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THE BEEDI WORKERS WELFARE FUND¹

RULES, 1978,

[25th September 1978]

In exercise of the powers conferred by Sec. 12 of ²[the Beedi Workers Welfare Fund Act, 1976]; the Central Government hereby makes the following rules, namely:

1. Vide G.S.R. 1232, dated 25th September 1978, published in the Gazette of India, Pt. II, Sec. 3 (i), dated the 7th October, 1978, pp. 2319-33,
2. Subs. by G.S.R. 703, dated 6th August 1982 (w.e.f. 21st August, 1982), published in the Gazette of India, Pt. II, Sec. 3(i), dated 21st August, 1982.

CHAPTER-I

General:

1. Short title and commencement:

- (1) These rules may be called the Beedi Workers Welfare Fund Rules, 1978.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definition:

In these rules, unless the context otherwise requires,-

- (1) “Act” means the Beedi Workers Welfare Fund Act, 1976 (62 of 1976)
- (2) “Advisory Committee” means an Advisory Committee constituted under Sec. 5 of the Act;

¹[(2-A) “the Agency” for the purposes of the provisions of the Act and Rules framed thereunder shall satisfy the following criteria, namely

- (a) It shall be a legal entity;
- (b) It shall have the necessary set up in the area in which project to provide welfare measures and facilities, is proposed to be undertaken and also gained the relevant experience for a minimum period of three years;
- (c) It shall have the objection to serve the social and economic, needs of the community as a whole and mainly the weaker sections and unorganised sections like beedi workers. It must not work on profit motive but on no profit no loss basis;
- (d) The activities of the agency shall be open to participation on by all citizens of India irrespective of the religion caste, creed, sex, race, place of birth or any of them;
- (e) It should have the necessary flexibility, professional competence and organisational skills to implement programme particularly in respect of unorganised work force;
- (f) it declares that it will adopt, constitutional and non-violent means for achieving its objections; and

- (g) It is committed to secular and democratic concepts and methods of functioning;]
- (3) “Central Advisory Committee” means a Central Advisory Committee constituted under Sec. 6 of the Act;
- (4) “Chairman” means the Chairman of an Advisory Committee or the Central Advisory Committee, as the case may be;
- (5) “Commissioner” means a Welfare Commissioner appointed by the Central Government under Sec. 3, for any State or States concerned;
- (6) “Form” means form in Schedule V;
- (7) “Fund” means the Beedi Workers Welfare Fund;
- (8) “Member” means a Member of an Advisory Committee or the Central Advisory Committee, as the case may be;
- (9) “Schedule” means a schedule appended to these rules;
- (10) “Section” means a section of the Act;
- (11) “Treasury” means by Government Treasury or sub-treasury.

1. Ins. by G.S.R. 750, dated 22nd September, 1989, published in Gazette of India pt. Sec. 3 (i) dated 7th October, 1989,

CHAPTER-II

Central Advisory Committee, Advisory Committees and Sub-Committees

3. Composition: -

(1) (a) The Central Advisory Committee shall consist of the following persons, to be appointed by the Central Government, namely:

¹[(i) The Labour Minister, Minister of State in the Ministry of Labour or the Deputy Labour Minister..... Chairman.]

(ii) The Director-General (Labour Welfare) or any other officer of a rank not lower than Joint Secretary in the Ministry of Labour shall be the Vice-Chairman, ex-officio;]

(iii) All Commissioners-ex-officio

(iv) Such number of persons to represent the owners of establishments, factories or contractors who are engaged in the manufacture of beedis as are equal in number to the aggregate of those provided in sub-clauses (ii) and (iii) to be appointed, after consultation with such organisations, if any, of the owners of beedi factories or establishments or contractors as may be recognized by the Central Government in this behalf,

(v) Such number of persons to represent the persons employed in the manufacture of beedis, employed by any establishment or factory directly or through any agency, employer or contractor as are equal in number to those provided in sub-clause (iv) to be appointed, after consultation with such organizations, if any, of the persons so employed, as may be recognized by the Central Government in this behalf;

(vi) A woman, if no woman has been appointed under sub-clause (iv) or sub-clause (v);

¹[(vii) A woman, if no woman has been appointed under sub-clause (v) or sub-clause (vi)]

(b) An officer of the Central Government shall be appointed by that Government as Secretary of the Central Advisory Committee and shall be entitled to attend and take part in the meetings of the Committee, but shall not be entitled to vote.

(2) (a) Each Advisory Committee constituted under Sec. 4 or Sec. 5 shall consist of the following persons, to be appointed by the Central Government, namely:

(i) The Chairman;

(ii) The Commissioners having jurisdiction in the State or States for which the Advisory Committee is constituted, who shall be the Vice-Chairman, ex-officio:

Provided that where more than one Commissioner is appointed to the Committee, the Central Government may appoint any one of them to be the Vice-Chairman;

(iii) One representative each of the concerned State Government or States Government, as the case maybe ex-officio;

(iv) A member of the State Legislature appointed in consultation with the Government or Governments of State or States concerned;

(v) Such number of persons to represent the owner of beedi establishments or factories or contractors who are engaged in the manufacture of beedis, as are equal to the aggregate of those provided in sub-clauses (ii) and (iii), to be appointed after consultation with the organizations of the owners of beedi establishments or factories or contractors, if any, as may be recognised by the Central Government in this behalf,

(vi) Such number of persons to represent the persons employed in the manufacture of beedis, as are equal to the aggregate of those provided in sub-clauses (ii) and (iii), to be appointed after consultation with the organisations of the persons so employed, if any, as may be recognised by the Central Government in this behalf;

(vii) A woman if no woman has been appointed under sub-clause (vi).

(b) An officer of the Beedi Workers Welfare Organisation of the State or States concerned shall be appointed as the Secretary of the Advisory Committee and the Secretary so appointed shall be entitled to attend and take part in the meetings of the Committee, but shall not be entitled to vote.

1. Subs. by G.S.R. 703, dated 6th August, 1982 (w.e.f. 21st August, 1982).

4. Term of office of members. -

(1) (a) A member (other than an ex-officio member) shall, unless he resigns his office or dies or otherwise vacates his office at an earlier date, hold office for a period not exceeding three years as may be specified by the Central Government in each case while making the appointment, from the date of publication in

the Official Gazette of the notification appointing him as a member of the Advisory Committee of the Central Advisory Committee, as the case may be, and shall be eligible for reappointment;

Provided that an outgoing member shall continue in office until the appointment of his successor is notified in the Official Gazette.

(b) An ex-officio member shall hold office during the pleasure of the Central Government.

(2) A member appointed to fill a casual vacancy shall hold office for as long as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.

¹[(3) If a member is unable to attend a meeting of the Central Advisory Committee or the Advisory Committee, then, in the case of a member appointed under sub-clause (iv) or sub-clause (v) of Cl. (a) of sub-rule (1) of rule 3 or under sub-clause (v) or sub-clause (vi) of Cl. (a) of sub-rule (2) of that rule, the Central Government may, in consultation with represented by him in the Central Advisory Committee or the Advisory Committee, as the case may be, depute a member in his place to attend the meeting, and in other cases may nominate a substitute in his place to attend the meeting and such deputed or nominated member shall have all rights of a member in respect of that meeting.]

1. Subs. w.e.f 21st August 1982) 5 for sub-rule (3)

5. Resignation. –

(1) A non-official member other than the Chairman of an Advisory Committee may resign his office by writing under his hand addressed to the Chairman.

(2) The Chairman of an Advisory Committee may resign his office by writing under his hand addressed to the Central Government.

(3) The resignation shall take effect from the date of its acceptance or on the expiry of thirty days from the date of its receipt by the Chairman or, as the case may be, by the Central Government, whichever is earlier.

6. Absence from India. –¹[*] Before a non-official member leaves India he shall intimate to the Chairman the date of his departure from and the date of his expected return to India, and if he intends to be absent from India for a period longer than six months, he shall tender his resignation.

2 [* * *]

1. **Sub-rule (1) of rule 6 to be read as rule 6, vide G.S.R. 703, dated 6th August 1982 (w.e.f. 21st August, 1982).**
2. **Sub-rule (2) omitted by G.S.R. 703, dated 6th August 1982).**
7. **Vacation of office.** - A non-official member shall be deemed to have vacated his office-
 - (a) If he becomes of unsound mind or is declared insolvent; or
 - (b) If he is convicted for any offence which in the opinion of the Central Government involves moral turpitude; or
 - (c) If he is absent from three consecutive meetings of the Advisory Committee or the Central Advisory Committee, as the case may be, without leave of absence from the Chairman; or
 - (d) If, in the opinion of the Central Government, it is not desirable that he should continue to be a member of the Advisory Committee or the Central Advisory Committee, as the case may be;
 - (e) In the case of a member of a State Legislature, on his ceasing to be member of such State Legislature;

If he ceases to represent the interest for representing which he was appointed.

8. **Allowances payable to members:** -A non-official member, including a non-official co-opted member or invitee shall be entitled to receive travelling allowance and daily allowance as specified in Sch.1.

