DELHI CONTRACT LABOUR (REGULATION AND ABOLITION) RULES, 1971

D. 1620 qr«r GOVERNMENT OF DELHI Gazett EXTRAORDINARY PART IV 71 No. 47] cP/J Ferz.=— 1893 DELHI, TUESDAY, M 25, 4, DELHI ADMINISTRATION, DELHI NOTIFICATION Delhi, the 25th May 1971 No. F. following draft rules which e Lt. Governor, Delhi proposes to make in exercise of the powers conferred by section 35 of the Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) reaci with the Government of India, Ministry of Home Affairs Notification No. F 2/2 / 71- UTL, dated 30th March. 1971, •is published for the intermation of persons like!y to be affected thereby and notice. iS hereby given that the said draft rules will be taken into on or after 25th June, 1971 together with any objections or sugges- tionS that may be received. in respect thereto before date specified. The object:ians cr suggestions should be addressed to the Labour Commissioner, 15, Rajpur Road, Delhi. (35T *252 DELHI GAZETTE EXTRAORDINARY CHAPTER Rules [PART 1. Short title and These rules may be called "the Delhi Contract Labour (Regulation and Abolition) Rules, 1971". They shall come into force on the date of their publica- Lion in the Offtcral Gazette

2. Definition.=ln these rules, unless the subject or context otherwise requires— (a) "Act" means the Contract Labour (Regulation and Abolition) Act, 1970. (b) "Appellate Officer" means the Appellate Officer ap- pointed by the Lt. Governor, Delhi under section (l) cfo sec- tion 15. (c) 'Board" means the Delhi Advisory Contract Labour Board constituted under section 4. (d) "Chairman" means the Chairman of the Board. (e) "Committee" means the Committee COnstituted Under sub-section (I) of section 5. (f) "Form" means a form appended to these rules. (g) "Section" means a section of the Act

CHAPTER 11—-Ådvisory Board 3. The Board shall consist cf the following Members.— (a) a Chairman to be appointed by the Lt. Governor; (b) the Labour Commissioner; (c) one person representing the Delhi Adminisltaiion, to be appointed by the Lt. Governor from amongst his officials; (d) four persons, two representing the employers and two representing contractors to whorn the Act applies, to be appointed by the Lt: Governor, after consultation DELHI GAZETTE EXTRAORDINARY .PART 353 with such organisations, if any, from the employers and the contractors as may be recognised by the Lt. Governor; (e) four pe ons, representing the employees of Contrac- tors to whom the Act •applies, to be appointed by the Lt. Governor after consultation with such organisa- uons, if any, of the employees representing their interest 2s may be recognised by the Lt. Governor

4. Terms Of The Chairman of the Board shall hOld offce as such for a period of three the date on which his appointment is first notified in the Official Gazette.(2) Each of the members of the Board referred to in clauses (c) and (d) of rule 3, shall hold office as such dufing the pleasure of the Lt. Governor. (3) Each of the members referred to in clause (O) of rule 3 shall hold office as such for a period of three years commencing from the date on which his appointment is first notified in the •Official Gazette: Provided that where the successor or any such member has not been notified in the Official Gazette on or before the expiry of the said period of three years, such mem- ber shall, notwithstanding the expiry of the period of his offce, continue to hold such offce until the appoint- -ment of his successor has been notified in the Official Gazette. (4) If a member is unable to attend a meeting of the Board, the Lt. Governor, or the body which uppointed or nominated him may, by notice in writing signed on his/its behalf and by such member and addressed to the Chairman of the said Board, nominate a substitute in his place to attend the meeting and such a substitute member shall have all the rights of a member in res- pect of that meeting and any decision taken at the meeting shall be binding on the said body

5. Resignation.—A member of the -Board, not being an ex-officio member, may resign his omce by a letter in writing addressed to the Lt. Governor and on such resignation being . accepted by him, his office shall fall vacant on the date on which such resignation is accepted

6. Cessation Of membership.—Tf any member of the Board, not being an tx-officio member, fails to attend three consecutive 354 DELHI GAZETTE EXTRAORDINARY meetings of the Board, without 0b g the leave of the Chair- man for such absence, he Sha!! cease to be a member of the Board : Provided that the Lt. Governor may, if he is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings ot the Board, direct that such cessation shall not take place and on such direction being made, such member shall con- tinue to be a member of the Board

7. Disqualification for A person shall be disqualified for appointment/reappointment, and for being member of the Board,—(i) if he is of unsound mind and stands so declared by a competent Court; or (ii) if he is an undischarged insolvent; or (iii) if he has been or is convicted of an offence which in the opinion of the Lt. Governor, involves moral !xtr- pitude. (2) If question arises as to whether a disqua?ification has been incurred under sub-rule (I), the Lt. Governor shall decide the same

8. Removal from Lt.GOvernor may remove from office any member of the Board, if in his opinion such a member has ceased to represent the interest which he purports to represent on the Board: Provided that no such member shall be removed unless a reasonable opportunity is given to him of making any representation against the proposed action

9. Vacancy.—When a vacancy occurs or is likely to occur in the membership of the Board the Chairman shall submit a report to the Lt. Governor and on receipt of such report the Lt. Governor shall take steps to fill the vaeancy by making an appointment from amongst the category of persons to which the person vacat- ing membership belonged and the person so appointed shall bold office for the remainder of the term of office of the member in whose place he is appointed. 10. (i) The Lt. Governor may appoint one Of his offcials as Secretary to the Board and appoint such other DELHI GAZETTE EXTRAORDINARY 355 staff as it may think necessary to enable the Board to carry out its functions. (ii) The salaries and allowances payable to the staff and the other conditions of service of such staff shall be such as may be decided by the Lt. Governor. (2)' The Secretary— (i) shall assist the Chairman in convening meetings of the Board; (ii) may 'attend the meetingS blit shall not be entitled to vote at such meetings; (iii) Shall keep a record of the minutes of such meetings; and (iv) shall take necessary measures -to carry out the decisions taken at the meetings of the Board. Allowances of The travelling allowance of an omcial member shall be governed by the rules applicable him for journey performed by him on offcial duties and shall -be paid by the authority paying his salary. (2) The non-offcinl members of the Board shall te paid tra- uelling allowance for attending the meeting of the Board at such rates as are admissible to Grade I officers of the Central Govern- ment and daily allowances shall be calculated at the maximum rate admissible to Grade I Offcer of the Delhi Administration in their respective places

12. Disposal Of business.—Every question which the Board is required to take into consideration shall be considered at •a meeting, or, if the Chairman so directs, by sending the necessary papers to every member for opinion, and the question shall Ee disposed of in accordance with the decision of the majority: Provided that in the case of equality of votes the Chairman shall have a second or a casting vote. Explanation. "Chairman' for the purposes of this Rule shall include the Chairman nominated under rule 13 to preside over •a meeting

13. The Board shall meet at such places' and' 'times as may be specified by the Chairman.356 DELHI GAZETTE EXTRAORDINARY WV (2) The Chairman shall preside over every meeting Of the Board at which he is present and in his absence nominate a member of the Board to preside over such meeting

