UNION TERRITORY OF DADRA AND NAGAR HAVELI
ADMINISTRATION OF
DADRA AND NAGAR HAVELI
Silvassa, the 17th May 1977

No. ADM/LAW/CL-(95)/16/77—Whereas the draft of Rules to the contract labour (Regulation and Abolition) Act, 1970 (No. 37 of 1970) were published as required by Sub-Section (1) of Section 35 of the said Act at page No. 84 to 99 of the Gazette of India, Part III, Section 3, notifications relating to Minor Administrations dated 25th December 1976 under the notification No. ADM/LAW/CL-(95)/35/76, dated 1st December 1976 of the Administration, Dadra and Nagar Haveli, inviting objections or suggestions from all persons likely to be affected thereby, before the expiry of a period of one month from the date of publication of the said notification in the official gazette.

And whereas the said gazette was made available to the public on 25th December, 1976;

And whereas no objections or suggestions were received from the public on the said draft;

Now, therefore, in exercise of the powers conferred by Sub-Section (1) of section 35 of the Contract Labour (Regulation and Abolition) 1970 (No. 37 of 1970), the Administrator, Dadra and Nagar Haveli, hereby makes the following rules namely:

CHAPTER I

1. Short title and commencement.—(1) These rules may be called the Contract Labour (Regulation and Abolition, Dadra and Nagar Haveli) Rules, 1976.

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

(a) "Act" means the Contract Labour (Regulation and Abolition) Act, 1970.

(b) "Appellate Officer" means the Appellate Officer nominated by the Administrator under sub-section (1) of section 15;

(c) "Board" means the Dadra and Nagar Haveli 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) "Section" means a section of the Act;

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

CHAPTER II

STATE BOARD

3. Constitution of the Board.—The Board shall consist of the following members:

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

(b) One person, representing the Union Territory of Dadra and Nagar Haveli appointed by the Administrator from amongst its officials;
9. Vacancy.—When a vacancy occurs or is likely to occur in the membership of the Board, the Chairman shall, at the request of the Administrator and upon expiry of such request, the Administrator shall take steps to fill the vacancy by making an appointment from amongst the category of persons to which a person vacating membership belongs 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) The Administrator shall appoint such staff as may be necessary to carry out the functions of the Board.  

(i) The salaries and allowances payable to such staff shall be determined by the Administrator.  

(2) The Secretary—  

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

(ii) may attend the meeting but shall not be entitled to vote at such meetings;  

(iii) shall keep a record of the minutes of such meetings;  

(iv) shall take necessary measures to carry out the decisions taken at the meetings of the Board.  

11. Allowances of members.—(1) The travelling allowance of an official member shall be governed by the rules applicable to the stage for which it is available to the official member according to the official duties and shall be paid by the authority.  

(2) The non-official members of the Board shall be paid a subsistence allowance for attending the meetings of the Board at such rates as are admissible to Grade I officers of the Central Government and daily allowances shall be calculated at the maximum rate admissible to Grade I officers of the Central Government.  

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 a second or a casting vote.  

Explanation.—"Chairman" for the purpose of this Rule shall include the Chairman nominated under sub-rule 13 to preside over a meeting.  

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 a member elected by those present at the meeting shall preside over such meeting.  

14. Notice of meeting 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 four members are present thereto.  

Provided that if at any meeting less than four 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) The Board may constitute such Committees and for such purposes as it may think fit.
CHAPTER III
REGISTRATION AND LICENCING

17. Manner of making application for registration of establishment:

(1) The application referred to in sub-section (1) of section 7 shall be made in triplicate in Form I, to the registering officer notified under section 6.

(2) The application referred to in sub-rule (1) shall be accompanied by a treasury receipt showing payment of the fees 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 licensing officer shall, after noting thereon the date of receipt 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) The registering officer shall maintain a register in Form III showing the particulars of establishments in relation to which certificates of registration have been issued by him.

(3) 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 changes take place, the particulars of, and the reasons for, such change.

19. Applications 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 applicant 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, neglects 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 (3) 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 deposit a such 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 (2) 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 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 employer.

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 licensing officer notified under section 11.

