

The Rajasthan Shops and Commercial Establishment Rules, 1959

RAJASTHAN

India

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Rule

THE-RAJASTHAN-SHOPS-AND-COMMERCIAL-ESTABLISHMENT-RULES of 1959

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The Rajasthan Shops and Commercial Establishment Rules, 1959Published vide Notification No.f.3(18)/LAB./58, dated 15-5-1959, published in Rajasthan Gazette Extraordinary, part 4-C, dated 15-5-1959In exercise of the powers conferred by section 15(3), 18 and 40 of the Rajasthan Shops and Commercial Establishments Act, 1958 (No. 31 of 1958), the State Government hereby makes the following rules, the same having been previously published as required by sub-section (4) of section 40 of the Act under this Government Notification No. F. 3(18)/Lab./58, dated the 8th December, 1958 in the Rajasthan Gazette, Part III-B, dated the 15th January, 1959 namely: -Preliminary

1. Short title, extent and commencement.

- (i) These Rules may be called the Rajasthan Shops and Commercial Establishments Rules, 1959.(ii)They shall extend to the whole of Rajasthan.(iii)They shall come into force on the 1st day of June, 1959.

2. Definitions.

- (i) In these rules, unless there is anything repugnant in the subject or context:-(a)The "Act" means the Rajasthan Shops and Commercial Establishments Act, 1958.(b)"Form" means a form appended to these rules.(c)"Section" means a section of the Act.(d)["Prescribed authority" means the authority notified in the official gazette by the Government from time to time.] [Added vide Dated 19-7-1978, published in Rajasthan Gazette Extraordinary, part IV-C, dated 10-8-1978, page 217.](ii)Words and expressions used in the Act and not defined in these rules shall have the

meanings assigned to them in the Act.

3. Application for Registration and grant of Registration Certificate.

- The employer of every establishment shall submit to the Inspector concerned a statement as required by section 4 in Form No. 1 for the registration of the establishment and grant of registration certificate and the fees in respect of the same shall be as follows :-(1)[Maximum number of employees to be employed on any one day during the year. [Substituted vide Notification Dated 28-7-1975, published in Rajasthan Gazette Extraordinary, part IV-C, dated 21-8-1975 and further Substituted by Dated 23-6-1990, published in Rajasthan Gazette Extraordinary, part IV-C, dated 29-6-1990, page 18 and further Substituted by Dated 19-6-2000, published in Rajasthan Gazette Extraordinary, part IV-C, dated 26-6-2000, page 47(1).]

	Amount of fees.
(a) No employee	Rs. 25/-
(b) 1 to 2 employees	Rs. 60/-
(c) 3 to 5 employees	Rs. 100/-
(d) 6 to 10 employees	Rs. 150/-
(e) 11 to 20 employees	Rs. 250/-
(f) 21 to 50 employees	Rs. 625/-
(g) 51 to 100 employees	Rs. 1125/-
(h) 100 and above employees	Rs. 3750/-]

4. Manner of Registering Establishment and form of Registration Certificate.

(1)On receipt of the statement and fees, the Inspector shall, on being satisfied about the correctness of the statement, register the establishment in appropriate part of the Register of establishment in Form No. 2 and shall issue a registration certificate in Form No. 3 of the employer of the Establishment.(2)[Every certificate granted or renewed under this chapter shall remain in force up to 31st day of December of the year for which the certificate is granted and shall be renewable for a period extending up to five years:] [Substituted by Notification Dated 23-10-1963, published in Rajasthan Gazette Extraordinary, part IV-C, dated 5-12-1963.][Provided that at the option of the employer of shop or establishment, one time renewal of the shop or establishment shall also be allowed on payment of fees equivalent to 10 times of the prescribed annual fee.] [Added by Dated 23-12-1994, published in Rajasthan Gazette Extraordinary, part IV-C, dated 28-12-1994, page 347.](3)[A fee at double the rate of fee prescribed for submission of return by an establishment under clauses (1) and (2) in rule 3 shall be charged, in case the employer of such establishment fails to submit the same by the due date.] [Substituted by Dated 18-4-1961, published in Rajasthan Gazette Extraordinary, part IV-C, dated 18-5-1961.]