14. Notice of meetings and list of Ordinarily seven days' notice shall be given to the members of a proposed meeting.(2) No business which is not on thc list of business for a meeting shall be considered at that meeting without the permis« Sion of the Chairman. IS. Quorum.—No business shall be transacted at any meet- ing unless at least five members are present: Provided that if at any meeting less than five members ere present, the Chairman may adjourn the meeting to art— Other date informing members present and giving notice to the other members that he propose to dis- pose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall there- upon be lawful for him to dispose of the •business at the adjourned meeting irrespective Of the number of memt>rs attending

16. Committees of the (i) The Board may constitute such Committees and for such purpose or puvposesj as it may think fit.(ii) While constituting the Committee the Board mny nomi- nate one of its members .to be the Chairman of the Committee. (2) The Committee shall meet at such times and places as the Chairman of the said Committee may decide and the Com- mittee shall observe such rules of procedure in regard to the trans- action of business at its meeting as it may decide upon. (3) The provisions of rule 11 shall apply to the members of the Committee for attending the meetings of the Committee as they apply to the members Of the Board. CH-APTER Ill—Regtstrati0/?, and Licensing 17. Manner of making application for registration of estab- l) The application referred toy sub-section (1) PART DELHI GAZETTE EXTRAORDINARY 357 a. section 7 shall be made in triplicate, in

Form I to the register- ing officer of the area in which the establishment sought to be registered is located. (2) The applieation referred to in sub-rule (I) shall be ac- companied by a treasury receipt showing payment of the fees for the registration of the establishment. (3) Every application referred to in sub-rule (l) shall be either personally delivered to the registering officer or sent to him by registered post. (4) On receipt of the application referred to in sub-rule (I), the registering officer shall, after noting thereon the date of receipt by him of the application grant an acknowledgement to the applicant

18. Grant of certificate of The certificate of registration granted under sub-section (2) of section 7 shall be in

Form 11.(2) Every certificate of registration granted under sub-section (2) of section 7 shall contain the following particulars, namely : — (a) the name and address of the establishment: (b) the maximum number of workmen to be employed as contract Fabour in the establishment: (c) the type of business, trade, industry, manufacture or occupation which is carried on in the establishment: (d) such other particulars as may be relevant to the em- ployment of contract labour in the establishment. (3) The registering office shall maintain a register in Form Ill showing the particulars of establishments in relation to -which certificates of registration have been issued by him. (4) If, in relation to an establishment there is any change, in the particulars specified in the certificate of registration, the principal employer of the establishment shall intimate to thc registering omcer, within thirty days from the date when such change takes place, the particulars of, and the reasons for, such change: 358 DELHI GAZETTE EXTRAORDINARY 19. Circumstances in which application for regiSiration may be If any application for registration is not com- plete in all respects, the registering officer shall require the prm- cipal employer to amend the application so as to make it com- Piete in all respects. (2) If the principal employer, on being required by the registering officer to amend his application for registration, omits or fails to do so, the registering offcer shall reject the application for registration

20. Amendment of certificate of where on receipt of the intimation under sub-rule (4) of role 18, the re- gistering offcer is satisfied that an amount higher than the amount which has been paid by the principal employer as fees for the registration of the estabüshment is payable, he shali require such principal employer to deposit a sum which, together with Che amount already paid by such principal employer, would be equal to such higher amount of fees payable for the registration of the establishment and to produce the treasury receipt showing such deposit.(2) Where, on receipt of the intimation referred to in sub- rule (4) of rule 18, the registering offcer is satisfied that there has occurred a change in the particulars of the establishmem, as entered in the register in

Form Ill, he Shail amend the said register and record therein the change which has occurred. Provided that on such amendment shall affect •anything done or any action taken or any right, obligation or liability nequired or incurred before such amendment: Provided further that the registering officer shall not e-t;rry out •any amendment in the register in Form Ill unless the appropriate fees have been deposited by the princi- pal employer

Form I V, to the licencing c,fliozr of the area in which the estab- lishment, in relation to which he is the contractor: is (2) Every application for the grant of a licence shall be accompanied by a certificate by the principai employer in Form V to the effect that the applicant has been employe:) hv as a contractor in relation to his establishment and that he under- takes to be bound by all the provisions the Act and r•viies DELHI GAZE"ITE EXTRAORDINARY 359 made thereunder in so far as the provisions are applicable to hint vas principal employer in respect of the employment of contract labour by the applicant.(3) Every such application Shall be either personally deli- vered to the licensing cffcer or sent to him by registered post. (4) On receipt of 'the application referred to in sub-rule (l), the licensing officer shall, after noting thereon the date of receipt of the application, grant an acknowledgement to the applicant. (5) Every application referred to in sub-rule (1) Shall also ibe accompanied by a treasury receipt showing— (i) the deposit of the security at the rates specified in rule 24, and (ii) the payment of the fees at the rates specified in 26

22. Wiattezs to be taken into account in granting or refusing a Ecence.—ln granting or refusing to grant a licence, the licens- ing officer shall take the following matters into account, namely: (a) (i) (ii) (iii) (iv) whether the applicant is minor, or is of unsound mind and stands so declared by a eom- petent court, or is an undischarged insolvent, or has been convicted (at any time during a period of five years immediately preceding the date of appli- cation) of an offence which in the opinion cf the Lt. Governor, involves moral turpitude; (b) Whether there is an order of the Lt. Governor or an award or settlement for the abolition of contract labour in res- pect of the particular type of work in the establishment for which the applicam is, a contractor; (c) Whether any order has beefi made in respect of the applicant under sub-section (l) of section 14, and -if so, ther a period of three years has elapsed from the date of that order; 360 DELHI GAZETTE EXTRAORDINARY IPAkT iV (d) Whether the fees for the •application have teen deposit- ed at the rates specified in rule 26; and (e) Whether security has been deposited by the applicant at the rates specified in rule 24

23. Refusal to grant On receipt of the apili- cation, and as soon as possible thereafter, the licensing officer shall make such enquiry as he considers necessary to sotisfy himself about the eligibility of the applicant for a licence.(2) (i) where the licensing officer is of the opinion that the licence should not be granted, he shall, after affording rea- sonable opportunity to the applicant to be heard, make an order rejecting the application. (ii) The order shall record the reasons for the refusal and Shall be communicated to the applicant

24. Security.—(l) Before a licence is issued, an amount calculated at the rate of Rs. 30/- for each of the workman to be employed as contract labour, in respect of which the appli- Cation for licence has been made, shall be deposited by the contractor for due performance of the conditions of the licence and compliance with the provisions of the Act or the rules made thereunder. (2) The amount of security shall be paid in the Local Treasury under the Head of Account