(2) Every application for the grant of a licence shall be accompanied by a deposit of the fees referred to in Form V to the effect that the applicant has been employed by him as a contractor in relation to the 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 treasury receipt showing:

(i) the deposit of the security at the rates specified in rule 24, and

(ii) the payment of the fees at the rates specified in rule 26.

22. Matters to be taken into account in granting or refusing a licence.—(1) 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,

(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 which, in the opinion of the Administrator in respect of which the applicant is a contractor;

(b) whether there is an order of the Administrator or an award of 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 15, and if so, whether a period of three years has expired from the date of that order;

(d) whether the fees for the application have been deposited at the rates specified in rule 26;

(e) whether the security has been deposited by the applicant at the rates specified in rule 24.

23. Grant of refusal of licence.—(1) On receipt of the application and as soon as possible thereafter, the licensing officer shall make such enquiry as he considers necessary to satisfy himself about the eligibility of the applicant for a licence and if he is satisfied about the eligibility, he shall grant the 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.—Before a licence is granted, a security, calculated at the rate of Rs. 30 per Rs. 100 of the workmen employed as contract labour, in respect of which an order of licence has been passed, shall be made in the name of the contractor for due performance of the conditions for the licence and compliance with the provisions of the Act and rules made thereunder.

Provided that where the contractor is a co-operative society, the amount deposited as security shall be an amount equivalent for each of the workmen to be employed as contract labour.
5. Form and terms and conditions of licence.—Every licence granted under rule 23 shall be in Form VI.

36. Fees.—(1) The fees to be paid for the grant of a certificate of registration under section 7, shall be specified, namely—

<table>
<thead>
<tr>
<th>Number of Workmen</th>
<th>Fee in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Exceeds 20 but does not exceed 50</td>
<td>50</td>
</tr>
<tr>
<td>Exceeds 50 but does not exceed 100</td>
<td>100</td>
</tr>
<tr>
<td>Exceeds 100 but does not exceed 200</td>
<td>500</td>
</tr>
<tr>
<td>Exceeds 200 but does not exceed 400</td>
<td>1250</td>
</tr>
</tbody>
</table>

(2) The fees to be paid for the grant of a licence under section 12, shall be specified, as follows—

<table>
<thead>
<tr>
<th>Number of Workmen employed by the contractor on any day</th>
<th>Fee in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>5.00</td>
</tr>
<tr>
<td>Exceeds 20 but does not exceed 50</td>
<td>12.50</td>
</tr>
<tr>
<td>Exceeds 50 but does not exceed 100</td>
<td>25.00</td>
</tr>
<tr>
<td>Exceeds 100 but does not exceed 200</td>
<td>50.00</td>
</tr>
<tr>
<td>Exceeds 200 but does not exceed 400</td>
<td>100.00</td>
</tr>
<tr>
<td>Exceeds 44</td>
<td>125.00</td>
</tr>
</tbody>
</table>

27. Validity of the licence.—Every licence granted under rule 23 or renewed under rule 29 shall remain in force for twelve months from the date it is granted or renewed.

30. Application for 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 than 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 as specified 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 such renewal.

Provided further that in case where the licensing officer is satisfied that the delay in submission of the application is due to unavoidable circumstances beyond the control of the contractor, he may reduce or remit as he thinks fit the payment of such excess fee.

31. Refund of security.—(1) (i) On expiry of the period of licence the contractor may, if he so desires, make an application to the licensing officer for the refund of the security deposited by him under sub-rule 24.

(ii) If the licensing officer is satisfied that there is no breach of the conditions of licence or there is no forfeiture of security or any portion thereof, he shall refund the amount of 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 deposited, and balance shall be paid to the applicant.

32. Grant of temporary certificate of registration.—(1) Whenever the employment of contract labour is expected to last for not more than five days, the Principal Employer of the establishment or the contractor, as the case may be, may apply for a temporary certificate of registration or licence to the registering 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 in Form VIII and X respectively and shall be accompanied by a statutory receipt or demand draft drawn in favour of the registering officer and signed by the contractor, as the case may be, for the payment of appropriate fees in and in 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 contractor, or otherwise that the work is expected to last for not more than five days, the Principal Employer or the contractor, as the case may be, shall forthwith grant a certificate of registration or licence to employ contract labour, as the case may be, for a period of not more than fifteen days.

