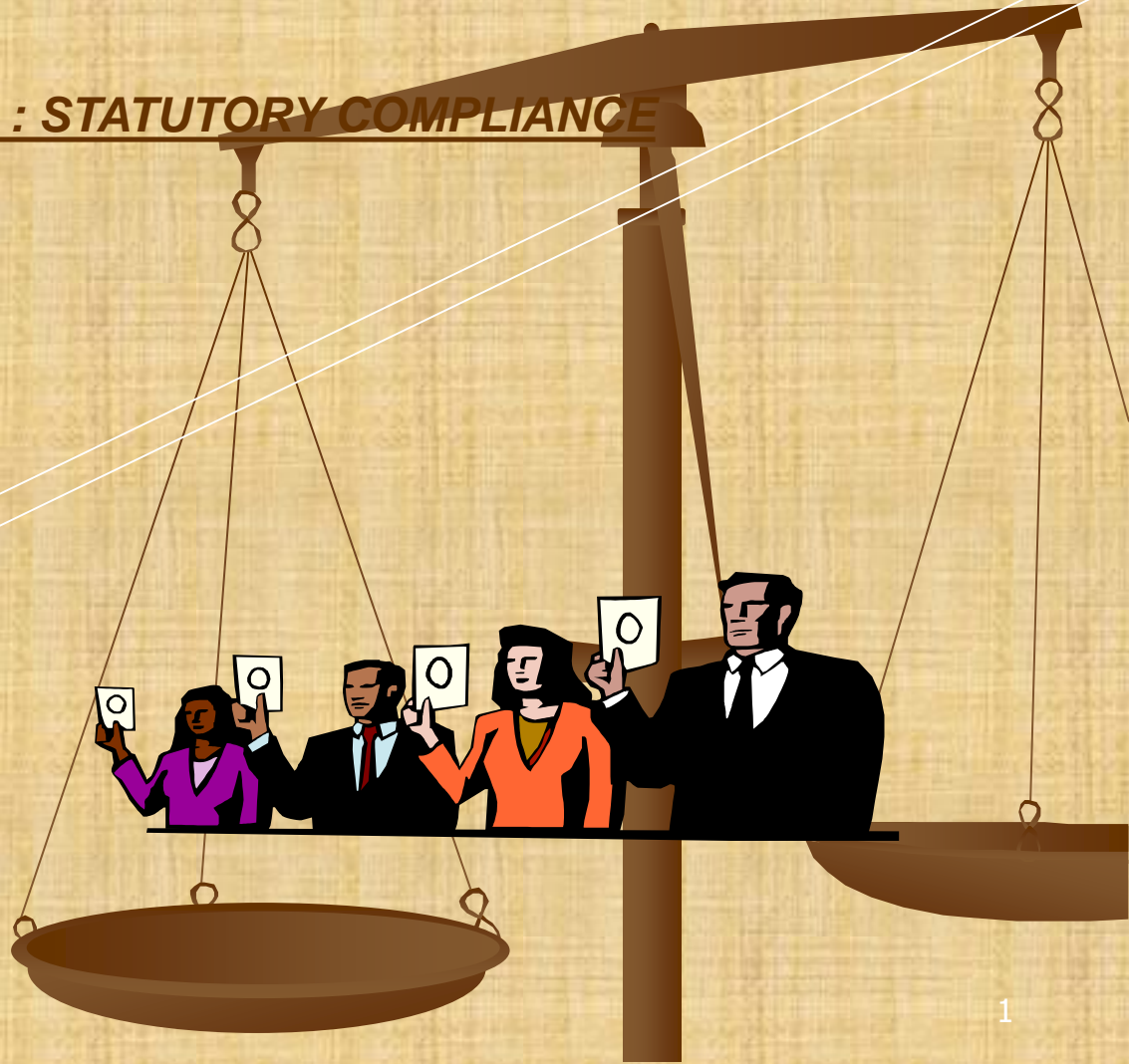


MODULE : STATUTORY COMPLIANCE



What is Statutory Compliance ?

Statutory Compliance is adhering to State Acts and Central Acts of the Government

Why it is important ?

As a responsible Corporate Citizen, should adhere to the Local State Acts and Central Acts of the Government.