25. Forms and terms and condition Of Every licence granted under sub-section (l) Of section 12 Shall be in Form VI.(2) Every licence granted under sub-rule (1) or renewed under rule 29 shall be subject to the following conditions, namely (i) -the licence shall Ee non-transferable; (ii) the number of workmen employed as contract labour in the establishment shall not, on any day, exceed the maximum number specified in the licence; (iii) save as provided in these rules, the fees paid for the grant, or as the case may be for renewal of the licence shall be non-refundable; PART DELHI GAZETTE EXTRAORDINARY 361 (iv) the rates of wages payable to the workmen by the contractor shall not be less than the rate prescribed under the Minimum Wages Act, 1948 (LI Of 1948) for such employment, where applicable, and where the rates have been fixed by agreement, settåement or award, not less than the rates so fixed; (v) (a) in cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holi- days hourS of work and other conditions of serviee of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work: Provided that in the case of any disagreement with regard to the type of work the same shall be decided by the Labour Commissioner, Delhi Administration, Delhi whose decision shall be final; (b) in other cases the wage rates, holidays, hours of work and conditions of service of the workmen of the con- tractor shall be such as may be specified in this behalf by the Labour

Commissioner, Delhi Administration, Delhi. Explanation.—While determining the wage rates, holidays, hours of work and other conditions of service under (b) above, the Labour Commissioner, Delhi shall have due regard to the wage rates, holidaysy hours of work and other conditions Of services obtaining in similar employments. (vi) (a) in every establishment where tw ty or more women are ordinarily employed as co tract labour, there shall be providéd two rooms f reasonable dimensions for the use of their childiem nder the age of six years. (b) one of such rooms shall be used as a pfay room for the children and the other as bed room the child- ren. 362 DELHI GAZETTE EXTRAORDINARY (c) the contractor shall supply adequate number of toys and gaines in the play room and sufiicient number of cots and in the sleeping room. (d) the standard of construction and maintenance of the creaches shall be such as may be specified in this behalf by the Labour Commissio;ær, Delhi Adminis- tration, Delhi. (vii) the licencee shall notify any change in the number of workmen or the conditions of work to the licensing omcer

26. Fees,—(l) The fees to be paid for the grant of a certi- ficate under section 7 shhli be as specified below, namely:-—• If the number of workmen proposed to be employed on contract on any day— (a) is 20 (b) exceeds 20 but does not exceed 50 (c) exceeds 50 but does not exceed 100 (d) exceeds 100 but does not exceed 200 (e) exceeds 200 but döcs not exceed 400 (f) exceeds 400 20 50 100 200 400 500 (2) The fees to be paid for the grant of licence under section 12 shall be as -specified below: If the number of workmen employed by the Contractor on any day (a) is 20 (b) exceeds 20 but does not exceed 50 ft) exceeds 50 but does not exceed 100 (d) exceeds 100 but does not exceed 200 (c) exceeds 200 but does not exceed 400 Rs. 5.00 12.50 25.00 50 00 100.00 125.00 (f) exceeds 400 27. Vahi,tlil.y of the licenee.—Every licence granted under Tule 25 or renewed under rale 29 shall _rernzuin in force for twelve months from the date it is granted or renewed

PART DELHI GAZETTE EXTRAORDINARY 363 28. Amendment of the A licence issued under rule 25 or renewed under rule 29 may, for good and sufficient reasons; be amended by the licensing officer. (2) The contractor who desires to have the licence amended shall submit to the lieensmg officer an application stating the nature of the amendment and reasone therefor. (3) (i) If the licensing Officer allows the application he shall require the applicant to furnish a treasury receipt for the amuont, if any, by which the fees that would have been payable if the licence had been originally issued in the amended form exceeds the fees originally paid for the licence. (ii) On the applicant furnishing the reqcisite treasury receipt the licence shall be amended according to lhe orders of the licensing cficer. (4) Where the application for amendment is refused, the licensing officer shall record the reasons for such refusal and communicate the same to the applicant

29. Renewal of Every contractor shall upply to the licensing oflicer for renewal of the licence.(2) Every such application shall be in

Form VII ih triplicate and shall be made not Jess than thirty days before the date on which the licence expires, and if the application is so made, the licence shan be deemed to have been renewed until such date when the renewed licence is -issued. (3) The fees chargeable for renewal of the licence shall be the same as for the grant thereof: Provided that if the application för renewal is not received Within the time specified in sub-rule (2), a fee of 25 per cent in excess of the fee ordinarily payable for the licence shall be payable for such renewal: Provided further that in case where the licensing officer is Satisfied that the delay in submission of the application is due to unavoidable circumstances beyond the control of the contrac- tor, he may reduce or remit as he thinks fit the payment of such excess fee

30. Issue Of duplicate certificate of registration or licence.— Where a certificate of registration or a licence granted or 364 DELHI GAZETTE EXTRAORDINARY renewed under the proceeding rules has been lost, defaced or accidentally destroyed, a duplicate may be granted on payment of fees of rupees fiye

31. Refund of (i) On expiry of the period of licence the contractor may, if he does not intend to have his licence reneu»zd, make an application to the Licensing Officer for the refund of the security deposited by him under rule 24.(ii) If the Licensing Offcer is satisfied that there is no breach of the conditions of licence or there is no order under section 14 for forfeiture of security or any portion thereof, he shall direct the refund of the security to the applicant. (2) If there is any order directing the forfeiture of any portion of the security, the amount to be forfeited shall be deducted frou the security deposit, and balance, if any, refund- ed to the applicant. (3) Any •application for refund shall, as far as possible be disposed of within 60 days of the receipt of the applications

32. Grant of temporary certificate of registration and) Where conditions arises in an establishment requiring the employment of contract labour immediately and •such employment is estimated to last for not more than fifteen days, the Principal Employer of the establishment of the contrac- tor, as the case may be, may apply for a temporary certificate of registration or licence to the registering officer or the licensing officer, as the case may be, having jurisdiction ove: the area in which the establishment _is situated.(2) The application for such temporary certificate Of registration or licence shall be made in triplicat2 in

Form VIII •and X respectively and shall be •accompained by a treasury receipt or a crossed Postal order drawn in favour of the appro- priate Registering or Licensing Officer as the case may be, showing payment of appropriate fees and in the case of licence the appropriate amount of security also. (3) On receipt of the application complete in all respects and on being satisfied either on affidavit by the applicant cr -otherwise that the work in respect of which the application has been made would be finished in a period of fifteen days and svas of a nature which could not but be carried out immediately, the registering officer or the licensing officer, as the case may be, PART DELHI GAZEITE EXTRAORDINARY 365 shall forthwith grant a certificate of registratk)ll in Form IX or a licence in Form XI, as thc case may be, for a period of not more than fifteen days. (4) Where a certificate of registration or licence is-not granted the reasons therefor shall be recorded bv the registering Officer or the licensing Offlcer as the case may be. (5) On the expiry of the validity of the registration Certi- ficate the establishment shall cease to employ in the establishment contract labour in respect of which the certificate was given. (6) The fees to be paid for the grant of the certificate or registration under sub-rule (3) shall be as specified below:— If the number of workmen proposed to be employed on contract on any day— (a) exceeds 20 but does not exceed 50 Rs. 10.0012. (b) exceeds 50 but does not exceed 200 Rs. 20.00P. (c) exceeds 200 Rs. 30.00P. (7) The fees to be paid for the grant of a licence under sub- rule (3) shall be as specified below:— If the number of workmen to be employed by thc contractor on any day:— (a) exceeds 20 but does not exceed 50 Rs. 5.00P. (b) exceeds 50 but does not exceed 200 Rs. 20.00P. (c) exceeds 200 Rs. 30.00P. (8) The provision of rule 23 and rule 24 shall apply to the refusal to grant licence or to grant licence under sub-rule (4) .and sub-rule (3) respectively