(4) Before a certificate of registration or licence is granted the reasons therefor 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 contract labour in respect of which the certificate was given.

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

<table>
<thead>
<tr>
<th>Number of Workmen employed by the contractor on any day</th>
<th>Fee in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>10.00</td>
</tr>
<tr>
<td>Exceeds 20 but does not exceed 50</td>
<td>20.00</td>
</tr>
<tr>
<td>Exceeds 50 but does not exceed 200</td>
<td>30.00</td>
</tr>
<tr>
<td>Exceeds 200</td>
<td>50.00</td>
</tr>
</tbody>
</table>

(7) The fees to be paid for the grant of a licence under sub-rule (3) shall be as specified below:

<table>
<thead>
<tr>
<th>Number of Workmen employed by the contractor on any day</th>
<th>Fee in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>5.00</td>
</tr>
<tr>
<td>Exceeds 20 but does not exceed 50</td>
<td>20.00</td>
</tr>
<tr>
<td>Exceeds 50 but does not exceed 200</td>
<td>30.00</td>
</tr>
<tr>
<td>Exceeds 200</td>
<td>50.00</td>
</tr>
</tbody>
</table>

(8) The provision of rule 23 and rule 24 shall apply to the refusal to grant licence or to grant licence under sub-rule (4) and sub-rule (5) respectively.

CHAPTER IV

APPEALS AND PROCEDURE

33. Form of memorandum of appeal.—(1) Every appeal under section 15 shall be preferred in the form of a memorandum signed by the appellant or his authorised agent and presented to the Appellate Officer in person or sent to him by registered post.
PART III—SEC. 31
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CHAPTER V
WELFARE AND HEALTH OF CONTRACT LABOUR

40. Welfare and health facilities.—(1) The facilities required to be provided under sections 18 and 19 of the Act, namely sufficient supply of wholesome drinking water, and 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 of 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 in seven days of the expiry of the period laid down in the said sub-rule.

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 and maintain rest rooms or other suitable alternative accommodation within fifteen days of the coming into force of the rules in the case of the existing establishments and within fifteen days of the commencement of the employment of contract labour in new establishments.

(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 by the circulation of fresh air and there shall be provided and maintained sufficient and suitable nature or artificial lighting.

(5) The rest rooms or other suitable alternative accommodation shall be at least 12 square feet per 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 floor, walls and ceilings

(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. Canteen facilities.—(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 where in contract labour is working one hundred or more are ordinarily employed, an adequate canteen facilities 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 establishment and within sixty 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 facilities within the time laid down the same shall be provided by the principal employer within sixty days of the expiry of the time 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. Accommodation in canteen.—(1) The canteen shall consist of at least a dining hall, kitchen, store room, pantry and washing places separately for the worker and for utensils.

(2) The canteen shall be sufficient lighted at all times when any person has access to it.
64. Equipment in canteen.—(1) There shall be maintained and kept in a clean and good condition:
   (i) Furniture, utensils and all other equipment necessary for the efficient running of the canteen;
   (ii) Suitable electronic scales, and other equipment for the measurement of weights and measures.

65. Food staffs to be served.—The food staffs and other items to be served in the canteen shall be obtained from the central procurement agency. The prices of food staffs, beverages, and other items served in the canteen shall be based on the profit, no-loss, and shall be conspicuously displayed in the canteen.

66. Supply of hot water.—Hot water shall be provided for the cleaning of utensils and equipment.

67. Canteen to run on non-profit basis.—In arriving at the prices of food staffs and other items served in the canteen, the following items shall not be taken into consideration as expenditure, namely:

(a) The rent for the building;
(b) The depreciation and maintenance charges for the building and equipment provided for in the canteen;
(c) The cost of purchase, repairs, and replacement of equipment, including furniture, crockery, cutlery and utensils;
(d) The water charges and other charges incurred for lighting and ventilation;
(e) The interest on the amount spent on the supplies and maintenance of furniture and equipment provided for in the canteen.

