

Punjab Contract Labour (Regulation and Abolition) Rules, 1973

PUNJAB

India

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Rule

PUNJAB-CONTRACT-LABOUR-REGULATION-AND-ABOLITION-RULES of 1973

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Punjab Contract Labour (Regulation and Abolition) Rules, 1973Published vide the Punjab Gazette, Legislative Supplement, Part 3, dated May 25, 1973

Chapter I

1. Short title, commencement and extent.

(1)These rules may be called the Punjab Contract Labour (Regulation and Abolition) Rules, 1973.(2)They shall come into force on the date of their publication in the Official Gazette.(3)These rules shall extend to the whole State of Punjab.

2. Definitions.

- In these rules, unless the subject or context otherwise requires. -(a)"Act" means the Contract Labour (Regulation and Abolition) Act, 1970 (Act No. 37 of 1970).(b)"Appellate Officer" means the Appellate Officer nominated by the Government under sub-section (1) of section 15;(c)"Board" means the State Advisory Contract Labour Board constituted under section 4;(d)"Chairman" means the Chairman of the Board;(e)"Committee" means a Committee constituted under sub-section (1) of Section 5;(f)"Form" means a form appended to these rules;(g)"Government" means the Government of the State of Punjab;(h)"Inspector" means a person appointed as such by the Government under Section 28 of the Act;(i)"section" means a section of the Act;(j)"licensing officer" means the person appointed as such by the Government under section 11 of the Act;(k)"Registering Officer" means the person appointed as such under section 6 of the Act.

Chapter II

State Board

3.

The State Board shall consist of the following members:-(a) a Chairman to be appointed by the Government; (b) the Labour Commissioner, Punjab - ex-officio; (c) [Three persons] [Substituted for 'One person' vide Punjab Government Gazette Legislative Supplement Part III, dated 18.1.1993.] representing the Public Works Department of the Government, to be appointed by the Government from amongst its employees; (d) four persons, two representing the employees and two representing contractors to whom the Act applies, to be appointed by the Government after consultation with such organisations, if any of the employers and the contractors as may be recognised by the Government; (e) four persons, one representing the employees in the [P.W.D. Irrigation, one representing the employees of P.W.D. (Building and Roads)] [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 24.7.1990.] and two representing the employees of the contractors to whom the Act applies to be appointed by the Government after consultation with such organisation, if any, of employees representing the respective interests as may be recognised by the Government.

4. Terms of office.

(1) The Chairman shall hold office as such for a period of three years from the date on which his appointment is first notified in the Official Gazette. Provided that where the successor of the Chairman has not been appointed on or before the expiry of three years, the Chairman shall notwithstanding the expiry of his three years term, continue to hold his office until the appointment of his successor. (2) Each of the member of the Board referred to in clauses (c), (d) and (e) of the rule 3 shall hold office as such for a period of three years commencing from the date on which his appointment is first notified in the Official Gazette: Provided that where the successor of any such member has not been notified in the Official Gazette on or before the expiry of a period of three years, such member shall, notwithstanding the expiry of the period of his office, continue to hold such office until the appointment of his successor has been notified in the Official Gazette. (3) If a member is unable to attend a meeting of the Board, the Government or the body which appointed or nominated him may, by notice in writing signed on its behalf and by such member and addressed to the Chairman nominate a substitute in his place to attend the meeting and such a substitute member shall have all the rights of a member in respect of that meeting and any decision taken at the meeting shall be binding on the said body.

5. Resignation.

- [A member of the Board, not being an ex officio member, may resign his office by a letter in writing addressed to the Government and the office of such a member shall fall vacant from the date on which his resignation is accepted by the Government or on the expiry of thirty days from the date of

receipt of letter of resignation by the Government, whichever is earlier] [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.].

6. Cessation of membership.

- If any member of the Board, not being an ex officio member, fails to attend three consecutive meetings of the Board, without obtaining the leave of the Chairman for such absence, he shall cease to be a member of the Board: Provided that the Government may, if it is satisfied that such member was prevented by sufficient cause from attending three consecutive meetings of the Board, direct that such cessation shall not take place and on such direction being made, such member shall continue to be a member of the Board.

7. Disqualification for membership.

(1) A person shall be disqualified for reappointment, and for being a member of the Board; (i) if he is of unsound mind and stands so declared by a competent court; or (ii) if he is an undischarged insolvent; or (iii) if he has been or is convicted of an offence which, in the opinion of the Government, involves moral turpitude. (2) If a question arises as to whether a disqualification has been incurred under sub-rule (1), the Government shall decide the same.

8. Removal from membership.

- The Government may remove from office any member of the Board, if in its opinion such a member has ceased to represent the interest which he purports to represent on the Board: Provided that no such member shall be removed unless a reasonable opportunity is given to him of making any representation against the proposed action.

9. Vacancy.

- When a vacancy occurs or is likely to occur in the membership of the Board, the Chairman shall submit a report to the Government and on receipt of such report, the Government shall take steps to fill the vacancy by making an appointment from amongst the category of persons to which the person vacating the membership belonged and the person so appointed shall hold office for the remainder of the term of office of the member in whose place he is appointed.

10. Staff.

(1) (i) The Government may appoint one of its officials as Secretary to the Board and appoint such other staff as it may think necessary to enable the Board to carry out its functions. (ii) The salaries and allowance payable to that staff and the other conditions of service of such staff shall be such as may be decided by the Government. (2) The Secretary - (i) shall assist the Chairman in convening meetings of the Board; (ii) may attend the meetings but shall not be entitled to vote at such meetings; (iii) shall keep a record of the minutes of such meetings; and (iv) shall take necessary

measures to carry out the decisions taken at the meetings of the Board.

11. Allowances of members.

(1)The travelling allowance of an official member of the Board shall be governed by the rules applicable to him for journey performed by him on official duties and shall be paid by the authority paying his salary.(2)The non-official members of the Board shall be paid travelling allowance for attending the meeting of the Board at such rates as are admissible to Grade-I officers of the Government and daily allowances shall be calculated at the maximum rate admissible to Grade-I officers of the Government in their respective places.

12. Disposal of business.

- Every question which the Board is required to take into consideration shall be considered at a meeting, or if the Chairman so directs, by sending the necessary papers to every member for opinion and the question shall be disposed of in accordance with the decision of the majority:Provided that in the case of equality of votes, the Chairman shall have a second or a casting vote.Explanation. - "Chairman" for the purposes of this rule shall include the Chairman nominated under rule 13 to preside over a meeting of the Board.

13. Meetings.

(1)The Board shall meet at such places and times as may be specified by the Chairman.(2)The Chairman shall preside over every meeting of the Board at which he is present and in his absence nominate a member of the Board to preside over such meeting.

14. Notice of meetings and list of business.

(1)Ordinarily seven days' notice shall be given to the members of a proposed meeting.(2)No business which is not on the list of business for a meeting shall be considered at that meeting without the permission of the Chairman.

15. Quorum.

- No business shall be transacted at any meeting unless at least five members are present:Provided that if at any meeting less than five members are present, the Chairman may adjourn the meeting to another date informing members present and giving notice to the other members that he proposes to dispose of the business at the adjourned meeting whether there is prescribed quorum or not, and it shall thereupon be lawful for him to dispose of the business at the adjourned meeting irrespective of the number of members attending.

