

Abstract for Andhra Pradesh Shops and Establishment Act, 1988 and the rules thereunder

Chapter 1

Preliminary

1. Short title, extent, commencement and application

- (1) This Act may be called the Andhra Pradesh Shops and Establishments Act, 1988.
- (2) It extends to the whole of the State of Andhra Pradesh.
- (3) It shall come into force on such date as the Government may, by notification, appoint.
- (4) It shall apply:
 - (i) in the first instance to all areas in which the Andhra Pradesh Shops and Establishments Act, 1966 was in force immediately before the commencement of this Act;
 - (ii) 2 to such other areas in the State on such date as the Government may, by notification, specify.

2. Definitions In this Act unless the context otherwise requires:

- (1) 'commercial establishment' means an establishment which carries on any trade, business, profession or any work in connection with or incidental or ancillary to any such trade, business or profession or which is a clerical department of a factory or an industrial undertaking or which is a commercial or trading or banking or insurance establishment and includes an establishment under the management and control of a co-operative society, an establishment of a factory or an industrial undertaking which falls outside the scope of the Factories Act, 1948 (Central Act 63 of 1948), and such other establishment as the Government may, by notification, declare to be a commercial establishment for the purposes of this Act but does not include a shop.
- (2) 'employee' means a person wholly or principally employed in, and in connection with any establishment and includes an apprentice and

any clerical or other staff of a factory or an industrial establishment who fall outside the scope of the Factories Act, 1948 (Central Act 63 of 1948); but does not include the husband, wife, son, daughter, father, mother, brother or sister of an employer or his partner, who is living with and depending upon such employer or partner and is not in receipt of any wages.

- (3) 'employer' means a person having charge of or owning or having ultimate control over the affairs of an establishment and includes the Manager, Agent or other person acting in the management or control of an establishment.
- (4) 'establishment' means a shop, restaurant, eating-house, residential hotel, lodging house, theatre or any place of public amusement or entertainment and includes a commercial establishment and such other establishment as the Government may, by notification, declare to be an establishment for the purposes of this Act.
- (5) 'shop' means any premises where any trade or business is carried on or where services are rendered to customers and includes a shop run by a co-operative society, an office, a storeroom, godown, warehouse or work place whether in the same premises or otherwise, used in connection with such trade or business and such other establishments as the Government may, by notification declare to be a shop for the purposes of this Act, but does not include a commercial establishment.

Chapter III

Shops

3. Opening and closing hours of shops

- (1) No shop shall on any day be opened earlier or closed later than such hour as may, after previous publication, be fixed by the Government by general or special order in that behalf: Provided that, any customer who was being served or was waiting to be served in any shop at the hour fixed for its closing may be served during the quarter of an hour immediately following such hour.
- (2) The Government may, for the purposes of this section, fix different hours for different classes of shops or for different areas or for different times of the year.

4. Daily and weekly hours of work in shops

- (1) Subject to other provisions of this Act, no employee in any shop shall be required or allowed to work therein for more than eight hours in any day and forty-eight hours in any week.
- (2) Any employee may be required or allowed to work in a shop for any period in excess of the limit fixed under sub-section (1), on payment of overtime wages, subject to a maximum period of six hours in a week.
- (3) For the purpose of stock-taking and preparation of accounts, an employer may, with the previous intimation to the Inspector, require or allow any employee to work in a shop for not more than any six days in a year in excess of the period fixed in sub-section (1), on payment of overtime wages; so however, that the excess period shall not in aggregate, exceed twenty-four hours.

5. Interval for rest

No employee in any shop shall be required or allowed to work therein for more than five hours in any day unless he has had an interval for rest of at least one hour: Provided that, an employee who was serving a customer at the commencement of the interval may be required to serve him during the quarter of an hour immediately following such commencement.

6. Spread-over periods of work

The periods of work of an employee in a shop shall be so arranged that along with his intervals for rest, they shall not spread-over for more than twelve hours in any day: Provided that where an employee works on any day for the purpose of stock-taking and preparation of accounts, the spread-over shall not exceed fourteen hours in any such day on payment of overtime wages.

7. Closing of shops and grant of holidays

- (1) Every shop, whether with or without employees, shall remain closed on every Sunday which shall be a holiday for every employee in the shop: Provided that the Chief Inspector may, by notification, specify in respect of any shop or class of shops or in respect of shops or class of shops in any area, any day in the week instead of Sunday on which day such shop or class of shops shall remain closed.
- (2)
 - (a) The Chief Inspector may, by notification require in respect of any specified class of shops, that they shall in addition to the

weekly holiday mentioned in sub-section (1), be closed for one half day in a week, as may be fixed by the Government.