68. Books, account books, and registers of the canteen.—The books or account books and registers and other documents used in connection with the running of the canteen shall be produced on demand to any inspector.
PART III—Stat 3

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WAGES

64. The Wage period not to exceed one month.—No wage period shall exceed one month.

65. The wages of every person employed at contract labor, our 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 after the last day of the wage period in respect of which the wages are payable.

66. Payment of wages to a worker on termination of his Employment.—Where employment of any worker is terminated 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. Payment to be made on a working day.—All payments of wages shall be made on a working day at the work premises and during the working time and 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 to be paid directly to the worker.—Wages due to every worker shall be paid to him direct or to other person authorised by him in this behalf.

69. Currency of payment of wages.—All wages shall be paid in current coin or currency, or in both.

70. Deductions from wages.—Wages shall be paid without any deductions of any kind except those specified by the Administrator by general or special order in this behalf or permissible under the payment of Wages Act, 1936 (4 of 1936).

71. Notice.—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 thereof shall be sent by the contractor to the Principal Employer under acknowledgment.

72. Presence of authorised representative of the principal employer.—The principal employer shall ensure the presence of his authorized representative at the place and time of disbursement of wages by the contractor to workers. It shall be the duty of the contractor to ensure the disbursement of wages in the presence of such authorised representative.

73. Entries to be made in the register of wages.—The authorised representative of the Principal employer shall record under his signature a certificate at the end of the entries in the Register of Wages or the Wage- cum- Master Register, 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 AND RECORDS AND COLLECTION STATISTICS

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

76. Employment Card.—(1) Every contractor shall issue an employment card in Form XIV to every worker within three days of the employment of the worker. (2) The card shall be maintained up to date, any changes in the particulars thereof to 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.
PART III — Sec. 3

[1977 JAYASHA 28, 1989]

Application for Registration of Establishment Employing Contract Labour.

1. Name and location of the Establishment
2. Postal address of the Establishment
3. Name and address of the Principal Employer (furnish father's name in the case of individuals).
4. Nature and purpose of work in which contract labour is employed or is to be employed.
5. Maximum number of contract labour to be employed on any day throughout each contract period.
6. Particulars of contractor(s) and subcontractor(s).

[See Rule 17 (1)]
FORM II

[See Rule 18 (1)]

No.

Union Territory of Dadar and Nagar Haveli

Office of the Registering Officer

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

<table>
<thead>
<tr>
<th>Nature of work carried on in the Establishment</th>
<th>Names and addresses of the contractors</th>
<th>Nature of work in which contract labour is employed or is to be employed</th>
<th>Maximum number of contract labour to be employed on any day through each contractor</th>
<th>Other particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office with seal

FORM III

[See Rule 18 (2)]

REGISTER OF ESTABLISHMENT

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Registration No. &amp; date</th>
<th>Name &amp; address of the establishment registered</th>
<th>Name of the Principal employer and his address</th>
<th>Type of business, trade, industry, manufacture or occupation which is carried on in the establishment</th>
<th>Total No. of workmen directly employed</th>
<th>Particulars of Contractor and contract labour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Name &amp; address of contractor, nature of work in which contract labour is employed or is to be employed on any day through each contractor, maximum number of contract labour to be employed on any day through each contractor</td>
</tr>
</tbody>
</table>

FORM IV

[See Rule 21(1)]

Application for 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;
4. Particulars of contract labour:
   (a) Nature of work in which employed or is to be employed;
   (b) Duration of the proposed date of commencement of employment and particulars of proposed date of ending;
   (c) Name and address of the Agent or Contractor at the work-site.
(d) Maximum No. 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 deposit in respect of another 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, Establishment and nature of work.

8. Whether a certificate by the Principal Employer in Form V is enclosed.

9. Amount of licence fee paid No. of Treasury Challan and date.

10. Amount of security deposit Treasury Receipt No. and date.

Declaration.—I hereby declare that the details given above are correct to the best of my knowledge and belief.

Signature of the applicant (Contractor)

Place:

Date:

Note.—The application should be accompanied by a Treasury Receipt for the appropriate amount and a certificate in Form V from the Principal Employer.

To be filled in the office of the Licensing Officer, Date of receipt of the application with challan for fees/security Deposit.

