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GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Industrial Development – Small Scale Industries – Simplification and consolidation of Records and Registers to be maintained by Small Scale Industries – Orders – Issued.

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INDUSTRIES AND COMMERCE (SSI) DEPARTMENT

G.O.Ms.No.10

Dated: 09/01/1999

Read the following:

G.O.Ms.No.385, Industries & Commerce (SSI) Department, dated 6/11/1998.

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ORDER.

Various Industry Associations have been representing to the Government that at present the Small and Tiny Industries are required to maintain a large number of Registers/Records under various statutes. Some of the Acts and Rules framed there under, which prescribe maintenance of such Registers/Records, are mentioned below:

1. The Factories Act.
2. The Payment of Wages Act.
3. The Maternity Benefit Act.
4. The Workmen's Compensation Act.
5. The Payment of Gratuity Act.
6. The Minimum Wages Act.
7. The A.P. Shops & Establishment Act.
8. The A.P. Labour Welfare Fund Act.

2. The Industry Associations have been representing that it is extremely cumbersome for the Small and Tiny industrial units to maintain a large number of Registers/Records as they have limited man-power resources. More over many of the information contained in these Registers/Records are repetitive in nature. Simplification of statutory procedural requirements is one of the avowed objectives of the Government as enunciated in its Policy for Small Enterprises introduced vide G.O. read above.

3. Government have accordingly considered the above representation of the Industry Associations and are of the view that there is a scope of substantial simplification of record maintenance at the level of the Industrial unit. Such simplification would reduce the burden of record maintenance on the SSI/Tiny entrepreneurs and enable them to devote more time on productive activities.

4. Government accordingly order that maintenance of the following two Basic Registers shall henceforth satisfy the statutory requirements of record maintenance prescribed under the statutes maintained in Para (1) above.

1. Attendance Register:

The Register shall contain the following information and shall be in form Basic Register I, appended hereto:

- (a) Name of the employee:
- (b) Ticket Number or token number of the worker (if any):
- (c) Nature of work:
- (d) Group and relay of the employee:
- (e) Record of attendance for each working day indicating the days of annual leave, national/festival holidays allowed, compulsory holidays, leave on medical grounds, and any other leave with wages allowed.
- (f) Age and certificate of fitness (in case of employees below 18 years of age):

2. Salaries and Wages Register:

The Register shall contain the following information and shall be in form Basic Register II appended hereto:

- (a) Name of employee:
- (b) The wages earned for work in normal working time:
- (c) The overtime hours (if applicable) and the wages earned there for:
- (d) The amount earned in respect of any leave with wages allowed to the employees:
- (e) The amount earned in respect of any other allowance or incentives:
- (f) The statutory deductions made (if any):
- (g) Any other deductions made and the nature thereof:
- (h) The net amount paid:
- (i) The date of payment:
- (j) Signature/LTI of employee in token of acquittance of the amount paid.

5. For the removal of doubts it is clarified that the two registers mentioned above could be in the form of bound books or compilation of loose sheets containing the relevant information.

6. The concerned Department of Secretariat are requested to issue necessary instructions to the respective Heads of Departments under their control to adopt the Basic Registers now introduced. No Registers/Records, other than these Basic Registers, should be prescribed/insisted upon by any department for small scale industries without the consent of the Industries and Commerce Department.

7. The concerned Departments are requested to carry out necessary amendments to the relevant Rules/Notifications/Orders for bringing them in consonance with the provisions of this order.

8. This order issues with the concurrence of the Department of Labour, Employment and Training.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DR. SHEELA BHIDE  
SECRETARY TO GOVERNMENT

To

The Commissioner of Industries, Hyderabad.

All the District Industries Centres through Commissioner of Industries.

All Secretariat Departments.