THE TELANGANA SHOPS & ESTABLISHMENTS RULES, 1990

ARRANGEMENT OF RULES

{G.O.Ms.No. 169, Women's Development, Child Welfare and Labour (Lab.II), dated 28th October, 1991}

RULES:

1. Short title
2. Definitions
3. Registration of Establishments and Renewal of Registration Certificate 4. Payment of Fees
5. Issue of duplicate Registration Certificate
6. Notice of Change
7. Authority to whom, appeals shall lie against revocation of suspension of registration certificate
8. Form of appeal, mode of submission and procedure to be followed by the appellate authority
9. Ascertainment of age by the Inspectors
10. Maternity Benefit
11. Cleanliness
12. Precautions against fire
13. Safety
14. First Aid Appliances
15. Maximum permissible load, training and instruction, medical examination and provision of technical devices
16. Manner of calculating ordinary rate of wages
17. Fines and deductions for damage or loss
18. Advances
19. Acts and Omissions constituting misconduct
20. Procedure for terminating the services of an employee
21. Appeals
22. Permission to act on behalf of employee or employer
23. Application for payment of Wages or service compensation etc
24. Authorisation
25. Procedure for dealing with application for recovery of wages of service compensation
26. Costs
27. Court-fees
28. Duties of Inspectors
29. Maintenance of registers and records and display of notices
30. Letter of Appointment
31. Admissibility of Forms other than those prescribed in the Rules
32. Period of supplying, information required by Inspector
33. Periodical returns
34. Penalty
35. Repeal and savings

[1]THE TELANGANA SHOPS & ESTABLISHMENTS RULES, 1990

{G.O.Ms.No. 169, Women's Development, Child Welfare and Labour (Lab.II), dated 28th October, 1991}.

"In exercise of the powers conferred by sub-section (1) of sec. 71 of the [2]**Telangana**Shops and Establishments Act, 1988 (Act No. 20 of 1988) the Governor of[2]**Telangana** hereby makes the[2]**Telangana** Shops & Establishments Rules as provided in the

Annexure, the same having been previously published as required by sub-section (3) of Section 71 of the said Act.".

The said Rules shall come into force with effect from 1.11.1991.

1. Short title:- These rules may be called the [1]**Telangana Shops and Establishments Rules, 1990**.

2. **Definitions**:- In these rules, unless the context otherwise requires:-

(a) "Act" means the[2]**Telangana** Shops and Establishments Act, 1988;

(b) "Family members" means father, mother, wife, husband, sons, daughters, sisters and brothers, wholly dependent on the earnings of the employer; (e) "Form" means a form appended to these Rules;

(d) Government' means the State Government of[2]**Telangana**;

(e) "section" means a section of the Act ;

(f) Words and expressions used but not defined in these rules shall have the same meanings assigned to them in the Act.

3. **Registration of Establishments and Renewal of Registration Certificate**:-(1) The statement specified in sub-section (1) of Section 3 of the Act shall be submitted by the employer in

Form-I to the Inspector of the area concerned.

The statement shall be accompanied by a challan in support of the payment of fees prescribed in Schedule-I.

Form-II.

1 The Andhra Pradesh Shops and Establishments Rules, 1990. The said Rules in force in the combined state, as on 02.06.2014, has been adapted to the state of Telangana, under section 101 of the Andhra Pradesh Reorganisation Act, 2014(Central Act 6 of 2014) vide the notification issued in G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

2 for the words "**Andhra Pradesh**", the word "**Telangana**" substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

:: 02 ::

(4) Every application for renewal of Registration Certificate made under section 4 of the Act shall be submitted by the employer to the Inspector of the area concerned in

Form-III. The application for renewal of Certificate of Registration shall be accompanied by a challan for the fees prescribed in Schedule-I.

(5) The period of renewal of Certificate of Registration shall be one year or up to three years from the date of its expiry, at the option of the employer.

(6) On receipt of application for renewal of Certificate of Registration, the Inspector shall issue Renewal of Registration Certificate in

Form-IV.

(7) Where the application for Renewal of Registration Certificate is not made within the date i.e., at least 30 days before its expiry, penalty as specified below shall be levied.

1. Application submitted on or after 2nd December, but before 31st December:-	:	25% of the fees Prescribed
2. Application submitted on or after 1st January	:	50% of the fees Prescribed

Provided that the Government or subject to the control of the Government the Chief Inspector may, if they are or he is satisfied that there is sufficient reason for the employer in not sending the application for the renewal of the Certificate of Registration before the expiry of the time limit specified in sub-section (2) of section 4, by an order and for reasons recorded therein, waive the payment of penalty either in part or wholly by the employer in respect of the renewal of the Certificate of Registration applied for.

4.**Payment of Fees** :- The fees prescribed under these Rules shall be remitted into the Government Treasury / State Bank of India/ State Bank of Hyderabad under the Head of Account "0230" Labour and Employment (101) Receipts under Labour Laws". The fees once remitted shall under no circumstances be refunded.

5.**Issue of duplicate Registration Certificate** :- If the Certificate of Registration issued under sub-rule (3) of rule 3 is lost, destroyed or defaced, the employer of the establishment shall forthwith report the matter to the Inspector of the area concerned and shall apply in

Form-VI with a fee as prescribed in Schedule-II for the issue of duplicate registration certificate. Upon the receipt of such application together with the fee, the Inspector shall furnish to the employer with a duplicate copy of registration certificate duly stamped 'Duplicate copy of the Registration Certificate'.

:: 03 ::

6. **Notice of Change** :-

(1) Notice shall be given by the employer to the Inspector of the area concerned as required under sub section (4) of section 3 of the Act, in

Form-VII together with the Certificate of Registration and a challan for the amount of fee remitted as specified in Schedule-II and the amount, if any, payable as specified in Schedule-I having regard to increase in the number of employees:

Provided that no notice need be given by the employer to the Inspector of the area concerned in respect of any change in the number of employees if such change does not affect the licence for remittance as specified in Schedule-1

(2) On receipt of notice of change the Inspector shall amend the Certificate of Registration or issue' afresh one, if necessary and send it to the employer.

(3) Where the Inspector cancels the Certificate of Registration on receipt- of information with regard to the closure of Shop/ Establishment, he shall intimate the employer about the cancellation of the Registration, Certificate. The Communication to the employer shall be sent under Certificate of Posting.

7.**Authority to whom, appeals shall lie against revocation of suspension of registration certificate**:- An appeal under sub-section (1) of section 6 of the Act against the orders of revocation or suspension of the Registration Certificate shall lie to 3**Assistant Commissioner of Labour** in whose jurisdiction the Shop/Establishment lies.

8.**Form of app'eal, mode of submission and procedure to be followed by the appellate authority**:-

(1) Every appeal, under section 6 shall be presented to the Appellate Authority in person or sent to him by Registered Post under Acknowledgement Due.

