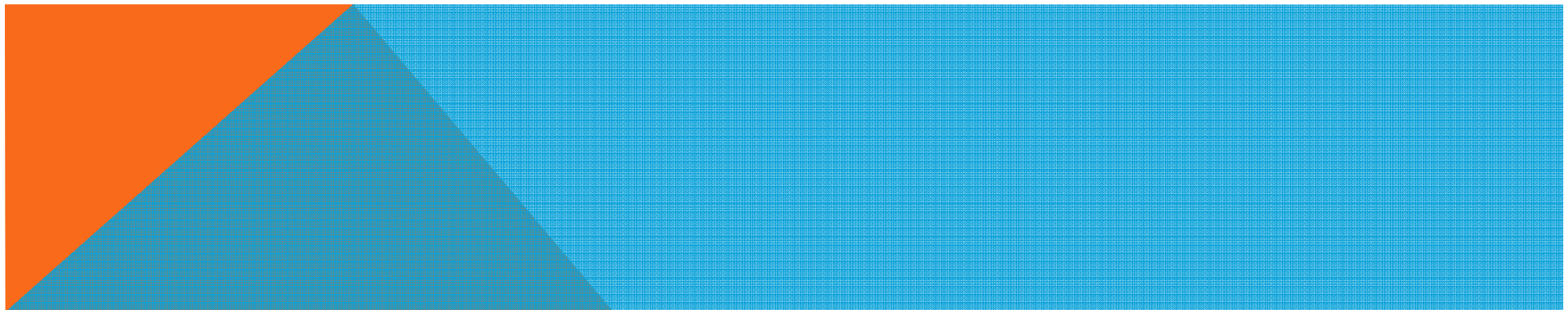


MINIMUM WAGES ACT, 1948

- Wage slip shall be issued in Form XI
- Annual Returns – Form III
- Notice in Form IX A containing minimum wage rates and abstract of the act and rules should be displayed.
- Name and address of the Inspector shall be displayed.



**BUILDING AND OTHER CONSTRUCTION WORKERS
(REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE)
ACT, 1996**



BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996

- Factories and Mines are not covered under this Act.
- All other construction activities are covered under this Act.
- Repairs and Maintenance activities are also covered under this Act.
- Establishment should be registered within a period of 60 days from commencement of work.
- Deaf or defective vision or tendency to giddiness persons should not be engaged.



BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996

- Drinking Water, Temporary living accommodation shall be provided.
- Safety provisions mentioned in the act shall be complied with.
- Safety Committee shall be constituted if the workmen strength is 500 or more.
- In case of accident notice shall be given to the concerned authority within 48 hours.



BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996

Registers & Returns	
Form I	Application for registration of establishment
Form IV	Notice of commencement / completion of building or other construction work
Form XV	Register of Building workers employed by the employer
Form XVI	Muster Roll



BUILDING AND OTHER CONSTRUCTION WORKERS (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1996

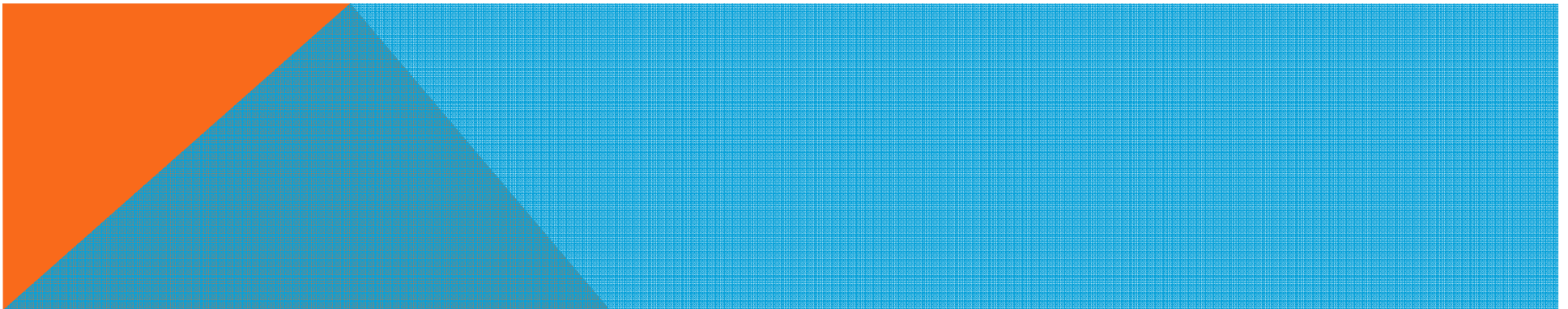
- The Building and other construction workers' welfare cess Act 1996
- Cess at the rate of 1% on the total value of construction excluding the cost of land and workmen compensation amount paid if any.

Procedure for cess collection:

1. Self assessment is permitted
2. Along with self assessment return, the following to be submitted



THE BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE CESS ACT 1996



THE BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE CESS ACT 1996

- Project Report along with statements submitted to banks / FIs
 - Plans approved by local authority
3. Assessment should be based on the cost of construction as per the norms prescribed by the Registration Department in case of building and in case of other construction activities, the unit cost prescribed by Government.



THE BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE CESS ACT 1996

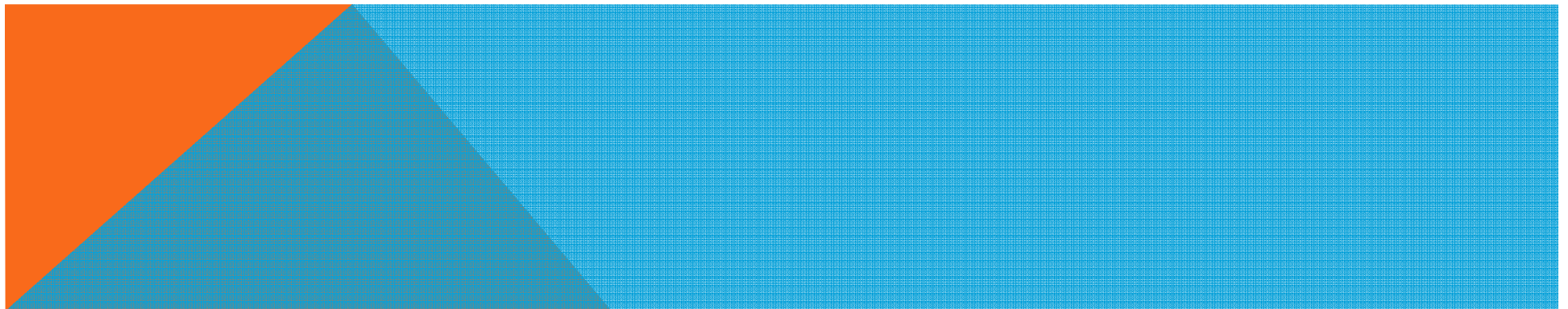
4. Upto One Crore construction cost – no verification

