

THE ANDHRA PRADESH INTER-STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) RULES

[G.O.Ms.No. 677 Labour, Employment, Nutrition and
Technical Education (Lab-II), 21st September, 1982.]

In exercise of the powers conferred by sub-section (1) of Section 32 of the Inter-State Migrant Workmen (Regulation of Employment and conditions of Service) Act, 1979 (Central Act 30 of 1979) the Governor of Andhra Pradesh hereby makes the following rules the same have been previously published at pp. 42-101 of the Rules Supplement to Part I of the Andhra Pradesh Gazette No. 13 dated 10th June, 1982.

RULES

Chapter-I

Preliminary

1. **Short Title and Commencement:**— (1) These rules may be called The Andhra Pradesh Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules.

(2) They shall extend to and be in force in the whole of the State of Andhra Pradesh.

2. **Definitions:**— (1) In these rules, unless the subject or context otherwise requires :

- (a) "Act" means the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 ;
- (b) "Appellate Officer" means an appellate Officer nominated by the Government under sub-section (1) of Section 11;—
- (c) "Form" means a Form appended to these rules ;
- (d) "Government" means the Government of Andhra Pradesh ;
- (e) "Inspector" means an inspector appointed by the Government under Section 20 ;
- (f) "Licensing Officer" means the licensing officer appointed by the Government under Section 7 ;
- (g) "Migrant Workmen" means an inter-state migrant workman as defined in Section 2 ;

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- (g) "Migrant Workmen" means an inter-state migrant workman as defined in Section 2 ;

- (h) "registering officer" means the registering officer appointed by the Government under Section 3 ;
- (i) "rules" means rules made under the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
- (j) "section" means a Section of the Act ;
- (k) "specified authority" means the authority specified by the Government for purposes of Sections 12 and 16 ; and

(2) All other words and expressions used in these Rules but not defined herein shall have the meanings respectively assigned to them in the Act.

Chapter-II

3. Manner of making application for registration of establishments:— (1) The application for registration of an establishment 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 shall be accompanied by a crossed demand draft showing payment of the fees for the registration of the establishment "drawn in favour of Registering Officer payable at State Bank of India Branch concerned".

(3) The application shall either personally delivered to the registering officer or sent to him by registered post.

(4) On receipt of the application, the registering officer, shall after noting thereon the date of receipt by him of the application, given an acknowledgement to the applicant.

4. Issue of certificate of registration:— (1) Where the registering officer registers the establishment, he shall issue to the principal employer a certificate of registration in Form 'II' ;

(2) The registering officer shall maintain a register in Form III showing the particulars of the establishments in relation to which certificate of registration are issued by him.

(3) If, in relation to an establishment, there is any change in the particulars specified in the certificate of registration, the principal employer of the establishments 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.

5. Circumstances in which application for registration may be rejected:— (1) If in any of the following respects, the registering officer is not satisfied with the application :

(2) If the principal employer fails to pay the fee for registration, the registering officer shall reject the application.

6. Amendment of certificate of registration:— (1) If the registering officer is satisfied that any of the particulars specified in the certificate of registration is incorrect or is payable, he shall issue a crossed demand draft in favour of the principal employer for the amount payable for the registration fee.

(2) Where, in any of the circumstances specified in rule 4, the registering officer is not satisfied with the particulars specified in the certificate of registration, he shall amend the certificate of registration.

Provided that the registering officer shall not take any action taken or any such amendment.

Provided that the registering officer shall not issue a certificate of registration in respect of an establishment if the fee for registration is not deposited by the principal employer.

7. Application for grant of certificate of registration:— (1) The principal employer of an establishment shall apply to the registering officer having jurisdiction over the establishment for the grant of a certificate of registration in Form I of Section 3 of the Act.

(2) Every application for the grant of a certificate of registration under clause (b) of sub-rule (1) shall be accompanied by a crossed demand draft in favour of the principal employer for the amount payable for the registration fee.

(3)(i) Every application for the grant of a certificate of registration under sub-rule (2),

5. Circumstances in which application for registration may be rejected:— (1) If any application for registration is not complete in all respects, the registering 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 registering officer to amend his application for registration, omits or fails to do so, the registering officer shall reject the application for registration.

6. Amendment of certificate of registration:— (1) Where on receipt of the intimation under sub-rule (3) of rule 4, 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 through a crossed demand draft 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.

(2) Where, on receipt of the intimation referred to in sub-rule (3) of rule 4, 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 the change thus occurred :

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 register in Form III unless the appropriate fees have been deposited by the principal employer.

7. Application for licence:— (1) Every application by a contractor for the grant of licence for recruiting a person under clause (a) of sub-section (1) of Section 8 shall be made in triplicate, in Form IV to the licensing officer having jurisdiction in relation to the area wherein recruitment is made.

(2) Every application by a contractor for employing a migrant workman under clause (b) of sub-section (1) of Section 8 shall be made, in Form V to the licensing officer having jurisdiction in relation to the area wherein the establishment is situated.

(3)(i) Every application for the grant of a licence under sub-rule (1) or sub-rule (2), shall be accompanied by a certificate of the principal

employer in Form VI to the effect that he undertakes to be bound by all the provisions of the Act and rules so far as they are applicable to him in respect of the re-recruitment or employment of the migrant workmen in respect of which the contractor is making the application.

(ii) Every such application shall be either personally delivered to the licensing officer concerned or sent to him by registered post.

(4) On receipt of the application referred to in sub-rule (1) or sub-rule (2), the licensing officer concerned, 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 the receipt obtained as required by rule 19.

8. 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;
 - (iii) is an undischarged insolvent, or
 - (iv) has been convicted at any time during the 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 any order has been made in respect of the applicant under sub-section (1) of Section 10, and if so, whether a period of three years has lapsed from the date of that order ;
- (c) Whether the fees for the application has been deposited at the rate specified in sub-rule (2) of rule 12 ; and
- (d) Whether security, wherever necessary, has been deposited by the applicant as specified in sub-rule (1) of Rule 10.

9. Refusal to issue 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 to satisfy himself about the correctness of the facts and particulars furnished in such application and the eligibility of the applicant for a licence.

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(2) (i) Where the licensing officer is of the opinion that the licence should not be issued, 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.

10. Security:— (1) Where the licensing officer is satisfied in accordance with the procedure laid down in the proviso to sub-section (2) of Section 8 that any person who has applied for or who has been issued a licence should furnish security for due performance of the conditions of licence, he shall prepare an estimate of the amount needed to provide for recruitment or employment of migrant workmen on the basis of the factors specified in sub-section (3) of the said section and after considering solvency of such person, determine the amount of the security to be furnished by such person, which shall not exceed forty per cent of the amount estimated by him.

(2) Where the applicant for the licence was holding a licence in regard to another work and that licence had expired, the licensing officer, if he is of the view that any amount out of the security, if any, deposited in respect of that licence is to be refund to the applicant under Rule 17, he may on an application made for that purpose in Form VII by the applicant adjust the amount so to be refund towards security, if any, required to be deposited in respect of the application or new licence and the applicant need deposit in such a case, only the balance amount, if any, after making such adjustment.

11. Form and terms and conditions of licence:— (1) Every licence issued under sub-section (1) of Section 8 shall be in Form VIII.

(2) Every licence granted under sub-rule (1) or renewed under sub-rule (4) of Rule 14 shall be subject to the following conditions, namely:—

- (i) The licence shall be non-transferable ;
- (ii) the terms and conditions of the agreement or arrangement under which the migrant workmen are recruited or employed ;
- (iii) the maximum number of migrant workmen necessary to be recruited or employed per day shall be;
- (iv) in the rates of wages payable to the migrant workmen by the contractor shall not be less than the rates prescribed under the Minimum Wages Act, 1948 for such employment and where the

rates have been fixed by agreement, settlement or award, not less than the rates so fixed:

- (v) save as provided in these rules the fees paid for the issue or as the case may be, for renewal of licence shall be non-refundable;
- (vi)(a) in case where the migrant workmen recruited or 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 migrant 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 Commissioner of Labour, Andhra Pradesh, whose decision thereon shall be final.

