THE TAMIL NADU CONTRACT LABOUR (REGULATION AND ABOLITION)RULES, 1975

(G.O. Ms. No. 973, Labour and Employment,

17th December, 1975)

[1]**No. S.R.O. A-542/75.** - In exercise of the powers conferred by section 35 of the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act 37 of 1970), the Governor of Tamil Nadu hereby makes the following rules, the same having been published previously as required by sub-section (1) of section 35 of the said Act:

RULES

CHAPTER I

1. Short title

These rules may be called the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975.

2. Definitions

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

(a) "Act" means the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act 37 of 1970);

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

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

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

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

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

(g) "Government" means the Government of Tamil Nadu;

(h) "Section" means a section of the Act.

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[1]Vide Supplement to Pt. III, Sec. 1 (a), of the Tamil Nadu Government Gazette. dated the 31st December, 1975, at p.1.

CHAPTER II

STATE ADVISORY BOARD

3. The Board shall consist of the following members, namely

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

(b) the Commissioner of Labour or in his absence Joint Commissioner of Labour or any other officer of the Labour Department, nominated by the Government;

(c) one person representing the Government, to be appointed by the Government, from amongst its officials;

(d) two persons representing an industry in the public and private sectors respectively to be appointed by the Government in consultation with such organisations as may be considered appropriate by the Government in this behalf;

(e) two persons representing contractors to whom the Act applies to be appointed by the Government in consultation with such organisations, if any, of the contractors as may be considered appropriate by the Government in this behalf;

(f) [1][six] representatives of trade unions connected with the establishments and the contractors to whom the Act applies, to be appointed by the Government after consultation with such organisations, if any, of the employees representing the respective interest as may be considered appropriate by the Government.

4. Terms of office

(1) The Official members of the Board including the Chairman shall hold office during the pleasure of the Government.

(2) A non-official member of the Board shall hold office for a period of three years commencing from the date on which his appointment is first notified in the Official Gazette:

Provided that such members shall, notwithstanding the expiry of the said period of three years continue to hold office until his successor is nominated.

(3) A non-official member of the Board nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.

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[1]Subs. by G.O. Ms. No. 1587, Labour and Employment, dated the 29th September 1979.

(4) If a member is unable to attend a meeting of the Board the Government or the body which appointed or nominated him may, by notice in writing signed on its behalf and by such member and addressed to the Chairman of the said Board, nominate a substitute in his place to attend the meeting and such a substitute member shall have all the rights of a member in respect of that meeting and any decision taken at the meeting shall be binding on the said body.

5. Resignation

A non-official member may resign his office by letter addressed to the Chairman of the Board and his other shall fall vacant from the date on which his resignation is accepted by the Chairman.

6. Cessation of membership

If any non-official member of the Board fails to attend three consecutive meetings of the Board, without obtaining the leave of the Chairman for such absence, he shall cease to be a member of the Board:

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

7. Disqualification

(1) A person shall be disqualified for nomination as and for being a member of the Board,

(i) if he is of unsound mind and stands so declared by a competent Court; or

(ii) if he is an undischarged insolvent; or

(iii) if he has been or is convicted of an offence which, in the opinion of the Government, involves moral turpitude.

(2) If any question arises as to whether a disqualification has been incurred under sub-rule (1), the decision of the Government thereon shall be final.

8. Removal from membership

The Government may remove from office any member of the Board, if in its opinion such a member has ceased to represent the interest which he purports to represent on the Board:

Provided that no such member shall be removed unless a reasonable opportunity is given to him of making any representation against the proposed action.

9. Vacancy

When a vacancy occurs, or is likely to occur in the membership of the Board, the Chairman shall immediately submit a report to the Government. The Government shall then take steps to fill the vacancy aforesaid.

10. Staff

(1) The Government may appoint a Secretary to the Board and such other staff as it may think necessary and may fix the salaries and allowances payable to them and specify their conditions of service.

(2) (i) The Secretary shall be the Chief Executive Officer of the Board. He may attend the meetings of the Board but shall not be entitled to vote at such meetings.

(ii) The Secretary shall assist the Chairman in convening meetings and shall keep a record of the minutes of such meetings and shall take necessary measures to carry out the decisions of the Board.

11. Travelling allowance

(1) The travelling allowance of an official member shall he governed by the rules applicable term for journeys performed by him on official duties and shall be paid by the authority paying his salary.

(2) A non-official member of the Board or his substitute shall be entitled to draw travelling and daily allowances for any journey performed by him in connection with his duties as such member at the rates and subject to the conditions applicable to a non-official member of first class committees as laid down by the Government from time to time.

12. Disposal of business

(1) All business shall be considered at a meeting of the Board and shall be decided by a majority of the votes of the members present and voting. In the event of an equality of votes, the Chairman shall have a casting vote:

Provided that the Chairman may, if he thinks fit, direct that any matter shall be decided by the circulation of necessary papers and by securing written opinion of the members: Provided further that no decision on any question which is referred under the preceding proviso shall be taken, unless supported by not less than a two-third majority of the members.

(2) Voting shall ordinarily be by show of hands, but if any member asks for voting by ballot, or if the Chairman so decides, the voting shall be by secret ballot and shall be held in such manner as the Chairman may decide.

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. If the Chairman is absent from any meeting, the members present shall elect one of the members to preside over the meeting and the member so elected shall at that meeting exercise all the powers of the Chairman.

14. Notice of meetings and list of business

(1) Notice shall be given to every member of the time and place fixed for each ordinary meeting at least fifteen days before such meeting and each member shall be furnished with a list of business to be transacted at the meeting: Provided that in the case of an emergent meeting, notice of at least seven days shall be given to every member.

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

15. Quorum

No business shall be transacted at any meeting unless at least one-third of the members and at least one representative each of the industry and of employees is present.

Provided that if at any meeting less than one-third of the total number of members are present, the Chairman may adjourn the meeting to a date not later than seven days from the date of original meeting informing the members present and giving meeting notice to the other members of the Board that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

16. Committees of the board

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

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

(2) The Committee shall meet at such times and places as the Chairman of the said Committee may decide and the Committee shall observe such rules of procedure in regard to the transaction of business at its meetings as it may decide upon.

(3) The provisions of rule 11 shall apply to the members of the Committee for attending the meetings of the Committee as they apply to the members of the Board.

CHAPTER III

REGISTRATION AND LICENSING

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

[1][(1) The application referred to in sub-section (1) of section 7 shall be made to the Registering Officer of the area in which the establishment sought to be registered is located and shall contain the particulars specified in sub-rule (2) of Rule 18.

(1A) Such application shall be in Form I in triplicate and shall be made

(a) in the case of any principal employer of an establishment employing contract labour on the date on which these rules come into force, within sixty days from the date; and

(b) in the case of any other principal employer of an establishment desirous of employing contract labour, not less than thirty days before the date on which he proposes to employ contract labour.]

(2) The application referred to in sub-rule (1) shall be accompanied by a treasury receipt [2][or online payment through online portal of Directorate of Industrial Safety and Health] showing payment of the fees for the registration of the establishment.

(3) [3][Every application referred to in sub-rule (1) shall be made through online portal of Directorate of Industrial Safety and Health or personally delivered to the Registering Officer or sent to him by registered post."]

(4) On receipt of the application referred to in sub rule (1), the Registering Officer shall, after noting thereon the date of receipt by him of the application, grant an acknowledgment to the applicant.

