

per month, supplementary nutrition and regular health check ups so as to prepare them to join regular mainstream schools. Under the Scheme, funds are given to the District Collectors for running special schools for child labour. Most of these schools are run by the NGOs in the district.

Commission for protection of rights

The National Commission for Protection of Child Rights (NCPCR) was set up in March 2007 under the Commission for Protection of Child Rights Act, 2005, an Act of Parliament (December 2005). The Commission's Mandate is to ensure that all Laws, Policies, Programmes, and Administrative Mechanisms are in consonance with the Child Rights perspective as enshrined in the Constitution of India and also the UN Convention on the Rights of the Child. The Child is defined as a person in the 0 to 18 years age group.

The Commission visualises a rights-based perspective flowing into National Policies and Programmes, along with nuanced responses at the State, District and Block levels, taking care of specificities and strengths of each region. In order to touch every child, it seeks a deeper penetration to communities and households and expects that the ground experiences inform the support the field receives from all the authorities at the higher level. Thus the Commission sees an indispensable role for the State, sound institution-building processes, respect for decentralization at the level of the local bodies at the community level and larger societal concern for children and their well-being.

Website: <http://ncpcr.gov.in/index.htm>

CHILD LABOUR (PROHIBITION AND REGULATION) ACT, 1986 & THE CHILD LABOUR (PROHIBITION AND REGULATION) RULES, 1988

The Child Labour (Prohibition & Regulation) Act, 1986 was enacted to prohibit the engagement of children below the age of fourteen years in factories, mines and hazardous employments and to regulate their conditions of work in certain other employments. According to the Act, no child shall be employed or permitted to work in any of the occupations set forth in Part A of the Schedule or in any workshop wherein any of the processes set forth in Part B of the Schedule is carried on, provided that nothing in this Act shall apply to any workshop wherein any process is carried on by the occupier with the aid of his family or to any school established by, or receiving assistance or recognition from the Government. Also, the Central Government may, by notification in the official

Gazette, constitute 'the Child Labour Technical Advisory Committee' to advise the Central Government for the purpose of additions of occupations and processes to the Schedule of the Act.

The provisions of the Act in a nutshell -

- No child shall be required or permitted to work in any establishment in excess of such number of hours, as may be prescribed for such establishment or class of establishments. The period of work on each day shall be so fixed that no period shall exceed three hours and that no child shall work for more than three hours before he has had an interval for rest for at least one hour.
- No child shall be required or permitted to work overtime. No child shall be required or permitted to work in, any establishment on any day on which he has already been working in another establishment.
- Every child employed in an establishment shall be allowed in each week, a holiday of one whole day, which day shall be specified by the occupier in a notice permanently exhibited in a conspicuous place in the establishment and the day so specified shall not be altered by the occupier more than once in three months.
- Every occupier shall maintain, in respect of children employed or permitted to work in any establishment, a register to be available for inspection by an Inspector at all times during working hours or when work is being carried on in any such establishment showing:- (i) the name and date of birth of every child so employed or permitted to work; (ii) hours and periods of work of any such child and the intervals of rest to which he is entitled; (iii) the nature of work of any such child; and (iv) such other particulars as may be prescribed.
- The appropriate Government may, by notification in the official Gazette, make rules for the health and safety of the children employed or permitted to work in any establishment or class of establishments.
- Whoever employs any child or permits any child to work in contravention of the provisions of this Act shall be punishable with imprisonment or with fine or with both.
- Any person, police officer or inspector may file a complaint of the commission of an offence under this Act in any Court of competent jurisdiction. No Court inferior to that of a Metropolitan Magistrate or a Magistrate of the first class shall try any offence under this Act.

