PUNJAB CONTRACT LABOUR (REGULATION AND ABOLITION) RULES 1973[1]

No. G.S..R.49/C.A.37/70/S.35/73.—With reference to Punjab Government Notification no. G.S.R.65/C.A.37/70/S.35/72, dated the 9th August, 1972, and in exercise of the powers conferred by section 35 of the Contract Labour (Regulation and Abolition) Act, 1970 (Act 37 of 1970), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, namely:—

CHAPTER-I

RULES

1. Short title commencement and extent.—

1) These rules may be called the Punjab Contract Labour (Regulation & Abolition) Rules, 1973.

3) These rules shall extend to the whole State of Punjab

2. Definitions.—

In these rules, unless the subject or context otherwise requires, —

(a) "Act" means the Contract Labour (Regulation & Abolition) Act, 1970; (Act No. 37 of 1970)

(b) "Appellate Officer" means the Appellate Officer appointed by the Government under sub-section (1) of Section 15;

(c) "Board" means the State Advisory Contract Labour Board constituted under section 4;

(d) "Chairman" means the Chairman of the Board;

(e) "Committee" means a Committee constituted under sub-section (1) of Section 5;

(f) "Form" means a form appended to these rules;

(g) "Government" means the Government of the state of Punjab;

(h) "Inspector" means a person appointed as such by the Government under section 28 of the Act;

(i) "Section" means a section of the Act;

(j) "Licensing Officer" means the person appointed as such by the Government under section 11 of the Act;

(k) "Registering Officer" means the person appointed as such under Section 6 of the Act.

CHAPTER II

STATE BOARD

3. The Board shall consist of the following Members: -

(a) A Chairman to be appointed by the Government;

(b) the Labour Commissioner, Punjab — *ex-officio*;

(c) One person representing the Public Works Department of the Government, to be appointed by that Government from amongst its employees;

(d) four person, two representing the employers and two representing contractors to whim the Act applies, to be appointed by the Government after consultation with such organizations, if any, of the employers and the contractors as government;

(e) four persons, one representing the employees in P.W.D. and Irrigation, one representing the employers in the P.W.D. and Irrigation, and two representing the employees of the contractors to whom the Act applies to be appointed by the Government after consultation with such organizations, if any, of the employees representing the respective interests as may be recognized by the Government.

4. TERMS OF OFFICE.—

(1) The Chairman of the Board shall hold office as such for a period of three years from 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), (d) and (e) of rule 3, shall hold office as such during the pleasure of the President.

Provided that where the successor of any such member has not been notified in the Official Gazette on or before the expiry of the said period of three years, such members shall, notwithstanding the expiry of the period of his office, continue to

(3) If a member is unable to attend a meeting of the Board, the Government or the body which appointed or nominated him may, by notice in writing signed on 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 respect of that meeting and any decision taken at the meeting shall be binding on the said body.

1[2][**5. REGISTRATION.—**

(1) A member of the Board, not being an *ex-officio* member, may resign his office by a letter in writing addressed to the Government and the Office of such a member shall fall vacant from the date on which his resignation is accepted by the Government, or on the expiry of thirty days from the date of receipt of the letter of resignation by that Government whichever is earlier.]

6. CESSATION OF MEMBERSHIP.—

If any member of the Board, not being an *ex-officio* member, fails to attend three consecutive meetings of the Board, without obtaining the leave of the Chairman for such absence, he shall cease to be member of the Board:

Provided that the Government may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings of the Board, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

7. DISQUALIFICATION FOR MEMBERSHIP.—

(1) A person shall be disqualified for being reappointed, and for being a 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 Government, involves moral turpitude.

(2) If a question arises as to whether a disqualification has been incurred under sub-rule (1), the Government shall decide the same.

8. REMOVAL FROM MEMBERSHIP.—

2 Sub. by Noti.No. G.S.R.64/C.A. 37/70/S.35/Amd.(1)/76, dated 7.5.1976 (w.e.f. 18.6.76)

The Government may remove from office any member of the Board, if in its 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 Government and on receipt of such report the Government shall take steps to fill the vacancy by making an appointment from amongst the category of persons to which the person vacating membership belonged and the person so appointed shall hold office for the remainder of the term of office of the member in whose place he is appointed.

10. STAFF.—

(1) Board to i) The Government may appoint one of its officials as Secretary to the and appoint such other staff as it may think necessary to enable the Board 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 Government.

(2) The Secretary-

i) shall assist the Chairman in convening meetings of the Board;

ii) may attend the meetings but 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.

11. ALLOWANCES OF MEMBERS.—

1) The traveling allowance of an official member shall be governed by the rules applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary.

2) The non-official members of the Board shall be paid traveling allowance for attending the meeting of the Board at such rates as are admissible to Grade I officers of the Government and daily allowances shall be calculated at the maximum rate admissible to Grade I officers of the Government 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 be disposed of in accordance with the decision of the majority:

Provided that in the case of equality of votes, the chairman shall have as second or a casting vote.

Explanation - “Chairman” for the purposes of this Rule shall include the Chairman nominated under rule ng.

13. MEETINGS.—

(1) The Board shall meet at such places and times as may be specified by the Chairman.

(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 BUSINESS.—

(1) Ordinarily seven days' notice shall be given to the members of a proposed meeting.

(2) No business which is not on the list of business for a meeting shall be considered at that meeting without the permission of the Chairman.

15. Quorum.—

No business shall be transacted at any meeting unless at least five members are present:

Provided that if at any meeting less than five members are present, the Chairman may adjourn the meeting to another date informing members present and giving notice to the other members that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

16. COMMITTEES OF THE BOARD.—

(1) i**)** The Board may constitute such Committees and for such purpose or purposes as it may think fit.

ii) While constituting the Committee the Board may nominate one of its members to be the Chairman of the Committee.

[3](2) i)The Committee shall meet as such times and places as the Chairman of the said Committee may decide.

ii) The provisions of rules 12, 13(2), 14 and 15 shall apply to the Committee for transaction of business at its meetings as they apply to the Board, subject to the modification that the quorum specified in rule 15 shall be 'one-third' of the members' instead of 'five members'.

(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.

[4][16-A. Notice of meeting of Committee.—

A notice of the date, time and place of the meeting of the committee, alongwith the agenda of the meeting, shall be sent to each member by registered post at least fifteen days before the date fixed for such meeting:

Provided that in the case of an emergent meeting such notice and the agenda for meeting shall be sent at least seven days before the date fixed for the meeting.

16-B Presiding over meeting of Committee.—

The Chairman of the Committee shall preside at every meeting of the committee at which he is present and in his absence, the members present shall elect one of the members to preside at the meeting.

