

The M.P. Shops and Establishments Rules, 1959

MADHYA PRADESH

India

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Rule THE-M-P-SHOPS-AND-ESTABLISHMENTS-RULES-1959 of 1959

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The M.P. Shops and Establishments Rules, 1959

1. Short title.

- These rules may be called the Madhya Pradesh Shops and Establishments Rules, 1959.

2. Definitions.

- In these rules, unless there is anything repugnant in the subject or context,-(a)"Act" means the Madhya Pradesh Shops and Establishments Act, 1958 (Act No. 25 of 1958);(b)"Form" means a form appended to these rules;(c)"Section" means a section of the Act.Registration of Establishments

3. Registration of establishments.

- [(1)] [Substituted by Notification No. 6395-9162-XVI, dated, 11-11-1970.] A statement to be sent to the Inspector of the area concerned under sub-section (2) of Section 6 shall be in Form A and shall be accompanied by a fee of [amount as per class of establishment as mentioned in Rule 5] [Substituted by Notification No. 4(b)1-XVI-A, dated, 21-11-1995.],(2)An establishment shall be registered in the register of establishments under sub-section (3) of Section 6 under the appropriate category to which it belongs. The register of establishment shall be in Form B.(3)The registration certificate to be issued under sub-section (3) of Section 6 shall be in Form C.(4)In the event of loss or destruction of the Registration Certificate an application shall be made to the Inspector concerned within seven days of such loss or destruction for a duplicate copy thereof which may be granted on payment of a fee of [twenty rupees] [Substituted by Notification No. 4(b)1-XVI-A, dated 21-11-1995 (w.e.f. 1-12-1995).],(5)[Amendment in Registration Certificate.-The Inspector shall amend the registration certificate on application and payment of fees made to him as per specified below for that class of establishment.] [Inserted by Notification No. 4(b)1-XVI-A, dated 21-11-1995

(w.e.f. 1-12-1995).]

Class of establishment	Amendment Fees
1. All establishments having no employee	Rs. fen
2. All establishments employing not more than 3 employees	Rs. Twenty five.
3. All establishments employing more than 3 but less than 10employees.	Rs. Forty.
4. All establishments employing more than 10 employees.	Rs. Fifty.]

4. Period of validity of registration certificate.

- The Registration Certificate granted under sub-section (3) of Section 6 shall be valid upto the end of the calendar year in which it is granted, and every renewal thereof shall be valid for the calendar year specified in Part B of the certificate.

5. Renewal of registration certificate.

- [(1) Fees for the Registration and Renewal - Every registration certificate issued under sub-rule (2) of Rule 6 shall be renewed, after the expiry¹ of a period of live calendar years, on payment of a fee specified below for that class of establishments.

Class of establishment	Registration/Renewal FeesRs.
1. All establishments having no employee	Hundred
2. All establishments employing not more than 3 employees	One hundred fifty.
3. All establishments employing more than 3 but less than 10employees.	Two Hundred.
4. All establishments employing more than 10 employees.	Two Hundred Fifty.

Provided that application for renewal shall be accompanied by the Registration Certificate and shall be so made as to reach the office of the Inspector not less than 30 days before the date on which the Registration Certificate is due to expire.] [Substituted by Notification No. 4(b)1-XVI-A, dated 21-11-1995 (w.e.f. 1-12-1995).](2)If the application for renewal is not received within the time specified in sub-rule (1) the Registration Certificate shall be renewed only on payment of a fee of [Ten rupees] [Substituted by Notification No. 4(b)1-XVI-A, dated 21-11-1995 (w.e.f. 1-12-1995).] in excess of the fee ordinarily payable for the purpose unless the Labour Commissioner by general or special order extends the time for application for renewal.

6. Payment of fee.

- Any fee prescribed in these rules shall be credited into a Government Treasury in the State under the head [XXXII-Miscellaneous Social and Development Organisations-A (1) Fees for Registration of Shops and Establishments] [Substituted by Notification No. 2124-1403-XVI, (w.e.f. 12-4-1963).] :[Provided that if the registration or renewal of the Registration Certificate is issued by the Municipal Corporation or by Municipality the fees prescribed in these rules shall be deposited in the

office of the concerned Municipal Corporation or Municipality, as the case may be and such Local Authority shall issue a receipt thereof.] [Inserted by Notification No. 4(E) 10-95-XVI-A, dated 13-5-1998.]