5. Notice of change.

- A certificate holder shall notify any change in respect of any information contained in his statement, in Form No. 4: Provided that the fee for the amendment of the Certificate or issue of a fresh registration certificate in consequence of such change shall be the difference in amount, if any, between the fee already paid and the fee that would have been payable if the certificate had originally been issued in the amended or revised form.

6. Renewal of Certificate.

(1) A certificate may be renewed by the Inspector. (2) Every application for the renewal of certificate shall be in Form 5 and shall be made by the certificate holder within one month from the date on which the certificate expires and if the application is so made the premises shall be deemed to be duly certified until the Inspector renews the certificate. (3) The same fee shall be charged for the renewal of a certificate as for the grant thereof: Provided that if the application for renewal of a certificate is not received within one month after the expiry of the date of the expiry of the certificate, the Certificate shall be renewed only on payment of an additional fee of Re. 1/- over and above the fee ordinarily chargeable for grant or renewal of a certificate. (4) [If an application for renewal of registration certificate is not received by the Inspector within time specified in the foregoing rules, the registration certificate of the establishment shall be renewed on payment of fee @ 50% for each subsequent three months or part thereof in excess of the fee prescribed for the purpose: Provided that the total amount of such fee shall not exceed the amount chargeable for one time renewal of certificate of registration of shop or commercial establishment as provided under sub-rule (2) of rule 4 of these rules.] [Substituted by Dated 25-1-2001, published in Rajasthan Gazette Extraordinary, part IV-C, dated 12-11-2001, page 145.]

7. Transfer of Certificate.

(1) The holder of a certificate may at any time, before the expiry of the certificate, apply for permission to transfer his certificate to another person. (2) Such application shall be made to the Inspector, who shall, if he approves of the transfer, enter upon the certificate, under his signature, an endorsement to the effect that the certificate has been transferred to the person named. (3) A fee of [Rs.50/-] [Substituted by Dated 19-6-2000, published in Rajasthan Gazette Extraordinary, part IV-C, dated 26-6-2000, page 47(1).] shall be charged on each such application.

8. Procedure on death or disability of Certificate holder.

- If the holder of the certificate dies or becomes insolvent, the person carrying on the business of such certificate holder shall not be liable to any penalty under the Act for exercising the powers granted to the certificate holder under the Act for exercising the powers granted to the certificate holder by the certificate during a period of 90 days to enable him to make an application for the amendment of the certificate under Rule 6 in his own name for the unexpired portion of the original certificate.

9. Loss of Certificate.

- Where a certificate granted under these rules is lost or accidentally destroyed, a duplicate copy may be granted on payment of a fee of [Rs. 20/-] [Substituted by Dated 19-6-2000, published in Rajasthan Gazette Extraordinary, part IV-C, dated 26-6-2000, page 47(1).].

10. Payment of fees.

- The fees payable under these rules on account of registrations, renewals, transfer certificates and loss of certificates, shall be paid in the office of the Inspector, Shops and Commercial Establishments of the area [by Treasury Challan or Postal Orders] [Inserted by Dated 31-1-1961, published in Rajasthan Gazette Extraordinary, part IV-C, dated 6-4-1961.] and will be credited under the head "XXXVI-Misc. Department B Mis. (ii) Receipts of other Departments-(13) receipts under Shops and Commercial Establishments Act."(2)If an application for the grant, renewal or amendment of a certificate is rejected by an Inspector, an appeal shall lie to the Labour Commissioner, Rajasthan or to such authority as may be appointed by the Labour Commissioner in this behalf.

10A. [[Inserted by Dated 18-4-1961, published in Rajasthan Gazette Extraordinary, part IV-C, dated 18-5-1961.]

The cash equivalent of the advantage accruing through the concessional sale to worker, of food grain and other articles shall be computed from the index numbers notified by the Director of Economics & Statistics, Rajasthan from time to time, or the prices of commodities notified by the Government in the Rajasthan Gazette.]