(2) The appeal. shall be in form of a memorandum and shall be accompanied by a certified copy of the order appealed against.

(3) The memorandum shall set forth the grounds of the appeal.

(4) Where the memorandum of appeal does not comply with the provisions of sub-rules (2) and (3) above, it may be returned, within fifteen days from the date of its receipt to the appellant for the purpose of being amended. The appellant shall resubmit the appeal duly amended as directed by the Appellate Authority within a period of thirty days from the date of its return.

3 For the words “Labour Officer”, the words “Assistant Commissioner of Labour” substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

(5) Where the memorandum of appeal is in order, the Appellate Authority shall admit the appeal, endorse thereon the date of presentation and shall register the appeal in the Register of Appeals in

Form VIII.

(6) Where the appeal is admitted, the Appellate Authority shall obtain the connected records from the Inspector concerned against whose order the appeal has been preferred.

(7) The Appellate Authority shall give an opportunity to the appellant for being heard, by fixing a date.

(8) If, on the date fixed for personal hearing, the appellant does not appear, the Appellate Authority shall decide the appeal on the basis of the records made available to him and shall communicate his order to the appellant.

9.**Ascertainment of age by the Inspectors**:- An employer may be required to produce one of the following ,documents in support of the age of an employee:

(i) School Certificate.

(ii) Extract from the register of Birth.

(iii) Certificate in Form IX from the Government Medical Officer not below the rank of Assistant Civil Surgeon.

10. **Maternity Benefit** :-

(1) The payment of Maternity Benefit to a woman employee under Section 25 of the Act shall be at the same rate of daily, weekly or monthly wages last paid, In the case of piece rate employees, the rate of maternity benefit shall be on the basis of the average earning of one month or wages drawn on the last working day whichever is higher.

(2) The payment of maternity benefit accruing to a woman employee shall be made to her at any time not later than one week after receipt of intimation in writing about the date of her delivery:

Provided that if woman dies during this period, that maternity benefit shall be payable only for the days up to and including the day of her death.

(3) In case of miscarriage, the woman employee shall on production of a certificate granted to that effect by a. Registered Medical Practitioner, be entitled to the maternity benefit for a period of six weeks immediately following the date of her miscarriage.

(4) The amount payable to a woman employee a maternity benefit in accordance with aforesaid rules shall, for the purpose of its recovery be deemed to be wages as defined under sub-section (23) of section 2 of the Act.

:: 05 ::

(5) Payment in respect of claim of maternity benefit shall be made by the employer to the woman employee concerned or to a person authorised by herein writing. In the case of her death, the same shall be payable to her legal heirs.

(6) No woman employee having more than two children shall be eligible for maternity benefit. .

11.**Cleanliness** :- The premises of every establishment shall be kept clean in the following manner:

(1) (a) In every establishment, all the inside walls of the rooms and all the ceilings of the such rooms (whether such walls or ceilings be plastered or not) and all the passages and staircases shall be white washed or colour washed at intervals not more than two years from the time when they were last white-washed or colour washed and shall be maintained in a clean state.

(b) All beams, rafters, doors, window frames and other wood work with the exception of floors shall be either whitewashed or colour-washed at intervals of not more than twelve months from the time when they were last white-washed or colour-washed or shall be painted or varnished at intervals of not more than seven years from the time when they were last painted or varnished and shall be maintained in a clean state.

(c) This sub rule shall not apply to the following:

(i) Rooms used only for the storage of articles.

(ii) walls or ceilings of rooms which are made of galvanised iron, flat tiles, asbestos sheets, glazed bricks, glass slate, bamboo, thatch, cement, plaster or polished chunam;

(iii) ceilings of rooms in which the lowest part is at least 6.0 meters from the floor;

(iv) any other establishment or part thereof in which white-washing, colour-washing, painting or varnishing is, in the opinion of the Chief Inspector, unnecessary to satisfy the requirement of section 26 of the Act in regard to cleanliness.

(2) Rubbish, filth or debris shall not be allowed to accumulate or to remain on any part of the establishment for more than 24 hours and shall be disposed of. All waste matter shall be kept in covered receptacles.

(3) All drains carrying waste or sullage water or sewage shall be constructed of masonry or other impermeable material and shall be regularly flushed at least twice daily and where possible, connected with some recognised drainage line.

:: 06 ::

(4) The establishment and the compound surrounding it shall be maintained in a strictly sanitary and clean condition. The floor shall be swept or otherwise cleaned at least once daily, and the ceilings shall be dusted at least once a month.

(5) The employer shall enforce the proper use of latrines and urinals and prevent pollution by excreta or urine on the surface of the ground in the vicinity or the latrine or the urinal and the compound of the establishment. The employer shall make suitable arrangements for the regular cleaning and conserving of the latrines and urinals to the satisfaction of the Inspector.

(6) Employer shall provide drinking water and keep the area around the place of drinking water clean and properly drained.

12. **Precautions against fire** :- Every establishment shall provide under sub-section (I) of the section 28 with adequate means of escape in case of fire and shall also provide buckets of substantial construction full of water or sand and! or chemical fire extinguishers in suitable number and at suitable sites according to the nature of work carried on and the size of the premises.

13. **Safety** :-

(1) Every dangerous part of machinery in an establishment other than a shop shall be securely fenced by safeguards of substantial construction which shall be kept in position while the part of machinery is in motion or in use.

(2) In every establishment where manufacturing process is carried on with the aid of electric, power, suitable devices for disconnecting the power supply during the emergencies from running machinery shall be provided and maintained.

(3) No employee, with loose fitting clothes on, shall be allowed or made to work near the moving machinery or belt and the tight fitting clothes for the purpose shall be provided by the employer.

14.**First Aid Appliances** :- In every establishment other than a shop, a first aid box shall be kept and it shall contain the following equipment together with a book of instructions on first aid namely:-

(i) 3 small sterilised dressings;

(ii) 2 medium size sterilized dressings;

(iii) 2 large size sterilized dressings;

(iv) 2 large size sterilized burn dressings;

(v) 2 (15.0 grams) packets sterilized cotton wool;

:: 07 ::

(vi) 1 pair of dressing scissors;

(vii) 1 (30.0 grams) bottle containing solution of salvolatine having the dose and mode of administration indicated on the label;

(viii) 1 (30.0 grams) bottle containing solution of iodine or mecurrichrome;

(ix) 1 (30.0 grams) bottle containing Potassium Permanganate crystals;

(x) any antidotes for burns.

15.**Maximum permissible load, training and instruction, medical examination and provision of technical devices**:-

(1) For the purposes of this rule, the term Regular "Manual Transport of Load" means any activity which is continuously or principally devoted to the manual transport of loads, or which normally includes, even though intermittently, the manual transport of loads.

(2) The maximum permissible weight which may be transported manually by' an adult male worker shall not be more than fifty five kgs and in the case of women and young persons the maximum permissible weight shall not be more than thirty kgs.

