

# The Goa Labour Welfare Fund Rules, 1990

GOA  
India

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### Rule THE-GOA-LABOUR-WELFARE-FUND-RULES-1990 of 1990

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The Goa Labour Welfare Fund Rules, 1990Published vide Notification No. 21/25/87-LAB, dated 29th January, 1990

#### 21.

/25/87-LAB - Whereas the draft of certain rules which the Government of Goa proposes to make in exercise of the powers conferred by section 37 of the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987), was published as required by sub-section (1) of section 37 of the said Act in the Official Gazette, Series I No. 25 dated 21-9-1989, under the Notification No. 21/25/87-ILD dated 28-12-1988 of the Department of Labour, Government of Goa, inviting objections and suggestions from all persons likely to be affected thereby till 15 days from the date of publication of the said Notification in the Official Gazette;And whereas the said Gazette was made available to the public on 21-9-1989;And whereas the suggestions and/or objections received from the public on the said draft have been considered by the Government.Now, therefore, in exercise of the powers conferred by section 37 of the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987), the Government of Goa hereby makes the following rules, namely:-

#### 1. Short title and commencement.

- (i) These rules may be called the Goa Labour Welfare Fund Rules, 1990.(ii)They shall come into force at once.

#### 2. Definitions.

- In these rules, unless there is anything repugnant in the subject or context,-(i)"Act" means the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987);(ii)"establishment register" means in relation to:-(a)a factory, a register of adult workers or a register of child workers maintained under section 62 or section 73 respectively, of the Factories Act, 1948 (Central Act 63 of 1948);(b)a

motor omnibus service, a register of workers maintained under rule 34 of the Goa, Daman and Diu Motor Transport Workers Rules, 1965;(c)any other establishment, a register of employment maintained under the Goa, Daman and Diu Shops and Establishment Rules, 1975:Provided that, where any establishment is not required to maintain such register, any other register in which names of workers of the establishment employed every day or every month of the year are ordinarily shown.(d)"Form" means a form appended to these Rules;(e)"section" means a section of the Act;(f)"Secretary" means the Secretary of the Board appointed under section 20;(g)Words and expressions not defined in these rules shall have the meanings as assigned to them under the Act.

### **3. Payment of fines and of unpaid accumulations by employer.**

(1)Within fifteen days from the date on which this Act shall come into force in any area, every employer in such area shall pay by cheque, money order or cash to the Secretary-(a)all fines realised from the employees before the said date and remaining unutilized on that date; and(b)all unpaid accumulations held by the employer on the aforesaid date.(2)The employer shall alongwith such payment submit a statement to the Secretary giving full particulars of the amounts so paid.(3)Thereafter all fines realised from the employees and all unpaid accumulations during the quarter ending 31st March, 30th June, 30th September and 31st December shall be paid by the employer in the manner aforesaid to the Secretary on or before 15th April, 15th July, 15th of October and 15th of January succeeding such quarter and a statement giving particulars of the amounts so paid shall be submitted by him alongwith such payment to the Secretary.

### **4. Submission of statement to Secretary.**

- Every employer shall submit to the Secretary on or before the 31st day of July and 31st of January a statement of employer's contribution and employees' contribution in respect of employees whose names stand on the establishment register on 30th June and 31st December respectively in Form A.

### **5. Submission of statement to Government.**

- The Secretary shall submit to the State Government not later than 31st August and 28th February, respectively, a statement of employers contributions received by him on 30th June and 31st December respectively in Form 'B'.

### **6. Notice for payment of fines and unpaid accumulations by Secretary.**

- The Secretary may, after making such enquiries as he may deem fit, and after calling for a report from the Inspector, if necessary, serve a notice on any employer to pay any portion of fines realised from the employer or unpaid accumulations held by him which the employer has not paid in accordance with rule 3. The employer shall comply with the said notice within 14 days of the receipt thereof.