- (b) in other cases, the wage rates, holidays, hours of work and condition of service of the migrant workmen recruited or employed by the Contractor shall be such as prescribed in these rules.
- (vii) every migrant workmen shall be entitled to allowances, benefits facilities, etc., as prescribed in the Act and the rules;
- (viii) no female migrant workmen shall be employed by any contractor before 6 A.M. or after 7 P.M.

Provided that this clause shall not apply to the employment of female migrant workman in pit head bath croches and canteens and midwives and nurses in hospitals and dispensaries.

- (ix) the contractor shall notify any change in the number of migrant workmen or the conditions of work to the licensing officer.
- (x) the contractor shall comply with all the provisions of the Act and the Rules.
- (xi) a copy of the licence shall be displayed prominently at the premises where the migrant workmen are employed.
- (xii) the period for which the licence shall be valid.

12. Fees:— (1) The fees to be paid for the grant of certificate of registration of an establishment under Section 4 shall be as specified below:

If the number of establishment on any

- (a) is 5 but do
(b) exceeds 20
(c) exceeds 50
(d) exceeds 100
(e) exceeds 200
(f) exceeds 400

(2) The fees to (2) of Section 8 shall

If the number of contractor on any day

- (a) is 5 but do
(b) exceeds 20
(c) exceeds 50
(d) exceeds 100
(e) exceeds 200
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If the number of migrant workmen proposed to be employed in the establishment on any day,

	<i>Rs.</i>	<i>P.</i>
(a) is 5 but does not exceed 20	30.00
(b) exceeds 20 but does not exceed 50	75.00
(c) exceeds 50 but does not exceed 100	150.00
(d) exceeds 100 but does not exceed 200	300.00
(e) exceeds 200 but does not exceed 400	600.00
(f) exceeds 400	750.00

(2) The fees to be paid for the grant of licence under sub-section (2) of Section 8 shall be as specified below:

If the number of migrant workmen recruited or employed by the contractor on any day—

	<i>Rs.</i>	<i>P.</i>
(a) is 5 but does not exceed 20	10.00
(b) exceeds 20 but does not exceed 50	20.00
(c) exceeds 50 but does not exceed 100	40.00
(d) exceeds 100 but does not exceed 200	80.00
(e) exceeds 200 but does not exceed 400	160.00
(f) exceeds 400	200.00

13. Amendment of licence:— (1) A licence issued under Rule 11 or renewed under sub-rule (4) of Rule 14 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 amendment and reasons therefor.

(3) (i) if the licensing officer allows the application he shall require the applicant to furnish a crossed demand draft 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 fee originally paid for the licence.

(ii) on the applicant furnishing the requisite receipt, the licence shall be amended according to the orders of the licensing officer.

(4) Where the application or amendment is refused the licensing officer shall record the reasons for such refusal and communicate the same to the applicant.

14. Renewal of licence:— (1) Every contractor may apply to the licensing officer for renewal of the licence.

(2) The application shall be in Form IX 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 licence 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 twenty-five per cent. in excess of the fees 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 circumstance and beyond the control of the contractor, he may reduce or remit as he deems fit the payment of such excess fee.

(4) *Period of renewal of the licence:—* Every licence renewed under the rule shall remain in force for a further period of twelve months from the date of order of renewal.

15. Issue of duplicate certificate of registration of licence:— When certificate of registration or licence granted or renewed under the proceeds of rules has been lost, defaced or accidentally destroyed a duplicate there may be granted on payment of fees of Rs. 10/-.

16. Refund of security deposit:— (1) (i) On expiry of the period of licence the contractor may, if he does not intend to have his licence renewed or grant the security amount adjusted in respect of his fresh application for licence in terms of sub-rule (2) of Rule 10 make an application to the licensing officer for the refund of the security, if any, deposited by him under Rule 10.

(ii) If the licensing officer is satisfied that there is no breach of conditions of licence or there is no order under sub-section (1) of Section 10 for the forfeiture of security or any portion thereof, he shall direct refund of security to the applicant.

(2) If there is any order directing the forfeiture of the whole or any part of the security the amount so to be forfeited shall be deducted from the security deposit and balance, if any, shall be refunded to the applicant.

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(3) The application for refund shall as far as possible be disposed of within sixty days of the receipt of the application.

17. Appeals and procedure:-- (1) (i) Every appeal under Section 11 shall be preferred in the form of a memorandum signed by the applicant or his authorised agent and presented to the appellate officer in person or sent to him by registered post.

(ii) the memorandum shall be accompanied by a certified copy of the order and a crossed demand draft for Rs. 25/-.

(2) The memorandum shall set forth precisely and under distinct heads the grounds of appeal to the order appealed from.

(3) Where the memorandum of appeal does not comply with the provisions of sub-rule (2) it may be rejected or returned to the appellant for the purpose of being amended within a time to be fixed by the appellate officer.

(4) Where the appellate officer rejects the memorandum of appeal under sub-rule (3) he shall record the reasons for such rejection and communicate the same to the appellant.

(5) 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 the register of appeals kept for the purpose in Form-X.

(6) (i) When the appeal has been admitted, the appellate officer shall send a notice to the registering officer, or the licensing officer, as the case may be, from whose order the appeal has been preferred. The registering officer or as the case may be, the licensing officer shall thereupon 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 on such date and time as may be specified in the notice for hearing of the appeal.

(7) 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.

(8) (i) Where an appeal has been dismissed under sub-rule (7), the appellant may apply to the appellate officer for re-admission of the appeal and where it is proved that he was prevented by any sufficient cause from

appearing when appeal was called on for hearing, the appellate officer shall restore the appeal on its original number.

(ii) An application under clause (i) shall, unless the appellate officer extend the time for sufficient reasons, be made within thirty days of the date of dismissal.

(9) (i) If the appellant is present when the appeal is called on for hearing the appellate officer shall proceed to hear the appellant, or his authorised agent and any other person summoned by him for the purpose, and pronounced judgment on the appeal either confirming reversing or modifying the order appealed from.

(ii) The judgment of the appellate officer shall state the points for determination, the decision thereon and the reasons for the decision.

(iii) The order shall be communicated to the appellant and a copy thereof shall be sent to the registering officer or the licensing officer, as the case may be, from whose order the appeal has been preferred.

18. Obtaining of copies of orders:— A copy of the order of the registering officer, licensing officer or appellate officer may be obtained on payment of fee Rs. 2 per copy of each order on application specifying the date and other particulars of the order made to the officer concerned.

19. Payment of fees and security deposits:— The payment of the various fees relating to registration, licensing and security deposits shall be made through crossed demand draft drawn in favour of the concerned departmental officer and payable at the station at which he stationed along with a treasury challan only filled in indicating the relevant head of account creditable to the accounts of the concerned Pay and Accounts Officer.

(2) The heads of accounts under which the receipts, relating to the fees for registration, licensing and appeals, etc., shall be credited will be "B — Non-Tax Revenue-08 Labour and Employment Receipts under the Inter-State Migrant Workmen (Regulation and Conditions of Service) State Rules." The Security deposits are to be booked under the Head —

"K-Deposits and Advances

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Chapter-III

Duties of the Contractor

20. Particulars of Migrant Workman:-- (1) Every contractor, shall furnish to the specified authorities the particulars regarding recruitment and employment of migrant workman in Form-I.

(2) The particulars shall be either personally delivered by the contractor to the concerned specified authorities or send to them by registered post.

21. Return fare:-- The contractor shall pay to the migrant workman the return fare from the place of employment to the place of residence in the home-state of the migrant workman on the expiry of the period of employment and also on his ;

- (a) termination of service before the expiry of the period of employment for any reason what-so-ever,
- (b) being incapacitated for further employments on account of injury or contained ill-health duly certified as such by a registered medical practitioner;
- (c) cessation of work in the establishment which is not due to any fault on the part of the migrant workman ; and
- (d) resignation from service on account of non-fulfilment of terms and conditions of his employment by the contractor.

22. Pass Book:-- (1) In the pass book referred to in Section 12, the following additional particulars shall be indicated, namely .—

- (a) the date of recruitment ;
- (b) the date of employment ;
- (c) total attendance/unit of work done (in respect of piece-rated migrant workman total wages earned/educations, if any, made net amount paid and signature of contractor or his duly authorise representative with date; These entries shall be made separately in respect of each wage period within three days from the date of payment) ; and
- (d) name and address of the next kinds of migrant workman.