18. Grant of certificate of registration.—

(1) [4][The registering officer shall grant certificate of registration under sub-section (2) of the section 7 in Form II, within thirty days from the date of receipt of such application referred to in sub-rule (1) of rule 17.]

(2) Every certificate of registration granted under sub-section (2) of section 7 shall contain the following particulars, namely:

(a) the name and address of the establishment;

(b) the maximum number of workmen to be employed as contract labour in the establishment;

(c) the type of business, trade, industry, manufacture or occupation which is carried on in the establishment;

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[1] Subs. by G.O. Ms. No. 876, Labour and Employment, dated the 28th May, 1979.

[2]Subs. by G.O. Ms. No. 12, Labour and Employment, dated the 25th January,2018.

[3]Subs.by. G.O. Ms. No.12, Labour and Employment, dated the 25th January, 2018.

[4]Subs.by.G.O. Ms.No. 206, Labour and Employment, dated the 2nd November, 2016.

(d) such other particulars as may be relevant to the employment of contract labour in the establishment.

(3) 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.

(4) If, in relation to an establishment, there is any change, in the particulars specified in the certificate of registration, the principal employer of the establishment shall intimate to the registering officer, within thirty days from the date when such change takes place, the particulars of, and the reasons for, such change.

19. Circumstances in which application for registration may be rejected

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

(2) If the principal employer, on being required by the registering officer to amend his application for registration, omits or fails to do so, the registering officer shall reject the application for registration.

20. Amendment of certificate of registration

(1) Where, on receipt of the intimation under sub-rule (4) of rule 18, the registering officer is satisfied that an amount higher than the amount which has been paid by the principal employer as fees for the registration of the establishment is payable, he shall require such principal employer to deposit a sum which, together with the amount already paid by such principal employer, would be equal to such higher amount of fees payable for the registration of the establishment and to produce the treasury receipt showing such deposit.

(2) Where, on receipt of the intimation referred to in sub-rule (4) of rule 18, the registering officer is satisfied that there has occurred a change in the particulars of the establishment, as entered in the register in Form III, he shall amend the said register 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.

(3) The application for the amendment d a certificate of registration shall be accompanied by:

(i) a statement indicating the nature of the amendment required;

(ii) a statement showing the change in particulars already furnished in the application for registration under rule 17 which necessitates the amendment;

(iii) a treasury receipt showing that the appropriate fee for the amendment of the certificate of registration has been paid in the local treasury; and

(iv) the certificate of registration originally issued.

(4) The fee for the amendment of the certificate of registration shall be [1][Rupees five hundred] in addition to the amount, if any, by which the fee that would have been payable, if the certificate or registration had been originally issued in the amended form exceeds the fee originally paid for the certificate of registration.

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 of the area in which the establishment, in relation to which he is the contractor, is located.

(2) Every application for the grant of a licence shall be accompanied by a certificate by the principal employer in Form V to the effect that the applicant has been employed by him as a contractor in relation to his establishment and that he undertakes to be bound by all the provisions of the Act and the rules made thereunder insofar as the provisions are applicable to him as principal employ & in respect of the employment of contract labour by the applicant.

(3) [2][Every such application referred to in sub-rule (1) shall be made through online portal of Directorate of Industrial Safety and Health or 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 acknowledgment 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.

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[1]Subs. by G.O. Ms. NO.13, Labour and Employment, dated the 31st January, 2018.
[2]Subs. by G.O. Ms. NO.12, Labour and Employment, dated the 25th January, 2018.

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

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

(a) whether the applicant,

(i) is a minor, or

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

(iii) is an undischarged insolvent, or

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

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

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

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

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

23. Grant or refusal of licence

(1) The licensing officer shall make such enquiry as he considers necessary to satisfy himself about the eligibility of the applicant for a licence.

(2) The licensing officer shall pass orders within [1]["thirty days"] from the date of receipt of the application, either granting or refusing the licence applied for.

(3) (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.

(4) If no order is passed within the time specified in sub-rule (2) it shall be deemed that the licence has been granted.

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[1]. Subs. by G.O. Ms. No. 206, Labour and Employment, dated the 2nd November, 2016.

[1][24. **Security**

(1) Before a licence is issued, an amount calculated at the rate of [2][Rs.500/- (Rupees five hundred only)] for each of the workmen to be employed as contract labour, in respect of which the application for licence has been made, shall be deposited by the contractors for due performance of the conditions of licence and compliance with the provisions of the Act or the rules made thereunder:

Provided that where the contractor is a Co-operative Society, the amount deposited as security shall be at the rate of [3][Rs. 15] for each of the workmen to be employed as a contract labour:]

[4][Provided further that, if any contractor furnishes security deposit in the form of small savings scrips, they shall be accepted by the licensing officer.]

(2) Where the applicant for the licence was holding a licence in regard to another work and that licence had expired, the licensing officer, if he is of the view that any amount of the security deposited in respect of that licence is to be directed to be refunded to the applicant under rule 31, may, on an application made for that purpose in Form V-A by the applicant adjust the amount so to be refunded towards the security required to be deposited in respect of the application for a new licence and the applicant need deposit, in such a case, only the balance amount, if any, after making such adjustment.

(3) The amount of security deposit, or the balance amount, to be deposited under sub-rule (1), or under sub-rule (2), as the case may be, shall be paid in the local Treasury under Head of Account "K-Deposits and Advances-S. Deposits not bearing interest - 343 Civil Deposits Revenue Deposits under the Contract Labour (Regulation and Abolition) Act, 1970".]

25. Forms and terms and conditions of licence

(1) Every licence granted under rule 23 shall be in Form VI.

(2) Every licence granted under rule 23 or renewed under rule 29 shall be subject to the following conditions, namely:

(i) the licence shall be non-transferable;

(ii) the number of workmen employed as contract labour in the establishment shall not, on any day, exceed the maximum number specified in the licence;

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[1]Subs. by G.O. Ms. No. 1458, Labour and Employment, dated the 9th July, 1981.
[2] Subs by G.O. Ms. No. 13, Labour and Employment (H- 1), dated the 31st January, 2018.
[3] Subs. by G.O. Ms. No. 229, Labour and Employment, dated the 23rd November, 1993.
[4] Added by G.O. Ms. No. 21, Labour and Employment, dated the 25th January, 1991.

(iii) save as provided in these rules, the fees paid for the grant, or as the case may be, for renewal of the licence shall be non-refundable;

(iv) the rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed under the Minimum Wages Act, 1948 (Central Act 11 of 1948), for such employment where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates so fixed;

[1][(v) (a) in cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the rates of wages, holidays, the hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment. In case of any disagreement with regard to the same or similar kind of work, the same shall be decided by the Registering Officer having jurisdiction over the area. Any person aggrieved by the decision of the Registering Officer may prefer an appeal to the Commissioner of Labour within thirty days from the date of receipt of such decision and his decision shall be final.]

(b) in other cases [2][the rates of wages, holidays, the hours of work] and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Commissioner of Labour;

Explanation — While determining the hours of work and other - conditions of service under (b) above, the Commissioner of Labour shall have due regard to [2][the rates of wages, holidays, the hours of work] and other conditions of service obtaining in similar employment.

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

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

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[1] Subs. by G.O. Ms. No.309, Labour, dated the 16th February, 1987.
[2] Subs. by G.O. Ms. No. 49, Labour, dated the 5th January, 1984.