7. Notice of Change.

- A notice of change to be notified to the Inspector under Section 7 shall be in Form D.

8. Notice of closure.

(1) A notice regarding closing of an establishment to be notified to the Inspector under Section 8 shall be in Form L and it shall be accompanied by the Registration Certificate of such establishment. (2) If any employer transfers his establishment to any other person he shall, within ten days of such transfer notify the fact to the Inspector.

9. Fixing six days in a year for additional overtime.

(1) The following days and not more than three days preceding any of such days, shall be the days for additional overtime for purposes of making of accounts, stock-taking or settlement under sub-section (3) of Section 11, - The 31st day of March; The 30th day of June; The 30th day of September; The day of Diwali; The 31st day of December; and The last day of Vikram Samvat: Provided that in lieu of any day or days mentioned above the employer may substitute any other day or days, as the case may be, which shall be intimated to the Inspector at least three months before the day on which he intends to take excess work. (2) On any of the days mentioned in sub-rule (1) for the purposes thereof the operation of the provisions relating to closing hours in Section 9 shall be deemed to be suspended.

10. Notice to be given to Inspector when additional overtime is to be worked.

- Notice of the intention to require employees in a shop or commercial establishment to work under sub-section (3) of Section 11 in excess of the period fixed under sub-section (1) of the said section on any day prescribed under Rule 9 shall be given either in English or in Hindi so as to reach the Inspector within whose jurisdiction such establishment is situated at least two days before each day.

11. Receipt of security money.

(1) The Inspector with whom money is deposited by way of security for the return of seized goods under sub-section (2) of Section 10 shall pass a serially numbered cash receipts in Form F in respect of the amount so deposited. The amount shall be refunded to the depositor if he is not prosecuted within the period prescribed in Section 52, on the expiry of such period, and if he is prosecuted, after the case is finally disposed of. (2) The Inspector shall, for the goods seized by him under sub-section (2) of Section 10, issue a seizure memo in Form G to the person from whom such goods have been seized and when such goods are returned to the person concerned shall detain a deliver)' memo

from the said person with his acknowledgment in Part B of Form G.

12. Employment of children and young persons.

- An Inspector may require an employer to produce in respect of any person employed by him whom the Inspector suspects to be a child or a young person as proof of his age (1) an authentic extract from the school record, or (2) a certified copy from the Birth Register, or (3) certificate of age from the registered Medical Practitioners in Form H.

13. Leave.

(1) Every employer of an establishment shall maintain a register of leave in Form I in respect of each employee in the establishment. (2) The employer shall provide each employee with a book called "Leave Book" in Form J. As soon as any leave is granted or refused an entry shall be made by the employer in the Leave Book and the book returned to the employee. The book shall be the property of the employee and the employer or his manager or other agent shall not demand it except to make entries therein : Provided that with the consent in writing to be recorded on the Leave Book itself, of an employee whose wages are Rs. 300/- per month or, more the 'Leave Book' may be kept in the custody of the employer. If any employee loses his Leave Book the employer shall provide him with another copy on payment of annas two and shall complete the entries therein from his record. (3) The register for entering refusal of leave to be maintained under sub-section (3) of Section 26 shall be in Form K.

14. Misconduct.

- For the purposes of the proviso to sub-section (1) a Section 58, the following acts and omissions shall be treated as misconduct the part of the employees, - (a) wilful insubordination to, or disobedience, whether alone or in combination with orders, any lawful and reasonable order of a superior; (b) theft, fraud or dishonesty in connection with the employer's business or property; (c) wilful damage to or loss of employers' goods or property; (d) taking or giving bribes or any illegal gratification in connection with the employer's business; (e) habitual absence without leave or absence without leave for more than 10 days; (f) habitual late attendance; (g) habitual breach of any law applicable to the establishment; (h) riotous or disorderly behaviour during working hours at the establishment or any act subversive of the discipline; (i) habitual negligence or neglect of work; (j) striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.