## **7. Particulars of unpaid accumulations to be published under section 12(3) (b).**

- The notice referred to in sub-section (3) of section 12 shall contain the following particulars, namely:-(1)Name and address of the factory or establishment in which the unpaid accumulations were earned;(2)Wage period during which the unpaid accumulations was earned;(3)Amount of the unpaid accumulations;(4)A declaration that a list containing the names of employees and the amount due to them and paid to the Board has been pasted on the notice board of the factory or establishment in which the unpaid accumulation was earned.

## **8. Application for remission of penalty.**

- (i) Application for remission of penalty shall be made to the Secretary within thirty days from the date of payment of penalty, and shall clearly specify the grounds on which the remission is claimed.(ii)Where the Secretary is satisfied that the penalty imposed is likely to cause undue hardship to the employer concerned or that the employer has suffered financially on account of riots, war, through natural calamities or that delay caused in the payment of unpaid accumulations or fines was due to circumstances beyond his control, the Secretary may remit in part or whole the penalty payable under sub-section (2) of section 13:Provided that if the amount of penalty to be remitted exceeds Rs. 500/-, the remission not be made without the prior sanction of the Board.

## **9. Maintenance and audit of accounts.**

- The accounts of the funds shall be prepared and maintained by the Accounts Officer of the Board in Form C and shall be audited by the Director of Accounts, Local Fund Accounts, Goa State, once a year. The Secretary shall be responsible for the disposal of the audit note.

## **10. Budget of Board.**

(1)The budget estimates for each financial year shall be prepared and laid before the Board on or before the 1st day of December of the previous financial year and after it is approved by the Board, shall be forwarded to the State Government for approval on or before the 15th December. The State Government shall approve the budget before the 15th January after making such amendments and alterations as it considers necessary.(2)The budget thus amended or altered and approved shall constitute the budget of the Board for the ensuing financial year and shall be issued under the seal of the Board and signed by the officer or officers of the Board duly authorised in this behalf. An authenticated copy of budget shall be forwarded to the State Government before the 28th February.

## **11. Additional Expenditure.**

- If during the course of the financial year it becomes necessary to incur expenditure over and above the provision made in the budget, the Board shall immediately submit to the State Government the details of the proposed expenditure, and specify the manner in which it proposes to meet the

additional expenditure. The State Government may either approve the proposed expenditure after making such modifications as it considers necessary or reject it. A copy of the order passed by the State Government on every such proposal to incur additional expenditure shall be communicated to the Board and the Auditor, if any, appointed by the State Government.

## **12. Applications for grant from Fund.**

- Any employer, local authority or any other body, may make an application to the Secretary for a grant under sub-section (3) of section 16. Such application shall be placed by the Secretary before the Board within a month of its receipt with his remarks, and the recommendations of the Board shall be forwarded for approval of the State Government by the Secretary.

## **13. Mode of Payment.**

- All payments from the fund amounting to-(a)less than Rs. 50/- may be made in cash;(b)Rs. 50/- or more shall be made by cheque issued by the Secretary:Provided that the Board may, in any particular case for special reasons, authorise such payment also in cash.

## **14. Constitution of Board.**

- The Board shall consist of twenty-six members including the Chairman, out of which six shall be the representatives of employers and employees each, eight being independent members and six members being representatives of women.

## **15. Allowance of Members.**

- The members shall hold their offices in an honorary capacity provided that each member shall be eligible to a sitting fee of Rs. 30/- for attending each meeting of the Board and to travelling and daily allowances admissible to first grade officers of the State Government.

## **16. Allowances of members of committees.**

- The members of the committees constituted under section 9 shall be eligible to a sitting fee of Rs. 30/- for attending each meeting of the committee and to travelling and daily allowances admissible to first grade officers of the State Government.

## **17. Meetings of Board.**

(1)The Board shall meet at least once every quarter and as often as may be necessary.(2)All members of the Board shall be given seven clear days' notice of a meeting specifying the date, time and place of the meeting and business to be transacted thereat:Provided that, seven clear days' notice shall not be necessary where, in the opinion of the chairman, business of an emergent nature has to be transacted.