(2) In case of total accident or serious bodily injury to any migrant workman, the contractor shall immediately send telegrams to the specified authorities of both the States and also the next kinds of the migrant workman

intimating death or the nature of serious bodily injury sustained by the migrant workman, as the case may be, date, place and nature of accidents. The contractor shall further send written report in regard to the following particulars to the specified authorities concerned and the next kind of the migrant workman by registered post within 24 hours of the occurrence of the accident:

- (i) Name of the migrant workman ;
- (ii) Date, place and nature of accident ;
- (iii) Condition of the migrant workman (if alive) ;
- (iv) Action taken by the contractor principal employer
- (v) Remarks.

(3) If the contractor fails to send the telegraphic intimation and or written report as required under sub-rule (2), the principal employer shall comply with the requirements of sub-rule (2) as early as possible but in any case not later than 48 hours of the time of occurrence of the accident.

23. Return and report:— Every contractor shall furnish a return regarding migrant workman who have ceased to be employed in Form XII to the specified authorities concerned either personally or by registered post so as to reach them not later than fifteen days from the date of the migrant workman ceases to be employed.

Chapter-IV

Wages and Allowances

24. Rate of wages:— The rate of wages of a migrant workman in an establishment where he is required to work which is neither same nor of similar kind as is being performed by any other workman in that establishment shall not be less than the rate of wages paid by the principal employer to a workman in the lowest category of workman directly employed by him in that establishment or the minimum rates of wages notified by the State Government, under the Minimum Wages Act, 1948 for the same or similar type of work performed by the workmen in any scheduled employment in the area in which the establishment is located, or the rates of wages payable to the workmen for performing same or similar kind of work in that establishment in the State in which the establishment is located, whichever is higher ;

Provided that the applicability of sub-section (1) of section 17 of the Minimum Wages Act, 1948 shall be subject to the provisions of the Act.

25. Wage per day:— The wage per day of which wages shall be paid to the migrant workman shall be ascertained by the principal employer.

26. Payment of wages:— The principal employer in an establishment where the migrant workman is employed shall be responsible for the payment of wages in cases before the specified authorities.

27. Payment of wages:— The principal employer shall be responsible for the payment of wages earned by the migrant workman for each working day from the date of his engagement to the date of his discharge.

28. Mode of payment:— The principal employer shall be responsible for the payment of wages by the contractor working time and completed before the specified authorities within for eight days of the date of discharge.

(2) Wages shall be paid to the migrant workman or to other person as may be specified by the specified authorities.

(3) All wages shall be paid by the contractor to the migrant workman by the Government under the Payment of Wages Act, 1947.

(4) A notice of disbursement of wages shall be sent by the contractor to the specified authorities.

(5) The principal employer shall be responsible for the payment of wages to the migrant workman to ensure the disbursement of wages to the representative.

(6) The principal employer shall be responsible for the payment of wages under his signature and the signature of the migrant workman or Form XIII.

Provided that if there is any dispute in this regard or with regard to applicability of wage rates to a migrant workman under sub-clause (b) of sub-section (1) of Section 13, the same shall be decided by the Commissioner of Labour, Andhra Pradesh, whose decision shall be final.

25. Wage period:— The contractor shall fix wage periods in respect of which wages shall be payable. No wage period shall exceed one month.

26. Payment of Wages:— The wages of every migrant workman in an establishment by a contractor where less than 1000 workmen are employed shall be paid before the expiry of the seventh day and in other cases before the expiry of tenth day of every month.

27. Payment on termination:— Where the employment of any migrant workman is terminated by or on behalf of the contractor, the wages earned by the migrant workman shall be paid before the expiry of the second working day from the day on which his employment is terminated.

28. Mode of payment:— (1) All payments of wages shall be made by the contractor 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 for eight hours of the last working day.

(2) Wages due to every migrant workman shall be paid to him direct or to other persons duly authorised by him in this behalf.

(3) All wages shall be paid in current coin or in currency or in both. Wages shall be paid without any deduction of any kind except those specified by the Government by general or special order in this behalf or permissible under the Payment of Wages Act, 1936.

(4) 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.

(5) The principal employer shall ensure the presence of his authorised representative at the place and time of disbursement of wages by the contractor to the migrant workman and it shall be the duty of the contractor to ensure the disbursement of wages in the presence of such authorised representative.

(6) The authorised representative of the principal employer shall record under his signature a certificate at the end of all entries in the register of wages or the wages-cum-muster roll, as the case may be, in the Form XIII.

Chapter-V

*Medical and other facilities to be provided to the Migrant Workman***29. Holiday, hours of work and other conditions of service:-**

(1) Holiday, hours of work including extra wages for over time work done and other conditions of service of migrant workman shall not be less favourable than those obtaining in that establishment or in similar employments in the area in which the establishment is located, as the case may be.

(2) Where there is any dispute in this regard or with regard to applicability of holidays, hours of work including extra wages for over time work done and other conditions of service to a migrant workman under clause (a) of sub-section (1) of Section 13, the same shall be decided by the Commissioner of Labour, Andhra Pradesh, whose decision shall be final.

30. Medical facilities:- (1) The contractor shall ensure provision of suitable and adequate medical facilities for outdoor treatment to the workman free of cost for treatment of any ailment from which the migrant workman or any member of his family may suffer during this employment in the establishment or to meet any preventive measure against epidemic or any virus infection. Whenever any medicine is purchased by a migrant workman from market on the basis of the prescription issued by any doctor provided by the contractor or the principal employer, as the case may be, or any registered medical practitioner, the cost of such medicine shall be reimbursed by the contractor to the migrant workman concerned within a period of seven days from the date of presentation of the bill by the migrant workman.

(2) In the event of migrant workman or any of his family members suffering from any ailment requiring hospitalisation during his employment in the establishment, the contractor shall promptly arrange for the hospitalisation of the migrant workman or the concerned member of his family. The contractor shall bear entire expenses on treatment, hospital charges (including diet), if any, and travel expenses for the petitioner from the place of his/her residence to the hospital and back.

(3) Every contractor shall provide and maintain so as to readily accessible during all working hours first-aid boxes at the rate of not less than one box for one hundred and fifty workmen or part thereof.

(4) The first-aid box shall be distinctly marked with a Red cross on a white ground and shall contain the following equipment, namely :-

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- (a) for the establishments in which number of migrant workmen employed does not exceed fifty, each first-aid box shall contain the following equipment namely:
- (i) 6 small sterilised dressings;
 - (ii) 3 medium size sterilised dressings;
 - (iii) 3 large size sterilised dressings;
 - (iv) 3 large sterilised burn dressings;
 - (v) 1 (30 ml) bottle containing a two percent alcoholic solution of iodine;
 - (vi) 1 (30 ml) bottle containing salvolatile having the dose and mode of administration indicate on the label;
 - (vii) 1 snake-bite lancet;
 - (viii) 1 (30 gms) bottle of potassium permanganate crystals;
 - (ix) 1 pair scissors;
 - (x) 1 copy of the first-aid leaf-let issued by the Director General, Factory Advice Service and Labour Institute Government of India;
 - (xi) A bottle containing 100 Tablets each of 5 grains of aspirin;
 - (xii) ointment for burns; and
 - (xiii) A bottle of suitable surgical antiseptic solution.
- (b) for establishments in which the number of migrant workmen exceeds fifty each first-aid box shall contain the following equipment namely:—
- (i) 12 small sterilised dressings;
 - (ii) 6 Medium size sterilised dressings;
 - (iii) 6 Large size sterilised dressings;
 - (iv) 6 Large size sterilised burn dressings;
 - (v) 6 (15 grams) packers sterilised cotton wool;
 - (vi) 1 (80 ml) bottle containing a two percent alcoholic solution of iodine;
 - (vii) 1 (60 ml) bottle containing salvolatile having the dose and mode of administration indicated on the label;
 - (viii) 1 roll of adhesive plaster;
 - (ix) a snake-bite lancet;

- (x) 1 (30 grams) bottle of potassium permanganate crystals
- (xi) 1 pair scissors;
- (xii) 1 copy of the first-aid leaf-let issued by the Director General Factory Advisory Service and Labour Institute, Government of India,
- (xiii) a bottle containing 100 tablets (each of 5 grains) of aspirin
- (xiv) ointment for burns; and
- (xv) a bottle of a suitable surgical antiseptic solution.