Signature of the Licensing Officer

FORM V

(See Rule 21(2))

Form of Certificate by Principal Employer

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 Contract Labour (Regulation and Abolition) (General) Rules, 1972, in respect of the employment of contract labour by the applicant in my establishment.

Place:

Date:

Signature of Principal Employer

Name and address of Establishment

FORM VI

(See Rule 25)

Administration of Dadra and Nagar Haveli.
Office of Licensing Officer Silvassa

 Licence No.

 Dated

 Fee paid Rs.

Paid Rs.

 Security Deposit

 LICENCE

Licence is hereby granted to

under section 71(2) 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

Renewal (See rule 28)

Date of Renewal

Fee paid for renewal

Date of Expiry

1

2

3

Signature and seal of the Licensing Officer

Date

ANNEXURE

The licence is subject to the following conditions:

1. The licence shall be 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 for the grant or as the case may be, for renewal 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 specified in the Schedule of employment under the Minimum Wages Act, 1948, where applicable, and where the rates have not been fixed.

5. In cases where the workmen employed by the contractor perform the same kind of work as the workmen directly employed by the principal employer of the establishment, the wage rate, holiday hours of work and other conditions of service of the workmen of the contractor shall be as applicable to the workmen directly employed by principal employer of establishment on the same 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 whose decision shall be final.

6. In cases where the wage rate, holiday hours of work and other conditions of service of the workmen of the contractor shall be such as may be specified in the Schedule of Employment.

7. In every establishment where 20 or more workmen are ordinarily employed as contract labour there shall be provided 2 rooms of reasonable dimensions for the children under the age of six years. These rooms would be used as play room for the other as bed room for the children. For the contractor shall supply adequate number of beds in the play room and sufficient number of beds in the sleeping room. The standard of comfort and maintenance of the creches may be such as may be specified in this behalf by the Labour Commissioner.

8. The licence shall notify any change in the number of workmen or the conditions of work to the Licensing Officer.

FORM VII

(See Rule 29(2))

Application for Renewal of Licence

1. Name and address of the contractor.

2. Number and date of the licence.

3. Date of the expiry of the previous licence.

4. Whether the licence of the contractor was suspended/ revoked.

5. Number and date of the treasury receipt enclosed.

Place:

Date:

Signature of the Licensing Officer

FORM VIII
[See Rule 32(2)(a)]

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 treasury receipt or the crossed postal 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

Office of the Registering Officer

FORM IX
[See Rule 32(3)]

TEMPORARY CERTIFICATE OF REGISTRATION

No. Date. Government of Gujarat
Office of the Licensing Officer

A Temporary 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. Nature of work in which contract labour is to be employed.
3. Maximum number of contract labour to be employed.
4. Other particulars relevant to the employment of contract labour.

Signature of Registering Officer

FORM X
[See Rule 32(2)(a)]

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—
   (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 day.
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 the licence or forfeiting deposit 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, Establishment, nature of work.
8. Amount of the licence fee paid and the crossed postal order. No. and date.
9. Amount of security deposit—The crossed postal order No. and date.

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

Place:

Date:

Signature of Contractor

(To be filled in the office of the Licensing Officer)

DATE OF RECEIPT OF THE APPLICATION

Signature of Officer

FORM XI
[See Rule 32(3)]

GOVERNMENT OF U.T. DNH
Office of Licensing Officer

Licence is hereby granted to—

No. Date

Temporary Licence

Signature of Licensing Officer

Expiration

The licence is subject to the following conditions:
1. The Licence shall not 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 rule the fees paid for the grant of the licence shall be non-refundable.

Signature of Contractor

ANNEXURE
4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the schedule of employment under the Minimum Wages Act, 1948, where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.

5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wages, rates, holidays, hours of work and other conditions of service of the workmen 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 whose decision shall be final.

6. In other cases the wage rate, holidays, hours of work and conditions of service of the workmen employed by the contractor shall be such as may be specified in the award by the Labour Commissioner.