14A. [Appellate Authority and limitation for appeal. [Inserted by Notification No. 2167-728-84-XVI-A, dated 11-4-1984.]

(1) The Divisional Assistant Commissioner of Labour shall be the Appellate Authority for the purposes of sub-section (2) of Section 58. (2) The employee discharged, dismissed or retrenched may prefer an appeal to the Appellate Authority within a period of one year from the date of the

communication of the order of discharge, dismissal or retrenchment, as the case may be :Provided that the appeal may be entertained even after the expiry of the said period of one year if the employee satisfies the Appellate Authority that he has sufficient reason for not preferring an appeal within the said period.(3)On receiving the appeal, the Appellate Authority shall give a notice in Form K-1 to the non-appellant (employer) and in Form K-2 to the appellant (employee) concerned by registered post acknowledgment due.(4)After perusing the record and after giving an opportunity to the parties of being heard, the Appellate Authority shall decide the appeal. Reasons if brief for the decision shall be recorded in the appellate order.(5)The Appellate Authority shall supply a copy of order passed by it in the appeal to the non-appellant (employer) as well as to the appellant (employee) concerned free of cost.]

15. Fixing times and methods for cleaning the establishments.

(1)In every establishment all the inside walls of the rooms and all the ceilings and tops of such rooms (whether such walls, ceiling and tops be plastered or not) and all the passages and staircases shall be time-washed or colour washed at least once in two years dating from the period when last time-washed or colour-washed :Provided that an Inspector may require them to be time-washed or colour-washed earlier than two years if in his opinion they have become so unclean as to require immediate time-washing or colour washing. All the beams rafters, doors, window-frames and other wood work with the exception of floors shall be either painted or varnished once in seven years dating from the period when last painted or varnished and shall be kept in a cleanly State. The dates on which time-washing, colour washing, painting or varnishing is carried out shall be duly entered in a register maintained in Form 1, which shall be shown to the Inspector when required :Provided that the provisions of this rule shall not apply to,-(i)rooms used only for the storage of articles;(ii)walls or tops of rooms which are made of galvanized iron; tiles asbestos sheets or similar material of glazed bricks;(iii)any other establishment or parts thereof in which time-washing or painting is in the opinion of the Inspector unnecessary to satisfy the requirements of Section 31 as to cleanliness.(2)No rubbish, filth or debris shall be allowed to accumulate or to remain on any premises in an establishment in such position that effluvia therefrom can arise within the establishments.[(2-A) In every establishment or any premises in which the process of cleaning/washing ornaments with the aid of acid is carried on, adequate drainage shall be provided and shall lead to special treatment tanks where deleterious material shall be neutralized or otherwise rendered safe before it is discharged into ordinary drains or sewers.(2-B) On any premises in an Establishment, adequate ventilation shall be provided and maintained at all times in rooms or buildings where dangerous gas, vapors, fumes or dust may be evolved.(2-C) In every establishment or any premises in which person employed in processes where dangerous gas, vapour, fumes or dust may be devolved, suitable protective appliances such as hand gloves, footwear, breathing mask, goggles shall be maintained for the use of the employed persons/employees.(2-D) In every establishment or any premises in which the process of cleaning/washing ornaments with the aid of acid is carried on every person employed shall be medically examined by a qualified medical practitioner within 15 days of his first employment and thereafter at intervals of not more than 6 months and record of such medical examination shall be maintained in respect of each employee in Form K-3.] [Inserted by Notification No. 4B2-94-XVI-B, dated 16-11-1994.]

16. Precautions against fire.

- No person shall smoke or use a naked light or cause or permit any such limit to be used in the immediate vicinity of any inflammable material in any establishment.

17. Qualifications and provisions regarding Inspector.

(1) No person shall be appointed to be an Inspector under the Act unless he is able to speak, read and write Hindi and is either a graduate of a recognised University or a matriculate with at least seven years' experience of service under Government or a local authority : Provided that this qualification shall not be necessary in the case of persons who may be employed as Inspector of Establishment under the Government or with the local bodies in the State on the first of July, 1958. (2) No person shall be appointed to be an Inspector under the Act, or having been so appointed, shall continue to hold, if he has or acquires, directly or indirectly, by himself or by any partner, any share or interest in any establishment to which the Act applies in the area for which he is to be or has been appointed.