16. Committees of the Board.

(1)(i)The Board may constitute such Committees and for such purpose or purposes as it may think fit.(ii)While constituting the Committee the Board may nominate one of its members to be the Chairman of the Committee.(2)[The Committee shall meet at such times and places as the Chairman of the said Committee may decide.] [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.](3)The provisions of rule 11 shall apply to the members of the Committees in regard to payment of allowances for attending the meetings of the Committees as they apply to the members of the Board.

16A. Notice of meetings of Committee.

- A notice of the date, time and place of the meeting of the Committee, along with the agenda of the meeting, shall be sent to each member by registered post at least fifteen days before the date fixed for such meeting:Provided that in the case of an emergent meeting such notice and the agenda for the meeting shall be sent at least seven days before the date fixed for such meeting.

16B. Presiding over meeting of Committee.

- The Chairman of the Committee shall preside at every meeting of the Committee at which he is present and in his absence the members present shall elect one of the members to preside at the meeting.

16C. Quorum.

(1)The quorum to constitute a meeting of a Committee shall be one-third of the total number of members of the Committee.(2)If at any time fixed for a meeting of the Committee, or if at any time during any such meeting, there is no quorum' the Chairman of the committee shall either adjourn the meeting until there is quorum or fix the meeting to some future day.(3)When the meeting has been adjourned in pursuance of sub-rule (2) on two successive dates fixed for the meeting of the Committee, it will be lawful to dispose of at the next meeting the business intended to be transacted irrespective of the number of members of the Committee present at such meeting.

16D. Voting in the Committee.

(1)All questions at the meeting of the Committee shall be determined by a majority of votes of the members present and voting.(2)In the case of an equality of votes on any matter, the Chairman or the members acting as such, shall have a second or casting vote.(3)Voting shall be by show of hands.

16E. Proceedings of the meeting of the Committee.

(1)The proceedings of each meeting of the Committee showing the names of the members present thereat shall be forwarded to each member and to the Board as soon as possible after the meeting

and in any case seven days before the next meeting.(2)[The proceedings of each meeting of the Committee shall be confirmed with modifications, if any, at the next meeting] [Rules 16-A to 16-E Added vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.].

Chapter III

Registration and Licensing

17. Manner of making application for registration of establishments.

(1)The application referred to in sub-section (1) of section 7 shall be made in triplicate, in Form I to the registering officer of the area in which the establishment sought to be registered is located.(2)The application referred to in sub-rule (1) shall be accompanied by a treasury receipt showing payment of the fees at the rates prescribed in rule 26 for the registration of the establishment .(3)Every application referred to in sub-rule (1) shall be either personally delivered to the registering officer or sent to him by registered post.(4)On receipt of the application referred to in sub-rule (1), the registration officer shall, after noting thereon the date of receipt by him of the application, grant an acknowledgement to the applicant.

18. Grant of certificate of registration.

(1)The certificate of registration granted under sub-section (2) of Section 7 shall be in Form II.(2)Every certificate of registration granted under sub-section (2) of section 7 shall contain the following particulars, namely:-(a)the name and address of the establishment;(b)The maximum number of workmen to be employed as contract labour in the establishment;(c)the type of business, trade, industry, manufacture or occupation which is carried on in the establishment;(d)such other particulars as may be relevant to the employment of contract labour in the establishment;(3)The registering officer shall maintain a register in Form III showing the particulars of establishment in relation to which certificates of registration have been issued by him.(4)If, in relation to an establishment, there is any change, in the particulars specified in the certificate of registration, the principal employer of the establishment shall intimate to the registering officer, within thirty days from the date when such change takes place, the particulars of, and the reasons for, such change and make an application for modification of the registration certificate along with the fee prescribed for the purpose.

19. Circumstances in which application for registration may be rejected.

(1)If any application for registration is not complete in all respects, the registration officer shall require the principal employer to amend the application so as to make it complete in all respects.(2)If the principal employer, on being required by the registration officer to amend his application for registration, omits or fails to do so, the registering officers shall reject the application for registration.

20. Amendment of certificate of registration.

(1) Where on receipt of the intimation under sub-rule (4) of rule 18, the registering officer is satisfied that an amount higher than the amount which has been paid by the principal employer as fees for the registration of the establishment is payable, he shall require such principal employer to deposit a sum which, together with the amount already paid by such principal employer, would be equal to such higher amount of fees payable for the registration of the establishment and to produce the treasury receipt showing such deposit. (2) [Where, on receipt of the intimation referred to in sub-rule (4) of rule 18, the registering officer is satisfied that there has occurred a change in the particulars of the establishment, as entered in the register in Form III, he shall amend the said register and record therein and in the certificate of registration in Form II, the change which has occurred;] [Vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.] Provided that no such amendment shall affect anything done or any action taken or any right, obligation or liability acquired or incurred before such amendment: Provided further that the registering officer shall not carry out any amendment in the register in Form III unless the appropriate fees have been deposited by the principal employer, under sub-rule (4) of rule 18.

21. Application for a licence.

(1) Every application by a contractor for the grant of a licence shall be made in quadruplicate in Form IV, to the licensing officer of the area in which the establishment, in relation to which he is the contractor, is located. (2) Every application for the grant of a licence shall be accompanied by a certificate by the principal employer in Form V to the effect that the applicant has been employed by him as a contractor in relation to his establishment and that he undertakes to be bound by all the provisions of the Act and the rules made thereunder in so far as the provisions are applicable to him as principal employer in respect of the employment of contract labour by the applicant. (3) Every such application shall be either personally delivered to the licensing officer or sent to him by registered post. (4) On receipt of the application referred to in sub-rule (1) the licensing officer shall, after noting thereon the date of receipt of the application, grant an acknowledgement to the applicant. (5) Every application referred to in sub-rule (1) shall also be accompanied by a treasury receipt showing - (i) the deposit of the security at the rates specified in rule 24, and (ii) the payment of the fees at the rates specified in rule 26.

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

- In granting or refusing to grant a licence, the licensing officer shall take the following matters into account, namely: - (a) whether the applicant - (i) is a minor, or (ii) is of unsound mind and stands so declared by a competent court, or (iii) is an undischarged insolvent, or (iv) has been convicted (at any time during a period of five years immediately preceding the date of application) of an offence which, in the opinion of the Government, involves moral turpitude; (b) whether there is an order of the appropriate Government or an award of settlement for the abolition of contract labour in respect of the particular type of work in the establishment for which the applicant is a contractor; (c) whether any order has been made in respect of the applicant under sub-section (1) of section 14, and, if so, whether a period of three years has elapsed from the date of that order; (d) whether the fees for the

application have been deposited at the rates specified in rule 26; and(e)whether security has been deposited by the applicant at the rates specified in rule 24.

23. Refusal to grant licence.

- [(1) On receipt of the application from the contractor, and as soon as possible thereafter, the licensing officer shall investigate or cause investigation to be made and satisfy himself about the correctness of the facts and particulars furnished in such application and the eligibility of the applicant for licence.] [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.](2)(i)Where the licensing officer is of opinion that the licence should not be granted, he shall after affording reasonable opportunity to the applicant to be heard, make an order rejecting the application.(ii)The order shall record the reasons for the refusal and shall be communicated to the applicant.