11. Enquiry by Government before passing orders fixing opening and closing hours of shops.

(1)The Government shall make enquiry under sub-section (2) of section 11 in the manner prescribed in this rule.(2)Before passing an order under sub-section (1) of section 11, the Government shall give notice of its intention to pass such an order. The notice shall be in Form No. 6 and shall, unless a copy of the order proposed to be passed is annexed to it, specify the area and the shop or shops or class or classes of shops to which the order shall apply, the hours of opening or the hours of closing, or both, which are proposed to be fixed. The notice shall also state that objections and suggestions with respect to such orders, if any, may be sent to the officer mentioned in the notice within one month from the date of such notice.(3)The copies of the notice shall be affixed at such public places in the area to which the order is proposed to be applied as the Government may deem fit. Copies of the notice shall be sent to the Local Authority in whose jurisdiction such area is situated and to such associations trade unions or other organisations as Government may deem fit. The notice shall also be published in not less than one newspaper having circulation in such area.(4)The Government shall consider all objections and suggestions received under sub-rule (2) before passing the order under subsection (1) of the section 11.

12. Notice of weekly holidays.

- The notices required under subsection (1) of section 12 shall be in Form No. 7.

13. Leave Wages Register.

(1)The employer shall keep a Register in Form No. 8 hereinafter called the Leave with Wages Register.(2)The Leave with Wages Register shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector or demand.

14. Leave book.

(1)The employer shall display on the notice board in the first month every year the leave earned by an individual employee, for his information. The employer shall further make available for inspection, the leave register to an employee, if he so desires and makes an application to this effect within 72 hours of the making of such an application.[X X X] [Omitted by Dated 31-1-1961, published in Rajasthan Gazette Extraordinary, part IV-C, dated 6-4-1961.]

15. Medical certificate.

- If any worker is absent from work and it appears that his absence is due to illness, he shall, if so required by his employer by a notice in writing, submit a medical certificate signed by a registered Medical Practitioner or by a registered or recognized Vaid or Hakim stating the cause of the absence and the period for which the worker is in the opinion of such Medical Practitioner, Vaid or Hakim unable to attend his work.

16. Amount of maternity benefit.

(1)The benefit payable under section 17 shall be paid at the rate of 7/12 of the average daily wage or twelve annas a day, whichever is higher.(2)If a woman dies during the period of maternity, the maternity benefit shall be payable only for the days up to and including the day of her death.

17. Procedure regarding payment of maternity benefit.

(1)Any woman employed in an establishment and entitled to maternity benefit under the provisions of the Act and these rules who is pregnant may, on any day, give notice in writing in Form 9 or orally to her employer stating that she expects to be confined within six weeks next following and her maternity benefit may be paid to her, and that she will not work in any employment during the period for which she received maternity benefit.(2)The employer shall thereupon permit such woman to absent herself from the establishment from the next following day until six weeks after the day of her delivery.(3)Maternity benefit shall be paid by the employer to the women entitled thereto after taking her wishes into consideration in any one of the following three ways, namely:-(i)for six weeks within forty-eight hours of the production of a certificate signed by a

registered Medical Practitioner certifying that the woman is expected to be confined within six weeks next following and for the remainder of the total period for which she is entitled to maternity benefit under section 26 within forty-eight hours of the production of a certified extract from a birth register stating that the woman has given birth to a child, or(ii)for the entire period for which the woman is entitled to maternity benefit under section 26 within forty-eight hours of the production within six weeks of her delivery or certified extract from birth register stating that she has given birth to a child:Provided that no woman shall be entitled to any maternity benefit or any part thereof the payment of which is dependent upon the production of a certified extract from a birth register under this rule unless such extract has been produced within six months of the day of her delivery.

18. Payment of maternity benefit in case of woman's death.

- If a woman entitled to maternity benefit under the Act dies during the period for which she is entitled to maternity benefit the employer shall pay the amount of maternity benefit due if the newly born child survives her, to the person who undertakes the case of the child, and if the child does not survive, to her legal representative.

19. Forfeiture of maternity benefit.

- If a woman works in any establishment after she has been permitted by her employer to absent her self under the provision of section 26 she shall forfeit her claim to the payment of the maternity benefit to which she is entitled.