(5) Adequate arrangements shall be made for immediate recoupment when necessary.

(6) Nothing except the contents mentioned in sub-rule (4) shall be kept in the first-aid box.

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

(8) The person in-charge of the first-aid box shall be a person trained in first aid treatment, in establishment where the number of migrant workman is one hundred and fifty or more.

Provided that where the temperature falls below five degrees centigrade woollen overcoat shall also be provided to the migrant workmen once in three years.

(2) The protective clothing shall be provided by the contractor to every migrant workman before onset of winter season in the area where the establishment is located or on the 30th day of September, whichever is earlier.

31. Drinking water, latrines, urinals and washing facilities:— (1) The contractor shall provide sufficient quantity of wholesome drinking water, sufficient number of sanitary latrines and urinals washing facilities for the migrant workman at the establishment in the case of existing establishments within seven days of the commencement of these rules, and in case of new establishments, within seven days of the commencement of employment of migrant workmen therein.

(2) If any of the facilities is not provided by the contractor within the specified period, the same shall be provided by the principal employer within seven days of the expiry of the period specified in sub-rule (1).

32. Rest rooms:— (1) In every place where migrant workmen are required, to halt at night on connection with the working of the establishment

and in which more months or other suitable in-to force of fifteen days of in case of new

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and in which employment of migrant workman is likely to continue for three more months or more the contractor shall provide and maintain rest rooms or other suitable alternative accommodation within fifteen days of the coming in to force of the rules in case of the existing establishments and within fifteen days of the commencement of the employment of migrant workmen in case of new establishment.

(2) If the amenity is not provided by the contractor within the specified period, the principal employer shall provide the same within a period of fifteen days of the expiry of the period specified in sub-rule (1).

(3) Separate rooms shall be provide for female migrant workmen.

(4) Effective and suitable provisions shall be made in every room for securing and maintaining adequate ventilation by circulation of fresh air, and there shall also be provided and maintained sufficient and suitable natural and artificial lighting.

(5) The rest rooms, or other suitable alternative accommodation shall be of such dimensions so as to provide at least a floor area of 1.1 square metre for each person.

(6) The rest rooms or other suitable alternative accommodation shall be so constructed as to afford adequate protection against heat, winds, rain and shall have smooth, hard and impervious floor surface.

(7) The rest rooms or other suitable accommodation shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

33. Canteens:— (1) In every establishment wherein work regarding the employment of migrant workmen is likely to continue for six months and wherein migrant workmen numbering one hundred or more are ordinarily employed an adequate canteen shall be provided by the contractor for the use of such migrant workmen within sixty days of the date of coming into force of the rules in the case of the existing establishments, and within sixty days of commencement of the employment of migrant workmen in the case of new establishments.

(2) If the contractor fails to provide canteen within the time limit specified the same shall be provided by the principal employer, within sixty days 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.

(4) The canteen shall consist of atleast a dining hall, kitchen, store-room pantry and washing places separately for migrant workmen and for utensils.

(5) (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 for every four months.

(6)(i) The precincts of the canteen shall be maintained in a clean and sanitary condition.

(ii) Waste water shall be carried away in suitably 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.

(7) The dining hall accommodate at a time at least 30 per cent of the migrant workmen working at a time.

(8) 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 dinner to be accommodated as specified in sub-rule (7).

(9) (i) A portion of the dining hall and service counter shall be partitioned off and reserved for women migrant workmen in proportion to their number.

(ii) Washing places for women shall be separate and screened to secure privacy.

(10) Sufficient tables, stools, chairs or benches shall be available for dinners to be accommodated as specified in sub-rule (7).

(11) (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 conditions.

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Provided t ... person to audit ... appoint a registe ... of the canteen.

34. Latrin ... establishment or

(12) (i) Suitable clean clothes for the employees serving in the canteen shall 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.

(13) The foodstuffs and other items to be served in the canteen shall be in conformity with the normal habits of the migrant workmen.

(14) The charges for meals, other foodstuffs, beverages and any other items served in the canteen shall be based on no profit ; no loss basis and shall be conspicuously displayed in the canteen.

(15) In arriving at the prices of food-stuffs, 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 buildings;

(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.

(16) The account books and registers and other documents used in connection with the running of the canteen shall be produced on demand to an Inspector.

(17) The accounts pertaining to the canteen shall be audited once in every twelve months by registered Accountants and Auditors :

Provided that the Commissioner of Labour 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.

34. Latrines and urinals:— (1) Latrines shall be provided in every establishment on the following scale, namely,—

MIGRANT-7

(a) Where females are employed, there shall be atleast one latrine for every 25 females ;

(b) Where males are employed, there shall be atleast one latrine for every 25 males ;

Provided that where the number of males or females exceeds 190, it shall be sufficient if there is one latrine for 25 males or females as the case may be upto the first 100 and one for every 50 thereafter.

(2) Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.

(3) (i) Where workers of both sexes are employed there shall be displayed outside each block of latrine and urinals a notice in the language understood by the majority of the workers "For men only" or "For Women only", as the case may be.

(ii) The notice shall also bear the figure of a man or of a woman as the case may be.

(4) There shall be at least one urinal for male workers upto fifty and one for female workers upto fifty employed at a time:

Provided that where the number of male or female workmen, as the case may be, exceeds 500, it shall be sufficient if there is one urinal for every fifty Male and Female upto the first 500 and one for every 100 or part thereof thereafter.

(5) The latrines and urinals shall be conveniently situated and access to workers at all times at the establishment.

(6) (i) The latrines and urinals shall be adequately lighted and shall be maintained in a clean and sanitary conditions at all times.

(ii) Latrines and urinals other than those connected with a flush sewage system shall comply with the requirements of the public health authorities.

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

35. Washing facilities:— (1) In every establishment adequate and suitable facilities for washing shall be provided and maintained for the use of migrant workmen employed therein.

(2) Separate and adequate screening facilities shall be provided for the use of male and female migrant workmen.

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36. Creche are ordinarily migrant work contractor shall for the use of of the comm and within 10 less than two

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(3) Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition.

36. Creches:— (1) In every establishment where 20 or more workmen are ordinarily employed as migrant workmen and in which employment of migrant workmen is likely to continue for three months or more, the contractor shall provide and maintain two rooms of reasonable dimensions for the use of their children under the age of six years, within fifteen days of the coming into force of the rules, in case of existing establishment, and within fifteen days of the commencement of the employment of not less than twenty women as migrant workmen in new establishments.

(2) One of such rooms shall be used as play room for the children and the other as bedroom for the children.

(3) If the contractor fails to provide creches within the time limit specified the same shall be provided by the principal employer within fifteen days of the expiry of the time allowed to the contractor.

(4) The contractor or the principal employer, as the case may be, shall supply adequate number of toys and games in the play rooms and sufficient number of cots and beddings in the sleeping room.

(5) The creches shall be so constructed as to afford adequate protection against heat, damp, wind, rain and shall have smooth, hard and impervious floor surface.

(6) The creche shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

(7) Effective and suitable provisions shall be made in every room of the creche for securing and maintaining adequate ventilation by circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.

37. Residential accommodation:— (1) The contractor shall provide to every migrant workman—

(i) in case he is accompanied by any other member of his family a suitable barrack so as to accommodate one room having at least a floor area of 10 square metres, a verandah and adequate additional covered space for cooking food and as well as one common sanitary latrine, one common bathroom for every three such quarters;

(ii) in case he is unaccompanied by any other member of his family, a suitable barrack so as to accommodate not more than ten such migrant

workmen, having at least a floor area of not less than 6.5 square metre for each such migrant workman making use of the barrack, a verandah and adequate additional covered space for cooking food as well as one common sanitary latrine and one common bathroom for every ten such migrant workmen :

within fifteen days of coming into force of the rules in the case of the existing establishments and within fifteen days of the commencement of the employment of migrant workmen in new establishments.