Larsen & Toubro Ltd Vs Commissioner of Labour, A P (WP No. 9111 of 2010)

...that in clear and unambiguous terms excludes application of the Building & other construction workers (RECS) Act, 1996 to workers involved in “Building or other construction works” in a Factory governed by Factories Act 1948.



**THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE
(PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**



THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

Sexual harassment includes any one or more of the following unwelcome acts or behavior

1. Physical contact and advances
2. A demand or request for sexual favours or
3. Making sexually coloured remarks or
4. Showing pornography or
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.



THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

The following circumstances among other circumstances, if occurs

1. Implied or explicit promise of preferential treatment in her employment

or

2. Implied or explicit treat of detrimental treatment in her employment

or



THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

3. Implied or explicit threat about her present or future employment status

or

4. Interference with her work or creating an intimidating or offensive or hostile work environment for her

or

5. Humiliating treatment likely to affect her health or safety.



THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

Internal Complaints Committee

- Every employer of a workplace constitute “Internal Complaints Committee”.
- If the organization has different places of work, the internal complaints committee shall be constituted at all administrative units or offices.
- Presiding Officer shall be a women employed at a senior level at work place



THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

- Not less than two members from amongst employees
- One members from Non Government Organization

One half of the total members shall be women.

The Internal Complaints Committee shall in each calendar year submit an annual report to employer.



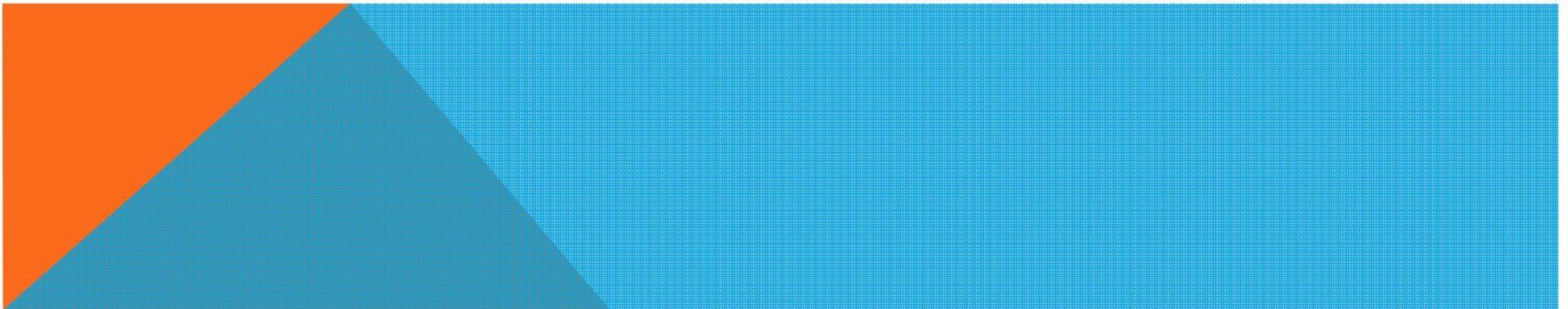
THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organization.

Employer shall display penal consequences of sexual harassment & order of constitution of Internal Complaints Committee.



THE APPRENTICES ACT, 1961



THE APPRENTICES ACT, 1961

- Industries covered under Section 1(4)(A) of the Act
- Field produce and plantation crops
- Fishing
- Livestock and hunting
- Mining and Quarrying
- Food Stuffs & Beverages
- Tobacco products
- Textile - Jute / Cotton / wool / silk / miscellaneous



THE APPRENTICES ACT, 1961

- Wood and wooden products
- Paper and Paper products
- Printing and Publishing
- Leather and leather products
- Rubber / Petroleum and coal products
- Chemical and chemical products
- Non metallic mineral products
- Earthenware and earthen pottery



THE APPRENTICES ACT, 1961

- Basic metals and their products
- Machinery and electrical equipment
- Transport & Transport equipment
- Miscellaneous manufacturing industries
- Construction
- Electricity and Gas
- Water supply and sanitary services
- Wholesale & Retail trade



THE APPRENTICES ACT, 1961

- Storage & Warehousing
- Communications
- Educational and Scientific services
- Business / Personal & all other Services
- Recreation Services



THE APPRENTICES ACT, 1961

- Contract of Apprenticeship to be sent to Apprenticeship Advisor for registration
- Recruitment of apprentice to be done as per the ratio
- Stipend : First Year 70% of applicable minimum wage of semi skilled workers
- Second Year 80% of applicable minimum wage of semi skilled workers
- Third year 90% of applicable minimum wage of semi skilled workers

