MAHARASHTRA DOMESTIC WORKERS WELFARE BOARD RULES 2010

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9. Q.8. 19. C. 90. qo (æzrréibTé) fkqiq, 4. 1.1+11 In pursuance of' clause (3) of' Articlé 348 of' the Constitution or India, the Ibllowing translation in English Of the Government Notification published in the Muhurashl,ru Government Gazette. Part I-L Extra Ordinary is hereby published under tho authority of' thc Government. By order and in thc name of thc Governor of' Maharashtra, KAVITA GUPTA, Secretary (Labour) to Government of Maharashtra. INDUSTRIES, ENERGY ANI) LABOUR DEPARTMENT Mantralaya, Mumbai 032. Dated the 23rd August 2010. NOTIFICATION MN IARA.S'l'i'RA l)OMF.srtC WORKF,R.s ACT, 2008. No. Gharelu 2009/C.R.106/LAB-7A. -In exercise of Che powers conferred by sub-section (1) of sectiOn 28 of thc Maharashtra Domestic Workers Welfare Board Act. 20()8 (Mah. 1 thc Government, of Maharashtra hereby makes the following rules, the same having been made ror the first time, nantely • l. Short Title. —These rules may be called the Mahaiashtra I)omestic • Workers Welfare Board Rules, 20 IO

2. Definition.1) In these rules, unless Lhe context Otherwise requires,— (a) "Act" means the Maharasht.ra Domestic Workers Welfare Board Act, 2008 (Mah. 1 of 2009); Board" means the. District l)omestic Labour Welfare Board established för a District under section a oc the Act ; (c) "Chairperson" means the Chairperson of the Board ; (d) Form" means thc IOrm appended Lo these rules ; (e) "Member" means a member of the Board ; (D "Section"' means tho section of thc Act ; (2) Words and expressions used but not defined herein shall have their respective meanings as assigned to them under thc Act

3. Terms office o/' Chainnan and Members of Board.—The. term of olliee of the Chairperson and Members of the Board shall bc of three years commencing from the date on which their appointments are notified in thc Official Gazette— Provided that thc appointment of a Member representing the State Government may be terminated, at any time, regard being had to thc exigencies of thc circumstances or services of thc Government

4. Allowances for A non-omcial member shall bc eligible to draw traveling allowance and daily allowance för any journey undertaking by him in connection with the work of the Board in accordance with the scale specified in rule Bombay Civil Service Rules, 1959, rule (1) (42) (a) .(2) A non-oflicial member, who is a local person and residing in the city where the headquarters or I,he Board is situated, who attends thc mccting of thc Board shall be eligiblc Cor draw a conveyance allowance of Rs. 250 per sitting. (3) A non-officiaj member 01' the Board, who is a member of the State Legislature or of Parliament shall bc entitled to draw thc traveling and daily allowance in accordance with the law Cor thc time being in force, relating to thc allowances of the Members the Statc Legislature or, as the casc may bc of Parliament

5. Other sources o/' Fund of The Fund of the Boards established under sub-section ( ) of section 15 may, interalia consist of.— (u) Donations by employers, Government. Semi-Governrnent and private organizations ; (b) Income obtained through various fund generating schemes, including income from the fees Cor thc training of l)omestic Workers, (c) Interest on investment on deposit of runds of thc and (d) ()ther sources. Board ; (2) The Board shall have and maintain its own Fund to which shall bc credited : (a) All money received by the Board from thc State Government ; 3frTZ (b) All money received by the Board by way of sale and disposal of property and other assets ; (c) Interest on investment in security and deposits, rent and all money received by the Board in any other manner or form and from any other sources. (3) The Board may. with the previous permission of the State Government, and on such terms and conditions as the State Government may decide. borrow money from open market or otherwise with a

view to provide itself with adequate resources. (4) The Board may, accept deposits, on such conditions as it may deem fit, from persons, authority or establishments with whom it may have any transaction in the ordinary course of its business. (5) The Board shall make adequate provision for such reserve and other denominated funds, as may be decided by the Board. (6) Subject to the provisions of sub-section (3) of section 15, the Board shall have the authority to spend such sums as it thinks fit for the purposes authorised by the Board from and out of the general fund of the Board or from the reserve or other funds, as the case may be. (7) The Board shall cause the proper accounts to be maintained in respect of the costs incurred by it for implementing the provisions of the Act end the rules made thereunder and such accounts shall show the true nature of the receipts and expenses incurred by the Board