---

**FORM XII**

**REGISTER OF PARTICULARS OF CONTRACTORS**

[See Rule 74]

1. Name and address of the Principal Employer

2. Name and address of the Establishment

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name and address of contractor</th>
<th>Nature of work on contract</th>
<th>Location of contract work</th>
<th>Period of contract</th>
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**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

Nature and location of work

Name and address of Principal Employer

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name and surname of workman</th>
<th>Age</th>
<th>Sex</th>
<th>Father's Name</th>
<th>Husband's Name</th>
<th>Nature of employment</th>
<th>Permanent Home address of workmen (Village &amp; Taluka &amp; District)</th>
<th>Present address</th>
<th>Date of commencement of employment of workmen</th>
<th>Date of termination of employment of workmen</th>
<th>Name and address of Principal Employer</th>
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</table>
**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 and address of Principal Employer: ............................................

<table>
<thead>
<tr>
<th>Name of the workman</th>
<th>Sl. No. in the Register of workmen employed</th>
<th>Nature of employment/ designation</th>
<th>Wage rate (with particulars of unit in case of piece-work)</th>
<th>Wage period</th>
<th>Tenure of employment</th>
<th>Remarks</th>
<th>Signature of Contractor</th>
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</table>

**FORM XV**

(See Rule 77)

SERVICE CERTIFICATE

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: ............................................
Name and address of the workman: ............................................
Age or Date of Birth: ............................................
Identification Marks: ............................................
Father's/Husband's name: ............................................

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Total period for which employed From</th>
<th>Nature of work due</th>
<th>Rate of wage (with particulars of unit in case of piece-work)</th>
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FORM XVI

[See Rule 78(2)(aa)]

MUSTER ROLL

Name and address of Contractor

Nature and location of work

Name and address of establishment in/out of which contract is carried on

Name and address of Principal Employer

For the month of

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of workman</th>
<th>Father's/Husband's name</th>
<th>Sex</th>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
</table>

FORM XVII

[See Rule 78(2)(aa)]

REGISTER OF WAGES

Name and address of Contractor

Nature and location of work

Name and address of establishment in/out of which contract is carried on

Name and address of principal Employer

Wage period: Monthly

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of Workman</th>
<th>Sl. No. in the Register of Workmen</th>
<th>Designation/ nature of Work done</th>
<th>No. of days worked</th>
<th>Units of work done</th>
<th>Daily rate of wages</th>
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</tbody>
</table>

Amount of wages earned

<table>
<thead>
<tr>
<th>Basic wage</th>
<th>Dearness allowance</th>
<th>Overtime</th>
<th>other payments (nature of payment to be indicated)</th>
<th>Cash total</th>
<th>Deductions</th>
<th>Net amount paid</th>
<th>Sles/other income</th>
<th>Initial of person responsible</th>
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</tbody>
</table>
FORM XVIII
[See Rule 78(2)(a)]

FORM OF REGISTER OF WAGES CUM-MASTER-ROLL

| Name and address of Contractor | Name and address of establishment in/under which contract carried on | Name and address of Principal Employer | Wage period: Weekly from...to...

| Nature and location of work |

<table>
<thead>
<tr>
<th>S. No. in Register of workman</th>
<th>Name of workman</th>
<th>Designation/nature of work</th>
<th>Daily attendance/units worked</th>
<th>Total attendance/units of work done</th>
<th>Daily rate of wages/piece rate</th>
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</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Amount of wages earned</th>
<th>Total</th>
<th>Deduction if any (indicate nature)</th>
<th>Net amount paid</th>
<th>Signature/thumb impression of workman</th>
<th>Initials or Contractor or his representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic wages</td>
<td>Dearness allowance</td>
<td>Overtime (Cash payments Nature of Payment to be indicated)</td>
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FORM XIX
[See Rule 78(2)(b)]

WAGES SLIP

<table>
<thead>
<tr>
<th>Name and address of Contractor</th>
<th>For the Week/For month ending...</th>
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</thead>
<tbody>
<tr>
<td>Father's/Husband's name:</td>
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<tr>
<td>Name of the workman</td>
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<tr>
<td>Nature and location of work</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of days worked</th>
<th>No. of units worked in case of piece-rate workers</th>
<th>Rate of daily wage rate</th>
<th>Amount of overtime wages</th>
<th>Gross wages payable</th>
<th>Deductions if any</th>
<th>Net amount of wages paid</th>
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Initials of the Contractor or his representative.
**FORM XXI**

