

The Orissa Dadan Labour (Control and Regulation) Rules, 1975

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The Orissa Dadan Labour (Control and Regulation) Rules, 1975

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The Orissa Dadan Labour (Control and Regulation) Rules, 1975 Published vide Notification No. S.R.O. 987/75, dated the 19th December, 1975, Published vide Orissa Gazette Extraordinary No. 2031 of 1979 Notification No. S.R.O. 987/75, dated the 19th December, 1975. - Whereas a draft of the Orissa Dadan Labour (Control and Regulation) Rules, 1975 was published as required by Sub-section (1) of Section 20 of the Orissa Dadan Labour (Control and Regulation) Act, 1975 (Act 42 of 1975), in the Gazette, dated the 13th November, 1975, under the notification of the Government of Orissa in the Labour, Employment and Housing Department No. 18999, dated the 11th November, 1975; And whereas no objections or suggestions have been received by the State Government; Now, therefore, in exercise of the powers conferred by Section 2-G of the Orissa Dadan Labour (Control and Regulation) Act, 1975 (Act 42 of 1975), the State Government do hereby make the following Rules, namely: Chapter-I Preliminary

1. Short title.

(1) These rules may be called the Orissa Dadan Labour (Control and Regulation) Rules, 1975. (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.

- In these rules, unless the context otherwise requires- (a) "Act" means the Orissa Dadan Labour (Control and Regulation) Act, 1975; (b) "appellate authority" means the appellate authority appointed by the State Government under Sub-section (1) of Section 7 of the Act; (c) "agreement" means an agreement duly executed by an agent and a Dadan Labourer in Form IV; (d) "Form" means a Form appended to these rules; (e) "Recruiting Office" means the office or premises of the agent where the work relating to execution of agreements and payment to the Dadan Labourers are transacted; and (f) "Section" means a section of the Act. Chapter-II Registration of Agent

3. Manner of making application for registration of an agent.

(1) Every agent shall submit to the Registering Authority an application in Form No. I in duplicate for his registration and grant of a certificate. (2) Every application under Sub-rule (1) shall be accompanied by the following particulars, namely ; (a) an attested copy of authorisation executed in favour of the agent by the employer (i) asking the agent to recruit Dadan Labourers on his behalf, (ii) to bear the journey expenses from the place of recruitment to the place of work of the Dadan Labourers, (iii) to make payment of all legal dues of the Dadan Labourers; (b) a treasury receipt showing payment of fees prescribed in Sub-rule (4) of Rule 4 for registration of the agent ; (c) a passport size photograph of the applicant duly attested by a Gazetted Officer. (3) Every application referred to in Sub-rule (1) shall be presented to the Registering Authority either in person duly identified or by an advocate duly engaged by him. (4) On receipt of the application referred to in Sub-rule (1), the registering authority shall, after noting thereon the date of receipt by him of the application, grant an acknowledgement thereof to the applicant.

4. Grant of Certificate of Registration.

(1) The certificate of registration of an agent issued under Sub-section (4) of Section 5 shall be in Form No. II. (2) No certificate of registration issued under the Act, shall be transferable. (3) The registering authority shall maintain a register in Form No. III and shall enter the particulars relating to the agent as contained in the application for registration. (4) The fees to be paid for the issue of a certificate of registration or for renewal of the said certificate of registration under Sub-section (5) of Section 5 shall be as specified in the schedule below :

Schedule

If the number of Dadan Labourers proposed to be recruited on contract on any day during a calendar year is-

Less than 100 Rupees ten
Between 100 and 500 Rupees twenty-five
More than 500 Rupees fifty

5. Renewal of registration certificate.

- A registration certificate may be renewed by the Registering Authority. (2) Every application for the renewal of registration certificate shall be in Form I in duplicate and shall reach the Registering Authority not less than two months before the date on which the certificate expires. (3) The fee for renewal of a registration certificate shall be the same as prescribed in Sub-rule (4) of Rule 4.

6. Issue of duplicate registration certificate.

- Where a certificate of registration or renewal certificate issued under these rules is lost, defaced or

accidentally destroyed, a duplicate may be issued on payment of a fee of rupees five.