(2) Every quarter and the barrack shall be so constructed so to afford adequate ventilation, protection against heat, wind, rain and shall have smooth hard and impervious floor-surface.

(3) The quarters or the barracks, as the case may be, shall be at a convenient distance from the establishment and shall have adequate supply of wholesome drinking water.

(4) The area in which the quarters and/or the barracks are located as well as the latrines and the bathrooms provided therein shall be kept in a clean and sanitary condition at all times.

(5) If the amenities referred to in sub-rule (1) are 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 the said sub-rule.

(6) If there is any dispute or disagreement regarding suitability or adequacy of provision of any of the amenities referred to in sub-rules (1) to (4) the same shall be decided by the Commissioner of Labour, whose decision shall be final.

38. Liability of the principal employer in certain cases:— If any allowance required to be paid under Section 14 or Section 15 to a migrant workman employed in an establishment to which this Act applies, is not paid by the contractor or if any facility specified in Section 16 is not provided for the benefit of such migrant workman, such allowance shall be paid, or as the case may be, the facility shall be provided, by the principal employer within fifteen days of the expiry of the time allowed to the contractor under the rules except where otherwise provided for in the relevant rules.

Provided that in case of ailment requiring medical attention or hospitalisation, as the case may be, the principal employer shall provide the same immediately on the failure of the contractor to do so.

39. Relaxation employer, as the case may be, to supply of wholesome food or washing, or both, as may be applicable to the extent for use for the migrant workmen for under these rules.

Registers

40. Registers of in respect of each register XIV.

41. Register of contractor shall maintain register of migrant workmen, as follows:

42. Service Certificate reason whatsoever, the services have been terminated.

43. Displacement return journey allowance displacement-cum-outward return journey allowance.

(2) Entries in the register under sub-rule (1) shall be made by authorised representative.

44. Muster roll, register:— (1) In respect of Payment of Wages Act, 1946, Wages Act, 1948 and Regulation and Abolition of bonded labour following registers and records to be maintained:

- (a) Muster roll;
- (b) register of workmen.

39. **Relaxation in certain cases:**— If the contractor or principal employer, as the case may be, has already provided any facility relating to supply of wholesome drinking water or rest-rooms or latrines and urinals or washing, or canteen or creche, or first-aid as required under any Act applicable to the establishment and the same is adequate and also available for use for the migrant workmen, that facility shall be deemed to be provided for under these rules.

Chapter-VI

Registers and Records — Collection of Statistics.

40. **Registers of contractors:**— Every principal employer shall maintain in respect of each registered establishment a register of contractors in Form XIV.

41. **Register of persons employed:**— Every principal employer and contractor shall maintain in respect of each establishment where he employs migrant workmen, a register in Form XV.

42. **Service Certificate:**— On termination of employment for any reason whatsoever, the contractor shall issue to the migrant workman whose services have been terminated, a service certificate in Form XVI.

43. **Displacement-cum-outward journey allowances sheet and return journey allowances register:**— (1) Every contractor shall maintain displacement-cum-outward journey allowances sheet in Form XVII and return journey allowances register in Form XVIII.

(2) Entries in the sheet and the register required to be maintained under sub-rule (1) shall be authenticated by the contractor or his duly authorised representatives.

44. **Muster roll, wages register, deduction register and overtime register:**— (1) In respect of establishments which are governed by the Payment of Wages Act, 1936 and the rules made thereunder or the Minimum Wages Act, 1948 and the rules made thereunder or the Contract Labour (Regulation and Abolition) Act, 1970 and the rules made thereunder, the following registers and records required to be maintained by the contractor as employed under those Acts and the rules, shall be deemed to be registers and records to be maintained by the contractor under these rules.

(a) Muster roll;

(b) register of wages;

- (e) register of deductions;
- (d) register of deductions for damage or loss;
- (e) register of fines;
- (f) register of overtime;
- (g) register of advances;

(2) In respect of establishments not covered by any of the Acts or the rules referred to in sub-rule (1) the following provisions shall apply, namely:-

- (a) Every contractor shall maintain a muster roll and a register of wages in Forms XX and XIX respectively;
- (b) Signature or thumb impression of every migrant workman on the register of wages shall be obtained and entries therein shall be authenticated by the contractor or his authorised representative, and duly certified by the authorised representative of the principal employer as required by sub-rule (6) of rule 28.
- (c) Register of deductions, register of fines and register of advances register of deductions for damage or loss, shall be maintained by every contractor in Forms XX, XXII, XXIII and XXIV respectively;
- (d) Every contractor shall maintain a register of over-time in Form XXV.

(3) Notwithstanding anything contained in these rules where a combined or alternative Form is sought to be used for the contractor to avoid duplication of work for compliance with the provisions of any other Act or 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 Commissioner of Labour.

45. Maintenance and preservation of registers:- (1) All registers and other records required to be maintained under the Act and 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 precincts of the workplace or at a place, if any, specified by the Inspector on the specified request made by the contractor in this behalf.

- (2) All registers
- (3) All registers
- (4) All registers
- (5) Where no deduction has been made or imposed during a period, a 'Nil' entry shall be made at the end of every wage period to which the 'Nil' entry applies in Forms XX, XXI, XXII, XXIII and XXIV.

46. Display of an abstract of wages:- Every contractor shall display an abstract of wages in English and in the language spoken by the majority of the workmen at the work-site by the

47. Notices:- (1) Notices of wages periods, dates of inspection, etc., shall be displayed in English and in the language spoken by the majority of the workmen at the work-site by the

(ii) The notices shall be displayed in English and in the language spoken by the majority of the workmen at the work-site by the

(2) A copy of the notices shall be maintained at the work-site for the purpose of any changes occur, the

48. Periodical return of wages:- Every contractor shall submit a return in Form XXVII (concerned not later than

Note: Half year for the purpose of the return shall be commencing from

(2) Every principal employer shall submit annually a return in Form XXVII (concerned not later than the year to which it relates)

(2) All registers shall be maintained legibly in English or Telugu.

(3) All registers and other records shall be reserved in original for a period of three calendar years from the date of last entry made therein.

(4) All registers records and notices maintained under the Act or rules shall be produced on demand before the Inspector or Commissioner of Labour or any other authority under the Act or any person authorised in that behalf by the Government.

(5) Where no deduction or fine or deduction for damage or loss has been made or imposed or no overtime has been worked during any wages period, a 'Nil' entry shall be made across the body of the register at the end of every wage period indicating also in precise terms the wage period to which the 'Nil' entry relates in the respective registers maintained in Forms XX, XXI, XXII and XXIV respectively.

46. Display of an abstract of the Act and rules:— Every contractor shall display an abstract of the Act and the rules in English and Telugu and in the language spoken by majority of migrant workmen in Form XXVI.

47. Notices:— (1) Notices showing the rates of wages, hours of work, wages 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 and Telugu and in the local language understood by the majority of the workers in conspicuous places at the establishment and the work-site by the principal employer or 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.

48. Periodical returns:— (1) Every contractor shall send half yearly return in Form XXVII (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 six months commencing from 1st January and 1st July every year".

(2) Every principal employer of a registered establishment shall send annually a return in Form XXVIII (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.

49. Powers:-- (1) The Commissioner of Labour or the Inspector or any other authority under the Act or rules shall have powers to call for any information or statistics in relation to migrant workmen 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 (1) shall be legally bound to do so.

Chapter-VII

Legal Aid to Migrant Workmen

50. Legal aid:-- On receipt of a written application from migrant workman or in the event of his death, from next of his kin for providing legal aid in relation to any proceedings before the Authority under section 15 of the Payment of Wages Act, 1936 or Authority under Section 20 of the Minimum Wages Act, 1948 or appropriate Labour Court under Section 33C (2) of the Industrial Disputes Act, 1947 or Commissioner for Workmen's Compensation under section 24 of the Workmen's Compensation Act, 1923, in which the migrant workman or his legal heir is a party, the specified authority concerned if he is satisfied may with the prior approval of the Commissioner of Labour Andhra Pradesh, engage an advocate to conduct the relevant proceedings, on behalf of the migrant workman or his legal heir, as the case may be, and meet all legal expenses in this regard.