(c) the contractor shall supply adequate number of toys and games in the play room and sufficient number of cots and beddings in the sleeping room;

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

(e) the licensee shall notify any change in the number of workmen or the conditions of work to the licensing officer.

[1][(f) no female contract labour shall be employed by any contractor before 6 a.m. or after 7 p.m.

Provided that this item shall not apply to the employment of women in pit-head baths, creches and canteens and to midwives and nurses in hospitals and dispensaries;]

[2][(vii) the licensee shall, within fifteen days of the commencement and completion of each contract work, submit a return to the Inspector, appointed under section 28 of the Act, intimating the actual date of the commencement or, as the case may be, completion of such contract work in Form VI-A].

26. Fees.__

(1) [3][The fees to be paid for the grant of certificate of registration of an establishment under section 7 shall be specified below, namely:

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

a	does not exceed 50	Rs. 2,500
b	exceeds 50 but does not exceed 100	Rs. 5,000
c	exceeds 100 but does not exceed 200	Rs. 10,000
d	exceeds 200	Rs. 20,000

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

[1] Ins. by G.O. Ms. No. 1458, Labour and Employment, dated the 9th July, 1981.
[2] Ins. by G.O. Ms. No. 730, Labour and Employment, dated the 13th July, 1978.
[3] Subs. by. G.O. Ms. No. 13, Labour and Employment (H- 1), dated the 31st January, 2018.

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

a	does not exceed 50	Rs. 2,500
b	exceeds 50 but does not exceed 100	Rs. 5,000
c	exceeds 100 but does not exceed 200	Rs. 10,000
d	exceeds 200	Rs. 20,000]

(3) [1][The fee paid for the grant or amendment of a certificate of registration under section 7 read with rules 18 and 20 and the fees paid for the grant, renewal or amendment of licence under sections 12, 13 and 14 read with rule 23, sub-rules (1) and (2) of rule 26, rules 28 and 29 shall be refunded, if paid in excess or remitted under the wrong head of account by the Registering Officer and the Licensing Officer respectively on an application made by the concerned principal employer or contractor, as the case may be :

Provided that before issuing orders for the refund of such fees, the Registering Officer or the Licensing Officer, as the case may be, shall satisfy himself that a requisite fee for issue or amendment of certificate of registration or for issue, renewal or amendment of licence has been paid by the concerned person under the correct head of account.]

[2][27. Validity of the licence

(1) Every licence granted under Rule 23 or renewed under Rule 29 shall remain in force [3][for a period of two consecutive calendar years commencing from the year in] which the licence is granted or renewed.

(2) Where a licence has been already granted or renewed for a period of twelve months from the date it is granted or renewed as the case may be, instead of for a calendar year, the contractor may, within a period of three months from the date of expiry of the period of twelve months, apply to Licensing Officer for the refund of the fee proportionate to the unexpired portion of the period and the licensing officer shall after making such enquiry as he may deem necessary and after satisfying himself about the correctness of the statement made in the application, order refund of such fee.

[1] Ins. by G.O. Ms. No. 1447, Labour and Employment, dated the 21st November, 1978.
[2] Subs. by G.O Ms. No. 350, Labour, dated the 13th February, 1984.
[3] Subs. by G.O. Ms. No. 13, Labour and Employment, dated the 31st January, 2018.

(3) If no work is carried on by the contractor, during the period of validity of the licence in respect thereof, the contractor may, within a period of three months from the date of expiry of the licence, apply to the Licensing Officer for refund of the fee paid by him for such licence and the Licensing Officer shall, after making such enquiry, as he may deem necessary and after satisfying himself about the correctness of the statement made in the application, order refund of such fee.]

28. Amendment of the licence

(1) A licence granted or renewed under the Act and these rules may be amended by the Licensing Officer on an application from the contractor.

(2) The application for the amendment of a licence shall be accompanied by,

(i) a statement indicating the nature of the amendment required;

(ii) a statement showing the change in particulars already furnished in Form IV under rule 21 which necessitates the application for amendment

(iii) a treasury receipt showing that the appropriate fee for the amendment of licence has been paid in the local treasury; and

(iv) the licence originally granted.

(3) The fee for the amendment of licence shall be [1][five hundred rupees] plus the amount that would have been payable if the licence had originally been issued in the amended form deducting the fees originally paid for the licence.

(4) An application for the amendment of the licence shall be dealt with by the Licensing Officer in the same manner as an application for grant of licence.

(5) Where the application for amendment is refused, the licensing officer shall record the reasons for such refusal and communicate the same to the applicant.

29. Renewal of licence

(1) Every contractor shall apply to the licensing officer for renewal of the licence, before its validity expires.

(2) Every such application shall be in Form VII in triplicate and shall be made not less than [2][sixty 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.

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[1] Subs. by G.O. Ms. No. 13, Labour and Employment, dated the 31st January, 2018.
[2] Subs. by G.O. Ms. No. 119, Labour and Employment, 29th June, 1994.

[1][(2A) Every application referred to in sub-rule(2) shall be made through online portal of Directorate of Industrial Safety and Health or personally delivered to the licensing officer or sent to him by registered post:

Provided that such application shall be accompanied by a treasury receipt or online payment through online portal of Directorate of Industrial Safety and Health, evidencing the payment of appropriate fee:]

(3) The fees chargeable for renewal of the licence shall be [2][the same as] ordinarily payable 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 50 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.

30. Issue of duplicate certificate of registration or licence

Where a certificate of registration or a licence granted or renewed under the preceding rules is lost, stolen, defaced or destroyed, the principal employer or the contractor shall forthwith report the matter to the Registering Officer or the Licensing Officer as the case may be by whom the Registration Certificate or Licence was issued or as the case may be last renewed and may make an application to that officer for the issue of a duplicate registration certificate or a licence.

The fee for the grant of a duplicate registration certificate/licence shall be [3][Rs. 500/- (Rupees five hundred only).]. The application for the grant of duplicate registration certificate/ licence shall be accompanied by a treasury receipt for the above amount. On receipt of the application, the Registering Officer or the Licensing Officer concerned shall furnish to the applicant a duplicate copy of the certificate of registration/licence duly stamped 'duplicate' in red ink.

31. Refund of security

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

(ii) If the licensing officer is satisfied that there is no breach of the conditions of licence or there is no order under section 14 for the forfeiture of security or any portion thereof, he shall direct the refund of the security to the applicant.

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[1] Ins. by G.O. Ms. No. 12, Labour and Employment, dated the 25th January, 2018.
[2] Subs. by G.O. Ms. No. 61, Labour and Employment (H- 1), dated the 3rd June, 2009.
[3] Subs. by G.O. Ms. No. 13,Labour and Employment, dated the 31st January, 2018.

[1][Provided that if the security is furnished in the form of the small savings scrips, they shall be returned to the applicant.]

(2) If there is any order directing the forfeiture of any portion of the security, the amount to be forfeited shall be deducted from the security deposit, and balance, if any, refunded to the applicant '

[1][Provided that where the security is in the form of small savings scrips, the applicant shall remit the amount of forfeiture so ordered by the licensing officer under sub-section (1) of section 14 of the Act and whereupon the small savings scrips shall be returned to the applicant.]

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

32. Grant of temporary certificate of registration and licence

(1) Where conditions arise in an establishment requiring the employment of contract labour immediately and such employment is estimated to last for not more than fifteen days, the principal employer of the establishment or the contractor, as the case may be, may apply for a temporary certificate of registration or licence to the registering officer or the licensing officer, as the case may be, having jurisdiction over the area in which the establishment is situated.