CHAPTER-III

PROCEDURE RELATING TO MEETINGS:

9. **Disposal of business:** -

(1) Every question which an Advisory Committee or the Central Advisory Committee is required to take into consideration shall be considered either at a meeting, or if the Chairman so directs, by sending the necessary papers to every member for opinion:

Provided that the papers are sent to the members by registered post with acknowledgment due and with the request that the views of the members should reach the office of the Advisory Committee or the Central Advisory Committee, as the case may be, within a specified period.

Provided further that the papers will not be sent to a member who is absent from India.

(2) When a question is referred to the members for opinion by sending papers, any member upon the member may request that the question be considered at a meeting and thereupon Chairman may, and if the request is made by three or more members shall direct that it be so considered.

(3) If not less than three members of an Advisory Committee or the Central Advisory Committee request the Chairman to refer any matter to the Committee, the Chairman shall refer that matter to it accordingly.

¹[10. Time place and date of meetings: -An Advisory Committee or the Central Advisory Committee shall meet at least once a year at such places and on such date and at such times as may be appointed by the Chairman.]

1. Subs. by G.S.R. 703, dated 6th August, 1982, for rule 10 (w.e.f 21st August, 1982).

11. Notice of meetings and list of business:

(1) Notice shall be given to every member present in India of the time and place fixed for each ordinary meeting at least fifteen days before such meeting and every member shall be furnished with a list of business to be considered at the meeting.

(2) (a) An ¹[urgent] meeting of an Advisory Committee or the Central Advisory Committee may be called by the Chairman thereof to discuss matters on which a decision had to be taken immediately.

(b) Notice shall be given either by registered post or by telegram or in person, to every member present in India, of the place, time and date of an ²[urgent] meeting at least four days before such meeting and every member shall be furnished with a list of business to be considered at the meeting.

(3) No business which is not included in the list shall be considered at a meeting without the permission of the Chairman.

1. Subs. by G.S.R. 703, dated 6th August, 1982 (W.e.f. 21st August, 1982). for the word “emergency”.

2. Subs. by G.S.R. 703, dated 6th August, 1982, for rule 10 (w.e.f 21st August, 1982).

12. **Presiding at meeting.** -The Chairman shall preside at every meeting at which he is present and in his absence the Vice-Chairman shall preside.

13. **Quorum.** -No business shall be transacted at a meeting (whether it be an ordinary or emergency meeting) of an Advisory Committee or the Central Advisory Committee unless at least one-third of the total number of members of the Advisory Committee or the Central Advisory Committee, as the case may be, having the right to vote are present and at least one of the members so present is the Chairman or the Vice-Chairman:

Provided that if at any meeting less than one-third of the total number of members are present the Chairman or in the absence of Chairman the Vice-Chairman may adjourn the meeting to a date not less than seven days from the date of the meeting, informing the members present and sending registered notice to the other members that he proposes to dispose of the business at the adjourned meeting irrespective of the quorum and it shall thereupon be lawful to dispose of the business at the adjourned meeting whether there is quorum or not.

14. **Recommendation by majority.** –

(1) Every question at a meeting of the Advisory Committee or the Central Advisory Committee shall be decided by a majority of votes of the members present and voting on that question, but the minority shall in all cases have the right of requiring their dissent to be noted.

(2) Every question referred to the members for opinion shall, unless the Chairman in pursuance of sub-rule (2) of rule 9 reserves it for consideration at a meeting, be decided in accordance with the opinion of the majority of members recording opinion within the time specified.

(3) In the case of an equal division of votes or opinion the Chairman shall have an additional or casting vote whether the matter is considered at the meeting of the Central Advisory Committee or the Advisory Committee or by sending the papers for the opinion of members.

15. **Minutes of meeting.** -The proceedings of each meeting of an Advisory Committee or the Central

Advisory Committee shall be circulated to all members present in India, as soon as may be after the meeting, and shall be read out and confirmed at the next meeting of the Committee, and shall be signed by the Chairman or as the case may be, the Vice-Chairman or other person presiding at such next meeting and shall thereafter be recorded in a minute book, which shall be kept for permanent record.

16. Headquarters of an Advisory Committee or the Central Advisory Committee. -The headquarters of the Central Advisory Committee shall be in New Delhi and the headquarters of an Advisory Committee shall be at such place or places as may be fixed by the Central Government from time to time.

17. Executive of an Advisory Committee. -¹[* * *] The Welfare Commissioner shall be the Chief Executive of an Advisory Committee and exercise the executive functions of the Committee on its behalf.

² [* * * *]

1. Sub-rule (1) of rule 17 to be read as rule 17, vide G.S.R. 703, dated 6th August 1982 (w.e.f. 21st August, 1982).

2. Sub-rule (2) omitted by ibid.

18. Staff powers of the Commissioner. -The Commissioner may authorize the staff of the Advisory Committee to give assistance to any member of an Advisory Committee or of a sub-committee of the Advisory Committee or to any other authority exercising executive or advisory functions in connection with the Act.

19. Conditions of service of persons appointed under Sec. 8: -Persons appointed under Sec. 8 shall be governed by such rules relating to the terms and conditions of service as are applicable to the Central Government servants.

20. Schemes of expenditure. –

(1) The Commissioner shall have power subject to the provision in the sanctioned budget, to incur expenditure on administrative staff and welfare schemes:

Provided that: -

(i) He shall have no powers to sanction any Scheme, not included in the budget, if it involves expenditure

exceeding Rs. 50,000 non-recurring and Rs. 5,000 recurring a year; and (ii) any new schemes within these limits shall require the approval of the Finance Sub-Committee before any expenditure on it is incurred.

(2) The Commissioner may sanction, without reference to the Advisory Committee expenditure on contingencies, supplies and services and purchases of articles required for the smooth and efficient running of the organisation under him, subject to financial provision in the sanctioned budget and to the condition that the expenditure on any single object or service shall not exceed Rs. 4,000 non-recurring and Rs. 800 recurring.

Powers of Advisory Committees

21. Budget. –

(1) The annual budget as prepared by the Commissioner in consultation with the Finance Sub-Committee shall be considered by the Advisory Committee concerned each year and thereafter a copy of the budget as approved by the Advisory Committee, shall be forwarded not later than the 1st day of October each year for sanction to the Central Government which may make such alterations therein as it considers necessary before according its sanction.

(2) The budget to be forwarded to the Central Government shall be accompanied by detailed self-contained notes explaining new schemes included therein.

22. Other matters to be considered by an Advisory Committee. –An Advisory Committee shall consider the budget and any other matter that may be laid before it by the Commissioner with the permission of the Chairman.

23. Committee to be informed of expenditure. –A memorandum setting forth any grant made of expenditure incurred since the last meeting shall be laid at each meeting of an Advisory Committee.

24. Finance sub-committee. –

(1) An Advisory Committee shall elect from among its members two persons of whom one shall be a person to represent owners of establishments or factories or contractors who are engaged in the manufacture of beedis and the other to represent the persons employed in the manufacture of beedis, to constitute a Finance Sub-Committee of which the Commissioner shall be additional member and Chairman.

(2) An Advisory Committee may at any time co-opt a person or persons to the Finance Sub-Committee and

any person so co-opted shall exercise all the powers and functions of a member of the Finance Sub-Committee, but shall not be entitled to vote and shall not solely by reason of being so co-opted be a member of the Advisory Committee.

(3) Notice of every meeting of the Finance Committee shall be sent to the Chairman of the Advisory Committee who may attend such meeting if he so desires, and if he does so attend, he shall, notwithstanding anything contained in sub-rule (1), preside at the meeting and shall be entitled to vote.

25. Duties of the Finance Sub-Committee. -The duties of the Finance Sub-Committee shall be to frame schemes of expenditure, to advise on the budget drawn up by the executive of the Advisory Committee and on the accounts of the Advisory Committee and also in regard to all expenditure and to consider all schemes referred to in Cl. (ii) of the proviso to rule 20.

26. Other sub-committees. -An Advisory Committee may, as and when considered necessary, constitute from its members, as many sub-committees as it may deem necessary for considering and reporting on such matters as may be specifically assigned to it.

27. Meeting of the Sub-Committee. -The meetings and proceedings of the Finance Sub-Committee and any other sub-committees, which may be constituted under rule 26, shall be governed by the provisions herein contained for regulating the meetings and proceedings of an Advisory Committee in so far as the same are applicable.

CHAPTER-IV

Grants and Welfare Standards

28. Grants. –

(1) In each case in which a grant is made by or with the approval of the Central Government to a State Government a ¹[local authority agency,] the owner of an establishment or factory or contractor engaged in the manufacture of beedis, in aid of any scheme approved by the Central Government for the purposes of the Act, the Central Government may impose conditions necessary for ensuring-

(a) That the work for which the grant is made is duly and promptly executed and the money is actually utilized for the purpose for which it is granted;

(b) That the data, on which the grant is calculated, are in accordance with facts

- (c) That any particulars, which the Central Government may from time to time require for the proper discharge of its responsibilities, are promptly supplied;
- (d) That all necessary, facilities for inspection are accorded to persons duly authorised by the Central Government for the purpose of satisfying itself that the provisions of Cl. (a) are complied with or for checking the correctness of any particulars supplied under Cl. (c) or for the collection of any such particulars;
- (e) That proper accounts of the money granted are kept and are submitted for audit by such persons as the Central Government may authorise in this behalf;
- (f) That an additional statement of accounts together with a certificate of a Registered Accountant or other recognised body of auditors to effect that the accounts are correct, is furnished by the grantee; and
- (g) That the labour employed on regular basis and that employed on contract basis are given ²[same] welfare facilities.