Maintenance of registers (section 11) – Every occupier in whose establishment children are employed or permitted to work will maintain a register in **form A** which will be available for inspection by an Inspector at all times during working hours or when work is being carried on in any such establishment showing –

- a. the name and date of birth of every child so employed or permitted to work;
- b. hours and periods of work of any such child and the intervals of rest to which he is entitled;
- c. the nature of work of any such child; and
- d. such other particulars as may be prescribed

Form B- certificate of age

(1) All young persons in employment in any of the occupations stated in Part A of the Schedule or in any workshop wherein any of the processes set forth in Part B of the Schedule is carried on, shall produce a certificate of age from the appropriate medical authority, whenever required to do so by an Inspector.

(2) The certificate of age referred to in sub-rule (1) shall be issued in Form 'B'.

(3) The charges payable to the medical authority for the issue of such certificate shall be the same as prescribed by the State Government or the Central Government, as the case may be for their respective Medical Boards.

(4) The charges payable to the medical authority shall be borne by the employer of the young person whose age is under question.

Authority under the act

Appointment of Inspectors – The appropriate Government may appoint inspectors for the purposes of securing compliance with the provisions of this Act and any inspector so appointed shall be deemed to be a public servant within the meaning of the Indian Penal Code [**Section 17**].

Penalty

1. Section 3 of the Act states the prohibited occupations and processes, Whoever employs any child or permits any child to work in contravention of the provisions of Sec. 3 shall be punishable with imprisonment for a term which shall not be less than, three months but which may extend to one year or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees or with both.
2. Repeat offence under section 3 is punishable with imprisonment for a term which shall not be less than six months but which may extend to two years.
3. Whoever –
 - a. fails to give notice as required by Sec. 9, or
 - b. fails to maintain a register as required by Sec. 11 or makes any false entry in any such register; or
 - c. fails to display a notice containing an abstract of Sec. 3 and this section as required by Sec. 12; or
 - d. fails to comply with or contravenes any other provisions of this Act or the rules made there under, shall be punishable with simple imprisonment which may extend to one month or with fine which may extend to ten thousand rupees or with both.

Other major provisions:

Hours and Period of Work:

No child shall be required or permitted to work in any establishment in excess of such number of hours, as may be prescribed for such establishment or class of establishments.

The period of work on each day shall be so fixed with no period exceeding three hours and no child shall work for more than three hours before he has had an interval for rest for at least one hour.

The period of work of a child shall be so arranged that inclusive of his interval for rest, it shall not be spread over more than six hours, including the time spent in waiting for work on any day.

No child shall be permitted or required to work between 7 p.m. and 8 a.m. and no child shall be required or permitted to work overtime. No child shall be required or permitted to work in, any establishment on any day on which he has already been working in another establishment.

Weekly Holidays:

Every child employed in an establishment shall be allowed in each week, a holiday of one whole day, which day shall be specified by the occupier in a notice permanently exhibited in a conspicuous place in the establishment and the day so specified shall not be altered by the occupier more than once in three months.

Prohibition of Employment of Children in Certain Occupations and Processes

No child shall be employed or permitted to work in any of the occupations stated in Part A of the Schedule or in any workshop where the processes mentioned in Part B of the Schedule is carried on. however, this prohibition is not applicable to any workshop where any process is carried on by the occupier with the aid of his family or to any school established by, or receiving assistance or recognition from, Government.[Section 3]

Prohibited occupations as per PART A

Any occupation concerned with: -

1. Transport of passengers, goods or mails by railways;
2. Cinder picking, clearing of an ash pit or building operation in the railway premises;
3. Work in a catering establishment at a railway station, involving the movement of a vendor or any other employee of the establishment from the one platform to another or in to or out of a moving train;
4. Work relating to the construction of a railway station or with any other work where such work is done in close proximity to or between the railway lines;
5. A port authority within the limits of any port;
6. Work relating to selling of crackers and fireworks in shops with temporary licenses;
7. Abattoirs/Slaughter House;
8. Automobile workshops and garages;
9. Foundries;
10. Handling of toxic or inflammable substances or explosives;
11. Handloom and power loom industry;
12. Mines (underground and under water) and collieries;
13. Plastic units and fiberglass workshops;