(2) The application for such temporary certificate of registration or licence shall be made in triplicate in Forms VIII and X respectively and shall be accompanied by a treasury receipt or a crossed postal order drawn in favour of the appropriate registering or licensing officer, as the case may be, showing the payment of appropriate fees and in case of licence the appropriate amount of security also.

(3) On receipt of the application, complete in all respects, on being satisfied either on affidavit by the applicant or otherwise that the work in respect of which the application has been made would be finished in a period of fifteen days and was of a nature which could not but be carried out immediately, the registering officer or the licensing officer, as the case may be, shall within three days grant a Certificate of registration in Form IX or a licence in Form XI, as the case may be, for a period of not more than fifteen days.

(4) Where a certificate of registration or licence is not granted the reasons therefor shall be recorded by the Registering Officer or the Licensing Officer, as the case may be.

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[1] Ins. by G.O. Ms. No. 21, Labour and Employment, dated the 25th January, 1991.

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

(6) [1][The fees to be paid for the grant of certificate of registration under sub-rule (3) shall be as specified below: If the number of workmen proposed to be employed on contract on any day:

a	does not exceed 50	Rs. 500
b	exceeds 50 but does not exceed 100	Rs. 1,000
c	exceeds 100 but does not exceed 200	Rs. 2,000
d	exceeds 200	Rs. 4,000

(7) The fees to be paid for the grant of a license under sub-rule (3) shall be as specified below: If the number of workmen to be employed by the contractor on any day

a	does not exceed 50	Rs. 500
b	exceeds 50 but does not exceed 100	Rs. 1,000
c	exceeds 100 but does not exceed 200	Rs. 2,000
d	exceeds 200	Rs. 4,000]

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

CHAPTER IV

APPEALS AND PROCEDURE

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

(ii) The memorandum shall be accompanied by a certified copy of the order appealed from and a treasury receipt for rupees ten.

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

34. (1) Where the memorandum of appeal does not company with the provisions of sub-rule (2) of rule 33 it may be rejected or returned to appellant for the purpose of being amended within a time to be fixed by the Appellate Officer.

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[1] Subs. by G.O. Ms. No. 13, Labour and Employment, dated 31st January, 2018.

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

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

(4) (i) When the appeal has been admitted, the Appellate Officer shall send the notice of the appeal to the Registering Officer or the Licensing Officer as the case may be, from whose order the appeal has been preferred and the Registering Officer or the Licensing Officer shall send the record of the case to the Appellate Officer.

(ii) On receipt of the record, the Appellate Officer shall send a notice to the appellant to appear before him at such date and time as may be specified in the notice for the hearing of the appeal.

35. If on the date fixed for hearing, the Appellant does not appear, the Appellate Officer may dismiss the appeal for default of appearance of the appellant.

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

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

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

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

(3) The order shall be communicated to the appellant and copy thereof shall be sent to the Registering Officer or the Licensing Officer from whose order the appeal has been preferred.

38. Payment of Fees - All fees payable under these rules shall be paid into the local Government treasury under the head of account [1][087 Labour and Employment-a-Receipts under Labour Laws-06 Contract labour (Regulation and Abolition) Rules, 1975-Licence Fees, etc. [2][D.P. Code-087 AAAAA 0602]] and a receipt obtained which shall be submitted with the application or the memorandum of appeal, as the case may be.

39. Copies - Application for the copies of the order of the Registering Officer, Licensing Officer or the Appellate Officer can be obtained on payment of fees of rupees two for each order and on an application specifying the date of the order, made to the officer concerned.

CHAPTER V

WELFARE AND HEALTH OF CONTRACT LABOUR

40. (1) The facilities required to be provided under sections 18 and 19 of the Act, namely, sufficient supply of wholesome drinking water, a sufficient number of latrines and urinals, washing facilities and first-aid facilities shall be provided by the contractor in the case of the existing establishments within seven days of - the commencement of these rules and in the case of new establishments within thirty days of the commencement of the employment of contract Labour therein.

(2) If any of the facilities mentioned in sub-rule (1) is not provided by the contractor within the period prescribed the same shall be provided by the principal employer within seven days of the expiry of the period laid down in the said sub-rule.

41. Rest 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 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.

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[1] Subs. G.O. Ms. No. 411, Labour and Employment, dated the 1st June 1977.
[2] Subs. by G.O. Ms. No. 1233, Labour and Employment, dated the 13th October, 1978.

(3) Separate rooms shall be provided for women employees.

(4) Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.

(5) The rest room or rooms or other suitable alternative accommodation shall be of such dimensions so as to provide atleast a floor area of 1.1 sq. metre for each person making use of the rest room.

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

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

42. Canteens

(1) In every establishment to which the Act applies and wherein work regarding the employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed an adequate canteen shall be provided by the contractor for the use of such contract labour within sixty days of the date of coming into force of the rules in the case of the existing establishments and within 60 (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 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. (1) The canteen shall consist of at least a dining hail, kitchen, store-room, pantry and washing places separately for workers and for utensils.

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

(ii) The floor and inside walls shall be made of smooth and impervious materials and inside walls shall be lime-washed or colour-washed atleast once in each year:

Provided that the inside walls of the kitchen shall be lime washed every four months.

(3) (i) The precincts of the canteen shall be maintained in a clean and sanitary condition.

(ii) Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance.

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

(iv) The canteen building shall be situated not less than 15.2 metres from any latrine, urinal or any other source of dust, smoke or obnoxious fumes:

Provided the Inspector may for reasons to be recorded in writing relax the provision of this sub-rule subject to such conditions as he may deem fit and may require the employer to take such measures to secure the essential purpose of this rule.

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

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

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

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

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

(5) (a) Wash basins with the adequate water supply shall be provided in the dining hall for the use of the workers.

(b) Soups and towels shall be provided at the washing places in the dining hall.

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

(ii) Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained.

(2) (i) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition.

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

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

46. Foodstuffs to be served

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

47. Prices to be displayed

The charge per portion of food-stuffs, beverages and any other items served in the canteen shall be based on 'no profit, no loss ' and shall be conspicuously displayed in the canteen.

48. The canteen shall be run on "no profit, no loss" basis provided that the following items shall not be taken into consideration as expenditure, namely -

a. the rent for the land and building ;

b. the depreciation and maintenance charges for the building and equipment provided for in the canteen ;

c. the cost of purchase, repairs and replacement of equipment's including furniture, crockery, cutlery and utensils ;

d. the water charges and other charges incurred for lighting and ventilation ;

e. the interest on the amounts spent on the provision and maintenance of furniture and equipment provided for in the canteen.

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

50. The accounts pertaining to the canteen shall be audited once in every 12 months by Chartered Accountants and Auditors.

51. Latrines and Urinals

Latrines shall be provided in every establishment coming within the scope of the Act on the following scale, namely:

a. where females are employed, there shall be at least one latrine for every 25 females ;

b. where males are employed, there shall be at least one latrine for every 25 males:

Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for every 25 males or females, as the case may be, upto the first 100, and one for every 50 thereafter.

52. Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.

53. (i) Where workers of both sexes are employed, there shall be displayed outside each block of latrine and urinal a notice, in the language understood by the majority of the workers " For Men only " or " " For Women Only ", as the case may be.

(ii) The notice shall also bear the figure of a man or of a woman, as the case may be.