16-C. Quorum.—

(1) The quorum to constitute a meeting of a committee shall be one-third of the total number of members of the committee.

(2) If at any time fixed for a meeting of the committee, or if at any time during any such meeting, there is no quorum, the Chairman of the committee shall either adjourn the meeting until there is quorum or fix the meeting to some future date. (3) When the meeting has been adjourned in pursuance of sub-rule (2) on two successive dates fixed for the meeting of the committee, it will be lawful to dispose of at the next meeting the business intended to be transected irrespective of the number of members of the committee present at such meeting.

16-D Voting in the Committee.—

(1) All questions at the meeting of the committee shall be determined by a majority of votes of the members present and voting.

(2) In the case of an equality of votes on any matter, the Chairman or the member acting as such, shall have a second or casting vote.

(3) Voting shall be by show of hands.

3 Sub. by Noti.No. G.S.R.64/C.A. 37/70/S.35/Amd.(1)/76, dated 7.5.1976 (w.e.f. 18.6.1976) 4 Added by *ibid.* (w.e.f. 18.6.1976).

16-E. Proceedings of the meeting of the Committee.—

(1) The proceedings of each meeting of the committee showing the names of the members present there at shall be forwarded to each member and to the Board as soon as possible after the meeting and in any case seven days before the next meeting.

(2) The proceedings of each meeting of the committee shall be confirmed with modifications, if any, at the next meeting.]

CHAPTER III
REGISTRATION AND LICENSING

17. Manner of making application for registration of establishments.—

(1) The application referred to in sub-section (1) of Section 7 shall be made in triplicate

Form I to the registering officer of the area in which the establishment sought to be registered is located.

(2) The application referred to in sub-rule (1) shall be accompanied by a treasury receipt showing payment of the fees at the rate prescribed in Rule 26 for the registration of the establishment.

(3) Every application referred to in sub-rule (1) 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 (1), 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 registration.—

1) The certificate of registration granted under sub-section (2) of Section 7 shall be in

Form II.

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 labour 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 employment of contract labour in the establishment.

Form III 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 the registering officer, within thirty days from the date when such change takes place, the particulars of, and the reasons for, such change and make an application for modification of the registration certificate along with the fee prescribed for the purpose.

19. Circumstances in which application for registration may be rejected.—

(1) If any application for registration is not complete in all respects, the registering officer shall require the principal employer to amend the application so as to make it complete 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 officer shall reject the application for registration.

20. Amendment of certificate of registration.—

1) Where, on receipt of the intimation under sub rule (4) of rule 18, the registering officer is satisfied that an amount higher than the amount which has been paid by the principal employer as fees for the registration of the establishment is payable, he shall require such principal employer to [pay] a sum which, together with the 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 officer is satisfied that there has occurred a change in the particulars of the establishment, as entered in the register in

Form III, he shall amend the said register [5][and record therein the change which has occurred]:

Provided that no such amendment shall affect anything done or any action taken or any right, obligation or liability acquired or incurred before such amendment:

Provided further that the registering officer shall not carry out any amendment in the register in

Form III unless the appropriate fees have been deposited by the principal employe, under sub-rule (4) of Rule 18.

21. Application for a Licence.—

(1) Every application by a contractor for the grant of a licence shall be made in triplicate in

Form IV, to the licencing officer ofthe area in which the establishment, in relation to which he is the contractor, is located.

(2) Every application for the grant of a lience shall be accompanied by a certificate by the principal employer in

Form V to the effect that the

5 Sub. by Noti.No. G.S.R.64/C.A. 37/70/S.35/Amd.(1)/76, dated 7.5.1976 (w.e.f. 18.6.76)

applicant has been employed by him as a contractor in relation to his establishment and that he undertakes to be bound by all the provisions of the Act and the rules made thereunder in so far as the provisions are applicable to him as principal employer in respect of the employment of contract labour by the applicant.

(3) Every such application shall be either personally delivered to the licensing officer or sent to him by registered post.

(4) On receipt of the application referred to in sub-rule (1), 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 be accompanied by a demand draft snowing-

(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 rule 26.

22. Matters to be taken into account in granting or refusing a licence.—

In granting or refusing to grant a licence, the licensing officer shall take the following matters into account, namely: -

(a) Whether the applicant-

(i) is a minor, or

(ii) is of unsound mind and stands so declared by a competent court, or

(iii) is an undischarged insolvent, or

(iv) has been convicted (at any time during a period of five years immediately preceding the date of application) of an offence that in the opinion of the Government, involves moral turpitude;

(b) Whetherthere is an order of the appropriate Government, or an award or settlement for the abolition of contract labour in respect of the particular type of work in the establishment for which the applicant is a contractor;

(c) Whether any order has been made in respect of the applicant under sub-section (1) of Section 14, and, if so, whether a period of three years has elapsed from the date of that order**;**

(d) Whether the fees for the application have been deposited 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 licence.—

6[(1) On receipt of the application from the contractor, and as soon as possible thereafter, the licensing officer shall investigate or cause investigation to be made to satisfy himself about the correctness of the facts and particulars

6 Sub. by Noti. No. G.S.R.64/C.A. 37/70/S.35/Amd.(1)/76, dated 7.5.1976 (w.e.f. 18.6.76)

furnished in such application and the eligibility of the applicant for a licence.

(2) (i) Where the licensing officer is of opinion that the licence should not be granted, he shall, after affording reasonable 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.—

1) Before a licence is issued, an amount calculated at the rate of [7][Rs.270] for each of the workmen to be employed as contract labour, in respect of which the application 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**.**

[8][Provided that where the contractor is a co-operative society, the amount deposited as security shall be at the rate of five rupees for each other of the workmen to be employed as a contract labour.]

9[(1-A) where the applicant for the licence was holding a licence in regard to another work and that licence had expired, the licensing officer, if he is of the view that any amount out of the security deposited in respect of that licence is to be directed to be refunded to the applicant under rule 31, may, on an application made for that purpose in

Form V-A by the applicant adjust the amount so to be refunded towards the security required to be deposited in respect of the application for the new licence and the applicant need deposit, in such a case, only the balance amount, if any, after making such adjustment.]

(2) [10][The amount of security, or the balance amount, required to be deposited under sub-rule(1) or, as the case may be, under sub-rule (1-A)] shall be paid in the local treasury under the Head of Account [11]["Sector K - Deposits & Advances Sub-Sector – (b) Deposits not bearing interest, Major Head-843, Civil Deposits, Minor head – Personal Deposits"]

25. Forms and terms and conditions of licence.—

1) Every licence granted under sub-section (1) of Section 12 shall be in Form VI.