(2) Before making a grant to a State Government, ¹[local authority agency,] or the owner of establishment or factory or contractor who is engaged in the manufacture of beedis, the Central Government shall require such State Government, local fulfillment of the conditions imposed by the Central Government under sub-rule (1).

(3) It shall be the condition of every bond executed under sub-rule (2) that in the vent of the State Government ¹[local authority agency,] or owner of the establishment or factory or contractor violating any condition imposed under sub-rule (1) such State Government ¹[local authority agency,] or owner or contractor shall be liable to pay to the Central Government a sum not exceeding the amount paid as grant by way of penalty in addition to the refund of the entire remaining grant, and where the amount of penalty and the remaining grant is huge, payment may be allowed in two or three installments.

1. Subs by G.S.R. 750, dated 22nd September, 1989

2. Subs by G.S.R. 703, dated 6th August 1982, (w.e.f. 21st August, 1982) for the words “similar”.

29. Standard of dispensary or Hospital Services: –

(1) The standard of dispensary service to be provided by owners of establishments or factories or

contractors who are engaged in the manufacture of beedis for the purpose of getting the grant-in-aid envisaged in Cl. (c) of sub-section (1) of Sec. 4 of the Act shall be as specified in Sch. II, hereinafter in the rule and in rules 30 and 31 referred to as the prescribed standard.

(2) There shall be maintained an independent dispensary or hospital at the site of each establishment or factory engaged in the manufacture of bee & according to the prescribed standard:

Provided that a common main dispensary may be maintained for several establishments or factory engaged in the manufacture of beedi with branch dispensaries attached to each establishment or factory engaged in the manufacture of beedi subject to the following conditions, namely:

(i) The common main dispensary shall maintain the standards prescribed for the aggregate number of workers of all the establishments or factories engaged in the manufacture of beedis served by it or the standard maintained by it during the year 1975, whichever is higher:

(ii) Every branch dispensary shall have a qualified doctor and a qualified pharmacist (compounder);

(iii) The common main dispensary shall be so situated that none of the establishment or factory engaged in the manufacture of beedis served by it is more than fifteen kilometers away from it; and

(iv) The common main dispensary shall maintain an ambulance van for taking serious cases of injury and sickness from the branch dispensaries to the common main dispensary.

(3) The Commissioner may, if he is satisfied that any dispensary or hospital is being efficiently run and served the purpose for which it is established, waive any of the requirements specified in the prescribed standard:

Provided that no such dispensary or hospital shall contain any room other than a store room which is less than four metres by three metres in area:

Provided further that a Registered Medical Practitioner may be appointed to be in-charge of a dispensary, catering to more than 250 workers, only if he has ten years experience as medical officer in independent charge of a dispensary.

30. Inspection. -The dispensary services maintained by establishments or factories or contractors engaged in the manufacture of beedis shall be inspected at intervals not exceeding one year by such medical or other

officer as may be authorised by the Commissioner for the purpose or by the Commissioner himself whenever he considers it necessary and the inspecting officer or the Commissioner, as the case may be, shall, if the dispensary conforms to the prescribed standard issue a certificate in Form 'A', which shall be valid for a period of one year from date of issue.

31. Submission of periodic returns. -Every owner or contractor, engaged in the manufacture of beedis, who maintains a dispensary service according to the prescribed standard shall submit to the Commissioner:

- (i) In January and July of each year a statement showing the total number of persons employed by him in the manufacture of beedis during the preceding six months; and
- (ii) In January of each year a certified statement of expenditure incurred on the dispensary during the preceding twelve months.

32. Standard of maternity centre: -

- (1) The standard of maternity centre to be provided by owners or contractors who are engaged in the manufacture of beedis for the purpose of getting the grants-in-aid envisaged in Cl. (c) of sub-section (1) of Sec. 4 of the Act shall be as specified in Sch. III, hereinafter in this rule and as in rules 33,34 and 35 referred as the prescribed standard.
- (2) There shall be maintained an independent maternity centre at each establishment engaged in the manufacture of beedis according to the prescribed standard:

Provided that a common main maternity centre may be maintained for several establishments or factories engaged in the manufacture of beedis with branch maternity centre attached to each establishment or factory engaged in the manufacture of beedis subject to the following conditions, namely:

- (i) The common main maternity centres shall maintain the prescribed standard for the aggregate number of workers of all the establishment or factories engaged in the manufacture of beedis served by it or the standard maintained by it during the year 1975, whichever is higher;
- (ii) Every branch maternity centre shall have a qualified doctor and a qualified compounder ;
- (iii) The common main maternity centre shall be so situate that none of the establishments manufacturing beedi served by it is more than fifteen kilometers away from it; and

(iv) The common main maternity centre shall maintain an ambulance van for taking serious cases from the branch maternity centres to the common maternity centre.

(3) The Commissioner may, if he is satisfied that a maternity centre is being efficiently run and serves the purpose for which it is established, waive any of the requirements specified in the prescribed standard:

Provided that the functions of a lady health visitor may be performed by a fully qualified and registered mid-wife, who has not less than ten years experience as a midwife:

Provided further that a lady medical licenciate may be appointed to be in-charge of a maternity centre catering to more than 1,000 workers if she has ten years experience as a medical officer in independent charge of a maternity centre.

33. Inspection. -The maternity centre maintained by owners of establishments or factories or contractors engaged in the manufacture of beedis shall be inspected at intervals not exceeding one year by such medical or other officers as may be authorised by the Commissioner for the purpose or by the Commissioner himself whenever he considers it necessary and the inspecting officer or the Commissioner, as the case may be, shall, if the centre conforms to the prescribed standard, issue a certificate in Form 'B' shall be valid for a period of one year from the date of issue.

34. Submission of periodic returns. -Every owner of an establishment or factory or a contractor engaged in the manufacture of beedis who maintains a maternity centre according to the prescribed standard shall submit to the Commissioner in January of each year a certified statement of the expenditure incurred on the maternity centre during the preceding twelve months.

35. Extent of grant-in-aid. -Every owner of an establishment or factory or a contractor engaged in the manufacture of beedis who maintains a dispensary or a maternity centre for the benefit of workers employed in his establishment which conforms to the prescribed standard under the rule 29 or 32, as the case may be, and is subject to inspection under rule 30 or rule 33, as the case may be, if he desires, to carry on improvements on the facilities existing on the 1st April, 1976, be eligible for such grant-in-aid in respect of non-recurring expenditure on such improvement as the Central Government may decide, subject to the condition that it shall not exceed 50 percent of the said expenditure.

36. Standard of facilities for education and recreation: –

(1) The standard of facilities for education and recreation of workers to be provided by owners of establishment or factories or contractors who are engaged in the manufacture of beedis for the purpose of

getting grant-in-aid as envisaged in Cl. (c) of sub-section (1) of Sec. 4 of the Act shall be as specified in Sch. IV hereinafter in this rule and in rules 37, 38 and 39 referred to as the prescribed standard.

(2) There shall be maintained an independent welfare centre at each establishment or factory engaged in the manufacture of beedis according to the prescribed standard.

(3) The Commissioner may, if he is satisfied that the centre is being efficiently maintained and serves the purposes for which it is established, waive any of the requirements specified in the prescribed standard.

37. Inspection. -The welfare centre maintained by owners of establishments or factories or contractors engaged in the manufacture of beedis shall be inspected at intervals not exceeding one year by such officer as may be authorised by the Commissioner for the purpose or by the Commissioner himself whenever he considers it necessary and the inspecting officer or the Commissioner, as the case may be, shall, if the centre conforms to the prescribed standard, issue a certificate in Form 'C' which shall be valid for a period of one year from the date of issue.

38. Submission of periodic returns: -Every owner of an establishment or factory or contractor engaged in the manufacture of beedis, who maintains a welfare centre according to the prescribed standard shall submit to the Commissioner-

(i) Immediately on the establishment of the welfare centre, adequate proof to the satisfaction of the Commissioner showing the capital expenditure incurred on the construction and equipment of the welfare centre; and

(ii) In January, each year a certified statement of the expenditure incurred on the welfare centre during the preceding twelve months:

Provided that the statement shall not include expenditure, if any, incurred on repairs and replacements.

39. Extent of grant-in-aid: -Every owner of an establishment engaged in the manufacture of beedis, who maintains a welfare centre for the benefit of the workers employed in his establishment which conforms to the prescribed standard under rule 36 and is subject to inspection under rule 37 be eligible to a grant-in-aid which shall not exceed 50 percent of the amount spent by the owner of the establishment in the construction and equipment of the welfare centre subject to the maximum of Rs. 10,000.