Application

1. Name of
 2. Postal A
 3. Full name
husband
 4. Names
company
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the super
 6. Nature of
 7. Particulars
 - (a) Name
 - (b) Nature
of receipt
 - (c) Major
any
 - (d) Estimated
cost
 - (e) Estimated
work
 8. Particular
Amount, Number
- I hereby declare
of my knowledge
and true
- Date of receipt of

FORM-I

[See rule 3(1)]

Application for Registration of Establishments Employing Migrant Workmen

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/ husband's name in the case of individuals).
4. Names and addresses of the director's partners (in case of companies and firms).
5. Full name and address of the Manager or person responsible for the supervision and control of the establishment.
6. Nature of work carried on in the establishment.
7. Particulars of contractors and migrant workmen.
 - (a) Names and addresses of contractors.
 - (b) Nature of work for which, migrant workmen are to be recruited or are employed.
 - (c) Maximum number of migrant workmen to be employed on any day through each contractor.
 - (d) Establishment date and commencement of work under each contractor.
 - (e) Estimated date of termination of employment of migrant workmen under each contractor.

8. Particulars of crossed demand draft _____ (Name of the Bank, Amount, Number and Date)

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer
Seal and Stamp

Date of receipt of application:

Office of the Registering Officer

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 crossed demand draft showing the payment of the prescribed licence fee and security deposit, if any and a certificate in Form VI from the Principal Employer.

(To be filled in the office of the Licensing Officer)

Date of receipt of the application with crossed demand draft for fees.

Signature of the Licensing Officer

FORM-II

[See rule 4 (1)]

Certificate of Registration

Date

GOVERNMENT OF ANDHRA PRADESH

Office of the Registering Officer

A certificate of registration containing the following particulars is hereby granted under clause (a) of sub-section (2) of section 4 of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and the rules made thereunder to

1. Nature of work carried on in the establishment.
2. Names and addresses of the contractors.
3. Nature of work for which migrant workmen are to be employed or are employed.
4. Maximum number of migrant workmen to be employed on any day through each contractor.
5. Other particulars relevant to the employment of migrant workmen.
 - (i)
 - (ii)

Signature of Registering
Officer with Seal

I hereby d
of my knowled

Place

Date

Note:- The
draft showing th
if any, and a c

(To b

Date of res

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 crossed demand draft showing the payment of the prescribed licence fee and security deposit, if any, and a certificate in Form VI from the Principal Employer.

(To be filled in the office of the Licensing Officer)

Date of receipt of the application with crossed demand draft for fees.

Signature of the Licensing Officer

FORM-III
[See rule 4(2)]
Register of Establishments

Particulars of contractor and inter-state migrant workmen	
SL No.	(1)
Registration No. and date	(2)
Name and address of the establishment registered	(3)
Name of the Principal Employer and his address	(4)
Type of business, trade or industry, manufacture or occupation, which is carried on in the establishment	(5)
Maximum No. of migrant workmen directly employed on any day	(6)
Name and address of contractor	(7)
Nature of work for which migrant workmen are to be recruited or are employed	(8)
Maximum No. of migrant workmen employed on any day through a contractor	(9)
Probable duration of employment of migrant workmen	(10)
Remarks	(11)

1. Name and name in case of
2. Date of
3. Particulars employed:
 - (a) Name
 - (b) Type of is carried
 - (c) Number under the
 - (d) Name of
4. Particulars
 - (a) Nature of to be carried
 - (b) Duration date of
 - (c) Name of at the work
 - (d) Maximum in the establishment
 - (e) Names of and firm
 - (f) Name(s) responsible of the establishment
5. Whether the preceding five years
6. Whether the suspending licence contract. If so, the

FORM-IV

[See rule 7 (1)]

Application for Licence for Recruitment

1. Name and address of the contractor (including his father's/ husband's name in case of individuals.)
2. Date of birth and age (in case of individuals)
3. Particulars of establishment where migrant workmen are 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 migrant workmen:
 - (a) Nature of work in which migrant workmen are employed or are 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 the contractor at the work-site.
 - (d) Maximum number of migrant workmen proposed to be employed in the establishment on any date.
 - (e) Names and addresses of the directors/partners (in case of companies and firms).
 - (f) Name(s) and address(es) of the person(s) in charge of and responsible to the company/firm, for the conduct of the business of the company/firm, as the case may be.
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 employer, establishment, and nature of work.

8. Whether a certificate by the principal employer in Form VI is enclosed.

9. Amount of licence fee paid, No. of crossed demand draft and date, name of the Bank.

10. Amount of security deposit, if any.

FORM-V

[See rule 7 (2)]

Application for Employing Migrant Workmen

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

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

3. Particulars of establishment where migrant workmen are 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 migrant workmen:

(a) Nature of work in which migrant workmen are employed or are 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 the contractor at the work-site.

(d) Maximum number of migrant workmen proposed to be employed in the establishment on any date.

(e) Name and

(f) Name resp of it

5. Whether preceding five

6. Whether suspending the contract. If so

7. Whether within the past establishment.

8. Whether enclosed.

9. Amount name of the B

10. Amount

Certified that as a contractor I am aware of the provisions of the provisions of the and Conditions of Migrant Workmen Rules, in so far as employment of n

Place:

Date:

- (c) Names and addresses of the directors/partners (in case of companies and firms).
- (f) Name(s) and address(es) of the person(s) in charge of and responsible to the company/firm, for the conduct of the business of the company/firm, as the case may be.
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 employer, establishment, and nature of work.
8. Whether a certificate by the principal employer in Form VI is enclosed.
9. Amount of licence fee paid. No. of crossed demand draft and date, name of the Bank.
10. Amount of security deposit, if any.

FORM-VI

[See rule 7(3)]

Certificate of the 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 Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and the Andhra Pradesh Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Rules, in so far as the provisions are applicable to me in respect of the employment of migrant workmen by the applicant in my establishment.

Place:

Signature of the Principal Employer

Date:

Name and address of the establishment

FORM-VII

[See rule 10(2)]

Application for Adjustment of Previous Security Deposit Amount
Towards New Licences

(1)	(2)	(3)	(4)	(5)	(6)
Amount of previous security deposit amount to be adjusted for fresh licence	Name of the Bank, No. and date of crossed demand draft the balance security deposit amount deposited with the fresh application	Date of expiry of previous licence	Whether the previous licence of the contractor was suspended or revoked	Number and date of the crossed demand draft of security deposit in respect of the previous licence	Amount of previous security deposit.
(7)	(8)	(9)	(10)	(11)	(12)
	Name of the Bank, No. and date of crossed demand draft the balance security deposit amount deposited with the fresh application	No. and date of certificate of registration of the establishment in relation to which the fresh licence are applied for	Name and address of the principal employer	Particular of fresh application	Remarks

Signature of applicant

FORM-VIII

[See rule 11 (12)]

Licence

GOVERNMENT OF ANDHRA PRADESH
Office of the Licensing Officer

Licence No.

Dated:

Fee paid Rs.
Licence

F-VIII] The

Licence of
of the Inter-State
of Service) A2. This fi
in the establish
of work to be

3. The be

Date of renew

1.
2.
3.

Place:.....

Date:.....

The licenc

1. The lie

2. The no
establishment sh
in the applicatio3. Save as
the case may b4. The rat
contractor shall
Wages Act, 194
rates have been
the rates so fix5. (a) In ca
perform the same
by the principal

MIGRANT-8

Amount

(6) Amount of previous security deposit

(12) Remarks

applicant

Licence is hereby granted to Sri under Section 8(1) of the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 subject to the conditions specified in the 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) (Place of work to be indicated).

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

Signature and Seal of Licensing Officer

RENEWAL
(See Rule 14 (21))

Date of renewal	Fee paid for renewal	Date of expiry.
1.		
2.		
3.		

Place:.....