[7] Substituted by Pb.Govt.Gaz. No. G.S.R./33/C.A.37/70/S.35/Amd(7)/2004 (w.e.f. 21.05.2004). [8]added by Noti.No. G.S.R.64/C.A. 37/70/S.35/Amd.(1)/76, dated 7.5.1976 (w.e.f. 18.6.76). [9]Ins. by Noti. No. G.S.R. 45/C.A. 37/70/S.35/Amd. (3)/80, dated 2.5.1980 (w.e.f. 16.5.1980). [10] Subs. By *ibid.* (w.e.f. 16.5.1980).

[11] Noti. No. 3998-1Lab-II-77/13740 dt. 19.4.1977.

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 be 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;

iv) The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed under the Minimum Wages Act, 1948 (11 of 1948) for such employment where applicable and where the rates have been fixed by agreement, settlement or award and 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 establishments, 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 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, Punjab 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 contractor shall be such as may be specified in this behalf by the Labour Commissioner, Punjab;

Explanation.— While determining the wage rates, holidays, hours of work and other conditions of service under (b) above, the Labour Commissioner, Punjab shall have due regard to the wage rates, holiday r conditions of service obtaining in

similar employments;

(vi) (a) in every establishment where twenty or more women are ordinarily employed as contract labour, there shall be provided two rooms of reasonable dimensions for the use of their children under the age of six years.

(b) on of such rooms shall be used as a play room for the children and the other as bed room for the children,

(c) the contractor shall supply adequate number of toys' and games in the playroom and sufficient number of cots and beddings in the sleeping room,

(d) the standard of construction and maintenance of the crèches shall be such as may be specified in this behalf by the Labour Commissioner, Punjab;

(vii) the licencee shall notify any change in the number of workmen or the conditions of work to the licensing officer;

[12][(viii) the licencee shall, within fifteen days of the commencement and completion of each contract work submit a return to the Inspector, appointed under Section 28 of the Act, intimating the actual date of the commencement, or, as the case may be, completion of such contract work in

Form VIA];

[(ix) a copy of the licence shall be displayed prominently at the premises where the contract work is being carried on];

[(x) no female contract labour shall be employed by any contractor before 6.00 a.m. or after 7.00 p.m.

Provided that this clause shall not apply to the employment of women in pithead baths, crèches and canteens and so to mid-wives and nurses in hospitals and dispensaries].

13**[26.FEES: (1)** Thefees to be paid for the grant of a certificate of registration under Section 7 shall be as specified below: -

If the number of workmen proposed to be employed on contract on any days-

(a) is twenty	Rs. 200
(b) exceed twenty but does not exceed fifty	Rs. 500
(c) exceed fifty but does not exceed one hundred	Rs. 1000
(d) exceed one hundred but does not exceed two hundred	Rs. 2000
(e) exceed two hundred but does not exceed four hundred	Rs. 4000
(f) exceeds four hundred	Rs. 5000

(2) The fees to be paid for the grant of a licence under section 12 shall be as specified below: -

If the number of workmen employed by the contractor on any day-

(a) is twenty	Rs. 50
(b) exceed twenty but does not exceed fifty	Rs. 150
(c) exceed fifty but does not exceed one hundred	Rs. 250
(d) exceed one hundred but does not exceed two hundred	Rs. 500
(e) exceed two hundred but does not exceed four hundred	Rs.1000
(f) exceeds four hundred	Rs. 1500

12Sub. by Noti.No. G.S.R.161/C.A. 37/70/S.35/Amd.(1)/79, dated 15.11.1979 (w.e.f. 23.11.1979). 13Substituted by Pb.Govt.Gaz. No. G.S.R./33/C.A.37/70/S.35/Amd(7)/2004 (w.e.f. 21.05.2004).

27. Validity of the licence.—

Every licence granted under rule 25 or renewed under rule 29 shall remain in force up to the 31st December of the year in which it is 14[granted or renewed, as the case may be or till the actual date of completion of the contract work whichever is earlier.]

28. Amendment of the licence.—

(1) 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 licensing officer an application stating the nature of the amendment and reasons therefore.

(3) (i)If the licensing officer allows the application he shall require the applicant to furnish a treasury receipt for the amounts 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 requisite treasury receipt the licence shall be amended according to the orders of the licensing officer.

(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 licence.—

(1) Every contractor shall apply to the licensing officer for renewal of the licence.

(2) Every such application shall be in Form VII in triplicate and shall be made not less then thirty days before the date on which the licence expires, and if the application is so made, the licence shall 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 for 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 suchrenewal:

Provided further that in case where the licensing officer is satisfied that the delay in submission of the application is due to unavoidable

14Sub. by Noti. No. G.S.R.64/C.A. 37/70/S.35/Amd.(1)/76, dated 7.5.1976 (w.e.f. 18.6.76).

circumstances beyond the control of the contractor, 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 renewed under the preceding rules has been lost, defaced or accidentally destroyed, a duplicate may be granted on payment of fees of rupees five.

31. Refund of Security.—

(1) (i) On expiry of the period of licence the contractor may, if she does not intend to have his licence renewed, make an application to the Licensing Officer for the refund of the security deposited by him under rule 24.

(ii) If the Licensing Officer is satisfied that there is no breach of the conditions of licence or there is no order under Section 14 for the 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 from the security deposit, and balance, if any, refunded to the applicant.

(3) Any application for refund shall, as far as possible be disposed of within 60 days of the receipt of the application.

32. Grant of temporary certificate of registration and licence.—

(1) Where conditions arise in an establishments requiring the employment of contract labour immediately and such employment is estimated to last for not more than fifteen loyer of the establishment of the

contractors, 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 over the area in which the establishment is situated.

(2) The application for such temporary certificate of registration or licence shall be made sin triplicate in Form, VIII and X respectively and shall be accompanied by a treasury receipt, showing the 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 or otherwise that the work in respect of which the application has been made would be finished in a period of fifteen days and was of a nature which could not but be carried out immediately the registering officer or the licensing officer as the case; may be, shall forthwith grant a

certificate of registration in Form, IX, or a licence in Form, XI, as the 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 therefore shall be recorded by the registering officer or the licensing officer, as the case may be.

(5) On the expiry of the validity of the registration certificate the establishment shall cease to employ in the establishment contract labour in respect of which the certificate was given.

[15](6) The fees to be paid for the grant of the certificate of registration under sub-rule (3) shall be as specified below:

If the number of workmen proposed to be employed on the contract on any day-	
(a) exceeds 20 but does not exceed 50	Rs.100.00
(b) exceeds 50 but does not exceed 200	Rs.200.00
(c) exceeds 200	Rs.300.00

[16](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 the contractor on any day- (a) exceeds 20 but does not exceed 50	Rs. 50.00
(b) exceeds 50 but does not exceed 200	Rs.200.00
(c) exceeds 200	Rs.300.00

(8) The provision of rule 23 and rule 24 shall apply to the refusal to grants licence or to grant licence under sub-rule (4) and sub-rule (3), respectively.

