

BIHAR BIDI AND CIGAR WORKERS (CONDITION OF EMPLOYMENT) RULES 1968

The 11th January 1969 (S R. 10.)—In exercise of the powers conferred by section 44 of the Bihar Cigar Workers (Conditions of Employment) Act, 1966 (2 of 1966), the Government of Bihar hereby makes the following rules, the same having been previously published in the Bihar Gazette, Extraordinary, dated the 3rd July 1968, vide notification no. G. S. R. 81 dated the 22nd May as required by sub-section (3) of the said section, to be called the • RULES



CHAPTER 1. [NARY. — rules may be called the Bihar Beedi and Cigar I. Short title. ' Wotkers (Conditions Fauployntent,) Rules, 1968. 2 Definitions, —In Shese .rules. nnle,ss there is anything repugnantl in the subject or context,— (b) ' 'Act" the T*eedi n,nd Cigar Workers (Conditions Employinent; .\et. 01 19136); "Chief lespeeting Ofiicer" Inoans the Cbief Inspecting Offcer appmnted under sub-section (2) or section 29 of the PÅhar Shops and Establishments Act, 1.053 (Bihar Act V TTI oi 1954) ; ' 'Form" means a Form appended to these rules; and ' Section T means section of the Act. CHAPTER JI. LICENSING OF PREVISES * -zrq fnr Grzr•rr 1 3. Form of application for grant of licence and licence Ever,' application under sub-section (1, of section 4 for a licence to use or allow to be used any place or premises as industrial premises shall be in duplicate



Form I. (2) The application shall be accompanied by the following documents, namely— (a) plans in triplicate showing— (D the site of such place or premises, the areas therein to be used for manufacturing processes and the immediate surroundings of such place or premises, including adjacent structures drains and the like; and (h) the plan, elevation and necessary cross-sections, the details relating to natural lighting, ventilation, means of escape in case of fire, position of the plant and machinery if any, "sed, aisles and passage-ways in or in relation to, the various buildings which are intended to be used for manufacturing processes; (b) the treasury receipt showing that the appropriate fee for the licence as specified in rule 8 has been paid. (3) The application in duplicate together with the documents specified in sub-rule (2) shall be sent by registered post or delivered by hand under acknowledgment to the competent authority. (4) Before granting licence, the competent authority shall also take into consideration whether the site or any industrial premises is proposed to be altered, or whether any industrial premises has been closed, by the applicant during the period of twelve months immediately preceding the date of the application with view EO causing prejudice to the interests of the labour. The said application shall be made within thirty days of the date of coming into force of the Bihar Beedi and Cigar Workers (Conditions of Employment) Rules, 1968 in the case of existing industrial premises, and at least thirty days before the proposed date of establishment of the new industrial premises

4. Applications for renewal of licence under section shall be made in Form I. The application shall be accompanied by the following documents—namely (a) the licence sought to be renewed; (b) the treasury receipt showing that the appropriate fee for the renewal of the licence specified in rule 8 has been paid. (2) The application together with the documents specified in sub-rule (2) shall be sent by registered post or delivered by hand under acknowledgment to the competent authority. (3) The provisions of sub-rule (4) of rule 3 shall, so far as may be applicable, apply to application made under this rule