54. There shall be at least one urinal for male workers upto 50 and one for female workers upto 50 employed at a time:

Provided that where the number of male or female workmen, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every 50 males or females upto the first 500 and one for every 100 or part thereafter.

55. (1) The latrines and urinals shall be conveniently situated and accessible to workers at all times at the establishment.

(2) (i) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.

(ii) Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the public health authorities.

56. Where piped water supply is available, a sufficient number of water taps conveniently accessible shall be provided in or near the latrine and urinals and where there is no continuous supply of water, water cisterns

with cans shall be provided for washing purposes in or near such latrines and urinals.

WASHING FACILITIES

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

(2) If female workers are employed, separate washing facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where male workers pass. The entrance to such facilities shall bear conspicuous notice in Tamil "For Women only ". The notice shall bear a picture of a woman.

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

(4) The washing facilities shall include the provision of adequate number of buckets and tumblers or mugs and water supply at the rate of 20 litres a day for each workman employed.

FIRST-AID FACILITIES

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

59. (1) The first-aid box shall be distinctively marked with a red cross on a white ground and shall contain the following equipment, namely:

A. For establishments in which the number of contract labour employed does not exceed fifty, each first-aid box shall contain the following equipment

(i) 6 small sterilized dressings.

(ii) 3 medium size sterilized dressings.

(iii) 3 large size sterilized dressings.

(iv) 3 large sterilized burn dressings.

(v) 1 (30 ml.) bottle containing salvolatile having the dose and mode of administration indicated on the label.

(vi) 1 (30 ml.) bottle containing a two per cent alcoholic solution of iodine.

(vii) 1 snake-bite lancet.

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

(ix) 1 pair of scissors.

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

(xi) A bottle containing 100 tablets (each of 5 gms.) of aspirin.

(xii) Ointment for burns.

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

(xiv) Eye drops.

(xv) Six roller bandages of 10 cm. wide.

(xvi) Six roller bandages of 5 cm. wide.

(xvii) Six triangular bandages.

B. For establishments in which the number of contract labour exceeds fifty, each first-aid box shall contain the following equipment:

(i) 12 small sterilized dressings.

(ii) 6 medium size sterilized dressings.

(iii) 6 large size sterilized dressings.

(iv) 6 large size sterilized burn dressings.

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

(vi) 1 (60 ml.) bottle containing salvolatile having the dose and mode of administration indicated on the label.

(vii) 1 (60 ml.) bottle containing a two per cent. alcoholic solution of iodine.

(viii) 1 roll of adhesive plaster.

(ix) A snake-bite lancet.

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

(xi) 1 pair of scissors.

(xii) I copy of the first-aid leaflet issued by the Director-General, Factory Advice Service and Labour Institute, Government of India.

(xiii) A bottle containing 100 tablets (each of 5 gms.) of aspirin.

(xiv) Ointment for burns.

(xv) A bottle of a suitable surgical antiseptic solution.

(xvi) Eye drops.

(xvii) Twelve roller bandages of 10 cm. wide.

(xviii) Twelve roller bandages of 5 cm. wide.

(xix) Six triangular bandages.

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

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

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

62. A person in charge of the First-Aid Box shall be a person trained in First-Aid treatment, in establishments where the number of contract labour employed is 150 or more.

CHAPTER VI

WAGES

63. The contractor shall fix wage periods in respect of which wages shall be payable.

64. No wage period shall exceed one month.

65. The wages of every worker shall be paid within three days from the end of the wage period in case the wage period is one week or a fortnight and in all other cases before the expiry of the tenth or the seventh day from the end of the wage period according as the number of workers employed in such establishment does or does not exceed a thousand.

66. Where the employment of any worker is terminated by or on behalf of contractor the wages earned by him shall be paid before the expiry of the second working day from the day on which his employment is terminated.

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

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

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

70. Wages shall be paid without any deductions of any kind except those specified by the State Government by general or special order in this behalf or permissible under the Payment of Wages Act, 1936 (Central Act IV of 1936).

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

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

73. The authorized representative of the Principal Employer shall record under his - signature a certificate at the end of the entries in the Register of Wages [1][* * *], 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 OF 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 [2][register of Employment in Form XXVI].

[3][76. Employment card * * *]

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.

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[1] The expression "or the Register of Wages-cum-Muster Roll, as the case may be", omitted by G.O. (D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011 (deemed to have come into effect from 3rd August, 2011).

[2] Subs. ibid, for the expression "register in Form XIII".

[3] Rule 76, omitted ibid.

78. [1][Register of Wages

[2][(1) [3][(a) Every contractor shall in respect of each work on which he engages contract labour, maintain a Register of Wages in Form XXVII.]

[4][b Every contractor shall, where the wage period is one week or more, issue wage slips in Form XXVIII to the workmen at least a day prior to the disbursement of wages. The copies of wage slip so issued to the workmen shall be maintained by the employer and produced to the inspector on demand.]

c. Every contractor shall obtain the signature or thumb-impression of the worker concerned against the entries relating to him on the Register of Wages [5][***] and the entries shall be authenticated by the initials of the contractor or his authorised representatives, and shall also be duly certified by the authorised representatives of the principal employer in the manner provided in rule 73.

[6][(c) Every contractor, shall in respect of each work on which he engages contract labour, maintain a Register of Advances, Deductions for Damage or Loss and Fines in Form XXIX.]

[7][(2) In respect of establishments which are governed by the Payment of Wages Act, 1936 (Central Act IV of 1936) and the rules made thereunder, or the Minimum Wages Act, 1948 (Central Act XI of 1948) and the rules made thereunder, the following registers and records, required to be maintained by a contractor as employer under the said Acts, and the rules made thereunder shall be deemed to be the registers and records to be maintained by a contractor under these rules, namely:

(a) Register of Employment ;

(b) Register of Wages;

(c) Wage slip ;

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[1] Subs, for the Marginal Heading :Muster Roll, Wage Registers, Deduction Register and Overtime Register", by G.O. (D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011 (deemed to have come into effect from 3rd August, 2011).

[2] Subs, by G.O. Ms. No. 1458, LAbour and Employment, dated the 9th July, 1981.

[3] Clause (a), submitted by G.O. (D) No.201, Labour and Employment (H-1), dated the 24th June, 2011 (demmed to have come into effect from 3rd August, 2011).

[4] Clause (b), substituted ibid.

[5] The expression "or the Register of Wages-cum-Muster Roll, as the case may be:, omitted ibid.

[6] Clause © (sic.), inserted after clause ©, ibid.

[7] Subs, ibid.

(d) Register of Advances, Deductions for Damage or Loss and Fines.]

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

79. Every contractor shall display an abstract of the Act and rules in Tamil and English in such form as may be notified by the Government.

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

(2) Such registers shall be maintained legibly in English or Tamil.

(3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein.

(4) All the registers, records and notices maintained under the Act or rules shall be produced on demand before the Inspector or any other authority under the Act or any person authorised in that behalf by the Government.

81. (1) (i) Notices showing the rates of wages, hours of work, wage periods, dates of payments of wages, names and addresses of the Inspectors having jurisdiction, and date of payment of unpaid wages, shall be displayed in Tamil and in English in conspicuous places at the establishment and the worksite by the principal employer or the contractor, as the case may be.

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

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

[1][(3) [Every principal employer shall, within fifteen days of the commencement or completion of each contract work under each contractor, submit a return to the Inspector, appointed under section 28 intimating the actual date of the commencement or, as the case may 'be, completion of such contract work, in Form VI-B.]