CHAPTER IV—Appeals and Procedure 33. (I) (i) Every appeal under sub-section (I) of section 15 shall Ec preferred in the form of a Memorandum signed by the appellant or his authorised agent and present'2d to the Appellate Officer in person or seut to him by registered post. (ii) The memorandum shall be accompanied by a certified copy of the order appealed from an:l a treasury receipt for rupees IO. 366 DELHI GAZETTE EXTRAORDINARY (2) The memorandum shall set forth concisely and under distinct heads the grounds of appeal [o the order appealed from. 34. (1) Where the memorandum of appeal does not comply with the provisions of sub-rule (2) of rule 33 it may be rejected or returned to appellant for the purpose of being amended wtthin a time to be fixed by the Appellate Offcer. (2) Where the Appellate OtT'teer rejects memorandunv under sub-rule (I) he shäll record the reason for such rejection, and communicate the order to the appellant. (3) Where the memorandum of appeal is in order tile, Appellate Officer shall admit the appeal. endorse thereon the dåte of presentation and Shall register Lhe appeal in a book to be kept for the purpose called the Registrar Gf Appeals. (4) (i) When the appeal has been admitted, the Appellate- Officer shall send the notice of the appeal to the Registering- Officer of the Licensing Officer as case may be from whose order the appeal has been preferred and the Registering Officer- 'or the Licensing Officer shall send the record of the case to the Appellate Officer. (ii) On receipt of the record, Appellate Offeerr shall send a notice to the appellant 10 appear before him at such date and time as may be specified in the notice for the hearing of the appeal

35. If on the date fixed hearing the Appellant does cot appear, the Appellate Officer may dismiss the appeal for defavll of gppearance of the appellant.36. (i) Where an appeal has been dismissed under rufe 35 the appellant may apply to the Appellate Officer for the readmis- Sion •of the appeal, and where it is proved that he was prevented by any sufficient cause from appearing when the appeal was called on for hearing the Appellate Oilier shall restore the appeal on- its original number. (ii) such an application shall, unless the Abpelk\te (Viiceie extends the time for sufficient reason. be made within 30 days Of the date of dismissal. 37. (i) If the appellant is present when the appegl is called on for the hearing, the Appellate Ot)icer shah proceed 'to hear

PART DELHI GAZETTE 367 the appellant or his authorised agent and any other person sum- moned by him for this purpose. and pronouce judgment on the appeal, either confirming, reversing or varying the order appeal- ed from. (2) The judgment of the Appellate Officer shall state the points for determination, the decisions thereon and the reasons for the decisions. (3) The order shall bej communicated to the appellant and copy thereof shall be sent to the Rigistering Officer or the Licen- sing Officer from whose crder ihe appeal has been preferred

38. Payment of Fees.—Ünless otherwise provided in these rules all fees to be paid under these rules shall be paid in the local treasury under the head of account " and leceipt obtained which shall be submitted with the application or the memorandum of appeal as the case may be. 39: Copies.—Copy of the order of the Registering Officer, Licensing Offcer or the Appellate Officer may be obtained an payment of fees of rupees two for each order on application specifying the date and other particulars of the order, made to the offcer concerned

CHAPTER V—Welfare and Health of Contract Labour 40. (I) The facilities required to be provided under sections 18 and 19 of the Act, namely, sufficient supply of wholesome drinking water, a sumcient number of latrines and urinals, washing facilities and first-aid facilities shall be provided by the contractor in the case of the existing establishments within seven days of the commencement of these rules and in the case of new establishments within seyen days of the commencement of the employment of contract labour therein. (2) If any of the facilities mentioned in sub-rule (1) is not provided by the contractor within the period prescribed the same shall be provided by the principal employer within seven days of the expiry of the period laid down in the said sub-rule

41. Rest In every place wherein contract labour is required to halt at night in connection with the working of the establishment to which the Act applies and in which employment of contract labour is likely to continue for 3 months or more the contractor shall provide ,and maintain rest rooms or 368 DELHI GAZETTE EXTRAORDINARY [PART other suitable alternative accommodation within fifteen days oi the coming into force of the rules in the case of existing establish- ment and within fifteen days of the commencement of the em- ployment of contract labour in new establishments.(2) If the amenity referred to in sub-rule (1) is not pro- vided by the contractor within the period prescribed the principal employer shall provide the same within a period of fifteen days of the expiry of the period laid down in the said sub-rule. (3) Separate rooms shall be provided for women employees. (4) Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and main- tained sufiicient and suitable natural or artificial lighting. (5) The rest roöm or rooms or other suitable alternative accommodation shall be of such dimensions so as to provide at least a floor area of 1.1 sq. metre for each person making use of the rest room. (6) The rest rooms or rooms or other suitable alternative accommodation shall be so constructed as to afford adequate pro- tection against heat, wind, rain and shall have smooth, hard and impervious floor surface. (7) The rest rooms or other suitable alternative accommo- dation shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water

42. In every establishment to which the Act applies •and wherein work regarding the employment of con- tract labour is likely to continue for six months and wherein con- tract labour numbering one hundred or more are ordinarily em- ployed an adequate canteen shall be provided by the contractor for the use of such contract labour within sixty days of the date of coming into force of the rules in the case of the existing estab- lishments and within 60 days of the commencement of the em- ployment of contract labour in the case of new establishments.(2) If the contractor fails to provide the canteen within time laid down the same shall be provided by the principal employer within sixty days of the expiry of the time allowed to T.he cen- tractor. (3) The -canteen shäll be maintained by the contractor or principal employer, as the case may be, in an eficient manner. PATIVI DELHI GAZETTE EXTRAORDINARY 369 43. (I) The canteen consist of at least a dining hall, kitchen, -store room, pantry and washing places for workers and for utensils. (2) (i) The canteen Fhall be Sufficiently lighted at all times when any person has access to it. (ii) The floor shall be made of smooth and impervious mate- rial and inside walls shall be lime-washed or colour-washed at least once in each year: Provided that the inside walls of the kitchen shall be lime- washed every four months. (3) (i) The precincts of the canteen shall be maintained in a clean and sanitary condition. (ii) Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate SD as to cause a nuisance. (iii) Suitable arrangemenis shall be made for Che collection and disposal of garbage. 44. (I) The dining hall shall accommodate at a time at least 30 percent of the contract labour working at a time. (2) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less than one square metre per diner to be accommodated as prescribed in sub-rule (1). (3) (i) A portion of the dining hall and service counter shhll be partitioned of and reserved for women workers, in pro- portion to

their number. (ii) Washing places for women shall be separate and screened to secure privacy. (4) Süffcient tables, stools, chairs or benches shall be avail- able for the number of diners to be accommodated as prescribed in sub-rule (1). 45. (I) (i) There shall be provided and maintained sum- cient utensils, crockery, cutlery, furniture and any other equip— ment necessary for the emcient running of the canteen. 370 DELHI GAZETTE EXTRAORDINARY (ii) The furniture, utensils and other equipment shall be maintained in •a clean and hygienic condition. (2) (i) Suitable clean clothes for the employees serving im the . canteen shall also be provided and maintained. (ii) A service counter, if provided,, shall have ftop of smootlv and impervious material. (iii) Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equip— ment