(3) No woman employee shall be assigned to manual transport of loads during pregnancy or during the ten weeks following confinement.

(4) (i) Every employee who is assigned to manual transport of loads other than light loads shall be given, prior to such assignment, adequate training or instruction in working techniques, with a view to safeguarding health and preventing accidents.

(ii) Such training or instruction should include methods of lifting, carrying, putting down, unloading, stocking of different types of loads, and shall be given by suitably qualified persons or institutions, and be followed up, wherever practicable, by supervision on the job to ensure that the correct methods are used.

(iii) Every employee occasionally assigned to manual transport of loads shall be given appropriate instructions on the manner in which such operations may be safely carried out.

(5) (i) Every employer shall make available, suitable technical devices in order to limit or to facilitate the manual transport of loads, which shall be used.

:: 08 ::

(ii) The packaging of loads which may be transported manually should be compact and of suitable material and should as far as possible and appropriate, be equipped with devices for holding and so designed as not to create risk of injury; for example, it should not have sharp edges, projections or rough surfaces.

(6) (i) The employer shall arrange for the medical examination of fitness for employment of each employees as far as practicable and appropriate before assignment of the employees to manual transport of loads.

(ii) Medical examination shall be made every one year in respect of each such employee.

(iii) Employer shall bear the cost of medical examinations.

(7) The training or instructions provided for in this rule shall not involve the employee in any expense.

16.**Manner of calculating ordinary rate of wages** :- For the purpose of the explanation of section 37, ordinary rates of wages per hour shall be calculated by dividing the total wages payable to a person employed for the hours actually worked by him during the wage period by the number of such hours in the wage period:

Provided that hours worked by a person employed in excess of the normal daily hours during the wage period shall be excluded in calculating the number of hours actually worked by him.

17. **Fines and deductions for damage or loss**:-

(1) (a) The Chief Inspector shall be the Authority competent to approve, the acts and omissions in respect of which fines may be imposed and to approve the purpose to which the fines realised shall be applied.

(b) Any employer requiring the power to impose fines in respect of any acts and omissions on the part of the employees shall send to the Chief Inspector:

(i) a list in English or in Telugu in duplicate, clearly defining such acts and omissions

(ii) in the case where the employer himself does not intend to be the sole persons empowered to impose fines, a list in duplicate showing those appointments in his establishment the incumbents of which may pass orders imposing fines and the class of establishment on which the incumbent of such appointment may impose fines; and

(iii) a list showing the purpose to which the fines realised shall be applied.

:: 09 :::

(c) The Chief Inspector may on receipt of the list prescribed in clause (a) or sub-clause (iii) of clause (b) above after such enquiry as he considers necessary, pass order either:-

(i) disapproving the list ; or

(ii) approving the list either in its original form or as amended by him in which case such list shall be considered to be an approved list;

Provided that no orders disapproving or amending any list shall be passed unless the employer shall have given an opportunity of showing cause orally or in writing against such order.

(d) The employer shall display at or near the main entrance of the establishment or at a conspicuous place a copy in English and in Telugu of the list approved under clause (c) above.

(e) No fine shall be imposed by any person other than an employer or a person holding an appointed name in the list submitted under clause (b).

(2) (a) Any employer desiring to impose fine on an employee or to make a deduction from his wages for damage or loss shall explain personally to the said person the act or omission, or damages or loss. in respect of which the fine or deduction is

proposed to impose, and shall hear his explanation, the charge in respect of which it is proposed to impose the fine or deduction and explanation of the person concerned shall be reduced to writing, the signature of such employee shall be obtained.

(b) Any person other than employer imposing a fine or directing the making of a deduction for damage or loss shall at once inform the employer of all particulars so that the register prescribed in sub-rule (3) or sub-rule (4) below may be duly completed.

(3) (a) The employer of any establishment in respect of which he has obtained approval under sub-section (1) of section 41 to a list of acts and omissions in respect of which fines may be imposed, shall maintain a Register of Fines in

Form-X.

(b) At the beginning of the Register of Fines, the approved purpose or purposes on which the fines are to be expended shall be entered and serially numbered.

:: 10 ::

(c) When any disbursements are made from the fines realised, a deduction entry of the amount so expended shall be made in the Register of Fines, the vouchers or receipts in respect of the amounts so expended shall be serially numbered and kept separately, the serial number of each voucher or receipt and the amount to which it relates being noted in the remarks column of the register. If fine for more than one purpose has been approved, the entry of the disbursements shall also indicate the purpose for which it is made.

(4) In every establishment in which deductions for damage or loss are made, the employer shall maintain the register in

Form-XI.

18.**Advances** :- Advance of wages shall be subject to the following conditions, namely,

(1) Any advance of wages not already earned shall not, without the previous permission of the[4]**Assistant Commissioner of Labour** having jurisdiction, exceed an amount equivalent to the wages earned by the employee during the preceding two calendar months, or if he has not been employed for that period, twice the wages, he is likely to earn during the subsequent calendar month.

(2) Any advance may be recovered in instalments by deductions from wages, spread over not more than "twelve months.

(3) No instalments by which an advance is repaid shall exceed one fourth or where the wages for any wage period are not more than twenty rupees, one fourth of the wages of any wage period in respect of which the deduction is made.

(4) The amounts of all advances and all repayments of such advances shall be entered in a Register of Advances in

Form XII.

19. **Acts and Omissions constituting misconduct** :-

(1) The following acts and omissions shall be treated as misconduct on the part of the employees:-

(a) Wilful insubordination or disobedience of instruction whether alone •or in combination with others or any lawful and reasonable order of a superior;

(b) Striking work or inciting others to strike work in contravention of the provisions of the Industrial Disputes Act, 1947;

(c) Damage, theft, fraud or dishonesty in connection with the employer's business or property;

4 For the words "Labour Officer", "Assistant Commissioner of Labour" shall be substituted by G.O.Ms.No.4 of Labour, Employment, Training and Factories (Labour) Department, Dt:30.01.2016.

:: 11 ::

(d) Habitual absence without leave, or absence without leave for more than five consecutive days or overstaying the sanctioned leave 'without sufficient grounds or proper or satisfactory explanation;

(e) Engaging trade within the premises of the establishment;

(f) Unprovoked misbehaviour with customers, drunkenness, riotous, disorderly or indecent behaviour in the premises of the establishment;

(g) Habitual neglect of work, or habitual negligence disclosing any information in regard to the business/process of the establishment to any unauthorised person which may be prejudicial to the interest of the establishment;

(h) Gambling within the premises of the establishment;

(i) Conviction by any Court of Law for any criminal offence involving moral turpitude.

(2) Every employer shall display or cause to be displayed at or near the main entrance or at any conspicuous place of the establishment a copy of the list of acts and omissions specified under sub-rule (1) above in English and Telugu, If the establishment consists of several departments, such lists shall be displayed in each department.