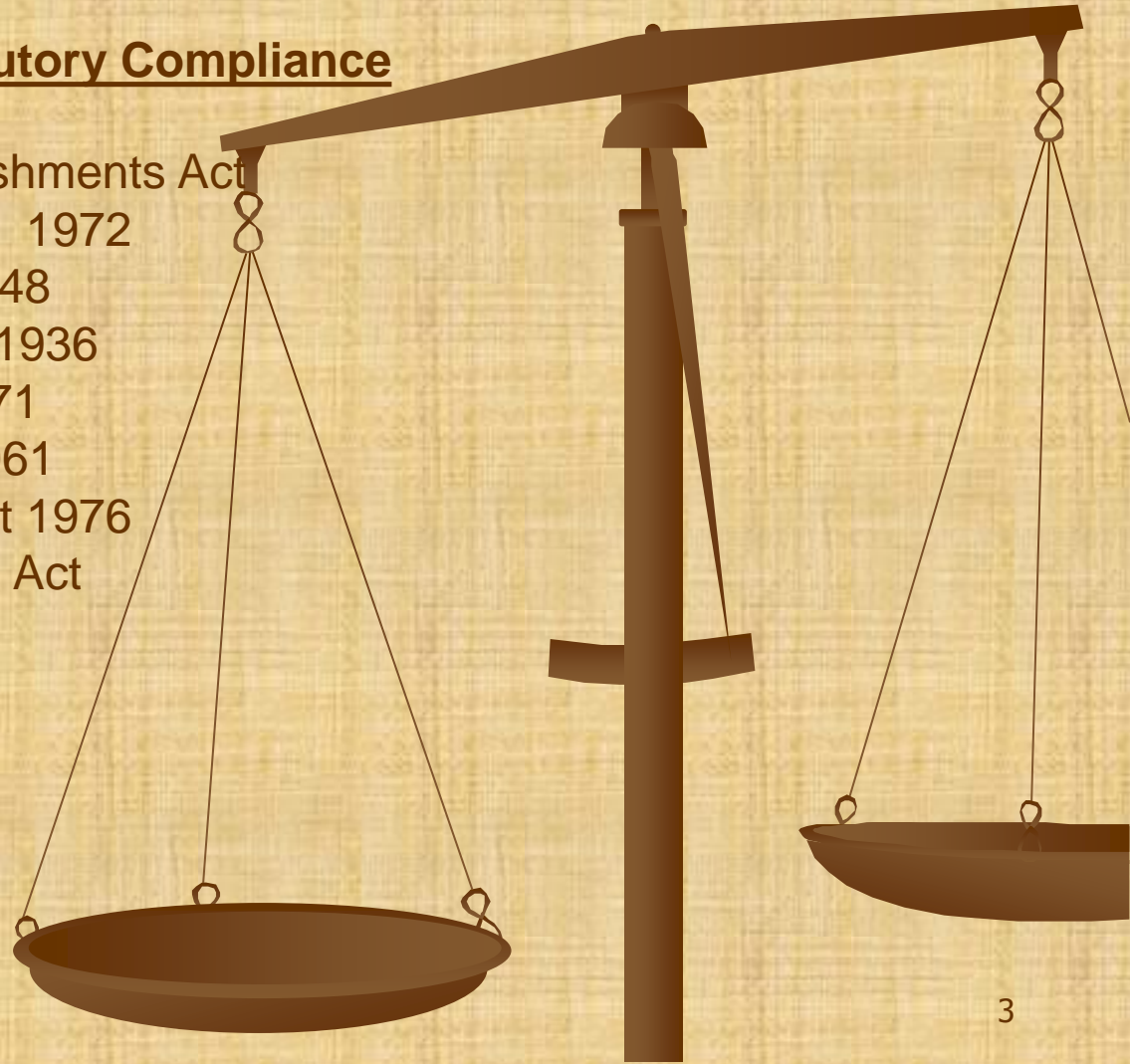


SCOPE OF STATUTORY COMPLIANCE

- In-House Employees
- Outsource Vendors

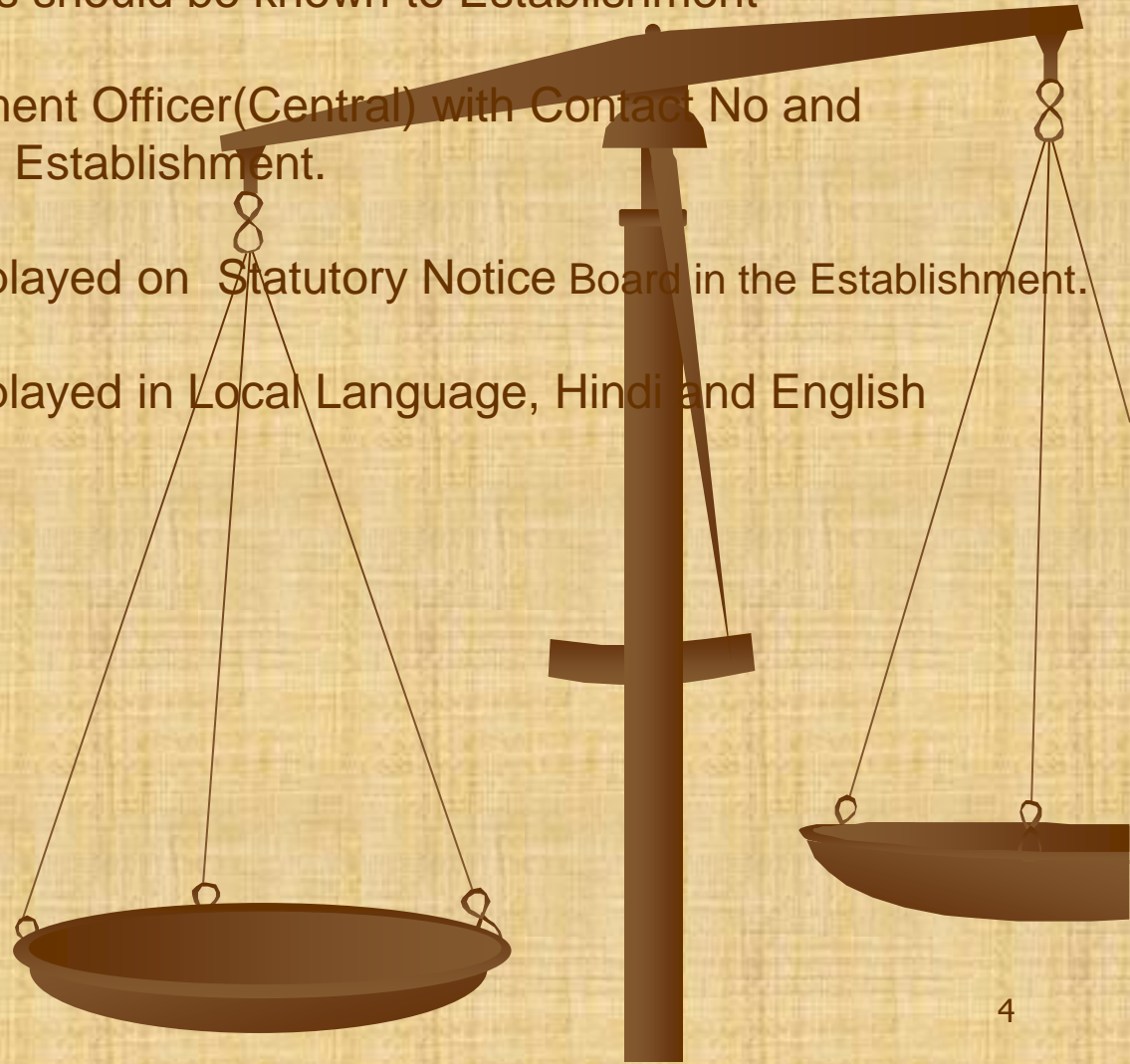
Acts Covered Under Statutory Compliance

- Local Shop and Establishments Act
- Payment of Gratuity Act 1972
- Minimum Wages Act 1948
- Payment of Wages Act 1936
- Contract Labour Act 1971
- Maternity Benefit Act 1961
- Equal Remuneration Act 1976
- Employment Exchange Act
- Apprenticship Act