5. Form and terms and conditions. A licence under section 4 shall be in Form IT. (2) Every licence granted or renewal under section shall be subject to the following conditions, namely (i) the manufacturing process shall be carried on only in that part of premises specified for the purpose in the licence; (ii) the maximum number of employees employed in the industrial premises shall not exceed the number specified in the licence; (iii) power-driven machinery not specified in the licence shall not be used in the manufacturing process in the premises. (in) except with the prior permission in writing of the competent authority, the industrial premises shall not be extended and except with the like permission, no structural alterations shall be made in any building on such premises; (p) the licence shall not be transferable; (UD except as provided in rule 9, the fees paid for the grant, or as the case may be, renewal of the licence shall be non-refundable. If a licence under section 4 is lost, stolen or destroyed, the licensee shall forthwith report the matter to the competent authority by whom the licence was issued or, as the case may be, last renewed and may make an application to that authority for the issue of a duplicate licence. (2) The application shall be accompanied by a treasury receipt showing that the fee for the issue of duplicate as specified in rule 8 has been paid (3) On receipt of the application, the competent authority shall grant to the applicant duplicate copy of the licence duly stamped "duplicate" in red ink 7. Appeals under rule 5.—An appeal under section 5 of the Act shall— (a) be made in writing within a period of thirty days from the date of receipt of the order sought to be appealed against; (b) be accompanied by a treasury receipt showing that the appropriate fee in as specified in rule 8 has been paid. 8. licence (renewal), The fees to be paid for the grant or renewal of a licence under section shall be as specified in the Table below TABLE. Fees for industrial premises in which power-driven machinery is used. 1 If the number of employees proposed to be employed on any day during the financial year for which the licence is granted or renewed— (a) (b) (c) (d) (e) does not exceed ten. exceeds ten but does not exceed twenty. exceeds twenty but does not exceed fifty. exceeds fifty but does not exceed hundred. exceeds hundred but does not exceed two hundred and fifty. (f) exceeds two hundred and fifty 15 30 75 150 300 550 Fees for industrial premises in which power-driven machinery is not used. 2 10 20 50 100 250 500 Provided that where an application for grant or renewal of a licence the case may be, is submitted after the expiry of the prescribed time-limit of 30 days, the competent authority may, after giving due opportunity to the applicant to show cause for the delay, and by an order in writing, impose penalty fee upto three times the fee payable in respect of the said industrial premises (2) The fees to be paid for the grant of a duplicate licence, or for carrying out any amendment of the licence already granted be rupees five : Provided that where the proposed changes are of particulars in respect of the number of employees or in respect of use

of power driven machinery in such a manner as to make the industrial liable to a higher fee than the fees prescribed under 8(1) the amendment shall be effected only on payment of the difference between the fee payable on the amended licence and the fee already paid together with the additional fee of rupees five. (3) The fees payable in respect of an appeal under section 5 of the Act shall be— (a) rupees fifteen, in the case of an appeal against an order refusing to grant or renew licence in respect of any place or premises the maximum number of employees proposed to be employed whereon is one hundred or more; (b) rupees ten, in any other case. (4) The fees payable as specified in this rule shall be paid into the nearest Government treasury under the head of account "XXXII- Miscellaneous Social and Developmental and Employment—Fees realised under the Beedi and Cigar Workers (Conditions of Employment) Act, 1966."

9. Refund of fees.—If the competent authority refuses to grant or renew any licence under section 4, it shall order the refund of the fees paid thereof. 9A. 'if Licence.—A licence may be amended by the competent authority on application and after due enquiry, on payment of the fees as prescribed in Rule 8(2)

CHAPTER 11. HEALTH AND WELFARE

10. Every industrial premises shall be kept clean free from effluvia, arising from any drain, privy or other nuisance and in particular—accumulations of dirt and refuse shall be removed daily by sweeping or by any other effective method from the doors and passages of work rooms and from staircase and passages and disposed of in a suitable manner; the floor of every work room shall be cleaned at least once in every week by washing, using disinfectant, where necessary, or by some other effective method; (c) all inside walls and partitions ceilings of rooms, and walls, sides and staircases shall— (i) where they are painted or varnished or where they have smooth impervious surface, be cleaned with fresh water and dried at least once in every period of fourteen months (ii) where they are painted or varnished, be re-painted or re-varnished at least once in every period of five years; (iii) in any other case, be kept white-washed of a colour- washed at least once in every twelve months. (2) The record of the dates on which white-washing, colour-washing varnishing, painting or cleaning, as the case may be, was carried out under sub-rule (1) shall be entered by the employer in a register maintained 11. Ventilation.—In every work room or hall of an industrial premises, windows and other forms of opening for ventilation shall be provided in sufficient number to admit a continuous supply of fresh air so as to keep the atmosphere inside such room or hall comfortable and free from dust, fumes and other impurity