7. Refusal to issue a certificate of registration.

(1)Where the Registering Authority is of opinion that the registration should not be granted, he shall after affording reasonable opportunity to the applicant to be heard, make an order rejecting the application.(2)The Registering Authority shall reject an application for registering the applicant as an agent if the applicant is-(a)a minor, or(b)of unsound mind and stands so declared by a competent Court.(3)The order made under Sub-rule (1) or (2) shall record the reason for the refusal and shall be communicated to the applicant.

8. Security deposit.

- The State Government may, by publishing, notification in the Official Gazette require that before a registration certificate is issued an amount calculated at a rate not exceeding Rupees fifty for each Dadan Labourer to be recruited in respect of which the application for registration has been made shall be deposited as provided in Rule 9 by the applicant for the due performance of the conditions of the registration and the agreement referred to hereunder in compliance with the provisions of the Act and the rules made, hereunder.

9. Payment of fees.

- Unless otherwise provided in these rules, all fees to be paid under these rules shall be paid in the local treasury under the head of account "087-Labour and Employment (a) Receipts under Labour Laws-(E) Miscellaneous" and a receipt obtained which shall be submitted with the application or the memorandum of appeal, as the case may be.

10. Terms and conditions of recruitment.

(1)No agent shall be entitled to recruit any Dadan Labourer in excess of the maximum number specified in the certificate of registration at any time unless the liability to work under an agreement entered into between the agent and the Dadan Labourer previously stands extinguished on the expiry of the period specified in such previous agreement.(2)No Dadan Labourer below the age of 18 shall be recruited by the agent.Explanation. - The copies of the agreement may be certified in the office of the Registering Authority on payment of Rs..... per agreement.(3)The agreement referred to under Sub-section (1) of Section 9 shall be in Form IV. It shall be binding on the parties to it with effect from the date of its execution till the rights and liabilities of the parties to all or any of the terms and conditions specified in it are extinguished.(4)An agreement made under Sub-rule (3) shall be in triplicate and the agent shall preserve a copy of the same with him and ensure supply of a copy each to the Dadan Labourer who is party to the agreement and to the Registering Authority immediately after execution the agreement by registered post or on proper receipt.(5)A Dadan Labourer shall not proceed to work outside the State unless he is in possession of a copy of the agreement entered between him and the agent under Sub-rule (3).(6)Every agent shall send a report

to the Registering Authority immediately after return of the Dadan Labourer to his home on expiry of the terms of the agreement under Sub-rule (3) above with a certificate that he has paid all the dues of the Dadan Labourer as per the agreement in Form XVI. Chapter-IV Appeals and Procedure of Recovery of Claim

11. Procedure for appeal.

(1) Every appeal under Sub-section (1) of Section 7 shall be preferred in the form of memorandum signed by the appellant and present to the appellate authority in person or sent to him by registered post. (2) The memorandum shall be accompanied by a certified copy of the order appealed from. (3) The memorandum shall set forth concisely and under distinct heads the grounds of appeal to the order appealed from.

12.

(1) Where the memorandum of appeal does not comply with any of the provisions of Sub-rules (1), (2) and (3) it may be returned to the appellant within 15 days of receipt of the memorandum of appeal pointing out the defects for rectification and re-submission within 15 days of its receipt. (2) Where the memorandum of appeal is complete in all respects the appellate authority shall admit the appeal and shall send notice to the appellant to appear before him at such date, time and place as may be specified in the notice for the hearing of the appeal. (3) If on the date fixed for hearing, the appellant does not appear in person or through an authorised Advocate, the appellate authority may dismiss the appeal for default of appearance of the appellant.

13. Application for recovery of claim.

(1) Where any agent or any Dadan Labourer or a group of Dadan Labourers is entitled to receive from the other party any payment arising out of a claim under an agreement entered into between the agent and the Dadan Labourer (a) in pursuance of Section 9, which is capable of being computed in terms of money, the agent or Dadan Labourer(s), as the case may be, shall serve on the person (s) against whom the claim is preferred a demand notice by registered post for necessary payment of the dues. (2) Where the dues so claimed are not paid or offered to be paid within a period of a fortnight from the date of service of the demand notice, the claimant may apply to the competent authority, in Form V for computation of the claim and for payment after recovery of the same : Provided that in the case of a person authorised in writing by the claimant in this behalf or in the case of the death of the claimant, any member of his family or an Inspector, as the case may be, the application shall be made in Form VI. Chapter-V Register, Records and Collection of Statistics

14. Registers of persons recruited.

- Every registered agent shall maintain a register in respect of each place of work or employer where or under whom the Dadan Labourers recruited by him are employed in Form No. VII.