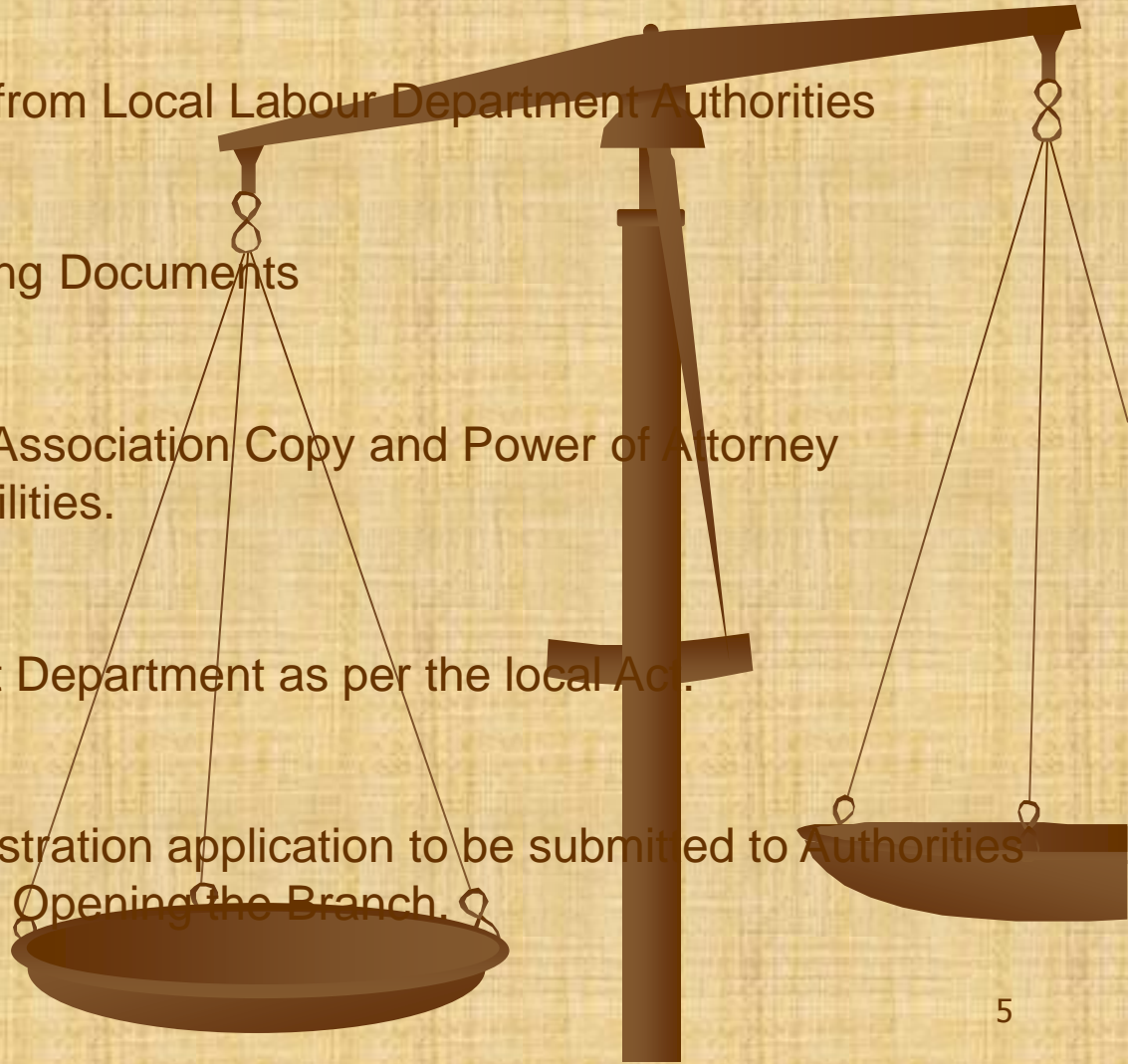
PRE REQUISITE FOR STATUTORY COMPLIANCE

- Local Area Labour Inspector(State) under Shop Establishment Act with Contact No and Address should be known to Establishment
- Local Area Labour Enforcement Officer(Central) with Contact No and Address should be known to Establishment.
- Above information to be displayed on Statutory Notice Board in the Establishment.
- Above information to be displayed in Local Language, Hindi and English