Prohibited processes as per PART B

1. Beedi-making.
2. Carpet-weaving including preparatory and incidental process thereof
3. Cement manufacture, including bagging of cement.
4. Cloth printing, dyeing and weaving including processes preparatory and incidental thereto
5. Manufacture of matches, explosives and fire-works.
6. Mica-cutting and splitting.
7. Shellac manufacture.
8. Soap manufacture.
9. Tanning.
10. Wool-cleaning.
11. Building and construction industry including processing and polishing of granite stones
- (12) Manufacture of slate pencils (including packing).
- (13) Manufacture of products from agate.
- (14) Manufacturing processes using toxic metals and substances such as lead, mercury, manganese, chromium, cadmium, benzene, pesticides and asbestos.
- (15) "Hazardous processes" as defined in Sec. 2 (cb) and 'dangerous operation' as notice in rules made under section 87 of the Factories Act, 1948
- (16) Printing as defined in Section 2(k) (iv) of the Factories Act, 1948
- (17) Cashew and cashewnut descaling and processing.
- (18) Soldering processes in electronic industries.
- (19) 'Aggarbatti' manufacturing.

20. Automobile repairs and maintenance including processes incidental thereto namely, welding, lathe work, dent beating and painting.
21. Brick kilns and Roof tiles units.
22. Cotton ginning and processing and production of hosiery goods.
23. Detergent manufacturing.
24. Fabrication workshops (ferrous and non ferrous)
25. Gem cutting and polishing.
26. Handling of chromite and manganese ores.
27. Jute textile manufacture and coir making.
28. Lime Kilns and Manufacture of Lime.
29. Lock Making.
30. Manufacturing processes having exposure to lead such as primary and secondary smelting, welding and cutting of lead-painted metal constructions, welding of galvanized or zinc silicate, polyvinyl chloride, mixing (by hand) of crystal glass mass, sanding or scraping of lead paint, burning of lead in enameling workshops, lead mining, plumbing, cable making, wiring patenting, lead casting, type founding in printing shops. Store type setting, assembling of cars, shot making and lead glass blowing.
31. Manufacture of cement pipes, cement products and other related work.
32. Manufacture of glass, glass ware including bangles, florescent tubes, bulbs and other similar glass products.
33. Manufacture of dyes and dye stuff.
34. Manufacturing or handling of pesticides and insecticides.
35. Manufacturing or processing and handling of corrosive and toxic substances, metal cleaning and photo engraving and soldering processes in electronic industry.
36. Manufacturing of burning coal and coal briquettes.
37. Manufacturing of sports goods involving exposure to synthetic materials, chemicals and leather.
38. Moulding and processing of fiberglass and plastic.
39. Oil expelling and refinery.
40. Paper making.
41. Potteries and ceramic industry.
42. Polishing, moulding, cutting, welding and manufacturing of brass goods in all forms.

43. Processes in agriculture where tractors, threshing and harvesting machines are used and chaff cutting.
44. Saw mill – all processes.
45. Sericulture processing.
46. Skinning, dyeing and processes for manufacturing of leather and leather products.
47. Stone breaking and stone crushing.
48. Tobacco processing including manufacturing of tobacco, tobacco paste and handling of tobacco in any form.
49. Tyre making, repairing, re-treading and graphite beneficiation.
50. Utensils making, polishing and metal buffing.
51. 'Zari' making (all processes)'.

(52) Electroplating;

53. Graphite powdering and incidental processing;
54. Grinding or glazing of metals;
55. Diamond cutting and polishing;
56. Extraction of slate from mines;
57. Rag picking and scavenging.

Ban on employment of children

Ban on employment of children as domestic servants or in dhabas (roadside eateries), restaurants, hotels, motels, teashops, resorts, spas or in other recreational centers is now in force from 10th October 2006 under the Child Labour (Prohibition & Regulation) Act, 1986. The Union Ministry of Labour had earlier issued a notification giving three-month mandatory notice. The Ministry has warned that anyone employing children in these categories would be liable to prosecution and other penal action under the Act.