12. Latrine accommodation shall be provided in every industrial premises at the rate of one latrine seat for every twenty male Provided that where number of such male employees exceeds hundred. it shall be sufficient if there is one latrine seat for every twenty- five male employees upto the first hundred seat for every fifty in the number of seats required in accordance with the provisions of this sub-rule, any odd number of employees less than twenty, twenty-five or fifty, as the case may be, shall be reckoned as twenty, twenty-five or fifty. (2) Where female employees are employed in any industrial premises separate latrine accommodation shall be provided for them in accordance with same scale as the scale for male employees. specified in sub-rule (3) Every latrine shall be under cover and every seat in the latrine shall be so partitioned off as to secure privacy and each partition shall have a private door and fastenings. (4) Where employees of both sexes are employed on any industrial premises, there shall be displayed outside each latrine block thereon notice in the language understood by the majority of the employees reading "for men only" or, as the case may be, "for women only" and such notice shall also bear the picture of a man or a woman as the case may be. 13. Urinal accommodation shall be provided in every industrial premises (other than industrial premises where less than fifty persons are employed or where the latrines are connected to a water borne system) and such accommodation shall not be less than six metres length for every fifty employees: Provided that where the number of employees employed on premises exceeds five hundred, it shall be sufficient if there is one urinal for every ten employees upto the first hundred employees and one for every hundred excess thereof. Explanation.—In calculating the urinal accommodation required under this rule, any odd number of employees less than fifty or hundred, as the case may be, shall be reckoned fifty or hundred. (2) Where female employees are employed on an industrial premises, separate urinal accommodation shall be provided for them in accordance with the same scale as the scale for male employees specified in sub-rule 14. Latrines and urinals to be connected to sewage system whereoever available.—When any general system of underground sewage with an adequate supply is provided for or exists in any particular locality, all latrines and urinals in an industrial premises in such locality other than

gentio latrine, shall be connected with sneb sewage system if the industrial remises ig situated within 80.5 metres of that sewage system



15. White-washing and Colour washing of latrines and The walls, ceiling and partitions of every latrine and urinal shall be white-washed or colour-washed and the same shall be repeated at least once in every period of four months. (2) Nothing in sub-rule (1) shall apply in respect of walls and ceilings of, and partitions in a latrine or urinal or any portions of such walls, ceilings and partitions which are laid in glazed tiles or otherwise finished to provide a smooth-polished impervious surface but such ceiling partitions or portions thereof shall be washed with suitable detergents and disinfectants at least once in every period of four months. (3) The dates on which the white-washing or colour-washing is carried out under sub-rule as the case may be, or washing with detergents and disinfectant is carried out under sub-rule (2) shall be entered by the employer in the register maintained in



Form 111. 16 Construction and maintenance of drains.—All draing work an an industrial promigeg for carrying wogte or sullage water shall be constructed in masonrv or other permeable materials and shall be regularly Bushed and • effluent disposed of by connecting with drains with suitable drainage lines :
 Provided that where there ig no gnch drainage line, the effluent shall be deodorised in order to render it innocuous gnd then diOosed fff.