MISCELLANEOUS

40. Statistic and other information. –

¹[(1)

(a)] The owner of an establishment, factory or contractor engaged in the manufacture of beedis maintain such registers as the Central Government may specify and shall also furnish such statistics and other information as that Government or any person so authorised may, by written order, require for the purposes of the Act, in Form ‘D’ and within such time (being not less than thirty days from the date on which the order is served on the person concerned), and in such manner, as may be specified in the order.

²[(1) (ab)

The agency shall maintain such registers as the Central Government may specify and shall also furnish such statistics and other information as that Government or any person so authorised may by written order, require for the purposes of the Act, in Form ‘D’ within such time (being not less than 30 days from the date on which the order is served on the person concerned), and in such manner, as may be specified in that order.]

(2)(a) The Commissioner may require the executive authority of any local body, such as, Municipality, District Board, Panchayat Boards, Block Development Units in any State or Union territory where persons are engaged in the manufacture of beedis to prepare a register of beedis workers residing within the jurisdiction of that authority.

(b) The registers referred to in Cl. (a) shall contain the following particulars relating to the beedi workers in the area under the jurisdiction of the local authority:

- 1. Name
- 2. Age
- 3. Sex
- 4. Address
- 5. Place of work
- 6. Distance of place of work from their residence
- 7. Name of person or establishment by whom employed

8. Name of the trade work holder.

(c) Officers deputed by the Commissioner shall be afforded all necessary facilities by the owners and local authorities to collect statistics or other information from the register referred to in Cl. (a) for the purpose of the Act.

(3) Any owner of an establishment or factory or contractor engaged in manufacture of beedis who, without reasonable excuse fails to furnish the statistics or other information required under sub-rule (1) or furnished statistics or other information containing a statement, entry or detail which is not to the best of his knowledge or belief true or any executive authority enumerated under sub-rule (2), who without reasonable excuse, fails to prepare a register as required under that sub-rule shall be punishable with fine which may extend to Rs. 500.

1. Original sub-rule (1) renumbered as “(1) (a)” by G.S.R. 750, dated 22nd September 1989.

2. Ins. By G.S.R. 750, dated 22nd September, 1989.

41. Identity card. –

¹[(1)] The owner of an establishment, factory or contractor engaged in the manufacture of beedi shall issue to every employee an identity card in Form ‘E’ on which a photograph of worker would also be affixed.

²[(2) Any owner of an establishment, factory or contractor engaged in the manufacture of beedis who without reasonable cause fails to issue to any employee an identity card as required under sub-rule (1) shall be punishable with fine which may extend to two thousand rupees.]

1. Re-numbered by G.S.R. 750, dated 22nd September 1989.

2. Ins. by ibid.

SCHEDULE-I

TRAVELLING AND DAILY ALLOWANCES

A. Non-officials other than members of Parliament and State Legislature.

(a) Travelling allowance.

(1) **Journey by rail:** -Normally, a member should travel by first class by rail and in respect of such journeys, he shall be entitled to first class rail-fare.

¹[Provided that the Central Government may allow a member to travel by air conditioned coach where this concession is, in the opinion of the Central Government, justified due to any special consideration indicated by the member.]

1. Subs. by G S. R 703, dated 6th August, 1982 (w.e.f. 21st August, 1982) for the proviso and paragraph (a), (b) and (c).

(2) **Journey by road: -**

(i) In the respect of journeys by road between places not connected by rail, a member shall be entitled to road mileage at 60 paise per kilometre for travel in his own car or full taxi or 20 paise per kilometre for travel on motor cycle or scooter.

(ii) Where journey between two places by rail is performed by road, he will be entitled to the- prescribed road mileage- limited to First Class fare by rail:

Provided that, wherein an individual case, the Central Government is satisfied that the journey by road was performed in public interest, full road mileage allowance may be allowed without restricting it to rail fare.

(3) **Journey by sea or by river steamer.** -In respect of journeys by sea or by river steamer, a member will be entitled to one fare at the lowest rate ("elusive of diet) of the highest class of accommodation.

(4) **Journey by air. –**

(i) Air travel shall not be permitted as a matter of course and each case will be examined on merits by the

Central Government and permission for air-travel granted only if it could be certified that air-travel is urgent and necessary in public interest.

(ii) A member when authorised to travel by air shall be entitled to travel by Economy (Tourist) class where two classes of accommodation, that is, First and Economy (Tourist) class accommodation, are available on the airlines.

(iii) In cases where air-travel is authorized, a member will be entitled to one standard air-fare.

NOTE. -Every member is required to purchase return ticket, wherever it is available, when it is expected that the return journey can be performed before the expiry of the period for which return ticket is available and the millage allowance for the forward and the return journeys when such return ticket is available shall be the actual cost of the return ticket.

1[* * *]

(b) Daily allowance. -Daily allowance for the entire absence from headquarters will be regulated as follows:

(1) Full daily allowance may be granted for each completed calendar day of absence from headquarters reckoned from midnight.

(2) For absence from the headquarters for less than twenty-four hours the daily allowance will be admissible at the following rates:

(i) If the absence from the headquarters does not exceed six hours, 30 percent of the full daily allowance;

(ii) If the absence from the headquarters exceeds six hours but does not exceed twelve hours, 50 percent of the full daily allowance;

(iii) If the absence from the headquarters exceeds twelve hours, full daily allowance shall be paid.

(3) In case the period of absence from headquarters falls on two calendar days, it is reckoned as two days

and the daily allowance shall be calculated for each day as above and daily allowance for days of departure from and arrival at headquarters will also be regulated in the manner specified above.

(4) The rate of daily allowance will be as follows:

(A) When the member avail% of Government or public sector Guest House facilities or makes his own arrangements.

(1)	(2)	(3)
Ordinary localities	Cities of Delhi, Shimla and Madras, the whole the Union of Territory of the Lakshadweep and the whole of Jammu and Kashmir.	Bombay, Calcutta, Darjeeling Districts (except Silliguri subdivision) and Darjeeling town/ NEFA area beyond inner Line/Naga Hills, Tuensang Area beyond Inner Line-Spiti and Lahaul area of Punjab/ Chini Tahsil Parganas of Dassan/Antharabis and Pandarabis of Rampur Tehsil/Dodra Kavar of Rohru Tehsil in the District of Mahasu, Pangi sub- Tehsil of Chamba District.
Rs. 21	Rs. 23.00	Rs. 28.00

(B) When the member stays in a hotel or other establishments providing board or lodging or both at Scheduled Tariffs.

1	2
Cities of Delhi, Simla and Madras, the whole of the Union Territories of Laksh-idweep and the whole of Jammu and Kashmir.	Bombay, Calcutta, Darjeeling District (except Siliguri sub-division and Darjeeling town NEFA, area, beyond the Inner Line/Spiti and Lahaul area of Punjab/Chini Tehsil Parganas of Dassan/Antharabis and Pandarabis of Rampur/Dodra Kanwar of Rohru Tehsil in the District of Mahasu, Pangi sub-lehsil of Chamba District.
Rs. 40	Rs. 50

(5) Whenever the claim for daily allowances is preferred with reference to the rates at (B) on pre-page -At should be accompanied by a certificate in the following terms and the vouchers in support of the stay in the hotel or establishment should be annexed to the T. A. claim.

1. **Second note omitted by G.S.R. 703 dated 6th August, 1982 (w.e.f. 21st, August, 1982).**

CERTIFICATE

“Certified that I stayed from

(Date)

to.....

(Date)

(Name of Hotel/Establishment)

at.....which provided board/lodging,

(Name of place)

at Scheduled Tariffs.”

If he is provided with free board and lodging, he shall draw only 1/4th of the daily allowances for the day or days. If he is provided with only free board, he will draw 1/2 Daily Allowance for that (these) day (s). If he is provided with only free lodging, he shall draw 3/4th Daily Allowances for that (those) day(s).

(6) For the time spent on journey only ordinary rate of allowance as in the Table at (A) above shall be admissible.

(7) When the total absence from headquarters is partly spent in journeys in ordinary locality and partly in extensive locality, the total number of daily allowance above will first be calculated. From this, the number of daily allowance for halt in expensive locality, for which daily allowance from at the special rate will be allowed, will be deducted. The remaining of daily allowance will then be calculated at ordinary rate prescribed in column I of tire Table at (A) above.

The allowances under this rule shall be admissible only on production of a certificate by the members concerned to the effect that they have not claimed or drawn travelling or daily allowance in respect of the journeys and halts from any other source.

B. MEMBER OF PARLIAMENT

(a) Travelling allowance. –

(1) In respect of journeys performed by rail, road, air and steamer, a Member of Parliament will be entitled to travelling allowance on the same scale as is admissible to him under Sec. 4 of the Salaries and Allowance of Members of Parliament Act, 1954 (30 of 1954).

(2) A Member of Parliament will ordinarily travel by rail utilizing the free first class rail pass issued to him. He may also travel by air at his discretion. Air travel should not, however, be resorted to as a matter of course and in exercising his discretion the Member should take into account factors like urgency of work, distance to be traveled, time at his disposal, etc., and where two classes of accommodation, i.e. First and Economy (Tourist) Class accommodation are available on the air-lines, a Member of Parliament may travel by First Class.