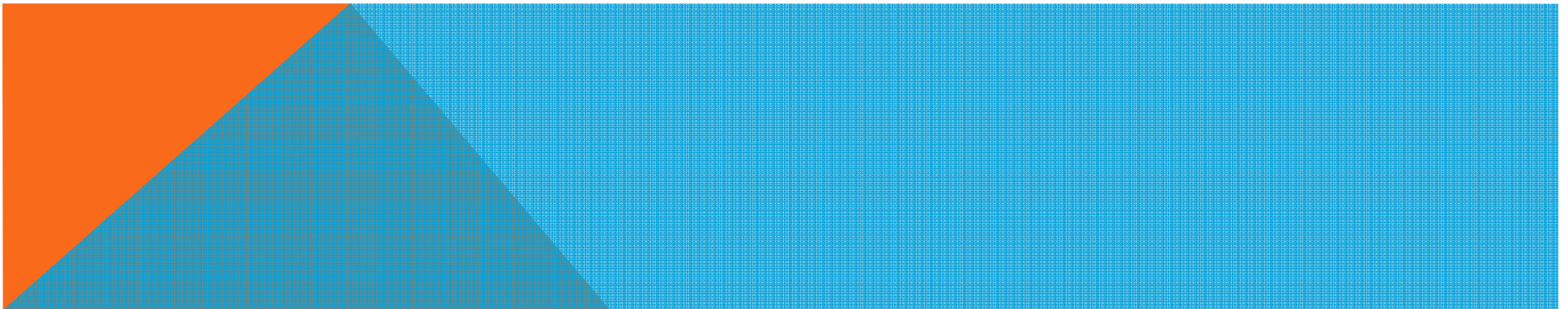


THE APPRENTICES ACT, 1961

- Contracts of apprenticeship training should be submitted on 30th April, 31st July, 31st October and 31st January every year.
- Half Yearly report should be submitted by 15th July and 15th January
- Register of attendance should be maintained.
- Every apprentice shall maintain a daily record of work done.



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

- Establishment in which 20 or more workmen are employed are covered under this act
- Amendment in the State of Andhra Pradesh (not Telangana)
- Establishments in which 50 or more workmen are employed are covered under the act.
- (President assent awaited)



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

- Such employer should register the establishment to engage contract workmen.
- Every contractor who employs 5 or more workmen should obtain license in the State of Telangana
- Contractor who employs 50 or more workmen should obtain license in the State of Andhra Pradesh
- (President assent awaited)



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

- If the appropriate government is central government license should be obtained if 20 or more workers are supplied.
- Contract labour should not be engaged in the 'core activity' of the establishment.
- Core Activity :
- Core activity of an establishment means any activity for which the establishment is set up and includes any activity which is essential or necessary to the core activity.



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

- Abstract of the act should be displayed in English and Telugu
- Wage Rates, Hours of Work, Wage Period, Date of Payment should be displayed.
- Name and address of the concerned labour department official should be displayed.
- Principal employer should get the Registration Certificate amended whenever the work of the contractor is completed and also whenever a new contractor is engaged.



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

- Principal employer to maintain register of contractors in Form XII
- Contractor should make payment of wages to his workmen through bank.
- Contractor should make payment of ESI and PF contributions of his workmen.



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

- If contractor fails to pay wages, PF & ESI contributions principal employer is responsible.
- Contractor should submit half yearly return on before 31st July and 31st January every year
- Principal employer should submit annual return on or before 15th February



CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

Contractor should maintain the following registers.

- Register of workers Form XII
- Issue employment card in Form XIV
- Issue Wage Slip Form XIX one day prior to the disbursement of wages.
- Issue service certificate on termination in Form XV
- Muster Roll Form XVI
- Register of Wages Form XVII



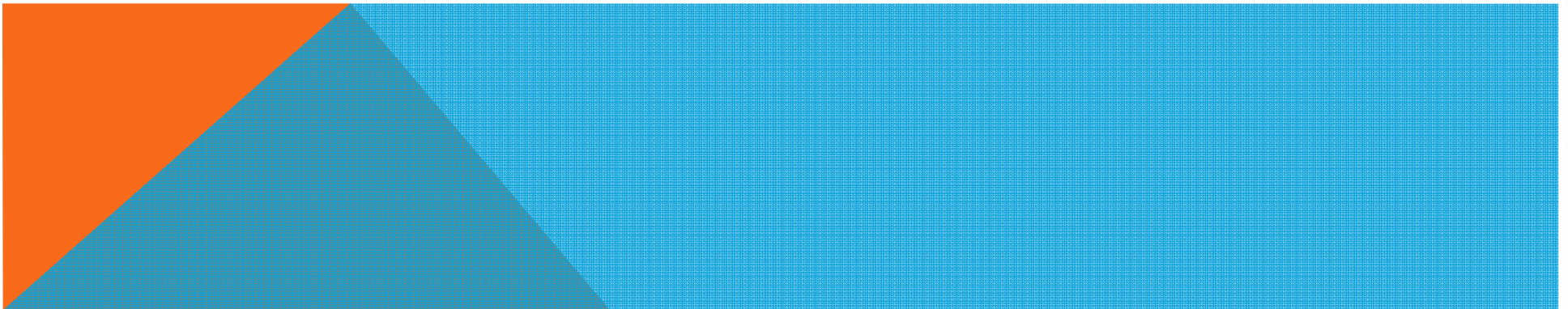
CONTRACT LABOUR REGULATION & ABOLITION ACT, 1970

Contractor should maintain the following registers.

- Register of deductions for damages or loss Form XX
- Register of Fines Form XXI
- Register of Advances Form XXII
- Register of Over Time Form XXIII



The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979



THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979

Applicable to every establishment in which 5 or more interstate migrant workmen are employed through a contractor.

- Inter-state migrant workman means any person who is recruited by or through a contractor in one State for employment from another State.
- Principal employer shall register under this act.



THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979

Principal employer shall get the registration certificate amended as and when a contractor completes his work or a new contractor is assigned work.

- No principal employer shall employ inter-state migrant workmen unless a certificate of registration is obtained.



THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979

- Every contractor shall obtain license to provide inter-state migrant workmen to a principal employer.
- The contractor shall pay displacement allowance, Journey allowance and other welfare facilities.
- The principal employer is responsible if the contractor fails to pay wages, allowances and provide the facilities required under the act.
- Inter State migrant workmen can raise an industrial dispute in the state in which he worked or in his home state.



THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979

- Abstract of the Act should be displayed in Hindi, English and local language.
- Wage Rate, Wage Period and date and place of payment of wages shall be displayed.
- Name and address of the Inspector shall be displayed.
- The authorized representative shall certify the correctness of wage disbursement in the wage register.
- Principal employer shall maintain register of contractors.



THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979

Contractor shall maintain

- Displacement-cum-outward journey allowance register
- Muster Roll
- Wage Register
- Deductions Register
- Over Time Register
- Register of Advances
- Register of fines

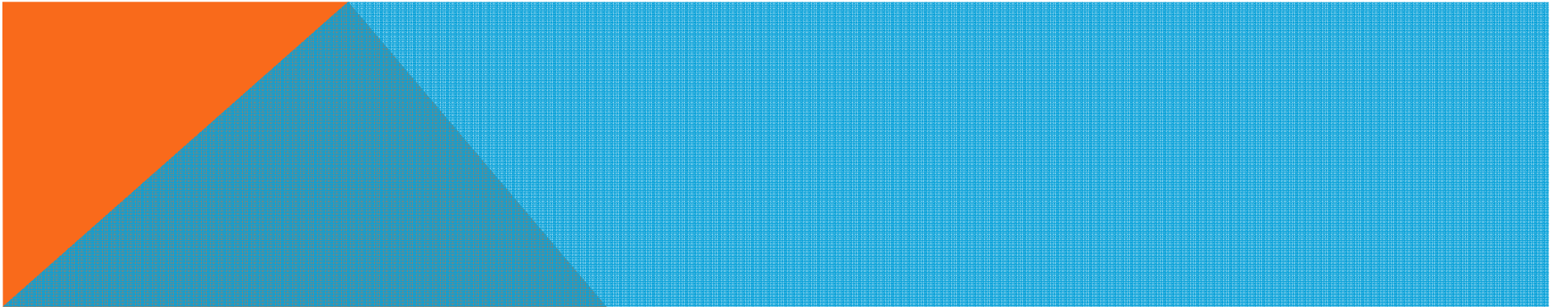


THE INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979

Contractor shall maintain

- Register of deductions for damage or loss.
- All register shall be retained for a period of 3 calendar years from the last entry in the register.
- Contractor to file half yearly return on or before 30th July and 30th January
- Principal employer shall file annual return on or before 15th February





EMPLOYEE COMPENSATION ACT 1923

- Applicable to every Factory all categories of employees
- Applicable to all employees covered under AP Shops & Establishments Act
- This act covers the employees who are not covered under ESI Act
- Notice of accident should be submitted as soon as possible.

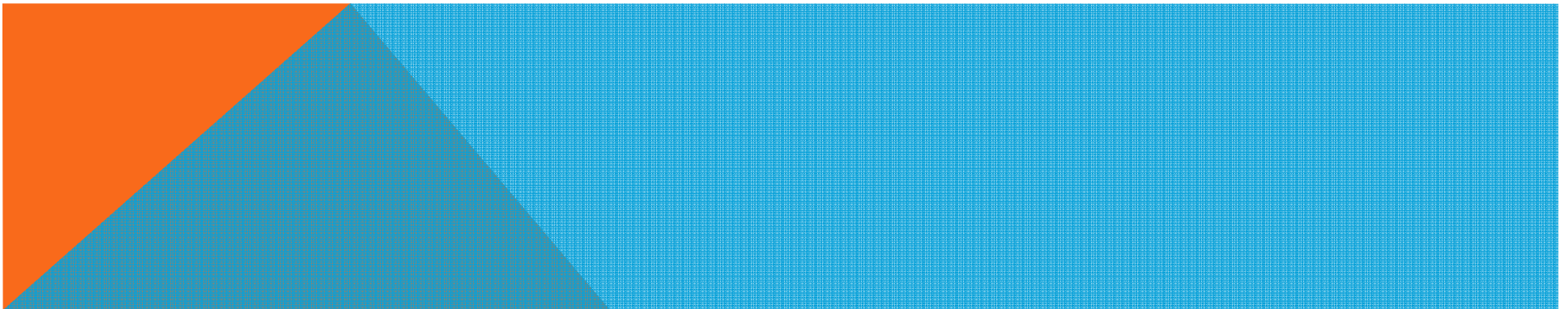


EMPLOYEE COMPENSATION ACT 1923

- Form EE to be submitted within 7 days of the accident.
- Compensation should be deposited with the WC commissioner.
- If an employee / dependents of the employee made a claim under MV Act, he/she shall not be entitled to claim compensation under Employee Compensation Act.



EMPLOYEE COMPENSATION ACT 1923



ANDHRA PRADESH LABOUR WELFARE FUND ACT, 1987

- Applicable to all Factories and Establishments.
- Notice of opening to be submitted within 30 days in Form A
- All employees covered except managerial and supervisory employees
- Employees engaged through contractors are also covered under the Act.
- Payment of employer and employee contributions for employees who are on rolls as 31st December.



ANDHRA PRADESH LABOUR WELFARE FUND ACT, 1987

- Registers to be maintained for a period of 5 years.
- A Consolidated Register of unclaimed wages and fines in Form G to be maintained.
- By 31st January forward extract of the register in Form E
- Form F to be submitted on or before 31st January
- Unpaid accumulations shall be deposited with the Fund



ANDHRA PRADESH LABOUR WELFARE FUND ACT, 1987

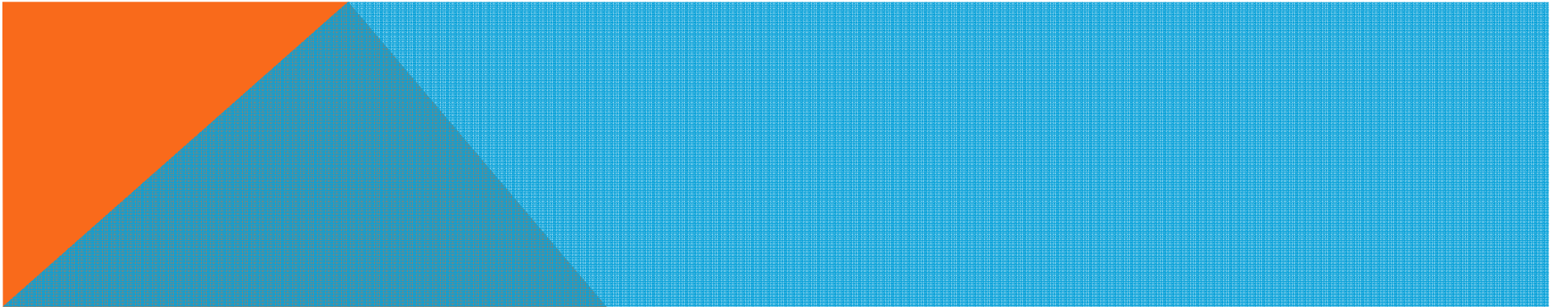
- Unpaid accumulations means, all payments due to employee but not paid to him within a period of 3 years from the date on which they became due including wages, gratuity etc.,
- Fines collected from employees to be deposited with this fund.
- Unpaid accumulations and fines to be deposited every quarter ending 31st March, 30th June, 30th September & 31st December within 15 days of the closure of the quarter.