20. **Procedure for terminating the services of an employee**:-

(1) No employer shall terminate the services of an employee unless an enquiry is held against the employee concerned in respect of any alleged misconduct in the manner set forth in sub-rule-(2).

(2) An employee against whom an enquiry has to be held he shall be given a charge-sheet clearly setting forth the circumstances appearing against him and requiring explanation. He shall be given an opportunity to answer the charge and shall also be permitted to produce witnesses in his defence and cross-examine any witness on whose evidence the charge rests.' Act concise summary of the evidence led on either side and the employee's plea shall be recorded and signature of the parties obtained.

(3) In awarding punishment under this Rule, the employer shall take into account the gratuity of the misconduct, the previous record, if any of the employee and any other extenuating or aggravating circumstances that may exist:

Provided that no punishment shall be awarded based on the previous record and other circumstances that may exist unless the employee has been given an opportunity of making representation in respect of those charges

:: 12 ::

21. **Appeals** :-

(1) An appeal under sub-section (1) of section 48 shall be preferred to the Appellate Authority by the employee within 60 days from the date of service of the order terminating his services with the employer, such service shall be deemed to be effective, if carried out either personally if that is not practicable, by prepaid registered post to his last known address, when the date of such service shall be deemed to be the date when the letter would arrive in ordinary course of post:

Provided that the Appellate Authority may admit an appeal after the expiration of the period of sixty days where the appellant satisfies the Appellate Authority that he had sufficient cause for not preferring the appeal within the stipulated .period of sixty days.

(2) (a) The procedure to be followed by the Appellate Authority for hearing appeals preferred to it under sub-section (1) of section 48 shall be summary. It shall pass orders giving its reasons therefore. A Register of Appeals in

Form XIII shall be maintained by the Appellate Authority wherein the particulars of the appeal and summary of the final order shall be recorded.

(b) If the employer fails to appear on the specified date, the Authority may proceed to hear and determine the application ex parte.

(c) If the employer fails to appear on two successive dates of hearing, the Authority may dismiss the application:

Provided that an order passed under clause (b) or clause (c) above may be set aside and the application re-heard, if any good cause being shown by the defaulting party within one month from the date of the said order, after service of notice to opposite party.

(d) The parties shall not be entitled to produce additional evidence whether oral or documentary before the Appellate Authority. But it can be entertained on the following grounds:

(i) the employer from whose order the appeal is preferred has refused to admit evidence which ought to have been admitted; or

(ii) the Appellate Authority requires any document to be produced or any witness to be examined to enable it to pass orders or for any other substantial cause, the Authority may allow such evidence or document to be produced or witness to be examined.

(e) Wherever additional evidence is allowed to be produced by the Appellate Authority, it shall record the reasons for its admission.

(f) The result of the appeal shall be communicated to the parties as soon as possible. Copies of the orders shall also be furnished to the parties if required by them. The copies shall be on stamped papers to be furnished by the parties.

(3) The second Appellate Authority shall follow the same procedure as enumerated in sub-rule (2) above. He shall also maintain a Register of Second Appeals in

Form XV.

22.**Permission to act on behalf of employee or employer**:- Any person desiring to act on behalf of the employee whose appeal against termination of his services is pending disposal or the employer thereto shall present to Appellate Authority a Letter of Authorisation in

Form XIV from the employee or employer as the case may be, on whose behalf he seeks to act, together with a written statement explaining his interest on the matter and praying for permission so to act. The Appellate Authority shall record thereon an order either according his approval or specifying in the case of refusal to grant permission prayed for the reasons for such refusal.

23. **Application for payment of Wages or service compensation etc**.:- An application for payment of Wages for service compensation etc., by or on behalf of an employee or group of employees, shall be made in duplicate in Form XVI or Form XVII as the case may be, one copy of which shall bear Court fee prescribed in Rule 27.

24.**Authorisation**:- The Authorisation to act on behalf of an employee, employees employer under section 51 or section 52 of the Act shall be given in

Form XVIII by an instrument which shall be presented to the Authority hearing the application and shall form part of the record.

25.**Procedure for dealing with application for recovery of wages of service compensation**:-

(1) Any other person desiring to act on behalf of any employee shall present to the Authority under section 50 of the Act, a brief written statement explaining his interest in the matter praying for permission so to act, and the Authority shall record thereon an order specifying, in the case of a refusal to ' grant the permission prayed for, the reasons of such refusal shall be furnished.

(2) Applications under Rule 23 above other documents relevant to such applications shall be presented either in person to the Appellate Authority appointed under section 50 of the Act or shall be sent to the Appellate Authority by registered post, acknowledgement. due and the Authority shall at once endorse or cause to he endorsed on each such application or other document the date of presentation or receipt thereof, as the case may be.

(3) On receipt of an applicat.ion under Rule 23 above, the Appellate Authority shall issue a notice in

Form XIX calling upon the applicant as well as the employer, as the case may be to appear before him on a specified date together with all relevant documents and witnesses, if any.

:: 14 ::

(4) If the employer fails to appear on the specified date, the authority may proceed to hear and determine the application ex parte.

(5) If the applicant fails to appear on the two successive specified dates, the authority may dismiss the application:

Provided that an order passed under sub-rule (4) or sub-rule (5) above may be set aside on sufficient cause being shown by the defaulting party within one month of the date of the said order and the application shall then be reheard after service of notice on the opposite party of the date fixed for rehearing in the manner specified in sub-rule (3).

(6) The Authority dealing with the applications under section 51 of the Act shall maintain a register in

(7) The Authority dealing with the appeals under sub-section (1) of section 53 of the Act shall follow the same procedure as prescribed for the authority under section 50 of the Act in dealing with the appeals. He shall maintain a register in

Form XXI.

26. **Costs** :-

(1) Where the Authority appointed under section 48 or section 50 of the Act, as the case may be, directs that any cost shall not follow the event, the reasons for the directions shall be recorded in writing by such Authority.

(2) The costs which 1llay be awarded shall include:-

(i) Expenses incurred on account of Court Fee,

(ii) Expenses incurred on subsistence money to witnesses, and

(iii)[5]Pleader's fee which shall be within the lower limit of Rs.1,000/- and upper limit of Rs.5,000/-.

(3) Where there are more than one pleader or more than one applicant or opponent the Authority may subject to the condition as aforesaid, award to the successful party or parties such costs as it may deem proper.

(4) The fee payable for obtaining the copies of document filed with the Authority shall be as prescribed in[6]**Telangana** Court-fees and Suits Valuation Act:

Provided that such Authority may in consideration of the poverty of the applicant grant copies free of cost.

5Substituted by G.O.Ms. No. 54, of Labour, Employment, Training and Factories (Labour) Department, dated: 03.08.2016.

6For the words "Andhra Pradesh", the word "Telangana" substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016

:: 15 ::

27. **Court-fees:-**[7]**The Court-fee payable in respect of proceedings shall be as notified by the Government from time to time.**

Provided that the authority may, in consideration of the poverty of the applicant, reduce or remit this fee:

Provided further that no fee shall be chargeable in respect of an application presented by an inspector".