18. Duties of an Inspector.

- An Inspector, while making an examination under Section 41 of the Act, shall for the purpose of satisfying himself that the provisions of the Act and of these rules and any orders passed by the Government or the local authority under the Act are duly observed, ascertain the following facts: (i) that the establishments are duly registered under the Act; (ii) that the establishments have duly renewed their registration under the Act; (iii) that the registers, records and notices required to be maintained or displayed under the Act or these rules are properly maintained or displayed; (iv) that holidays required to be granted or observed under the Act are granted and observed and that the limits of work and spread over laid down under the Act are not exceeded; (v) that the provisions of the Act and any orders issued by Government or the Local Authority regarding the opening and closing hours are duly observed; (vi) that the provisions of the Act and these rules regarding leave are properly observed; (vii) that the provisions of the Act relating to the payment for overtime work are duly observed; (viii) that the provisions of the Act and these rules relating to cleanliness, sanitation and precautions against fire are properly observed; (ix) that no child is allowed to work in any establishment; and (x) that no young person works in excess of 5½ hours on any day and that he is not required to work before 7.00 a.m. and after 9.00 p.m.

19. Recording of inspection note by Inspector.

- The Inspector shall record an inspection note in duplicate in Form M, the original of which shall be handed over to the establishment inspected and the duplicate copy retained on the inspection note book in the running serial order. The employer shall paste the original copy of the inspection note so recorded on a bound visit book which shall be maintained for the purpose on the form of a blank register. The inspection book shall be produced to the Inspector on demand for ascertaining compliance of instructions given on any previous inspection. The Inspector shall record necessary entries in respect of each inspection in the inspection register to be maintained at the inspectorate

and submit such diaries, reports and returns as may be prescribed by departmental instructions.

19A. [Powers of Inspector. [Inserted by Notification No. 3342-364-XVI, dated 9-6-1971 (w.e.f. 9-7-1971).]

- An Inspector shall, for the purposes of the enforcement of the Act, have powers, subject to the provisions of the Act, to conduct before a Court any complaint or other proceeding arising under the Act or in the discharge of his duties as an Inspector and secure such attendance as may be necessary for the purpose.]

20. Maintenance of registers and records and display of notices.

- [(1) Every employer shall maintain a register of employees showing attendance, wages, overtime work fines and other deductions and account of wages in respect of each employee under him in Form 'N'.] [Substituted by Notification No. 305-1954-XVI, dated 2-5-1972.](2)Every employer shall exhibit in his establishment a notice in Form O, specifying the day or days on which his employees shall be given a holiday. The notice shall be exhibited before the persons to whom it relates cease work on the Saturday immediately preceding the first week during which it is to have effect.(3)Every employer shall exhibit in his establishment a notice specifying the daily hours to be worked and intervals for rest and meals to be allowed to the employees, if any. Such notice shall be in Form P and shall be exhibited not later than the closing hour on the Saturday immediately preceding the first week in which the hours of work shall be as specified in such notice. It shall continue to be exhibited so long as the hours of work specified in it are observed.(4)Every employer shall maintain a register of leave in respect of each of his employees on a separate page of the register in Form I.(5)Every establishment shall prominently display in a conspicuous place a notice showing the day of the week on which the establishment shall remain closed. If there is an alteration in such a day the employer shall give notice to the Inspector in Form Q and exhibit a copy of such notice.(6)If any day notified as holiday under sub-section (1) of Section 13 has been substituted being a day of public festival under provisions of sub-section (2) of the said section, the employer shall give notice of the change to the inspector in Form R and exhibit a copy of such notice.(7)Every employer shall exhibit in his establishment a notice containing such extracts of the Act and these rules in English or in the language of the majority of the persons employed by him as the Local Authority or Government may direct.(8)Every employer shall exhibit in his establishment in English or in the language of the majority of persons employed by him a copy of leave rules applicable to his employees.(9)Any notice required to be exhibited under these rules shall be exhibited in such manner that it can be readily seen and read by any person whom it affects and shall be renewed whenever it becomes defaced or otherwise ceases to be clearly legible.(10)In any register or record which an employer is required to maintain under these rules the entries relating to any day shall be made on such day.(11)The registers, records and notices relating to any calendar year shall be preserved till the end of the next calendar year.(12)Save as otherwise provided in sub-rule (7) all registers, records, muster rolls and notices required to be maintained, exhibited or given under this rule shall be either in English or in a Language spoken by the majority of employees.(13)Every employer shall maintain a register in which the original copies of inspection notes handed over by the Inspector to the employer under Rule 19 shall be incorporated serially in order of dates and he shall produce it whenever required to