- (b) Every employee in any shop to which a notification under Clause (a) applies, shall be allowed in each week an additional holiday of one half day fixed for the closing of the shop under Clause (a).

- (3) The Chief Inspector may, for the purposes of sub-section (2), fix different hours for different classes of shops or for different areas or for different times of the year.
- (4) The weekly day on which a shop is closed in pursuance of a requirement under sub-section (2) shall be specified by the employer in a notice prominently exhibited in a conspicuous place in the shop.
- (5) It shall not be lawful for the employer to call an employee at or for the employee to go to his shop or any place for any work in connection with the business of his shop on any day or part of the day on which it has remained closed.
- (6) No deduction shall be made from the wages of any employee in a shop on account of any day or part of a day on which it has remained closed; and if such employee is employed on the basis that he would not ordinarily receive wages for such day or part of a day he shall nonetheless be paid for such day or part of a day the wages he would have drawn had the shop not remained closed or had the holiday not been allowed, on that day or part of a day.

8. Closing of shops in public interest during special occasions

In addition to the holidays mentioned in Section 12, the Chief Inspector may, by notification and with the previous approval of the Government, require in respect of any specified class of shops that they shall be closed on any specified day or days in the public interest.

Chapter IV

Establishments other than Shops

9. Opening and closing hours

- (1) No establishment shall on any day be opened earlier, or closed later, than such hour as may, after previous publication, be fixed by the Government by general or special order in that behalf: Provided that, in the case of a restaurant or eating-house, any customer who was being served or was waiting to be served therein at the hour fixed for

its closing may be served during the quarter of an hour immediately following such hour.

- (2) The Government may, for the purposes of this section fix different hours for different classes of establishments or for different areas or for different times of the year.

10. Daily and weekly hours of work

- (1) Subject to the provisions of this Act, no employee in any establishment shall be required or allowed to work therein for more than eight hours in any day and forty-eight hours in any week.
- (2) Any employee may be required or allowed to work in an establishment for any period in excess of the limit fixed under sub-section (1), on payment of overtime wages, subject to a maximum period of six hours in any week.
- (3) For the purposes of stock-taking and preparation of accounts, an employer may, with the previous intimation to the Inspector, require or allow any employee to work in an establishment for not more than any six days in a year, in excess of the period fixed in sub-section (1) on payment of overtime wages; so however, that the excess period shall not, in the aggregate, exceed twenty-four hours.

11. Interval for rest

No employee in any establishment shall be required or allowed to work in such establishment for more than five hours in any day unless he has had an interval for rest of at least one hour: Provided that the Chief Inspector may, in the case of an establishment whose daily hours of work are less than eight hours reduce interval for rest to half-an-hour on an application made by the employer, with the consent of the employees.

12. Spread over of periods of work

The periods of work of an employee in an establishment shall be so arranged that, along with his interval for rest, they shall not spread-over for more than twelve hours on any day: Provided that, where an employee works on any day for the purpose of stock-taking and preparation of accounts the spread-over shall not exceed fourteen hours on any such day on payment of overtime wages.

13. Holidays

- (1) Every employee in any establishment shall be allowed in each week a holiday of one whole day: Provided that, nothing in this sub-section shall apply to any employee whose total period of employment in the

week, including any days spent on authorised leave is less than six days.

- (2) The Government may, by notification, require in respect of any specified class of establishments that every employee therein shall be allowed in each week an additional holiday on one half-day commencing at such hour in the afternoon as may be fixed by the Government.
- (3) The Government may, for the purposes of sub-section (2) fix different hours for different classes of establishments or for different areas or for different times of the year.
- (4) No deduction shall be made from the wages of any employee in an establishment on account of any day or part of a day on which a holiday has been allowed in accordance with this section and if such employee is employed on the basis that he would not ordinarily receive wages for such day or part of a day, he shall nonetheless be paid for such day or part of a day the wages he would have drawn, had the holiday not been allowed on that day or part of a day.
- (5) It shall not be lawful for the employer to call an employee at or for the employee to go to, his establishment or any other place for any work in connection with the business of his establishment on any day or part of a day on which a holiday has been allowed in accordance with this section.

CHAPTER V

Employment of women, children and young persons

14. Children not to work in establishment

No child shall be required or allowed to work in any establishment.