15. Employment card.

- Every agent shall secure the issue of an employment card in Form No. VIII to each Dadan Labourer within 3 days of the employment of the worker.

16. Service certificate.

- On termination of employment for any reason whatsoever, the agent shall secure to issue a service certificate in Form No. IX to each Dadan Labourer whose services have been terminated.

17. Muster Roll Register, Register of Wages, Register of Overtime and Register of Advances and Deductions.

(1) Every agent or his authorised representative shall maintain a Muster Roll, Register and a Register of Wages in Form X and Form XI respectively : Provided that a combined Muster Roll-cum-Wages Register in Form XII shall be maintained by the agent or his authorised representative where the wage period is a fortnight or less. (2) A register of overtime shall be maintained by every agent or his authorised representative in Form XIII to record therein number of hour and wages paid for overtime work, if any. (3) A Register of Advances and Deductions shall be maintained by every agent or his authorised representative in Form XIV.

18.

Every agent shall display an abstract of the Act and rules in, the language spoken by the majority of the Dadan Labourers at his recruiting office in such form as may be approved by the Labour Commissioner, Orissa.

19.

(1) All registers and other records required to be maintained under the Act and Rules shall be maintained complete up-to-date and, unless otherwise provided for, shall be kept at an office or the nearest convenient building within the recruiting office of the agent : Provided that where the muster roll register, register of wages, register of overtime and register of advances and deductions are maintained by the agent or his authorised representative at the work place outside the State the agent shall arrange preservation of extracts of the entries made in those registers for every month with signature or thumb impression of every Dadan Labourer in original where it is so required in a register at his recruiting office. (2) Such registers shall be maintained legibly in English or Oriya. (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.

20. Returns.

- Every registered agent shall send half-yearly return in Form No. XV in duplicate so as to reach the Registering Authority not later than 30 days from the close of the half-year ending 30th June and 31st December of the calendar year.

21. Power to call for Information.

- The Registering Authority, Chief Inspector and the Inspector of any other authority under the Act shall have powers to call for and information or statistics in relation to Dadan Labourers. Form I [See Rule 3 (1) and Rule 5 (2)] Form of application to the Registering Authority for registration renewal of registration as an agent Space for photograph;

1. Full name of the applicant-

(a) Present address of the
applicant-Village.....P.O.....P.S.....Dist.....State.....(b) Permanent address
of the
applicant-Village.....P.O.....P.S.....Dist.....State.....(c) Occupation.....

2. Full name of the employers or whom the applicant wishes to recruit Dadan Labourer.....

3. (a) The particulars of the work or works carried on by the employer for which Dadan Labourers are required.....

(b) Detailed address of the workplace

4. Maximum number of Dadan Labourers to be recruited on any day during the calendar year for which the registration/renewal of registration is sought.....

5. Maximum number of Dadan Labourer recruited by the Agent on any day during the previous calendar year.....

6. Particulars of the area indicating the police-stations where the Dadan Labourers to be recruited are residing.....

7. Full name, present and permanent address or the nominee who is authorised to act on behalf of the applicant/agent (in his absence)

8. Age of the applicant on the date of application for registration

9. Age of the nominee of the applicant on the date of application for registration.....

10. Relationship of the applicant with the nominee.....

11. . Particulars of Treasury receipt.....

Original Treasury receipt to be enclosed to the application.(a)No. and date of Treasury receipt.....(b)Amount.....I hereby declare that the particulars given above are true to the best of my knowledge and belief.Signature of the applicantDate.....Office of Registering Authority

Date of receipt of application	Treasury receipt No. and date	Whether application for registration is granted or refused	Remarks in cases where the application for registration is rejected or being incomplete is returned to the applicant, the reasons of such rejection, etc. should be stated under Column (4)
1	2	3	4

Date.....Station..... Signature of Registering Authority with seal

Form II[See Rule 4(1)]Registration and renewal of registration certificate

Registration No..... Fee Rs.....