CHAPTER IV

APPEALS AND PROCEDURES

33. (1)(i) Every appeal under sub-section (1) of Section 15 shall be preferred in the form of a Memorandum signed by the applicant or his authorized agent and presented to the Appellate Officer in person or sent to him by registered post.

(2) The memorandum shall set forth concisely and under distinct heads the grounds of appeal to the order appealed from.

15 Substituted by Pb.Govt.Gaz. No. G.S.R./33/C.A.37/70/S.35/Amd(7)/2004 (w.e.f. 21.05.2004). 16 Substituted by Pb.Govt.Gaz. No. G.S.R./33/C.A.37/70/S.35/Amd(7)/2004 (w.e.f. 21.05.2004).

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 within a time to be fixed bys the Appellate Officer.

(2) Where the Appellate Officer rejects the memorandum under sub-rule (1) he shall record the reason for such rejection and communicate the order to the appellant.

(3) Where the memorandum of appeal is in order the Appellate Officer shall admit the appeal, endorse thereon the date of presentation and shall register the appeal in a book to be kept for the purpose called the Registrar of Appeals.

(4)(i) When the appeal has been admitted, the Appellate Officer shall sent the notice of the appeal to the Registering Officer of the Licensing Officer, as the 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 the Appellate Officer shall send a notice to the appellant to 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 for hearing, the Appellant does not appear, the Appellate Officer may dismiss the appeal for default of appearance of the appellant.

36. (i) Where an appeal has been dismissed under rule 35 the appellant may apply to the Appellate Officer for the re-admission of the appeal, and where it is proved that he was prevented bys any sufficient cause from appearing when the appeal was called on for hearing, the Appellate Officer shall restore the appeal on its original number.

(ii) Such an application shall, unless the Appellate Officer extends the time for sufficient reason, be made within 30 days of the date of dismissal.

37. (1) If the appellant is present when the appeal is called on for the hearings, the Appellate Officer shall proceed to hear the appellant or by authorized agents and any other person summoned by him for this purpose, and pronounce judgment on the appeal, either confirming, reversing or varying the order appealed from.

(2) The judgment of the Appellate Officer shall state the points for determination, the decision thereon and the reasons for the decisions.

(3) The order shall be communicated to the appellant and copy thereof shall be sent to the Registering Officer of the Licensing Officer in whose order the appeal has been referred.

38. **Payment of Fees.—**

(1) Unless otherwise provided in these rules, all fees to be paid in the local treasury under the head of accounts to be notified by the Government in the

Official Gazette and a receipt 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 Officer or the Appellate Officer may be obtained on payment of fees of rupees two for each order on application specifying the date and other particulars the order, made to the officer concerned.

CHAPTER V

WELFARE AND HEALTH OF CONTRACT LABOUR

40. (1) The facilities required to be provided under sections 18 and 19 of the Act, namely sufficient supply of wholesome drinking water, a sufficient 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 these rules and in the case of new establishments within seven days of the commencement of the employment of contract labour therein.

(2) If any of the facility 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 downs in the said sub-rule (1).

41. **Rest rooms.—** (1) 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 sand maintain rest rooms or other suitable alternative accommodation within fifteen days of the coming into force of the rules in the case of existing establishments, and within fifteen days of the commencement of the employment of contract labour in new establishment.

(2) If the amenity referred to in sub-rule (1) is not provided 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 bys the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.

(5) The rest room 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. meter for each person making use of the rest room.

(6) The rest room or rooms or other suitable alternative accommodation shall be so constructed as to afford adequate protection against heat, wind, rain and shall have smooth, hard and impervious floor surface.

(7) The rest room or other suitable alternative accommodation shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

42.Canteens.— (1) In every establishment to which the Act applies and wherein work regarding the employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed and 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 establishments and within 60 days of the commencement of the employment of contract labour in the case of new establishments.

(2) If the contractor fails to provide the canteen within the time laid down the same shall be provided by the principal employer within sixty days of the expiry of the timer allowed to the contractor.

(3) The canteen shall be maintained by the contractor or principal employer, as the case may be, in an efficient manner.

43. (1) the canteen shall consist of at least a dining hall, kitchen, storeroom, pantry and washing places separately for workers and for utensils.

(2)(i) The canteen shall be sufficiently lighted at all times when any person has access to it.

(ii) The floor shall be made of smooth and impervious material 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)_ Wastewater shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance.

(iii) Suitable arrangements shall be made for the collection and disposal of garbage.

44. (1) the dining shall accommodate at a time at least 30 per cent of the contract labour working at a time.

(2)The floor area of the dining hall, excluding the area occupied bys the service counter and any furniture except tables and chairs shall be not less than one square meter per diner to be accommodated as prescribed in sub-rule (1)

(3)(i) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers, in proportion to their number.

(ii)_ Washing places for women shall be separate and screened to secure privacy.

(4) Sufficient tables, stools, chairs or benches shall be available for the number of dinners to be accommodated as prescribed in sub-rule (1)

45. (1)(i) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen.

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 in the canteen shall also be provided and maintained.

(ii) A service counter, if provided, shall have top of smooth and impervious material

(iii Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

46. The foodstuff and other items to be served in the canteen shall be in conformity with the normal habits of the contract labour.

47. The charges for foodstuffs, 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 served in the canteen the following items shall not be taken into consideration as expenditure, namely: -

(a) The rent f

(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 equipments including furniture, crockery, cutlery and utensils;

(d) The water charges and other charges incurred for lighting and ventilation;

(e) The interest on the amounts spent on the provision and maintenance of furniture and equipment provide for in the canteen.

49. The books of accounts and registers and other documents used in connection with the running of the canteens shall be produced on demand to an Inspector.

50. The accounts pertaining to the canteens shall be audited once every 12 months by registered accountants and auditors;

Provided that the Labour Commissioner, Punjab 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 male:

Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for every 25 males 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 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 for every fifty male workers or a part thereof, and there shall be at least one urinal for every fifty female workers or a part thereof;

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 up to the first 500 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 those connected with a flush sewage system shall comply with the requirements of the public health authorities.

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. **Washing Facilities.—** (1) every establishment coming within the scope of the Act adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.

(2) Separate and adequate screening facilities shall be provided for the use of male and female workers.