24. Security.

(1)Before a licence is issued, an amount calculated at the rate of [Rs. 90] [Substituted for 'Rs. 30' vide Punjab Government Gazette Legislative Supplement Part III, dated 22.6.1990.] for each of the workmen to be employed as contract labour, in respect of which the application for licence has been made, shall be deposited by the contractor for due performance of the conditions of the licence and compliance with the provisions of the Act or the rules made thereunder.[Provided that where the contractor is a co-operative society, the amount deposited as security shall be at the rate of five rupees for each of the workmen to be employed as contract labour.] [Proviso added vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.](1A)[Where the applicant for the licence was holding a licence in regard to another work and that licence has expired, the Licensing Officer, if he is of the view that any amount out of the security deposited in respect of the licence is to be directed to be refunded to the applicant under rule 31, may on an application made for that purpose in form VA by the applicant, adjust the amount to be so refunded towards the security required to be deposited in respect of the application for a new licence and the applicant need deposit in such a case, only the balance amount, if any, after making such adjustments.] [Added by Punjab Government Notification No. GSR No. 45/CA37/70/S.35/Amd.(3)/80 dated 2-5-1980.](2)[The amount of security deposit or the balance amount required to be deposited under sub-rule (1) or under sub-rule (1A) as the case may be] [Substituted for the words 'The amount of security deposit' by Punjab Government Notification No. GSR No. 45/CA37/70/S.35/Amd.(3)/80 dated 2-5-1980.] shall be paid in the local treasury under the head of Account to be notified by Government in the Official Gazette.

25. Forms and terms and conditions of licence.

(1)Every licence granted under sub-section (1) of section 12 shall be in Form VI.(2)Every licence granted under sub-rule (1) or renewed under rule 29 shall be subject to the following conditions, namely:-(i)the licence shall be non-transferable;(ii)the number of workmen employed as contract labour in the establishment shall not, on any day, exceed the maximum number specified in the licence;(iii)save as provided in these rules, the fees paid for the grant, or as the case may be, for

renewal of the licence shall be non-refundable;(iv)the rates of wages payable to the workmen by the contractor shall not be less than rates prescribed under the Minimum Wages Act, 1948 (11 of 1948) for such employment where applicable and where the rates have been fixed by agreement, settlement or award, not less than the rates so fixed;(v)(a)in cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holidays, hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work:Provided that in the case of any disagreement with regard to the type of work the same shall be decided by the Labour Commissioner, Punjab whose decision shall be final;(b)in other cases the wage rates, holidays, hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Labour Court Commissioner, Punjab:Explanation. - While determining the wage rates, holidays, hours of work and other conditions of service under sub-clause (b) of clause (v) of this sub-rule, the Labour Commissioner, Punjab shall have due regard to the wage rates, holidays, hours of work and other conditions of service obtaining in similar employments.(vi)(a)in every establishment where twenty or more women are ordinarily employed as contract labour, there shall be provided two rooms of reasonable dimensions for the use of their children under the age of six years;(b)one of such rooms shall be used as a play room and the other as bed room for the children;(c)the contractor shall supply adequate number of toys and games in the play room and sufficient number of costs and bedding in the bed-room;(d)the standard of construction and maintenance of the creches shall be such as may be specified in this behalf by the Labour Commissioner, Punjab;(vii)The licensee shall notify any change in the number of workmen or the conditions of work to the licensing officer.(viii)[The licensee shall, within fifteen days of the commencement and completion of each contract work, submit a return to the Inspector appointed under Section 8 of the Act, intimating the actual date of the commencement or, as the case may be, completion of such contract work in Form VI - A.] [Susbtituted vide Punjab Government Gazette Legislative Supplement Part III, dated 15.11.1979.](viii)[no female contract labour shall be employed by any contractor before 6.00 a.m. or after 7.00 p.m. Provided that this shall not apply to the employment of women in the pithead baths, creches and canteens and mid-wives and nurses in hospitals and dispensaries.] [Clause (viii) inserted by Punjab Government Notification No. GSR No. 45/CA37/70/S.35/Amd.(3)/80 dated 2-5-1980.]

26. Fees.

(1)The fees to be paid for the grant of a certificate of registration under section 7 shall be as specified below:If the number of workmen proposed to be employed on contract on any day -

	Rs.
(a) is twenty;	60
(b) exceeds twenty but does not exceed fifty;	150
(c) exceeds fifty but does not exceed one hundred;	300
(d) exceeds one hundred but does not exceed two hundred;	600

(e) exceeds two hundred but does not exceed four hundred; and 1200

(f) exceeds four hundred; 1500

(2) The fees to be paid for the grant of a licence under section 12 shall be as specified below:-If the number of workman employed by the contractor on any day -

Rs.

(a) is twenty; 15

(d) exceeds twenty but does not exceed fifty; 37.5

(c) exceeds fifty but does not exceed one hundred; 75

(d) exceeds one hundred but does not exceed two hundred; 150

(e) exceeds two hundred but does not exceed four hundred; and 300

(f) exceeds four hundred [375] [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 22.6.1990.]

27. Validity of the licence.

- Every licence granted under rule 25 or renewed under rule 29 shall remain in force up to the 31st December of the year in which it is [granted or renewed, as the case may be or till the actual date of completion of the contract work whichever is earlier shall be substituted.] [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.]

28. Amendment of the licence.

(1) A licence issued under rule 25 or renewed under rule 29 may, for good and sufficient reasons, be amended by the licensing officer. (2) The contractor who desires to have the licence amended shall submit to the licensing officer an application stating the nature of the amendment and reasons therefor. (3) (i) If the licensing officer allows the application he shall require the applicant to furnish a treasury receipt for the amount, if any, by which the fees that would have been payable if the licence had been originally issued in the amended form exceeds the fees originally paid for the licence. (ii) On the applicant furnishing the requisite treasury receipt the licence shall be amended according to the orders of the licensing officer. (4) Where the application for amendment is refused, the licensing officer shall record the reasons for such refusal and communicate the same to the applicant.

29. Renewal of licence.

(1) Every contractor shall apply to the licensing officer for renewal of the licence. (2) Every such application shall be in Form VI in triplicate and shall be made not less than thirty days before the date on which the licence expires, and if the application is so made, the licence shall be deemed to have been renewed until such date when the renewed license is issued. (3) The fees chargeable for

renewal of the licence shall be the same as for the grant thereof: Provided that if the application for renewal is not received within the time specified in sub-rule (2), a fee of 25 per cent in excess of the fee ordinarily payable for the licence shall be payable for such renewal: Provided further that in case where the licensing officer is satisfied that the delay in submission of the application is due to unavoidable circumstances beyond the control of the contractor, he may reduce or remit as he thinks fit the payment of such excess fee.

30. Issue of duplicate certificate of registration or licence.

- Where a certificate of registration or a licence granted or renewed under the preceding rules has been lost, defaced or accidentally destroyed, a duplicate may be granted on payment of five rupees.

31. Refund of security.

(1)(i) On the expiry of the [validity] [Substituted for 'period' vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.] of licence the contractor may, if he does not intend to have his licence renewed, make an application to the licensing officer for the refund of the security deposited by him under rule 24.(ii) If the licensing officer is satisfied that there is no breach of the conditions of licence or there is no order under section 14 for the forfeiture of security or any portion thereof, he shall direct the refund of the security to the applicant.(2) If there is any order directing the forfeiture of any portion of the security, the amount to be forfeited shall be deducted from the security deposit, and balance, if any, refunded to the applicant.(3) Any application for refund shall, as far as possible, be disposed of within 60 days of the receipt of the application.