15. Special provision for young persons

No young person shall be required or allowed to work in any establishment before 6 a.m. and after 7 p.m.

16. Daily and weekly hours of work for young persons

Notwithstanding anything in this Act, no young person shall be required or allowed to work in any establishment for more than 7 hours in any day and forty-two hours in any week nor shall such person be allowed to work overtime.

17. Special provision for women

No woman employee shall be required or allowed to work in any establishment before 6-00 a.m. and after 8-30 p.m.

18. Maternity leave

The periods of absence from duty in respect of which a woman employee is entitled to maternity benefit under Section 25, shall be treated as authorised absence from duty, and the woman employee shall be entitled to maternity benefit, but not to any wages for any of those periods.

19. Maternity benefit

Every woman who has been for a period not less than six months preceding the date of her delivery in continuous employment of the same employer whether in the same or different shops or commercial establishments, shall be entitled to receive from her employer for the period of:

- (a) six weeks immediately preceding the day of delivery; and
- (b) six weeks following the day of; such maternity benefit and in such manner as may be prescribed:

Provided that, no woman employee shall be entitled to receive such benefit for any day during any of the aforesaid periods, on which she attends work and receive wages thereof.

Health and Safety

Cleanliness

The premises of every establishment shall be kept clean in the following manner:

(1)

- (a) In every establishment, all the inside walls of the rooms and all the ceilings of the such rooms (whether such walls or ceilings be plastered or not) and all the passages and staircases shall be white-washed or colour washed at intervals not more than two years from the time when they were last white-washed or colour washed and shall be maintained in a clean state.
- (b) All beams, rafters, doors, window frames and other wood work with the exception of floors shall be either whitewashed or colour-washed at intervals of not more than twelve months from the time when they were last white-washed or colour-washed or shall be painted or varnished at intervals of not more than seven years from the time when they were last painted or varnished and shall be maintained in a clean state.

(c) This sub-rule shall not apply to the following:

- (i) Rooms used only for the storage of articles:
 - (ii) walls or ceilings of rooms which are made of galvanised iron, flat tiles, asbestos sheets, glazed bricks, glass slate, bamboo, thatch, cement, plaster or polished chunam:
 - (iii) ceilings of rooms in which the lowest part is atleast 6.0 meters from the floor:
 - (iv) any other establishment or part thereof in which white-washing, colour-washing, painting or varnishing is, in the opinion of the Chief Inspector, unnecessary to satisfy the requirement of Section 26 of the Act in regard to cleanliness.
- (2) Rubbish, filth or debris shall not be allowed to accumulate or to remain on any part of the establishment for more than 24 hours and shall be disposed of. All waste matter shall be kept in covered receptacles.
 - (3) All drains carrying waste or sullage water or sewage shall be constructed of masonry or other impermeable material and shall be regularly flushed at least twice daily and where possible, connected with some recognised drainage line.
 - (4) The establishment and the compound surrounding it shall be maintained in a strictly sanitary and clean condition. The floor shall be swept or otherwise cleaned atleast once daily, and the ceilings shall be dusted atleast once a month.
 - (5) The employer shall enforce the proper use of latrines and urinals and prevent pollution by excreta or urine on the surface of the ground in the vicinity or the latrine or the urinal and the compound of the establishment. The employer shall make suitable arrangements for the regular cleaning and conserving of the latrines and urinals to the satisfaction of the Inspector.
 - (6) Employer shall provide drinking water and keep the area around the place of drinking water clean and properly drained.

Precautions against fire

Every establishment shall provide under sub-section (1) of the Section 28 with adequate means of escape in case of fire and shall also provide buckets of substantial construction full of water or sand and/or chemical fire extinguishers in suitable number and at suitable sites according to the nature of work carried on and the size of the premises.

Safety

- (1) Every dangerous part of machinery in an establishment other than a shop shall be securely fenced by safeguards of substantial construction which shall be kept in position while the part of machinery is in motion or in use.
- (2) In every establishment where manufacturing process is carried on with the aid of electric power, suitable devices for disconnecting the power supply during the emergencies from running machinery shall be provided and maintained.
- (3) No employee, with loose fitting clothes on, shall be allowed or made to work near the moving machinery or belt and the tight fitting clothes for the purpose shall be provided by the employer.