Rehabilitating Children

The Labour Ministry has sought necessary support from the State Governments in enforcing the ban on employment of children as domestic servants and also in eateries etc. In a letter to the Chief Ministers, the Minister for Labour and Employment has also sought their support in rehabilitating

children withdrawn from work due to this ban. The Ministry is holding zonal level meetings to sensitize the concerned state level officials, civil society organisations, NGOs and other stakeholders.

The Secretary, Labour and Employment, has also written to his counterparts in several Central Government Ministries requesting them for infrastructure support by the concerned departments towards rehabilitation of the released children from work and their families as an immediate objective. He has also urged them to make specific provisions in the schemes of their Ministries for working children and their families as a long term measure. The Secretaries who have been approached include those from the Ministries of Women and Child Development, Human Resource Development, Rural Development, Urban Development and Poverty Alleviation, Social Justice and Empowerment. The views and cooperation of industrial associations and NGOs are also sought in providing necessary support towards rehabilitation as a consequence of ban. Government servants have already been prohibited from employing children as domestic servants.

Child Helpline

A toll free 24-hour telephone help line 1098 for children in distress can be accessed in 72 cities of the country. This number can be available by any child or concerned adult on his or her behalf. This helpline, easily remembered in Hindi as “Dus, Nau, Aath”, is presently working in the following 72 cities:

Agartala, Aurangabad, Chennai, Guwahati, Kanchipuram, Kozhikode, Nadia, Pune, South 24 Paraganas, Varanasi, Shimla, Ahmedabad, Bangalore, Coimbatore, Hyderabad, Kanyakumari, Kutch, Nagapattinam, Puri, Thiruvananthapuram, Vijayawada, Ludhiana, Ahmednagar, Baroda, Cuddalore, Imphal, Karaikal, Lucknow, Nagpur, Rourkela, Thirunelveli, Vishakhapatnam, Akola, Bhopal, Delhi, Indore, Kochi, Mangalore, Nasik, Ranchi, Thrissur, Waynad, Allahabad, Bhubaneswar, East Midnapore Jammu, Kolkata, Madurai, New Jalpaiguri, Salem, Tiruchirapalli, West Midnapore, Alwar, Chandigarh, Goa, Jaipur, Kollam, Mumbai, Patna, Shillong, Udaipur, Agra, Amarawati, Cuddalore, Gorakhpur, Kalyan, Kota, Murshidabad Port Blair, Sholapur, Ujjain and Gurgaon.

National Child Labour Project (NCLP)

The ban is expected to go a long way in ameliorating the condition of hapless working children. The Labour Ministry is also contemplating to strengthen and expand its rehabilitative Scheme of National Child Labour Project (NCLP), which already covers 250 child labour endemic districts in the country.

4o. THE CONTRACT LABOUR (REGULATION AND ABOLITION) ACT, 1970

This legislation regulates the employment of contract labourers in establishments and by contractors. The Rules for implementing the provisions of the Act vary from state to state.

Applicability of the Act

An establishment which engages 20 or more persons or engaged on any day of the preceding 12 months as contract labourers come under the purview of the legislation. The legislation is also applicable to contractors who employ workmen as contract labourers, or who employed on any day of the preceding 12 months.

Authorities under the Act

- i. Registering officer of the area – The Registering Officer of the area is the person to whom application shall be made for the grant of certificate of registration, for the purpose of engaging contract labourers. Any change in the establishment shall be intimated to the Registering officer within 30 days of change, and an amendment to the certificate shall be made by applying to him.
- ii. Licensing officer of the area – The Licensing officer is the person from whom a contractor shall obtain licence for the purpose of engaging contractors. He is entitled to make such investigation as required in respect of the application received from a contractor. (Section 12)
- iii. Inspectors - Under Section 28 Inspectors shall be appointed for a particular area the local limits for which shall be defined. He has the power to enter at all reasonable hours any place where contract labour takes place, for the purpose of verifying registers, records or notices, to examine persons, to collect information, to seize or take copies of registers, records of wages, or notices, and to exercise such other powers as is prescribed.