Certified that Shri..... Village..... P.O..... District..... has duly been registered as an agent on..... under Orissa Dadan Labour (Control and Regulation) Act, 1975. He is hereby authorised to act as an agent under the said Act during the calendar year..... in the State of Orissa. The certificate shall remain valid for recruitment of not more than..... persons during the calendar year, subject to the provisions of the Orissa Labour (Control and Regulation) Act, 1975 and the rules made thereunder.The certificate shall remain in force till the 31st day of December 20.....The.....20Signature of Registering Authority and Seal

Date of renewal	Date of expiry	Amount of fee collected for renewal	Amount of late fee, if any collected	Signature of Registering Authority and date
1	2	3	4	5

Form III[See Rule 4(3)]Register-Particulars and establishmentParticulars of Agent and Dadan

Labourers.....

Serial No.	Registration Certificate No.	Maximum No. of Dadan Labourers to be recruited	Names and address of the Agents	Name and address of the principal/ employer	Particulars of work/works in which dadanlabourers are employed	Detailed address with the work-place		
Present	Permanent	Present	Permanent					
1	2	3	4	5	6	7	8	9
Area of recruitment with police-station	Name and address of nominee, if any	Amount of fee/late fee received	Date of receipt of fees	Date of renewal of certificate, if any	Date of revocation of certificates, if any	Whether any appeal preferred	Result of appeal and date	Remarks
10	11	12	13	14	15	16	17	18

Form IV[See Rule 10 (3)]AgreementParticulars of the parties.....I. (a) Name of the agent.....(b)Father's/Husband's name.....(c)Permanent address: Village/Town/City/Post office..... Police Station District..... State.....(d)Present address : Village/Town/City..... Post Office..... Police Station..... District..... State.....(e)Details of the recruiting office of the agent : Village/Town/City Post Office Police Station..... District..... State.....(f)Nationality of the agent.....(g)Age as on the date of execution of the agreement.....II. (a) Name of the Dadan Labourer.....(b)Father's/Husband's name.....(c)Permanent address : Village/Town/City..... Post Office..... Police Station..... District..... State.....(d)Present address: Village/Town/City..... Post Office..... Police Station..... District.....State.....(e)Nationality of Dadan Labourer.....(f)Age as on the date of execution of the agreement.....Short Recital of the caseWhereas I, Shri..... who has been registered as an agent vide certificate of registration No..... dated..... issued by the registering authority under Sub-section (4) of Section 5 of the Orissa Dadan Labour (Control and Regulation) Act, 1975 (hereinafter called "the first party") desire to recruit Shri..... a Dadan Labourer (hereinafter called the "second party") to work under M/s..... (full address)(hereinafter called "Employer") at his work-place at..... as a skilled/semiskilled/unskilled manual Labourer on a daily/monthly rate of wage of rupees..... for a period of..... months commencing from..... to..... on the following terms and conditions, namely :(1)That the first party will pay to the second party an advance of rupees (which should not be less than one month's wage at the rate mentioned above to the second party immediately after execution of this agreement to enable him to prepare himself to proceed to the work-place of the employer);(2)That the first party will arrange to send the second party from his native place to the work-place of the employer, at the sale expenses of the first party on the charges of his transportation, dietary expenses ana other reasonable comforts;(3)That the first party will be responsible for payment to the second party for the work done for the employer, wages at the aforementioned rate which shall not be less than the minimum rate of wages fixed under the Minimum Wages Act, 1948 (No. XI of 1948) in respect of