(3) Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

58. First-Aid Facilities.— In every establishment coming within the scope of the Act there shall be provided and maintained so, as to be readily accessible during all working hours first-aid boxes at the rate of not less than one box for 150 contract labour or part thereof ordinarily employed.

59. (1) The first-aid box shall be distinctively marked with a red cross on a white ground and shall contain the equipment hereinafter mentioned—

(a) In the case of establishments in which the number of contract labour employed does not exceed fifty, each first-aid box shall contain the fillowing equipment, namely:—

(i) 6 shall sterilized dressings.

(ii) 3 medium size sterilized dressings.

(iii) 3 large size sterilized dressings.

(iv) 3 large size sterilized burn dressings.

(v) 1 (30 ml.) bottle containing a two per cent, alcoholic solution of iodine. (vi) 1(30 ml.) bottle containing sal volatile having the does and mode of administration indicated on the label.

(vii) 1 snake-bite lancet.

(viii) 1 (30 gms.) bottle of potassium permanganate crystals.

(ix) 1 pair scissors.

(x) 1 copy of the first-aid leaflet issued by the Director General, Factory Advice Service sand Labour Institutes, Government of India.

(xi) A bottle containing 100 tablets (each of 5 grins) of aspirin. (xii) Ointment for burns.

(xiii) A bottle of suitable surgical anti-septic solution.

(b) In the case of establishments in which the number of contract labour employed exceed fifty, each first-aid box shall contain the fillowing equipment, namely:—

(i) 12 small sterilized dressing;

(ii) 6 medium size sterilized dressing;

(iii) 6 large size sterilized dressing.

(iv) 6 large size sterilized burns dressing.

(v) 6 (15 gms) packets sterilized cotton wool.

(vi) 1 (60 ml.) bottle containing two percent alcoholic solution iodine.

(vii) 1(60 ml.) bottle containing sal volatile having the does and mode of administration indicated on the label.

(viii) 1 roll of adhesive plaster.

(ix) A snakebite lancet.
(x) 1 (30 grms.) bottle of potassium permanganate crystals.
(xi) 1 pair scissors.
(xii) 1 copy of the first-aid leaflet issued bys the Director General Factory Advice Service and Labour Institutes, Government of India.
(xiii) A bottle containing 100 tablets (each of 5 grains.) of aspirin.
(xiv) Ointment for burns.
(xv) A bottle of a suitable surgical anti-septic solution.

(2) Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.

60. Nothing except the prescribed contents shall be kept in the First-Aid Box.

61. The First-Aid Box shall be kept in charge of a responsible person who shall always be readily available during the working hours of the establishment.

62. A person in charge of the First-Aid Box shall be a person trained in First-Aid treatment, in establishments where the number of contract labour employed is 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 than 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 worker shall be paid to him direct or to other person authorized by him in this behalf.

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

70. Wages shall be paid without any deductions of any kind except those specified by the Government 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 authorized representative at the place and time of disbursement 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 entative

73. The authorized 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 Register of 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 workman concerned in my presence on…….at……"

CHAPTER VII

REGISTERS FAND RECORDS AND COLLECTION OF STATISTICS

74.Register of contractors.— Every principal employer shall maintain in respect of each registered establishment a register of contractor in Form XII.

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

76Employment Card.— (i) Every contractor shall issue an employment card in Form XIV to each worker within three days of the employment of the worker.

(ii) The card shall be maintained up to 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 XV.

78.Master Roll, Wages Registers, Deduction Register and Overtime Register.- (1)(a) Every Contractor shall in respect of each work on which he engages contractor labour,-

(i) Maintain a Muster Roll and a Register of Wages in FormXVI and Form XVII respectively:

Provided that a combined Register of Wages-cum-Muster Roll in Form XVIII shall be maintained by the contractor where the wage period is a fortnight or less;

(ii) Maintain a Register of Deductions for damage or loss, Register of Fines and Register of Advances in Form XX, Form XXI and Form XXII respectively;

(iii) Maintain a Register of Overtime in Form XXIII recording therein the number of hours of, and wages paid for, overtime work, if any;

(b) Every contractor shall, where the wage period is one week or more, issue wage slips in

Form XIX, to the workmen at least a day prior to the disbursement of wages;

(c) Every contractor shall obtain the signature or thumb-impression of the worker concerned against the entries relating to him on the Register of wages or Muster Roll-cum–Wages Register as the case maybe, and the entries shall be authenticated by the initials of the contractor or his authorized representatives and shall also be duly certified by the authorized representative of the principal employer in the manner provided in rule 73.

(d) In respect of establishments which are governed by the Payment of Wages Act, 1936 (4 of 1936) and the rules made there under, or the Minimum Wages Act, 1948 (11 of 1948) or the rules made there under, the following registers and records required to be maintained by a contractor as employer under those Acts

and the rules made there under shall be deemed to be registered and records to be maintained by the contractor under these rules, namely:;-

(a) Muster Roll;
(b) Register of Wages;
(c) Register of Deductions;
(d) Register of Overtime;
(e) Register of Fines;
(f) Register of Advances;
(g) Wage slip.

(2) Notwithstanding anything contained in these rules, where a combined or alternative form is sought to be used by the contractor to avoid duplication of work for compliance with the provisions of any other Act or the rules framed there under or any other laws or regulations or in cases where mechanized pay rolls are introduced for better administration, alternative suitable form or forms in lieu of any of the forms prescribed under these rules, may be used with the previous approval of the Labour Commissioner, Punjab.

79. Every contractor shall display an abstract of the Act and rules in English, Hindi and Punjabi in the language spoken by the majority of workers in such form as may be approved by the Labour Commissioner, Punjab.

80. (1) All registers and other records, required to be maintained under the Act and rules, shall be maintained complete and up-to-date, and, unless otherwise provided for, shall be kept at an office or the nearest convenient building within the precincts of the workplace or at a place within a radius of three kilometers.

(2) Such register shall be maintained legibly in English and Hindi or in the languages understood by the majority of the persons employed in the establishments.

(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 Inspector or any other authority under the Act or any person authorized in that behalf by the Government.

(5) Where no deduction or fine has been imposed or no overtime has been worked during any wa all be made across the body of the

register at the end of the wage period indicating also in precise terms the wage period to which the ‘nil’ entry relates, in the respective registers maintained in Forms XX, XXI and XXIII respectively

81. (1) (i) Notices showing the rates of wages, hours of work, wage periods, dates of payment of wages, names and addresses of the Inspector 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 contractors as the case may be.

(ii) The notice shall be correctly maintained in a clean and legible condition.

(2) A copy of the notice shall be sent to the Inspector and whenever any changes occur the same shall be communicated to him forthwith.