[2][81-A. Every principal employer of Information Technology Software Enabled Services, shall furnish to the Inspector of Labour, at the end of each half year, a certificate of maintenance of registers, maintenance of records and notices which are required to be maintained or exhibited under the provisions of these Rules on [3][Form XXX (in duplicate)]. The certificate for the half year ending 30th June shall be furnished before 31st July of the year and the certificate for the half year ending 31st December shall be furnished before 31st January of the succeeding year.]

82. (1) Every contractor shall send half-yearly return in Form XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than 30 days from the close of the half-year.
Explanation — Half-year for the purposes of this rule means "a period of six months, commencing from the 1st January and the 1st July of every year ".

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

[4][Provided that no annual return in Form XXV need be sent by the Principal Employer of a registered establishment, if a combined annual return in Form No.22 as required in clause (2) of rule 100 of the Tamil Nadu Factories Rules, 1950 is furnished.]

[5][Provided further that no annual return in Form XXV need be sent by the Principal Employer, if-

(a) a combined annual return in Form No XIII as required in rule 42 of the Tamil Nadu Catering Establishments Rules, 1959 is furnished; or

(b) a combined annual return in Form No XII as required in sub-rule (ii) of rule 35 of the Tamil Nadu Beedi and Cigar Workers (Conditions of Employment) Rules, 1968 is furnished; or

(c) a combined annual return in Form No.28 as required in rule 83 of the Tamil Nadu Plantations Labour Rules, 1955 is furnished; or

(d) a combined annual return in Form No.XIX as required in rule 43 of the Tamil Nadu Motor Transport Workers Rules, 1965 is furnished.]

83. (1) The Board, Committee, Labour Commissioner or the Inspector or any other authority under the Act shall have powers to call for any information or statistics in relation to Contract Labour from any contractor or Principal Employer at any time by an order in writing.

(2) Any person called upon to furnish the information under sub-rule (1) shall be legally bound to do so.

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[1] Ins. by G.O. Ms. No. 730, Labour and Employment, dated the 13th July, 1978.
[2] Ins. by G.O. (D) No. 251, Labour and Employment (H-1), dated the 15th July, 2008.
[3] The expression "Form XXVI (in duplicate)", proposed to be substituted by G.O. (D) No. 531, Labour and Employment (H-1), dated the 11th December, 2013.
[4] Ins.by.G.O.(D) No.259, Labour and Employment, dated the 16th August, 2004.
[5] Ins. by G.O.Ms. No. 143, Labour and Employment, dated the 25th October, 2018.

FORM I

[See rule 17(1)]

Application for 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. Total number of workmen directly employed.
7. Particulars of contractors and contract labour.
   (a) Names and addresses of contractors.
   (b) Nature of work in which contract labour is employed or is to be employed.
   (c) Maximum number of contract labour to be employed on any day through each contractor.
   [1][(d) Estimated date of commencement of each contract work under each contractor.]
8. Particulars of Treasury Receipt enclosed ------ (Name of the Treasury, Amount & Date).

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

Principal Employer
Seal and Stamp
Office of the Registering Officer

Date of receipt of application:

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[1] Ins. vide G.O. Ms. No. 730, Labour and Employment, dated the 13th July, 1978.

FORM II

[See rule 18(1)]

Certificate of registration

No. Date

GOVERNMENT OF TAMIL NADU

Office of the registering officer

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

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

Signature of Registering Officer (with seal).

FORM III

[See rule 18(3)]

Register of

Establishments

Serial Number	Registration No. and date	Name and address of the establishment registered	Name of the principal Employer and his address	Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment	Total No.of worken directly employed
(1)	(2)	(3)	(4)	(5)	(6)

Particulars of Contractor and Contract labour

Name and address of contractor	Nature of work in which con-tract labour is employed or is to be employed	Maximum No.of con-tract labour to be employed on any day	Probable duration of employ-ment of contract labour	Remarks
(7)	(8)	(9)	(10)	(11)

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;

(c) Number and date of Certificate of Registration of the Establishment under the Act;

(d) Name and address of the principal employer;

4. Particulars of contract labour:

(a) Nature of work in which contract labour is employed or is to be employed in the establishment.

(b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending).

(c) Name and address of the agent or manager of contractor at the work-site.

(d) Maximum number of contract labour proposed to be employed in the establishment on any date.

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

6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.

7. Whether the contractor has worked in any other establishment within the 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.]

[1][10. Particulars of security deposit, if any requested to be adjusted, including Treasury Receipt number and date.

11. The amount of security or balance, if any, after adjustment of amount to be refunded under rule 31, deposited with Treasury Receipt number and date.]

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

Place:

Date: Signature of the Applicant

(Contractor)

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

(To be filled in the office of the Licensing 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 (name of the Contractor) 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 Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975, insofar as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

Place: Signature of The Principal Employer.

Date: Name and address of Establishment.

---

[1]Subs. by G.O. Ms. No. 1458, Labour and Employment, dated the 9th July, 1981.

[1][FORM V-A

[See Rule 24(2)

Application for adjustment of Security Deposit.

Name and address of the Contractor.	No. and date of licence.	Date of expiry of previous licence.	Whether the licence of the contractor was suspended or revoked.	No. and date of the treasury receipt of security deposit in respect of the previous licence.	Amount of previous security deposit.
(1)	(2)	(3)	(4)	(5)	(6)

No. and date of treasury receipt of the balance security deposit, if any, required on the fresh contract.	No. and date of certificate of registration of the establishment in relation to which the new licence is applied for.	Name and address of the principal employer.	Particulars of fresh contract.	Remarks.
(7)	(8)	(9)	(10)	(11)

Place:

Date: Signature of applicant.]

[1]Ins. by G.O.Ms.No. 1458, Labour and Employment, dated the 9th July, 1981.

FORM VI

[See rule 25(1)]

Government of Tamil Nadu

Office of Licensing Officer

Licence No. Dated Fee paid Rs.

LICENCE

[1][Licence is hereby granted to …….. under sub-section (1) of section 12 of the Contract Labour (Regulation and Abolition) Act, 1970,subject to the conditions specified in Annexure.

2. This licence is for doing the work of (nature of work to be indicated) in the establishment (name of the principal employer to be indicated) at (place of work to be indicated).

3. The licence shall remain in force till (date to be indicated).]

Signature and Seal of Licensing Officer.

[2][Amendment (Rule 28.)

Number of Workers.	Fee and licence fees.	Date of amendment.	Signature of the licensing officer.]
(1)	(2)	(3)	(4)

[1]Subs. by G.O. Ms. No. 1458, Labour and Employment, dated the 9th July, 1981.

[2] Ins. by G.O. Ms. No. 2138, Labour and Employment, dated the 12th December, 1989.

RENEWAL [Rule 29]

Date of renewal	Fee paid for renewal	Date of expiry.
1.		
2.		
3.		

Date: *Signature and Seal of the Licensing Officer.*

ANNEXURE

The licence is subject to the following conditions:-

1. The licence shall be non-transferable.

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

3. Except as provided in the rules the fees paid for the grant 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 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.

[1][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 rates of wages, holidays, the hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment. In case of any disagreement with regard to the same or similar kind of work the same shall be decided by the registering officer having jurisdiction over the area. Any person aggrieved by the decision of the registering officer may prefer an appeal to the Commissioner of Labour within thirty days from the date of receipt of such decision and his decisions shall be final].