(b) Daily allowance. –

(1) He would be entitled for each day of the meeting daily allowance at the rate of Rs. 51.

(2) In addition to the daily allowance for the day (s) of the meeting, a member shall also be entitled to full daily allowance for the day preceding and/ or the day following the meeting, if (i) he arrives in the forenoon of the day preceding the day of the meeting or an earlier day, or (ii) he departs at 12 noon or in the afternoon of the day following the day of the meeting or on a later day:

Provided that he will be entitled to only half daily allowance for the day preceding or for the day following the meeting if, -

- (i) He arrives at 12 noon or in the afternoon of the day of the meeting and/or
- (ii) He departs in the forenoon of the day following the day of the meeting.

C: MEMBERS OF THE STATE LEGISLATURE

The travelling allowance and daily allowance payable to members of the State Legislatures shall be the same as are admissible to them under the rules regulating the T.A. and D.A. payable for attending the meetings of the State Legislatures or any committees thereof.

NOTE. -The travelling and daily allowance shall be admissible only on production of a certificate by the members concerned to the effect that they have not claimed or drawn travelling or daily allowances in respect of the journey and halts from any other source.

SCHEDULE II

Standard of Dispensary Services

(See rule 29)

1. Building.

1. ¹(Dispensary catering for 1,000 workers or less-Four rooms to be used as follows]

- (i) Consulting room (5 metres X 4 metres).
- (ii) Dressing room (5 metres X 4 metres).
- (iii) Dispensary and store room (5 metres X 4 metres). Covered waiting accommodation-15 square metres. Two latrines (flush type) each 2 metres X 3 metres.

²[(iv) Minor operation room (5 metres X 4 metres).]

2. Dispensary catering for 1,001 to 2,000 workers-Six rooms to be used as follows:

- (i) Consulting room for males (5 metres X 4 metres).
- (ii) Consulting room for females (5 metres x 4 metres).
- (iii) Minor operation room (5 metres X 4 metres).
- (iv) Dispensary room (5 metres X 4 metres).
- (v) Laboratory room (15 to 18 square metres).

- (vi) Store room (5 metres X 4 metres).

Covered waiting accommodation-20 square metres. Two latrines (flush type) each 2 metres X 3 metres.

3. Dispensary catering for 2,001 workers or more-Nine rooms to be used as follows:

- (i) Consulting room for males (5 metres X 4 metres).
- (ii) Consulting room for females (5 metres X 4 metres).
- (iii) Minor operation room (5 metres X 4 metres).
- (iv) Dispensary room (5 metres X 4 metres).
- (v) Laboratory room (15 to 18 square metres).
- (vi) Dressing room (3 metres X 4 metres).
- (vii) Dark room (3 metres X 3 metres).
- (viii) Registration and Record Office room (15 square metres).
- (ix) Store room (5 metres X 4 metres).

Covered waiting accommodation- 25 square metres. Three latrines (flush type) each 2 metres X 3 metres.

Each dispensary shall provide emergency beds for treatment of simple and emergency cases at the rate of one bed for every 250 workers subject to a minimum of two beds, one for males and one for females. For the purpose separate room shall be provided for males and females. The rooms shall have air space of 18 cubic metres per bed and door and window space not less than one-third of the floor space with verandah 2-5 metres wide along the front of the room.

Establishments manufacturing beedi which have no provision for emergency beds on the lines mentioned above at their dispensaries at the commencement of the Beedi Workers Welfare Fund Rules (1970) may within a period of three years from such commencement provide for such beds. These establishments which fail to provide emergency beds within such period shall not be entitled to any subsidy thereafter even if they may be

otherwise qualified for it.

1. Subs. by G.S R. 703, dated 6th August, 1982 (w.e.f. 21st August, 1982) for the words, Dispensary catering for 1.000 workers or less-Three rooms to be used as follows”.
2. **Subs. by G.S R. 703, dated 6th August, 1982 (w.e.f. 21st August, 1982),**

II. STAFF.

1. Dispensary catering for 250 workers or less:

Registered Medical Practitioner	1	
Auxiliary Nurse Midwife.	1	(Whole-time)
Compounder-cum-Dresser	1	
Sweeper	1	
2. Dispensary catering for 250 to 500 workers:

Registered Medical Practitioner	1	
Auxiliary Nurse Midwife.	1	(Whole-time)
Compounder-cum-Dresser	1	
Sweeper	1	
3. Dispensary catering for 501 to 1,000 workers:

Registered Medical Practitioner	1	
Auxiliary Nurse Midwife.	1	
Compounder-cum-Dresser	1	(Whole-time)
Sweeper	1	
Attendants	2	
Cook	1	
4. Dispensary catering for 1001 to 2,000 workers:

Registered Medical Practitioner	1	
Compounder	1	
Dresser	1	
Auxiliary Nurse Midwife	1	(Whole-time)
Nurse	1	
Sweepers	2	
Attendants	4	
Cook	2	
5. Dispensary catering for 2,000 workers or more:

Registered Medical Practitioner	1	
Compounder	1	

Dressers	2	
Auxiliary Nurse Midwife	1	(Whole-time)
Nurse	1	
Sweepers	2	
Attendants	4	
Cook	2	

II. List of Drugs, Surgical Equipments, Dressings, etc., for Dispensary

A. DRUGS

1. Acid Acetic.
2. Acid Boric.
3. Acid Carbolic.
4. Acid Salicylic.
5. Aqua Distillata.
6. Ammon Carb.
7. Asiprin.
8. Acriflaving or other anticeptic-dye.
9. Benedict's solution.
10. Calcium lactate.
11. Copper sulphate.
12. Calamina Prepareate.
13. Cod Liver Oil.
14. Ephedrine Hydroblor (1/2 gr. tab.)
15. Ether.
16. Esct. Glycrr. Liq.
17. Ferri Sulph.
18. Ferriot Ammoni citras.
19. Glucose.
20. Glycerine.
21. Gum Acacia.
22. Hydrag ammoniata.
23. Hydrag oxide flava.
24. Ethyol.
25. Kaoline.
26. Lint saponis.
27. Liq. Ammon acetate.
28. Liq. Plumbi subacet as frot.
29. Lysol.
30. Mag Oxide Powder or Mag-Trisillicate.
31. Mag. Sulph.
32. Menthol.
33. Multi vitamin tab.
34. Oil Ricini.

35. Oil Menth pip.
36. Oil Olive or Oil of arachis.
37. Paludrine tabs.
38. Pheno Barbitone
39. Pot Bromide.
40. Pot Citrate
41. Pot. Iodite.
42. Pot. Permanganate.
43. Protargol or Argyrol.
44. Pulv. Ipecas co.
45. Pulv. Quinine sulph.
46. Sodi Bicarb.
47. Sodi Salicylate.
48. Spt. Ammon. Aromat.
49. Sodi Chloride.
50. Spt. Metbyl.
51. Spt. Bect.
52. Sulphanilamide or Sulphadiazine tablets.
53. Sulphaguanidine.
54. Sulphalinamide powder.
55. Tab. Digozine or Pill Digitalis Co. B. P. C.
56. Tabs. Laxative Co. B. P. C.
57. Tetractorethylene.
58. Tinct. Belladonna.
59. Tinct. Benxoin Co.
60. Tinct. Oppl camphorate.
61. Tinct. Card Co.
62. Tinct. Hyoscyamus.
63. Tinct. iodine.
64. Ung. Sulphuric B. P. C.
65. Vaseline.
66. Vin Ipecac or tinct/or lip.
67. Zinc Oxide.
68. Adrenalin Hydrohloride Liquor (1,000).
69. Coramine or Nikethmide.
70. Emetine Hydrochlor (amp or tab.).
71. Gr. 1.
72. Gr. 1/2.
73. Injection Quinine Gt. 10.
74. Percaine Hydrochlor or Novocain 2 percent amp.
75. Serum Anti-venum.
76. Serum Tetanus anti-toxin 1,500 units.
77. Soluseptasine or other injectable sulphamide.
78. Tab. Atropine (1/100 gr.)
79. Tab. Morphine (1/60 mg).
80. Penicilin 1,00,000 unit ampoules or 4,00,000 unit ampoules.
81. Streptomycine.
82. 90 P. A. S.
83. Isonicotinic Acid Hydrazide

84.	Introdex.	
85.	Dextrose and sodium chloride injection U. S. P. in transfusion bottles.	
86.	Distilled water ampoules.	
87.	Liquid paraffin.	
88.	Vinegars.	
89.	Tenamus Toxoid.	
90.	Inj. Decadron.	
91.	Inj. Avil.	Life-saving drugs.
92.	Tetracycline Cap.	
93.	Ch-loremphenicol Cap.	
	Chloremycetin Cap.	Broad spectrum antibiotics
94.	Chlorostrop Cap.	
95.	Vit. B. Complex tab.	
96.	<u>Ini</u> Vit. B. Complex	Medicines generally required
97.	Inj: Vit. B. 12.	