do so by an Inspector.(14)If on an application made by an employer the State Government is satisfied that any muster roll, register or record maintained by such employer gives in respect of all or any of the employees in his establishment the particulars required to be shown in any registers, record or notice prescribed under this rule, the State Government may, by order in writing direct that such muster roll, register or record may to the corresponding extent be maintained in place of such registers, record or notice, as the case may be.

21. Overtime.

(1)For purpose of clause (c) of the Explanation to Section 55 of the Act, the expression "limit of hours of work" in the case of employees in any other establishment shall mean nine hours on any day and 48 hours in any week.(2)The employer shall maintain an account of overtime work taken from the employees from day to day and payments for such overtime in the register in Form N.

22. Administration of the Act.

(1)The working of the Act shall be administered by the State through the Labour Commissioner, Madhya Pradesh.(2)An annual report on the working of the Act shall, within three months of the close of any calendar year, be submitted by the Labour Commissioner to the State Government.(3)The State Government may from time to time call for such reports and information from the Labour Commissioner and may give such directions to him as it may deem necessary for the purpose of enforcement of the Act.

23. Repeal and saving.

- The Central Provinces and Berar Shops and Establishment Rules, 1947 and the Madhya Bharat Shops and Establishment Rules, 1953 are hereby repealed :Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.Form A[See Rule 3(1)]Statement Under Section 6 (2)

1. Name of the establishment, if any (in block letters)
 2. Full postal address and location of the establishment
 - Situation of office, store-room, godown, warehouse or workplace, if any,
 3. attached to the establishment but situated in premises different from those
of the establishment
 - Category of the establishment, Le. whether (a) shop; (b) commercial
 4. establishment, (c) residential hotel, restaurant or eating-house, (d) theatre
or other place of public amusement or entertainment
 - Particulars of persons having interest in the establishment as employer
 5. (Applicable only when a nomination is made under Section 55)
- | S.No. | Name and parentage | Designation | Permanent Address | Nature of interest (whether Partner/Manager/Director/Shareholder) |
|-------|--------------------|-------------|-------------------|---|
| | | | | |

(1) (2) (3) (4) (5)

6. Nature of business

Name, designation and permanent address of the employer(manager,

7. agent or any other person) who is in the immediatecharge of the general
management or control of the establishment

8. Particulars of members of employer's family employed in theestablishment
as defined in Section 2 (17)

Name Age Sex Relationship with employer

1.

.....

2.

.....

3.

.....

9. Name of other persons occupying positions of management oremployees
engaged in confidential capacity, if any.

1.

.....

2.

.....

10. Name of employees Male Female Total

1. Adults

2. Young
persons

Total

Name the day of the week on which weekly holiday will
11. heobserved (in case of shops Commercial Establishments
only)

12.

Details of remittance (enclose copy of challan obtained from Treasury)

Name of treasury, Challan No. and date, Amount of fee

paid. Place..... Date..... Signature of

Proprietor/Partner/Manager/Secretary/Managing Director or a person in charge Form B [See Rule 3 (2)] Register of Establishment

Part I – Shops

Part II – Commercial Establishments

Part III – Residential hotels

Part IV – Restaurants and eating-houses

Part V – Theatres and other place of public amusement or entertainment.

Note :- This register shall be maintained category-wise separately for each town.