First Aid Appliances

In every establishment other than a shop, a first aid box shall be kept and it shall contain the following equipment together with a book of instructions on first aid namely:

- (i) 3 small sterilised dressings.
- (ii) 2 medium size sterilized dressings.
- (iii) 2 large size sterilized dressings.
- (iv) 2 large size sterilized burn dressings.
- (v) 2 (15.0 grams) packets sterilized cotton wool.
- (vi) 1 pair of dressing scissors.
- (vii) 1 (30.0 grams) bottle containing solution of salvolatine having the dose and mode of administration indicated on the label.
- (viii) 1 (30.0 grams) bottle containing solution of iodine or mercurichrome.
- (ix) 1 (30.0 grams) bottle containing Potassium Permanganate crystals.
- (x) any antidotes for burns.

Maximum permissible load, training and instruction, medical examination and provision of technical devices

- (1) For the purposes of this rule, the term Regular "Manual Transport of Load" means any activity which is continuously or principally devoted to the manual transport of loads, or which normally includes, even though intermittently, the manual transport of loads.

- (2) The maximum permissible weight which may be transported manually by an adult male worker shall not be more than fifty five kgs. and in the case of women and young persons the maximum permissible weight shall not be more than thirty kgs.
- (3) No woman employee shall be assigned to manual transport of loads during pregnancy or during the ten weeks following confinement.
- (4)
 - (i) Every employee who is assigned to manual transport of loads other than light loads shall be given, prior to such assignment, adequate training or instruction in working techniques, with a view to safeguarding health and preventing accidents.
 - (ii) Such training or instruction should include methods of lifting, carrying, putting down, unloading, stocking of different types of loads, and shall be given by suitably qualified persons or institutions, and be followed up, wherever practicable, by supervision on the job to ensure that the correct methods are used.
 - (iii) Every employee occasionally assigned to manual transport of loads shall be given appropriate instructions on the manner in which such operations may be safely carried out.
- (5)
 - (i) Every employer shall make available, suitable technical devices in order to limit or to facilitate the manual transport of loads, which shall be used.
 - (ii) The packaging of loads which may be transported manually should be compact and of suitable material and should as far as possible and appropriate, be equipped with devices for holding and so designed as not to create risk of injury; for example, it should not have sharp edges, projections or rough surfaces.
- (6)
 - (i) The employer shall arrange for the medical examination of fitness for employment of each employee's as far as practicable and appropriate before assignment of the employees to manual transport of loads.
 - (ii) Medical examination shall be made every one year in respect of each such employee.
 - (iii) Employer shall bear the cost of medical examinations.

- (7) The training or instructions provided for in this rule shall not involve the employee in any expense.

Leave and Holidays with Wages

20. Leave.

- (1) Every employee who has served for a period of two hundred and forty days or more during a continuous period of twelve months in any establishment shall be entitled during the subsequent period of twelve months, to leave with wages for a period of fifteen days, provided that such leave with wages may be accumulated upto a maximum period of sixty days:

Provided that any continuous period of service in an establishment preceding the date on which this Act applies to that establishment shall also count: Provided further that any leave accumulated by an employee in an establishment under the law applicable to that establishment preceding the date on which this Act applies to it, shall not be affected: Provided also that every employee in any shop or establishment shall be entitled for encashment of the leave with wages for a period of eight days in every year.

- (2) An employee may apply in writing to the employer, not less than seven full working days before the date of availing himself of his leave, to allow all the leave or any portion thereof, to which he is entitled under sub-section (1): Provided that the number of instalments for taking leave shall not exceed three during a period of twelve months.
- (3) An employee who has been allowed leave for not less than five days under subsection (2) shall, before his leave begins, be paid the wages due for the period of the leave allowed if, he makes a request therefor.
- (4) Every employee who has served for a period of not less than two hundred and forty days during a continuous period of twelve months in any establishment shall be entitled for encashment of eight days of leave with wages that has accrued to him under sub-section (1) during the subsequent period of twelve months. The employer shall pay to the employee the wages for the leave so encashed by the employee within a week of receipt of the application for such encashment from the employee.
- (5) Every employee in any establishment shall also be entitled during his first twelve months of continuous service and during every

subsequent twelve months of such service (a) to leave with wages for a period not exceeding twelve days on the ground of any sickness or accident, and (b) to casual leave with wages for a period not exceeding twelve days or any reasonable ground.