ANDHRA PRADESH LABOUR WELFARE FUND ACT, 1987

- Employee contribution is Rs. 2/- and Employer contribution is Rs. 5/-.
- Amendment in the state of Andhra Pradesh (not applicable to Telangana)
- Employee contribution Rs. 30/- and employer contribution Rs. 70/- (awaiting President assent)



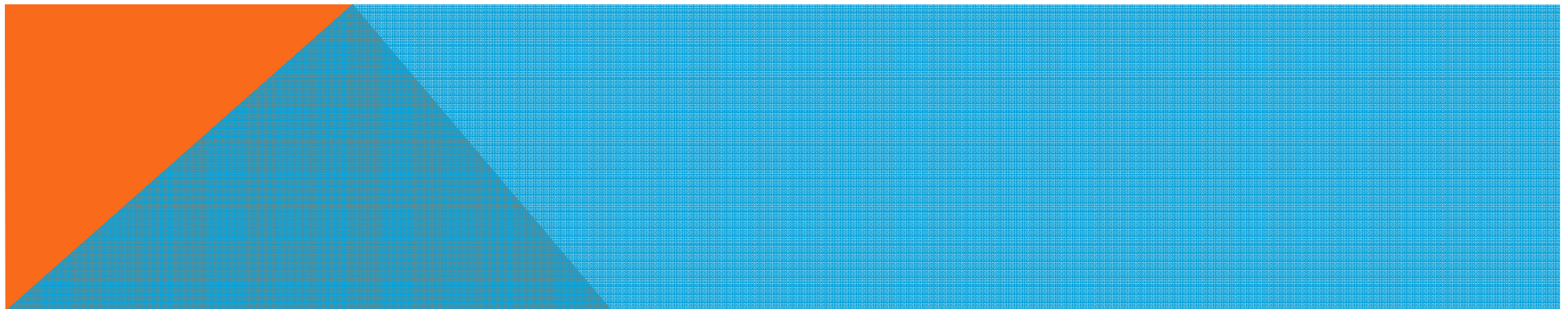


THE ANDHRA PRADESH FACTORIES AND ESTABLISHMENTS (NATIONAL FESTIVAL AND OTHER HOLIDAYS) ACT 1974

- Applicable for all Factories and Establishments
- Every employee shall be allowed in each calendar year a holiday on 26th January, 1st May, 15th August and 2nd October and four other holidays.
- The list of Holidays should be displayed on the notice board
- Statement in Form I showing the holidays should be sent to the Inspector.



**THE ANDHRA PRADESH FACTORIES AND
ESTABLISHMENTS (NATIONAL FESTIVAL AND
OTHER HOLIDAYS) ACT 1974**



THE A P SHOPS AND ESTABLISHMENTS ACT, 1988

- Applicable in all areas of Telangana & Andhra Pradesh
- Establishment or Shop should be registered within 30 days of commencement of work. (Form I)
- Every registration should be renewed on or before 30th November every year (Form III)
- Application submitted on or after 2nd December – 25% extra fee
- Application submitted on or after 1st January – 50% extra fee.



THE A P SHOPS AND ESTABLISHMENTS ACT, 1988

- Notice of change should be submitted in Form VII
- Register of employment in Form XXII
- Register of Wages XXIII
- Notice of weekly holiday in Form XXIV
- Register of Leave Granted in Form XXV
- Registers shall be preserved for a period of 3 years.

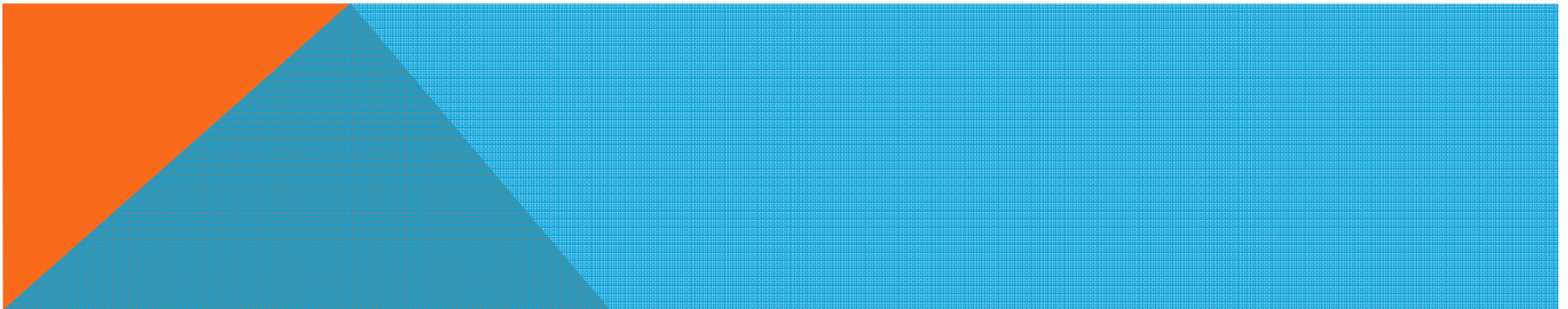


THE A P SHOPS AND ESTABLISHMENTS ACT, 1988

- Letter of appointment with photograph in Form XXVI to be issued to employee and copy to be submitted to Inspector.
- Employer having 10 or more employees shall submit quarterly return in Form XXVII within 10 days of the close of the quarter ending March, June, September and December.



EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959



EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959

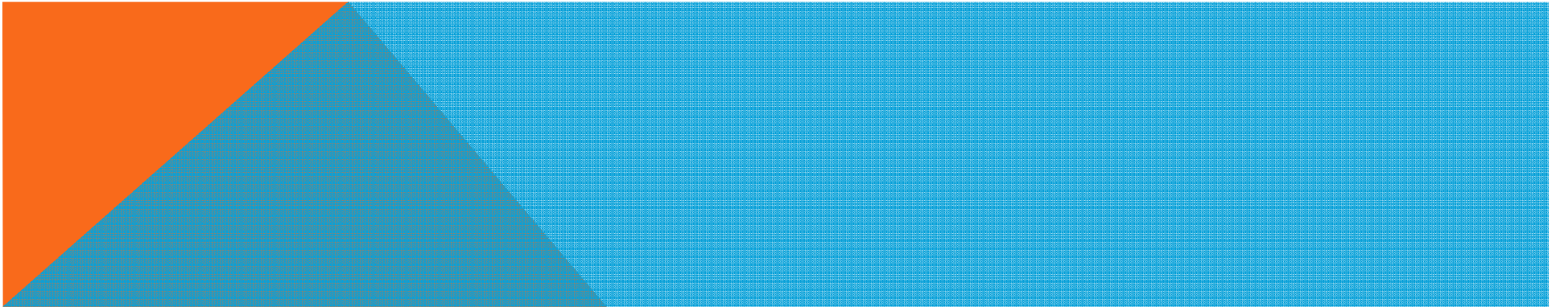
- Act not applicable in agriculture, horticulture etc., domestic service, unskilled office work and temporary employment of 3 months duration.
- Notification of vacancies should be done at least 15 days before the interview / test
- Employer Furnish the result of selection within 15 days
-



EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959

- Form ER-I Quarterly return to be submitted within 30 days of the quarter ending 30th June, 30th September, 31st December and 31st March.
- Biennial Return Form ER-II once in 2 years.
- Abstract of the Act should be displayed.



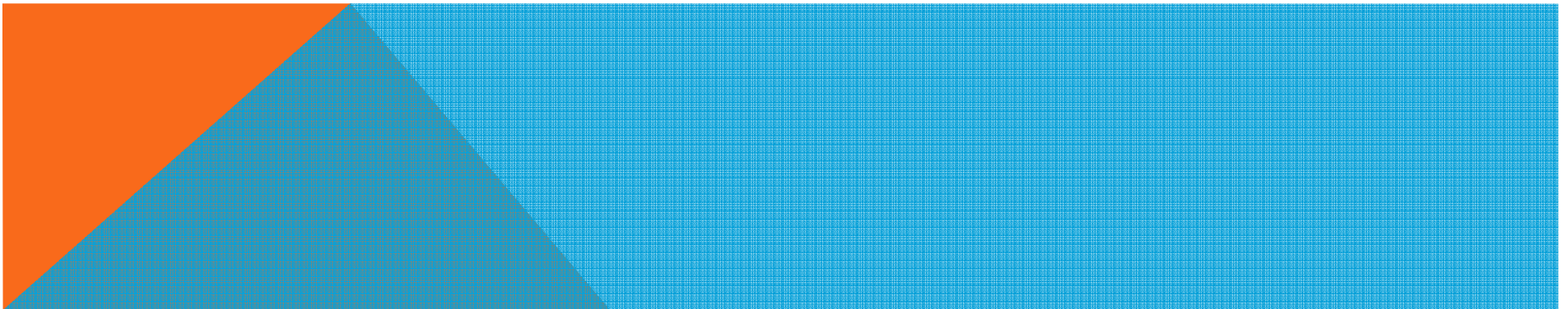


THE EQUAL REMUNERATION ACT, 1976

- Duty of the employer is to pay equal remuneration to men and women workers for same work of a similar nature.
- No discrimination to be made while recruiting men and women workers.
- Register of workers in Form D shall be maintained.



THE EQUAL REMUNERATION ACT, 1976



MATERNITY BENEFIT ACT, 1961

- Applicable to all women employees employed directly or through contractor in mines, factories, plantations and establishments.
- Act not applicable if the employee is covered under ESI Act.
- Even an unmarried women is entitled if she is expecting a child.
- She should have worked at least 80 days in the preceding 12 months before the expected date of delivery.



MATERNITY BENEFIT ACT, 1961

- Ten weeks before the date of delivery, she can ask for light work
- Leave with average pay for six weeks before the delivery.
- Leave with average pay for six weeks after the delivery.
- Leave with average pay for six week from the date of miscarriage.
- Leave with average pay for two weeks immediately following tubectomy operation.

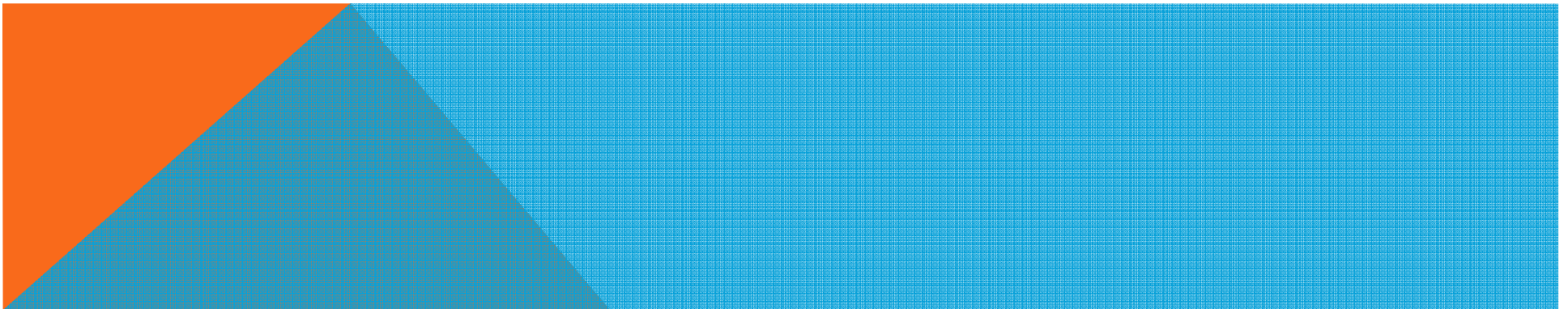


MATERNITY BENEFIT ACT, 1961

- Medical Bonus of Rs. 3000/- is to be paid if the employer does not provide medical care.
- No change to her disadvantage in any of the conditions of her employment while on maternity leave.
- No discharge or dismissal while she is on maternity leave or pregnant.
- Abstract of the act to displayed.