(3) Every principal employer shall, within fifteen days of the commencement or completion of each contract work under each contractor, submit a return to the Inspector, appointed under Section 28 of the Act, intimating the actual dates of commencement or, as the case may be, completion of such contract work, in

Form VI B.

82 (1) every contractor shall send half yearly returns 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.

> **Note**- Half year for the purpose of this rule means "a period of 6 months commencing from Ist January and Ist July of every year."

(2) Every principal employer of a registered establishment shall send annually a return in Form XXV (in duplicate) so as to reach the Registering Officer concerned not later than the 15th February following the end of the year to which it relates.

(3) The returns to be submitted under this rule by contractor/or principal employer shall be correct complete and up-to-date in all respects.

83. (1) The Board, Committee, Labour Commissioner, Punjab or the Inspector or any other authority 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 legal bound to do so.

FORM - I

Application for registration of establishments employing Contract Labour [Rule 17(1)]

1. Name & location of the establishment:
2. Postal address of the establishment:
3. Full name and address of the Principal Employer (furnish father's name in case of individuals):
4. Full name and address of the manager or person responsible for the supervision & control of the establishment:
5. Particulars of work carried on in the establishment:
6. Particulars of Contractors and Contract Labour:
   (a) Names and addresses of the Contractors:
   (b) Nature of work in which contract labour is employed or to be employed:
   (c) Maximum number of contract labour to be Employed on any day through each contractor:
   (cc) Estimated date of commencement of each Contract work under each contractor:
   (d) Estimated date of termination of employment of contract labour under each contractor:
9. Amount and particulars of Registration fee deposited:

Declaration: I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place :
Date :

Signature & Seal of the Principal Employer

FORM II

(See Rule 18(i)

Certificate of Registration

No……..

Government of Punjab

Office of Registering Officer under the Contract Labour (Regulation & Abolition) Act, 1970 & Assistant Labour Commissioner/ Labour-cum-Conciliation Officer,

A certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder to

……

……

1. Nature of work carried on in the establishment:
2. Names and addresses of contractors:
3. Nature of work in which contract labour is employed
4. Maximum number of contract Labour to be employed on any day through each contractor
5. Other particulars relevant to the employment of contract Labour

Signature of Registering Officer with seal

FORM III

[See rule 18(3)]

Register of

Establishment

S.No.	Registration No. and date	Name and address of the establishment registered	Name of the Principal Employer and his address	Type of business, trade, industry, manufacture or occupation, which is carried on in the	Total No. of workmen directly employed.
1	2	3	4	5	6

Particulars of Contractor and Contract Labour

Name and address of contractor	**Nature of work in which contract labour is employed or is to be**	**Maximum No. of contract labour to be employed on any day**	**Probable duration of employment of contract labour**	**Remarks**
7	**8**	**9**	**10**	**11**

FORM IV
Application for
Licence
[Rule 21(1)]

1. Name & address of the contractor (including his father's name in case of individuals)
2. Date of birth & age (in case of individuals):
3. Particulars of establishment where contract labour is to be employed:
   (e) Name and address of the establishment:
   (f) Type of business, trade, industry, manufacture or occupation carried on in the establishment.
   (g) Number & date of Certificate of Registration of the establishment under the Act.
   (h) Name and address of the Principal Employer:
4. Particulars of the Contract Labour:
   (a) Nature of work in which contract labour is employed Or to be employed in the establishment:
   (b) Duration of proposed contract work (give particulars of proposed date of commencing & ending)
   (c) Name and address of the agent or manager of Contractor at the work site:
   (d) Maximum number of contract labour proposed To be employed in the establishment on any date:
5. Whether the contractor was convicted of any offence within the preceding five years? If so, give details:
6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security 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 last five years? If so, give details of the Principal Employer, establishment and nature of work:

8. Whether a certificate by the Principal Employer in

Form V is enclosed?:

9. Amount and particulars of Licence fee deposited:

10. Amount and particulars of security deposit, if any, or requested to be adjusted:

11. Amount and particulars of security or balance, if any, after adjustment of amount to be refunded under rule 31, if any:

Place :

Date:

Signature & Seal of the Applicant-Contractor

FORM V

FORM OF CERTIFICATE BY PRINCIPAL EMPLOYER [under Contract Labour (regulation & Abolition) Act, 1970]

[Rule 21(2)]

Certified that I have engaged the applicant_____

_____ as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970, and the Punjab Contract Labour (Regulation and Abolition) Rules, 1973, insofar as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

Place :

Date:

Signature & Seal of the Principal Employer

FORM V-A

[See Rule 24(I-A)]

Application for adjustment of Security Deposit

Name and address of the Contractor	No. and date of licence	Date of expiry of previous licence	Whether the licence of the contractor was suspended or revoked.	No. and date of the demand draft security deposits in respect of the previous
1	2	3	4	5

Amount of previous security deposit	No. and date of demand draft of the balance of security deposits, if any, required on the fresh	No. and date of certificate of registration of the establishments in relation to which the new licence is	Name and address of the Principal Employer
6	7	8	9

Particulars of fresh contract	Remarks
10	11

Place:

Date:

Signature of applicant

FORM VI
[See Rule 25(1)]

Government of Punjab
Office of Licensing Officer under the Contract Labour (Regulation & Abolition) Act, 1970 & Assistant Labour Commissioner/Labour-cum-Conciliation Officer,

No:…… Date: ……. Fee paid: ……..

Licence is hereby granted to……
……
…. under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the conditions specified in annexure.

2. This licence is for doing the work of ……... in the establishment of ……. At their above stated premises/site.

3. The number of workmen employed, as contract labour in the establishment shall not, on any day, exceed…….

4. This licence shall remain in force till 31.12.20…

Place :

Date :

–

Signature of Licensing Officer with seal

___ ___

Renewal
(Rule 29)

Date of renewal	Fee paid for renewal	Date of expiry of licence	Signature & seal of Licensing Officer

AN NEXURE

The licence is subject to the following conditions:

1. The licence shall be non-transferable
2. Except as provided in the rules the fees paid for the grant, or as the case may be, for renewal of the licence shall be non-refundable.
3. 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 rule have been fixed by agreement, settlement or award, not less than the rates fixed.
4. In case where the workmen employed by the contractor performs the same or similar kind or works 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 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 Deputy Labour Commissioner, Punjab(C) whose decision shall be final.

5. 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 Deputy Labour Commissioner, Punjab(C).
6. In every establishment where 20 or more women are ordinarily employed as contract labour there shall be provided 2 rooms of reasonable dimensions for the use of their children under the age of six years. One of such rooms would be used as a playroom for the children and the other as bedroom for the children. For this purpose, the contractor shall supply adequate number of toys and games in the playroom and sufficient number of cots and beddings in the sleeping room. The standard of construction and maintenance of the crèches may be such as may be specified in this behalf by the Deputy Labour Commissioner, Punjab(C)
7. The licence shall notify and change in the number of workmen or the conditions of work to the Licensing Officer.