employees engaged in work similar in nature to that performed by the second party and in relation to the local area wherein such labourer is required to work;(4)That the first party ensures payment to the second party wages for over-time work done by him for the employer beyond the normal working hours fixed by the appropriate Government in the State of..... under the Minimum Wages Act, 1948 (No. XI of 1948), where the employment in which the second party will be engaged is covered, by the Schedule of the said Act and in other cases beyond nine hours on any day or forty-eight hours in any week at double the rate of his ordinary wages;(5)That the first party ensures that for the work done by the second party for the employer, the second party will be allowed a paid holiday for a whole day at the rate of his average daily wages during the preceding week on the first day of the week, i.e., Sunday or on any substituted day :Provided that the conditions relating to hours of work, day of rest and payment for work on a day of rest should not be less favourable than those provided for under the aforesaid Act in respect of employees engaged in work similar in nature to that performed by the second party and in relation-to the local area wherein such labourer is required to work;(6)That the advance to be given to the second party under Clause (1) above shall be deducted in..... instalments from the wages of the second party, the first instalment being deducted from the wages to be earned by him in the first wage period, which shall be recorded in a register in forms..... in which signature/thumb impression of the second party will be taken;(7)That the first party ensures supply of..... kilograms of rice/wheat and paise towards other dietary expenses to the second party daily during the days he works for the employer;(8)That the first party shall arrange for supply of drinking water, and temporary accommodation in a habitable condition to the second party during the period of his work as per the contract;(9)That the first party ensures that the second party shall come, back to his native place immediately on expiry of the period specified above and that the first party shall bear the cost of transportation of the second party from the work-place of the employer to his native place together with his dietary expenses;(10)That the first party shall arrange for medical treatment the second party in case of his sickness at the cost of the first party or of the employer where other labourers working under the employer at the said work-place are provided free medical facility;(11)That the second party may continue to work under the employer beyond the period specified above on the aforesaid terms and conditions if another fresh Agreement is entered into between the first party and the second party on or before the date of expiry of the terms of this Agreement for another period to be specified therein and a copy of the same forwarded to the Registering Authority by registered post;(12)That the first party shall report to the Registering Authority forthwith in case of any of the Dadan labourer refuses to come back home of his own accord on expiry of the terms of this Agreement or the agreement under Clause (11) above :Whereas the second party agrees that he shall work as a Dadan labourer on the aforesaid condition under the employer for a period of..... months commencing from..... to..... approximately and further agrees that-(1)he shall proceed to the work-place of the employer outside the State of Orissa on a date to be specified by the first party on receipt of advance aforesaid after execution of this Agreement unless he is unable to proceed to the work-place of the employer due to reasons beyond his control;(2)after execution of this Agreement and after receipt of the advance money, if he fails to proceed to the work-place of the employer to work under him on the date specified by first party he shall repay the advance money forthwith within three days from the date of his failure to proceed to the work-place to the first party;(3)he shall not leave the work-place of the employer without the knowledge of the employer and first party ;(4)he shall not be entitled to return journey expenses if he leaves the work-place

before expiry of the period specified above, for which he is bound to work under this Agreement ; unless his leaving the work-place is due to his continued ill health or any other reason beyond his contract ;(5)that if he remains at the work-place of the employer or works under the same employer or under any other employer on expiry of the terms of this Agreement, without entering into a fresh agreement, with the first party, the responsibility of the first party towards him thereafter will cease forthwith and he will do so at his own risk.Now, therefore, the first party and the second party affirm that they shall be bound by this Agreement, made on this day of 19/20.....

Signature/thumb impression of the first party Signature/thumb impression of the second party

Dated the.....

Dated the.....

Station.....

Station.....

Witnesses.....

Witnesses.....

(1)Name.....

(1) Name.....

Address.....

Address

(2)Name.....

(2) Name.....

Address.....

Address.....

Copy to.....

The Registering Authority

Form V[See Rule 13]Application under Sub-section (2) of Section 12 of the Orissa Dadan Labour (Control and Regulation) Act, 1975Before the competent authority at.....Between : (1) Name of the applicant(s) (hereinafter called the 'petitioner').....(2)Name of the agent/Dadan Labourer (s) against whom the application is made "hereinafter called the "opposite-party").....The petitioner(s)..... Dadan Labourer (s) recruited by the opposite-party/agent..... who recruited the opposite party(ies) as Dadan Labourer(s) is/are entitled to receive from the opposite party claims in terms of the agreement entered into between the petitioner (s) and opposite-party(ies) under Section 9 of the Act as mentioned in the statement hereto annexed. The deed of agreement is filed herewith.The petitioner (s) further state(s) that he/they served the opposite party (ies) with a demand notice by registered post on.....for the said claim in terms of money but the opposite party (ies) has/have neither paid nor offered to pay to the petitioner (s) even though a fortnight has since elapsed from the date of service of the notice.It is prayed that the competent authority be pleased to compute the dues/claims in terms of money and recover the same from the opposite party and pay to the petitioner (s) as early as possible.

Station..... Signature or thumb impression(s)of thepetitioner (s)

Date..... Address(es).....