20. Muster Roll.

- The Employer of every establishment in which woman are employed shall prepare and maintain a muster roll and shall enter the following particulars in such muster roll, namely-(a)Name of Woman.(b)Department and name of the Establishment in which employed.(c)Dates with month and year on which employed and not employed.(d)Total days employed in the payment period.(e)Date on which the woman gives notice under section 24 of the Act.(f)Date of birth of child.(g)Date of production of certificate signed by a registered Medical Practitioner certifying that the woman is expected to be confined within six weeks.(h)Date of production of certified extract from birth register.(i)Date of first payment of maternity benefit and amount of the same.(j)Date if subsequent payments of maternity benefit & amounts of the same.(k)If the woman dies, amount of maternity benefit paid and date of payment and the names of persons to whom paid.(l)Remarks column for the use of Inspector only.All entries in the muster roll shall be maintained up-to-date and shall always be available for inspection by the Inspector.The employer may enter in the muster roll such other particulars as may be required by the Inspector for any other purpose.

21. Manner of Examination of premises etc.

(1)An Inspector making an examination under section 30, shall make such examination of premises

and of the registers, records and notices as may appear to him necessary for satisfying himself that the provisions of the Act, and these rules and of any orders or notifications issued thereunder are being properly observed and shall before conducting such examination require the employer or any of his representatives present at the premises to accompany him at the time of inspection, provided that in case the employer or his representative does not co-operate or accompany the Inspector at the time of inspection on being called upon to do so, it shall be lawful for the Inspector to conduct such examination of the premises and records himself without the presence of the employer or his representative.(2)For carrying out such examinations, the Inspector concerned may interrogate such persons on the premises of the Shop or Commercial Establishment as he may consider necessary:Provided that no such person shall be required under this rule to give an answer to any question, the answer to which might tend to incriminate him.(3)An Inspector concerned may require an employer to produce at his own expense a certificate of age in Form No. 10 from a registered medical practitioner in respect of any employee whose age he may have reasons to doubt.

22. Maintenance of Registers and records and display of notices.

(1)Every employer shall maintain a register of employment in Form No. 11 provided that where the opening and closing hours are ordinarily uniform, the employer may maintain such register in Form No. 12.(2)Notwithstanding anything contained in sub-rule (1) an employer may, instead of maintaining a register as provided in the said sub-rule, exhibit in his establishment a notice specifying the daily hours to be worked by and intervals for rest and meals to be allowed to the persons employed. The notice shall be in Form No. 13 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.(3)Where an employer has exhibited the notice referred to in sub-rule (2) he shall keep a record of work in Form No. 14.(4)Every employer shall exhibit in his establishment a notice in Form No. 15 specifying the day or days of the week on which the persons employed by him shall be given 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.(5)Every employer shall exhibit in his Establishment a notice containing such extracts of the Act and these rules in English and/or in Hindi as the Government may direct.(6)Any notice required to be exhibited under these rules shall be exhibited in such a manner that it can be readily seen and read by any person to whom it affects and shall be renewed whenever it becomes defaced or otherwise cease to be clearly legible.(7)In any register or record which an employer is required to maintain under these rules the entries relating to any day shall be made on the same day.(8)The registers, records and notice relating to any calendar year shall be preserved till the end of the next calendar year.(9)If on an application made by an employer in writing the Local Authority or Government, as the case may be, is satisfied that any muster roll, register or record maintained by such employer gives in respect of all or any of the persons employed in his Establishment the particulars required to be shown in any register, record or notice or prescribed under this rule, the Local Authority or Government as the case may be, may by an order in writing direct that such muster roll, register or record shall to the corresponding extent be maintained in place of such register, record or notice, as the case may be.(9A)Save as otherwise prescribed in sub-rule (5), all registers, records, muster rolls and notices required to be maintained, exhibited or given under the rule shall be either in English or

in Hindi or in the script in which the account books of the Shops or the Commercial Establishments are maintained.(10)Every employer shall maintain a visit book in which an Inspector visiting the Establishment may record his remarks regarding any defects that may come to light at the time of his inspection and shall produce it whenever required to do so by an Inspector.

23. Cleanliness.

(1)(a)In every establishment, all the inside walls, of the rooms and all the ceilings and tops of such rooms (whether such walls, ceilings and tops to be plastered or not) and all the passages and stair cases shall be lime washed or colour washed at least once in two years dating from time when they were last lime washed or colour washed, and shall be maintained in a clear State.(b)All beams, rafters, doors, window frames and other wood work with the exception of floors, shall be painted at least once in four years dating from time when last painted and shall be kept in a clear state. This shall not apply to-(i)rooms used only for the storage of articles;(ii)walls or tops of rooms which are made of galvanised iron-sheets, tiles, asbestos sheets or similar material or glazed bricks;(iii)ceiling of rooms in which the lowest part is at least 20 feet from the floor;(iv)any other establishment or parts thereof in which lime washing, colour washing or painting is, in the opinion of the Inspector, unnecessary,(2)No rubbish, filth, debris shall be allowed to accumulate or to remain on any premises in any Establishment in such position that effluvia therefrom can arise within the Establishment. All filth and other decomposing matter shall be kept in covered receptacles.(3)The area around the place where drinking water is distributed to the employees shall be kept clean and properly drained.