PAYMENT OF WAGES ACT, 1936



PAYMENT OF WAGES ACT, 1936

- Applicable to Factory, Industrial Establishment, Motor Transport Service, Air Transport service, Mine, Quarry or oil-field, Plantation, Workshop or other establishments etc.,
- Employees whose salary is Rs.18000/- per month and below including apprentices are covered under Act.
- Wage period shall not exceed one month.
- 1000 or more workmen employed industrial establishments before expiry of 10th day.



PAYMENT OF WAGES ACT, 1936

- Below 1000 workmen employed industrial establishments before expiry of 7th day.
- Wages should be paid through bank or cheque.
- Permissible deductions are listed in Section 7 of the act.
- Total deduction shall not exceed 50% of the wages earned.
- In case consumer cooperative society deductions the deductions shall not exceed 75% of the wages earned.
- Fine can be imposed only after giving opportunity to show cause.



PAYMENT OF WAGES ACT, 1936

- Fine should not exceed 3% of wages payable during such wage period.
- Fine deducted shall be deposited in the Labour Welfare Fund account in the state of AP & Telangana.
- All fines to be recorded in a register.
- All records and registers shall be preserved for a period of 3 years.
- Abstract of the act should be displayed.

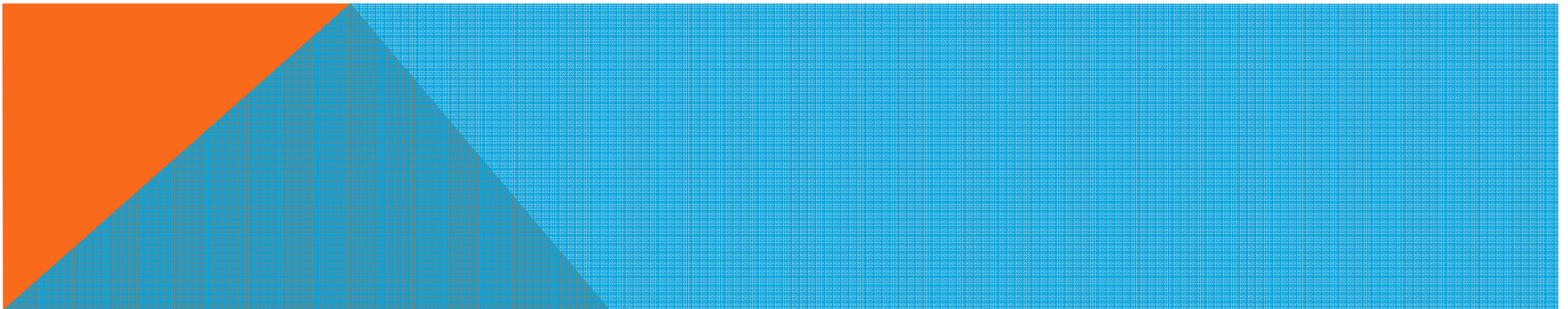


PAYMENT OF WAGES ACT, 1936

- Register of deductions for damage or loss in Form III
- Register of advance in Form IX
- Muster Roll in Form IV
- Wage Register in Form VI



INDUSTRIAL DISPUTES ACT 1947



INDUSTRIAL DISPUTES ACT 1947

- Applicable to all industrial establishments (whether it be shop, establishment or factory)
- When 100 or more workmen are employed, works committee to be constituted.
- Grievance Redressal Machinery in every Industrial Establishment employing 20 or more workmen

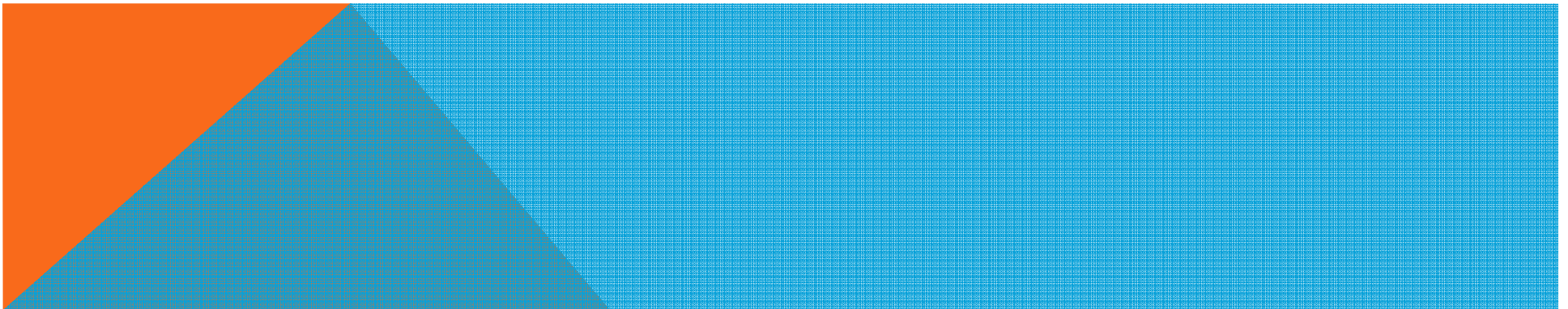


INDUSTRIAL DISPUTES ACT 1947

- Follow the procedure laid down in Chapter V-A and Chapter V-B for Retrenchment, Lay Off, Closure of an industrial establishment.
- Section 9A – Issue notice of 42 days in Form E for change in certain conditions of service.
- Muster roll as required under 25 D should be maintained.