B. - DRESSING

			Number
1.	Bandage, roller 15 cm.	6	6
2.	Bandage, roller 10 cm.	6	6
3.	Bandage, roller 8 cm.	6	6
4.	Bandages Triangular	6	6
5.	Cotton wool	450 gms.	450 gms.
6.	Gauge meter each	6	12
7.	Lint... ..	100 gms.	100 gms.
8.	Plaster of paris bandago10 cm.	-	6
9.	Plaster of paris bandago 8cm..	-	6

10.	Strapping adhesive 12 roller	1	1
11.	Strapping adhesive 2 roller	1	1
12.	Strapping adhesive 3 roller	1	1
13.	Burn Dressing ..	6	12

C. Medical and Surgical Requirements

1.	Basin 35 cm.	1	1
2.	Bowls E. 3.5cm.	1	1
3.	Bowls E. 4.5 cm.....	1	1
4.	Catheter rubber (size 8 & 10).	2	2
5.	Cap feeding	1	2
6.	Douche can with fittings	1	1
7.	Drums dressing	1	1
8.	Examination lamp	1	1
9.	Forceps artery	2	2
10.	Forceps Cheatle	1	1
11.	Forceps Disecting toothed ..	1	1
12.	Forceps Disecting plain	1
13.	Hammer percussion	1	1
14.	Jug measure	1	1
15.	Lancet vaccination	1
16.	Mirror Forehead	1
17.	Needle aneurysm	1
18.	Needle sature assorted		
19.	Probe	6	6
20.	Razor Safety	1	1
21.	Roger's cholera apparatus or apparatus intravenous	1	1
22.	Stethoscope	1	1
23.	Syringes 2 c.c. ..	1	1
24.	Syringes 10 c.c. ..	1	1
25.	Syringes 20 c.c. or above	1
26.	Spygmonanometer	1
27.	Speculam Nasal	1	1
28.	Speculam Aural	1 set	1 set
29.	Stone primus	1	1
30.	Scaples	1	2
31.	Skinner's mask	1
32.	Stretcher	1	1
33.	Syringes ear	1
34.	Spud eye	1
35.	Splint leg Thomas (medium)	1
36.	Splinting wire crammor	1
37.	Scissors straight Mayo	1
38.	Scissors straight both ends sharp	1
39.	Scriliser instrument portable	1
40.	Thermometers.	1	2

41.	Tongue depressor	1	1
42.	Tape measure	1	1
43.	Test type chart	1	1
44.	Tray dressing	1	2
45.	Tray kidney	1	2
46.	Tourniquet	1	1
47.	Undine	1	1
48.	Weighing machine	1	1
49.	Waterproof sheets of 2 meters	1	1
50.	Autoclave	1	1
51.	Stomach tube	1	1
52.	Mouth gag	1	1
53.	Cat gut (assorted numbers)	6 tubes	12 tubes
54.	Silk work gut or nylon thread	3 metres	6 metres
55.	Sets of wooden splints 4, 1/2ft, 3 inches, 1ft, 6 inches.	1 set	2set
56.	Lifter	1	1
57.	Enamel bucket	1	1
58.	Stainless Steel dekchi 12 inch with cover	1	2
59.	Wooden board 7ft – 1 1/2ft – 1 inch	1	1
60.	Torch with spare cells.	1	1
61.	Stretcher	2	2
62.	Eye Cups	1	1

SCHEDULE- III

Standard of Maternity Centres.

(See rule 32)

1. Building

1.

Maternity Centres for an establishment manufacturing beedi, employing up to 1,000 workers

- | | | |
|--------|--|-----------------------|
| (i) | Consulting and office room | (5 metres X 4 metres) |
| (ii) | Labour room | -do- |
| (iii) | Annexe to the labour room for sterilizing | (3metres X 3metres) |
| (iv) | Dispensary room | (5 metres X 4 metres) |
| (v) | Store room | (3 metres X 3 metres) |
| (vi) | Ward for two beds | (5 metres X 4 metres) |
| (vii) | Bath rooms and latrines (flush) two | (2 metres X 3 metres) |
| (viii) | Annexure to the bath room for bathing babies | (2 metres X 3 metres) |
| (ix) | Washing room | - do - |
| (x) | Kitchen | - do - |
| (xi) | Covered waiting sheds | (15 square metres). |

NOTE A. –Part of the ward may be screened off to provide for workroom for nursing staff.

2. Maternity Centres for an establishment manufacturing beedi, employing upto 2,000 workers:

(i)	Consulting room	(5 metres X 4 metres)
(ii)	Labour room	(5 metres X 4 metres)
(iii)	Annexure to the labour room for sterilizing	(3 metres X 3 metres)
(iv)	Dispensary room.	(3 metres X 4 metres)
(vi)	Work room for nursing staff for storage of medicines, maintenance and preparation of supplies and maintenance of records and reports	(3 metres X 4 metres)
	...	
	.	
(vi)	Storeroom	(3 metres X 3 metres)
(vii)	Ward for four beds.	(5 metres X 6 metres)
(viii)	Bath rooms and latrines (two flush)	(2 metres X 3 metres)
(ix)	Annexe to the bath room for bathing babies	(2 metres X 3 metres)
(x)	Washing room	(2 metres X 3 metres)
(xi)	Kitchen	(2 metres X 3 metres)
(xii)	Laboratory room	(10 square metres)
(xiii)	Covered waiting accommodation	(15 Square metres)

3. Maternity Centres for an establishment manufacturing beedi, employing over 2,000 workers:

(i)	Consulting room	(5 metres X 4 metres)
(ii)	Labour room	- do -
(iii)	Annexe to the Labour room for sterilizing	(3 metres X 3 metres)
(iv)	Dispensary room	(5 metres X 4 metres)
(v)	Work room for nursing staff for storage of medicines, maintenance and preparation of supplies and maintenance of records and reports	(5 metres X 4 metres)
	do.	
(vi)	Minor operation room	- do-
(vii)	Store room	(3 metres X 3 metres)
(viii)	Ward for six beds	(7 metres x 6 metres)
(ix)	Bathroom and latrines (flush).	(2 metres x 3 metres)
(x)	Annexe to the bathroom for bathing babies	- do -
(xi)	Washing room	- do -
(xii)	Kitchen	- do -
(xiii)	Laboratory room	(15 square metres)
(xiv)	Covered waiting accommodation	(25 square metres)

-

II. STAFF

1. Maternity Centre for an establishment manufacturing beedi, employing 1,000 workers and below:

1[(i)	Registered Medical Practitioner (Lady).	1	
(ii)	Nurse	1	
(iii)	Health Assistant (Female)	2	Full-time
(iv)	Compounder	1	
	Sweepers (Female)	2	

2 Maternity Centre & for an establishment manufacturing beedi employing 1001 to 2000 workers :

(i)	Registered Medical Practitioner (Lady).	1	
(ii)	Compounder	1	
2(iii)	Health Assistant (Female)	2	Full-time
(iv)	Sweepers (Female)	3	
(v)	Ayash	2	
(vi)	Cook	1	

3. Maternity Centre for an establishment manufacturing beedi, employing more than 2,000 workers:

(i)	Registered Medical Practitioner (Lady).	1	
(ii)	Nurse	1	
2(iii)	Health Assistant (Female)	3	
(iv)	Compounder	1	Full-time
(v)	Sweepers (Female)	3	
(v)	Ayash	3	
(vi)	Cook	1	

1. Subs. by G.S R. 703, dated 6th August, 1982 (w.e.f. 21st August, 1982).

2. Subs. by G.S.R. 703 dated 6th August 1982 (w.e.f. 21st August, 1982) for the entry "Lady Health Visitor".

III- List of -Drugs, Surgical Equipments, Dressing, etc. for Maternity Centres

A – DRUGS

1. Acid Acetic.
2. Acid Boric.
3. Acid Carbolic.
4. Acid Selicyclic.
5. Aqua Distillate.
6. Ammon Casb.
7. Aspirin.
8. Acriffavin or other anti-septicyde.
9. Benedict's solution.

10. Calicum lactate.
11. Copper sulphate.
12. Catamina Prepareate.
13. Cod Liver Oil.
14. Ephedrine Hydrochlor (1,2 gr. tab.).
15. Ether.
16. Esct. Glyerr. Liq.
17. Ferri Sulph.
18. Ferriot Ammoni citras.
19. Glucose.
20. Glycerine.
21. Gum acacia.
22. Hydrag ammoniata.
23. Kaoline.
24. Liq. Ammon Acetate.
25. Liq. Plumbi subacetes fort.
26. Lysol.
27. Mag. Oxide power or Mag. Trisillicate.
28. Mag. Sulph.
29. Multi-Vitamin tab.
30. Oil Richni.
31. Oil Manth pip.
32. Oil Olive or Oil of arachis
33. Paludrine tabs.
34. Phenobarbitons.
35. Pot. Bromide.
36. Pot. Citrate.
37. Pot. Iodide.
38. Pot. Permanganate.
39. Protargol or Argyrol.
40. Pulv. Ipecas Co.
41. Pulv. Quinine Sulph.
42. Sodi Bicarb.
43. Sodi Salicylate.
44. Spt. Ammon Aromat.
45. Spt. Methyl.
46. Spt. Rect.
47. Sulphanilamide or Sulphadiazine tablets.
48. Sulphaguanidine.
49. Stilplianilamide powder.
50. Tab. Digoxin or pill Digitails Co. B. P. C.
51. Tab. Laxative Co. B. P. C.
52. Tinct. Belladonna.
53. Tinct. Monion Co.
54. Tinct. Opit Camphorata.
55. Tinct. Card Co.
56. Tinct. Hyeseyamus.
57. Tinct. Iodine.