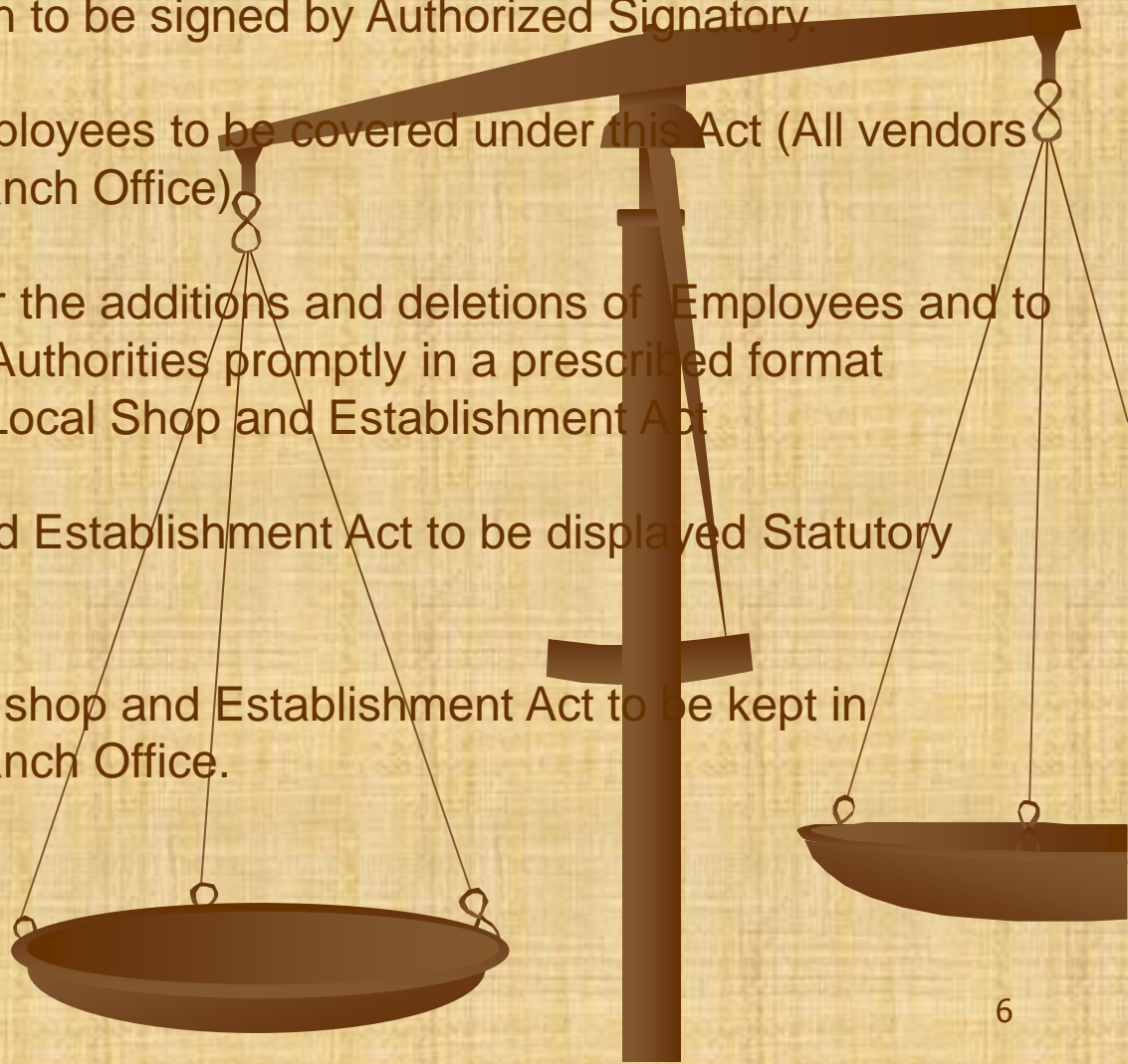
SHOP AND ESTABLISHMENT ACT

- Registration under Shops & establishment Act to be Applied to Local Area Labour Inspector
- Prescribed forms to be taken from Local Labour Department Authorities
- Require to arrange the following Documents
- Lease Agreement, Articles of Association Copy and Power of Attorney to be collected from Zone Facilities.
- Fee to be paid to Government Department as per the local Act.
- Shop and Establishment Registration application to be submitted to Authorities within a week from the date of Opening the Branch.



REGISTRATION UNDER SHOP AND ESTABLISHMENT

- Registration application to be submitted to the State Labour Department
- Application for Registration to be signed by Authorized Signatory.
- In-House & Outsource Employees to be covered under this Act (All vendors whose staff working in Branch Office)
- Manager needs to monitor the additions and deletions of Employees and to be informed Government Authorities promptly in a prescribed format as provisioned under the Local Shop and Establishment Act
- Abstract of Local Shop and Establishment Act to be displayed Statutory Notice Board
- First Aid Box as per Local shop and Establishment Act to be kept in prominent place in the Branch Office.



PAYMENT OF GRATUITY ACT 1972

Abstract of the Act

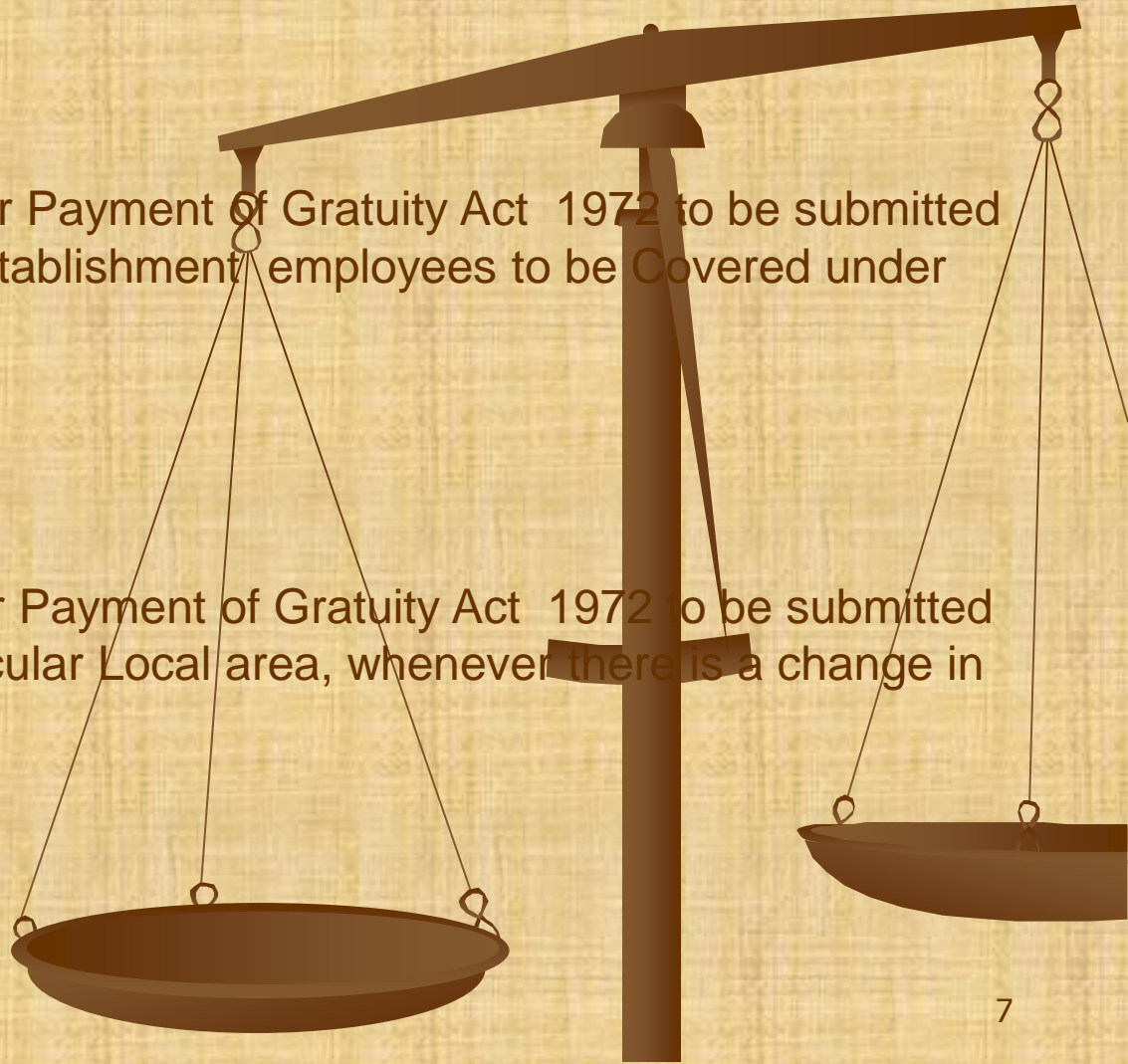
Abstract of Payment of Gratuity Act 1972 in Local Language, Hindi and English to be displayed in Branch Statutory Notice Board.