17. Water taps, etc.. in Ictr•ines —•Where piped water npply a ble, suffcient number of water icon 'e.,,ently accessauie suan provided in or nenr latrines on an industrial premises and There there continuous supply oi water, water cisterns with cans shall be provided waahing purposes in or near such latrines-I 18. Washing There shall be provided and maintain every indnstrial premises for the use of employees engaged in blending sieving of tobacco or warming of beedies in hot ovens, aaeqnate and sui tacflitreg for washing which shall include soap ind nail brushes or suitable means of cleaning and such facilities shall be conveniently ble and shall be made available in clean ud orderly condition. (2) If female employees are employed on any indugtrial premi separate washing facilities on the same lines as those specified in sub-(1) in respect of male employees shall be provided for such female employ in enclosed or screened places in such manner that the interior portions such place are not visible from any piace where male employees work or p through and the entrance to every such place shall bear a notice in lanrynage understooa by the matority of , tho emplovees reading women only" in bold and conspicuous letterg and such nctice Shail also 'he picture of a woman (3) Water supply for purposes of washing facilities under sub-rule or gub-rule (2) shall be such as provide' at least 27.3 litres per day (c) floor and internal walls of the creche upto a height of 1.2 meters shall be so laid or finished to provide g smooth impervious (d) the height of wed ns 8ball not be 3.7 metres from door to the lowest part of the roof and there shall not be less than 1.9 square meterg of floor area for each child to be accommodated therein; (e) effective and suitable provision shall be made in evet-y part ot maintaining adequate ventilation by the circulation ot fresh air; the creeche furnished and equipped and in particular there shall be made avaiü8ble—. than two years of oge a suitable (D for child of more Gi) for child ot not more than two years of age a suitable cot or creche with the necessary bedding; (iiö one chair or other similar Bitting for the use of each mother while she is feeding or attending to her child; and (it) a sufficient supply of suitable toys for the older children. (3) There shall be in or adjoining creche a suitable washing room r the washing of ty,e children their clothing and such room shall each person employed in the industrial premises and such water shall drawn from a hygienic source : Provided that w%ere an Inspector is satisfied that it is not practicabconform to the following standards, namely (a) the floor and internol walls of the room upto a height of 0.9 c.m. to make available water-supply in accordance with the scale specified this sub-rule, he may. by in permit the supply of lesser quantity which-shall imany ease he not less than 4.5 liters per day each employee. 19 The employer shall submit for the approval Of th competent authority detailed plans in triplicate of the rooms to be con tructed or adopted for use ag creche under section 14. (2) The creche shall conform the ft*lowing standards, namely (a) the creche shall be conveniently asecessible to the mothers ot th childern accommodated therein and so far as is reasonabl practicable it shall not be situated in close proximity to an part of the industrial premises •where obnoxious fumes, dus or odours are given of; (b) the room or rooms used as crechå shall be soundly and the and roof thereof shall be of heat—resistin paterials •nd shan be va!er-proofi shall be so laid or finished as to provide smooth impervioug the room he and ventilated the door shall be drained and maintained in clean and tidy condition ; (c) the supply of water for washing shall be from hygienic gouree and if practicable shall be through Itaps; supply of at 22.7 litres of water per doy for each child be made available. (e) of clean clothes, and clean Shan be made available for the use of each child; (f) adjoining the room, septic be provided for the sole nge of the children the creche and the same shall be kept clean and in a sanitary ccmidiåon. (4) The employer shall make available at least half-a-pint of pure bur each child on every day it is accommodated in the creche and the moth Of such child shall, in the coume of dailv work, allowed adequate Fals of not legs than æeen minutes to feed the child, (5) In addition to providing milk in accordance with the provisions sub-rule (4), the employer Bhall provide for children Lbove two yearg o age who are accommodated in the creche an adequate supply of whol fjome refreshment. (6) The ernnlnvc•r annnint woman trained in the care Of Child and infants and guffcient number of ayahs for the purpose of looking g the chiidren accommodated in a creche and ho Bhall also sui equipment and facilities. EcpZanation.—The number of ayahs to be appointed in the creche Bhall be calculated at the rate of one ayah for every children. (7) The employer shall provide for the staff employed

in a creche Suitable clean clothes for use while on duty in the creche. Explanation.—In this rule, 'child' means a child under six years of age of a female employee



20. In every industrial premises, there shall be provided and maintained so as to be readily accessible during all working hours first-aid boxes or cupboards containing the equipment specified in sub-rule (E) and the number of boxes or cupboards to be so provided and maintained shall not be less than one for every hundred and fifty employee ordinarily employed at any one time in the premises.

(2) The first-aid boxes or cupboards shall be distinctively marked with a red cross on a white background and shall contain the following equipment namely: (i) six small Sterilised dressings; three medium-size sterilised dressings; (ii) three large-size sterilised dressings; (iii) one (1 oz.) bottle containing a 2 per cent alcoholic solution of Iodine; (iv) one (1 oz.) bottle containing having the dose and mark of administration indicated on the label; (v) a snake-bite

lancet; (vi) one (1 G.) bottle of potassium permanganate crystals; one pair of eye drops; adhesive plaster. (3) Each first-aid box or cupboard shall be kept in the charge of a first-aid attendant and shall always be readily available during the working hours of the industrial premises. The employer of every industrial premises wherein not less than 250 employees are ordinarily employed shall provide in,

or near, the industrial premises, a canteen. (2) The canteen shall not be situated within 15.2 metres of any latrine, urinal or any other source of dust. (3) The canteen building shall consist of at least a dining hall,

kitchen, store room and pantry in addition to washing places separately for men and for women. (4) The minimum height of the building shall be not less than 3.7 metres and all the walls and roof shall be of suitable heat-resisting materials and shall be water-proof. There shall be provision for adequate ventilation. The doors and windows shall be of fly-proof construction. (5) The canteen shall be sufficiently lighted at all times when any person has access to it. (6) (a) In every canteen— (i) inside walls of rooms and all ceiling and passages and cases shall be lime-washed or colour-washed at least once in each year or painted once in three years dating from the period when last lime-washed or colour-washed or painted as the case may be. (ii) all wood-work shall be varnished or painted once in three years dating from the period when last varnished or painted. (iii) all internal structural iron or steel work shall be varnished or painted in three years dating from the period when last varnished or painted: Provided that the inside portion of the walls of the kitchen shall be lime-washed once in every four months; (b) The dates on which lime-washing, colour-washing, varnishing or painting is carried out shall be entered by the employer in the Register maintained in