46. The foodstuffS and other items to be served in lher can- teen shall be in conformity with the normal habits of the con—tract labour

47. The charges for foodstuff* beverages and any other items served in the canteen shall be based on 'no-profit, no-loss' and shall be conspicuously displayed in the canteen

48. In arriving at the prices of foodstuffs and other articles 'erved in the canteen the following items shall not be taken into consideration as expenditure, namely:—(a) the rent for the land and building; (b) the depreciation •and maintenance charges for the building and equipment provided for in the canteen; (c) the cost of purchase, repairs and replacement of equip- ment includin-g furniture, crockery* cutlery and uten— sils; (d) the water charges and other charges incurred for light- ing and ventilation; (e) the interest on the amounts spent on the provision and maintenance of furniture and equipment provided for in the canteen

49. The books Of accounts and registers and other docu- ments used in connection with the running of the canteen shall be produced on demand to •an Inspector

50. The accounts pertaining to the canteen shall be audited once every 12 months by registered accountants and auditors: DELHI GAZETTE EXTRAORDINARY PART 371 Provided that the Labour Commissioner, Delhi may •approve of any other person to audit the accounts, if he is satisfied that it is not feasible to appoint a registered accountant and auditor in view of the site or the location of the canteen

51. Latrines and Urinals —Latrines - shall be provided in •every establishment coming within the scope of the Act on the following scale, namely : — (a) Where females are employed, there shall be at least one latrine for every 25 females; (b) Where males are employed, there shall be at least one latrine for every 25 males: Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for every 25 rnales or females, as the case may be, upto the first 100, and one for every 50 thereafter

52. Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.53. (1) Where workers of both sexes are employed there shall be displayed outside each block of latrine and urinal a notice in the language understood by the majority of the workers "For Men Only" or "For Women Only" as the case may be. (2) The notice shall also bear the figure of a man or a woman, as the case may be

54. There shall be at least one urinal for male workers upto '50 and one for female workers upto fifty employed at a time. Provided that where the number of male or female workmen, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every 50 males or females upto the first SOO and one for every 100 or part thereof thereafter. 55. (1) The latrines and urinals shall be conveniently situated and accessible to workers at all times at the establishment. (2) (i) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary -condition at all times. (ii) Latrines and urinals other than Chose connected with a flush sewage system shall comply with the requirements of the -public health authorities. 372 DELHI GAZETTE EXTRAORDINARY [PART 56. Water shall be provided by the means of tap or Otherwise so as. to be conveniently accessible in or near the latrine and urinals

57. In every establishment coming within the scope of the Act adequate and suitable facilities for wishing shall be provided and maintained for the use Of contract labour employed therein.(2) Separate and adequate screening facilities shall be pro- vided for the use of male and female workers. (3) Such facilities shäll be conveniently accessible and shall be kept in clean and hygienic condition

58. First Aid Facilities.—-ln every establishment coming within the scope of the Act there shall be provided and maintain- ed so as to be readily accessible during all working hours first-hid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily empleyed. 59. (I) The first-aid box shall be distinctively marked with a red cross on a white ground and shall contain the following equipment, namely: — A. For establishments in which the number of contract labour employed does not exceed fifty— Each first-aid box contain the following equipment:— (i) 6 small sterilized dressings. (ii) 3 medium size sterilized dressings. (iii) 3 large size sterilized dressings. (iv) 3 large sterilized burn dressings. (v) I (30 ml.) bottle containing a two per cent. alcoholic solution of iodine. (vi) 1 (30 ml.) bottle containing salvolatile having the dose: and mode of administration indicated on the label. (vii) I snake-bite lancet. (viii) (30 gms.) bottle of potassium permanganate •crystals. (ix) I pair scissors. PART (x) (xi) (xii) (xiii) DELHI GAZETTE EXTRAORDINARY 373 copy of the first-aid leaflet issued by the Director Gene- ral, Factory Advice Services and Labour Institutes, Government of India. A bottle containing IO tablets (each of 5 grains) of aspirm. Ointment for burns. A bottle or suitable surgical anti-septic solution. B. For establishments to which the number of contract labour exceed fifty each first-aid box shall contain the following equip- ment:— (i) (ii) (iii) (iv) (v) (vii) (viii) (ix) (x) (Yi) (xii) (xiii) (xiv) (xv) 12 small sterilized dressings. 6 medium size sterilized dressings. 6 large size sterilized dressings. 6 large size sterilized burn dressings. 6 (15 gms.) packets sterilized cotton wool. I (60 ml.) bottle containing a two per cent alcoholic solution iodine. 1 (60 mi.) bottle containing salvolatile having the dose and mode of administration indicated on the label, 1 roll of adhesive plaster. A snake-bite lancet. | (30 gms.) bottle of potassium permagate crystals. I pair scissors. 1 copy ot the first-åid leaflet issued by the Director General, Factory Advice Services and Labour institu- tes, Government of India. A bottle containing 100 tablets (each Of 5 grains) of aspirin. Ointment for burns. A bottle of a suitable surgical anti-septic solution. 374 DELHI GAZETTE EXTRAORDjNARY [PART (2) Adequate arrangement Shall be made 'for immediate re-coupment of the equiprnent when necegsary

60. Nothing except the prescribed contents shall be kept in the First-Aid Box.6i. The First-Aid Box snail be kept in charge of a responsi- ble person who shall always be readily available during thc working hours of the establishment

62. A person inchhrge of the First-Aid Box shall be a persan trained in First-Aid treatment, in establishments where the num- ber Gf contract labour employed in 150 or more

CHAPTER VI—Wages 63. The contractor shall fix wage periods in respect of which wages shall be payable

64. No Wage period shall exceed one month

65. The wages of every person employed as contract labour in an establishment or by a contractor where less tham one thousand such persons are employed shall be paid before the expiry of the seventh day and in other cases before the expiry of tenth day after the last day of the wage period in respect of which the wages are payable, 66. Where the employment of any worker is terminated by or on behalf of the contractor the wages earned by _him shall be paid before the expiry of the second working day from the day on which his employment is terminated

67. All payments of wages shall be made on a working day, at the work premises 'and during the working time and on a date notified in advance and in case the work is completed before the expiry of the wage period, final payment shall be made within 48 hours of the last working day

68. Wages due to every worlcr shall be paid to him direct or to other person authorised by him in this behalf

69. All wages shall be paid in current coin or currency or in both

PART DELHI GAZETTE EXTRAORDINARY 375 70. Wages shall be paid without any deduction of any kind except those specified by the Lt. Governor by general or special order in this behalf or permissible under the Payment of Wages Act, 1936 (4 of 1936)

71. A notice showing the wage period and the place and time of disbursement of wages shall be displayed at the place of work and a copy sent by the Contractor to the Principal Employer under acknowledgement

72. The Principal Employer shall ensure the presence of his authorised representative at the place and time of disburse- ment of wages by the contractor to workmen and it shall be the duty of the contractor to ensure the disbursement of wages in the presence of such •authorised representative

73. The authorised representative of the principal employer shall record under his signature a certificate at the end of the entries in the Register of Wages or the Wages-cum-Muster Roll, as the case may be in the following

form: Certified that the amount shown in column No...... . has been paid to the workmen concerned in my presence on..... at... ..