28. **Duties of Inspectors**:-

(1) The Inspector shall make such inspection as may appear to him to be necessary for the purpose of satisfying himself that the provisions of the Act and of the Rules and any orders issued by the Government under the Act are duly observed. In particular, he shall satisfy himself-

(i) that the establishments are duly registered under the Act;

(ii) that the registers, records and notices required to be maintained or displayed under the Act or rules are properly maintained or displayed;

(iii) that the intervals of rest and holidays required to be granted or observed under the Act or granted or observed and that the limit of hours of work and spread over laid down under the Act are not exceeded;

(iv) that the provisions of the Act and any orders issued by the Government regarding the opening and closing hours are duly observed;

(v) that every employee in an establishment is furnished with a letter of appointment;

(vi) that the provisions of the Act and rules regarding leave, holidays with wages' and materni1y benefit are properly observed;

(vii) that the provisions of the Act and the rules relating to cleanliness, ventilation, precautions against fir re properly observed;

(viii) that the provisions of the Act relating to the payment of overtime work are duly observed; and

(ix) that no child is allowed to work in any establishment.

7 Substituted by G.O.Ms. No. 54, of Labour, Employment, Training and Factories (Labour) Department, dated: 03.08.2016.

:: 16 ::

(2) For carrying out such inspection, the Inspector may interrogate such persons in the premises, as he may deem necessary:

Provided that no such person shall be required under this rule, to answer any question, the answer to which might tend to incriminate him.

29.**Maintenance of registers and records and display of notices**:- Every employer shall maintain registers and records and display notices in the following manner:-

(1) Every employer shall maintain a Register of Employment in Form XXII.

(2) Every employer shall maintain a Register of Wages in Form XXlll.

(3) Every employer of an establishment other than a shop shall exhibit in his establishment a notice in Form XXIV specifying the day or days of the week on which his employees shall be given a holiday. The notice shall be exhibited, before the employees, to whom it relates immediately preceding the first week during which it is to have effect.

(4) Every employer shall exhibit in his establishment a notice containing such abstracts of the Act and Rules as the Government may direct.

(5) Any notice required to be exhibited under these rules shall be exhibited in such manner that it can be readily seen and read by any person whom it affects and shall be renewed whenever becomes defaced or otherwise ceased to be clearly legible.

(6) Every employer shall maintain a Register in Form XXV for the leave granted to persons employed in his establishment.

(7) In any register or record which an employer is required to maintain under these rules, the entries relating to any day, shall be made on such date and shall be authenticated under the signature of the employer or the Manager on the same day. The entries relating to overtime work shall be made before the commencement and immediately after completion of such overtime work.

(8) The registers, records and notices relating to any calendar year shall be preserved for a period of three years after the last entry is made therein.

(9) Save as otherwise provided in sub, rule (4) above, all registers, records and notices required to be maintained and exhibited shall he either in English or in the language of the majority of the employees in the establishment.

:: 17 ::

(10) (a) Every employer shall maintain a Visit Book in which an Inspector visiting the establishment may record his remarks regarding any defects that may come to light at the time of his visit or give directions regarding production of any documents required to be maintained or produced under the provisions of the Act and the Rules.

(b) This Visit Book shall be "bound book more or less of size (18 cms. X 15 cms.) containing at least 100 pages.

(c) The first page of the Visit Book shall contain the following particulars:-

(i) Name of the Shop or Establishment;

(ii) Address;

(iii) Registration Number;

(iv) Name of the Employer;

(v) Father's Name;

(vi) Residential Address.

(d) In case the Visit Book containing remarks passed by the Inspectors, lost, destroyed or defaced, the employer of the establishment shall report the fact forthwith in writing to the Inspector of the area and immediately arrange to maintain a new Visit Book.

(e) The Visit Book shall be kept always in the business premises of the Establishment and shall be produced or caused to be produced on demand by the Inspector.

(11) Where an office, store-room, go down, warehouse or workplace used in connection with trade and business of a shop is situated at premises other than the premises of the shop, all registers, records, visit book and notices required to be maintained, exhibited or given under the Act and the Rules shall be separately so maintained, exhibited or given ill respect of and at such office, storeroom, godown, warehouse or workplace.

(12) No employer with intent to deceive shall make or cause or allow to be made, in any register, record or notice prescribed to be maintained under the provisions of the Act or the Rules, an entry which IS false ill any material particular, or wilfully omits or causes or allows to be omitted from any such register, record or notice, an entry which 18 required to be made therein, under the provisions of the Act and Rules, or maintain or cause or allow to be maintained, more than one set of any register, record or notice.

(13) The name board of every shop or establishment shall be in Telugu and wherever other languages are used, the versions in such other languages shall be below the Telugu version.

8[**Provided that the Government may by order, devise or notify consolidated forms for maintaining registers and records and furnishing reports in lieu of the prescribed formats under the rule**]

30.**Letter of Appointment**:- Every employer shall furnish to all employees with the Letters of Appointment, with the photograph of the employee in

Form-XXVI affixed thereon and obtain acknowledgement in token of having served also the said letter. He shall prepare the Letter of Appointment in triplicate, issue the original copy to the employee, retain the duplicate copy with him and the triplicate copy shall be handed over to the Inspector of the area concerned.

31.**Admissibility of Forms other than those prescribed in the Rules** :- If an application made by an employer or Manager in writing, the Deputy Commissioner of Labour of the area concerned is satisfied that any muster roll, register or record maintained by the employer or Manager gives in respect of all or any of the employees in his establishment the particulars required to be shown in any register, record or notice prescribed under these rules, the Deputy Commissioner of Labour of the area concerned may, by order in writing direct that such muster roll, register or record shall, to the corresponding extent be maintained in place of such register, record or notice prescribed under this rule, as the case may be:-

Provided that no wages register need be maintained where a wage register under the A.P. Minimum Wages Rules, 1960 is maintained.

32.**Period of supplying information required by Inspector**:- Any information or document required by the Inspector for carrying out the purposes of the Act and the Rules shall be furnished to him by the employer of an establishment within fifteen days from the date of receipt of such requisition by the employer:

Provided that the Inspector can extend such period as is necessary and in no case exceeding three months, for valid reasons on application by the employer.

8 Proviso added by G.O.Ms.No.4 of L.E.T. & F. (Labour) Department, Dt: 30.01.2016

33.**Periodical returns**:- Every employer having ten or more employees shall send a return in Form XXVII for months ending March, June, September and December of every year so as to reach the Inspector within whose jurisdiction the establishment is situated not later than 10th day of the month following the month to which the return relates.

9[**Provided that the Government may by order, devise or notify consolidated form for furnishing periodical returns in lieu of the prescribed formats under the rule;**

Provided, further that the Government may allow the registers, records and returns to be maintained in computerized or digital format or physical format, as the case may be"]

34.**Penalty** :- Any employer who contravenes any of the provisions of these Rules shall, on conviction, be punished with a fine which may extend to fifty rupees.