24. Precautions against fire.

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

24A. [List of acts which may be termed as misconduct. [Inserted Vide Dated 30-1-1973, published in Rajasthan Gazette part IV-C, dated 20-1-1977, page 638.]

(1)The following Acts shall each be treated as misconduct for the purpose of the proviso to sub-section (1) of section 28-A of the Act :-(a)Willful in subordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of a Superior;(b)willful damage or loss of employer's property;(c)taking or giving bribe or any illegal gratification;(d)theft, fraud or dishonesty in connection with the employer's business or property;(e)habitual absence without leave or absence without leave for more than ten days;(f)habitual breach of any law applicable to the establishment;(g)habitual late attendance;(h)riotous or disorderly behavior during working hours at the establishment or any act subversive of discipline;(i)striking work or inciting others to strike work;(j)habitual or gross negligence or neglect of work; in contravention of the provisions of any law or rule having the force of law;(k)breach of the provisions of the Standing Orders applicable to the establishment and certified under the Industrial Employment (Standing

Orders) Act, 1945.(2)No order of dismissal or discharge on ground of misconduct shall be made except after an enquiry in which the employee concerned has been informed in writing of the misconduct alleged against him and is given a reasonable opportunity of being heard in respect of that misconduct.

24B. Complaint under sub-section (2) of section 28-A.

(1)Any employee aggrieved by an order or dismissal or discharge under sub-section (1) of section 28-A, may file a complaint to the prescribed authority either himself or through an agent within thirty days from the date on which the order of dismissal or discharge has been communicated to him in writing by his employer.(2)The complaint shall be presented in the form of a memorandum in duplicate, stating therein concisely the grounds of objection to the order against which the complaint is made. The memorandum shall be accompanied by an affidavit sworn before a Magistrate of the first class that the contents of the memorandum are true to the best of the knowledge and belief of the complainant.(3)Every such memorandum shall bear a court-fee stamp of Rs. 5/-.(4)The prescribed authority entertaining the complaint shall call upon the employer by a notice to appear before him either personally or through his agent at a specified time together with all relevant documents and witnesses, if any, and shall inform the complainant of the time as specified.(5)In case the employer or his agent fails to appear before the prescribed authority it may proceed to hear and determine the complaint ex-parte.(6)In case the complainant fails to appear before the prescribed authority at the specified time, it may dismiss the complaint.(7)Upon an application made within 30 days of the passing of the order and only after a notice to the opposite party an order passed under sub-rule (5) or sub-rule (6) may, on good and sufficient cause being shown be set aside by the prescribed authority and the complaint be reheard.(8)The prescribed authority shall record briefly the evidence adduced before him, hear the parties summarily and after making such further enquiry as he may consider necessary, pass orders, giving reasons therefor. The orders shall be communicated to the parties forthwith.]

25.

Any person contravening any of the provisions of these Rules shall be conviction be punishable with fine which may extend to Rs. 50/-Form '1'(See rule 3)Statement under Section 4

Part I – 1. Name of the establishment

2. Postal address of the establishment

3. Full name of the occupier or the employer

4. Full name of the Manager, if any

5. Category of the establishment, i.e. whether a shop, commercial establishment, residential hotel, restaurant, eating house, theatre or other place of public amusement or entertainment

6. Nature of business

Part II – 7. Names of members of employer's family, working in the establishment; state separately the names of young persons, if any

8. Names of other persons occupying position of management or employees engaged in confidential capacity

9. Total number of employees (state separately the number of men, women and/or young persons, if any) Men, Women, Young persons

10. Rates of wages including Dearness Allowance paid to different categories of employees. (Information in this respect may be submitted separately and marked confidential, if so desired)

S.No.	Name of Occupation	No. of employees in the occupation	Rates of wages
	Minimum	Maximum	