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

[1]Subs. by G.O. Ms. No. 2138, Labour and Employment, dated the 12th December, 1989.

7. In every establishment where 20 or more women are ordinarily employed as contract labour, there shall be provided 2 rooms of reasonable dimensions for the use of their children under the age of six years. One of such rooms would be used as a play room for the children and the other as bed room for the children. For this purpose the contractor shall supply adequate number of toys and games in the play room and sufficient number of cots and beddings in the sleeping room. The standard of construction and maintenance of the crèches may be such as may be specified in this behalf by the Commissioner of Labour.

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

[1][9. A copy of the licence shall be displayed prominently at the premises where the contract work is being carried on.]

_____

[1]Added by G.O. Ms. No.1458, Labour and Employment, dated the 9th July, 1981.

[1][FORM VI-A

[See rule 25(2) (Vii)]

Notice of commencement/completion of contract work

I/We, Thiru/M/s……..(Name and address of the contractor), hereby intimate that the contract work……(Name of work) in this establishment of ……..(Name and address of principal employer) for which licence No……dated the ……has been issued to me/us by the licensing officer……(name of the head-quarter), has been commenced/completed with effect from…….(date)/on ……(date).

Signature of the Contractor(s)

To
The Inspector,
…….

_____

FORM VI-B

[See rule 81(3)]

Notice of commencement/completion of contract work

1. Name of the principal
Employer and address……

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

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

Signature of the principal employer]

_____

[1]Ins.vide G.O.Ms.No. 730, Labour and Employment, dated the 13th July, 1978.

FORM VII

[see Rule 29(2)]

Application for Renewal of Licence

[1][1. Name, age, father's name and address of the contractor.

2. Name and address of the principal employer.

3. Name, age, father's name and address of the Agent or Manager of the Contractor at the worksite.]

[2][4]. Number and date of the licence.

[2][5]. Date of expiry of the previous licence.

[2][6]. Particulars of contract labour---

(a) Nature of work in which contract labour is employed or is to be employed in the Establishment.

(b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending).

(c) Name and address of the Agent or Manager of Contractor at the work site.

(d) Maximum number of contract labour proposed to be employed in the establishment on any date.

[2][7]. Whether the licence of the contractor was suspended or revoked.

[2][8]. No. and date of the treasury receipt enclosed.

Date: [Signature of the Contractor or Agent or Manager of the Contractor.]

(To be filled in office of the Licensing Officer)

Date of receipt of the application.

with Treasury Receipt No. and date.

Signature of the Licensing Officer.

---

[1]Subs. by G.O.Ms. No.208, Labour and Employment, dated the 25th July, 1991.

[2]Re-numbered, ibid.

FORM VIII

[See Rule 32(2)]

Application for Temporary Registration of establishment
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.

Time and date of receipt of application with Treasury Receipt or the crossed postal order.

Office of the Registering Officer.

FORM IX

[See Rule 32(3)]

Date of Expiry----------

Temporary Certificate of Registration

No. Date

Government of Tamil Nadu

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 valid from to

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

Signature of Registering Officer with Seal.

FORM X

[*See* rule 32(2)]

Application for Temporary Licence

1. Name and address of the Contractor (including his father's name in case of individuals).
2. Date of birth and age (in case of individuals).
3. Particulars of establishment where contract labour is to be employed:-
   (a) Name and address of the Establishment.
   (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment:
   (c) Name and address of the Principal Employer:
4. Particulars of contract labour:-
   (a) Nature of work in which contract labour is to be employed in the establishment:
   (b) Duration of the proposed contract work (give particulars of site, proposed date of commencing

and ending):

(c) Name and address of the Agent or Manager of Contractor at the worksite:

(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 licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.

7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer, Establishments and nature of work.

8. Amount of licence fee paid—No.of Treasury Challan or the crossed postal order and date.

9. Amount of security deposit –Treasury Receipt or 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: *Signature of the Applicant*

Date: (Contractor)

(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 XI

[See rule 32 (3)]

Government of Tami Nadu

Office of the Registering Officer

Licence No……..dated……Fee paid Rs……

Signature of Licensing Officer

Temporary Licence……. Expires on……..

Licence is hereby granted to……..under section 12 (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.

ANNEXURE

The licence is subject to the following conditions:

1. The licence shall be non-transferable.
2. The number of workmen employed as contract labour in the establishment shall not, on any day, exceed……
3. Except as provided in the rules the fees paid for the grant of the licence shall be non-refundable.
4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948, where applicable, and where the 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 wage rates, holidays, hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work: provided that in the case of disagreement with regard to the type of work the same shall be decided by the Commissioner of Labour whose decision shall be final.

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

[1][7. A Copy of the licence shall be displayed prominently at the premises where the contract work is being carried out.]

[1]Added by G.O. Ms. No. 1458, Labour and Employment, dated the 9th July, 1981.

FORM XII

(See Rule 74)

Register of contractors

(1) Name and address of the Principal Employer…….
(2) Name and address of the establishment…….

Sl. No.	Name and address of contractor.	Nature of work on contract	Location of contract work	Period of contract		Maximum No.of workmen employed by contractor.
				From	To	

[1][FORM XIII]

[1][FORM XIV]

[1]Form XIII, omitted by G.O. (D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011.
[2] Form XIV, omitted by G.O. (D) No.201, Labour and Employment (H-1), dated the 24th June, 2011.

FORM XV

(See Rule 77)

Service Certificate

Name and address of Contractor:

Nature and location of work:

Name and address of the workman:

Name and address of establishment in/under which contract is carried on…….
…….
Name and address of Principal Employer
…….

Age or date of birth:

Identification marks:

Father's/Husband's name:

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

Signature

———

[1][* * *]

———

[1]Forms XVI to XXIII, omitted by G.O. (D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011.

FORM XXIV

[See Rule 82(1)]

Return to be sent by the Contractor to the Licensing Officer

Half Year Ending…….

1. Name and address of the Contractor……
2. Name and address of the establishment……..
3. Name and address of the Principal Employer……
4. Duration of contract: from……..to……
5. No. of days during the half year on which –
   (a) the establishment of the Principal Employer had worked……..
   (b) the 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) (a) Whether weekly holiday observed and on what day……

   (b) If so, whether it was paid for.

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

8. Number of man-days worked by—

   Men Women Children Total

9. Amount of wages paid—

Men	Women	Children	Total

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

Men	Women	Children	Total

11. Whether the following have been provided:--

    (i) Canteen

    (ii) Rest Rooms

    (iii) Drinking water

    (iv) Creches

    (v) First-Aid

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

Place:
Date:

Signature of Contractor

_____

FORM XXV

[See Rule 82(2)]

Annual Return of Principal Employer to be sent to the

Registering Officer

Year ending 31st December_____

1. Full name and address of the Principal Employer:
2. Name of establishment:
    (a) District
    (b) Postal Address
    (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. No. 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 No. of workmen employed directly on any day during the year:
9. Total No. of days during the year on which directly labour was employed:
10. Total No. of man-days worked by directly employed workmen:
11. Change, if any, in the management of the establishment, its location, or any other particulars furnished to the Registering Officer in the application for Registration indicating also the dates.

Place:
Date: Principal Employer.