## **18. Quorum.**

- The number of members necessary to constitute a quorum at a meeting of the Board shall be seven including the Chairman.

## **19. Chairman to preside.**

- Every meeting of the Board shall be presided over by the Chairman or if the Chairman is, for any reasons, unable to attend it, by such one of the members present as may be chosen by the meeting to be Chairman for the occasion.

## **20. Adjournment of meeting.**

- If there is no quorum as laid down in rule 18, the Chairman shall, after waiting for thirty minutes after the expiration of the appointed hour, adjourn the meeting to such hour on some other future day as he may reasonably fix. A notice of such adjourned meeting shall be sent to every member of the Board and the business which would have been brought before the original meeting, had there been a quorum thereat shall be brought before the adjourned meeting and may be disposed of at such a meeting, whether there be a quorum or not.

## **21. All questions to be decided by majority.**

- All questions coming before the meeting of the Board shall be decided by a majority of the members present and voting at the meeting, the Chairman having a second or casting vote in all cases of equality of votes.

## **22. Mode of exercising votes.**

- Votes shall be taken by show of hands and the names of persons voting in favour and against any proposition shall be recorded only if any member requests the Chairman to do so.

## **23. Minutes of meeting.**

- The Board shall keep minutes of the proceedings of each meeting of the Board, and shall include therein the names of the members present. A copy of such minutes shall be submitted by the Board to the State Government as soon as they are confirmed by the Board.

## **24. Delegation of powers.**

- The Board may delegate its powers and functions to the Secretary in relation to the following matters but subject to the conditions and limitations specified below, namely:-(1)Under sub-section (2) of section 33, subject to the provisions of any rules made in this behalf -(a)to sanction expenditure within the budget grants approved by the State Government;(b)to transfer funds among

the following detailed heads of account, namely:-(i)community and social education centres;(ii)reading rooms at centres;(iii)libraries at centres;(iv)circulating libraries;(v)community necessities;(vi)games and sports;(vii)excursions, tours and holiday homes;(viii)entertainment and other forms of recreation;(ix)home industries;(x)subsidiary occupations for women and unemployed persons;(xi)remunerative employments.(c)to write off any loss when its value is not more than Rs. 250/-;(2)Under section 22(a)to appoint the necessary clerical and executive staff to carry out and supervise the activities financed from the Fund, on the posts the salary of which shall be [based on recommendations of Pay Commission as adopted and made applicable by the Government to its employees from time to time] [Substituted by the Amendment Rules, 2010.];(b)to exercise powers of administration and taking disciplinary action against such staff as stated below:-(i)power to transfer, sanction increment, fix pay, grant joining time, depute on foreign service, sanction leave, relax qualifications;(ii)powers of discharging a person -(a)on probation, during the period of such probation;(b)appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of that appointment or for any other reason;(c)engaged under contract, in accordance with the terms of his contract;(d)appointed otherwise than under a contract to hold a permanent appointment, on the abolition of that post or for any other reasons;(iii)powers of imposing any of the following penalties -(a)censure;(b)withholding of increments or promotion including stoppage at an efficiency bar;(c)reduction to lower post or time scale or to a lower stage in a time scale;(d)recovery from pay of the whole or part of any loss caused to the Board by negligence or breach of orders;(e)fine;(f)suspension;(g)removal from the service of the Board, which does not disqualify from future employment;(h)dismissal from the service of the Board which ordinarily disqualifies from future employment;(i)any other punishment with the approval of the Board:Provided that every member of such staff shall have a right to appeal to the Board against any order of reduction, dismissal or removal from service, fine of any other punishment.

## **25. Additional powers of Inspection.**

- Every Inspector shall, for carrying out the purposes of the Act, also have the powers to require any employer to produce any document for his inspection, to supply him a true copy of any such document and to give him a statement in writing.