Dated..... Signature of the employer

Note - This statement shall be sent to the Inspector with such fees, as are prescribed. Received from.....Form "I" with Challan No.....SignatureForm '2'(See rule 4)Register of Establishments

Part I – Shops

Part II – Commercial Establishments

Part III – Residential Hotels

Part IV – Restaurants and Eating Houses

Part V – Theatres and other places of public amusement or entertainment

S.No.	Registration Certificate	Name of the Manager, if any	Name of Occupier/ Employer	Postal address of the establishment
1	2	3	4	5
Name of the establishment, if any		Nature of business	Number of members of employer's family	
Male		Female	Young persons	
8		9	10	
No. of other persons occupying position of management or employees engaged in confidential capacity			Total No. of employees	Date of inspection
Adults Male			Female	Young Persons
11			12	13
				14 15

Form '3'(See rule 4)Rajasthan Shops and Commercial Establishment Act, 1958.Registration Certificate of establishment.Name of the establishment.Name of the Occupier/employer.Postal address of the establishment.Registration No.It is hereby certified that the establishment as mentioned herein has been registered as a* under the Rajasthan Shops and Commercial Establishments Act, 1958, this day of.....

Seal Inspector,Shops and Commercial Establishment.

*(Here insert the category of the establishment).Renewals

Date of Renewal	From To	Signature of the Inspector of Shops andCommercial Establishment with seal.
1	2 3 4	

1.

2.

3.

4.

Form '4'(See rule 5)Notice of Change

1. Name of the establishment.

2. Name of Occupier/employer.

3. Full address.

4. Registration Certificate No.

To. The Inspector..... Dated..... 19 Notice is hereby given that the following change has taken place in respect of information relating to Form '1' which please note. Signature of the Employer. Notice. - Notice of change in this form shall be sent together with such fees as are prescribed in Rule 5. Form '5' (See rule 6) Application for Renewal of Registration Certificate

Category of Establishment Total Number of existing employees. Name of the Establishment. Postal Address.

To The Inspector of Shops and Commercial Establishment (name of the Place). As the period of the Registration Certificate No..... originally granted/subsequently renewed is due to expire on..... or has already expired on..... I have to request for its renewal.

Dated (Signature of the Employer).

Note. - The application shall be sent along with such renewal fee as is prescribed in Rule 3. Form '6' (See rule 11) Notice is hereby given that the Government of Rajasthan proposes to pass an order under sub-section (1) of section II of the Rajasthan Shops and Commercial Establishments Act, 1958 that with effect from..... no Shops/Commercial Establishment situated in..... shall be opened on any day earlier than..... and/or shall be closed on any day later than..... Any person wishing to make any objection or suggestion with respect to the above order shall send the same in writing to the Labour Commissioner before the..... day of..... 19. Dated this..... day of..... 19. Secretary to the Government. Form '7' (See rule 12) Notice of close day or a change in close day To, The Inspector Shops and Commercial Establishments, (Name of Place). Name of the Establishment..... Address..... Registration Certificate No..... Notice is hereby given that with effect from..... the establishment shall observe..... as the close day.

Date Signature of Employer.

This Form shall be used in the case of notice for change in close day. Form '8' (See rules 13 & 14) Register of Leave with Wages

Name of employee..... Occupation.....

Father's name..... Date of Employment.....

Ordinary Leave

S. No. in the

Register of Workers

Interruptions

Adult	Sickness & Accident	Authorised Leave	Lockout or legal strike	Involuntary unemployment	Others
Child					
1	2	3	4	5	6 7

Leave Due with effect from

Date from which the worker is allowed leave

Discharged worker

Balance Due

Date of discharge

Date and amount of payment made in lieu
of leave due

8 9 10 11 12

Signature of Employer[Form '8-A'- Deleted] [Deleted by Notification Dated 31-1-1961, published in Rajasthan Gazette Extraordinary, part IV-C, dated 6-4-1961.]Form '9'[Rule 17(1)]Notice under section 24 of The Rajasthan Shops and Commercial Establishments Act, 1958Name of the employer.....I..... W/o D/o..... a woman in the employment of.....(here insert the name of the establishment)hereby give notice that (i) I expect to be confined within six weeks from today;(2)I will absent myself from the establishment with effect from.....;(3)I shall not work in any employment during the period, for which I will receive maternity benefit.Signature.....Job.....Date.....Form '10'[See rule 21 (3)]Form of CertificateI hereby certify that I have personally examined (name) son/daughter of..... castes etc..... residing at.....and that he/she has completed his/her twelfth/seventeenth year. His/her description marks are.....Medical Practitioner.Dated.....Form '11'[Rule 22 (1)]Register of Employment
Month..... Year.....