Form m. (7) The precincts of the canteen shall be maintained in a clean and sanitary condition. Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause nuisance. Suitable Ebau be made for the collection and disposal of garbage. (8) (a) dining hall shall accommodate time at least 30 per cent of the employees working at a time. door of dining hall, excluding the occupied by service counter and any furniture except tables chairs shall be not less square metres per diner to be accommodated as specified in (c) A portion of the dining hall and counter shall be partitioned off and reserved for women employees in proportion to their number Washing places for women shall be separate and screened to secure privacy. (d) Sufficient tables, chairs, or benches shall be available the number of diners to be accommodated as specified in clause (a). (9) (a) There be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen. Suitable clean clothes for the employees in the shall also be provided and maintained. (b) The furniture utensils and other equipment shall be maintained in and hygienic condition. A service counter, if provided, shall have top of smooth and impervious material. Suitable facilities including an supply of hot water shall be provided for cleaning of utensils and equipment. (c) Food and food materials shall be stored in fly-proof safes and dried with the help of wooden or suitable metal foreeps whichever is convenient. Vessels once used shall be scalded before being used again. Food, drinks and other items served in the canteen shall be served on a- no-profit -no-loss basis, CHAPTER IV. WORKING %OU2S, LEAVE, APPEALS IN CASES OF DISMISSAL, ETC



22. Notice register of periods of Every employer shall exhibit to his industrial premises a notice in Form specifying clearly the daily hours of work, intervals for rest and weekly holiday allowed to the employees or, as the case may be, to each class of employees. Every employer shall maintain a register showing the hours actually worked including overtime in



Form V

23. Method of calculating cash equivalent of concessional sale of food- grams, etc. The cash equivalent of the advantage accruing through the concessional sale to an employee of foodgrains and other articles shall be computed at the end of every wage period fixed under the provisions of the Minimum Wages Act, 1948 (Central Act 4 of 1948). (2) For the purposes of section 18, the cash equivalent of the advantage accruing through the concessional sale of foodgrains and other articles to an employee required to work overtime shall be, computed as a sum equivalent to the difference between the value of such foodgrains and other articles at the average market rates prevailing during the wage which the employee worked overtime and the concessional price thereof.



24. Register of leave trith The emp:oyer shall in regpect of employees employed ir his industrial premises keep an up-to-date regis- ter in



Form VI (hereinafter referred to as the Register of Leave with wage Of Regular Employees) :
Provided that if the competent authority is of opinion that any muster roll or register maintained by the employer giveg the partic•alars required for the enforcement of the provisions of sections 26 and 27,he may by order in writing permit such muster roll or register to be treated as the regieter required to be maintained under this sub-rule. (2) The employer shall in respect of the empioyees who are permitted to work in their houseg (hereinafter referred to as the home-workerg) maintain an up-to-date register in Form V [I (hereinafter referred to as the Register of Leave with Wages of home-workers)



25. Leave The employer shall provide each employee (including a home-worker) with a book in



Form VI or Form VII, as the case may be (hereinafter referred to as the Leave Book).(2) The Leave Book shall be the property of the employee and the employer shall not demand it except for making entries therein and shall not keep it for more than a week at a time. (3) If an employee loses his Leave Book, the employer shall provide him with duplicate copy on payment of six paise



26. Appeals under section The appellate authority for the purpose of sub-section (2) of section 31 shall be Presiding officer of each Labour Court.

(2) An employee who is discharged, dismissed or retrenched may prefer an appeal under sub-section (2) of section 31. to the appellate authority specified under sub-rule (1) within a period of thirty days from the date of communication of the order of such discharge, dismissal or retrenchment : Provided that an appeal may be admitted after the said period of thirty days if the appellant satisfies the appellate authority that he had sufficient cause for not preferring the appeal within the said period. (3) The notice to be given by the appellate authority under clause (b) of sub-section (2) of section 31 shall— (a) in the case of a notice to an employer, be in



Form VIII; and (b) in the case of a notice to an employee, be in Form TX; and every such notice shall be sent to the party concerned by registered post with acknowledgment due, 2 6 3 43 43 4-2, to to (erTGT),
82 Rue CHAPTER V