Notice of Opening

Form A Notice of Opening under Payment of Gratuity Act 1972 to be submitted to Controlling Authority, Only establishment employees to be Covered under Form A.

Notice of Change

Form B Notice of Change under Payment of Gratuity Act 1972 to be submitted to Controlling Authority, of particular Local area, whenever there is a change in No of employees.



Abstract/Notifications to be displayed under the Various Acts

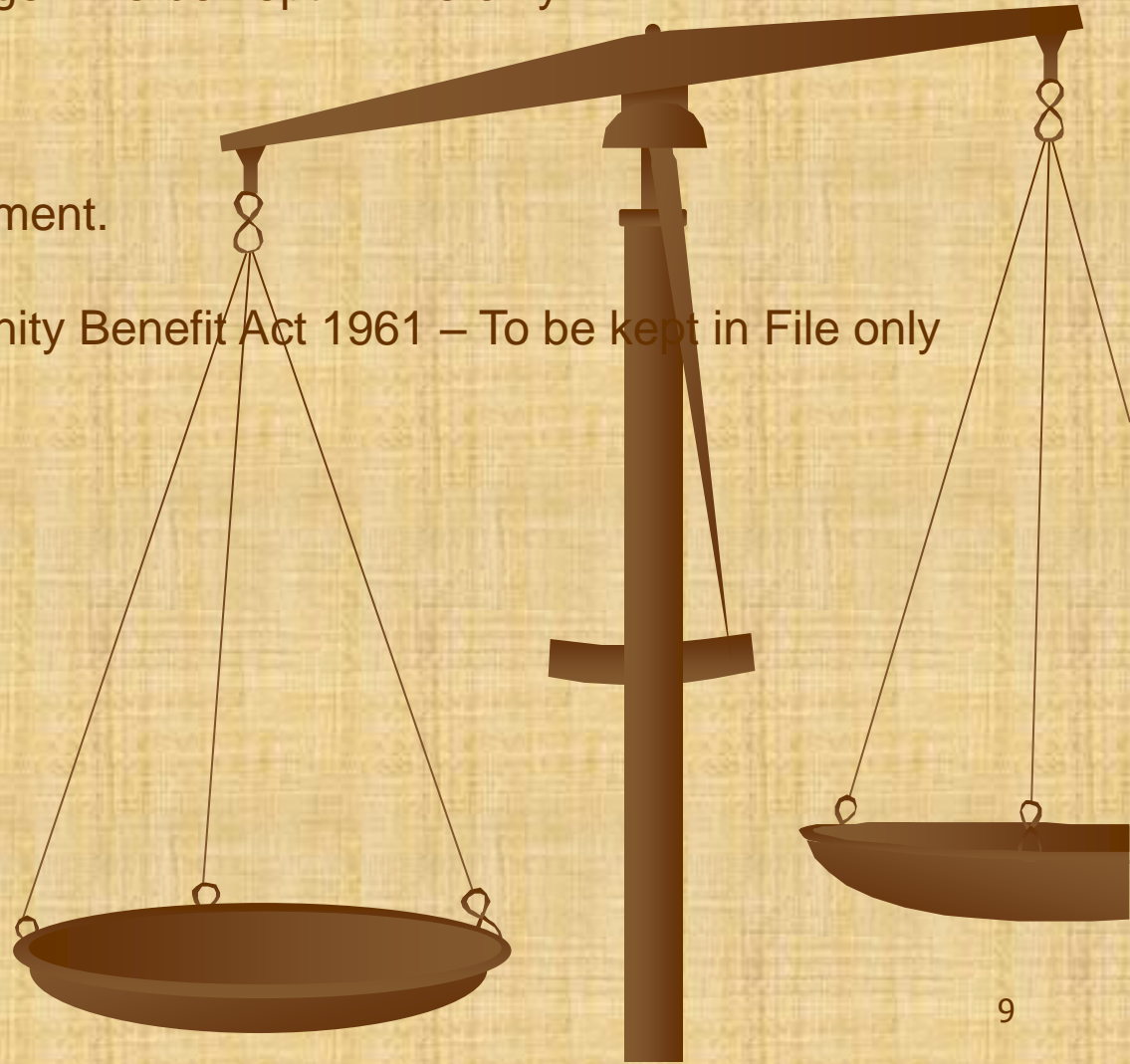
Please note all the Acts /Notifications to be displayed in Local Language/Hindi and English

- ✓ State Shop and Establishment Act
- ✓ Payment of Gratuity Act 1972
- ✓ Contract Labour Act 1971
- ✓ Maternity Benefit Act 1961
- ✓ List of Holidays
- ✓ Notification of Minimum Wages under Local Act (Skilled/Semi Skilled/Unskilled)
- ✓ Minimum Wages Act 1948
- ✓ Payment of Wages Act 1936
- ✓ Authorization to receive Notice under Payment of Gratuity Act (In Letterhead)
- ✓ Notifications Under Rule 81D of Contract Labour Act 1971
- ✓ Notification under Various Statutory Provisions contains following information
 - Working Hours
 - Weekly Holiday
 - Payment Disbursement Day
 - Working Days
 - Salary Period