Registration No. of establishment and date of Registration.	Name and address of the establishment (Items 1 & 2 of Form 'A')	Name of the employer	Name of manager or any person other than employer in immediate charge of general management or control of establishment.
(1)	(2)	(3)	(4)

Nature of business	Number of employees	
Adults	Young persons	
	Male Female	Male Female
(5)	(6)	

Total Renewals

Year	Year	Year	Year
(7)	(8)		

Form C [See Rule 3 (3)] The Madhya Pradesh Shops and Establishment Act, 1958 Registration Certificate of Establishment

Part A – {

1. Registration mark and number 2. Name of Establishment
 3. Full postal address of the establishment 4. Nature of
 business, trade or profession carried on 5. Name and designation of the
 Proprietor/Manager/Agent or any other person in the immediate charge or control of
 the establishment 6. Name and designation of other person(s) having interest
 as employer in the establishment, if any, with his address in the State 7. Total
 number of employees }

Male Female Total

1. Adults

2. Young persons

Total

This is to certify that the establishment, the particulars of which have been given above, has been
 registered under the Madhya Pradesh Shops and Establishments Act, 1958 (25 of 1958) on
 the day of 19..... Seal..... Inspector under the M.P. Shops
 and Establishments Act, 1958 Annual Renewals Under Rule 5

Part B – No.....

Date.....

**1. It is hereby certified that the above certificate of Registration has been
 renewed for the year ending 31st December, 19.....**

.....Inspector No.....Date.....

**2. It is hereby certified that the above certificate of Registration has been
 renewed for the year ending 31st December, 19.....**

.....Inspector No.....Date.....

**3. It is hereby certified that the above certificate of Registration has been
 renewed for the year ending 31st December, 19.....**

.....Inspector No.....Date.....

4. It is hereby certified that the above certificate of Registration has been renewed for the year ending 31st December, 19.....

.....InspectorNo.....Date.....

5. It is hereby certified that the above certificate of Registration has been renewed for the year ending 31st December, 19.....

.....InspectorForm D[See Rule 7]Notice of ChangeName of the Establishment already registered with full address and name of the Employer/Proprietor/Manager.....Registration Mark and Number.....ToThe Inspector under the M.P. Shops and Establishments Act, 1958Sir,Notice is hereby given that the following change has taken place in respect of information forwarded to you in Form 'A'. The Registration Certificate is forwarded herewith to be returned after recording the necessary changes:-

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

6.

.....Place.....Date.....Signature of the Proprietor Manager/Partner/Secretary/ManagingDirector or a person in charge.Form E[See Rule 8(1)]Notice of ClosureTo,The Inspector of Shops and Establishments, Madhya PradeshSir,Please note that my Establishment, the Registration mark and number of which is.....has been closed/will be closed from.....for the reason..... The certificate of registration is surrendered herewith

for cancellation. Place.....Date.....Signature of employer with name and address of the establishment. Form F [See Rule 11 (1)] Cash Receipt Received a sum of Rs. 10/- (Rs. Ten only) from Shri..... s/o resident of..... as a deposit by way of security for the return of seized goods/in consideration that his goods may not be seized for contravention of the provisions of Section 10 (1) of the Madhya Pradesh Shops and Establishments Act, 1958.....Inspector of Shops and Establishments, Madhya Pradesh. Date.....Time.....Place.....Signature of Depositor Note :- The depositor shall prefer his claim for refund only after the case has been finally disposed of. Form G [See Rule 11 (2)] Seizure Memo (Part A) In exercise of the powers conferred on me under sub-section (2) of Section 10 of the Madhya Pradesh Shops and Establishments Act, 1958. I hereby seize the goods of the following description belonging to Shri S/o resident of who has been detected hawking the said goods in contravention of the provisions of Section 10 (1) of the Madhya Pradesh Shops and Establishments Act, 1958. Particulars of Goods Seized.....Date.....Time.....Place.....Witness-

1.

.....

2.

.....Inspector of Shops and Establishments, Madhya Pradesh. Delivery Memo [Supradnama.....Part B] The goods seized with the description as given under Seizure Memo No.....dated..... as hereby delivered to their owner Shri.....S/o.....resident of.....Date.....Time.....Place.....Inspector of Shops and Establishments, Madhya Pradesh. Received the said mentioned goods (Name of the owner of goods with signature and date.) Form H [See Rule 12] Form of Certificate I hereby certify that I have personally examined (name).....residing at.....and that he/she has completed his/her twelfth/seventeenth year. His/Her personal marks of identification are.....Medical Practitioner.....Thumb impression Or Signature of the person examined Registration No.....Place.....Date.....Form I [See Rules 13 (1) and 20 (4)] Register of Leave

Privilege Leave				
Accumulated balance brought forward from previous year.	Number of days leave applied for	Leave granted	Balance of leave carried	If leave refused amount of leave and date and reason

From (date)	To (date)	From (date)	To (date)	of refusal
(1)	(2)	(3)	(4)	(5)

Name and address of employer/establishment Account for
the year.....Occupation.....Date of entry into service.....