97. Disputes to issue of raw materials by Any dispute between an employer and an employee or employees in relation to—(a) the issue of raw materials to the employees; (b) the rejection by the employer of beedi or cigar or both made by employee; or (c) the payment of wages for the beedi or cigar or both rejected the employer may be referred in writing by the employer or the employee or employees to the Labour Superintendent and the Labour of the area concerned who shall after making an enquiry as he may consider necessary and after giving the parties an opportunity to represent their respective cases decide the dispute and record the proceedings in Form (2) 'Any party to the dispute aggrieved by the decision thereon under sub-rule (1) may prefer an appeal within a period of thirty days from the date of the decision to the Chief Inspecting Officer, whose decision shall be final : Provided that the Chief Inspecting Officer may admit an appeal after the said period if the appellant satisfies such authority that he had sufficient cause for not preferring the appeal within that period. • 28. Supervision of distribution of materials.—No employer shall be required to do so by an Inspector by an order in writing, but subject to the supervision of the Inspector making the order or the supervision of another Inspector, raw materials to such employees and during such period as may be specified in the order. -41b •29. Limit with regard to the rejection of beedis or cigars. employer or contractor shall ordinarily reject as sub-standard or Chhann otherwise more than of the beedis Cigars, or both received from a worker including a home-worker. (2) Where any beedi or cigar is rejected as sub-standard or Chhann or otherwise on any ground other than the ground of wilful negligence of the worker, the worker shall be paid wages for the beedis or cigars rejected at one of the rates at which wages are payable to him for beedis or cigars, or both, which have not been so rejected

30. Payment of wages to a home-worker.—Where raw materials supplied to a home-worker at his home, the wages due to him shall be paid at his home; provided that an Inspector may, if he considers it expedient to do so in circumstances of any case, specify, in respect of any home-workers, the place or places at which wages shall be paid.

i. Protection against fires.—In every industrial premises, the employer shall provide adequate fire-fighting equipment.

Returns.—The employer in respect of every industrial premises, shall send to the competent authority on or before the 10th day of every month a return in Form RI and furnish to that authority an return in



Form XII on or before the 30th April of every year. Maintenance of certain registers. Every employer shall, in of the employees employed on the industrial premises maintain a roll in Form XI. 11. and entries therein shall be made at the commencement of the work each day.) Every employer shall provide free of cost to each home-worker a book in Form XIV (hereinafter referred to as the 'home-workers' log and the home-worker shall keep a record of the daily work done by the number of Beedis and cigars manufactured by him and the wages paid by him in the said book and the supply of books shall be so arranged, book remains with the home-workers at all times during the period of two successive supplies of raw materials by the employer. Form XV containing the names and of all the home- employed under him and the entries in the register be kept up-to-date on the basis of the entries in the home-workers' Every employer shall maintain a visitor's book in which an Inspector visiting the Industrial premises may record his remarks regarding facts that may come to his notice. at the time of his inspection and employer shall produce such book whenever required so to do by the Every employer shall maintain a register of overtime work (An abstract of the Act and the rules made thereunder shall be displayed in some conspicuous part of every industrial premises. Every register referred to in this rule shall be preserved for a period of three years from the date of the last entry noted therein and be readily available for inspection during working hours of the industrial premises. Record of outside work to be maintained by the employer of the work permitted under sub-section (1) of section 29 to be on outside the industrial premises shall be in Form X Vn. 35. by Every employer shall furnish to an Inspector information as the Inspector may require for the purpose of satisfying himself whether, any provision of the Act or of the rules made thereunder has been, or is being, duly carried out. (2) Where any information is required by an Inspector during the course of his inspection and the required information is readily available, the employer shall forthwith furnish such information to the Inspector; and where any requisition for information is made by the Inspector at any other time, the information sought for shall be supplied by the employer within ten days from the date of receipt of the requisition

36. Notice to be sent by registered post.—Every notice order under the Act or the rules made thereunder, addressed to any employer or Beedi or cigar worker shall be presumed to have been duly served if notice has been sent by registered post.