ANNEXURE TO FORM

Name and address of the Contractor	Period of Contract (From / To)	Nature of Work	Maximum No.of workers employed by each Contractor	No.of days worked	No.of man-days worked.
(1)	(2)	(3)	(4)	(5)	(6)

[1][FORM XXVI

[See Rule 81-A]

SELF-CERTIFICATION BY INFORMATION TECHNOLOGY SOFTWARE ESTABLISHMENTS AND INFORMATION TECHNOLOGY SOFTWARE ENABLED SERVICES FOR THE HALF YEAR ENGING……

1.	Name and address of the Principal Employer of the Information Technology Establishment or Information Technology Enabled Services	
2.	Number of contractors engaged---	
	(a) Name of the Contractor	
	(b) Address	
3.	Number of contract labour (sic.) employed.	
4.	Nature of work in which the contract labours (sic.) are employed	
5.	Whether certificate of registration under Section 7 of the Act is obtained.	
6.	Whether the contractors possess valid licence issued under Section 12 of the Act and it is renewed up-to-date	
7.	Whether welfare and health amenities as prescribed in Chapter V of the Act are provided to contract labours (sic.)	
8.	Whether the registers required to be maintained under Rules 74, 75 and 78 are being maintained by the principal employer/contractors.	
9.	Whether returns prescribed under Rule 82 are sent by the principal employer/contractor.	
		Signature of the Principal Employer

CERTIFICATE

Certified that the during the half- year ending ……, we have complied with all the provisions under the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act 37 of 1970) and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975 in addition to those specifically mentioned above.

The above certificate is issued with full knowledge of the Statute. We are jointly and severally responsible, if any of the information furnished above are found to be incorrect subsequently and we are liable for prosecution under the provisions of the said Act and said Rules framed thereunder.

Signature of the Manager
Name:
Designation:
Office Seal:
Date:
Accepted:
Inspector of Labour.]

Signature of the Principal Employer
Name:
Designation:
Office Seal:
Date:

[1]Added by G.O. (D) No. 251, Labour and Employment (H-1), dated 15-7-2018.

[1][FORM No. XXVI
[See Rule 75]
REGISTER OF EMPLOYMENT OF CONTRACT LABOUR

Name and Address of the Principal Employer:										Month:			
Name and Address of the Contractor:										Year:			
Name and location of the work site:													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
Serial Number	Name of the Workman	Age and Date of Sex	Permanent Home Address	Local address	Designation (Nature of Work)	Father's / Husband's Name	Date of Entry into Service	Rate of Wages	Daily Hours of Work done (1,2,3……,29,30, 31)	Number of Days Worked.	Signature or Thumb-impression of the Workman.	Date of Termination of Employment'	Signature of Contractor/Representative

[1]Subs. by G.O. (D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011.

[1][FORM No. XXVII
[See Rule 78 (1) (a)]
REGISTER OF WAGES

Name of the Establishment:		Wage Period:		Year:	
Name of the Employer/Contractor with Address:		Week/Fortnight/Month			

											Wages Earned					Deductions									
Serial Number	Name of the Workman	Sex	Designation /Nature of Work	Daily rated/piece-rated/Monthly rated	Wages Period-Week/FN/Month	Total No.of days worked during the week/FN/Month.	Units of work done/Number of days worked.	Daily rate of wages/Piece rate	Overtime Rate	Basic Wages	Dearness Allowance	Other Allowances/Cash Payment Nature to be specified	Overtime earned	Leave wages including cash in lieu of kinds	Gross Wages	Provident Fund	E.S.I	Other deduction (indicate Nature)	Fines (if any)	Total Deductions	Net wages	Signature with Date or Thumb Impression/Cheque No. and Date in case of Payment through Bank/Advice of the Bank to be appended.	Total unpaid amounts accumulated
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

GRAND TOTAL:

Certified that the Wages have been paid to all the workers employed for the month of ……../ for the week ending……/ for the F.N. ending……..on……..

Signature of Employer/Manager/Contractor/Authorised Person.

[1]Ins. by G.O. (D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011.

[1][FORM NO.XXVIII

[See rule 78(1) (b)]

WAGE SLIP

1.	Name and address of the Establishment:					
2.	Name of the Workman:					
3.	Father's/Husband's Name					
4.	Designation:					
5.	Date of Entry into Service:					
6.	Wage Period:			From	To	
7.	Wage Earned:			Deductions:		
	(a)	Basic:		(h)	E.P.F.	
	(b)	D.A		(i)	E.S.I	
	(c)	H.R.A		(j)	Other Deductions	
	(d)	O.T. Wages				
	(e)	Leave Wages				
	(f)	Other Allowances				
	(g)	Gross Wages		Net Amount Paid		

Signature of the Employer/Manager/
or any other Authorised Person.

Signature or Thumb impression
of the Workman.]

---

[1]Ins. by G.O.(D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011.

[1][FORM No. XXIX

[See Rule 78 (1) (d)]

REGISTER OF ADVANCES DEDUCTIONS FOR DAMAGES OR LOSS AND FINES

Name and Address of the Establishment:		Month:	Year:

					Advance Paid				Deduction for Damage/Loss					Fines						
Serial Number	Name of the Workman	Father/Husband's Name	Employee Number	Designation	Date of Payment	Amount Paid	Number of Installments to be recovered	Date on which recovery completed	Damage or/loss caused	Date of show cause Notice	Total amount of deduction imposed	Number of installments to be recovered	Date on which deduction completed	Act or Omission	Date of Show Cause Notice	Amount of fine imposed	Date on which fine recovery completed	Signature or Thumb Impression of the Women	Remarks]
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	

[1]Subs. by G.O. (D) No. 201, Labour and Employment (H-1), dated the 24th June, 2011.

[1][FORM XXX

[See Rule 81-A]

SELF-CERTIFICATION BY INFORMATION TECHNOLOGY SOFTWARE ESTABLISHMENTS AND INFORMATION TECHNOLOGY SOFTWARE ENABLED SERVICES FOR THE HALF YEAR ENGING……

1.	Name and address of the Principal Employer of the Information Technology Establishment or Information Technology Enabled Services:	
2.	Number of contractors engaged---	
	(a) Name of the Contractor:	
	(b) Address:	
3.	Number of contract labour (sic.) employed:	
4.	Nature of work in which the contract labours (sic.) are employed:	
5.	Whether certificate of registration under Section 7 of the Act is obtained:	
6.	Whether the contractors possess valid licence issued under Section 12 of the Act and it is renewed up-to-date:	
7.	Whether welfare and health amenities as prescribed in Chapter V of the Act are provided to contract labours:	
8.	Whether the registers required to be maintained under Rules 74, 75 and 78 are being maintained by the principal employer/contractors:	
9.	Whether returns prescribed under Rule 82 are sent by the principal employer/contractor:	
	Signature of the Principal Employer	

CERTIFICATE

Certified that the during the half- year ending ……, we have complied with all the provisions under the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act 37 of 1970) and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975 in addition to those specifically mentioned above.

The above certificate is issued with full knowledge of the Statute. We are jointly and severally responsible, if any of the information furnished above are found to be incorrect subsequently and we are liable for prosecution under the provisions of the said Act and said Rules framed thereunder.

Signature of the Manager
Name:
Designation:
Office Seal:
Date:
Accepted:
Inspector of Labour.]

Signature of the Principal Employer
Name:
Designation:
Office Seal:
Date:

[1]This is only a draft amendment by G.O. (D) No. 631, L&E(H-1), dated 11-12-2013.