32. Grant of temporary certificate of registration and licence.

(1) Where conditions arise in an establishment requiring the employment of contract labour immediately and such employment is estimated to last for not more than fifteen days, the principal employer of the establishment or the contractor, as the case may be, may apply for a temporary certificate of registration or licence to the registering officer or the licensing officer, as the case may be, having jurisdiction over the area in which the establishment is situated.(2) The application for such temporary certificate of registration or licence shall be made in triplicate in Forms VIII and X respectively and shall be accompanied by a treasury receipt [-] [Words or a crossed postal order drawn in favour of the appropriate registering or licensing officer, as the case may be omitted vide Punjab Government Gazette Legislative Supplement Part III, dated 7.5.1976.] showing the payment of appropriate fees and in the case of licence the appropriate amount of security also.(3) On receipt of the application, complete in all respects, and on being satisfied either on affidavit by the applicant or otherwise that the work in respect of which the application has been made would be finished in a period of fifteen days and was a nature which could not but be carried out immediately, the registering officer or the licensing officer, as the case may be, shall forthwith grant a certificate of registration in Form IX or a licence in Form XI, as the case may be, for a period of not more than fifteen days.(4) Where a certificate of registration or licence is not granted under sub-rule (3) the reasons therefor shall be recorded by the registering officer or the licensing officer, as the case may be.(5) On the expiry of the validity of the registration certificate the establishment shall cease to

employ in the establishment contract labour in respect of which the certificate was given.(6)The fees to be paid for the grant of the certificate of registration under sub-rule (3) shall be as specified below:-[If the number of workmen proposed to be employed on contract on any day] [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 22.6.1990.]:-

	Rs.
(a) [exceeds 20 but does not exceed 50 [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 22.6.1990.]	30
(b) exceeds 50 but does not exceeds 200	60
(c) exceeds 200	90.00]

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

	Rs.
(a) [exceeds 20 but does not exceed 50 [Substituted vide Punjab Government Gazette Legislative Supplement Part III, dated 22.6.1990.]	15
(b) exceeds 50 but does not exceeds 200	60
(c) exceeds 200	90.00]

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

Chapter IV

Appeal and Procedure

33.

(1)Every appeal under-section (1) of section 15 shall be preferred in the form of a memorandum signed by the appellant or his authorised agent and presented to the Appellate Officer in person or sent to him by registered post.(2)The memorandum shall be forth concisely and under distinct head the ground of appeal to the order appealed from.

34.

(1)Where the memorandum of appeal does not comply with the provisions of sub-rule (2) of Rule 33 it may be rejected or returned to appellant for the purpose of being amended within a time to be fixed by the Appellate Court.(2)Where the Appellate Officer rejects the memorandum under subrule (1) he shall record the reason for such rejection, and communicate the order to the appellant.(3)Where the memorandum of appeal is in order, the Appellate Officer shall admit the appeal, endorse thereon the date of presentation and shall register the appeal in a register to be kept for the purpose called the Register of Appeals.(4)(i)When the appeal has been admitted the Appellate Officer shall send the notice of the appeal to the Registering Officer or the licensing officer, as the case may be, from whose order the appeals has been preferred and the Registering

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

35.

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

36.

(i)Where an appeal has been dismissed under rule 35 the appellant may apply to the Appellate Officer for the re-admission of the appeal and where it is proved that the was prevented by any sufficient cause from appearing when the appeal was called on for hearing, the Appellate Officer shall restore the appeal on its original number.(ii)Such an application shall, unless the Appellate Officer extends the time for sufficient reason, be made within 30 days of the date of dismissal.

37.

(1)If the appellant is present when the appeal is called on for the hearing, the Appellate Officer shall proceed to hear the appellant or his authorised agent and any other person summoned by him for his purpose, and pronounce judgment on the appeal, either confirming, reversing or varying the order appealed from.(2)The judgment of the Appellate Officer shall state the points for determination, the decisions thereon and the reasons for the decisions.(3)The order shall be communicated to the appellant and copy thereof shall be sent to the Registering Officer or the licensing officer from whose order the appeal has been preferred.

38. Payment of Fees.

- Unless otherwise provided in these rules, all fees to be paid under rules shall be paid in the local treasury under the head of account to be notified by Government in the Official Gazette and a receipt obtained which shall be submitted with the application or the memorandum of appeal, as the cases may be.

39. Copies.

- Copy of the order of the Registering Officer, licensing officer or the Appellate Officer may be obtained on payment of fees of two rupees for each order on application specifying the date and other particulars of the order, made to the officer concerned.

Chapter V

Welfare and Health of Contract Labour

40. Facilities.

(1)The facilities required to be provided under sections 18 and 19 of the Act namely, sufficient supply of wholesome drinking water, a sufficient number of latrines and urinals, washing facilities, and first aid facilities shall be provided by the contractor in the case of the existing establishment within seven days of the commencement of these rules and in the case of new establishments within seven days of the commencement of the employment of Contract Labour therein.(2)If any of the facilities mentioned in sub-rule (1) is not provided by the contractor within the period prescribed the same shall be provided by the principal employer within seven days of the expiry of the period laid down in sub-rule (1).

41. Rest Rooms.

(1)In every place wherein contract labour is required to halt at night in connection with the working of the establishment to which the Act applies and in which employment of contract labour is likely to continue for 3 months or more, the contractor shall provide and maintain rest rooms or other suitable alternative accommodation within fifteen days of the coming into force of the rules in the case of existing establishment and within fifteen days of the commencement of the employment of contract labour in new establishments.(2)If the amenity referred to in sub-rule (1) is not provided by the contractor within the period prescribed the principal employer shall provide the same within a period of fifteen days of the expiry of the period laid down in sub- rule (1).(3)Separate rooms shall be provided for women employees.(4)Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.(5)The rest room or rooms or other suitable alternative accommodation shall be of such dimensions so as to provide at least floor area of 1.1 square meter for each person making use of the rest room.(6)The rest room or rooms or other suitable alternative accommodation shall be so constructed as to afford adequate protection against heat, wind, rain and shall have smooth, hard impervious floor surface.(7)The rest room or other suitable alternative accommodation shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

42. Canteens.

(1)In every establishment to which the Act applies and wherein work regarding the employment of contract labour is likely to continue for six months and wherein contract labour numbering one hundred or more are ordinarily employed, an adequate canteen shall be provided by the contractor for the use of such contract labour within sixty days of the date of coming into force of the rule in the case of the existing establishments and within sixty days of the commencement of the employment of contract labour in the case of new establishments.(2)If the contractor fails to provide the canteen

within the time laid down the same shall be provided by the principal employer within sixty days of the expiry of the time allowed to the contractor.(3)The canteen shall be maintained by the contractor or principal employer, as the case may be, in an efficient manner.

43.

(1)The canteen shall consist of at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.(2)(i)The canteen shall be sufficiently lighted at all times when any person has access to it.(ii)The floor shall be made of smooth and impervious material and inside walls shall be lime washed or colour washed at least once in each year:Provided that the inside walls of the kitchen shall be lime washed every four months.(3)(i)The precincts of the canteen shall be maintained in a clean and sanitary condition.(ii)Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance.(iii)Suitable arrangements shall be made for the collection and disposal of garbage.

44.

(1)The dining hall shall accommodate at a time at least 30 per cent of the contract labour working at a time.(2)The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less than one square meter per diner to be accommodated as prescribed in sub-rule (1).(3)(i)A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number.(ii)Washing places for women shall be separated and screened to secure privacy.(4)sufficient tables, stools, chairs or benches shall be available for the number of diners to be accommodated as prescribed in sub-rule (1).

45.