## **26. Percentage of annual income of fund towards staff.**

- The Board shall ensure that the expenses of the staff including the staff employed for carrying out the programmes of the Board, and other administrative expenses, shall not exceed 60% of the annual income of the Fund.

## **27. Publication of annual report of the Board.**

- The Board shall, within three months of the date of the closing of each financial year submit to the state Government for approval an audited statement of receipts and expenditure together with an annual report giving its activities in the year. The statement and report shall be laid as soon as may be after they are approved by the State Government before the House of the State Legislature while

it is in session for a period of one month. After they are so laid, the Board shall cause the same to be published in such manner as it may deem fit.

## 28. Maintenance of registers by employers.

(1) Every employer of an establishment shall maintain and preserve for a period of 10 years - (a) a register of wages in form 'D'. (b) a consolidated register of unclaimed wages and fines in Form 'E'. However, in case pending before the appellate authorities the record shall be preserved till the cases are finally disposed. (2) The employer shall by the 31st of January every year forward to the Secretary a copy of the extract from the register in Form 'B' pertaining to the previous year.

## 29. [ Authority. [Inserted by the Amendment Rules, 1991 published in the Official Gazette, Series I No. 29, dated 18-9-1991.]

- The Commissioner of Labour shall be the authority for the purpose of deciding any question as to whether or not any of the provisions of the Act apply to an establishment or to an employee therein.] Form-A (See Rule 4) Statement of Employees and Employer's Contribution as On 30th June/31st December

1. Name of the Establishment :
2. Name of the Employer :
3. Class of Establishment (i.e. whether a factory or motor omnibus service, motor transport undertaking a shop commercialestablishment, residential hotel, restaurant, eating house, theatre or other place of public amusement or entertainment) :
4. Address of the Establishment :
5. Total number of employees whose names stand on the establishment register as on 30th June/31st December :
6. (A) Employees contribution at the rate of Rs. 0.50 per employee drawing salary upto Rs. 1,600/- per month :  
(B) Employer's contribution Re. 1/- per employee drawing salary upto Rs. 1,600/- per month :
7. Total of Sub-Entries (A) + (B) above of Entry 6 :
8. Whether the contribution has already been paid to the Secretary, if so whether by :

cheque, money order or cash and details thereof

Signature of the Employer Form 'B' (See Rule 5) Statement of Employer's Contribution Received By The Secretary For Six Months Ending On 30th June and 31st December Respectively In The Year.....

Class of Establishment	Number of Establishment	Amount of employer's contribution received by the Secretary
1	2	3
	1. Factories	
	2. Motor Omnibus Services	
	3. Shops	
	4. Commercial establishments	
	5. Residential hotels	
	6. Restaurants	
	7. Eating houses	
	8. Theatres	
	9. Other places of public amusement or entertainment.	

Date :-----Total -----Signature of the Secretary Form 'C' (See Rule 9) I. Cash Book of the Office of the .....Receipts

Date of Receipt	Serial No. of Receipt	Details of the Receipts	P. O. Deposit						
Particulars of Receipts	Receipt No.	Bank Deposit	Cash	Bank	Provisional Receipts	Other Deposits	R. B. F.		
1	2	3	4	5	6	7	8	9	10
Opening Balance	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.			

#### EXPENDITURE

Date of Expenditure	Serial No. or Sub-Voucher								
Particulars of expenditure	Voucher No.	Bank Deposit	Cash	Bank	Provisional Receipts	Other Deposit	R. B. F.		
11	12	13	14	15	16	17	18	19	20
Total expenditure	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.			

Total Receipts .....



	Total Expenditure
	.....
	Closing Balance
	.....
Grand Total .....	Grand Total
	.....