Important definitions

"Contractor" : with relation to an establishment a contractor is a person who undertakes to do some work for the establishment through contract labour, not being a mere supply of goods or articles of manufacture to the establishment or one who supplies contract labour for any work of the establishment and includes a sub-contractor.

"Principal employer": in a factory is the owner or occupier of the factory and where a person has been named as the manager of the factories under the Factories Act, 1948, such person is the principal employer. In any other establishment any person responsible for the supervision and control of the establishment.

"Workman" means any person employed in or in connection with the work of any establishment to do any skilled, semi-skilled, or unskilled manual, supervisory, technical or clerical work for hire or reward whether the terms of employment be express or implied but does not include any person : (1) who is employed mainly in a managerial or administrative capacity, (2) who, being employed in a supervisory capacity draws wages exceeding Rs.500/- per month or exercises either by virtue of powers vested on him or by the nature of the duties attached to the office functions which are of managerial nature or (3) who is an outworker to whom any article or materials are given out by or on behalf of the principal employer for being processed.

Important provisions of the Contract Labour Act, 1971

Registration of principal employer

The Principal employer has to file an application for registration, to the Registering Officer. The application must be made in triplicate, accompanied by treasury receipt showing the payment of fees. The Registering Officer will register the Company and issue a Certificate of Registration. If the Company fails to obtain Certificate of Registration, the position would be that the workmen employed by the Contractors would be deemed to be employed by the Company, which is the Principal Employer.

Licensing of contractors

The Principal employer should engage workmen only through licensed contractors. The Principal employer should therefore ensure that the Contractors engaged by it for various services, hold a licence issued under the Act.

Responsibility for payment of wages

The Principal employer must nominate a representative to be present at the time of disbursement of wages by the contractor and such representative must certify the amounts paid as wages to the contract labourers.

Facilities to be provided to contract labourers

The following facilities should be provided to the contract labourers if the contractors do not provide it:

- 1) Rest rooms
- 2) Canteen
- 3) Latrines and urinals
- 4) Drinking water
- 5) First aid facilities

Submission of returns

The Principal employer should file a return within 15 days of the commencement or completion of each contract work under each contractor. The Principal employer has to file Annual Return in duplicate to the Registering Officer before the 15th of February every year containing details of the contractors engaged in the previous year.

The contractor should file half yearly returns in duplicate within 30 days from the close of the half year, which in this case is a period of 6 months commencing from the 1st of January and the 1st of July every year, to the Licensing Officer.

Maintenance of records

The Principal employer should maintain a register of contractors. The contractors should maintain the following registers:

- 1) Register of persons employed.
- 2) Muster roll
- 3) Register of wages
- 4) Register of deductions for damage or loss
- 5) Register of fines
- 6) Register of advances
- 7) Register of overtime

Displays

Notice showing the place and time of disbursement of wages, rate of wages, hours of work, wage period, dates of payment of wages, name and addresses of the Inspector having jurisdiction and date of payment of unpaid wages should be displayed in the premises in the local language understood by majority of the contract labourers.

4p. MATERNITY BENEFIT ACT, 1961

Motherhood is a very special experience in a woman's life. A woman needs to be able to give quality time to her child without having to worry about whether she will lose her job and her source of income. That is where the concept of maternity leave and the benefits it entails, comes in handy. The Maternity Benefits Act, 1961, gives her the assurance that her rights will be looked after while she is at home to care for her child.

The object of the Act is to regulate the employment of women in certain establishments for certain periods before and after childbirth and to provide for maternity benefits and certain other benefits.