8. A copy of the licence shall be displayed prominently at the premises where the contract work is being carried on

9. The licence shall, within fifteen days of the commencement and completion of each contract work submit a return to the Inspector appointed under Section 28 of the Act intimating the actual date of the commencement or, as the case may be, completion of such contract work in

FORM VI-A

[See Rule 25(2)(viii)]

Notice of Commencement/Completion of contract work

I/We Shri M/s……..(Name and address of the contractor) hereby intimate that the contract work.

(Name of work) in the establishment of (Name and address of Principal Employer) for which licence No……dated.……. has been issued to me/us by the licensing officer (name of the headquarter), has been commenced/completed with effect from/date/on (date)

Signature of the Contractor(s)

To

The

Inspector

……

…..

……

….

FORM VI-B

[See Rule 81(3)]

Notice of commencement/completion of contract work

1. Name of the Principal Employer and address…….

2. No. and date of Certificate of registration…….

3. I/We hereby intimate that the contract work (Name of work) given to (Name and address of the contractor) having licence No…date… has been commenced/completed with effect from (date)/on (date).

Signature of the Principal Employer

To

Inspector

……

….

……

….

FORM VII

[See Rule 29(2)]

Application for Renewal of Licences

1. Name and address of the contractor
2. Number and date of the licence
3. Date of expiry of the previous licence
4. Whether the licence of the contractor was suspended or revoked. 5. Name of the Bank number and date for the demand draft enclosed.

Date of receipt of the application and "demand draft number and date"

Place:

Date:

Signature of the Applicant

(To be filled in office of the Licensing Officer)

Date of receipt of the application With Treasury Challan No. and date.

Signature of the Licensing Officer.

FORM VIII

[See Rule 32(2)]

Application for Temporary Registration of Establishments Employing contract 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 the supervision and control of the establishment.
5. Nature of work carried on in the establishment.
6. Particulars of contract 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 of demand draft enclosed (Name of the Union Bank, demand draft No. and date) Order enclosed….

I 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 Challan .

Office of the Registering Officer.

FORMS IX

[See Rule 32(3)]

Government of Punjab

Office of Registering Officer under the Contract Labour (Regulation & Abolition) Act, 1970 & Assistant Labour Commissioner/Labour-cum-Conciliation Officer,

Temporary Certificate of Registration

Date of Expiry……..

No:…… Date: ……. Fee paid: ……..

A Temporary Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract Labour (Regulation & Abolition) Act, 1970, and the rules made thereunder to ……

…… … valid from……..to……

1. Nature of work carried on in the establishment.
2. Nature of work in which contract labour is to be employed 3. Maximum number of contract labour to be employed on any day
4. Other particulars relevant to the employment of contract labour.

Signature of Registering Officer
With Seal

Form X

[See Rules 32(2)]

Application for Temporary Licence

1. 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:

- (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 of contract labour: -

(a) Nature of work in which 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;

(d) Maximum No. of contract labour proposed to be employed in the establishment on any day;

5. Whether the contractor was convinced of any offence within the proceeding five years. If so, give details.

6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security 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 five years. If so, give details of the Principal Employer, Establishments and nature of work.

8. Amount of licence fee paid –name of the Union Bank, Demand draft No. and date

9. Amount of security deposit-name of the Union Bank, demand draft No. and date. Date of the receipt of the application with demand draft for fees/security deposits

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Signature of the Applicant (Contractor)

Place:

Date:

(To be filed in the Office of the Licensing Officer)

Date of receipt of the application with challan for fees/Security Deposit

Signature of the Licensing Officer

FORM XI

[See Rule 32(3)]

Government of Punjab
Office of Licensing Officer under the Contract Labour (Regulation & Abolition) Act, 1970 & Assistant Labour Commissioner/Labour-cum-Conciliation Officer,

Temporary Licence **Expires on……**

No:…… Date: ……. Fee paid: ……..

Licence is hereby granted to……
…… …. under Section 12(1) of the Contract 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 Officer

ANNEXURE

The Licence is subject to the following conditions: -

1. The Licence shall be non-transferable
2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed…
3. Except as provided in the rules the fees paid for the grant of the licence shall be 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 rate have been fixed by agreement, settlement or award, not less than the rates fixed
5. In cases where the workmen employed by the contractor perform the same or similar mind 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 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 Deputy the Labour Commissioner, Punjab () whose decision shall be 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 Deputy the Labou njab ()

7. A copy of the licence shall be displayed prominently at the premises where the contract work is being carried on.

Form XII

{See Rule 74}

Register of Contractors

1. Name and address of the Principal employer…… 2. Name address of the establishment…….

Sl. No.	Name and address of contractor	Nature of work on contract	Location of contract work	Period of contract From	Period of contract	Maximum No. of workmen employed by contractor
1	2	3	4	5	6	7

Form XIII

{See rule 75}

Register of Workmen Employed by Contractor

Name and address of contractor_____ Name and address of Establishment in/under which contract is carried on_____

Name and location of work_____ Name and address of Principal employer_____

Sl. No.	Name and surname of workman	Age and Sex	Father's/ Husband's name	Nature of employment/Designation	Permanent Home address of workman (Village and Tehsil/Taluk
1	2	3	4	5	6
Local address.	Date of commencement of employment	Signature or thumb impression of workma	Date of termination of employment	Reasons for termination	Remarks
7	8	9	10	11	12

Form

XIV

(See Rule 76)

Employment Card

Name and address of contractor…….Name and address of Establishment in/ under which contract is carried on……

Name of work and location of work

1. Name of the workman

Name and address of Principal Employer

……..

2. S.No. in the register of workmen employed ……..
3. Nature of employment/Designation ……
4. Wage rate (with particulars of unit in case of piece-work,…….. 5. Wage period

…….

6. Tenure of employment
7. Remarks

……

……

Signature of Contractor

Form XV

(See Rule 77)

Service Certificate

Name and address of contractor…….Name and address of Establishment
Nature and location of work……..in/under which contract is carried on…. ……..

Name and address of the workman…….Name and address of principal Employer……..

Age or date of birth…….

Identification Marks…….

Father's /Husband's name…….

Sl. No.	Total period for which employed …….. From	……. To	Nature of work done	Rate of wage (with particulars of unit	Remarks
				of piece work)	
1	2	3	4	5	6

Signature……
……
…

Form XVI
[See rule 78 (1) (a)
(i)]
Muster Roll

Name and address of Contractor……..Name and address of Establishment in/under which contract is carried on……

Nature and location of work……. Name and address of employer…….