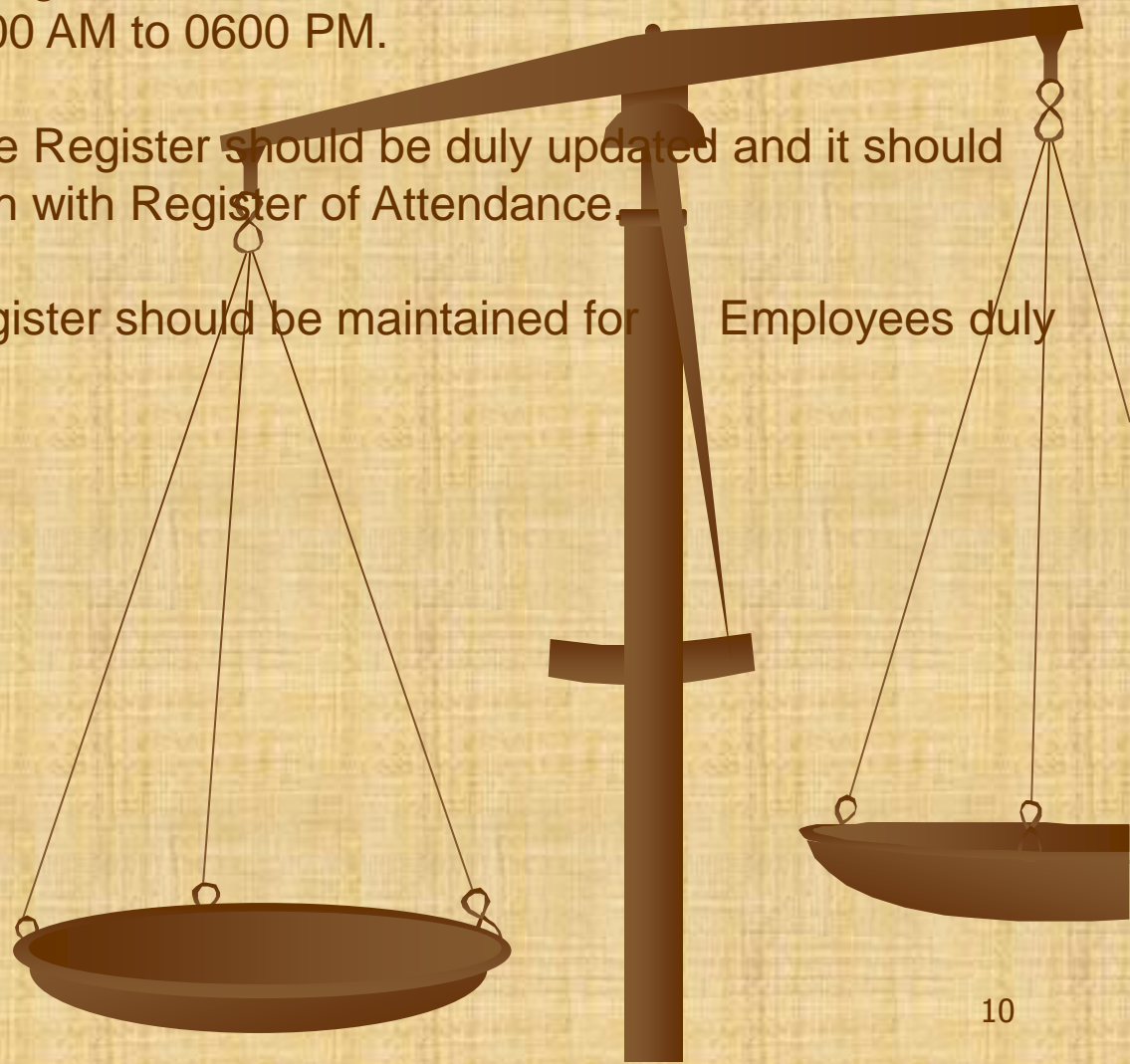
Abstract/Notifications to be displayed under the Various Acts

- ✓ Form A - Notice of Opening - To be kept in File only
- ✓ Form B - Notice of Change - To be kept in File only
- ✓ Valid Trade License
- ✓ Valid Shop and Establishment.
- ✓ FORM 1 and 2 of Maternity Benefit Act 1961 – To be kept in File only



Registers Under Shop and Establishment Act

- ✓ Registers of Attendance - Duly signed by all regular employees on daily basis. Wherever working hours needs to be mentioned In Time /Out time should be between 0900 AM to 0600 PM.
- ✓ Register of Leave : Leave Register should be duly updated and it should match with Register of Attendance.
- ✓ Register of Wages : This register should be maintained for Employees duly updated on Monthly basis.



Registers Under Shop and Establishment Act

✓ Register of Fines

This Register should be maintained for all employees under the above Act on monthly basis.

Register of Deductions

This Register should be maintained for regular employees under the above act on Monthly basis.



Register under the Other Acts

Form D - Equal Remuneration Act 1976

This register to be maintained to show that there is no parity between Women and Men in Workplace. This register to be maintained on one time basis.