Applicability of the Act

This act applies to women who work in factories, mines, plantations, circus industry, shops and establishment with more than 10 employees. It does not apply to employees covered by the Employees State Insurance Act, 1948. It can be extended to other establishments by the State Governments.

Important definitions under the Act

"**Child**" includes a still-born child. (Sec.3(b))

"**Delivery**" means the birth of a child. (Sec.3(c))

"**Employer**" means – (i) in relation to an establishment which is under the control of the Government, a person or authority appointed by the Government for the supervision and control of employees or where no person or authority is so appointed, the head of the department;

(ii) in relation to an establishment under any local authority, the person appointed by such authority for the supervision and control of employees or where no person is so appointed, the chief executive officer of the local authority;

(iii) in any other case, the person who, or the authority which, has the ultimate control over the affairs of the establishment and where the said affairs are entrusted to any other person whether called a manager, managing director, managing agent, or by any other name, such person. (Sec.3(d))

"Establishment" means—

- (i) a factory;
- (ii) a mine;
- (iii) a plantation;
- (iv) an establishment wherein persons are employed for the exhibition of equestrian, acrobatic and other performances;
- (iva) a shop or establishment; or]
- (v) an establishment to which the provisions of this Act have been declared under sub-section (1) of section 2 to be applicable. (Sec.3(e))

"Miscarriage" means the expulsion of the contents of a pregnant uterus at any period prior to or during the twenty-sixth week of pregnancy but does not include any miscarriage, the cause of which is punishable under the Indian Penal Code, 1860. (Sec.3(j))

"Wages" means remuneration paid or payable in cash to a woman and includes dearness and house rent allowance, incentive bonus and the money value of the concessional supply of food grains and other articles. It does include any other kind of bonus, overtime earnings, any contribution towards the pension fund or provident fund and any gratuity payable on the termination of service. (Sec.3(n))

Persons entitled to maternity benefit

Every woman is entitled to the payment of maternity benefit at the rate of the average daily wage for the period of her actual absence immediately preceding and including the day of her delivery and for the six weeks immediately following that day.

The average daily wage is calculated on the basis of the amount payable to her for the days on which she has worked during the period of three calendar months immediately preceding the date from which she has absented herself on account of maternity, or one rupee a day, whichever is higher.

To be eligible for maternity benefit, a woman should have worked in an establishment for not less than 160 days in the twelve months immediately prior to the date of her expected delivery.

The maximum period for which any woman can be entitled to maternity benefit is twelve weeks.

This includes six weeks up to and including the day of her delivery and six weeks immediately

following that day. If a woman dies during this period, the maternity benefit will be payable only for the days up to and including the day of her death. However, if she delivers a child and dies during the delivery or during the period of six weeks following the delivery, the employer will be liable for the maternity benefits of the entire period of six weeks immediately following the day of her delivery. If the child dies during this period, the liability will be only up to and including the day of the death of the child.

In case the woman dies before receiving the benefit, the amount must be paid to her nominee or legal representative.

In the event of a miscarriage, the woman must produce relevant proof that she has suffered a miscarriage. This will entitle her to receive leave with wages at the rate of the maternity benefit, for a period of six weeks immediately following the date of the miscarriage. Women who are ill on account of pregnancy, delivery, premature birth of a child or a miscarriage are also entitled to a period of absence or to leave with wages at the rate of maternity benefit for a maximum period of one month. However, they must submit proof of their illness.

Notice of claim for maternity benefit

A pregnant woman is required to give her employer a notice in writing, stating that the maternity benefit that she is entitled to should be given to her or any person nominated by her and that she will not be working during the period in which she receives the benefit. This notice should start from the date when she was absent from work, provided that date is not earlier than six weeks from the date of her expected delivery. This notice can also be given soon after the delivery.

On receiving the notice, the employer is bound to permit the woman to absent herself from work until the expiry of six weeks after the delivery. In case a woman fails to give notice, this does not disentitle her from claiming maternity benefit. The employer is still liable to pay her the amount due to her.