Annexure(Here set out the details of claims due together with the case for their admissibility)Form VI[See proviso to Rule 13]Application under Sub-section (2) of Section 12 of the Orissa Dadan Labour (Control and Regulation) Act, 1975Before the competent authority at.....Between : (1) Name of the agent/Dadan Labourer(s) in whose behalf the application is made (hereinafter called the first party).....(2)Name of the agent/Dadan Labourer(s) against whom the application is made (hereinafter called the opposite party(ies)).....I, Shri/Shrimati/Kumari..... have to state that the first party Shri/Shrimati/Kumari..... is entitled to receive from the opposite party(ies) Shri/Shrimati/Kumari..... claims in terms of the agreement entered into between the first party(ies) and the opposite party(ies) under Section 9 of

the Act as mentioned in the statement hereto annexed. The deed of agreement is filed herewith. I further state that I served the opposite party(ies) with a demand notice by registered post on for the said claims in terms of money but the opposite party(ies) has/have neither paid nor offered to pay to me even though a fortnight has since elapsed the details of the amount have been mentioned in the statement hereto annexed. I request that said claim may kindly be computed by the competent authority from the opposite party(ies) under Sub-section (2) of Section 12 of the Act and after recovery from the opposite party(ies) under Sub-section (5) of the said section paid to me as early as possible. *I have been duly authorised in writing by [here insert the name of the first party(ies)] to make this application and to receive the payment of the aforesaid amount due to him/them. *I am member of the family of the deceased first party(ies) Inspector appointed under Sub-section (2) of Section 13 of the Act and, are entitled to receive the payment of the aforesaid amount due to him/them.

Station..... Signature of the applicant.....

Date..... Address.....

*Strike out the portions inapplicable. Annexure (Here indicate the details of the amount claimed) Form VII [See Rule 14] Register of persons recruited for each work place

Serial No.	Name of the persons recruited as Dadan Labourer	Name of his father / husband	Age of the Dadan Labourer	Name of the village/ P.O./ P.S. and other particulars of persons recruited as Dadan Labourer	Name and address of work-place to which Dadan Labourers are sent	Name, present and permanent address of the employer	Nature of work which Dadan Laborer is recruited	Brief description of agreement	Remarks
1	2	3	4	5	6	7	8	9	10

Form VIII [See Rule 15] Employment order

1. Name and address of employer.....

2. Name and address of establishment in which the Dadan Labourer is engaged.....

3. Nature of work with location of the work site.....

4. Name of workmen (Dadan Labourer).....

5. Serial No. in the register of workmen employed.....

6. Nature of employment/designation.....

7. Wage rate (with particulars of unit in case of piece work).....

8. Wage period.....

9. Tenure of employment from..... to.....

10. Remarks

Signature of Employer/AgentForm IX[See Rule 16]Service certificate

Name and address of contractor.....	Name and address of Establishment in/under which contract is carried on.....
Nature and location of work.....	
Name and address of the workmen.....	
Age or date of birth.....	Name and address of employer
Identification marks.....	
Father's/Husband's name.....	

Serial No.	Total Period for which employed From To	Nature of rate of wage done (with particulars of unit in case of piece work)	Unit	Remarks
1	2	3	4	5

Signature of Employer/AgentForm X[See Rule 17 (1)]Muster Roll

Name and address of the agent.....	Name and address of establishment in/under which contract is carried on.....
Name of work.....	
Location of work.....	Name and address of the employer..... For the month of.....

Serial No.	Name of the Dadan Labourer	Father's/Husband's name	Sex	Dates 1 2 3 4 5 6 7 8 9	Remarks
1	2	3	4	10	

Signature of Employer/AgentForm XI[See Rule 17(1)]Register of wages

Serial No.	Name of Dadan	Serial No. of the Dadan Labourer	No. of days	Wage rate	Units of work if	Piece rate	Basic wage	Dearness allowance	Overtime
------------	---------------	----------------------------------	-------------	-----------	------------------	------------	------------	--------------------	----------

1	2	3	4	5	6	7	8	9	10
	Labourer	in the Register of agent made in Form No. VII	worked		piece work done				
	Other cash-payment indicating nature of payment	Total	Total deduction	Net amount paid	Time and date of payment	Place of payment	Signature/thumb impression of the Dadan Labourer	Initial of agent or his authorised representative	Remarks
11		12	13	14	15	16	17	18	19

Signature and seal of the Agent Form XII [See proviso to Rule 17(1)] Register of Muster Roll-cum-wage

Name and address of the agent.....			Name and address of establishment in/under which contract is carried on.....						
Nature and location of work.....			Name and address of employer.....						
			Wage period fortnightly/monthly.....						
Serial No.	Name of the Dadan Labourer	Serial No. of the Dadan Labourer in the register of the agent made in Form VII	Nature of work	Daily attendance unit worked	Total attendance / units of work done	Daily rate of wages	Piece rate	Basic wages	Dearness allowance
1	2	3	4	5	6	7	8	9	10