58. Ung. Sulphuris B. P. C.
59. Vaseline.
60. Vin. Ipecas or tinct or liq.
61. Zinc Oxide.
62. Adrenalin Hydrochloride Liquor (1,000).
63. Coramine or Nikethmide.
64. Emetine Hydrochlor (Camp. or tab.).
65. Gr. I.
66. Gr. 1/2.
67. Injection Quinine Gr. 10.
68. Peracine Hydrochlor or Novocain 2 percent amp.
69. Serus Tetanus anti-toxin 1,500 units.
70. Soluseptasine or other injectable sulphamide.
71. Tab. Atropine (1/100 gr.)
72. Tab, Morphine.
73. Penicillin 1,00,000 unit ampoules of 4,00,000 unit amps.
74. Streptomycine.
75. P. A. S.
76. Insonicotinic Acid Hydrazide.
77. Ext. Engot Liquid.
78. Erashui Capsules or Neegynergin.
79. Lovelive ampoules,
80. Introdex.
81. Dextrose and sodium chloride injection U.S.P. in transfusion bottles.
82. Distilled water ampoules.
83. Liquid paraffin.
84. Vinegars.
85. Tetanus toxoid.

NOTE.-The actual quantities of the above-mentioned items to be stocked shall be such as are found necessary in the light of the day-to-day working of the maternity centres provided that provision for drugs shall be made at each centre at least at the rate of 50 paise per annum per worker attached to the maternity centre.

B. DRESSINGS

	1,000 workers or below	1,001-2,000 workers
1. Bandage, roller 10 cm.	12	12
2. Bandage, roller 10 cm.	12	12
3. Bandage, roller 08 cm.	12	12
4. Bandages Triangular.	12	12
5. Cotton Wool	1.35 kilogram	1.35 kilogram
6. Gauze 1 metre each..	12 metres	24 metres
7. Lint	200 grams	300 grams
8. Strapping adhesive 12 roller	2	2
9. Strapping adhesive 2 roller.	2	2

10.	Strapping adhesive roller	2	2
11.	Burn Dressing..	12	12

C. Medicine and Surgical Equipments

1.	Basin 35 cm.	2	4
2.	Bowls E. 3.5cm.	2	2
3.	Bowls E. 4.5 cm.....	2	2
4.	Female Catheters Rubber & Motel (size 8 and10)	4	4
5.	Cap feeding	2	4
6.	Douche can with fittings	1	2
7.	Drums dressing	2	2
8.	Examination lamp	2	2
9.	Forceps artery	2	2
10.	Forceps Oneatle	2	2
11.	Forceps Disecting tothed ..	1	1
12.	Forceps Disecting plain ..	1	1
13.	Hammer percussion	1	1
14.	Jug measure	1	1
15.	Lancet vaccination	1	1
16.	Mirror Forehead	1	1
17.	Needle aneurysm	1
18.	Needle suture assorted	6	6
19.	Probe	1	2
20.	Razor Safety with blades	2	4
21.	Roger's cholera apparatus or apparatus intravenous	1	1
22.	Vaginal Retracter.	1	2
23.	Vaginal speculum.	1	2
24.	Ovam Forceps	1	2
25.	Heggar's Dialator	1 set	1 set
26.	Curetto sharp and blunt flushing .	1	1
27.	Delivery forceps	1	2
28.	Facital Stethoscope	1	1
29.	Palvimeter	1	1
30.	Perforator	1	1
31.	Cramotatory forceps	1	1
32.	Maternity table.	1	1
33.	Stethoscope	1	1
34.	Syringes2 c.c.	2	2
35.	Syringes 10 c. c.	2	2
36.	Syringes 20 c. c. or above ..	1	1
37.	Spygmonanometer	1	1

38.	Stove primus.	..	2	2
39.	Scrapples.	..	1	2
40.	Skinner's mask		1	1
41.	Stretcher.		2	2
42.	Scissors straight both ends sharp.		1	1
43.	Scissors straight Mayo		1	1
44.	Sterilizer instrument portable		1	1
45.	Thermometers		2	4
46.	Tongue depressor		2	2
47.	Tape measure		1	1
48.	Test type-chart		1	1
49.	Tray dressing		2	2
50.	Tray kidney		2	2
51.	Tourniquet		1	1
52.	Weighing machine		1	1
53.	Water-proof sheet of 2 metres		2	4
54.	Autoclave		1	1
55.	Stomach tube		1	1
56.	Mouth gag		1	1
57.	Cat gut assorted (Numbers)		6 tubes	12 tubes
			
58.	Silkworm gut or nylon thread		3 metres	6 metres
59.	Sets of wooden splints 9/2ft, 1.6 inches.		1	1
60.	Lifter.		1	2
61.	Enamel bucket		2	4
62.	Stainless Steel dekchi 12 inch with cover		1	2
63.	Wooden board 7 X 3/2 inch X 1 inch		1	1
64.	Torch with spare cells		1	1
65.	Stretcher		2	2
66.	Eye Cups		1	1

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D. OTHER EQUIPMENT:

1.	Blankets	6	12
2.	Bin for soiled clothes	2	4
3.	Bottles drop with grooved stoppers	2	2
4.	Cork screw	2	2
5.	Corks assorted	25	50
6.	Dropper eye	2	2
7.	Funnel 100 gms. glass or E.1	1	1
8.	Filter paper	1 packet	1 packet
9.	Gloves	2 pairs	4 pairs
10.	Litmus paper red	2 packets	4 packets
11.	Litmus paper blue	2 packets	4 packets
12.	Measure glass 200 gms.	2	2
13.	Measure glass 50 gms.	2	2

14.	Minim glass	2	2
15.	Pestle and Mortar composition. ..	1	1
16.	Pin safety	12	12
17.	Pot delf with cover.	2	2
18.	Spatula	1	1
19.	Slab ointment	1	1
20.	Soap	4 cakes	4 cakes
21.	Spirit lamp	2	2
22.	Scales and weights	4	8
23.	Slides glass	15 gms.	15 gms.
24.	Scissors sharp	2	2
25.	Towels ordinary	4	8
26.	Tin opener	2	2
27.	Test tubes	8	8
28.	Test tubes stand	2	2
29.	Test tube holder	2	2
30.	Urine glass specimen	2	4
31.	Matress	4	4
32.	Beds	4	6
33.	Nail-Brush	2	4
34.	Sand Bags 12 inch X 8 inch.	3	6

E. FURNITURE

1.	Almirah	1	1
2.	Benches	4	8
3.	Chairs	4	8
4.	Cupboard position	1	1
5.	Examination couch female	1	1
6.	Stools	2	2
7.	Screen	1	2
8.	Table Medical Officer	1	1
9.	Table dispensing	1	1
10.	Table dressing	1	1

NOTE. -In the case of dressings, medical, and surgical. Equipments, other centre equipments and furniture, a 50 percent increase in the number shown for 2,000 workers additional 1,000 workers.

SCHEDULE-IV

Standard of Facilities for Education and Recreation Welfare Centre

[See rule 36]

WELFARE CENTRE

1. Accommodation:

(a)

1. One hall of 45 square metres.
2. Two rooms of 15 square metres each.
3. Covered verandah 18 square metres.
4. One lavatory for men.
5. One lavatory for women.
6. One bathroom for children.

(b) Play ground of the size of 36 metres x 18 metres.

(c) Children's Park equipments-

(i)	Swing	1
(ii)	Ocean wave	1
(iii)	Sea Saw	1
(iv)	Slides.	1

II. STAFF:

1.	Adult Education Instructor-cum-Games	1
2.	Sevika	1

III. FURNITURE AND EQUIPMENT:

1.	Table	1
2.	Chair	2
3.	Chair Steel folding	6
4.	Notice Board	1
5.	Benches	2
6.	Black Board	1
7.	Steel Almirah		1
8.	Coir mat 15 meters X 1 meters	1

9.	Radio with loud speaker	1
10.	Slates, Pencils, Chalk, etc.	As necessary
11.	Books, Charts, Maps, etc.	As necessary
12.	Petromax (if no electricity is available)		1
13.	Dholak		1
14.	Jhals		4 pairs
15.	Volley ball court equipment, ball, etc.		1 set
16.	Tennikott set		1
17.	Carrom Board		2
18.	Chess		2
19.	Ludo		3
20.	Newspapers and periodicals		As necessary
21.	Sewing machine		1
22.	Scissors		1 pair
23.	Tape		1
24.	Knitting and crochet needles		As necessary
25.	Raw materials		As necessary
26.	Gong		1

SCHEDULE - V

FORM-A

(See rule 30)

Certification of Inspection

Inspection Report of the Dispensary at

by the for the year ending 19 ..