Name of persons employed	Whether young person or not	Days of Month				
		1	2	3		
Time at which employment commences	Time at which employment ceases		Rest Interval			
1	2	3	4	5	6	7
Total hours worked during the month	*[Days on which overtime work is done and extent of such overtime on each day]	Extent of overtime worked during the month	Extent of overtime worked during the quarter	Extent of overtime worked during the year		
8	9	10	11	12		

Note:- The mark 'H' shall be made in the column relating to any day on which a holiday is given in accordance with the notice referred to in Rule 13.*This Column need not be filled by Commercial Establishments. In case of Shops, Residential Hotels, Restaurants and Eating Houses and Theaters and other places of public amusement or entertainment, the extent of such overtime on each day shall be recorded in the days column against the employed person distinctively in red ink, indicating the time up to which, such overtime work was taken from the employee.Form '12'[See Rule 22 (1)]Where opening and closing hours are ordinarily uniform

Name of persons employed	Whether young person or not	Time at which employment commences	Time at which employment ceases	Rest interval
1	2	3	4	5

Hours worked on

1 2 3 4 5 6 7 8 9 10
6 7 8 9 10 11 12 13 14 15

Total hours worked during the month	*Days on which overtime work is done and extent of overtime on each occasion	Extent of overtime worked during the month	Extent of overtime worked previously during the year
16	17	18	19

Note:- The mark 'H' shall be made in the column relating to any day on which a holiday is given in accordance with the notice referred to in Rule 13. *This Column need not be filled by Commercial Establishments. In case of Shops, Residential Hotels, Restaurants and Eating Houses and Theaters and other places of public amusement or entertainment, the extent of such overtime on each day shall be recorded in the days column against the employed person distinctively in red ink, indicating the time up to which, such overtime work was taken from the employee. Form '13' [See rule 22 sub-rule (2)] Notice Daily periods of work of persons employed commencing 19

Name of Employer or establishment Description of Department (if applicable)

Name of persons employed Whether young person, or not Day

Employment to commence Intervals for meals and rest Employment to cease

1 2 3 4 5

(Signed) (Employer) Note: - 1. This notice must be exhibited not later than the closing hour on the Saturday preceding the first week in which it is so take effect, and must continue to be exhibited while it is in force, in such a manner that it may be readily seen and read by any person whom it affects.

2. The hours to be specified in this notice shall be the hours to be worked exclusive of overtime.

3. The entries under the leading 'Intervals for meals rest' shall be the actual times at which the intervals are to begin and end (e.g. 1 p.m. to 2 p.m.)

Form '14' [See rule 22 sub-rule (3)] Record of Hours of Work of Persons Employed (To be used only when Notice in Form 13 is exhibited) Description of Department (if applicable)

Month..... Year....

Names of the person employed	Whether young person or not	Total hours worked during the month	*Days on which overtime work is done and extent of such over time on each occasion	Extent of overtime worked during the month	Extent of overtime worked previously during the month
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*This Column need not be filled by Commercial Establishments, in case of Shops, Residential Hotels, Restaurants and Eating Houses and Theaters and other places of public amusement or entertainment, the extent of such overtime on each day shall be recorded in the days column against the employed person distinctively in red ink. indicating the time up to which, such overtime work was taken from the employee. Note: - Entries relating to any day must be made on that day. Form '15'[Rule 22(4)] Notice of Weekly Holidays

1. Name of the establishments.

2. Full address.

3. Registration Certificate No.

Until further notice, the person employed in this establishment and mentioned below shall have holidays every week on the day shown against each:

Names of Persons employed Designation/ Department Day of the week

*If the same day is fixed for all the persons employed, the word 'ALL' only need be inserted in this column.

Signature Inspector under the Rajasthan Shops &
Commercial Establishments Act

Date.....

Signature of the
Proprietor/Partner/Manager.

Date.....