II. Detailed Abstract of Receipts for the Month of ..... 19

Date	D.A.R.	R. No.	Name of establishment or person	Unpaid accumulations				
Fines	Unpaid accumulations	Deposit	N. S. Certificates	Donations				
1	2	3	4	5			6	7 8 9
Loans from State Government	Grant in aid	Deposit	Refund Board's contribution					
Government	Other Institution	Earnest Money	Tailoring Class	Library and information centre	Other Deposit	R.B.F.		
10	11	12	13	14	15	16	17	18
Entry fees	Miscellaneous receipts	Electricity						
R. E. C.	Loss of books	N. S. and H. C. Fees	Sale of old newspapers	Tailoring class	and other recoveries from staff	Miscellaneous Receipt		
19	20	21	22	23	24	25	26	27
Miscellaneous receipts	Interest on Bank Deposit	Interest on Government Securities	Total		Initials			
Rent and Taxes	Sales of Annual Reports	Advertisement charges	Sale of unserviceable articles		Clerk Supdt.			
28	29	30	31	32	33	34	35	36

III. Classified Abstract of Pay and Allowances in Respect of .....For the Month of ..... 19

Serial No.	Voucher No.	Date	Bill No.	Officers	Leave Salary Provision
Pay	Allow.	Pay	Allow.		
1	2	3	4	5	6
					7 8

Supervisory-cum-Administrative Staff		Programme for Administrative Staff	Community necessities and educational staff	Total					
Pay		Allow.	Pay	Allow.	Pay	Allow.	Pay	Allow.	
9		10	11		12	13	14	15	16
T. A. for staff	T. A. for members of the Board	Leave Travel Concession	Total of each Voucher					Initials	
On tour	On transfer	Clerk	Supdt.						
17	18	19	20					21	22 23

IV. Classified Abstract of Contingent Expenditure of the ..... Programme Expenditure

Serial Voucher No. Bill No. Date Place Community necessity

Creche Nursery School

N. R. R.

1 2 3 4 5 6 7 8

Tailoring classes	R. E. S.	Home Industries	Subsidiary occupations for women	Sewing Machines	Reading Rooms Centres
N. R.	R.				
9	10	11	12	13	14 15

Libraries Centres	Workers Education	Entertainment and other			
Music and Socials etc.		National Special Days	Dramas and Drama Festivals	Exhibition	
16	17	18	19	20	21 22

Recreation	Games and Sports				
Visual Instruction Cinema Show	Scouts and Guides	Excursions and Tours	Matches		
Conveyance and refreshment	Entry Fees	First Aid	Prizes		
23	24	25	26	27 28 29 30	

OFFICE/CENTRE  
..... FOR  
THEMONTH OF

..... 19

Facilities for conducting  
programme

Games materials	Repairs to play Appn. and play grounds	N.R.	Annual Sports, Sports and Miscellaneous	Furniture	Electricity and lighting	
N.R.	R.					
31	32	33	34	35	36	37

Rent, rates and taxes	Postage Exchange and Bank Commission	Printing and Stationery	Vehicles		
N.R.	R.	N.R.	R.		
38	39	40	41	42	43

#### SPECIAL ITEMS

Other miscellaneous

Replacement of radios and musical instruments	Other Miscellaneous	Home Nursing	Conveyance	Daily wages	Maintenance of Buildings and Repairs	
44	45	46	47	48	49	50

Repairs	Administrative contingency	Provident Fund Contribution	Gratuity Payment	Loans and Advances	
51	52	53	54	55	56 57

Investigation of claims Legal Grant-in-aid Total Initials Clerk/Supdt.

58	59	60	61	62	63 64
----	----	----	----	----	-------

#### V. Consolidated Abstract of Pay

Serial No. Voucher No. Date Bill No.

1 2 3 4

Central Office, Bombay ... ..

Divisional Office, . ... ..

Development Zone Office, ... ..

Development Zone Office, ... ..

Circle Office, ... ..

.....

.....

.....  
 .....  
 .....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments ..... } DebitCredit

Progressive expenditure upto .....

Allowances for the Month of ..... 19 .....