Form XVI – Register for Attendnance (Under Contract Labour Act 1971)

This register to be maintained for all Contract Employees (I.e. Outsource Vendors)

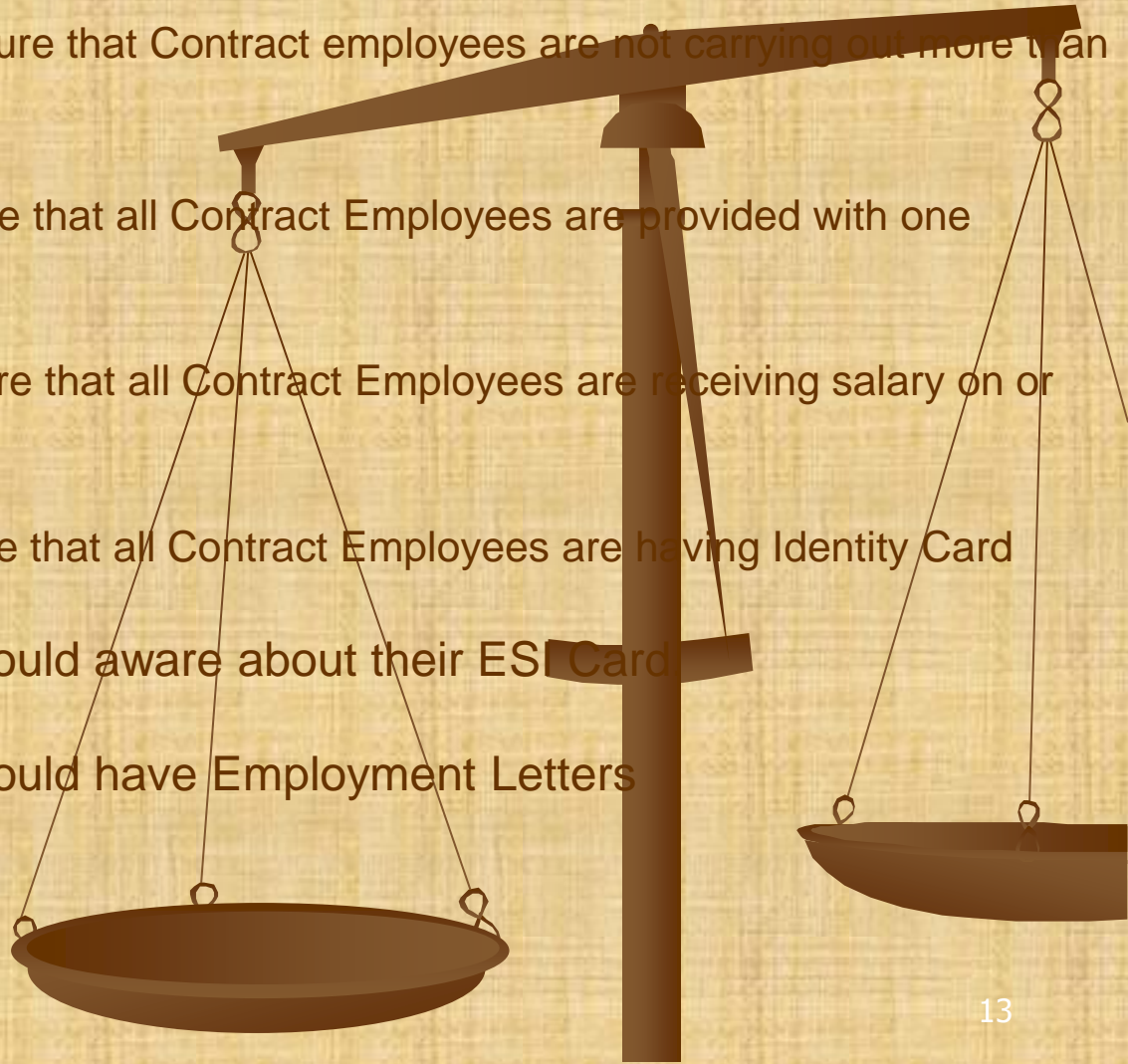
Form XII - Register of Contractors

This register will show list of Contractors with Contract Date details as per the format details attached herewith.



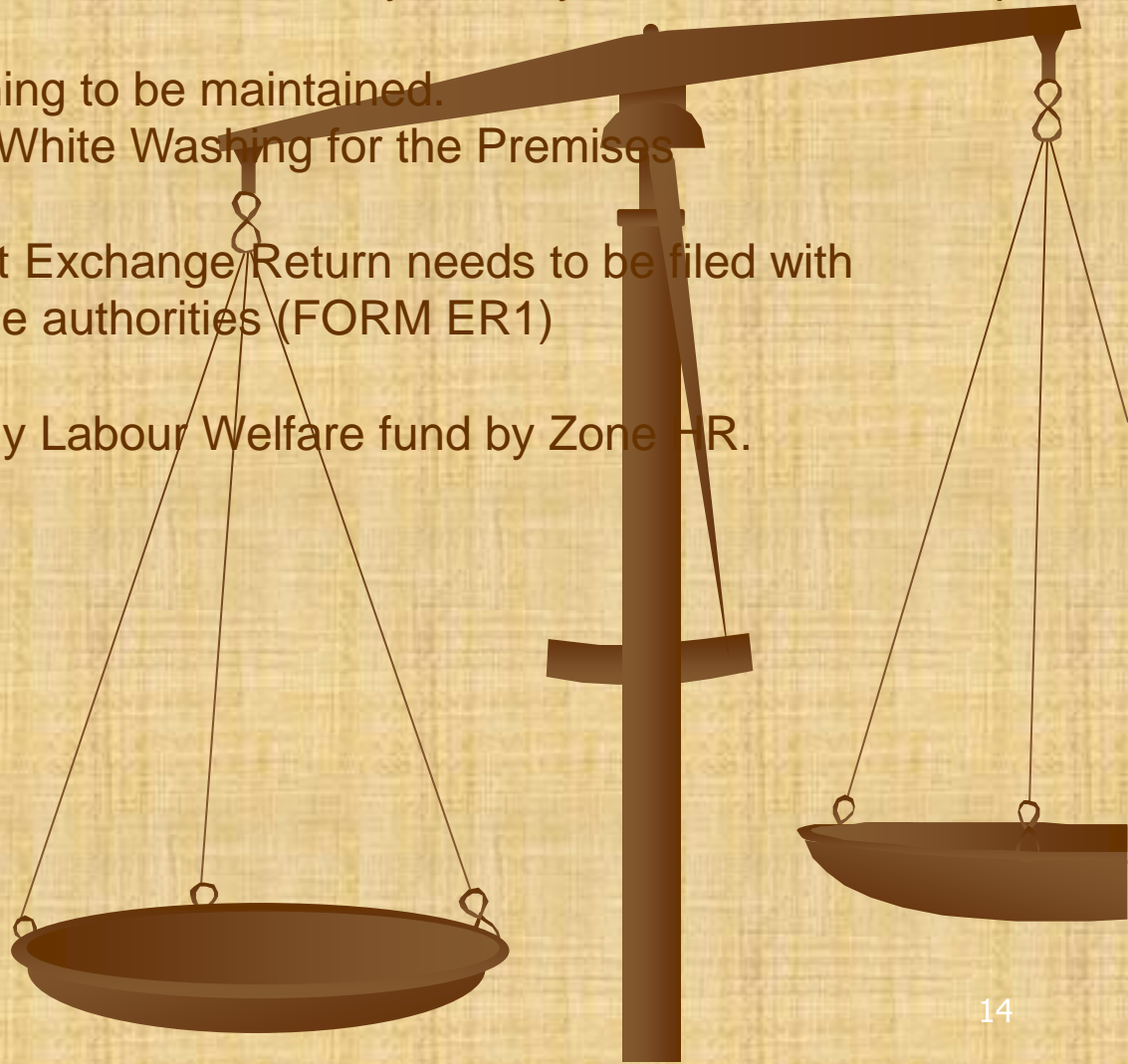
Other Statutory Hygiene Factors Checklist