- (6) Every employee in an establishment after he has put in not less than six months of service under the same employer shall also be entitled for a special casual leave not exceeding six days only once during his entire service, if he has undergone vasectomy or tubectomy operation, subject to the production of a certificate therefor from an authorised medical practitioner under whom he has undergone the operation.
- (7) If any employee entitled to any leave under sub-section (1) is discharged by his employer before he has been allowed such leave, or if the leave applied for by such employee has been refused and if he quits his employment before he has been allowed the leave, the employer shall pay him the amount, payment under this Act in respect of the period of leave.
- (8) If an employee is lawfully discharged by his employer when he is sick or suffering from the result of an accident, the employer shall pay him an amount payable under this Act in respect of the period of leave to which he was entitled at the time of his discharge in addition to the amount, if any, payable to him under sub-section (3).
- (9) An employee in a hostel attached to a school or college or in an establishment maintained in connection with the boarding and lodging of pupils and resident masters, shall be allowed the privileges referred to in sub-sections (1) to (8), reduced however proportionately to the period for which he was employed continuously in the previous year or to the period for which he will be employed continuously in the current year, as the case may be; and all references to the periods of leave in sub-sections (1) and (5) shall be construed accordingly, fractions of less than half a day being disregarded.

21. Other Holidays

- (1) Every employee in any establishment shall also be entitled to nine holidays in a year with wages on the days to be specified by notification, from time to time, by the Government which shall include the 26th January (Republic Day), 1st May (May Day), 15th August (Independence Day), 2nd October (Gandhi Jayanthi) and 1st November (Andhra Pradesh Formation Day) and on every such

holiday, all the establishments, either with or without employees shall remain closed.

- (2) Notwithstanding anything contained in sub-sec.(1) the Chief Inspector may, having due regard to any emergency or special circumstances prevailing in the State or any part thereof, notify any other day or days as holidays with wages to employees or class of employees as he may deem fit. The holidays so notified shall be deemed to be additional holidays:

Provided that, any such employee in any residential hostel, restaurant, eating-house, theatre, or any place of public amusement or entertainment may be required to work in such establishment on any such holiday declared under sub-section (1) or subsection (2), subject to the condition that in lieu thereof, a compensatory holiday with wages shall be allowed to such person within thirty days from the date of such holiday:

Provided further that, such compensatory holidays shall not exceed seven in a year and where any such employee in any such establishment is required to work on any such compensatory holiday he shall be paid additional wages at the ordinary rate of wages in lieu of such holiday.

- (3) Nothing in sub-section (1) shall apply in respect of any establishment where the number of holidays with wages allowed by the employer is more than the holidays notified by the Government under that sub-section: Provided that, every such employer shall send a list of holidays with wages allowed by him, which shall include the five holidays specified in sub-section (1), to the Inspector and to the Chief Inspector and shall also display the list at a prominent place of the establishment.

22. Wages for overtime work

Where any employee in any establishment is required to work overtime he shall be entitled, in respect of such overtime work, to wages at twice the ordinary rate of wages: Provided that, where the normal hours of work in an establishment are ordinarily less than eight hours a day and 48 hours a week, he shall be entitled in respect of work in excess of such normal hours upto eight hours a day and forty eight hours a week to wages at the ordinary rate of wages and in respect of work in excess of eight hours a day and forty eight hours a week at twice the ordinary rate of wages, in addition to the wages for the normal hours of work.

Explanation: For the purpose of this section, the expression 'ordinary rate of wages' shall mean such rate of wages as may be calculated in the manner prescribed.

Maintenance of Register

23. Maintenance of registers and records and display of notices

Every employer shall maintain registers and records and display notices in the following manner:

- (1) Every employer shall maintain a Register of Employment in Form XXII.
- (2) Every employer shall maintain a Register of Wages in Form XXIII.
- (3) Every employer of an establishment other than a shop shall exhibit in his establishment a notice in Form XXIV specifying the day or days of the week on which his employees shall be given a holiday. The notice shall be exhibited, before the employees, to whom it relates immediately preceding the first week during which it is to have effect.
- (4) Every employer shall exhibit in his establishment a notice containing such abstracts of the Act and Rules as the Government may direct.
- (5) Any notice required to be exhibited under these Rules shall be exhibited in such manner that it can be readily seen and read by any person whom it affects and shall be renewed whenever becomes defaced or otherwise ceased to be clearly legible.
- (6) Every employer shall maintain a Register in Form XXV for the leave granted to persons employed in his establishment.
- (7) In any register or record which an employer is required to maintain under these rules, the entries relating to any day, shall be made on such date and shall be authenticated under the signature of the employer or the Manager on the same day. The entries relating to overtime work shall be made before the commencement and immediately after completion of such overtime work.
- (8) The registers, records and notices relating to any calendar year shall be preserved for a period of three years after the last entry is made therein.
- (9) Save as otherwise provided in sub-rule (4) above, all Registers, records and notices required to be maintained and exhibited shall be either in English or in the language of the majority of the employees in the establishment.
- (10)