Casual leave				
Leave salary paid	Leave salary paid to discharged employee or on his quitting employment after having applied for and having been refused leave.	Due number of days	Availed of (Number of days with dates).	Balance (number of days.)
Advance of return	Date of discharge, etc.	Date and amount of payment made in respect of leave		
(6)	(7)	(8)	(9)	(10)

Note :- A separate page should be allotted in the register in respect of each employee. Form J [See Rule 13 (2)] Leave Book Same form as of the register of leave but a separate book shall be made for each employee on a thick bound sheets. Form K [See Rule 13 (3)] Register of Entering Refusal of Leave

Serial No.	Date of receipt of complaint	Name of the employee reporting	Name and address of the employer	Name of the establishment and its postal address
(1)	(2)	(3)	(4)	(5)

Particulars of leave refused	Date of refusal with reasons.	Leave due	Remarks (as to disposal)	
Nature and period of leave applied for	Date of application			
(6)	(7)	(8)	(9)	(10)

[Form K-1] [Inserted by Notification No. 2167-728-84-XVI-A, dated 11-4-1984.] [See sub-rule (3) of Rule 14-A] Notice to Employer/non-Applicant Under Clause (B) of Sub-Section (2) of Section 58 of the Madhya Pradesh Shops and Establishments Act, 1958 (No. 25 of 1958) Appeal
No.....(Appellant (employee) Vs..... Non-Appellant (employer) Shri.....has submitted an appeal before me under clause (a) of sub-section (2) of Section 58 of the Madhya Pradesh Shops and Establishments Act, 1958 against the order of his discharge/dismissal/retrenchment No..... dated A copy of appeal is enclosed herewith. The date of hearing of the appeal has been fixed on.....month..... 198 at..... a.m./p.m. in my office. You are hereby required to appear personally or through your pleader or any person specially authorised to act on your behalf, before me to answer the claims. If you or any other person aforesaid do not appear on the said date, the case will be decided ex parte. You are also hereby

informed to produce all the documents and witnesses which you want to prefer in support of your defence, by the said date of hearing. Issued this.....day of.....under my hand and seal.....Appellate Authority. Form K-2[See sub-rule (3) of Rule 14-A] Notice to Appellant Under Clause (B) of Sub-Section (2) of Section 58 of the Madhya Pradesh Shops and Establishments Act, 1958 (No. 25 of 1958) Appeal No.....(Appellant (employee) Vs.....Non-Appellant (employer) The appeal filed by you against the order of discharge/dismissal/retrenchment No.....dated.....has been fixed on.....day of 19 at a.m./p.m. You are hereby required to appear personally or through your pleader or any other person specially authorised to act on your behalf before me to prove your claims. If you or any of your representatives aforesaid do not appear on the said date, the case will be decided ex parte. You are also hereby informed to produce all witnesses and documents which you want to prefer in support of your claims, by the said date of hearing. Issued thisday of.....under my hand and seal.....Appellate Authority.][Form K-3] [Inserted by Notification No. 4B2-94-XVI-B, dated 16-11-1994.][See Rule 15 (2)-D] Name and address of the employer.....Place of work.....Nature of workBeing done by the Establishment.....

S. No.	Employees name and father's name	Date of joining the establishment	Date of medical examination	Remark
(1)	(2)	(3)	(4)	(5)

.....Signature of the Employer.][Form L[See Rule 15 (1)] Register Showing Dates of Lime-Washing, etc.