Officer	Leave Salary Provision	Supervisory-cum-administrative staff	Programme administrative staff				
Pay	Allow.	Pay	Allow.	Pay	Allow.	Pay	Allow.
5	6	7	8	9	10	11	12

Central Office,.....Divisional Office,.....Development Zone Office,.....  
 Office,.....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments ..... } DebitCredit

Progressive expenditure upto .....

T. A. for staff	T. A. for members of the Board	Leave Travel Concession	Total each Voucher	Initials
On tour	On transfer	Clerk	Supdt.	
17	18	19	20	21 22 23

## VI. Consolidated Abstract of Contingent Programme

Central Office,.....Divisional Office,.....Development Zone Office,.....Devel  
 Office,.....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments

} Debit

Credit

Progressive expenditure upto .....

EXPENDITURE FOR THE MONTH OF ..... EXPENDITURE

Community necessity	Tailoring Classes	R. E. S.	Home Industries	Subsidiary Occupation Women	Sewing Machines	Reading Rooms at Centres			
Creche	Nursery School	N. R.	R.						
N. R.	R.								
6	7	8	9	10	11	12	13	14	15

Central Office,.....Divisional Office,.....Development Zone Office,  
Office,.....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments

} Debit

Credit

Progressive expenditure upto .....

Entertainment and other recreation

Music and socials etc.	National	Dramas and drama festivals	Exhibition	Visual Instruction Cinema show	Scouts and guides	Excursions and tours
18 19	20	21	22	23	24	25

Matches

Conveyance and refreshment

26

Central Office,.....Divisional Office,.....Development Zone Office,  
Office,.....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit

Credit

Progressive expenditure upto .....

OFFICE/CENTRE ..... FOR THE MONTH OF ..... 19Facilities for  
conducting Programme

Games material N. R.	Repairs to play appn. and play grounds R.	N. R.	Annual Sports and Misc.	Furniture	Electricity and lighting
31	32	33	34	35	36
					37

Central Office,.....Divisional Office,.....Development Zone Office,  
Office,.....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit

Credit

Progressive expenditure upto .....

Printing and Stationery Vehicles

N. R.	R.	N. R.	R.
40	41	42	43

Replacement of radios and musical instruments

Central Office,.....Divisional Office,.....Development Zone Office,  
Office,.....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit

Credit

Progressive expenditure upto .....

Miscellaneous Maintenance of building and repairs Repairs

Home Nursing	Conveyance	Daily wages
46	47	48
		49 50 51

Central Office,.....Divisional Office,.....Development Zone Office,.....  
Office,.....

Expenditure during the month of .....

Add.: Previous Progressive Expenditure upto .....

Adjustments } Debit

Credit

Progressive expenditure upto .....

Loans and Advances	Investigation Claims	Legal fees	Grant-in-aid	Total	Initials
57	58	59	60	61 62 63	64

#### VII. Fees Register for Tailoring Classes Year: 19

Serial No.	Name of student	Deposit	Rates of fees	April	May	June	July	August
		Rs.	Rs.					

September	October	November	December	January	February	March	Examination fees	Total amount of fees paid
							Rs.	Rs.

#### VIII. Individual Deposit Account of Tailoring Section

Serial No.	Particulars of students	Year of deposit	Receipts
Name	Address	D.A.R.	Receipt No. and date
1	2	3	4
			5
			6 7

Initials Withdrawals Initials

Voucher No. Amount

8	9	10	11
---	---	----	----

#### IX. Deposit Account for the Workers Club of Labour Welfare Centre At .....

Dr.

Date Voucher Particulars Reference No. Amount Initials

Cr.