(1)(i)There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen.(ii)The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition.(2)(i)Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained.(ii)A service counter, if provided, shall have top of smooth and impervious material.(iii)Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

46.

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

47.

- The charges for foodstuffs, beverages and any other items served in the canteen shall be based on "no-profit, no-loss" and shall be conspicuously displayed in the canteen.

48.

- In arriving at the prices of foodstuffs and other articles served in the canteen the following items shall not be taken into consideration as expenditure, namely :-(a)the rent for the land and building;(b)the depreciation and maintenance charges for the building and equipment provided for in the canteen;(c)the cost of purchase, repairs and replacement of equipments including furniture, crockery, cutlery and utensils;(d)the water charges and other charges incurred for lighting and ventilation;(e)the interest on the amounts spent on the provision and maintenance of furniture and equipment provided for in the canteen.

49.

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

50.

- The accounts pertaining to canteen shall be audited once every 12 months by the registered accountants and auditors;Provided that the Labour Commissioner, Punjab may approve of any other person to audit the accounts, if he is satisfied that it is not feasible to appoint a registered accountant and auditor in view of the site or the location of the canteen.

51. Latrines and Urinals.

- Latrines shall be provided in every establishment to which the Act applies on the following scale, namely:-(a)where females are employed, there shall be at least one latrine for every 25 females or a part thereof;(b)where males are employed, there shall be at least one latrine for every 25 males or a part thereof;Provided that where the number of males or females exceeds 100, it shall be sufficient if there is one latrine for every 25 males or females, as the case may be, up to the first 100, and one for every 50 thereafter.

52.

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

53.

(1)Where workers of both sexes are employed there shall be displayed outside each block of latrine and urinal a notice in the language understood by the majority of the workers "For Men Only" or "For Women Only", as the case may be.(2)The notice shall also bear the figure of a man or of a woman, as the case may be.

54.

- There shall be at least one urinal for every fifty male workers or a part thereof, and there shall be at least one urinal for every fifty female workers or a part thereof.Provided that where the number of male or female workers, as the case may be, exceeds 500 it shall be sufficient if there is one urinal for every 50 males or females up to the first 500 and one for every 100 or part thereof thereafter.

55.

(1)The latrines and urinals shall be conveniently situated and accessible to workers at all times at the establishment.(2)(i)The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times.(ii)Latrines and urinals other than those connected with a flush sewerage system shall comply with the requirements of the public health authorities.

56.

Water shall be provided by means of tap or otherwise so as to be conveniently accessible in or near the latrines and urinals.

57. Washing Facilities.

(1)In every establishment coming within the scope of the Act adequate and suitable facilities for washing shall be provided and maintained for the use of contract labour employed therein.(2)Separate and adequate screening facilities shall be provided for the use of male and female workers.(3)Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

58. First-aid Facilities.

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

59.

(1) The first aid box shall be distinctively marked with a red cross on a white ground and shall contain the equipment hereinafter maintained. (a) In the case of establishment in which the number of contract labour employed does not exceed fifty, each first aid box shall contain the following equipment, namely :-(i) Six small sterilized dressings. (ii) Three medium size sterilized dressings. (iii) Three large size sterilized dressings. (iv) Three large sterilized burn dressings. (v) One (30ml.) bottle containing a two per cent alcoholic solution of iodine. (vi) One (30ml.) bottle containing salvolatile having the dose and mode of administration indicated on the label. (vii) One snake bite lancet. (viii) One (30 gms.) bottle of potassium permanganate crystals. (ix) One pair of scissors. (x) One copy of the first aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India. (xi) One bottle containing 100 tablets (each of 5 grains) of aspirin. (xii) Ointment for burns. (xiii) One bottle of suitable surgical anti-septic solution. (b) In the case of establishments in which the number of contract labour exceed fifty - each first aid box shall contain the following equipment, namely :-(i) Twelve small sterilized dressings. (ii) Six medium size sterilized dressings. (iii) Six large size sterilized dressings. (iv) Six large size sterilized burn dressing. (v) Six (15gms.) packets sterilized cotton wool. (vi) One (60ml.) bottle containing a two per cent alcoholic solution of iodine. (vii) One (60ml.) bottle containing salvolatile having the dose and mode of administration indicated on the label. (viii) One roll of adhesive plaster. (ix) One snake bite lancet. (x) One (30 gms.) bottle of potassium permanganate crystals. (xi) One pair of scissors. (xii) One copy of the first aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India. (xiii) One bottle containing 100 tablets (each of 6 grains) of aspirin. (xiv) Ointment for burns. (xv) One bottle of suitable surgical anti-septic solution. (2) Adequate arrangement shall be made for immediate re-couplement of the equipment when necessary.

60.

Nothing except the prescribed contents shall be kept in the first aid box.

61.

- The first aid box shall be kept in charge of a responsible person who shall always be readily available during the working hours of the establishment.

62.

- A person in charge of the first aid box shall be a person trained in first aid treatment, in establishments where the number of contract labour employed is 150 or more.

Chapter VI

Wages

63.

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

64.

- No wage period shall exceed one month.

65.

- The wages of every person employed as contract labour in an establishment or by a contractor where less than one thousand such persons are employed shall be paid before the expiry of the seventh day and in other cases before the expiry of tenth day after the last day of the wage period in respect of which the wages are payable.

66.

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

67.

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

68.

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

69.

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

70.

- Wages shall be paid without any deductions of any kind except those specified by the Government by general or special order issued in this behalf under any law or permissible under the Payment of Wages Act, 1936 (4 of 1936).

71.

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

72.

- The principal employer shall ensure the presence of the authorised representative at the place and time of disbursement of wages by the contractor to workmen and it shall be the duty of the contractor to assure the disbursement of wages in the presence of such authorised representative.

73.

- The authorised representative of the principal employer shall record under his signature a certificate at the end of the entries in the Register of [Register of Wages or the Wages-cum-Muster Roll] [Substituted by Punjab Government Notification No. GSR No. 45/CA37/70/S.35/Amd.(3)/80 dated 2-5-1980.], as the case may be, in the following form: "Certified that the amount shown in column No. has been paid to the workman concerned in my presence on at"

Chapter VII

Registers and Records and Collection of Statistics

74. Register of Contractors.

- Every principal employer shall maintain in respect of each registered establishment a register of contractors in Form XII.

75. Register of Persons employed.

- Every contractor shall maintain in respect of each registered establishment where he employs contract labour a register in Form XIII.

76. Employment card.

- (i) Every contractor shall issue an employment card in Form XIV to each worker within three days of the employment of the worker. (ii) The card shall be maintained up to date and any change in the particulars shall be entered therein.

77. Service Certificate.

- On termination of employment for any reasons whatsoever the contractor shall issue to the workman whose service have been terminated a Service Certificate in Form XV.