1. Name of establishment (including factory)/contractor, engaged in the manufacture of beedi, served by dispensary.

2. Number of workers for which it caters.

3. Date and hour of inspection.

4. Date of last inspection.
5. Dispensary buildings-
 - (a) Condition of dispensary building.
 - (b) Does the accommodation provided conform to the prescribed standard?
6. Medicines-
 - (a) Is the supply sufficient and according to the prescribed scale?
 - (b) Are the poisons labelled and kept separately under lock and key?
7. Surgical instruments and equipment-Are they sufficient and in good order?
8. Staff Acquittance Rolls-Are they in order and up to date?
9. Registers and Returns-Are these properly kept and regularly submitted?
10. Establishment-
 - (a) Officer-in-charge-
 - (i) Part-time/Whole-time.
 - (ii) Name and qualifications.
 - (b) Designation and pay of staff-
 - (i) Medical Graduate
 - (ii) Medical Licentiate.
 - (iii) Lady Doctor.
 - (iv) Nurse.
 - (v) Compounder.
 - (vi) Auxiliary Nurse Midwife.
 - (vii) Male Dresser.

- (viii) Female Dresser.
 - (ix) Sweeper.
 - (x) Chowkidar.
 - (xi) Peon.
- (c) Attendance Register-Do the staff attends regularly?

11. Annual expenditure on-

- (a) Establishment.
- (b) Medicines.

12. Out-patients:

- (a) Number seen at the time of visit.
- (b) Total number of new patients treated in current year up to date.
- (c) Total number of old patients treated in current year up to date.
- (d) Total treated during the last year,
- (e) Do the entries on tickets or patients present tally with the entries on the registers?
- (f) Are there any arrangements for treating women apart from men?

13. Are you satisfied with the working of the dispensary? If not, what suggestions can be made for its improvement?

I certify that I have inspected the dispensary noted above and that it conforms/does not conform in the following respects* to the standards laid down in the Beedi Workers Fund Rules, 1978.

Signature of Inspecting Officer

Date.....

Counter-signature of Commissioner

Date.....

*Give details below:

NOTE. -The counter-signature of the Commissioner is not necessary when the Commissioner himself is the Inspecting Authority.

FORM-B:
(See rule 33)
Certificate of Inspection

Inspection Report of the Maternity Centre at by the for the year
..... ending 19

1. Name of establishment (including factory contractor engaged in the manufacture of the beedi served by the Maternity Centre.
2. Number of workers for which it caters.
3. Date and hour of inspection.
4. Date of last inspection.
5. Maternity Centre buildings-
 - (a) Condition of Maternity Centre buildings.
 - (b) Does the accommodation provided conform to the prescribed standard?
6. Medicines-

- (a) Is the supply sufficient and according to the prescribed scale?
 - (b) Are the poisons labelled and kept separately under lock and key ?
7. Surgical instruments and equipments-Are they sufficient and in good order?
8. Staff Acquittance Roll-Are they in order and up to date?
9. Registers and Returns-Are these properly kept and regularly submitted?
10. Establishments-
- (a) Officer-in-charge-
 - (i) Part-time/Whole-time.
 - (ii) Name and qualifications.
 - (b) Designation and pay of staff-
 - (i) Medical Graduate.
 - (ii) Medical Licentiate.
 - (iii) Lady Doctor.
 - (iv) Compounder.
 - (v) Nurse.
 - (vi) Midwife.
 - (vii) Ayah.
 - (viii) Sweeper.
 - (ix) Ward Attendant.
 - (x) Cook.
 - (c) Attendance Register-Do the staff attends regularly?

11. Annual expenditure on-

- (a) Establishment.
- (b) Medicines.

12. Out-patients-

- (a) Number seen at the time of visit.
- (b) Total number of new patients treated in current year up to date.
- (c) 1[* * * *]
- (d) Total treated during the last year.
- (e) Do the entries on tickets of patient present tally with the entries on the register ?

13. Are you satisfied with the working of the Maternity Centre? If not, what suggestions can you make for its improvement?

I certify that I have inspected the Maternity Centre noted above and conforms/ does not confirm in the following respects* to the standards laid down does not conform in the Beedi Workers Welfare Fund Rules, 1978.

Signature of the Inspecting Officer

Date

Counter-signature of Commissioner

Date.....

*Give details below,

NOTE. -The countersignature of the Commissioner is not necessary when the Commissioner himself is the Inspecting Authority.

1. The entry “Total number of old patients treated in current year up-to-date” omitted by G S. R. 703, dated 6th August, 1982 (w.e.f. 21st August, 1982).

FORM-C

(See rule 37)

Certificate of Inspection of the Welfare Centre

Inspection Report of the Welfare Centre at
..... by the for the year ending
..... 19 .

1. Name of establishment (including factory)/contractor engaged in the manufacturer of beedi served by the centre.
2. Number of workers for which it caters
3. Date and hour of inspection.
4. Date of the last inspection.
5. Centre Building-
 - (a) Condition of the building.
 - (b) Does the accommodation provided conform to the prescribed standard?
6. Equipment-
 - (a) Are the equipments provided according to the prescribed standard?
 - (b) Is timely repairs/replacements done where necessary?
 - (c) Are the equipments all in serviceable condition?
7. Establishments-
 - (a) Officer-in-charge-

- (i) Part-time/Whole-time.
 - (ii) Name and qualifications.
- (b) Designation and pay of staff-
- (i) Adult Education Instructor.
 - (ii) Sevika,
 - (iii) Sweeper.
- (c) Attendance Register-Do the staff attends regularly?

8. Annual expenditure-

- (a) Establishment.
- (b) Repairs and replacement of equipments.

9. Activities-

- (a) Total number of rolls attending the centre.
- (b) Number seen at the time of inspection.
- (c) Number of adults attending literacy classes.
- (d) Number of women attending craft classes.
- (e) Number of adults participating in games and sports.

10. Are you satisfied with the working of the Centre? If not, what suggestion can be made for its improvement?

I certify that I have inspected the Welfare Centre noted above and that conforms/does not conform in the following respects* to the standards laid down in the Beedi W6rkergr Fund Rules, 1978.

Signature of Inspecting Officer

Date.....

Counter signature of Com- missioner with date

*Give details below.

NOTE. -The countersignature of the Commissioner is not necessary when the Commissioner himself is the Inspecting Authority.

FORM - D

(See rule 40)

Statistics and Other Information

- 1. Name of factory/ establishment or contractor engaged in the manufacture of beedi.
- 2. Location and full postal address of factory /establishment /contractor.
- 3. Name of the employers of the factory /establishment /contractor and licence number issued by the Excise Department.
- (4)
- (a) Amount of tobacco for which licence is issued and actual amount for tobacco received during the period from To
- (b) Quantity of tobacco distributed and number of beedis manufactured from to
- 5. Number of persons employed by the employers /contractors in factories/ establishments/private dwelling-houses during the period from 19 to..... 19.....

	Factories/ Establishment	Private dwelling houses
Male		

Female

Children

Total

6. Location of private dwelling houses where beedi is manufactured and their distance from factories/establishments.

7. Details of welfare facilities provided by the employers of the factory/establishment or contractor to persons employed by him.

- (A) Housing
- (B) Medical
- (C) Water Supply
- (D) Recreation
- (E) Any other activities.

8. Quantum of cess paid by the employer of the factory /establishment or contractor in the manufacture of beedi under the Beedi Workers Welfare Cess Act, 1976, during the period from To 19

9. Any other information considered necessary regarding employment wages, welfare facilities allowed to the workers.

Certified that the above particulars are true to the best of my knowledge and belief and are based on the records maintained in my establishment /factory.

No.

Employer of Factory/

¹[FORM – D1

(See rule 40)

1. Name of the agency:
2. Year of formation of Agency:
3. Location and full postal address:
4. Name and full Postal address:
5. Whether the agency is a legal entity - (quote registration number, etc.)
6. Whether activities of the agency are open to participation by citizens of India irrespective of religion, caste, creed, sex or race:
7. Whether the agency is committed to secular and democratic concepts and methods of functioning:
8. Whether the agency has declared that it will adopt constitutional and non-violent means for achieving its objectives:
9. Objectives of the agency:
10. Work experience:
11. Length of experience:
12. Whether the agency has a declared constitution, memorandum, bye-laws, article of association (if yes, a copy thereof may be enclosed):

13. Whether the agency published a statement of accounts for the last year (if so, a copy thereof may be enclosed):

14. Any other information which the agency may consider necessary to furnish Certified that the above particulars are true to the best of my knowledge and belief and are based on the records maintained in my agency.

Date and Place

Signature of Head of the Agency.

NOTE. -The Welfare Commissioner may ask for any such other information, as he considers relevant in the matter.]

1. Added by G.S.R. 750, dated 22nd September 1989.

FORM -E

(See rule 41)

IDENTITY CARD

Sl. No	Photo of the worker
Name of the factory/establishment/contractor:	
Name of the worker:	
Father/Husband's name:	
Address:	
Age (Date of birth):	

Token No.:

Place of work Establishment/Home.

Dispensary:

M.P.I.

Particulars of dependents:

Serial No.	Name	Age	Relationship
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Signature of worker;

Signature of employer of factory
/establishment /contractor

Date of issue:

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