For a second offence with fine which shall be not less than one hundred rupees but which may extend to two hundred rupees and for the third or subsequent offences, with a fine which shall not be less than two hundred and fifty rupees but which may extend to rupees five hundred.

35.10(****)

9 Proviso added by G.O.Ms.No.4 of L.E.T. & F. (Labour) Department, Dt: 30.01.2016 **10** Omitted by G.O.Ms. No. 54, of Labour, Employment, Training and Factories (Labour) Department, dated: 03.08.2016.

FORM-I

(See Rule 3)

Statement

1. Classification of Establishments.	1. Proprietor Firm. 2. Partnership Firm. Private Ltd., 3. Company. 4. Public Ltd., Company.	
2.Category of Establishments.	1.Shop. 2.Commercial Establishment. 3.Hotel, Restaurant, Catering House, Lodging and Cafe. 4.Theatres, Cinema and other places of Public amusements	
3.Name of Shop/Establishment.		
4.Address : Door No. Locality Village/Town District. Pin Code.		
5.Location of Office.	1.	2. 3.
Godown, Warehouse or work place attached to the Shop/Establishment but situated outside the Locality. premises of it.	Door No.	
6. Employer, Managing Partner or Managing Director as the case may be	Name. Father's Name. Designation.	
7. Residential address of the Employer.	Door No. Locality Village/Town.	
8. Manager/Agent if any (with residential address).	Name. Father'sName. Designation. Door No. Locality. Village/Town.	
9.Nature of business:		
10. Date of Commencement of business.	Date. Month.	Year.

11. Name of family members of employer's family engaged in Shop/Establishment.	Relationship, adults, young Persons.	
	Male. Female. Total:	
12. Total No. of employees :		
13.Names of Employees.		
Adults	Young Persons.	

Male:
Female:

Total :

(i) In a managerial capacity.

(ii) As sweeper, caretaker and travelling staff.

(iii) As persons employed for loading and unloading of godowns.

(iv) Others.

14. Details of remittances of the fees.

Name of the Treasury (1)	Challan No. (2)	Date (3)	Amount of fee paid (4)

I hereby declare that the above information is true to the best of my knowledge and belief.

Signature of employer.

:: 22 ::

FORM-II

[See Rule 3 (3)]

Certificate of Registration

The[11]Telangana Shops and Establishments Act, 1988.

Registration Certificate of Establishment.

1.Registration Number.

2.Name of the establishment.

3.Postal address of establishment.

4.Name of the employer.

5.Nature of business.

6.Number of employees.

It is hereby certified that the ..... has been registered as ..... under the [8]**Telangana** Shops and Establishments Act, 1988 this ..... day of ..... of 20.....

Seal.

Signature of Inspector.

11 For the words “Andhra Pradesh”, the word “Telangana” substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

FORM-III

[See Rule 3 (4)]

Application for Renewal 1. Name of the Shop/Establishment.

2. Previous Registration Certificate.

No. and Date.

3. Year for which renewal is required along with
(i) Challan No. with date.

(ii) Amount paid through the Challan.

4. Full Name of the employer, including Father's Name. 5. Full name of the Manager, if any, including Father's name. 6. Change in the name of partners, if any.

7. Change in the postal address and
Door No. if any, of the Shop/ Establishment.
8. Total number of employees.

I hereby declare that the above information is true to the best of my knowledge and belief.

Signature of the employer/Manager.

:: 24 ::

FORM-IV

[See Rule 3 (6)]

Renewal of Certificate of Registration

It is certified that the Registration Certificate number .... of ..... (name of the Establishment) ..... has been renewed under the [12]**Telangana** Shops and Establishments Act, 1988 for the period from ..... to .....

Signature of the Inspector.

[12] For the words "Andhra Pradesh", the word "Telangana" substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

FORM-V
[see Rule 3(2)]
Register of Establishments

Part-I - Shops
Part-II – Commercial Establishments
Part –III- Residential Hotels, Restaurants, Eating houses, Lodging houses and cafes Part-IV – Theatres, Cinemas and other places of Public entertainment or amusements.

Sl. No	Registration Certificate No and Date of Registration	Name of the Establishment	Name of the employer with residential address	Name of the partners and their residential addresses	Name of the manager with residential address	Postal Address and exact location of the establishment	Exact location of office, store, room, godown, ware-house, work place, if any, attaché other establishments but situated in premises different from those of	Nature of Business	Date of commencement of Business	Number of members of employers family who are not employees of within the mean of section			Nature of other persons occupying position of management	No of other persons employed such as travelling, staff etc.	Total number of employees			Date of inspection	Date of renewal	Feespaid Challan No. and Date	Remarks
										Adultmen	women	Young persons			Adultmen	women	Young persons				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

FORM-VI

[See Rule 5]

Notice of Loss of Registration Certificate and Application for Issue of Duplicate Certificate Name of the Establishment:
Address:
Registration No.:
To,
The Inspector,
Sir,

This is to inform you that the Registration Certificate of this establishment has been lost/destroyed/defaced. Please issue a duplicate Certificate.

Challan No. Date. for Rs.
is enclosed herewith

Yours Faithfully,

Date : *(Signature of employer)*

:: 27 ::

FORM-VII

[See Rule 6]

Notice of Change

Name of the Establishment already registered :

Name of the Employer :

Registration Certificate Number :

Address :

Dated the day of 20

To,

The Inspector,

Notice is hereby given that the following change has taken place in respect of information forwarded to you in Form 'A' which please note.

The Registration Certificate and Challan No..... Dated ..... for Rs..... is enclosed.

Signature of Employer.

Note :- The notice of Change in this Form shall be sent together with such fees as are prescribed in Schedule-II.

FORM-VIII

[See Rule 8 (5)]

Register of Appeals

Sl. No.	Name and address of the applicant	Date of appeal	Date of Presentation of appeals.	Date of hearing	Date of final order.	Whether allowed or rejected
(1)	(2)	(3)	(4)	(5)	(6)	(7)

FORM-IX

[See Rule 9]

Certificate of Age

I hereby certify that I have personally examined (Name) .....
..... Son/Daughter of ..... residing at..... and that he/she has completed his/her fourteenth/eighteenth year of age.

Description marks are:-

1.

2.

Medical Practitioner.

Signature or thumb
impression of employee.