	Other cash payments (nature of payment to be indicated)	Total wage earned	Total deduction	Net amount paid	Time and date of payment	Place of payment	Signature / thumb impression of the Dadan Labourer	Initial of the agent or his authorised representative
11	12	13	14	15	16	17	18	19

Form XIII [See Rule 17(2)] Register of overtime

Name and address of the agent.....			Name and address of establishment in/under which contract is carried on.....						
Nature and location of work.....			Name and address of employer.....						
			Sex						

Serial No.	Name of the Dadan Labourer	Father's/Husband's name	Nature of work undertaken	Date on which overtime work was put in	Wages of overtime on each occasion	Total overtime worked or production in case of piece-rate	Normal hours of work	
1	2	3	4	5	6	7	8	9
Normal rate of wages	Overtime rate	Normal earning	Overtime earning	Total earning	Date on which overtime payment made	Signature / thumb impression of the Dadan Labourer	Initial of the agent or his authorised representative	Remarks
10	11	12	13	14	15	16	17	18

Name and address of the agent.....			Name and address of establishment/in/under which contract is carried on.....					
Nature and location of work.....			Name and address of employer.....					
Serial No.	Name of the Dadan Labourer	Father's / Husband's Name	Serial No. of the Dadan Labourer in the register of the agent made in Form No. VII	Nature of employment	Amount and date of advances	Purpose(s) for which advance made	No. of instalments by which advance to be paid as per agreement	Amount of instalments repaid with date of postponement granted
1	2	3	4	5	6	7	8	9

Earning during a wage period	Amount of advance deducted from the wage earned	Net wage paid	Date of payment of the wage	Balance of the advance outstanding against the Dadan Labourer	Signature / thumb impression of the Dadan Labourer	Initial of the agent or his authorised representative	Remarks
10	11	12	13	14	15	16	17

14

- 1. Name and address of the Agent/Sub-agent/Khatadar.....**
- 2. Name and address of the employer under whom the Dadan Labourers were engaged.....**
- 3. Name and particulars of the work/works with the location and address of work site.....**
- 4. Duration of total work executed through the Dadan Labourers recruited**
- 5. Total number of days during the half-year on which Dadan Labourers recruited were employed.....**
- 6. Maximum number of Dadan Labourers employed on any day during the half-year-**

Men.....Women.....

- 7. Particulars regarding wage rates of the Dadan Labourers engaged.....**

Men.....Women.....

- 8. Total amount of wages paid to-**

Men.....Women.....

- 9. Total amount of deduction from wages, if any, effected -**

Men.....Women.....

- 10. Particulars of accidents or dangerous occurrence which took place during the half year-**

1. Number of persons killed (a) Men.....
(b) Women.....
2. Number of persons injured (a) Men.....
(b) Women.....

Certified that the information furnished above are correct to the best of my knowledge and belief. Signature of the Agent/Sub-Agent/Khatadar Form XVI[See Rule 10(6)] Register of Advances and Deductions

Name and address of the agent.....		Name and address of establishment in/under which contract is carried on.....		
Nature and location of work.....		Name and address of employer.....		

Serial No.	Name of the Dadan Labourer	Serial No. of the Dadan Labourer in the register of the agent made in Form No. VII	Name of the Agent/ Sardar/ Khatadar/ person with whom the Dadan Labourer is sent to the work site of the employer with full address	Date of commencement of work of the Dadan Labourer under the employer
1	2	3	4	5

Date of expiry of the work of the Dadan Labourer under the employer as per the agreement Section 9	Date on which the Dadan Labourer leaves the worksite of the employer	*Name of the Agent/ Sardar/ Khatadar/ person who accompanies the Dadan Labourer at the time of his return home after expiry of the terms of agreement under Sec. 9	Remarks
6	7	8	9

*In case Dadan Labourer returns home without any company of the Agent/Sardar/Khatadar, etc., the said fact is to be indicated under Column (8). Certified that the facts stated above are correct and that the Dadan Labourer(s) have been paid all their dues accruing to him/them as per the agreement entered into between me and him/them under Section 9 of the Orissa Dadan Labourer (Control and Regulation) Act, 1975. Signature and seal of the Agent.