Signature and Seal of 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 migrant workmen in the establishment shall not on any day, exceed the maximum number specified in the application for licence.
3. Save as provided in these rules the fee paid for the grant or as the case may be, for renewal of licence shall be non-refundable.
4. The rates of wages payable to the migrant workmen by the contractor shall not be less than the rates prescribed under the Minimum Wages Act, 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.
5. (a) In case where the migrant 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 migrant 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 of 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 Commissioner of Labour, Andhra Pradesh, whose decision shall be final.

(b) in other cases the wage rates, holidays, hours of work, and conditions of service of the migrant workmen of the contractor shall be such as prescribed in these rules.

6. Every migrant workmen shall be entitled to allowances, benefits, facilities, etc., as prescribed in the Act and these rules.

7. No female migrant workman shall be employed by any contractor before 6 AM or after 7 PM and that this condition shall not apply to the employment of female migrant workmen in Pit head Baths, Creches and Canteens and as midwives and nurses in hospitals and dispensaries.

8. The contractor shall notify any change in the number of migrant workmen or the conditions of work to the licensing officer.

9. The contractor shall comply with all the provisions of the Act rules.

10. A copy of licence shall be displayed prominently at the premises where the migrant workmen are employed.

FORM-IX

[See Rule 14(2)]

Application for Renewal of Licence

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. Name of the bank, amount, Number and date of the crossed demand draft enclosed.

Place:

Date:

Signature of the Applicant

F-XI] The

(To be filled)

Date of

Place:

Date:

[Form in which
and employee
under sub-rule
the Explanation
State Migrant

1. Name and
2. Name and
- has been made;
3. Name and
4. Name and
5. Name of
6. Name of

Serial Number	Name of migrant workmen	Father's/Husband's Name	Sex
(1)	(2)	(3)	(4)

(To be filled in the Office of the Licensing Officer)

Date of receipt of the application with crossed demand draft No. and date.

Place:

Signature of the Licensing Officer

Date:

FORM-XI

[See Rule 20]

[Form in which to furnish particulars in respect of recruitment and employment of migrant Workman/Workmen as prescribed under sub-rule (1) of rule 20, to the authorities specified under the Explanation below sub-section (2) of Section 12 of Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service Act, 1979)]

1. Name and address of the Contractor;
2. Name and address of the sub-contractor through whom recruitment has been made;
3. Name and address of the establishment;
4. Name and address of the principal employer;
5. Name of the State in which the place of work is located;
6. Name of the State in which recruitment was made;

Serial Number	Name of migrant workmen	Father's/Husband's Name	Sex	Age	Permanent home address	Name and address of the next of kind of the migrant workman	Place and address of residence in the home State	Amount of displacement allowance paid	Amount of outward journey allowance paid	Amount of wages for outward journey period paid	Nature of job required to be performed.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

(13)	(14)	(15)	(16)	(17)	(18)
Date of recruitment	Date of employment	Detail of rates of wages and other allowances payable	Period of contract of employment	Detail of other service conditions	Remarks

(sd.)

Place:

Date:

Signature of Contractor or his
authorised representative

Submitted to: -

- (1) (Specified authority in the State in which the migrant workman/workmen is/are employed).
- (2) (Specified authority from the State in which the migrant workman/workmen has/have been recruited)

Copy forwarded to

.....
(The Principal Employer)

Place:

Date:

Signature of the Contractor or his
authorised representative

Note: In case where migrant workmen concerned have been recruited from more than one State, separate returns shall be submitted in respect of each such State.

F-XII] The

[Return to be
under Explan
State Mig

1. Name a
2. Name a
- has been made
3. Name a
4. Name a
5. Name a
6. Name a

Serial No. and name of
migrant workmen

Father's/Husband's name

Sd/-

(1)

(2)

(3)

(11) Details of rates of wages and other
allowances paid.(12) Amount of displacement allowance
paid.

FORM-XII

[See Rule 23]

[Return to be sent by the contractor to the authorities specified under Explanation below sub-section (2) of Section 12 of Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.]

1. Name and address of the Contractor.
2. Name and address of the sub-contractor through whom recruitment has been made.
3. Name and address of the establishment.
4. Name and address of the principal employer.
5. Name of the State in which the place of work is located.
6. Name of the State in which recruitment was made.

(1)	Serial No. and name of migrant workmen	Father's/Husband's name	Sex	Designation	Age	Permanent home, address indicating the State	Place and address of residence in home State	Date of employment	Date on which ceased to be employed	Total days worked
(11)	Details of rates of wages and other allowances paid.	(12) Amount of displacement allowance paid.	(13) Amount of outward journey allowances and wages for outward journey paid	(14) Amount of return journey allowances and wages for return journey paid	(15) Total wages paid.	(16) Details of compensation and other allowances.	(17) Amount of deduction, if any	(18) Amount of advance, if any paid	(19) Amount of advance, if any recovered	(20) Remarks.

Declaration

I/We hereby declare that all wages, other dues including displacement allowances, outward return journeys allowances and wages for journey periods payable to migrant workman/workmen named above and employed by me/us have been paid by me/us to him/them.

Place:

*Signature of the Contractor or his
authorised representative*

Date:

Submitted to

(1) (Specified authority on the State in which
migrant workman/workmen is/are employed).

(2) (Specified authority in the State from which the
migrant workman/workmen has/have been recruited).

Copy forwarded to

.....
(The Principal Employer)

Place:

*Signature of the Contractor or his
authorised representative*

Date:

Note: In case where migrant workmen concerned have been recruited from more than one State, separate returns shall be submitted in respect of each such State.

FORM-XIII

[See Rule 28(6)]

Certificate

Certified that the amount shown in column
has been paid to the migrant workman concerned in my presence on
..... at

Place: *Signature of the authorised representative*

Date:

1. Name and

2. Name and

Serial No.
Name and address
of contractor

(1)

(2)

Register of Workmen

Name and

Name and

Name and ad

are employe

Name and a

Serial No.
Name of the migrant
workman

(1)

(2)

Age & Sex
Father's/Husband's Name

Nature of employment

Place:

Date:

FORM-XIV

[See Rule 40]

Register of Contractors

1. Name and address of the Principal Employer.

2. Name and address of the establishment.

(1) Serial No.	(2) Name and address of contractor	(3) Nature of work on contract	(4) Location of contract work.	Period of contract		(7) Maximum number of migrant workmen employed by the contractor	(8) Remarks
				From	To		

FORM-XV

[See Rule 4]

Register of Workmen Employed by the Principal Employer and Contractor

Name and address of the contractor.

Name and address of the establishment.

Name and address of the establishment in/under which migrant workmen are employed.

Name and address of the principal employer.

(1) Serial No.	(2) Name of the migrant workman	(3) Age & Sex	(4) Father's/Husband's Name	(5) Nature of employment/ designation	(6) Permanent home address of migrant workmen (Village and Taluk/Taluk and District and State.	(7) Local address	(8) Name and address of the next kin of the migrant workmen.	(9) Date of commencement of the employment	(10) Signature or thumb impression and date of the migrant workman	(11) Date of termination of employment	(12) Reasons for termination	(13) Remarks
-------------------	---------------------------------------	------------------	--------------------------------	---	--	----------------------	---	--	---	--	---------------------------------	-----------------

Place:.....

Date:.....

Signature of the Contractor or his
authorised representative

FORM-XVI

[See Rule 42]

Service Certificate on Termination of Service

Name and address of the Contractor,
 Nature and location of work,
 Name and address of the migrant workman,
 Age or date of birth,
 Identification marks,
 Father's/Husband's name,
 Name and address of the establishment in/under which migrant workman is employed,
 Name and address of Principal Employer.

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

Place:.....

Date:.....

*Signature of the Contractor or his
 authorised representative*

FORM-XVII

[See Rule 43(1)]

Displacement cum Outward Journey Allowance Sheet

Name and address of the Contractor,
 Name and address of the Principal Employer,
 Name and address of the establishment,
 Month and Year,

Serial No.	Name of the Migrant Workman	Father's/Husband's Name	Permanent home address indicating the state
(1)	(2)	(3)	(4)

(14)	Expected date and time of arrival at the place of work.
(15)	Details of modes of journeys from the place of residence in the home State to the place of work
(16)	Amounts of bus fare and/or second class train fare and/or other journey

Note:- Indicate
 be made against each

Place:.....