FORM – X

[See Rule 17(3)(a)]

Register of Fines

Name of Establishment :

Sl. No.	Name of the Employee	Father's or Husband's name	Act of Commission for which cause fine imposed	Whether workmen showed cause against fine or not, and if so, date on which cause was shown	Total Wages for the wage-period in which the fine imposed	Amount of fine imposed	Date on which fine realised	Date on which fine Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) (10)

FORM - XI

[See Rule 17(4)]

Register of deductions for the Damage or Loss caused to the Employer by the Neglect or Default of Employees

Name of the Establishment :

Sl. No.	Name of the Employee	Father's or Husband's name	Damage or loss caused	Whether worker showed cause against deduction or not and if so, date on which cause was shown	Amount of deduction imposed	Date on which deduction imposed	No. of instal-ments if any	Date on which total amount realised	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

FORM - XII

[See Rule 18(4)]

Register of advances of wage

Name of the Establishment :

Sl. No.	Name of the Employee	Father's or Husband's name	Amount of advance given was	Date on which advance was given	Purpose(s) for which advance which amount given	No. of instal-ments by which advance has to be recovered	Postpone-ment granted is re-covered	Date on	Remarks total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

FORM - XIII

[See Rule 21(2)]

Register of Appeals

Sl. No.	Date of receipt of the appeal	Effective date of termination	Name and address of the appellant	Name and address of the opposite party	Dates of hearing	Date of the final order	Summary of the finalorder
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

FORM-XIV

[See Rule 22]

Letter of Authorisation

In the Court of the Authority appointed under section 48 of [13]**Telangana** Shops and Establishments Act, 1988.

Application No.
of 20.....

1.

2.

3.

Applicant (s)

Versus

1.

2.

Opponent (s)

3.

I/We hereby authorise Sri .... an official of the Registered Trade Union/Employer Association of .... legal practitioner to appear and act on my / our behalf on the above described proceedings and to do all things incidental to such appearing at action.

Signature or thumb impression of
Employee(s) Employer(s)

Witness: 1.

2.

I accept the authorisation.

Signature:

13 for the words "**Andhra Pradesh**", the word "**Telangana**" substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

FORM - XV

[See Rule 21(3)]

Register of Second Appeals

Sl. No.	Date of receipt of the Appeal	Date of the order of the lower authority/ Date of party communication	Name and address of the appellant	Name and address of the opposite	Amount deposited if any	Dates of hearing	final order	Date of Summary
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORM-XVI

(See Rule 23)

Application for Payment of Wages, etc.

In the Court of the Authority appointed under section 50 of the [14]**Telangana** Shops and Establishments Act, 1988.

Application No. .of 19 .....

Between A.B.C.. Designation of Applicant ..... (through Sri.

a legal practitioner or an official of.
which is registered trade union)..

And

The applicant(s) state(s) as follows :

1. A.B.C. is a/are person(s) employed in establishment entitled and reside(s) at the address(es) of the applicant(s) for the service of all notices and processes is/(are)

2. X.Y.Z. the Opposite Party is the person responsible for the payment of his (their) wages under the Act, and his (their) address for the service of all notices and processes is :

3. (a) The wages of applicant (s) have not been paid for the following wage-period (s) (give date) ..... or a sum of Rs..... has been unlawfully deducted from his wages of..... (amount) for the wage period (s) which ended on (give date/dates).

(b) (or give any or compensation)

4.The applicant (s) estimate (s) the value of the relief sought by him (them) at the sum of Rupees :

5.The applicant (s) pray (s) that a direction may be issued under the said Act for:

(a) Payment of this (their) delayed wages or service compensation as estimated for such greater or lesser amount authority may find to be due or refund of the amount illegally deducted.

Compensation amounting to

The applicant (s) certify (ies) that the statement of facts contained in this application is true to the best of his knowledge and belief.

Signature or Thumb Impression of the employee (s) or legal practitioner or official of a registered Trade Union duly authorised.

Date:

Note :- When the application is by a group of employees the thumb impression or signatures of two of the applicants need be put to the application and a full list of applicants should be appended.

14 For the words “Andhra Pradesh”, the word “Telangana” substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016

FORM-XVII

[See Rule 23]

Form of application by an Inspector or person permitted by the Authority or authorised to Act

In the Court of the Authority appointed under section 50 of the[15]***Telangana*** *Shops and Establishments Act, 1988.*

Application No..of 19 .

Between :.

ABC (Designation) .....(An Inspector under the Shops and Establishments Act, 1988 or a person permitted by the Authority/ authorised to act under Section 51) ..... APPLICANT.

AND

XYZ ..... The Opposite Party.

The applicant states as follows :

1.XYZ the Opposite Party, is the person responsible under the Act for the payment of wages to the following person (s)

(1)

(2)

(3)

(4)

(5)

2.His address for the service of all notices and processes is :

3.The wages of the said person (s) due in respect of the following wages period (s)have not been paid/have been subjected to the following illegal deductions :

4.The applicant estimates the value of the relief sought for the employee (s) at the sum of Rs.

5.The applicant prays that a direction may be issued under the Act for.

6.(a) Payment of the delayed wages (or gratuity) as estimated or such greater or lesser amount as the authority may find to be due.

OR

Refund of amount illegally deducted :

(b) Compensation amounting to :

The applicant certifies that the statement of facts contained in this application is true to the best of his knowledge and belief.

Date :

Signature.

[15] For the words “Andhra Pradesh”, the word “Telangana” substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

FORM-XVIII

(See Rule 24)

Letter of Authorisation

In the Court of the Authority appointed under section 50 of the[16]***Telangana****Shops and Establishments Act, 1988.*

Application No.. of 20

1.
2. *... Applicant (s)*
3.

Versus

1.
2.
3. *. ... Opponent (s)*

I/We hereby authorise Sri..... a legal practitioner/.....an official of the Registered Trade Union of.....to appear and act on my/our behalf in the above described proceedings and to do all things incidental to such appearing and acting.

Signature or Thumb impression of Employees.

Witness : 1.
2.

I accept the authorisation.

Signature :
Address :

16 For the words “Andhra Pradesh”, the word “Telangana” substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016

FORM-XIX

[See sub-rule (3) of Rule 25]

Notice for the Disposal of Application

To,

Whereas under the[17]**Telangana** Shops and Establishments Act, 1988 (Act No. 20 of 1988) a claim has been presented to me by ..... against you by an application, you are hereby called upon to appear before me either personally or through a person duly authorised in this behalf, for the purpose of answering all material questions relating to the application on the .....day of ..... 20..... at O' Clock in the fore/afternoon in support of/to answer the claims and as the day fixed for your appearance is appointed for final disposal of the application, you must be prepared to produce on that day all the witnesses upon whose evidence, and the documents upon which you intend to rely in support of your claim/defence.

Take notice that in default of your appearance on the ..... day before-mentioned, the application will be dismissed/heard and determined in your absence.

Given under hand and seal, this ..... day of ..... 20.....

Signature of Authority.