For the month of…….

Sl. No.	Name of workman	Father's/ husband's name	Sex	Dates 1 2 3 4 5	Remarks
1	2	3	4	5	6

Form XVII
[See Rule 78(1) (a) (i)]
Register of wages

Name and address of contractor……. in/under

Name and address of Establishment which contract is carried on…….

Nature and location of work…….

Name and address of principal employer……

Wage Period: Monthly

Sl. No.	Name of Workman	Serial No. in the register of	Designation/nature of work done	No. of days worked	Units of work done	Daily rate of wages/piece rate
1	2	3	4	5	6	7

Amount of wages earned								
Basic wages	Dearness Allowances	Over time	Other cash payments (Nature of payment to be indicated)	Total	Deductions, if any, (Indicate nature)	Net amount paid	Signature/Thum impression of workm	Initial of contractor or his repre
8	9	10	11	12	13	14	15	16

Form XVIII
[See Rule 78 (1) (a) (i)]
Form of Register of Wages-cum-Muster roll

Name and address of Conractor…….. Name and address of Establishment in/under which contract is carried on…….

Nature and location of work……. Name and address of Principal Employer……

Wage period:
Weekly/fortnightly
From…….to……..

Sl. No.	S.No. in Register of workman	Name of Employee	Designation/nature of work	Daily attendance/ units worked	Total attendance Units of work done
1	2	3	4	5	6

Amount of wages earned								
Basic wages	Dearness Allowances	Over time	Other cash payments (nature of payments to be indicated)	Total	Deductions, if any, (Indicate nature)		Net amount paid	Signature/ Thumb impression of workman
8	9	10	11	12	13	14	15	16

Form XIX

[See Rule 78(1)(b)]

Wage Slip

Name and address of contractor…… Name and father's/Husband's name of the workman

Nature and location of work…… For the week/fortnight/Month ending……

1. No. of days worked……
2. No. of units worked in case of piece rate workers……. 3. Rate of daily wages/piece rate…….
4. Amount of overtime wages……
5. Gross wages payable…….
6. Deductions, if any……..
7. Net amount of wages paid…….

Initials of the contractor or his representative

Form XX

[See rule 78 (1)(a)(ii)]

Register of deductions for Damage or Loss

Name and address of contractor…… Name and address of Establishment in/under which contract is carried on……..

Nature and location of work…… Name and address of Principal employer……

Sl. No.	Name of workman	Father's/ Husband's name	Designation/nature of employment	Particulars of damage or loss	Date of damage or loss	Whether workman showed cause against
1	2	3	4	5	6	7

Date of recovery					
Name of person in whose presence employee's explanation was heard	Amount of deduction imposed	No. of instalments	Final instalment	Last instalment	Remarks
8	9	10	11	12	13

Form XXI
[See rule 78 (1) (a) (ii)]
Register of fines

Name and address of contractor……Name and address of Establishment in/under which contract is carried on……..

Nature and location of work…… Name and address of Principal employer……

Sl. No.	Name of workman	Father's/ Husband's name	Designation/nature of employment	Act//Omission for which fine imposed	Date of offence
1	2	3	4	5	6
Whether workman showed cause against fine	Name of person in whose presence employee's explanation	Wage periods &wages payable	Amount of fine imposed	Date on which fine realised	Remarks
7	8	9	10	11	12

Form XXII
[See rule 78 (1) (a) (ii)]
Register of Advances

Name and address of contractor……Name and address of Establishment in/under which contract is carried on……..

Nature and location of work…… Name and address of Principal employer……

Sl. No.	Name	Father's/ Husband's name	Nature of employment Designation	Wage period and wages payable	Date & amount of advance
1	2	3	4	5	6

Purpose(s) for which advance made	No. of installments by which advance to	Date & amount of each installment	Date on which last installment was repaid	Remarks
7	8	9	10	11

Form XXIII
[See rule 78 (1) (a) (iii)]
Register of Overtime

Name and address of contractor……Name and address of Establishment in/under which contract is carried on……..

Nature and location of work…… Name and address of Principal employer……

Sl. No.	Name of workman	Father's/ Husband's name	Sex	Designation/ Nature of employment	Date on which overtime worked
1	2	3	4	5	6
Total overtime worked or production in case of piece rated	Normal rate of wages	Overtime rate of wages	Overtime earnings	Date on which overtime wages paid	Remarks
7	8	9	10	11	12

Form XXIV

[See rule 82 (1)]

Return to be sent by the Contractor to the Licensing Officer

Half year ending…….

1. Name and address of the contractor
2. Name and address of the establishment
3. Name and address of the principal employer
4. Duration of contract: From…to…
5. No. of days during the half year on which…

(a) the establishment of the principal employer had worked…. (b) the contractors' establishment had worked…….

6. Maximum number of contract labour employed on any day during the half year:

Men Women children Total

7(i) Daily hours of work and spread over…..

(ii) (a) Whether weekly holiday observed and on what day--

--- (b) If so, Whether it was paid for…..

(iii) No. of man hours of overtime worked----

8. Number of mandays worked by-

Men Women children Total

9. Amount of wages paid

Men Women children Total

10. Amount of deductions from wages, if any:-

Men Women children Total

11. Whether the following have been provided-

(i) Canteen
(ii) Rest rooms
(iii) Drinking water
(iv) Crèches
(v) First Aid

(If the answer is 'yes' state briefly standards provided)

Signature of Contractor

Place:

Date:

Form
XXV

[See rule 82
(2)]

Annual returns of principal employer to be sent to the Registering Officer

Year ending 31st December…….

1. Full name and address of the Principal employer;
2. Name of Establishment:
   (a) District
   (b) Postal Address
   © Nature of operations/industry/work carried on
3. Full name of the Manager or person responsible for supervision and control of the establishment.
4. No. of contracts who worked in the establishment during the year give details in annexure):
5. Nature of work/operations on which contract labour was employed;
6. Total number of days during the year on which contract labour was employed: 7. Total number of mandays worked by contract labour during the year:
8. Maximum No. of workmen employed directly on any day during the year: 9. Total No. of days during the year on which direct labour was employed: 10. Total No. of mandays worked by directly employed workmen:
11. Change, if any, in the management of the establishment, its location or any other particulars furnished to the Registering Officer in the application for Registration indicating also the dates:

Principal Employer
Place:
Date:
ANNEXURE TO
FORM

Name and address of the	Period of contract From-to	Nature of work	Maximum No. of workers employed by each contractor	No. of days worked	No. of man days worked
1	2	3	4	5	6