CHAPTER VII—Registers and Records and Collection of Statistics 74. Register of contractors.—Every principal employer shall maintain in respect of each registered establishments register Of contractors in Form 111

75. Register of persons employed.—Every contractor shall maintain in respect of each registered establishment where be employs contract labour a register in Form XIII

76. Employment Every Contracaor shall issue an Employment Card in Form XIV to each worker within three days of the employment of the workers.(ii) The card shall be maintained upto date and any change -in the particulars shall be entered therein

77. Service Certificate.—On termination of employment for any reason whatsoever the contractor shall issue to the workman whose services have been terminated a Service Certificate in

Form 376 DELHI GAZETTE EXTRAORDINARY [PART IV 78. Muster Roll, Wages Registers, Deduction Register Overtime Register.—(l) in respect Of establishment which are governed by the Payment of Wages Act, 1936 (4 of 1936) and the rules made thereunder, or the Minimum Wages Act, 1948 (11 of 1948) or the rules made thereunder, the following regis- ters and records required to be maintained by the contractor as employer under those Acts and the rule made thereunder shall be deemed to be registers and records to be maintained by the Con- tractor under these rules:— (a) Muster Roll: (b) Register of Wages: (c) Register of Deductions: (d) Register of Overtime: (e) Register of Fines: (f) Register of advances. (2) In respect of establishment not covered under sub-rule (I), the following provisions shall apply, namely:— (a) Every Contractor shall maintain a Muster Roll Regis- ter Provided that a combined muster roll-cum-wages Register in Form XVIII shall be maintained by the contractor where the wages period is a fortnight or less. (b) Where the Wage period is one week or more the Con- tractor shall issue wage slip in Form XIX to the workers •at least a day prior to the disbursement of wages. (c) Signature or thumb-impression of every worker on the register of wages or wages-cum-muster roll as the ease may be shall be obtained and entries therein, shall be authenticated by the initihls of the contractor or his representative, and duly certified by the authorised re- presentative, of the Principal Employer as required by rule 73. (d) Registers of Deductions, Fine and Advances.—Regis- ters of deductions for damage or loss, Register of fines and Register of advances shall be maintained by every contractor in Forms XX, XXI, and XXII respectively. PART TV] GAZETTE EXTRAORDINARY 377 (e) Register of Overtime.—A register of overtime shall be maintained by every contractor in Form XXIII to record therein number of hours and wages paid for overtime work, if any. (3) Notwithstanding anything contained in these rules where combined or alternative form is sought to be used by the con- tractor to avoid duplication of work for compliance with the pro- visions of any other Act or the rules framed thereunder or any other laws or regulations or in eases where mechanised pay rolls are introduced for better •administration, alternative suitable forms in lieu of any of the forms prescribed under these rules, may be used with the previous approval of the Labour Commissioner, Delhi Administration

79. Every contractor shall display an abstract of the Act and rules in English and Hindi and tn the language spoken by the majonity of workers in such form as may be approved by the Labour Commissioner, Delhi Administration, Delhi.80. (I) All registers and other records required to be maintained under the Act and rules, shall be maintained complete and upto date, and unless otherwise provided for, shall be kept at an omce or the nearest convenient building within the precincts of the work-place or at a place within a radious of one Kilometer. (2) Such register shall be maintained legibly in English or Hindi. (3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein. (4) All the registers, records and notices maintained under the Act or rules shall be produced on demand before the Inspec- tor or any other authority under the Act or any person authorised in that behalf by the Lt. Governor. (5) Where no deduction or fine has been imposed or no overtime has been worked during any wage period, a nil entry Shall be made across the body of the register at the end of the wage period indicating also in precise terns the wage period to which the nil entry relates in the respective registers maintained in Forms XX, XXI, and XXIII respectively. 378 DELHI GAZETIE EXTRAORDINARY -CPART IV 81. (1) (i) Notices showing the rates of wages, hours of work, wage periods, dates of payment of wages, names and ad- dres9es of the Inspectors having jurisdiction and date of payment of unpaid wages shall be displayed in English and in Hindi and in the local language understood by the majority of the workers in conspicuous places at the establishment and the work-site by the principal employer or the contractor, as the case may be. (ii) The notices shall be correctly maintained in a clean and legible condition. (2) A copy of the notice shall be sent to the Inspector tnd whenever any change occur the same shall be communicated to him forthwith. 82. (I) Every contractor shall send half yearly return in

Form XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than 30 days from the close of the Half Year. N0TE.—Half year for the purpose of this rule means 'a period of 6 months commencing from 1st January and 1st July of every Year'. (2) Every principal employer of a registered establishment shall send annually a return in Form XXV (ill duplicate) so as to reach the Registring Officer concerned not later than the 15th February following the end of the year to which it relates. 83. (1) The Board, Committee, Labour Commissioner, Delhi Administration Delhi or the Inspector or any other autho- Tity under the Act shall have powers to call for any information or statistics in relation to contract labour from any contractor or principal employer at any time by an order in writing. (2) Any person called upon to furnish the information under sub-rule (1) shall be legally bound to do so

PART IVJ DELHI GAZETTE EXTRAORDINARY [See rule 17(1)] 379 Applicatcn for Registration of Establishments Employing Contract Labour 2. 3. 4. 5. 6. 7. my Name and location of the Establishment. Postal address of the Establishmerit. Full name and address of the Principal Employer (furnish Father's nam in the case Of individuals). Full name and address of the Manager or person responsible for the supervision and control of the establishment. Nature of work carried om in the establishment. Particulars of contractors and contract labour; (a) Names and Addresses of Contractors. (b) Nature of work in which contract labour is employed or is to be employed. i (c) Maximum number of Contract Labour to be employed{on any day through each contractor. (d) Estimated date of termination of employment of contract labour under each Contractor. Particulars of treasury receipt enclosed.. . (Name of the Treasury, Amount & Date) I hereby declare that the particulars given above are true to the best of knowledge and belief. Principal employer Seal and Stamp Offce of the Registering, Offcer Date Of receipt of application. No.