17 For the words "Andhra Pradesh", the word "Telangana" substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.

FORM - XX

[See Rule 25(6)]

Register of Applications under Section 51

Sl. No.	Date of receipt of application	Date on which the deduction from wages/ payment of wages/service compensation was due	Name and address of the application	Name and address of the opposite party	Amount claimed	Date of hearing	Date of final order	Amount awarded
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORM - XXI

[See Rule 25(7)]

Register of Appeals under Sections 53

Sl. No.	Date of receipt of application	Date of service of the order u/S. 51	Name and address of the appellant	Name and address of the opposite party	hearing	Date of final order	Date of the	Summary
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	

FORM-XXII

[See Rule 29 (1)]

Register of Employment

Name of the Establishment / Shop .....for the month of ..... 20.....

Address: Registration No.

Sl. No.	Name of the employee	Sex	Age	Days of months	Date on which overtime is done and extent of such overtime work in each day			Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
			Time at which employment commences	Time at which employment ceases	Rest Interval (a)	Date (b)	(c) (d)	From to Extent
			(a)	(b)	(c)			

Note:- (a)The mark "H" shall be made in the column relating to any day on which a holiday is given in accordance with the notice referred in sub-rule (3) of Rule 29 and 'A' if the employee is absent on any other day.

(b)The entries under the heading "rest interval" shall be the actual hours at which intervals are to begin and end (e.g., 1 P.M. to 2 P.M.)

FORM - XXIII

[See Rule 29(2)]

Register of wages

Name of the Establishment/Shop

Address :

Registration No.

Wage period from to

Name of the emp-loyee	Date of appoint-ment	Signature or impres-sion of the thumb	Rate of wages	Normal wages earned	Wages earned for over-time work	Gross wage payable thereof	Deduc-tions if any and rea-sions	Actual wages paid employee	Date of payment
(1)	(2)	(10)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORM-XXIV

[See Rule 29 (3)]

Notice of Weekly Holiday

The person employed in this.....(name of Establishment). Establishment / shop shall be given a Holiday on the day below in the week following the date of this notice and until further notices.

Sl.No.	Names of the employees	Day on which holiday a allowed	Remarks
(1)	(2)	(3)	(4)

Signature of the Employer.

FORM - XXV

[See Rule 29(6)]

Register of Leave

Name of the Establishment/Shop

Name of the employee :

Address :

Father's/Husband's Name :

Registration No.

Date of appointment :

LEAVE WITH WAGES

Date of appli-cation	*Applied* From	To	No. of days	No. of days to which the employee is entitled	*Leave granted* From	To	No. of days	Balance If refused, in part From	To	No. of days	Reasons or full		*Signature of* Employee	Employer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

Sick leave (same as the statement for leave with wages).

Casual leave (same as the statement for leave with wages)

.

FORM-XXVI

[See Rule-30]

***[Letter of Appointment]** Name and address of the establishment.

Name and address of the employer.

Registration No.

Sri/Srimathi/Kumari,
Son/Wife/Daughter of

Passport size photo of the employee duly attested by the employee

Aged ..... Date of Birth ..... is appointed as (describe here the nature of appointment) ..... in this Establishment with effect from .....in the scale of pay of Rs. .....

2. His/her scale of pay/rate of increment in wages.....(insert the period) shall be. .

3. He/she will draw a total..... . namely: .

(i) Basic pay.

(ii) Dearness Allowance.

(iii) Other Allowances.

To

Sri/Smt./Kumari,

Per day/week/month composed of the following

[18]*[Signature of the Employer.*

(here enter full address of the employee).

18 Vide Errata issued by G.O.Ms. No. 6, Women's Development, Child Welfare & Labour(Lab-ii) Dt. 8-1-1992.

FORM – XXVII

[See Rule 33]

Return for the month of March/June/September/December

1.Name and address the Establishment :

2.Name and address of the Employer :

3.Category of the Establishment* :

4.Number of days worked during the month :

5.Normal working hours :

6.Rest intervals : Hours :

7.No. of employees and their earnings :

Men, Women and young persons	No. in employ-ment at the end of the months	No. of Mandays worked during the month	Emoluments paid in cash before deductions	Money value of concession in kind	Ex-gratia in cash payment	Contribution be employer to social security	No. of unpaid helpers
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Note:- Ex-gratia cash payments include profit having bonus as may be paid annually, quarterly or over any other period and other adhoc cash payments, if any.

*Whether the establishment is a (i) Shop, (ii) Commercial establishment, (iii) Restaurant, eating house or hotel (iv) theatre or a place of entertainment, or (v) other

type should be mentioned here.

To

The Inspector,

[19][Schedule I]

[See Rule 3]

Form-I or an application in Form-II shall be sent to the Inspector together with the fees specified in the schedule for a year.

Sl. No.	Category of Establishment	Registration and Renewal Fees Rs. Ps.
1.	Shops/Establishments.employing.no persons	100/-
2.	Shops/Establishments employing up to 5 persons	500/-
3.	Shops/Establishments employing 6 and above and up to 10 persons	1000/-
4.	Shops/Establishments employing more than 11 and up to 20 persons	2000/-
5.	Shops/Establishments employing 21 and above and up to 50 persons	5000/-
6.	Shops/Establishments employing 51 persons and above and up to 100 persons	10,000/-
7.	Shops/Establishments employing 101 and above	10,000/- + 5000/- for every additional 50 persons or part thereof for the number of persons exceeding 100.

19 Substituted by G.O.Ms.No. 54, Labour, Employment, Training and Factories (Lab. II), dated.03.08.2016.

20Schedule II

[See Rules 5 and 6]

Sl. No.	Category of Establishments	Registration and Renewal Fees Rs. Ps.
1	2	3
	Fee for Notice of Change	
1.	Establishment having no employees	100/-
2.	Establishment having employees	200/-
	Fee for issue of duplicate certificate for Registration	
1.	Establishment having no employees	100/-
2.	Establishment having employees	200/-

20Substituted by G.O.Ms.No. 54, Labour, Employment, Training and Factories (Lab. II), dated.03.08.2016.

21SCHEDULE-III

[See Rule-27]

The Court fee payable under the provisions of the22**Telangana** Shops and Establishments Act, 1988 and the rules made thereunder shall be as prescribed below:

Sl. No.	Category of documents	Fee payable Rs. Ps.

1.	For every application to summon a witness	50/-	
2.	For every application made by or on behalf of an individual	100/-	
3.	For every other application made by or on behalf of an unpaid group in respect of such applications for each member of the group	50/-	subject to a maximum of Rs.1000/-
4.	For every appeal preferred before the Authority under Section 53	1,000/-	
5.	Copies of the orders of documents containing evidence, etc., 176 words or fraction thereof	20/-	adhesive, Court Fee label

Note :- For items 1 to 4 above, the authority may exempt the employees wholly or partly from the payment of fee if in its opinion the applicant is a pauper.

No fee shall be chargeable in respect of an application by an Inspector.

21 Substituted by G.O.Ms.No. 54, Labour, Employment, Training and Factories (Lab. II), dated.03-08-2016.

22For the words “Andhra Pradesh”, the word “Telangana” substituted by G.O.Ms. No. 4 of Labour, Employment, Training and Factories (Labour) Department, dated: 30.01.2016.