Date:.....

(14)	Expected date and time of arrival at the place of work.	(1)	Serial No.
(15)	Details of modes of journeys from the place of residence in the home State to the place of work.	(2)	Name of the Migrant Workman.
(16)	Amounts of bus fare and/or second class train fare and/or other journey expenses separately as per the modes of journeys indicated in column 15.	(3)	Father's/Husband's Name
(17)	Total of amounts indicated in column 16.	(4)	Permanent home address indicating the state
(18)	Amount of displacement allowance.	(5)	Place and address of residence in the home State
(19)	Amount of outward journey period.	(6)	Designations
(20)	Wages for outward journey period.	(7)	Rate of wages
(21)	Total amount paid.	(8)	Wages payable in a month
(22)	Date on which paid.	(9)	Place of recruitment
(23)	Signature or thumb impression of the migrant workman.	(10)	Place of work with address indicating the State
(24)	Actual date and time of arrival at the place of work.	(11)	Railway Station/Bus Stand nearest to the place of residence
(25)	Balance wages for outward journey, if any, payable.	(12)	Railway Station/Bus Stand nearest to the place of work
(26)	Date of payment of the balance wages indicated in column 25.	(13)	Date and Time of commencement of journey from the place of residence
(27)	Signature or thumb impression of the migrant workman.		
(28)	Remarks.		

Note:- Indicate separately different mode of journeys. Entries are to be made against each individual migrant workman.

Place:..... Signature of the Contractor or his
Date:..... authorised representative

FORM-XVIII

[See Rule 43(1)]

Return Journey Allowances Register

Name and address of the Contractor.

Name and address of the Principal Employer.

Name and address of the establishment.

Month and Year.

(12)	Expected date and time of arrival at the residence in the home State	(1)	Serial No.
(13)	Expected of modes of journeys from the place of work to the place of residence in the home State.	(2)	Name of the migrant workman
(14)	Amount of bus fare and/or second class train fare and/or other journey expenses, separately as per expected modes of journeys indicated in column No. 13.	(3)	Father's/Husband's Name
(15)	Total amounts indicated in column 1	(4)	Permanent home address indicating the State
(16)	Amount of return journey allowance	(5)	Place and address of residence in home State
(17)	Wages for return journey period	(6)	Designation
(18)	Total amount paid	(7)	Rate of wages
(19)	Date on which paid.	(8)	Place of work
(20)	Signature or thumb-impression and date of the migrant workman	(9)	Railway Station/Bus Stand nearest to the place of work
(21)	Remarks	(10)	Railway Station/Bus Stand nearest to the place of residence in the home state
		(11)	Date and time of commencement of journey from the place of work

*Indicate separately different modes of journey.

Note:- Entries are to be made against each individual migrant workman.

Place:.....

Date:.....

Signature of the Contractor or his
authorised representative

Name of

Nature of

Name of

migrant

Name of

For the

Serial No.

(1)

Name of the
migrant

(2)

Name and

Nature and

Name and

are emplo

Name and

Wage per

Serial No.

(1)

Name of the migrant workman

(2)

Serial No. in the Register

(3)

of workman

(4)

Designation/nature of work

Note:- Cer
employer shall t

FORM-XIX

[See Rule 44(2) (a)]

Muster Roll

Name and address of Contractor.

Nature and location of work.

Name and address of the establishment in/under which inter-state migrant workmen are employed.

Name and address of Principal Employer.

For the month of

Serial No.	Name of the migrant workman	Father's/Husband's name	Sex	Dates					Remarks
				1	2	3	4	5	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

FORM-XX

[See Rule 44(2) (a)]

Register of Wages

Name and address of Contractor.

Nature and location of work.

Name and address of establishment in/under which migrant workmen are employed.

Name and address of Principal Employer.

Wage period

Serial No.	Name of the migrant workman	Serial No. in the Register of workman	Designation/nature of work	No. of days worked	Units of work done	Daily rate of wages/price-rate	Amount of wages earned				Total	Deductions if any (indicate nature)	Net amount paid	Signature/Thumb impression of the migrant workman	Initials of the contractor or his authorised representative	Remarks
							Basic Wages	Dearness allowance	Over-time	Other cash payments						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Note:- Certificate by the authorised representative of the principal employer shall be appended rule 29(6)

commencement of journey from the place of work

(21) Remarks

rkman.

or his e

FORM-XXIV

[See Rule 44(2) (c)]

Register of Deductions for Damage or Loss

Name and address of contractor.

Nature and location of work.

Name and address of the establishment in/under which migrant workmen are employed.

Name and address of principal employer.

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

FORM XXII

[See Rule 44(2) (c)]

Register of Fines

Name and address of Contractor.

Nature and location of work.

Name and address of establishment in/under which migrant workmen are employed.

Name and address of the Principal Employer.

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

Name and

Nature and

Name and

are employ

Name and

(1) Serial Number

(2) Name of Migrant workman

Name and

Nature and

Name and

are employ

Name and

FORM XXIII

[See Rule 44(2)(c)]

Register of Advances

Name and address of Contractor.

Nature and location of work.

Name and address of establishment in/under which migrant workmen are employed.

Name and address of Principal Employer.

Serial Number	Name of Migrant workman	Father's/Husband's name	Nature of Employment/Designation	Wage Period and wages payable	Date and amount of advance given	Purpose for which advance made	Number of instalments by which advance to be repaid	Date and amount of each instalment repaid	Date on which last instalment was repaid	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

FORM XXV

[See Rule 44(2)(d)]

Register of Overtime

Name and address of Contractor.

Nature and location of work.

Name and address of establishment in/under which migrant workmen are employed.

Name and address of Principal Employer.

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

13. Amount of wages for outward journeys period paid:

Men Women Children Total

14. Amount of return journeys allowance paid:

Men Women Children Total

15. Amount of wages for return journeys period paid:

Men Women Children Total

16. Whether the following have been provided:-

- (i) Residential accommodation;
- (ii) Protective clothing;
- (iii) Canteen;
- (iv) Rest room;
- (v) Latrine and urinals;
- (vi) Drinking water;
- (vii) Crèche
- (viii) Medical Facilities;
- (ix) First aid.

(If the answer is 'Yes', state briefly nature/standards provided).

Place:.....

Date:.....

Signature of Contractor

Note: W

12.

FORM XXVII
[By Rule 18 (D)]

Half Yearly Return to be sent by the Contractor to the
Licensing Officer

Half-year Ending.....

(12) Remarks

- 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 the migrant workers employed on any day during the half-year:
 - (a) Date on which was employed of workers:

Men	Women	Children	Total
-----	-------	----------	-------
 - (b) No. of workers:
- 7. (i) Daily hours of work and spread over:
 - (ii) (a) Whether weekly holiday observed and on what day:
 - (b) If so, whether it was paid for:
 - (iii) No. 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
-----	-------	----------	-------
- Note: Wages shall not include wages for periods of outward and return journeys.
- 10. Amount of deduction from wages if any:

Men	Women	Children	Total
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- 11. Amount of displacement allowance paid:

Men	Women	Children	Total
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- 12. Amount of outward journey allowance paid:

Men	Women	Children	Total
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FORM-XXVIII

[See Rule 48 (2)]

Annual Return of the Principal Employer to be sent to the
Registering Officer

Year ending 31st December, 19...

1. Full name and address of the Principal Employer:
2. Name of the establishment:
 - (a) District:
 - (b) Postal Address:
 - (c) Nature of operation/industry/work carried on:
3. Full name of the Manager or persons responsible for supervision in control of the establishment.
4. Number of contractors who worked in the establishment during the year (Give details in Annexure).
5. Nature of work/operations on which the migrant workman was employed.
6. Total number of days during the year on which the migrant workman was employed.
7. Total number of mandays worked for by the migrant workman 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 mandays worked by the directly employed workmen.
11. Change, 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

(1) Name and address of the contractor	Period of Contract		(3) Nature of work	(4) Maximum no. of workers employed by each contractor	(5) Number of days worked	(6) Number of Mandays worked
	From	To				
(1)	(2)	(2)	(3)	(4)	(5)	(6)