- (a) Every employer shall maintain a Visit Book in which an Inspector visiting the establishment may record his remarks regarding any defects that may come to light at the time of his visit or give directions regarding production of any documents required to be maintained or produced under the provisions of the Act and the Rules.
 - (b) This Visit Book shall be a bound book more or less of size (18 cms. X 15 cms.) containing at least 100 pages.
 - (c) The first page of the Visit Book shall contain the following particulars:
 - (i) Name of the Shop or Establishment.
 - (ii) Address.
 - (iii) Registration Number.
 - (iv) Name of the Employer.
 - (v) Father's Name.
 - (vi) Residential Address.
 - (d) In case the Visit Book containing remarks passed by the Inspectors, lost, destroyed or defaced, the employer of the establishment shall report the fact forthwith in writing to the Inspector of the area and immediately arrange to maintain a new Visit Book.
 - (e) The Visit Book shall be kept always in the business premises of the Establishment and shall be produced or caused to be produced on demand by the Inspector.
- (11) Where an office, store-room, godown, warehouse or workplace used in connection with trade and business of a shop is situated at premises other than the premises of the shop, all registers, records, visit book and notices required to be maintained, exhibited or given under the Act and the Rules shall be separately so maintained, exhibited or given in respect of and at such office, store-room, godown, warehouse or workplace.
- (12) No employer with intent to deceive shall make or cause or allow to be made, in any register, record or notice prescribed to be maintained under the provisions of the Act or the Rules, an entry which is false in any material particular, or wilfully omits or causes or allows to be omitted from any such register, record or notice, an

entry which is required to be made therein, under the provisions of the Act and Rules, or maintain or cause or allow to be maintained, more than one set of any register, record or notice.

- (13) The name board of every shop or establishment shall be in Telugu and wherever other languages are used, the versions in such other languages shall be below the Telugu version.

Ascertainment of Age

24. Ascertainment of age by the Inspectors

An employer may be required to produce one of the following documents in support of the age of an employee:

- (i) School Certificate.
- (ii) Extract from the register of Birth.
- (iii) Certificate in Form IX from the Government Medical Officer not below the rank of Assistant Civil Surgeon.

Appeal

25. Appeal

- (1) An appeal under sub-section (1) of Section 48 shall be preferred to the Appellate Authority by the employee within 60 days from the date of service of the order terminating his services with the employer, such service shall be deemed to be effective, if carried out either personally if that is not practicable, by prepaid registered post to his last known address, when the date of such service shall be deemed to be the date when the letter would arrive in ordinary course of post: Provided that the Appellate Authority may admit an appeal after the expiration of the period of sixty days where the appellant satisfies the Appellate Authority that he had sufficient cause for not preferring the appeal within the stipulated period of sixty days.
- (2)
 - (a) The procedure to be followed by the Appellate Authority for hearing appeals preferred to it under sub-section (1) of Section 48 shall be summary. It shall pass orders giving its reasons therefor. A Register of Appeals in Form XIII shall be maintained by the Appellate Authority wherein the particulars of the appeal and summary of the final order shall be recorded.

- (b) If the employer fails to appear on the specified date, the Authority may proceed to hear and determine the application *ex parte*.
 - (c) If the employer fails to appear on two successive dates of hearing, the Authority may dismiss the application: Provided that an order passed under clause (b) or clause (c) above may be set aside and the application re-heard, if any good cause being shown by the defaulting party within one month from the date of the said order, after service of notice to opposite party.
 - (d) The parties shall not be entitled to produce additional evidence whether oral or documentary before the Appellate Authority. But it can be entertained on the following grounds:
 - (i) the employer from whose order the appeal is preferred has refused to admit evidence which ought to have been admitted; or
 - (ii) the Appellate Authority requires any document to be produced or any witness to be examined to enable it to pass orders or for any other substantial cause, the Authority may allow such evidence or document to be produced or witness to be examined.
 - (e) Wherever additional evidence is allowed to be produced by the Appellate Authority, it shall record the reasons for its admission.
 - (f) The result of the appeal shall be communicated to the parties as soon as possible. Copies of the orders shall also be furnished to the parties if required by them. The copies shall be on stamped papers to be furnished by the parties.
- (3) The second Appellate Authority shall follow the same procedure as enumerated in sub-rule (2) above. He shall also maintain a Register of Second Appeals in Form XV.