6. Accounts,—(1) The Board shall prepare its Statement of Income and Expenditure immediately after the closure of the Financial Year. Such Statement of Income and Expenditure shall be in Form A. (2) The Board shall also prepare its provisional budget in Form B. (3) The Board shall prepare its Balance Sheet showing its assets and liabilities at the end of the Financial Year. Such Balance Sheet shall be in

7. Budget.—The Board shall prepare its budget showing the estimated receipts and expenditure for the next financial year. The Budget shall be in

Form D and shall be prepared on or before 30th September every year. The Budget so prepared shall be submitted to the State Government. before 31" October, every year

8. Annual Report.—The Board shall submit to the State Government, as soon as after of April every year but not later than 31*i of October of that year an annual report, giving a full accounts of its activities during the previous year. Such report shall be in Form E. A copy of the Auditors report on the audit of accounts of the Board shall be annexed t.o the report

9. Registration of Domestic Workers as bene/ieiary.—11) An application by a domestic worker, eligible under sub-section 12) of section 11 shall be in Form F and shall be submitted to the authorised officers of the Board. The application in Forni G shall be accotupanied with,— (a) A registration för of Rs. to be paid by ehallen/demand draft/ postal order/cash lb) The proof' of' age ot' the Domestic Worker Certificate ii•om the present employer or an affidavit by the applicant that he is domestic worker ; (d) Proof of residential address ; (e) Three passport sized photos of the domestic worker. (3 j On registration of the domestic workers as beneficiaries the Secretary shall enter it in the Register. The Register shall be in Form G. IO. Identity registration 01' the Domestic Worker as a beneficiary, the Board shall issue to him an Identity Card. Such Identity Card shall be in Form H. I I. Contribution by beneficiary.—A Domestic Worker who has been registered as a beneficiary shall pay a contribution of Rs. 5 per month to the Board with which he/she is registered

12. Application for benefits.—A Domestic Worker who has been registered as a beneficiary may make an application fior grant of benefits. Such application shall be in Form I. By order and in the name of the Governor of Maharashtra, KAVITA GUITA. Secretary (Labour) to Government. Form of Income .3P March. and FORM A See rule 6(1) | . Board. expenditure account för the year ending Figures for the previous year expenditure To administrative. charges Figures för the current year Figures for the previous year Income By cess Interest on investment in securities. Miscellaneous recei pts, FORM B (See rule 6 (2)) PROVISIONAL BUDGET . . Board. . Account . Total price Nt.w Figu res the current year ion Form of Asset Register . For the year ended 31?' March Voucher Quantity INew No. and supplii•rs of date Bli l/Bills Total : FORM C I See rule 6 (3) I . Board Form of balance-sheet as at 31" March Figures Liabilities Figures for for the previous year the current year Figures the previous; year Cash and Bank Balance Figures for the current Year FORM D I see Rule 71 . Board. Final revised Budget estimates for the year . Budget etimates for the year . . and original Parti- Original Amount culars estimate provided in for the year the first revised Budget estimates for the year Actual ima ted Final Esti- revised mate amount ex peti• spent upto diture estitnates for the Remarks for the year ber ti•om January year to March FORM F I see Rule 9(1) | Application for Registration as Beneficiary . Board I. 2. 3. 4. 5. 6. 7. 8. 9. 11. 12

13. Full Name & Permanent address of the Applicant Date of Birth/Age Sex Nationality Whether belongs to Local address Name and address of the present Employer/ Employers Nature of' work Date of employment Wages per day/per month Educational Qualification & professional skills. Ration Card No.or Voter Identity card No. Name of the Notninee & relation with beneficiary & address. Sr. No PASSPORT SIZE PHOTO Male/Female . SC/ST/OBC/Others I hereby declare that the above inf0rmation is true and correct to the best of my knowledge and belief'. Place : Date • Signature,'Thumb impression of the Applicant. Place Date Sr.No. Received Rs. ri/Smt Date : Received fee of Rs Applicatl('!' ed. Signature of R.egistering ()fficer with Seal. Receipt as Registration Fees from Signature 01' Board Official. I. 2. 3. 4. 5. 6. 7. 8