Dismissal during absence on account of pregnancy

When a woman absents herself from work on account of illness during pregnancy, she may not be discharged or dismissed by her employer or issued notice for dismissal. It is equally unlawful for the employer to alter any of the conditions of her service to her disadvantage.

If she is discharged or dismissed from service, she should still be entitled to receiving maternity benefit or medical bonus. She cannot be deprived of these.

The woman can be dismissed only if she is guilty of gross misconduct. In this case, the employer is well within his rights to deprive her of the maternity benefit or medical bonus.

A woman who has been deprived of maternity benefit or medical bonus may, within sixty days from the date on which the order was communicated to her, appeal to the relevant authority. This authority has the final say on whether the woman should or should not be deprived of these benefits.

If a woman continues to report to work during the period when she is entitled to maternity benefit, she forfeits her claim to the maternity benefit for the period. However, individual companies may allow the woman to take her leave as late as possible so that she may have more time to nurse the baby later on.

Punishment under the Act

An employer who violates the provisions of the Maternity Benefits Act can be punishable with imprisonment up to three months or with fine up to five hundred rupees or both. Besides, if the violation is related to the non-payment of maternity benefit or any other amount, the court can recover this amount as if it is a fine and pay it to the aggrieved person.

5. CHECKLIST OF LABOUR LAW COMPLIANCE

Statutory compliance under various labour laws has to be ensured by establishments. It is not just limited to the statutory deposits, returns and records to be maintained by the employer under various labour laws, but also to represent them in case of prosecution under various statutes. Hence, it hardly needs to be emphasized that the labour related laws cast an obligation on the employer for meticulous, impeccable and timely compliances. In the event of violation or delay in complying with the statutory requirements, the consequences in terms of levy of damages, prosecution is inevitable.

A specimen checklist to check compliance of labour laws is given hereunder.

A detailed checklist to check compliance of labour laws is given hereunder.

Legislation	Objective & Applicability	Compliance requirements
Apprentices Act , 1961	This Act provides for the regulation and control of training of apprentices, and to supplement the availability of trained technical	<ul style="list-style-type: none"> • Appointment of apprentices if the company falls under the notified industry.

	employees for the industry. The Act requires employers to hire apprentices in certain designated trades as notified by the Government.	<ul style="list-style-type: none"> • Submission of returns as stipulated under the Act. • Maintenance of registers as required under the Act.
Contract Labour (Regulation & Abolition) Act , 1970 and Rules	This Act regulates the employment of Contract Labour in certain establishments and provides for its abolition in certain circumstances. It applies to every establishment or contractor wherein 20 or more workmen are or were employed on any day of the preceding 12 months as contract labour.	<ul style="list-style-type: none"> • Working conditions of workmen. • Adequate facilities like drinking water, canteen etc for workmen. • Adequate facilities for women workers also. • Maintenance of registers as required under the Act. • Submission of returns.
Employee State Insurance Act , 1948	This Act provides for the provision of benefits to employees in case of sickness, maternity and employment injury. All employees including casual, temporary or contract employees drawing wages less than Rs 10000 per month are covered.	<ul style="list-style-type: none"> • Remittance of contribution every month. • Maintenance of registers. • Submission of returns as per the provisions of the Act.
Employee's Provident Fund and Miscellaneous Provisions Act , 1952	The PF Act provides for the compulsory institution of contributory provident funds, pension funds and deposit linked insurance funds for employees. This Act applies to industries specified in Schedule I employing 20 or more persons and any other class of	<ul style="list-style-type: none"> • Payment of contribution every month. • Maintenance of registers. • Submission of returns as per the provisions of the Act.