FORM 11 [See rule 18(1)] Certificate Of Registration D ate DELHI ADMINISTRATION OFFICE OF THE REGISTERING OFFICER A certificate of Reyistration containing the following particulars is hereby granted under sub-secüon (2) of section 7 of the Contract Labour (Regulation and Abolition) Act, 1970, and the rules made thereunder, to I. Nature of work carried on in the establishment

2. Names and Aedresses Of Contractors

3. Nature of Work in which contract labour is employed or is to be employed

4. Maximum number Of contract labour to be employed on any day througw each contractor

5. Other particulars relevant to the employment of contract labour. Signature Of Registering Offcer with Seal. 38 c DELHI GAZETTE EXTRAORDINARY ART TV] DELHI GAZETTE EXTRAORDINARY

FORM IV [Scerule21 Application for Licence 381 r. Name and address of the contractor (including his father's name in case of individuals)

2. Date of birth and Age (in case of individuals), 3, Particulars of Establishment where Contract Labour is to be employed 4.5. 6. 7. 8. 9. @ Name and address of the Establishment: Type of business, trade, industry, marufzctere of occupation, which is carried on in the establishment: (c) Number and date of Certificate of Registration of the Establishrnent under the Act; (d) Name and AddresS of the Principal Émployer: Particulars of contract labour:— (a) Nature of work in which contract Ikbour is employed or is to be employed in the establishment; (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending): (c) Name and Address of the Agent or Manager or Contractor at the work site : (d) Maximurn No. of contract labour proposed to be employed in the eS- tablishment on any date: Whether the contractor was connected Of any offence within the preceding five years. If so, give details. Whether there was any order against the contractor revoking or suspendin g Licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer Estab— lishments and nature of work. Whether a certificate by the Principal Employer in

Form V is enclosed. Amount of licence fee paid—NC. of Treasury Challan and date. Io. Amount of Security Receipt No. and date. Declaration hereby declare that the details given above are correct to the best of my knowledge and belief. Place: Date Signature Of the applicant (Contractor) Note —The application should be accompanied by a Treasury Receipt for the appropriate amount and a certificate in Form V from the Principal Employer. (TO be filled in the office of the Licensing Offcer) Date Of receipt of the application with challan for fees /Sccurity Deposi t Signature of the Lic 382 DELHI GAZETTE EXTRAORDINARY FORM V [See rule 21@)] Form of Certificate by Pri 'Icipat Employer tPART Certified that 1 have engaged the applicant (name of the Contractor) as a contractor in my establishment. I undertake to be bound by all the pro- visions of the Contractor Labour (Regulation and Abolition) Act, 1970 and the Delhi Contractor Labour (Regulation and Abolition) Rules, 1971 in so far as the provisions are applicable to me in respect of the employment of contractor labour by the applicant in my establishment. Place: Date: Licence No. Signature Ot Principal Employer. Name and address of Establish— [See rule 25(1)] DELHI ADMINISTRATION OFFICE OF LICENSING OFFICER Dated Fee paid RS... , • LICENCE under Section Licence is hereby granted to... 12(1) of the Contract Labour (Regulation and Abolition; Acts 1970, subject to the conditions specified in Annexure. The Licence shall remain in force till.. Date Date of Renewal 3. Signature and Seal of the Licencing Offcer. RENEWAL (rule 29) Fee paid for renewal Date of expiry Signature and Sea! of the Licens- ing Offcer. D ate DELHI GAZETTE EXTRAORDINARY ANNEXURE The licence is subject to the following conditioæ: 1. The licence shall be non-transferable. 338 8. 2. 3. a. The number of workmen employed as contract labour in the establish— ment shall not, on any day exceed.

3. Except as provided -in the rules the fees paid for the grant, or as the case may bes for renewal Of the licence shall non-refundable; 4. The rates Of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948, where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed. 5. in case where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holidays hours of work and other conditions of service of the workmen of the Contractor shall be the same as applicable to the workmen directly em- ployed by the principal employer of the establishment on the Same or similar kind of work ; provided that in the case of any disagreement with regard to the type of work the same shall be decided by the •Labour Commissioners Delhi Administration Mhpse decis$on final

6. In other cases the Wage rates, holidays, hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Låbour Commissioner, Delhi Adminis- tration

7. In every establishmentwhere 20 or more women are ordinarily employed as contract labour there shall be pro%ided 2 of reasonable dimen- sions, for the use of their children under the age of six years. One of such rooms would be used ag arlåy room for the childiéii and the other as bed room for the children. For this purpose the contractor shall supply adequate number of toys and games in the Olgy room and sufficient number of cots and beddinge-mthe sleeping foom. The standard of construction and maintenance of the creches may be such as may be •Specified in this behalf by the Labour Commissiöner, Delhi Administration. The licence shall notify any change in the number of workmen of the conditions of work to the Licensing Officer.

FORM VII [See rule 29(2)] Application for Renewal Of Licences Name and address Of the contractor. Number and date Of the licence. Date of e*piry of previous licence. 33 4 DELHI GAZETTE EXTRAORDINARY [PART 4. Whether the licence of the contractor was suspended Or revoked. S. No. and date Of the treasury receipt enclosed. Date: Signature Of the applicant. (To be filled in omce of the Licensing Offce$) Date of receipt of the application with Treasury Receipt NO. and date. Signature of the Licensing Off cer. FORM [See rule 32 (2) Applicationfor Temporary Registration of Establishments Employing COnttact Labour

1. Name and location of the Establishment

2. Postal address Of the Establishment

3. Full name and address of the Principal Employer (Furnish Father's name in the case Of individuals)

4. Full name and address of the Manager or person responsible for th supervision and control of the establishment

3. Natureofworkcarried on in the establishment 6. Particulars ofcontractii, labour : A. Nature Of work in which contract labour is to be employed and reasons for urgency. B. Maximum number of Contract Labour to be employed on any day C. Estimated date Of termination of employment of -contract labour

7. Particulars ofTreasury Receipt or the crossed postal order enclosed hereby declare that the particulars given above are true to the best Of my knowledge and belief. Principal employer Seal and Stamp. Time and date of receipt of application with Treasury Receipt or the Crossed Postal Order. Omce of the Registering Offcer

PART IVI DELHI GAZETTE EXTRAORDINARY FORM IX [See rule Temporary Certificate Of Registration. Date DELHI ADMINISTRATION Offce of the Licensing Offcer. 385 A Temporary Certificate of Registration containing the following parti- eulars is hereby granted under sub-section (2) of section 7 of theDelhi Contract Labour (Regulation and Abolition) Act, 1970, and the rules made thereunder, yaiid fr;m.•.•.•.