Parts of the establishment i.e. name of room	Parts lime-washed, colour-washed, painted or varnished e.g. wall, ceilings, wood-work etc.	Treatment (whether time-washed, colour washed, painted or varnished)
(1)	(2)	(3)

Date on which time washing, colour washing or varnishing was carried out (according to English Calendar)	Signature of the employer or Manager	Remarks
(4)	(5)	(6)

Form M[See Rule 19] Inspection Note

1. Name and address of establishment
2. Registration mark and number
3. Name of the employer
4. Class of establishment
5. Date and time of inspection

Remarks Defects found and directions and orders issued.[Form N] [Substituted by Notification No. 305-1954-XVI, dated 2-5-1972.][See Rules 20 (1) and 21 (2)] Register of Employees Attendance, Wages, Overtime, Fine or Other Deductions etc. Name and/or the address of the Establishment.....For the month of.....Year.....

1. Name of Employee.
2. Father's/Husband's name
3. Age
4. Address of the Employer
5. Nature of Employment
6. Rate of wages (State whether daily, monthly or piece rated)
7. Wage period
8. Date of appointment
9. Date of discharge

Date	Time at which employment commenced	Intervals for rest or meals if any	Time at which employment ceased	
From	To			
(1)	(2)	(3)	(4)	(5)
1 to 31				

Over-time work if any	Wages Earned	Total			
From Hours	To Hours	OT Worked in Hrs.	Basic	DA	OT
(6)	(7)	(8)	(9)	(10)	(11) (12)

Advance Amount Advanced	Amount recovered	Balance	Fine (Details to be given in remarks col.)	
Amount	Date			
(13)	(14)	(15)	(16)	(17)
1 to 31				

Deductions (Details to be given in remarks col.)	Net amount	Signature or thumb impression of employee	Remarks
(18)	(19)	(20)	(21)

.....Signature or Thumb Impression of employee for receipt of wages along with date.Signature of the Employer

Form O[See Rule 20 (2)] Notice of Holiday to Employees Name of the establishment.....Address.....The following persons employed in this Shop/Commercial establishment/restaurant or eating house/residential hotel/theatre/or place of public amusement shall be given a holiday on the day mentioned against their names in the week following the date of this notice and until further change is notified :-

Serial No. Name of employee Day on which holiday allowed

123

Serial No. Name of employee Day on which holiday allowed

45

Dated.....Signature of the employerNote :- (1) This notice should be prominently displayed on the premises of the establishment.(2)The weekly holiday of the employees shall ordinarily, not to be altered more often than once in three months.Form P[See Rule 20 (3)]Notice of Periods of WorkDaily periods of work of employees commencing from.....19.....Name of the employer of.....Description of establishment.....Department (if applicable)

Name of the employees	Whether young person or not	Day		
Employment to commence	Interval for meals and rest	Employment to cease		
(1)	(2)	(3)	(4)	(5)

.....Signature of the employerDated.....Note :- (1) This notice must be exhibited not later than the closing hour on the Saturday preceding the first week in which it is to take effect and must continue to be exhibited while it is in force, in such a manner that it may be readily seen or read by any person whom it affects.(2)The hours to be specified in this notice shall be the hours to be worked exclusively of overtime.(3)The entries under the heading "Intervals for meals and rest" shall be the actual hours at which intervals are to begin and end (e.g. 1 p.m. to 2 p.m.).Form Q[See Rule 20 (5)]Notice of Closed day or an Alteration in Closed Day

1. Name of the shop or commercial establishment.....

2. Address.....

3. Registration mark and No.....

Notice is hereby given that with effect from.....the above shop/commercial establishment shall
 *(i) observe.....as the closed day *(ii) observe.....as closed day instead of.....as previously notified.....Signature of the EmployerCopy forwarded to the Inspector of Shops and Establishmentsfor information.Date.....Signature of the Employer*Delete the item inapplicable.Form R[See Rule 20 (6)]Notice of Substitution of Weekly Holiday on Account of Public FestivalName of the Shop/Commercial Establishment.....Name of the employer.....

Usual weekly holiday	Date on which the said weekly holiday falls	Day and date to be observed as a weekly holidayin substitution.
(1)	(2)	(3)

Forwarded to the Inspector, Shops and Establishments for information.....Signature of the employerNote :- Whenever such a notice has been given a copy thereof should be displayed on the premises for inspection.....Signature