Industrial Employment (Standing Order) Act, 1946



INDUSTRIAL EMPLOYMENT (STANDING ORDER) ACT, 1946

- Applicable to every industrial establishment wherein 50 or more are employed.
- Draft standing orders should be submitted within 6 months of its applicability.
- Act defined the matters to be provided in the standing orders.
- Draft standing orders to be submitted to the authority (DCL)
- Copy to be given to the union, if any, and display on notice board.
- After hearing both parties with modifications the certifying authority certifies the standing orders.

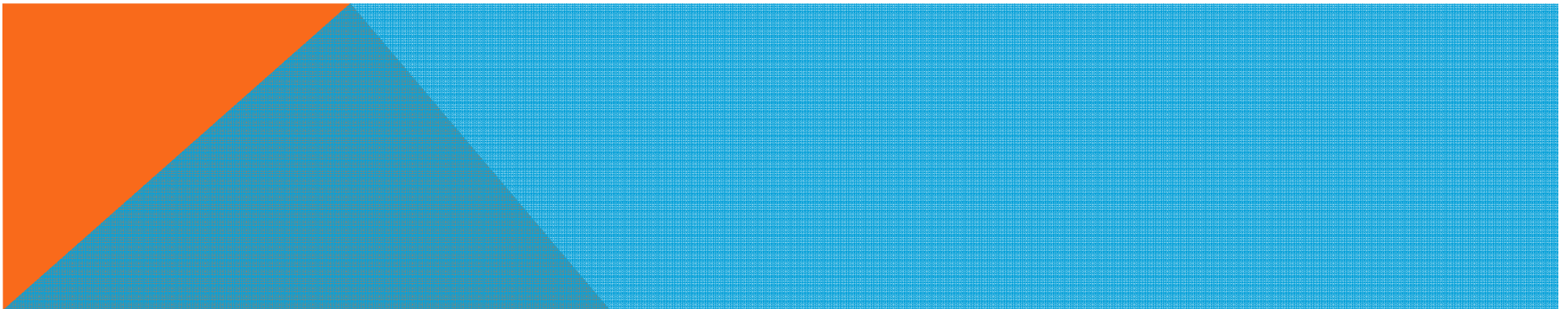


INDUSTRIAL EMPLOYMENT (STANDING ORDER) ACT, 1946

- Certified standing orders should be displayed and the union or workmen can go in appeal within 30 days.
- After 30 days the certified standing orders will come into force.
- If there is no union 5 elected workmen will represent the workmen for certification of the standing orders.
- Till the standing orders are certified 'model standing orders' will apply.
- Certified standing orders should be displayed permanently on the notice board.



FACTORIES ACT, 1948



FACTORIES ACT, 1948

- Any premises wherein 10 or more workers are employed and manufacturing process is carried out with the aid of power or 20 or more workers without power are covered under Factories Act.
- New amendment in place of 10 it is 20 and in place of 20 it is 40 (president assent awaited)
- Building plans should be approved.
- License should be obtained
- License should be renewed every year.



FACTORIES ACT, 1948

- Occupier (only Director on the Board) and Factory Manager should be notified.
- Any change in occupier or manager should be submitted in the prescribed form.
- Annual return should be submitted on or before 31st January every year.
- Accident while on duty if results absence of the worker for more than 48 hours should be reported in form 18.



FACTORIES ACT, 1948

- In case of fatal accidents it should be reported immediately
- Safety Officer should be engaged factories engaging 1000 or more workers
- In case of hazardous factory safety officer should be engaged irrespective number of workers.
- Safety committee should be constituted.
- Safety norms prescribed under the act and rules should be implemented.



FACTORIES ACT, 1948

- Working hours - 8 hours per day and 48 hours per week
- Over and above 9 hours per day and 48 hours per week over time at double the rate to be paid.
- Weekly off should be given and no worker will be allowed to work for more than 10 days continuously without weekly off.
- Notice of periods of work should be displayed and copy submitted to Inspector of Factories in Form 11



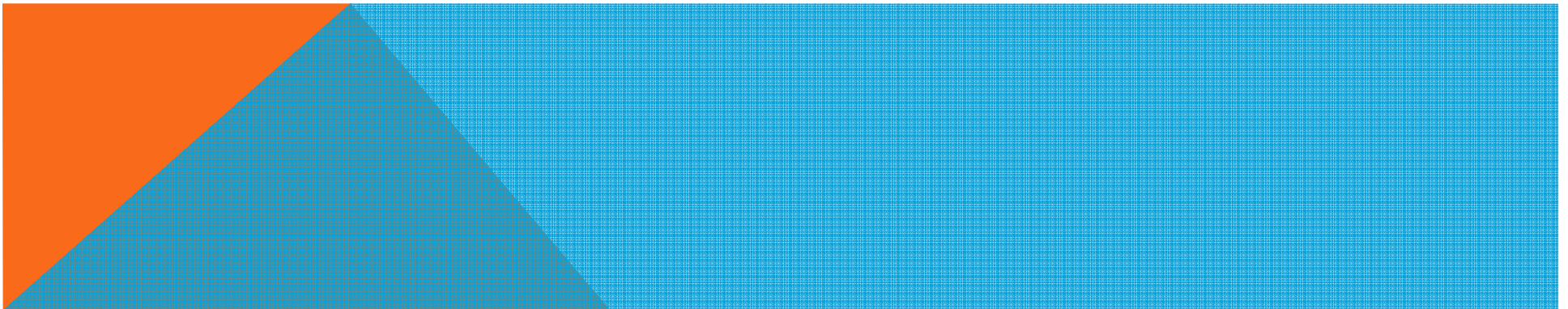
FACTORIES ACT, 1948

- First aid appliances – one box for every 150 workers.
- Canteen to be established in factories employing 250 workers.
- Rest shed should be provided in factories employing 150 workers.
- Cool drinking water should be provided in factories employing 250 workers.
- Welfare officer to be employed in factories employing 500 workers.
- Muster Roll
- Leave with wages register



Resource Inputs

Limited services



OUR SERVICES

- Recruitment Services
- Manpower Outsourcing (Temp Staffing)
- Pay Roll Management
- Labour Law Audit & Compliance Management
- Labour Law advisory and guidance services
- Industrial Relations Strategy and support



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