78. Muster Roll, Wages Registers, Deduction Register and Overtime Register.

-(1)[(a) Every contractor shall in respect of each work on which he engages contract labour] [Subrule (1) and (2) substituted by Punjab Government Notification No. GSR No. 45/CA37/70/S.35/Amd.(3)/80 dated 2-5-1980.] :- (i) maintain a Muster Roll and a Register of Wages - in Form XVI and Form XVII respectively. Provided that a combined Register of Wages-cum-Muster Roll in Form XVIII shall be maintained by the Contractor where the wage period is a fortnight or less; (ii) maintain a register of deductions for damage or loss Register of Fines and Register of Advances in Form XX, Form XXI and Form XXII, respectively; (iii) maintain a Register of Overtime in Form XXIII, recording therein the number of hours of and wages paid for, overtime work, if any; (b) Every contractor shall, where the wage period is one week or more, issue wage slips in Form XIX, to the workmen at least a day prior to the disbursement of wages; (c) Every contractor shall obtain the signature or thumb-impression of the worker concerned against the entries relating to him on the Register of Wages or Register of Muster Roll-cum-Wages, as the case may be, and the entries shall be authenticated by the initials of the contractor or his authorised representative, shall also be duly certified by the authorised representative of the principal employer in the manner provided in Rule 73. (2) In respect of establishment which are governed by the Payment of Wages Act, 1936 (Central Act 4 of 1936) and the rules made thereunder, or the Minimum Wages, Act, 1948 (Central Act 11 of 1948 or the rules made thereunder, the following registers and record) required to be maintained by a contractor as employer under those Acts and rules made the reunder shall be deemed to be registers and records to maintained by the contractor under these rules, namely :- (a) Muster Roll; (b) Register of Wages; (c) Register of deductions; (d) Register of Overtime; (e) Register of Fines; (f) Register of Advances; (g) Wage-slip. (3) Notwithstanding anything contained in these rules, where a combined or alternative form is sought to be used by the contractor to avoid duplication of work for compliance with the provisions of any other Act or the rules framed thereunder or any other laws or regulations or in cases where mechanised pay rolls are introduced for better administration, alternative suitable form or forms in lieu of any of the forms prescribed under these rules, may be used with the previous approval of the Labour Commissioner, Punjab.

79.

- Every contractor shall display an abstract of the Act and these rules in English, Hindi and Punjabi and in the language spoken by the majority of workers in such form as may be approved by the Labour Commissioner, Punjab.

80.

(1) All registers and other records required to be maintained under the Act and these rules, shall be maintained, complete and up-to-date, and unless otherwise provided for, shall be kept at an office or the nearest convenient building within the precincts of the work place or at a place within a radius of three kilometres. (2) Such registers shall be maintained legibly in English, Hindi or Punjabi. (3) All the registers and other records shall be preserved in original for a period of three calendar years from the date of last entry therein. (4) All the registers, records and notices maintained under the Act or rules shall be produced on demand before the Inspector or any other authority under the Act or any person authorised in that behalf by the Government. (5) Where no deduction of fine has been imposed or no overtime has been worked during any wage period, a "nil" entry shall be made across the body of the register at the end of the wage period indicating also in precise terms the wage period to which the "nil" entry relates, in the respective registers maintained in Form XX, XXI and XXIII, respectively.

81.

(1) (i) Notices showing the rates of wages, hours of works, wage periods, dates, of payment of wages, names and addresses of the Inspectors having jurisdiction, and date of payment of unpaid wages, shall be displayed in English, Punjabi and Hindi in conspicuous places at the establishment and the work-side by the principal employer of the contractor, as the case may be. (ii) The notices shall be correctly maintained in a clean and legible condition. (2) A copy of the notice shall be sent to the Inspector and whenever any changes occur the same shall be communicated to him forthwith. (3) [Every principal employer shall within fifteen days of the commencement or completion of each contract work under each contractor, submit a return to the Inspector, appointed under section 28 of the Act, intimating the actual dates of the commencement or, as the case may be, completion of such contract work, in Form VI 'B'] [Sub-section 3 inserted vide Punjab Government Gazette Legislative Supplement Part III, dated 15.11.1979.]

82.

(1) Every contractor shall send half-yearly return in Form XXIV (in duplicate) so as to reach the licensing officer concerned not later than thirty days from the close of the half year. Note. - Half year for the purpose of this rule means "a period of 6 months commencing from 1st January and 1st July of every year." (2) Every principal employer of a registered establishment shall send annually a return in Form XXV (in duplicate) so as to reach the Registering Officer concerned not later than the 15th February following the end of the year to which it relates.

83.

(1) The Board, Committee, Labour Commissioner, Punjab the licensing officer of the Inspector or any other authority under the Act or these rules shall have powers to call for any information or statistics in relation to contract labour from any contractor or principal employer at any time by an

order in writing.(2)Any person called upon to furnish the information under sub-rule (i) shall be legally bound to do so.Form 1[See Rule 17(1)]Application for registration of establishments employing Contract Labour.

1. Name of the location of the establishment.

2. Postal address of the establishment.

3. Full name and address of the principal employer (father's name in the case of individuals).

4. Full name and address of the Manager or person responsible for the supervision and control of the establishment.

5. Nature of work carried on in the establishment.

6. Particulars of contractors and contract labour -

(a)Names and addresses of contractors.(b)Nature of work in which contract labour is employed or is to be employed.(c)Maximum number of contract labour to be employed on any day through each contractor.(cc)Estimated date of commencement of each contract work under each contractor.(d)Estimated date of termination of employment of contract labour under each contractor.

7. Particulars of treasury receipt enclosed.....

(Name of the Treasury, Amount and date)I hereby declare that the particulars given above are true to the best of my knowledge and belief.Principal employerSeal and Stamp.Office of the Registering Officer.Date of receipt of application.Form II[See Rule 18(i)]Certificate of RegistrationNo..... Date.....Government of PunjabOffice of the Registering OfficerA certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder, to

1. Nature of work carried on in the establishment.

2. Names and addresses of contractors.

3. Nature of work in which contract labour is employed or is to be employed.

4. Maximum number of contract labour to be employed on any day through each contractor.

5. Other particulars relevant to the employment of contract labour.

Signature of Registering Officer with Seal. Form III [See Rule 18(3)] Register of Establishment

Serial No.	Registration No. and date	Name and address of the establishment registered.	Name of the Principal employer and his address.	Type of business, trade, industry manufacture or occupation, which is carried on in the establishment.	Total No. of workmen directly employed.
1	2	3	4	5	6

Particulars of Contractor and Contract Labour.

Name and address of contractor.	Nature of work in which contract labour is employed or is to be employed.	Maximum number of contract labour to be employed on any day.	Probable duration of employment of contract labour.	Remarks
7	8	9	10	11

Form IV [See Rule 21(1)] Application for Licence

1. Name and address of the contractor (including his father's name in case of individuals).

2. Date of birth and age (in case of individuals).

3. Particulars of establishment where contract labour is to be employed -

(a) Name and address of the establishment. (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment. (c) Number and date of Certificate of Registration of the establishment under the Act. (d) Name and address of the principal employer.

4. Particulars of contract labour -

(a) Nature of work in which contract labour is employed or is to be employed in the establishment. (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending). (c) Name and address of the agent or Manager of Contractor at the work site. (d) Maximum number of contract labour proposed to be employed in the establishment on any date.