1. Natureofworkcarried on in theestablishment

2. Nature of work in which contract labour is to be employed

3. Maximum number of contract labour to beemployed on any day

4. Other particulars relevant to the employment Of contract labour. Signature of Registering Offcer With Seal.

FORM X [{See rule 32(2) Application for Temporary Licence• I. Name and address of the contractor (including his father's nam e in case •f individuals)

2. Dateofbirthand age (in caseofindividuals)

3. Particulars Of EstablishmentwhereContractlabouris to be employed:—D (a) Name and address of the Establishment; (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment; (c) Name and address Of the Principal Employer

4. Particulars ofCOntractLabour:—(a) Nature of work in wich contract labour is to be employed in the establishment. (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending) ; (c) Name and address of the Agent or Manager of Contractor at the work-site ; 386 DELHI GAZETTE EXTRAORDINARY (d) Maximum No. of contract labour proposed to be employed in the establishment on any day

5. Whether the contractor was convicted of any offence within the preceding five years, If so, give details, 6. Whether there Svas anyorder againstthecontractorrevckingor suspend— ing licence or forfeitingsequrity deposits in respect Of an earlier contract. If so the date of such order, 7. Whether the contractor has worked in any other establishment within the past fiveyeaxs. If pfthe Principal Employer, Establishment' and nature of work

8. Amount Of licence fee paid- No.of Treasure Chaman or the crossed Postal Oiderand date • 9. Amount of sequrity deposit—Trea$uvy Receipt _ Or Crossed PostaV Order Né. and date. T hereby declare that the particulars given above are true to the best my knowledge and belief. Place : Date .t Signature of the Applicant. (Contractor). (To be filled in the omce of the Licensing Offcer). Date of receipt of the application with challan for fees/ Security D eposit. Signature Of the Licensing Omcer.

FORM XI [See rule 32(3)] DELHI ADMINISTRATION OFFICE OF THE LICENSING OFFICER Li cence NO' Temporary Licence. Dated Fee paid Rs. Signature of the Licensing Offcer. Expires on.... . under Licence is hereby granted to.. section 12(2) oftheContract Labour (Regulation and Abolition) Act, 1970, subject to the conditions specified in Annexure.. The Licence shall remain in force till Date • Signature - and seal of the Licensing Offcer

PART IVJ DELHI GAZETTE EXTRAORDINARY ANN 387 The licence is subject to the fallowing conditions :— I. The liceuceshallbenon-tlansferable

2. The number of workmen employed as contract labour in the establish* ment shall not, on any days exceed 3.Except as provided in the, rules the fees paid for the grant of the licence shall be non-refundable

4. Therates ofwages payable tothe workmen by the contractor shall no 5.6. be less than the rates prescribed for the Schedule of employmen under the Minimum Wages Act, 1948, where applicable and wher the rates have been fixed by agreement, settlement or award, no less than the rates fixed. In case where the workmen employed the contractor perform the sameorsimilarkind of york as the workmendirectly employed by he principal employer of the establishment, the wage rates holi- days, hours of work and other conditions Of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer Of the establishment on the same or similar kind of work; provided that in the case of any disagreement with regard to the type of work the same shall be decided by the Labour Commissioner, Delhi Administration whose decision shall be final. In other cases the wagerated, holidays, hours of workand conditions Of service of the workmen Of the contractor- Shall be such as may be specified in this behalf by the Labour Commissioner, Deuli Administration. 388 DELHI GAZETTE EXTRAORDINARY 0 [PART IV PART IV] DELHI GAZETTE EXTRAORDINARY 389 39 p DELHI GAZEFIE EXTRAORDINARY FORM (See rule 76) _Employtner,t Card [PART Name and address of Contractor Nature of work and Iotation of work 1. Name of the workman 2. S. No. in the register of work- man employed 3. Naute of empioyment/ Designation

4. Wagerate(with particuiarsof unit, in case of piece-work), S, Wage period 6' Tenure Of employment T Remarks Name and address Oi Establishment iniunder which contract is carried Name and addre" of Principal Employer Signature of Contractor.FORM XV (Soø rule 75) Savice Certificate Name and address of contractor Nature and location of work Name and address of the workmen Age Or Date of Birh Identification Marks Father's/husband's name ame and address of establishment i_u/ulider which contract is curfed Name and address pf Principal exnployer.....:....;..... DELHI GAZETTE ±XTRAORDINARY 39 r Sl. Total period for Rate Gf wage (with Remarks NO. which employed From To 3 done 4 particulars Of unit in case Of piece work) 5 Signature. 6 FORM XVI [See rule Muster Roll Name and Address 6fOntractor and location of Name and Address of Establishment- in/under which Contract' is caåied Name and Address of Piincjpal Employer For the month of. Name of Work" Father' s Husband's name Sex Daes 123456 Remark* 392 DELHI GAZETTE EXTRAORDINARY o 8 PART IV] DELHI GAZETTE EXTRAORDINARY 0 .40 393 394 DELHI GAZETTE EXTRAORDINARY FORM xrx (See I-üle_ wage Slip Name and Address of Contractor . Name and Father'so:HuSband's name Nature and location Of owork 1. No. Of days Worked 2. No. of units workédin case Of pece rate workers 3. Rate of daily wageS/piece rate 4. Amount Of overtime Wages S. Gross wages payable 6. Deduction»if any 7. Net amount of paid of the For the week/ Fortnight, Month ending initiats of the Contractor or his representacive. 4 00 0 396 DELHI GAZETTE EXTRAORDINARY [PART IV 397 Z DELHI GAZETTE EXTRAORDINARY Z DELHI GAZETTE EXTRAORDINARY [PART uV 24 PART DELHI GAZETTE EXTRAORDINARY FORM XXIV (See rule 399 0 Return to be sent by the Contractor to the Licensing Offcer Half Year Ending..

1. Name and address of the contractor.2' Name and address ofthe establishment

3. Name and address ofthe Principal Employer 4. Durationofcontract:From..... 5. No. of days during the half year on which— (a) the establishment ofthe principål employer had Worked.... the contractors'æstablishment had Worked

6. Maximum number of contract labour employed on any day during th e half year : —Men Women Children Total 7. Place : Date : (i) Daily hourg Of work and spread over:— (ii) (a) Whether weekly holiday observed and on what day..... (b) If so, whetheritwaspaidfor.. kiii) No. of man hours of overtime worked... . Number of mandays worked by— Men 9. Amount Of wages paid Men Women -10. Amount ofdeduction from Men W omen Children Children Total Total Total 11. Whetherxh . ollowing have beenprovided— (i) Canteen @ Rest Rooms— (iii) Drinking water (iv) Creches (v) First Aid (Ifthe answer is yes, state briefly standards provided). Signature of Contractor. DELHI GAZETTE EXTRAORDINARY

FORM ISee Yule 82<2)! [P ART Annual *etui'.ng• Ptinci>ål Employer to be sent to the Registering Oficer 1 ear ending 31st. Decemb er I. Full name and Employer

2. Name of (a)v District (b) Postal Address, (c) Nature Of pperatiops/indy$ry/wOrkcarrie•diCüå

3. Full name of the Manager pr person resporisib$efor fSUpe•€iSåön andi control of' the • establishment.4. NO. in the establishment düfinkhhe yeatw (Give details in Annexure) : 5. Nature of work on which contract labour was employed

6. Total number Of days -year on which contract Jabour was employed

7. Total number Ofmandays worked eohiråctlaboitr dGring the year- 8. Maximum No. Ofworkmen einblöyed directly on any day during, the year

9. Total No.ofdays during the year on whichdirectlabourwasemployect Io. Total No. Of mandays worked by directly employed workmen

11. Change, if any, in the management of thegestablis meng location Or any other particulars •furnished to the Registering Offcerin the *pplica—' -tion for Registration indicating alsothedates. Place : Date: i' IVJ DELHI GAZETTE EXIRAORDINARY 401 2