FORM NO. 1 (See RULES 3 AND 4) Application for grant or renewal of licence for the financial year 1. Full name of the industrial pre- g. (i) Full postal address and situa- tion of the indu#rial premises. '(ij Full address to which commu- 3. 4. 5. nications relating to the indus- trial premises_ \$hould be sent. (iiö Full address the Maximum number of employees proposed to be employed on any one day during the finan- Cial year. Full name and residential ad— dress of thp person who Shall be the empl\$er for the purposes of Act. If the employer is a parinerghip, company etc. full name and residentli aaddress of other partners or directors, etc. (See note 1 at the end)

6. Financial resources of the em- arg and ployer (e.g.. va lue of mova and immova- bla properties, bank reference , income-tax. assessment, etc.) Whether the employer is trade mark holder registered under the Trade and Merchandise Marks Act, 1958. Value of Beedis or Cigars or both manufactured at then industrial premises during the preceding financial year. Previous experience of the appli- cant• in the industry



10. Whether the proposed site of the industrial premises amounts to the alteration of the site of any existing industrial premiseA and, if so, the reasons for such alteration. Whether any industrial premises was closed by the applicant during the period of twelve months immediately preceding the date of the application and, if so, the reasons therefor. Source of obtaining tobacco. Whether the Beedis or Cigars or both manufactured by the applicant will be sold and marketed by himself or through proprietor or a registered user of a trade mark registered under the Trade and Merchandise Marks Act, 1958. or any other person. Whether the plans of the premises are enclosed. - Amount of fee Rs. paid in Treasury (Rupees vide on enclosed. Chalan No. T hereby declare that the particulars furnished by me in this form are to the best of my knowledge and belief accurate. Date Signature Of applicant. •

NOTE 1.—Where an industrial premises is run or proposed to be run by a contractor for or on behalf of another person or persons or company, etc. the said other person or persons or company, etc., under the Act the employer and particulars to be entered for "employer" in the Form B should be in regard to such person, persons or company, etc. • The applicant for licence may however be made either the contractor or the employer. NOTE This form shall be completed in ink in block letters or typed. (2) If any person named against item 5 is a minor, the fact shall be stated. clearly. Licence no. Registration no.



3. Signature and seal of the competent guthQriIY.



FORM NO. 22 (1) Figures 1, 2, 3 relate to 1st, 2nd and 3rd shifts or relays, (erqrdRT), FORM NO. V [See RULE 22 (2)] Register showing hours of including overtime Name of the industrial premises Place. mstnct Descriptioa Of group. young person or not. Total hours worked during the week. Week ending.... Date on which overtime work is done and extent of such overtime on each occasion. Extent of overtime work during the week. Total number employees. Of Women and young persons Total number of women and young persons. Group Number of letter employed. Working days 123123123 12 12 From To From To Partial From From To 12 Employer.. c working - day Weekly Holidays Date on which this notice comes into force.... FORM NO. VI. [See RULES 24 (1) AND (1)] REGISTER OF LEAVE WITH VVAGES (REGULAR LEAVE BOOK). Separate page shall be allotted to each employee— Name of establishment. EMPLOYEES Serial no. Date of entry into service. Adult/young person Name Father's name Date Of joining the establishment Date of discharge Date of amount of payment made in lieu of leave due. 1. 2. 5. 7. 11. 12. 13. 14. 15. 16. 18

19. GNTerrpt), FORM NO.VII. [See RULES 24(2) AND 25(1)]. REGISTER OF LEAVE WITH VVAGES (HOME WORKERS) LEAVE BOOK. Name of establishment Serial no

3. Name of employee and age **4.** Father's/.husband's name Date of entry into service **6.** Date of discharge Amount paid in lieu Of leave **8.** Calendar year of service **9.** No. of days worked during the year. Balance of leave from preceding year. Leave earned during the year mentioned in column 8. Total of columns 10 and 11 1. 2. 3. 4. 5. 6. 7. 8. 9. 11. 12



13. Calendar year of service Wage period from to Number of days of work per- formed during the calendar Balance of leave from the pre- ceding year. Leave earned during the year mentioned in column (1) Total of column (4) and (5) Leave enjoyed From Balance of leave to credit Normal rate of wages, i. e., daily average of full time earnings in Cash equivalent of advantage accruing through concessional sale of foodgrains etc. Rate of wages for the leave period [total of columns (9) and (10)] 3• Date and amount paid Remarks Leave enjoyed from Balance of leave to credit Normal rate of wages, i. e., daily average of full-time earnings in cash. Cash equivalent of advantage accruing _ through concessional sale of foodgrains etc. if any. Rate of wages for the leave period of columns 15 and 16. Date and amount paid