- 5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details.**
- 6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If so, the date of such order.**
- 7. Whether the contractor has worked in any other establishment within the last five years. If so, give details of the principal employer, establishments and nature of work.**
- 8. Whether a certificate by the principal employer in Form V is enclosed.**
- 9. Amount of licence fee paid No. of Treasury Challan and date.**
- 10. Particulars of security deposit, if any requested to be adjusted, including Treasury Receipt number and date.**
- 11. The amount of security or balance, if any, after adjustment of amount to be refunded under Rule 31, if any, deposited with Treasury Receipt number and date.**

Declaration. - I hereby declare that the details given above are correct to the best of my knowledge and belief. Place:, Date:, Signature of the applicant (Contractor) Note :- The application should be accompanied by a Treasury receipt for the appropriate amount and a certificate in Form V from the principal employer. (To be filled in the office of the Licensing Officer) Date of receipt of the application with challan for fees/Security Deposit. Signature of the Licensing Officer. Form V [See Rule 21(2)] Form of certificate by principal employer Certified that I have engaged the applicant _____ (name of the contractor) as a contractor in my establishment. I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the Punjab Contract Labour (Regulation and Abolition) Rules, 1973, insofar as they are applicable to me in respect of the employment of contract labour by the applicant in my establishment. Place :, Date :, Signature of Principal Employer. Name and address of Establishment. Form V-A [See Rule 24(1-A)] Application for the adjustment of Security Deposit

Name and Address of the contractor.	No. and date of Licence.	Date of expiry of previous licence.	Whether the licence of the contractor was suspended or revoked.
1	2	3	4

No. and date of the receipt of security deposit in respect of the previous licence.	Amount of previous security deposit.	No. and date of treasury receipt of the balance of security deposit, if any, required on the fresh contract
5	6	7

No. and date of certificate of registration of the establishment in relation to which new licence is applied for.	Name and address of the principal employer.	Particulars of fresh contract.	Remarks.
8	9	10	11

Place and date....., Signature of Applicant.-----Form VI[See Rule 25(1)]Punjab Government Office of Licensing Officer Licence No..... Date..... Fee Paid Rs..... Licence is hereby granted to..... under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the conditions specified in annexure.

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

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

Place:, Signature and seal of the Licensing Officer. Date:, Officer. Renewal (Rule 29)

Date of Renewal. Fee paid for renewal. Date of expiry

1.,

2.,

3.,

Signature and Seal of the Licensing Officer., Date:-----Form VI-A[See Rule 25(2)(viii)] Notice of commencement/completion of contract work. I/We Shri M/s _____ (Name and address of the Contractor) hereby intimate that the contract work _____ (Name of work) in the establishment _____ (Name and address of principal employer) for which licence No.-----dated-----has been issued to me/us by the licensing officer (Name of the headquarter), has been commenced/completed with effect from (date)/on (date). Signature of the Contractor(s). To The Inspector, Form VI-B[See Rule 81(3)] Notice of commencement/completion of contract work.

1. Name of the principal employer and address.

2. No. and date of certificate of registration.

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

Signature of the PrincipalEmployer.ToThe Inspector,-----AnnexureThe licence is subject to the following conditions, namely :-

1. The licence shall be non-transferable.

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

3. Except as provided in the rules the fees paid for the grant or, as the case may be, for renewal of the licence shall be non-refundable.

4. The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948, where applicable, and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed.

5. In cases where the workmen employed by the contractor perform the same or similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holidays, hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work :

Provided that in the case of any disagreement with regard to the type of work the same shall be decided by the Labour Commissioner, Punjab, whose decision shall be final.

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

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

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

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

-----Form VII[See Rule 29(2)]Application for renewal of Licences

1. Name and address of the contractor.

2. Number and date of the licence.

3. Date of expiry of the previous licence.

4. Whether the licence of the contractor was suspended or revoked.

5. No. and date of the treasury receipt enclosed.

Place :,Date :Signature of the Applicant.------(To be filled in office of the Licensing Officer)Date of receipt of the applicationwith Treasury Receipt No. and date.Signature of Licensing Officer.-----Form VIII[See Rule 32(2)]Application for temporary registration of establishments employing contract labour

1. Name and location of the establishment.

2. Postal address of the establishment.

3. Full name and address of the principal employer. (furnish father's name in the case of individuals).

4. Full name and address of the Manager or person responsible for the supervision and control of the establishment.

5. Nature of work carried on in the establishment.

6. Particulars of contract labour -

(i) Nature of work in which contract labour is to be employed and reasons for urgency. (ii) Maximum number of contract labour to be employed on any day. (iii) Estimated date of termination of employment of contract labour.

7. Particulars of treasury receipt enclosed.....

I hereby declare that the particulars given above are true to the best of my knowledge and belief. Principal Employer Seal and Stamp.-----Form IX[See Rule 32(3)]Temporary Certificate of Registration Date of expiry. No....., Date..... Government of Punjab Office of the Registering Officer A temporary Certificate of Registration containing the following particulars is hereby granted under sub-section (2) of Section 7 of the Contract Labour (Regulation and Abolition) Act, 1970, and the rules made thereunder, to..... valid from..... to.....

1. Nature of work carried on in the establishment.

2. Nature of work in which contract labour is to be employed.

3. Maximum number of contract labour to be employed on any day.

4. Other particulars relevant to the employment of contract labour.

Signature of Registering Officer with Seal.-----Form X[See Rule 32(2)]Application for Temporary Licence

1. Name and address of the contractor (including his father's name in case of individuals).

2. Date of birth and age (in case of individuals).

3. Particulars of establishments where contract labour is to be employed :-

(a) Name and address of the establishment; (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment; (c) Name and address of the principal employer;

4. Particulars of contract labour :-

(a) Nature of work in which contract labour is to be employed in the establishment; (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending); (c) Name and address of the agent or Manager of contractor at the work-site; (d) Maximum number of contract labour proposed to be employed in the establishment on any day.

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

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

7. Whether the contractor has worked in any other establishment within the past five years ? If so, give details of the principal employers, establishments and nature of work.

8. Amount of licence fee paid _____ No. of Treasury Challan and date.

9. Amount of security deposit _____ Treasury Receipt No. and date.

I hereby declare that the particulars given above are true to the best of my knowledge and belief. Place :, Date :, Signature of the Applicant (Contractor).-----Form XI [See Rule 32(3)] Government of Punjab Office of Licensing Officer. Licence No. Date. Fee paid Rs. Signature of the Licensing Officer. Temporary Licence., Expires on. Licence is hereby granted to under sub-section (2) of Section 12 of the Contract Labour (Regulation and Abolition) Act, 1970, subject to the conditions specified in the annexure. The licence shall remain in force till. Signature and Seal of the Licensing Officer. Date. Annexure The licence is subject to the following conditions, namely :-(1) The licence shall be non-transferable. (2) The number of workmen employed as contract labour in the establishment shall not, on any day, exceed. (3) Except as provided in the rules the fees paid for the grant of the licence shall be non-refundable. (4) The rates of wages payable to the workmen by the contractor shall not be less than the rates prescribed for the Schedule of employment under the Minimum Wages Act, 1948, where applicable and where the rates have been fixed by agreement, settlement or award, not less than the rates fixed. (5) In cases where the workmen employed by the contractor perform the same or

similar kind of work as the workmen directly employed by the principal employer of the establishment, the wage rates, holidays, hours of work and other conditions of service of the workmen of the contractor shall be the same as applicable to the workmen directly employed by the principal employer of the establishment on the same or similar kind of work :Provided that in the case of any disagreement with regard to the type of work the same shall be decided by the Labour Commissioner, Punjab, whose decision shall be final.(6)In other cases the wage rates, holidays, hours of work and conditions of service of the workmen of the contractor shall be such as may be specified in this behalf by the Labour Commissioner, Punjab.(7)A copy of the licence shall be displayed permanently at the premises where the contract work is being carried on.-----Form XII[See Rule 74]Register of Contractors(1)Name and address of the principal employer.....(2)Name, address of the establishment.....