[See Rule 783 (d)]

REGISTER OF FINES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of works</th>
<th>Father's name</th>
<th>Designation</th>
<th>Act/Domination</th>
<th>Date of offence</th>
<th>Whether workman showed cause against fine</th>
<th>Name of workman in whose presence wage payable</th>
<th>Wage periods</th>
<th>Amount of fine imposed</th>
<th>Date of fine fixed</th>
<th>Remarks</th>
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**FORM X**

[See Rule 783 (a)]

REGISTER OF DAMAGE OR LOSS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and address of Principal Employer</th>
<th>Name and address of establishment in/under which contract is carried on</th>
<th>Remarks</th>
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</table>
FORM XXII
[See Rule 78(2) (d)]

REGISTER OF ADVANCES

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Contractor</th>
<th>Name and address of establishment in/under which contract carried on</th>
<th>Name and address of Principal Employer</th>
<th>Nature and location of work</th>
<th>Name and address of Contractor</th>
<th>Name and address of Principal Employer</th>
<th>Date &amp; amount of advance given</th>
<th>Purchase(s) for which advance made</th>
<th>Date &amp; amount of instalments to be repaid</th>
<th>Date on which instalments are to be repaid</th>
<th>Remarks</th>
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FORM XXIII
[See Rule 78(2) (e)]

REGISTER OF OVERTIME

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Contractor</th>
<th>Name and address of establishment in/under which contract is carried on</th>
<th>Name and address of Principal Employer</th>
<th>Nature and location of work</th>
<th>Name of Father's/husband's name</th>
<th>Designation/position/make of employment</th>
<th>Date on which overtime worked</th>
<th>Total overtime worked or production in case of piece-rate</th>
<th>Normal rate of wages</th>
<th>Overtime rate of wages</th>
<th>Overtime earnings</th>
<th>Date on which overtime payment made</th>
<th>Remarks</th>
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FORM XXIV
[See Rule 82(i)]
Return to be sent by the Contractor to 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 Contractor From To
5. Number of days during the half year on which
   (a) the establishment of the principal employer has
       worked.
   (b) the contractor's 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) another weekly holiday observed and on what day

8. Number of man-days worked by
   Men: _______________________
   Women: _______________________
   Children: ___________________
   Total: _______________________

9. Amount of wages paid
   Men: _________________________
   Women: _______________________
   Children: ___________________
   Total: _______________________

10. Amount of deduction from wages, if any:
    Men: _________________________
    Women: _______________________
    Children: ___________________
    Total: _______________________

11. Whether the following has been provided:
    (i) Canteen.
    (ii) Rest Rooms.

   (iii) Drinking Water.
   (iv) Creches.
   (v) First aid, if the answer is "Yes" state briefly standard provided.

PLACE:

DATE:

Signature of the Contractor.

FORM XXV
[See Rule 82(2)]
Annual Return of Principal Employer to be sent to the Registering Officer.

Year during 31st December

1. Full name and Address of the Principal Employer:
2. Name of establishment.
   (a) District
   (b) Postal address
   (c) Nature of operations/industry/work carried on.
3. Full name of the Manager or person responsible for supervision and control of the establishment.
4. Number of contractors 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 man-days worked by contract labour during the year.
8. Maximum number of workmen employed directly on any day during the year.
9. Total number of days during the year on which direct labour was employed.
10. Total number of man-days worked by directly employed workmen.
11. Charge, if any, in the manner stated in the application for the Registration and also the dates.

Place:

Date:

Principal employer.

ANNEXURE TO FORM

<table>
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<tr>
<th>Name and address of the contractor</th>
<th>Period of contract (From)</th>
<th>Nature of work</th>
<th>Maximum No. of workers employed by each contractor</th>
<th>Number of days worked</th>
<th>Number of man-days worked</th>
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By order of the Administrator,

JANAK JUNJIA,
Secretary to the Administrator,
Bhavnagar and Vagai Devi,
SILVASSA.

PLACE: Silvassa