- ✓ Inspection Book to be maintained as per the Local Shop and Establishment Act.
- ✓ Establishment needs to ensure that Contract employees are not carrying out more than 48 Hours per week.
- ✓ Establishment needs to ensure that all Contract Employees are provided with one Weekly Off.
- ✓ Establishment needs to ensure that all Contract Employees are receiving salary on or before 7th of every month.
- ✓ Establishment needs to ensure that all Contract Employees are having Identity Card
- ✓ All Contract employees should aware about their ES Card
- ✓ All Contract employees should have Employment Letters



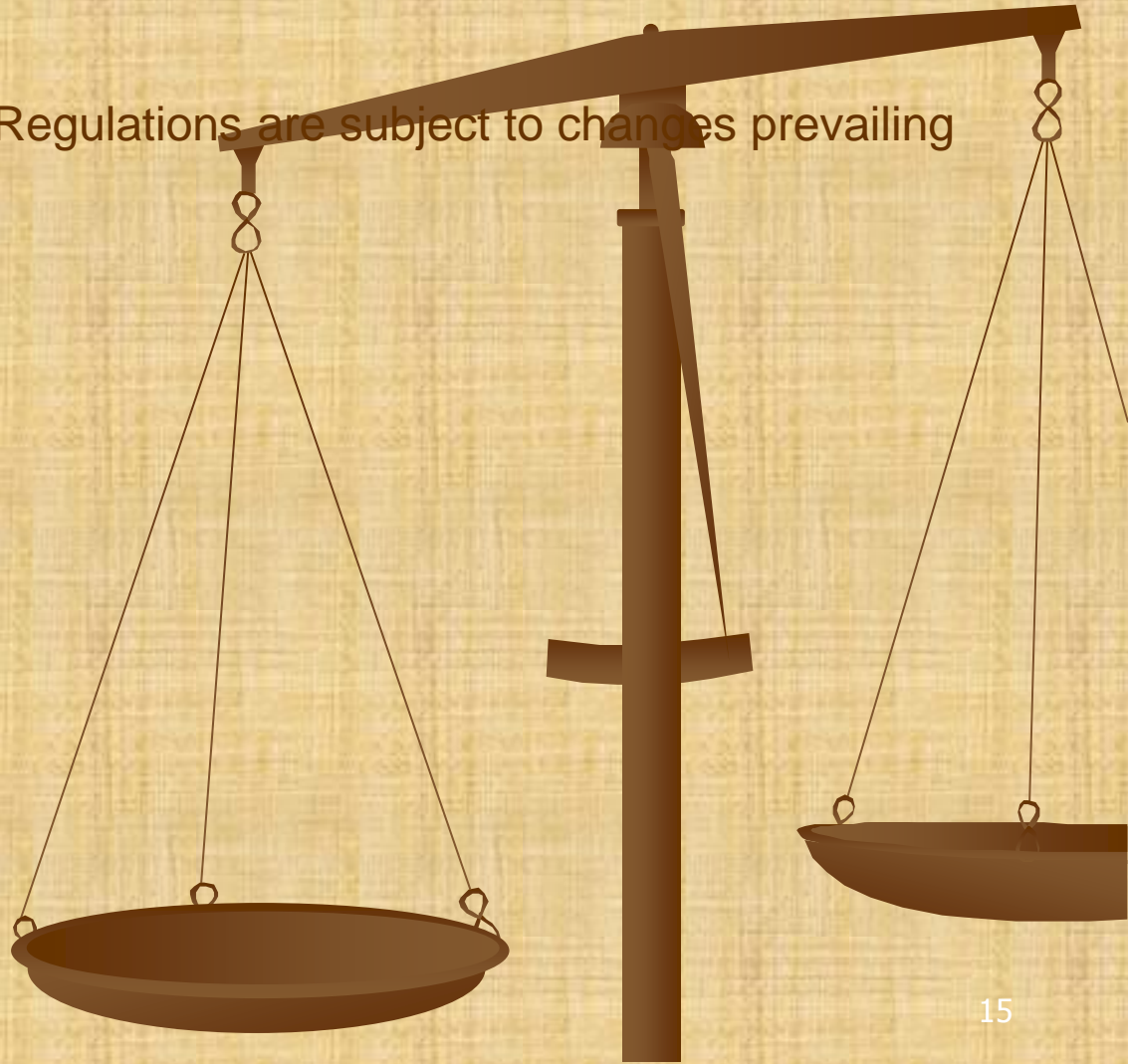
Other Statutory Hygiene Factors Checklist

- ✓ Establishment to ensure that On Statutory Holidays, Office not to be opened
- ✓ Register of Lime Washing to be maintained.
BI should drive yearly White Washing for the Premises
- ✓ Quarterly Employment Exchange Return needs to be filed with
Employment Exchange authorities (FORM ER1)
- ✓ Remittance of Quarterly Labour Welfare fund by Zone HR.



Thanking you

Disclaimer : All Acts and Regulations are subject to changes prevailing time to time.



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