1	2	3	4	5	6
Serial No.	Name and Address of contractor.	Nature of work on contract.	Location of contract work. employed by contractor	Period of contract From	Maximum number of workmen To

Form XIII[See Rule 75]Register of Workmen employed by Contractor.Name and address of the contractor.....Name and address of establishment in/under which contract is carried on.....Nature and location of work.....Name and address of principal employer.....

Serial No.	Name and surname of workman.	Age and sex.	Father's Husband's name.	Nature of Employment/Designation.	Permanent Home Address of workman (Village and Tehsil and District.
1	2	3	4	5	6
Local Address.	Date of commencement of employment.	Signature or thumb impression of workman.	Date of termination of employment.	Reasons for termination of employment	Remarks.
7	8	9	10	11	12

Form XIV[See Rule 76]Employment CardName and address of contractor.....Name and address of establishment in/under which contract is carried on.....Nature of work and location of work.....Name and address of principal employer.....

1. Name of the workmen.

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

3. Nature of employment/Designation.

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

5. Wage period.

6. Tenure of employment.

7. Remarks.

Signature of contractor.-----Form XV[See Rule 77]Service CertificateName and address of contractor.....Name and address of establishment in/under which contract is carried on.....Nature and location of work.....Nature and address of the workman.....Name and address of principal employer.....Age or date of birth.Identification Marks.Father's/Husband's name.

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

Signature.Form XVI[See Rule 78(1)(a)(i)]Muster RollName and address of contractor.....Name and address of establishment in/under which contract is carried on.....Nature of location of work.....Name and address of principal employer.....for the month of.....
Serial No. Name of workman. Father's/Husband's name. Sex Dates Remarks.

Form XVII[See Rule 78(2)(a)(i)]Register of WagesName 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 principal employer.....Wage Period : Monthly.....

Sr. No.	Name of workman.	Serial number in the register of workmen.	Designation/nature of work done.	Number of days worked.	Units of work done.
1	2	3	4	5	6,

Daily rate of wages piece rate	Amount of Wages earned Basic wages.	Other cash payments (Nature of payments to be indicated) Dearness Allowance.	Total Overtime
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7 8 9 10 11 12,

Deductions if any (indicate nature)	Net amount paid.	Signature/thumb impression of workman.	Initial of contractor or his representative.
13	14	15	16,

Form XVIII[See Rule 78(1)(a)(i)]Form or Register of Wages-cum-Muster Roll.Name and address of contractor....., Name and address of establishment in/under which contract is carried on.....Name and address of principal employer.....Wage period : Weekly/FortnightlyNature and location of work....., From.....to.....

Sr. No.	Serial No. in register of workmen.	Name of employee. work.	Designation/nature of work.....112-15	Daily Attendance units done.	Total attendances/units of work done.
1	2	3	4	5	6

Daily rate of wages piece rate.	Amount of Wages Earned	Other cash payments (nature of payments to be indicated)	Total
	Basic Wages	Dearness	Overtime,
7	8	9	10 11 12

Deductions if any (indicate nature)	Net amount paid.	Signature/thumb impression of workman.	Initials of contractor or his representative.
13	14	15	16

Form XIX[See Rule 78(1)(b)]Wage SlipName and address of contractor.....Name and father's name of the workman.....Nature and location of work.....For the Week/Fortnight/Month ending.....

1. Number of days worked.

2. Number of units worked in case of piece rate workers.

3. Rate of daily wages/piece rate.

4. Amount of overtime wages.

5. Gross wages payable.

6. Deductions if any.**7. Net amount of wages paid.**

Initials of the contractor or his representative. Form XX[See Rule 78(i)(a)(ii)] Register of Deductions for damage or loss. 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 principal employer.....

Sl. No.	Name of workman.	Father's Husband's name.	Designation/nature of employment.	Particulars of damage or loss.	Date of damage or loss.	Whether workman showed cause against deduction.
1	2	3	4	5	6	7
Name of person in whose presence employee's explanation was heard.			Amount of deduction imposed.	Number of instalments.	Date of recovery	Remarks
				First	Last instalment,	
8			9	10	11	12 13

Form XXI[See Rule 78(1)(a)(ii)] Register of Fines 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 principal employer.....

Serial No.	Name of workman.	Father's/Husband's name.	Designation and nature of employment.	Act/Omission for which fine imposed.	Date of offence.
1	2	3	4	5	6,
Whether workman showed cause against fine.		Name of person in whose presence employee's explanation was heard.	Wage periods and wages payable.	Amount of fine imposed.	Date on which fine realised.
7		8	9	10	11
					12,

Form XXII[See Rule 78(1)(a)(ii)] Register of Advances 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 principal employer.....

Sr. No.	Name	Father's/Husband's name.	Nature of employment/designation.	Wage period and wages	Date and amount of
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				payable.	advance given.
1	2	3	4	5	6,
Purpose(s) for which advance made.	No. of instalments by which advance to be repaid.	Date and amount of each instalment repaid.	Date on which last instalment was repaid.		Remarks
7	8	9	10		11,

Form XXIII[See Rule 78(1)(a)(iii)]Register of OvertimeName 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 principal employer.....

Sr. No.	Name of workman.	Father's/Husband's name.	Sex	Designation/Nature of employment.	Date on which overtime worked.
1	2	3	4	5	6,
Total overtime worked or production in case of piece-rated.	Normal rate of wages.	Overtime rate of wages.	Overtime earnings.	Date on which overtime wages paid.	Remarks.
7	8	9	10	11	12,

Form XXIV[See Rule 82(1)]Return to be sent by the Contractor to the Licensing Officer.Half/Year ending.....

1. Name and address of the contractor.

2. Name and address of the establishment.

3. Name and address of the principal employer.

4. Duration of contract : From.....to.....

5. Number of days during the half year on which -

(a)the establishment of the principal employer had worked.(b)the contractor's establishment had worked.

6. Maximum number of contract labour employed on any day during the half year :-

Men Women Children Total

7. (i) Daily hours of work and spread over.

(ii)(a)Whether weekly holidays observed and on what day.(b)If so, whether it was paid for.(iii)Number of man hours of overtime worked.

8. Number of man days worked by -

Men Women Children Total

9. Amount of wages paid -

Men Women Children Total.

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

Men Women Children Total.

11. Whether the following have been provided :-

(i)Canteen.(ii)Rest Rooms.(iii)Drinking water.(iv)Creches.(v). First-aid.(If the answer is 'yes' state briefly standards provided).Place :Date :Signature of contractor.-----Form XXV[See Rule 82(2)]Annual return of Principal employer to be sent to the Registering Officer.Year ending on 31st December

1. Full name and address of the principal employer.

2. Name of establishment -

(a)District.(b)Postal address.(c)Nature of operations/industry/work carried on.

3. Full name of the Manager or person responsible for supervision and control of the establishment.

- 4. No. of contractors who worked in the establishment during the year (give details in Annexure).**
- 5. Nature of work/operations on which contract labour was employed.**
- 6. Total number of days during the year on which contract labour was employed.**
- 7. Total number of man days worked by contract labour during the year.**
- 8. Maximum number of workmen employed directly on any day during the year.**
- 9. Total number of days during the year on which direct labour was employed.**
- 10. Total number of man days worked by directly employed workmen.**
- 11. Changes, if any, in the management of the establishment, its location or any other particulars furnished to the Registering Officer in the application for registration indicating also the dates.**

Place :Date :Principal Employer.Annexure To Form

Name and address of the contractor.	Period of contract	Nature of work.	Maximum number of workers employed by each contractor.	Number of days worked.	
From	To				
1	2	3	4	5	6,