Date Particulars Reference No. DAR No. Amount Initials

X. Unpaid Accumulations Account Vide Section 3(1) of the Act for the Month of .....

19Payments

Date	Particulars	Name of the persons	Payment made from amounts received during quarter	L. F.	V. No.	Amount
------	-------------	---------------------	---	-------	--------	--------

Receipts

Date Particulars Receipt No. L. F. Amount

XI. Register of Quarterly Receipts of Unpaid Accumulations from the .....Name of Establishment  
..... Amount No. ....

Period and Particulars (wage period)	Reference of notice if issued	Amount received	Receipt No. and date
--------------------------------------	-------------------------------	-----------------	----------------------

Unpaid accumulations Interest

First Quarter ending 31st March, 19

Second Quarter ending 30th June, 19

Third Quarter ending 30th September, 19

Fourth Quarter ending 31st December, 19

Bonus for the year declared on

Total

First Quarter ending 31st March, 19

Second Quarter ending 30th June, 19

Third Quarter ending 30th September, 19

Fourth Quarter ending 31st December, 19

Bonus for the year declared on

Total

First Quarter ending 31st March, 19

Second Quarter ending 30th June, 19

Third Quarter ending 30th September, 19



Fourth Quarter ending 31st  
December, 19

Bonus for the year declared on  
Total

Factory or establishment and publication of notice file No.  
.....Factory Address.....Registered office  
1st year

Notice board	Newspaper	Notice board	Newspaper
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Period and Particulars (wage period)	2nd year
Notice board	Newspaper Notice board Newspaper

First Quarter ending 31st March, 19  
Second Quarter ending 30th June, 19  
Third Quarter ending 30th September, 19  
Fourth Quarter ending 31st December, 19  
Bonus for the year declared on  
Total

First Quarter ending 31st March, 19  
Second Quarter ending 30th June, 19  
Third Quarter ending 30th September, 19  
Fourth Quarter ending 31st December, 19  
Bonus for the year declared on  
Total

First Quarter ending 31st March, 19  
Second Quarter ending 30th June, 19  
Third Quarter ending 30th September, 19  
Fourth Quarter ending 31st December, 19  
Bonus for the year declared on  
Total

3rd year	Reference to Report to Inspector	Inspector Report No. and date	Remarks
Notice Board	Newspaper		

**XII. Register of Payments Towards Settlement of Claims To Unpaid Accumulations Vide Section**

**6**Name of the establishment ..... Account No. ....File No.

..... Address: Factory/Registered Office .....

Serial No.	Name of the claimant	Refund order No. and date	Voucher No. and date	Payment of unpaid accumulation from receipt					
As on	Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending				
1	2	3	4	5	6	7	8	9	10

Amount received

Date of first publication

Serial No.	Name of the claimant	Payment of unpaid accumulation from receipt	Remarks						
Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending	Quarter ending		
1	2	11	12	13	14	15	16	17	18

Amount received

Date of first publication:

Form 'D'[See Rule 28(1)(a)]Register of WagesName of the establishment

.....For the month of .....

Serial No.	Name of employees	Ticket and Badge No.	Amounts payable during the month						
Occupation	Basic wages	Overtime	Dearness allowance and other allowances	Bonus					
1	2	3	4	5	6	7	8		

Amount deducted during the month	Basic wages	Amount actually paid during the month	Bonus						
Fines	other deductions	overtime	Dearness allowance and other allowances						
9	10	11	12					13	14

Balance due to the employees

Basic wages	Overtime	Dearness allowances and other allowances	Bonus
15	16	17	18

Form 'E'[See Rule 28(1)(b)]Register For Fines and Unpaid Accumulation For The Year

.....Name of the establishment .....

	Quarter ending 31st March	Quarter ending 30th June	Quarter ending 30th September	Quarter ending 31st December
1. Total realization under fines				
2. Total amount becoming unpaid accumulations of				
(i) Basic wage				
(ii) Overtime				
(iii) Dearness allowances and other allowances				
Total of (1), (2)				

Notifications

**21.**

/15/90/LAB. - In exercise of the powers conferred by Sub-section (1) of section 3 of the Goa, Daman and Diu Labour Welfare Fund Act, 1986 (Act 4 of 1987) (hereinafter called the 'said Act'), the Government of Goa hereby constitutes the Labour Welfare Fund for the purposes of the said Act.