Remarks for T RECORD Serial no. Authority under



FORM NO. VIII. L See RULE (a) J. CLA USL (b) 01' SUL- has appealed LO Appellate 01 sub-secLiuu
 secuuiu OL Lhe Deeua uuu FORM NO. X. [See 27(1)]. OF DECISION OR ORDER. ugar AUOUdLUous
 OL Aebi Lhe orders 01 us copy us appeal peution enclosed. appeui posted Learning on ghe...,.....duy ..
 ..iou should appear beiore the 190. at.....A.Mjp.uw&b . appeuace AutnorlLy on uay aud auswer the Iou
 must be prepared LO prouuce on that uay cue w"uesses upon wuose euuence aua au We uoeu.zueLLJ upon
 you LO rely support your deaeuce. deiauib Oi your appearance ou day mut'-er aaa aeveruaned your
 absence. FORM NO. [See RULE 26(3) (b)]. NOTICE TO THE EMPLOYER UNDER CLAUSE (b) OF
 SUB- SEPTION (2) OF SECTION 31. Your appeal haa been posted for hearing on the... .day of...
 196...at...A.u./p.x.e You ahoul& appear before the Appellate Au@hority on that day to prove cl&im. You
 must be prepared to produce on that day all the witneseeg on whoe evidence and all documents upon
 which you ütend rely in support of your case. In default of your appearance on that day, the matter will be
 heard and determined in your absence. 1. '2. 3. 4. 5. 6. 8

9. Date of application Name or names, address or gddresseg cants or some or applicants.Name and
 addresg employer. parentage , of appli- all of Che of the Substance of the dispute Plea of parties and their
 exami- nation, if any.. Documents seen Substance of the evidence taken Finding and brief statement Of the
 reasons therefor

10. Demsaon Date.2. 3. 4. z Applicant Authority, FORM NO. XI. (See RÜLE 32) MONTHLY RETURN.
 Name of tne induxtrial premises and full pogtnl address. NO. and date of licence Month to which the
 return relates. Name of the e"ployer Name of the Principal Employer 5. if the Employer is working ag
 contractor for Principal Em- player. Quantity of beedi and/ör cigar 6. tobacco released by the Centrzl
 Excise Department. Quantity of Beedi and/or eiggr 7. tobacco supplied by the Princi- pal Employer. S.
 Number of Beedi and/or cigar manufactured by the employer in industrial establishment. 9. No. of Beedi
 and/or cigar manu- factured by the employer in places other than industrial establishment. Number of
 Beedi and/or cigar sold and to whom. Date. 5. 6. 7. 8. 9. e Average number of employees employed daily
 in the indus- trial premises Men Women Young persons Male Female Average monthly no. of home
 workers employed (i. e. , who work in their homes). Normal hours wor d per week in the industrial "
 premises. Number of days worked in the year in the industrial premises Number of employees who were
 granted leave during the calendar year. Signature FORM NO. xn. (See 32) Name and address of the trial
 premises. No. and date of licence of the employer. 1. 2. 4

3. Name of the employer. Name of the Principal employer if the employee is working contractor for Young persons— (a) employed in the industrial premises. (b) employed in homes. Other than young persons— (a) employed in the industrial premises. (b) employed in homes. 10. No. of female employees who were given maternity benefit during the year— (a) employed in the industrial premises. (b) employed in homes. Certified that the information furnished above is to the best of my knowledge and belief correct. Signature of the employer. NGTE.—Partial attendance for less than half a shift of working shall be neglected and attendance for half a shift, or more shall be treated as full attendance. •The average number shall be calculated by dividing the aggregate number of attendance of working days by the number of the working days in the year. Attendance on separate shift, • e. g. , night, And day shifts shall be counted separately •The average shall be calculated by dividing the aggregate number of workers in the Home-Workers Employment Register during each of the preceding 1-2 months by twelve.



FORM NO. XTTT. 33 (1)7. MVSTER ROLL OF EMPLOYEES. Name and Address of the industrial premises. 1. 2

3. FORM so.XXV. [See RULE 33 HOME WORKERS' LOG Name of the home worker Address of the home where manufacturing process is carried on. Month BOOK. Account of the work done at home. mate. Whether work was done. NO. of Beedi/cigara manufactured. Wages received. Name. Group. Relation. Shift number. Period 7 8 4. Total number of days worked in Date and signature or thumb impression of the home-worker.