9. FORM G I See Rule 9 (3) | Registor •of Beneficiaries Full name Permanent Address Date of Birth/age Sex Registrat inn No. Name & Relation of nominee With address. Whether police verification is obtained : If yes date of verification Whether medical verification is obtained Particulars of employment. Present Nature of Name of Date of Address work and the present employ- designation employer/s ment with Address Male/Female Date of Signature completion of Board (1) Of work (5) Official and Tel.No. (3) (4) qo?o/qr 2, FORM E (Sec Rule 8 Domestic Workers Welfare Board, Annual report for the year l. Board I) Full registered address (2) Date of constitution (3) Name Of chairman (4) Members of the Board (5) Regional offices with address (if any) (6) Number of staff of the board with gradewise (including regional otlicesl

11. Membership (i) Number of beneficiaries registered with the Board.(ii) Number 01' beneficiaries registered during the audit period. Ill. Meetings : State the number of meetings held with dates during the year and names of the members remaining absent. lv. Audit• (i) The date of the last audit (ii) Have any irregularities been mentioned in the previous audit ? If so, state the position regarding compliance thereof. V. Internal audit: VI. (a) Is there a formal internal audit system in operation ? (b) Any special areas which are taken up by a internal auditor ? If yes, list them. (c) Who had done the internal audit ? Whether the internal auditor is from the panel of auditors ? (d) State whether there is proper co-ordination between the Government auditor and thc internal auditor. (e) Whether recommendations made by the internal auditor have been complied with by the Board, if not, specify them. cash, bank balances and securities : (A) Cash— (a) Whether the cash is counted physically by the auditor ? If' yes, give the date. (b) Who produced the cash for counting ? Give his name and designation. Is he authorized to keep cash ? Whether the cash balance was within the limits stipulated ? VII. (c) Is it correct according to cash book ? (d) Are arrangements for safety of cash in safe and cash in transit adequate? (e) Whether any insurance policy for money-in-transit, cash in safe and fidelity guarantee is taken out ? If yes, specify the sum insured agairist each category. (B) Bank balance — (a) Do the bank balances shown in the bank statements/pass book tally with the bank book? If not, whether any statement is prepared? Attached statement (b) Wether confirmation of balance are obtained from all the banks. (C) Securities (a) Verify securities physically and see whether they are in the name of the board, (b) If securities are lodged with the bank, are relevant certificates obtained ? (d) Is investment register is kept and written upto date ? (e) Whether the aggregate amount as per the register tallys with the ledger ? If not what is the quantum of difference ? (f) Amount not received upon maturity. Moveable and immoveable properties (c) (d) (e) Are relevant registers maintained upto date ? Verified property physically and obtained list. Do the balance tally with balance sheet features ? In case of immovable properties including land, verify title deeds and see whether they are in the name of the Board. If the property is duty insured whether necessary ? If so, give details. Depreciation : 1. Is duc depreciation charges ? 2. State the rates of depreciation charged on various assets. VIII. Receipts during the year under report. (1) Amount of grants/loans received from the State Government (2b Amount of contribution received from the beneficiaries. (3) Amount of cess received, X. (4) Amount of registration fees received from the benecifiaries. (5) Any other source. Expenditure during the year under report : (1) Financial assistance provided to the beneficiaries (give the details schemcwise). (2) Administrative expenditure (including salary) (3) Expenditure on other heads (specify the heads). Activities : (I) Litigations N utnber of' court enses against, board. • court cases filed by Inspection :— Whether any inspection has been carried out by state Government authorit,y, (b) Orders/directions issued if any.. (3) Proposals Pending proposals if any with the Government. Annexure — Internal auditors report. FORM H [See Rule 10 Identity Card/Smart Card. Sr. No Name of' [he worker Father/Husband's name (2) (3) Address (4) Age, Date birth Blood group (5) (6) Ration card No./ Voter Identity Card No. and date of issue (7) Place of' work Nature of work (9) Name of employer / employers (10) Particulars of dependants Sr. No. Name 1 2 3 5 6 7 Signature of' worker Date of issue : Photo of the worker Relationship Signature of Secretary/ Authorised person

FORM 1 I see Rules 12 1 Application for obtaining benefits by the beneficiary. (1) (2) (3) (5) (6) (7) (8) (9) Full name of beneficiary (a) Permanent address (b) Present address Registration No. & date Nature of work Employers name & address Date of appointment Payment per clay/per. month Nomination of beneficiary,relation With beneficiary,Narne and address Particulars of benefits The particulars of the documents Attached. Place : Signature,ffhurnb impression of applicant. ANO