	establishments employing 20 or more persons notified by the Government.	
Employment Exchanges (Compulsory Notification of Vacancies) Act , 1959	The Employment Exchanges Act aims to provide for compulsory notification of vacancies to employment exchanges. It applies to all establishments in the public sector and to establishments in the private sector ordinarily employing more than 25 employees.	<ul style="list-style-type: none"> • Intimation of vacancy to the local employment exchange when vacancy arises. • Submission of returns.
Equal Remuneration Act , 1976	This Act provides for payment of equal remuneration to men and women workers, for the same work and prevents discrimination on the grounds of sex against women in the matter of employment, recruitment and for matters connected therewith or incidental thereto. This Act is applicable to almost every kind of establishments.	<ul style="list-style-type: none"> • No discrimination with regard to payment for the same work done by men and women workers. • Maintenance of register.
Factories Act , 1948	The Factories Act provides for the health, safety, welfare, service conditions and other aspects of workers in factories. It applies to all factories employing more than 10 people and working with the aid of power or employing 20 people and working without the aid of power. It covers all workers employed in the factory premises or precincts directly or through an agency including a contractor, involved in any	<ul style="list-style-type: none"> • Licensing and renewal of licence under the Act. • Provision of adequate safety measures within the factory premises. • Provision of adequate welfare measures like creche, canteen, wash room etc for the workers. • Payment of wages as per the

	<p>manufacture. Some provisions of the Act will vary according to the nature of work of the establishment.</p>	<p>provisions of the Act.</p> <ul style="list-style-type: none"> • Payment of overtime wages. • Maintenance of registers. • Submission of returns.
<p>Industrial Disputes Act , 1947</p>	<p>The objective of the Industrial Disputes Act is to secure industrial peace and harmony by providing machinery and procedure for the investigation and settlement of industrial disputes by negotiations. This Act applies to every industrial establishment carrying on any business, trade, manufacture or distribution of goods and services irrespective of the number of workmen employed therein. Every person employed in an establishment for hire or reward including contract labour, apprentices and part time employees to do any manual, clerical, skilled, unskilled, technical, operational or supervisory work, is covered by the Act.</p>	<ul style="list-style-type: none"> • Prevention of unfair labour practices. • Prior permission of appropriate Government / concerned labour authority for laying off or retrenching the workers or closing down the industrial establishment. • Payment of compensation to workers on account of closure or lay off or retrenchment.
<p>Industrial Employment and Standing Orders Act , 1946</p>	<p>The Standing Orders Act requires employers to clearly define and publish standing orders (service rules) and to make them known to the workmen employed by them. It applies to every industrial establishment where 100 or more</p>	<ul style="list-style-type: none"> • Formulation of service rules and obtain its approval from the concerned Labour authority. • Display of standing orders in a prominent place for the

	workmen are/were employed on any day of the preceding 12 months.	knowledge of workers.
Maternity Benefit Act , 1961	<p>The Maternity Benefit Act aims to regulate the employment of women in certain establishments for certain periods before and after child-birth and to provide for maternity benefits including maternity leave, wages, bonus, nursing breaks etc.</p> <p>It is applicable to every factory, mine or plantation including those belonging to Government, irrespective of the number of employees, and to every shop or establishment wherein 10 or more persons are employed or were employed on any day of the preceding 12 months.</p>	<ul style="list-style-type: none"> • Grant of leave along with payment of wages after child birth or any other maternity related problems like abortion etc. • Submission of returns.
Minimum Wages Act , 1948	<p>This Act was formulated to provide for fixing minimum rates of wages in certain employments. It applies to all establishments employing one or more persons and engaged in any of the scheduled employments.</p>	<ul style="list-style-type: none"> • Provision of minimum rate of wages as prescribed by the government. • Maintenance of registers as prescribed under the Act. • Submission of returns.
Payment of Bonus Act , 1965	<p>The object of the Payment of Bonus Act is to provide for the payment of bonus (linked with profit or productivity) to persons employed in certain establishments and matters connected therewith. This Act is applicable to every factory and to</p>	<ul style="list-style-type: none"> • Payment of bonus in accordance with the provisions of the Act. • Submission of returns.